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## **MEMORANDUM**

**TO:** The Honorable Mayor & Town Council

**FROM:** India Adams-Jacobs, Town Manager

**DATE:** March 27, 2025

**SUBJECT:** Town Manager's Monthly Report to Council

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### **Fiscal and Budget Management**

- Completed FY26 Capital Improvement Plan (CIP) presentation to Planning Commission
  - Received a favorable recommendation with no proposed changes
- FY26 Budget Process Status:
  - Awaiting critical financial information from County and VRSA
  - Budget presentation scheduled for the May 3rd Council meeting
  - Public hearing and special meeting requested
- Completed utility billing process with Interim Finance Director and Finance Staff

### **Utility Compliance and Regulatory Affairs**

- Developed Revised Corrective Action Plan with VDH
  - Collaboration with Stantec on radionuclide migration mitigation
- Issued compliance letter to utility customers
  - Addressed VDH Notification of Violation regarding radionuclide (gross alpha)

### **Technology and Digital Infrastructure**

- Launched new Town Website
  - Implemented communication improvements
  - Secured Domain Access
- Southern Software transition progressing
  - Scheduled go-live date: July 1<sup>st</sup>

### **Grant and Economic Development**

- Secured \$4,000 Future Impact Internship Grant from Atlantic Union Bank
  - Internship application to be posted April 1<sup>st</sup>; open to Juniors and Seniors undergraduate studies
  - Promotion through Town Website and Social Media Accounts
- Coordinated with the Caroline Economic Development & Tourism Department
  - Ongoing town events and marketing strategy development

### **Infrastructure and Maintenance**

- Dominion Energy Light Repair Coordination
  - Two lights are currently being repaired
  - Resident reporting recommended for additional repairs
- Main Street Sewer Line Request for investigation



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- Fire Hydrants assessment in progress with public works staff
  - USDA Easement Acquisition letter prepared, signed off, and sent to customers

#### **Human Resources and Administrative Operations**

- Recruitment initiated for Finance Director/Treasurer position
- Staff evaluation process ongoing
- Office organization initiatives
  - Record purging of administrative items
- Tax Delinquency Investigation
  - Delinquency error letters drafted
  - Scheduled for distribution by March 31<sup>st</sup>

#### **Compliance and Intergovernmental Affairs**

- FY23 Audit Process
  - Audit engagement letter signed by the Mayor and Town Manager
- FOIA and COIA follow-up from the previous Town Council meeting; outstanding training provided to council members
- Responded to Congressman Vindman's office regarding Post Office matters

#### **Additional Highlights**

- Post Office Reopening Coordination with American Postal Infrastructure reopened on March 19
- Attended Officer Ervin's Police Academy Graduation at UMW
- Initiated Council Calendar drafting- Town Council retreat request
- Provided insurance renewal information to VRSA representative

Respectfully submitted,

*India Adams-Jacobs, MPA, ICMA-CM*

Town Manager/Clerk