



COUNTY ADMINISTRATOR'S MONTHLY REPORT

December 2018

January 22, 2019

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

COUNTY ADMINISTRATOR SEARCH: The Board of Supervisors interviewed selected candidates for the County Administrator position on December 18. The position continues to be advertised as "open until filled" in the event that there is no job offer and acceptance as a result of the December interviews. An agenda item was planned for the January 8, 2019 Board of Supervisors meeting in case there was an employment agreement ready for Board approval as a result of the interviews.

AFTER-SCHOOL DAYCARE PROGRAM: The date for the transfer of the After-School Program to the School System has not yet been set. The Board will pass a resolution to adjust the amount of funds transferred to the Schools for the program at a later date, once the transition date and funding figures have been provided by the School Superintendent and staff.

PROPOSAL TO REQUEST THAT VDOT DESIGNATE PORTIONS OF ROUTES 810 AND 230 AS VIRGINIA BYWAYS: The Board considered a request to support a resolution requesting that VDOT (Virginia Department of Transportation) designate portions of Routes 810 and 230 as Virginia Byways. Although not required, since there were some questions and concerns about the proposed designation, the Board decided to hold a public hearing in January to allow for public input before making a decision on the issue. A public hearing was scheduled to be held at the January 8, 2019 Board meeting.

GREENE COUNTY WATER SUPPLY AND TREATMENT PROJECT: The Board agreed for staff to work with financial consultants Davenport and Company to issue an RFP for financing for an additional \$2.1 M for project costs for the Greene County Water Supply and Treatment Project. The recommendations to the Board to finance through BB&T was approved by the Board at the December 11 Board meeting. Approval of the final documents was scheduled for January 8, pending action by the EDA (Economic Development Authority) early in January, 2019.

MICROPHONES IN THE BOARD MEETING ROOM: Installation of the additional microphones in the Board meeting room was completed this month, with two portable microphones also available for meetings with various participant configurations in the room.

BUILDING MAINTENANCE ISSUES: Progress on important building maintenance projects are summarized below:

- Staff continues to work on security requests made by the judges.
- Painting and power washing continues around the Court House.
- The enclosures required to be installed at the Animal Shelter were delivered and installed. Work to bring the Animal Shelter isolation room enclosures into compliance with state standards is complete.
- Estimates are being obtained for roof work on the building housing the Treasurer, the Commonwealth's Attorney, and the Registrar.

FINANCIAL REPORTING: At the request of members of the Board of Supervisors, the Interim County Administrator worked with the Finance Director to develop a Quarterly Financial Report including specific information and graphs in an effort to provide more user-friendly reporting. The first such Quarterly Financial Report for the first quarter in FY 18-19 (July 1, 2018 – September 30, 2018) was presented at the December 11 Board meeting by the Director of Finance. The quarterly report was also be posted on the county's website.

COUNTY ADMINISTRATOR'S BROADBAND INITIATIVE ADVISORY COMMITTEE MEETING: The County Administrator's Broadband Initiative Advisory Committee sent forward a series of recommendations to the Board of Supervisors regarding the Broadband Initiative. This material was presented for first review at the December 11 Board meeting, with anticipated action at the January 8 Board meeting.

BOARD OF SUPERVISORS ORGANIZATIONAL MEETING: Work was completed by staff in December on materials which must be approved or acted upon by the Board of Supervisors at its January 8, 2019 Organizational Meeting, including the 2019 Board Meeting Schedule, the Budget Schedule for 2019, recommended revisions to the Board Bylaws, and Appointment and Liaison Summaries.

FY 19-20 BUDGET: The Interim County Administrator sent out memos to Department Directors, Constitutional Officers, Agency Heads, and Others during December for the FY 19-20 budget requests, which are due in January. The Interim County Administrator will begin work on next year's budget until such time as the new County Administrator is hired and takes over. The Budget Schedule for 2019 was also developed by the Finance Director and reviewed by the Interim County Administrator. The approval of additional meetings will be presented at the January 8, 2019 Board meeting as a first review item, with anticipated approval at the January 22, 2019 Board meeting.

TRACKING OF SUPPLEMENTAL APPROPRIATIONS: The Director of Finance was directed by the Interim County Administrator to track supplemental appropriations to ensure that the Board is notified when the total exceeds the limit allowed by the Code of Virginia before a public hearing is required to amend the budget.

SURVEY WORK ON THE BOUNDARY LINE ADJUSTMENT BETWEEN GREENE AND ORANGE COUNTIES: Work is being conducted by the surveyor that is required in order for the two Boards of Supervisors to act on a boundary line adjustment between Greene and Orange Counties.

RADIO COMMUNICATIONS PROJECT: Work and discussion continues on the Radio Communications Project to ensure that the county's money is spent on the system which best suits Greene County. Discussions continue with the county's consultant Black and Veatch, users, vendors, and others about the type of system needed, appropriate, and affordable.

EMPLOYEE APPRECIATION CHRISTMAS LUNCHEON: The Annual Employee Appreciation Christmas Luncheon was held in December. At the event, five employees were recognized at their 5-year anniversaries, five employees for 10 years, four employees at their 15-year anniversaries, two employees at the 20-year mark, and two employees for 25 years of service to Greene County.

STATEMENTS OF ECONOMIC INTEREST: County Administration staff worked on the distribution of Statements of Economic Interests and other required annual filings to those individuals required to file.

FOIA AND COIA DISTRIBUTION: County Administration staff worked on the distribution of copies of the Virginia Freedom of Information Act (FOIA) and the Virginia Conflict of Interests Act (COIA) to elected and appointed individuals serving Greene County.

INTERIM COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT: At the December 11, 2018 Board meeting, the Board of Supervisors approved an extension of the Employment Agreement with the Interim County Administrator until January 31, 2019 in the event that the new County Administrator was not hired or could not begin by January 1. Depending on the outcome of the search for the new County Administrator, additional modification of the employment agreement may need to be considered by the Board in January should there be a need to extend the employment of the Interim County Administrator past January 31.

Respectfully submitted,
Brenda G. Garton
Interim County Administrator