



COUNTY ADMINISTRATOR'S MONTHLY REPORT

November, 2022

December 10, 2022

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

COUNTY ADMINISTRATOR SEARCH: The County Administrator position remains open until filled. December 1 was the deadline for applications to be considered in the first review by the Board of Supervisors. The Board will discuss the applications received to date during Closed meeting at a Special Called Meeting on December 7, beginning at 3:00 pm. The Board may consider hiring a search firm should a suitable candidate not be identified from these initial efforts. The county has established an email account (coadm@gcva.us), and invites Greene County citizens to submit their suggestions about characteristics they would like to see the new County Administrator possess. Please submit suggestions and comments with your name and address (to confirm that the email is from a Greene County citizen).

RSA (RAPIDAN SERVICE AUTHORITY) TRANSITION: Director of Water and Sewer Greg Lunsford continues to complete steps needed to transition all Greene County water and sewer operations from Rapidan Service Authority (RSA) to Greene County. Some of the required certified water and sewer operator positions, a meter reading position, and some of the maintenance positions have been filled. We still seek qualified applications from certified water and sewer operators and for the several maintenance positions. All positions are posted on the county's website and are open until filled. 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.

PAY ADJUSTMENTS FOR COUNTY STAFF: Options for pay adjustments, likely in the form of a bonus, will be presented to the Board of Supervisors at its December 13 meeting. This bonus represents a good faith effort on the part of the Board to address salary inequities and inadequacy until a pay study can be completed later in the year.

RFP FOR COUNTY-WIDE PAY STUDY: The county has issued an RFP (Request for Proposals) for a county-wide pay study (not including school employees). The deadline for submission of proposals is Monday, December 12. Following a review of proposals by a committee established by the Interim County Administrator, a recommendation for hire will be made. The goal is to

obtain an estimate for implementation cost for any changes in salaries in time to be included in the proposed FY 23-24 budget.

NEW OFFICE SPACE AT THE LANDFILL: County maintenance staff continues to work with personnel at the landfill to install the office building for landfill office staff and operations. The building has been relocated to the site and the work continues to prepare the building for occupation.

PERSONAL PROPERTY TAX ADJUSTMENT: The Treasurer and Commissioner of the Revenue continue to work to provide figures which the Board of Supervisors needs to pass an ordinance to provide relief to taxpayers for personal property tax amounts on vehicles valued at unusually high levels. Although the original goal was to present an ordinance for Board consideration at the December meeting, the figures may not be ready at that time. The Treasurer will also make recommendations on how the relief is applied, for example as a credit to the taxpayer's account or as a refund.

BOARD OF SUPERVISORS RETREAT: The Board of Supervisors held a retreat on Tuesday, November 29. Board members discussed with the Interim County Administrator issues and concerns in a variety of areas. The Board directed the Interim County Administrator to move forward with staffing and reorganization, the pay study, the RSA transition, the County Administrator search, budgeting and finance, capital improvements plan funding, and a joint meeting with the Treasurer and Commissioner of the Revenue in January or February.

CUSTODIAL STAFF: During November, part-time custodial staff positions were eliminated and replaced by three full-time positions, with the anticipation that the county will get more reliable custodial service. Hires were finalized in November and various departments have already reported significant improvement.

PUBLIC HEARING TO AMEND FY 22-23 BUDGET: The Board of Supervisors will hold a public hearing at the December 13, 2022 Board meeting on amending the FY 22-23 budget. State code requires that a public hearing be held to amend an adopted budget when cumulative supplemental appropriations exceed a certain amount. Most of the changes are related to grants received, funds which were previously budgeted and need to be reappropriated, and the Water and Sewer Department Budget.

VACO CONFERENCE AND ANNUAL MEETING: Supervisor Bowman and the Interim County Administrator attended the VACo Conference and Annual Meeting in November. They attended sessions including topics related to the state budget, the impact of local youth programs, circumstances which indicate the need for a consultant or facilitator, housing programs, challenges in cybersecurity, key issues and challenges in social services, and other matters.

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Respectfully submitted,
Brenda G. Garton
Interim County Administrator