



COUNTY ADMINISTRATOR'S MONTHLY REPORT

November 2018

December 25, 2018

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

COUNTY ADMINISTRATOR SEARCH: The Berkley Group met with the Board in Closed Meeting at both November Board meetings to discuss candidates for the County Administrator position and the Board selected candidates to interview in December. The position continues to be advertised as “open until filled” in the event that there is no job offer and acceptance as a result of the December interviews.

AFTER-SCHOOL DAYCARE PROGRAM: The initial effective date for the transition of the After-School Program to the School System was set for December 3, though that date was later delayed since the School Superintendent was unable to fill the Program Director position in time to implement the transition at that time. The Board will pass a resolution to adjust the amount of funds transferred to the Schools for the program at a later date once the transition date has been determined.

GREENE COUNTY WATER SUPPLY AND TREATMENT PROJECT: The Board agreed for staff to work with financial consultants Davenport and Company to issue an RFP for financing for an additional \$2.1 M for project costs for the Greene County Water Supply and Treatment Project. Staff will present recommendations to the Board at the December 11 Board meeting to select a financing option. At its November 15 meeting, the Rapidan Service Authority Board approved the increase in the Facility Fee effective July 1, 2019 as well as the change in the basis for billing the Facility Fee from account to EDU, as requested by the Greene County Board of Supervisors.

BLUE RIDGE JUVENILE DETENTION FACILITY YEAR END RECONCILIATION: Due to the year-end reconciliation of Greene County contributions to the Blue Ridge Juvenile Detention Facility vs. usage, the county will receive \$15,150 back from prior year contributions.

RECORDS RETENTION TRAINING: Records retention training was offered in November, conducted by staff from the Library of Virginia. The Interim County Administrator made it mandatory for all county departments to send at least one staff member to the training. Constitutional Officers and other agencies, as well as the Counties of Orange and Madison, were

invited to send attendees. There were thirty-two attendees. County Records Retention Officers for various offices are also being updated online.

VACO ANNUAL MEETING AND CONFERENCE: The Interim County Administrator and Supervisors Martin, Cox, and Herring attended the VACo (Virginia Association of Counties) Annual Meeting and Conference in November, with Supervisor Cox representing Greene County as its Voting Delegate for the VACo Annual Meeting. VACo passed its 2019 Legislative Agenda at the Annual Meeting.

MICROPHONES IN THE BOARD MEETING ROOM: Staff is working with the vendor to schedule the installation of the additional microphones in the Board meeting room.

BUILDING MAINTENANCE ISSUES: Progress on important building maintenance projects are summarized below:

- Staff continues to work on security requests made by the judges.
- Painting and power washing continues around the Court House.
- The enclosures required to be installed at the Animal Shelter are expected to be completed and delivered in November.

FOIA (FREEDOM OF INFORMATION ACT) REQUESTS: A FOIA (Freedom of Information Act) request filed in October was completed by staff early in November. County Administration received an additional FOIA request, which was also completed in November. The County's FOIA policy on line was updated, as was the list of FOIA officers for the various County offices and agencies.

DRUG AND ALCOHOL POLICY FOR GREENE COUNTY TRANSIT: The Board approved the Drug and Alcohol Policy for Greene County Transit at its November 13 Board meeting.

VEHICLE MAINTENANCE FACILITY ISSUES: The Interim County Administrator met with the School Superintendent and School Transportation staff to discuss issues with bus maintenance at the vehicle maintenance facility. The Director of Fleet and Facilities Maintenance will be working with School Transportation staff to find solutions to the issues raised.

TOWN HALL MEETING FOR STANARDSVILLE DISTRICT: A Town Hall Meeting for the Stanardsville District was held on Thursday, November 29, with 24 attendees other than staff and officials, including two members of the press. In addition to Supervisors Martin and Herring, staff in attendance included the Interim County Administrator, the Director of Planning and Zoning, the Director of Finance, the Solid Waste Manager, the Emergency Services Coordinator, the Director of Vehicle and Buildings Maintenance, the Director of Economic Development and Tourism, and the Assistant to the County Administrator. Brief updates were given and questions answered regarding the school construction project, the Greene Commons project, the broadband initiative, the county administrator search, the Greene County Water Supply and Treatment

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Project, and flooding issues. Board members and staff answered questions from citizens related to a variety of additional topics.

FINANCIAL REPORTING: The Finance Director has developed the first set of Quarterly Financial Reports, which will be presented to the Board in December. The report will contain financial and associated graphical information, which we anticipate being more useful to the Board and more user-friendly to the public than the previous reporting structure. These quarterly reports will also be posted on the county's website.

COUNTY ADMINISTRATOR'S BROADBAND INITIATIVE COMMITTEE MEETING: The County Administrator's Broadband Initiative Committee sent forward a series of recommendations to the Board of Supervisors regarding the Broadband Initiative. This material will be presented for first review at the December 11 Board meeting, with anticipated action at the January 8 Board meeting.

INTERIM COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT: The Board will be asked to consider an extension of the Employment Agreement with the Interim County Administrator until January 31, 2019 in the event that the new County Administrator is not hired or cannot begin by January 1.

Respectfully submitted,
Brenda G. Garton
Interim County Administrator