



## COUNTY ADMINISTRATOR'S MONTHLY REPORT

January 2023

February 10, 2023

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This report covers activities and updates during the month of January 2023. Items listed are in no particular order of importance and cover activities through the end of the month.

**COUNTY ADMINISTRATOR SEARCH:** Baker Tilly was hired to conduct the search for a new County Administrator and the Board met with the lead professional in January. The position brochure was developed. Ads were placed by Baker Tilly on multiple sites and the position brochure was emailed directly to thousands of potential candidates. All applicants who applied through the county's original search were notified of the new application process by the Interim County Administrator. The Board will meet with the lead professional in early March to select candidates for interview from a recommended short list. Baker Tilly will conduct extensive background checks on selected candidates and interviews are planned in late March. The position will remain advertised as open until filled until a hire is finalized.

**INTERIM COUNTY ADMINISTRATOR'S RECOMMENDED REVISIONS TO BOARD AGENDA:** Several changes to the Board's agenda format were recommended by the Interim County Administrator and implemented on a trial basis in January. Changes included moving the public hearings into a separate category and holding public hearings much earlier in the meeting to allow citizens to participate early and go home if desired. The presentations section was also moved earlier in the meeting with the same reasoning. The old business section of the agenda was eliminated, and other minor changes implemented.

**RSA (RAPIDAN SERVICE AUTHORITY) TRANSITION:** Director of Water and Sewer Greg Lunsford announced his resignation in January to take a position as Town Manager in Elkton. The Interim County Administrator has appointed Jim Frydl to serve as Interim Water and Sewer Director until a replacement for Mr. Lunsford is hired. Mr. Lunsford and Mr. Frydl worked together throughout January to continue completing the steps needed to transition all Greene County water and sewer operations from Rapidan Service Authority (RSA) to Greene County. The required certified water and sewer operator positions, a meter reading position, and maintenance positions have been filled. Staff continues to maintain frequent contact and conduct weekly meetings with the attorneys assisting with the transition. Following training from RSA staff on operational procedures at both plants, County staff is currently fully operating the water treatment and wastewater treatment plant.

**RFP FOR COUNTY-WIDE PAY STUDY:** An agreement with Baker Tilly to conduct a county-wide Compensation and Classification Study was executed in January and initial requested documents and data were transmitted to Baker Tilly. Presentations for all staff regarding employees' completion of PAQs (Position Analysis Questionnaire) are planned for February. The Board will consider implementation plans later in the current fiscal year, with any employee pay adjustments anticipated to take effect on July 1, 2023. Absent a final recommended implementation strategy and associated cost, an estimate will be included in the FY 23-24 budget, as the actual figure may not be available until May or June.

**PERSONAL PROPERTY TAX ADJUSTMENT:** A public hearing on the proposed ordinance for the personal property tax adjustment was conducted at the Board's January 10 meeting. Treasurer Stephanie Deal explained how the adjustments would be calculated. The ordinance was passed and for each taxpayer who is due an adjustment, first past due amounts due the county will be paid and then refunds will be issued in early February.

**INTERIM DEPUTY COUNTY ADMINISTRATOR:** Due to the retirement of Finance Director/Deputy County Administrator Tracy Morris at the end of December, the Interim County Administrator appointed Jim Frydl as Interim Deputy County Administrator. This appointment will provide a designated individual in charge in the absence of the Interim County Administrator.

**FY 23-24 BUDGET:** Budget requests for the FY 23-24 budget were received and processed by various administrative staff in January. Initial consideration of budget requests and meetings with requestors are planned for February, when work on balancing the proposed budget will begin. The Interim County Administrator established a working committee to assist in budget review. Meetings with Board members one or two at a time are planned for early March, with an initial presentation of the Interim County Administrator's proposed budget planned for the March 7 Board of Supervisors meeting.

**CAPITAL IMPROVEMENTS PLAN (CIP):** The Board of Supervisors will discuss the approved CIP (Capital Improvements Plan) and funding strategies with staff during a workshop scheduled at 4:30 pm at the beginning of the February 14 regular Board meeting.

**MEETING WITH TREASURER AND COMMISSIONER OF THE REVENUE:** At the Board of Supervisors retreat held on November 29, 2022, the Board of Supervisors requested a workshop with the Treasurer and the Commissioner of the Revenue in the early stages of work on the FY 23-24 Budget. A workshop has been scheduled at 4:30 pm at the beginning of the February 28 regular Board meeting.

**AUDIT REPORT FOR FY 21-22:** Our representative from Robinson, Farmer, Cox is scheduled to present the Audit Report for FY 21-22 at the February 14 regular meeting of the Board of Supervisors. The report was distributed to the Board in January.

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**ACCOUNTS PAYABLE PROCEDURES:** In January, Finance Department staff implemented weekly processing of accounts payable. This change from twice monthly processing will make it easier for all departments to get bills paid and will avoid late payment and interest charges which can result from delayed payments.

**STAFF RETREAT:** In late January, the Interim County Administrator conducted a staff retreat for Department Directors, Constitutional Officers, and other direct reports. Activities and topics included team-building activities; discussions of organizational strengths and weaknesses; the concept of continuous organizational improvement; and problem solving.

Respectfully submitted,  
Brenda G. Garton  
Interim County Administrator