



# CUMBERLAND COUNTY BOARD OF SUPERVISORS

## Regular Monthly Meeting Cumberland County Circuit Courtroom A Cumberland, VA

Agenda for:  
January 14, 2014

Regular Meeting – 7:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda Motion
4. Election of Chair Motion
5. Election of Vice Chair Motion
6. Invocation and Pledge of Allegiance
7. Organizational & Administrative Matters
  - a) Set date and time of regular meetings Motion
  - b) Review By-Laws (pg. 1-19) Motion
  - c) Review code of ethics and Standards of Conduct (pg. 20-23) Motion
  - d) Review Committee appointments (pg. 24) Motion
  - e) Review goals and priorities (pg. 25-26) Motion
8. Public Hearing
  - a) REZ 13-02 Hughes Duplexes (pg. 27-43) Motion
  - b) CA 13-06 Lot size & density in R-1 Zoning (pg. 44-52) Motion
9. Public Comments

10. State and Local Departments/Agencies/Service Providers
- a) VDOT
  - b) Dr. Amy Griffin, Superintendent of Cumberland County Public Schools
  - c) Virginia's Growth Alliance
- Information  
Information  
Information
11. County Attorney/County Administrator Report
- a) Consent agenda
    - 1) Approval of bills
    - 2) Monthly Budget Report (pg. 53-64)
  - b) Approval of Minutes
  - c) Appropriation Verizon Wireless Refund \$1,645 (pg. 65-66)
  - d) Appropriation Reimbursement County Road Signs \$67.12 (pg. 67-68)
  - e) Appropriation SVCC GED Program Funds from CCPS \$2,064 (pg. 69-70)
  - f) Appropriation COPS Grant \$29,289.00 (pg. 71)
  - g) Appropriation USDA Grant waterline construction \$174,662.94 (pg. 72)
  - h) Piedmont Regional Jail 3<sup>rd</sup> quarter invoice \$65,079.18 (pg. 73)
  - i) Award Contract for Replacement of 911 Communications Equipment (pg. 74-86)
- Motion  
  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion  
Motion
12. Planning Director's Report
- a) Update on Planning Commission activities
  - b) County Project updates (pg. 87)
- Information  
Information
13. Public Comments (Part two)
14. Board Members Comments
15. Additional Information – (pg. 88-101)
- a) Treasurer's Report
  - b) DMV Report
  - c) Recycling Report
  - d) Building Inspections Report
  - e) Business License Inspector Report
15. Adjourn – Scheduled meeting: February, 2014

**CUMBERLAND COUNTY, VIRGINIA  
BOARD OF SUPERVISORS  
Adopted January 10, 2012**

**Statement of Intent and Purpose**

The intent of these By-laws of the Cumberland County, Virginia Board of Supervisors is as follows:

- (1). To establish ways and means by which the Board of Supervisors as the governing body of Cumberland County, Virginia shall conduct itself in the performance of its duties and responsibilities;
- (2). To establish certain procedures to be followed by the Board of Supervisors as individual members and as a governing body, and by appointed officials and employees of the Board of Supervisors, to help ensure legality, fairness and consistency in the conduct of governance of Cumberland County; and
- (3). To establish certain rules and guidelines considered vital to the conduct of the Cumberland County government and the proper functioning of its elected and appointed officials, employees, agencies, departments, organizations; and the promotion and protection of the interests of the citizens of the county.

To these ends these By-laws are so adopted.

### **By-laws Definitions**

As used in these By-laws, the following terms are defined:

Action of Record: An action taken or decision made by the Board recorded in the Minutes of the Meetings. Action of Record may take the following forms:

- a. Motions with votes of the members of the Board recorded.
- b. Consensus agreement of the Board without vote by the Board.
- c. Directive of the Chairman in the exercise of that office during the conduct of an official meeting of the Board.

Advisory Board: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons other than members of the Board formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county.

Board: The Cumberland County Board of Supervisors.

Committee: Pursuant to § 15.2-1411 of the Virginia Code, a designated group of persons that may be formed by the Board for the purpose of undertaking work on matters germane to the interests of the Board or county.

County Code: The *Cumberland County Code*.

Directive: An exercise of discretionary authority granted to the Chairman from the Board empowering the Chairman as follows:

- a. To enforce the protocols of Article 8.5. of these By-laws for the conduct of business and discourse before the Board to ensure proper decorum, civility, fairness and order.
- b. To cause the removal of any person or persons without charge of civil or criminal offense for misconduct, disruption or disturbance of a meeting of the Board of Supervisors consistent with adopted policies and procedures of the Board;
- c. To charge any person or persons with civil or criminal offenses pursuant to federal, state or local laws for the misconduct, disruption or disturbance of a meeting of the Board.

Ex-officio: A form of membership or appointment to a body or group where the individual may participate in proceedings or discussions, but shall not serve in an official leadership capacity nor vote in an official manner.

Item of Business: A matter to be presented before the Board at an official meeting, specified on the Meeting Agenda or modification thereof, and which may be subject to an Action of Record.

Meeting or official meeting: Any Annual, Regular, or Special Meeting of the Board of Supervisors. The following terms may also be used to further define and specify purposes for meetings. Meetings as defined herein are not exclusive of each other and may be concurrently conducted.

a. Annual Meeting: Pursuant to § 15.2-1416 of the Virginia Code, the Board's first meeting in the month of January.

b. Joint Meeting: A Joint Meeting may be conducted simultaneously with one or more corporate and politic bodies for the purpose of review, inquiry and discussion of matters of mutual interest or in the interest of expedient disposition of public business matters. Action of Record may be taken at said meeting, and a quorum of both the Board and other body(ies) is required to Call to Order and conduct a Joint Special Meeting.

c. Public Information Meeting: A Public Information Meeting shall be limited to the dissemination of information to and/or from the public where the Board of Supervisors will take no Action of Record at said meeting. A quorum of the Board of Supervisors is not required to Call to Order and conduct a Public Information Meeting. Public Information Meetings may be called in the name of the Board of Supervisors or administratively by the County Administrator or his designee.

d. Public Hearing: A public hearing shall be conducted at said meeting and the Board of Supervisors may take Action of Record on such matters as may arise from the Public Hearing. A quorum of the Board of Supervisors is required to Call to Order and conduct a Public Hearing.

e. Recessed Meeting: A meeting conducted at a date, place and time set by the Board of Supervisors as a continuation of a previously held meeting. A Recessed Meeting shall be scheduled no later than the date of the next Regular Meeting.

f. Rescheduled Meeting: A Rescheduled Meeting shall be for the purpose of conducting a meeting of the Board of Supervisors where, by virtue of necessity or at the discretion of the Board of Supervisors, the originally scheduled meeting cannot be conducted on its prescribed date or time or at its prescribed location pursuant to these By-laws. Action of Record may be taken on any Item of Business presented at a Rescheduled Meeting, and a quorum of the Board of Supervisors is required to Call to Order and conduct a Rescheduled Meeting.

g. Workshop Meeting: A Workshop Meeting shall be for the purpose of in-depth review, inquiry and discussion of specified Items of Business where Action of Record may be taken by the Board of Supervisors. A quorum of the Board of Supervisors is required to Call to Order and conduct said meeting. Workshop Meetings may also be called and scheduled for the purposes of presentations to the Board of Supervisors for educational and informational purposes.

Primary Motion: The first motion presented following informal discussion of any Item of Business at a Board meeting.

Substitute Motion: A motion presented succeeding and in lieu of a primary motion on any Item of Business at a Board meeting.

Virginia Code: The 1950 Code of Virginia, as amended.

**Construction**

As used in these By-laws, the masculine shall include the feminine, and the singular the plural unless otherwise specified herein. The word "shall" is mandatory and not discretionary; the word "may" is permissive and discretionary. The word "approve" shall be considered to be followed by the words "or disapprove".

### **Article 1. General**

1.1. The County of Cumberland is a political subdivision of the Commonwealth of Virginia, and is bestowed all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

### **Article 2. Board of Supervisors**

2.1. The County of Cumberland is governed by a Board consisting of five (5) Supervisors elected from the citizenry of Cumberland County, one (1) Supervisor from each of the county's five (5) Election Districts. Terms of each Supervisor are for four (4) years and may be successive. Qualifications for election to the Board of Supervisors are prescribed in the Virginia Code and Election Districts shall be defined by ordinance and set out in the County Code.

2.2. The Board of Supervisors is the governing body of the County of Cumberland and exercises all powers and authorities granted generally to counties without charters as set forth in the Virginia Code.

2.3. The Board of Supervisors at its discretion may authorize by appropriate action and annually provide for such sums for their salaries and expenses as members of the Board pursuant to the Virginia Code.

### **Article 3. Officers of the Board of Supervisors**

3.1. Pursuant to § 15.2-1422 of the Virginia Code, the Board shall elect annually from its membership a Chairman and Vice-Chairman.

3.2. The term of office of the Chairman and Vice-Chairman shall be one (1) calendar year beginning immediately upon being elected at the Annual Meeting until the election at the Board's next Annual Meeting the following calendar year.

### **Article 4. Election of Officers**

4.1. Election of officers of the Board shall be held at the Annual Meeting. In the absence of a quorum of the Board at the Annual Meeting, the current seated officers shall continue to exercise their offices until such time as a quorum is present at a subsequent Regular Meeting of the Board, at which time election of officers shall be held. The Board may defer election of officers to a Recessed Meeting from the Annual Meeting upon motion and vote of a majority of Board members present.

4.2. Election of officers of the Board shall be the first Item of Business at the Annual Meeting when elections are to be held.

4.3. Nominations for officers shall be conducted in open session upon motion by Board members and acceptance of the nomination. A motion with a majority vote of the Board members present is required to close nominations, at which time election of officers will be conducted in reverse order of the discussion of nominations. A majority vote of a quorum of the Board is needed to elect officers.

4.4. In the event of a tie vote during the election of officers, either by an abstaining vote or an even quorum of the Board present and voting, election of that officer shall be tabled to the next Regular Meeting of the Board and the Board shall proceed with other officer elections. In the event of a subsequent tie vote, a single blind lot drawing from the slate of seconded nominations shall select the officer. Officers selected in this manner shall be fully vested with all duties and powers accorded the office pursuant to the Virginia Code and these By-laws. The current seated officers shall continue to exercise their offices until new officers are elected or selected in this event.

4.5. Upon election of new officers, the new Chairman and Vice-Chairman shall preside at that meeting and all other meetings during the term for so which elected.

#### **Article 5. Duties and Powers of Officers of the Board of Supervisors**

5.1. In accordance with accepted rules of order and parliamentary practice, the Chairman is to preside at all meetings of the Board. The Vice-Chairman shall act with the full power and authority of the Chairman in the absence of the Chairman at any meeting of the Board. In the absence of the Chairman and Vice-Chairman, the remaining Board members shall choose an Acting Chairman for the meeting. Where an Acting Chairman is needed for a meeting, the Board need not designate an Acting Vice-Chairman. Where used in these Bylaws, Chairman shall also be construed to mean Acting Chairman.

5.2. When the Board is engaged in official meetings, whether held in the Board of Supervisors Meeting Room or at some other location, the building and associated grounds constituting the meeting place are under the control of the Chairman for the orderly conduct of the meeting. In addition to the exercise of parliamentary powers, the Chairman or Acting Chairman is empowered to issue Directives that shall be recorded as an Action of Record in order to facilitate orderly conduct of meetings.

5.3. The Chairman of the Board is empowered to administer oaths pursuant to § 15.2-1410 of the Virginia Code and shall be the head of the county government pursuant to § 15.2-1423 of the Virginia Code.

5.4. The Chairman shall adhere to and is empowered to enforce the protocols of Article 8.5 during official meetings of the Board. The Chairman shall act as parliamentarian of the Board, and shall seek the advice of the County Attorney or, in his absence, the County Administrator in the interpretation of the provisions of these By-laws and other established procedures for the conduct of meetings.

5.5. In the event of a vacancy in the office of Chairman due to death, resignation or removal from office as a member of the Board, the Vice-Chairman shall assume the

position of Acting Chairman until a chairman is appointed . In the event of a similar vacancy in the office of Vice-Chairman, the most recent past Vice-Chairman of the Board shall assume the position of Acting Vice-Chairman. In the event of concurrent vacancies in both the office of Chairman and Vice-Chairman, the most recent past Chairman and Vice-Chairman shall respectively assume these offices. Election of new officers shall occur pursuant to Article 4 of these By-Laws at the first Regular Meeting after the vacancy on the Board has been filled pursuant to § 15.2-1424 of the Virginia Code. In this event, such newly elected officers shall serve until the next Annual Meeting of the Board. Officers selected in this manner shall be fully vested with all duties and powers accorded their office pursuant to the Virginia Code and these By-laws.

5.6. The Chairman shall be an ex-officio member of all Committees and Advisory Boards of the Board, privileged to attend and participate in all meetings of such Committees and Advisory Boards, including closed meetings, but shall not vote on Committee matters unless appointed as a Committee member.

#### **Article 6. Meetings of the Board of Supervisors**

6.1. The Annual Meeting of the Board shall be held on the second Tuesday of January. The Regular Meetings of the Cumberland County Board of Supervisors for shall be on the second Tuesday of each month. These Annual and Regular Meetings shall be Called to Order at 6:00 p.m. and shall be held at Cumberland County Circuit Court Room in the County Courthouse Building on Rt. 60, Cumberland C.H., Virginia.

The Annual and Regular Meeting date, place and time shall continue indefinitely unless changed by appropriate action of the Board.

6.2. The Board will attempt to complete all Items of Business at the Annual and Regular Meetings by 11:00 p.m. The Board may recess such meetings from day to day, or from time to time or from place to place not beyond the time fixed for the next Regular Meeting, until the business before the Board is complete.

6.3. If the Annual or any Regular Meeting day falls on a legal holiday, the meeting may be held on the holiday or rescheduled as determined by the Board by Action of Record taken at the Annual Meeting or any Regular or Special Meeting prior to the holiday. If rescheduled other than at the Annual Meeting, public notice shall be served pursuant to § 15.2-1416 of the Virginia Code.

6.4. Special Meetings of the Board may be approved and scheduled, or a Called Special Meeting conducted by the Board pursuant to § 15.2-1417 and § 15.2-1418 of the Virginia Code. A special meeting of the governing body shall be held when called by the chairman or requested by two or more of the members of the board of supervisors. The call or request shall be made to the clerk, and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the clerk of the governing body, after consultation with the chairman, shall immediately notify each member of the Board and the county attorney, as appropriate in writing delivered in person or to his place of residence or business to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not

specified in the notice shall be considered at such meeting, unless all members are present. The notice may be waived if all members of the Board of Supervisors attend the special meeting or sign a waiver.

A Special Meeting may also be scheduled or called for specific purposes, as follows:

- a. Joint Special Meeting;
- b. Public Information Meeting;
- c. Public Hearing;
- d. Rescheduled Meeting;
- e. Workshop Meeting.

Special Meetings of the Board may be scheduled at the Annual Meeting for the calendar year and set out in the Operational Procedures of the Board.

6.5. The Annual, Regular and Special Meetings of the Board shall be open to the public. The Board reserves the right to enter into Closed Meeting pursuant to the Virginia Code at any official meeting.

6.6. Closed meetings will be restricted for those proper purposes enumerated in the Virginia Code and all Closed Meetings will be held in strict accordance with Virginia law.

6.7. No gathering of members of the Board of Supervisors, whether there be a number equal to or exceeding a quorum of the Board or a lesser number, shall be considered an official meeting of the Board unless such gathering takes place at a bona fide Annual, Regular or Special Meeting as set forth in these By-laws. No Action of Record may be taken on any matter outside of the time, place and location of an official meeting of the Board. Similarly when a quorum, (3) three or more members is gathered in one place outside an official meeting, those Board Members present may not discuss any past, current or future county business.

6.8. The Sheriff of Cumberland County shall, upon request, provide at least one (1) deputy to attend the Annual and Regular Meetings of the Board and, upon request of the Board or County Administrator, at any other official meeting. When in attendance of any official meeting, deputies shall be under the direction of the Chairman of the Board during the period of the official meeting (including any brief recess thereof), and under the direction of the County Administrator, Acting County Administrator, or his designee during the period prior to the meeting's Call to Order and immediately upon final Recess or Adjournment of the meeting.

#### **Article 7. Agendas for Board of Supervisors Meetings**

7.1. The Annual and Regular Meetings of the Board shall have a formal Meeting Agenda prepared by the County Administrator or his designee. The County Administrator at his (her) discretion, and the County Attorney and Board members individually may by request to the County Administrator place matters of business on the Agenda for discussion, information and /or action by the Board as are germane to the affairs and

interests of the Board and county. Agendas for Special Meetings are optional at the discretion of the Board of Supervisors or County Administrator.

7.2. The Order of Business of the Meeting Agenda for the Annual and Regular Meetings of the Board shall be generally as follows:

1. Call to Order and Determination of Quorum
2. Roll Call of Members
3. Closed Meeting
4. Welcome, Invocation and Pledge of Allegiance
5. Approval of the Agenda
6. Public Comments(optional)
7. Public Hearing (if any)
8. VDOT Matters
9. Presentations from Department/Agencies/Organizations
10. Assistant County Administrators Report
11. Planning Director's Report
12. County Administrator's Report
13. Community Development Director's Report
14. County Attorney's Report
15. Board Member Reports
16. Adjournment

Deviations from the Order of Business may be made at the discretion of the County Administrator during the preparation of the Meeting Agenda, and by the Board as a modification of the Meeting Agenda at the time of Approval of the Agenda. The Board by motion and majority vote of those present may eliminate any of the above items in the Order of Business for a specific meeting or meetings, or through the time of the next Annual Meeting in its entirety, and may also restore any item so eliminated or add other items by like Action of Record at any meeting.

7.3. A request for modification of the Meeting Agenda shall be made from the Board Table and only by members of the Board, County Administrator, or County Attorney. Approval of modification requires majority vote of Board members present. A modification made at the time of Approval of the Agenda shall be reflected in the Minutes of the Meeting at which the modification was made. Items scheduled for action on the Meeting Agenda may be deferred to a later time in the meeting by consensus agreement of a majority of Board members present. Items previously acted upon during the course of the meeting may be revisited at a later time in the meeting by a motion to reconsider and a majority vote of Board members present. An item may not be reconsidered more than twice.

7.4. The Board shall take no Action of Record on any matter that is not on the Meeting Agenda unless a modification to the Meeting Agenda is requested at the time of Approval of the Agenda. Modification of the Meeting Agenda requires a majority vote of Board members present.

7.5. Closed Meetings and business matters brought before the Board under Board Member Reports exempt from the provisions of this article.

7.6. The Meeting Agenda and supporting documents comprising the Meeting Agenda Book should be delivered to members of the Board a minimum of five (5) calendar days in advance of the meeting date. The supporting documentation should include recommendations on actions prepared by county administrative personnel and other county officials if a recommendation is available and appropriate. The Meeting Agenda Book may be rendered in electronic format for use by the Board at its discretion.

### **Article 8. Conduct of Meetings of the Board of Supervisors**

8.1. The Board shall generally follow Roberts' Rules of Order Newly Revised, Procedure in Small Boards but failure to follow Robert's Rules of Order shall not invalidate any Board action, the provisions of Article 8.4 notwithstanding. In following these rules of parliamentary procedure, the Board intends that special attention will be given to the following:

- a. Protecting the rights of each individual member of the Board, county administrative employees and the public.
- b. Preserving and ensuring a spirit of harmony and cooperation within the Board, and between individual Board members.
- c. Allowing full and free discussion among the members of the Board in order to ensure that all viewpoints are considered prior to taking action on behalf of the county.

8.2. Where provisions of these By-laws differ from similar procedures established by Robert's Rules of Order, provisions of these By-laws shall prevail.

8.3. Repealed. (This section referenced seating at meetings for Board Members)

8.4. The following rules and procedures shall prevail at meetings of the Board:

- a. A quorum of the Board is a majority of the membership comprising at least three (3) of the five (5) members of the Board. A quorum must be present to Call to Order and continue an official meeting and to take Action of Record.
- b. The Chairman shall Call to Order an official meeting at the designated time and determine a quorum. If a quorum is not present at the designated time, the Chairman may direct a delay of up to fifteen (15) minutes in the start of the meeting at his discretion. Any further delay in the start of the meeting may be made only with the consensus agreement of the majority of those Board members present.

- c. Should for any reason a quorum not be maintained continuously during any official meeting, the meeting shall adjourn at that time. A Board member's physical presence on the grounds of the location of the meeting shall be considered as being present at the meeting and satisfactory for the maintenance of a quorum. Board members shall notify the Chairman if required to leave the grounds of the location of the meeting, either temporarily or for the remainder of the meeting.
- d. All informal and formal discussions of Items of Business and Actions of Record must be made from the Board Table. Any Board member away from the Board Table but maintaining physical presence at the meeting location at the time of an Action of Record will be counted as having cast an abstaining vote.
- e. Informal discussion of an Item of Business by Board members is permitted while no primary or substitute motion is pending.
- f. A second to a primary and substitute motion is not required in order to formally discuss and/or vote upon the motion. Voting shall be by show of hands. The Chairman shall verbally summarize the vote upon conclusion of an Action of Record, noting by individual name those Board members abstaining or voting in the minority on the Item of Business.
- g. Any member of the Board may terminate debate or discussion of an Item of Business and call for a vote on a pending motion by "calling for the question" after being recognized by the Chairman.
- h. An abstaining vote is neither an affirmative nor a negative vote and has no effect on the vote, or the status of the quorum.
- i. A tie vote fails. The Board does not designate a tiebreaker pursuant to § 15.2-1421 of the Virginia Code.
- j. A substitute motion will be voted on prior to the primary motion, in reverse order (i.e. the substitute motion will be voted on first). Only one (1) substitute motion will be considered prior to a vote on the primary motion.
- k. The Chairman is authorized to speak in discussions, and can vote on all motions and/or all questions but may not call for the question. The Chairman may temporarily relinquish the position. The Chairman may do so by passing the gavel to the Vice-Chairman or Acting Vice-Chairman prior to the start of discussion of an Item of Business. Upon completion of the Item of Business, the gavel shall be returned to the Chairman.
- l. A primary motion may be amended prior to vote with the concurrence of the originating Supervisor of the primary motion. The amended primary motion is then treated as the primary motion, and not a substitute motion. A primary motion

may not be amended if a substitute motion is pending until conclusion of vote on the substitute motion. An amendment to a primary motion opposed by the originating Supervisor shall not be voted on until action is taken on the original primary motion.

- m. If a primary or substitute motion is made at a Board meeting where at least four (4) members are present and the motion is voted on and fails, the same or a substantively similar motion cannot be reconsidered by the Board during that fiscal year except by a primary or substitute motion made by a member of the Board who voted on the prevailing side where there are no less than four (4) Board members present, and only if two-thirds (2/3) of the Board members present vote to reconsider the motion again.
- n. A primary or substitute motion may be made to tentatively act upon an Item of Business where a final Action of Record is anticipated at a later date. All Items of Business tentatively acted upon by the Board shall be considered bound by the tentative action if not otherwise reconsidered by the Board within three (3) calendar months of the date of the tentative action.
- o. A motion to Table an Item of Business for consideration at a future meeting, or to remain Tabled indefinitely may be made either as a primary or substitute motion but not by consensus agreement. An action to Table an Item of Business to a later time within the same meeting may be passed by consensus agreement of a majority of Board members present.

8.5. The following protocols will be followed at meetings of the Board:

- a. Official meetings of the Board are open to public observation and, as set out herein, public participation. When not addressing the Board and/or attending public as herein described, those present at an official meeting shall be respectful of the rights of others.
- b. Board members are to be polite and courteous in addressing other members of the Board and all those present at Board meetings, and all Board members are to maintain proper decorum in their conduct at meetings of the Board (i.e., refrain from "name calling", derogatory remarks and other forms of personal affronts).
- c. Those persons and organizations with Items of Business before the Board should be represented at an official meeting if so requested by the Board of Supervisors, individual members of the Board, the County Administrator, County Attorney, or any person acting on behalf of these.
- d. Those persons and organizations with Items of Business before the Board may address the Board upon recognition and invitation of the Chairman to approach the Podium, where upon they shall identify themselves, any title and organization they represent, and provide a mailing address to facilitate any correspondence

needed subsequent to the Item of Business. As a guideline, presentations to the Board pursuant to an Item of Business should be limited to ten (10) minutes. The Chairman at his discretion may end a presentation after such time has elapsed or may permit continuation of it. The Board by Action of Record may overrule the Chairman's decision in this regard.

- e. The discourse of those presenting at the Podium shall be made part of the Minutes of the Meeting subject to Article 9 of these By-laws.
- f. Those individuals of the public attending any official meeting of the Board of Supervisors without an approved Item of Business on the Meeting Agenda or modification thereof shall not be permitted at the Podium at any time other than during the Open portion of a public hearing. No person shall address the Board during an official meeting from the audience unless recognized by the Chairman.
- g. At any official meeting of the Board where a public hearing is set on the Meeting Agenda, or a Public Hearing of the Board pursuant to Article 6.4, the Chairman shall first permit general presentation and discussion of the matter of the public hearing from the Podium and/or from the Board Table. At the conclusion of such presentation/ discussion, the Chairman shall Open the public hearing and invite those of the public attending the meeting to the Podium to comment.
- h. At the discretion of the Chairman, or with the consensus agreement of the majority of the Board, those speaking during the open portion of a public hearing may be limited to a specified length of time for comments at the Podium. The Chairman at his discretion may provide a verbal advisory to a speaker at the Podium when thirty (30) seconds remain of the specified time to conclude comments. During public hearings, speakers may address the Board only on matters pertaining or germane to the issue for which the public hearing is being held. No speaker is to engage in political statements, personal attacks upon members of the Board of Supervisors, county employees or officials, or any other person, nor are speakers entitled to use abusive language or discuss matters outside the issue for which the public hearing is being held. Violation of this rule shall enable the Chairman by directive to take appropriate measures to rule the speaker out of order and to have the speaker removed from the meeting, if necessary and take such other steps the Chairman deems appropriate, including bringing appropriate charges against the person and bringing the charges in the name of the Board of Supervisors.
- i. No discourse at a public hearing, whether during general presentation and discussion or during the Open portion of the hearing is required to be entered into the Minutes unless conducted at the Podium.
- j. Upon conclusion of speakers at the Podium, the Chairman shall close the public hearing. A motion and majority vote of a quorum of Board members present at a public hearing shall overrule the Chairman's decision to close the public hearing

or to limit speakers, in which event speakers may continue until the Board by majority vote ends the public hearing. A motion and majority vote of a quorum of Board members present shall also close the public hearing in this event. An Action of Record may be taken at the close of a public hearing at the discretion of the Board. Board Member Reports shall facilitate the presentation of comments, reports and proposed Items of Business not otherwise part of the Meeting Agenda by individual Board members in round table fashion. Matters may be presented for information, discussion and action and/or scheduled for further consideration as an Item of Business at a future meeting of the Board. When speaking during Board Member Reports, Board members shall be limited to ten (10) minutes, at which time the Chairman may at his discretion suspend further presentation from the Board member and request action by consensus agreement of Board members present at the Board Table to permit additional time to conclude the presentation. No Board member shall yield time or place under Board Member Reports to any other Board member or other person. No member of the Board shall have any other position reserved for them on the Meeting Agenda other than under Board Member Reports.

8.6. The Board may at its discretion adopt specific rules and procedures relative to the conduct of certain types of public hearings other than those set forth in this Article. Such specific rules and procedures shall be adopted in the manner prescribed for amendment of these By-Laws set forth in Article 13 and shall become part of these By-Laws upon adoption. Where a public hearing is conducted by another party on behalf of or before the Board, the rules and procedures governing that public hearing shall be as prescribed by the party conducting it.

### **Article 9. Minutes of the Meetings of the Board of Supervisors**

9.1. At all official meetings of the Board at which a quorum is present Minutes of the meeting shall be taken and shall be approved by the Board and recorded in the office of the Cumberland County Administrators Office.

9.2. Public Information Meetings and Workshop Meetings as defined in these By-laws may be recorded as Minutes at the direction of the Board. At any such meeting where an Action of Record is taken, Minutes shall be taken and approved by the Board and recorded.

9.3. Pursuant to § 15.2-1536 and § 15.2-1538 of the Virginia Code, the County Administrator shall serve as Clerk of the Board and shall carry out the duties specified in § 15.2-1539 of the Virginia Code. The County Administrator may designate a Recording Clerk to take and prepare the Minutes of the Board and to assist in the exercise of the office of Clerk of the Board. Minutes shall be prepared on the basis of both written notes and audio recordings. Where technically possible, audio recordings shall be made of all official meetings of the Board, subject to the provisions of Paragraph 9.2 of this Article. The specific language of the Minutes of any given meeting shall be at the discretion of the County Administrator, who shall endeavor to render the Minutes in the most accurate and neutral way possible. The County Administrator shall review and correct all Minutes

prior to dissemination to the Board for adoption.

9.4. The Board may at its discretion generally prescribe the form and content of the Minutes of its meetings in keeping with professionally accepted standards for it. At minimum, the Minutes shall contain the styling of the Item of Business stated on the Meeting Agenda or modification thereof, the Action of Record, the vote by individual member or consensus expression of the Board, or directive of the Chairman. Where practical, a brief synopsis of any discussion of the Item of Business shall also be included.

9.5. Minutes of any meeting shall generally be presented at the next or following Regular Meeting of the Board where at least five (5) working days exist between the successive meetings.

9.6. Minutes shall not be considered official until approved by the Board and recorded. After approval of the Board but prior to recordation, the County Administrator may make additions or corrections to the Minutes that do not materially affect the substance or content of the Minutes. These include, but are not limited to: correction of mis-spellings, typographical errors and incorrect grammar; page renumbering; clarification of content and errors of omission. Should evidence of an error in a recorded vote be discovered after approval but prior to recordation, the County Administrator shall attempt to verify it and correct by the best available means, including corroboration by individual Board members and other reliable witnesses to the meeting.

9.7. Should an error or evidence of an error in the Minutes of any Meeting of the Board be discovered after recordation, the County Administrator shall bring the error before the Board at the next official meeting as is practical. The Board by vote of a majority of those members present at the meeting at which the error was made shall correct the Minutes by amendment. Members of the Board not present at said meeting shall abstain from voting on the correction. Should no majority of Board members present at the meeting in which an error was made in the Minutes be or remain seated as members of the Board, a majority vote of the presently seated Board members shall then correct the Minutes by amendment.

9.8. Amendment to the recorded Minutes of any Meeting shall be entered as an Action of Record in the Minutes of the Meeting at which the amendment was made. In addition and where practical as determined by the County Administrator or Recording Clerk, the recorded Minutes shall be altered to include the amendment, either by insertion of a new, corrected page in sequence or by separate Amendment Addendum at the beginning or first page of the recorded Minutes of the Meeting to be corrected. Whether by insertion of a new corrected page or by Amendment Addendum, the correction shall be clearly documented as a correction of previously recorded Minutes, indicating the first date of recordation, the date of Board action to amend the Minutes, and the date of recordation of the amended Minutes.

9.9. When audio recordings of Board meetings are made, the County Administrator shall cause their preservation for a period of time not to exceed two (2) calendar years from the date of the meeting, at which time they may be discarded. Where preserved, audio recordings shall be considered publicly accessible without charge upon prior appointment for review through the office of County Administrator.

9.10. When video recordings of Board meetings or portions thereof are made, the preservation of said recordings shall be at the discretion of the County Administrator. The Board may at its discretion direct the preservation of specific recordings, and the County Attorney may request preservation of specific recordings only if such recordings are needed to support legal proceedings, pending or anticipated.

9.11. Verbatim transcription of the proceedings of any meeting in its entirety shall not be undertaken except by majority vote of the Board and only in instances where excerpted verbatim transcriptions of a portion or portions of the proceedings are insufficient to address the need. Any verbatim transcription generated, whether of an entire meeting or portion(s) thereof, shall not be adopted or made part of the official Minutes of any meeting.

9.12. Individual members of the Board and the County Attorney may request excerpted verbatim transcription of a portion or portions of any meeting through the County Administrator. If requested by a member of the Board, the County Administrator and/or the Recording Clerk will make a reasonable effort to generate a requested transcription prior to any subsequent meeting of the Board; the generation of such transcription is subordinate to the preparation and review of the Minutes and other duties and responsibilities of the involved personnel. A request by the County Attorney shall be made only if such transcription is needed to support legal proceedings, pending or anticipated. The County Administrator at his discretion may make any verbatim transcription requested generally available to all members of the Board.

9.13. Unapproved Minutes shall be released publicly upon incorporation into and completion of the Meeting Agenda Book. At the discretion of the County Administrator, unapproved Minutes may be released publicly at an earlier time; availability of completed unapproved Minutes shall not compel release at such earlier time.

9.14. No recording device shall be used during any Closed Meeting of the Board unless the majority of the members of the Board present at the meeting vote to allow recording of the Closed Meeting. Any such recording shall remain in the sole custody of the County Administrator, County Attorney, Chairman or other member of the Board designated by the Board.

#### **Article 10. Appointments of the Board of Supervisors**

10.1. The Board at its discretion may, and where required and in accordance with the Virginia Code or other law, shall from time to time establish and make appointments of its members and other persons to various positions, groups, organizations, committees,

advisory boards and other bodies, both formal and informal, for such purposes as are in the interest of the Board and county.

10.2. Except as otherwise provided in these By-laws or other law, appointments of the Board may be made at any official meeting upon motion and majority vote of a quorum of the Board and recorded as an Action of Record.

10.3. Except as otherwise provided by Action of Record or by law, all appointees of the Board shall be authorized and expected to represent the interests of the Board and county in all matters to which their appointment is charged.

10.4. Except as otherwise provided by law, all appointments of the Board shall discharge their duties with diligence, and may be removed prior to the end of the term of said appointment by motion and majority vote of a quorum of the Board and recorded as an Action of Record. Any vacancy in an appointment shall be filled in the manner as the original and for the remainder of the original term of the appointment.

10.5. Pursuant to § 44-146.19 B. 2. of the Virginia Code, the Board at the Annual Meeting shall appoint one of its members or the County Administrator to be Director of Emergency Services of the county. The Director shall serve in that capacity until the next Annual Meeting, at which time he may be reappointed or a successor appointed at the pleasure of the Board. A vacancy in the Director's position may be filled by a majority vote of the Board at any Regular or Special Meeting. The Director may be removed from that position and a successor appointed to fill the remainder of the original term by majority vote of the Board at any official meeting. During an impending or declared state or local emergency, in the absence of the Director of Emergency Services, the Chairman or Vice-Chairman of the Board shall assume the duties and responsibilities of that position pursuant to the Virginia Code. In the event either the Chairman or Vice-Chairman is the Director, the County Administrator shall serve as the third designee to assume responsibility in the absence of the Chairman or Vice-Chairman. In the absence of the Chairman, Vice-Chairman and County Administrator, any member of the Board may act in the capacity of Director of Emergency Services until such time as one of these three officials is able to assume the position. The Director of Emergency Services or any member of the Board acting in such capacity shall exercise only those powers granted in § 44-146.21 of the Virginia Code. The Emergency Services Coordinator of the county shall be an administrative employee of the office of County Administrator, subject to the personnel policies of the Board.

10.6. The Board shall officially recognize no prerogative of any of its members to make or nominate appointments to any group, organization, committee, advisory board or other body except in accordance with the provisions of these By-laws or other law.

## **Article 11. Committees and Advisory Boards of the Board of Supervisors**

11.1. Pursuant to § 15.2-1411 of the Virginia Code, the Board may at its discretion establish Committees of the Board and Advisory Boards by Resolution and vote of a

majority of the Board members at any official meeting. Committees may be solely composed of members of the Board or may be jointly composed of Board members and other individuals appointed or otherwise authorized to participate in Committee activities. Board approval of such other individuals is not required unless specified by Resolution. Advisory Boards shall be composed persons other than members of the Board and may include other individuals appointed by Advisory Board members to participate in Advisory Board activities. Board approval of such other individuals is not required unless specified by Resolution. Board members may be appointed as ex-officio members of Advisory Boards.

11.2. A Resolution establishing any Committee shall state the purpose and scope of activities of the Committee, including any specific responsibilities for and grant of authority to pursue the matter for which it has been established. The Resolution shall state the composition of the members of the Committee, either by name or title, and may designate who shall chair the Committee, by name or title. No member of the Board shall be appointed to a Committee if not present at the meeting at which appointments are made. A majority vote of a quorum of the Board is needed to appoint Committee members.

11.3. Unless otherwise specified within the establishing Resolution, Committees shall be reestablished and Committee appointments made at each Annual Meeting of the Board. Failure to reestablish dissolves the Committee as of adjournment of the Annual Meeting. Appointments to Committees may be for successive terms.

11.4. Unless otherwise specified within the establishing Resolution, Committees shall organize and direct their own affairs in the manner that their members deem appropriate to the matters that they are charged. These include, but are not limited to, adoption of Committee by-laws or procedures, designation of Committee officers, the taking of Minutes of Committee meetings, the appointment of sub-committees or working groups, solicitation of assistance in pursuit of Committee matters, and such other things as deemed appropriate by Committee members.

11.5. Meetings and activities of Committees shall be open to the public. Any Committee, when conducting business matters which are exempt from public disclosure pursuant to the Virginia Code may sequester itself for all or a portion of the Committee meeting at which such matters are being discussed.

11.6. Advisory Boards shall be subject to the provisions governing Committees of the Board as set forth in this Article.

11.7. The Board at its discretion may establish compensation for all Committee and Advisory Board members not to exceed fifty (\$50.00) dollars per meeting pursuant to § 15.2-1411 of the Virginia Code. Such compensation shall be specified in the Resolution establishing the Committee or Advisory Board, subject to Board appropriation of funds. Unless specified, no Committee or Advisory Board member shall receive compensation.

11.8. Committees of the Board and Advisory Boards shall only be established pursuant to this Article. Nothing herein shall be construed so as to prevent meetings or consultations by and between members of the Board, county administrative officials and employees and other parties for the purpose of pursuing matters of interest to the Board and county which are otherwise consistent with Virginia law.

### **Article 12. Offices of County Administrator and County Attorney**

12.1. Pursuant to § 15.2-1536 of the Virginia Code, the Board shall appoint a County Administrator and a County Attorney. The County Administrator and County Attorney shall be employees of the Board, serving at the pleasure of the Board, and shall have their compensation established by the Board.

12.2. The County Administrator shall be the chief administrative officer for the county pursuant to § 15.2-1540 of the Virginia Code. The County Administrator shall exercise all powers, duties and responsibilities pursuant to § 15.2-407 and § 15.2-1541 of the Virginia Code and in accordance with the County Code and Board policies.

12.3. The County Attorney shall exercise all powers, duties and responsibilities pursuant to § 15.2-1542 of the Virginia Code and in accordance with the County Code and Board policies.

12.4. In the event of vacancy in the office of County Administrator due to death, resignation or removal from office, the Assistant County Administrator shall assume responsibility as Acting County Administrator until such time as the Board shall again fill that office. At the Board's discretion upon motion and vote of a majority of Board members at any Regular or Special Meeting, a county administrative employee other than the Assistant County Administrator may be designated as Acting County Administrator. The Assistant County Administrator is designated Deputy Clerk of the Board pursuant to § 15.2-1502 of the Virginia Code for the limited purpose of serving as Clerk to the Board in the temporary absence or unavailability of the County Administrator.

12.5. In the event of vacancy in the office of County Attorney due to death, resignation or removal from office, the Board may engage the services of private legal counsel to serve in the capacity of Acting County Attorney until such time as the Board shall again fill that office. In the event of the temporary absence or unavailability of the County Attorney, the Board authorizes the County Administrator at his discretion to engage the services of private legal counsel as necessary to represent the Board and county.

### **Article 13. Adoption and Amendment of By-laws of the Board of Supervisors**

13.1. Upon adoption, the provisions of these By-laws shall take effect immediately and shall continue until amended or re-adopted. The full text of these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

13.2. Amendment to these By-laws may be made as an Item of Business on the Meeting Agenda or modification thereof at any Regular Meeting, Adjourned Meeting, Special

Meeting, Called Special Meeting, and/or Rescheduled Meeting of the Board. Amendment to these By-laws shall be by vote of a majority of Board members and recorded as an Action of Record. Unless otherwise specified, any amendment is effective upon adoption; no amendment shall be made retroactively effective. The full text of an amendment to these By-laws shall be made part of the Minutes of the Meeting at which they were adopted.

**Article 14. Limitations of By-laws of the Board of Supervisors**

14.1. If any provision or requirement of these By-laws be found inconsistent with the provisions of the Virginia Code, the County Code, or any other law or statute, it shall be deemed void. In this event, all remaining provisions of these By-laws shall remain in full force and effect.

**Article 15. Adoption and Amendment of General Policies and Operational Procedures of the Board of Supervisors**

15.1 The Board may from time to time adopt such other General Policies and Operational Procedures as it deems necessary and appropriate to its conduct and to matters under its charge, such policies and procedures being consistent with these By-laws and other law.

15.2. Matters that the Board may address by General Policies and Operational Procedures generally shall be those not otherwise addressed by law but which are material to the conduct, operation and interests of the Board or county.

15.3. Adoption and amendment of General Policies and Operational Procedures shall be made in a manner similar to that prescribed for the By-laws of the Board as set out in Article 13 and subject to the limitations set out in Article 14 herein.

--- NOTHING FOLLOWS ---

**CODE OF ETHICS AND STANDARDS OF CONDUCT  
FOR MEMBERS OF  
THE CUMBERLAND COUNTY BOARD OF SUPERVISORS**

*Adopted January 8, 2013*

**CODE OF ETHICS**

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Cumberland County Board of Supervisors will adhere to the following Code of Ethics.

- 1.) Uphold the Constitution, laws and regulations of the United States and all governments therein and never knowingly be a part of their evasion.
- 2.) Put loyalty to the highest moral principles and to the county as a whole above loyalty to individuals, district, or particular groups.
- 3.) Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
- 4.) Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
- 5.) Adopt policies and programs that support the rights and recognize the needs of all citizens regardless of race, sex, age, religion, creed, Country of origin or disability.
- 6.) Avoid adopting policies, supporting programs, or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, Country of origin, or disability
- 7.) Ensure the integrity of the actions of the Board of Supervisors by avoiding discrimination through the dispensing of special favors or unfair privileges, to any one whether for remuneration or not. A member should never accept for himself or family members, favors or benefits under circumstances which might be construed by

reasonable persons as influencing the performance of governmental duties.

- 8.) Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on a public duty.
- 9.) Engage in no business with the County Government, or the school system either directly or indirectly, which is inconsistent with the conscientious performance of government duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
- 10.) Never use any information gained in confidentiality in the performance of governmental duties as a means of making private profit.
- 11.) Expose through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
- 12.) Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with the sensitive personnel, legal matters, contractual matters by the Code of Virginia.
- 13.) Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues, citizens or personnel, impugning their integrity, or vilifying their personal beliefs.
- 14.) Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
- 15.) Review these principles orally and in public session at the annual organizational meeting each year.
- 16.) Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

## **STANDARDS OF CONDUCT**

Recognizing that persons holding a position of public trust are under constant observation by the media and interested county residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every current and future member of the Board of Supervisors will adhere to the following Standards of Conduct:

- 1.) Avoid during public meetings and during the performance of public duties the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, or personnel.
- 2.) Pay all taxes due to the County, State, or National Government.
- 3.) Avoid a private lifestyle that causes public doubt upon the integrity and competence of the County Government.
- 4.) Make a conscientious effort to be well prepared for each meeting.
- 5.) Recognizing the dignity of each individual, the Board shall attempt to avoid offering public criticism of colleagues or County employees.
- 6.) Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.
- 7.) Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.
- 8.) Be tolerant. Allow citizens, employees or colleague's sufficient opportunity to present their views.
- 9.) Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel, or colleagues.
- 10.) Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

- 11.) Provide appropriate mechanisms for disciplining members who violate the code of ethics and standards of conduct by using, as a final measure of discipline, censure or removal from the position.
- 12.) Board members will follow the procedure of communicating directly with the County Administrator and/or the Chairman of the Board on all County matters.

### **CITIZENS AND MEDIA CONTACTS**

- 1.) In responding to questions, from the media or citizens, Board members should:
  - a.) Remind the listener that they are not speaking for the entire Board;
  - b.) Clarify their position on a particular item;
  - c.) Make “no public comment” on closed session matters in reference to individuals, real estate, and other areas addressed pursuant to Section 2.2-3711 of the Code of Virginia.
- 2.) Each Board member must remember that personnel matters are to remain confidential and that it is the obligation of the Board and its membership to protect the privacy of the individual.
- 3.) The Board will focus on issues and avoid making public comments about individuals, staff members, fellow Board members, community residents or media representatives. The Board Chairman should be the main contact for County matters. When requested to do any interview, the Board member asked, should contact the Chairman and the County Administrator to tell them of the nature of the interview. In turn, they will tell the other Board members of the circumstances of the interview. This procedure does not preclude any member from responding to individual questions from the media.

# Cumberland County Board of Supervisors

## Calendar Year 2013 Board and Commission Assignments

Board / Commission	Board Representative	Staff Representative
Events Committee	Mr. Osl	
Landfill Advisory Committee	Mr. Banks	
Civil Rights Committee		
C.L.E.O	Mr. Meinhard	Ms. Giles
Cobbs Creek Project	Mr. Osl	Ms. Falkenstein
Community Policy Management	Mr. Osl	Ms. Giles
Crossroads Community Services	Mr. Banks	
Planning Commission	Mr. Banks	
Library Board of Trustees	Mr. Osl	
Emergency Services Committee	Mr. Ingle	Ms. Roberts
Farmville Area Chamber of Commerce		
Heartland Authority	Mr. Banks	Ms. Giles
IDA	Mr. Meinhard	Ms. Falkenstein
Leadership Class Steering Committee	Mr. Meinhard	
Emergency Planning Committee	Mr. Meinhard	
Museum Advisory Board	Mr. Meinhard	
Piedmont Court Services	Mr. Wheeler	
Piedmont Regional Jail Board	Mr. Wheeler	Ms. Giles
Piedmont Juvenile Detention Center Board		Ms. Giles
Recycling Task Force	Mr. Ingle	
Resource Conservation & Development	Mr. Osl	Ms. Giles
Sesquicentennial Committee	Mr. Meinhard	
Social Services Board	Mr. Ingle	
Water & Sewer Advisory Board	Mr. Ingle	Mr. Thompson
Wireless Authority	Mr. Ingle	Mr. Howard

2012 CUMBERLAND COUNTY  
LEGISLATIVE PRIORITIES  
ADOPTED SEPTEMBER 13, 2011

The Cumberland County Board of Supervisors has developed the following legislative positions for consideration by VACo and our representatives to the General Assembly.

1. Taxes-Request a JLARC study to understand and analyze the value and lost revenue of property owned by a political subdivision that is tax exempt in another political subdivision.
3. Transportation – require VDOT to implement a Plan with the local governing body to establish maintenance priorities.
4. Situs for Taxation – amend Section 58.1-3511A requiring that situs for assessment and taxation of personal property, merchants capital and machinery and tools (would not include motor vehicles, travel trailers, boats and airplanes which are already assessed based on where they are “normally garaged, docked or parked”) be in the county, district, town or city in which the property is “normally used, located or held out for sale” instead of where the property “may be physically located on tax day.”
5. Comprehensive Services Act – the General Assembly should provide that court-ordered children be classified as “mandated” for the purposes of receiving state reimbursements.
6. School Construction and debt service – the State should provide recurring money for school facility debt service on a per pupil basis and in addition to SOQ funding, to establish a permanent revenue source and formula for distributing school construction and debt service funding to localities.
7. Provide adequate funding for all State mandates, including positions in offices of Magistrate, Sheriff, Clerk of Court, Treasurer, Commissioner of Revenue and Commonwealth’s Attorney.
8. Offer parity between rural localities and suburban localities by amending Virginia Code to classify volunteer emergency service agencies, operating vehicles under direction of local government in a public safety function, as qualified to use motor vehicle fuels exempt from sales tax.



**STAFF REPORT**  
**REZ 13-02**  
Zoning Map Amendment  
Cumberland County, Virginia  
Planning Commission Public Hearing  
January 14, 2014

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**General Information:**

Processing schedule: A public hearing with the Planning Commission for REZ 13-02 is scheduled for **Tuesday, January 14, 2014 at 7:00 p.m.** at the Circuit Courtroom at the Cumberland County Courthouse.

**Application Information:**

Applicant/Owner:	Brian Hughes
Requested Action:	To amend the Cumberland County Zoning Map from R-2, Rural Residential to R-1, Residential
Location:	Tax Parcel 45-1-15 & 45-1-15A and 45-1-16 & 45-1-16A The parcels are located on the north-side of Anderson Highway (Route 60) just west of the Powhatan County border.
Voting District:	2
Existing Zoning:	R-2, Rural Residential
Proposed Zoning:	R-1, Residential
Size:	45-1-15 (2.005 ac); 45-1-15A (3.045 ac); 45-1-16 (2.0 ac); 45-1-16A (3.05 ac); 10.1 acres total
Existing land uses:	45-1-15 & 15A vacant forested land 45-1-16 & 16A one duplex on each lot
Comp. plan area:	Route 60 Moderate Intensity Growth Area
Overlay districts:	None
Proffers:	No

### **Surrounding Area Information:**

<u>Direction</u>	<u>Adjacent existing uses</u>	<u>Adjacent zoning</u>	<u>Adjacent Comp. Plan Area (2013)</u>
North	Vacant forested land	A-2	Rural area
South	Residential	R-2	Route 60 Moderate Intensity Growth
East	Forest/Residential	R-2	Powhatan County – rural residential
West	Residential	R-2	Route 60 Moderate Intensity Growth

### **Summary of Request and Background Information:**

The applicant and owner, Mr. Brian Hughes, hopes to construct two duplexes, one on each parcel 45-1-15 & 15A. Mr. Hughes purchased the property under the assumption that a duplex would be permitted on a lot of two acres or greater since neighboring parcels have a duplex a parcel of 2.0 acres and one on a 3.05 acre parcel. However, staff discovered that the construction of the neighboring duplexes was erroneously permitted back in 2002.

The applicant is requesting the parcels be rezoned from R-2 Residential to R-1, Residential. R-2 zoning has a two acre requirement per dwelling unit. A duplex is considered two dwelling units and therefore would require a four acre lot in the R-2 zoning district. The R-1 Residential zoning district has a one acre requirement per dwelling unit and would allow for the construction of a duplex on a two acre or larger parcel.

During their review at the November 18 regular meeting, the Planning Commission decided to also consider rezoning neighboring parcels 45-A-16 & 16A on which the duplexes are already constructed and considered nonconforming structures on the existing lots of two and three acres. Rezoning these parcels would bring the structures back into conformance with the zoning ordinance.

The attached application includes the proposed location of the duplexes and drainfields. The proposed entrance for both duplexes is on Anderson Highway (Route 60) and the proposed driveway will snake around the drainfields. The applicant proposes crossing the branch with a culvert pending Army Corps of Engineers approval. VDOT has reviewed the requested action and has no objections. VDOT staff indicated that a low volume commercial entrance would likely be required for the proposed structures.

The applicant has done soil tests on the site through private onsite soil evaluator to determine that the proposed duplexes can be supported by constructing septic systems on the site. Virginia Department of Health (VDH) review and approval of proposed locations will be required prior to the county issuing building permits for the structures.

### **Consistency with the 2013 Comprehensive Plan:**

The proposed zoning map amendment is located within a medium intensity growth area of the Comprehensive Plan. Growth areas, according to the plan are intended to include a mix of uses and a variety of housing types, including affordable housing for residents of all income levels, encouraging development at higher densities.

The following goals, objectives and policies of the 2013 Comprehensive Plan would be achieved by the proposed rezoning:

*Goal 4:* It is the goal of this plan to provide safe, decent and quality housing opportunities for all current and future citizens of Cumberland County.

*Objective 2:* to promote the development of future housing to include a variety of housing types to provide quality, affordable housing opportunities for citizens of all economic means.

*Policy A:* Develop an appropriate mix of affordable owner and rental housing opportunities to accommodate economic growth and to accommodate various personal preferences including single-family detached, duplex, and multifamily housing units.

The proposed rezoning is not only consistent with the Comprehensive Plan's location for higher intensity growth; it also helps meet an important need of the county by providing affordable rental housing opportunities.

**Consistency with the Zoning Ordinance:**

Section 74-421 of the Zoning Ordinance states the intent of the R-1, Residential zoning district is:

*“The R-1 district is composed of certain quiet, medium to high density residential areas plus certain open areas where similar residential development appears likely to occur within and surrounding unincorporated villages, the town of Farmville and other areas with access to public sewer and water utilities. It is intended that this district be established in designated growth areas as found in the Comprehensive Plan.”*

The proposed use of the subject property is compatible with the above intent.

**Public Notification:**

All required legal advertisements and adjacent property owner notifications have been completed for this request. Legal notices ran in the Farmville Herald on December 27, 2013 and January 3, 2014 and adjacent property owner notices were mailed on January 3, 2014.

**Public Input:**

Staff has heard from the property owner for tax map parcels 45-1-16 & 16A who is in favor of the rezoning.

At the Planning Commission public hearing two neighboring property owners spoke against the rezoning. Mr. Garland Isom of 2375 Mosby Lane owns the property directly to the north of the proposed request. Mr. Isom had concerns that the proposed homes might use Mosby Rd and the private access easement to the north of the property as an entrance. The neighbor's concern was that the road is not in good enough condition to support the additional traffic. Mr. Isom also expressed concerns about the transient nature of rental housing and associated problems that this might bring. He also had concerns that if the rezoning were to occur that the property owner could build up to 5 units on the property.

Mr. Larry Green of 2365 Mosby Lane also spoke against the rezoning request. Mr. Green expressed concerns about the branch that crosses the property and that the construction might impact the flow of the creek. He also expressed concerns about the use of Mosby Lane by the proposed units.

During the public hearing the applicant Mr. Hughes explained that he proposes to use an access point off of Anderson Highway (Route 60) for the access to both duplexes. He explained that the lot is wooded and would need to be cleared and graded in the back to allow access to Mosby Lane and that he did not intend to take on this expense.

Staff clarified that the rezoning would allow increased density of one dwelling unit per acre. With the requested rezoning the applicant would have enough acreage to build only two duplexes since a duplex contains two dwelling units and the parcel in question is 5 acres.

**Planning Commission recommendation:**

After conducting the public hearing on December 9, 2013, the Planning Commission unanimously recommended the Board approve and adopt REZ 13-02.

**Conclusion:**

The requested action is consistent with the Comprehensive Plan and the Zoning Ordinance and is supportive of the county's plans to provide for and encourage residential growth along the Route 60 Corridor Growth Area.

**Recommendation:**

Staff recommends approval of the proposed zoning map amendment REZ 13-02 from R-2, Rural Residential to R-1, Residential.

**Suggested Motion:**

*To approve REZ 13-02*

Mr. Chairman, because this request meets the intent and spirit of the and Zoning Ordinance and Comprehensive Plan, I move that the Board of Supervisors adopt the attached resolution s granting REZ 13-02, a rezoning request in accordance with Sec. 74-12 of the Cumberland County Zoning Ordinance to amend the Zoning Map from R-2, Residential to R-1, Residential.

Respectfully submitted by:

Rachel Falkenstein  
Planning Director

**Attachments:**

- A – Rezoning application includes plat
- B – Aerial view of the property
- C – Draft resolution

Copy:  
File



COMMONWEALTH OF VIRGINIA  
COUNTY OF CUMBERLAND

Internal Use Only  
FILE #13-02-STAFF RE  
RECEIVED 11/18/13  
COMPLETED  
FEE/CK. # \$550/1005  
RECEIPT # 530213

**Application for Change in Zoning**  
(A.K.A. Rezoning/Zoning Map Amendment)  
Last revised 07/07/10

Form must be completed in ink, Pencil will not be accepted.

**NOTES:** REZONINGS MAY REQUIRE A TRAFFIC IMPACT ANALYSIS IN COMPLIANCE WITH STATE LAW. If required, the subdivision application will not be deemed complete until such analysis has been prepared and submitted. For more information, please obtain an information packet prepared by county staff and available in the Planning Dept. entitled, "Traffic Impact Analysis Information." Please contact the Planning Dept. with any questions.

The application fee associated with a rezoning application is directly associated with meeting the specific legal advertisement and public notification requirements required by state law. Such application fee has been the same amount for over 10 years.

Project/Development Name (how should we refer to this application?):

HUGHES DUPLEX

Describe the change of zoning being requested (i.e. how are proposing to amend the zoning map?):

REZONED FROM R2 TO R1

Address/ Location: RT 60 & Lily Lane, JUST INSIDE THE CUMBERLAND LINE.

Current Zoning: R2

Tax Map Parcel(s): 45-1-15A + 45-1-15B

Election District: HAMILTON

Are you submitting proffers with this application? If so, attach proffer(s).	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is this an amendment to an existing zoning application or to any existing zoning conditions? If so, provide copy of items to be amended.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Are you proffering a site/design plan with this application? If so, attach plan(s).	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is a Traffic Impact Analysis (TIA) required for this request? If so, attach TIA. See TIA info sheet and checklist for more information.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is an amendment to the subdivision or zoning ordinance also proposed as part of the rezoning application? If so, complete and attach the Code Amendment application.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Contact Person (who should we call/write concerning this project?): BRIAN HUGHES

Address: 2701 Pineridge Ln City: Parkton State: VA Zip: 23139

Daytime Phone: (804) 839 0770 Fax #: ( ) Email: BRIAN.HUGHES@GMAIL.COM

Owner of Record (who currently owns the property?):

BRIAN C. & Mary S. HUGHES

Address: 2901 Pineridge Ln City: Tazewell State: VA Zip: 23139

Daytime Phone: (804) 839 0770 Fax #: ( ) Email: SAME

Applicant (who is the contact person representing?): SAME

Address: City: State: Zip:

Daytime Phone: ( ) Fax #: ( ) Email:

Does the owner of this property own (or have any ownership interest) in any abutting property? If yes, please list those tax map parcel numbers. No

Section 15.2-2284 of the Code of Virginia states that, "Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality."

The items that follow will be reviewed by the staff in their analysis of your request. Please complete this form and provide additional information which will assist the County in its review of you request. If you need assistance filling out these items, staff is available.

What public need or benefit does this rezoning serve?

Reasonable / low cost housing is a need in the County. These Duplexes will allow for lower cost, quality homes. Both Duplexes are 3 Bedroom 2 Bath homes in each unit.

Are public water, sewer and roads available to serve this site? Will there be any impact on these facilities? No public water + sewer. Public road for access to property is Route 60. No impact on that road or traffic.

Explain the present unavailability of land in the community or adjacent communities zoned to permit proper location of the proposed use. No property zoned R-1 in the area - RMF

What impact will there be on the County's natural, scenic and historic resources? No positive or negative impact. Structures are under 2000 sq.ft. each.

Do you have plans to develop the property if the rezoning is approved? If so please describe including land uses, maximum number of lots or maximum business square feet. State whether new buildings or structures are to be constructed, existing buildings or structures are to be used or additions made to existing buildings or structures:

One new duplex on each lot (2 units on each lot). Each Duplex is 1968 sq.ft.

Describe your request in detail including why you are requesting this particular zoning district and it's compliance with the comprehensive plan:

I bought these lots because there was a duplex already on a similarly sized adjacent lot. The soil work is completed for both of my lots for a duplex. I can believe this would fit the growth of the county and that area's need for affordable housing.

If you would like to proffer any restrictions on the development of the property, please list these proffers on an attachment in a form acceptable to the County. Proffers are voluntary offers to use property in a more restrictive way than the overall zoning district classification would allow. By State Code, proffers must have a reasonable relationship to the rezoning and are not mandatory. The rezoning must give rise to the need for the proffers; the proffers must be related to the physical development or physical operation of the property; and the proffers must be in conformity with the Comprehensive Plan.

The County has developed cash proffer computations. **The maximum net residential cash proffer is currently \$5,242 per residential unit.** This amount should serve as an indicator to prospective rezoning applicants of the net cost per housing unit that the County will incur to provide the capital facilities serving the development subsequent to the rezoning. Contact staff for more information concerning the County's cash proffer policy.

Are there any liens against the property?  YES  NO (If Yes, please list them below:)

Vendor's lien of \$40,000 for the purchase price of both lots.

**Attachments Required** – provide two (2) copies of each:

- 1. Recorded plat or boundary survey of the property requested for the rezoning. If there is no recorded plat or boundary survey, please provide legal description of the property and the Deed Book and page number or Plat Book and page number.

Note: If you are requesting a rezoning for a portion of the property, it needs to be described or delineation on a copy of the plat or surveyed drawing.

- 2. Ownership information – If ownership of the property is in the name of any type of legal entity or organization including, but not limited to, the name of a corporation, partnership or association, or in the name of a trust, or in a fictitious name, a document acceptable to the County must be submitted certifying that the person signing below has the authority to do so.

If the applicant is a contract purchaser or an agent of the owner, an owner/agent agreement must be attached (ask staff for form if needed).

**Owner/ Applicant Must Read and Sign**

I hereby certify that I own the subject property, or have the legal power to act on behalf of the owner in filing this application. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge.

BRIAN C. HUGHES      Mary S. HUGHES

Print Name of Owner/ Applicant

11/15/13  
Date

*Brian C. Hughes*

Signature of Owner/ Applicant

804/839-0770  
Daytime Phone # of Signatory

**The below is to only be completed by County staff.**

**Rezoning Package Completeness Review:** I have reviewed the rezoning package and find it to complete. If the scope of the rezoning request is such that a traffic impact analysis is required, such rezoning package shall include a completed TIA and applicable fee. A complete rezoning package will contain this completed application, proffers (if proposed), TIA (if required), plan of development, county application fee (\$550.00) and VDOT TIA fee (if TIA required).

By signing the below, County staff is stating the rezoning package is complete; it does not and should not imply any approval or denial of the request.

*Rachel Fallata*

Signature of Zoning Administrator

11/18/13  
Date

Document Prepared By:  
James P. Baber  
Attorney at Law  
P. O. Box 183  
Cumberland, VA 23040  
Virginia State Bar # 07468  
Consideration:\$40,000.00  
Assessed Value:\$30,000.00

Return To: Cumberland County Clerk's Office  
James P. Baber

**COUNTY TAX MAP PARCEL NUMBER:045-1-15.**

THIS DEED, made and dated this 19th day of September, 2013, by and between JCM III, L.L.C. a Virginia limited liability company, as GRANTOR hereinafter referred to as GRANTOR and BRIAN C. HUGHES and MARY S. HUGHES, husband and wife, Tenants by the entirety with the right of survivorship as at common law, as GRANTEES herein;

**WITNESSETH:**

IN CONSIDERATION of sum of Ten Dollars and other good and valuable consideration, the receipt of which is hereby acknowledged, the said Grantor does hereby GRANT, BARGAIN, SELL and CONVEY with GENERAL WARRANTY AND ENGLISH COVENANTS OF TITLE unto the said Brian C. Hughes and Mary S. Hughes, husband and wife, Tenants by the entirety with the right of survivorship as at common law, the following described real estate to wit;

ALL THOSE CERTAIN tracts or parcels of land, lying and being in Hamilton District, Cumberland County, Virginia, designated as Lot 15A, containing 2.005 acres, and Lot 15B, containing 3.045 acres, as shown and described on a plat of survey made by Woodrow K. Cofer, Inc. C.L.S. entitled "Plat Showing Lot 15 of R. S. Hatcher Tract" dated July 17, 2013, a copy of which plat is attached to and made part of this deed and to be recorded in the Clerk's Office, Circuit Court of Cumberland County, Virginia, and to which plat reference is hereby made for a more particular description of the lands hereby conveyed.

BEING the same real estate conveyed to JCM III, L.L.C., a Virginia limited liability company by deed from Bank of America, N.A. dated April 10, 2013 recorded April 30, 2013 in the Clerk's Office, Circuit Court, Cumberland

County, Virginia as Deed Instrument Number 20130493.

The Grantor hereby specifically reserve a Vendor's Lien pursuant to Virginia Code §55-53, to secure the payment of the sum of \$40,000.00 purchase money, evidenced by Vendor's Lien Note of even date, made by the Grantees, payable to the Grantors, with interest and in installments as therein set forth.

The Grantor reserves the right to cut and remove all merchantable standing timber for a period of ninety days after closing.

This conveyance is made expressly subject to any and all easements, restrictions, conditions and reservations which are contained in duly recorded deeds, plats, and other instruments constituting constructive notice in the chain of title to the property hereby conveyed and that have not expired by limitation of time contained therein or have not otherwise become ineffective or apparent upon inspection of the premises. It is not the intent of this deed to reimpose any such easement, condition, restriction or reservation.

WITNESS THE FOLLOWING SIGNATURE AND SEAL:

JCM III, L.L.C.

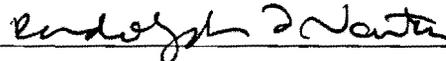
By:

  
J. Cabell Metts, III, Member/Manager

SEAL

STATE OF VIRGINIA  
COUNTY OF CUMBERLAND, to wit;

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of ~~November~~ <sup>September</sup>, 2013, by J. Cabell Metts, III, Member/Manager of JCM III, L.L.C.

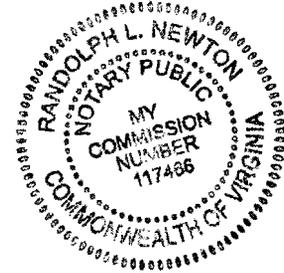
 Notary Public

My Commission Expires: 1-31-2015.

Notary Registration Number: 117466.

Grantee address:

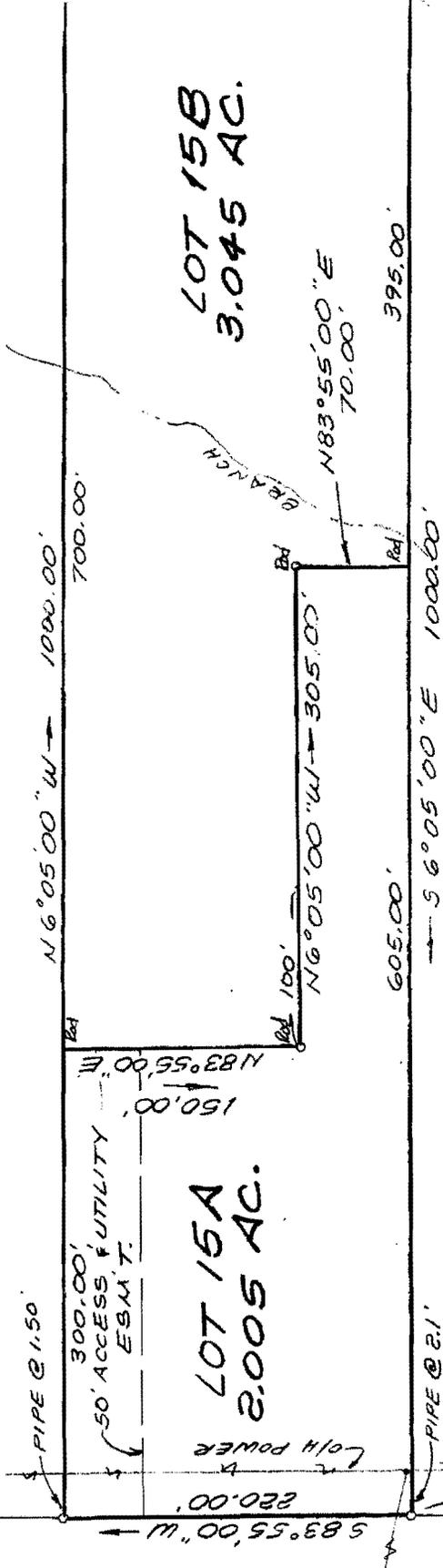
2701 Pineridge Lane  
Powhatan, VA 23139



DB 184, R 577

LOT 16

U.S. ROUTE 60



LOT 15B  
3.045 AC.

LOT 15A  
2.005 AC.

Approval does not guarantee a permitted onsite septic and well system.

*John Murray*  
Cumberland Health Department  
Date 9-9-2013

TAX MAP NO. 45 (1) 15

PLAT SHOWING LOT 15 OF  
- R. S. HATCHER TR.

HAMILTON DISTRICT - CUMBERLAND

DATE: JULY 17, 2013 SCALE

WOODROW K. COFFEY, JR.  
CERTIFIED LAND SURVEYOR  
POWhatan, VIRGINIA  
(804) 598-2014

NOTE:  
THIS PROPERTY IS NOT WITHIN A HUD  
DEFINED FLOOD HAZARD ZONE.  
(ZONE 'C')

The platting or dedication of the land herein is with the free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees, if any and as applicable.

*JOHN B. LEE*  
Property Owner  
*John Murray*  
Property Owner

APPROVED  
NOT APPROVED  
*John Murray*  
CUMBERLAND CO. SUBDIVISION AGENT  
DATE 9/18/13

*Woodrow Coffey Jr*  
JULY 17 2013  
NO. 201  
07-17-2013



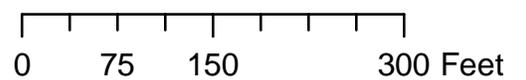


Location of REZ 13-02

# REZ 13-02 Aerial & Parcel



1 inch = 150 feet



BOARD OF SUPERVISORS  
OF THE  
COUNTY OF CUMBERLAND, VIRGINIA  
RESOLUTION  
RECOMMENDATION  
FOR REZONING APPLICATION #13-02  
TAX MAP PARCEL 45-1-15, 45-1-15A, 45-1-16, 45-1-16A

January 14, 2014

At a meeting of the Board of Supervisors of Cumberland County, Virginia, in the Cumberland County Courthouse Courtroom A, Cumberland, Virginia 23040 commencing at 7:00 p.m., January 14, 2014, the following action was taken following a duly held public hearing during which time County staff provided a review of the rezoning request, the applicant's representative and agents provided a review of the proposal and members of the public offered comment:

On a motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, it was moved that the Board of Supervisors of Cumberland County grant, in accordance with the following Resolution, the request to rezone from R-2, Rural Residential to R-1, Residential, the property described in said Resolution;

Following presentation of the Resolution, the Planning Commission adopted and approved the Resolution according to the votes stated below:

-----  
Present:

Vote:

David Meinhard, Chairman

Lloyd Banks, Jr., Vice-Chairman

William F. Osl, Jr.

Kevin Ingle

Parker Wheeler

Absent:

Dated: 1/14/2014

Attested: \_\_\_\_\_

Vivian Seay Giles, Clerk  
Board of Supervisors of Cumberland County

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**WHEREAS**, Mr. Brian Hughes (the “Applicant”) filed a rezoning application and supporting materials (the “Rezoning Application”) seeking to rezone the property described below from R-2, Rural Residential to R-1, Residential in accordance with Chapter 74 of the Cumberland County Code of Ordinances (the “Zoning Ordinance”); specifically, the Applicant has requested the rezoning in order to allow for higher residential density on the property; and

**WHEREAS**, the subject property is located on the north side of Anderson Hwy (Route 60) just west of the Powhatan County line, and more particularly described as Tax Map Parcel 45-1-15 & 45-1-15A (the “Property”), with respect to approximately 5.05 acres; and

**WHEREAS**, the Planning Commission directed staff to also include the rezoning of neighboring parcels 45-1-16 and 45-1-16A with respect to approximately 5.05 acres directly west of the subject property, which contains two existing duplexes; and

**WHEREAS**, the Planning Commission directed staff to make the Rezoning Application available for public review on November 18, 2013; and

**WHEREAS**, the Planning Commission duly advertised and held a public hearing on December 9, 2013; and

**WHEREAS**, the Planning Commission carefully considered the testimony and evidence presented at the public hearing in support or opposition to the proposed Rezoning Application; and

**WHEREAS**, in its review of the Rezoning Application, the Planning Commission gave reasonable consideration to numerous factors, including but not limited to the following: the existing use and character of the Property, the County’s Comprehensive Plan, the suitability of the Property for various uses, the trends of growth or change, and the current and future requirements of the County as to land use; and

**WHEREAS**, after discussion, staff presentation and due deliberation with respect to such information, including information and materials presented at the public hearing and at this meeting, the Planning Commission unanimously recommended approval to the Board of Supervisors with respect to the Rezoning Application;

**WHEREAS**, the Board of Supervisors carefully considered the Planning Commission’s recommendation and the testimony and evidence presented at the public hearing on January 14, 2014, in support or opposition to the proposed REZ Application and gave reasonable consideration to numerous factors, including but not limited to the following: the existing use and character of the Property, the County’s Comprehensive Plan, the suitability of the Property for the proposed use, the trends of growth or change, and the current and future requirements of the County as to land for various purposes as determined by population and economic studies, the zoning standards more fully described in the Zoning Ordinance; and

**WHEREAS**, after discussion, staff presentation and due deliberation with respect to such documentation, information and data, including information and materials presented at this public hearing, the Board of Supervisors desires to affirm its findings and take action with respect to the REZ Application;

**NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, as follows:**

- a. The foregoing recitals are hereby incorporated by this reference.
- b. Upon consideration of the foregoing and the conditions and standards set forth in the Zoning Ordinance, the Board of Supervisors considers it appropriate to rezone the Property in accordance with the Rezoning Application.
- c. The Board of Supervisors further finds that the request made in the Rezoning Application is in substantial accordance with the County's Comprehensive Plan.
- d. The Board of Supervisors has also determined that the request made in the Rezoning Application furthers the general purpose and objectives of the Zoning Ordinance and would be beneficial and appropriate taking into consideration public necessity, convenience, general welfare and good zoning practice;
- e. Upon consideration of the foregoing, the Board of Supervisors grants the request in Rezoning Application #13-02 to rezone the Property from R-2, Rural Residential to R-1, Residential.
- f. This Resolution is effective immediately.



**STAFF REPORT**  
**CA 13-06 R-1 Density and Lot Size**  
Code Text Amendment  
Cumberland County, Virginia  
Board of Supervisors Public Hearing  
January 14, 2014

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**General Information:**

Processing schedule: A public hearing with the Board of Supervisors for CA 13-06 is scheduled for **Tuesday, January 14, 2014 at 7:00 PM in the Circuit Courtroom at the Cumberland Courthouse**

**Application Information:**

Applicant: Cumberland County Planning Commission  
Requested Action: To amend the Zoning Ordinance to allow additional density and smaller lots for R-1, Residential lots served by public sewerage. Proposed lot size is 20,000 square feet and would allow up to one dwelling unit per 20,000 square feet.

**Summary of Request and Background Information:**

It was recently brought to the attention of Planning & Zoning staff that the adopted text of the 2011 zoning ordinance update may not be reflective of the intent of the Planning Commission with regards to lot sizes in the R-1, Residential zoning district. The 2011 ordinance update requires lots of at least one acre for parcels in the R-1 zoning district which are served by public sewerage but not public water. Members of the Planning Commission believe that the original intent was to allow smaller lot sizes of 20,000 square feet if lots were served by public sewerage even if public water was not available.

In their review of the current ordinance and the 2011 ordinance update the Planning Commission decided to amend the language of the ordinance to allow for smaller lots of 20,000 square feet and a density of one dwelling unit per 20,000 square feet in the R-1 zoning district where public sewerage is available. In so doing, many of the lots in the Kimberly Hills neighborhood, most of which are approximately 20,000 square feet and served by public sewerage will be buildable lots and will no longer be considered nonconforming lots.

### **Consistency with the Comprehensive Plan:**

The proposed amendment would help achieve residential and land use goals of the County Comprehensive Plan.

*Land Use Objective 1: Through effective zoning, regulate future development to protect existing land use patterns within Cumberland County.*

This amendment will protect property owners in Kimberly Hills neighborhood by bringing many of the lots and homes in the neighborhood into compliance with the zoning ordinance.

Furthermore, the proposed amendment would also achieve residential goals by protecting the existing housing stock and making efficient use of existing infrastructure in accordance with the following goals, objectives and policies:

- *Goal 4, Residential: It is the goal of this plan to provide safe, decent and quality housing opportunities for all current and future citizens of Cumberland County.*
  - *Goal 4, Objective 1: To preserve and protect the existing housing stock.*
  - *Goal 4, Objective 2: To promote the development of future housing to include a variety of housing types to provide quality, affordable housing opportunities for citizens of all economic means.*
    - *Goal 4, Objective 2, Policy B: Amend zoning ordinance and map to allow for high density, mixed use zoning in appropriate areas to encourage residential growth and allow for compact, centralized housing which efficiently utilizes existing infrastructure.*

### **Consistency with the Zoning Ordinances:**

The proposed amendment is compatible with the purpose of the Zoning Ordinance as described in Cumberland Code Section 74-1 which states the purpose of the zoning ordinance as “promoting the health, safety or general welfare of the public.” And to, “facilitate the creation of a convenient, attractive and harmonious community.”

### **Public Input:**

As of this writing staff has not received any public input on the proposed amendment.

### **Planning Commission Recommendation:**

At the December 9 public hearing the Planning Commission unanimously recommended approval of CA 13-06.

**Conclusion & Staff Recommendation:**

The requested action is consistent with the Comprehensive Plan and the Zoning Ordinance and will protect current homeowners and landowners within the Kimberly Hills neighborhood by bringing several non-conforming houses and lots into conformance with the zoning ordinance. Therefore, staff recommends approval of the proposed zoning ordinance text amendment CA 13-06.

**Suggested Motion:**

*To approve CA 13-06:*

Mr. Chairman, because this request meets the intent of the Comprehensive Plan and Zoning Ordinance, I move to approve and adopt Code Amendment number 13-06, in accordance with the attached resolution.

Respectfully submitted by:

Rachel Falkenstein  
Planning Director

**Attachments:**

- A - Code amendment text
- B - Proposed resolution

*Division II. R-1 Conventional Development Standards*

**Sec. 74-224. Area and density regulations.**

The residential, general (R-1) district shall be composed of a base density and density bonus over the base density depending upon if connections to public utilities shall be made as prescribed in Table 13.

**TABLE 13**

	<b>LOT WITH PUBLIC SEWER</b>	<b>LOT WITH PUBLIC WATER</b>
<b>BASE</b>	<del>YES</del> OR NO	NO
<b><u>BONUS 1</u></b>	<u>YES</u>	<u>NO</u>
<b><u>BONUS OVER BASE2</u></b>	YES	YES

**TABLE 14**

**RESIDENTIAL, GENERAL (R-1) DENSITY AND LOT AREA REGULATIONS**

	<b>GROSS RESIDENTIAL DENSITY</b>	<b>MINIMUM LOT AREA</b>
<b>Base</b>	1 dwelling unit per 1 acre	1 acre
<b><u>Bonus 1</u></b>	<u>1 dwelling unit per 20,000 sq ft</u>	<u>20,000 sq. ft.</u>
<b><u>Bonus over base2</u></b>	4 dwelling units per 1 acre	10,890 sq. ft.

**Sec. 74-225. Setback and yard regulations.**

(a) The minimum required setbacks and the minimum required yards shall be as prescribed in Table 15.

**TABLE 15**

**R-1 SETBACK AND YARD REGULATIONS**

	<b>MINIMUM SETBACK REQUIRED</b> (as measured from the center line of any road)	<b>MINIMUM SIDE YARD</b>	<b>MINIMUM REAR YARD</b>
<b>Base</b>	(a) Designated primary highways: 130 feet (b) All other roads: 75 feet	(a) 15 feet principal structure (b) 5 feet accessory structures	(a) 35 feet principal structure (b) 5 feet accessory structures

<b>Bonus over base 1 &amp; 2</b>	(a) Designated primary highways: 130 feet (b) All other public roads: 75 feet (c) Private roads: 45 feet	(a) 5 feet all structures	(a) 25 feet principal structure (b) 5 feet accessory structures
--------------------------------------	--	---------------------------	--

(b) Minor and limited encroachments into the minimum side or rear yards of principle structures only, except for side yards of principle structure in bonus **over base 1 & 2** as listed above shall be permitted as follows:

- (1) Uncovered stairs and stoops, air conditioners and heat pumps, none of which are more than ten (10) feet in width, may extend five (5) feet into any minimum required yard.
- (2) Bay windows, oriels, and chimneys, none of which are more than ten (10) feet in width, may extend three (3) feet into any minimum required yard.
- (3) Carports may extend five (5) feet into any minimum required side yard.
- (4) An accessibility improvement, defined as steps, ramps, and landings affording pedestrian and wheelchair access, may extend into any minimum required yard.
- (5) The following shall apply to any open (not roofed) deck attached to any existing single-family detached dwelling:
  - (a) Any non-roofed deck may extend five (5) feet into any minimum required side yard or minimum required rear yard.
  - (b) No deck may extend into any minimum required setback from a public or private road, nor shall such deck extend into any easement or other so encumbered area.

**Sec. 74-226. Frontage and lot width regulations.**

The minimum required lot frontage and the minimum required lot width shall be as prescribed in Table 16.

**TABLE 16  
R-1 FRONTAGE & LOT WIDTH REGULATIONS**

	<b>MINIMUM FRONTAGE REQUIRED</b>	<b>MINIMUM LOT WIDTH REQUIRED</b>
<b>Base</b>	(a) Designated primary highways: 500 feet (b) All other public roads: 300 feet (c) Private roads: 200 feet (d) Cul-de-sac: 50 feet on a cul-de-sac; – must provide the minimum lot width at the building setback line.	Shall be the same as minimum required frontage.
<b>Bonus over base 1 &amp; 2</b>	(a) Designated primary highways: 500 feet (b) Pre-existing designated public road: 100 feet (c) All other public roads: 150 feet	Shall be the same as minimum required frontage.

	(d) Private roads: 75 feet (a) Cul-de-sac: 50 feet on a cul-de-sac; – must provide the minimum lot width at the building setback line.	
--	---	--

DRAFT

BOARD OF SUPERVISORS  
OF  
COUNTY OF CUMBERLAND, VIRGINIA  
RESOLUTION RECOMMENDING  
PROPOSED AMENDMENT TO THE  
CODE OF CUMBERLAND COUNTY  
CODE AMENDMENT 13-06:

“AN ORDINANCE AMENDING CHAPTER 74 ZONING OF THE  
CUMBERLAND COUNTY CODE CUMBERLAND R-1  
RESIDENTIAL LOT SIZE AND DENSITY”

**January 14, 2014**

At a meeting of the Board of Supervisors of Cumberland County, Virginia, held at the Circuit Courtroom of the Cumberland County Courthouse, Cumberland, Virginia 23040 commencing at 7:00 p.m., January 14, 2014, the following action was taken following a duly held public hearing during which time County staff provided a review of the code amendment proposal and members of the public offered comment:

On a motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, it was moved that the Board of Supervisors of Cumberland County adopt, in accordance with the following Resolution, an ordinance amending Chapter 74 zoning relating to limiting encroachments into side and rear yards of certain structures;

Following presentation of the Resolution, the Planning Commission adopted and approved the Resolution according to the votes stated below:

-----

Present:

David Meinhard, Chairman

Lloyd Banks, Jr., Vice-Chairman

William F. Osl

Kevin Ingle

Parker Wheeler

Absent:

Vote:

Dated: \_\_\_\_\_

Attested: \_\_\_\_\_

Vivian Giles, Clerk to the Board of  
Supervisors of Cumberland County

-----  
**WHEREAS**, at a meeting held on December 9, 2013, the Planning Commission discussed the proposed amendment to the Code of Cumberland County, “An ordinance amending Chapter 74 Zoning of the Cumberland county code amending section 74-224 Area and density regulations, 74-225 Setback and yard regulations, 74-226 Frontage and lot width regulations,” (as shown in the attached ordinance); and

**WHEREAS**, the Planning Commission directed staff to prepare the Code Amendment for public review on November 18, 2013; and

**WHEREAS**, the Planning Commission duly advertised and held a public hearing on December 9, 2013; and

**WHEREAS**, after conducting a public hearing and considering the comments of County staff, landowners, residents, and the general public, and after discussion, staff presentation and due deliberation with respect to such information, including information and materials presented at this public hearing, the Planning Commission affirmed its findings and made its unanimous recommendation for approval to the Board of Supervisors with respect to the Code Amendment;

**WHEREAS**, the Board of Supervisors duly advertised and held a public hearing on January 14, 2014; and

**WHEREAS**, the Board of Supervisors carefully considered the testimony and evidence presented at the public hearing in support or opposition to the proposed Code Amendment and the recommendation from the Planning Commission; and

**WHEREAS**, in its review of the Code Amendment, the Board of Supervisors gave reasonable consideration to furthering the goals of the County’s Comprehensive Plan and Zoning Ordinance;

**WHEREAS**, after discussion, staff presentation and due deliberation with respect to such information, including information and materials presented at this public hearing, and the comments in support or opposition to the proposed Code Amendment, the Board of Supervisors desires to affirm its findings and to take action with respect to the Code Amendment;

**NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, as follows:**

- a. The foregoing recitals are hereby incorporated by this reference.
- b. Upon consideration of the foregoing, the Board of Supervisors considers it appropriate to amend the Code of Cumberland County in accordance with the specific text and provisions of the Code Amendment as attached hereto and incorporated herein by this reference.
- c. The Board of Supervisors further finds that the Code Amendment is in substantial accordance with the County’s Comprehensive Plan and Zoning Ordinance.

- d. Upon consideration of the foregoing, the proposed Code Amendment text, testimony, staff remarks, and public comment, the Cumberland County Board of Supervisors adopts, as set forth in the specific ordinance text as attached hereto, and requests county staff to do and perform such acts necessary and as consistent with this Resolution for recommendation of adoption of the ordinance.
- e. This Resolution is effective immediately.

DRAFT

## \*\* GENERAL FUND REVENUES\*\*

## Monthly Financial Report To Council For January 2014

	Estimated 2013/2014 Budget to Date -----	Actual 2013/2014 Budget to Date -----	(Over) or Under Budget to Date -----
<b>Revenue</b>			
Balance Forward		4,713,358.54	
Fund Revenue	36,741,103.33	19,650,821.03	17,090,282.30
<b>Total Revenue</b>	<b>36,741,103.33</b>	<b>24,364,179.57</b>	<b>12,376,923.76</b>
<b>Expenditures</b>			
* Board of Supervisors *	43,871.00	25,323.34	18,547.66
* County Administrator *	221,793.00	108,749.09	113,043.91
* Independent Auditor *	33,500.00		33,500.00
* Commissioner of Revenue *	235,128.00	113,251.00	121,877.00
* Assessor *	92,000.00	112,875.96	(20,875.96)
* Equalization Board *	1,500.00		1,500.00
* Treasurer *	269,917.00	135,951.80	133,965.20
* Accounting *	161,819.00	89,872.14	71,946.86
* Data Processing *	171,745.00	78,448.76	93,296.24
* Electoral Board *	25,157.00	10,163.63	14,993.37
* Registrar *	80,708.00	40,601.10	40,106.90
* Circuit Court *	15,310.00	1,679.14	13,630.86
* General District Court *	6,445.00	1,721.79	4,723.21
* Magistrate *	2,069.00	958.80	1,110.20
* Clerk of Circuit Court *	243,721.00	119,310.81	124,410.19
* Law Library *	1,000.00	261.10	738.90
* Commonwealth's Attorney *	213,940.00	103,146.28	110,793.72
* Sheriff *	1,422,173.73	795,232.51	626,941.22
* School Resource Officer *	61,016.00	30,519.68	30,496.32
* E911 *	23,050.00	7,323.84	15,726.16
*Cumberland Vol.FIRE DEPT*	39,500.00	19,750.00	19,750.00
*Cartersville Volun.*	26,075.00	13,037.50	13,037.50
*Cumberland Vol. Rescue Squad*	25,875.00	12,937.50	12,937.50
*Prince Edward Vol. Rescue Squad*	8,000.00	4,000.00	4,000.00
*Randolph Fire Dept.*	41,000.00	20,500.00	20,500.00
*Cartersville Vol. Rescue Squad*	37,320.00	18,660.00	18,660.00
* Forestry Service *	8,705.00	8,705.34	(.34)
* Probation Office *	1,644.00	676.13	967.87
* Correction & Detention *	109,000.00	151,448.31	(42,448.31)
* Building Inspections *	119,499.00	58,430.13	61,068.87
* Animal Control *	90,169.30	64,015.81	26,153.49
* Medical Examiner *		80.00	(80.00)
* Refuse Disposal *	569,991.00	287,544.23	282,446.77
* General Properties *	691,258.43	314,548.02	376,710.41
* Supplement of Local Health Dept *	79,441.00	19,772.63	59,668.37
* Chapter 10 Board - Crossroads *	34,000.00	17,000.00	17,000.00
* CSA Management *	33,834.00	17,423.88	16,410.12
* Community Colleges *	2,588.00	6,449.00	(3,861.00)
*Special Olympics*	200.00	200.00	
* Recreation *	81,290.00	42,975.28	38,314.72
* Local Library *	115,450.00	57,725.00	57,725.00
* Planning Commission *	10,350.00	2,336.50	8,013.50

## \*\* GENERAL FUND REVENUES\*\*

## Monthly Financial Report To Council For January 2014

	Estimated 2013/2014 Budget to Date	Actual 2013/2014 Budget to Date	(Over) or Under Budget to Date
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<b>Expenditures</b>			
* Planning/Zoning Dept. *	114,644.00	58,373.79	56,270.21
* Community & Economic Developmnt *	2,000.00	50.28	1,949.72
* Board of Zoning Appeals *	1,850.00		1,850.00
*Clothes Closet*	600.00	305.20	294.80
* Meals On Wheels *	3,780.00	50.29	3,729.71
* Farmville Area Chamber of Commerc	1,500.00	1,500.00	
* Longwood Small Bus. Dev. Ctr. *	3,000.00	1,500.00	1,500.00
* Southside Violence Prevention *	5,000.00	2,500.00	2,500.00
*Peter Francisco SWD*	6,895.00	3,447.50	3,447.50
* Extension Agents *	45,374.00	1,469.91	43,904.09
* NONDEPARTMENTAL *	1,465.00	3,702.08	(2,237.08)
**TRANSFERS**	8,269,298.00	4,372,871.29	3,896,426.71
COMMONWEALTH'S ATTORNEY		3,491.63	(3,491.63)
SHERIFF	30,000.00	18,591.37	11,408.63
HEALTH INSURANCE	1,804,326.00	770,702.57	1,033,623.43
DENTAL INSURANCE	109,200.00	60,164.30	49,035.70
PATIENT CENTERED OUTCOME FEE(PCOR)		655.55	(655.55)
* Administration *	1,222,165.61	573,849.39	648,316.22
	191,966.76	37,112.96	154,853.80
	14,614,210.00	5,869,633.73	8,744,576.27
* GIS MAPPING *		7,500.00	(7,500.00)
* UTILITIES - WATER *			
*Sewer - Maint			
*Randolph Community Center*	11,820.00		11,820.00
* Elementary School - Lit Loan *	236,667.00		236,667.00
* COPS97 Loan *	372,756.00	330,840.62	41,915.38
* High/Middle School - VPSA Loan *	967,501.00	747,719.19	219,781.81
PUBLIC FACILITY NOTE 2009	393,694.00	287,788.36	105,905.64
* AMERESCO *	134,158.00	134,158.00	
* LeSueur Property *	9,067.00	9,067.50	(.50)
* SunTrust Loan-HS/MS *	249,041.00	1,212,596.00	(963,555.00)
* Suntrust Loan - Courthouse *	1,491,576.00	225,675.65	1,265,900.35
	450,000.00	170,404.70	279,595.30
* SEWER FUND - Enterprise Fund *	274,583.00	132,940.05	141,642.95
* WATER FUND - ENTERPRISE FUND *	122,077.00	51,066.70	71,010.30
** WATERLINE EXTENSION PROJECT **		206,591.05	(206,591.05)
		602.60	(602.60)
		122.20	(122.20)
COMMUNITY CENTER PURCHASE	129,836.50	59,388.35	70,448.15
MADISON INDUSTRIAL PARK		4,235.50	(4,235.50)
	20,000.00	12,638.62	7,361.38
<b>Total Expenditure</b>	<b>36,741,103.33</b>	<b>18,286,912.96</b>	<b>18,454,190.37</b>
<b>Total Revenues</b>			
Less Total Expenditures		6,077,266.61	(6,077,266.61)

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CUMBERLAND CO  
EXPENDITURE SUMMARY  
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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
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	--FINAL TOTAL--	.00	.00	.00	.00	.00	.00	.00

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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
1101	** Real Estate Taxes **	5,720,000.00	5,720,000.00	121,846.43	2,882,838.95	2,837,161.05
1102	* Real/Personal Public Service *	585,000.00	585,000.00	.00	320,920.86	264,079.14
1103	* Personal Property Taxes *	1,791,800.00	1,791,800.00	86,373.50	1,474,170.57	317,629.43
1104	* Machinery & Tools *	80,000.00	80,000.00	1,198.69	83,277.36	3,277.36
1106	* Penalties & Interest *	244,000.00	244,000.00	30,559.17	128,593.93	115,406.07
1201	* Local Sales & Use Taxes *	770,000.00	770,000.00	63,762.85	384,716.30	385,283.70
1202	* Consumer Utility Taxes *	177,000.00	177,000.00	13,806.65	85,355.48	91,644.52
1203	* Business License Taxes *	107,000.00	107,000.00	4,249.23	20,767.53	86,232.47
1204	* Franchise License Taxes *	10,000.00	10,000.00	.00	.00	10,000.00
1205	* Motor Vehicle License Tax *	230,000.00	230,000.00	13,142.94	168,989.16	61,010.84
1207	* Taxes On Recordation & Wills *	43,000.00	43,000.00	10,155.80	32,153.31	10,846.69
1301	* Animal Licenses *	8,800.00	8,800.00	1,980.00	2,459.00	6,341.00
1303	* Permits & Other Licenses *	59,800.00	59,800.00	4,761.07	31,913.57	27,886.43
1401	* Court Fines & Forfeitures *	145,000.00	145,000.00	4,913.10	66,772.33	78,227.67
1501	* Revenue From Use Of Money *	31,000.00	31,000.00	.00	5,999.33	25,000.67
1502	* Revenue From Use Of Property *	18,600.00	18,600.00	150.00	3,805.00	14,795.00
1601	* Court Costs *	45,960.00	45,960.00	2,613.86	26,352.18	19,607.82
1602	* Commonwealth's Attorney Fees *	13,260.00	13,260.00	97.48	531.66	12,728.34
1603	* Charges For Law Enforcement *	40,000.00	40,000.00	1,540.00	14,180.00	25,820.00
1606	* Charges For Other Protection *	100.00	100.00	.00	90.00	10.00
1608	* Charges Sanitation & Removal *	500,500.00	500,500.00	37.00	138.00	500,362.00
1612	* REC DEPT - ADULT LEAGUE FEES *	3,640.00	3,640.00	.00	.00	3,640.00
1613	* Charges For Parks & Recreation *	32,500.00	32,500.00	1,063.35	16,834.45	15,665.55
1616	* Charges For Planning / Com Dev *	1,600.00	1,600.00	.00	.00	1,600.00
1899	* Miscellaneous *	1,144,300.00	1,171,256.16	6,322.76	1,170,924.05	332.11
2101	* Service Charges *	56,000.00	56,000.00	.00	39,210.46	16,789.54
2201	**NON-CATEGORICAL AID**	918,935.00	918,935.00	4,250.02	730,827.71	188,107.29
2301	* Commonwealth Attorney *	163,265.00	163,265.00	13,139.77	71,685.20	91,579.80
2302	* Sheriff *	561,533.00	561,533.00	47,580.16	274,587.08	286,945.92
2303	* Commissioner Of Revenue *	80,353.00	80,353.00	6,212.47	38,920.87	41,432.13
2304	* Treasurer *	90,798.00	90,798.00	8,459.06	47,308.01	43,489.99
2306	* Registrar/Electoral Boards *	36,560.00	36,560.00	.00	.00	36,560.00
2307	* Clerk Of The Circuit Court *	146,819.00	146,819.00	12,391.58	72,311.69	74,507.31
2308	* DMV License Agent *	16,000.00	16,000.00	2,107.25	10,695.39	5,304.61
2404	**GRANT FUNDS**	.00	6,379.30	57,992.25	103,861.21	97,481.91
3301	**GRANT FUNDS**	.00	.00	.00	50,000.00	50,000.00
--FUND TOTAL--		13,873,123.00	13,906,458.46	520,706.44	8,361,190.64	5,545,267.82

1501	INTEREST-STATE	.00	.00	.00	100.24	100.24
2402	ASSET FORFEITURE REVENUE (STATE)	.00	.00	.00	1,994.72	1,994.72
3301		30,000.00	30,000.00	.00	.00	30,000.00
--FUND TOTAL--		30,000.00	30,000.00	.00	2,094.96	27,905.04

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REVENUE SUMMARY  
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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	UNCOLLECTED
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FUND #-170

1902	HEALTH INSURANCE CONTRIBUTIONS	1,804,326.00	1,804,326.00	170,490.04	932,390.48	871,935.52	48.32
2000	DENTAL INSURANCE CONTRIBUTIONS	109,200.00	109,200.00	9,457.21	53,225.98	55,974.02	51.25
	--FUND TOTAL--	1,913,526.00	1,913,526.00	179,947.25	985,616.46	927,909.54	48.49

FUND #-201

1899	Miscellaneous Revenue *	.00	389.61	281.33	1,338.36	948.75-	243.51-
2401	Welfare *	140,480.00	140,480.00	30,936.93	181,304.94	40,824.94-	29.06-
3305	Social Services *	771,161.00	771,161.00	53,017.48	297,121.28	474,039.72	61.47
4105	Fund Transfers *	310,135.00	310,135.00	.00	82,093.08	228,041.92	73.52
	--FUND TOTAL--	1,221,776.00	1,222,165.61	84,235.74	561,857.66	660,307.95	54.02

FUND #-203

1899	NCLB REIMBURSEMENT (OTHER)	.00	.00	.00	103,524.58	103,524.58-	100.00-
3302	NCLB REVENUE-FEDERAL	.00	191,966.76	17,062.74	17,062.74	174,904.02	91.11
	--FUND TOTAL--	.00	191,966.76	17,062.74	120,587.32	71,379.44	37.18

FUND #-205

1803	Expenditure Refunds *	221,023.00	221,023.00	190,814.62	301,868.75	80,845.75-	36.57-
1899	Miscellaneous Revenue *	.00	.00	237.50	2,452.50	2,452.50-	100.00-
2402	State Education *	8,259,695.00	8,722,202.00	581,240.87	3,456,232.97	5,265,969.03	60.37
2403	ACADEMIC REVIEWS (I-READY)	.00	.00	21,051.38	60,125.79	60,125.79-	100.00-
3302	Education *	1,738,566.00	1,746,566.00	145,482.13	840,082.84	906,483.16	51.90
4105	Fund Transfers *	3,924,419.00	3,924,419.00	.00	1,171,435.38	2,752,983.62	70.15
	--FUND TOTAL--	14,143,703.00	14,614,210.00	938,826.50	5,832,198.23	8,782,011.77	60.09

FUND #-302

1501	Interest On Bank Deposits *	.00	.00	.00	41.98	41.98-	100.00-
4105	Fund Transfers *	11,820.00	11,820.00	.00	11,820.00	.00	.00
	--FUND TOTAL--	11,820.00	11,820.00	.00	11,861.98	41.98-	.35-

FUND #-401

1501	INTEREST**	15,000.00	15,000.00	.00	12,038.12	2,961.88	19.74
4105	Transfers **	3,839,460.00	3,839,460.00	.00	2,916,411.56	923,048.44	24.04
	--FUND TOTAL--	3,854,460.00	3,854,460.00	.00	2,928,449.68	926,010.32	24.02

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REVENUE SUMMARY  
7/01/2013 - 1/08/2014

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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
<b>FUND #-500</b>						
2404	*REVENUE FROM STATE*	350,000.00	350,000.00	85.64	70,712.36	279,287.64
4105	*TRANSFERS*	100,000.00	100,000.00	.00	102,777.27	2,777.27
	-- FUND TOTAL--	450,000.00	450,000.00	85.64	173,489.63	276,510.37
<b>FUND #-501</b>						
1501	**INTEREST REVENUE**	1,000.00	1,000.00	.00	40.41	959.59
1619	**CHARGES & FEES**	368,000.00	368,000.00	28,274.94	171,034.42	196,965.58
1620	SEWER LATE PAYMENT PENALTY	5,000.00	5,000.00	628.90	3,849.48	1,150.52
1630	**ADMIN FEES/CHARGES**	22,660.00	22,660.00	1,267.00	7,579.98	15,080.02
2404	SURCAP GRANT-WATER LINE	.00	.00	.00	22,067.80	22,067.80
3302	RD GRANT-WATER UTILITIES	.00	.00	.00	295,676.18	295,676.18
	-- FUND TOTAL--	396,660.00	396,660.00	30,170.84	500,248.27	103,588.27
<b>FUND #-515</b>						
1501	INTEREST SEWER RESERVE	.00	.00	.00	135.32	135.32
	-- FUND TOTAL--	.00	.00	.00	135.32	135.32
<b>FUND #-540</b>						
1501	INTEREST WATER RESERVE	.00	.00	.00	19.74	19.74
	-- FUND TOTAL--	.00	.00	.00	19.74	19.74
<b>FUND #-550</b>						
1501	**INTEREST REVENUE**	.00	.00	.00	28.73	28.73
	-- FUND TOTAL--	.00	.00	.00	28.73	28.73
<b>FUND #-570</b>						
1501	INTEREST REVENUE	.00	.00	.00	.93	.93
1901	PROGRAM INCOME	.00	.00	50.00	300.00	300.00
	-- FUND TOTAL--	.00	.00	50.00	300.93	300.93
<b>FUND #-580</b>						
1501	INTEREST REVENUE	.00	.00	.00	38.15	38.15
	-- FUND TOTAL--	.00	.00	.00	38.15	38.15

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CUMBERLAND CO

REVENUE SUMMARY  
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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
<b>FUND # -715</b>						
1899	Rent of General Property	44,000.00	46,372.50	5,400.00	26,272.50	20,100.00 43.34
2404	**GRANT FUNDS**	.00	.00	.00	46,697.23	46,697.23- 100.00-
4105	Transfer from General Fund	83,464.00	83,464.00	.00	88,334.00	4,870.00- 5.83-
	--FUND TOTAL--	127,464.00	129,836.50	5,400.00	161,303.73	31,467.23- 24.23-
<b>FUND # -733</b>						
1899	* Miscellaneous Revenue *	20,000.00	20,000.00	6,329.46	11,399.60	8,600.40 43.00
	--FUND TOTAL--	20,000.00	20,000.00	6,329.46	11,399.60	8,600.40 43.00
	--FINAL TOTAL--	36,042,532.00	36,741,103.33	1,782,814.61	19,650,821.03	17,090,282.30 46.51

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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
11010	* Board of Supervisors *	43,871.00	43,871.00	3,145.64	25,323.34	.00	18,547.66	42.27
12100	* County Administrator *	221,793.00	221,793.00	17,508.37	108,749.09	.00	113,043.91	50.96
12240	* Independent Auditor *	33,500.00	33,500.00	135.00	.00	.00	33,500.00	100.00
12310	* Commissioner of Revenue *	235,128.00	235,128.00	17,328.63	113,251.00	.00	121,877.00	51.83
12320	* Assessor *	92,000.00	92,000.00	15,944.85	112,875.96	.00	20,875.96	22.69
12330	* Equalization Board *	1,500.00	1,500.00	.00	.00	.00	1,500.00	100.00
12410	* Treasurer *	269,917.00	269,917.00	23,102.30	135,951.80	.00	133,965.20	49.63
12430	* Accounting *	161,819.00	161,819.00	15,298.03	89,872.14	.00	71,946.86	44.46
12510	* Data Processing *	171,745.00	171,745.00	22,389.49	78,448.76	.00	93,296.24	54.32
13100	* Electoral Board *	25,157.00	25,157.00	1,043.79	10,163.63	.00	14,993.37	59.59
13200	* Registrar *	80,708.00	80,708.00	6,306.58	40,601.10	.00	40,106.90	49.69
21100	* Circuit Court *	15,310.00	15,310.00	230.52	1,679.14	.00	13,630.86	89.03
21200	* General District Court *	6,445.00	6,445.00	200.39	1,721.79	.00	4,723.21	73.28
21300	* Magistrate *	2,069.00	2,069.00	100.56	958.80	.00	1,110.20	53.65
21600	* Clerk of Circuit Court *	232,813.00	243,721.00	18,207.81	119,310.81	.00	124,410.19	51.04
21800	* Law Library *	1,000.00	1,000.00	.00	261.10	.00	738.90	73.89
22100	* Commonwealth's Attorney *	213,940.00	213,940.00	16,945.59	103,146.28	.00	110,793.72	51.78
31200	* Sheriff *	1,406,791.00	1,422,173.73	122,584.87	795,232.51	.00	626,941.22	44.08
31250	* School Resource Officer *	61,016.00	61,016.00	5,086.62	30,519.68	.00	30,496.32	49.98
31400	* E911 *	23,050.00	23,050.00	2,366.82	7,323.84	.00	15,726.16	68.22
32221	*Cumberland Vol. FIRE DEPT*	39,500.00	39,500.00	.00	19,750.00	.00	19,750.00	50.00
32222	*Cartersville Volun.*	26,075.00	26,075.00	.00	13,037.50	.00	13,037.50	50.00
32301	*Cumberland Vol. Rescue Squad*	25,875.00	25,875.00	.00	12,937.50	.00	12,937.50	50.00
32302	*Prince Edward Vol. Rescue Squad*	8,000.00	8,000.00	.00	4,000.00	.00	4,000.00	50.00
32303	*Randolph Fire Dept.*	41,000.00	41,000.00	.00	20,500.00	.00	20,500.00	50.00
32304	*Cartersville Vol. Rescue Squad*	37,320.00	37,320.00	.00	18,660.00	.00	18,660.00	50.00
32400	* Forestry Service *	8,705.00	8,705.00	.00	8,705.34	.00	.34	.00
33300	* Probation Office *	1,644.00	1,644.00	80.60	676.13	.00	967.87	58.87
33400	* Correction & Detention *	109,000.00	109,000.00	56,497.31	151,448.31	.00	42,448.31	38.94
34100	* Building Inspections *	119,499.00	119,499.00	9,299.10	58,430.13	.00	61,068.87	51.10
35100	* Animal Control *	90,156.00	90,169.30	7,737.47	64,015.81	.00	26,153.49	29.00
35300	* Medical Examiner *	.00	.00	20.00	80.00	.00	80.00	100.00
42400	* Refuse disposal *	563,625.00	569,991.00	44,870.81	287,544.23	.00	282,446.77	49.55
43200	* General Properties *	690,593.00	691,258.43	53,392.18	314,548.02	.00	376,710.41	54.49
51200	* Supplement of Local Health Dept *	79,441.00	79,441.00	.00	19,772.63	.00	59,668.37	75.11
52500	* Chapter 10 Board - Crossroads *	34,000.00	34,000.00	.00	17,000.00	.00	17,000.00	50.00
61230	* CSA Management *	33,834.00	33,834.00	2,604.44	17,423.88	.00	16,410.12	48.50
68000	* Community Colleges *	2,588.00	2,588.00	.00	6,449.00	.00	3,861.00	149.18
71311	*Special Olympics*	200.00	200.00	.00	200.00	.00	.00	.00
71500	* Recreation *	81,290.00	81,290.00	4,494.80	42,975.28	.00	38,314.72	47.13
73100	* Local Library *	115,450.00	115,450.00	.00	57,725.00	.00	57,725.00	50.00
81100	* Planning Commission *	10,350.00	10,350.00	915.00	2,336.50	.00	8,013.50	77.42
81110	* Planning/Zoning Dept. *	114,644.00	114,644.00	11,579.69	58,373.79	.00	56,270.21	49.08
81200	* Community & Economic Developmnt *	2,000.00	2,000.00	560.47	50.28	.00	1,949.72	97.48
81400	* Board of Zoning Appeals *	1,850.00	1,850.00	.00	305.20	.00	1,544.80	100.00
81513	*Clothes Closet*	600.00	600.00	50.28	305.20	.00	294.80	49.13
81522	* Meals on Wheels *	3,780.00	3,780.00	.00	50.29	.00	3,729.71	98.66

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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
81535	* Fairville Area Chamber of Commerc	1,500.00	1,500.00	.00	1,500.00	.00	.00	.00
81541	* Longwood Small Bus. Dev. Ctr. *	3,000.00	3,000.00	.00	1,500.00	.00	1,500.00	50.00
81542	* Southside Violence Prevention *	5,000.00	5,000.00	.00	2,500.00	.00	2,500.00	50.00
82401	*Peter Francisco SMD*	6,895.00	6,895.00	.00	3,447.50	.00	3,447.50	50.00
83500	* Extension Agents *	45,374.00	45,374.00	246.82	1,469.91	.00	43,904.09	96.76
90000	* NONDEPARTMENTAL *	1,465.00	1,465.00	1,037.68	3,702.08	.00	2,237.08	152.70-
93100	**TRANSFERS**	8,269,298.00	8,269,298.00	.00	4,372,871.29	.00	3,896,426.71	47.11
	--FUND TOTAL--	13,873,123.00	13,906,458.46	479,921.57	7,359,376.37	.00	6,547,082.09	47.07
FUND #150								
22100	COMMONWEALTH'S ATTORNEY	.00	.00	505.46	3,491.63	.00	3,491.63	100.00-
31200	SHERIFF	30,000.00	30,000.00	13,601.24	18,591.37	.00	11,408.63	38.02
	--FUND TOTAL--	30,000.00	30,000.00	14,106.70	22,083.00	.00	7,917.00	26.39
FUND #170								
62100	HEALTH INSURANCE	1,804,326.00	1,804,326.00	112,702.86	770,702.57	.00	1,033,623.43	57.28
63100	DENTAL INSURANCE	109,200.00	109,200.00	9,411.28	60,164.30	.00	49,035.70	44.90
64100	PATIENT CENTERED OUTCOME FEE (PCOR)	.00	.00	.00	655.55	.00	655.55	100.00-
	--FUND TOTAL--	1,913,526.00	1,913,526.00	122,114.14	831,522.42	.00	1,082,003.58	56.54
FUND #201								
53100	* Administration *	1,221,776.00	1,222,165.61	96,227.47	573,849.39	.00	648,316.22	53.04
	--FUND TOTAL--	1,221,776.00	1,222,165.61	96,227.47	573,849.39	.00	648,316.22	53.04
FUND #203								
61314		.00	191,966.76	13,968.26	37,112.96	.00	154,853.80	80.66
	--FUND TOTAL--	.00	191,966.76	13,968.26	37,112.96	.00	154,853.80	80.66
FUND #205								
61100		14,143,703.00	14,614,210.00	981,534.86	5,869,633.73	.00	8,744,576.27	59.83
	--FUND TOTAL--	14,143,703.00	14,614,210.00	981,534.86	5,869,633.73	.00	8,744,576.27	59.83
FUND #302								
94125	* GIS MAPPING *	.00	.00	.00	7,500.00	.00	7,500.00	100.00-
94135	* UTILITIES - WATER *	.00	.00	2,600.00	.00	.00	.00	.00
94360	*Randolph Community Center**	11,820.00	11,820.00	.00	.00	.00	11,820.00	100.00

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ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
	--FUND TOTAL--	11,820.00	11,820.00	2,600.00	7,500.00	.00	4,320.00	36.54
FUND #401								
67200	* Elementary School - Lit Loan *	236,667.00	236,667.00	.00	.00	.00	236,667.00	100.00
67400	* COPS97 Loan *	372,756.00	372,756.00	.00	330,840.62	.00	41,915.38	11.24
67500	* High/Middle School - VPSA Loan *	967,501.00	967,501.00	.00	747,719.19	.00	219,781.81	22.71
67700	PUBLIC FACILITY NOTE 2009	393,694.00	393,694.00	17,546.24	287,788.36	.00	105,905.64	26.90
67800	* AMERESCO *	134,158.00	134,158.00	.00	134,158.00	.00	.00	.00
95500	* LeSueur Property *	9,067.00	9,067.00	1,511.25	9,067.50	.00	.50	.00
95600	* SunTrust Loan-RS/MS *	249,041.00	249,041.00	.00	1,212,596.00	.00	963,555.00	386.90
95700	* Suntrust Loan - Courthouse *	1,491,576.00	1,491,576.00	.00	225,675.65	.00	1,265,900.35	84.86
	--FUND TOTAL--	3,854,460.00	3,854,460.00	19,057.49	2,947,845.32	.00	906,614.68	23.52
FUND #500								
53900		450,000.00	450,000.00	50,771.50	170,404.70	.00	279,595.30	62.13
	--FUND TOTAL--	450,000.00	450,000.00	50,771.50	170,404.70	.00	279,595.30	62.13
FUND #501								
94900	* SEWER FUND - Enterprise Fund *	274,583.00	274,583.00	22,927.86	132,940.05	.00	141,642.95	51.58
95900	* WATER FUND - ENTERPRISE FUND *	122,077.00	122,077.00	9,152.90	51,066.70	.00	71,010.30	58.16
95903	** WATERLINE EXTENSION PROJECT **	.00	.00	40,918.11	206,591.05	.00	206,591.05	100.00
	--FUND TOTAL--	396,660.00	396,660.00	72,998.87	390,597.80	.00	6,062.20	1.52
FUND #570								
53500	ADMIN EXPENSES	.00	.00	.00	602.60	.00	602.60	100.00
	--FUND TOTAL--	.00	.00	.00	602.60	.00	602.60	100.00
FUND #580								
53500	IPR ADMINISTRATIVE EXPENSES	.00	.00	.00	122.20	.00	122.20	100.00
	--FUND TOTAL--	.00	.00	.00	122.20	.00	122.20	100.00
FUND #715								
81610	COMMUNITY CENTER PURCHASE	127,464.00	129,836.50	8,570.00	59,388.35	.00	70,448.15	54.25
81620	MADISON INDUSTRIAL PARK	.00	.00	.00	4,235.50	.00	4,235.50	100.00
	--FUND TOTAL--	127,464.00	129,836.50	8,570.00	63,623.85	.00	66,212.65	50.99

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EXPENDITURE SUMMARY  
7/01/2013 - 1/08/2014

TIME 13:54

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
53010		20,000.00	20,000.00	7,190.16	12,638.62	.00	7,361.38	36.80
	--FUND TOTAL--	20,000.00	20,000.00	7,190.16	12,638.62	.00	7,361.38	36.80
	--FINAL TOTAL--	36,042,532.00	36,741,103.33	1,863,861.02	16,286,912.96	.00	18,454,190.37	50.22

FUND #-733

603

1/08/2014

\*GL060AA\*

CUMBERLAND CO

EXPENDITURE SUMMARY

7/01/2013 - 1/08/2014

PAGE 10

TIME 13:54

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
		.00	.00	.00	.00	.00	.00	.00
	---FINAL TOTAL---							

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# Request For Appropriation

Department: Comm Atty

Code: 22100

Appropriate from:

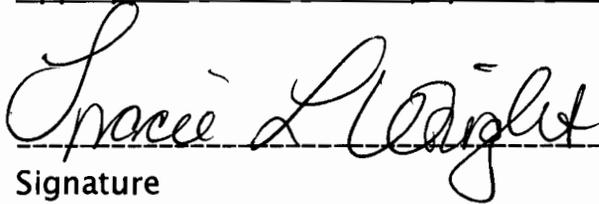
Code	Item	Amount
3-100-001899-0018	Refunds & Reimb.	1,645.00

Appropriate to:

Code	Item	Amount
4-100-22100-8007	EDP Equip	1,645.00

Reason for Request:

Appropriate back double payment of Ipad equipment for Comm. Atty.



Signature

1/8/13

Date

Approved:

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Board of Supervisors

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Date

65



**Stephany S. Johnson, CAP**

Accounts Clerk

Cumberland County

Administrator's Office

P.O. Box 110

Cumberland, VA. 23040

Ph: 804-492-3800 ext. 1139

Fax: 804-492-9224

[sjohnson@cumberlandcounty.virginia.gov](mailto:sjohnson@cumberlandcounty.virginia.gov)

Date: 12/06/2013

To: Lee Pfeiffer

Cc: Tracie Wright, Meghan Allen

RE: Verizon Wireless Refund

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Please deposit check number 13994382 in the amount of \$1645.00, to the following line item:

**3-100-001899-0018**

**Total Reimbursement = \$1645.00**

Thank you,

Stephany S. Johnson

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# Request For Appropriation

Department: Maint.

Code: 43200

Appropriate from:

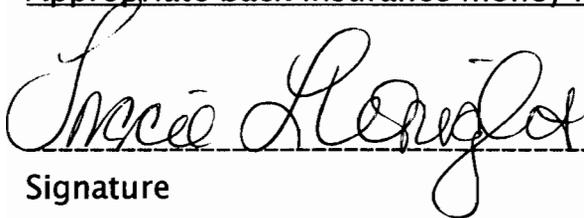
Code	Item	Amount
3-100-001899-0022	Insurance Recoveries	67.12

Appropriate to:

Code	Item	Amount
4-100-43200-1100	Salaries	46.74
4-100-43200-6008	Veh. Fuels	8.58
4-100-43200-6007	Repair & Maint. Supp.	11.80

Reason for Request:

Appropriate back insurance money received for damaged road sign.

  
-----  
Signature

1/8/13  
-----  
Date

Approved:

-----  
Board of Supervisors

-----  
Date

67

COUNTY of  
CUMBERLAND  
VIRGINIA

FOUNDED • 1749

Building Official's Office

Leland Leeds  
Building Official

lleeds@cumberlandcounty.virginia.gov

Tina M. Tate  
Permit Technician /  
E-911 Coordinator

mtate@cumberlandcounty.virginia.gov

P.O. Box 110  
Cumberland, VA 23040  
(804) 492-9114 Phone  
(804) 492-9224 Fax



www.cumberlandcounty.virginia.gov

January 2, 2014

To: Lee Pfeiffer  
Cc: Tracie Wright & Meghan Allen  
Re: Reimbursement for County Road Signs

The county received an insurance reimbursement check for the damaged county road sign that was involved in an accident on 12/1/13 at Rt. 642 & Rt. 641 by Raymond Draper.

The cost breakdown was calculated as follows:

- 15.2 miles from Courthouse at a rate of .565 - \$8.58
- Personnel to reinstall signage at their pay rate - \$46.74 (per Stuart Harris)
- Replacement post for signs - \$ 11.80

**Total Reimbursement totals \$ 67.12**

Please deposit check # 0500494699 from California Casualty in the amount of \$ 67.12 to the following line item: 3-100-001899-0022

Thank You,

Mackenzie Tate  
Building Inspections /  
E-911 Coordinator

68

# Request For Appropriation

Department: Community College

Code: 68000

Appropriate from:

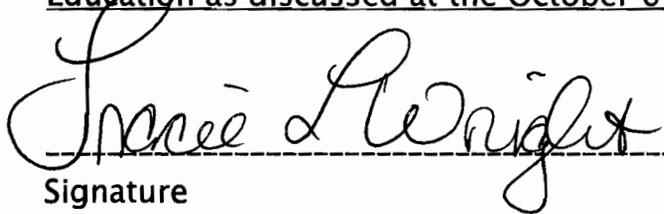
Code	Item	Amount
3-100-001899-0018	Contr. to Comm. Organ.	2,064.00

Appropriate to:

Code	Item	Amount
68000-5650	Contr. to Comm. Organ.	2,064.00

Reason for Request:

School has reimbursed County for our contribution to SVCC for the Adult Education as discussed at the October 6<sup>th</sup> Board meeting.

  
-----  
Signature

12/13/13  
-----  
Date

Approved:

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Board of Supervisors

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Date

69

**Tracie L. Wright**

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**From:** Lee Pfeiffer  
**Sent:** Thursday, December 12, 2013 9:01 AM  
**To:** Tracie L. Wright  
**Subject:** Adult Education Grant

Tracie:

The school has sent us \$2064.00 for reimbursement for the Adult Education Grant as requested in your letter dated 11/8/13.

How do you want these funds processed?

Just let me know.

Thanks,  
Lee

70

1

# Request For Appropriation

Department: Sheriff

Code: 31200

Appropriate from:

Code	Item	Amount
3-100-3301-0022	COPS Grant	29,289.00

Appropriate to:

Code	Item	Amount
4-100-31200-9999	Grant Funds	29,289.00

Reason for Request:

Appropriate back grant money received for expenses.

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
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Approved:

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Board of Supervisors \_\_\_\_\_ Date \_\_\_\_\_  
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# Request For Appropriation

Department: Waterline Extension Project

Code: 4-501-95903

Appropriate from:

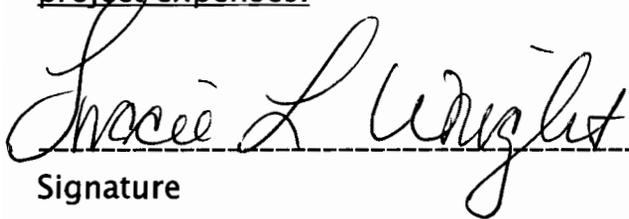
Code	Item	Amount
3-501-3302-0004	RD Grant-Waterline	174,662.94

Appropriate to:

Code	Item	Amount
4-501-95903-3100	Professional Svcs	174,662.94

Reason for Request:

Appropriate back grant money received for new water line extention project expenses.

  
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Signature

11/8/13  
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Date

Approved:

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Board of Supervisors

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Date

Piedmont Regional Jail  
 801 Industrial Park Road  
 P. O. Box 388  
 Farmville, VA 23901

# Invoice

Date	Invoice #
1/6/2014	2185

<b>Bill To</b>
Cumberland County Administrator P.O. Box 110 Cumberland, VA 23040

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
2,338	Cumberland Inmate Days Actual billing 6.74% of \$966,000.00 3rd. Qtr. FY2014	27.83541	65,079.18
		<b>Total</b>	\$65,079.18



**Proposal For:** Cumberland County - VA

**Solution Proposed:** Sentinel 4.0

**Date:** April 30, 2013

**Single Site Summary**

*Design Assumptions- provides Migration to Sentinel 4.0 NG9-1-1 solution with:  
Redundant Data/Media Servers (2 each, DL380) in single configured rack 19"  
Upgrades 2 Existing positions to Sentinel 4.0 w/ credits, new HP Z220, SAM, IRR  
Dual HP 2620 LAN switches & Fortinet FG-40C Firewalls for Dedicated Networking  
1 AudioCodes Mediant 1000 gateway, 2 FXS & 1 FXO mods for Trunking  
Aurora 2.1 Lite MIS reporting system for 2 Users, designed for smaller PSAPs  
Includes Crash Kit/Critical Spares & Netclock Server/LAN Ports (TBD)  
Managed Services- Cassidian M&R for 1 Yr, Carousel Onsite Support for 1 Yr  
Includes Cassidian Software Support for 1 Yrs & Extended HP Warranty for 5 Yrs*

**Pricing is valid for 90 days**

**Cumberland** \$199,805.53

**Total Solution:** \$199,805.53

All new products are guaranteed to be as specified by the manufacturer's documentation, and are provided with the manufacturer's standard Product warranty. All refurbished components are covered by a Carousel direct warranty.

Customer is responsible for any electrical service, environmental conditions and cable work needed to support the quoted Products, unless otherwise specified on the Quote. Any changes to the above Products and /or Scope of Work will require the written authorization of both Carousel and the Customer. Pricing does not include taxes and freight charges, and as applicable, these costs will be added to the invoice.

All work is done subject to the terms and conditions of Carousel's Master Sales Agreement (available at <http://www.carouselindustries.com/services/master-sales-agreements/> ), unless Carousel and the Customer have previously agreed to otherwise in writing.

By signing below, Customer makes an offer to purchase the Products and/or Services above from Carousel. Carousel's acceptance of this offer to purchase shall be evidenced by the conversion of the Quote into a Carousel Service Order, and the return of the Service Order number to the Customer.

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Proposal For:** Cumberland County - VA

**Solution Proposed:** Sentinel 4.0

**Site Name:** Cumberland

**Date:** April 30, 2013

**Cassidian Communications 4X System**

Qty.	Part No.	Description	Unit Price	U/M	Total
<b>Cassidian Communications 4X System</b>					
2	873099-00104.0	SENT 4.0 S-SWITCH L/D/M	\$2,142.86	EA	\$4,285.71
2	873099-03002	R4 CAD INTFC LIC	\$714.29	EA	\$1,428.57
1	04000-01584	BLKBX TL158A-R4 DATACAST	\$502.86	EA	\$502.86
1	04000-01010	CBL DB25M/DB25M 10FT	\$11.43	EA	\$11.43
<b>Server Equipment</b>					
1	853031-DLSVRSGL	R4 DL SVR BNDL - SGL	\$36,072.86	EA	\$36,072.86
4	62040-G614402	SVR BASE RACK DL380/G7	\$4,191.43	EA	\$16,765.71
1	63002-172805	MNTR W/SPKR NEC 17IN	\$312.86	EA	\$312.86
<b>Cassidian Communications 4X Licenses</b>					
2	873099-00360U	SENT 4 SEAT UPGD LIC	\$5,000.00	EA	\$10,000.00
1	809800-35130	R4 SW SPT TRNSFR	\$0.00	EA	
2	809800-35090	R4 SW SPT 1YR	\$1,414.29	EA	\$2,828.57
<b>Workstation Equipment - z220</b>					
2	61000-409603SFF	WKST HP Z220 SFF	\$2,268.57	EA	\$4,537.14
2	65000-47001	TWR STAND SFF Z220	\$60.00	EA	\$120.00
2	63000-202502	MNTR FP WIDE SCR LCD 20IN	\$337.14	EA	\$674.29
2	64007-50017	KEYPAD 24KEY 25FT CBL	\$165.71	EA	\$331.43
2	853004-00401	SAM EXT SPKR KIT	\$240.00	EA	\$480.00
2	853030-00302	R4 SAM HDWR KIT	\$2,360.00	EA	\$4,720.00
2	809800-35109	R4 IWS CFG	\$285.71	EA	\$571.43
2	809800-35108	R4 IWS STG FEE	\$428.57	EA	\$857.14
1	870890-07501	CPR/SYSPREP IMAGING	\$0.00	EA	
<b>Cassidian Communications 4X Modules</b>					
<b>Cassidian Communications 4X IRR Module</b>					
2	870899-01601	R4 IRR UPGD W/HASP	\$700.00	EA	\$1,400.00
2	809800-35110	R4 IRR SW SPT 1YR	\$255.71	EA	\$511.43
<b>HP Switch/Router Equipment</b>					
2	04000-26201	SWITCH 2620 24-PORT	\$775.71	EA	\$1,551.43
<b>Peripherals &amp; Gateways</b>					
1	04000-31500	ALARM PNL PCI	\$2,142.86	EA	\$2,142.86
1	04000-00108	MED 1000 CHASSIS BNDL	\$2,944.29	EA	\$2,944.29
1	04000-00116	MED 1000 FXO-LS BNDL	\$494.29	EA	\$494.29
2	04000-00119	MED 1000 FXS BNDL	\$474.29	EA	\$948.57
1	04000-00186	SW SPT M1000 GATEWAY 1YR	\$428.57	EA	\$428.57
<b>Peripherals &amp; Equipment Racks</b>					
1	06500-55053-S	EQUIPMENT SVR RACK 19IN	\$1,301.43	EA	\$1,301.43
1	04000-004B4	KVM 4-PORT SWITCH	\$631.43	EA	\$631.43
1	04000-00612	CBL KVM PS/2 CONSOLE	\$40.00	EA	\$40.00
4	04000-60614	CBL KVM PS/2 PC	\$80.00	EA	\$320.00
1	04000-RMM19	BRKT 19IN RACK MTG/ARBITR	\$45.71	EA	\$45.71
<b>Time Synchronization Equipment</b>					



1	04000-09485	NETCLOCK 9483 +OCXO+3PORT	\$9,968.57	EA	\$9,968.57
<b>Cassidian Communications 4X System Subtotal</b>					<b>\$107,228.57</b>

### Aurora - MIS System

Qty.	Part No.	Description	Unit Price	U/M	Total
<b>Aurora 2.1 - LITE MIS System</b>					
<i>Note: Aurora Lite Call Annual Call Volume is 100K</i>					
<b>Max. Max Positions - 5</b>					
1	873399-00102.1	AURORA 2.1 DOC/MEDIA	\$0.00	EA	
1	873391-04003	AURORA LITE LIC	\$0.00	EA	
1	873391-04002	AUR LITE USER LIC	\$535.71	EA	\$535.71
1	04000-00339	SQL 2008R2 CAL RUN ENT	\$251.43	EA	\$251.43
2	873391-04001	AUR LITE COLLECTION LIC	\$857.14	EA	\$1,714.29
2	809800-03601	AURORA LITE SPT 1YR	\$154.29	EA	\$308.57
<b>Aurora Server Equipment for Aurora LITE</b>					
<b>DL380G7 Server Equipment</b>					
<b>to be installed in DDS-B</b>					
2	64000-20057	HARD DRIVE 300GB SAS 10K	\$624.29	EA	\$1,248.57
1	64000-40085	2GB RAM ML/DL G6 SVR	\$165.71	EA	\$165.71
1	04000-00340	SQL 2008R2 SVR RUN ENT	\$98.57	EA	\$98.57
1	809800-51101	AURORA COHAB STG FEE	\$285.71	EA	\$285.71
<b>Aurora - MIS System Subtotal</b>					<b>\$4,608.57</b>

### Managed Services

Qty.	Part No.	Description	Unit Price	U/M	Total
<b>Monitoring &amp; Response Activation Fee</b>					
<i>Note: M&amp;R Activation Fees will apply if M&amp;R services are disabled prior to receipt of a PO for the M&amp;R support renewal.</i>					
1	809800-14150	M&R ACT FEE SMALL SITE	\$2,428.57	EA	\$2,428.57
<b>Monitoring &amp; Response License Fees</b>					
2	871499-01206	M&R 3.0 LIC SVR	\$534.29	EA	\$1,068.57
5	871499-01207	M&R 3.0 LIC WKST/IP	\$101.43	EA	\$507.14
<b>Monitoring &amp; Response Support Fees</b>					
2	809800-14161	M&R 3.0 SVR SRVC 1YR	\$1,857.14	EA	\$3,714.29
5	809800-14166	M&R 3.0 WKST/IP SVC 1YR	\$514.29	EA	\$2,571.43
<b>Managed Services - Implementation Fee</b>					
4	809800-14152	MGD SERV DEV & IMPL	\$107.14	EA	\$428.57
<b>Anti-Virus Solution</b>					
4	809800-14171	VIRUS PROTECT 3.0 SVC 1YR	\$134.29	EA	\$537.14
<b>Patch Management Solution</b>					
4	809800-14181	PATCH MGMT 3.0 SVC 1YR	\$180.00	EA	\$720.00
<b>Managed Services Subtotal</b>					<b>\$11,975.71</b>

### Optional Parts/Spares

Qty.	Part No.	Description	Unit Price	U/M	Total
<b>Cassidian Communications 4X Equipment - Recommended Spares</b>					
1	04000-00108	MED 1000 CHASSIS BNDL	\$2,944.29	EA	\$2,944.29

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1	04000-00116	MED 1000 FXO-LS BNDL	\$494.29	EA	\$494.29
1	04000-00119	MED 1000 FXS BNDL	\$474.29	EA	\$474.29
1	04000-00121	MED 1000 PWR SPLY BNDL	\$527.14	EA	\$527.14
1	04000-00125	MEDIANT 1000 CPU BNDL	\$1,427.14	EA	\$1,427.14
1	04000-00186	SW SPT M1000 GATEWAY 1YR	\$428.57	EA	\$428.57
1	04000-26201	SWITCH 2620 24-PORT	\$775.71	EA	\$775.71
<b>Peripherals - Recommended Spares</b>					
1	65000-00002	CBL PATCH PNL TO SW 3FT	\$12.86	EA	\$12.86
1	65000-00124	CBL PATCH 15FT	\$20.00	EA	\$20.00
<b>Optional Parts/Spares Subtotal</b>					<b>\$7,104.29</b>

### Extended Warranties

Qty.	Part No.	Description	Unit Price	U/M	Total
4	04000-01526	<b>Server Extended Warranty</b> WARR 24X7 DL380 5ANO	\$3,017.14	EA	\$12,068.57
2	04000-01586	<b>Workstation Extended Warranty</b> WARR 24X7 Z220 5ANO	\$645.71	EA	\$1,291.43
<b>Extended Warranties Subtotal</b>					<b>\$13,360.00</b>

### Cassidian Communications Services

Qty.	Part No.	Description	Unit Price	U/M	Total
1	000001-06701	<b>Training</b> <i>Note: Training is provided at the customer site using the customer owned equipment. Prices are per student unless otherwise indicated. Minimum number of students is 6 and maximum number of students is 8 per class.</i> V/SENT 4.X AGENT TRNG	\$1,714.29	EA	\$1,714.29
1	000001-06704	<i>Note: VESTA/Sentinel 4/X Agent bundle includes (1) 1/2 day class of Agent training for up to 8 students. Includes trainer's daily training expenses and travel. VESTA/Sentinel 4.X Agent training does not include training on the SIP phones. SIP phone training is a separate class and can be quoted upon request.</i> V/SENT 4.X ADMIN TRNG	\$5,714.29	EA	\$5,714.29
1	000000-24406	<i>Note: VESTA/Sentinel 4/X Admin bundle includes (1) 1 1/2 day class of Admin training for up to 8 students. Includes trainer's daily training expenses and travel.</i> AURORA LITE RMT OR ONSITE	\$964.29	EA	\$964.29
<b>Cassidian Communications Services Subtotal</b>					<b>\$8,392.86</b>

### Summary

Qty	Product Code	Product Description	Ext. Price
1		Cassidian 4X System w/ 1 Yr Software Support	\$107,228.57
1		Aurora Lite - MIS System	\$4,608.57
1		Managed Services - M&R, Virus, Patch - 1 Yr	\$11,975.71
1		Optional Parts/Spares	\$7,104.29
1		Extended Warranties - 5 Yr, 24x7, 4 Hr SLA	\$13,360.00
1		Cassidian Communications Training	\$8,392.86
1		Carousel Industries Installation	\$18,750.00

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1		Carousel Industries - Project Management			\$5,200.00
1		1 Year Onsite Support			\$18,228.86
1		Carousel Security Appliances, 3 Yr, Installed			\$4,956.67

Pricing is valid for 90 days

Total Equipment & Services Cost: \$199,805.53

Total This Site: \$199,805.53



**Optional Items**

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**SITE: Cumberland**

Qty.	Part No.	Description	Unit Price	U/M	Total
1	04000-08225	GPS ANTENNA OUTDOOR	\$424.29	EA	\$424.29
1	04000-08226	GPS ANTENNA SURG PROTECTR	\$345.71	EA	\$345.71
1	04000-07025	CBL GPS ANTENNA 25FT	\$208.57	EA	\$208.57
1	04000-07100	CBL GPS ANTENNA 100FT	\$381.43	EA	\$381.43
		<b>z220 Workstation Equipment - Recommended Spares</b>			
1	61000-409603SFF	WKST HP Z220 SFF	\$2,268.57	EA	\$2,268.57
1	65000-47001	TWR STAND SFF Z220	\$60.00	EA	\$60.00
1	63000-202502	MNTR FP WIDE SCR LCD 20IN	\$337.14	EA	\$337.14
1	64007-50017	KEYPAD 24KEY 25FT CBL	\$165.71	EA	\$165.71
1	853004-00401	SAM EXT SPKR KIT	\$240.00	EA	\$240.00
1	853030-00302	R4 SAM HDWR KIT	\$2,360.00	EA	\$2,360.00
1	809800-00102	GENERIC WKST CFG FEE	\$357.14	EA	\$357.14

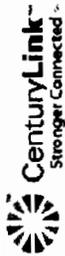


Customer Legal Name:	E911 CUMBERLAND COUNTY
Customer Billing Name:	E911 CUMBERLAND COUNTY
Site Address 1:	1 COURTHOUSE CIR
Site Address 2:	
City:	CUMBERLAND
State:	VA
Zip:	23040

Contact Name:	Lauren Whitlow
Phone Number:	-
E-Mail:	

Account Manager:	Kelly Curd
Sales Engineer Name:	Tommy Thompson
Sales Engineer E-Mail:	<a href="mailto:tommy.h.thompson@centurylink.com">tommy.h.thompson@centurylink.com</a>

Quote Number:	13-048088
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JCW Pricing Tool 5.37

Quote Number# 13-048088  
Account Manager: Kelly Curd

<b>Customer Legal Name:</b> E911 CUMBERLAND COUNTY <b>Customer Billing Name:</b> 1 COURTHOUSE CIR, CUMBERLAND, VA 23040 <b>Customer Address:</b> November 13, 2013 January 12, 2014 <b>Quote Expires:</b> 13-048088		<b>Coverage:</b> Extended <b>Contract Term:</b> 48					
<b>Customer Legal Name:</b> E911 CUMBERLAND COUNTY <b>Customer Billing Name:</b> 1 COURTHOUSE CIR, CUMBERLAND, VA 23040 <b>Customer Address:</b> November 13, 2013 January 12, 2014 <b>Quote Expires:</b> 13-048088		<b>Centurion Maintenance</b>					
<b>QTY</b>	<b>Item</b>	<b>Total Non-Recurring Price</b>	<b>Annual Price - Year 1</b>	<b>Annual Price - Year 2+</b>	<b>Total Annual Price - Y1</b>	<b>Total Annual Price - Y2+</b>	<b>Total Term Price</b>
	GPE - (Includes Shipping and Misc costs)	\$ 86,056.76			\$ 8,405.42	\$ 25,216.26	\$ 33,621.68
	Labor	\$ 19,432.44					
	On-Site Tech	\$ -					
	Vendor Support	\$ -					
<b>Total Prices</b>		<b>\$ 105,489.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,405.42</b>	<b>\$ 25,216.26</b>	<b>\$ 33,621.68</b>

Prices shown on this page represent recurring and nonrecurring charges for items as described. These prices do not include recurring or nonrecurring charges for taxes, duties, tariffs, or telecommunication services.

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CenturyLink

Customer Legal Name: E911 CUMBERLAND COUNTY

Customer Billing Name: E911 CUMBERLAND COUNTY

1 COURTHOUSE CIR

CUMBERLAND

VA, 23040

Quote-Build #: 13-048088--

Valid Until: January 12, 2014

Description of Work to be Performed:

Table with 2 columns: Description of Work to be Performed (empty rows), and a blank column.

Equipment pricing shown is based upon direct sale accompanied by new Centurion Maintenance contract on same.

Main equipment pricing table with columns: Part Number, Description, Quantity, Unit Price, and Extended Price. Includes items like Cassidian Communications 4X System, VM Server Bundles, and various hardware components.

Prices do not include charges for taxes, duties, tariffs, telecommunication services, or professional services such as Centurion Maintenance or Managed Network Services.

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64007-50016	KEYPAD 24KEY 12FT CBL	1	\$	128.13	\$	128.13
-	Server Extended Warranty	-	\$	-	\$	-
04000-01562	WARR 24X7 ML310E/G8 5YR	2	\$	652.27	\$	1,304.54
-	Note: Upgrade & uplift from 1 yr warranty 9x5 NBD to 5 yrs. 24x7, 4	-	\$	-	\$	-
-	Workstation Extended Warranty	-	\$	-	\$	-
04000-01586	WARR 24X7 7270 5YR	3	\$	513.64	\$	1,540.92
-	Note: Warranty upgrade from 3 yrs warranty 9x5 NBD to 5 yrs 24x7, 4	-	\$	-	\$	-
-	Training	-	\$	-	\$	-
-	Note: Training is provided at the customer site using the customer	-	\$	-	\$	-
-	Note: Sent 4.X training is not requested - listed as an option	-	\$	-	\$	-
000001-06701	VSENT 4.X AGENT TRNG	1	\$	1,363.64	\$	1,363.64
-	#####	-	\$	-	\$	-
000001-06704	VSENT 4.X ADMIN TRNG	1	\$	4,545.45	\$	4,545.45
-	Note: VESTA/Sentinel 4/X Admin bundle includes (1) 1 1/2 day class	-	\$	-	\$	-
000000-24407	AURORA LITE ONSITE TRNG	1	\$	1,111.36	\$	1,111.36
-	#####	-	\$	-	\$	-
-	-	-	\$	-	\$	-
TBA	2 Position Small PSAP Discount	1	\$	(9,000.00)	\$	(9,000.00)
-	-	-	\$	-	\$	-
-	-	-	\$	-	\$	-
-	Spectracom - replacement netclock	-	\$	-	\$	-
94831	NetClock/GPS Time Server-master clock	1	\$	4,252.30	\$	4,252.30
-Opt 16	Multi-port Network Card - 3 x 10/100/1000 BaseT	1	\$	1,485.09	\$	1,485.09
-	-	-	\$	-	\$	-
TBA	Misc. materials; wire, blocks, equipment	1	\$	(73.22)	\$	(73.22)
Parts .....				\$		86,056.76
Miscellaneous .....				\$		-
Shipping .....				\$		-
<b>Parts Subtotal.....</b>				<b>\$</b>		<b>86,056.76</b>
Labor .....				\$		19,432.44
Vendor Support (See Vsupport Tab for Details).....				\$		-
<b>TOTAL PRICE .....</b>				<b>\$</b>		<b>105,489.20</b>

All Products listed on this Quote are governed by the Standard Terms and Conditions for Communications Services and the Equipment Sales Product Annex, both posted to [http://about.centurylink.com/legal/rates\\_conditions.html](http://about.centurylink.com/legal/rates_conditions.html)

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**CENTURYLINK**  
CenturyLink CenturyLink CenturyLink  
CenturyLink CenturyLink CenturyLink

Valid Until: January 12, 2014  
Contract Term: 48 Months  
All Services listed on this Quote are governed by the Standard Terms and Conditions for Communications Services and the CenturyLink™ CenturyLink Maintenance Service Annex, both posted to [http://about.centurylink.com/legal/rates\\_conditions.html](http://about.centurylink.com/legal/rates_conditions.html).

Customer Legal Name: E911 CUMBERLAND COUNTY  
Customer Billing Name: E911 CUMBERLAND COUNTY  
1 COURTHOUSE CIR  
CUMBERLAND  
VA, 23040  
Quote-Build #: 13-048088--

**Engineer Selected**

Part Number	Description	Quantity	Annual Standard Rate		Annual Extended Rate	
			Unit	Total	Unit	Total
873099-00104.2	SENT 4 R2 LIC AND MEDIA	2	\$	\$	\$	\$
873099-03002	R4 CAD INIT LIC	2	3,204.39	6,408.77	3,845.23	7,690.45
853031-MLSSVRSGL	V-ML SVR BNDL SML SGL	1	\$	\$	\$	\$
873099-00260U	SENT 4 SEAT UPGD LIC	2	\$	\$	\$	\$
809800-33130	R4 SW SFT TRANSFR	1	\$	\$	\$	\$
61000-4096035FF	WKST HP Z220 SFF	2	\$	\$	\$	\$
63000-202502	MINTR FP WIDE SCR LCD 20IN	2	\$	\$	\$	\$
64007-50016	KEYPAD 24KEY 12FT CBL	2	\$	\$	\$	\$
853004-00401	SAM EXT SPRK KIT	2	\$	\$	\$	\$
853030-00302	R4 SAM HDWR KIT	2	\$	\$	\$	\$
870899-01601	R4 IRR UPGD W/HASP	2	\$	\$	\$	\$
64040-60019	PRNTR USB COLOR	1	\$	\$	\$	\$
873010-00202	IP PHN LIC ENH	2	\$	\$	\$	\$
04000-04757	Aastra 6757i SIP PHN	2	\$	\$	\$	\$
04000-01675	Aastra 675i 20K EXP MOD	2	\$	\$	\$	\$
04000-51027	Aastra PWR SPLY	2	\$	\$	\$	\$
04000-26201	SWITCH 2620 24-PORT	2	\$	\$	\$	\$
2213936-1-SR1	FXO GATEWAY 4-PORT	2	\$	\$	\$	\$
2213938-1-SR1	FXS GATEWAY 4-PORT	2	\$	\$	\$	\$
03800-03030	FIREWALL- MODEM 60CM	1	\$	\$	\$	\$
63002-172805	MINTR NEC 17IN	1	\$	\$	\$	\$
64021-10025	KYBD/MOUSE BNDL	1	\$	\$	\$	\$
04000-00484	KVM 4-PORT SWITCH	1	\$	\$	\$	\$
873399-00102.2	AURORA 2.2 DOC/MED	1	\$	\$	\$	\$
873391-04003	AURORA LITE LIC	1	\$	\$	\$	\$
873391-04002	AURORA LITE USER LIC	1	\$	\$	\$	\$

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Item #	Description	QTY	Unit Price	Total Price	Notes
87331-94001	AURORA LITE COLLECT LIC	4			
64000-40098	4GB RAM ML 310E/G8	1			
64000-20068	HARD DRIVE 500GB 1FF	1			
64040-60019	PRINTR USB COLOR	1			
2213936-1-SR1	FXO GATEWAY 4-PORT	1			
2213938-1-SR1	FXS GATEWAY 4-PORT	1			
04000-26201	SWITCH 2620 24-PORT	1			
853030-00302	R4 SAM HDWR KIT	1			
853004-00401	SAM EXT SPKR KIT	1			
64007-50016	KEYPAD 24KEY 12FT CBL	1			
94831	NetClock/GPS Time Server-master clock	1	595.94	595.94	
-Opt 16	Multi-port Network Card - 3 x 10/100/1000 BaseT	1	714.97	714.97	
SUBTOTAL: ANNUAL RECURRING EQUIPMENT COVERAGE.....				\$ 7,004.71	
SUBTOTAL: ANNUAL ON SITE TECHNICIAN COVERAGE.....				\$ -	
TOTAL ANNUAL RECURRING COVERAGE CHARGES .....				\$ 7,004.71	
TOTAL CONTRACT TERM RECURRING COVERAGE CHARGES .....				\$ 28,018.84	

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Project Description

Notes

<b>Current County Projects</b>		
<b>Project</b>	<b>Status Summary</b>	<b>Staff Contact</b>
Cobbs Creek Reservoir	Staff has finished reviewing property acquisition plats. Henrico is in the process of making offers to property owners. The Phase 1 site plan which includes clearing for the utility relocation has been given final approval. Due to slower than expected property acquisition process and project delays, Henrico now hopes to begin construction on Phase I within 12-18 months.	Rachel Falkenstein
County Code Updates	The Planning Commission is working on a review of the county's current business zoning districts and considering adding a mixed-use zoning district in the courthouse area. The Planning Commission is recommended approval of an amendment to the subdivision ordinance to allow for smaller lot sizes for R-1 Residential lots where public sewerage is available. The BOS will hold a public hearing on January 14.	Rachel Falkenstein
Emergency Services Training	Four members of staff, two citizen volunteers and one BOS member have completed WebEOC required training. Kristen Wood has volunteered to do CERT Training for staff at a future date.	Jennifer Roberts
Emergency Operations Plan (EOP) for Cumberland County	The 2013 EOP was adopted by the BOS in November 2013. Copies of the adopted plan are available in the County Administration Office.	Jennifer Roberts
Interactive GIS	The County has received a grant from the Virginia Department of Emergency Management to provide online GIS to improve access to county data for emergency responders, citizens and staff. Cumberland has contracted with InteractiveGIS to set up the program and host the data.	Rachel Falkenstein Tina Tate
Midland Trail Scenic Byway Designation	The Midland Trail group submitted an application to the state to review Route 60 for scenic byway designation on May 31. The state has visited the proposed route and will be making a determination on whether or not the route will qualify as a scenic byway. The route is planned to start in Cumberland County at the crossroads of Route 60 and Route 622.	Vivian Giles Rachel Falkenstein
Poor House Road Industrial Park	IDA is working with Dewberry to prepare a water supply plan and engineering plans for providing water to the business park. The Tobacco Commission has given the IDA permission to use Tobacco Commission grant funds to construct the waterline once engineering and design is complete. The IDA has received a permit from DEQ to impact wetlands within the business park. The IDA is attempting to repurpose previously approved Tobacco Commission grant funds for further infrastructure improvements in the park.	Vivian Giles Jennifer Roberts
Public Waterline	The western waterline extension is complete. Construction of the eastern waterline extension is complete. Final health department approval is needed prior to starting service for the eastern extension.	Jennifer Roberts Bryan Saxtan
REZ 13-01 Pillai Estate: R-2 to B-1	In July the BoS approved rezoning of tax map parcel 45-A-11 from R-2 Residential to B-1 Business to allow for the placement of a wholesale bakery and potential future businesses. Applicant has submitted entrance site plan and is awaiting VDOT approval.	Rachel Falkenstein
REZ 13-02 Hughes Duplex: R-2 to R-1	An application has been submitted for the rezoning of tax map parcels 45-1-15 & 15A from R-2 to R-1, Residential to allow for the construction of a duplex on each parcel. The Planning Commission also recommended rezoning of neighboring parcels 45-1-16 & 16A which have existing duplexes. The BOS will hold a public hearing on January 14.	Rachel Falkenstein
SERCAP Grant	D&A Construction has completed LMI western waterline connections along Route 60 and Fleming Rd. Staff is in the process of gathering quotes for the cost of Eastern Extension LMI connections. The remaining SERCAP funds will be awarded through lottery.	Jennifer Roberts
Stormwater Management Program Development	DEQ is requiring localities to develop local stormwater management programs which will go into effect July 1, 2014. DEQ has awarded a grant to the 7 counties in Planning District 14 (which includes Cumberland) to explore opportunities for regional cooperation. The counties have selected Joyce Engineering to evaluate the feasibility of a regional program. The BOS has approved a draft fee schedule, staffing plan and draft ordinance to submit to DEQ. Final program adoption is required by May 15, 2014.	Rachel Falkenstein Tina Tate

# Collection Rates - As of December 31, 2013

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## Real Estate:

	Current Collection %	Prior Year %	Change
Tax Year - 2013	91.73%	91.31%	+ 0.42%
Year 2012	96.11%	95.57%	+ 0.54%

## Personal Property:

	Current Collection %	Prior Year %	Change
Tax Year - 2013	83.32%	81.95%	+ 1.37%
Year 2012	97.10%	97.06%	+ 0.04%



**Treasurer's Office**  
**Outstanding Collections Report**

December 2013

**Real Estate**

	<u>As of 11/30/13</u>	<u>As of 12/31/13</u>	<u>Change</u>	<u>% Collected</u>	<u>Abatements/ Exonerations</u>
2000-2005	\$ 13,068.97	\$ 12,969.03	\$ 99.94	0.76%	
2006	7,824.39	7,824.39			
2007	11,516.33	11,446.18	70.15	0.61%	
2008	19,756.16	19,078.28	677.88	3.43%	
2009	34,922.39	32,507.80	2,414.59	6.91%	
2010	78,109.31	74,360.26	3,749.05	4.80%	\$ 1,885.38
2011	139,035.36	131,455.67	7,579.69	5.45%	1,831.51
2012	241,004.18	226,496.92	14,507.26	6.02%	1,831.52
2013	573,261.84	484,515.48	88,746.36	15.48%	\$ 1,894.07
<b>Total</b>	<b>\$ 1,118,498.93</b>	<b>\$ 1,000,654.01</b>	<b>\$ 117,844.92</b>		

**Personal Property**

	<u>As of 11/30/13</u>	<u>As of 12/31/13</u>	<u>Change</u>	<u>% Collected</u>	<u>Abatements/ Exonerations</u>
2008	\$ 42,647.76	\$ 42,559.11	\$ 88.65	0.20%	
2009	32,895.08	32,613.40	281.68	0.85%	\$ 136.91
2010	41,730.43	41,590.44	139.99	0.33%	116.09
2011	49,605.80	47,867.79	1,738.01	3.50%	520.82
2012	87,668.86	80,948.39	6,720.47	7.66%	611.47
2013	540,799.60	469,304.47	71,078.43	13.14%	1,381.06
<b>Total</b>	<b>\$ 795,347.53</b>	<b>\$ 714,883.60</b>	<b>\$ 80,047.23</b>		

# Transactions for DMV Select

December 2013

	# Transactions	Total \$	# Helped		# Transactions	Total \$	# Helped
1				17	16	\$451.25	4
2	94	\$4,040.52	5	18	20	\$497.25	8
3	36	\$1,065.86	5	19	25	\$499.75	5
4	21	772.75	5	20	48	\$2,720.22	5
5	20	\$1,038.86	4	21			
6	37	\$1,102.00	5	22			
7				23			
8				24			
9	12	\$243.50	8	25			
10	10	\$485.06	4	26	36	\$1,780.99	5
11	8	\$226.75	4	27	41	\$1,426.86	5
12	24	\$664.34	9	28			
13	27	\$512.50	5	29			
14				30	67	\$2,874.33	6
15				31			
16	38	\$2,018.20	4		580	\$22,420.99	96

# MONTHLY RECYCLE TOTALS REPORT

December 2013

PICK UP DATE	COUNTY			SCHOOLS		
	ALUMINUM/ PLASTIC	Newspaper	PAPER	ALUMINUM/ PLASTIC	Newspaper	PAPER
12/2/2013	0 lbs. ALUM. 0 lbs. PLASTIC	0 Lbs.	0 Lbs.	0 lbs. ALUM. 4 lbs. PLASTIC	5 Lbs	17 Lbs.
12/9/2013	1 lbs. ALUM. 2 lbs. PLASTIC	30 Lbs.	173 Lbs.	3 lbs. ALUM. 20 lbs. PLASTIC	10 Lbs	70 Lbs.
12/16/2013	2 lbs. ALUM. 10 lbs. PLASTIC	10 Lbs.	55 Lbs.	3 lbs. ALUM. 1 lbs. PLASTIC	20 Lbs	96 Lbs.
12/30/2013	12 lbs. ALUM. 1 lbs. PLASTIC	20 Lbs.	85 Lbs.	0 lbs. ALUM. 0 lbs. PLASTIC	30 Lbs	149 Lbs.
<b>MONTHLY TOTALS</b>	<b>15 LBS. - ALUM. 13 LBS. PLASTIC</b>	<b>60 lbs.</b>	<b>313 LBS.</b>	<b>6 LBS. - ALUM. 25 LBS. PLASTIC</b>	<b>65 lbs.</b>	<b>332 LBS.</b>

**CUMBERLAND COUNTY**

**BUILDING INSPECTIONS  
DEPARTMENT**



**DECEMBER 2013**

**MONTHLY  
REPORT**

# COUNTY of CUMBERLAND VIRGINIA

FOUNDED • 1749

## Building Official's Office

Leland Leeds  
Building Official

lleeds@cumberlandcountyvirginia.gov

Tina M. Tate  
Permit Technician /  
E-911 Coordinator

mtate@cumberlandcountyvirginia.gov

P.O. Box 110  
Cumberland, VA 23040  
(804) 492-9114 Phone  
(804) 492-9224 Fax



www.cumberlandcountyvirginia.gov

December	Current Month 2012	YTD 2012	Current Month 2013	YTD 2013
Singlewides	1	11	0	10
Doublewides	1	11	1	9
Modular	0	6	0	5
New Homes	1	12	0	15
Ag & Exempt	0	5	0	4
Garages & Carports	0	19	0	15
Additions & Remodels	3	23	3	22
Misc	11	121	10	181
Commercial	3	28	0	35
<b>Totals</b>	<b>20</b>	<b>234</b>	<b>15</b>	<b>296</b>
Total Fees Collected	\$2,489.49	\$35,381.48	\$1,693.96	\$35,638.38
E-911 Fees Collected	\$12.00	\$276.00	\$0.00	\$180.00
Zoning Fees Collected	\$0.00	\$30.00	\$0.00	\$170.00
S & E Fees Collected	\$0.00	\$0.00	\$0.00	\$100.00
Total Estimated Value	\$268,100.00	\$5,979,852.00	\$167,275.00	\$5,714,620.00
Admin. Fees	\$0.00	\$190.00	\$0.00	\$110.50
CO's Issued	3	42	1	32

At a meeting of the Cumberland County Board of Supervisors held at 7:00 p.m. on the 10<sup>th</sup> day of December 2013, at the Cumberland County Circuit Court Room:

Present: William F. Osl, Jr., District 1  
Lloyd Banks, Jr., District 2, Vice-Chairman  
Kevin Ingle, District 3  
David Meinhard, District 4, Chairman  
Parker Wheeler, District 5  
Vivian Giles, County Administrator / Attorney  
Rachel Falkenstein, Planning Director  
Meghan Allen, Deputy Clerk

Absent: None

**1. Roll Call**

County Administrator Vivian Giles called the Roll.

**2. Moment of Silence and Pledge of Allegiance**

The Moment of Silence and Pledge of Allegiance was led by Supervisor Meinhard.

**3. Approval of Agenda**

On a motion by Supervisor Wheeler and carried the Board approved the Agenda as amended:

- 7. County Attorney/County Administrator**  
j) Holiday Calendar – Add December 23

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

**4. Public Comments**

There were no citizens signed up to speak.

**5. State and Local Department/Agencies**

a) VDOT

Mr. Shippee advised the Board that they are currently still working on brush cutting and trying to stay prepared for winter. He also gave the Board a handout with information about the Stoney Point Road Bridge project.

b) Dr. Amy Griffin Superintendent of Cumberland County Schools

Dr. Griffin advised the Board that they have been working on the budget and their Composite Index dropped from .2971 to .27 which means more funding from the State. They have been looking into the VRS increase and are estimating it will cost about \$250,000. Winter Sports have begun and Rodney Richardson won first place in the 170 lb. category Wrestling Tournament. The Elementary School is hosting a Book Fair and will also be having a Family Movie night Thursday from 5:00 pm to 8:00 pm. The Theater Team competed in the State Competition. Fifty-six (56) Seniors received academic jackets. Green Front Furniture donated furniture for the day for the “Book It” Challenge. A food drive was held and 2,842 food items were collected. Fifteen (15) professors from China toured the schools; they have been at Longwood studying American Education for six months.

c) Virginia's Growth Alliance

County Administrator Vivian Giles advised the Board that she had been communicating with a representative from the Virginia Growth Alliance and there must have been a miscommunication on the date they were coming to address the Board. She understood them to be at this month's meeting, but feels certain they will be at the next meeting.

6. **County Attorney/County Administrator Report**

a) Consent Agenda

1) Approval of Bills for November 2013 and December 2013. Approved bills for December total \$37,853.55. Ratified bills for November warrants total \$197,237.89 with check numbers ranging from 67321-67463. Direct Deposits total \$153,640.98.

2) Monthly Budget Report

On a motion by Supervisor Wheeler and carried the Board approved the consent agenda.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

b) Approval of Minutes

On a motion by Supervisor Ingle and carried the Board approved the minutes.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

c) Appropriation \$2,372.50 Insurance Recoveries

On a motion by Supervisor Osl and carried the Board approved appropriation of \$2,372.50 for Insurance Recoveries.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

d) Appropriation \$4,481.69 Insurance Recoveries

On a motion by Supervisor Osl and carried the Board approved appropriation of \$4,481.69 for Insurance Recoveries.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

e) Appropriation \$665.43 Refund

On a motion by Supervisor Osl and carried the Board approved appropriation of \$665.43 for a Refund to the County.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

f) Resolution to set special election – Clerk of the Circuit Court

On a motion by Supervisor Meinhard and carried the Board approved the adoption of the Resolution to set a special election for the Clerk of the Circuit Court.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

g) Board Committee Appointments:

1) Recommend appointments – Board of Equalization

On a motion by Supervisor Meinhard and carried the Board approved the recommendations of the following individuals to serve on the Board of Equalization: Larry Atkins, Theresa Denaro, Henry A. Blanton, IV, John Godsey & Yvonne Earvin.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

h) Selection of VLDP insurance provider

On a motion by Supervisor Wheeler and carried the Board approved The Standard to provide required VLDP disability insurance product for County Employees hired on or after January 1, 2014.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

i) Payment rate – Board of Equalization

On a motion by Supervisor Wheeler and carried the Board approved the rate of \$55 per meeting for the members of the Board of Equalization.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

j) Holiday Calendar – December 23

On a motion by Supervisor Meinhard and carried the Board approved the closing of County offices on December 23, 2013 and December 31, 2013 in addition to other days already set forth in the current County Personnel Manual.

Vote: Mr. Osl – aye                      Mr. Banks – abstain  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

**7. Planning Director's Report**

a) REZ 13-02 Hughes Duplex set Public Hearing

On a motion by Supervisor Wheeler and carried the Board approved to set a Public Hearing for REZ 13-02 at the January Board meeting.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

b) CA 13-06 Density & Lot size set Public Hearing

On a motion by Supervisor Banks and carried the Board approved to set a Public Hearing for CA 13-06 at the January Board meeting.

Vote: Mr. Osl – aye                      Mr. Banks – aye  
Mr. Ingle – aye                      Mr. Meinhard – aye  
Mr. Wheeler – aye

c) Update on Planning Commission Activities

Rachel Falkenstein advised the Board that there were no updates to report.

d) County Project update

Rachel Falkenstein Planning Director advised the board that the list of project updates was in the packet and to let her know if they had any questions.

**8. Public Comments (Part 2)**

There were no citizens signed up to speak.

**9. Board Member Comments**

Supervisor Osl commented that he wanted to wish everyone a Merry Christmas and Happy New Year.

Supervisor Wheeler commented that he wanted to wish everyone a Merry Christmas.

Supervisor Meinhard commented that he wanted to thank everyone who came out.

**10. Additional Information**

- a) Treasurer's Report
- b) DMV Report
- c) Recycling Report
- d) Building Inspections Report

**11. Adjourn - Regular Monthly Meeting Tuesday, January 14, 2014**

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David Meinhard, Chairman

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Vivian Giles, County Administrator