



CUMBERLAND COUNTY BOARD OF SUPERVISORS

Regular Monthly Meeting Cumberland County Circuit Courtroom A Cumberland, VA

February 13, 2017
Regular Meeting – 7:00 p.m.

1. **Call to Order**
2. **Welcome and Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda** **Motion**
5. **State and Local Departments/Agencies/Community Service Providers** **Information**
 - a. Dr. Amy Griffin, Superintendent of Cumberland County Public Schools
 - b. VDOT
6. **Public Comments (Part one)**
7. **Public Hearings** **Motion**
 - a. CUP 17-06 The Venue at Orchard View Farm (pg. 1-5) **Motion**
 - b. CUP 17-07 ACP Temporary Construction Yard (pg. 6-9) **Motion**
 - c. Rename Poorhouse Road to Commerce Road (pg. 10) **Motion**
8. **County Attorney/County Administrator Report** **Motion**
 - a. Consent agenda **Motion**
 - i. Approval of bills
 - ii. Approval of Minutes (January 9, 2018) (pg. 11-43)
 - b. Tax relief for the elderly or permanently disabled (pg. 44-48) **Motion**
 - c. Support of AFID Grant for micro grain project (pg. 49-53) **Motion**
 - d. Request for support of STEPS for the Virginia Homeless Solutions Program (pg. 54-56) **Motion**
 - e. Set public hearing for CA 18-01-Building Fee Schedule amendment (pg. 57) **Motion**
 - f. Appoint Jerry Seal to DSS Board **Motion**
9. **Finance Director's Report** **Information**
 - a. Monthly Budget Report (pg. 58-66) **Information**
 - b. Request for appropriation of grant funds for CUCPS - Teaching with Primary Resources grant - \$20,000 (pg. 67-69) **Motion**
 - c. Request for Appropriation of CSA Funds - \$180.00 (pg. 70) **Motion**

- d. Request for Appropriation of CSA Funds - \$386.00 (pg. 71) **Motion**
- e. Request for Appropriation of Recreation funds - \$592.00 (pg. 72-73) **Motion**
- f. Request for Appropriation of Surplus Funds - \$6418.35 (pg. 74) **Motion**
- g. Request for Appropriation of Surplus Funds - \$9,545.85 (pg. 75) **Motion**

10. Planning Director’s Report

11. Old Business

12. New Business

13. Public Comments (Part two)

14. Board Members Comments

15. Adjourn into Closed Meeting (pg. 76) **Motion**

Pursuant to VA. Code § 2.2-3711.A.7: Consultation with Legal Counsel;
 Subject: Host Community Agreement
 Pursuant to VA. Code § 2.2-3711.A.1: Personnel;
 Subject: Assignment of duties amongst various departments

16. Reconvene in Open Meeting (pg. 77) **Motion**

Roll call vote pursuant to Virginia Code § 2.2-3712 certifying “that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.”

17. Additional Information – (pg. 78-85)

- a. Treasurer’s Report
- b. DMV Report
- c. Monthly Building Inspections Report
- d. Approved Planning Commission meeting minutes – N/A
- e. Approved IDA minutes – N/A

18. Adjourn – Regular Meeting – March 13, 2018.



STAFF REPORT
CUP 17-06
The Venue at Orchard View Farm
Conditional Use Permit
Cumberland County, Virginia
Board of Supervisors Public Hearing

General Information:

Processing schedule: The Planning Commission recommended approval of this proposal on January 8, 2018 after conducting a public hearing. The Board of Supervisors will hold their public hearing on February 13, 2018.

Application Information:

Owner: Andy and Kay Baber
Agent: Kevin Frazier
Requested Action: Conditional Use Permit for an event facility (indoor and outdoor)
Location: Tax Parcel: 36-A-6
Address: 136 Baber Road
Voting District: 2
Existing Zoning: A-2
Proposed Zoning: A-2 with CUP for event facility
Size: Request size 3.834 acres of a 102 acre site
Existing land uses: House and outbuildings, orchard
Comp. plan area: Not in a growth area
Overlay districts: None
Proffers: N/A

Surrounding Area Information:

<u>Direction</u>	<u>Adjacent existing uses</u>	<u>Adjacent zoning</u>	<u>Adjacent Comp. Plan Area (2013)</u>
North	State Forest	A-2	Not in a growth area
South	Vacant and forested	A-2	Not in a growth area
East	Vacant and forested	A-2	Not in a growth area
West	State Forest	A-2	Not in a growth area

Summary of Request and Background Information:

Kevin Frazier has been developing an orchard on the property for the last few years, and has invested significant time and money into the property. He has constructed an outdoor kitchen and pavilion on the property for the orchard. He is allowed by State Code to hold events that are related to the use as an orchard without any further regulation, but would like to obtain the Conditional Use Permit so that he could hold other types of events as well.

Mr. Frazier has completed all permitting, aside from the Conditional Use Permit.

While undergoing the building process, he used a farm structure affidavit, but had Mr. Leeds confirm that all portions of the construction met or exceeded the building code for a venue. He has made all entrance requirements for this use already and obtained a VDOT entrance permit. The plans have been reviewed and stamped by an engineer for all of his Health Department permitting.

Consistency with the 2013 Comprehensive Plan:

The proposed use is not within a designated growth area in the 2013 Comprehensive Plan.

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

Goal 5: It is the goal of this plan to encourage the creation of appropriate economic opportunity for current and future citizens of Cumberland County.

Objective 1: Encourage the overall strengthening and diversification of the economic base of Cumberland County to provide a sound tax base and to support the provision of needed public services.

Objective 4: To encourage the development of essential employment opportunities within Cumberland County for the resident workforce.

Goal 3: It is the goal of this comprehensive plan to promote the wise and efficient utilization of lands within Cumberland to result in the sustainability of land resources and harmonious development of lands to serve the divergent interest and needs of the citizens of Cumberland County.

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

Consistency with the Zoning Ordinance:

The proposed use of the subject property is compatible with surrounding zoning and the intent of the district. This use will support the agricultural uses already being conducted on the property.

Public Notification:

Notice was published in the Farmville Herald on January 31, 2018 and February 7, 2018.

Adjacent notices for the Board public hearing were sent by certified mail to adjacent property owners.

Conclusion:

The proposed use in this area is compliance with the Comprehensive Plan and the intent of the A-2 district, with a mix of residential and agricultural uses. The applicant is planning to live on-site on the property, as well as use it for the farm and business. Access to the property is already meeting the VDOT standard, and the size of the acreage ensures that neighbors are not going to be disturbed.

Recommendation:

Staff recommends approval of the project with the following conditions:

1. Septic, well and electrical connections: The applicant shall comply with all federal, state and local regulations pertaining to the use of private water, sewer and electricity. The applicant shall provide a written letter from the Cumberland County Health Department indicating compliance with their codes for the facility.
2. Compliance with plan required: The applicant shall comply with the site plan attached to the application in regard to the areas to be used for events and parking. In no case may drives or parking areas be closer than any setbacks for the underlying zoning district. Such provisions shall at a minimum include gravel at the site entrance and if necessary at vehicle parking locations.
3. Community safety: If county or state law enforcement is required to respond to restore order to those on the property more than two (2) times in a thirty (30) day period the conditional use permit shall be reviewed by the Board of Supervisors and may be revoked at the Board's discretion.
4. Refuse disposal: After each event, all trash will be removed from the site within forty-eight hours.
5. Noise control: Noise shall be restricted between the hours of 11:00 p.m. and 7:00 a.m. daily. The noise and sound level shall be undetectable at all property lines.
6. Lighting: Lighting shall not constitute a nuisance and shall not produce glare or spillover onto adjacent properties.
7. Renewal of conditional use permit: Regular renewal of the conditional use permit shall be required to demonstrate continued compliance. Such renewals shall be subject to providing documentation from each referring state and local agency as to the applicant's performance and compliance with the criteria used to approve the use, as well as a review of any code infractions and/or violations. Renewals shall be based upon the following schedule:
 - a. 1 year after approval;
 - b. 2 years after approval;
 - c. 5 years after approval;
 - d. Every five years thereafter;
 - e. Renewal shall be required upon any change in property ownership, program provider, licensing type and/or management.

Suggested Motion:

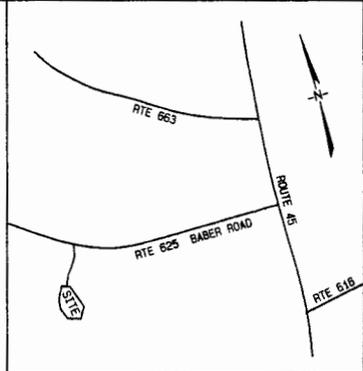
Mr. Chairman, because this request meets the intent and spirit of the Zoning Ordinance and Comprehensive Plan, I move that the Board of Supervisors accept the Planning Commission's recommendation and move approval of CUP 17-06, a conditional use permit to allow an event facility in A-2 zone, with the conditions agreed to by the Planning Commission.

Or

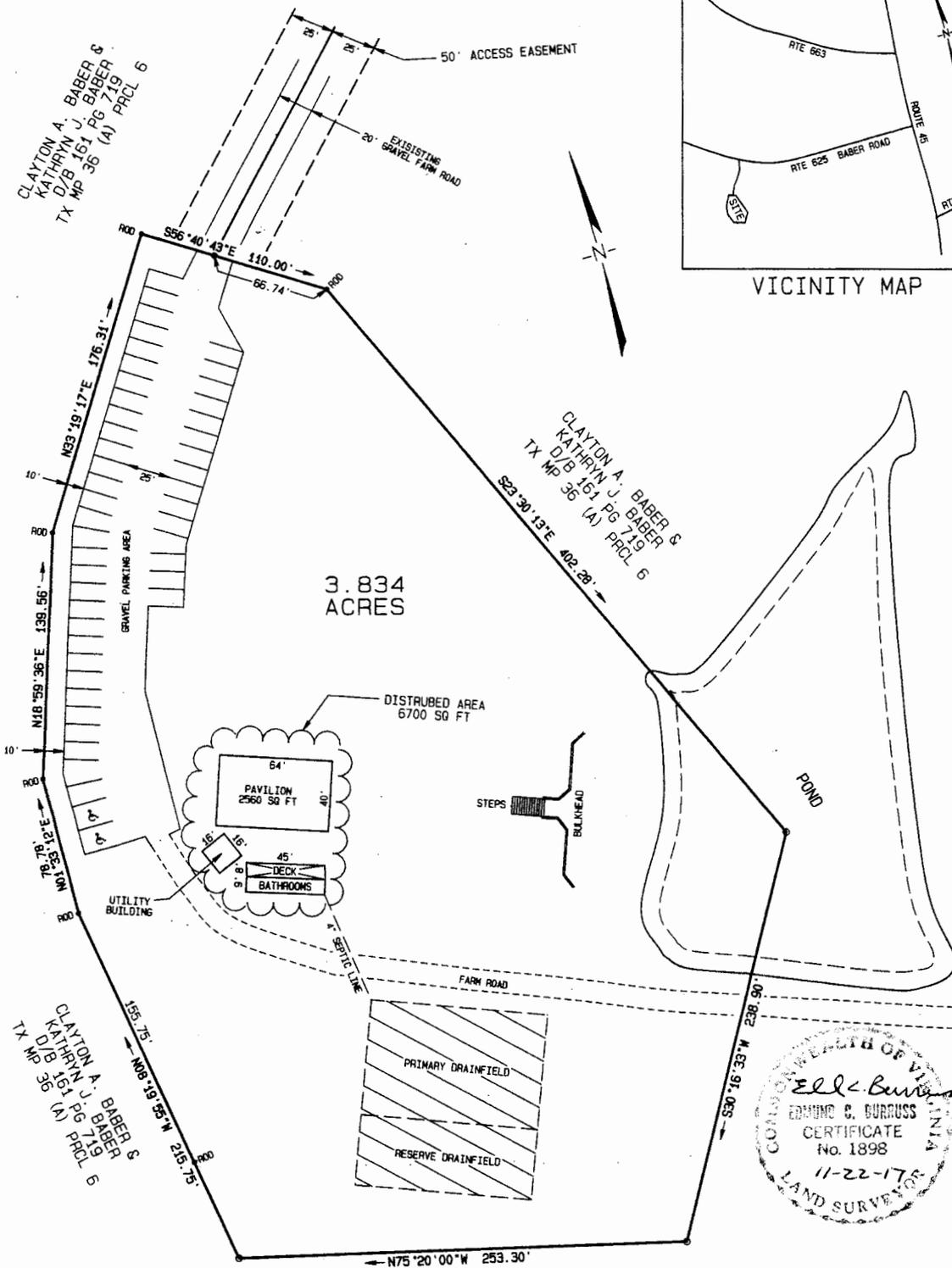
Mr. Chairman, because this request does not meet the intent and spirit of the Zoning Ordinance and Comprehensive Plan, nor does it sufficiently mitigate the adverse impacts associated with the proposed activity, I move that the Board of Supervisors deny CUP 17-06.

Respectfully submitted by:

Darren K. Coffey, AICP
Planning Consultant, Interim Planning Staff



VICINITY MAP



3.834
ACRES

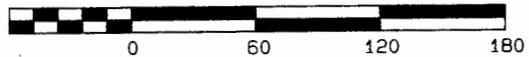


OWNER: CLAYTON A. BABER & KATHRYN J. BABER
DEED BOOK 161 PAGE 719

ZONED: A-2

DATE: NOVEMBER 22, 2017

GRAPHIC SCALE 1"=60'



BURRUSS LAND SURVEY, LLC

P O BOX 28 POWHATAN VA 23139 PH: (804) 598-7697

CLAYTON A. BABER &
KATHRYN J. BABER
D/B 161 PG 719
TX MP 36 (A) PRCL 6

PARKING SPACES:
2 - HANDICAP 14' X 20'
45 - STANDARD 10' X 20'
25' ALLEY BETWEEN SPACES

EXISTING BUILDING INFO:
PAVILION = 2560 SQ FT
BATHROOM TRAILER = 405 SQ FT
OPEN DECK = 360 SQ FT
UTILITY BUILDING = 256 SQ FT

SITE PLAN FOR
ORCHARD VIEW FARMS
HAMILTON DISTRICT, CUMBERLAND COUNTY, VIRGINIA



STAFF REPORT
CUP 17-07
ACP Temporary Construction Yard
Conditional Use Permit
Cumberland County, Virginia
Board of Supervisors Public Hearing

General Information:

Processing schedule: The Planning Commission recommended approval on January 8, 2018 after conducting a public hearing. The Board of Supervisors will hold their public hearing on February 13, 2018.

Application Information:

Owner: American Timberland
Agent: Atlantic Coast Pipeline
Requested Action: Conditional Use Permit for a temporary storage yard (borrowing and stockpiling and utility operations)
Location: Tax Parcel: 71-A-10
Address: TBD Salem Church Road
Voting District: 4
Existing Zoning: A-2
Proposed Zoning: A-2 with CUP for utility operations
Size: Request size 75 acres of a 337 acre parcel
Existing land uses: Vacant
Comp. plan area: Not in a growth area
Overlay districts: None

Surrounding Area Information:

<u>Direction</u>	<u>Adjacent existing uses</u>	<u>Adjacent zoning</u>	<u>Adjacent Comp. Plan Area (2013)</u>
North	Forestry and residential	A-2	Not in a growth area
South	Forestry and residential	A-2	Not in a growth area
East	Vacant and forested	A-2	Not in a growth area
West	Forestry and residential	A-2	Not in a growth area

Summary of Request and Background Information:

The Atlantic Coast Pipeline (ACP) will be constructed along a portion of the southern end of Cumberland County. The ACP will require staging areas along the proposed route to allow for locations for storage and stockpiling of materials and equipment.

The proposed use will be for the duration of the project, and the property is anticipated to be returned to timberland after the project's end.

VDOT has evaluated the entrance location and indicated that it will meet their site distance requirements, though an improved entrance will need to be constructed. VDOT has also noted 610 employees will be leaving the site during a peak hour. This information was received by County staff after the Planning Commission public hearing. An additional condition is recommended to address this traffic impact (Condition #3).

The proposed location is appropriate for this use. It is reasonably close to the location of the ACP, on a road that has few houses, and other commercial traffic.

Consistency with the 2013 Comprehensive Plan:

The proposed use is not within a designated growth area in the 2013 Comprehensive Plan.

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

Goal 5: It is the goal of this plan to encourage the creation of appropriate economic opportunity for current and future citizens of Cumberland County.

Objective 1: Encourage the overall strengthening and diversification of the economic base of Cumberland County to provide a sound tax base and to support the provision of needed public services.

Objective 4: To encourage the development of essential employment opportunities within Cumberland County for the resident workforce.

Consistency with the Zoning Ordinance:

The proposed use of the subject property is compatible with surrounding zoning and the intent of the district.

Public Notification:

Notice was published in the Farmville Herald on January 31, 2018 and February 7, 2018.

Adjacent notice for the Board of Supervisors' public hearing was sent by certified mail to adjacent property owners.

Conclusion:

The proposed use in this area is compliance with the Comprehensive Plan and the intent of the A-2 district, with a mix of residential and agricultural uses. The applicant is planning to use the site for the duration of the pipeline project, and the site will then go back to American Timberland, who has indicated that they intend to return it to forestry operations.

Recommendation:

Staff recommends approval of the project with the following conditions:

1. Septic, well and electrical connections: The applicant shall comply with all federal, state and local regulations pertaining to the use of private water, sewer and electricity.
2. Compliance with VDOT required: The applicant shall comply with VDOT regulations pertaining to the use of the public roadway and shall construct required improvements prior to beginning the use of property under the CUP.
3. During peak traffic times, as identified by VDOT, the applicant shall have personnel assigned for traffic control to ensure efficient and effective traffic movement and maximize safety. It is important that traffic ingress/egress to the property has minimal impact on the normal traffic pattern on Salem Church Road. County staff reserves the right to monitor the effectiveness of the traffic control activity.
4. Compliance with plan required: The applicant shall comply with the site plan attached to the application in regard to the areas to be used for storage, stockpiling and parking. In no case may drives or parking areas be closer than any setbacks for the underlying zoning district.
5. Hours of Operation: Hours of operation at the site shall be limited to 5:00 am to 10:00 pm daily.
6. Designated Route: For all material being brought to the site, the route to be used shall be Route 45 to Salem Church Road, rather than from another direction. When materials are leaving the subject property to be deployed, the shortest route to the work location may be used.
7. Timeframe for this conditional use permit: The permit shall be valid from the time of approval through December 31, 2021.

Suggested Motion:

Mr. Chairman, because this request meets the intent and spirit of the Zoning Ordinance and Comprehensive Plan, I move that the Board of Supervisors accept the Planning Commission's recommendation and move approval of CUP 17-07, a conditional use permit to allow an event facility in A-2 zone, with the conditions agreed to by the Planning Commission with the addition of Condition #3.

Or

Mr. Chairman, because this request does not meet the intent and spirit of the Zoning Ordinance and Comprehensive Plan, nor does it sufficiently mitigate the adverse impacts associated with the proposed activity, I move that the Board of Supervisors deny CUP 17-07.

Respectfully submitted by:

Darren K. Coffey, AICP
Planning Consultant, Interim Planning Staff



County of Cumberland Virginia

Resolution to Rename Poorhouse Road as Commerce Road

February 13, 2018

WHEREAS, the Economic Development Authority of the County of Cumberland, Virginia has requested that the name of Poorhouse Road be changed to Commerce Road; and

WHEREAS owners of property on Poorhouse Road have been notified in writing by certified mail of the proposed renaming of Poorhouse Road; and

WHEREAS, notice that this matter would be considered at the meeting of the Board of Supervisors of Cumberland County, Virginia on February 13, 2018 and that public comment would be heard was published; and

WHEREAS, the public was given an opportunity to be heard on this matter.

NOW, THEREFORE, BE IT RESOLVED by the Cumberland County Board of Supervisors that the name of Poorhouse Road, designated as Virginia State Route 728, shall be changed to Commerce Road effective immediately.

Adopted the 13th day of February, 2018.

Wm. Kevin Ingle, Chairman
Cumberland County Board of Supervisors

Vivian Giles, County Administrator
Clerk to the Board

At a meeting of the Cumberland County Board of Supervisors held at 7:00 p.m. on the 9th day of January, 2018, at the Cumberland County Circuit Court Room:

Present: Kevin Ingle, District 3, Chairman
Parker Wheeler, District 5, Vice-Chairman
Lloyd Banks, Jr., District 2
David Meinhard, District 4
Vivian Giles, County Administrator | Attorney
Nicci Edmondston, Assistant County Administrator

Absent: William F. Osl, Jr., District 1

1. Call to Order

The Chairman called the meeting to order.

2. Welcome and Pledge of Allegiance

The Pledge of Allegiance was led by the Chairman.

3. Roll Call

County Administrator, Vivian Giles, called the roll.

4. Approval of Agenda

On a motion by Supervisor Wheeler and carried unanimously, the Board approved the Agenda as presented:

Vote: Mr. Osl – absent Mr. Banks – aye

Mr. Ingle – aye
Mr. Wheeler – aye

Mr. Meinhard – aye

5. Election of Chairman

On a motion by Supervisor Meinhard and carried by the following vote, the Board appointed Supervisor Kevin Ingle as 2018 Chairman of the Board:

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

6. Election of Vice-Chairman

On a motion by Supervisor Banks and carried by the following vote, the Board appointed Supervisor Parker Wheeler as 2018 Vice-Chairman of the Board:

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

7. Organizational & Administrative Matters

- a. 2018 BOS regular meeting schedule revised

On a motion by Supervisor Wheeler and carried unanimously, the Board set their regular meetings for 2018 as follows:

**Second Tuesday of each month at 7:00 p.m.,
Circuit Courtroom of the Cumberland Courthouse unless otherwise noted**

January 9, 2018

February 13, 2018

***February 21, 2018**

***February 22, 2018**

March 13, 2018

****April 3, 2018**

April 10, 2018

May 8, 2018

June 12, 2018

July 10, 2018

August 14, 2018

September 11, 2018

October 9, 2018

November 13, 2018

December 11, 2018

***Budget Workshops held in the Administration Conference Room**

****Budget Public Hearing**

Adopted 01/09/2018

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

b. Review and approve the 2018 By-laws

On a motion by Supervisor Wheeler and carried unanimously, the Board approved the 2018 By-laws as presented:

**CUMBERLAND COUNTY, VIRGINIA
BOARD OF SUPERVISORS
Adopted January 9, 2018**

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 ---

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

- c. Review and approve the Code of Ethics and Standards of Conduct

On a motion by Supervisor Wheeler and carried unanimously, the Board approved the Code of Ethics and Standards of Conduct:

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

Adopted January 9, 2018

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.

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

d. Review Committee Appointments

On a motion by Supervisor Banks and carried, the Board approved the following Committee appointments:

Cumberland County Board of Supervisors		
Calendar Year 2018 Board and Commission Assignments		
Board / Commission	Board Representative	Staff Representative
Events Committee	Mr. Osl	
Landfill Advisory Committee	Mr. Banks	
Civil Rights Committee		
Chief Local Elected Officials (CLEO)	Mr. Meinhard	Ms. Giles
Cobbs Creek Project	Mr. Osl	Mrs. Carter
Community Policy Management	Mr. Osl	Ms. Giles
Crossroads Community Services	Mr. Wheeler	
Planning Commission	Mr. Meinhard	Mrs. Carter
Library Board of Trustees	Mr. Osl	
Emergency Services Committee	Mr. Ingle	Mr. Perry
Farmville Area Chamber of Commerce		Mrs. Salerno
Heartland Authority	Mr. Ingle	Ms. Giles
Economic Development Authority	Mr. Meinhard	Ms. Giles
Leadership Class Steering Committee	Mr. Meinhard	
Local Emergency Planning Committee	Chairman or designee	
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. Saxtan
Wireless Authority	Mr. Ingle	Mr. Howard

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

8. State and Local Department/Agencies

- a) Dr. Amy Griffin, Superintendent of Cumberland County Public Schools

Dr. Amy Griffin gave the following report to the Board:

- Schools have had 4 snow days so far. The students have been happy, and the parents have been understanding. These days will be made up on February 2nd, and 19th, March 23rd and April 20th.
- The High School Assistant Principal, Ms. Tolliver has accepted a new position with the Department of Corrections as of January 31st. Melissa Reese, who is currently the Middle School Assistant Principal, will fill the vacancy.
- There was a Region 8 meeting held in Cumberland today to discuss the profile of the graduate.
- The Robotics Team held their first meet of the year at VCU on January 6th. They also received a \$10,000 donation from a CHS alumni from the class of 1982.
- The Boys basketball team won the winter tournament of the winter break. The girls' basketball team came in second in their tournament.
- Students have been volunteering at the Food Bank for the last few months
- The Cumberland Bands Program just received instruments that were donated by Liberty University

- b) VDOT

There was no representative present.

- c) Mrs. Kelly Snoddy, PFSWCD

Mrs. Snoddy provided the Board with, and reviewed, a handout with an update of activities from the 2017 calendar year.

- d) Ms. Robin Sapp, Cumberland Public Library

Ms. Sapp thanked the Board for supporting the Library, and encouraged everyone in attendance to come and explore. Ms. Sapp discussed training citizens to administer Naloxone/Narcan.

9. **Public Comments**

Ms. Kenda Hanuman informed the Board that she is a Buckingham resident and is speaking regarding the proposed 75 acre storage yard for the Atlantic Coast Pipeline Special Use Permit in Salem Church Road. Ms. Hanuman is concerned that the residents on Salem Church Road have not been notified by ACP or if they will receive any compensation for any damages.

Mr. Blake Martin, who lives on Pinegrove Road, stated that he has seen a lot of work going on the Road, and property being sold for more than it is worth. He states that he is hearing a lot of rumors that there is another dump coming to Cumberland and asked the Board if that is something he needs to be concerned about as a citizen of District Two.

10. **Public Hearings**

- a) CUP 17-05 Peterson home

County Administrator, Vivian Giles, informed the Board that the Petersons wish to build a home on their lot but because of the lot shape, setbacks cannot be met. If a relief of four feet on each side is granted, the 56 foot home that the landowners wish to purchase can be placed near the center of the lot, leaving a 21-foot setback on each side. The Planning Commission heard this matter and unanimously recommended approval.

The Chairman opened the public hearing. With no citizens signed up to speak, the Chairman then closed the public hearing.

On a motion by Supervisor Banks and carried unanimously, the Board approved CUP 17-05 Peterson home:

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

b) CA 17-03 Open burning, blasting, fireworks

County Administrator, Vivian Giles, informed the Board, that the County Fire Marshal has recommended the adoption of local code provisions allowing for the implementation of a permit process for large scale burning (anything in excess of 100 square feet), for all blasting, and for all fireworks. The addition of Section 38-4 to the Cumberland County Code would accomplish this, and the language as drafted has been recommended by the fire marshals. The amendment of section 38-1, and the repeal of sections 38-33, 38-34, and 38-36 are recommended to make the County Code consistent with the State Code.

The Chairman opened the public hearing. With no citizens signed up to speak, the Chairman then closed the public hearing.

The Board discussed the Fireworks conditions as well as concerns with the open burn conditions. Some Board members were concerned that these conditions would require citizens to obtain a permit to burn brush on their own property. The Fire Marshals advised that the conditions proposed are directed at large scale operations, not at individual citizens.

It was the consensus of the Board to table action on this item until the February 13, 2018 Board meeting.

11. County Attorney/County Administrator Report

- a) Consent Agenda
 - 1) Approval of Bills for December 2017 and January 2018. Approved bills for January 9, 2018 are \$146,414.06. Ratified bills for December 13, 2017 to January 8, 2018 of warrants total \$252,722.64 with check numbers ranging from 76572-76716. Direct Deposits total \$157,001.22.
 - 2) Approval of Minutes (December 12, 2017)

On a motion by Supervisor Meinhard and carried unanimously, the Board approved the consent agenda:

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

- b) Resolution un celebration of Dorothy Elizabeth Williams

On a motion by Supervisor Banks and carried unanimously, the Board approved a Resolution in celebration of Dorothy Elizabeth Williams:

**Resolution in Celebration of the
One Hundredth Birthday
of
Dorothy Elizabeth Williams**

WHEREAS, Dorothy Elizabeth Williams is a resident of Cumberland County, Virginia; and

WHEREAS, on January 15, 2018, Dorothy Elizabeth Williams will celebrate her one hundredth birthday; and

WHEREAS, during her one hundred years, Mrs. Williams has enjoyed reading, working complicated crossword puzzles, and watching television; and

WHEREAS, Mrs. Williams is a lifetime member of Sharon Baptist Church in Cumberland County, Virginia, and the members of Sharon Baptist Church now ask the Cumberland County Board of Supervisors to join them in congratulating Mrs. Dorothy Elizabeth Williams at the time of this milestone birthday.

NOW, THEREFORE, BE IT RESOLVED that the Cumberland County Board of Supervisors, through this resolution, congratulates Mrs. Dorothy Elizabeth Williams on a life well lived and on celebrating her one hundredth birthday, and wishes for Mrs. Williams the celebration of many more birthdays in the future.

Adopted the 9th day of January, 2018

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

12. Finance Director’s Report

- a) Monthly budget Report

There was no discussion regarding the monthly budget report.

10. Planning Director’s Report

- a) Renewal for CUP 16-10 4-Wheel Drive Specialty Conversion

County Administrator, Vivian Giles, reminded the Board that at their last meeting, the Board granted an extension of this CUP to allow Mr. Duncan to come into

compliance. One condition in the CUP was that a fence was to be erected along route 45, Cartersville road. Mr. Duncan created a barricade of hay bales. Ms. Giles provided the Board with photos and recommended denial of the conditional use permit. By taking no affirmative action, CUP 16-10 will expire and will require Mr. Duncan to re-apply for a new conditional use permit with stronger language.

The Board members took no affirmative action; CUP 16-10 expired.

- b) Set public hearing for CUP 17-06 The Venue at Orchard View Farm:

On a motion by Supervisor Banks and carried unanimously, the Board set CA 17-06 The Venue at Orchard View Farm for public hearing on February 13, 2018:

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

- c) Set public hearing for CUP 17-07 ACP Temporary Construction Yard:

On a motion by Supervisor Banks and carried unanimously, the Board set CUP 17-07 ACP Temporary Construction Yard for public hearing on February 13, 2018:

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

11. Old Business

County Administrator, Vivian Giles, informed the Board that construction has begun on the addition at Piedmont Regional jail. Ms. Giles also informed the Board that there are software needs that are upcoming. More counties are moving away from the Bright system and moving to the Munis system. The cost for this change is anywhere between \$300,000 - \$500,000. One drawback is that this software does not accommodate the Commissioner of the Revenue's office. That office would require CAMA software which would cost an additional \$150,000, but the CAMA software does interact with the Munis software. With the server upgrades that were done within the last two years, there should be adequate space for the software upgrades.

12. New Business

None

13. Public Comments (Part 2)

There were no citizens signed up to speak.

14. Board Member Comments

15. Additional Information

- a) Treasurer's Report
- b) DMV Report
- c) Monthly Building Inspections Report
- d) Approved Planning Commission meeting minutes – N/A
- e) Approved EDA meeting minutes – N/A

16. Adjourn -

On a motion by Supervisor Wheeler and carried unanimously, the Board adjourned the meeting until the next regular meeting of the Board to be held on February 13, 2018 at 7:00 p.m. in the Circuit Court Room of the Cumberland Courthouse.

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

Wm. Kevin Ingle, Chairman

Vivian Giles, County Administrator/County Attorney



CUMBERLAND COUNTY

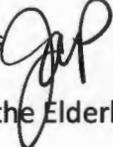
OFFICE OF THE COMMISSIONER OF THE REVENUE

P.O. Box 77 ~ Cumberland, Virginia 23040

(804) 492-4280 ~ Fax: (804) 492-3342

www.cumberlandcounty.virginia.gov

JULIE A. PHILLIPS
Master Commissioner

To: Vivian Giles
From: Julie A. Phillips 
RE: Tax Relief for the Elderly and Permanently Disabled

Per our conversation, I have reviewed the Tax Relief for the Elderly and Disabled Programs in our neighboring localities. As you are aware, this is a program that provides a partial exemption from real property taxes for citizens aged 65 and older or who are permanently and totally disabled, who qualify for the exemption.

I have attached the current Cumberland County Code Section for this program for your review. Please note that I have marked my recommended changes in red. After polling several neighboring localities, my recommendation would be to leave the asset limit at \$100,000, but raise the income limit to \$22,000. I would also recommend raising the maximum amount of exemption to \$400.

For tax year 2017, we had 38 applications, of which 31 were approved. The total amount of relief was \$7,054.78.

I would be glad to provide further information, if necessary.

Tax Relief for the Elderly & Disabled

County	Income Limit	Asset Limit	Relief	Max Relief	Includes
Cumberland	\$16,000	\$100,000	\$0-\$8,000=75%, \$8,001-\$16,000=50%	\$300	home + 1 acre
Appomattox	\$20,000	\$100,000	Varies from 40% to 100%, depending on income	\$350	home + 1 acre
Prince Edward	\$22,000	\$150,000	\$0-\$11,000=75%, \$11,001-\$22,000=50%	No max	home + 1 acre
Amelia	\$30,000	\$100,000	\$0-\$15,000=75%, \$15,001-\$30,000=50%	No max	home + 1 acre
Buckingham	\$35,000	\$80,000	Stabilization of taxes (tax does not increase as long as they qualify)		home + 1 acre
Fluvanna	\$50,000	\$160,000	Varies from 5% to 100% depending on income & assets	No max	home + 5 acres
Powhatan	\$50,000	\$200,000	100%	\$800	home + 1 acre
Goochland	\$67,000	\$250,000	100%	\$800	home + 10 acres

DIVISION 3. - PROPERTY OF ELDERLY AND DISABLED PERSONS

Sec. 58-241. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Income means total gross income from all sources, without regard to whether a tax return is actually filed. Income shall not include benefits or receipts from borrowing or other debt.

Permanently and totally disabled means unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of such person's life.

Real estate includes manufactured homes.

Code 1990, § 8B-1(c)—(e); Ord. of 5-12-1999)

Cross reference— Definitions generally, § 1-2.

Sec. 58-242. - Exemption of real estate taxes.

(a) The board of supervisors provides for the exemption from taxation of real estate and manufactured homes as defined in Code of Virginia, § 36-85.3, of certain property owned by eligible elderly and handicapped persons, upon the conditions and in such amounts as set forth in this division. Such real estate shall be owned by and be occupied as the sole dwelling of anyone at least 65 years of age or anyone found to be permanently and totally disabled. The exemptions provided by this division shall apply solely to the principal dwelling and up to one acre of land upon which it is situated. For the purposes of qualifying as the owner of real estate to which the exemptions granted in this division apply, the ownership requirement shall mean that the person holds at least a 25 percent interest in the real estate on December 31 of the year immediately preceding the taxable year for which the exemption is claimed.

(b) A dwelling jointly held by a husband and wife may qualify if either spouse is 65 or over or is permanently and totally disabled. (Code 1990, § 8B-1(a), (b); Ord. of 5-12-1999)

Sec. 58-243. - Restrictions and exemptions.

(a) The exemptions and restrictions granted pursuant to this division shall be subject to the following restrictions and conditions, and only those persons who may satisfy the provisions of this division and these restrictions and conditions shall qualify for an exemption of taxes:

(1) Subject to subsection (a)(2) of this section, the total combined income received from all sources during the preceding calendar year by owners of the dwelling who use it as their principal residence and owners' relatives who live in the dwelling shall not exceed \$1622,000.00.

(2) Notwithstanding the provisions of subsection (a)(1) of this section, if a person qualifies for an exemption under this division, and if the person can prove by clear and convincing evidence that the person's physical or mental health has deteriorated to the point that the only alternative to permanently residing in a hospital, nursing home, convalescent home or other facility for physical or mental care is to have a relative move in and provide care for the person, and if a relative does move in for that purpose, then none of the income of the relative or of the relative's spouse shall be counted towards the income limit provided the owner of the residence has not transferred assets in excess of \$10,000.00 without adequate consideration within a three-year period prior to or after the relative moves into such residence.

(3) The net combined financial worth, including the present value of all equitable interests, as of December 31 of the immediately preceding calendar year, of the owners, and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding one acre, upon which it is situated shall not exceed \$100,000.00.

(Code 1990, § 8B-2; Ord. of 5-12-1999; Ord. No. 10-08, 7-13-2010, eff. 1-1-2011)

Sec. 58-244. - Amount of exemption from real estate taxes.

(a) Subject to the provisions of subsection (b) of this section, where the person claiming the exemption from real estate taxes conforms to the qualifications set forth in this division and does not exceed the limitations contained in this section, the tax exemption shall be as shown on the following schedule:

Cumberland County Schedule for Real Estate Tax Exemption for Elderly and Disabled Persons	
Total Income (All Sources)	Tax Exemption (percent)
\$0.00 to \$ 811,000.00	75
\$ 118,000 1.00 to \$ 1622,000.00	50

(b) The person qualifying shall be exempted from the amount of the real estate taxes assessed against such property in an amount not to exceed \$~~300400.00~~.

(Code 1990, § 8B-3; Ord. of 5-12-1999; Ord. of 12-12-2001(2) ; Ord. No. 10-08, 7-13-2010, eff. 1-1-2011)

Sec. 58-245. - Application for exemption.

(a) The person claiming an exemption under this division shall file annually with the commissioner of the revenue on forms to be supplied by the county an affidavit or written statement setting forth the names of the related person occupying such real estate and that the total combined net worth, including equitable interests and the combined income from all sources, of the persons specified in this division does not exceed the limits prescribed in this division.

(b) If such person is under 65 years of age, such form shall have attached a certification by the Social Security Administration, the Department of Veterans Affairs or the Railroad Retirement Board, or if such person is not eligible for certification by any of these agencies a sworn affidavit by two medical doctors who are either licensed to practice medicine in the commonwealth or are military officers on active duty who practice medicine with the United States armed forces, to the effect that the person is permanently and totally disabled; however, a certification pursuant to 42 USC 423(d) by the Social Security Administration so long as the person remains eligible for such social security benefits shall be deemed to satisfy such definition in Code of Virginia, § 58.1-3217. The affidavit of at least one of the doctors shall be based upon a physical examination of the person by such doctor. The affidavit of one of the doctors may be based upon medical information contained in the records of the Civil Service Commission which is relevant to the standards of determining permanent and total disability.

~~(c) Penalties and interest. To change the due date for filing applications for exemption from real estate taxes for the elderly and disabled persons to March 1 of each year.~~

(d) The commissioner of the revenue shall also make any other reasonably necessary inquiry of persons seeking such exemption, requiring answers under oath, to determine qualifications as specified in this division, including qualification as permanently and totally disabled and qualification for exclusion of life insurance benefits paid upon the death of an owner of a dwelling, or as otherwise specified in this division. In addition, the owner may be required to produce certified tax returns to establish the income or financial worth of any applicant for tax relief.

(Code 1990, § 8B-5; Ord. of 5-12-1999; Ord. of 6-6-2006, § 1)

Sec. 58-246. - Notice of exemption.

The treasurer shall enclose written notice, in each real estate tax bill, of the terms and conditions of this division allowing real estate tax exemption. The treasurer shall also employ any other reasonable means necessary to notify residents of the county about the terms and conditions of the real estate tax exemption program established by this article for elderly and handicapped residents of the county.

(Code 1990, § 8B-6; Ord. of 5-12-1999)

Sec. 58-247. - Absence from residence.

The fact that persons who are otherwise qualified for tax exemption by this division are residing in hospitals, nursing homes, convalescent homes or other facilities for physical or mental care for extended periods of time shall not be construed to mean that

the real estate for which tax exemption is sought does not continue to be the sole dwelling of such persons during such extended periods of other residence so long as such real estate is not used by or leased to others for consideration.

(Code 1990, § 8B-7; Ord. of 5-12-1999)

Sec. 58-248. - Effective date of exemption.

(a) Any exemption under this division may be granted for any year following the date the qualifying individual occupying such dwelling and owning title or partial title reaches the age of 65 years or for any year following the date the disability occurred. Changes in income, financial worth, ownership of property or other factors occurring during the taxable year for which an affidavit is filed and having the effect of exceeding or violating the limitations and conditions provided in this division shall nullify any exemption for the remainder of the current taxable year and the taxable year immediately following.

(b) A change in ownership to a spouse, when such change resulted solely from the death of the qualifying individual, or a sale of such property shall result in a prorated exemption for the then current taxable year. The proceeds of the sale which would result in the prorated exemption shall not be included in the computation of net worth or income as provided in subsection (a) of this section. Such prorated portion shall be determined by multiplying the amount of the exemption by a fraction wherein the number of complete months of the year such property was properly eligible for such exemption is the numerator and the number 12 is the denominator.

(Code 1990, § 8B-7; Ord. of 5-12-1999)

COPE International-USA

Creating Opportunities through Partnership and Education

January __, 2018

Vivian Giles, County Administrator and County Attorney, Cumberland County
Marjette Upshur, Director of Economic Development, City of Lynchburg
Tom Rumora, Director of Economic Development & Tourism, Spotsylvania County
Gregory E. Hitchin, Director of Economic Development & Tourism, City of Waynesboro

Dear Ms. Giles, Ms. Upshur, Mr. Rumora, and Mr. Hitchin,

We have discussed various approaches to developing new businesses in your individual localities based on commercial indoor farming. This letter is a recommendation for a combined effort.

As you know, we are a 501(c)(3) with a mission to create sustainable, long-term capabilities to address genuine needs. We believe each of your localities could benefit significantly from having a commercial indoor farm, not only to provide fresh, local produce year-round for your citizens, but also to create new businesses and provide employment opportunities.

COPE-USA would like to perform a feasibility study and predevelopment work, and draft business plans, to establish a commercial indoor farm in each locality. Since we are a nonprofit, we do not have the funds we need to do the work. However, the Commonwealth has a program to provide a \$20,000 planning grant to fund the work for each locality. Here is a summary of that program, with the pertinent parts underlined:

The Governor's Agriculture and Forestry Industries Development (AFID) Fund planning grant program is designed to encourage localities to think strategically about how they can better support and integrate agriculture and forestry-based industries into their overall economic development and job-creation efforts. The AFID planning grant program provides matching funds to do one or more of the following:

- Develop a strategic plan for agriculture and/or forestry-based economic development.
- Develop local policies and ordinances that better support agriculture and forestry business, agritourism and other rural enterprises.
- Create new plans, policies or programs that will lead to the preservation of working lands.
- Fund feasibility studies, business plans and other predevelopment work for projects that will have a significant and lasting positive impact on the local agriculture and forestry sector.
- Develop or implement local initiatives supporting agriculture and forestry based businesses, such as those promoting agritourism, local food systems, biomass heat, addressing food deserts, etc.
- Other projects that advance the interests of agriculture and forestry in the locality.

COPE International-USA

Creating Opportunities through Partnership and Education

As you also know, each locality participating in AFID is expected to provide a match. If we were to submit four separate applications, one for each locality, the grants would total \$160,000 which is considerably more than we need and a waste of resources. And, effort would be duplicated because much of our work for one locality would apply to all the localities.

After I discussed my concern with Maggie Longest, who administers the AFID grant, she suggested the four municipalities apply for a multi-jurisdictional \$35,000 grant. Instead of a \$20,000 match from each locality, there would be an \$8,750 match. I can discuss with you how to provide the match economically.

One locality should take lead and submit the application in behalf of all the localities and Spotsylvania has agreed to do this. I will work with Annette D'Alessandro to draft the request. Then, if you agree, Cumberland, Lynchburg, and Waynesboro would each provide a letter as an attachment. I am happy to draft the letters.

Since AFID is focused strictly on economic development in agriculture, we should not address in the application the comprehensive program that COPE-USA will implement in your locality. Our program would have education and training components but the AFID grant would be applied strictly for new business creation.

I have attached a summary of the situation in each locality. Although the program objective is essentially the same—create a new commercial indoor farm business in each locality—I would like all the partners to be aware of the variables in each locality.

Sincerely yours,

Joseph Pallone

COPE International-USA

Creating Opportunities through Partnership and Education

Some background information about the situation and needs in each locality.

Cumberland. We are delivering grow systems this month in what can be considered Phase 1 of an operation in the county, with funding provided by a grant. The allocated indoor space will be a grow center and we will leverage the effort with the new greenhouse. We have been discussing a comprehensive program in subsequent phases in which some produce would go to the school cafeteria and Feedmore.

Discussions are underway with SVCC for dual enrollment for this program. A commercial farm would be spooled up in the community center and perhaps another one in an unused county building. These farms would primarily sell produce in Richmond where there is high demand for microgreens to sustain the operation.

Lynchburg. We are currently selling all the microgreens we are growing at 300 Rutherford St. to a buyer in Charlottesville. We would like to expand the Lynchburg operation to supply a number of other customers. When the Waynesboro operation comes online we plan to shift Rutherford St. production to a specific buyer in Lynchburg who will transport the produce to his stores in Northern Virginia.

The expansion would support the City's P2P initiative and consequent employment opportunities would address the 25% poverty rate. There are seven food deserts in Lynchburg and we envision some amount of produce would be provided to community programs, such as Oasis. Further, we would like to open another grow center specifically to supply underserved communities and new business creation.

We would also like to develop our plant enhancement production concept. We have already made a substantial capital investment for equipment.

Spotsylvania. We have been discussing a comprehensive program in the county to supply the large Fredericksburg market (restaurants, etc.), the new food distribution center, and buyers along the I-95 corridor. Half of Fredericksburg is a food desert and the western half of the county is classified as a rural food desert. As with Lynchburg, we envision providing produce to community programs.

Waynesboro. A businessman has approached the City with us to turn one (perhaps two) of his large, unused buildings into a commercial farm. We would use this operation to take over production from the Lynchburg facility to grow for our current customer in Charlottesville, whose current demand is about 10 times what we can grow in Lynchburg, and other area customers. In addition to microgreens, we are considering a focus on strawberries, which are in high demand year-round, and other specialty crops.

We would also have a manufacturing facility in Waynesboro to fabricate our grow systems in kit form both for our use and for sale.

Virginia Department of Agriculture and Consumer Services
ATTN: AFID Fund Coordinator (Ms. Cassidy Rasnick)
PO Box 1163
Richmond, VA 23218

Dear Ms. Rasnick,

The purpose of this letter is to express this county's desire to participate in the multi-jurisdictional AFID Planning Grant for Commercial Indoor Farming.

Cumberland County is interested in having a private entity establish a commercial indoor farm within the county. We have discussed this initiative with COPE International-USA which has outlined an approach to establish the farm. The logical next step is to perform a feasibility study, develop a business plan, and conduct other pre-development work.

We understand that the grant amount is \$35,000 and our match would be \$8,750. We intend to provide the match prior to completion of the study with a combination of cash and the use of county facilities to validate the technical viability of the approach.

Thank you for your consideration.

Discussion Outline

January 29, 2018

Program Overview

- Objective: Establish academic-based education and training program in order to create new commercial indoor farm business ownership and employment opportunities for Cumberland area students and adults.
- Review Lynchburg work

Phased Approach

- 1: Indoor garden in CuCPS (funded)
- 2: AFID planning grant (business feasibility, plan)
- 3: Academic credit and non-credit courses
- 4: Spool up school footprint and establish approx. 3,000 sf farm
- 5: Expand commercial operation

Academic, Process, and Credit Issues

- Course delivery avenues and options
- Existing SVCC courses
- Commercial indoor farming specific coursework
- Dual enrollment
- Establish placeholder courses
- Expenses and revenues
- Participants outside of Cumberland
- Veterans and adults
- Credit requirements
- Certificate
- Map to AA
- Considerations for advancing to master catalog

STEPS Incorporated



Administrative Offices • 225 Industrial Park Road • Farmville, Virginia 23901

(434) 315-5909 • Fax: (434) 315-0246

January 25, 2018

Ms. Vivian Seay Giles
Cumberland County Administrator
P.O. Box 110
Cumberland, Virginia 23040

Dear Ms. ~~Giles~~, *Vivian*,

STEPS is honored to have served your County's citizens through the *Virginia Homeless Solutions Program (VHSP)* for the past 5 years. I am writing to request your support for these services to continue.

Enclosed please find a *Certification of Local Government Approval for Nonprofit Organizations Receiving VHSP Funds from State Subrecipients*. STEPS is respectfully requesting your Board of Supervisors continues to support the STEPS operated program by completing the attached form. By signing, you will be documenting your support of STEPS receiving funding for the Virginia Homeless Solutions Program (VHSP) for fiscal year 2018-2020 from the Virginia Department of Housing and Community Development.

If you would like for a STEPS representative to present this request in person to your Board of Supervisors, please let me know. You can reach me at (434) 315-5905 Ext. 212 or Amy Beatson, VP of Program Services and VHSP Manager, at (434) 315-5909 Ext 211. It is significant to note that in Fiscal Year 2016-2017, STEPS served 294 individuals, 3 of those were Cumberland County citizens, to ensure they had shelter services and safe housing.

Please feel free to reach out to us with any questions or concerns regarding VHSP or its funding. We are eager to continue providing services to prevent homelessness in your locality!

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Sharon", written in a cursive style.

Sharon L. Harrup, MS
STEPS President & CEO

Enclosure: *Certification of Local Government Approval for Nonprofit Organizations Receiving VHSP Funds from State Subrecipient*

CERTIFICATION OF LOCAL GOVERNMENT APPROVAL

FOR NONPROFIT ORGANIZATIONS

RECEIVING VHSP FUNDS FROM STATE SUBRECIPIENTS

I, Vivian Seay Giles County Attorney/County Administrator (*name and title*), duly authorized to act on behalf of Cumberland County (*name of jurisdiction*), hereby approves STEPS, Inc. to provide the following services for our citizens in need:

- **Rapid Re-housing**
- **Prevention**
- **Shelter Services**

By: _____

Signature and Date

Vivian Seay Giles

Typed or Written Name of Signatory Local Official

County Administrator/County Attorney

Title

Note: This certification does NOT need to be completed annually for the same activities funded the previous year. The State only needs to document that it has offered the local government the opportunity to withdraw its previous approval.



MEMO

To: Board of Supervisors, Cumberland County
Vivian Seay Giles, County Administrator/Attorney

From: Building Inspection Department

Date: February 13, 2018

Re: **Building Fee Schedule Amendment**

Staff is bringing to the Board a proposed Building Fee Schedule amendment for the purpose of revising current language, amending current fees and adding additional fees. **Staff recommends the Board set a public hearing for March 13, 2018 to amend the Section 14-61 of the Cumberland County Code relating to fees.**

** GENERAL FUND REVENUES**

Monthly Financial Report To Council For February 2018

	Estimated 2017/2018 Budget to Date -----	Actual 2017/2018 Budget to Date -----	(Over) or Under Budget to Date -----
Revenue			
Balance Forward		4,507,693.25	
Fund Revenue	38,729,305.36	21,603,783.28	17,125,522.08
Total Revenue	38,729,305.36	26,111,476.53	12,617,828.83
Expenditures			
* Board of Supervisors *	46,357.00	27,294.31	19,062.69
* County Administrator *	293,883.00	167,087.79	126,795.21
* Legal Services *	2,500.00	13,058.00	(10,558.00)
* Independent Auditor *	36,000.00	33,686.69	2,313.31
* Commissioner of Revenue *	244,927.00	146,751.06	98,175.94
* Assessor *	72,000.00		72,000.00
* License Bureau *		224.97	(224.97)
* Treasurer *	291,933.00	164,019.77	127,913.23
* Accounting *	167,228.00	87,700.78	79,527.22
* Data Processing *	297,350.00	130,418.06	166,931.94
* Electoral Board *	25,076.00	70,745.21	(45,669.21)
* Registrar *	92,869.00	50,617.88	42,251.12
* Circuit Court *	14,810.00	542.00	14,268.00
* General District Court *	10,700.00	3,425.86	7,274.14
* Magistrate *	1,125.00	86.48	1,038.52
* Clerk of Circuit Court *	221,249.00	129,827.16	91,421.84
* Law Library *	1,200.00	316.31	883.69
* Victim and Witness Assistance *	61,639.00	4,666.02	56,972.98
* Commonwealth's Attorney *	216,384.00	125,282.13	91,101.87
* Sheriff *	1,681,304.00	1,112,661.73	568,642.27
* School Resource Officer *	65,290.00	38,127.86	27,162.14
* E911 *	28,600.00	2,245.86	26,354.14
Cumberland Vol.FIRE DEPT	39,500.00	19,750.00	19,750.00
Cartersville Volun.	39,500.00	19,750.00	19,750.00
Cumberland Vol. Rescue Squad		42,227.22	(42,227.22)
Prince Edward Vol. Rescue Squad	9,500.00	4,750.00	4,750.00
Randolph Fire Dept.	39,500.00	19,750.00	19,750.00
Cartersville Vol. Rescue Squad	37,970.00	28,955.48	9,014.52
Chesterfield Med-Flight Program	300.00	300.00	
* Forestry Service *	8,705.00	8,705.34	(.34)
* CUMBERLAND FIRE & EMS *	474,530.00	221,917.50	252,612.50
* Probation Office *	950.00	412.29	537.71
* Correction & Detention *	275,000.00	149,440.61	125,559.39
* Building Inspections *	137,280.00	80,221.25	57,058.75
* Animal Control *	124,180.00	64,070.21	60,109.79
* Medical Examiner *		60.00	(60.00)
* Refuse Disposal *	648,263.00	287,418.95	360,844.05
* General Properties *	728,504.00	380,179.52	348,324.48
* Supplement of Local Health Dept *	99,113.00	63,409.71	35,703.29
* Chapter 10 Board - Crossroads *	34,000.00	17,000.00	17,000.00
* CSA Management *	33,371.00	14,894.97	18,476.03
* Community Colleges *	8,000.00		8,000.00

** GENERAL FUND REVENUES**

Monthly Financial Report To Council For February 2018

	Estimated 2017/2018 Budget to Date	Actual 2017/2018 (Over) or Under Budget to Date	Budget to Date
Expenditures			
* Recreation *	62,115.00	31,030.89	31,084.11
* Local Library *	115,450.00	57,725.00	57,725.00
* Planning Commission *	9,950.00	2,961.12	6,988.88
* Planning/Zoning Dept. *	70,240.00	38,871.88	31,368.12
* Community & Economic Developmnt *	17,052.00	15,451.00	1,601.00
* Board of Zoning Appeals *	650.00		650.00
	10,590.00	10,590.00	
* Farmville Area Chamber of Commerc	1,500.00	750.00	750.00
* 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	10,000.00	5,000.00	5,000.00
* Extension Agents *	51,645.00	15,273.68	36,371.32
	2,500.00	1,250.00	1,250.00
* NONDEPARTMENTAL *	24,400.00	7,573.69	16,826.31
TRANSFERS	7,346,609.00	3,609,593.42	3,737,015.58
COMMONWEALTH'S ATTORNEY	5,000.00		5,000.00
SHERIFF	50,000.00	3,008.33	46,991.67
HEALTH INSURANCE	2,187,030.00	1,580,545.00	606,485.00
DENTAL INSURANCE	138,600.00	72,270.96	66,329.04
PATIENT CENTERED OUTCOME FEE(PCOR)	12,300.00	618.45	11,681.55
* Administration *	1,384,961.00	802,372.80	582,588.20
	14,920,878.36	6,467,493.85	8,453,384.51
	1,201,311.00	454,242.44	747,068.56
* Sheriff's Office *	66,000.00		66,000.00
* Elementary School - Lit Loan *	216,667.00		216,667.00
* COPS97 Loan *	371,475.00	372,225.00	(750.00)
* High/Middle School - VPSA Loan *	808,419.00	907,500.50	(99,081.50)
* HS/MS-VPSA LOAN #2 *		808,419.51	(808,419.51)
PUBLIC FACILITY NOTE 2009	389,751.00	317,876.01	71,874.99
* AMERESCO *	150,113.00	150,113.00	
* SunTrust Loan-HS/MS *	907,501.00		907,501.00
* Suntrust Loan - Courthouse *	248,695.00	248,568.57	126.43
	750,000.00	686,038.00	63,962.00
* SEWER FUND - Enterprise Fund *	272,054.00	186,454.11	85,599.89
* WATER FUND - ENTERPRISE FUND *	157,447.00	84,907.41	72,539.59
COMMUNITY CENTER PURCHASE	126,314.00	80,698.75	45,615.25
MADISON INDUSTRIAL PARK		903.99	(903.99)
	23,500.00	11,066.90	12,433.10
Total Expenditure	38,729,307.36	20,767,393.24	17,961,914.12
Total Revenues			
Less Total Expenditures	(2.00)	5,344,083.29	(5,344,085.29)

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
FUND # -100						
1101	** Real Estate Taxes **	5,610,000.00	5,610,000.00	60,444.61	2,843,584.72	2,766,415.28
1102	** Real/Personal Public Service *	790,000.00	790,000.00	.00	540,752.63	249,247.37
1103	** Personal Property Taxes *	1,800,500.00	1,800,500.00	49,116.27	1,725,468.38	75,031.62
1104	** Machinery & Tools *	130,000.00	130,000.00	14.46	150,091.89	30,091.89
1106	** Penalties & Interest *	247,000.00	247,000.00	21,266.25	126,617.61	120,382.39
1201	** Local Sales & Use Taxes *	425,000.00	425,000.00	37,618.71	287,453.56	137,546.44
1202	** Consumer' Utility Taxes *	172,000.00	172,000.00	14,670.17	102,227.22	69,772.78
1203	** Business License Taxes *	106,000.00	106,000.00	24,688.70	54,952.81	51,047.19
1204	** Franchise License Taxes *	16,000.00	16,000.00	.00	.00	16,000.00
1205	** Motor Vehicle License Tax *	230,000.00	230,000.00	8,072.24	183,982.46	46,017.54
1207	** Taxes On Recordation & Wills *	44,500.00	44,500.00	11,720.30	46,775.45	2,275.45
1301	** Animal Licenses *	8,000.00	8,000.00	5,758.00	6,962.00	1,038.00
1303	** Permits & Other Licenses *	46,300.00	46,300.00	23,612.36	66,538.27	20,238.27
1401	** Court Fines & Forfeitures *	110,000.00	110,000.00	17,667.19	94,943.72	15,056.28
1501	** Revenue From Use Of Money *	40,000.00	40,000.00	54.95	27,053.08	12,946.92
1502	** Revenue From Use Of Property *	16,000.00	16,000.00	250.00	24,446.55	8,446.55
1601	** Court Costs *	47,860.00	47,860.00	6,826.88	31,409.78	16,450.22
1602	** Commonwealth's Attorney Fees *	800.00	800.00	69.57	436.49	363.51
1603	** Charges For Law Enforcement *	37,000.00	37,000.00	.00	.00	37,000.00
1604	** Charges For Fire & Rescue Service *	300,000.00	300,000.00	20,341.30	31,388.78	268,611.22
1608	** Charges Sanitation & Removal *	800.00	800.00	204.00	828.00	28.00
1612	** REC DEPT - ADULT LEAGUE FEES *	1,500.00	1,500.00	.00	.00	1,500.00
1613	** Charges For Parks & Recreation *	18,400.00	19,838.00	612.00	11,060.45	8,777.55
1616	** Charges For Planning / Com Dev *	2,500.00	2,500.00	550.00	1,425.00	1,075.00
1899	** Miscellaneous *	1,455,117.00	1,455,117.00	4,470.12	1,152,201.49	302,915.51
2101	** Service Charges *	46,000.00	46,000.00	.00	19,667.25	26,332.75
2201	**NON-CATEGORICAL AID**	1,280,535.00	1,280,535.00	34,501.64	939,632.33	340,902.67
2301	** Commonwealth Attorney *	170,099.00	170,099.00	14,300.32	98,009.73	72,089.27
2302	** Sheriff *	582,811.00	582,811.00	51,833.00	338,396.76	244,414.24
2303	** Commissioner Of Revenue *	77,324.00	77,324.00	7,078.42	48,300.90	29,023.10
2304	** Treasurer *	94,170.00	94,170.00	7,477.38	56,608.64	37,561.36
2306	** Registrar/Electoral Boards *	42,423.00	42,423.00	.00	.00	42,423.00
2307	** Clerk Of The Circuit Court *	153,374.00	153,374.00	12,892.23	92,884.69	60,489.31
2308	** DMV License Agent *	18,000.00	18,000.00	1,266.48	11,481.15	6,518.85
2404	**GRANT FUNDS**	113,639.00	199,839.00	6,324.48	173,064.56	26,774.44
3301	**GRANT FUNDS**	20,000.00	20,000.00	.00	3,370.30	16,629.70
--FUND TOTAL--		14,253,652.00	14,341,290.00	443,702.03	9,302,016.65	5,039,273.35
FUND # -150						
1501	INTEREST-STATE	30.00	30.00	.00	31.42	1.42
2402	ASSET FORFEITURE REVENUE (STATE)	25,000.00	25,000.00	1,124.80	5,955.30	19,044.70
4106	** Carryover Balance **	29,970.00	29,970.00	.00	.00	29,970.00
--FUND TOTAL--		55,000.00	55,000.00	1,124.80	5,986.72	49,013.28

FUND # -170

ACCT#

DESCRIPTION BUDGET AMOUNT APPR. AMOUNT CURRENT AMOUNT Y-T-D AMOUNT BALANCE UNCOLLECTED

HEALTH INSURANCE CONTRIBUTIONS 2,215,500.00 2,215,500.00 61,419.17 1,206,265.18 1,009,234.82 45.55

DENTAL INSURANCE CONTRIBUTIONS 122,430.00 122,430.00 3,384.90 62,402.65 60,027.35 49.02

--FUND TOTAL-- 2,337,930.00 2,337,930.00 64,804.07 1,268,667.83 1,069,262.17 45.73

FUND # -201

Miscellaneous Revenue * 1899 3,688.11 3,688.11 3,688.11 3,688.11 100.00-

Welfare * 2401 66,580.86 183,131.00 35,758.02 249,711.86 66,580.86- 36.35-

Social Services * 3305 432,438.43 856,100.00 63,265.30 423,661.57 432,438.43 50.51

Fund Transfers * 4105 229,958.86 345,730.00 .00 115,771.14 229,958.86 66.51

--FUND TOTAL-- 1,384,961.00 1,384,961.00 99,023.32 792,832.68 592,128.32 42.75

FUND # -205

Expenditure Refunds * 1803 90,703.59 90,703.59 90,703.59 90,703.59 100.00-

Miscellaneous Revenue * 1899 99,768.25 145,199.00 1,759.11 45,430.75 99,768.25 68.71

State Education * 2402 4,423,158.37 9,282,731.00 759,006.98 4,859,572.63 4,423,158.37 47.64

State Education * 2403 5,000.00 10,000.00 .00 5,000.00 5,000.00 50.00

State Education * 2404 1,816.55 282.40 282.40 1,816.55 100.00-

Education * 3302 803,297.32 1,577,529.36 57,130.77 774,232.04 803,297.32 50.92

Fund Transfers * 4105 2,492,671.21 3,905,419.00 .00 1,412,747.79 2,492,671.21 63.82

--FUND TOTAL-- 7,731,375.01 14,920,878.36 840,719.09 7,189,503.35 7,731,375.01 51.81

FUND # -207

INTEREST ON BANK DEPOSITS * 1501 1,882.78 1,882.78 1,882.78 1,882.78 100.00-

MISC REVENUE ** 1899 182,333.66 185,896.00 .00 3,562.34 182,333.66 98.08

LOCAL CONTRIBUTIONS ** 1901 150,587.28 418,000.00 .00 267,412.72 150,587.28 36.02

STATE FUNDS ** 2404 374,756.86 597,415.00 74,219.38 222,658.14 374,756.86 62.72

--FUND TOTAL-- 705,795.02 1,201,311.00 74,219.38 495,515.98 705,795.02 58.75

FUND # -302

Fund Transfers * 4105 66,000.00 66,000.00 .00 .00 66,000.00 100.00

--FUND TOTAL-- 66,000.00 66,000.00 .00 .00 66,000.00 100.00

FUND # -401

INTEREST** 1501 11,661.95 24,000.00 .00 12,338.05 11,661.95 48.59

MISC REVENUE 1899 38,701.74 371,475.00 .00 38,701.74 38,701.74 100.00-

PROCEEDS FROM INDEBTEDNESS 4104 371,475.00 371,475.00 .00 .00 371,475.00 100.00

Transfers ** 4105 823,385.51 2,697,146.00 2,697,146.00 1,873,760.49 823,385.51 30.52

--FUND TOTAL-- 1,167,820.72 3,092,621.00 3,092,621.00 1,924,800.28 1,167,820.72 37.76

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
FUND # -500						
1899	*MISCELLANEOUS REVENUE*	.00	.00	566.00	566.00	566.00- 100.00-
2404	*REVENUE FROM STATE*	500,000.00	500,000.00	627.28	100,422.46	399,577.54 79.91
4105	*TRANSFERS*	250,000.00	250,000.00	.00	125,000.00	125,000.00 50.00
	--FUND TOTAL--	750,000.00	750,000.00	1,193.28	225,988.46	524,011.54 69.86
FUND # -501						
1501	**INTEREST REVENUE**	1,000.00	1,000.00	.00	.00	1,000.00 100.00
1619	**CHARGES & FEES**	405,000.00	405,000.00	31,813.34	241,645.20	163,354.80 40.33
1620	SEWER LATE PAYMENT PENALTY	7,500.00	7,500.00	542.90	3,264.61	4,235.39 56.47
1630	**ADMIN FEES/CHARGES**	16,000.00	16,000.00	1,542.00	9,878.89	6,121.11 38.25
1803	MISCELLANEOUS	.00	.00	.00	1,531.80	1,531.80- 100.00-
	--FUND TOTAL--	429,500.00	429,500.00	33,898.24	256,320.50	173,179.50 40.32
FUND # -515						
1501	INTEREST SEWER RESERVE	.00	.00	.00	791.72	791.72- 100.00-
	--FUND TOTAL--	.00	.00	.00	791.72	791.72- 100.00-
FUND # -540						
1501	INTEREST WATER RESERVE	.00	.00	.00	115.51	115.51- 100.00-
	--FUND TOTAL--	.00	.00	.00	115.51	115.51- 100.00-
FUND # -545						
1200	DSR PAYMENTS (FR UTILITY FUND)	.00	.00	.00	3,540.00	3,540.00- 100.00-
1501	INTEREST	.00	.00	.00	4.66	4.66- 100.00-
	--FUND TOTAL--	.00	.00	.00	3,544.66	3,544.66- 100.00-
FUND # -550						
1200	DSR PAYMENTS	.00	.00	.00	10,224.00	10,224.00- 100.00-
1501	**INTEREST REVENUE**	.00	.00	.00	23.42	23.42- 100.00-
	--FUND TOTAL--	.00	.00	.00	10,247.42	10,247.42- 100.00-
FUND # -580						
1501	INTEREST REVENUE	.00	.00	1.27	7.78	7.78- 100.00-
	--FUND TOTAL--	.00	.00	1.27	7.78	7.78- 100.00-

2/07/2018	*GL060AA*	CUMBERLAND CO REVENUE SUMMARY 7/01/2017 - 2/07/2018	TIME	14:24	PAGE	5
ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
FUND #-715						
1899	Rent of General Property	44,000.00	44,000.00	6,750.00	32,400.00	11,600.00 26.36
4105	Transfer from General Fund	82,314.00	82,314.00	.00	82,314.00	.00 .00
	--FUND TOTAL--	126,314.00	126,314.00	6,750.00	114,714.00	11,600.00 9.18
FUND #-733						
1899	* Miscellaneous Revenue *	20,000.00	20,000.00	2,802.78	12,729.74	7,270.26 36.35
3305	*FEDERAL FUNDS*	3,500.00	3,500.00	.00	.00	3,500.00 100.00
	--FUND TOTAL--	23,500.00	23,500.00	2,802.78	12,729.74	10,770.26 45.83
	--FINAL TOTAL--	38,536,923.00	38,729,305.36	1,568,238.26	21,603,783.28	17,125,522.08 44.21

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
11010	* Board of Supervisors *	46,357.00	46,357.00	3,827.81	27,294.31	.00	19,062.69	41.12
12100	* County Administrator *	293,883.00	293,883.00	24,945.51	167,087.79	.00	126,795.21	43.14
12210	* Legal Services *	2,500.00	2,500.00	2,294.00	13,058.00	.00	10,558.00	422.32-
12240	* Independent Auditor *	36,000.00	36,000.00	32,500.00	33,686.69	.00	2,313.31	6.42
12310	* Commissioner of Revenue *	244,927.00	244,927.00	22,380.65	146,751.06	.00	98,175.94	40.08
12320	* Assessor *	72,000.00	72,000.00	.00	.00	.00	72,000.00	100.00-
12340	* License Bureau *	.00	.00	.00	224.97	.00	224.97	100.00-
12410	* Treasurer *	291,933.00	291,933.00	23,416.36	164,019.77	.00	127,913.23	43.81
12430	* Accounting *	167,228.00	167,228.00	12,317.81	87,700.78	.00	79,527.22	47.55
12510	* Data Processing *	297,350.00	297,350.00	18,657.45	130,418.06	.00	166,931.94	56.13
13100	* Electoral Board *	25,076.00	25,076.00	59,578.10	70,745.21	.00	45,669.21-	182.12-
13200	* Registrar *	92,869.00	92,869.00	7,029.56	50,617.88	.00	42,251.12	45.49
21100	* Circuit Court *	14,810.00	14,810.00	.00	542.00	.00	14,268.00	96.34
21200	* General District Court *	10,700.00	10,700.00	34.64	3,425.86	.00	7,274.14	67.98
21300	* Magistrate *	1,125.00	1,125.00	.00	86.48	.00	1,038.52	92.31
21600	* Clerk of Circuit Court *	221,249.00	221,249.00	16,700.70	129,827.16	.00	91,421.84	41.32
21800	* Law Library *	1,200.00	1,200.00	.00	316.31	.00	883.69	73.64
21910	* Victim and Witness Assistance *	61,639.00	61,639.00	394.95	4,666.02	.00	56,972.98	92.43
22100	* Commonwealth's Attorney *	216,384.00	216,384.00	18,135.22	125,282.13	.00	91,101.87	42.10
31200	* Sheriff *	1,595,104.00	1,681,304.00	127,942.88	1,112,661.73	.00	568,642.27	33.82
31250	* School Resource Officer *	65,290.00	65,290.00	5,438.24	38,127.86	.00	27,162.14	41.60
31400	* E911 *	28,600.00	28,600.00	223.90	2,245.86	.00	26,354.14	92.14
32221	*Cumberland Vol. FIRE DEPT*	39,500.00	39,500.00	.00	19,750.00	.00	19,750.00	50.00
32222	*Cartersville Volun.*	.00	.00	.00	19,750.00	.00	19,750.00	50.00
32301	*Cumberland Vol. Rescue Squad*	.00	.00	.00	42,227.22	.00	42,227.22-	100.00-
32302	*Prince Edward Vol. Rescue Squad*	9,500.00	9,500.00	.00	4,750.00	.00	4,750.00	50.00
32303	*Randolph Fire Dept.*	39,500.00	39,500.00	.00	19,750.00	.00	19,750.00	50.00
32304	*Cartersville Vol. Rescue Squad*	37,970.00	37,970.00	.00	28,955.48	.00	9,014.52	23.74
32306	*Chesterfield Med-Flight Program*	300.00	300.00	.00	300.00	.00	.00	.00
32400	* Forestry Service *	8,705.00	8,705.00	.00	8,705.34	.00	.34-	.00
32500	* CUMBERLAND FIRE & EMS *	474,530.00	474,530.00	79,798.72	221,917.50	.00	252,612.50	53.23
33000	* Probation Office *	950.00	950.00	30.68	412.29	.00	537.71	56.60
33400	* Correction & Detention *	275,000.00	275,000.00	.00	149,440.61	.00	125,559.39	45.65
34100	* Building Inspections *	137,280.00	137,280.00	11,227.00	80,221.25	.00	57,058.75	41.56
35100	* Animal Control *	124,180.00	124,180.00	9,193.45	64,070.21	.00	60,109.79	48.40
35300	* Medical Examiner *	.00	.00	.00	60.00	.00	60.00-	100.00-
42400	* Refuse Disposal *	648,263.00	648,263.00	45,726.05	287,418.95	.00	360,844.05	55.66
43200	* General Properties *	728,504.00	728,504.00	63,151.20	380,179.52	.00	348,324.48	47.81
51200	* Supplement of Local Health Dept *	99,113.00	99,113.00	.00	63,409.71	.00	35,703.29	36.02
52500	* Chapter 10 Board - Crossroads *	34,000.00	34,000.00	.00	17,000.00	.00	17,000.00	50.00
61230	* CSA Management *	33,371.00	33,371.00	1,679.66	14,894.97	.00	18,476.03	55.36
68000	* Community Colleges *	8,000.00	8,000.00	.00	.00	.00	8,000.00	100.00
71500	* Recreation *	60,677.00	62,115.00	4,533.84	31,030.89	.00	31,084.11	50.04
73100	* Local Library *	115,450.00	115,450.00	.00	57,725.00	.00	57,725.00	50.00
81100	* Planning Commission *	9,950.00	9,950.00	.00	2,961.12	.00	6,988.88	70.24
81110	* Planning/Zoning Dept. *	70,240.00	70,240.00	4,824.02	38,871.88	.00	31,368.12	44.65
81200	* Community & Economic Developmnt *	17,052.00	17,052.00	.00	15,451.00	.00	1,601.00	9.38

2/07/2018

GL060AA

CUMBERLAND CO
EXPENDITURE SUMMARY
7/01/2017 - 2/07/2018

PAGE 7

TIME 14:24

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
81400	* Board of Zoning Appeals *	650.00	650.00	.00	.00	.00	650.00	100.00
81514	Transportation	10,590.00	10,590.00	.00	10,590.00	.00	.00	.00
81535	* Fairview Area Chamber of Commerce	1,500.00	1,500.00	.00	750.00	.00	750.00	50.00
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*	10,000.00	10,000.00	.00	5,000.00	.00	5,000.00	50.00
83500	* Extension Agents *	51,645.00	51,645.00	337.68	15,273.68	.00	36,371.32	70.42
83501	holiday lake 4-h educational center	2,500.00	2,500.00	.00	1,250.00	.00	1,250.00	50.00
90000	* NONDEPARTMENTAL *	24,400.00	24,400.00	5,254.47	7,573.69	.00	16,826.31	68.96
93100	**TRANSFERS**	7,346,609.00	7,346,609.00	.00	3,609,593.42	.00	3,737,015.58	50.86
	--FUND TOTAL--	14,253,653.00	14,341,291.00	601,574.55	7,532,069.66	.00	6,809,221.34	47.47

FUND #-150

22100 COMMONWEALTH'S ATTORNEY
31200 SHERIFF

		5,000.00	5,000.00	.00	.00	.00	5,000.00	100.00
		50,000.00	50,000.00	175.00	3,008.33	.00	46,991.67	93.98
	--FUND TOTAL--	55,000.00	55,000.00	175.00	3,008.33	.00	51,991.67	94.53

FUND #-170

62100 HEALTH INSURANCE
63100 DENTAL INSURANCE
64100 PATIENT CENTERED OUTCOME FEE (PCOR)

		2,187,030.00	2,187,030.00	275,195.83	1,580,545.00	.00	606,485.00	27.73
		138,600.00	138,600.00	9,599.96	72,270.96	.00	66,329.04	47.85
		12,300.00	12,300.00	.00	618.45	.00	11,681.55	94.97
	--FUND TOTAL--	2,337,930.00	2,337,930.00	284,795.79	1,653,434.41	.00	684,495.59	29.27

FUND #-201

53100 * Administration *

		1,384,961.00	1,384,961.00	108,563.44	802,372.80	.00	582,588.20	42.06
	--FUND TOTAL--	1,384,961.00	1,384,961.00	108,563.44	802,372.80	.00	582,588.20	42.06

FUND #-205

61100

		14,816,134.00	14,920,878.36	118,709.59	6,467,493.85	.00	8,453,384.51	56.65
	--FUND TOTAL--	14,816,134.00	14,920,878.36	118,709.59	6,467,493.85	.00	8,453,384.51	56.65

FUND #-207

61100 GOVERNOR'S SCHOOL EXPENDITURES

		1,201,311.00	1,201,311.00	.00	454,242.44	.00	747,068.56	62.18
	--FUND TOTAL--	1,201,311.00	1,201,311.00	.00	454,242.44	.00	747,068.56	62.18

FUND #-302

94327 * Sheriff's Office *

		66,000.00	66,000.00	.00	.00	.00	66,000.00	100.00
--	--	-----------	-----------	-----	-----	-----	-----------	--------

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING
	--FUND TOTAL--	66,000.00	66,000.00	.00	.00	.00	66,000.00	100.00
FUND #401								
67200	* Elementary School - Lit Loan *	216,667.00	216,667.00	.00	.00	.00	216,667.00	100.00
67400	* COFS97 Loan *	371,475.00	371,475.00	.00	372,225.00	.00	750.00	.20-
67500	* High/Middle School - VPSA Loan *	808,419.00	808,419.00	164,167.51	907,500.50	.00	99,081.50	12.25-
67600	* HS/MS-VPSA LOAN #2 *	.00	.00	322,491.25	808,419.51	.00	808,419.51	100.00-
67700	PUBLIC FACILITY NOTE 2009	389,751.00	389,751.00	14,201.83	317,876.01	.00	71,874.99	18.44
67800	* AMERESCO *	150,113.00	150,113.00	.00	150,113.00	.00	.00	.00
95600	* SunTrust Loan-HS/MS *	907,501.00	907,501.00	.00	.00	.00	907,501.00	100.00
95700	* Suntrust Loan - Courthouse *	248,695.00	248,695.00	13,456.32	248,568.57	.00	126.43	.05
	--FUND TOTAL--	3,092,621.00	3,092,621.00	514,316.91	2,804,702.59	.00	287,918.41	9.30
FUND #500								
53900		750,000.00	750,000.00	117,154.01	686,038.00	.00	63,962.00	8.52
	--FUND TOTAL--	750,000.00	750,000.00	117,154.01	686,038.00	.00	63,962.00	8.52
FUND #501								
94900	* SEWER FUND - Enterprise Fund *	272,054.00	272,054.00	28,824.43	186,454.11	.00	85,599.89	31.46
95900	* WATER FUND - ENTERPRISE FUND *	157,447.00	157,447.00	19,460.53	84,907.41	.00	72,539.59	46.07
	--FUND TOTAL--	429,501.00	429,501.00	48,284.96	271,361.52	.00	158,139.48	36.81
FUND #715								
81610	COMMUNITY CENTER PURCHASE	126,314.00	126,314.00	9,135.25	80,698.75	.00	45,615.25	36.11
81620	MADISON INDUSTRIAL PARK	.00	.00	.00	903.99	.00	903.99	100.00-
	--FUND TOTAL--	126,314.00	126,314.00	9,135.25	81,602.74	.00	44,711.26	35.39
FUND #733								
53010		23,500.00	23,500.00	400.00	11,066.90	.00	12,433.10	52.90
	--FUND TOTAL--	23,500.00	23,500.00	400.00	11,066.90	.00	12,433.10	52.90
	--FINAL TOTAL--	38,536,925.00	38,729,307.36	1,803,109.50	20,767,393.24	.00	17,961,914.12	46.37



CUMBERLAND COUNTY PUBLIC SCHOOLS

P. O. BOX 170
CUMBERLAND, VIRGINIA 23040
(804) 492-4212
FAX (804)492-9869

AMY GRIFFIN, Ed.D.
Division Superintendent

GINGER SANDERSON
School Board Chairman

EURIKA TYREE,
School Board Vice-Chairman

GEORGE LEE DOWDY III
School Board Member

CHRISTINE ROSS, PH.D.
School Board Member

GEORGE REID
School Board Member

February 12, 2018

TO: Board of Supervisors of Cumberland County

FROM: Amy W. Griffin, Ed.D.

SUBJECT: Appropriation for Additional Funding for the 2017-2018 School Year

On behalf of the Cumberland County School Board, we are requesting an appropriation in the amount of \$20,000 for an additional grant listed below:

- Teaching with Primary Sources 20,000.00

A copy of the grant award is attached.

If you have any questions or concerns, please feel free to give me a call.

SCHOOL BOARD
CUMBERLAND COUNTY PUBLIC SCHOOLS

SUBJECT:

Supplemental Appropriations

DATE:

February 12, 2018

Background:

The administration is requesting that the School Board petition the Cumberland County Board of Supervisors for the following supplemental appropriation:

- Teaching with Primary Sources 20,000.00

Recommendation:

It is recommended that the Superintendent petition the Cumberland County Board of Supervisors for the following appropriation:

- Teaching with Primary Sources 20,000.00

Action:

Approval

Bd02-12-18SA

From: Barbara Kirby
Sent: Tuesday, December 19, 2017 4:07 PM
To: 'Sheri Almond' <salmond@cucps.k12.va.us>
Cc: Chip Jones <cjones@cucps.k12.va.us>; Sue Wise <swise@waynesburg.edu>; Joshua Mundell <jmundell@waynesburg.edu>
Subject: RE: Cumberland County's Grant Application
Importance: High

 cid:image001.png@01D21286.84F01590

Congratulations Sheri!

The Cumberland County Public Schools Teaching with Primary Sources Eastern Region grant proposal is funded for \$ 20,000. For your information, the proposal-scoring rubric is attached.

We look forward to working with you, the TPS Northern Virginia Partnership, and your other partners to make *Developing Project-based Assessments with Primary Sources* a successful, sustainable project for Virginia educators. A formal funding agreement will **emailed to Dr. Donald Jones** for signature. Once executed, please scan and email back to me.

The agreement will be in effect from **January 1, 2018 through December 31, 2018**. The first quantitative report is due April 1 and a final narrative report will be due before January 30, 2019 (30-post closure date).

Links to project implementation forms can be accessed online here: <http://tps.waynesburg.edu/formats-and-examples>.

To review the grant guidelines and reporting requirements, we convene a brief (15 minute) **web conference** to review the process and answer any questions you may have. Please let **Sue Wise** know what times/dates you would be available in the new year.

We very much look forward to working together on this project. Please let me know if you have any questions or concerns. Best wishes for a wonderful Holiday Season.

Sincerely yours,

Barbara Kirby

Director | Teaching with Primary Sources Eastern Region

Waynesburg University



DATE: February 6, 2018
TO: Cumberland County Board of Supervisors
FROM: Nicci Edmondston
RE: February 13, 2018 Board Agenda Item
Appropriation Request

Recommendation

Request for appropriation from 3-500-001899-0013 CSA Fund Miscellaneous Income to 4-500-053900-3841 CSA Fund Expenditures in the amount of \$180.00.

3-500-001899-0013 \$180.00-
4-500-053900-3841 \$180.00+

Information

This request is submitted as funds have been received through our Treasurer's Office as a result of a refund of services from The Faison Center.



DATE: February 6, 2018
TO: Cumberland County Board of Supervisors
FROM: Nicci Edmondston
RE: February 13, 2018 Board Agenda Item
Appropriation Request

Recommendation

Request for appropriation from 3-500-001899-0013 CSA Fund Miscellaneous Income to 4-500-053900-3841 CSA Fund Expenditures in the amount of \$386.00.

3-500-001899-0013 \$386.00-
4-500-053900-3841 \$386.00+

Information

This request is submitted as funds have been received through our Treasurer's Office as a result of a refund of services from The Faison Center.



DATE: February 6, 2018
TO: Cumberland County Board of Supervisors
FROM: Nicci Edmondston
RE: February 13, 2018 Board Agenda Item
Appropriation Request

Recommendation

Request for appropriation from 3-100-001613-0024 Recreation – Youth League Basketball Revenue to 4-100-071500-8094 Youth League – Basketball Expenditures in the amount of \$592.00.

3-100-001613-0024 \$592.00-
4-100-071500-8094 \$592.00+

Information

This request is submitted as funds have been received through our Treasurer’s Office as a result of fundraising activities by the youth league.

Request For Appropriation

Department: Recreation Department

Code: 71500

Appropriate from:

Code	Item	Amount
3-100-001613-0024	Youth League - Basketball	\$592.00

Appropriate to:

Code	Item	Amount
4-100-071500-8094	Youth League - Basketball	\$592.00

Reason for Request:

Youth photo funds to be moved to Recreation Department expenditures.



Signature

2/6/18

Date

Approved:

Board of Supervisors

Date



DATE: February 6, 2018
TO: Cumberland County Board of Supervisors
FROM: Nicci Edmondston
RE: February 13, 2018 Board Agenda Item
Appropriation Request

Recommendation

Request for appropriation from 3-205-004105-0001 Transfer from General Fund to 4-100-093100-9201 Transfer to School Fund in the amount of \$6,418.35.

3-205-004105-0001 \$6,418.35-
4-100-093100-9201 \$6,418.35+

Information

This request is submitted as funds have been received through our Treasurer's Office as a result of Surplus Auction on November 4, 2017.



DATE: February 6, 2018
TO: Cumberland County Board of Supervisors
FROM: Nicci Edmondston
RE: February 13, 2018 Board Agenda Item
Appropriation Request

Recommendation

Request for appropriation from 3-100-001502-0006 Sale of Surplus \$9,545.85 to 4-205-061100-9301 School Instruction \$6,418.35 and 4-100-031200-6010 Police Supplies \$3,127.50.

3-100-001502-0006	\$9,545.85-
4-205-061100-9301	\$6,418.35+
4-100-031200-6010	\$3,127.50+

Information

This request is submitted as funds have been received through our Treasurer's Office as a result of Surplus Auction on November 4, 2017.

Mr. Chairman, I move that the Cumberland County Board of Supervisors adopt the resolution provided and that each member certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Cumberland County Board of Supervisors, and (iii) no action was taken in closed session regarding the items discussed.

The Board returned to regular session on a motion by the Chairman.

A motion was made by Supervisor _____ adopted by the following vote:

Mr. Osl -
Mr. Banks -
Mr. Ingle -
Mr. Meinhard -
Mr. Wheeler -

that the following Certification of a Closed Meeting be adopted in accordance with The Virginia Freedom of Information Act:

WHEREAS, the Board of Supervisors of Cumberland County has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Cumberland County hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of Cumberland County.

No action was taken regarding the items discussed.

Collection Rates - As of January 31, 2018

Real Estate:

	Current Collection %	Prior Year %	Change
Tax Year - 2016	96.36%	96.17%	+0.19%
Tax Year - 2017	93.58%	93.26%	+0.32%

Personal Property:

	Current Collection %	Prior Year %	Change
Tax Year - 2016	96.51%	97.18%	- 0.67%
Tax Year - 2017	83.73%	84.04%	-0.31%

Treasurer's Office

Outstanding Collections Report

January 31, 2018

Real Estate

	<u>As of 12/31/17</u>	<u>As of 01/31/18</u>	<u>Change</u>	<u>% Collected</u>	<u>Abatements/ Exonerations</u>
2000-2005	\$ 5,638.67	\$ 5,638.67			
2006	4,010.62	4,010.62			
2007	6,347.46	6,257.29	\$ 90.17	1.42%	
2008	8,299.15	8,240.86	\$ 58.26	0.70%	
2009	10,808.86	10,706.54	102.32	0.96%	
2010	21,131.07	20,774.30	356.77	1.68%	
2011	38,564.27	37,747.95	816.32	2.11%	
2012	64,917.01	63,540.44	1,376.57	2.12%	
2013	97,147.89	94,989.19	2,158.70	2.22%	
2014	114,271.91	111,783.05	2,488.86	2.18%	
2015	152,564.29	144,818.51	7,745.78	5.07%	
2016	223,204.18	214,125.42	9,078.76	4.06%	
2017	409,049.22	378,988.72	30,060.50	7.35%	
Total	\$ 1,155,954.60	\$ 1,101,621.56	\$ 54,333.01		

Personal Property

	<u>As of 12/31/17</u>	<u>As of 01/31/18</u>	<u>Change</u>	<u>% Collected</u>	<u>Abatements/ Exonerations</u>
2013	28,771.64	28,487.90	\$ 283.74	0.98%	42.04
2014	33,498.24	33,249.99	248.25	0.74%	80.85
2015	45,795.62	44,795.77	999.85	2.18%	528.61
2016	111,950.75	107,991.12	3,959.63	3.54%	321.18
2017	555,990.43	517,018.78	38,971.65	7.01%	3557.00
Total	\$ 804,001.42	\$ 731,543.56	\$ 44,463.12		

GL070
* TREASURER'S ACCOUNTABILITY *

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
100-0000					
100-0105	CASH IN OFFICE	1,000.00			1,000.00
100-0115	C&F BANK - CHECKING	825,000.00	2,109,365.71		825,000.00
100-0120	C&F BANK - INVESTMENT ACCT	1,616,354.81	1,135.56	275,208.84	1,342,281.53
100-0121	C&F BANK - SAVINGS ACCT	128,211.53	4,519.10		132,730.63
100-0122	ESSEX BANK-IPR ACCOUNT	14,066.41	1.16		14,067.57
100-0124	ESSEX BANK - CD	1,400,000.00			1,400,000.00
100-0125	C&F BANK-FAF(JUSTICE)	15,603.52	3.11		15,606.63
100-0128	NEW HORIZON BANK-MONEY MKT				
100-0131	FIRST BANK	707,221.94	802.22		708,024.16
100-0135	VIRGINIA INVESTMENT POOL	500,180.72	571.10		500,751.82
100-0137	LOCAL GOV INVESTMENT POOL	1,306,995.96	1,483.14		1,308,479.10
100-0141	FIRST BANK/SEWER RESERVE	125,468.42	142.32		125,610.74
100-0142	FIRST BANK/WATER RESERVE	18,305.93	20.77		18,326.70
100-0143	C&F BANK/ASSET FORFEITURE (SAF)	64,837.26	1,762.88		66,600.14
100-0144	VA INVESTMENT POOL-IDA-OES DSR	83,916.07		89,098.25	83,916.07
100-0145	C&F BANK-GOVERNOR'S SCHOOL FUND	555,951.33	120,100.59		586,953.67
100-0146	C&F BANK-WATERLINE EXT DSR ACCT	14,176.37	2.54		14,178.91
100-0155	RETURNED CHECKS	649.54			649.54
100-0160	E&S CONTROL BOND ESCROW-ESSEX BANK	293,096.78	84.31		293,181.09
	ASSETS	7,671,036.59	2,239,994.51	2,473,672.80	7,437,358.30
	TOTAL ASSETS	7,671,036.59	2,239,994.51	2,473,672.80	7,437,358.30

300-0000	**REVENUE FUND BALANCES**				
300-0100	GENERAL FUND BALANCE	6,722,117.74	775,468.85	488,397.67	6,435,046.56
300-0120	ECONOMIC DEVELOPMENT FUND	38,871.00			38,871.00
300-0150	ASSET FORFEITURE FUND BALANCE	77,607.45		1,765.99	79,373.44
300-0170	HEALTH INSURANCE FUND	356,073.00	280,864.63	354,521.53	282,416.10
300-0201	SOCIAL SERVICES FUND BALANCE		117,582.35	117,582.35	
300-0204	SCHOOL CONTINGENCY FUND				
300-0205	SCHOOL FUND BALANCE	1,155,237.67	120,100.59	1,155,237.67	
300-0207	GOVERNOR'S SCHOOL FUND (GSSV)	89,098.25		120,100.59	586,953.67
300-0302	CAPITAL PROJECTS FUND BALANCE	555,951.33			
300-0401	DEBT SERVICE FUND			14,201.83	
300-0500	COMPREHENSIVE SERVICES ACT	27,619.49			54,635.90
300-0501	UTILITY FUND (WATER/SEWER)	23,493.49	82,925.39	670.00	17,567.40
300-0515	SEWER RESERVE FUND (DSR)	125,468.42	34,546.35	40,472.44	125,610.74
300-0540	WATER RESERVE FUND	18,305.93		142.32	18,326.70
300-0545	WATERLINE EXT DSR FUND	14,176.37		20.77	14,178.91
300-0550	IDA OES RD DSR FUND	83,916.07		2.54	83,916.07
300-0580	IPR FUND BALANCE	14,066.41		1.16	14,067.57
300-0715	IDA FUND BALANCE	40,291.96	9,170.45	4,375.00	35,496.51
300-0733	SPECIAL WELFARE FUND BALANCE	13,406.75	3,311.63	3,385.89	13,481.01
	REVENUE FUND BALANCES	7,352,232.43	2,562,407.40	2,300,877.75	7,090,702.78
	TOTAL PRIOR YR FUND BALANCE	7,352,232.43	2,562,407.40	2,300,877.75	7,090,702.78

TOTAL REVENUE
TOTAL EXPENDITURE
TOTAL CURRENT FUND BALANCE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0000	**OTHER FUND BALANCES**				
400-0105	OVERPAYMENTS	1,699.90-	1,925.98	979.13-	753.05-
400-0110	PREPAID TAXES	20,437.14-	891.18	29,619.52-	49,165.48-
400-0140	COMMONWEALTH DEBIT ACCOUNT	17.66	1,438.10	1,423.66-	32.10
400-0150	COMMONWEALTH CREDIT ACCOUNT	90.00-	5,411.38	5,411.38-	90.00-
400-0160	EROSION & SED CONTROL BOND ESCROW	293,096.78-		84.31-	293,181.09-
400-0210	COMMONWEALTH FUNDS PAID IN ERROR				
400-0216	ATTORNEY FEES	3,498.00-			3,498.00-
	OTHER FUND BALANCES	318,804.16-	9,666.64	37,518.00-	346,655.52-
		318,804.16-	9,666.64	37,518.00-	346,655.52-
500-0000	**UNCOLLECTED TAXES**				
500-0010	PUBLIC SERVICE CORP. TAXES PP/RE	4.13-			4.13-
500-0076	UNCOLLECTED 2017 REAL ESTATE TAX	467,360.81	14,061.42	72,373.01-	409,049.22
500-0077	UNCOLLECTED 2016 REAL ESTATE TAX	227,626.35	121.68	4,543.85-	223,204.18
500-0078	UNCOLLECTED 2015 REAL ESTATE TAX	156,447.51		3,883.22-	152,564.29
500-0079	UNCOLLECTED 2014 REAL ESTATE TAX	115,992.01		1,720.10-	114,271.91
500-0080	UNCOLLECTED 2013 REAL ESTATE TAXES	97,717.30		569.41-	97,147.89
500-0081	UNCOLLECTED 2012 REAL ESTATE TAXES	65,140.03		223.02-	64,917.01
500-0082	UNCOLLECTED 2011 REAL ESTATE TAXES	38,619.71		55.44-	38,564.27
500-0083	UNCOLLECTED 2010 REAL ESTATE TAXES	21,466.66		335.59-	21,131.07
500-0084	UNCOLLECTED 2009 REAL ESTATE TAXES	10,922.18		113.32-	10,808.86
500-0085	UNCOLLECTED 2008 REAL ESTATE TAXES	8,322.75		23.60-	8,299.15
500-0086	UNCOLLECTED 2007 REAL ESTATE TAXES	6,400.16		52.70-	6,347.46
500-0087	UNCOLLECTED 2006 REAL ESTATE TAXES	4,010.62			4,010.62
500-0150	UNCOLLECTED 2005/2000 REAL ESTATE	5,638.67			5,638.67
500-0156	2012 VEHICLE LICENSE TAX	5,240.97			5,240.97
500-0157	2013 VEHICLE LICENSE TAX	5,952.04		.86-	5,951.18
500-0158	2014 VEHICLE LICENSE TAX	7,216.07		23.00-	7,193.07
500-0159	2015 VEHICLE LICENSE TAX	10,306.53		201.97-	10,104.56
500-0160	2016 VEHICLE LICENSE TAX	23,090.12		1,096.61-	21,993.51
500-0161	2017 VEHICLE LICENSE TAX	97,398.08	161.00	12,468.33-	85,090.75
500-0175	UNCOLL. 2012 PERSONAL PROPERTY TAX	27,994.74			27,994.74
500-0176	UNCOLL. 2013 PERSONAL PROPERTY TAX	28,959.07		187.43-	28,771.64
500-0177	UNCOLL. 2014 PERSONAL PROPERTY TAX	33,985.64		487.40-	33,498.24
500-0178	UNCOLL. 2015 PERSONAL PROPERTY TAX	46,763.71		968.09-	45,795.62
500-0179	UNCOLL. 2016 PERSONAL PROPERTY TAX	118,360.57	73.60	6,483.42-	111,950.75
500-0180	UNCOLL. 2017 PERSONAL PROPERTY TAX	667,367.02	1,229.13	112,605.72-	555,990.43
500-0200	RESERVE UNCOLLECTED COUNTY TAXES	2,298,295.19-	218,182.62	15,413.36-	2,095,525.93-
500-0400	UNCOLL MISC FEES	3,327.57			3,327.57
500-0401	RESERVE-MISC FEES	3,327.57-			3,327.57-
500-0800	UNCOLLECTED WATER CHARGES	16,886.13	9,425.94	8,568.48-	17,743.59
500-0810	RESERVE UNCOLLECTED WATER CHARGES	16,886.13-	8,568.48	9,425.94-	17,743.59-
500-0900	UNCOLLECTED SEWER CHARGES	24,418.25	24,182.41	31,398.48-	17,202.18
500-0910	RESERVE UNCOLLECTED SEWER CHARGES	24,418.25-	31,398.48	24,182.41-	17,202.18-
500-1010	UNCOLLECTED 2010 ROLLBACK TAX				
500-1011	UNCOLLECTED 2011 ROLLBACK TAX				

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
500-1012	UNCOLLECTED 2012 ROLLBACK TAX	36.92		36.92	
500-1013	UNCOLLECTED 2013 ROLLBACK TAX	34.48		34.48	
500-1014	UNCOLLECTED 2014 ROLLBACK TAX	29.33		29.33	
500-1015	UNCOLLECTED 2015 ROLLBACK TAX	27.09		27.09	
500-1016	UNCOLLECTED 2016 ROLLBACK TAX	26.19		26.19	
500-1017	UNCOLLECTED 2017 ROLLBACK TAX	23.63		23.63	
500-1099	RESERVE-UNCOLLECTED ROLLBACK TAXES	177.64	177.64		
	UNCOLLECTED TAXES	177.64	177.64	307,582.40	307,582.40
510-2010	COMMONWEALTH REIMB-PPTRA				871,723.72
510-2011	COMMONWEALTH REIMB-2010				871,735.92
510-2012	COMMONWEALTH REIMB-2011				871,848.22
510-2013	COMMONWEALTH REIMB-2012	871,723.72			
510-2014	COMMONWEALTH REIMB-2013	871,735.92			
510-2015	COMMONWEALTH REIMB-2014	871,848.22			
510-2016	COMMONWEALTH REIMB-2015	868,174.28		12.18	
510-2017	COMMONWEALTH REIMB-2016	870,885.33	53.53		
510-9999	COMMONWEALTH REIMB. 2017	880,954.98	714.77		
	ESTIMATED COMMONWEALTH RESERVE	5,235,322.45	431.46		
	COMMONWEALTH REIMB-PPTRA		1,199.76		
			308,782.16	308,782.16	
600-0000	**STATE ACCOUNTS**				
600-0173	UNCOLL. STATE INCOME TAX-2016				
600-0174	UNCOLL. STATE INCOME TAX-2017				
600-0185	ESTIMATED STATE INCOME TAX-2017	23,910.00		5,011.00	28,921.00
600-0186	ESTIMATED STATE INCOME TAX-2018				
600-0190	RESERVE UNCOLLECTED STATE TAXES	23,910.00	5,011.00		
	STATE ACCOUNTS	23,910.00	5,011.00	5,011.00	28,921.00
700-0000	**DEBT FUNDS**				
700-0151	CERT OF PARTICIPATION -ELEM 97				
700-0221	LITERARY LOAN - ELEMENTARY SCHOOL	1,666,666.60			1,666,666.60
700-0222	HIGH SCH/MIDDLE SCH-SUNTRUST LOAN				
700-0223	VPSA-HS/MS LOAN #2	14,865,000.00			14,865,000.00
700-0226	SEWER LOAN - FARMERS HOME ADM	1,277,842.59			1,277,842.59
700-0227	WATERLINE EXT LOAN-USDA	886,819.41			886,819.41
700-0231	COURTHOUSE LOAN-SUNTRUST	1,176,000.00			1,176,000.00
700-0236	PUBLIC FACILITIES NOTE-2009	3,520,000.00			3,520,000.00
700-0237	VPSA-HS/MS LOAN #1	6,532,196.00			6,532,196.00
700-0239	IDA RD LOAN-OES PROPERTY	1,835,798.71			1,835,798.71
700-0240	AMERESCO LOAN	758,237.00			758,237.00
700-0250	RESERVE DEBT FUNDS	32,518,560.31			32,518,560.31
	DEBT FUNDS	32,518,560.31		5,011.00	32,518,560.31

Transactions for DMV Select

January 2018

	# Transactions	Total \$	# Helped	# Transactions	Total \$	# Helped
1				17		
2				18		
3	76	\$5,295.72	17	25	\$963.79	8
4	19	\$1,467.25	6			
5	22	\$1,701.80	6			
6				22	\$1,708.57	6
7				23	\$1,682.54	7
8	26	\$1,144.70	10	34	\$1,782.75	8
9	19	\$644.37	9	58	\$1,699.86	7
10	18	\$777.22	10	33	\$1,588.43	13
11	25	\$1,807.00	9			
12				28		
13				29	\$3,515.87	9
14				30	\$4,747.99	5
15				31	\$2,370.70	9
16	46	\$1,465.67	10	642	\$34,364.23	149

CUMBERLAND COUNTY

**BUILDING INSPECTIONS
DEPARTMENT**



**JANUARY
2018**

**MONTHLY
REPORT**

COUNTY of CUMBERLAND VIRGINIA

FOUNDED • 1749

Building Official's Office

Leland H. Leeds
Building Official
lleeds@cumberlandcounty.virginia.gov

Mackenzie Tate
Building Coordinator
mtate@cumberlandcounty.virginia.gov

P.O. Box 110
1 Courthouse Circle
Cumberland, VA 23040
(804) 492-9114 Phone

January	Current Month 2017	YTD 2017	Current Month 2018	YTD 2018
Singlewides	0	0	0	0
Doublewides	1	1	4	4
Modular	0	0	1	1
New Homes	0	0	4	4
Ag & Exempt	0	0	0	0
Garages & Carports	2	2	2	2
Additions & Remodels	3	3	1	1
Misc	10	10	10	10
Commercial	0	0	5	5
Totals	16	16	27	27

Total Fees Collected	\$1,503.81	\$1,503.81	\$21,999.36	\$21,999.36
E-911 Fees Collected	\$12.00	\$12.00	\$108.00	\$108.00
Zoning Fees Collected	\$30.00	\$30.00	\$100.00	\$100.00
S & E Fees Collected	\$100.00	\$100.00	\$800.00	\$800.00
Total Estimated Value	\$195,803.00	\$195,803.00	\$5,247,911.00	\$5,247,911.00
Admin. Fees	\$0.00	\$0.00	\$0.00	\$0.00
CO's Issued	4	4	4	4



www.cumberlandcounty.virginia.gov