



MEMORANDUM

TO: Town Council

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

DATE: June 4, 2026

RE: Town Manager's Report – May 2026

Infrastructure Operations and Project Management

May marked a continued 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. As a reminder, this PER was completed and submitted to VDH ahead of the May 1 deadline. VDH has accepted the PER effective May 13, 2026.
- Stantec will attend the June meeting to brief the council on the project status and timeline.
- Completed preventive maintenance investigation of sewer lines along Chase, Ennis, and County streets.

Grants, Regulatory Compliance, and Environmental Affairs

- **Congressionally Directed Spending Grant Application:** submitted an application for a waterline project with Congressman Vindman's office. Application accepted by his office and is found here- <https://vindman.house.gov/community-project-funding-2027/>
- The annual Consumer Confidence Report (2025) was included in the most recent utility bill and is posted on the town's website.
- Quarterly notice of gross alpha exceedance for this period will be mailed to customers in accordance with VDH reporting procedures.

Revenue Administration and Taxpayer Services

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

- Personal Property and Real Estate collections have continued
- Continued collaboration with TACS for delinquent collections
- Continued review and processing of business license by Finance

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.

- Signed off on Bowling Green Volunteer Fire Department grant documentation on May 14.

- Town Council invited to A.P. Hill Commander's ceremony on May 14th
- Coordination of Memorial Day Event at Town Hall in collaboration with Caroline County.
- Change in command ceremony on June 11, 2026.

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.

- Intergovernmental Services Agreement: closing out of IGSA projects IFB IGSA #26-02 and IFB IGSA #26-04, IGSA #26-03 is proceeding after the NOIA period has ended.
- Awarded and executed a contract with Langford Construction for Main Street sewer repair on 5/26/26. Work begins in early June.

Audit and Financial Reporting

- Continued work for the FY25 audit and are working with staff on deliverables to the auditor.

Board and Commission Support

Comprehensive 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: EDA meetings are canceled through July. Will reconvene Aug 12.
- Planning Commission: provided comprehensive plan updates, continued with Ms. Orr spearheading efforts as staff support to the Planning Commission. The Town Manager has engaged with the George Washington Regional Planning Commission to assist with map creation and specific data requests pertaining to housing and the regional economy.
- Minutes Review and Approval: Reviewed draft minutes of Planning Commission and Town Council meetings for accuracy, completeness, and official action documentation.

Legal Affairs and Code Updates

Collaborated with the Town Attorney for review and update of administrative code provisions. This keeps the Town's regulatory framework up to date with legal requirements and best practices.

- Taxation code section is completed and included in the packet for council consideration and action.
- Next section is Parking and then will transition to the Town Charter. Will continue with code updates after the Charter revisions are completed. This ensures consistency with the Virginia Code and current legal standards.
- Developed Town Council agenda items and assembled comprehensive supporting documentation, including background information, staff analysis, fiscal impact assessments, and recommended action statements.

Conclusion

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

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk