



## COUNTY ADMINISTRATOR'S MONTHLY REPORT

March 2023

April 3, 2023

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

**COUNTY ADMINISTRATOR SEARCH:** The Board met with the lead professional from Baker Tilly in March to select candidates to interview from a recommended semi-finalist list. Baker Tilly conducted internet searches and background checks on selected candidates and interviews were held in late March. As of the end of March, no contract had been finalized with a candidate.

**RSA (RAPIDAN SERVICE AUTHORITY) TRANSITION:** On March 17, the County submitted the application to the SCC (State Corporation Commission) requesting its approval of the withdrawal of Greene County from RSA (Rapidan Service Authority). As of the end of March, approval had not been granted. The Greene County Water and Sewer Department Business Plan was submitted to the Virginia Department of Health (VDH) in March and the proposed Water and Sewer Budget request for FY 23-24 was finalized. County staff held a conference call with RSA staff in March to discuss details related to the upcoming transition. Almost all Water and Sewer positions have been filled or approved.

**DIRECTOR OF WATER AND SEWER:** The job description was written and a pay grade determination obtained for the Director of Water and Sewer position, and the position was advertised in March. The position will remain open until filled and applications will be reviewed as received.

**COMPENSATION AND CLASSIFICATION (PAY) STUDY:** Position Analysis Questionnaires (PAQs) were completed for all positions and reviewed with comments by Supervisors by the March 17 deadline. Baker Tilly will review the PAQs, weight the positions, and recommend any title changes indicated. This portion of the work is related to internal equity. Staff will work with the consultants to move into the next phase of the study, which will involve a salary survey of select comparable positions with selected jurisdictions, which is the external equity and market competitiveness portion of the study.

**FINANCE DIRECTOR:** The Finance Director job description was revised (Deputy County Administrator duties were removed) and a pay grade determination made. The position was advertised in March. The position will remain open until filled and applications will be reviewed

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as received. It is anticipated that the new County Administrator will interview candidates and fill this position.

**FY 23-24 BUDGET:** The County Administrator, along with her Budget Team, held meetings with Board members one or two at a time in early March to review the key elements of the proposed budget. Budget Workshops were held by the Board of Supervisors on March 7 and 9, and as part of the regular Board meeting on March 14. The Budget Workshop previously scheduled for March 16 was cancelled. The Interim County Administrator presented the Interim County Administrator's Proposed FY 23-24 Budget on Tuesday, March 7. Following discussion and work by the Board on the budget during the workshops, the Board authorized the advertisement of tax rates and the proposed budget. The FY 23-24 Budget authorized by the Board of Supervisors for advertisement is based on a proposed \$.73 real estate tax rate with all other tax rates remaining the same. The equalized real estate tax rate is \$.66 and a proposed tax rate of \$.76 was advertised to give the Board some flexibility should a decision be made to add additional funding into the proposed budget. Public hearings on the proposed tax rates and the proposed budget will be held during the Board's April 25 Board meeting, with tax rates planned to be adopted that night. The adoption of the budget will occur at the Board's Regular Meeting on Tuesday, May 9. Information on the budget can be found on the County's website using the link below:

<https://www.greenecountyva.gov/government/depts/finance/budget>

**COUNTY POSITIONS:** Information on open county positions, including the Director of Finance and the Director of Water and Sewer positions mentioned above, can be found on the Greene County website at the link below:

<https://www.greenecountyva.gov/government/depts/administration/employment>

Respectfully submitted,  
Brenda G. Garton  
Interim County Administrator