

FY 2026 Capital Improvement Plan

Schools

Law Enforcement

Parks & Recreation

Emergency Services

Administrative Facilities

Jefferson County Commission

Engineering Department/Office of Impact Fees

26 February 2025

FY 2026 Impact Fee Program Capital Improvement Plan

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Overview

This document constitutes the Jefferson County Impact Fee Program Capital Improvement Plan for Fiscal Year 2026 (which begins July 1 2025). 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 \$128,546,650 (down from \$188,072,100 in FY 2025). Of this amount, \$5,694,573.70 represents the funding requests for FY 2026 (in FY 2025 the amount was \$3,251,000).

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 2026 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 15 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 loans¹.

(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 2026 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 2025.

¹ See WV Code §8-30 *et seq.*

Table 1. FY 2026 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Board of Education											
1	1	High School Auxiliary Gym	\$5,088,600	\$1,910,688	\$0	\$3,177,912	\$0	\$0	\$0	\$0	\$0
2	1	ROTC Wing at Jefferson High School	\$1,650,000	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
TOTALS			\$82,168,600	\$1,910,688	\$1,650,000	\$3,177,912	\$0	\$0	\$0	\$30,000	\$0
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
Jefferson County Administrative and Court Facilities											
1	1	393 N. Lawrence Street, Charles Town, WV	\$19,100,000	\$0	\$568,342	\$0	\$568,342	\$568,342	\$568,342	\$568,342	\$568,342
2	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$180,222	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$2,660.15	\$0	\$0
			\$19,280,222	\$0	\$593,342	\$25,000	\$593,342	\$593,342	\$571,002.15	\$568,342	\$568,342

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Board of Education											
1	1	High School Auxiliary Gym ROTC Wing at Jefferson	\$5,088,600	\$1,910,688	\$0	\$3,177,912	\$0	\$0	\$0	\$0	\$0
2	1	High School	\$1,650,000	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
TOTALS			\$82,168,600	\$1,910,688	\$1,650,000	\$3,177,912	\$0	\$0	\$0	\$30,000	\$0
Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range Exterior Expansion	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Temporary Sheriff's Office Space Storage Garage	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Interior Expansion Temporary Sheriff's Office Space	\$300,000	\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0
4	2	Mobile Data Terminal System for Police Vehicles	\$184,500	\$0	\$0	\$0	\$31,500	\$31,500	\$10,000	\$50,000	\$61,500
5	2	Jefferson County Public Safety Center (50%)	\$7,000,000	\$0	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0
6	2	Purchase of Police Cruisers x 18	\$900,000	\$0	\$0	\$0	\$175,000	\$175,000	\$175,000	\$175,000	\$200,000
TOTALS			\$9,234,500	\$0	\$1,750,000	\$0	\$1,881,500	\$2,231,500	\$2,210,000	\$225,000	\$261,500
Jefferson County Parks & Recreation Commission											
1	2	James Hite Park (Utilities)	\$1,800,000	\$0	\$0	\$0	\$0	\$100,000	\$850,000	\$850,000	\$0
2	2	Department Vehicle (Maintenance)	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Land Acquisition Sam Michael's Park	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$0
4	2	(Community Center Design & Expansion)	\$2,500,000	\$0	\$100,000	\$0	\$2,400,000	\$0	\$0	\$0	\$0
5	3	South Jefferson Park (Master Plan)	\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
6	2	Sam Michaels Park Splashpad	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
7	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
8	2	James Hite Park (Phase III Development)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
9	2	2026 Parks Master Plan	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
10	2	Sam Michaels Park (Artificial Turf Field)	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0
11	2	Sam Michaels Park (Amphitheater-Phase III)	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0
12	2	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0
13	2	James Hite Park (Tennis/Pickleball Courts)	\$425,000	\$0	\$275,000	\$150,000	\$0	\$0	\$0	\$0	\$0
14	2	Leetown Park (Multipurpose Field)	\$60,000	\$0	\$50,231.70	\$9,768.30	\$0	\$0	\$0	\$0	\$0
15	2	Sam Michaels Park (AMP- Orchestra Pit)	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
16	2	Mobile Recreation Vehicle (Van)	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
17	2	Moulton Park (Parking)	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
18	2	Moulton Park (Phase I)	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$11,868,000	\$9,768.30	\$970,231.70	\$209,768.30	\$4,695,000	\$215,000	\$1,928,000	\$2,850,000	\$1,250,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
		Jefferson County Public									
2	2	Safety Center (50%)	\$5,100,000	\$0	\$200,000	\$0	\$2,450,000	\$2,450,000	\$0	\$0	\$0
TOTALS			\$5,620,328	\$0	\$281,000	\$0	\$2,531,000	\$2,531,000	\$81,000	\$81,000	\$81,000

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Administrative Facilities											
1	1	393 N. Lawrence Street, Charles Town, WV County Administrative Facilities/Courts -	\$19,100,000	\$0	\$568,342	\$0	\$568,342	\$568,342	\$568,342	\$568,342	\$568,342
2	1	Prosecutor Cost Recovery	\$180,222	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$2,660.15	\$0	\$0
			\$19,280,222	\$0	\$593,342	\$25,000	\$593,342	\$593,342	\$571,002.15	\$568,342	\$568,342

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Board of Education											
1	1	High School Auxiliary Gym ROTC Wing at Jefferson	\$5,088,600	\$1,910,688	\$0	\$3,177,912	\$0	\$0	\$0	\$0	\$0
2	1	High School	\$1,650,000	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
TOTALS			\$82,168,600	\$1,910,688	\$1,650,000	\$3,177,912	\$0	\$0	\$0	\$30,000	\$0

Impact Fee Specialist Recommendations – Jefferson County Board of Education				
#	Pri	Project	Fee Funding Potential	Comments
1	1	High School Auxiliary Gym	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$3,174,651 in the "High School Facilities/Building" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$1,973,423 on June 30, 2025. Full funding is currently available in the School account for this \$1,910,688 request, in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. This project previously approved in FY 2023 as modified on 3 November 2022 during regular County Commission meeting.
2	1	ROTC Wing at Jefferson High School	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$3,174,651 in the "High School Facilities/Building" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$1,973,423 on June 30, 2025. This appears to be a one-time request for this project and is contingent upon availability of funds collected as of 1 June 2025. However, after funding the \$1,910,688 for the High School Auxiliary Gym, it appears that there will only be approximately \$70,000 available towards the ROTC Wing at Jefferson High School.

Sheriff of Jefferson County											
1	2	Weapons Training Qualifications Range Exterior Expansion	\$100,000	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$0	\$0
2	2	Temporary Sheriff's Office Space Storage Garage	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
3	2	Interior Expansion Temporary Sheriff's	\$300,000	\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$0

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
		Office Space									
5	2	Jefferson County Public Safety Center (50%)	\$7,000,000	\$0	\$1,500,000	\$0	\$1,500,000	\$2,000,000	\$2,000,000	\$0	\$0
TOTALS			\$7,475,000	\$0	\$1,750,000	\$0	\$1,675,000	\$2,025,000	\$2,025,000	\$0	\$0

Impact Fee Specialist Recommendations – Sheriff of Jefferson County				
#	Pri	Project	Fee Funding Potential	Comments
1	2	Weapons Training Qualifications Range	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Full funding is currently available in the Law Enforcement account for this \$25,000 request, in FY 2026. The CIP impact fees funding request through FY 2031 is \$75,000 and is currently available, which completes this funding request.
2	2	Exterior Expansion Temporary Sheriff's Office Space Storage Garage	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Full funding is currently available in the Law Enforcement account for this \$75,000 request, in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.
3	2	Internal Expansion of Temporary Sheriff's Office Space	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Full funding is currently available in the Law Enforcement account for this \$150,000 request, in FY 2026. The CIP impact fees funding request through FY 2031 is \$150,000 and is currently available, which completes this funding request.
5	2	Jefferson County Public Safety Center (50%)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$450,757 in the "Sheriff Facilities" capital category of this project. This request is fully fundable up to this limit, which is projected to have an estimated balance of \$569,176 on June 30, 2025. Funding is currently available in the Law Enforcement account for \$300,000, in FY 2026 for this project. The CIP impact fees funding request through FY 2031 exceeds funding available and another funding source may have to be used to complete this request.

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Parks & Recreation Commission											
4	2	Sam Michael's Park (Community Center Design & Expansion)	\$2,500,000	\$0	\$100,000	\$0	\$2,400,000	\$0	\$0	\$0	\$0
9	3	2026 Parks Master Plan	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
13	2	James Hite Park (Tennis/Pickleball Courts)	\$425,000	\$0	\$275,000	\$150,000	\$0	\$0	\$0	\$0	\$0
14	2	Leetown Park (Multipurpose Field)	\$60,000	\$0	\$50,231.70	\$9,768.30	\$0	\$0	\$0	\$0	\$0
17	2	Moulton Park (Parking)	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
18	2	Moulton Park (Phase I)	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$3,270,000	\$9,768.30	\$560,231.70	\$209,768.30	\$2,400,000	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission				
#	Pri	Project	Fee Funding Potential	Comments
4	2	Sam Michael's Park (Community Center Design & Expansion)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$577,233 in the "Recreation Center Space" 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 \$643,295 on June 30, 2025. Full funding is currently available in the Parks and Rec impact fee account for this \$100,000 request, in FY 2026. The CIP impact fees funding request through FY 2031 exceeds funding available and another funding source will have to be used to complete this request.
9	3	2026 Parks Master Plan	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" 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 \$1,837,327 on June 30, 2025. Full funding is currently available in the Parks and Rec impact fee account for this \$100,000 request, in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.
13	2	James Hite Park (Tennis/Pickleball Courts)	Eligible for Full Funding due to being	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" 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 \$1,837,327 on June 30, 2025.

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
				for new growth	Funding for this project is available in the Parks and Rec impact fee account for this \$200,000 request in FY 2026. 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.						
14	2	Leetown Park (Multipurpose Field)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" 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 \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$50,231.70 request in FY 2026. 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 \$9,768.30 of funding from other sources.						
17	2	Moulton Park (Parking)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" 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 \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$85,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
18	2	Moulton Park (Phase I)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" 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 \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$250,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" 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 \$1,837,327 on June 30, 2025. Funding for this project is available in the Parks and Rec impact fee account for this \$50,000 request in FY 2026. 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 \$50,000 of funding from other sources.						

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
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
2	2	Jefferson County Public Safety Center (50%)	\$5,100,000		\$0	\$200,000	\$0	\$2,450,000	\$2,450,000	\$0	\$0
TOTALS			\$5,620,328		\$0	\$281,000	\$0	\$2,531,000	\$2,531,000	\$81,000	\$81,000

Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)				
#	Pri	Project	Fee Funding Potential	Comments
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$80,661 in the "EMS Facilities (16 Street & new Bardane Station)" 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 \$468,364 on June 30, 2024. Funding for this project is available in the EMS impact fee account for the full \$81,000. Funding of the mortgage ends June 2025.
2	2	Jefferson County Public Safety Center (50%)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$80,661 in the "EMS Facilities (16 Street & new Bardane Station)" 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 \$468,364 on June 30, 2024. Funding for this project is available in the EMS impact fee account for in the amount of \$75,000 only, not the full \$200,000 request. However, it appears that there will be insufficient funding in future fiscal years to pay the future \$2,450,000 in FY 2027 and FY 2028.

Jefferson County Administrative Facilities											
1	1	393 N. Lawrence Street	\$19,100,000		\$0	\$568,342	\$0	\$568,342	\$568,342	\$568,342	\$568,342
		County Administrative Facilities/Courts - Prosecutor Cost									
2	1	Recovery	\$180,222		\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$2,660.15	\$0
TOTALS			\$19,280,222		\$0	\$593,342	\$25,000	\$593,342	\$593,342	\$571,002.15	\$568,342

Impact Fee Specialist Recommendations – Jefferson County Administrative Facilities											
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Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
#	Pri	Project	Fee Funding Potential	Comments							
1	1	393 N. Lawrence Street	Eligible for Full Funding due to being for new growth	<p>As of December 31, 2024, the remaining allocation amount is \$105,972 in the "County Administrative Space (393 Building)" 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 Administrative Facilities impact fee account; which is projected to have an estimated balance of only \$131,318 on June 30, 2024.</p> <p>Funding for this project is available in the Administrative Facilities impact fee account in the amount of \$100,000. However, it appears that there will be insufficient funding in future fiscal years to pay the full \$568,342 fully from impact fee funds; the County Commission will need to find another funding source.</p>							
2	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	Not Fee Fundable	<p>As of December 31, 2024, the remaining allocation amount is \$105,972 in the "County Administrative Space (393 Building)" 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 Administrative Facilities impact fee account; which is projected to have an estimated balance of only \$131,318 on June 30, 2024.</p> <p>Funding for this project ended after FY 2025..</p>							

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, 2025 (50% of FY 2025). The projected balance runs to July 1, 2025, which is the end of FY 2025 and the start of FY 2026.

For the purposes of projecting the cash flow analysis from 1 January 2025 through 30 June 2025, it was assumed that the County growth rate for the period of 1 January 2025 through 30 June 2025, will be approximate and equal to the same time period last year. During this period, there were 450 new single family detached structures (of which 1 qualified for the Affordable Housing Discount), 0 new townhouse structures, 0 duplex structures, and 0 multi-family units. For projecting the future cash flow from 1 January 2025 through 30 June 2025, we assumed the following:

450	Single-family units
0	Townhouse units
0	Duplex units
0	Multi-family units

While there were eight commercial development projects in CY 2024, 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 2024 LOS Recalculation Study)

Balance as of 31 December 2024									
Capital Category							31 December 2024 Capital Category Amount Available	Comments	
		2015 Study Allocation Percent		Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended		
<u>2015 Study Capital Categories</u>									
Elementary School & Land	Froze as of 09/02/2021		29.2%	\$33,217,437	29.2%	\$9,699,492	\$9,831,839	-\$132,348	Fund
Middle School/High School & Land and Study	Froze as of 09/02/2021		67.8%	\$33,217,437	67.8%	\$22,521,422	\$19,346,772	\$3,174,651	Fund
Administrative Offices & Maintenance Shop	Froze as of 09/02/2021		3.0%	\$33,217,437	3.0%	<u>\$996,523</u>	<u>\$2,048,228</u>	<u>-\$1,051,705</u>	Capital Category Overspent
									Previously Allocated Funds Available. Revenue Collected and Allocations Frozen in Place in 9/02/2021
					100.0%	\$33,217,437	\$31,226,839	\$1,990,598	
<u>2021 Study Capital Category</u>		2021 Study Allocation Percent							
High Schools Facilities and Study			100.0%	\$2,307	100.0%	<u>\$2,307</u>	<u>\$0</u>	<u>\$2,307</u>	Beginning 9/03/2021 Additional Funds Available for High Schools Only.
Grand Total for Schools =						\$33,219,744	\$31,226,839	\$1,992,905	(Total Funds Available)

Balance Projected through 30 June, 2025								
Capital Category			Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2025 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%	\$33,217,437	29.2%	\$9,699,492	\$9,831,839	-\$132,348	Do Not Fund
Middle School/High School & Land and Study	Froze as of 09/02/2021	67.8%	\$33,217,437	67.8%	\$22,521,422	\$19,346,772	\$3,174,651	Carry Over to High Schools
Administrative Offices & Maintenance Shop	Froze as of 09/02/2021	3.0%	\$33,217,437	3.0%	\$996,523	\$2,048,228	-\$1,051,705	Do Not Fund
					\$33,217,437	\$31,226,839	\$1,990,598	
<u>2024 Study Capital Category</u>		2024 Study Allocation Percent						
High Schools Facilities/Building (no land)		99.9%	\$33,220,194	99.9%	\$33,200,262	\$31,226,839	\$1,973,423	Fund
2029 Impact Fee Report		0.1%	\$33,220,194	0.1%	\$19,932	\$0	\$19,932	Fund
Grand Total for Schools =				100%	\$33,220,194	\$31,226,839	\$1,993,355	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. S6)

Law Enforcement - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2024									
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, 2024 Capital Category Amount Available	Comments	
	(2024 Study, Fig. L7)								
Sheriff Facilities & Study	\$74.01	46.6%	\$1,071,047	46.6%	\$499,264	\$48,507	\$450,757	Fund	
Sheriff Vehicles & Equipment	\$84.76	53.4%	\$1,071,047	53.4%	\$571,783	\$254,665	\$317,118	Fund	
Total for Sheriff/Law Enforcement =	\$158.77	100%		100%	\$1,071,047	\$303,172	\$767,875	(Total Funds Available)	

Balance Projected through 30 June, 2025						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
Sheriff Facilities (new Bardane Sheriff Dept Bldg.)	\$1,357,247	45.5%	\$617,683	\$48,507	\$569,176	Fund This Category
Sheriff Vehicles & Equipment	\$1,357,247	53.4%	\$724,634	\$254,665	\$469,969	Fund This Category
2029 Impact Fee Report	\$1,357,247	1.1%	\$15,065	\$0	\$15,065	Fund This Category
Total for Sheriff/Law Enforcement =		100%	\$1,357,382	\$303,172	\$1,054,210	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Fig. L7)

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

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 31 December 2024									
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, 2024 Capital Category Amount Available		
	(2024 Study, Fig. P11)							Comments	
Park Improvements	\$322.91	67.9%	\$4,447,097	67.9%	\$3,021,358	\$1,529,811	\$1,491,547	Fund	
Park Land	\$80.10	16.9%	\$4,447,097	16.9%	\$749,336	\$564,450	\$184,886	Fund	
Recreation Center Space	\$61.67	13.0%	\$4,447,097	13.0%	\$577,233	\$0	\$577,233		
Park Vehicles & Equipment	\$8.51	1.8%	\$4,447,097	1.8%	\$79,603	\$90,815	-\$11,212	Capital Category Overspent	
Impact Fee Report	\$2.08	0.4%	\$4,447,097	0.4%	\$19,567	\$0	\$19,567		
Total for Parks & Recreation =	\$475.27	100.00%		100.0%	\$4,447,097	\$2,185,076	\$2,262,021	(Total Funds Available)	

Balance Projected through June 30, 2025						
Capital Category	Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
Park Improvements	\$4,956,047	67.9%	\$3,367,138.47	\$1,529,811	\$1,837,327.26	Fund
Park Land	\$4,956,047	16.9%	\$835,093.95	\$564,450	\$270,643.95	Fund
Recreation Center Space	\$4,956,047	13.0%	\$643,295	\$0	\$643,295	Fund
Park Vehicles & Equipment	\$4,956,047	1.8%	\$88,713	\$90,815	-\$2,102	Do Not Fund
Impact Fee Report	\$4,956,047	0.4%	\$21,807	\$0	\$21,807	Fund This Category
Total for Parks & Recreation =		100%	\$4,956,047	\$2,185,076	\$2,770,971	(Projected Funds Available)

*Calculated Based on December 4, 2024 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 2024 LOS Recalculation Study)

Balance as of 31 December 2024								
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, 2024 Capital Category Amount Available	Comments
EMS Bldg. Mortgage (16th Street Bldg.) Vehicles & Equipment Total for Emergency Services =			\$1,864,746	Amt Froze	\$708,603	\$627,942	\$80,661	Capital Category Overspent
			\$1,864,746	62.0%	\$1,156,143	\$1,122,451	\$33,692	Fund
					\$1,864,746	\$1,750,393	\$114,353	(Total Funds Available)

Balance Projected through 30 June, 2025									
Capital Category				Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Allocation	Total Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
EMS Facilities (16th Street & New Bardane Station) EMS Vehicles & Equipment 2029 Impact Fee Study Total for Emergency Services =	(2024 Study, Fig. E7)	\$117.37	57.2%	\$1,918,296	57.2%	\$1,096,306	\$627,942	\$468,364	Fund
		\$86.98	42.4%	\$1,918,296	42.4%	\$812,398	\$1,122,451	-\$310,052	Do Not Fund
		\$1.02	0.5%	\$1,918,296	0.5%	\$9,591	\$0	\$9,591	Fund
					100%	\$1,918,296	\$1,750,393	\$167,903	(Projected Funds Available)
		\$205.37	100%						

*Calculated Based on December 4, 2024 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 2024 LOS Recalculation Study)

Balance as of 31 December 2024								
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	31 December 2024 Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	(2024 Study, Fig. CA6)							
	\$383.61	100.0%	\$112,440	100.0%	\$112,440	\$6,468	\$105,972	New Impact Fee Entity in 2021
Total for Administrative Facilities =	\$383.61	100.00%		100.0%	\$112,440	\$6,468	\$105,972	(Total Funds Available)

Balance Projected through June 30, 2025								
Capital Category			Projected Total Revenue Collected	Capital Category Allocation %	Capital Category Projected Revenue Allocation	Capital Category Revenue Expended	June 30, 2025 Projected Capital Category Amount Available	Comments
County Administrative Space (Prosecutor & 393 Building)	\$382.75	99.78%	\$138,090	99.8%	\$137,786	\$6,468	\$131,318	Funds Transfer to CC General Fund as Repayment for Funds Already Expended for Debt Service
2029 Impact Fee Report	\$0.86	0.22%	\$138,090	0.2%	\$304	\$0	\$304	Fund
Total for Administrative Facilities =	\$383.61	100.00%		100%	\$138,090	\$6,468	\$131,622	(Projected Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, CA6).

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 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Impact Fee Study	30000	0	0	0	0	0	0	30000	0
2	New High School	75400000	0	0	0	0	0	0	0	0
2	High School Auxilliary Gym	5088600	1910688	0	3177912	0	0	0	0	0
1	ROTC Wing at Jefferson High School	1650000	0	1650000	0	0	0	0	0	0

Divider 1

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 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Weapons Training Qualifications Range	100000	25000	25000	0	25000	25000	25000	0	0
2	Expansion Temporary Sheriff's Office Space	1200000	0	600000	0	400000	100000	100000	0	0
2	Internal Expansion Temporary Sheriff's Office Space	300000	200000	150000	0	150000	0	0	0	0
2	Mobile Data Terminal System for Police Vehicles	184500	0	0	0	31500	31500	10000	50000	61500
2	Jefferson County Public Safety Center (50%)	7000000	75000	1500000	0	1500000	2000000	2000000	0	0
2	Purchase of Police Cruisers x 18	900000	0	0	0	175000	175000	175000	175000	200000

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

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 (\$): \$25,000.00 (FY 2026) Current Request

(FY 2027) All Other Sources

\$25,000.00 (FY 2027) Out Year 2

\$25,000.00 (FY 2028) Out Year 3

\$25,000.00 (FY 2029) Out Year 4

\$0.00 (FY 2030) Out Year 5

\$0.00 (FY 2031) Out Year 6

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

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

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

Project Type: Construction

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; secure indoor vehicle evidentiary processing area; additional, more functional, storage areas; 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. Additionally, having a dedicated space for the storage of our golf carts and ATVs could open up valuable space in the current garage area. This could be accomplished through erecting a separate building or covered space for these vehicles.

Estimated Total Cost of Project (\$)	\$1,200,000.00	
Funding Request Breakdown by Year (\$):	\$600,000.00	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$400,000.00	(FY 2027) Out Year 2
	\$100,000.00	(FY 2028) Out Year 3
	\$100,000.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) 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**

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** 12/6/2024

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; supervisory offices; private employee meeting room; modernization of conference and training rooms. If the exterior expansion is approved, these improvements could be accomplished through expanding into the current garage area to reimagine its use.

Estimated Total Cost of Project (\$)	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$150,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$150,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

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

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

Project Title: Mobile Data Terminal System for Police Vehicles

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$184,500.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$31,500.00</u>	(FY 2027) Out Year 2
	<u>\$31,500.00</u>	(FY 2028) Out Year 3
	<u>\$10,000.00</u>	(FY 2029) Out Year 4
	<u>\$50,000.00</u>	(FY 2030) Out Year 5
	<u>\$61,500.00</u>	(FY 2031) Out Year 6

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

CIP FORM 2

☐ Additional pages attached.

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Jefferson County Government
ANNUAL and FIVE YEAR PROJECT REQUEST
and JUSTIFICATION

Prepared By: Deborah Lowe **Date this form prepared:** 12/6/2024

Project Title: Public Safety Center (50%)

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 should meet or exceed any DOJ/DHS standards. The new Sheriff's Office needs to be considerably larger than the current 15,000 sq ft to allow room for growth and shall be a completely hardened and secure structure. This new structure has been approved as a joint facility with the Emergency Services Agency. (75,000 provided in FY18).

Estimated Total Cost of Project (\$)	\$7,000,000.00	
Funding Request Breakdown by Year (\$):	\$1,500,000.00	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$1,500,000.00	(FY 2027) Out Year 2
	\$2,000,000.00	(FY 2028) Out Year 3
	\$2,000,000.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) Out Year 6

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

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Deborah Lowe Date this form prepared: 12/6/2024

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

Project Type: Acquisition of Major Equipment

Project Location: Jefferson County Sheriff's Office

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

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

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

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

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

Estimated Total Cost of Project (\$)	<u>\$900,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$175,000.00</u>	(FY 2027) Out Year 2
	<u>\$175,000.00</u>	(FY 2028) Out Year 3
	<u>\$175,000.00</u>	(FY 2029) Out Year 4
	<u>\$175,000.00</u>	(FY 2030) Out Year 5
	<u>\$200,000.00</u>	(FY 2031) Out Year 6

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

☐ Additional pages attached.

Divider 2

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 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	James Hite Park (Utilities)	1800000	0	0	0	0	100000	850000	850000	0
2	Department Vehicle (Maintenance)	60000	2	60000	0	0	0	0	0	0
2	Land Acquisition	2000000	0	0	0	2000000	0	0	0	0
2	Sam Michael's Park (Community Center Design & Expansion)	2500000	0	100000	0	2400000	0	0	0	0
3	South Jefferson Park (Master Plan)	75000	0	0	0	0	75000	0	0	0
2	Sam Michaels Park AMP Splashpad	300000	0	0	0	0	0	0	0	300000
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	100000	0	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)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Sam Michaels Park (Artificial Turf Field)	1000000	0	0	0	0	0	1000000	0	0
2	Sam Michaels Park (Amphitheater-Phase III)	2000000	0	0	0	0	0	0	2000000	0
2	Program Support Vehicle	40000	0	0	0	0	40000	0	0	0
2	James Hite Park (Tennis/Pickleball Courts)	425000	0	275000	150000	0	0	0	0	0
1	Leetown Park (Multipurpose Field)	60000	9768.3	50231.7	0	0	0	0	0	0
2	Sam Michaels Park (AMP-Orchestra Pit)	150000	0	0	0	0	0	0	0	150000
2	Mobile Recreation Vehicle (Van)	45000	0	0	0	45000	0	0	0	0
2	Moulton Park (Parking)	85000	0	85000	0	0	0	0	0	0
2	Moulton Park (Phase I)	250000	0	0	0	250000	0	0	0	0

CIP FORM 1

Jefferson County Govenment

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 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2	Sam Michaels Park (Dog Park Expansion Design/Construction)	100000	0	50000	50000	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: 12/12/2024

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 design, planning, and construction to install infrastructure at James Hite Park. Infrastructure is necessary 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 two years.

Estimated Total Cost of Project (\$)	<u>\$1,800,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$100,000.00</u>	(FY 2028) Out Year 3
	<u>\$850,000.00</u>	(FY 2029) Out Year 4
	<u>\$850,000.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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:** 12/12/2024

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 of parkland that is spread across Jefferson County. Additional vehicles are needed to maintain the parks as well as transport additional maintenance staff, that will be hired for park maintenance.

Estimated Total Cost of Project (\$)	<u>\$60,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$60,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

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 are specifically adjacent to existing parklands should be given a priority in order to build upon existing resources. The JCPRC has an interest in a property that fits into this category and into the parks master plan. The property would expand green space in Jefferson County by close to 200 acres.

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

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$2,000,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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.



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: 12/12/2024

Project Title: Sam Michaels Park (Community Center Expansion Design)

Project Type: Construction

Project Location: Sam Michaels Park

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

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

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

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

This represents a long-term ongoing project targeted at alleviating deficiencies noted in the 2016 park master plan. There is a great need for additional indoor recreation space. 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 community center at Sam Michaels Park needs to be expanded to include office space, gymnasium, indoor turf, a larger fitness center, restrooms, and additional activity and classroom space. JCPRC plans to bid out the design in FY 25/26 to be able to move forward with construction in 2026/2027. This recommendation is consistent with recommendations made in Jefferson County's 2035 Comprehensive Plan as well as the 2016 Parks Master Plan.

Estimated Total Cost of Project (\$)	<u>\$2,500,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$100,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$2,400,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

Project Title: South Jefferson Park (Master Plan)

Project Type: Other

Project Location: Jefferson County

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

OR provide Ranking Number if using Form 2A: _____

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

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

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

(if Yes - attach Form 2B).

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

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

Estimated Total Cost of Project (\$)	<u>\$75,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$75,000.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

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 small splashpad near the amphitheater is to be constructed. As the concept plan dictates, a splash pad should be constructed to offer additional recreational opportunities to patrons of the park. The splashpad would be ADA accessible and open to the public. Currently, there is no splash park/pad in Jefferson County.

Estimated Total Cost of Project (\$)	<u>\$300,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$300,000.00</u>	(FY 2031) 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: 12/12/2024

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 design, planning, and construction of a small and large dog park at James Hite Park. Additionally, the project includes a parking area and ADA access. The dog park will be situated near the center of the park.

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

Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$78,000.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

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 (\$)	<u>\$800,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$800,000.00</u>	(FY 2031) 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: 12/12/2024

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 the park's needs and assets and help staff make decisions that affect the community.

Estimated Total Cost of Project (\$)	<u>\$100,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$100,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

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 limited opportunities for lacrosse or field hockey, however, a turf field would help to alleviate that.

Estimated Total Cost of Project (\$)	<u>\$1,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$1,000,000.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

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

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)

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 (\$)	<u>\$2,000,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$2,000,000.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

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 (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$40,000.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

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. A Land and Water Grant has been awarded in the amount of \$150,000 that will be used as a match for this project.

Estimated Total Cost of Project (\$) \$425,000.00

Funding Request Breakdown by Year (\$):	<u>\$275,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST

and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Leetown Park (Multipurpose 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)

Construction of a multipurpose field at Leetown Park would provide additional green space for soccer, baseball, lacrosse, football, and field hockey programs to expand to other areas of the county as well as allow for rental income from outside organizations to increase their capacity for games and practices.

Estimated Total Cost of Project (\$)	\$60,000.00	
Funding Request Breakdown by Year (\$):	\$50,231.70	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$0.00	(FY 2027) Out Year 2
	\$0.00	(FY 2028) Out Year 3
	\$0.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) 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:** 12/12/2024

Project Title: Sam Michaels Park AMP-Orchestra Pit

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)

Phase I of the project was constructed in 2018. In 2020, an ADA accessible path was added to provide easier access from the parking area to the festival field. The ADA accessible path that was added in 2020 created easier access to optimal stage viewing from the festival field. The Phase II realizes construction of a concession stand, ticket booth and restrooms that will be utilized by patrons of the amphitheater. The next planned expansion of the AMP venue is to construct an orchestra pit that will expand usage of the facility and provide additional ADA accessible participation in AMP performances. The ADA accessible path that was added in 2020 created easier access to optimal stage viewing from the festival field. The area where the orchestra pit is located, directly in front of the stage, will create greater ADA accessibility to the stage, the stage ADA ramp, and the area that naturally becomes the "dance floor" during performances. This area is currently grass only, so adding concrete will also elevate inclusive participation at performances.

Estimated Total Cost of Project (\$)	<u>\$150,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$150,000.00</u>	(FY 2031) 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 previous contractors.

☐ 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: 12/12/2024

Project Title: Mobile Recreation Van

Project Type: Acquisition of Major Equipment

Project Location: Vehicle will be stored at Sam Michaels Park and 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 growth in Jefferson County and need to bring recreational programs to all residents of the county, JCPRC intends to expand it's mobile recreation program. With the purchase of an additional vehicle, staff would be able to increase the number of visits and locations they are able to bring recreational activities to.

Estimated Total Cost of Project (\$)	\$45,000.00	
Funding Request Breakdown by Year (\$):	\$0.00	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$45,000.00	(FY 2027) Out Year 2
	\$0.00	(FY 2028) Out Year 3
	\$0.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) 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.



Jefferson County Government

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Jennifer Myers Date this form prepared: 12/12/2024

Project Title: Moulton Park (Parking Lot)

Project Type: Construction

Project Location: Moulton 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 design and construction of a 150-car parking lot that would sit in the expanded 83-acre parcel at Moulton Park. The new parking lot would help to alleviate parking along Bloomery Road and expand access to the Shenandoah River for residents and visitors alike.

Estimated Total Cost of Project (\$)	\$85,000.00	
Funding Request Breakdown by Year (\$):	\$85,000.00	(FY 2026) Current Request
		(FY 2027) All Other Sources
	\$0.00	(FY 2027) Out Year 2
	\$0.00	(FY 2028) Out Year 3
	\$0.00	(FY 2029) Out Year 4
	\$0.00	(FY 2030) Out Year 5
	\$0.00	(FY 2031) 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: 12/12/2024

Project Title: Moulton Park (Phase I)

Project Type: Construction

Project Location: Moulton 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 the design and construction of Phase I of Moulton Park. Phase I development includes construction of 20 tent camping sites and expansion of 5 yurt style camping sites. Additionally, construction of a comfort station, disc golf, and small pavilions.

Estimated Total Cost of Project (\$)	<u>\$250,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$0.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$250,000.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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: 12/12/2024

Project Title: Sam Michaels Park (Dog Park)

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 the design, planning, and construction of a small dog park at Sam Michaels Park. Expansion of the dog park at Sam Michaels Park would allow an area for large and small dogs. With this addition, more residents would be able to use the dog park. JCPRC will apply for a grant to account for \$50,000 of this project.

Estimated Total Cost of Project (\$)	<u>\$100,000.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$50,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$0.00</u>	(FY 2027) Out Year 2
	<u>\$0.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) 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.

Divider 3

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 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1	Mortgage for JCESA Main Office	520328	0	81000	0	81000	81000	81000	81000	81000
1	Jefferson County Public Safety Center (50%)	5100000	0	200000	0	2450000	2450000	0	0	0



Jefferson County Government

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

Prepared By: Mike Sine Date this form prepared: 12/13/2024

Project Title: Mortgage for JCESA Main Office

Project Type: Other

Project Location: 419 16th Ave, Ranson, WV 25438

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

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

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

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

Existing USDA Loan that is paid in monthly installments for the Main Office building and property.

Estimated Total Cost of Project (\$)	<u>\$520,328.00</u>	
Funding Request Breakdown by Year (\$):	<u>\$81,000.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$81,000.00</u>	(FY 2027) Out Year 2
	<u>\$81,000.00</u>	(FY 2028) Out Year 3
	<u>\$81,000.00</u>	(FY 2029) Out Year 4
	<u>\$81,000.00</u>	(FY 2030) Out Year 5
	<u>\$81,000.00</u>	(FY 2031) Out Year 6

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

Based on actual mortgage payments for the existing loan.

☐ Additional pages attached.

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Laura Kuhn Date this form prepared: 9/5/2024

Project Title: Public Safety Center

Project Type: Construction

Project Location: Kearneysville, WV

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 JCESA Service Area Report identified locating a station in Kearneysville as one of the top priorities. Additionally, the Sheriff has had concerns with his current building regarding sufficient space and security.

The Public Safety Center would house both EMS and law enforcement.

Estimated Total Cost of Project (\$) \$5,100,000.00

Funding Request Breakdown by Year (\$):	<u>\$200,000.00</u>	(FY 2026) Current Request
		(FY 2027) All Other Sources
	<u>\$2,450,000.00</u>	(FY 2027) Out Year 2
	<u>\$2,450,000.00</u>	(FY 2028) Out Year 3
	<u>\$0.00</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

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

☐ Additional pages attached.

Divider 4

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: County Administrative Facilities

(1)	(2)	(3)	(4)	(5)	(6)	(7)				
Pri No	PROJECT NAME DESCRIPTION	ESTIMATED TOTAL COST	PRIOR ALLOC. SOURCE	CURRENT REQUEST FY 2026	CURRENT ALLOC. OTHER SOURCES	EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1	County Administrative Facilities - Prosecutor's Building	180222	0	25000	0	25000	25000	2660.15	0	0
1	393 N. Lawrence Street	19100000	0	568342	0	568342	568342	568342	568342	568342

CIP FORM 2

Jefferson County Government ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Edwina Benites Date this form prepared: 12/27/2024

Project Title: County Administrative Facilities - Prosecutor's Building

Project Type: Other

Project Location: 120 S. George Street, Charles Town, WV 25414

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)

Reimbursement for the acquisition of the Prosecutor's Office building.

Estimated Total Cost of Project (\$) \$180,222.00

Funding Request Breakdown by Year (\$):	<u>\$25,000.00</u>	(FY 2026) Current Request
	<u> </u>	(FY 2027) All Other Sources
	<u>\$25,000.00</u>	(FY 2027) Out Year 2
	<u>\$25,000.00</u>	(FY 2028) Out Year 3
	<u>\$2,660.15</u>	(FY 2029) Out Year 4
	<u>\$0.00</u>	(FY 2030) Out Year 5
	<u>\$0.00</u>	(FY 2031) Out Year 6

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

☐ Additional pages attached.



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

COMMISSIONER
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COMMISSIONER
Cara Keys

COMMISSIONER
Pasha Majdi

COMMISSIONER
Mike Mood

Re: CIP Form 2: Prosecutor's Building

From: Edwina Benites, county administrator
David Bound, chief financial officer

Date: December 27, 2024

As of December 2, 2024, the current balance of the Administrative Facilities Account was \$102,561.85, with 100% of the impact fees collected for this account for repayment of the Prosecutor's Building. The starting amount to be collected on this building was \$180,222.

Starting balance:	\$180,222.00
<u>Amount collected:</u>	<u>\$102,561.85</u>

Outstanding balance: \$77,660.15

Estimated amount to be collected per year: \$25,000.00

Payoff estimate:

FY 2026	\$25,000.00
FY 2027	\$25,000.00
FY 2028	\$25,000.00
FY 2029	\$ 2,660.15

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Prepared By: Edwina Benites **Date this form prepared:** 12/27/2024

Project Title: 393 N. Lawrence Street

Project Type: Renovation

Project Location: 393 N. Lawrence Street

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)

Acquisition and relocation of the majority of County departments to enhance constituent services, accommodate future growth, and mitigate rising energy and maintenance expenses.

Estimated Total Cost of Project (\$)	\$19,100,000.00
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Funding Request Breakdown by Year (\$): \$568,342.00 (FY 2026) Current Request

(FY 2027) All Other Sources

\$568,342.00 (FY 2027) Out Year 2

\$568,342.00 (FY 2028) Out Year 3

\$568,342.00 (FY 2029) Out Year 4

\$568,342.00 (FY 2030) Out Year 5

\$568,342.00 (FY 2031) Out Year 6

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

The estimated cost of the project is \$19.1 million, which includes \$16.6 million for the building acquisition and \$2.5 million for buildout and professional fees. Funding for the purchase and buildout is proposed to come from an approved transfer from the capital outlay fund, supplemented by a bond issuance or loan. The annual funding request was calculated based on one-tenth of the 10-year revenue projection outlined in the 2024 Tischler Bise Impact Fee Study for the building.

☐ Additional pages attached.

CIP FORM 2B

Jefferson County Government

Budget Impact Analysis

Project 393 N. Lawrence Street, Charles Town, WV
Year Project Scheduled to be _____

List Department Budgets and Briefly Outline How They Will be Affected

Administration; County Clerk; Assessor; Tax; Engineering, Planning, and Zoning; Farmland Protection; WVU Extension; IT; Assessor; Health Department- relocation.

	Years					
	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Costs						
New Personnel (FTE)		2-3	2-3	2-3	2-3	2-3
Total New Personnel Costs		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
Operating and Maintenance		(-\$100,000.00)	(-\$100,000.00)	(-\$100,000.00)	(-\$100,000.00)	(-\$100,000.00)
Capital Outlays						
Other	Energy savings	(-\$145,000.00)	(-\$145,000.00)	(-\$145,000.00)	(-\$145,000.00)	(-\$145,000.00)
Total (\$)		(-\$95,000.00)	(-\$95,000.00)	(-\$95,000.00)	(-\$95,000.00)	(-\$95,000.00)
Revenues (Specify):						
Impact fees		\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00
Total (\$)		\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00	\$568,342.00
Budget Impact		(-\$473,342.00)	(-\$473,342.00)	(-\$473,342.00)	(-\$473,342.00)	(-\$473,342.00)

Additional Information

Edwina Benites-LM	(304)728-3284	ebenites@jeffersoncountywv.org
Form Completed By	Phone Number	Email
<u>Edwina Benites-LM</u>	<u>12/27/2024</u>	
Signature	Date	



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

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Re: CIP Form 2: 393 N. Lawrence Street

From: Edwina Benites, county administrator
David Bound, chief financial officer

Date: December 27, 2024

As of December 2, 2024, the current balance of the Administrative Facilities Account for the 393 Building was \$0. The total amount to be collected is \$5,683,420.¹ Fees for this building will begin being collected June 1, 2025.

Total to be collected: \$5,683,420.00

Amount collected: \$ 0.00

Outstanding balance: \$5,683,420.00

Estimated amount to be collected per year: \$568,342.00

Payoff estimate:

FY 2026	\$568,342.00
FY 2027	\$568,342.00
FY 2028	\$568,342.00
FY 2029	\$568,342.00
FY 2030	\$568,342.00
FY 2031	\$568,342.00
FY 2032	\$568,342.00
FY 2033	\$568,342.00
FY 2034	\$568,342.00
FY 2035	\$568,342.00

¹ As determined by the "Impact Fee Study" written by Tischler Bise (December 4, 2024) and approved by the Jefferson County Commission December 5, 2024, page 12. The total cost of the building is estimated to be \$19.1 million with \$5,683,420 of the total attributed to growth, ie, growth's share.