



## COUNTY ADMINISTRATOR'S MONTHLY REPORT

February 2023

March 10, 2023

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This report covers activities and updates during the month of February 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. The date for first review of applicants was set for February 15. The Board will meet with the lead professional in March to select candidates to 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.

**RSA (RAPIDAN SERVICE AUTHORITY) TRANSITION:** Both the Madison and Orange County Boards of Supervisors approved the VRA (Virginia Resources Authority) Consent Agreement, which was signed by the Greene County Chair and submitted to VRA. Staff worked on development and refinement of the proposed budget for the Water and Sewer Enterprise Fund for FY 23-24. Along with other staff, Jim Frydl worked to complete the VDH (Virginia Department of Health) Business Plan, which the county is required to submit. Staff worked to secure lab services and other vendors in preparation for the transition. County water and wastewater operators continue to operate the plants.

**COMPENSATION AND CLASSIFICATION (PAY) STUDY:** Following the execution of a contract with Baker Tilly, initial meetings to review the process of completing the Position Analysis Questionnaire (PAQ) were held in February. Employees will be required to complete a PAQ for analysis in the upcoming weeks.

**PERSONAL PROPERTY TAX ADJUSTMENT:** Refund checks for the personal property tax adjustment approved by the Board in January were issued mid-February.

**FINANCE DIRECTOR:** After having retired on December 31, 2022, and not working for the county for the full month of January, as required by VRS (Virginia Retirement System), the Interim County Administrator hired former Finance Director Tracy Morris to work part-time to assist in the

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preparation of the FY 23-24 proposed budget. The Board appointed the Interim County Administrator as Finance Director until other action is taken to replace the Finance Director.

**FY 23-24 BUDGET:** The Interim County Administrator and Former Finance Director worked through the month of February to meet with all departments, review budget requests, analyze revenues, and recommend reductions in requested expenditures, since anticipated revenues do not cover expenditure requests. In order to arrive at a balanced budget, no new position requests will be funded in the Interim County Administrator's Proposed Budget. The Interim County Administrator scheduled meetings with Board members one or two at a time to review the key elements of the budget that would be presented on March 7.

**REAL ESTATE REASSESSMENT**

The real estate reassessment was completed, and reassessment notices were mailed this month. Values increase on the average around 25%. Information on filing an appeal with the appraisal company was provided with the notices. The County's Board of Equalization will offer a second level of appeal later this spring.

Respectfully submitted,  
Brenda G. Garton  
Interim County Administrator