



COUNTY ADMINISTRATOR'S MONTHLY REPORT

AUGUST 2018

September 25, 2018

This report covers activities and updates during the month of August, 2018. Items listed are in no particular order of importance and cover activities through the end of August.

COUNTY ADMINISTRATOR SEARCH: The Board of Supervisors took action at its August 14 meeting to award a contract to The Berkley Group to manage the process to search for a new County Administrator. Initial conversations took place between representatives of The Berkley Group, the Board Chair, and the Interim County Administrator. A decision was made to schedule a meeting to receive input from community members on September 13 at the Holiday Inn Express in Ruckersville. A public notice was prepared, advertised in the Greene County Record as a display ad for two weeks, emailed to staff, posted in the bulletin Board outside the county offices, posted on the website, and distributed to those who requested notification of Board meetings. It was recommended by The Berkley Group that members of the Board of Supervisors not attend. It was also decided that the Board would use the period from 6:00 to 7:30 pm at the September 25 Board meeting for a work session with The Berkley Group to receive feedback from the community meeting and develop the profile for the new manager. Advertising is anticipated in October, with Berkley Group review of applications in November, and potential interviews of candidates by the Board in December.

REVISIONS TO GREENE COUNTY ZONING ORDINANCE: Following a public hearing at its August 28 meeting, the Board of Supervisors approved revisions to the Greene County Zoning Ordinance to bring it into compliance with changes in the Code of Virginia.

PUBLIC SAFETY RADIO PROJECT: The Board approved moving to Phase II of consulting work with Black and Veatch with regard to the Public Safety Radio Project. Funds are budgeted in the FY 18-19 budget at \$45,000 for this work, though due to a regional effort and reduced costs for individual localities, our cost will be \$37,633.

VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) UPDATE: A representative from the Virginia Department of Transportation (VDOT) gave a quarterly update at the August 14 Board meeting, focusing primarily on weather related issues and improvements to local roads. (Detail is available on the video for that meeting.)

REQUEST FOR FUNDING FOR SWIFT WATER RESCUE TRAINING AND EQUIPMENT: The Emergency Services Coordinator requested that the Board transfer funds from the contingency fund to purchase equipment and conduct flood and water rescue training for the Fire and Rescue community. The request for a \$17,000 transfer was approved by the Board at its August 28 meeting.

PROPOSED PERSONNEL POLICY REVISION: At the August 28 Board meeting, the Board approved the Interim County Administrator's recommendation to County Personnel Policies so that hiring is not limited to the entry level salary and also to eliminate the "steps" in the Pay and Classification System.

CENTRAL VIRGINIA PARTNERSHIP BOARD MEETING: The Interim County Administrator attended the Board meeting of the Central Virginia Partnership (our regional economic development group) in August. The group is planning a Strategic Planning meeting, possibly in December. There was a presentation from Louisa County about a Business Park they have planned and developed. It is being presented as a regional park, drawing from a wide swath of Virginia for workers. Louisa is proposing that counties which might benefit participate in the cost of the infrastructure in return for a proportional part of the revenue generated. Greene County's Economic Development Director will make a presentation to the Board at a later date.

BROADBAND COMMITTEE MEETING: A Broadband Committee Meeting was held in August. Plans for presentations at future meetings, as well as initiatives in other localities, were discussed.

GREENE COMMONS PAVILION AND FARMER'S MARKET: The Interim County Administrator attended a meeting of the Stanardsville Grant Management Team. A resolution authorizing the Interim County Administrator to execute the Right of Way Electrical Utility Easement Agreement for Rappahannock Electric Coop (REC) related to the Greene Commons Pavilion and Farmer's Market project was approved by the Board at its meeting on August 14 and the document was executed. The Stormwater Management Maintenance Agreement was also executed by the Interim County Administrator.

COMPLAINT REGARDING A COUNTY AGENCY: The Interim County Administrator received a complex complaint regarding personnel in a county agency from a citizen and met with appropriate individuals to present a summary of the complaint so that it can be investigated.

COMPLAINT REGARDING PETS IN COUNTY OFFICE: The Interim County Administrator received a complaint about pets being brought into a county office on a regular basis and is investigating the complaint and appropriate actions.

AIR QUALITY ISSUE IN EXTENSION OFFICE: County Maintenance staff is investigating a reported air quality issue in the Extension Office. We received a complaint from an employee and are

working to get air quality testing done and modifications to the HVAC system, if needed, to correct any documented problems. Meanwhile, the employee has been temporarily relocated to a different office.

FACILITIES MAINTENANCE: Staff continues to work on preparing a Request for Bids for the roof replacement needed at the Sheriff's Office Complex. Contractors removed materials at the County Animal Shelter which were out of compliance with state regulations and work is being scheduled to replace the floor with materials compliant with state regulations and to order appropriate materials for the confinement areas.

CONSOLIDATION OF AFTER-SCHOOL PROGRAMS: The After-School Program Director submitted a notice of resignation effective August 31 and County Administration worked to designate existing staff to the temporary position of Director. We filed appropriate paperwork to that effect with the Virginia Department of Social Services, which regulates and licenses daycare programs. We continue to work on alternatives for this important program.

BOUNDARY LINE ADJUSTMENT BETWEEN ORANGE AND GREENE COUNTIES: Staff continues to work to gather estimates for the survey work to complete a boundary line adjustment between Orange and Greene Counties. The availability of someone willing to bid on the work and the speed with which the work can be done are issues.

MEDICAID EXPANSION: Due to the expansion of Medicaid in Virginia recently approved, our local Social Services Department will receive \$92,863 in additional funds from the state with no local match required. In September, the Board will be asked to make a supplemental appropriation of those funds to the Social Services Budget and to approve the addition of positions to assist with this additional work. The local cost for additional positions will need to be included in the budget for the next fiscal year.

BOARD OF SUPERVISORS FOIA UPDATE: The Board of Supervisors will receive training on the Virginia Freedom of Information Act (FOIA) from the County Attorney as a part of its September 18 meeting.

GREENE COUNTY WATER SUPPLY AND TREATMENT PROJECT (AKA WHITE RUN RESERVOIR PROJECT): The Interim County Administrator held several meetings in August with appropriate individuals to get an update on the status of engineering work and financial aspects of the Greene County Water Supply and Treatment Project. Following those meetings, the Interim County Administrator created a Greene County Water Supply and Treatment Project Steering Committee, including several members of staff, two Board members, the County Administrator, and the Executive Director of Rapidan Service Authority (RSA). The committee will meet to discuss what needs to be presented to the Board as an update on the Greene County Water Supply and Treatment Project at its work session set up for that purpose on September 18. This Steering committee will (1) help insure the project keeps moving forward and (2) establish

continuity, given the turnover in managers. At the recommendation of the Interim County Administrator to move this project forward and keep it on track, the Board approved the resolution to request that Rapidan Service Authority (RSA) change the basis for billing the Facility Fee for water customers to an EDU basis and approve an increase in the Facility Fee to \$30 effective July 1, 2019. The resolution has been signed and forwarded to RSA so that the RSA Board can consider action on the request.

MEETING WITH REPRESENTATIVE FROM SENATOR MARK WARNER'S OFFICE: The Interim County Administrator met with Charity Howell, from Senator Mark Warner's Office, who asked that we let her know if his office can assist with anything.

SMOKE AT THE COUNTY ADMINISTRATION BUILDING: Smoke was detected in the County Administration Building after hours, the building was evacuated, and staff and volunteers searched for the source of the smoke. County maintenance staff located the source of the smoke, which was a ballast in the vending machine in the hall. The machine was unplugged and the vendor was called the next day to address the issue.

LEASE WITH HUMANE SOCIETY FOR CAT SHELTER FACILITY: The Board of Supervisors held a public hearing at its August 28 meeting and approved a lease with the Madison-Greene Humane Society for part of the animal shelter used as a cat shelter.

CHANGE IN STANARDSVILLE PRECINCT POLLING PLACE: Since the Board approved the change in the local ordinance at the August 14 Board meeting, the Stanardsville Precinct polling location will move to the Piedmont Virginia Community College Giuseppe Center. This change will likely go into effect with the November 6, 2018 election.

INCREASE IN REGISTERED VOTERS: The Greene County Registrar reports that the number of registered voters in Greene County is increasing, with 188 more registered voters now than on January 1, 2018.

FOIA REQUEST: County Administration Staff and our IT consultant worked to fulfill an extensive FOIA request for emails.

REPAIRS TO GREENE COUNTY RESCUE SQUAD BUILDING: County Administration and Emergency Services staff discussed a request from the Greene County Rescue Squad as to whether to proceed with water, electrical, sewage, and ADA-related repairs to its building. Since there are no plans or funds to construct a new facility (which had apparently been discussed at some point in time), they were encouraged to move forward with those critical repairs.

ASSISTANCE FOR DAMAGES DUE TO FLOODING: Greene, Madison, Culpeper, and Orange Counties have received around one million dollars to split between the four counties for

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agricultural damages due to the flooding in May. Information was distributed to the public to contact the Farm Service Agency (FSA) office in Orange at 540-672-1638.

REFUNDS FOR OVERPAYMENT OF TAXES

A request for the Board to pass a resolution allowing the Treasurer to issue refunds under \$2,500 to taxpayers for taxes paid based on erroneous assessments will be presented for the Board's consideration at a September meeting.

VIRGINIA ASSOCIATION OF COUNTIES (VACO) COUNTY OFFICIALS SUMMIT

The Interim County Administrator, as a member of the Virginia Association of Counties Finance Steering Committee, attended the VACo County Officials Summit in Fredericksburg. That committee makes recommendations to the VACo Board of Directors on the Legislative Agenda for the upcoming General Assembly Session. The final complete Legislative Agenda, with recommendations from all committees, is presented and approved by the membership (the elected officials) at the VACo Annual Meeting in November.

Respectfully submitted,
Brenda G. Garton
Interim County Administrator