



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Town Manager's Report- December
DATE: January 2, 2025

Finance & Administration

- **FY22 Audit Process**
 - Continued oversight and coordination with the Finance Director and RFCA.
 - The final site visit occurred on December 18th.
- **Chesapeake Bay Act Audit**
 - The audit is underway, led by the Director of Community Development, serving as the primary staff contact.
- **Software System Conversion**
 - Partnered with the Finance Director to manage and facilitate the transition to a new financial software system.
- **Capital Improvement Plan**
 - Starting working with individual departments regarding capital needs for the following fiscal year budget process
- **Financial Planning Discussions**
 - Led financial planning meetings with the Finance Director and Davenport & Company to strategize and discuss future fiscal initiatives.
- **Staff Retreat**
 - Facilitated a staff retreat at Ft. Walker, focusing on team-building and strategic goal-setting.
- **Legislative Agenda**
 - Met with Senator Stuart and Delegate Pugh Kent regarding the Town's legislative priorities and followed up with their requests ahead of the upcoming General Assembly session
- **IT Transition**
 - Completed the transition of Town operations to the Microsoft platform.
- **New Town Website**
 - Held multiple meetings to discuss design and functionality enhancements.
 - Received and reviewed preliminary concept designs.
- **Surplus Vehicles**
 - Collaborated with Public Works staff to list surplus vehicles for online sale.

Clerk & Communications

- **December Special Meeting**
 - Coordinated with the Mayor & Town Attorney to schedule and plan the December special meeting.
 - Drafted and posted public notices for the meeting.
- **VML Elected Officials Conference**



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- Registered Town Council members for the upcoming conference.
- **FOIA Requests**
 - Responded to three (3) Freedom of Information Act requests.
- **Town Newsletter**
 - Drafted a newsletter for distribution in upcoming utility bills.
- **Holiday Notices**
 - Drafted and posted announcements regarding office closures and adjusted trash collection schedules during the holiday season.

Utilities & Infrastructure

- **VDH Planning and Design Grant**
 - Completed the procurement process and posted the Notice of Intent (NOI).
 - The town council authorized the awarding of the project.
- **Technical Assistance**
 - Met with Moonshot Missions to explore and advance technical assistance opportunities.
- **USDA Water Line Project**
 - Provided updated data to the engineer to support the Preliminary Engineering Report (PER) for the USDA-funded water line project.
- **Smart Scale Project**
 - Met with VDOT representatives regarding the project's status.
 - VDOT will present updates and gather feedback at an upcoming Town Council meeting.

Strategic Partnerships & Compliance

- **George Washington Regional Commission**
 - Discussed grant opportunities and received updates on regional planning initiatives.
- **Regional Water Planning**
 - Attended a regional water planning meeting with King George and Caroline Counties to coordinate efforts and comply with state mandates.
- **Ft. Walker IGSA**
 - Followed up with Ft. Walker Public Works staff regarding the next phases of the Intergovernmental Support Agreement (IGSA).

Events

- **Christmas Parade**
 - Held a planning meeting with the Event Coordinator to ensure smooth execution.
 - Coordinated logistics and preparation in advance of the parade.