



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager

DATE: May 28, 2025

SUBJECT: Town Manager's Monthly Report- May

Fiscal and Budget Management

- Completed FY26 Proposed Operating and Capital Improvement Plan (CIP) presentation to Town Council

FY23 Audit Process

- Auditors were on site on May 27th for a site visit
 - Additional items have been requested for follow-up

FY24 Audit Process

- The FY 24 engagement letter is included in the packet for approval as part of the June 5th meeting packet

Technology and Digital Infrastructure

- Southern Software transition continues
 - Data entry and testing of modules continues
 - On-site training during the last week of June for transition
 - Scheduled go-live date: July 1
- Working with Keystone to gather reports and data needed for system transition

Grant and Economic Development

- Submitted a pre-application for a grant totaling \$300k to investigate the town's system and repair it where possible

Infrastructure and Maintenance

- Main Street Sewer Line repair project management and oversight; coordination of contracts, calls with VDOT, communications with business owners, and community
- Main Street construction prework began on 5/16 and construction began on intersection on 5/27; work will occur during some Saturday(s) based on condensed timeline and due to weather delays
- Provided additional information to AECOM for PER
- USDA project continues

Resources and Administrative Operations

- The staff evaluation process is ongoing
- Office organization initiatives
 - Record purging of administrative items during Clean Sweep
- Future Maker Intern
 - Hired an Intern for the program to begin in June-August
- Agenda Creation
 - Meeting- 5/22
 - Regular Meeting- 6/5

Compliance and Intergovernmental Affairs

- Ft. Walker IGSA Support- first project officially underway, two more planned in the coming months
- Updated the Town's records officers with the Commonwealth of Virginia- two staff trained this month

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM