



## Town Manager's Report

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Town Manager's Report-January  
**DATE:** January 31, 2025

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### **Finance & Administration**

#### **FY 22 Audit Update**

- FY22 Audit: The auditors (Robinson, Farmer, Cox, and Associates) continue their work. Pending the RFCA's schedule, we are targeting a potential special meeting in February.

#### **Strategic Planning Session**

- Council Strategic Planning: held strategic planning retreat on January 17

#### **New Town Website**

- Held multiple meetings to discuss design and functionality enhancements. Received and reviewed preliminary concept designs.

#### **Surplus Vehicles**

- Completed sale of surplus vehicles approved by the Town Council in late 2023 for a total of \$3,768.74

#### **IGSA**

- I held and led an Intergovernmental Support Agreement (IGSA) meeting with Fort Walker representatives. We received their final list of proposed projects and are working with the Town Attorney on the next steps.

#### **Capital Improvement Plan (CIP)**

- Continuing to develop CIP budget requests, primarily focusing on utility needs.

#### **Annual Work Planning**

- I am conducting department meetings to outline goals and priorities for the upcoming year. A Town Council annual work plan/calendar draft is also being developed

#### **Local Government Day**

- I attended the Virginia Municipal League's Local Government Day at the General Assembly briefing regarding potential legislation. I also met with Bowling Green's representatives regarding the town's legislative agenda.



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### **Public Works, Utilities, and Infrastructure**

#### **Light Pole Repairs**

- I coordinated with a Dominion representative regarding light repairs. The Dominion representative indicated that crews would begin assessing during the week of January 27, with repairs taking 5-10 days. Staff will report once all lights from the current reporting period have been repaired.

#### **VDOT Site Visit**

- VDOT staff, along with Public Works, conducted a site visit to assess Main Street sidewalks in need of repair. Work was completed on sidewalk repairs during the week of January 27.

#### **Trash Services RFP**

- Conducted a pre-conference meeting for trash services.

#### **Code Enforcement**

- Conducted site visits for two properties after receiving complaints; provided findings to Director of Community Development to complete the two notice of violation letters for tall grass

#### **VDH Grant**

- Finalized and executed the contract with Stantec to begin work on the VDH grant.

#### **USDA Project**

- Continued coordination and follow-up on data for the Preliminary Engineering Report (PER) update as a part of USDA's request on the waterline project.

#### **Main Street Training:**

- Participated in the “Mobilizing Main Street” orientation with Bowling Green Economic Partnership (BGEP). The group has successfully reached Mobilizing Main Street status.
- Moonshot Missions: Met with Moonshot Missions regarding utility systems and potential improvements or grant opportunities.