



COUNTY ADMINISTRATOR'S MONTHLY REPORT

October, 2022

November 10, 2022

This report covers activities and updates during the month of October, 2022. Items listed are in no particular order of importance and cover activities through the end of October.

INTERIM COUNTY ADMINISTRATOR: I started work in Greene County on Monday, October 3, with one week of overlap with outgoing County Administrator Mark Taylor. After Mr. Taylor's final day on October 7, I began serving as Interim County Administrator. I have met individually with all five members of the Board of Supervisors and with many of the Department Directors and other direct reports. I also held optional meetings open to all employees. In November, I will continue to meet individually with Department Directors, Constitutional Officers, and other direct reports.

COUNTY ADMINISTRATOR SEARCH: Following the Board's plan to fill the County Administrator position, staff prepared an advertisement to be placed in various publications and on various websites in early November. A position brochure was also completed by staff and is posted on the County's website. Interested individuals are encouraged to apply per the instructions in the position brochure.

COUNTY AUDIT FOR FY 21-22: Auditors from Robinson, Farmer, Cox were in Greene County in October working on and collecting information required for the county's annual audit.

RSA (RAPIDAN SERVICE AUTHORITY): Director of Water and Sewer Greg Lunsford continues to work to complete steps needed to transition all Greene County water and sewer operations from Rapidan Service Authority (RSA) to Greene County. He is working on interviewing applicants for certified water and sewer operators and supervisors. All positions are posted on the county's website. Additionally, staff held meetings and phone calls with RSA, attorneys assisting the county with the transition, VRA (Virginia Resources Authority) and VDH (Virginia Department of Health) related to the outstanding items which the county needs to accomplish.

SHERIFF SMITH'S REQUEST FOR PAY ADJUSTMENTS FOR HIS STAFF: Sheriff Smith and others on his staff have made several presentations at Board of Supervisors meetings requesting salary increases for Sheriff's Department staff. At the Board of Supervisors meeting on October 25, 2022, the Board authorized the County Administrator to procure a consulting firm to conduct a county wide pay study with an end goal of comparing Greene County salaries to market and

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recommending adjustments to the Board. In the meantime, the Board has asked staff to present options (bonus or salary adjustment) for the Board's consideration which might provide some immediate relief to staff. It is anticipated that options will be presented to the Board at its December meeting.

NEW OFFICE SPACE AT THE LANDFILL: County maintenance staff is working with personnel at the landfill to install an office building, purchased second-hand by the county, for landfill office staff and operations. The building was relocated to the site and work is ongoing to prepare the building and site for occupation.

PERSONAL PROPERTY TAX ADJUSTMENT: The Treasurer and Commissioner of the Revenue continue to work to provide figures needed by the Board of Supervisors needed to pass an ordinance to provide relief to taxpayers for personal property tax amounts on vehicles valued at unusually high levels. The goal is to present an ordinance for Board consideration at the December meeting, which requires a public hearing. It is anticipated that any reduced tax amounts will result in a credit to taxpayers.

BOARD OF SUPERVISORS RETREAT SCHEDULED: Staff will be working with the Board of Supervisors on topics for a Board of Supervisors retreat scheduled for Tuesday, November 29, beginning at 9:00 am. The retreat will be advertised as topics for discussion only, with any action needed to be taken by the Board to be placed on the agenda of a subsequent Board of Supervisors meeting.

CUSTODIAL STAFF: During the FY 21-22 budget, it was recommended and approved that the county hire its own custodial staff and not renew a contract for cleaning with the previous vendor. Unfortunately, it has been a challenge to hire reliable staff, especially full-time, and we have received ongoing complaints regarding the quality of work. We are making changes in custodial staff and supervision due to inadequate cleaning in county facilities and will follow up with adjustments as needed.

Respectfully submitted,
Brenda G. Garton
Interim County Administrator