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## **MEMORANDUM**

**TO:** The Honorable Mayor & Town Council

**FROM:** India Adams-Jacobs, Town Manager

**CC:** Jeff Gore, Town Attorney

**DATE:** August 27, 2025

**SUBJECT: Town Manager's Monthly Report- August**

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### **Board and Commission Administration**

The administration has completed several key board and commission activities this reporting period. Board of Zoning Appeals (BZA) and Economic Development Authority (EDA) appointments have been posted to the municipal website, ensuring transparency in the appointment process. All BZA and EDA members have been notified regarding their board assignments through our established notification protocol, with relevant information provided to the Town Attorney for proper documentation and legal compliance.

### **Infrastructure and Development Projects**

Significant progress has been made on several infrastructure initiatives. Comprehensive utilities data has been collected and provided to low-income housing development partners upon their request, supporting affordable housing initiatives within the municipality.

A productive USDA project coordination meeting was conducted with municipal staff and Webb and Associates, resulting in a revised project plan with a targeted completion date of end-of-September. Additionally, a SERCAP coordination meeting was facilitated to begin the initial phase of the Geographic Information System (GIS) review, which will enhance our municipal mapping and data management capabilities.

### **Grant Administration and Compliance**

The administration has successfully processed IGSA close-out procedures for the initial two project phases, ensuring proper compliance and documentation. Pre-bid conference activities have been coordinated, and the subsequent project phase has been posted with EVA, maintaining transparency in the procurement process.

VDH Grant close-out procedures are being completed with state regulatory authorities, ensuring all grant requirements are met and proper documentation is maintained.

### **Community Events and Permits**

Harvest Festival planning and logistics coordination continue to advance in collaboration with the event coordinator. The administration has successfully obtained County Administrator approval for the necessary VDOT Harvest Festival permit application. Internal planning and public safety meetings have also been held with the Town Manager, Chief of Police, Public Works and Event Coordinator.

### **Major Developments**

#### **Fort A.P. Hill - Virginia National Guard Reactivation**

A significant development for our community has been confirmed regarding the permanent relocation of the 29th Infantry Division National Guard to Fort A.P. Hill.



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The 29th Division Artillery, a brigade-level headquarters responsible for planning and controlling fire support for an infantry division, will be based in Bowling Green. This command will oversee three field artillery battalions from Virginia, Florida, and Georgia. The headquarters will be authorized for more than 200 soldiers, representing a significant addition to our local community in both presence and economic impact.

This development is particularly significant for our economic development prospects and reinforces the strategic importance of our region for military operations.

### **Infrastructure and Utilities Enhancement**

Professional development opportunities continue to be pursued to enhance service delivery. Recent attendance at the Virginia Water and Wastewater Rate Authority (VWRA) Leadership Symposium has provided valuable insights for improving public works and utilities delivery. These takeaways will be implemented as we are preparing to launch our new GIS system internally with SERCAP's assistance.

### **Economic Development Updates**

#### **New Business Openings**

The municipality continues to experience positive economic growth with several new business ventures:

**Ladybirds** - will hold its grand opening on September 6 at 10:00 AM. This addition to our local business community represents continued investment in our commercial district.

**Smoothie Haven** - Following meetings with the owners, this new smoothie shop has been confirmed for opening near Fit by Ky and Goodwill. The establishment will feature smoothies, acai bowls, crepes, and coffee, adding to our food service options. While no official grand opening date has been set, the community will be notified once this information is available.

#### **Operational Notices**

##### **Waste Collection Schedule Adjustment**

Due to the Labor Day holiday, trash collection will be delayed by one day, with pickup scheduled for Thursday of next week instead of the regular Wednesday schedule.

##### **Personal Property Registration Initiative**

To improve municipal records and collections, the administration has collaborated proactively with the Commissioner of Revenue's Office to ensure proper registration of vehicles garaged within town limits. This initiative resulted in approximately 200 letters being sent to residents identified by the Commissioner of Revenue's office, supporting accurate property records and appropriate tax compliance.

#### **Ongoing Administrative Functions**

##### **General Administration**

Personnel policy revisions are being finalized in collaboration with Ms. Danielle Powell, ensuring current policies reflect best practices and legal requirements. Various follow-up items with Town Council members continue to be addressed as part of ongoing municipal governance.



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Daily administrative functions continue to be managed effectively, including FY24 audit preparation, customer service responses, utility billing inquiries, internal documentation review, application processing, and human resources matters. This routine but essential functions ensure continued smooth operation of municipal services and maintain high standards of customer service for our residents.

Respectfully submitted,

*India Adams-Jacobs, MPA, ICMA-CM*