



## CUMBERLAND COUNTY BOARD OF SUPERVISORS

Regular Monthly Meeting  
Circuit Courtroom, Cumberland Courthouse  
17 Courthouse Circle, Cumberland, VA

### **Amended Agenda**

**February 11, 2025**

**6:00 p.m.**

**6:00 p.m. –**

**1. Adjourn into Closed Meeting**

**Motion**

Subject Matter: Contract Negotiations

Exemption: Pursuant to VA. Code § 2.2-3711.A.8: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

**2. Reconvene in Open Meeting**

**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, (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, and (iii) no action was taken in closed meeting.”

**3. Adjourn until 7:00 p.m**

**Motion**

**7:00 p.m. –**

**4. Call to Order**

**5. Roll Call of Members**

**6. Welcome and Pledge of Allegiance**

**7. County Administrator Comments**

**8. Approval of Agenda**

**Motion**

For questions or information, please contact [info@cumberlandcounty.virginia.gov](mailto:info@cumberlandcounty.virginia.gov) or call 804-492-3800.

**9. Public Comment – Agenda Items Only**

**10. State & Local Departments/Agencies/Community Service Provider Reports**

- a. Cumberland County Public Schools **Information**
- b. VDOT **Information**
- c. Finance Report **Information**
  - i. Monthly Budget Report (pg. 1-10) **Motion**
  - ii. Appropriation for CuCPS (pg. 11-14) **Motion**
  - iii. Appropriation for Circuit Court Clerk (pg. 15-19) **Motion**
  - iv. Appropriation for Volunteer Fire Department **Motion**
- d. Planning and Zoning Report **Information**
  - i. Planning Project Updates **Information**
- e. County Attorney’s Report

**11. Consent Agenda**

**Motion**

- a. Approval of Bills
- b. Approval of Minutes (January 14, 2025, January 23, 2025 and February 4, 2025) (pg. 20-59)

**12. Old Business**

**13. New Business**

- a. Courthouse Renovation & Addition Process (pg. 60-180) **Motion**

**14. Public Hearings**

**15. Additional Information – (pg. 181-190)**

- a. Treasurer’s Report
- b. DMV Report
- c. Monthly Building Inspections Report
- d. Monthly Business License Report – N/A
- e. Commonwealth Regional Council Report
- f. Approved Planning Commission meeting minutes – N/A
- g. Approved Economic Development Authority minutes – November 19, 2024
- h. Approved BZA minutes – N/A

**16. Public Comment**

**17. Chairman and Board Member Comments**

**18. Adjourn –**



**DATE:** February 11, 2025

**TO:** Cumberland County Board of Supervisors  
Mr. Derek Stamey, County Administrator

**FROM:** Jennifer Crews, Assistant County Administrator for  
Finance and Administration

**RE:** Monthly Budget Reports for January 2025

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**Summary of Information**

The year-to-date budget reports for revenues and expenditures are presented on the following pages.

**Board Action Requested**

No Board action requested, for information only.

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

## Monthly Financial Report To Council For January 2025

	Estimated 2024/2025 Budget to Date -----	Actual 2024/2025 Budget to Date -----	(Over) or Under Budget to Date -----
Revenue			
Balance Forward		10,111,136.98	
Fund Revenue	56,431,625.63	31,181,216.92	25,250,408.71
Total Revenue	56,431,625.63	41,292,353.90	15,139,271.73
Expenditures			
* Board of Supervisors *	54,545.00	36,317.45	18,227.55
* County Administrator *	285,960.00	165,329.41	120,630.59
* Legal Services *	51,530.00	25,167.50	26,362.50
* Independent Auditor *	100,000.00	42,530.00	57,470.00
* Commissioner of Revenue *	318,082.00	177,442.44	140,639.56
* Treasurer *	408,852.00	251,630.19	157,221.81
* Accounting *	241,373.00	164,654.39	76,718.61
* Data Processing *	308,655.00	188,072.04	120,582.96
* Electoral Board *	36,937.00	26,766.31	10,170.69
* Registrar *	139,932.00	87,069.45	52,862.55
* Circuit Court *	17,890.00	17,645.64	244.36
* General District Court *	5,229.00	915.15	4,313.85
* Magistrate *	2,330.00	635.33	1,694.67
* Clerk of Circuit Court *	358,566.00	281,789.00	76,777.00
* Law Library *	1,200.00	958.36	241.64
* Victim and Witness Assistance *	71,345.00	34,517.64	36,827.36
* Commonwealth's Attorney *	277,222.00	158,470.31	118,751.69
* Sheriff *	2,210,854.00	1,268,924.00	941,930.00
* School Resource Officer *	199,319.00	119,249.21	80,069.79
* E911 *	114,150.00	43,937.82	70,212.18
* Forestry Service *	8,804.00	8,433.99	370.01
* CUMBERLAND FIRE & EMS *	1,569,357.00	1,032,391.87	536,965.13
* Probation Office *	1,400.00		1,400.00
* Correction & Detention *	482,000.00	451,504.64	30,495.36
* Building Inspections *	171,197.00	92,355.83	78,841.17
* Animal Control *	226,960.00	138,427.35	88,532.65
* Medical Examiner *	200.00	140.00	60.00
* Refuse Disposal *	1,068,968.00	461,035.29	607,932.71
* General Properties *	1,156,297.00	651,855.15	504,441.85
* Supplement of Local Health Dept *	133,379.00	100,381.91	32,997.09
* Piedmont Senior Resources *	14,802.00	8,651.00	6,151.00
* Chapter 10 Board - Crossroads *	39,816.00	9,954.00	29,862.00
* Free Clinic of Powhatan *	10,000.00		10,000.00
* Heart of Virginia Free Clinic *	2,000.00		2,000.00
* CSA Management *	21,260.00	12,167.40	9,092.60
* Community Colleges *	10,434.00	10,465.89	(31.89)
* Recreation *	149,728.00	81,765.57	67,962.43
*Cumberland Youth Athletic Assoc.*	10,000.00	10,000.00	
* Local Library *	178,463.00	178,463.00	
* Planning Commission *	11,357.00	2,187.01	9,169.99
* Planning/Zoning Dept. *	102,526.00	61,849.85	40,676.15
* Community & Economic Developmnt *	1,000.00		1,000.00

\*\* GENERAL FUND REVENUES\*\*

Monthly Financial Report To Council For January 2025

	Estimated 2024/2025 Budget to Date	Actual 2024/2025 Budget to Date	(Over) or Under Budget to Date
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<b>Expenditures</b>			
* Board of Zoning Appeals *	1,270.00	555.38	714.62
*Steps*	31,745.00	12,747.50	18,997.50
*Commonwealth Regional Council*	19,000.00	19,000.00	
*VA Heartland Regional Econ. Dev.*	25,000.00	25,000.00	
*Piedmont Area Veterans Council*	5,000.00	5,000.00	
* Farmville Area Chamber of Commerc	1,500.00	1,500.00	
* Longwood Small Bus. Dev. Ctr. *	3,000.00	3,000.00	
*Piedmont Habitat for Humanity*	5,000.00	5,000.00	
*Peter Francisco SWD*	15,000.00	7,500.00	7,500.00
* Extension Agents *	64,118.00	16,130.53	47,987.47
* NONDEPARTMENTAL *	20,500.00	8,785.13	11,714.87
**TRANSFERS**	10,455,557.30	5,170,656.97	5,284,900.33
COMMONWEALTH'S ATTORNEY	10,000.00		10,000.00
SHERIFF	20,000.00	500.00	19,500.00
* Administration *	2,537,698.00	1,077,345.35	1,460,352.65
	24,296,407.97	12,532,843.33	11,763,564.64
	1,491,734.00	674,408.52	817,325.48
* SEWER *	6,278.11		6,278.11
* CUMBERLAND RESCUE SQUAD *		7,075.00	(7,075.00)
* PLANNING & ZONING DEPT. *	7,253.89		7,253.89
* MAINTENANCE -GENERAL PROPERTIES *	4,153.84	29,584.93	(25,431.09)
* SHERIFF'S OFFICE *	5,085.35		5,085.35
* COURTHOUSE *	44,890.17	46,494.90	(1,604.73)
* COMMUNICATIONS PROJECT *	2,037,044.58	1,953,333.65	83,710.93
* PARKS & RECREATION *	6,813.74		6,813.74
* Elementary School-Truist Loan *	60,070.00	48,316.56	11,753.44
* High/Middle School - VPSA Loan *	803,501.00	803,325.55	175.45
* HS/MS-VPSA LOAN #2 *	1,578,433.00	1,577,432.50	1,000.50
* PUBLIC FACILITY BOND 2020 *	362,387.00	181,232.26	181,154.74
* Communications Equipment Loan *	134,610.00	105,392.29	29,217.71
	675,671.00	356,387.72	319,283.28
* SEWER FUND - Enterprise Fund *	356,362.00	235,748.74	120,613.26
* WATER FUND - ENTERPRISE FUND *	188,112.00	188,133.21	(21.21)
*WATER AND SEWER INFRASTRUCTURE*	60,275.00	60,275.00	
**BROADBAND**	335,168.83		335,168.83
**SERVER REFRESH**	4,960.85	1,461.50	3,499.35
**AFID GRANT**	5,000.00		5,000.00
COMMUNITY CENTER PURCHASE	154,106.00	127,821.99	26,284.01
	25,000.00	23,810.56	1,189.44
<b>Total Expenditure</b>	<b>56,431,625.63</b>	<b>31,709,850.46</b>	<b>24,721,775.17</b>
<b>Total Revenues</b>			
Less Total Expenditures		9,582,503.44	(9,582,503.44)

FUND #100 \*\* GENERAL FUND REVENUES\*\*

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
1101	** Real Estate Taxes **	7,140,512.00	7,140,512.00	46,406.71	3,449,088.83	51.69
1102	** Real/Personal Public Service *	796,000.00	796,000.00	.00	544,191.46	31.63
1103	** Personal Property Taxes *	2,933,450.00	2,933,450.00	71,634.69	2,763,818.21	5.78
1104	** Machinery & Tools *	160,000.00	168,750.00	618.75	175,884.46	4.20-
1106	** Penalties & Interest *	313,000.00	313,000.00	17,084.96	166,387.49	46.84
1201	** Local Sales & Use Taxes *	815,000.00	815,000.00	70,346.97	482,632.48	40.78
1202	** Consumer' Utility Taxes *	181,000.00	181,000.00	16,196.23	110,736.08	38.81
1203	** Business License Taxes *	115,000.00	115,000.00	13,938.88	53,442.30	53.52
1204	** Franchise License Taxes *	18,000.00	18,000.00	.00	.00	
1205	** Motor Vehicle License Tax *	240,000.00	240,000.00	7,251.39	200,235.97	16.56
1207	** Taxes On Recordation & Wills *	119,500.00	119,500.00	11,168.38	95,042.09	20.46
1301	** Animal Licenses *	3,500.00	3,500.00	1,170.00	2,571.00	26.54
1303	** Permits & Other Licenses *	1,495,300.00	1,495,300.00	60,861.37	1,479,908.97	1.02
1401	** Court Fines & Forfeitures *	95,000.00	95,000.00	8,312.48	49,882.28	47.49
1501	** Revenue From Use Of Money *	330,000.00	330,000.00	.00	243,694.83	26.15
1502	** Revenue From Use Of Property *	9,100.00	9,100.00	301.00	1,642.60	81.94
1601	** Court Costs *	41,360.00	41,360.00	4,363.26	29,510.64	28.64
1602	** Commonwealth's Attorney Fees *	800.00	800.00	34.52	585.62	26.79
1603	** Charges For Law Enforcement *	7,500.00	7,500.00	.00	.00	
1604	** Charges For Fire & Rescue Service *	300,000.00	300,000.00	35,533.57	196,764.54	34.41
1606	** Charges For Other Protection *	1,000.00	1,000.00	265.00	561.45	100.00-
1608	** Charges Sanitation & Removal *	1,000.00	1,000.00	.00	1,108.00	10.80-
1612	** REC DEPT - ADULT LEAGUE FEES *	.00	.00	.00	1,050.00	100.00-
1613	** Charges For Parks & Recreation *	17,200.00	17,200.00	590.00	1,827.77	89.37
1616	** Miscellaneous *	12,900.00	12,900.00	4,560.00	16,845.00	54.68
1899	** Recovered Costs *	1,655,374.00	2,608,897.30	6,894.49	1,182,202.87	5.68
1902	** Service Charges *	300,000.00	300,000.00	.00	87,348.75	70.88
2201	**NON-CATEGORICAL AID**	60,000.00	60,000.00	.00	40,942.63	31.76
2301	** Commonwealth Attorney *	1,163,835.00	1,163,835.00	20,634.04	878,207.39	24.54
2302	** Sheriff *	222,861.00	222,861.00	17,922.00	123,865.08	44.42
2303	** Commissioner Of Revenue *	864,602.00	864,602.00	71,746.85	492,070.53	43.08
2304	** Treasurer *	131,288.00	131,288.00	11,011.25	75,793.72	42.26
2306	** Registrar/Electoral Boards *	137,442.00	137,442.00	12,030.24	81,257.87	40.87
2307	** Clerk Of The Circuit Court *	57,494.00	57,494.00	.00	57,494.00	100.00
2308	** DMV License Agent *	258,188.00	258,188.00	22,994.80	160,994.78	37.64
2404	**GRANT FUNDS**	25,000.00	25,000.00	2,203.85	19,293.39	22.82
3301	**GRANT FUNDS**	75,114.00	75,114.00	69,939.42	153,540.34	104.40-
	**GRANT FUNDS**	162,016.00	162,016.00	32,922.80	224,982.11	38.86-
	-- FUND TOTAL--	20,258,336.00	21,220,609.30	638,937.90	13,587,871.73	35.96

FUND #-150 \* Asset Forfeiture Revenue \*

1501	INTEREST-STATE	.00	.00	.00	17.95	100.00-
2402	ASSET FORFEITURE REVENUE (STATE)	30,000.00	30,000.00	.00	220.50	99.26
	-- FUND TOTAL--	30,000.00	30,000.00	.00	238.45	99.20

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
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FUND # -201 \*\* SOCIAL SERVICES FUND (REVENUE)\*\*

1899	Miscellaneous Revenue *	.00	.00	.80	1,738.09	100.00-
2401	Welfare *	872,014.00	872,014.00	49,710.10	345,451.06	60.38
3305	Social Services *	1,134,616.00	1,134,616.00	79,266.29	554,148.55	51.15
4105	Fund Transfers *	531,068.00	531,068.00	.00	142,480.30	73.17
--FUND TOTAL--		2,537,698.00	2,537,698.00	128,977.19	1,043,818.00	58.86

FUND # -205 \*\* SCHOOL FUND (REVENUES) \*\*

1803	Expenditure Refunds *	.00	.00	14,407.20	130,759.23	100.00-
1899	Miscellaneous Revenue *	157,298.00	157,298.00	424.21	30,973.16	80.30
2402	State Education *	13,801,880.00	13,811,880.00	1,133,680.99	6,988,087.29	49.40
2403	State Education *	.00	.00	24,073.92	168,517.44	100.00-
2404	State Education *	.00	.00	7,398.05	204,083.32	57.30
3302	Educational *	2,729,513.00	3,378,203.09	137,255.78	2,543,850.20	24.69
4105	Fund Transfers *	5,594,459.00	6,471,007.20	.00	2,131,533.49	67.06
--FUND TOTAL--		22,283,150.00	24,296,407.97	1,327,240.15	12,197,804.13	49.79

FUND # -207 \*\* GOVERNOR'S SCHOOL REVENUE \*\*

1501	INTEREST ON BANK DEPOSITS **	.00	.00	.00	8,809.04	100.00-
1899	MISC REVENUE **	160,000.00	160,000.00	.00	14,717.25	90.80
1901	LOCAL CONTRIBUTIONS **	425,000.00	425,000.00	.00	40,000.00	9.41
2404	STATE FUNDS **	906,734.00	906,734.00	77,262.67	540,838.65	40.35
--FUND TOTAL--		1,491,734.00	1,491,734.00	77,262.67	949,364.94	36.35

FUND # -302 \*\* CAPITAL PROJECTS FUND REVENUE \*\*

1501	Interest On Bank Deposits *	.00	.00	.00	3,571.46	100.00-
4105	Fund Transfers *	.00	74,475.10	.00	74,475.10	.00
4106	Balance Forward**	.00	2,037,044.58	.00	.00	100.00
--FUND TOTAL--		.00	2,111,519.68	.00	78,046.56	96.30

FUND # -401 \* Debt Service Fund Revenues \*

4105	Transfers **	2,939,001.00	2,939,001.00	.00	456,838.92	15.54
--FUND TOTAL--		2,939,001.00	2,939,001.00	.00	456,838.92	15.54

FUND # -500 \*\*CSA FUND REVENUE\*\*

2404	REVENUE FROM STATE*	455,600.00	455,600.00	.00	175,216.88	61.54
4105	TRANSFERS*	220,071.00	220,071.00	.00	120,071.00	45.43
--FUND TOTAL--		675,671.00	675,671.00	.00	295,287.88	56.29

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
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FUND #-501 **UTILITY FUND REVENUE**						
1501	**INTEREST REVENUE**	.00	.00	.00	12.60	12.60- 100.00-
1619	**CHARGES & FEES**	406,485.00	406,485.00	42,021.49	250,532.34	155,952.66 38.36
1620	SEWER LATE PAYMENT PENALTY	7,500.00	7,500.00	805.74	5,333.76	2,166.24 28.88
1630	**ADMIN FEES/CHARGES**	16,825.00	16,825.00	1,362.00	9,462.00	7,363.00 43.76
1803	MISCELLANEOUS	1,500.00	1,500.00	.00	910.00	590.00 39.33
4105	**TRANSFERS**	112,164.00	112,164.00	.00	112,164.00	.00
--FUND TOTAL--		544,474.00	544,474.00	44,189.23	378,414.70	166,059.30 30.49

FUND #-515 *SEWER RESERVE FUND REVENUE*						
1501	INTEREST SEWER RESERVE	.00	.00	.00	3,422.63	3,422.63- 100.00-
--FUND TOTAL--		.00	.00	.00	3,422.63	3,422.63- 100.00-

FUND #-540 *WATER RESERVE FUND REVENUE*						
1501	INTEREST WATER RESERVE	.00	.00	.00	499.36	499.36- 100.00-
--FUND TOTAL--		.00	.00	.00	499.36	499.36- 100.00-

FUND #-545 **WATERLINE EXT DSR REVENUE**						
1501	INTEREST	.00	.00	.00	855.70	855.70- 100.00-
--FUND TOTAL--		.00	.00	.00	855.70	855.70- 100.00-

FUND #-570 **APP FUND REVENUE**						
1501	*INTEREST*	.00	3,392.96	.00	4,956.21	1,563.25- 46.07-
1899	Rollover Balance - APP Fund	.00	402,011.72	.00	.00	402,011.72 100.00
--FUND TOTAL--		.00	405,404.68	.00	4,956.21	400,448.47 98.77

FUND #-580 * IPR REVENUE *						
1501	INTEREST REVENUE	.00	.00	6.05	41.65	41.65- 100.00-
--FUND TOTAL--		.00	.00	6.05	41.65	41.65- 100.00-

FUND #-715 ** EDA FUND REVENUE **						
1501	Interest	.00	.00	.00	132.14	132.14- 100.00-
1899	Rent of General Property	46,335.00	46,335.00	3,861.25	30,428.75	15,906.25 34.32
4105	Transfer from General Fund	107,771.00	107,771.00	.00	107,771.00	.00
--FUND TOTAL--		154,106.00	154,106.00	3,861.25	138,331.89	15,774.11 10.23

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
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FUND #-733 \*\* SPECIAL WELFARE FUND REVENUE \*\*

1899	* Miscellaneous Revenue *	25,000.00	25,000.00	400.00	20,101.01	4,898.99
	--FUND TOTAL--	25,000.00	25,000.00	400.00	20,101.01	4,898.99

	--FINAL TOTAL--	50,939,170.00	56,431,625.63	2,220,874.44	31,181,216.92	25,250,408.71
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						44.74
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FUND #-100 \*\* General Fund \*\*

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING %
11010	* Board of Supervisors *	54,545.00	54,545.00	4,657.50	36,317.45	.00	18,227.55	33.41
12100	* County Administrator *	285,960.00	285,960.00	23,084.67	165,329.41	.00	120,630.59	42.18
12210	* Legal Services *	51,530.00	51,530.00	3,850.00	25,167.50	.00	26,362.50	51.15
12240	* Independent Auditor *	100,000.00	100,000.00	.00	42,530.00	.00	57,470.00	57.47
12310	* Commissioner of Revenue *	318,082.00	318,082.00	27,198.29	177,442.44	.00	140,639.56	44.21
12410	* Treasurer *	408,852.00	408,852.00	31,356.13	251,630.19	.00	157,221.81	38.45
12430	* Accounting *	241,373.00	241,373.00	20,400.78	164,654.39	.00	76,718.61	31.78
12510	* Data Processing *	308,655.00	308,655.00	17,306.24	188,072.04	.00	120,582.96	39.06
13100	* Electoral Board *	36,937.00	36,937.00	7,832.89	26,766.31	.00	10,170.69	27.53
13200	* Registrar *	139,932.00	139,932.00	11,793.14	87,069.45	.00	52,862.55	37.77
21100	* Circuit Court *	17,890.00	17,890.00	12.60	17,645.64	.00	244.36	1.36
21200	* General District Court *	5,229.00	5,229.00	.00	915.15	.00	4,313.85	82.49
21300	* Magistrate *	2,330.00	2,330.00	.00	635.33	.00	1,694.67	72.73
21600	* Clerk of Circuit Court *	358,566.00	358,566.00	83,033.23	281,789.00	.00	76,777.00	21.41
21800	* Law Library *	1,200.00	1,200.00	.00	958.36	.00	241.64	20.13
21910	* Victim and Witness Assistance *	71,345.00	71,345.00	4,838.46	34,517.64	.00	36,827.36	51.61
22100	* Commonwealth's Attorney *	277,222.00	277,222.00	22,668.48	158,470.31	.00	118,751.69	42.83
31200	* Sheriff *	2,210,854.00	2,210,854.00	160,257.08	1,268,924.00	.00	941,930.00	42.60
31350	* School Resource Officer *	199,319.00	199,319.00	16,400.15	119,249.21	.00	80,069.79	40.17
31400	* E911 *	114,150.00	114,150.00	7,221.18	43,937.82	.00	70,212.18	61.50
32400	* Forestry Service *	8,804.00	8,804.00	.00	8,433.99	.00	370.01	4.20
32500	* CUMBERLAND FIRE & EMS *	1,566,857.00	1,566,857.00	229,201.07	1,032,391.87	.00	536,965.13	34.21
33300	* Probation Office *	1,400.00	1,400.00	.00	.00	.00	1,400.00	100.00
34100	* Correction & Detention *	482,000.00	482,000.00	113,973.91	451,504.64	.00	30,495.36	6.32
34300	* Building Inspections *	171,197.00	171,197.00	14,956.65	92,355.83	.00	78,841.17	46.05
35100	* Animal Control *	226,960.00	226,960.00	21,345.12	138,427.35	.00	88,532.65	39.00
35300	* Medical Examiner *	200.00	200.00	20.00	140.00	.00	60.00	30.00
42400	* Refuse Disposal *	1,068,968.00	1,068,968.00	22,097.97	461,035.29	.00	607,932.71	56.87
43200	* General Properties *	1,156,297.00	1,156,297.00	114,034.38	651,855.15	.00	504,441.85	43.62
51200	* Supplement of Local Health Dept	133,379.00	133,379.00	34,144.50	100,381.91	.00	32,997.09	24.73
51405	* Piedmont Senior Resources *	12,302.00	14,802.00	.00	8,651.00	.00	6,151.00	41.55
52500	* Chapter 10 Board - Crossroads *	39,816.00	39,816.00	.00	9,954.00	.00	29,862.00	75.00
52600	* Free Clinic of Powhatan *	10,000.00	10,000.00	.00	.00	.00	10,000.00	100.00
52700	* Heart of Virginia Free Clinic *	2,000.00	2,000.00	.00	.00	.00	2,000.00	100.00
61230	* CSA Management *	21,260.00	21,260.00	.00	.00	.00	21,260.00	100.00
62000	* Community Colleges *	10,434.00	10,434.00	1,575.44	12,157.40	.00	9,092.60	42.76
71500	* Recreation *	149,728.00	149,728.00	5,876.89	81,765.57	.00	31,899.30	30.30
72000	* Cumberland Youth Athletic Assoc.*	178,463.00	178,463.00	.00	178,463.00	.00	.00	100.00
73100	* Local Library *	10,000.00	10,000.00	.00	10,000.00	.00	.00	100.00
81100	* Planning Commission *	11,357.00	11,357.00	812.76	2,187.01	.00	9,169.99	80.74
81110	* Planning/Zoning Dept. *	102,526.00	102,526.00	7,776.56	61,849.85	.00	40,676.15	39.67
81200	* Community & Economic Developmt	1,000.00	1,000.00	.00	.00	.00	1,000.00	100.00
81400	* Board of Zoning Appeals *	1,270.00	1,270.00	.00	555.38	.00	714.62	56.26
81514	*Steps*	25,495.00	31,745.00	12,747.50	12,747.50	.00	18,997.50	59.84
81516	*Commonwealth Regional Council*	19,000.00	19,000.00	.00	19,000.00	.00	.00	100.00
81517	*VA Heartland Regional Econ. Dev.*	25,000.00	25,000.00	.00	25,000.00	.00	.00	100.00
81530	*Piedmont Area Veterans Council*	5,000.00	5,000.00	.00	5,000.00	.00	.00	100.00

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
81535	* Partwille Area Chamber of Commer	1,500.00	1,500.00	.00	1,500.00	.00	.00	.00
81541	* Longwood Small Bus. Dev. Ctr. *	3,000.00	3,000.00	.00	3,000.00	.00	.00	.00
81665	* Piedmont Habitat for Humanity*	5,000.00	5,000.00	.00	5,000.00	.00	.00	.00
82401	* Peter Francisco SMD*	15,000.00	15,000.00	.00	7,500.00	.00	7,500.00	50.00
83500	* Extension Agents *	64,118.00	64,118.00	.00	16,130.53	.00	47,987.47	74.84
90000	* NONDEPARTMENTAL *	20,500.00	20,500.00	4,065.97	8,785.13	.00	11,714.87	57.14
93100	**TRANSERNS**	9,504,534.00	10,455,557.30	.00	5,170,656.97	.00	5,284,900.33	50.54
--FUND TOTAL--		20,258,336.00	21,220,609.30	1,036,831.66	11,678,926.90	.00	9,541,682.40	44.96

FUND #150 \* ASSET FOREFTURE FUND \*

22100	COMMONWEALTH'S ATTORNEY	10,000.00	10,000.00	.00	.00	.00	10,000.00	100.00
31200	SHERIFF	20,000.00	20,000.00	.00	500.00	.00	19,500.00	97.50
--FUND TOTAL--		30,000.00	30,000.00	.00	500.00	.00	29,500.00	98.33

FUND #201 \*\* SOCIAL SERVICES FUND EXPEND \*\*

53100	* Administration *	2,537,698.00	2,537,698.00	162,504.54	1,077,345.35	.00	1,460,352.65	57.54
--FUND TOTAL--		2,537,698.00	2,537,698.00	162,504.54	1,077,345.35	.00	1,460,352.65	57.54

FUND #205 \*\* SCHOOL FUND EXPENDITURES \*\*

61100	--FUND TOTAL--	22,283,150.00	24,296,407.97	1,662,279.35	12,532,843.33	.00	11,763,564.64	48.41
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FUND #207 \*\* GOVERNOR'S SCHOOL EXPENSES \*\*

61100	GOVERNOR'S SCHOOL EXPENDITURES	1,491,734.00	1,491,734.00	90,344.64	674,408.52	.00	817,325.48	54.79
--FUND TOTAL--		1,491,734.00	1,491,734.00	90,344.64	674,408.52	.00	817,325.48	54.79

FUND #302 \*Capital Projects\*

94182	* SEWER *	.00	6,278.11	.00	.00	.00	6,278.11	100.00
94245	* CUMBERLAND RESCUE SQUAD *	.00	.00	.00	7,075.00	.00	7,075.00	100.00
94324	* PLANNING & ZONING DEPT. *	.00	7,253.89	.00	.00	.00	7,253.89	100.00
94325	* MAINTENANCE -GENERAL PROPERTIES	.00	4,153.84	.00	29,584.93	.00	25,431.09	612.23
94277	* SHERIFF'S OFFICE *	.00	5,085.35	.00	.00	.00	5,085.35	100.00
94400	* COURTHOUSE *	.00	44,890.17	.00	46,494.90	.00	1,604.73	3.57
94500	* COMMUNICATIONS PROJECT *	.00	2,037,044.58	.00	1,953,333.65	.00	83,710.93	4.10
94510	* PARKS & RECREATION *	.00	6,813.74	.00	.00	.00	6,813.74	100.00
--FUND TOTAL--		.00	2,111,519.68	1,236.50	2,036,488.48	.00	75,031.20	3.55

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	REMAINING %
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FUND # -401 *Debt Service*								
67200	* Elementary School-Trust Loan *	60,070.00	60,070.00	.00	48,316.56	.00	11,753.44	19.56
67500	* High/Middle School - VESA Loan *	803,501.00	803,501.00	54,844.58	803,325.55	.00	175.45	.02
67600	* HS/MS-VESA LOAN #2 *	1,578,433.00	1,578,433.00	178,692.50	1,577,432.50	.00	1,000.50	.06
67700	* PUBLIC FACILITY BOND 2020 *	362,387.00	362,387.00	.00	181,232.26	.00	181,154.74	49.98
69000	* Communications Equipment Loan *	134,610.00	134,610.00	.00	105,392.29	.00	29,217.71	21.70
--FUND TOTAL--		2,939,001.00	2,939,001.00	233,537.08	2,715,699.16	.00	223,301.84	7.59

FUND # -500 **CSA FUND EXPENDITURES**								
53900		675,671.00	675,671.00	.00	356,387.72	.00	319,283.28	47.25
--FUND TOTAL--		675,671.00	675,671.00	.00	356,387.72	.00	319,283.28	47.25

FUND # -501 *Water/Sewer*								
94900	* SEWER FUND - Enterprise Fund *	356,362.00	356,362.00	23,352.30	235,748.74	.00	120,613.26	33.84
95900	* WATER FUND - ENTERPRISE FUND *	188,112.00	188,112.00	37,150.99	188,133.21	.00	21.21-	.01-
--FUND TOTAL--		544,474.00	544,474.00	60,503.29	423,881.95	.00	120,592.05	22.14

FUND # -570 **ARP EXPENDITURES**								
64900	*WATER AND SEWER INFRASTRUCTURE*	.00	60,275.00	.00	60,275.00	.00	.00	.00
65000	**BROADBAND**	.00	335,168.83	.00	.00	.00	335,168.83	100.00
65400	**SERVER REFRESH**	.00	4,960.85	.00	1,461.50	.00	3,499.35	70.53
66700	**AFID GRANT**	.00	5,000.00	.00	.00	.00	5,000.00	100.00
--FUND TOTAL--		.00	405,404.68	.00	61,736.50	.00	343,668.18	84.77

FUND # -715 ** BDA FUND EXPENDITURES **								
81610	COMMUNITY CENTER PURCHASE	154,106.00	154,106.00	6,496.11	127,821.99	.00	26,284.01	17.05
--FUND TOTAL--		154,106.00	154,106.00	6,496.11	127,821.99	.00	26,284.01	17.05

FUND # -733 ** SPECIAL WELFARE FUND EXPENSES **								
53010		25,000.00	25,000.00	965.46	23,810.56	.00	1,189.44	4.75
--FUND TOTAL--		25,000.00	25,000.00	965.46	23,810.56	.00	1,189.44	4.75

--FUND TOTAL--								
		50,939,170.00	56,431,625.63	3,254,698.63	31,709,850.46	.00	24,721,775.17	43.80



**DATE:** February 4, 2025

**TO:** Cumberland County Board of Supervisors  
Derek Stamey, County Administrator

**FROM:** Jennifer Crews, Assistant County Administrator

**RE:** Cumberland County Public Schools – Appropriation Request

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**Background**

Cumberland County Public Schools has requested the board appropriate funds awarded to them in the amount of \$30,000. This Students with Disabilities Literacy Network Grant is awarded by the US Department of Education. The school board has approved this appropriation in their February meeting.

**Recommendation**

It is my recommendation that the board approves the appropriation request in the amount of \$30,000 to Cumberland County Public Schools for purposes as outlined in the grant. This appropriation requires no additional local funding.



## CUMBERLAND COUNTY PUBLIC SCHOOLS

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

CHIP JONES, Ed.D.  
Division Superintendent

GINGER SANDERSON  
School Board Chairman

LATESHA ANDERSON  
School Board Vice-Chairman

YVONNE EARVIN  
School Board Member

LEIGH MCCREA  
School Board Member

EVERLEANE RANDOLPH  
School Board Member

February 6, 2025

TO: Board of Supervisors of Cumberland County

FROM: Chip Jones, Ed.D.

SUBJECT: Appropriation for Additional Funding for the 2024-2025 School Year

On behalf of the Cumberland County School Board, we are requesting an appropriation in the amount of \$30,000 for additional funds listed below:

- **\$30,000 – Students with Disabilities Literacy Network**

A copy of the award is attached.

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

**SCHOOL BOARD**  
**CUMBERLAND COUNTY PUBLIC SCHOOLS**

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**SUBJECT:**

Supplemental Appropriations

**DATE:**

February 6, 2025

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**Background:**

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

**\$30,000 – Students with Disabilities Literacy Network**

**Recommendation:**

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

**\$30,000 – Students with Disabilities Literacy Network**

**Action:**

Approval

Bd08-06-25SA



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF EDUCATION**  
**PO BOX 2120**  
**RICHMOND, VIRGINIA 23218-2120**

## GRANT AWARD NOTIFICATION

### Recipient Information

1. Contact Information:		Dr. Chip Jones Cumberland County Public Schools 1 Industrial Drive Cumberland, VA 23829		DOE Information		10. Grant Authority: PL PL 11-1-17 TITLE I, PART E ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965, AS AMENDED	
2. Unique Entity Identifier (UEI):		SJ33A9EBB7P4		11. FAIN and Federal Awarding Agency: S371C240031/ US Department of Education		12. Federal/State Award Date: July 1, 2024 – June 30, 2025	
3. Payee Number:		00025		13. Total Federal/State Award: \$3,896,000.00		14. Fund Source: Federal Trust	
4. Grant Award Title:		Comprehensive Literacy State Development- Students with Disabilities (SWD) Literacy Network Dr. Michelle C. Wallace Assistant Superintendent of Instruction Office of Instruction <a href="mailto:Instruction@doe.virginia.gov">Instruction@doe.virginia.gov</a> 804-750-8092		15. Project Code: APE60150		16. Revenue Source Code: 84.371	
5. DOE Contact:				17. Program Service Area: 179001		18. Recipient Type: Subrecipient	
6. Grant Award Number:		00025-APE60150118-S371C240031		19. Fiscal Year: 2025		20. Indirect Cost Rate: 5.6% Restricted	
7. Grant Award Type:		New		21. Special Terms and Conditions: <i>All federal grant awards are subject to 2 CFR Part 200, and</i>			
8. Grant Award Amount:		\$30,000.00		Original/Previous Award Current Award		<b>School Awarded: Cumberland Middle School</b>	
		\$30,000.00		<b>Total Award</b>			
9. Period of Grant Award:		July 1, 2024 – June 30, 2025					

### 22. Program Specific Instructions:

- The Comprehensive Literacy State Development will be funded at the level above, contingent upon the availability of funds.
- One Lump-Sum payment will be made on or before February 28th, 2025. The funds must be encumbered by June 30, 2025, as outlined in the approved grant proposal.
- Any unexpended funds must be returned to the Virginia Department of Education by August 04, 2025.

23. Authorized By: \_\_\_\_\_ 24. Authorized By: \_\_\_\_\_ 25. Date: \_\_\_\_\_

Dr. Michelle Wallace  
Digitally signed by Dr. Michelle Wallace  
 Date: 2025.01.24 08:33:59 -05'00'

Dr. Michelle C. Wallace, Assistant Superintendent of Teaching and Learning  
 Christina Berta, COO, Budget, Finance & Operations (or Designee)



**DATE:** January 15, 2025  
**TO:** Cumberland County Board of Supervisors  
Derek Stamey, County Administrator  
**FROM:** Jennifer Crews, Assistant County Administrator  
**RE:** Budget Supplement – Clerk of Circuit Court

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### **Background**

The Circuit Court Clerk’s Office was recently awarded a grant from the Virginia Circuit Court Records Preservation Program through the Library of Virginia in the amount of \$52,352.00. The funds were received by the county in January. These funds will be used to professionally preserve the record books located in the Clerk’s office.

### **Recommendation**

Staff recommends that the board approve an appropriation for the Circuit Court Clerk’s budget in the amount of \$52,352.00 in order to utilize these funds as outlined in the grant requirements.



# Invoice

INV-KT-018777  
Invoice Date :12/20/2024  
Due Date :1/19/2025  
Terms :Net 30

**Bill To**

Deidre D. Martin  
Cumberland County VA  
1 Courthouse Circle  
Cumberland VA 23040-0008

**Ship To**

Deidre D. Martin  
Cumberland County VA  
1 Courthouse Circle  
Cumberland VA 23040-0008

**AMOUNT DUE**

## \$52,352.00

Sales Order Number	PO #	Sales Rep	Shipping Method
Sales Order #5013503147	LVA Records	Brian Spearman	

Quantity	Item	Rate	Amount
1	PS5512701 Preservation of Order Book 6 1764-1767	\$8,171.00	\$8,171.00
1	PS5512701 Preservation of Order Book 10 1772-1773	\$8,512.00	\$8,512.00
1	PS5512701 Preservation of Order Book 11 1774-1778	\$9,122.00	\$9,122.00
1	PS5512701 Preservation of Order Book 1779-1784	\$8,915.00	\$8,915.00
1	PS5512701 Preservation of Order Book 21 1801-1803	\$7,417.00	\$7,417.00
1	PS5512701 Preservation of Order Book 22 1803-1807	\$8,594.00	\$8,594.00
1	PS5512701 Imaging of Order Book 6 1764-1767	\$279.00	\$279.00
1	PS5512701 Imaging of Order Book 10 1772-1773	\$272.00	\$272.00
1	PS5512701 Imaging of Order Book 11 1774-1778	\$274.00	\$274.00
1	PS5512701 Imaging of Order Book 1779-1784	\$285.00	\$285.00
1	PS5512701 Imaging of Order Book 21 1801-1803	\$253.00	\$253.00
1	PS5512701 Imaging of Order Book 22 1803-1807	\$258.00	\$258.00

**MEMO**

*Approved*

*21400-3172*  
*Deidre D. Martin*

Subtotal	\$52,352.00
Tax Total (%)	\$0.00
Shipping Cost(\$)	

Invoice Total	\$52,352.00
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Less Payments/Credits:	-\$0.00
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Total Amount Due:	\$52,352.00
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Remittance Address  
Kofile Technologies, Inc.  
PO Box 676184  
Dallas, TX 75267-6184

Bank Details for All Payments  
Bank Name: Capital One, NA  
Routing Number: 111901014  
Account Name: Kofile  
Account Number: 4670098686  
Please send remittance advice to: AR@kofile.com

# Request For Appropriation

Department: Clerk's Office

Code: 21600

Appropriate from:

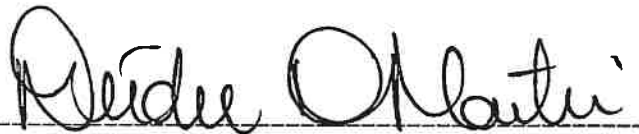
Code	Item	Amount
Virginia Circuit Court Records of Preservation Program - Library of Virginia		\$52,352.00

Appropriate to:

Code	Item	Amount
3172	Record Book Restoration	\$52,352.00

Reason for Request:

I received a grant from the Virginia Circuit Court Records Preservation Program for the restoration of twelve books. The money for this project is toally reimbursed to the County by this program and the funds were received electronically by the Treasurer, L. O. Pfeiffer, Jr. (see attached)



Signature



Date

Approved:

-----  
Board of Supervisors

-----  
Date



**L.O. Pfeiffer, Jr.**  
TREASURER OF CUMBERLAND COUNTY  
P.O. Box 28  
Cumberland, VA 23040  
(804) 492-4297  
Fax (804) 492-5365



January 15, 2025

The Honorable Deidre Martin  
P.O. Box 8  
Cumberland, VA 23040

Dear Deidre:

This is to advise you that funds in the amount of \$52,352.00 were received on January 7, 2025 from the Commonwealth of Virginia Department of Accounts for the Library of Virginia CCRP Grant #2024FY-032.

Please let me know if you need any additional information.

Sincerely,

L.O. Pfeiffer, Jr.  
Treasurer

Cc: Jennifer Crews, Finance Director

# Commonwealth of Virginia

## EDI Remittance Detail

Total Amount: 52,352.00

Deposit Date: 01/07/2025

Trace Number 82559302

Agy No	Amt	CDS Offset Amount	TOP Offset Amount	Invoice Number	Invoice Date	Cust Number	Voucher Number	Description
202	52,352.00	0.00	0.00	2024FY-032	12/20/2024		00010657	CCRP 2024FY-032
Tot 202	52,352.00							

At a meeting of the Cumberland County Board of Supervisors held at 7:00 p.m. on the 14<sup>th</sup> day of January 2025, at the Cumberland County Circuit Courtroom:

Present: Bryan Hamlet, District 1  
John Newman, District 2  
Paul Stimpson, District 4  
Robert Saunders, Jr., District 5  
Derek Stamey, County Administrator  
Jennifer Crews, Assistant County  
Administrator/Finance Director  
Kemper Beasley, County Attorney  
Tiana Branch, Deputy Clerk

Absent: Eurika Tyree, District 3

1. **Call to Order**

The County Administrator, Derek Stamey called the meeting to order at 7:00 p.m.

2. **Roll Call of Members**

Tiana Branch, Deputy Clerk, called the roll.

3. **Welcome and Pledge of Allegiance**

The Pledge of Allegiance was led by the County Administrator, Derek Stamey.

4. **Invocation**

The Invocation was led by the Supervisor Bryan Hamlet.

5. **Election of Chairman**

County Administrator, Derek Stamey, opened the floor for

nominations for the position of Chairman.

On a motion by Supervisor Stimpson, seconded by Supervisor Saunders, and carried by the following vote, the Board appointed Supervisor Tyree as Chairman of the Board for 2025:

Vote:	Mr. Hamlet – nay	Mr. Newman – aye
	Mrs. Tyree – absent	Mr. Stimpson– aye
	Mr. Saunders – aye	

**6. Election of Vice-Chairman**

County Administrator, Derek Stamey opened the floor for nominations for the position of Vice-Chairman.

On a motion by Supervisor Saunders, seconded by Supervisor Stimpson, and carried by the following vote, the Board appointed Supervisor Newman as Vice-Chairman of the Board for 2025:

Vote:	Mr. Hamlet – aye	Mr. Newman – abstain
	Mrs. Tyree – absent	Mr. Stimpson– aye
	Mr. Saunders – aye	

**7. County Administrator Comments**

County Administrator, Derek Stamey, provided the Board with a report on the following:

- Emergency Medical Dispatch

**8. Public Comment – Agenda Items Only**

No one signed up to speak.

**9. Approval of Agenda**

On a motion by Supervisor Stimpson, seconded by Supervisor Saunders and carried by the following vote, the Board approved the agenda as presented.

Vote: Mr. Hamlet – aye Mr. Newman – aye  
Mrs. Tyree – absent Mr. Stimpson– aye  
Mr. Saunders – aye

10. **Organizational & Administrative Matters**  
a. Review and approve By-laws

**CUMBERLAND COUNTY, VIRGINIA  
BOARD OF SUPERVISORS  
Adopted January 14, 2025**

**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 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:

- Call to Order and Determination of Quorum
- Roll Call of Members
- Welcome, Invocation and Pledge of Allegiance
- County Administrator's Report
- Approval of the Agenda

- Organizational & Administrative Matters
- Presentations from Department/Agencies/Organizations
- Finance Report
- Planning and Zoning Report
- County Attorney's Report
- Consent Agenda
- Old Business
- New Business
- Public Hearings / Public Comment
- Additional Information
- Public Comments
- Board Member Comments
- 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 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, **can make and/or second a motion**, 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 or during the public comment period. No person shall address the Board during an official meeting from the audience unless recognized by the Chairman.
- g. Individuals of the public desiring to speak at a public hearing or during the public comment period must first provide their identifying information on a signup sheet prior to the public hearing or public comment period. Only residents of Cumberland County or individuals owning real property in Cumberland County are permitted to speak at a public hearing or during the public comment period. A resident who speaks more than once during a meeting shall not be repetitive.
- h. At any official meeting of the Board where a public hearing is set on the Meeting Agenda, 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 who have signed up to speak to the Podium to comment.
- i. At the discretion of the Clerk or Chairman, any Item of Business may include a public comment period. The public comment period will be noted on the Agenda and will be subsequent to the presentation on the Item of Business and any informal discussion by the Board, but prior to any motions or vote on the Item of Business.
- j. 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 or during an open public comment period, 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.
- k. 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.

- l. 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 and **notice shall be given of the meeting**. 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 ---

On a motion by Supervisor Hamlet, and seconded by Supervisor Newmna, the Board approved the Board’s By-laws:

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – absent	Mr. Stimpson – aye
	Mr. Saunders – aye	

b. Review and approve 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 14, 2025*

**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, the Commonwealth of Virginia, and Cumberland County, 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, and other matters allowed 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.

On a motion by Supervisor Stimpson, and seconded by Supervisor Saunders, the Board approved the Code of Ethics and Standards of Conduct:

Vote: Mr. Hamlet – aye  
Mrs. Tyree – absent

Mr. Newman – aye  
Mr. Stimpson – aye

Mr. Saunders – aye

c. Review Committee Appointments

<b>Cumberland County Board of Supervisors</b>		
<b>Calendar Year 2024 Board and Commission Assignments</b>		
<b>Board / Commission</b>	<b>Board Representative</b>	<b>Staff/Citizen Representative</b>
Commonwealth Regional Council	Mr. Newman/Mrs. Tyree	Derek Stamey
Community Policy Management Team		Tiana Branch
Crossroads Community Services	Mr. Saunders	
Farmville Area Chamber of Commerce	Mr. Stimpson	
Heartland Authority	Mr. Newman	
Economic Development Authority	Mr. Hamlet/Mr. Newman	Derek Stamey
Piedmont Court Services	Mr. Saunders	Sheriff Darrell Hodges
Piedmont Regional Jail Authority	Mr. Saunders	Derek Stamey
Piedmont Juvenile Detention Center Board	Mr. Saunders	Derek Stamey
Piedmont Senior Resources	Mr. Stimpson	Derek Stamey
Planning Commission	Mr. Stimpson	Stephany Johnson
Social Services Board	Mrs. Tyree	Jerry Seal
STEPS	Mr. Stimpson	Derek Stamey
Water & Sewer Advisory Board (Meets as needed)	Mr. Newman	Bryan Saxtan
Workforce Development Board	Mrs. Tyree	Derek Stamey

**Community Policy Management:** As set forth in VA Code § 2.2-5206, The Children’s Services Act (CSA) requires that each local government establish a Community Policy and Management Team (CPMT). The CPMT manages and approves expenditures brought to them by Family Assessment and Planning Team (FAPT). They institute local policy and confirm state policies are followed. CPMT ensures eligible at-risk youth receive access to appropriate services. FAPT assesses at-risk children and families referred by local agencies for mental health treatment and other related services that provide assistance to children and families facing a mental health crisis, or other challenges, that requires assistance beyond what can be provided by private insurance or assistance through other agencies. The FAPT develops an individualized family service plan and provides the CPMT with a funding request designed to meet the need for services. The Children’s Services Act Program Coordinator assists both teams in carrying out the day-to-day implementation of the CSA program. CPMT members are typically agency Directors and FAPT members are often Supervisors. Both Teams are made up of members of Cumberland Social Services, Cumberland Schools, Piedmont Health Department, Crossroads Community Services Board, The 10<sup>th</sup> District Court Services Unit, a Private Provider and a Parent Representative. (Meets at 1:30PM on the third Monday of every other month)

**Crossroads Community Services:** Crossroads Community Services Board was organized in 1973 as a cooperative venture among the counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward. The Services Board, the governing body over the agency’s programs, consists of representatives appointed by the Board of Supervisors in each of the counties and includes elected officials, individuals receiving services, family and community

members. The focus of the Crossroads Community Services Board is to prevent and treat the occurrence of mental illness, intellectual disabilities, substance use and co-occurring disorders and to enhance the functioning of individuals and families who experience these conditions. The major efforts of Crossroads are directed toward the transformation into a true community-based system of care. Funding which supports the service delivery system comes from a variety of sources: state, local and federal governments, and fees for service (over 75% of revenue). (Meets on the 4<sup>th</sup> Tuesday of the month, committee meetings at 6PM, regular board meetings at 7PM-At the Farmville Crossroads Location; No regular meeting in December)

**Farmville Area Chamber of Commerce:** The County provides the Farmville Area Chamber of Commerce with information about the county for distribution (Meets on the 2<sup>nd</sup> Monday of each month at 11:45AM at the Community Center of The Woodland; Do not meet in July, August, or December)

**Heartland Authority:** Regional Economic Development group – Connected to Virginia’s Growth Alliance (Typically held on the 4<sup>th</sup> Tuesday at either 2 or 3PM and held quarterly (January, April, July, October); Held at Heartland Business Park, 200 Heartland Road, Keysville, VA)

**Piedmont Court Services:** Sheriff Hodges represents Cumberland County on this Board (Meets twice a year on a Wednesday at 6PM: location varies and goes to different counties)

**Piedmont Regional Jail Authority:** Comprised of six Counties, Cumberland, Buckingham, Amelia, Prince Edward, Nottoway, and Lunenburg. Each County provides three voting members, the Sheriff, the County Administrator, and one Supervisor. This Authority oversees the operation of the Piedmont Regional Jail and approves all expenditures. The Authority meets once a month in Farmville. (Meets on the 3<sup>rd</sup> Wednesday of the month at 1PM: -location at the Farmville Train Station)

**Piedmont Juvenile Detention Center Board:** This Board is a part of the Regional Jail Authority, but only the County Administrators sit on this Board. (meets on the 3<sup>rd</sup> Wednesday of every month at 11:30AM)

**Planning Commission:** The Planning Commission is a seven-member body, appointed by the Board of Supervisors, responsible for the review of land use and zoning matters for Cumberland County. The Planning Commission reviews applications submitted for changes to zoning districts, conditional use permits, zoning ordinance and plan amendments, and other land use and zoning matters. The Commission makes a recommendation on each item to the Board of Supervisors, who then makes the final determination on the recommended items during one of their regular meetings. (Meets the 4<sup>th</sup> Monday of the month at 6:30PM in the Circuit Courtroom and has 4 workshops a year at 6:30PM in the Board meeting Room)

**Economic Development Authority:** The Authority shall be governed by, and exercise the powers granted by, the provisions of the “Economic Development and Revenue Bond Act”, Title 15.2 of the Code of Virginia, as amended and as may hereafter be amended, subject to the provisions of that certain Ordinance creating the Authority adopted by the Board of Supervisors of Cumberland County, Virginia. The Authority shall be governed by a Board of Directors in which all powers of the Authority shall be vested, and which Board shall be composed of seven directors, appointed by the Board of Supervisors of Cumberland County, Virginia. (Meets on the 4<sup>th</sup> Tuesday of every other month at 9AM: Regular meetings are held in the Circuit Courtroom, workshops are typically held in the Board meeting Room)

**Social Services Board:** Virginia law mandates a Local Department of Social Services in every political subdivision of the state and specifies the duties and responsibilities of the Local Board. As a board member, you will learn about programs such as Medical Assistance, the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families, (TANF), Energy Assistance, Child and Adult Protective Services, Foster Care, Adoption, Child Care Subsidy, and countless partnerships and initiatives designed to embrace, educate, and empower our citizens and neighbors. Cumberland Department of Social Services strives to provide excellent services to individuals, families, and the community in a respectful manner, by encouraging self-sufficiency, striving to preserve and restore families and protecting the wellbeing of children, the elderly and disabled. (Held on the 4<sup>th</sup> Tuesday of each month at 9AM; located at Cumberland Social Services)

**Water and Sewer Advisory Board:** The Committee shall serve as the advisory body for the Board of Supervisors; the Committee shall suggest policies, and deal with concerns related to all aspects of public water and sewer with Cumberland County. (meets as needed)

On a motion by Supervisor Stimpson, and seconded by Supervisor Saunders, the Board approved the Committee appointments:

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – absent	Mr. Stimpson – aye
	Mr. Saunders – aye	

d. Approval of 2025 Proposed Meeting Schedule

**Cumberland County Board of Supervisors**  
**2025 Meeting Schedule**  
**Second Tuesday of each month at 7:00 p.m.,**  
**Circuit Courtroom of the Cumberland Courthouse unless otherwise noted**

**January 14, 2025**  
**\*January 23, 2025**  
**\*February 4, 2025**  
**February 11, 2025**  
**\*February 18, 2025**  
**March 11, 2025**  
**\*\*April 08, 2025**  
**\*\*\*April 15, 2025**

- May 13, 2025**
- June 10, 2025**
- July 08, 2025**
- August 12, 2025**
- September 09, 2025**
- October 14, 2025**
- November 12, 2025**
- December 09, 2025**
- January 13, 2026**

**\*Budget Workshops (Location TBD)**

**\*\*Budget Public Hearing**

**\*\*\*Adoption of Fiscal Year Budget, Tax Rates and CIP**

Adopted January 14, 2025

On a motion by Supervisor Hamlet, and seconded by Supervisor Stimpson, the Board approved the 2025 Board meeting schedule:

- |       |                          |                    |
|-------|--------------------------|--------------------|
| Vote: | Mr. Hamlet – aye         | Mr. Newman – aye   |
|       | Mrs. Tyree – absent      | Mr. Stimpson – aye |
|       | Mr. Saunders – aye       |                    |
| e.    | Remote Attendance Policy |                    |

**CUMBERLAND COUNTY POLICY FOR PARTICIPATION  
IN A PUBLIC MEETING THROUGH ELECTRONIC COMMUNICATION**

- A. A member of the Cumberland County Board of Supervisors (also known as “Board”) may participate in a public meeting, both in open session and in closed session, through electronic communication from a remote location, not open to the public, on the following terms and conditions:
  - a. Temporary or permanent disability or other medical condition.
    - i. The Board member requesting to participate in the meeting through electronic communication must:
      - 1. Notify the Board Chairman, in advance of the meeting, the he or she will be unable to attend the meeting due to a temporary or

- permanent disability or other medical condition that prevents the Board's physical attendance at the meeting.
- ii. The Board must:
    - 1. Record in its minutes the fact that the Board member is absent due to a disability or a medical condition; and
    - 2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.
  - b. A medical condition of a Board member's family that requires the Board member to provide care and prevents the Board member's physical attendance.
    - i. The Board requesting to participate in the meeting through electronic communication must:
      - 1. Notify the Board Chairman, in advance of the meeting, that he or she will be unable to attend the meeting due to a family member's medical condition that requires the Board member to provide care for such family member.
    - ii. The Board must:
      - 1. Record in its minutes the fact that the Board member is absent due to a family member's medical condition that required the Board member to provide care for such family member; and
      - 2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.
  - c. The Board member's principal residence is more than Sixty (60) miles from the meeting location identified in the required notice for such meeting.
    - i. The Board member requesting to participate in the meeting through electronic communication must:
      - 1. Notify the Board Chairman, in advance of the meeting, that he or she will be unable to attend the meeting due to the meeting location listed in the required meeting notice being more than sixty (60) miles from his or her primary residence.
    - ii. The Board must:
      - 1. Record in its minutes the fact that the Board member is absent due to the distance between the members principal residence and the meeting location; and
      - 2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.
  - d. Emergency or personal matter.
    - i. The Board member requesting to participate in the meeting through electronic communication must:
      - 1. Notify the Board Chairman, in advance of the meeting, that he or she will be unable to attend the meeting due to an emergency or personal matter; and
      - 2. Specify to the Chairman the nature of the emergency or personal matter.

- ii. The Board must:
    - 1. Record in its minutes the specific nature of the Board member’s emergency or personal matter; and
    - 2. Record in its minutes the remote location from which the member participated, which can be identified by a general description.
  - iii. Participation in a public meeting through electronic communication by a Board member due to an emergency or personal matter will be limited each calendar year to two meetings or 25 percent of the total meetings held per calendar year rounded up to the next whole number, whichever is greater.
- B. Electronic participation by a Board member as provided in Section A above shall be allowed only when all of the following conditions are met:
- a. A quorum of the Board is assembled pursuant to Virginia Code Section 2.2-3708.3; and
  - b. The Board has made arrangements for the voice of the remote Board member to be heard by all persons at the meeting location; and
  - c. Following confirmation from the Board Chairman (or the Vice Chairman if the Chairman is making the request) that he or she has received notification as required in Section A, a majority of the Board who are present and voting approve the motion to allow the requesting Board member to participate in the meeting through electronic communication from a remote location not open to the public. If the participation by the Board member by electronic communication is not approved because such participation would violate this Policy, such denial shall be recorded in the minutes with specificity. In deciding whether to approve a Board member’s request to participate in a public meeting through electronic communication from a remote location, the Board shall not consider the identity of the Board member making the request or the matters that will be considered or voted on at the meeting.

On a motion by Supervisor Stimpson, and seconded by Supervisor Saunders, the Board approved the Remote Attendance Policy:

Vote:	Mr. Hamlet – aye	Mr. Newman – aye
	Mrs. Tyree – absent	Mr. Stimpson – aye
	Mr. Saunders – aye	

11. **State and Local Departments/Agencies**

- a. Cumberland County Public Schools

Dr. Chip Jones, Superintendent, gave the following update to the Board:

- We have officially begun the second semester—finally! Tomorrow will be a full day of school, and we are excited to keep the momentum going.
- A big thank you to VDOT for their outstanding efforts in preparing the roads over the past few days. We truly appreciate their dedication.
- Here's a look at some of the amazing things happening in CuCPS:
- Updated Cell Phone Procedures: We've implemented our "Up and Away During the Day" policy—thank you for supporting this change.
- CCES Winter Concert: Held prior to the break and was a wonderful celebration of student talent.
- CCES Winter Wonderland: Students had a blast, and it was heartwarming to see so many family volunteers.
- CMS NJHS Induction: Congratulations to our newly inducted National Junior Honor Society members!
- CMS/CHS Winter Band Concert: A packed house enjoyed an incredible performance—standing room only!
- CHS Basketball Christmas Tournament: Well attended and a great showcase of sportsmanship and community spirit.
- Parent-Teacher Chat App: We've launched a new app to enhance communication between families and teachers.
- Principal Appreciation Week: Join us in celebrating our amazing principals this week!
- Law Enforcement Appreciation Day: We honored Officer Minter and Officer Baker for their dedication and service.
- Draft 2025-2026 CuCPS School Calendar: Now posted online for your review.
- Band Success: Seven students made All-District Band, and one advanced to All-State!
- Indoor Track Achievements: Several athletes qualified for state competition—congratulations!
- Attendance Celebration: CHS students with great attendance enjoyed a movie outing at Sunchase Cinemas.
- VA Governors World Languages Academy: A CHS student was accepted—what an incredible accomplishment!
- Thank you for your continued support of CuCPS. We look forward to an exciting second semester filled with growth and success!

b. Cumberland Public Library

Rick Ewing, Director of Central Virginia Regional Library, provided the Board with a monthly report.

c. Cumberland Fire and EMS

Coordinator of Emergency Services, Darren Hurley, provided the Board with the following report:

Calendar Year 2024 Brief Statistical Update

Total Fire and EMS Calls	1,875
Station #1 Cumberland EMS	1,376
Station #2 Cumberland Fire	267
Station #3 Cartersville Fire	87
Station #4 Randolph Fire	145

\* 5% increase in call volume over 2023.

**2024 Year in Review:**

**Grants**

REPP (Radiological Emergency Preparedness) - \$700

EOC Whiteboards/Supplies & Multipurpose Copier

RSAF (Rescue Squad Assistance Fund) - \$4500

CPR Assist Device

Centra Grant - \$30,000 – All items have been received

CPR Assist Device Resuscitation

Procedures)

Video Laryngoscopes (Patient Airway Procedures)

Ventilators (Patient Airway Procedures)

EZ/IO Devices (Intravenous Access Procedures)##

Emergency Medical Dispatch Program

Sheriff's Office Grant Award

Go "Live" date on January 7, 2025

9 Emergency Dispatchers Certified

Computer-Aided Dispatch Resources Response

Department of Fire Programs Mini-grant \$30,000 FD

Personal Protective Equipment (Helmets), award  
announcement Jan '25

Meets department standardization requirements

RSAF \$61,000 Grant \* just awarded

**Events**

Football Game Staffing  
Bear Creek State Park Lights at the Lake  
Career Day at Cumberland Elementary School  
Trunk or Treat (L.P. Jackson School)  
Christmas Parade  
Christmas Tree Lighting Ceremony  
Bear Creek State Park Lake Plunge

**Monthly Volunteer Chief's Meetings**

Apparatus Status Needs  
Training Opportunities  
Asset Response Preplanning  
Radio Communications Protocols  
Service Level Agreement

**Emergency Communications Radio System**

Equipment ordered/26-week delivery  
Tower Foundation Permitting Process  
Monthly Radio Communication Meetings  
Mutual Aid MOU Updates

**Pharmacy**

Security Systems in place  
Tentative "Go Live" March 2025

**Site Resource Response Configurations**

Cobb Creek Reservoir  
County Solar Farm (9 total)  
Water Resource Response (Cobb Creek Reservoir, James River, Willis River, Appomattox River)

**Regional Chief Meetings**

Central Virginia Fire Chief's Association (quarterly)  
Virginia Heartland Fire Chief's Association (quarterly)

d. VDOT

Assistant Residency Administrator, Brian Lokker, provided the Board with the following monthly report:

- FY 25 – Budget Update
  - Routine Maintenance Budget
    - \$1,470,934 planned
    - \$578,027 expended (Thru 1/13/25)
- Work Order Summary – (FY 25 – Thru 12/6/2024)
 

	This Period	Last Period
Tree/Limbs Down	1	1
Dead Animal	1	13
Debris (Total)	2	2
Visibility (Total)	-	2
Drainage Problem – Pipes	-	-
Drainage Problem – Ditches	2	-
Pothole (Total)	1	-
Dead/Leaning Tree	1	4
- Construction Project Update
  - UPC 124843 – PM3C25 – Plant Mix**
    - Contract Executed: 8/27/24
    - Preconstruction Meeting: TBD
    - Construction Start: TBD
    - Contract Completion: 11/21/25
  - UPC 124838 / 124837 – ST3B25 – Surface Treatment**
    - Contract Executed: 11/22/24
    - Preconstruction Meeting: TBD
    - Construction Start: TBD
    - Contract Completion: 10/19/25
- Miscellaneous Items
  - Snow Events
  - Buggy Signage
  - Rt 60 Sewer Project

e. Finance Director’s Report

i. Monthly budget Report:

There was no discussion regarding this item.

ii. CuCPS Appropriation

On a motion by Supervisor Stimpson, seconded by Supervisor Saunders, and carried by the following vote, the Board the approved the appropriation in the amount of \$168,500 to Cumberland County Public Schools for purposes as outlined in the grant:

Vote:           Mr. Hamlet – aye                               Mr. Newman – aye  
                  Mrs. Tyree – absent                       Mr. Stimpson – aye  
                  Mr. Saunders – aye

iii.           Appropriation for Emergency Services

On a motion by Supervisor Saunders, seconded by Supervisor Stimpson, and carried by the following vote, the Board approved the appropriation request in the amount of \$2,500 as requested by Coordinator of Emergency Services, Darren Hurley with no local funding:

Vote:           Mr. Hamlet – aye                               Mr. Newman – aye  
                  Mrs. Tyree – absent                       Mr. Stimpson – aye  
                  Mr. Saunders – aye

f.           Planning and Zoning Administrator’s Report

i.           Planning Project Updates

There was no discussion regarding this item.

g.           County Attorney’s Report

County Attorney, Kemper Beasley, had nothing to report.

12.   **Consent Agenda**

- a. Approval of Bills
- b. Approval of Minutes (December 10, 2024 and December 30, 2024)
- c. 2024 Annual Business License Report

On a motion by Supervisor Saunders, seconded by Supervisor Newman and carried by the following vote, the Board approved the consent agenda as presented:

Vote: Mr. Hamlet – aye Mr. Newman – aye  
Mrs. Tyree – absent Mr. Stimpson – aye  
Mr. Saunders – aye

13. **Old Business**

14. **New Business**

15. **Public Hearings**

- a. REZ 24-01 Dowdy et als

Planning/Zoning Administrator, Stephany Johnson, presented the Board with an overview.

With no citizens signed up to speak, the Vice Chairman closed the Public Hearing.

On a motion by Supervisor Stimpson, seconded by Supervisor Hamlet, and carried by the following vote, the Board approved REZ 24-01 Dowdy et als as presented:

Vote: Mr. Hamlett – aye Mr. Newman – aye  
Mrs. Tyree – absent Mr. Stimpson – aye  
Mr. Saunders – aye

16. **Additional Information**

- a) Treasurer’s Report
- b) DMV Report
- c) Monthly Business License Report
- d) Monthly Building Inspections Report
- e) Commonwealth Regional Council Report
- f) Approved Planning Commission meeting minutes – N/A
- g) Approved EDA meeting minutes – N/A

h) Approved BZA minutes – N/A

17. **Public Comments**

Betty Myers mentioned the amount and success of grant funds received to the County without the need of Green Ridge. She also recommended members of the Economic Development Authority and Planning Commission attend Board of Supervisor meetings.

Bill Bruce questioned the no contact with Green Ridge and questioned why the new CUP has not been placed on the county website. He also questioned the need for the newly proposed Courthouse.

Gina Martin expressed her concerns with the attendance of Board members to meetings. She questioned how many meeting has the newly appointed Chairman, Supervisor Tyree, missed up to date. She also questioned the assistance provided to the County from Cobbs Creek and mutual aid services from other counties in regards to Emergency Services.

18. **Chairman and Board Member Comments**

19. **Adjourn -**

On a motion by Supervisor Stimpson and seconded by Supervisor Saunders, the Board adjourned until the budget workshop of the Board to be held at 6:00 p.m. on January 23, 2024 in the Board Meeting Room located at 1 Courthouse Circle, Cumberland, Virginia.

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Eurika Tyree, Chairman

---

Derek Stamey, County Administrator

At a budget workshop of the Cumberland County Board of Supervisors scheduled for 6:00 p.m. on the 23<sup>rd</sup> day of January 2025 at the Cumberland County Board of Supervisor Meeting Room, 1 Courthouse Circle, Cumberland, Virginia:

Present: Eurika Tyree, District 3, Chairman  
Paul Stimpson, District 4  
Robert Saunders, Jr., District 5  
Derek Stamey, County Administrator  
Jennifer Crews, Assistant County Administrator of Finance  
Tiana Branch, Deputy Clerk

Absent: Bryan Hamlet, District 1  
John Newman, District 2, Vice-Chairman

**1. Call to Order**

The Chairman called the meeting to order at 6:00 p.m.

**2. Roll Call of Members**

Tiana Branch, Deputy Clerk, called the roll.

**3. Invocation**

The Invocation was led by the Chairman.

**4. Welcome and Pledge of Allegiance**

The Pledge of Allegiance was led by the Chairman.

**5. Workshop Presentations**

The purpose of the presentations was to conduct a budget work session relating to the FY2025-2026 budget. External Agencies request for funding from the County to the Board and provided an opportunity for Board members to ask questions regarding those funding requests.

The Board was presented with requests from the following:

- a. Longwood SBA
- b. STEPS
- c. STEPS/DV SA
- d. Peter Francisco SWCD
- e. Piedmont Area Veterans Council
- f. Free Clinic of Powhatan
- g. Piedmont Habitat for Humanity
- h. Preliminary CIP FY '26 (presented by County Administrator)

**6. Adjourn**

After the presentations, the Board adjourned until the Joint Budget workshop with the School Board on Tuesday, February 4, 2025 at 6:00 p.m. in the Cumberland County High School.

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Eurika Tyree, Chairman

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Derek Stamey, County Administrator

At a meeting of the Cumberland County Board of Supervisors scheduled for 6:00 p.m. on the 4<sup>th</sup> day of February 2025 at the Cumberland County High School Luther P. Jackson Building, Cumberland, Virginia:

Present: Bryan Hamlet, District 1  
Eurika Tyree, District 3, Chairman  
Paul Stimpson, District 4  
Robert Saunders, Jr., District 5  
Derek Stamey, County Administrator  
Jennifer Crews, Assistant Count Administrator  
Tiana Branch, Deputy Clerk

Absent: John Newman, District 2, Vice Chairman

Also Present from the Cumberland School Board were:

Ginger Sanderson, District 1, Chairman  
Yvonne Earvin, District 2  
Latesha Anderson, District 3  
Everleane Randolph, District 5  
Dr. Chip Jones, Superintendent

Absent: Leigh McCrea, District 4

The purpose of the meeting was to hold a joint workshop with the Cumberland School Board to discuss their proposed budget.

After the budget discussions, the Board adjourned their meeting until the next regular monthly Meeting of the Cumberland County Board of Supervisors on Tuesday, February 11, 2025, at 6:00 p.m. in the Circuit Courtroom.

---

Eurika Tyree, Chairman

---

Derek L. Stamey, County Administrator



**DATE:** February 11, 2025  
**TO:** Cumberland County Board of Supervisors  
Derek Stamey, County Administrator  
**FROM:** Derek Stamey, County Administrator  
**RE:** Cumberland Courthouse Renovation/Expansion

---

### **Background**

In the Spring of 2022, the Virginia Department of General Services conducted an analysis of the Cumberland County Courthouse and deemed the Courthouse to be inadequate. In the Fall of 2023, the County entered into a contract with HBA Architects to perform a further analysis of the Courthouse facility. The resulting analysis indicated that the current Cumberland Courthouse scored poorly on the assessment results.

In addition to addressing the Courthouse shortcomings, the assessment identified long term needs for the Courthouse and other judicial functions based upon space requirements, staffing, and caseloads. HBA Architects presented several options for consideration including the recommended option to expand and renovate the existing Courthouse (Courthouse Annex) to address current Courthouse concerns as well as to meet the needs of the Courthouse and associated functions for the next 30 to 40 years. This renovation option is currently estimated to cost \$37 million dollars to construct.

Next steps in the process would include the development of a Request for Proposals for Architectural and Engineering services which would then be advertised and ultimately brought back to the Board for consideration. The design process could take between 10 and 14 months to complete at which time we will have a better understanding of costs and potential borrowing scenarios for the project. For there the Board could authorize a renovation and expansion of the Courthouse which would take approximately 18 months to complete.

Judge Donald C. Blessing has submitted (2) letters to the County Administrator dated December 16, 2024 and February 3, 2025 respectively. The most recent letter included a request to act on the Courthouse Renovation and Expansion project with a mention of pursuing alternative means to move the project forward if the Board does not act.

### **Recommendation**

County administration recommends that the Board of Supervisors consider authorizing county staff to continue the Cumberland Courthouse Renovation and Expansion project.



TENTH JUDICIAL CIRCUIT OF VIRGINIA  
THE COURTHOUSE  
FARMVILLE, VIRGINIA 23901

Donald C. Blessing  
Chief Judge

P.O. BOX 351  
TELEPHONE 434-392-5171

February 3, 2025

Derek Stamey, County Administrator  
Cumberland County  
P.O. Box 110  
Cumberland, Virginia 23040  
dstamey@cumberlandcounty.virginia.gov

Re: Courthouse Addition

Dear Derek,

Consideration of the courthouse addition has been ongoing for almost two years. The process has been deliberate, thoughtful, and considerate of the public, county officials, law enforcement, court officials, lawyers, litigants, and the judiciary.

The County's experts/consultants have determined the facilities to be inadequate and unsafe. The courthouse fails to meet the Virginia Court and Facilities Guidelines. New guidelines may be adopted this spring. ADA compliance must be addressed as well.

Case loads continue to increase. In the January Term, the Circuit Court (composed of Cumberland citizens) returned 112 sealed indictments (in addition to the regular ones).

The Board of Supervisors has discussed the need for an addition and all available options as reflected in minutes and recordings of work sessions and meetings.

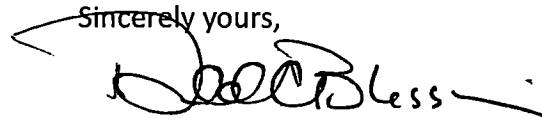
The Board should now act to authorize and implement the renovations needed (and the least expensive option preferred by the judges) to expand the facilities, modernize them, make use of the existing holding cells, and maintain the beauty and integrity of the present courthouse and grounds. Board action should include RFPs for bids for architectural and engineering plans.

Failure to act at the next Board meeting will be deemed a negative response. Judges Spencer and Dunkum, Chief Judges of the General District and J & DR Courts, join me in this view. We will pursue alternative means to achieve this goal if necessary.

We prefer a cooperative and collaborative effort. Our belief is that such a path will provide a less costly and much better project.

A response would be greatly appreciated.

Sincerely yours,

A handwritten signature in black ink that reads "Donald C. Blessing". The signature is written in a cursive style with a long horizontal flourish at the end.

Donald C. Blessing, Chief Judge

c: Hon. Calvin S. Spencer, Jr., Chief Judge  
Hon. Marvin H. Dunkum Jr., Chief Judge



TENTH JUDICIAL CIRCUIT OF VIRGINIA  
THE COURTHOUSE  
FARMVILLE, VIRGINIA 23901

Donald C. Blessing  
Chief Judge

P.O. BOX 351  
TELEPHONE 434-392-5171

December 16, 2024

Derek Stamey, County Administrator  
Cumberland County  
P.O. Box 110  
Cumberland, Virginia 23040  
dstamey@cumberlandcounty.virginia.gov

Re: Courthouse Addition

Dear Derek,

Thank you for giving Ms. Martin, my Clerk, and I an update on the needed courthouse addition.

In April of 2023, I initiated a discussion with you about this. To your credit you took this seriously. Since that moment, you have been thoughtful, considerate, cooperative, and contributing in this process. Your background and previous employment lends itself well to the furtherance of the process. You have known who to contact, when to speed the process, and when to slow it. All of the stakeholders view you as a meaningful partner who is advocating for the County's interest and what is needed for the judicial system.

The process, to date, has included:

1. Review of the Virginia Court and Facilities Guidelines. These have been revised and, if adopted, should be provided to the judiciary and the public by the first of the year. Cumberland's facilities fall short in many regards having been built under guidelines used about 50 years ago.
2. Two security assessments commissioned by the county. Each show the court building to be seriously lacking, putting those in the building (judges, court personnel, litigants, and general public) at risk. One rated most parts of the building around 60% or less. One important office was significantly below 50%. The Sheriff does an excellent job with a largely indefensible building.
3. Consideration of ADA standards. Virginia recently became the subject of additional mandates resulting from litigation.

4. Functionality and design surveys. Consultants hired by the county surveyed the stakeholders about needs (based on population growth and case load projections). All agree that the look and appeal of this Jeffersonian Courthouse must remain and be enhanced and complemented. The building and the grounds should remain a focal point of certain community activities.

Initially both you and I doubted that the present building could be renovated and improved. We feared that a completely new building would be required. This would entail moving away from the beautiful existing building and abandoning the use of perfectly good holding cells.

The Clerk, Sheriff, and the Commonwealth Attorney, as citizens of the county, have been conscious of the financial impact of a new facility while recognizing the urgent need for a better one. I share their concerns, but my primary obligation is to the betterment of the judicial system, protection of the public and more efficient service to them.

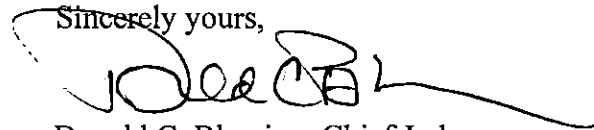
The consultants provided five options: an addition and four completely new separate "stand alone" facilities. A review of the options indicated that the facilities were suitable for an addition. The choice of an addition is the best one. It is less costly and makes use of a significant amount of the present facilities (courtrooms and holding cells). It provides upgrades for the occupants and a desperately needed additional court room. It keeps the beauty and integrity of the present courthouse and grounds.

Unlike most courthouse modernization projects in Virginia, there has been no discussion of litigation. We have progressed with communication, cooperation, and collaboration. To do otherwise consumes time and expenditure of funds which could be devoted to the project. My firm belief is that continuing on the present course will result in a less costly and much better product.

I request that the Board of Supervisors move forward by authorizing the expenditure of funds necessary to advertise for bids on architect and engineering plans as well as the money to hire same. This will result in concrete proposals and cost estimates permitting informed and intelligent decision making on this matter. Ultimately, I urge funding the entire project and completion of it.

Please pass my request and thoughts on to the Board of Supervisors for their consideration and action.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Donald C. Blessing", with a long horizontal flourish extending to the right.

Donald C. Blessing, Chief Judge



CUMBERLAND COUNTY, VA

# COURTHOUSE FACILITY NEEDS ASSESSMENT

DRAFT FOR REVIEW

OCTOBER 16, 2024



**HBA ARCHITECTURE &  
INTERIOR DESIGN, INC.**

*Architecture and Interior  
Design*



**FENTRESS INCORPORATED**

*Courthouse Planning  
Consultants*



**MAJOR SECURITY  
CONSULTING**

*Security Assessment  
Consultant*



## I. Executive Summary

## II. Courthouse Needs Assessment

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## III. Estimates of Probable Construction Cost

### Appendix A – Existing Site Information

### Appendix B – Security Assessment & Recommendations



# I. EXECUTIVE SUMMARY

## Executive Summary

### Introduction

In September 2023, the County of Cumberland engaged HBA Architecture and Interior Design to complete a facility needs study for the County Courts Facilities.

The goal of the study is to provide Cumberland County with a viable long-term master planning document that will assist the County in forecasting and prioritizing capital improvement projects to address the immediate and future needs of the County Courts facilities. The objectives to achieve the goal are as follows:

- Evaluate the present use of space in existing court facilities
- Conduct a security assessment of the existing facilities
- Develop the courts' space needs for County
- Generate a Program of Requirements from the identified space needs
- Develop improvement strategies to address the program of requirements

The design team conducted an on-site planning sessions with key stakeholders, including judges, court executives, and department managers. Each planning session consisted of interactive interviews between the design team and individual stakeholders, including the following components:

- Circuit Court
- General District Court
- Juvenile and Domestic Relations Court
- Commonwealth's Attorney Office
- Sheriff's Office
- Virginia Department of Juvenile Justice's Court Services Unit

## Study Methodology

### Evaluate Existing Facilities

- Toured the identified existing facilities and generally assessed the condition of architectural, structural, mechanical, electrical, and plumbing systems and components.
- Evaluated the existing facility site using available GIS data and open-source information.

### Security Assessment

- Conducted the threat, risk, vulnerability and security assessment.
- Interviewed key stakeholders to determine their needs and desires regarding security as well as any specific concerns for their area of control.
- Met with the Sheriff and their staff to determine the needs and preferences for security technology and any other security concerns regarding high risks areas such as the sally port, evidence storage by Clerks, weapons detection, ballistic material etc.

- Reviewed and made recommendations on these critical aspects of courthouse security:
  - Court Security: Physical & Operational Security Features, Technology and Planning
  - Threat, Risk & Vulnerabilities: a comprehensive review of the threats, risks, and vulnerabilities specific to court operations and the environment.
  - Integrated Security Measures: Physical security measures and practices should be as unobtrusive as possible and blended into the background as much as practical.

#### Needs Assessment

- Facilitated a kick-off meeting with key stakeholders from the County and Court components (Courthouse Planning Team) to discuss goals for the project and identify specific objectives for successful project completion.
- Analyzed relevant demographic and economic trends to assess the impact of these trends on court operations.
- Gathered available data from the court components on workload and produce projections of future workload based on an analysis of demographic, economic, and workload trends.
- Produced statistical forecasts for the number of court personnel needed to manage the workload over the next 20-30 years. The design team interviewed key stakeholders from the Courthouse Planning Team to gather input on their respective needs based on their experience and insight.

#### Program of Requirements

- Based on the needs validated in the needs assessment, the design team generated a Program of Record (POR) detailing the current space occupied by each court component and the future space needed for Cumberland County.
- The POR provides a detailed list of spaces and each space's recommended net square footage and usable square footage for all court components. In addition, the overall building gross square footage, including all building support spaces such as MEP, storage, etc., is calculated by including a building efficiency factor based on our experience with projects of similar size and type and with comparable site constraints.
- The POR documents all comments or assumptions made by the Courthouse Planning Team to support the programming effort and was circulated to the stakeholders for review and feedback. The stakeholder review process was completed and the comments were incorporated, and a final POR was produced, which serves as the baseline space requirements for the project.

#### Evaluate Present Use of Space

- Toured the existing facilities and conducted an overall assessment of the existing courthouse and each component's space.
- Objectively identified deficiencies within the Cumberland County courthouse on the criteria of space standards, (compliance with best practice and the Virginia Courthouse Facility Guidelines), functionality (how well the building supports courthouse operations), security, building condition, and the use of space-saving technologies. Perform detailed analysis of current uses – identify any efficiencies, inefficiencies, deficiencies, and suggested improvements.

#### Improvement Strategies/Schematic Design

- The information from the needs assessment and POR was used to develop potential improvement strategies for presentation to the Courthouse Planning Team.
- An improvement strategy is a project or sequence of projects and operational changes aimed at optimizing the space in court facilities.
- Strategies considered the possibility of renovations within the existing facilities, relocation of existing tenants within the facilities or to alternate space, or potential new construction if deemed necessary. The improvement strategies focused on solutions that address courtrooms, chambers, staff workspaces, meeting spaces, prisoner spaces, and any other needs of the departments and agencies identified by the Courthouse Planning Team.
- Identify improvements and additions to infrastructure, such as parking and roadways.
- Prepared schematic design documents to illustrate the improvement strategies identified.
- Provided estimates of probable project costs by phases including building and site construction estimates.

## Court Workload Analysis

As part of the workload analysis, the population of Cumberland County was examined. The population and demographic data are from the U.S. Census Bureau and population projections are sourced from the Weldon Cooper Center for Public Service at the University of Virginia. While population increases do not automatically yield workload increases for the court, as a general observation, locations with higher populations typically have higher caseload filings.

Two significant observations were determined by analyzing the population and demographics:

- The population in Cumberland County declined slightly between 2010 and 2020. The population is not projected to return to the 2020 Census value of 9,675 until the year 2050. In the interim, the county population is projected to continue falling to a low of 9,165 in 2030 before increasing again, reaching 9,354 in 2040 and 9,683 in 2050.
- Cumberland County median household income of \$51,035 in 2020 lags both Virginia (\$82,210) and the United States (\$68,010) as a whole and the gap expanded between 2010 and 2020.

The filings for the Circuit Court and the GDC and JDR District Courts were projected as part of the analysis. To do so, historical data were gathered on filings from monthly and annual caseload reports compiled by the Office of the Executive Secretary's Department of Judicial Services of Virginia's Judicial System. Due to the lack of available data before 2013, the forecasts were based on a sampling of average growth across multiple blocks of years (e.g., 1-, 3-, 5-, 7-, and 10-year periods), an acceptable quantitative technique that analyses historical trends to estimate future filings.

The combined analysis of the historical and projected population, demographics, economics, and caseload results indicate that the increase in Circuit Court filings will generate the need for

moderate increase in the Circuit Court Clerk’s Office and growth in other departments, notably the Commonwealth’s Attorney’s Office. By contrast, GDC filings are not expected to increase to the point that additional staff or resources will be needed. However, the anticipated split of the JDR District Court from the combined GDC/JDR Court will require an increase in JDR staff as the newly formed JDR Clerk’s Office is built out. In addition, space in a new court project will allow the Virginia Department of Juvenile Justice’s Court Services Unit (CSU), a juvenile probation unit, to increase positions in Cumberland; previously, they were limited to a minimal staff presence due to a lack of available space.

### Program of Requirements Summary

Table 6 presents a summary-level listing of the space needs, by court component, for the Cumberland County Courthouse. The Program of Requirements (POR) is organized by the primary program components, consisting of the court units that will be housed in the courthouse, and other facilities-related support spaces.

**Table 1: Court Space Needs Summary**

		Projected Need 2044
<b>COURT COMPONENTS</b>		
1	JUDGES AND STAFF	1,619
2	COURTROOMS AND ANCILLARY SPACES	10,033
3	JURY ASSEMBLY/MULTI-PURPOSE ROOM	2,015
4	CIRCUIT COURT (CC) CLERK'S OFFICE	4,429
5	GENERAL DISTRICT COURT (GDC) CLERK'S OFFICE	2,018
6	JUVENILE AND DOMESTIC RELATIONS (JDR) CLERK'S OFFICE	2,068
7	COMMONWEALTH'S ATTORNEY OFFICE	2,573
8	COURT SERVICES UNIT (CSU)	1,912
9	COURT SECURITY AND HOLDING	3,541
10	BUILDING SUPPORT/OTHER SERVICES	3,588
<b>COURT SPACE SUMMARY</b>		
COURT CGSF		33,796
Building Grossing Factor (approximately 70% efficient)		1.45
COURTHOUSE BUILDING GSF		49,004

## Improvement Strategies

Options are presented to address current deficiencies and to meet the projected space needs of the court in Cumberland County. Many of the building's deficiencies significantly affect how the building functions as a courthouse. Developing a strategy that addresses these deficiencies is critical to the successful operation of the court, both now and in the future. The potential strategies were developed with the following goals in mind:

- Develop separate circulation paths for a) members of the public, b) judges and staff, and c) prisoner movement
- Eliminate fragmentation between the courtrooms and clerks' offices
- Provide an adequate quantity of courtrooms, hearing rooms, and associated ancillary spaces as indicated in the POR to properly serve the court and those conducting business within the courthouse
- Improve security by providing a more functional security screening area
- Provide an adequate quantity of office, storage, and file space for judges and court staff
- Provide an adequate quantity of office, storage, and file space for other county tenants located in the courthouse
- Develop proper functional adjacencies within the courthouse to maximize operational efficiencies

The development of the strategy options was based upon an analysis of the POR and evaluating the suitability of the properties which are adjacent to the existing courthouse. The planning analysis and options were presented to Cumberland County and court representatives.

When comparing the POR to the space of the existing building, it is clear that the existing building cannot meet all of the space needs of the court and other tenants that intended to occupy the building. The court components currently occupy approximately 10,200 CGSF within the existing courthouse and the adjacent county building. However, the court and other county tenants would require close to 34,000 CGSF within 20 years - a deficit of approximately 23,800 SF. The primary drivers of the increased space needs are as follows:

### *EXISTING DEFICIENCIES*

- Courtrooms are undersized
- Lack of adequate conference space
- Lack of adequate security screening area
- Existing Clerk's Offices are undersized
- Lack of public space
- Lack of vehicle sallyport

### *PROJECTED GROWTH*

- One additional chambers, courtroom, and ancillary spaces
- Staff growth in Circuit and GDC Clerk's Office
- Inclusion of separate JDR clerk's office

- Inclusion of Jury Assembly
- Inclusion of Court Services Office

As the existing courthouse is only 14,225 GSF, on its own it is not a viable option to accommodate the courts' current or projected space needs. As a result, an addition to the existing courthouse will need to be considered as well as options to construct a new courthouse and relocate the court and related agencies from the courthouse and adjacent county building entirely.

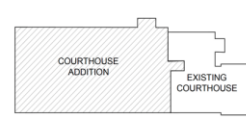

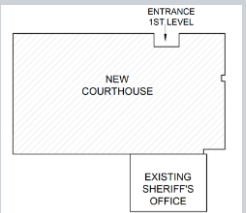
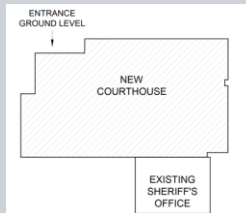
## Strategy Options

**OPTION 1:** Construct an Annex to the Cumberland Courthouse, and utilize the courtrooms and holding areas in the existing courthouse

**OPTION 2:** Construct a new stand-alone courthouse on county owned property to the north of the existing courthouse. In this solution the existing courthouse would be re-purposed for another county use.

**OPTION 3 and 4:** Construct a new courthouse on a site adjacent to the existing Sheriff's Office with a connection to the existing vehicle sallyport and holding area in the Sheriff's Office (there are two variations of this solution). In this solution the existing courthouse would be re-purposed for another county use.

**Table 2: Housing Strategy Option Comparison**

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
				
Approximate BGSF	32,000 GSF	53,000 GSF	39,000 GSF	42,500 GSF
CORE Score	95.1	98.1	97.8	98.1
Strategy Gain (vs 52.7 existing)	+42.4	+45.4	+45.1	+45.4
Advantages	<ul style="list-style-type: none"> <li>Utilizes existing courtrooms</li> <li>Utilizes existing holding cells</li> <li>Utilizes secure elevator circulation path</li> <li>Improved security screening</li> <li>Restricted parking for judges</li> <li>Vehicle sallyport</li> </ul>	<ul style="list-style-type: none"> <li>All programmatic requirements met</li> <li>No disruption to existing court operations during construction</li> <li>Identifiable courthouse image</li> <li>Improved security screening</li> <li>Restricted parking for judges</li> <li>Vehicle sallyport</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes existing vehicle sallyport in the Sheriff's Office</li> <li>Utilizes existing holding cells in the Sheriff's Office</li> <li>All programmatic requirements met</li> <li>No disruption to existing court operations during construction</li> <li>Identifiable courthouse image along edge of Foster Street</li> <li>Improved security screening</li> <li>Restricted parking for judges (enclosed in option 3)</li> </ul>	
Disadvantages	<ul style="list-style-type: none"> <li>Two courtrooms remain undersized and without optimum layout</li> <li>Closes off existing drive</li> <li>Connection to existing courthouse might be challenging</li> <li>Courthouse entrance faces away from street</li> </ul>	<ul style="list-style-type: none"> <li>Retains existing drive</li> <li>Scale and massing may be challenging considering the existing context</li> <li>Removal of existing building</li> </ul>	<ul style="list-style-type: none"> <li>Significant site/utility work likely required</li> <li>Approval to demolish Old Jail likely required (historic district contributing building)</li> <li>Investigation of easement to wellhouse required</li> <li>Disruption to existing Sheriff's Office operations</li> </ul>	



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## 1 Introduction

### 1.1 Project Background

Cumberland County commissioned HBA Architecture (prime) and subconsultants Fentress, Inc. and Major Security Consulting and Design, LLC (collectively termed the “design team”) to assess the needs of the Cumberland County Court and related components. The court is currently housed in county-owned buildings with numerous operational and security deficiencies. The goal of the assessment is to recommend the best option for the court's long-term needs, including renovation of the existing facilities or new construction.

### 1.2 Planning Process

The design team conducted an on-site planning sessions with key stakeholders, including judges, court executives, and department managers. Each planning session consisted of interactive interviews between the design team and individual stakeholders, including the following components:

- Circuit Court
- General District Court
- Juvenile and Domestic Relations Court
- Commonwealth’s Attorney Office
- Sheriff’s Office
- Virginia Department of Juvenile Justice’s Court Services Unit

The planning sessions focused on the following objectives:

- Assessing the functionality of the existing court space in Cumberland
- Forecasting future demographic and economic trends, workload, and personnel
- Facilitated stakeholder sessions to glean key insights from the experience of court and related component personnel
- Identifying any forthcoming legislative or administrative changes that are likely to affect judge and staffing levels, particularly regarding the anticipated split of the Juvenile and Domestic Relations (JDR) District Court from General District Court (GDC) (Cumberland is currently a combined GDC/JDR location)
- Establishing functional and adjacency needs for each court, department, and independent agency to ensure the future space appropriately supports each tenants’ mission and daily activities

The first planning session, held on site in February 2024, focused on establishing caseload, judge, and staffing growth assumptions that reflect historical trends and anticipated statewide and local initiatives and other legislation, benchmarks, and statutes as appropriate. Additionally, a detailed functional assessment of the existing courthouse was conducted utilizing Fentress’ Courthouse Realtime Operational Evaluation (CORE) tool. The CORE results were used during the programming sessions to highlight deficiencies in existing court operations in the areas of space functionality, space standards, security, building condition, and building systems and technology.

Subsequent sessions in April and May 2024 addressed refining space standards and benchmarks to achieve consistency across departments, establishing adjacency needs, and identifying potential courthouse efficiencies, such as shared spaces, technology improvements, and rightsizing space requirements. The following sections present the summary results of the planning sessions, related analysis, and resulting staff and space requirements for the Cumberland County Courthouse.



## 2 Existing Facility Assessment Summary

### Existing Facility and Functional Assessment Overview

The existing Cumberland County Courthouse is a two-story county-owned facility in Cumberland, Virginia. The building is approximately 14,225 gross square feet and contains approximately 7,600 square feet of occupied space (Component Gross Square Feet (CGSF)), comprised mostly of two courtrooms and associated spaces. The building is occupied primarily by court components on the first floor and the Sheriff's Office and Commonwealth's Attorney Office on the ground floor. The floor plans for the existing Cumberland County Courthouse are shown in Figures 1 and 2.

**Figure 1: Existing Cumberland County Courthouse – Ground Floor**

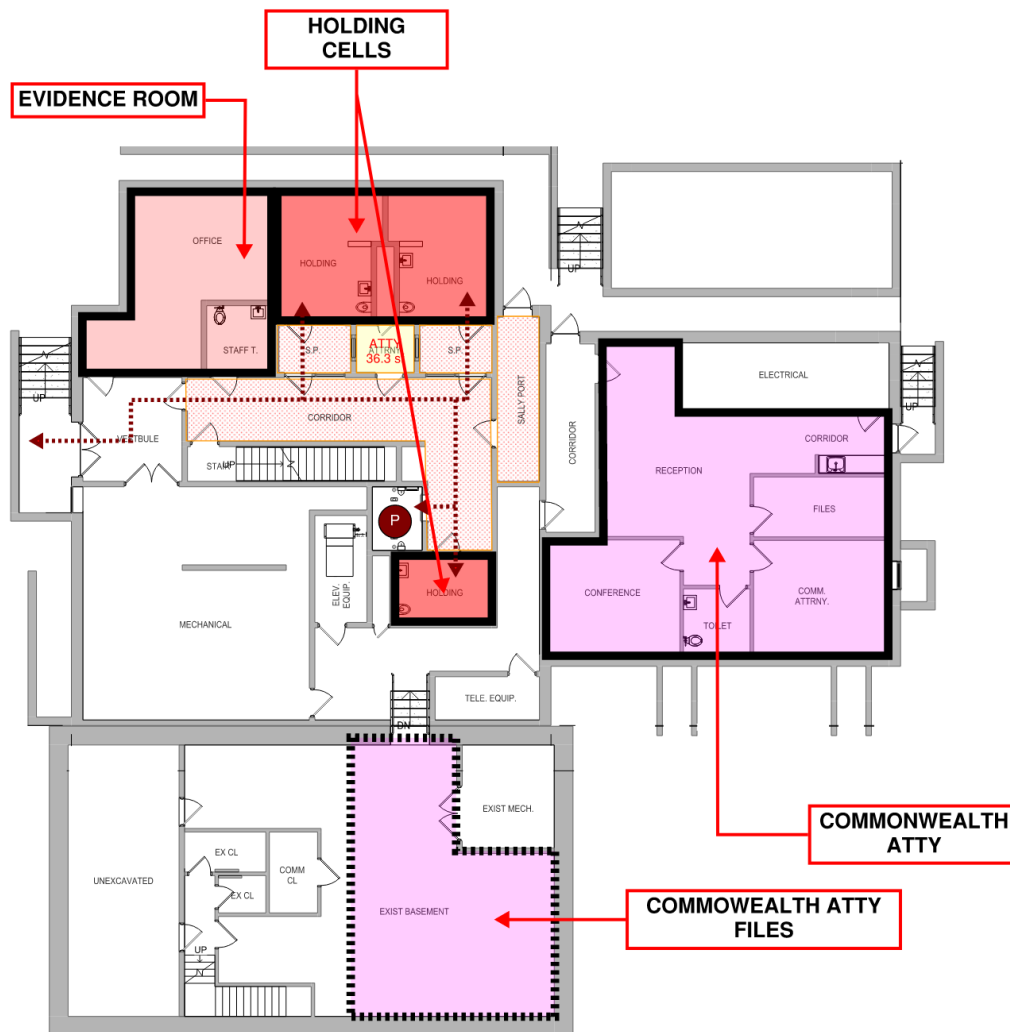
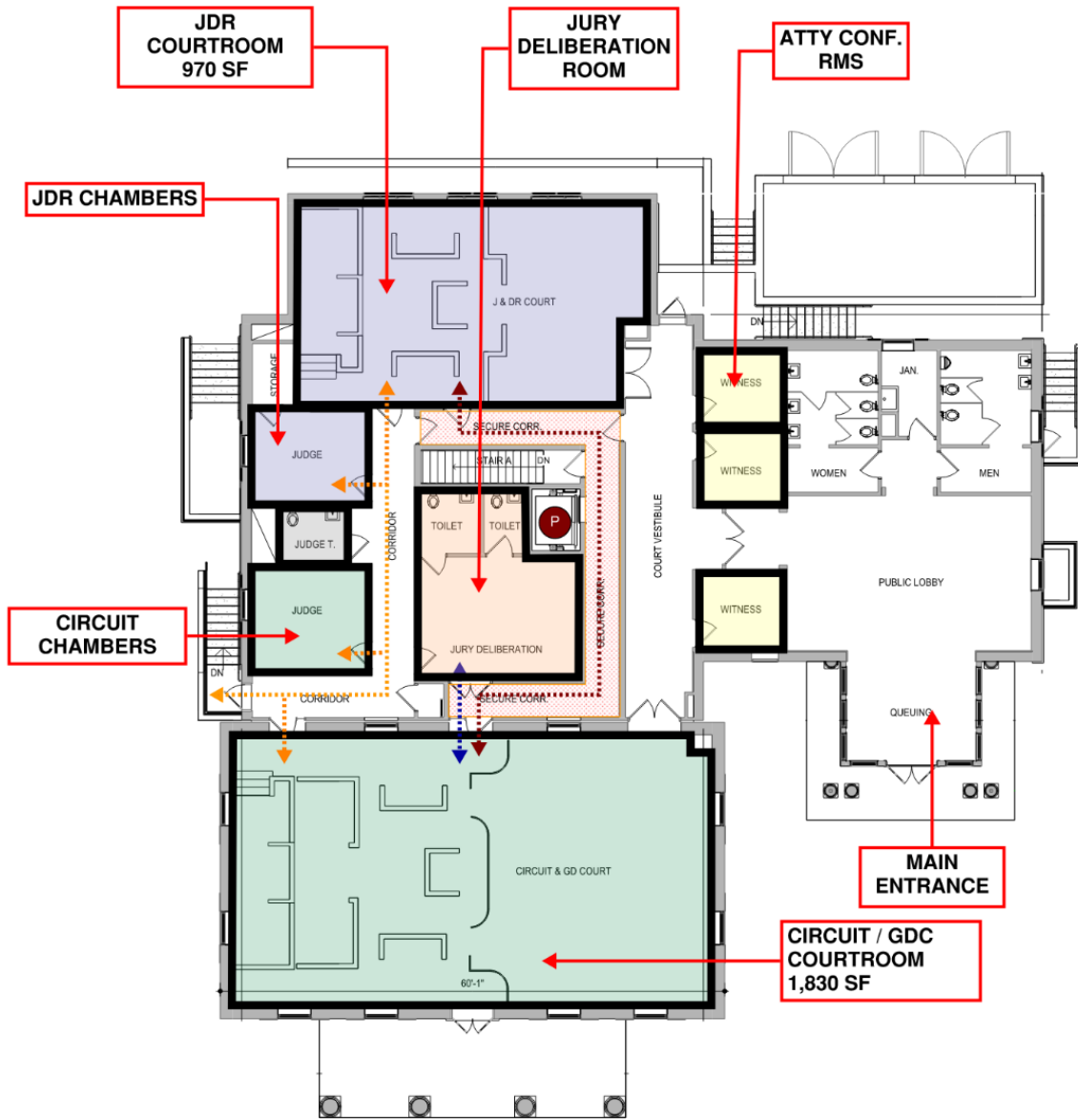




Figure 2: Existing Cumberland County Courthouse – First Floor





Adjacent to the courthouse is a county-owned building that houses the Circuit and GDC/JDR Clerk's Offices and a Regional Magistrate Office totaling approximately 2,500 CGSF of relevant court component space (there are also non-court related county agencies in this building)<sup>1</sup>. This second building is located on the same property as the Cumberland Courthouse; however, they are not connected (see Figure 3). When considering the court operations for this study, both buildings will be referred to as the Cumberland County Courthouse Complex.

**Figure 3: Cumberland County Courthouse Complex**



Shortly after the first planning sessions held in February 2024, a functional assessment was completed by Fentress, Inc. utilizing the Courthouse Operations Realtime Evaluation (CORE) tool. Fentress developed the CORE tool to evaluate courthouse space from the tenant perspective objectively, and to identify courthouse deficiencies in five key areas:

- Space Standards (compliance with best practices and/or design guidelines)
- Space Functionality (how well the building supports court operations)
- Security
- Building Condition (general state of repair for building exterior and specific interior spaces)
- Building Systems and Technology

The CORE tool automatically produces and graphically depicts an overall space assessment score (the CORE score) on a scale of 0 to 100, with a score of 100 representing an ideal courthouse within the context of the evaluation criteria (0-59 = Poor; 60-79 = Fair; 80-100 = Good). In addition to the overall CORE score, the results summary includes individual CORE scores for each of the five key areas noted above

<sup>1</sup> Drawings of the adjacent county owned building were not provided as part of this study and all SF references to these spaces in this report are estimated.



Existing Facility Functional Assessment Results

Over 160 factors were used for the functional assessment of Cumberland County Courthouse Complex. As shown in Table 1, the overall CORE score for the existing courthouse is 52.7, with most of the evaluation criteria scoring in the poor to fair range. An overall CORE score of 52.7 indicates that the current Cumberland County Courthouse Complex has significant functional deficiencies.

***Table 1: CORE Results for the Existing Cumberland County Courthouse Complex***

CORE SCORE	52.7		
Criteria	Assessment Results		
	Good 80-100	Fair 60-79	Poor 0-59
<b>Building Condition</b>		65.8	
<b>Building Systems</b>		62.4	
<b>Security</b>			55.7
<b>Space Functionality</b>			57.9
<b>Space Standards</b>			29.2
<b>Technology</b>			45.1

The critical deficiencies observed in the Courthouse Complex include:

- Lack of a full-time security presence at the building entrances
- No vehicle sallyport
- No dedicated GDC courtroom or chambers
- No dedicated JDR clerk’s office
- The courthouse and judges are in a separate building from clerk’s offices (i.e., fragmentation)
- Undersized and inadequate layout of the Circuit and GDC Clerk’s Offices) and Commonwealth’s Attorney’s Office
- Lack of technology, including electronic dockets display, civil electronic case filing, evidence presentation, etc.
- Non-existent exterior security provisions, including bollards, CCTV, fencing, etc.

Accommodating the court’s space needs within current Cumberland County Courthouse Complex is not a viable solution. The nature and magnitude of the existing deficiencies, including the lack of space and the existing fragmentation of operations, significantly impact how the complex functions as a courthouse. A subsequent space analysis was performed and concluded that expanding within the current court configuration (i.e. separate buildings within the complex) is not conducive to improving current operations, and the existing space would need to increase substantially to accommodate the courts and related agencies’ current and projected needs.



### 3 Court Workload Analysis Summary

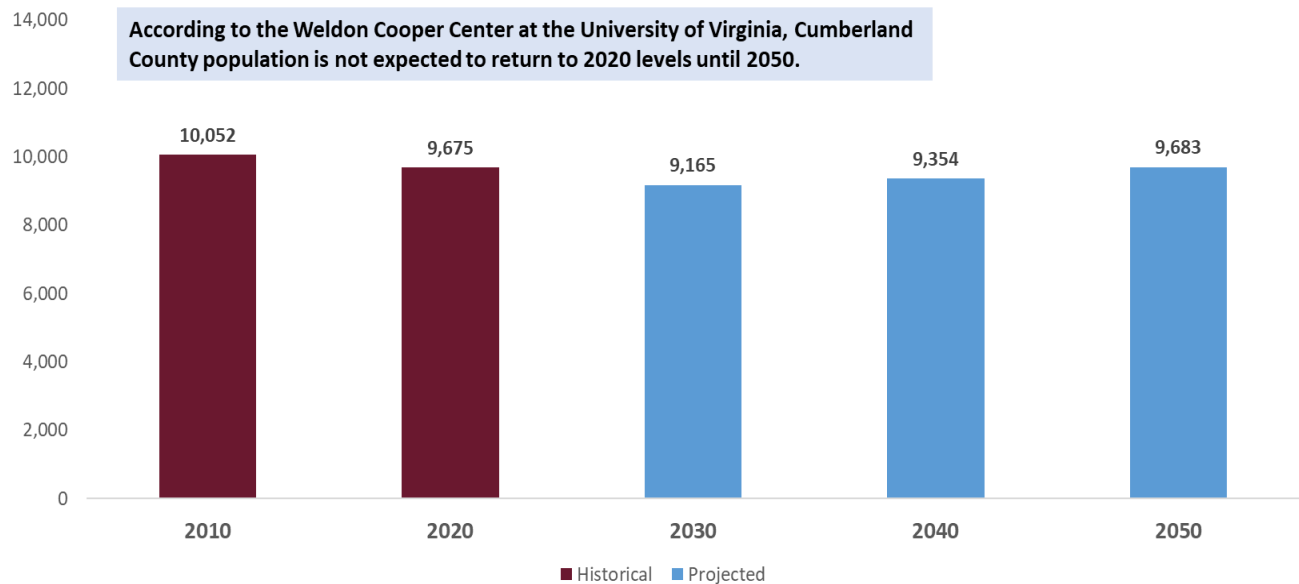
#### Population and Demographic Analysis

As part of the workload analysis, the population of Cumberland County was examined. The population and demographic data are from the U.S. Census Bureau and population projections are sourced from the Weldon Cooper Center for Public Service at the University of Virginia. While population increases do not automatically yield workload increases for the court, as a general observation, locations with higher populations typically have higher caseload filings.

Two significant observations were determined by analyzing the population and demographics:

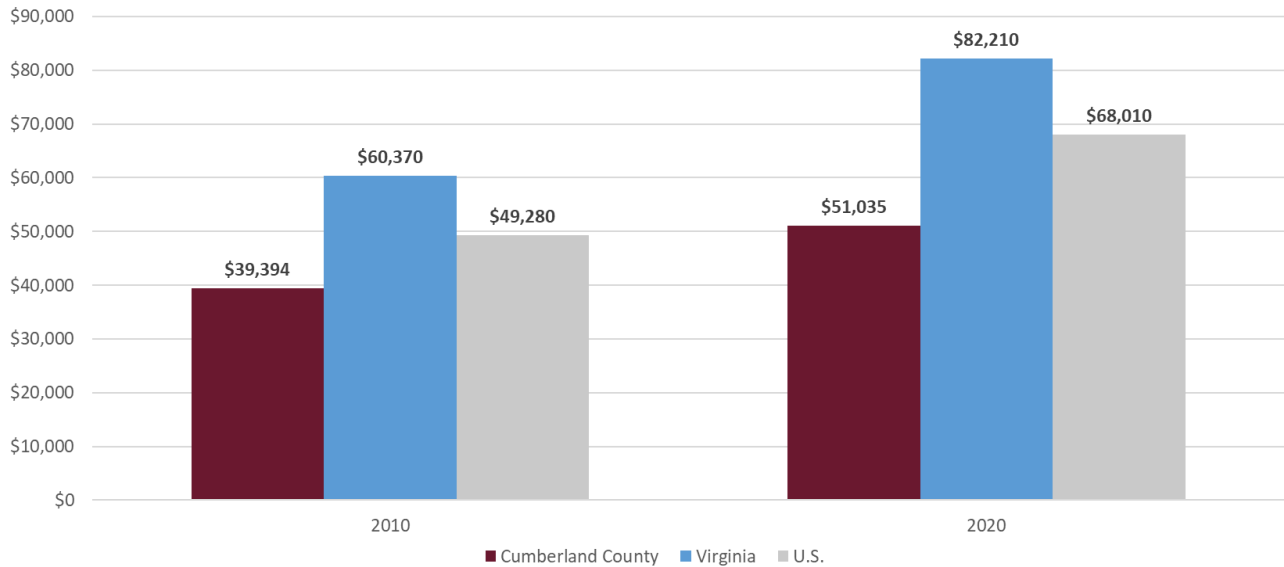
- The population in Cumberland County declined slightly between 2010 and 2020. The population is not projected to return to the 2020 Census value of 9,675 until the year 2050. In the interim, the county population is projected to continue falling to a low of 9,165 in 2030 before increasing again, reaching 9,354 in 2040 and 9,683 in 2050 (Figure 4).
- Cumberland County median household income of \$51,035 in 2020 lags both Virginia (\$82,210) and the United States (\$68,010) as a whole and the gap expanded between 2010 and 2020 (Figure 5).

***Figure 4: County Historical and Projected Population***





**Figure 5: County Historical Median Household Income**



Despite the projections, county officials anticipate population and household income increases prior to 2030 due to the soon-to-be completed Cobbs Creek Reservoir project in the north of the County.

In Virginia, there has been a westward shift in population, especially during and after the pandemic. Employees who can telework have moved from urban environments to more affordable suburban and rural locations. Thirty years ago, Powhatan County, located west of Richmond, started seeing an influx of commuters who worked in Richmond. Now that Powhatan County is becoming more developed, there is an assumption that people will continue to expand westward into Cumberland County. The Cobbs Creek Reservoir project is the type of development that could attract additional people to County.

This assumption is not represented in the historical data; however, trends have been changing since the pandemic. This assumption must be monitored over time, and this study incorporates a small expansion in court personnel to accommodate a growing but conservative increase in population.

## Caseload Analysis

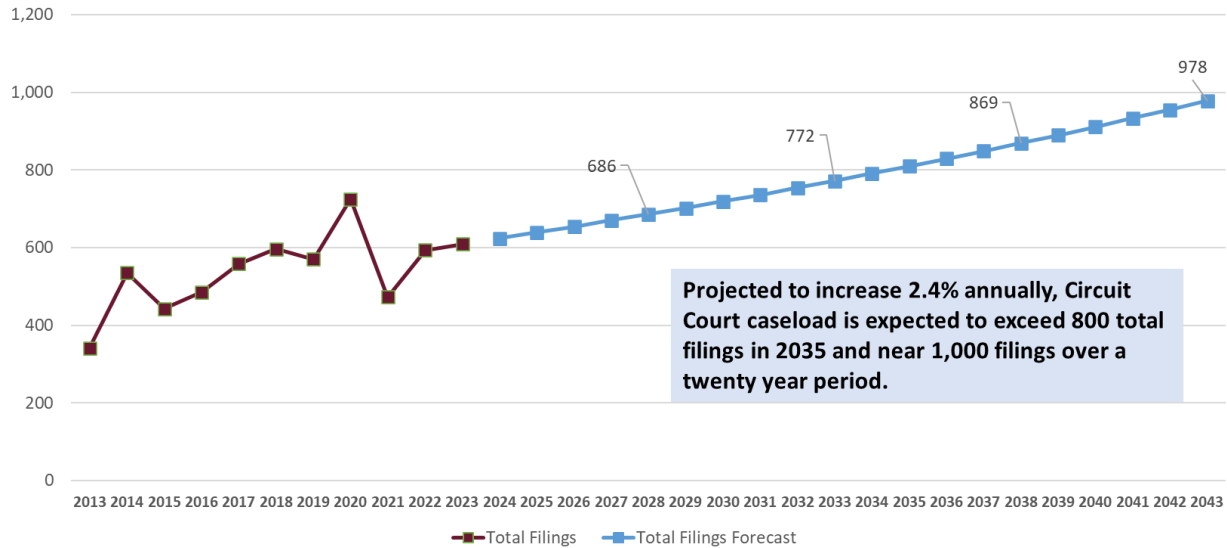
### CIRCUIT COURT

The filings for the Circuit Court and the GDC and JDR District Courts were projected as part of the analysis. To do so, historical data were gathered on filings from monthly and annual caseload reports compiled by the Office of the Executive Secretary’s Department of Judicial Services of Virginia’s Judicial System. Due to the lack of available data before 2013, the forecasts were based on a sampling of average growth across multiple blocks of years (e.g., 1-, 3-, 5-, 7-, and 10-year periods), an acceptable quantitative technique that analyses historical trends to estimate future filings.

Figure 6 presents the Circuit Court’s historical and projected caseload filings. The historical data includes values from 2013 to 2023, presented in the dark line and yearly points. The blue line and points represent the projected workload.



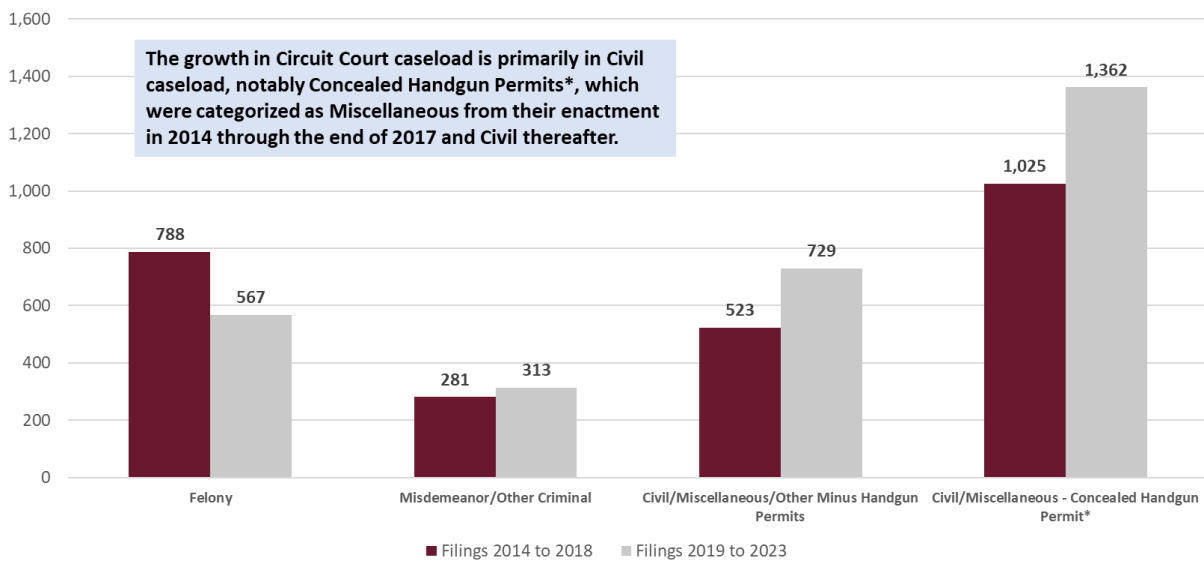
**Figure 6: Circuit Court Historical and Projected Caseload**



The Circuit Court's caseload is projected to increase by 2.4% annually over the next twenty years, exceeding 800 total filings in 2035 and nearing 1,000 filings in 2043.

The breakdown of Circuit Court cases by type are shown in Figure 7 with the civil caseload dominating, particularly concealed handgun permits; criminal felonies were a higher proportion in the past.

**Figure 7: Circuit Court Historical Caseload by Type**

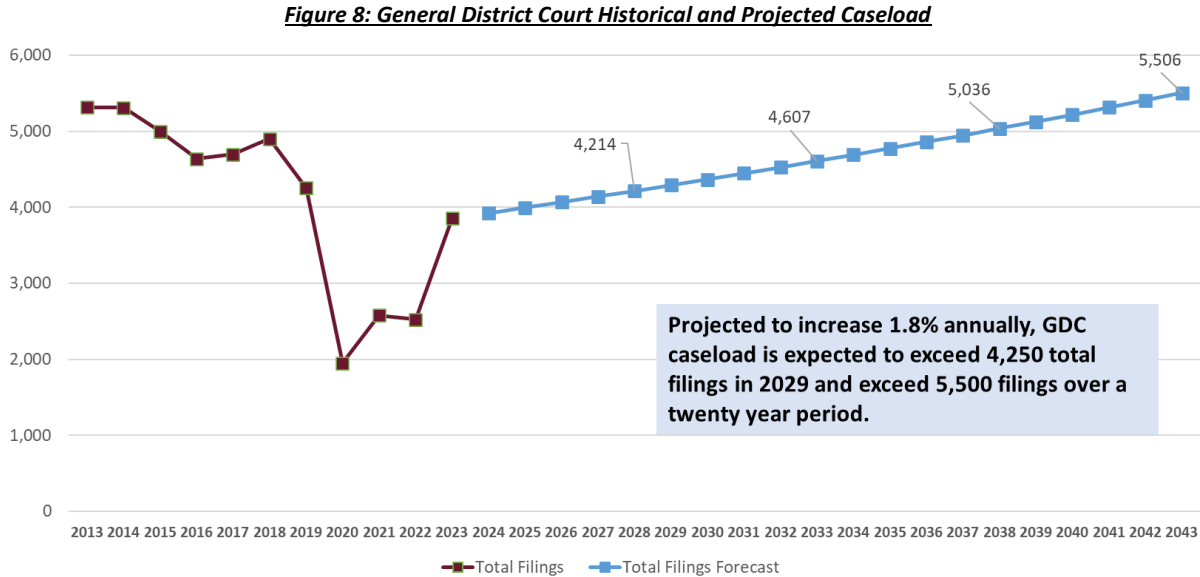


\* Includes new, replaced, and lost or destroyed permits.



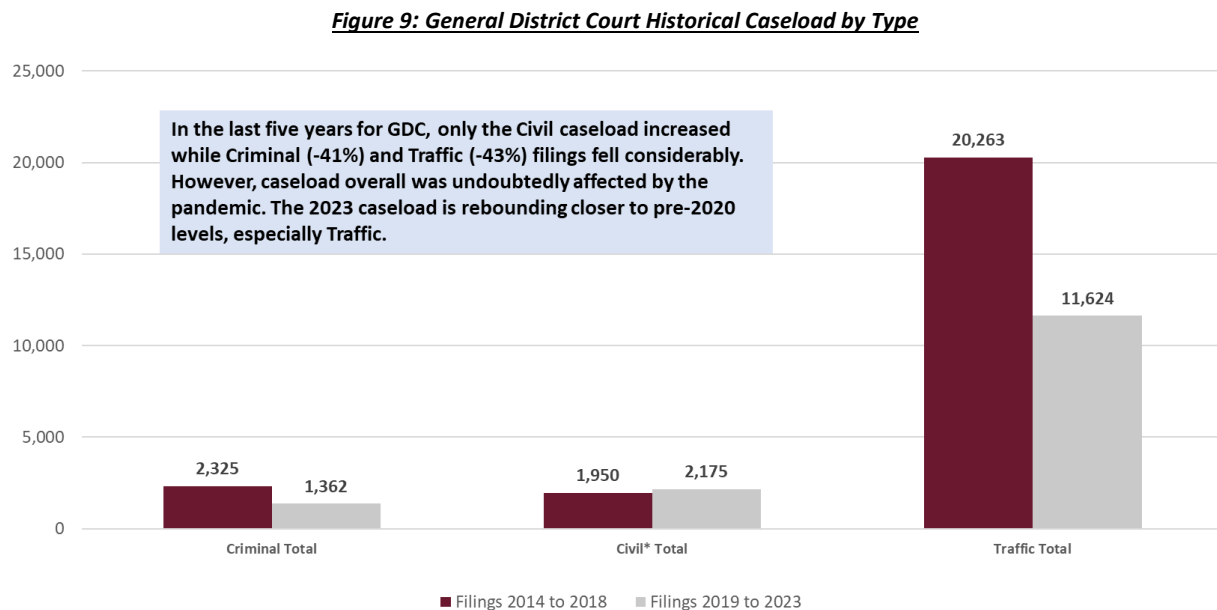
**GENERAL DISTRICT COURT**

Figure 8 presents the forecasted filings for GDC. The dark line and points represent the historical data, and the blue line and points represent the forecast.



As presented in Figure 8, the total filings for GDC have generally declined since 2013. Though the forecast shows the potential for an increase in filings, the filing levels are not projected to return to historical highs until the end of the planning period.

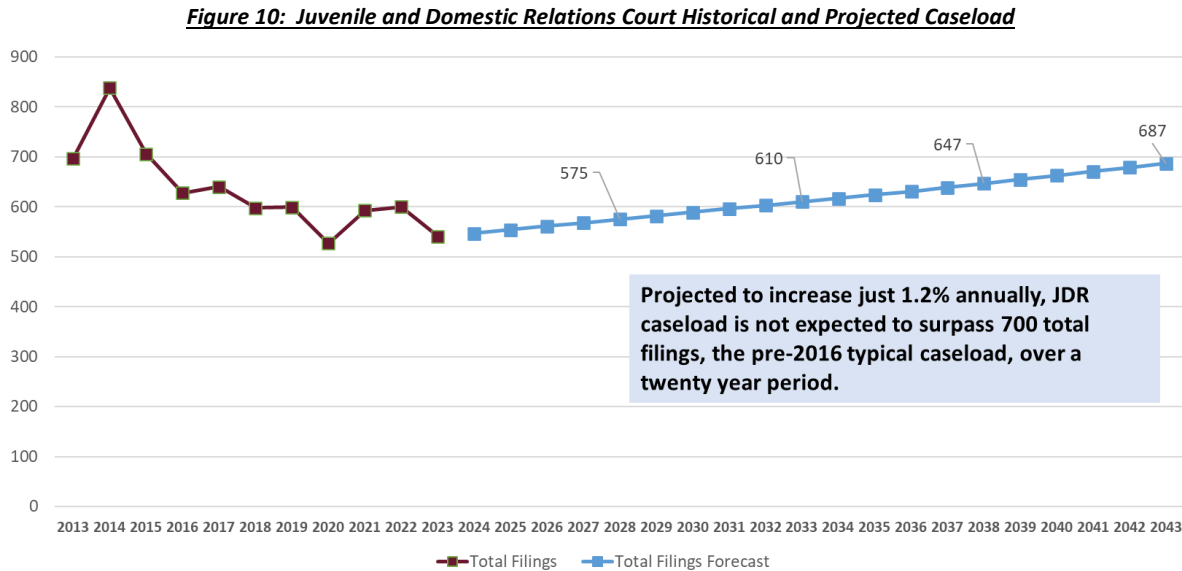
The breakdown of GDC cases by type are shown in Figure 9 with the traffic caseload dominating; like Circuit Court, criminal cases were a higher proportion in the past.





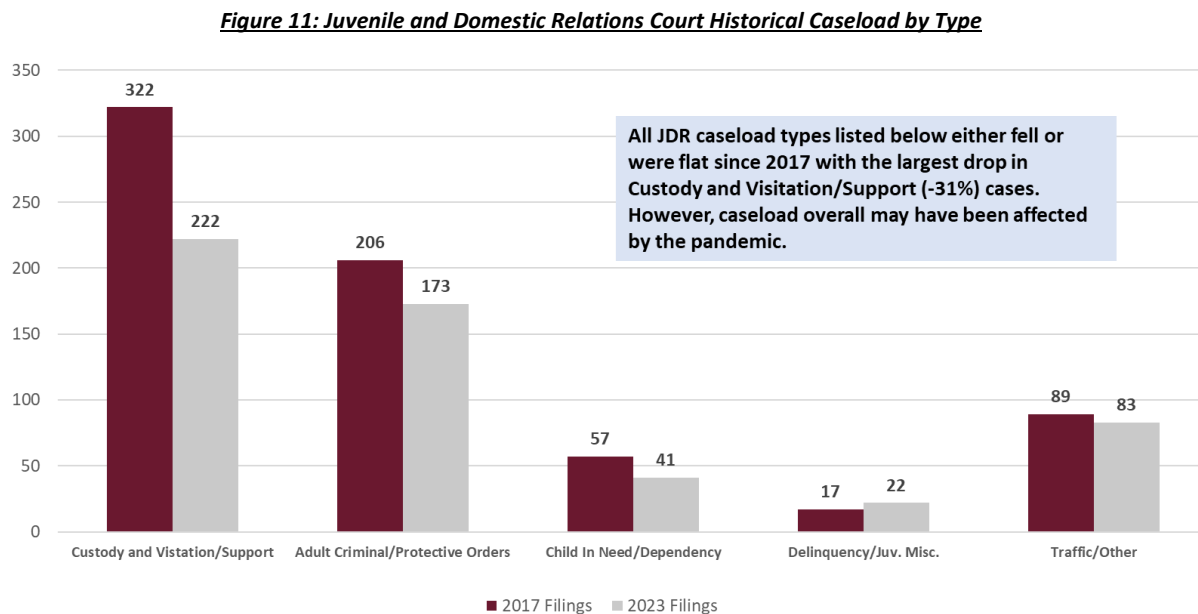
JUVENILE AND DOMESTIC RELATIONS COURT

Figure 10 presents the forecasted filings for JDR. The dark line and points represent the historical data, and the blue line and points represent the forecast.



As presented in Figure 10, JDR filings have generally declined since 2006. Though the forecast shows the potential for an increase in filings, the filing levels are not projected to return to historical highs.

The breakdown of JDR cases by type are shown in Figure 11 with custody and visitation, support, adult criminal, and protective orders caseload dominating.





Workload Analysis Results Summary

The combined analysis of the historical and projected population, demographics, economics, and caseload results indicate that the increase in Circuit Court filings will generate the need for moderate increase in the Circuit Court Clerk’s Office and growth in other departments, notably the Commonwealth’s Attorney’s Office. By contrast, GDC filings are not expected to increase to the point that additional staff or resources will be needed. However, the anticipated split of the JDR District Court from the combined GDC/JDR Court will require an increase in JDR staff as the newly formed JDR Clerk’s Office is built out. In addition, space in a new court project will allow the Virginia Department of Juvenile Justice’s Court Services Unit (CSU), a juvenile probation unit, to increase positions in Cumberland; previously, they were limited to a minimal staff presence due to a lack of available space.

Judge and Personnel Projections

This section describes the projected judge and personnel that support future space needs for the Cumberland County Courthouse.

Due to Cumberland being a visiting location served by one presiding judge each for Circuit, GDC and JDR Courts and multiple other visiting judges, no additional judgeships will likely be required over the next twenty years. However, scheduling conflicts occur, and each type of court must have an available courtroom and judge’s office to allow for more frequent judge visitation, and the potential of a future resident judge.

As shown in Table 2, the Circuit Court currently totals six personnel positions: one Circuit Judge, one Judicial Assistant, and four Clerk’s Office Staff. Growth is anticipated in the Clerk’s Office, bringing the twenty-year total for the Circuit Court to eight personnel positions, a growth of approximately 33%.

**Table 2: Circuit Court Current and Projected Personnel**

Personnel Type	Current	2028	2033	2043	Growth	% Growth
Circuit Court Judge*	1	1	1	1	0	0%
Judicial Administrative Assistant	1	1	1	1	0	0%
Clerk	1	1	1	1	0	0%
Deputy Clerk	1	1	1	1	0	0%
Clerk’s Support Staff	2	3	3	4	2	100%
<b>Total</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>2</b>	<b>33%</b>

\* Cumberland County is currently a visiting location for the Circuit Court. The county’s judicial website lists a Presiding, Chief Judge of the Circuit Court and also includes three additional visiting judges.

As shown in Table 3, including Magistrate positions, the GDC currently totals seven personnel positions: one District Judge, one resident Magistrate, one supervisory regional Magistrate, and four Clerk’s Office Staff. No growth is anticipated for GDC, which will remain at seven personnel positions.

**Table 3: General District Court Current and Projected Personnel**

Personnel Type	Current	2028	2033	2043	Growth	% Growth
GDC Judge*	1	1	1	1	0	0%
Chief Magistrate/Magistrate**	2	2	2	2	0	0%
Clerk***	1	1	1	1	0	0%
Deputy Clerk***	1	1	1	1	0	0%
Clerk’s Support Staff***	2	2	2	2	0	0%
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0%</b>

\* Cumberland County is currently a visiting location for the District Court. The county’s judicial website lists a Chief Judge of the General District Court and also includes two additional visiting judges.

\*\* The Magistrate is housed in the Sheriff’s Office, and the Chief Magistrate has a regional office in the court complex.

\*\*\* The GDC and JDR Clerk’s Office are currently combined, but they are assumed to be separate in the future.



As shown in Table 4, the JDR currently has one personnel position: one District Judge. However, the GDC and JDR, which are currently combined, are projected to separate in the near future. Because of the need to build out the JDR Clerk’s Office, growth is anticipated for JDR, bringing the twenty-year total for JDR to five personnel positions.

***Table 4: Juvenile and Domestic Relations Court Current and Projected Personnel***

Personnel Type	Current	2028	2033	2043	Growth	% Growth
JDR Judge*	1	1	1	1	0	0%
Clerk**	0	1	1	1	1	N/A
Deputy Clerk**	0	1	1	1	1	N/A
Clerk’s Support Staff**	0	0	1	2	1	N/A
<b>Total</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>400%</b>

\* Cumberland County is currently a visiting location for the Juvenile and Domestic Relations Court. The county’s judicial website lists a Presiding, Chief Judge of the Juvenile and Domestic Relations Court and also includes two additional visiting judges.

\*\* The GDC and JDR Clerk’s Office are currently combined, but they are assumed to be separate in the future.

As shown in Table 5, the court-related departments, which include the Commonwealth’s Attorney Office (CAO), the Juvenile Probation’s CSU, and the Sheriff’s Office, currently have five personnel positions, including the current need for an additional ACA in the CAO. The additional space in the new building will allow the CSU to right-size their operations in Cumberland, which had been limited in size previously due to a lack of space. In addition, the increased footprint of the new building will require the Sheriff’s Office to locate a contingent of deputies on-site on a regular basis. Because of the ability and need to build out both the CSU’s Office and the Sheriff’s on-site security presence, respectively, growth is anticipated for court-related departments bringing the twenty-year total to 13 personnel positions.

***Table 5: Court-Related Current and Projected Personnel***

Personnel Type	Current	2028	2033	2043	Growth	% Growth
Commonwealth’s Attorney	1	1	1	1	0	0%
Assistant Commonwealth’s Attorney	1*	2	2	2	1	100%
Legal Assistant	1	2	2	2	1	100%
Victim/Witness**	1	1	1	1	0	0%
Probation (CSU)***	1	4	4	5	4	400%
Sheriff’s Office Staff****	0	2	2	2	2	N/A
<b>Total</b>	<b>5</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>8</b>	<b>160%</b>

\* Currently, there are no Assistant Commonwealth’s Attorneys, but the CAO expressed that the need is there today. For space planning purposes, a position is denoted as Current since the position may be added before 2028.

\*\* Currently housed with Sheriff’s Department although associated with the CAO. Will require a separate entrance and space from CAO if moved from Sheriff’s building into new courthouse.

\*\*\* Currently, only one staff member due to space limitations, but will require four offices going to five to accommodate growth of one additional Probation Officer. The four offices are needed for one Probation Officer, one Supervisor, one Office Support Specialist, and one visiting office.

\*\*\*\* Currently, 2 full-time and 2 part-time personnel are assigned to the courts, totaling 3 FTEs. The only on-site space needed is a shared office adjacent to the main Courthouse security entrance and a multi-use/group office in the cellblock.



## 4 Program of Requirements Summary

Table 6 presents a summary-level listing of the space needs, by court component, for the Cumberland County Courthouse. The Program of Requirements (POR) is organized by the primary program components, consisting of the court units that will be housed in the courthouse, and other facilities-related support spaces. The associated net square footage (NSF), component gross square footage (CGSF), and building gross square footage (GSF) is calculated in the POR (here and in the detailed space requirements section) as follows:

- **NSF:** The NSF measures the clear area of the rooms or spaces that is required to perform the assigned function (i.e., measurements are from “wall-to-wall”).
- **CGSF:** The total NSF for each component is totaled and then multiplied by a component grossing factor, typically between 1.2 and 1.5, which accounts for circulation and internal wall thickness within each area. The result is the total component gross square footage (CGSF) required for that component (or suite).
- **GSF:** The building GSF is calculated by totaling the NSF for all components and multiplying by a building efficiency grossing factor of 1.45, which accounts for building systems (physical plant), public, restricted, and secure circulation paths, vertical shafts, and exterior wall thicknesses.

It is anticipated that specific details within the POR will be further evaluated during subsequent phases of the project based upon design alternatives, site/building limitations, and budget constraints.

**Table 6: Court Space Needs Summary**

		Projected Need 2044
<b>COURT COMPONENTS</b>		
1	JUDGES AND STAFF	1,619
2	COURTROOMS AND ANCILLARY SPACES	10,033
3	JURY ASSEMBLY/MULTI-PURPOSE ROOM	2,015
4	CIRCUIT COURT (CC) CLERK'S OFFICE	4,429
5	GENERAL DISTRICT COURT (GDC) CLERK'S OFFICE	2,018
6	JUVENILE AND DOMESTIC RELATIONS (JDR) CLERK'S OFFICE	2,068
7	COMMONWEALTH'S ATTORNEY OFFICE	2,573
8	COURT SERVICES UNIT (CSU)	1,912
9	COURT SECURITY AND HOLDING	3,541
10	BUILDING SUPPORT/OTHER SERVICES	3,588
<b>COURT SPACE SUMMARY</b>		
<b>COURT CGSF</b>		<b>33,796</b>
<b>Building Grossing Factor (approximately 70% efficient)</b>		<b>1.45</b>
<b>COURTHOUSE BUILDING GSF</b>		<b>49,004</b>



## 5 Program of Requirements Details

### 5.1 Judges' Chambers and Related Staff

Space Requirements: Judges' Chambers and Related Staff

**Table 7: Program of Requirements – Judges' Chambers and Related Staff**

Space ID	Staff/Space Type	UNIT SF		CURRENT STAFF*	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	
<b>Circuit Court (CC) Judges</b>								
1.01	Circuit Court Judge	OFFICE	300	1	1	1	300	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
1.02	Judicial Assistant	WORK STATION	70	1	1	1	70	
<b>Subtotal CC Judges/Staff</b>				<b>2</b>	<b>2</b>		<b>370</b>	
<b>General District Court (GDC) Judges</b>								
1.03	District Court Judge	OFFICE	300	1	1	1	300	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
<b>Subtotal GDC Judges/Staff</b>				<b>1</b>	<b>1</b>		<b>300</b>	
<b>Juvenile and Domestic Relations Court (JDR) Judges</b>								
1.04	Juvenile and Domestic Relations Court Judge	OFFICE	300	1	1	1	300	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
<b>Subtotal JDR Judges/Staff</b>				<b>1</b>	<b>1</b>		<b>300</b>	
<b>Subtotal Judicial Staff Spaces</b>				<b>4</b>	<b>4</b>		<b>970</b>	
<b>Shared Support Spaces</b>								
1.05	Chambers Entry	RECEPTION	80			1	80	
1.06	Work/Copy Area	WORK AREA	80			1	80	Shared area for chambers; includes copy, printer, work counter, scanner (if required), storage cabinets for supplies
1.07	Kitchenette	KITCHENETTE	40			1	40	Shared area for chambers; provide 8'-0" LF of counter w/sink, base and wall cabinets w/microwave; undercounter refrigerator
1.08	General Storage	STORAGE	25			3	75	
<b>Subtotal Support Spaces</b>							<b>275</b>	
<b>Subtotal Chambers Staff and Support Spaces</b>				<b>4</b>	<b>4</b>		<b>1,245</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.30</b>				<b>374</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>1,619</b>	

NOTES:

\* Cumberland is currently a visiting location for Circuit Court, GDC, and JDR.



Planning Considerations: Judges’ Chambers and Related Staff

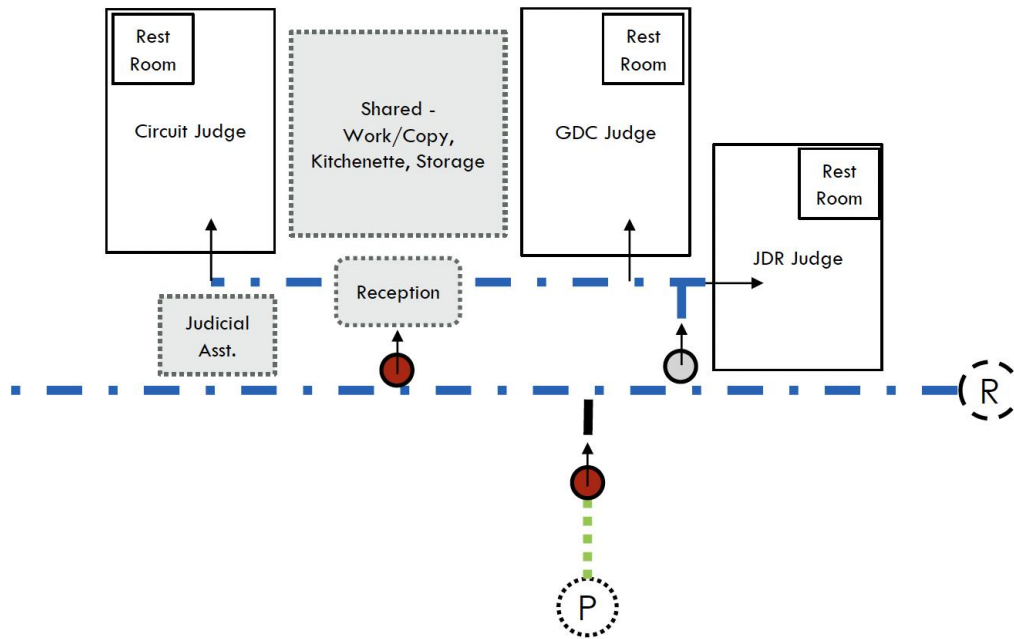
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the judges’ chambers and related staff spaces.

**Table 8: Functional Requirements – Judges’ Chambers and Related Staff**

<b>Primary Adjacency</b>	Courtrooms
<b>Secondary Adjacency</b>	Clerk’s Office
<b>Public Interface</b>	Low
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Restricted circulation to/from secure parking</li> <li>• Restricted circulation path to/from courtrooms</li> </ul>
<b>Special General Requirements</b>	N/A
<b>Special Security Requirements</b>	Each judges’ office should be equipped with duress alarms monitored from the Sheriff’s Office control room
<b>Special A/V Requirements</b>	N/A

Spatial Relationships: Judges’ Chambers and Related Staff

**Figure 12: Adjacency Diagram – Judges’ Chambers and Related Staff (collegial suite arrangement)**



**Symbol Key**

- Public Vertical Circulation (if required)

Restricted Vertical Circulation (if required)
- Secure Vertical Circulation (if required)

Public/Visitor Access Control Point

Staff Only Access Control Point
- Public Circulation

Restricted Circulation

Secure Circulation
- Public/Visitor Access Control Point

Staff Only Access Control Point

Public Circulation

Restricted Circulation

Secure Circulation



## 5.2 Courtrooms and Ancillary Spaces

### Space Requirements: Courtrooms and Ancillary Spaces

**Table 9: Program of Requirements – Courtrooms, Hearing Rooms, and Ancillary Spaces**

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Space Comments/Assumptions
<b>Courtrooms</b>								
2.01	Circuit Courtroom (Jury)	COURTROOM	2,000			1	2,000	Jury box (20); 80 spectators; Evidence Presentation System (EPS) infrastructure and/or equipment is required; Spectator monitors required
2.02	GDC Courtroom (Non-Jury)	COURTROOM	2,000			1	2,000	Flexibility to accommodate all types of GDC proceedings; 100-120 spectators; Spectator monitors required
2.03	JDR Courtroom (Non-Jury)	COURTROOM	1,400			1	1,400	25-30 spectators
<b>Subtotal Courtrooms</b>						<b>3</b>	<b>5,400</b>	
<b>Support Spaces</b>								
2.04	Soundlock	COURTROOM	64			3	192	1 per courtroom/hearing room; accessible from public circulation
2.05	Exhibit Storage	SECURE STOR.	25			3	75	One per courtroom; card reader access
2.06	Waiting Area	PUBLIC	400			3	1,200	Waiting area outside each courtroom (expanded public corridor/lobby)
2.07	Attorney Conference Rm.	CONFERENCE	90			6	540	2 per courtroom; accessible from public circulation or soundlock; can accommodate 4 people
2.08	Jury Deliberation Vestibule	CONFERENCE	35			1	35	One vestibule per jury deliberation room for sound lock.
2.09	Jury Deliberation Rm.	CONFERENCE	350			1	350	Accommodates an 14-person jury; include one 8'-0" lf. kitchenette in each jury deliberation room; provide base and wall cabinets, sink, microwave and under-counter refrigerator
2.10	Jury Deliberation Toilet Rm.	TOILET RM	50			2	100	2 gender neutral per jury suite; verify code requirement to possibly reduce to 1 per jury suite
2.11	Shared Remote Testimony Rm.	CONFERENCE	100			1	100	Closed circuit broadcast; access from restricted circulation
2.12	AV Closet	MECH/ELEC	25			3	75	One per courtroom/hearing room for sound and EPS
2.13	Equipment Storage	STORAGE	50			1	50	Locate proximate to courtrooms
<b>Subtotal Support Spaces</b>							<b>2,717</b>	
<b>Prisoner Spaces</b>								
2.14	Prisoner Elevator Vestibule	SECURE CORRIDOR	64			1	64	Within holding cell area or secure corridor located between the pair of courtrooms
2.15	Soundlock	SECURE CORRIDOR	60			3	180	Between holding cell area or secure corridor and each courtroom where detainees are brought
2.16	Holding Cell (Single)	HOLDING	70			0	0	Located between a pair of courtrooms <b>NOT REQUIRED UNLESS PROXIMITY BETWEEN COURTROOMS AND CELLBLOCK BECOMES TOO FAR</b>
2.17	Holding Cell (Group)	HOLDING	100			0	0	6 person capacity; Located between a pair of courtrooms <b>NOT REQUIRED UNLESS PROXIMITY BETWEEN COURTROOMS AND CELLBLOCK BECOMES TOO FAR</b>
<b>Subtotal Support Spaces</b>							<b>244</b>	
<b>Subtotal Courtrooms, Hearing Rooms and Support Spaces</b>							<b>8,361</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.20</b>				<b>1,672</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>10,033</b>	



Planning Considerations: Courtrooms and Ancillary Spaces

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the courtrooms and ancillary spaces.

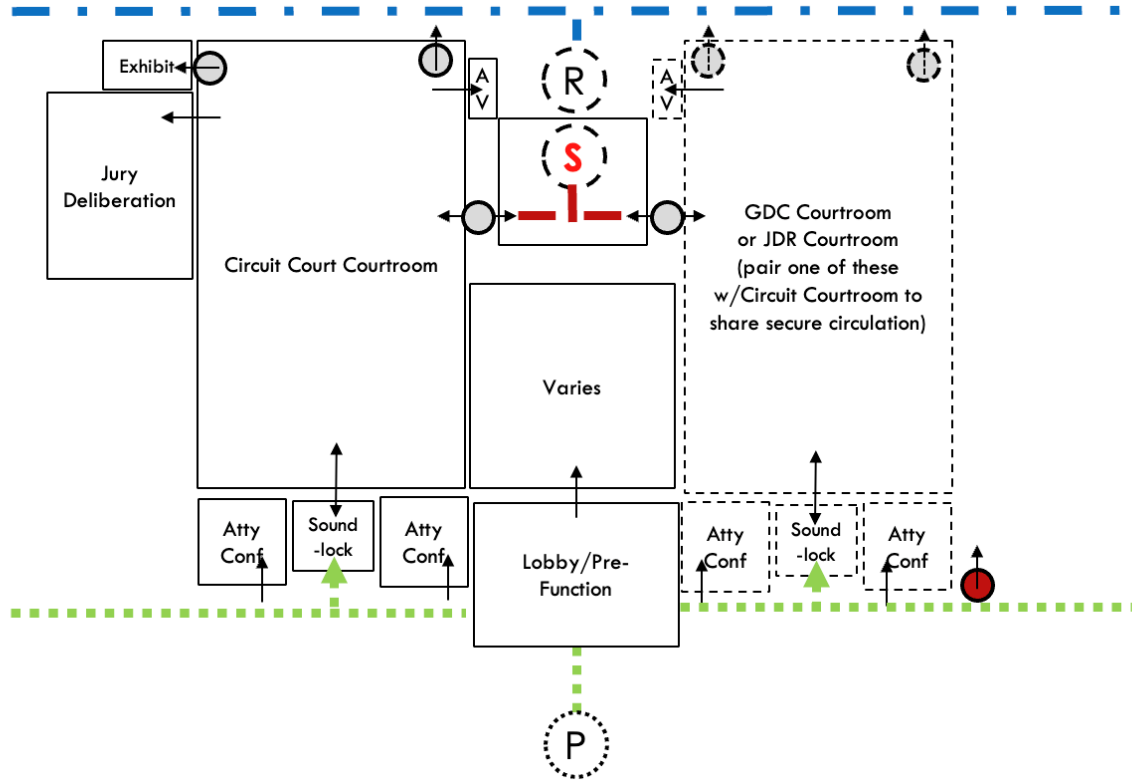
**Table 10: Functional Requirements –Courtrooms and Ancillary Spaces**

<b>Primary Adjacency</b>	<ul style="list-style-type: none"> <li>Public Lobby/Main Public Corridor</li> <li>Judges’ chambers</li> </ul>
<b>Secondary Adjacency</b>	Attorney Conference Rooms
<b>Public Interface</b>	High
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>Direct access to/from public circulation to gallery seating area</li> <li>Direct access to/from restricted circulation to/from judge’s bench</li> <li>Direct access to/from secure circulation for detainee movement</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>All built-in, custom furnishings should include the following: <ul style="list-style-type: none"> <li>Judge’s bench with raised platform</li> <li>Courtroom clerks’ station(s)</li> <li>Witness box with raised platform</li> <li>Jury box with raised platform at back row (Circuit courtroom only)</li> <li>Spectator seating and rail</li> </ul> </li> <li>The judge’s bench should be two steps (12”-14”) up from the floor.</li> <li>The clerk’s bench and witness stand should be one step (6”-7”) from the floor.</li> <li>The jury box should have two rows of seating with a wheelchair-accessible location in the front row and a back row that is one step (6”-7”) higher than the front row.</li> <li>Courtroom design should allow for flexibility and continuing advancement of technology, including the option of providing raised flooring in the well of the courtroom.</li> <li>Provide 30" hardwood panel railing system with a handicap accessible gated opening with 360-degree heavy duty noiseless hinge to separate courtroom well from spectator area. Fixed, upholstered, pedestal-mounted, swivel, tilt jury seating should be provided with one moveable chair for ADA compliance</li> </ul>
<b>Special Security Requirements</b>	<ul style="list-style-type: none"> <li>Doors into the courtrooms from restricted and secure areas shall be controlled via card key access. Entry from the public circulation path can be secured via keyed lock.</li> <li>The judge’s bench and clerk’s workstation shall be lined with ballistic-resistant material (UL Standard 752, Level III) on all vertical surfaces.</li> <li>The judge’s and clerks’ locations in the courtroom should be equipped with duress alarms monitored from the Sheriff’s Office control room.</li> <li>Each courtroom should be equipped with video surveillance coverage and monitored from the Sheriff’s Office control room.</li> </ul>



Spatial Relationships: Courtrooms and Ancillary Spaces

Figure 13: Adjacency Diagram - Courtrooms, Hearing Rooms, and Ancillary Spaces



Symbol Key

- |  |   |  |   |  |                                     |  |                    |
|--|---|--|---|--|-------------------------------------|--|--------------------|
|  | Public Vertical Circulation (if required)     |  | Secure Vertical Circulation (if required) |  | Public/Visitor Access Control Point |  | Public Circulation |
|  | Restricted Vertical Circulation (if required) |  | Staff Only Access Control Point           |  | Restricted Circulation              |  | Secure Circulation |



### 5.3 Jury Assembly/Multi-Purpose Room

#### Space Requirements: Jury Assembly/Multi-Purpose Room

**Table 11: Program of Requirements - Jury Assembly/Multi-Purpose Room**

Space ID	Staff/Space Type	DESIGN GUIDE STANDARD		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	
3.01	Juror Check-in	WORK STATION	64			1	64	Staffed by clerks office personnel; work counter, scanner (if required), storage cabinets
3.02	General Storage	STORAGE	25			1	25	Locate adjacent to check-in area
3.03	Orientation/Multi-Purpose Room	JURY ASSEMBLY	12			80	960	80 juror capacity @ 12 sf/pp
3.04	Jury Toilet Room	TOILET RM	120			4	480	PLACEHOLDER; 1M and 1 F - 2 fixtures in each; fixture count to be verified per code
3.05	Equipment Storage	STORAGE	150			1	150	AV equipment, easels, tables, chairs, etc.
<b>Subtotal Staff and Juror Areas</b>							<b>1,679</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.20</b>				<b>336</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>2,015</b>	

#### Planning Considerations: Jury Assembly/Multi-Purpose Room

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Jury Assembly/Multi-Purpose Room space.

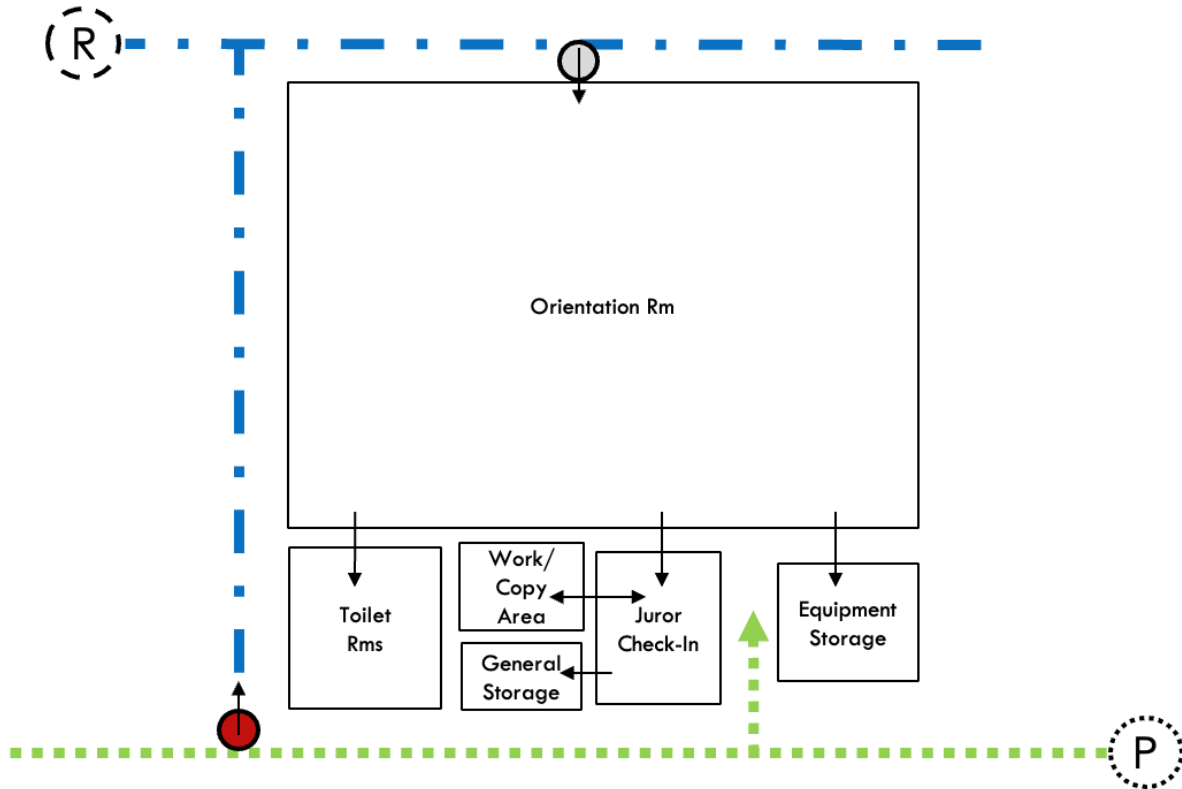
**Table 12: Functional Requirements – Jury Assembly/Multi-Purpose Room**

<b>Primary Adjacency</b>	Clerk’s Office
<b>Secondary Adjacency</b>	<ul style="list-style-type: none"> <li>• Courthouse Lobby</li> <li>• Circuit Courtroom</li> </ul>
<b>Public Interface</b>	High
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Direct access to check-in area from public circulation</li> <li>• Direct access to/from restricted circulation from orientation room and staff area</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>• A counter area within the jury assembly space is required for staff to check-in potential jurors, provide juror customer service, and conduct other administrative functions.</li> <li>• The jury orientation room should offer a mix of seating options, with most jurors waiting in an open seating area. However, accommodations could be made for jurors waiting for potentially long periods of time, including seating in a quiet area.</li> </ul>
<b>Special Security Requirements</b>	The jury administrator and/or check-in office/workstation should be equipped with a duress alarm monitored from the Sheriff’s Office control room.
<b>Special A/V Requirements</b>	Provide floor box for power/data/AV at podium location with concealed conduit to wall mounted equipment (i.e. monitors) and flush mounted ceiling speakers.










Spatial Relationships: Jury Assembly

Figure 14: Adjacency Diagram - Jury Assembly/Multi-Purpose Room



Symbol Key

-  Public Vertical Circulation (if required)
-  Secure Vertical Circulation (if required)
-  Public/Visitor Access Control Point
-  Public Circulation
-  Staff Only Access Control Point
-  Restricted Circulation
-  Secure Circulation



## 5.4 Circuit Court Clerk's Office

### Space Requirements: Circuit Court Clerk's Office

**Table 13: Program of Requirements – Circuit Court Clerk's Office**

Space ID	Staff/Space Type	UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	
<b>Staff Spaces</b>								
<b>Circuit Court Clerk's Office Staff</b>								
4.01	Clerk of Court	OFFICE	300	1	1	1	300	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
4.02	Chief Deputy Clerk	OFFICE	150	1	1	1	150	
4.03	Circuit Court Clerk's Office Support Staff	WORK STATION	48	2	4	4	192	
<b>Subtotal Circuit Court Clerk's Office Staff Spaces</b>				<b>4</b>	<b>6</b>		<b>642</b>	
<b>Subtotal Staff Spaces</b>				<b>4</b>	<b>6</b>		<b>642</b>	
<b>Public Service Areas</b>								
4.04	Intake Area Queue	RECEPTION	10			8	80	8 person queue @ 10 sf/pp (standing)
4.05	Public Counter/Transaction Area(s)	RECEPTION	25			2	50	One continuous counter (approx 10'-0" lf) w/ ADA compliance; bullet-proof glazing w/speak hole and deal tray at each position
4.06	Public Work Area	RECEPTION	100			1	100	Part of reception area; for viewing documents and docket research; Area should contain: - work counter w/ 2 computer (infrastructure)work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.) - 1 marriage kiosk (plan for +/- 15 SF ea. incl. circ.)
4.07	Consultation Room	CONFERENCE	200			1	200	Up to 6 people max; Adjacent to waiting for private meetings/public assistance/probate meetings, provide computer access within this room
4.08	Deed/Records Room	FILE ROOM	850			1	850	Locate adjacent to public work area and transaction counter with visibility from staff area; SF reflective of existing +/- 750 SF Deeds/Records Room; includes all existing deed books, plat maps, and work tables; include work surface for 5 computer terminals (4 deeds, 1 Tax GIS); include copy area; provide (2) work tables and one large wall monitor (infrastructure) for viewing plat maps
<b>Subtotal Public Service Areas</b>							<b>1,280</b>	
<b>Support Spaces</b>								
4.09	Public Counter (Staff Side)	WORK AREA	25			2	50	One continuous counter (approx 10'-0" lf) w/ ADA compliance; bullet-proof glazing w/speak hole and deal tray at each position; equipment at counter includes monitor, cc reader, phones, stamps, printer area should be adjacent; cash drawer
4.10	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to clerk's office
4.11	Mail/Copy	WORK AREA	150			1	150	Proximate to front counter; contains mail machine, mail sorter, work table, mailboxes, copier, storage cabinets and shelving for supplies
4.12	Break Room	BREAK ROOM	175			1	175	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator
4.13	Archive Storage	SECURE FILE	750			1	750	Card access only; includes election results, files from existing deed rooms, and existing basement files, exhibits; consider high density filing options
4.14	General Storage	STORAGE	80			1	80	Locate within general office area
4.15	Secure Storage/Files	SECURE STOR.	80			1	80	Card access only; proximate to clerks; cash box and safe
<b>Subtotal Shared Support Spaces</b>							<b>1,485</b>	
<b>Subtotal Staff Spaces, Public Service Areas, and Support Spaces</b>				<b>4</b>	<b>6</b>		<b>3,407</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.30</b>				<b>1,022</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>4,429</b>	



Planning Considerations: Circuit Court Clerk’s Office

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Circuit Court Clerk’s Office space.

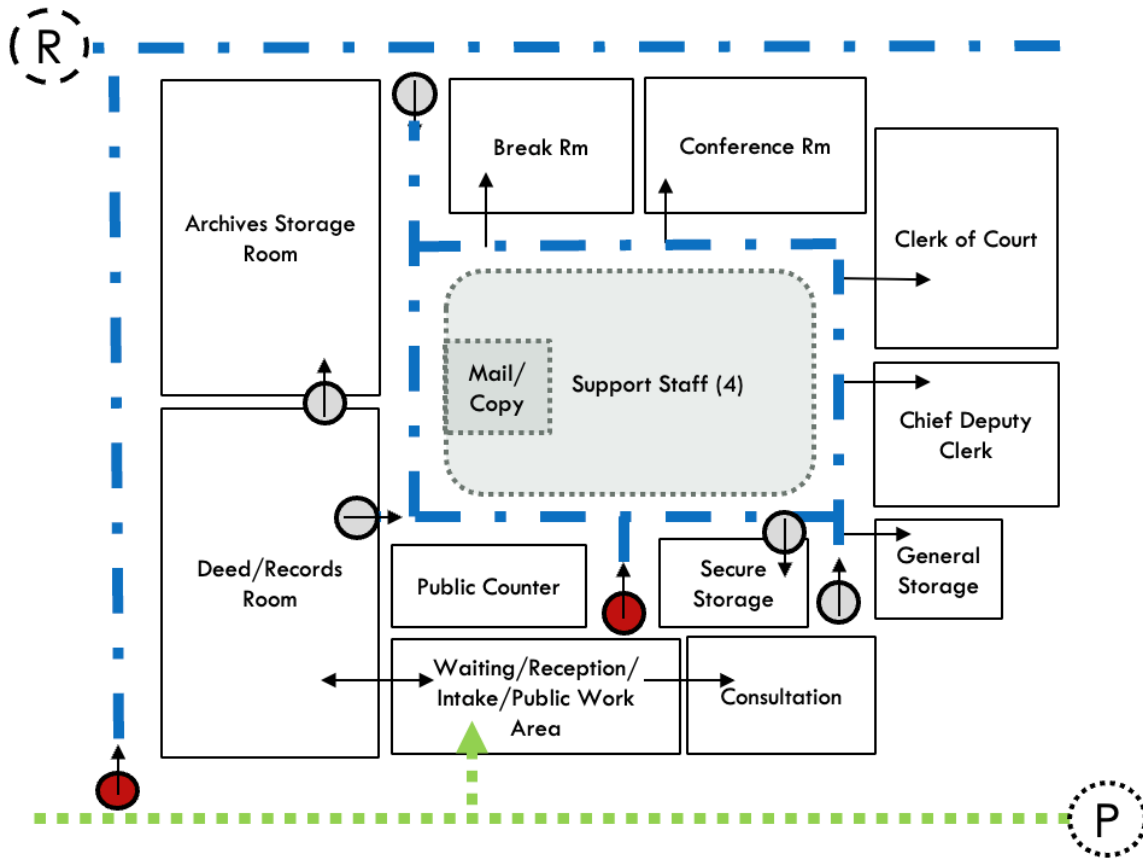
***Table 14: Functional Requirements – Circuit Court Clerk’s Office***

<b>Primary Adjacency</b>	<ul style="list-style-type: none"> <li>• Public Lobby</li> <li>• Jury Assembly</li> </ul>
<b>Secondary Adjacency</b>	<ul style="list-style-type: none"> <li>• Judges’ Chambers</li> <li>• Circuit Court Courtroom</li> </ul>
<b>Public Interface</b>	High
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Direct access to reception area from public circulation</li> <li>• Direct access to/from restricted circulation from staff area</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>• The public counter requires a ballistic-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through.</li> <li>• Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for more space-efficient use of floor area.</li> <li>• Provide structural provisions if high-density file system is utilized.</li> <li>• The clerk’s office computer server rack shall be in a climate-controlled area.</li> </ul>
<b>Special Security Requirements</b>	<ul style="list-style-type: none"> <li>• Each staff position at the public counter shall be equipped with a duress alarm monitored from the Sheriff’s Office control room.</li> <li>• The Clerk of Court’s office should be equipped with duress alarms monitored from the Sheriff’s Office control room.</li> </ul>
<b>Special A/V Requirements</b>	<ul style="list-style-type: none"> <li>• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.</li> </ul>



Spatial Relationships: Circuit Court Clerk's Office

Figure 15: Adjacency Diagram – Circuit Court Clerk's Office



Symbol Key

Public Vertical Circulation (if required)

Secure Vertical Circulation (if required)

Public/Visitor Access Control Point

Public Circulation

Restricted Vertical Circulation (if required)

Staff Only Access Control Point

Restricted Circulation

Secure Circulation



## 5.5 General District Court Clerk's Office

### Space Requirements: General District Court Clerk's Office

**Table 15: Program of Requirements – General District Court Clerk's Office**

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
<b>Staff Spaces</b>								
<b>General District Court Clerk's Office Staff</b>								
5.01	Clerk of Court	OFFICE	200	1	1	1	200	Space for desk, files, and small conf. area
5.02	GDC Clerk's Office Support Staff	WORK STATION	48	3	4	4	192	Includes Chief Deputy Clerk
<b>Subtotal General District Court Clerk's Office Staff Spaces</b>				<b>4</b>	<b>5</b>		<b>392</b>	
<b>Subtotal Staff Spaces</b>				<b>4</b>	<b>5</b>		<b>392</b>	
<b>Public Service Areas</b>								
5.03	Intake Area Queue	RECEPTION	10			10	100	10 person queue @ 10 sf/pp (standing)
5.04	Public Counter/Transaction Area(s)	RECEPTION	25			2	50	One continuous counter (approx. 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position
5.05	Public Work Area	RECEPTION	80			1	80	Part of reception area; for viewing documents and docket research; Area should contain: - work counter w/ 2 computer work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.) - 1 payment kiosk (plan for +/- 15 SF ea. incl. circ.)
<b>Subtotal Public Service Areas</b>							<b>230</b>	
<b>Support Spaces</b>								
5.06	Public Counter (Staff Side)	WORK AREA	25			2	50	One continuous counter (approx. 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position; equipment at counter includes monitor, cc reader, phones, stamps, printer area should be adjacent; cash drawer per window
5.07	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to clerk's office <b>Conf Room can be shared with JDR if possible</b>
5.08	Mail/Copy Room	WORK ROOM	150			1	150	Centrally located; contains mail machine, mail sorter, work table, mailboxes, copier, storage cabinets and shelving for supplies
5.09	Break Room	BREAK ROOM	175			1	175	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator <b>Break Room can be shared with JDR if possible</b>
5.10	Active Files	FILE AREA	75			1	75	Within open office proximate to support staff
5.11	Inactive Records/Files	STORAGE	150			1	150	Lockable Room
5.12	General Storage	STORAGE	80			1	80	Locate proximate general office area
5.13	Secure Storage	SECURE STOR.	50			1	50	Card access only; Cash box and safe
<b>Subtotal Shared Support Spaces</b>							<b>930</b>	
<b>Subtotal Staff Spaces, Public Service Areas, and Support Spaces</b>				<b>4</b>	<b>5</b>		<b>1,552</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.30</b>				<b>466</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>2,018</b>	



Planning Considerations: General District Court Clerk’s Office

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the GDC Clerk’s Office space.

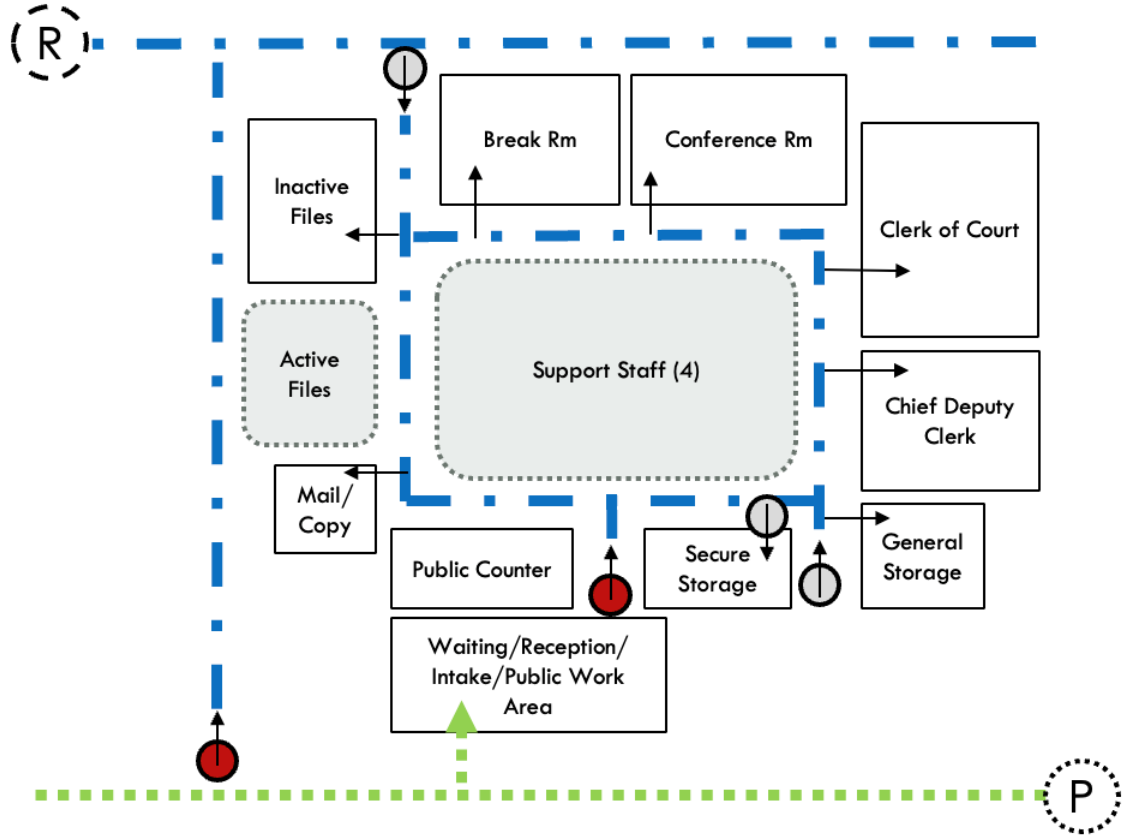
***Table 16: Functional Requirements – General District Court Clerk’s Office***

<b>Primary Adjacency</b>	<ul style="list-style-type: none"> <li>• Public Lobby</li> <li>• Jury Assembly</li> </ul>
<b>Secondary Adjacency</b>	<ul style="list-style-type: none"> <li>• Judges’ Chambers</li> <li>• General District Court Courtroom</li> </ul>
<b>Public Interface</b>	High
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Direct access to reception area from public circulation</li> <li>• Direct access to/from restricted circulation from staff area</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>• The public counter requires a break-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through.</li> <li>• Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for more space-efficient use of floor area.</li> <li>• Provide structural provisions if high-density file system is utilized.</li> <li>• The clerk’s office computer server rack shall be in a climate-controlled area.</li> </ul>
<b>Special Security Requirements</b>	<ul style="list-style-type: none"> <li>• Each staff position at the public counter shall be equipped with a duress alarm monitored from the Sheriff’s Office control room.</li> <li>• The Clerk of Court’s office should be equipped with duress alarms monitored from the Sheriff’s Office control room.</li> </ul>
<b>Special A/V Requirements</b>	<ul style="list-style-type: none"> <li>• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.</li> </ul>



Spatial Relationships: General District Court Clerk's Office

Figure 16: Adjacency Diagram - General District Court Clerk's Office



Symbol Key

Public Vertical Circulation (if required)

Secure Vertical Circulation (if required)

Public/Visitor Access Control Point

Public Circulation

Restricted Vertical Circulation (if required)

Staff Only Access Control Point

Restricted Circulation

Secure Circulation



## 5.6 Juvenile and Domestic Relations Court Clerk's Office

### Space Requirements: Juvenile and Domestic Relations Court Clerk's Office

**Table 17: Program of Requirements – Juvenile and Domestic Relations Court Clerk's Office**

Space ID	Staff/Space Type	UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	
<b>Staff Spaces</b>								
<b>Juvenile and Domestic Relations Clerk's Office Staff</b>								
6.01	Clerk of Court	OFFICE	200	0	1	1	200	Space for desk, files, and small conf. area
6.02	Chief Deputy Clerk	OFFICE	150	0	1	1	150	
6.03	JDR Clerk's Office Support Staff	WORK STATION	48	0	2	2	96	
<b>Subtotal Juvenile and Domestic Relations Clerk's Office Staff Space</b>				<b>0</b>	<b>4</b>		<b>446</b>	
<b>Subtotal Staff Spaces</b>				<b>0</b>	<b>4</b>		<b>446</b>	
<b>Public Service Areas</b>								
6.04	Intake Area Queue	RECEPTION	10			5	50	5 person queue @ 10 sf/pp (standing)
6.05	Public Counter/Transaction Area(s)	RECEPTION	25			2	50	One continuous counter (approx 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position
6.06	Public Work Area	RECEPTION	80			1	80	Part of reception area; for viewing documents and docket research; Area should contain: - work counter w/ 2 computer work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.); infrastructure for future payment kiosk
6.07	Consultation Room	CONFERENCE	100			1	100	Adjacent to waiting for private meetings/public assistance; provide computer access within this room
<b>Subtotal Public Service Areas</b>							<b>280</b>	
<b>Support Spaces</b>								
6.08	Public Counter (Staff Side)	WORK AREA	25			2	50	One continuous counter (approx 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position; equipment at counter includes monitor, cc reader, phones, stamps, printer area should be adjacent; cash drawer; safe
6.09	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to clerk's office <b>Conf Room can be shared with GDC if possible</b>
6.10	Mail/Copy Room	WORK ROOM	150			1	150	Centrally located; contains mail machine, mail sorter, work table, mailboxes, copier, storage cabinets and shelving for supplies
6.11	Break Room	BREAK ROOM	175			1	175	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator <b>Break Room can be shared with GDC if possible</b>
6.12	Secure File Room	SECURE FILE	160			1	160	Card access only
6.13	General Storage	STORAGE	80			1	80	Locate within general office area
6.14	Secure Storage	SECURE STOR.	50			1	50	Card access only; Cash box and safe
<b>Subtotal Shared Support Spaces</b>							<b>865</b>	
<b>Subtotal Staff Spaces, Public Service Areas, and Support Spaces</b>				<b>0</b>	<b>4</b>		<b>1,591</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.30</b>				<b>477</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>2,068</b>	



Planning Considerations: Juvenile and Domestic Relations Court Clerk’s Office

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the JDR Clerk’s Office space.

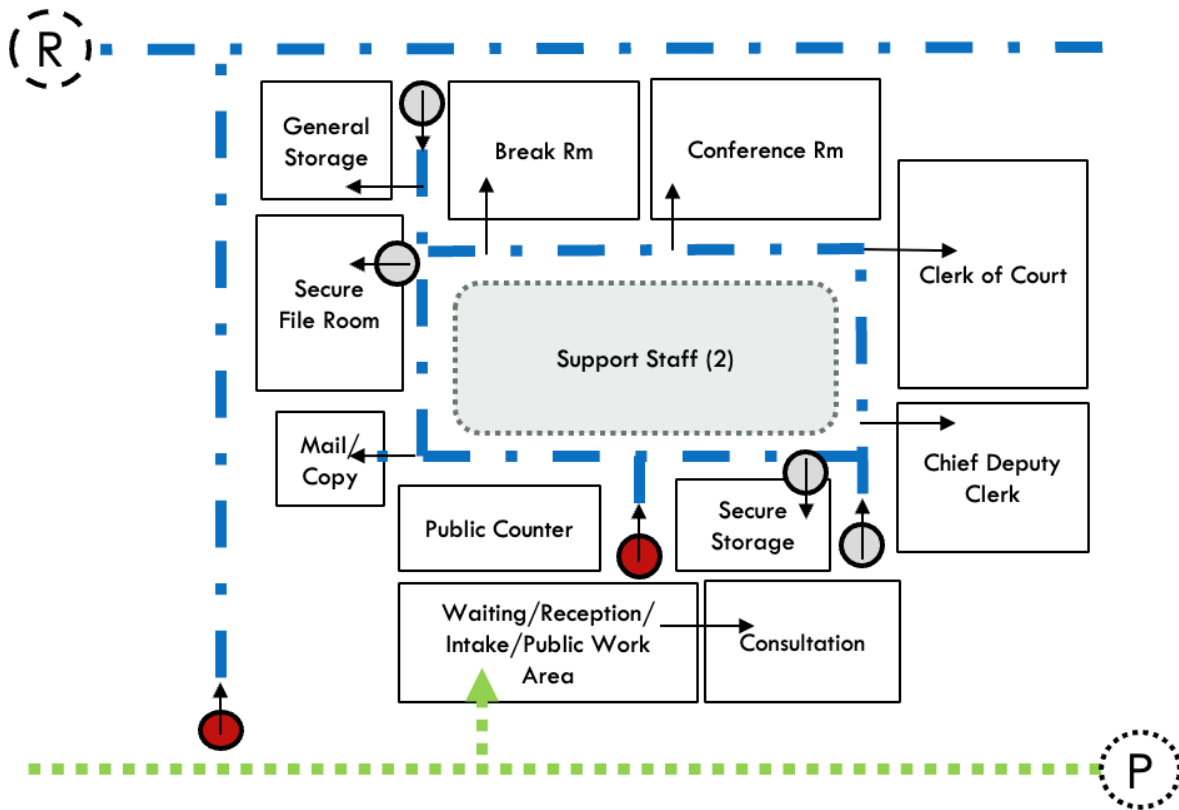
***Table 18: Functional Requirements – Juvenile and Domestic Relations Court Clerk’s Office***

<b>Primary Adjacency</b>	Public Lobby
<b>Secondary Adjacency</b>	<ul style="list-style-type: none"> <li>• Judges’ Chambers</li> <li>• General District Court Courtroom</li> </ul>
<b>Public Interface</b>	High
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Direct access to reception area from public circulation</li> <li>• Direct access to/from restricted circulation from staff area</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>• The public counter requires a break-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through.</li> <li>• Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for more space-efficient use of floor area.</li> <li>• Provide structural provisions if high-density file system is utilized.</li> <li>• The clerk’s office computer server rack shall be in a climate-controlled area.</li> </ul>
<b>Special Security Requirements</b>	<ul style="list-style-type: none"> <li>• Each staff position at the public counter shall be equipped with a duress alarm monitored from the Sheriff’s Office control room.</li> <li>• The Clerk of Court’s office should be equipped with duress alarms monitored from the Sheriff’s Office control room.</li> </ul>
<b>Special A/V Requirements</b>	<ul style="list-style-type: none"> <li>• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.</li> </ul>



Spatial Relationships: Juvenile and Domestic Relations Court Clerk's Office

Figure 17: Adjacency Diagram - Juvenile and Domestic Relations Court Clerk's Office



Symbol Key



Public Vertical Circulation (if required)



Secure Vertical Circulation (if required)



Public/Visitor Access Control Point



Staff Only Access Control Point



Public Circulation



Restricted Circulation



Secure Circulation



## 5.7 Commonwealth's Attorney Office

### Space Requirements: Commonwealth's Attorney Office

**Table 19: Program of Requirements – Commonwealth's Attorney Office**

Space ID	Staff/Space Type	UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	
<b>Staff Spaces</b>								
<b>Commonwealth's Attorney Office Staff</b>								
7.01	Commonwealth's Attorney	OFFICE	300	1	1	1	300	Includes dedicated toilet room; space for desk, files, and small conf. area
7.02	Assistant Commonwealth's Attorney	OFFICE	150	1	2	2	300	
7.03	Legal Assistant	WORK STATION	48	1	2	2	96	
<b>Subtotal Staff Spaces</b>				<b>3</b>	<b>5</b>		<b>696</b>	
<b>Public Service Areas</b>								
7.04	Public Counter (Public side)	RECEPTION	25			1	25	One continuous counter (approx. 5'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray (for paperwork, etc.)
7.05	Waiting Area (Seated)	RECEPTION	15			4	60	4 seats @ 15 SF/pp; open waiting area
7.06	Consultation Room	CONFERENCE	100			1	100	Accessible from both waiting area and staff area (or controlled corridor)
<b>Subtotal Public Service Areas</b>							<b>185</b>	
<b>Support Spaces</b>								
7.07	Public Counter (Staff Side)	WORK AREA	48			1	48	One continuous counter (approx. 5'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position; equipment at counter includes monitor; phones, printer area should be adjacent
7.08	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to Commonwealth's Atty office
7.09	Discovery Work Area	WORK STATION	100			1	100	Proximate to the staff offices/workstations within the restricted staff space; provide two (2) 6 x 8 work stations for two people conducting simultaneous research; computer at each workstation
7.10	VCIN Room	SECURE OFFICE	50			1	50	Secure card access room, 1 terminal and printer designated
7.11	General Storage	STORAGE	100			1	100	Existing is 105 SF
7.12	Copy/Shredder Area	WORK AREA	50			1	50	Within open office space
7.13	Intern Work Station	WORK STATION	48			1	48	
7.14	Exhibit Storage	SECURE STOR.	80			1	80	Card reader access
7.15	Active File Area	FILE AREA	9			8	72	Located in cabinets within the open office area; (8) 18 x 24 cabinets @ 9 SF each incl. circ.
7.16	Inactive/Closed File Room	SECURE FILE	175			1	175	Card reader; high density file system (approximately 6,000 lineal inches (500 lf) of storage)
7.17	Break Room	BREAK ROOM	175			1	175	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator
<b>Subtotal Shared Support Spaces</b>							<b>1,098</b>	
<b>Subtotal Staff Spaces, Public Service Areas, and Support Spaces</b>				<b>3</b>	<b>5</b>		<b>1,979</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.30</b>				<b>594</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>2,573</b>	



Planning Considerations: Commonwealth’s Attorney Office

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Commonwealth’s Attorney Office space.

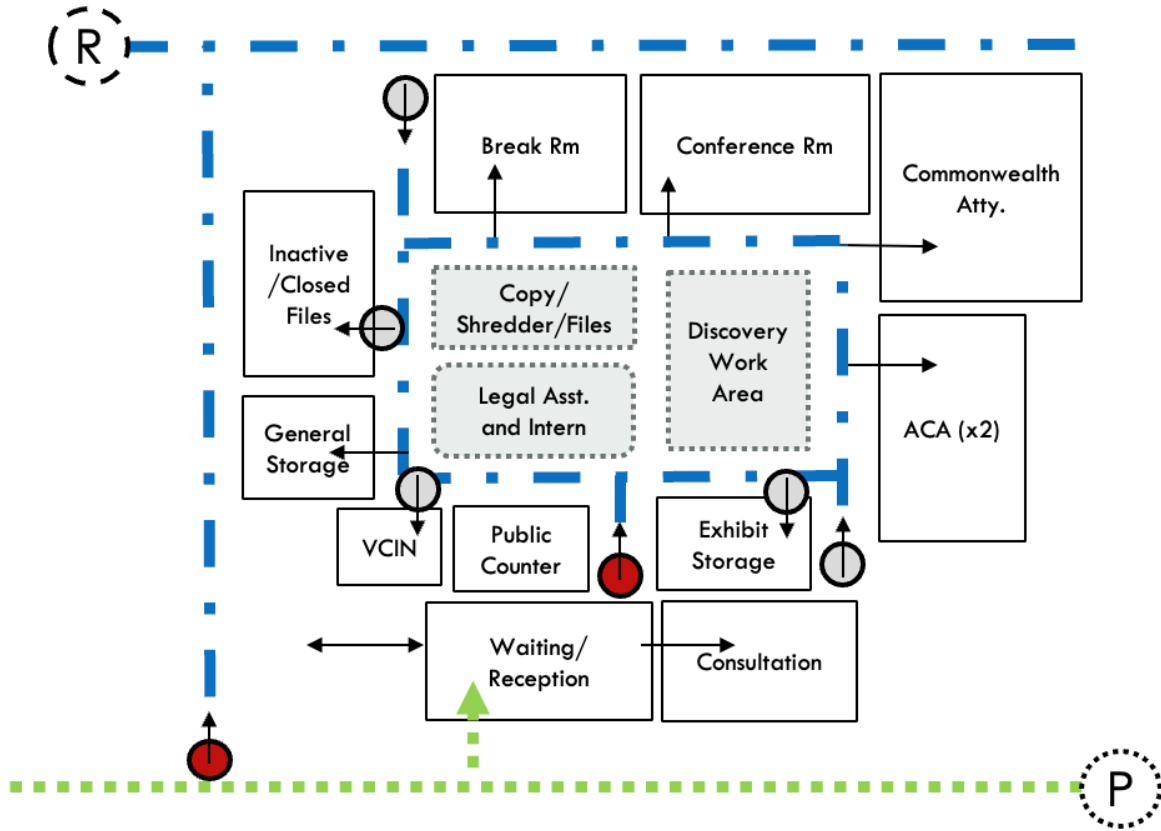
**Table 20: Functional Requirements – Commonwealth’s Attorney Office**

<b>Primary Adjacency</b>	Public Lobby
<b>Secondary Adjacency</b>	<ul style="list-style-type: none"> <li>• Judges’ Chambers</li> <li>• Circuit Court Courtroom</li> </ul>
<b>Public Interface</b>	Moderate
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Direct access to reception area from public circulation</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>• The public counter requires a break-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through.</li> <li>• Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for the inactive file storage.</li> <li>• Provide structural provisions if high-density file system is utilized.</li> <li>• The CAO computer server rack shall be in a climate-controlled area.</li> </ul>
<b>Special Security Requirements</b>	<ul style="list-style-type: none"> <li>• The public counter shall be equipped with a duress alarm monitored from the Sheriff’s Office control room.</li> <li>• The Commonwealth Attorney’s office should be equipped with duress alarms monitored from the Sheriff’s Office control room.</li> </ul>
<b>Special A/V Requirements</b>	<ul style="list-style-type: none"> <li>• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.</li> </ul>



Spatial Relationships: Commonwealth's Attorney's Office

Figure 18: Adjacency Diagram - Commonwealth's Attorney's Office



Symbol Key

- |  |   |  |   |  |                                     |  |                    |
|--|---|--|---|--|-------------------------------------|--|--------------------|
|  | Public Vertical Circulation (if required)     |  | Secure Vertical Circulation (if required) |  | Public/Visitor Access Control Point |  | Public Circulation |
|  | Restricted Vertical Circulation (if required) |  | Staff Only Access Control Point           |  | Restricted Circulation              |  | Secure Circulation |



## 5.8 Court Services Unit

### Space Requirements: Court Services Unit

**Table 21: Program of Requirements – Court Services Unit**

Space ID	Staff/Space Type	UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	
<b>Staff Spaces</b>								
<b>CSU Staff</b>								
8.01	Director	OFFICE	200	0	1	1	200	Shared office for Director and Supervisor, space for desk, files, and small conf. area
8.02	Supervisor	OFFICE	120	0	1	0	0	Supervisor will share office with Director
8.03	Probation Officer	OFFICE	180	1	2	2	360	3-4 side chairs
8.04	Office Services Specialist Supervisor	OFFICE	120	1	1	1	120	
8.05	Office Services Specialist	WORK STATION	48	1	1	1	48	
<b>Subtotal Staff Spaces</b>				<b>3</b>	<b>6</b>		<b>728</b>	
<b>Public Service Areas</b>								
8.06	Public Counter (Public side)	RECEPTION	25			1	25	One continuous counter (approx 6'-0" lf) w/ ADA compliance; break-resistant glazing w/speak hole and deal tray (for paperwork, etc.)
8.07	Waiting Area (Seated)	RECEPTION	15			8	120	4 seats @ 15 SF/pp; open waiting area
8.08	Public work area	RECEPTION	15			2	30	Part of reception area; for viewing documents research; Area should contain: - work counter w/ 2 computer work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.)
<b>Subtotal Public Service Areas</b>							<b>175</b>	
<b>Support Spaces</b>								
8.09	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to Director
8.10	U/A Toilet Room	TOILET RM	50			1	50	Pass thru to work room
8.11	U/A Work Room	WORK ROOM	80			1	80	Includes work counter for test kit storage and space for supervision; under-counter refrigerator
8.12	Secure File Room	SECURE FILE	80			1	80	Card reader access only; file cabinets = three (3) lateral for both open and closed files
8.13	General Storage	STORAGE	50			1	50	
8.14	Work/Copy Area	WORK AREA	50			1	50	
8.15	Open shelving	WORK AREA	9			2	18	2 units in the open office
8.16	Kitchenette	KITCHENETTE	40			1	40	8'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator
<b>Subtotal Shared Support Spaces</b>							<b>568</b>	
<b>Subtotal Staff Spaces, Public Service Areas, and Support Spaces</b>				<b>3</b>	<b>6</b>		<b>1,471</b>	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.30</b>				<b>441</b>	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>1,912</b>	



Planning Considerations: Court Services Unit

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Court Services Unit space.

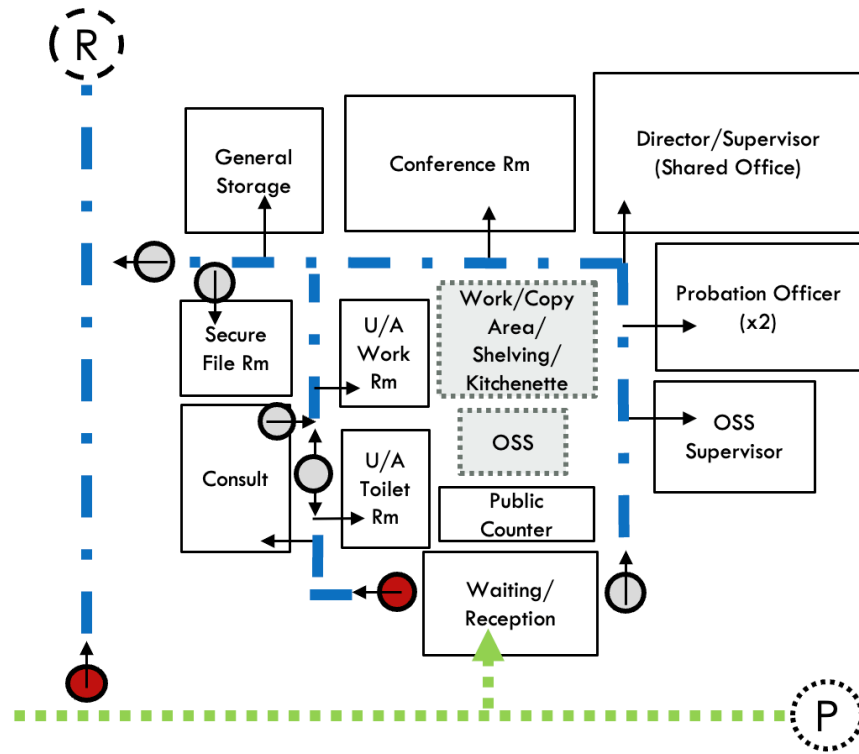
***Table 22: Functional Requirements – Court Services Unit***

<b>Primary Adjacency</b>	Public Lobby
<b>Secondary Adjacency</b>	<ul style="list-style-type: none"> <li>• Judges’ Chambers</li> <li>• Circuit Court Courtroom</li> </ul>
<b>Public Interface</b>	High
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Direct access to reception area from public circulation</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>• The public counter requires a break-resistant glass barrier between the reception staff and visitors with a speak-hole and document pass-through.</li> <li>• U/A toilet room should have a pass-thru specimen cabinet into the work room</li> </ul>
<b>Special Security Requirements</b>	<ul style="list-style-type: none"> <li>• The public counter shall be equipped with a duress alarm monitored from the Sheriff’s Office control room.</li> <li>• The CSU Director’s office should be equipped with duress alarms monitored from the Sheriff’s Office control room.</li> </ul>
<b>Special A/V Requirements</b>	<ul style="list-style-type: none"> <li>• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.</li> </ul>



Spatial Relationships: Court Services Unit

Figure 19: Adjacency Diagram – Court Services Unit



Symbol Key

- |  |   |  |   |  |                                     |  |                    |
|--|---|--|---|--|-------------------------------------|--|--------------------|
|  | Public Vertical Circulation (if required)     |  | Secure Vertical Circulation (if required) |  | Public/Visitor Access Control Point |  | Public Circulation |
|  | Restricted Vertical Circulation (if required) |  | Staff Only Access Control Point           |  | Restricted Circulation              |  | Secure Circulation |



## 5.9 Court Security and Holding

### Space Requirements: Court Security and Holding

**Table 23: Program of Requirements – Court Security and Holding**

Space ID	Staff/Space Type	UNIT SF		PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Area NSF	
<b>Vehicle Sallyport Area</b>						
9.01	Vehicle Sallyport	VEHICLE SALLYPORT	800	2	1,600	2 transport vans
9.02	Vehicle Sallyport and Cellblock Entrance (trap)	SECURE CORRIDOR	80	2	160	One trap from outside into vehicle sallyport, and one into cellblock area
	Subtotal Vehicle Sallyport				1,760	
				x 1.10 grossing	1,936	
<b>Staff Area</b>						
9.03	Sheriff's Office Shared Office	OFFICE	150	1	150	2 workstations for Transport Deputies; visibility to the holding cells; includes space for files and copy area
9.04	Sheriff's Office Toilet Room	TOILET RM	50	1	50	Direct access from shared office
	Subtotal Office				200	
				x 1.10 grossing	220	
<b>Central Cellblock</b>						
9.05	Command/Control Room	CONTROL RM	200	1	200	Visibility to sallyport, staffed by 2 deputies
9.06	Command/Control Server Room	MECH/ELEC	80	1	80	Locate so it can be serviced without requiring technician to access secure area
9.07	Command/Control Room Toilet Room	TOILET RM	50	1	50	Direct access from control room
9.08	Equipment Storage	STORAGE	100	1	100	Restraints, radios, etc.; include charging station
9.09	Atty/Prisoner Interview Room	INTERVIEW	100	2	200	Split room with security screen between; accessible both from public circulation for attys and from cellblock for prisoners; atty. side should accommodate up to 4 people
9.10	Holding Cell (group)	HOLDING2	100	2	200	One male/One female; 6 person capacity; Wet cell
9.11	Holding Cell (single)	HOLDING1	70	2	140	Separatees, juveniles; Wet cell
9.12	Custodial	CUSTODIAL	50	1	50	Separate from general building custodial closet; Include mop sink; Dedicated for cellblock
9.13	Prisoner Elevator Vestibule	SECURE CORRIDOR	50	1	50	
	Subtotal Holding Areas				1,070	
				x 1.5 grossing	1,605	Circulation w/in cellblock
	Subtotal JS, Public Service, and Holding Areas				3,541	
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>				<b>VARIES</b>	See above	
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>				<b>3,541</b>		



Planning Considerations: Court Security and Holding

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the court security and detainee holding spaces.

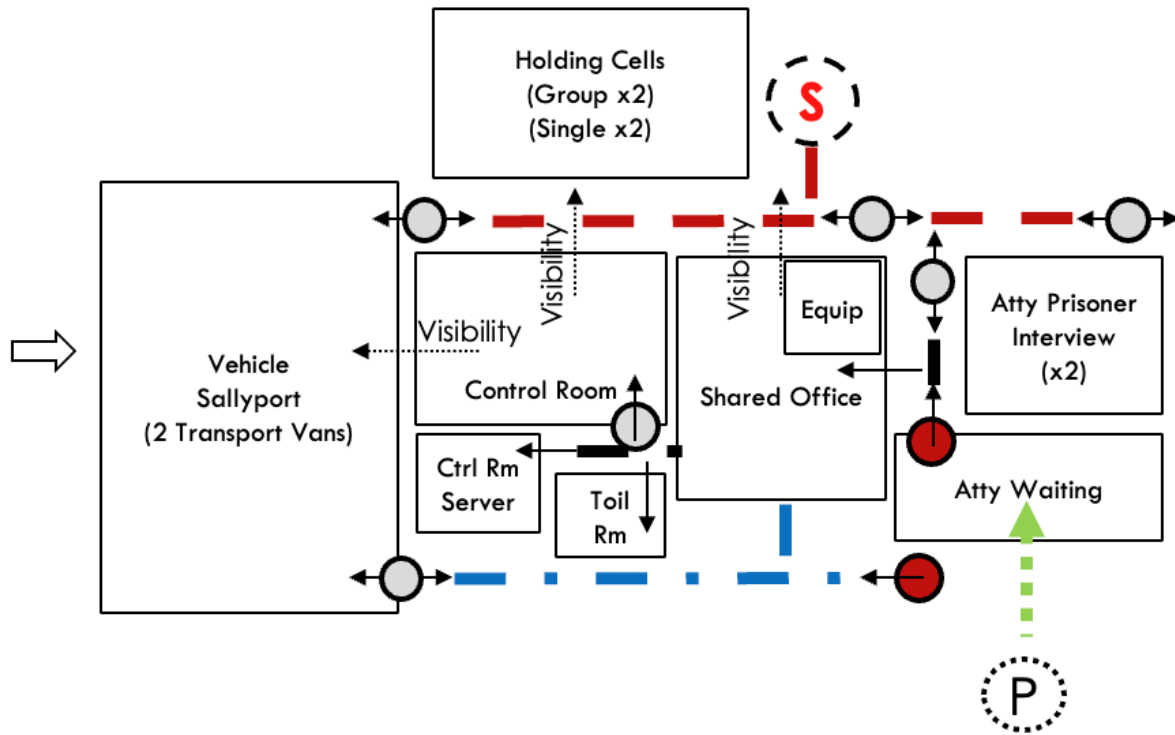
**Table 24: Functional Requirements – Court Security and Holding**

<b>Primary Adjacency</b>	Vehicle Sallyport
<b>Secondary Adjacency</b>	N/A
<b>Public Interface</b>	Low
<b>Circulation Requirements</b>	<ul style="list-style-type: none"> <li>• Direct access to/from secure circulation from cellblock and staging area</li> <li>• Direct access to/from restricted circulation from staff area</li> </ul>
<b>Special General Requirements</b>	<ul style="list-style-type: none"> <li>• The security control center should be highly secure and inaccessible to unauthorized users. The area should be constructed in an interior location and all floors, walls, and ceilings should be secure.</li> <li>• Cellblock requirements should include, but are not limited to, detention-grade doors, detention furniture, detention-grade security ceilings, institutional security-grade fire sprinkler heads, detention-grade lighting fixtures, security-grade tamper-proof fasteners and sealants, continuous slab-to-slab partitions and demising walls, detention-grade electronic locking systems, and interior security glazing. Detention-grade cell construction, partition systems, and duct security grills should be included.</li> <li>• All doors/glazing in the secure area shall be detention grade ASTM F1915 Grade 2 minimum, with all doors comprising the secure perimeter.</li> <li>• All floors, walls, doors, and door and vision panel frames shall be coated with a high-performance coating system that is resistant to corrosion and vandalism and is easy to maintain.</li> </ul>
<b>Special Security Requirements</b>	<ul style="list-style-type: none"> <li>• Although CCTV is used to monitor most areas, the design shall facilitate direct lines of sight to enable security staff to directly monitor and control activity.</li> <li>• Surveillance devices, especially CCTV, shall be strategically placed for optimal viewing and should be out of reach and housed in tamper-proof enclosures.</li> <li>• Position the cameras monitoring the holding cells so that the toilet area is concealed from view for privacy.</li> <li>• Duress alarm buttons should be located at convenient points within the secure areas.</li> </ul>
<b>Special A/V Requirements</b>	<ul style="list-style-type: none"> <li>• The security monitoring center within the control room office shall be sized to accommodate all electronic access and CCTV monitoring equipment.</li> <li>• A security control console with display, control, and recording of the electronic systems should be provided.</li> <li>• The security control system shall consist of the access control monitoring computer with graphical user interface (GUI) for all areas of jurisdiction, and include CCTV monitoring/control, intercom and paging/control and duress switch monitoring. It shall also monitor after-hour intrusion detection sensors (glass break, motion detection, etc.) if utilized.</li> </ul>



Spatial Relationships: Court Security and Holding

Figure 20: Adjacency Diagram – Court Security and Holding



Symbol Key

Public Vertical Circulation (if required)

Secure Vertical Circulation (if required)

Public/Visitor Access Control Point

Public Circulation

Restricted Vertical Circulation (if required)

Staff Only Access Control Point

Restricted Circulation

Secure Circulation



## 5.10 Building Support and Other Services

### Space Requirements: Building Support and Other Services

**Table 25: Program of Requirements – Building Support and Other Services**

Space ID	Staff/Space Type	UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		Staffing or Space Comments/Assumptions
		Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	
<b>Public Entrance Area</b>								
10.01	Building Lobby	PUBLIC	500			1	500	PLACEHOLDER
10.02	Entrance/Exit Vestibule	PUBLIC	120			2	240	One each for separate entry and exit flow
10.03	Queue Space	PUBLIC	15			20	300	20 people @ 10 sf/pp; provide cover outdoors for overflow on high-traffic days
10.04	Security Screening Areas	PUBLIC	200			1	200	Each screening area contains bag scanner, scanner monitoring area, magnetometer and wand screening area
10.05	Exit Turnstiles	PUBLIC	25			2	50	Two lanes; exit only
10.06	Security Desk	PUBLIC	100			1	100	Visibility to the screening lanes; include space for desk with camera monitors; monitor is redundant view (of control room monitors in Sheriff's Office)
10.07	Security Office	WORK ROOM	100			1	100	Card access; include rack storage for "jump bags" (8-10), shields, gun locker, and other storage TBD; include kitchenette - 5-0" if with base/wall cabinets and undercounter refrigerator
<b>Other Services</b>								
10.08	Regional Chief Magistrate	OFFICE	120	1	1	1	120	Regional Office for District 10
<b>Building Support</b>								
10.09	Wellness Room	NURSING RM	100			1	100	Lactation, wellness, etc.; sink only; within public space
10.10	Staff Restrooms	TOILET RM	150			2	300	
10.11	County Server Room	COMPUTER RM	200			1	200	Relocated main server room from County Office Building
10.12	SCV Server Room	COMPUTER RM	100			1	100	
10.13	Trash/Recycling Room	MECH/ELEC	200			1	200	Provide floor drain
<b>Departmental Storage (Basement)</b>								
10.14	Building Storage (Basement)	STORAGE	250			1	250	PLACEHOLDER
<b>Subtotal Public Area and Building Support Spaces</b>				<b>1</b>	<b>1</b>	<b>2,760</b>		
<b>COMPONENT GROSS SQUARE FEET FACTOR</b>			<b>1.30</b>			<b>828</b>		
<b>TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED</b>							<b>3,588</b>	



## 6 Housing Strategy

### 6.1 Planning Overview

In this section, three options are presented to address current deficiencies and to meet the projected space needs of the court in Cumberland County. Many of the building's deficiencies significantly affect how the building functions as a courthouse. Developing a strategy that addresses these deficiencies is critical to the successful operation of the court, both now and in the future. The potential strategies were developed with the following goals in mind:

- Develop separate circulation paths for a) members of the public, b) judges and staff, and c) prisoner movement
- Eliminate fragmentation between the courtrooms and clerks' offices
- Provide an adequate quantity of courtrooms, hearing rooms, and associated ancillary spaces as indicated in the POR to properly serve the court and those conducting business within the courthouse
- Improve security by providing a more functional security screening area
- Provide an adequate quantity of office, storage, and file space for judges and court staff
- Provide an adequate quantity of office, storage, and file space for other county tenants located in the courthouse
- Develop proper functional adjacencies within the courthouse to maximize operational efficiencies

### 6.2 Planning Summary

The development of the housing strategy options was based upon an analysis of the POR presented in Sections 4 and 5 and evaluating the suitability of the properties which are adjacent to the existing courthouse. The planning analysis and options were presented to Cumberland County and court representatives in July 2024.

When comparing the POR to the space of the existing building, it is clear that the existing building cannot meet all of the space needs of the court and other tenants that intended to occupy the building. The court components currently occupy approximately 10,200 CGSF within the existing courthouse and the adjacent county building. However, the court and other county tenants would require close to 34,000 CGSF within 20 years - a deficit of approximately 23,800 SF. The primary drivers of the increased space needs are as follows:

#### *EXISTING DEFICIENCIES*

- Courtrooms are undersized
- Lack of adequate conference space
- Lack of adequate security screening area
- Existing Clerk's Offices are undersized
- Lack of public space
- Lack of vehicle sallyport

#### *PROJECTED GROWTH*

- One additional chambers, courtroom, and ancillary spaces
- Staff growth in Circuit and GDC Clerk's Office
- Inclusion of separate JDR clerk's office
- Inclusion of Jury Assembly
- Inclusion of Court Services Office

As the existing courthouse is only 14,225 GSF, on its own it is not a viable option to accommodate the courts' current or projected space needs. As a result, an addition to the existing courthouse will need to be considered as well as options to construct a new courthouse and relocate the court and related agencies from the courthouse and adjacent county building entirely.



### 6.3 Housing Strategy Options

Multiple options were considered to meet the court’s needs in Cumberland County. After thorough planning programming, and subsequent work sessions with the stakeholders the following four options are considered the most viable solutions.

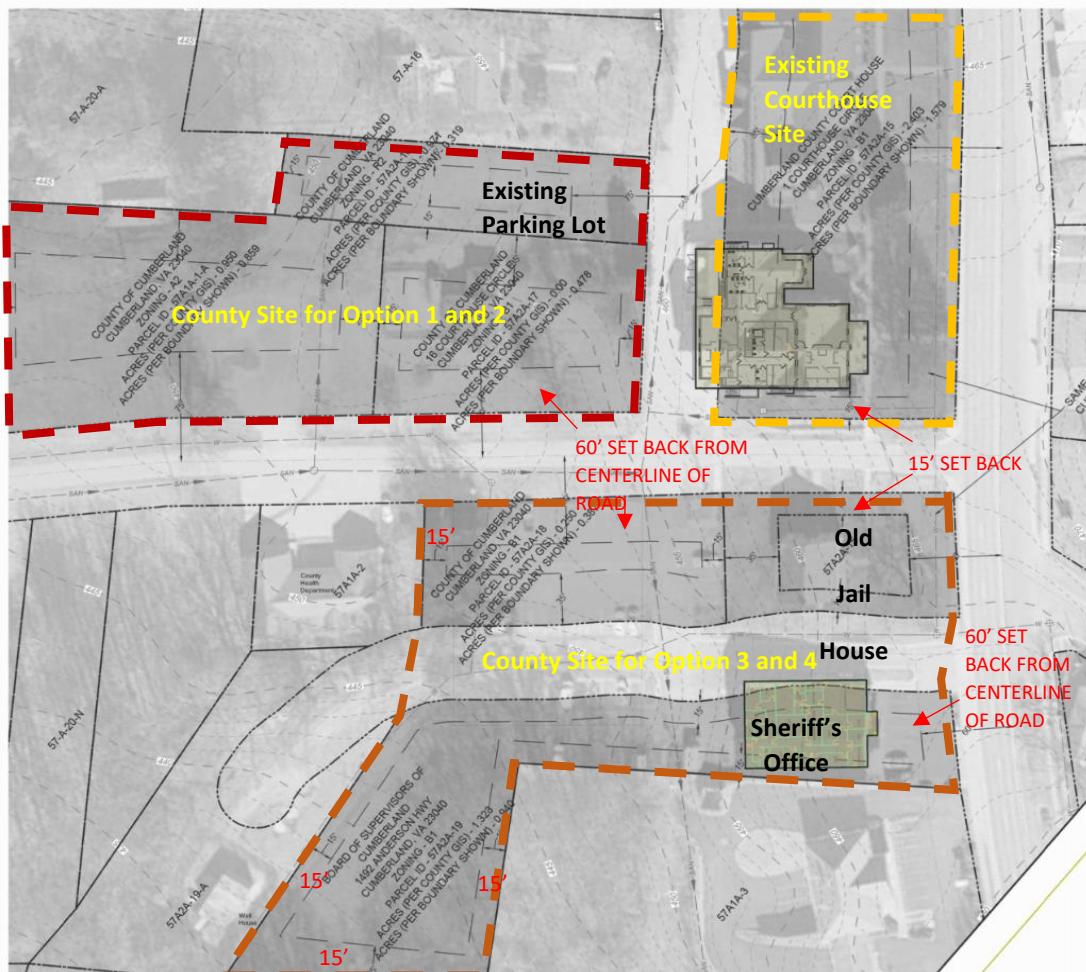
**OPTION 1:** Construct an Annex to the Cumberland Courthouse, and utilize the courtrooms and holding areas in the existing courthouse

**OPTION 2:** Construct a new stand-alone courthouse on county owned property to the north of the existing courthouse. In this solution the existing courthouse would be re-purposed for another county use.

**OPTION 3 and 4:** Construct a new courthouse on a site adjacent to the existing Sheriff’s Office with a connection to the existing vehicle sallyport and holding area in the Sheriff’s Office (there are two variations of this solution). In this solution the existing courthouse would be re-purposed for another county use.

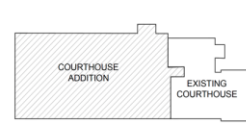
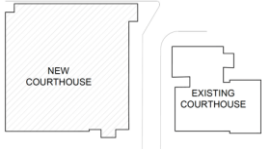
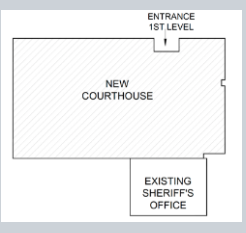
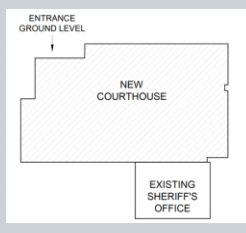
The site plan shown in Figure 21 below outlines the site area that is under consideration for each option. Table 26 on the following page presents a high-level overview of the options along with the advantages and disadvantages of each. Subsequent sections provide conceptual floor plans for each strategy as discussed during the planning sessions held in July 2024. The strategies presented herein are intended to be a “proof-of concept” and should not be considered a final layout. Each option illustrates one way to accommodate the space needs, and further discussion will be required during subsequent planning stages once a preferred option is selected.

**Figure 21: Site Plan Overview of Option Locations**





**Table 26: Housing Strategy Option Comparison**

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
				
<b>Approximate BGSF</b>	32,000 GSF	53,000 GSF	39,000 GSF	42,500 GSF
<b>CORE Score</b>	95.1	98.1	97.8	98.1
<b>Strategy Gain (vs 52.7 existing)</b>	+42.4	+45.4	+45.1	+45.4
<b>Advantages</b>	<ul style="list-style-type: none"> <li>Utilizes existing courtrooms</li> <li>Utilizes existing holding cells</li> <li>Utilizes secure elevator circulation path</li> <li>Improved security screening</li> <li>Restricted parking for judges</li> <li>Vehicle sallyport</li> </ul>	<ul style="list-style-type: none"> <li>All programmatic requirements met</li> <li>No disruption to existing court operations during construction</li> <li>Identifiable courthouse image</li> <li>Improved security screening</li> <li>Restricted parking for judges</li> <li>Vehicle sallyport</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes existing vehicle sallyport in the Sheriff's Office</li> <li>Utilizes existing holding cells in the Sheriff's Office</li> <li>All programmatic requirements met</li> <li>No disruption to existing court operations during construction</li> <li>Identifiable courthouse image along edge of Foster Street</li> <li>Improved security screening</li> <li>Restricted parking for judges (enclosed in option 3)</li> </ul>	
<b>Disadvantages</b>	<ul style="list-style-type: none"> <li>Two courtrooms remain undersized and without optimum layout</li> <li>Closes off existing drive</li> <li>Connection to existing courthouse might be challenging</li> <li>Courthouse entrance faces away from street</li> </ul>	<ul style="list-style-type: none"> <li>Retains existing drive</li> <li>Scale and massing may be challenging considering the existing context</li> <li>Removal of existing building</li> </ul>	<ul style="list-style-type: none"> <li>Significant site/utility work likely required</li> <li>Approval to demolish Old Jail likely required (historic district contributing building)</li> <li>Investigation of easement to wellhouse required</li> <li>Disruption to existing Sheriff's Office operations</li> </ul>	



OPTION 1: Courthouse Annex

Figure 22: Option 1 - Courthouse Annex: Ground Floor

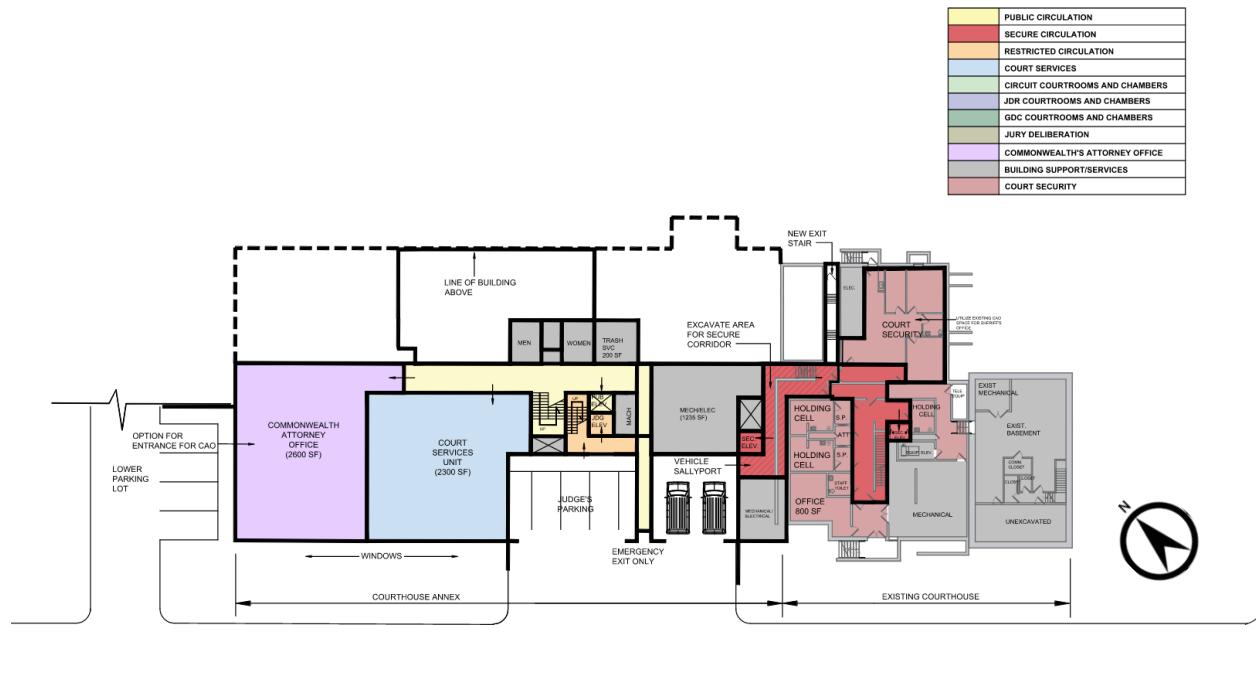
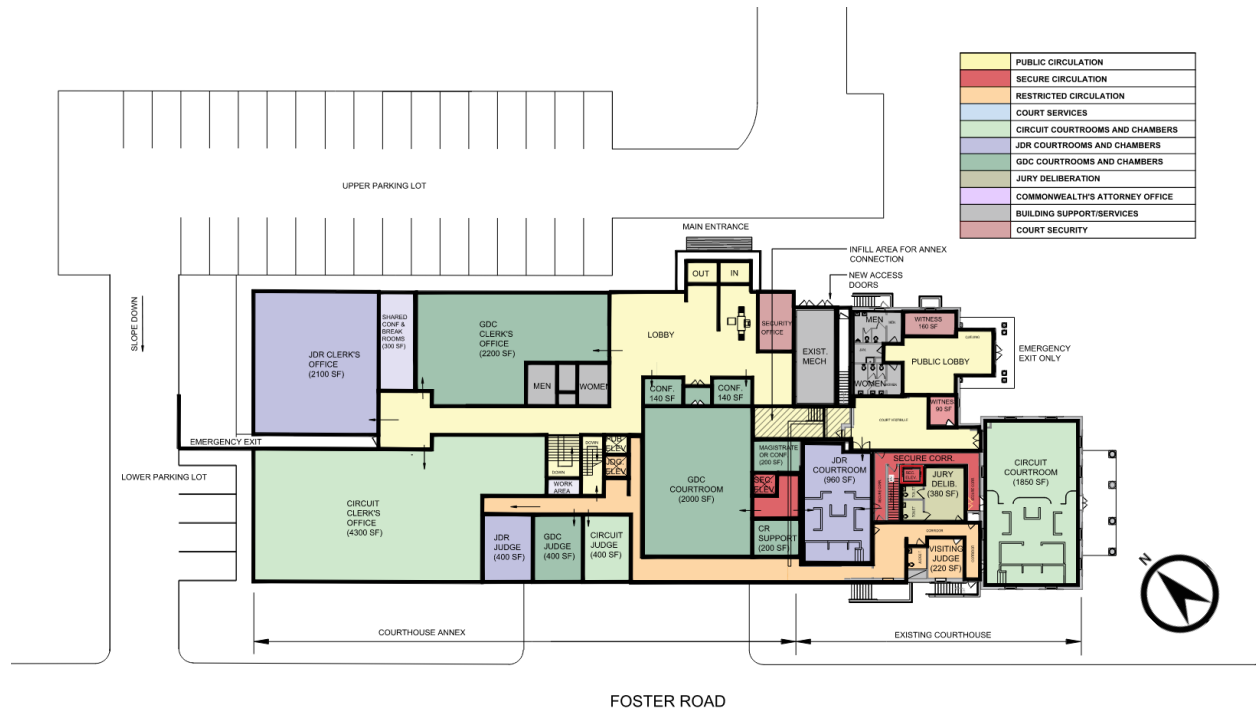


Figure 23: Option 1 - Courthouse Annex First Floor

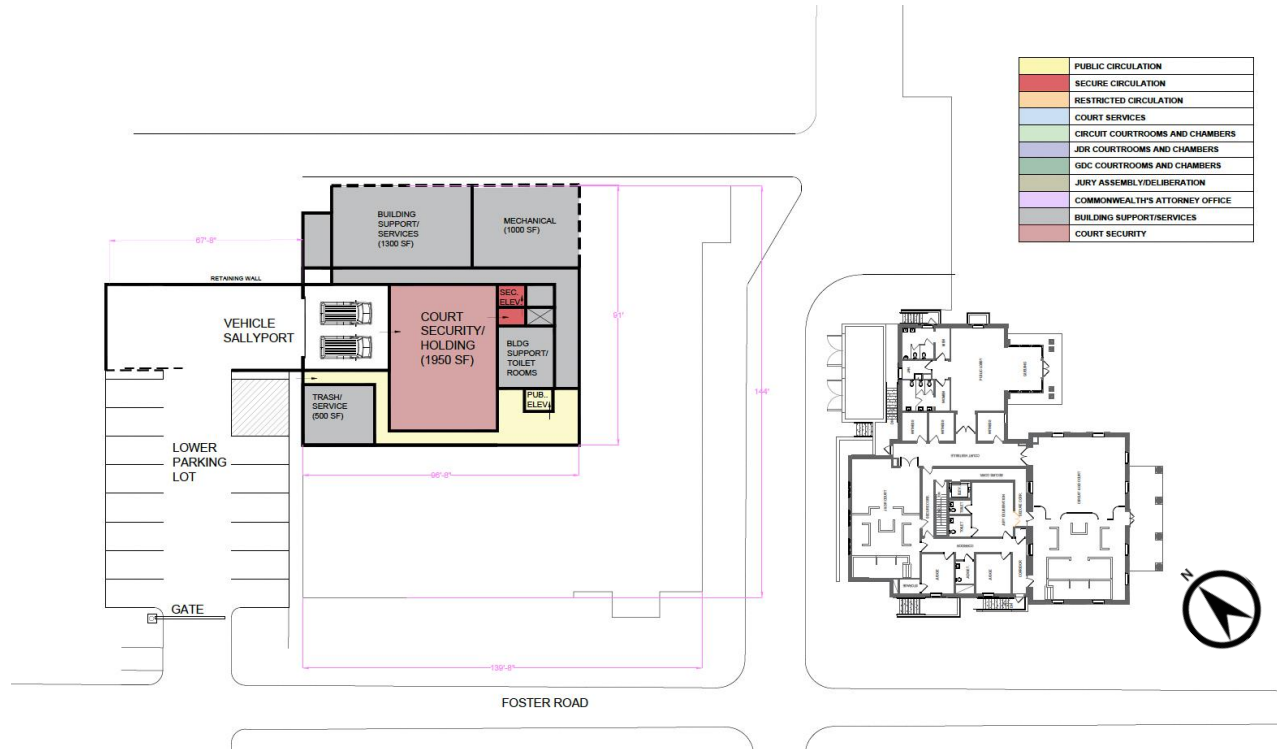


FOSTER ROAD



**OPTION 2: New Courthouse**

**Figure 24: Option 2 - New Courthouse Ground Floor**



**Figure 25: Option 2 - New Courthouse First Floor**

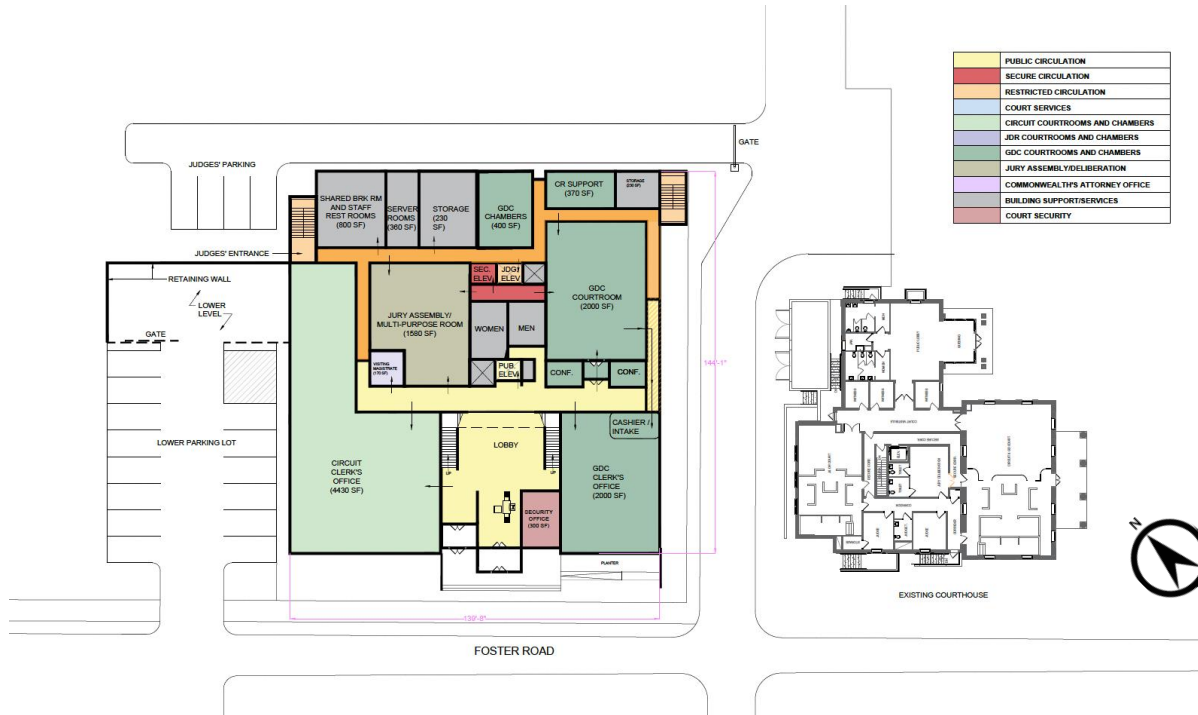
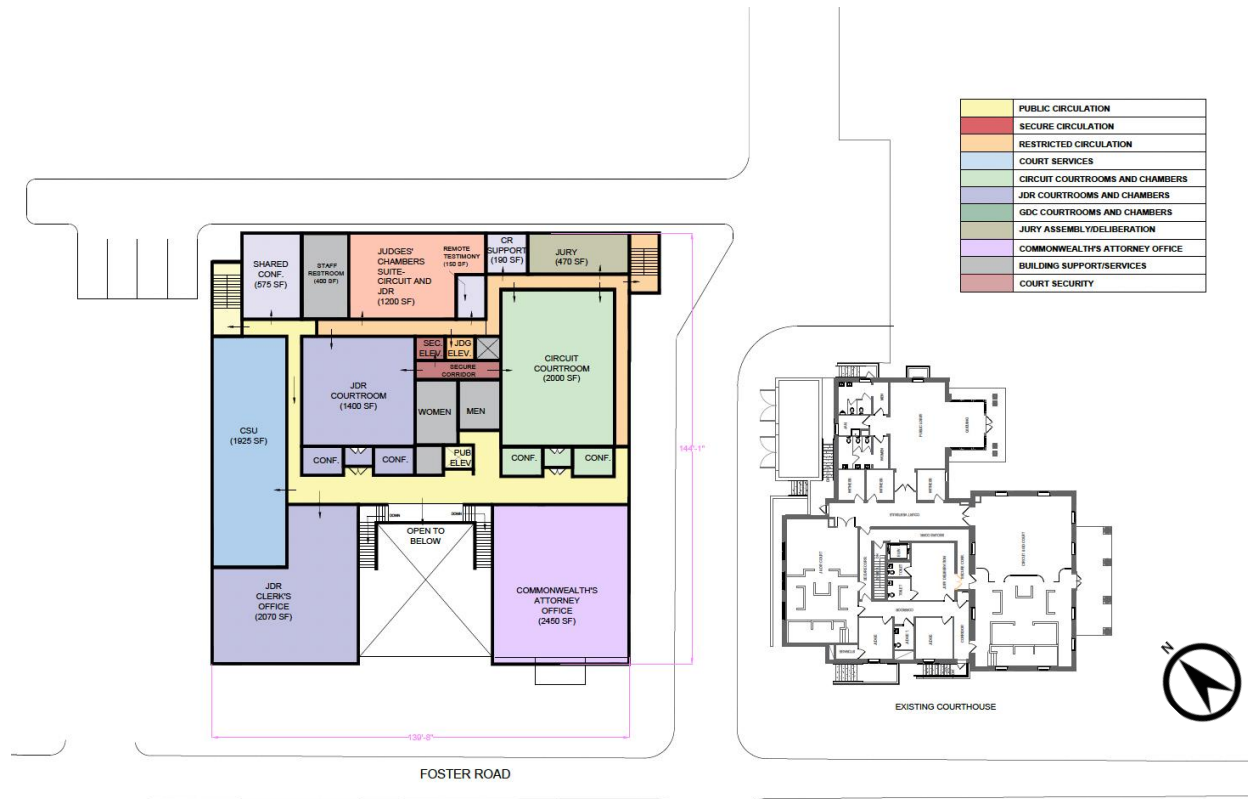




Figure 26: Option 2 - New Courthouse Second Floor





OPTION 3: New Courthouse – Connected to Sheriff’s Office

Figure 27: Option 3 - New Courthouse (Connected to Sheriff’s Office) Ground Floor

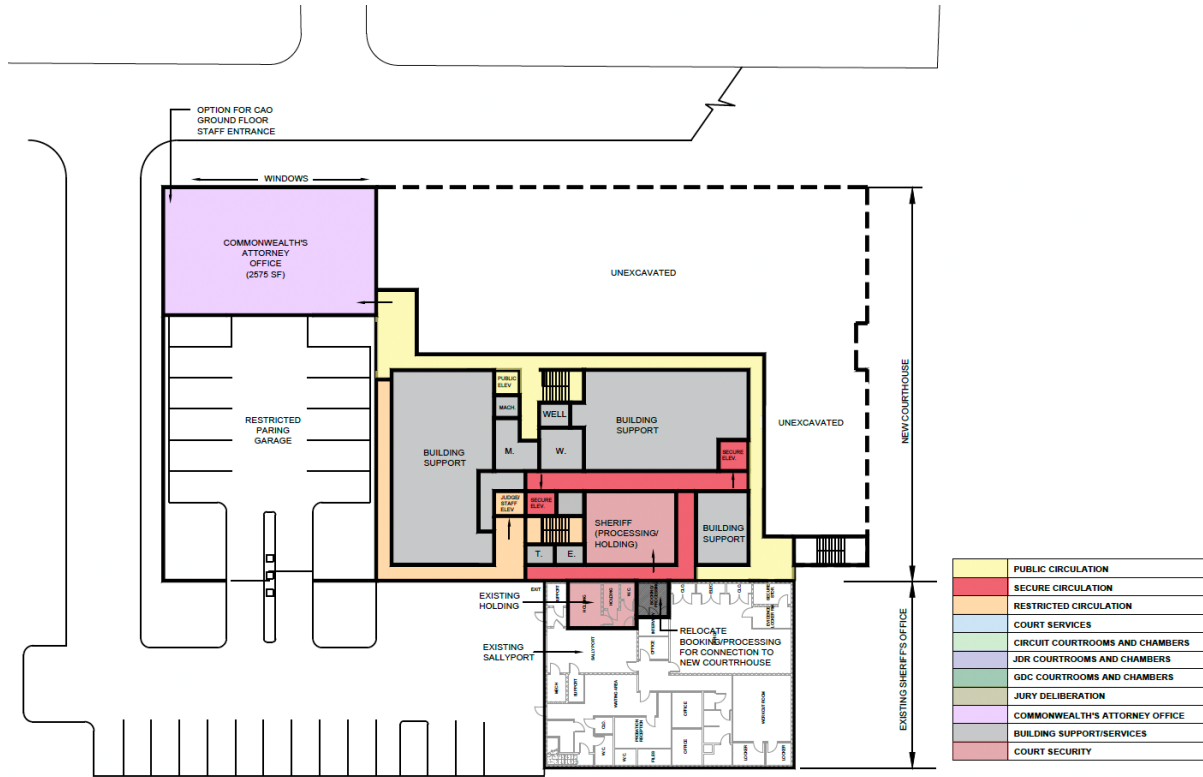


Figure 28: Option 3 - New Courthouse (Connected to Sheriff’s Office) First Floor





OPTION 3: New Courthouse – Connected to Sheriff’s Office

Figure 29: Option 3 - New Courthouse (Connected to Sheriff’s Office) Ground Floor

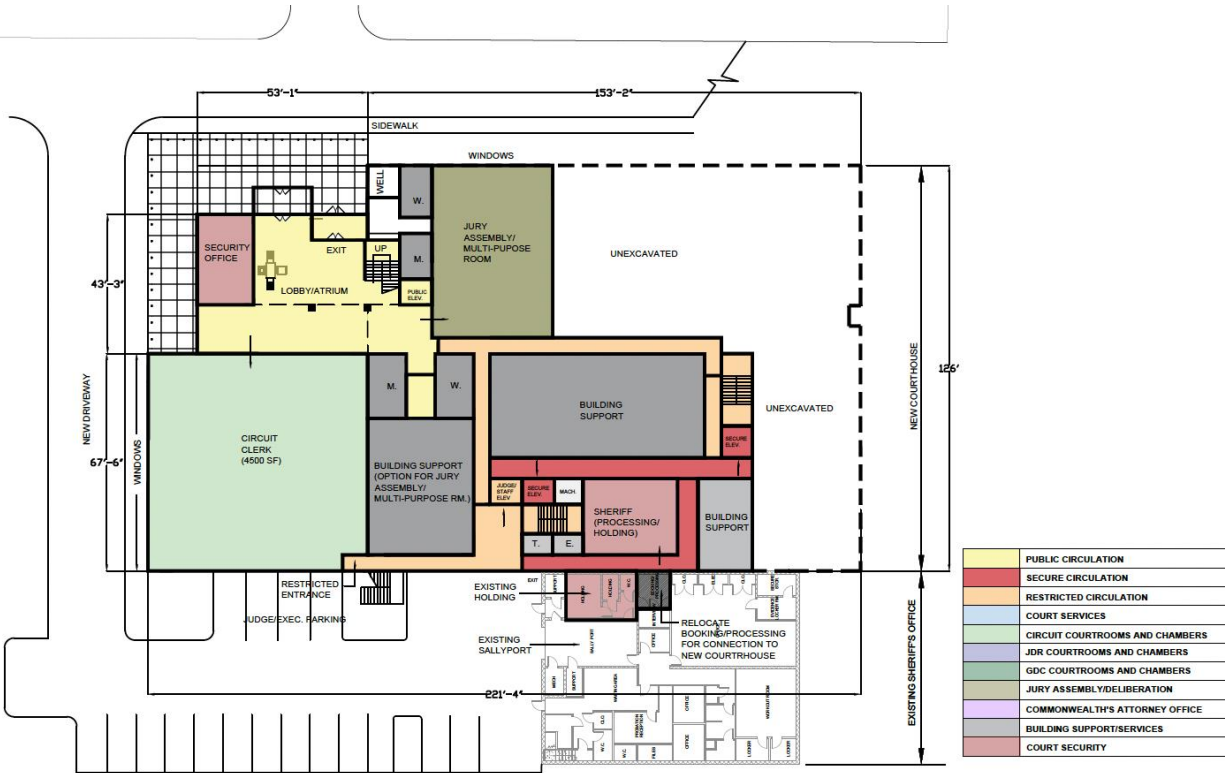
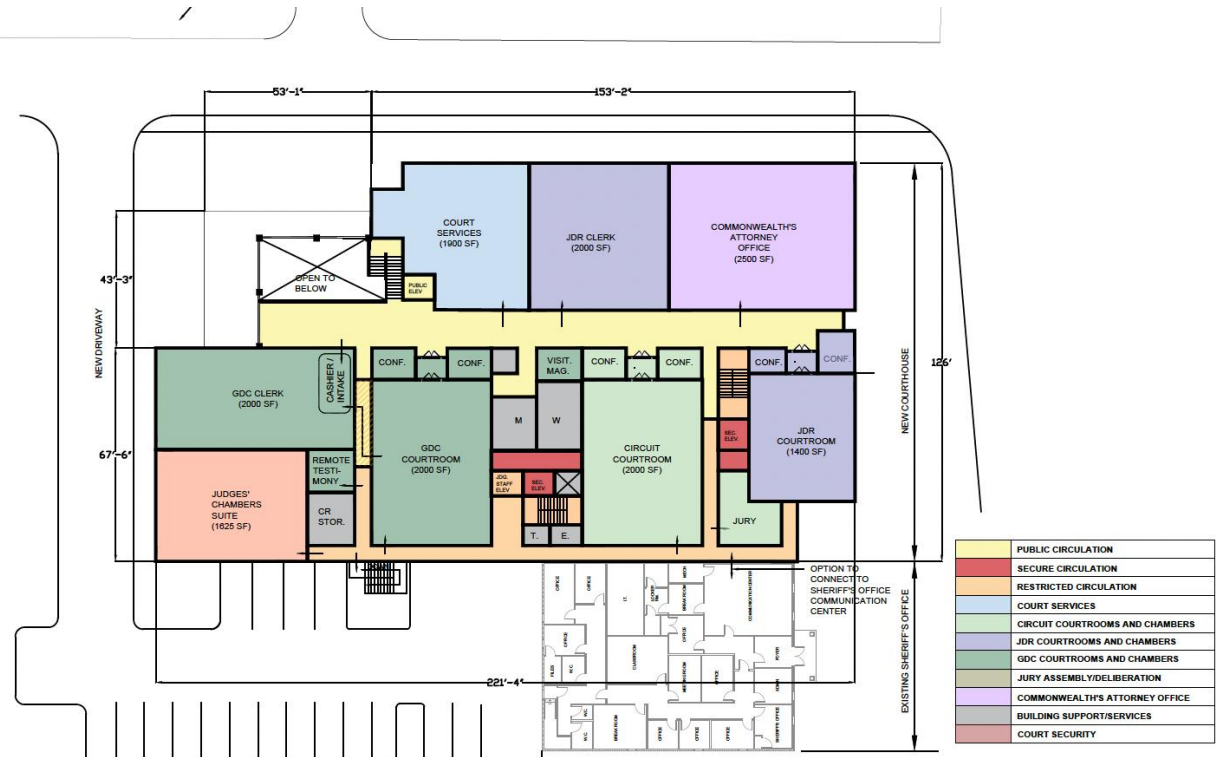


Figure 30: Option 3 - New Courthouse (Connected to Sheriff’s Office) First Floor





### **III.**

# **ESTIMATES OF PROBABLE CONSTRUCTION COST**

# Cumberland County Courts Facility Needs Study

16-Oct-24

## Preliminary Estimate of Probable Construction Cost

### Option #1

Construction Cost		2024 Cost
New Courts Addition at Existing Courthouse	32,000 SF	\$24,000,000
Renovation of Existing Courthouse	14,225 SF	<u>\$3,556,250</u>
	Subtotal	<u>\$27,556,250</u>
Professional Services - Architect/Engineer Fees		\$2,480,063
Other Costs (FF&E, Testing, Permits/Fees)		<u>\$4,133,438</u>
	Subtotal	<u>\$6,613,500</u>
	Total	\$34,169,750
	10% Contingency	<u>\$3,416,975</u>
	Grand Total Option #1	<u><u>\$37,586,725</u></u>

#### Exclusions:

Traffic Turn Lane  
 Hazardous material abatement  
 Environmental Permitting (none anticipated)  
 Off Site Utility Upgrades  
 Building HVAC Commissioning  
 Moving/Relocation costs  
 Nutrient Credit Purchase  
 Utilities Connection Fees

#### Inclusions:

Audio/Video Systems and equipment  
 Technology/Security systems and equipment  
 Site Landscaping (minimal code required)  
 Site Lighting (minimal code required)  
 Parking

# Cumberland County Courts Facility Needs Study

16-Oct-24

## Preliminary Estimate of Probable Construction Cost

### Option #2

Construction Cost	2024 Cost
New Courthouse Building	53,000 SF \$39,750,000
Renovation of Existing Courthouse (Not Included)	14,225 SF <u>\$0</u>
	Subtotal <u>\$39,750,000</u>
Professional Services - Architect/Engineer Fees	\$3,577,500
Other Costs (FF&E, Testing, Permits/Fees)	<u>\$5,962,500</u>
	Subtotal <u>\$9,540,000</u>
	Total \$49,290,000
	10% Contingency <u>\$4,929,000</u>
	Grand Total Option #1 <u><u>\$54,219,000</u></u>

#### Exclusions:

Traffic Turn Lane  
 Hazardous material abatement  
 Environmental Permitting (none anticipated)  
 Off Site Utility Upgrades  
 Building HVAC Commissioning  
 Moving/Relocation costs  
 Nutrient Credit Purchase  
 Utilities Connection Fees

#### Inclusions:

Audio/Video Systems and equipment  
 Technology/Security systems and equipment  
 Site Landscaping (minimal code required)  
 Site Lighting (minimal code required)  
 Parking

# Cumberland County Courts Facility Needs Study

16-Oct-24

## Preliminary Estimate of Probable Construction Cost

### Option #3

Construction Cost		2024 Cost
New Courts Addition at Existing Sheriff's Office	39,000 SF	\$29,250,000
Renovation of Existing Sheriff's Office Building	9,600 SF	\$1,920,000
Renovation of Existing Courthouse (Not Included)	14,225 SF	\$0
	Subtotal	<u>\$31,170,000</u>
Professional Services - Architect/Engineer Fees		\$2,805,300
Other Costs (FF&E, Testing, Permits/Fees)		<u>\$4,675,500</u>
	Subtotal	<u>\$7,480,800</u>
	Total	\$38,650,800
	10% Contingency	<u>\$3,865,080</u>
	Grand Total Option #1	<u><u>\$42,515,880</u></u>

#### Exclusions:

Traffic Turn Lane  
 Hazardous material abatement  
 Environmental Permitting (none anticipated)  
 Off Site Utility Upgrades  
 Building HVAC Commissioning  
 Moving/Relocation costs  
 Nutrient Credit Purchase  
 Utilities Connection Fees

#### Inclusions:

Audio/Video Systems and equipment  
 Technology/Security systems and equipment  
 Site Landscaping (minimal code required)  
 Site Lighting (minimal code required)  
 Parking

# Cumberland County Courts Facility Needs Study

16-Oct-24

## Preliminary Estimate of Probable Construction Cost

### Option #4

Construction Cost		2024 Cost
New Courts Addition at Existing Sheriff's Office	42,500 SF	\$31,875,000
Renovation of Existing Sheriff's Office Building	9,600 SF	\$1,920,000
Renovation of Existing Courthouse (Not Included)	14,225 SF	\$0
	Subtotal	<u>\$33,795,000</u>
Professional Services - Architect/Engineer Fees		\$3,041,550
Other Costs (FF&E, Testing, Permits/Fees)		<u>\$5,069,250</u>
	Subtotal	<u>\$8,110,800</u>
	Total	\$41,905,800
	10% Contingency	<u>\$4,190,580</u>
	Grand Total Option #1	<u><u>\$46,096,380</u></u>

#### Exclusions:

Traffic Turn Lane  
 Hazardous material abatement  
 Environmental Permitting (none anticipated)  
 Off Site Utility Upgrades  
 Building HVAC Commissioning  
 Moving/Relocation costs  
 Nutrient Credit Purchase  
 Utilities Connection Fees

#### Inclusions:

Audio/Video Systems and equipment  
 Technology/Security systems and equipment  
 Site Landscaping (minimal code required)  
 Site Lighting (minimal code required)  
 Parking



# APPENDIX A

# SITE INFORMATION

## **Cumberland County Courts Site Assessment Narrative**

### **Location**

PARCEL ID NUMBER(S): 57A1A-1-A, 57A2A-15, 57A2A-16, 57A2A-17, 57A2A-18, 57A2A-19, 57A2A-19-A

Located north of the Route 45 (Anderson Hwy) and Foster Rd intersection.

### **Site Description**

The parcels total approximately 6.68 acres per county GIS records and approximately 5.02 acres as drawn. There are discrepancies such as parcel 57A2A-17 for instance is recorded as 0.00 acres per county GIS. The sites are comprised of county courts, sheriff's office, parking, and an empty lot furthers north. The zoning is a combination of B1, R2, and A2. The parcels are bound by residential lots to the north and west as well as businesses across the street of Route 45 to the south. Based on the zoning, parcel setbacks have been shown on the attached exhibit. No additional right-of-way, easements, or buffers were found to be within the parcel lines; however, title and easement research was not completed for this parcel.

### **Existing Utilities**

Per Cumberland County GIS, water and sanitary utilities are shown on the exhibit. After reaching out to Cumberland County GIS and VDOT, no storm sewer, electrical lines or any other utility data was available. A future survey with SUE would best show if and where these utilities are located.

### **On-Site Soils**

The soils on site are mainly in Hydraulic Soil Group "B" with a small part of parcel 57A2A-19 in HSG "D". These soils are generally classified as a sandy loam indicating the soils are conducive to infiltration.

### **Environmental**

Based on the National Wetlands Inventory, there are no wetlands on site. The FEMA Flood Map indicates no floodplain on the parcel. Based on the U.S. Fish & Wildlife Service, there are a few endangered species that could be on site and these are shown in the appendix.

### **Data Collection**

Topographic LIDAR data was obtained from the Virginia GIS Clearinghouse. Using this LIDAR data, the sites generally drain to the north. A highpoint is located just northeast of the Foster Rd, Anderson Hwy intersection. These elevations across the parcels range from 469'-435'.

## **Potential Road Closure Evaluation**

Sheriffs Lane and Courthouse Circle may be impacted by a new courthouse construction. A description of possible requirements/hurdles to disturb each road is outlined below:

### Sheriffs Ln

All properties serviced by Sheriffs Ln appear to be county owned. There should not be an issue with reconfiguring access to each property if we can make the geometry work with the plan.

### Courthouse Circle

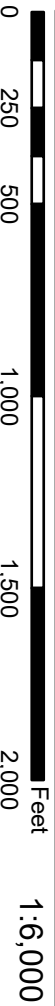
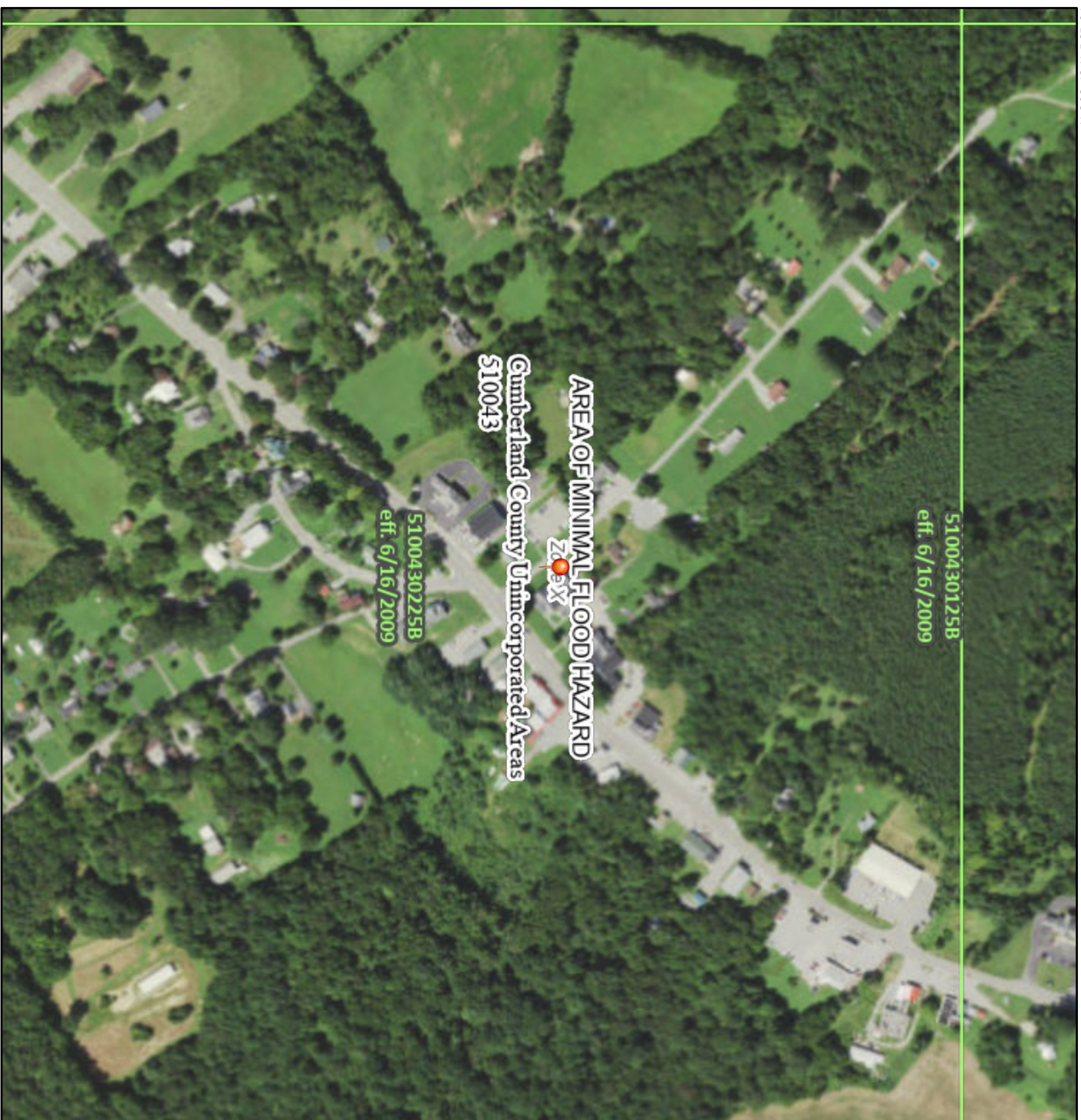
This road services multiple property owners. Title and easement research would need to be performed to see who owns the road. Timmons Group would be happy to assist in this effort if given notice to proceed on this item included in the original proposal under supplemental due diligence. Once we know who owns the road, we would have a better understanding of how to proceed and what is possible.



# National Flood Hazard Layer FIRMette



78°15'1"W 37°30'3"N



78°14'23"W 37°29'35"N

## Legend

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

<b>SPECIAL FLOOD HAZARD AREAS</b>	Without Base Flood Elevation (BFE) <small>Zone A, V, A99</small> With BFE or Depth <small>Zone AE, AO, AH, VE, AR</small> Regulatory Floodway
-----------------------------------	--

<b>OTHER AREAS OF FLOOD HAZARD</b>	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <small>Zone X</small> Future Conditions 1% Annual Chance Flood Hazard <small>Zone X</small> Area with Reduced Flood Risk due to Levees. See Notes. <small>Zone X</small> Area with Flood Risk due to Levee <small>Zone D</small>
------------------------------------	--

<b>OTHER AREAS</b>	NO SCREEN Area of Minimal Flood Hazard <small>Zone X</small> Effective LOMRs Area of Undetermined Flood Hazard <small>Zone D</small>
<b>GENERAL STRUCTURES</b>	Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall

<b>OTHER FEATURES</b>	20.2 Cross Sections with 1% Annual Chance 17.5 Water Surface Elevation 8 Coastal Transect Base Flood Elevation Line (BFE) <b>14</b> Limit of Study Jurisdiction Boundary Coastal Transect Baseline Profile Baseline Hydrographic Feature
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<b>MAP PANELS</b>	Digital Data Available No Digital Data Available Unmapped
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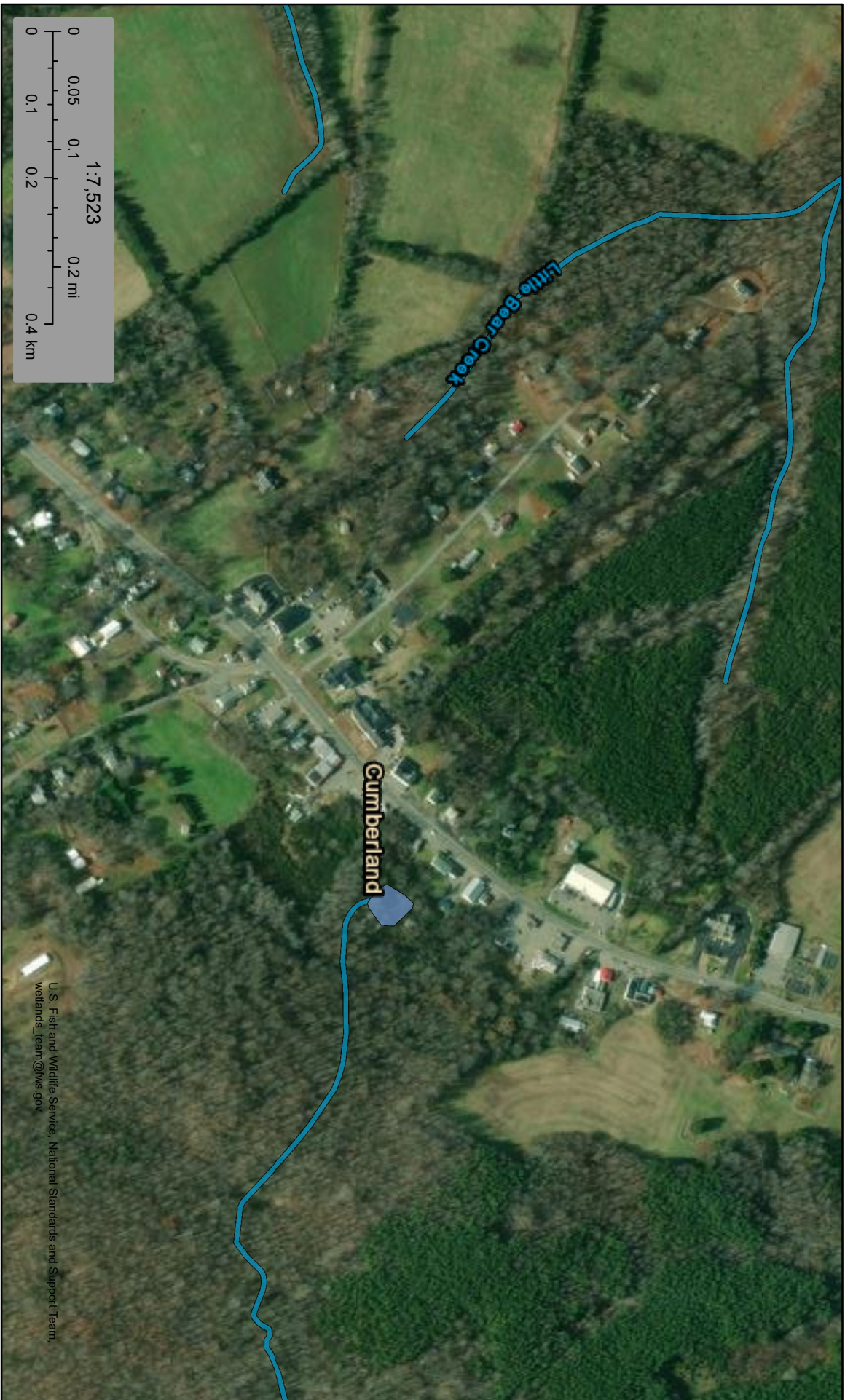
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.



This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **11/30/2023 at 10:14 AM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



November 29, 2023

**Wetlands**

- Estuarine and Marine Deepwater
- Freshwater Emergent Wetland
- Estuarine and Marine Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

U.S. Fish and Wildlife Service, National Standards and Support Team,  
wetlands\_team@fws.gov

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.



United States  
Department of  
Agriculture

**NRCS**

Natural  
Resources  
Conservation  
Service

A product of the National  
Cooperative Soil Survey,  
a joint effort of the United  
States Department of  
Agriculture and other  
Federal agencies, State  
agencies including the  
Agricultural Experiment  
Stations, and local  
participants

# Custom Soil Resource Report for Cumberland County, Virginia



# Preface

---

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<https://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist ([http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2\\_053951](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951)).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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# How Soil Surveys Are Made

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Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

## Custom Soil Resource Report

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

## Custom Soil Resource Report

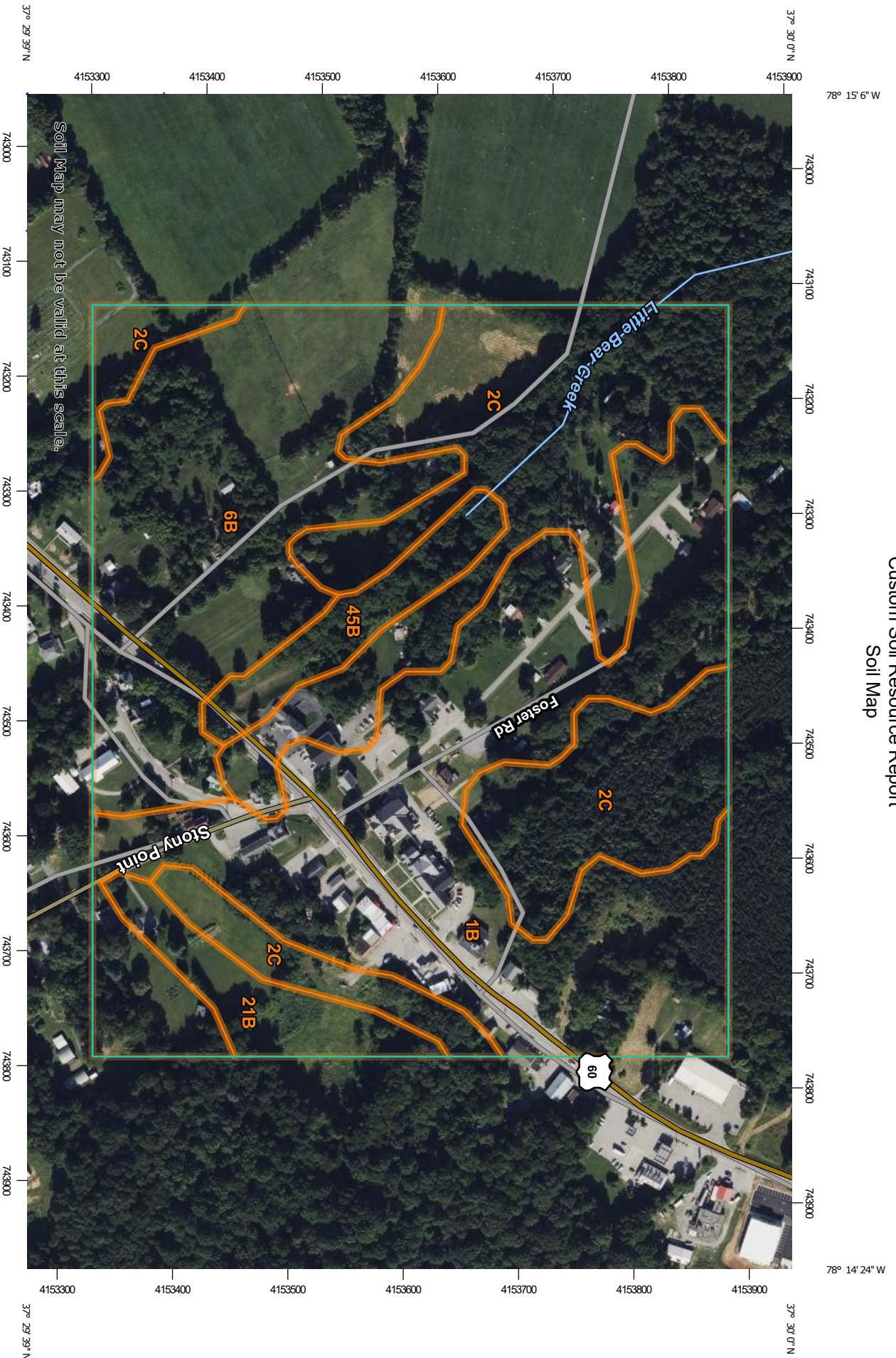
identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

# Soil Map

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The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

# Custom Soil Resource Report Soil Map























Soil Map may not be valid at this scale.

Map Scale: 1:4,670 if printed on A landscape (11" x 8.5") sheet.

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84

## MAP LEGEND

	Area of Interest (AOI)		Spoil Area
	Area of Interest (AOI)		Stony Spot
<b>Soils</b>			Very Stony Spot
	Soil Map Unit Polygons		Wet Spot
	Soil Map Unit Lines		Other
	Soil Map Unit Points		Special Line Features
<b>Special Point Features</b>			Streams and Canals
	Blowout		Interstate Highways
	Borrow Pit		Rails
	Clay Spot		US Routes
	Closed Depression		Major Roads
	Gravel Pit		Local Roads
	Gravelly Spot		Aerial Photography
	Landfill		
	Lava Flow		
	Marsh or swamp		
	Mine or Quarry		
	Miscellaneous Water		
	Perennial Water		
	Rock Outcrop		
	Saline Spot		
	Sandy Spot		
	Severely Eroded Spot		
	Sinkhole		
	Slide or Slip		
	Sodic Spot		

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cumberland County, Virginia  
 Survey Area Data: Version 19, Aug 25, 2023

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 19, 2022—Jul 1, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
1B	Appling fine sandy loam, 2 to 7 percent slopes	33.0	36.9%
2C	Appling-Helena complex, 7 to 15 percent slopes	29.2	32.6%
6B	Cecil sandy loam, 2 to 7 percent slopes	20.3	22.7%
21B	Helena sandy loam, 2 to 7 percent slopes	3.6	4.0%
45B	Worsham loam, 0 to 4 percent slopes	3.4	3.8%
<b>Totals for Area of Interest</b>		<b>89.4</b>	<b>100.0%</b>

## Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

## Custom Soil Resource Report

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

## Cumberland County, Virginia

### 1B—Appling fine sandy loam, 2 to 7 percent slopes

#### Map Unit Setting

*National map unit symbol:* 2t811  
*Elevation:* 160 to 490 feet  
*Mean annual precipitation:* 41 to 45 inches  
*Mean annual air temperature:* 55 to 59 degrees F  
*Frost-free period:* 190 to 210 days  
*Farmland classification:* All areas are prime farmland

#### Map Unit Composition

*Appling and similar soils:* 85 percent  
*Minor components:* 3 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Appling

##### Setting

*Landform:* Interfluves  
*Landform position (two-dimensional):* Summit, shoulder  
*Landform position (three-dimensional):* Interfluve  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Residuum weathered from granite and gneiss

##### Typical profile

*A - 0 to 8 inches:* fine sandy loam  
*Bt1 - 8 to 15 inches:* sandy clay loam  
*Bt2 - 15 to 20 inches:* clay loam  
*Bt3 - 20 to 44 inches:* clay  
*BCt - 44 to 52 inches:* clay loam  
*C - 52 to 60 inches:* loam

##### Properties and qualities

*Slope:* 2 to 7 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Well drained  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high  
(0.57 to 1.98 in/hr)  
*Depth to water table:* More than 80 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* High (about 9.2 inches)

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 2e  
*Hydrologic Soil Group:* B  
*Ecological site:* F136XY820GA - Acidic upland forest, moist  
*Hydric soil rating:* No

## Minor Components

### Worsham

*Percent of map unit:* 3 percent  
*Landform:* Interfluves  
*Landform position (two-dimensional):* Summit, shoulder  
*Landform position (three-dimensional):* Head slope  
*Down-slope shape:* Concave  
*Across-slope shape:* Concave  
*Hydric soil rating:* Yes

## 2C—Appling-Helena complex, 7 to 15 percent slopes

### Map Unit Setting

*National map unit symbol:* 1q8t5  
*Elevation:* 200 to 510 feet  
*Mean annual precipitation:* 35 to 47 inches  
*Mean annual air temperature:* 43 to 68 degrees F  
*Frost-free period:* 156 to 189 days  
*Farmland classification:* Farmland of statewide importance

### Map Unit Composition

*Appling and similar soils:* 55 percent  
*Helena and similar soils:* 25 percent  
*Minor components:* 3 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

### Description of Appling

#### Setting

*Landform:* Hillslopes  
*Landform position (two-dimensional):* Shoulder  
*Landform position (three-dimensional):* Interfluve  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Granite and gneiss residuum

#### Typical profile

*H1 - 0 to 10 inches:* sandy loam  
*H2 - 10 to 57 inches:* clay  
*H3 - 57 to 65 inches:* clay loam

#### Properties and qualities

*Slope:* 7 to 15 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Well drained  
*Runoff class:* Medium  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high  
(0.57 to 1.98 in/hr)  
*Depth to water table:* More than 80 inches

## Custom Soil Resource Report

*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* High (about 9.2 inches)

### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 3e  
*Hydrologic Soil Group:* B  
*Ecological site:* F136XY820GA - Acidic upland forest, moist  
*Hydric soil rating:* No

### Description of Helena

#### Setting

*Landform:* Hillslopes  
*Landform position (two-dimensional):* Shoulder  
*Landform position (three-dimensional):* Interfluve  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Granite and gneiss residuum

#### Typical profile

*H1 - 0 to 9 inches:* sandy loam  
*H2 - 9 to 11 inches:* sandy clay loam  
*H3 - 11 to 43 inches:* clay  
*H4 - 43 to 64 inches:* sandy loam

#### Properties and qualities

*Slope:* 7 to 15 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Moderately well drained  
*Runoff class:* Very high  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately low to moderately high (0.06 to 0.20 in/hr)  
*Depth to water table:* About 12 to 24 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* Moderate (about 8.4 inches)

### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 3e  
*Hydrologic Soil Group:* C/D  
*Ecological site:* F136XY810SC - Acidic upland forest, seasonally wet  
*Hydric soil rating:* No

### Minor Components

#### Worsham

*Percent of map unit:* 3 percent  
*Landform:* Drainageways  
*Landform position (two-dimensional):* Toeslope  
*Landform position (three-dimensional):* Head slope  
*Down-slope shape:* Linear  
*Across-slope shape:* Concave  
*Hydric soil rating:* Yes

## 6B—Cecil sandy loam, 2 to 7 percent slopes

### Map Unit Setting

*National map unit symbol:* 2vy6q

*Elevation:* 160 to 1,310 feet

*Mean annual precipitation:* 37 to 51 inches

*Mean annual air temperature:* 59 to 63 degrees F

*Frost-free period:* 180 to 225 days

*Farmland classification:* All areas are prime farmland

### Map Unit Composition

*Cecil and similar soils:* 95 percent

*Estimates are based on observations, descriptions, and transects of the mapunit.*

### Description of Cecil

#### Setting

*Landform:* Interfluves

*Landform position (two-dimensional):* Summit, shoulder

*Landform position (three-dimensional):* Interfluve

*Down-slope shape:* Convex

*Across-slope shape:* Convex

*Parent material:* Residuum weathered from granite and gneiss

#### Typical profile

*A - 0 to 9 inches:* sandy loam

*Bt - 9 to 39 inches:* clay

*BC - 39 to 63 inches:* clay loam

*C - 63 to 80 inches:* loam

#### Properties and qualities

*Slope:* 2 to 7 percent

*Depth to restrictive feature:* More than 80 inches

*Drainage class:* Well drained

*Capacity of the most limiting layer to transmit water (Ksat):* Moderately high to high  
(0.57 to 1.98 in/hr)

*Depth to water table:* More than 80 inches

*Frequency of flooding:* None

*Frequency of ponding:* None

*Available water supply, 0 to 60 inches:* Moderate (about 8.1 inches)

#### Interpretive groups

*Land capability classification (irrigated):* None specified

*Land capability classification (nonirrigated):* 2e

*Hydrologic Soil Group:* B

*Ecological site:* F136XY820GA - Acidic upland forest, moist

*Hydric soil rating:* No

## 21B—Helena sandy loam, 2 to 7 percent slopes

### Map Unit Setting

*National map unit symbol:* 1q8v2  
*Elevation:* 180 to 510 feet  
*Mean annual precipitation:* 35 to 47 inches  
*Mean annual air temperature:* 43 to 68 degrees F  
*Frost-free period:* 156 to 189 days  
*Farmland classification:* All areas are prime farmland

### Map Unit Composition

*Helena and similar soils:* 80 percent  
*Minor components:* 5 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

### Description of Helena

#### Setting

*Landform:* Hillslopes  
*Landform position (two-dimensional):* Summit  
*Landform position (three-dimensional):* Interfluve  
*Down-slope shape:* Convex  
*Across-slope shape:* Convex  
*Parent material:* Granite and gneiss residuum

#### Typical profile

*H1 - 0 to 9 inches:* sandy loam  
*H2 - 9 to 11 inches:* sandy clay loam  
*H3 - 11 to 43 inches:* clay  
*H4 - 43 to 64 inches:* sandy loam

#### Properties and qualities

*Slope:* 2 to 7 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Moderately well drained  
*Runoff class:* Very high  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately low to moderately high (0.06 to 0.20 in/hr)  
*Depth to water table:* About 12 to 24 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* Moderate (about 8.4 inches)

#### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 2e  
*Hydrologic Soil Group:* C/D  
*Ecological site:* F136XY810SC - Acidic upland forest, seasonally wet  
*Hydric soil rating:* No

## Minor Components

### Worsham

*Percent of map unit:* 5 percent  
*Landform:* Drainageways  
*Landform position (two-dimensional):* Toeslope  
*Landform position (three-dimensional):* Head slope  
*Down-slope shape:* Linear  
*Across-slope shape:* Concave  
*Hydric soil rating:* Yes

## 45B—Worsham loam, 0 to 4 percent slopes

### Map Unit Setting

*National map unit symbol:* 1q8wb  
*Elevation:* 200 to 490 feet  
*Mean annual precipitation:* 35 to 47 inches  
*Mean annual air temperature:* 43 to 68 degrees F  
*Frost-free period:* 156 to 189 days  
*Farmland classification:* Not prime farmland

### Map Unit Composition

*Worsham and similar soils:* 75 percent  
*Minor components:* 5 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

### Description of Worsham

#### Setting

*Landform:* Drainageways  
*Landform position (two-dimensional):* Toeslope  
*Landform position (three-dimensional):* Head slope  
*Down-slope shape:* Linear  
*Across-slope shape:* Concave  
*Parent material:* Alluvium

#### Typical profile

*H1 - 0 to 7 inches:* fine sandy loam  
*H2 - 7 to 14 inches:* sandy clay loam  
*H3 - 14 to 47 inches:* sandy clay  
*H4 - 47 to 57 inches:* sandy clay loam  
*H5 - 57 to 61 inches:* sandy loam

#### Properties and qualities

*Slope:* 0 to 4 percent  
*Depth to restrictive feature:* More than 80 inches  
*Drainage class:* Poorly drained  
*Runoff class:* Negligible  
*Capacity of the most limiting layer to transmit water (Ksat):* Very low to moderately low (0.00 to 0.06 in/hr)

## Custom Soil Resource Report

*Depth to water table:* About 0 to 12 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Available water supply, 0 to 60 inches:* Moderate (about 8.2 inches)

### **Interpretive groups**

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 4w  
*Hydrologic Soil Group:* D  
*Ecological site:* F136XY800VA - Acidic upland depressions and heads of drains,  
wet  
*Hydric soil rating:* Yes

### **Minor Components**

#### **Wehadkee**

*Percent of map unit:* 5 percent  
*Landform:* Flood plains  
*Landform position (three-dimensional):* Tread  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear  
*Hydric soil rating:* Yes

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## Custom Soil Resource Report

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# IPaC resource list

This report is an automatically generated list of species and other resources such as critical habitat (collectively referred to as *trust resources*) under the U.S. Fish and Wildlife Service's (USFWS) jurisdiction that are known or expected to be on or near the project area referenced below. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Below is a summary of the project information you provided and contact information for the USFWS office(s) with jurisdiction in the defined project area. Please read the introduction to each section that follows (Endangered Species, Migratory Birds, USFWS Facilities, and NWI Wetlands) for additional information applicable to the trust resources addressed in that section.

## Location

Cumberland County, Virginia



## Local office

Virginia Ecological Services Field Office

☎ (804) 693-6694

📅 (804) 693-9032

6669 Short Lane  
Gloucester, VA 23061-4410

NOT FOR CONSULTATION

# Endangered species

This resource list is for informational purposes only and does not constitute an analysis of project level impacts.

The primary information used to generate this list is the known or expected range of each species. Additional areas of influence (AOI) for species are also considered. An AOI includes areas outside of the species range if the species could be indirectly affected by activities in that area (e.g., placing a dam upstream of a fish population even if that fish does not occur at the dam site, may indirectly impact the species by reducing or eliminating water flow downstream). Because species can move, and site conditions can change, the species on this list are not guaranteed to be found on or near the project area. To fully determine any potential effects to species, additional site-specific and project-specific information is often required.

Section 7 of the Endangered Species Act **requires** Federal agencies to "request of the Secretary information whether any species which is listed or proposed to be listed may be present in the area of such proposed action" for any project that is conducted, permitted, funded, or licensed by any Federal agency. A letter from the local office and a species list which fulfills this requirement can **only** be obtained by requesting an official species list from either the Regulatory Review section in IPaC (see directions below) or from the local field office directly.

For project evaluations that require USFWS concurrence/review, please return to the IPaC website and request an official species list by doing the following:

1. Draw the project location and click CONTINUE.
2. Click DEFINE PROJECT.
3. Log in (if directed to do so).
4. Provide a name and description for your project.
5. Click REQUEST SPECIES LIST.

Listed species<sup>1</sup> and their critical habitats are managed by the [Ecological Services Program](#) of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries<sup>2</sup>).

Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on this list. Please contact [NOAA Fisheries](#) for [species under their jurisdiction](#).

- 
1. Species listed under the [Endangered Species Act](#) are threatened or endangered; IPaC also shows species that are candidates, or proposed, for listing. See the [listing status page](#) for more information. IPaC only shows species that are regulated by USFWS (see FAQ).

2. NOAA Fisheries, also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

The following species are potentially affected by activities in this location:

## Mammals

NAME	STATUS
<p><b>Northern Long-eared Bat</b> <i>Myotis septentrionalis</i> Wherever found No critical habitat has been designated for this species. <a href="https://ecos.fws.gov/ecp/species/9045">https://ecos.fws.gov/ecp/species/9045</a></p>	Endangered
<p><b>Tricolored Bat</b> <i>Perimyotis subflavus</i> Wherever found No critical habitat has been designated for this species. <a href="https://ecos.fws.gov/ecp/species/10515">https://ecos.fws.gov/ecp/species/10515</a></p>	Proposed Endangered

## Insects

NAME	STATUS
<p><b>Monarch Butterfly</b> <i>Danaus plexippus</i> Wherever found No critical habitat has been designated for this species. <a href="https://ecos.fws.gov/ecp/species/9743">https://ecos.fws.gov/ecp/species/9743</a></p>	Candidate

## Critical habitats

Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves.

There are no critical habitats at this location.

You are still required to determine if your project(s) may have effects on all above listed species.

## Bald & Golden Eagles

Bald and golden eagles are protected under the Bald and Golden Eagle Protection Act<sup>1</sup> and the Migratory Bird Treaty Act<sup>2</sup>.

Any person or organization who plans or conducts activities that may result in impacts to bald or golden eagles, or their habitats<sup>3</sup>, should follow appropriate regulations and consider implementing appropriate conservation measures, as described below.

Additional information can be found using the following links:

- Eagle Management <https://www.fws.gov/program/eagle-management>
- Measures for avoiding and minimizing impacts to birds <https://www.fws.gov/library/collections/avoiding-and-minimizing-incident-take-migratory-birds>
- Nationwide conservation measures for birds <https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf>
- Supplemental Information for Migratory Birds and Eagles in IPaC <https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action>

**There are bald and/or golden eagles in your project area.**

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
<p><b>Bald Eagle</b> <i>Haliaeetus leucocephalus</i></p> <p>This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.</p>	Breeds Sep 1 to Jul 31

## Probability of Presence Summary

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read and understand the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

### Probability of Presence (■)

Each green bar represents the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during a particular week of the year. (A year is represented as 12 4-week months.) A taller bar indicates a higher probability of species presence. The survey effort (see below) can be used to establish a level of confidence in the presence score. One can have higher confidence in the presence score if the corresponding survey effort is also high.

How is the probability of presence score calculated? The calculation is done in three steps:

1. The probability of presence for each week is calculated as the number of survey events in the week where the species was detected divided by the total number of survey events for that week. For example, if in week 12 there were 20 survey events and the Spotted Towhee was found in 5 of them, the probability of presence of the Spotted Towhee in week 12 is 0.25.
2. To properly present the pattern of presence across the year, the relative probability of presence is calculated. This is the probability of presence divided by the maximum probability of presence across all weeks. For example, imagine the probability of presence in week 20 for the Spotted Towhee is 0.05, and that the probability of presence at week 12 (0.25) is the maximum of any week of the year. The relative probability of presence on week 12 is  $0.25/0.25 = 1$ ; at week 20 it is  $0.05/0.25 = 0.2$ .
3. The relative probability of presence calculated in the previous step undergoes a statistical conversion so that all possible values fall between 0 and 10, inclusive. This is the probability of presence score.

To see a bar's probability of presence score, simply hover your mouse cursor over the bar.

### Breeding Season (■)

Yellow bars denote a very liberal estimate of the time-frame inside which the bird breeds across its entire range. If there are no yellow bars shown for a bird, it does not breed in your project area.

### Survey Effort (|)

Vertical black lines superimposed on probability of presence bars indicate the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps. The number of surveys is expressed as a range, for example, 33 to 64 surveys.

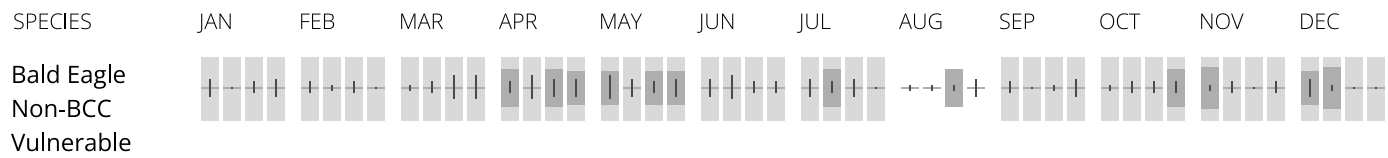
To see a bar's survey effort range, simply hover your mouse cursor over the bar.

### No Data (—)

A week is marked as having no data if there were no survey events for that week.

### Survey Timeframe

Surveys from only the last 10 years are used in order to ensure delivery of currently relevant information. The exception to this is areas off the Atlantic coast, where bird returns are based on all years of available data, since data in these areas is currently much more sparse.



### What does IPaC use to generate the potential presence of bald and golden eagles in my specified location?

The potential for eagle presence is derived from data provided by the [Avian Knowledge Network \(AKN\)](#). The AKN data is based on a growing collection of [survey, banding, and citizen science datasets](#) and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle ([Eagle Act](#) requirements may apply). To see a list of all birds potentially present in your project area, please visit the [Rapid Avian Information Locator \(RAIL\) Tool](#).

### What does IPaC use to generate the probability of presence graphs of bald and golden eagles in my specified location?

The Migratory Bird Resource List is comprised of USFWS [Birds of Conservation Concern \(BCC\)](#) and other species that may warrant special attention in your project location.

The migratory bird list generated for your project is derived from data provided by the [Avian Knowledge Network \(AKN\)](#). The AKN data is based on a growing collection of [survey, banding, and citizen science datasets](#) and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle ([Eagle Act](#) requirements may apply), or a species that has a particular vulnerability to offshore activities or development.

Again, the Migratory Bird Resource list includes only a subset of birds that may occur in your project area. It is not representative of all birds that may occur in your project area. To get a list of all birds potentially present in your project area, please visit the [Rapid Avian Information Locator \(RAIL\) Tool](#).

### What if I have eagles on my list?

If your project has the potential to disturb or kill eagles, you may need to obtain a permit to avoid violating the [Eagle Act](#) should such impacts occur. Please contact your local Fish and Wildlife Service Field Office if you have questions.

## Migratory birds

Certain birds are protected under the Migratory Bird Treaty Act<sup>1</sup> and the Bald and Golden Eagle Protection Act<sup>2</sup>.

Any person or organization who plans or conducts activities that may result in impacts to migratory birds, eagles, and their habitats<sup>3</sup> should follow appropriate regulations and consider implementing appropriate conservation measures, as described below.

1. The [Migratory Birds Treaty Act](#) of 1918.
2. The [Bald and Golden Eagle Protection Act](#) of 1940.

Additional information can be found using the following links:

- Eagle Management <https://www.fws.gov/program/eagle-management>
- Measures for avoiding and minimizing impacts to birds  
<https://www.fws.gov/library/collections/avoiding-and-minimizing-incident-take-migratory-birds>
- Nationwide conservation measures for birds <https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf>
- Supplemental Information for Migratory Birds and Eagles in IPaC  
<https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action>

**The birds listed below are birds of particular concern either because they occur on the USFWS Birds of Conservation Concern (BCC) list or warrant special attention in your project location.** To learn more about the levels of concern for birds on your list and how this list is generated, see the FAQ below. This is not a list of every bird you may find in this location, nor a guarantee that every bird on this list will be found in your project area. To see exact locations of where birders and the general public have sighted birds in and around your project area, visit the E-bird data mapping tool (Tip: enter your location, desired date range and a species on your list). For projects that occur off the Atlantic Coast, additional maps and models detailing the relative occurrence and abundance of bird species on your list are available. Links to additional information about Atlantic Coast birds, and other important information about your migratory bird list, including how to properly interpret and use your migratory bird report, can be found below.

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the **PROBABILITY OF PRESENCE SUMMARY** at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
<b>Bald Eagle</b> <i>Haliaeetus leucocephalus</i> This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.	Breeds Sep 1 to Jul 31
<b>Cerulean Warbler</b> <i>Dendroica cerulea</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. <a href="https://ecos.fws.gov/ecp/species/2974">https://ecos.fws.gov/ecp/species/2974</a>	Breeds Apr 28 to Jul 20

<p><b>Chimney Swift</b> <i>Chaetura pelagica</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	Breeds Mar 15 to Aug 25
<p><b>Eastern Whip-poor-will</b> <i>Antrostomus vociferus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	Breeds May 1 to Aug 20
<p><b>Kentucky Warbler</b> <i>Oporornis formosus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	Breeds Apr 20 to Aug 20
<p><b>Prairie Warbler</b> <i>Dendroica discolor</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	Breeds May 1 to Jul 31
<p><b>Prothonotary Warbler</b> <i>Protonotaria citrea</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	Breeds Apr 1 to Jul 31
<p><b>Red-headed Woodpecker</b> <i>Melanerpes erythrocephalus</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	Breeds May 10 to Sep 10
<p><b>Rusty Blackbird</b> <i>Euphagus carolinus</i> This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA</p>	Breeds elsewhere
<p><b>Wood Thrush</b> <i>Hyllocichla mustelina</i> This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.</p>	Breeds May 10 to Aug 31

## Probability of Presence Summary

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read and understand the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

### Probability of Presence (■)

Each green bar represents the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during a particular week of the year. (A year is represented as 12 4-week months.) A taller bar indicates a higher probability of species presence. The survey effort (see below) can be used to establish a level of confidence in the presence score. One can have higher confidence in the presence score if the corresponding survey effort is also high.

How is the probability of presence score calculated? The calculation is done in three steps:

1. The probability of presence for each week is calculated as the number of survey events in the week where the species was detected divided by the total number of survey events for that week. For example, if in week 12 there were 20 survey events and the Spotted Towhee was found in 5 of them, the probability of presence of the Spotted Towhee in week 12 is 0.25.
2. To properly present the pattern of presence across the year, the relative probability of presence is calculated. This is the probability of presence divided by the maximum probability of presence across all weeks. For example, imagine the probability of presence in week 20 for the Spotted Towhee is 0.05, and that the probability of presence at week 12 (0.25) is the maximum of any week of the year. The relative probability of presence on week 12 is  $0.25/0.25 = 1$ ; at week 20 it is  $0.05/0.25 = 0.2$ .
3. The relative probability of presence calculated in the previous step undergoes a statistical conversion so that all possible values fall between 0 and 10, inclusive. This is the probability of presence score.

To see a bar's probability of presence score, simply hover your mouse cursor over the bar.

### Breeding Season (■)

Yellow bars denote a very liberal estimate of the time-frame inside which the bird breeds across its entire range. If there are no yellow bars shown for a bird, it does not breed in your project area.

### Survey Effort (|)

Vertical black lines superimposed on probability of presence bars indicate the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps. The number of surveys is expressed as a range, for example, 33 to 64 surveys.

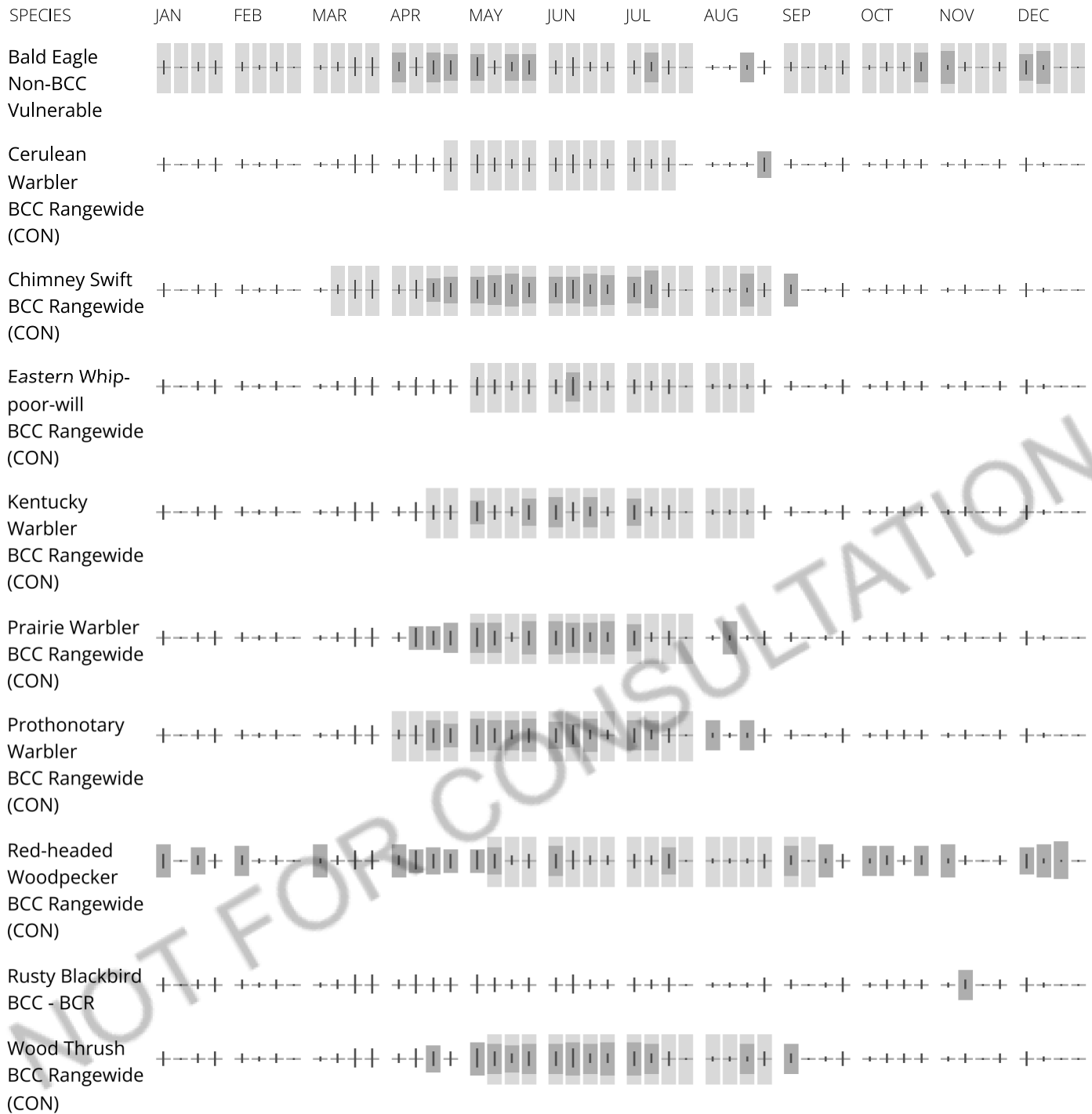
To see a bar's survey effort range, simply hover your mouse cursor over the bar.

### No Data (—)

A week is marked as having no data if there were no survey events for that week.

### Survey Timeframe

Surveys from only the last 10 years are used in order to ensure delivery of currently relevant information. The exception to this is areas off the Atlantic coast, where bird returns are based on all years of available data, since data in these areas is currently much more sparse.



**Tell me more about conservation measures I can implement to avoid or minimize impacts to migratory birds.**

Nationwide Conservation Measures describes measures that can help avoid and minimize impacts to all birds at any location year round. Implementation of these measures is particularly important when birds are most likely to occur in the project area. When birds may be breeding in the area, identifying the locations of any active nests and avoiding their destruction is a very helpful impact minimization measure. To see when birds are most likely to occur and be breeding in your project area, view the Probability of Presence Summary. Additional measures or permits may be advisable depending on the type of activity you are conducting and the type of infrastructure or bird species present on your project site.

## What does IPaC use to generate the list of migratory birds that potentially occur in my specified location?

The Migratory Bird Resource List is comprised of USFWS [Birds of Conservation Concern \(BCC\)](#) and other species that may warrant special attention in your project location.

The migratory bird list generated for your project is derived from data provided by the [Avian Knowledge Network \(AKN\)](#). The AKN data is based on a growing collection of [survey, banding, and citizen science datasets](#) and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle ([Eagle Act](#) requirements may apply), or a species that has a particular vulnerability to offshore activities or development.

Again, the Migratory Bird Resource list includes only a subset of birds that may occur in your project area. It is not representative of all birds that may occur in your project area. To get a list of all birds potentially present in your project area, please visit the [Rapid Avian Information Locator \(RAIL\) Tool](#).

## What does IPaC use to generate the probability of presence graphs for the migratory birds potentially occurring in my specified location?

The probability of presence graphs associated with your migratory bird list are based on data provided by the [Avian Knowledge Network \(AKN\)](#). This data is derived from a growing collection of [survey, banding, and citizen science datasets](#).

Probability of presence data is continuously being updated as new and better information becomes available. To learn more about how the probability of presence graphs are produced and how to interpret them, go to the Probability of Presence Summary and then click on the "Tell me about these graphs" link.

## How do I know if a bird is breeding, wintering or migrating in my area?

To see what part of a particular bird's range your project area falls within (i.e. breeding, wintering, migrating or year-round), you may query your location using the [RAIL Tool](#) and look at the range maps provided for birds in your area at the bottom of the profiles provided for each bird in your results. If a bird on your migratory bird species list has a breeding season associated with it, if that bird does occur in your project area, there may be nests present at some point within the timeframe specified. If "Breeds elsewhere" is indicated, then the bird likely does not breed in your project area.

## What are the levels of concern for migratory birds?

Migratory birds delivered through IPaC fall into the following distinct categories of concern:

1. "BCC Rangewide" birds are [Birds of Conservation Concern \(BCC\)](#) that are of concern throughout their range anywhere within the USA (including Hawaii, the Pacific Islands, Puerto Rico, and the Virgin Islands);
2. "BCC - BCR" birds are BCCs that are of concern only in particular Bird Conservation Regions (BCRs) in the continental USA; and
3. "Non-BCC - Vulnerable" birds are not BCC species in your project area, but appear on your list either because of the [Eagle Act](#) requirements (for eagles) or (for non-eagles) potential susceptibilities in offshore areas from certain types of development or activities (e.g. offshore energy development or longline fishing).

Although it is important to try to avoid and minimize impacts to all birds, efforts should be made, in particular, to avoid and minimize impacts to the birds on this list, especially eagles and BCC species of rangewide concern. For more information on conservation measures you can implement to help avoid and minimize migratory bird impacts and requirements for eagles, please see the FAQs for these topics.

### **Details about birds that are potentially affected by offshore projects**

For additional details about the relative occurrence and abundance of both individual bird species and groups of bird species within your project area off the Atlantic Coast, please visit the [Northeast Ocean Data Portal](#). The Portal also offers data and information about other taxa besides birds that may be helpful to you in your project review. Alternately, you may download the bird model results files underlying the portal maps through the [NOAA NCCOS Integrative Statistical Modeling and Predictive Mapping of Marine Bird Distributions and Abundance on the Atlantic Outer Continental Shelf](#) project webpage.

Bird tracking data can also provide additional details about occurrence and habitat use throughout the year, including migration. Models relying on survey data may not include this information. For additional information on marine bird tracking data, see the [Diving Bird Study](#) and the [nanotag studies](#) or contact [Caleb Spiegel](#) or [Pam Loring](#).

### **What if I have eagles on my list?**

If your project has the potential to disturb or kill eagles, you may need to [obtain a permit](#) to avoid violating the Eagle Act should such impacts occur.

### **Proper Interpretation and Use of Your Migratory Bird Report**

The migratory bird list generated is not a list of all birds in your project area, only a subset of birds of priority concern. To learn more about how your list is generated, and see options for identifying what other birds may be in your project area, please see the FAQ "What does IPaC use to generate the migratory birds potentially occurring in my specified location". Please be aware this report provides the "probability of presence" of birds within the 10 km grid cell(s) that overlap your project; not your exact project footprint. On the graphs provided, please also look carefully at the survey effort (indicated by the black vertical bar) and for the existence of the "no data" indicator (a red horizontal bar). A high survey effort is the key component. If the survey effort is high, then the probability of presence score can be viewed as more dependable. In contrast, a low survey effort bar or no data bar means a lack of data and, therefore, a lack of certainty about presence of the species. This list is not perfect; it is simply a starting point for identifying what birds of concern have the potential to be in your project area, when they might be there, and if they might be breeding (which means nests might be present). The list helps you know what to look for to confirm presence, and helps guide you in knowing when to implement conservation measures to avoid or minimize potential impacts from your project activities, should presence be confirmed. To learn more about conservation measures, visit the FAQ "Tell me about conservation measures I can implement to avoid or minimize impacts to migratory birds" at the bottom of your migratory bird trust resources page.

# Facilities

## National Wildlife Refuge lands

Any activity proposed on lands managed by the [National Wildlife Refuge](#) system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

There are no refuge lands at this location.

## Fish hatcheries

There are no fish hatcheries at this location.

## Wetlands in the National Wetlands Inventory (NWI)

Impacts to [NWI wetlands](#) and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local [U.S. Army Corps of Engineers District](#).

This location did not intersect any wetlands mapped by NWI.

**NOTE:** This initial screening does **not** replace an on-site delineation to determine whether wetlands occur. Additional information on the NWI data is provided below.

### Data limitations

The Service's objective of mapping wetlands and deepwater habitats is to produce reconnaissance level information on the location, type and size of these resources. The maps are prepared from the analysis of high altitude imagery. Wetlands are identified based on vegetation, visible hydrology and geography. A margin of error is inherent in the use of imagery; thus, detailed on-the-ground inspection of any particular site may result in revision of the wetland boundaries or classification established through image analysis.

The accuracy of image interpretation depends on the quality of the imagery, the experience of the image analysts, the amount and quality of the collateral data and the amount of ground truth verification work conducted. Metadata should be consulted to determine the date of the source imagery used and any mapping problems.

Wetlands or other mapped features may have changed since the date of the imagery or field work. There may be occasional differences in polygon boundaries or classifications between the information depicted on the map and the actual conditions on site.

### **Data exclusions**

Certain wetland habitats are excluded from the National mapping program because of the limitations of aerial imagery as the primary data source used to detect wetlands. These habitats include seagrasses or submerged aquatic vegetation that are found in the intertidal and subtidal zones of estuaries and nearshore coastal waters. Some deepwater reef communities (coral or tubercid worm reefs) have also been excluded from the inventory. These habitats, because of their depth, go undetected by aerial imagery.

### **Data precautions**

Federal, state, and local regulatory agencies with jurisdiction over wetlands may define and describe wetlands in a different manner than that used in this inventory. There is no attempt, in either the design or products of this inventory, to define the limits of proprietary jurisdiction of any Federal, state, or local government or to establish the geographical scope of the regulatory programs of government agencies. Persons intending to engage in activities involving modifications within or adjacent to wetland areas should seek the advice of appropriate Federal, state, or local agencies concerning specified agency regulatory programs and proprietary jurisdictions that may affect such activities.



# APPENDIX B SECURITY ASSESSMENT

**October 16, 2024**

**Confidential Document – Restricted Distribution**

**To: Mr. Joseph Miller – Principal in Charge, HBA Architecture & Interior Design, Inc. – Cumberland County Court Project**

**From: Chief (Ret) Michael A. Jones, President**

**Major Security Consulting & Design, LLC**

**Topic: Threat, Risk, Vulnerability and Physical/Operational Security Assessment of the Cumberland County Courthouse located at 1 Courthouse Circle, Cumberland, Virginia 23040**

**General Statement:** Regarding the overall physical & operational security of the Court and its support agencies and personnel – Major Security Consulting & Design LLC – Michael A. Jones – visited the facility a number of days and times – day, evening and night as well as workdays and weekends.

**Recommendation:** The current court facility is very outdated, insecure and unsafe. It is unable to provide the services offered by the modern courts of today and the envisioned courts of the future. The demands of technology, equipment and staff must be met to stay current as the Virginia Supreme Court continues to increase expectations for local courts.

**Findings and Observations:**

- 1) **Crime Risk:** The county has one of the lowest crime rates in the Commonwealth of Virginia. This can be attributed to a smaller population, a close-knit population and outstanding cooperation between law enforcement as well as a small but dedicated cadre of court personnel and the Sheriff's Office.
- 2) **Growth:** The county, while enjoying the benefits listed above, is inexorably facing the pressures of growth as the population of Chesterfield and Powhatan County is fast reaching capacity and the westward movement to open spaces, bucolic environments and appealing open spaces will inevitably lead to significant residential and services growth. Growth, while beneficial, will also bring with it the challenges of crime, congestion and increased population. Increased population will lead to the need for more schools and services for the residents and travelers. This growth will also lead to increases in vehicular traffic, delivery services and the increased need for expanded public safety services. Growth also brings an increase in criminal and traffic offenses – both from the increased transitory traffic as well as the increase in homes, businesses and other facilities.
- 3) **Crime Analysis:** With increased growth, crime almost certainly follows. Studies indicate that the very factors that make the county a low crime area are the same ones that encourage people to relocate to it. The fact that the county lies

between the growing areas of the eastern areas of Goochland, Powhatan, Amelia and Chesterfield and the western areas of Prince Edward, Buckingham and Fluvanna clearly make a case for the expansion of services in Cumberland County. Increased population growth will also mean additional roadway expansion, increased demand for medical care and EMS services, a growth in school age children as well as an increase in the elderly population. Crime and criminals go where there are easy targets and accordingly, the time for expansion of public safety services staff, capabilities and facilities is now. This applies to the court facilities and their agencies such as probation, social services, attorneys, mental health services, child support enforcement and especially the sheriff's department. The sheriff's department, while staffed at the state approved level, is lacking in road and court security deputies. My observations noted that there were several times when there were no deputies in the courthouse and the Sheriff would spend time at the courthouse. Although the incidences of crime and disorder at the current courthouse are negligible, the time to consider additional county funded court security deputies is upon us. My staffing review would recommend that there be three (3) court security deputies assigned to the courthouse while court is in session with a minimum of two (2) court security deputies assigned after court is over but the building is still open for public services. I would also recommend that the county consider funding retired but still certified deputy sheriffs, state troopers and other retired law enforcement officers to serve as part time court security officers. This will reduce the cost burden for these officers on the county.

- 4) Court Clerk staff for Circuit, General District and Juvenile courts would benefit from each court having their own Clerk's office due to the complexities of each court.
- 5) **Court Security:** the current court security is inadequate both in terms of staffing, security technology, surveillance technology, ballistic protection, and the overall physical footprint. The Courthouse is home to Circuit Court, General District Court, Juvenile Court, Commonwealth's Attorney, Circuit Court Clerk's Office, General District and Juvenile Combined Clerk's Office and the regional Magistrate Office. Having all these offices in close proximity creates easy access but is subject to the certain risks of criminal behavior. Physical security as well as security planning is inadequate. The Commonwealth of Virginia requires that each agency have its own Continuity of Government and Continuity of Operations plan. An updated COOP/COG plan should be considered for inclusion with the new design features of the facility
- 6) . Vulnerabilities in physical security exist at the current main entrance, clerk's offices, evidence storage area and other points of entry/exit. The overall court facility received a score of 55.7 for existing physical security, which is considered poor and in need of improvement. The entrances/exits to the courthouse have

no physical security technology now assigned courthouse security deputies. There is no secure vehicle sally port to safely deliver prisoners for court as well as to protect the transport deputy sheriffs. The exterior of the court, also considered to be the front 1<sup>st</sup> line of security is completely lacking in physical security technology and provisions such as vehicle barriers, CCTV, warning signage, fencing, door intercoms, duress alarms, ballistic entry doors, ballistic windows and the existing exterior walls have a significantly diminished ballistic capability. The judge(s) do not have a secure, private entryway to the court nor does the judge have a secure parking area. This is a serious security breach as the potential for an attack on the judge or a sniper attack from a distance is very possible. The courtrooms do not have any holding cells with affiliated electronic security and observation with cctv. The public is not screened for weapons or explosives as they enter the facilities except by the visual observation of one or two deputies who are also tasked with other court security duties. This is a significant risk to all. The procedure for escorting prisoners from the insecure parking area is deficient. The escorting of prisoners in an insecure, open environment where the public can quickly gain access to the prisoners could easily result in a hostage situation or significant escape situation. Court Security officers should have a secured rifle/shotgun case that holds two shotguns and two patrol rifles. This case should be a security steel gun box with secured code combination locks and should be in a closet ready for use if needed.

- 7) **People Movement – The Importance of Secured/Separated Circulation:** A building-wide circulation pattern should provide three (3) separate and distinct paths of movement for the public, court professionals – judiciary members, court security officers, witnesses, victims, attorneys (defense and prosecution) and in-custody defendants persons. There must be no intersection between the paths and no dangerous blockages to the movement within each circulation. This controlled circulation should be clearly signposted and be direct, efficient and effective; it is essential for privacy, security and safety reasons as well as for the operational efficiency of the court.

## **Specific Security Recommendations for Consideration**

### **Physical Security Screening Procedure**

**Policy:** All persons who enter the facility as witnesses, defendants, defense attorneys and off duty police officers must go through the weapons screening process – Attorneys and off duty police officers must submit to screening however they may carry their concealed firearm **except** if they are a defendant in a case – civil or criminal. Judges, on duty court staff, magistrates, on duty police officers of any jurisdiction and federal agents on duty are not required to pass through the weapons detection system.

**Visitor Guidance:** Each visitor who enters the Courthouse goes through a security screening procedure. To expedite the process, visitors should do the following:

Inform the court security officer of any metal medical devices that may be implanted in your body.

DO NOT bring knives, firearms, ammunition, cameras, matches/lighters, pepper spray, fireworks, cell telephones, recording devices, pens designed as a weapon, liquids or any other items that the court security officer determines to be a potential hazard to the safety of the court and its staff.

Empty pockets and place contents in the container provided.

Place purses, briefcases, backpacks, packages and parcels on the belt of the scanning devices.

Walk slowly through the metal detector and follow any instructions provided to you by the court security officer(s).

Note – baby carriages, bags, boxes, handheld coats and like items will be inspected.

If the X-ray or metal detector sets off an alert or alarm, a court security officer will perform another scan, using a hand wand. The court security officer may also conduct a physical search of the person and personal articles to determine the cause of the alert or alarm. Before proceeding from the security screening area, visitors should retrieve all of their personal possessions and receive permission from the court security officer before proceeding.

### **Portable Electronic Devices**

Visitors may use portable electronic devices for audio phone calls inside the Courthouse common areas. However, these devices may NOT be used in courtrooms for any purpose unless expressly authorized by the presiding judge. Photography, video and audio recording, and/or other audio or video transmission from inside the Courthouse are strictly prohibited without written permission of the court.

Acceptable portable electronic devices include:

Portable personal computers.

Tablet computers.

Mobile phones (including phones with cameras and audio and video recording and transmission capabilities).

Electronic calendars.

E-book readers.

All other cameras, video cameras, video recording equipment and recording devices that are not considered a portable electronic device are prohibited beyond the Courthouse entry area. Prohibited photographic and video recording equipment may be permitted with prior written authorization by an active 19<sup>th</sup> judicial circuit or district judge.

Jurors and court personnel are subject to additional restrictions and guidelines. View the local court order applicable to portable electronic devices for more information or contact the Clerk's Office for further information.

## **Public Security Notice**

### **Prohibited in the Courthouse**

#### **The following Notice shall be placed at each entry door - Prohibited in the Courthouse**

Guns, knives, ammunition, pepper spray, mace, razor blades, illegal drugs.

Any dangerous or hazardous material or property that could be used to injure or harm another person.

If in doubt about an item, leave it at home or in your vehicle. Visitors who bring a potentially dangerous or hazardous item into the Courthouse will be directed to remove it from the building and take it off the property of the courthouse. You cannot leave it with court security.

### **Ballistic Protection**

The following areas shall be provided additional ballistic protection to ensure safety of the judge, court staff, court security officers, witnesses, defendants and the public: Judge's Bench, Clerk's Bench Area, Witness Booth, Doors to the courtroom.

The exterior walls of the facility shall be brick over concrete with the void spaces in the concrete being filled with packed sand for ballistic enhancement.

**The Clerks Offices – Circuit, General District and Juvenile** shall be designed to have transparent ballistic material at the public service counter (including the knee wall area). The ballistic material shall go from two feet off the floor to a height of nine feet. The level of protection should be rated at a minimum at Level 4. Level 4 will stop up to and will include a .30 caliber rifle.

**Court Holding Cells** – All holding cells should be constructed of reinforced concrete block material with sand fill for interior block voids.

The county should consider the use of ballistic crowd management screening tables that have built in ballistic protection that can be quickly converted to defensive and protective devices for court security.

**Exterior Windows** – exterior windows should be constructed of ballistic glass which will offer light and views all while providing ballistic protection. At a minimum, the Judge's Chambers and other official offices should have ballistic rated glass.

**Public Safety Radio Transmission/Reception Quality** - all areas of the facility shall have full coverage by public safety radios. In an emergency, communication via cellphone is important but radio communication is the primary mode of effective

communication. Ensure that a radio transmission study is performed to ensure that there is always 100% communication connection.

**Emergency Generation** – the entire facility should be provided with a full 100% electrical power availability via a high-capacity diesel power generator. The court facility should be operational to meet full court requirements as well as full operational supports for court security features. Natural gas is no longer recommended for use by DHS for emergency support.

**Cell Telephone Service** – 100 % Service Available At All Times – the entire court facility should be provided with 100 % emergency power for cell telephone repeater coverage.

**Additional Notes:**

**Physical & Operational Security Design Recommendations:**

Courts are considered critical assets and must remain open and functional to the greatest extent possible.

**Guidance 1:** Develop a facility wide Operations Plan and Guidance document for the courthouse that will function as an emergency operation manual. This Manual will be updated as operations and procedures change over time.

**Guidance 2:** The Sheriff shall develop a facility Standard Operational Procedures Manual that outlines actions/responsibilities in the event of a facility emergency of multiple types such as fire, threat to do harm, bomb threat, biological threat, active shooter, suspicious package(s) and other potential threats to the facility. CPTED recommendations for landscaping, facility placement, site lighting, gunshot detection system, ballistic protection, warning and directional signage, roadway design to ensure that vehicle approach is designed to reduce the potential for ramming of the facilities, natural surveillance and other features are seamlessly integrated into the project.

**Guidance 3:** Exterior Access Control: the courthouse shall have a security fencing installed around the side and rear of the building and secure parking spaces for the judges and select staff. Appropriate wayfinding and warning signage shall be attached at intervals of 25 feet on the fence. Fence Fabric shall be buried at least 8” into the ground to prevent “pull outs” by intruders. Wire connectors that attach the fence fabric to the fence poles shall be secured by a minimum of one connector every two feet.

**Guidance 4:** Accreditation: The Sheriff should consider reviewing the process for future security enhancements in policy and practice.

**Guidance 5:** Security Lighting Technology: adequate exterior lighting shall provide sufficient illumination utilizing LED lighting devices that are dimmable for walkways, parking areas, storage areas, areas of entrance/exit, rooftops and public entrances.

**Guidance 6:** Ballistic Protection: ballistic protection level 4 NIJ shall be provided in two manners – a) ballistic glass on all 1<sup>st</sup> floor windows and b) ballistic doors on exterior entrance doors. Entrance doors shall have CCTV coverage of the entry walkways so that persons seeking to enter the facility shall be identified and recorded as per facility policy on access control management. Doors to the working offices of court and associated offices are recommended to be ballistic doors. Ballistic doors will have a one-way outbound ballistic rated view window.

**Guidance 7:** Facility Communication Intercoms: All exterior doors shall have a two-way intercom system that is managed by the Sheriff's designee.

**Guidance 8:** Parking Area Illumination and Security Features: a) LED Lighting shall provide parking lot illumination of such capacity to identify a person standing beside their vehicle. b) Communications: In the public parking area, an external, pole mounted security intercom shall be placed in a well illuminated position by the walkway to the main entrance location. c) Location: Parking spaces shall be numbered to facilitate vehicle location in the event that a vehicle must be towed or otherwise located/removed.

**Guidance 9:** Security Signage: a) The facility shall be equipped with wayfinding signage that directs the public and official visitors to the main entrance. b) The facility signage shall also include perimeter signage that identifies certain areas designated by county staff as being RESTRICTED to authorized personnel only and are considered "No Trespassing" zones. c) Signage shall be reflective for enhanced viewing at night and in inclement weather. d) Each sign shall be numbered for accountability and inventory. e) Each sign shall be located on the facility map.

**Guidance 10:** Detailed Site/Facility Plan: a) a detailed site map of the facility shall be provided to the Sheriff's Office as well as the 911 center for planning and protective security planning/operations. b) An electronic copy of this map shall be available to public safety personnel in the event of a facility emergency. c) It is recommended that the facility floorplan be placed into the "updatable format" in the event floor plans change over the life of the facility. This will allow for the facility to have a fully accurate floor plan at all times.

**Guidance 11:** Critical Infrastructure Protections: a) Crash Protection – consider the placement of a raised concrete barrier approximately three feet in height at the areas close to the main road where a vehicle could ram the facility – intentionally as well as accidentally. b) Ensure that all utility services are placed underground and access points are under active CCTV surveillance.

**Guidance 12:** Facility Overwatch: a) Ensure that high resolution CCTV is placed in tactically appropriate locations on the interior and exterior of the facility interior, building entrances, stairwell, exterior and parking areas as well as long distance approaches. b) High Risk/High Value Overwatch - in locations such as the evidence storage/handling area, temporary detention areas, front lobby and any other areas deemed to be sensitive/vulnerable.

**Guidance 13:** Landscaping: a) Ensure that appropriate landscape elements such a pyracantha, barberry or other type of thorny vegetations be planted in areas to deny

close access to windows and sensitive areas. b) DO NOT use wood mulch, large rocks or other potential items of damage as landscape elements near windows/doors. c) Ensure that the proper landscape elements do not block lines of sight or grow to the height where they obstruct vision. d) Do not plant landscape elements whose roots could compromise underground utilities.

**Guidance 14: Auxiliary Generator:** a) Ensure that the generator has sufficient capacity to operate the courthouse. b) Ensure that the diesel fuel tank is a high-capacity tank that will provide significant operating time and capacity for the facility. c) A backup generator must be sited so as to minimize cabling to service the facility. e) Ensure that the county has an emergency fuel delivery contract with at least two diesel fuels vendors who can ensure emergency delivery on a long-term basis. F) Ensure that the generator is tested on a regular basis to ensure instant activation when needed.

**Guidance 15: Emergency Operation Plan:** a) Ensure that the courthouse has its own individual emergency operation plan; b) Ensure that the facility has HALO water filtration to ensure a supply of clean water, c) Ensure that adequate First Aid supplies, AED and Trauma Kits are available on each floor and adequately maintained.

**Guidance 16: Design Conformance:** Ensure that design and function do not conflict. A key example is landscaping that grows up and covers CCTV devices, rendering them ineffective.

**Guidance 17: Police & Public Safety Radio Effectiveness:** Ensure that robust RF radio signal for police and public safety radios covers the entire facility with two repeaters as required. Ensure that the radio systems are attached to the generation system for 100 % reliable coverage.

**Guidance 18: General Security Notes:**

1. Create secured but separate entry for employee's vs public.
2. Public Entry to have a deputy scanning folks and a metal detector to walk through before gaining access to my office. (Public Entry be one entry for the entire courthouse complex)
3. Cameras should provide a video and audio feed as well as the Sheriff's and Clerk's Office.
4. Create a flexible type of secure parking for employees with video and audio monitoring as well as locking points of entry and exit.
5. Emergency duress alarms in all employee stations/locations in the Clerk's Office in case of an emergency.
6. Create Emergency Exits for the staff in the case of an active violent situation.
7. Install level 4 ballistic window/glass that is secure and staff can have outbound view but no inbound view from the public.
8. Currently there is ballistic level 4 glass at the service window and this should be the standard for high security and customer facing service windows.

End of Document

# Collection Rates - As of January 31, 2025

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## Real Estate:

	Current Collection %	Prior Year %	Change
Tax Year - 2023	97.95%	97.77%	+0.18%
Tax Year - 2024	95.37%	95.37%	0.00%

## Personal Property:

	Current Collection %	Prior Year %	Change
Tax Year - 2023	95.58%	96.39%	-0.81%
Tax Year - 2024	82.59%	83.16%	-0.57%

# Treasurer's Office

## Outstanding Collections Report

January 31, 2025

### Real Estate

	<u>As of 12/31/24</u>	<u>As of 01/31/25</u>	<u>Change</u>	<u>% Collected</u>	<u>Abatements/ Exonerations</u>
2008-2011	\$ 500.91	\$ 500.91			
2012	948.60	948.60			
2013	1,238.40	1,238.40			
2014	1,423.40	1,423.40			
2015	1,961.90	1,961.90			
2016	3,071.90	3,071.90			
2017	6,717.77	6,277.39	440.38	6.55%	
2018	12,742.42	12,554.76	187.66	1.27%	
2019	17,020.14	16,986.95	33.19	0.19%	
2020	26,428.79	25,716.22	712.57	2.69%	
2021	45,287.75	43,834.05	1,453.70	3.21%	
2022	86,254.88	84,276.08	1,978.80	2.29%	
2023	151,743.71	145,215.23	6,528.48	4.30%	582.95
2024	345,775.25	338,603.48	36,798.54	10.64%	1,143.66
Total	\$ 701,115.82	\$ 682,609.27	\$ 48,133.32		

### Personal Property

	<u>As of 12/31/24</u>	<u>As of 01/31/25</u>	<u>Change</u>	<u>% Collected</u>	<u>Abatements/ Exonerations</u>
2020	41,071.99	40,451.17	620.82	1.51%	539.37
2021	49,916.02	48,852.46	1,063.56	2.13%	677.19
2022	95,080.14	90,411.47	4,668.67	4.91%	681.14
2023	207,563.97	196,119.12	11,444.85	5.51%	2,581.95
2024	837,416.87	776,477.47	60,939.40	7.28%	2,240.76
Total	\$ 1,231,048.99	\$ 1,152,311.69	\$ 78,737.30		

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
* TREASURER'S ACCOUNTABILITY *					
**ASSETS**					
100-0000	CASH IN OFFICE	1,000.00			1,000.00
100-0105	C&F BANK - CHECKING	625,360.08	3,407,199.52	3,407,559.60	625,000.00
100-0115	C&F BANK - INVESTMENT ACCT	2,020,657.61	120,310.20	1,114,003.09	1,026,964.72
100-0120	C&F BANK - SAVINGS ACCT	256,724.39	19,436.29		276,160.68
100-0121	ESSEX BANK-IPR ACCOUNT	14,283.83	5.84		14,289.67
100-0125	C&F BANK-FAF (JUSTICE)	1,979.36	.25		1,979.61
100-0131	FIRST BANK	804,549.97	2,889.49		807,439.46
100-0132	TRUIST - PROJECT FUND 2022	49,891.98	.42		49,892.40
100-0135	VIRGINIA INVESTMENT POOL	5,247,929.14	20,812.32		5,288,741.46
100-0137	LOCAL GOV INVESTMENT POOL	5,033,290.57	19,754.72		5,053,045.29
100-0141	FIRST BANK/SEWER RESERVE	148,139.35	532.04		148,671.39
100-0142	FIRST BANK/WATER RESERVE	21,613.64	77.62		21,691.26
100-0143	C&F BANK/ASSET FORFEITURE (SAF)	68,514.94	8.63	500.00	68,023.57
100-0144	VA INVESTMENT POOL-IDA-OES DSR	107,911.92			107,911.92
100-0145	C&F BANK-GOVERNOR'S SCHOOL FUND	1,159,641.16	88,672.80	93,768.51	1,154,545.45
100-0146	FIRST BANK-WATERLINE EXT DSR ACCT	37,036.85	133.01		37,169.86
100-0155	RETURNED CHECKS	409.66		359.66	50.00
100-0159	NJS HOLDING ACCT-FIRST BANK	123,418.19	443.25		123,861.44
100-0160	E&S CONTROL BOND ESCROW-C&F BANK				
**ASSETS**					
15,722,352.64		3,680,276.40	4,616,190.86		14,786,438.18
TOTAL ASSETS					
15,722,352.64		3,680,276.40	4,616,190.86		14,786,438.18
**REVENUE FUND BALANCES**					
300-0000	GENERAL FUND BALANCE	13,133,945.90	1,675,996.15	707,440.03	12,165,389.78
300-0100	ECONOMIC DEVELOPMENT FUND	38,871.00			38,871.00
300-0120	ASSET FORFEITURE FUND BALANCE	69,994.30		8.88	70,003.18
300-0201	SOCIAL SERVICES FUND BALANCE	108.34	150,691.00	150,862.66	
300-0204	SCHOOL CONTINGENCY FUND				
300-0205	SCHOOL FUND BALANCE				
300-0207	GOVERNOR'S SCHOOL FUND (GSSV)	1,159,641.16	1,928,845.80	1,928,845.80	1,154,545.45
300-0302	CAPITAL PROJECTS FUND BALANCE	316,739.93	93,768.51	88,672.80	391,782.04
300-0401	DEBT SERVICE FUND			75,042.11	
300-0500	COMPREHENSIVE SERVICES ACT	26,775.72	825.00		26,950.72
300-0501	SEWER FUND	530.76	154,873.70	204,194.18	76,096.20
300-0515	SEWER RESERVE FUND (DSR)	148,139.35	43,120.23	18,172.19	24,417.28
300-0540	WATER RESERVE FUND	21,613.64		532.04	148,671.39
300-0545	WATERLINE EXT DSR FUND	37,036.85		77.62	21,691.26
300-0550	IDA OES RD DSR FUND	107,911.92		133.01	37,169.86
300-0570	ARP FUND	405,628.96			107,911.92
300-0580	IPR FUND BALANCE	14,283.83	61,129.00	731.47	345,231.43
300-0715	IDA FUND BALANCE	17,640.88	2,774.61	5.84	14,289.67
300-0733	SPECIAL WELFARE FUND BALANCE	23,872.04	5,822.49	3,901.01	18,767.28
**REVENUE FUND BALANCES**					
15,522,734.58		4,117,846.49	3,195,563.10		14,600,451.19
TOTAL PRIOR YR FUND BALANCE					
15,522,734.58		4,117,846.49	3,195,563.10		14,600,451.19
TOTAL REVENUE					
TOTAL EXPENDITURE					
TOTAL CURRENT FUND BALANCE					

\*GL070\*  
\* TREASURER'S ACCOUNTABILITY \*  
CUMBERLAND CO  
BALANCE SHEET  
12/31/2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
400-0000	**OTHER FUND BALANCES**				
400-0105	OVERPAYMENTS	23,760.00-	24,655.79	895.79-	61,113.30-
400-0110	PREPAID TAXES	54,167.62-	953.78	7,899.46-	
400-0140	COMMONWEALTH DEBIT ACCOUNT	1,950.00		1,950.00-	
400-0150	COMMONWEALTH CREDIT ACCOUNT		2,665.22	3,555.22-	890.00-
400-0155	NON-JUDICIAL SALES-HOLDING ACCT			443.25-	123,861.44-
400-0160	EROSION & SED CONTROL BOND ESCROW				
400-0210	COMMONWEALTH FUNDS PAID IN ERROR	122.25-			122.25-
400-0216	ATTORNEY FEES	199,618.06-	28,274.79	14,643.72-	185,986.99-
	**OTHER FUND BALANCES**	199,618.06-	28,274.79	14,643.72-	185,986.99-
500-0000	**UNCOLLECTED TAXES**				
500-0010	PUBLIC SERVICE CORP. TAXES PP/RE	4,297.08		4,297.08-	
500-0069	UNCOLLECTED 2024 REAL ESTATE TAX	443,501.75		97,726.50-	345,775.25
500-0070	UNCOLLECTED 2023 REAL ESTATE TAX	160,398.66		8,654.95-	151,743.71
500-0071	UNCOLLECTED 2022 REAL ESTATE TAX	89,410.59		3,155.71-	86,254.88
500-0072	UNCOLLECTED 2021 REAL ESTATE TAX	47,775.57		2,487.82-	45,287.75
500-0073	UNCOLLECTED 2020 REAL ESTATE TAX	27,691.92		1,263.13-	26,428.79
500-0074	UNCOLLECTED 2019 REAL ESTATE TAX	17,338.38		318.24-	17,020.14
500-0075	UNCOLLECTED 2018 REAL ESTATE TAX	13,205.12		462.70-	12,742.42
500-0076	UNCOLLECTED 2017 REAL ESTATE TAX	7,214.26		496.49-	6,717.77
500-0077	UNCOLLECTED 2016 REAL ESTATE TAX	3,604.74		532.84-	3,071.90
500-0078	UNCOLLECTED 2015 REAL ESTATE TAX	2,175.27		213.37-	1,961.90
500-0079	UNCOLLECTED 2014 REAL ESTATE TAX	1,512.20		88.80-	1,423.40
500-0080	UNCOLLECTED 2013 REAL ESTATE TAXES	1,238.40			1,238.40
500-0081	UNCOLLECTED 2012 REAL ESTATE TAXES	948.60		948.60	
500-0150	UNCOLLECTED 2011/2008 REAL ESTATE	500.91			500.91
500-0163	2019 VEHICLE LICENSE TAX	6,704.46		46.00-	6,658.46
500-0164	2020 VEHICLE LICENSE TAX	7,715.97		115.00-	7,600.97
500-0165	2021 VEHICLE LICENSE TAX	8,669.10		161.00-	8,508.10
500-0166	2022 VEHICLE LICENSE TAX	12,137.47		336.80-	11,800.67
500-0167	2023 VEHICLE LICENSE TAX	22,068.85		1,652.69-	20,416.16
500-0168	2024 VEHICLE LICENSE TAX	99,775.91	46.00	14,710.87-	85,111.04
500-0182	UNCOLL. 2019 PERSONAL PROPERTY TAX	32,335.10		190.75-	32,144.35
500-0183	UNCOLL. 2020 PERSONAL PROPERTY TAX	41,334.37		262.38-	41,071.99
500-0184	UNCOLL. 2021 PERSONAL PROPERTY TAX	51,241.60		1,325.58-	49,916.02
500-0185	UNCOLL. 2022 PERSONAL PROPERTY TAX	94,371.07		1,396.80-	95,080.14
500-0186	UNCOLL. 2023 PERSONAL PROPERTY TAX	220,615.51	2,105.87	14,894.16-	207,563.97
500-0187	UNCOLL. 2024 PERSONAL PROPERTY TAX	1,016,018.37	1,860.05	180,461.55-	837,416.87
500-0200	RESERVE UNCOLLECTED COUNTY TAXES	2,433,801.23-	335,251.21	5,854.54-	2,104,404.56-
500-0400	UNCOLL MISC FEES	1,855.50			1,855.50
500-0401	RESERVE-MISC FEES	1,855.50-			1,855.50-
500-0800	UNCOLLECTED WATER CHARGES	19,836.16	9,992.75	9,627.85-	20,201.06
500-0810	RESERVE UNCOLLECTED WATER CHARGES	19,836.16-	9,627.85	9,992.75-	20,201.06-
500-0900	UNCOLLECTED SEWER CHARGES	33,246.36	22,643.79	17,514.15-	38,376.00
500-0910	RESERVE UNCOLLECTED SEWER CHARGES	33,246.36-	17,514.15	22,643.79-	38,376.00-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUS BALANCE	DEBIT	CREDIT	ENDING BALANCE
500-1017	UNCOLLECTED 2017 ROLLBACK TAX	167.70			167.70
500-1018	UNCOLLECTED 2018 ROLLBACK TAX	156.00			156.00
500-1019	UNCOLLECTED 2019 ROLLBACK TAX	202.54		58.24-	144.30
500-1020	UNCOLLECTED 2020 ROLLBACK TAX	213.48		72.11-	141.37
500-1021	UNCOLLECTED 2021 ROLLBACK TAX	190.79		65.24-	125.55
500-1022	UNCOLLECTED 2022 ROLLBACK TAX	60.70		60.70-	
500-1023	UNCOLLECTED 2023 ROLLBACK TAX	55.69		55.69-	
500-1024	UNCOLLECTED 2024 ROLLBACK TAX	55.12		55.12-	
500-1099	RESERVE-UNCOLLECTED ROLLBACK TAXES	1,102.02-	367.10		734.92-
	**UNCOLLECTED TAXES**		401,251.39	401,251.39-	
510-2017	COMMONWEALTH REIMB-PPTRA				
510-2018	COMMONWEALTH REIMB-2017	871,735.92			871,735.92
510-2019	COMMONWEALTH REIMB-2018	871,735.92		10.76-	871,725.16
510-2020	COMMONWEALTH REIMB-2019	871,506.86		10.55-	871,496.31
510-2021	COMMONWEALTH REIMB-2020	871,148.74		142.22-	871,006.52
510-2022	COMMONWEALTH REIMB-2021	850,723.66		132.70-	850,590.96
510-2023	COMMONWEALTH REIMB-2022	861,584.12		145.84-	861,438.28
510-2024	COMMONWEALTH REIMB-2023	875,719.94	477.44		875,242.50
510-9999	ESTIMATED COMMONWEALTH RESERVE	6,074,155.16-	1,311.94	477.44-	6,073,320.66-
	COMMONWEALTH REIMB-PPTRA		1,789.38	1,789.38-	
			403,040.77	403,040.77-	
600-0000	**STATE ACCOUNTS**				
600-0185	ESTIMATED STATE INCOME TAX-2025				
600-0186	ESTIMATED STATE INCOME TAX-2024	7,839.00-		2,938.00-	10,777.00-
600-0190	RESERVE UNCOLLECTED STATE TAXES	7,839.00	2,938.00		10,777.00
	**STATE ACCOUNTS**		2,938.00	2,938.00-	
700-0000	**DEBT FUNDS**				
700-0223	VFSA-HS/MS LOAN #2	9,170,000.00			9,170,000.00
700-0227	WATERLINE EXT LOAN-USDA	774,396.16			774,396.16
700-0236	PUBLIC FACILITIES NOTE-2009	1,693,619.83			1,693,619.83
700-0237	VFSA-HS/MS LOAN #1	2,150,768.00			2,150,768.00
700-0240	AMERESCO LOAN				
700-0241	TRUIST 2022A-COMMUNICATIONS EQUIP	1,867,000.00			1,867,000.00
700-0242	TRUIST 2022B-REFINANCED ELEM LOAN	751,000.00			751,000.00
700-0243	TRUIST 2022B-REFINANCED SEWER LOAN	832,000.00			832,000.00
700-0244	TRUIST 2022B-REFINANCED IDA OES LN	1,528,000.00			1,528,000.00
700-0250	RESERVE DEBT FUND	18,766,783.99-			18,766,783.99-
	**DEBT FUNDS**		2,938.00	2,938.00-	

Cumberland County  
Building Inspections Department



January  
2025  
Monthly Report



# Building Inspection Monthly Report

January	Current Month 2025	YTD 2025
Singlewides	0	0
Doublewides	2	3
Modular	0	0
New Homes	3	6
Ag & Exempt	0	0
Garages & Carports	0	0
Additions & Remodels	1	1
Misc	43	63
Commercial	2	3
Totals from Above	51	76
Totals from Database	51	76
Total Fees Collected	\$ 8,612.34	\$ 12,687.56
E-911 Fees Collected	\$ 125.00	\$ 250.00
Total Estimated Value	\$ 1,654,373.00	\$ 2,757,546.00
Admin. Fees	\$ 75.00	\$ 75.00
CO's Issued	5	6

**MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
BOARD MEETING ROOM  
CUMBERLAND COUNTY ADMINISTRATION BUILDING  
Tuesday, November 17, 2024  
6:30 P.M.**

**PRESENT:** John Seal, Chairman  
James Ennis, Vice-Chairman  
Cheryl Boswell, Secretary  
C. Gene Brooks, Director  
Robin Caputo, Director  
Glenn Mozingo, Director

**ABSENT:** John Newman, Board Liaison  
Bryan Hamlet, Board Liaison

**ALSO PRESENT:** Derek Stamey, County Administrator  
Jennifer Crews, Assistant County Administrator of Finance  
Tiana Branch, Deputy Clerk to the Board  
Carol Epperley, New Business Task Force Member

**CALL TO ORDER AND ROLL CALL**

John Seal, Chairman, called to order the meeting of the Economic Development Authority of Cumberland County, Virginia on Tuesday, September 17, 2024 at 6:34 PM and a quorum was established.

**APPROVAL OF AGENDA**

On a motion by Director Mozingo and seconded by Director Boswell, the agenda was amended to add an action item after closed session. The motion passed 6-0.

On a motion by Director Ennis and seconded by Director Mozingo, the agenda was approved as amended. The motion passed 6-0.

**APPROVAL OF MINUTES**

On a motion by Director Mozingo and seconded by Director Ennis, the minutes of the Economic Development Authority from the meeting on September 17, 2024 were approved as presented. The motion passed 6-0.

**APPROVAL OF MEETING SCHEDULE FOR 2025**

Tiana Branch, Deputy Clerk, presented the Directors with a proposed meeting schedule for 2025. Directors were asked if they would like to amend the schedule before their approval. Director Ennis recommended the schedule remaining the same and Workshops be scheduled as presented.

On a motion by Director Ennis and seconded by Director Mozingo, the Meeting Schedule of the Economic Development Authority for 2025 was approved as presented. The motion passed 6-0.

**NEW BUSINESS TASK FORCE UPDATE**

County Administrator, Derek Stamey, provided an overview of the following items:

1. VTC & AFID Grant Updates
2. Proposed Economic Development Strategic Plan
3. Website Redesign Update & Timeframe (County, Tourism, ED)
4. Luther P Jackson Committee
5. Gateway Signs/Marketing
6. Dominion Regional Meeting
7. Networking – SBA, VTC, Luckstone

**PUBLIC COMMENTS**

William Raymond, owner of Spruceberry Farms, introduced himself to the Directors and expressed his plans on bringing Agritourism to the County.

**OLD BUSINESS**

Director Boswell inquired about adding a call in option to meetings for Directors to participate when they cannot attend meetings in person. Derek Stamey, County Administrator, stated that he will have the County Attorney amend the By-Laws to address that. The By-Laws will be voted on at the January regular meeting.

**NEW BUSINESS**

Chairman Seal announced the newly generated website for the Economic Development Authority.

**ADJOURN INTO CLOSED MEETING**

On a motion by Director Ennis and seconded by Director Mozingo, the Board entered into closed meeting Pursuant to VA. Code § 2.2-3711.A.5: Discussion of Prospective Business – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. The motion carried 6-0.

**RECONVENE IN OPEN MEETING**

A motion was made by Director Ennis , seconded Director Mozingo and adopted by the following vote:

Mr. Ennis -	Yes
Mr. Brooks -	Yes
Mr. Mozingo -	Yes
Mrs. Caputo -	Yes
Mrs. Boswell -	Yes
Mr. Seal -	Yes

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

WHEREAS, the Economic Development Authority of the County of Cumberland, Virginia 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 Economic Development Authority of the County of Cumberland, Virginia hereby certifies that, to the best of each director'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 Economic Development Authority of the County of Cumberland, Virginia; and (iii) no action was taken in closed session regarding the items discussed.

**APPROVAL OF REZONING RECOMMENDATION**

On a motion by Director Mozingo and seconded by Director Ennis, the Economic Development Authority approved the authorization to begin rezoning process of the EDA Shell Building (111 Commerce Road, Cumberland, VA 23040; Tax ID 49-3-2) from M-1 to M-2 as recommended. The motion passed 6-0.

**ADJOURN**

On a motion by Director Ennis and seconded by Director Mozingo the Authority adjourned the meeting until January 21, 2025 at 6:30 p.m., in the Downstairs Conference Room of the Administration Building.