



MEMORANDUM

TO: Town Council

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

DATE: May 7, 2026

RE: Town Manager's Report – April 2026

Infrastructure Operations and Project Management

April 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. The PER was completed and submitted to VDH ahead of the May 1st deadline in compliance with the Town's corrective action plan.
- Stantec will attend the June meeting to brief the council on the project status and next steps.
- Coordinated and completed manhole lining demonstration at Courthouse and Ennis on April 27, 2026. This innovative preventive maintenance effort will extend the useful life of this manhole for approximately 10-15 years and was provided at no cost to the town.



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. Application accepted by his office and is found here-



<https://vindman.house.gov/community-project-funding-2027/>

- DEQ Chesapeake Bay Preservation Act annual report submitted to the state.
- The annual Consumer Confidence Report (2025) was included in the upcoming utility bill and is posted on the town's website.

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 of BPOL for processing 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.

- Attended ceremony with Ft. A.P. Hill leadership regarding award for IGSA partnership
- Attended Caroline County Partnerships Partners in Education with Vice Mayor Coyle and Councilmember Davis
- Attended the GO VA Regional Economic Development Summit for economic development
- Town Council invited to A.P. Hill Commander's ceremony on May 14th

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: three more IGSA projects for HVAC, roofing, and tiling are out for bid and close on May 6th at 3:00 PM, May 6th at 4:00 PM, and May 13th at 3:00 PM.
- Completed IFB-2026-02 process for Main Street sewer repairs; award prepared for council consideration.



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 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. The EDA has canceled its meeting from May to July and will reconvene in August.
- Planning Commission: provided comp plan matrix items to Planning Commission members and provided subsequent regional plans for members' consideration in goal setting for the comprehensive plan revisions.
- 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, Taxation, and beginning review of Parking, 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 assessment, and recommended action statements.

Strategic Administration

Comprehensive planning tools support effective governance and ensure critical deadlines are met throughout the fiscal year.

- Parking- was discussed with EDA regarding business impacts and provided an impact for future code revisions and regulatory framework for the Town Manager's consideration. At the request of Councilman Hageman, further parking changes have been deferred for now due to other priorities.
- Coordination with event coordinators for the upcoming Harvest Festival, Christmas Parade, and the forthcoming 2027 Winefest.

Conclusion

April 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, FY27 budget adoption, and ongoing economic development and community engagement.

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM
Town Manager/Clerk