



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager/Zoning Administrator/Clerk
COPY: Jeff Gore; Town Attorney
SUBJECT: Town Manager's Office Monthly Report- September 2024
DATE: October 3rd, 2024

Finance & Administration

- Oversight of FY22 Audit process with Finance Director and RFCA
 - Fieldwork was completed during mid-September
- Held kickoff with Southern Software scheduled for September with Finance Director
- Contracts executed for Event Coordinators for 2024 events
- Participated in meeting with USDA on water line project
- Finalized contract and led project management of Town Hall Rehabilitation with Public Works & Community Development
- Reviewed and provided guidance on Short-Term Rentals ordinance

Intergovernmental

- VDH planning and design grant administration
- Attended Ft. Walker Executive Steering Committee meeting in Port Royal on behalf of town with Mayor

Infrastructure & Utilities

- EPA Copper and Lead Inventory
 - Survey has continued to be shared to social media and is available at town hall
 - Conducted meetings with Truepani and staff for completion of project in accordance with law by October 16th
- USDA project easement acquisition is underway; Town Staff met with USDA reps and Financial Advisors in Richmond
- Completed execution of contract for Town Hall maintenance and oversaw the completion of maintenance with town staff
- Finalized VDH notice for inclusion in water bills and town website to comply with state requirements
- Met with Moonshot Missions and IES regarding future utilities review

Economic Development & Tourism

- Harvest Festival planning- substantially complete
 - 135 vendors booked for the event
 - All marketing materials have been printed and shared
 - Meetings with local businesses and public safety held
- Christmas Parade- pre-planning underway
- Managed and coordinated all Fall Music On The Green; Fall series is completed