



MEMORANDUM

TO: Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

DATE: August 6, 2026

RE: Town Manager's Report – June & July

Administration & Personnel

- **Capital Projects & Grants Manager.** Hired and onboarded the Town's new Capital Projects & Grants Manager, Perry Hickman, strengthening the Town's capacity to manage its active capital program and grant portfolio.
- **Recruitment.** Recruitment continues for the Finance Director, Economic Development Coordinator (part-time), and Seasonal Maintenance Worker positions continue.
- **FY27 Positions.** Drafted job descriptions for new FY27 positions and posted the openings online to begin recruitment.
- **Payroll System Onboarding.** Held an onboarding call with finance staff and Dominion Payroll to transition the Town to a new payroll platform, confirmed next steps for implementation, and continued follow-up on outstanding integration items.
- **Annual Audit.** Completed a check-in with the auditor to confirm progress on the annual audit, upcoming items, and the path to completion.

Town Hall Temporary Relocation — 113 Courthouse Lane

- **Project Execution.** Advanced and coordinated the action items associated with the temporary relocation of Town operations to 113 Courthouse Lane, including move logistics and clearing of the Town Hall offices.
- **Records Management.** Organized and filed Town records in preparation for the move, beginning with the Town Manager's office and the Deputy Clerk's records.
- **Office Closure & Communications.** The Town Office was closed the week of June 29 to facilitate the move, with operations reopening at the new location on July 6. Public communications regarding the relocation were drafted and issued.

Planning, Zoning & Code Enforcement

- **Comprehensive Plan.** Drafted Chapter 5 (Economic Development) of the Comprehensive Plan for review.
- **Parking Ordinance.** Drafted a coordinated parking ordinance in consultation with the Town Attorney.



- **Zoning Reviews.** Conducted zoning reviews on various items, including Comprehensive Plan matters and permit applications in collaboration with the Deputy Zoning Administrator.
- **Code Enforcement.** Issued four code enforcement letters regarding high grass violations, with follow-up site inspections conducted July 27, 2026.

Capital Projects & Infrastructure

- **Sewer Rehabilitation Project.** Continued oversight of the sewer project, completed ahead of schedule and on budget. Coordinated and issued communications for the Main Street sewer work to keep affected residents and stakeholders informed of progress and impacts.
- **Water Quality Improvement & Well Replacement.** Met with Stantec and the state, including VDH, regarding the environmental review for the Water Quality Improvement and well replacement project and next steps toward environmental clearance.
- **Rate Study.** Held the utility rate study kickoff call with Moonshot Missions.
- **Roofing Contract.** Completed IGSA contract sign-off for the roofing project.
- **ESRI Contract.** Executed the Esri contract in coordination with SERCAP to support the Town's GIS capabilities.

Water & Environmental Services

- **Drinking Water Quality Report.** Worked with IES on submission of the drinking water quality compliance report to ensure compliance with VDH requirements.
- **Sludge Handling Project.** Participated in project discussions with IES regarding sludge handling and management.
- **Public Information.** Initiated creation of a dedicated water quality page on the Town website to improve transparency and resident access to water quality information.

Grants & Funding

- **599 Grant. Oversight** of 599-grant application in support of law enforcement funding; completed by Grants Manager.
- **DEQ Litter Grants.** Provided oversight of the FY26 DEQ Litter Grant closeout and the FY27 DEQ Litter Grant application.
- **DHCD CAMS Report.** Submitted the DHCD CAMS Report for June 2026 in support of the Main Street program.
- **RCDI Quarterly Report.** Completed the RCDI Quarterly Report for the Main Street program.
- **Finding Funding Workshop — UMW.** Attended the Finding Funding Workshop hosted by VAPDC, networking with regional partners and learning about funding opportunities available to the Town.



- **USDA Meeting.** Met with a USDA representative to discuss potential future funding opportunities and programs available to the Town for infrastructure and community projects.

Community & Economic Development

- **Main Street Program.** Mobilized Main Street preparation activities. Drafted the May and June BGVA meeting minutes and prepared the July BGVA meeting agenda for the July 20 meeting.
- **KaBOOM! Playground.** Coordinated the initial KaBOOM! visioning and design meeting and continued playground coordination, including finalizing a new concrete quote to keep the project moving forward.
- **Music on the Green.** Held the Music on the Green — Blue Funk and 4th Friday event on July 24.
- **Harvest Festival.** Convened a public safety coordination meeting for the Harvest Festival with State, County, Town, and event coordinator participation. Following an event coordinator change, Adam Woolridge has returned to lead the car show.

Respectfully submitted,

India Adams-Jacobs

India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk/Zoning Administrator