



MEMORANDUM

TO: Town Council

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

DATE: March 5, 2026

RE: Town Manager's Report – February 2026

Revenue Administration and Taxpayer Services

The Town continues to provide responsive, accurate service to residents navigating tax obligations and billing inquiries. February activities demonstrate our commitment to clear communication and efficient problem resolution.

- **Personal Property Tax Jurisdictional Determinations:** Processed multiple taxpayer inquiries regarding proper taxing authority based on vehicle garaged location; provided detailed determinations ensuring residents understand their obligations and preventing duplicate taxation across jurisdictions
- **Utility Billing:** Bills sent to the mailer for this utility billing cycle. Prepared newsletter for distribution and included Gross Alpha notification as required by the Virginia Department of Health.

Grant Compliance and Program Reporting

Maintaining compliance with grant requirements and meeting reporting deadlines ensures continued access to vital funding sources supporting economic development and community health initiatives. All required submissions were completed on schedule.

- **Virginia Main Street Quarterly Reporting:** Submitted a monthly report to the Community Assistance Management System (CAMS) documenting program activities, technical assistance received, volunteer hours contributed, and progress toward Main Street designation benchmarks
- **Legislative Office Coordination:** Confirmed receipt and processing of budget amendment documentation with both legislative offices; established communication protocol for any additional information requests during the General Assembly review period

Procurement and Contract Administration

Strategic procurement activities advanced critical infrastructure projects while ensuring competitive bidding processes and full compliance with Virginia Public Procurement Act requirements.

- **Pump and Haul Services RFP Process:** Executed agreement with Drainfield Solutions for sludge hauling services; they began work officially on February 23
- **Intergovernmental Services Agreement:** Second project completed for roofing- received \$XXX; one project is underway, and two more projects are in the queue from A.P. Hill within the coming weeks.
- **Contract Award Procedures:**



- **Debt Issuance RFP Coordination:** Coordinated comprehensive debt issuance Request for Proposals with Davenport & Company (financial advisor), Town Attorney, Finance Department staff, and bond counsel; established evaluation criteria, timeline, and presentation requirements for potential underwriters; provided follow-up materials as requested by financial advisors. Reviewed responses with financial advisors for Town Council consideration.

Infrastructure Operations and Project Management

February marked the successful completion of a significant wastewater infrastructure improvement project while advancing planning efforts for additional capital improvements.

- **Water Quality Improvement Project & Well Replacements:** Worked collaboratively with Stantec, IES, and Public Works Department to begin the next phase of the water quality improvement project, which is the completion of a professional engineering report.
- **USDA Project:** worked collaboratively with USDA staff, engineers, and internal staff on the project timelines and outstanding deliverables for project completion. Several timing risks are posed to get to closing by early April 2026.

Regulatory Compliance and Environmental Affairs

Proactive engagement with regulatory agencies and the preparation of policy frameworks position the Town to efficiently address compliance requirements and maintain strong environmental stewardship.

- **DEQ Chesapeake Bay Preservation Act (CBPA) Audit:** Based on Town Council direction, signed a corrective action plan for the Chesapeake Bay Act.
- **Gross Alpha Exceedance:** drafted notification as required by the Virginia Department of Health and included in utility billing as required, also included on the town's website under Public Works.

Intergovernmental Relations

Effective collaboration with county, state, and regional partners enhances service delivery and ensures the Town's interests are represented in broader planning initiatives.

- **Health Insurance Coverage Coordination:** All employees completed open enrollment with Caroline County, in collaboration with the Finance Director
- **Caroline Reads Literacy Initiative:** Coordinated with Caroline County Public Schools on Town participation in Caroline Reads community literacy initiative; identified opportunities for Town facility use, staff volunteer participation, and promotional support
- **VML Legislative Briefing:** Attended the Virginia Municipal League (VML) legislative briefing session with Mayor and Vice Mayor to review General Assembly session priorities, proposed legislation affecting municipalities, and advocacy strategy



Utilities Planning and Financial Analysis

The utilities rate study process advanced significantly with detailed methodology discussions, ensuring the analysis will provide comprehensive data for informed decision-making.

- **Rate Study Methodology Meeting:** Conducted an extensive rate study methodology meeting with the University of Maryland consulting team; reviewed analytical approach, data requirements, and project timeline

Audit and Financial Reporting

Progress on the audit moves the Town closer to completion of required financial reporting while supporting Finance Department operations.

- **FY24 Audit Finalization Meeting:** Completed review of draft audit and finalized with finance team
- **FY25 Audit:** Staff are now transitioning to the FY25 audit

Board and Commission Support

Comprehensive staffing support for Town boards and commissions ensures informed decision-making and maintains forward momentum on economic development and land use planning initiatives.

- **Economic Development Authority (EDA) Meeting:** Prepared detailed agenda materials and provided professional staffing support for EDA meeting; facilitated discussion, documented decisions, and coordinated follow-up action items
- **EDA Future Presenter Coordination:** Identified and coordinated future meeting presenters for EDA, including Caroline County Tourism and BGVA Main Street
- **Planning Commission Meeting Support:** Prepared comprehensive agenda materials and staffed Planning Commission meeting; provided technical guidance on land use matters, zoning interpretation, and development review procedures
- **Minutes Review and Approval:** Reviewed draft minutes from Economic Development Authority, Planning Commission, and Town Council meetings to ensure accuracy, completeness, and proper documentation of official actions
- **Public Hearing Notices-** drafted and posted several public hearing notices for Planning Commission and Town Council meeting requirements in the Free-Lance Star

Legal Affairs and Administration Code

Systematic review and updating of administrative code provisions ensure the Town's regulatory framework remains current with statutory requirements and best practices.

- **Administrative Code Revision Coordination:** Coordinated with Town Attorney on comprehensive review of administrative code section revisions, ensuring consistency with Virginia Code requirements and current legal standards



- **Section 3 Review Completion:** Completed thorough review of Taxation Code Section 3; identified outdated references, recommended language modernization, and ensured statutory compliance with recent General Assembly enactments
- **Town Council Agenda Preparation:** Prepared Town Council agenda items with comprehensive supporting documentation, including background information, staff analysis, fiscal impact assessment, and recommended action statements

Strategic Administration

Comprehensive planning tools support effective governance and ensure critical deadlines are met throughout the fiscal year.

- **IGSA Program Review-** met with partners at A.P. Hill regarding IGSA partnership and discussed next steps for the coming year for coordination with Town fiscal years and timelines for greater efficiency

Conclusion

February 2026 operations reflect strong progress across all administrative functions, particularly in advancing strategic planning initiatives, finalizing the FY24 audit, presenting the capital improvement plan to Town Council, and continuing code updates. The coming months will focus on infrastructure project management, grants management, FY27 budget preparation, and continued support for economic development and community engagement activities.

Respectfully submitted,

India Adams-Jacobs

India Adams-Jacobs, MPA, ICMA-CM