



## MEMORANDUM

**TO:** Town Council

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

**DATE:** April 2, 2026

**RE:** Town Manager's Report – March 2026

### **Revenue Administration and Taxpayer Services**

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

- Personal Property and Real Estate delinquent letters were mailed.
- Council directed, at the March meeting, the Treasurer to make an agreement with TACS for delinquent collections. Staff held a kickoff meeting and is now establishing the process with the company. This marks the first reestablishment of this effort since the pre-pandemic era, around 2019.
- Reviewed BPOL applications for permitting

### **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.

- Held a quarterly meeting with COR and the team to continue process improvements and ensure proactive coordination regarding file updates.
- Caroline Reads Literacy Initiative: participated in a literacy event on Town participation in the Caroline Reads community literacy initiative on March 14
- Provided a letter of support at the request of the Commander of the National Guard 29th ID.
- I met with the Military Liaison from Governor Spanberger's office and discussed potential infrastructure grant opportunities.

### **Procurement and Contract Administration**

Strategic procurement activities advanced key infrastructure projects. All processes ensured competitive bidding and full compliance with the Virginia Public Procurement Act.

- Audit Engagement FY26: engaged with the audit firm for a new engagement letter for the FY26 audit process; the engagement letter is enclosed in this agenda packet
- Intergovernmental Services Agreement: two more IGSA projects for roofing and tiling are forthcoming; these are the largest projects to date
- We posted a sewer request for proposals to eVa and the town's bids and RFPs page. The bidding closes 4/13.
- We completed the debt issuance Request for Proposals with Davenport & Company, bond counsel, and finance department staff. We filed the documentation with the Circuit Court and closed in late March.



## **Infrastructure Operations and Project Management**

March marked the successful completion of a significant wastewater infrastructure improvement project and the advancement of 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. The project is still on target for completion in May.
- Operators have fully installed and activated the sludge management bag at the wastewater treatment plant.

## **Grants, Regulatory Compliance, and Environmental Affairs**

We work proactively with regulatory agencies. Preparing policy frameworks positions the Town to efficiently address compliance and maintain strong environmental stewardship.

- Congressionally Directed Spending Grant Application: submitted an application for a waterline project with Congressman Vindman's office
- Staff and I are working together to complete the DEQ Chesapeake Bay Preservation Act annual report.
- We included the Gross Alpha Exceedance notification in utility billing, as required by the Virginia Department of Health, and posted it on the Town's website under Public Works.

## **Audit and Financial Reporting**

- We have established a work plan for the FY25 audit and are working with staff on deliverables to the auditor.

## **Board and Commission Support**

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

- Economic Development Authority (EDA) Meeting: Prepared agenda materials, provided staffing support, facilitated discussion, documented decisions, and coordinated follow-up actions.
- I identified and coordinated the presenters for future EDA meetings. These include the Department of Community Development and Housing.
- Minutes Review and Approval: Reviewed draft minutes from EDA, Planning Commission, and Town Council meetings for accuracy, completeness, and official action documentation.

## **Legal Affairs and Code Updates**

We regularly review and update administrative code provisions. This keeps the Town's regulatory framework up to date with legal requirements and best practices.

- Coordinated with the Town Attorney on a comprehensive review of administrative code sections. This ensures consistency with the Virginia Code and current legal standards.



- Reviewed taxation section
- Developed Town Council agenda items and assembled 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.

- Met with partners at A.P. Hill about the IGSA partnership. We discussed next steps for the coming year and ways to align with the Town's fiscal years and timelines for greater efficiency.
- Parking- meeting with Councilmember Hageman, Town Attorney, and staff to discuss parking code revisions and short-term parking solutions for the May council item

### **Conclusion**

March 2026 operations show strong progress across all administrative functions. Strategic planning has advanced. The coming months will focus on infrastructure project management, grants management, FY27 budget preparation, and ongoing economic development and community engagement.

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk