



COUNTY ADMINISTRATOR'S MONTHLY REPORT

October 2018
November 27, 2018

This report covers activities and updates during the month of October, 2018. Items listed are in no particular order of importance and cover activities through the end of October.

COUNTY ADMINISTRATOR SEARCH: The Berkley Group finalized the County Administrator position announcement with the Board of Supervisors following the work session conducted with the Board at its September 25 meeting. The position was advertised in various publications and on various websites in October, with The Berkley Group conducting a first review of applications in November following the November 5 initial deadline. The position was advertised as “open until filled”. Interviews by the Board of Supervisors of candidates recommended by The Berkley Group will be scheduled in December. Closed Meeting discussions with The Berkley Group are scheduled in November to discuss the process, review applications, and select candidates for interview.

APPOINTMENTS: Letters were sent for appointments or recommendations for appointment made by the Board in October:

- Angela Hawkins to Board of Equalization (recommendation to Circuit Court Judge)
- Harold Johnson to Board of Equalization (recommendation to Circuit Court Judge)

GREENE COMMONS PAVILION AND FARMER'S MARKET: Ground was broken in October on the Greene Commons Pavilion and Farmer's Market Project. Rain has delayed the start of construction. The Interim County Administrator executed a change order agreeing for the county to pay to extend the larger sewer line being constructed for the project to the administration building in an effort to address sewer issues experienced at the building in the past by increasing the size of the line serving the building. Funds are available for this work in the county's maintenance budget.

AFTER-SCHOOL DAYCARE PROGRAM: The Board of Supervisors took action at its meeting on October 23 to transfer the After-School Program to the schools. The Interim County Administrator and the School Superintendent met with After-School Daycare Program staff this month to discuss the plan to transition the program. Staff will need to complete paperwork and apply for their positions with the school system, since most of them will be new employees for the school system. The initial effective date for the transition was set for December 3, though

that date was later delayed, since the School Superintendent was unable to fill the Program Director position in time to implement the transition at that time.

GREENE COUNTY WATER SUPPLY AND TREATMENT PROJECT (AKA WHITE RUN RESERVOIR PROJECT): The Rapidan Service Authority (RSA) held a public hearing on October 25 to consider the Board's request to change the basis for billing the Facility Fee for water customers to an EDU basis and to increase the Facility Fee to \$30 effective July 1, 2019.

VACO ANNUAL MEETING AND CONFERENCE: The Interim County Administrator and Supervisors Martin, Cox, and Herring registered to attend the VACo Annual Meeting and Conference in November, with the Board selecting Supervisor Cox as its Voting Delegate for the VACo Annual Meeting.

MICROPHONES IN THE BOARD MEETING ROOM: Staff obtained quotes for expanding the microphone and sound system in the Board room. Those estimates were reviewed with the Board at the October 23 meeting. The Board agreed by consensus with the staff recommendation, and staff will work with the vendor to get the additional microphones installed. The cost will be covered by our general maintenance budget.

BUILDING MAINTENANCE ISSUES: Important building maintenance projects are summarized below:

- The roof replacement at the Sheriff's Office, Social Services Department, and Extension Office was completed this month.
- Staff is working with a procurement professional in another locality for assistance and guidance on writing RFBs and RFPs in general.
- Staff is working on security requests made by the judges.
- The snow removal contract from last year will be extended for the upcoming year.
- The "Judge's Walk" between Main St. and the Courthouse has been entirely replaced, as it was badly cracked and was dangerous.
- The Court House was power washed, and the wooden and wrought iron fences around the Court House are being painted.
- The enclosures required to be installed at the Animal Shelter are projected to be completed (they are custom ordered) by November 19, with a projected delivery date of November 24.
- The report has been returned on the air quality issue in the Extension Office. Suggestions for solutions for the problem are being solicited from various contractors.
- Humidity levels in the Court House are being monitored and staff is working with the HVAC Company which services the HVAC units to adjust the system.
- A contracted service will work to repair the wall in the Court House where moisture has been seeping in, first repairing gaps in the mortar before applying a sealant.

MEETING RE FLOODING ISSUES IN GREENE COUNTY: The Emergency Management Coordinator set up a meeting to discuss flooding issues in Greene County and invited a number of agencies. The meeting was incredibly well-attended, with Emmett Hanger of the Virginia Senate, representatives from Delegate Rob Bell's and Senator Mark Warner's offices, representatives from VDOT, DEQ, VMRC, and other agencies, Supervisor Bill Martin, and various county staff in attendance. There was an interesting and detailed discussion of the issues, with all agencies expressing a desire to help, though no immediate solutions or funding sources were offered. Staff will follow up with possible solutions.

GA GA PIT: A Boy Scout completed a Ga Ga Pit at the county park as his Boy Scout project, which was dedicated in October. Ga Ga is a game similar to dodge ball.

FOIA REQUESTS: Several FOIA requests were received by County Administration during October, and all were fulfilled except one, which will be filled in early November under an extension.

BOUNDARY LINE ADJUSTMENT: A surveyor was hired to conduct the survey required to do the boundary line adjustment between Orange and Greene Counties. The Board approved a transfer of \$14,000 from the Contingency Fund to Board of Supervisors Professional Services to cover the cost of the survey work. Although the company was asked to expedite the work as much as possible, it will likely take a couple of months to complete the work.

SEPARATION OF BUDGETS FOR SKYLINE CAP, GREENE COUNTY AFTER-SCHOOL PROGRAM, USDA GRANT, AND GREENE COUNTY TRANSIT, INC.: The Board approved the separation of the budgets for Skyline CAP, the Greene County After-School Program, USDA Grant, and Greene County Transit, Inc., which historically have all been combined into one department, into four separate departments at its October 23 meeting. Separation of these budgets will facilitate tracking of associated revenues and expenses.

AUDITORS: Our auditors were on site this month. The Director of Finance and other staff spent a considerable amount of time working with them to provide needed documents.

MECHANIC VACANCY AT VEHICLE MAINTENANCE FACILITY: With the retirement of one of the mechanics at the facility, there is a mechanic vacancy at the Vehicle Maintenance Facility. An attempt is being made to fill the position as a combined diesel and gas mechanic, so that the individual can work on both kinds of vehicles, which will ultimately make the staff more versatile.

Respectfully submitted,
Brenda G. Garton
Interim County Administrator