



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**COPY:** Jeff Gore, Town Attorney; Tina Staples, Finance Director  
**SUBJECT:** Town Manager's Report- May  
**DATE:** September 5, 2024

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### **Finance**

- FY22 pre-audit work underway
  - RFCA to conduct fieldwork in September
- TBG staff is still working with Keystone and will be back onsite in September
- Kickoff with Southern Software scheduled for September
- Internal reviews of primary town forms
- Send Contracts to Event Coordinators for 2024 Events
- Reviewed quotes for Town Hall rehabilitation with Public Works staff
- Submitted report for non-competitive litter grants
- Internal process reviews with Finance Director & Finance staff

### **Intergovernmental**

- *Town Awarded \$45,000 VDH Planning & Design Grant*
  - Significant staff time will be dedicated toward this effort between September-December
  - Coordination with state representatives
- IGSA coordination and follow-up with the Ft. Walker staff kickoff meeting with Ft. Walker Commander and based leaders for next steps regarding IGSA partnership
- Coordination with VDOT on close-out projects throughout town

### **Infrastructure & Utilities**

- Copper & Lead Inventory
  - Private survey has been shared to social media and available at Town Hall. The town has completed the public side of the inventory.
- USDA project easement acquisition is underway in coordination with the Town Attorney
- Provided University of Maryland representation regarding infrastructure/utilities assistance

### **Economic Development & Tourism**

- Harvest festival planning- meetings planned for the week of 7/15 with stakeholders and public safety staff
- Christmas Parade- pre-planning underway
- Music on The Green:
  - August 23, 6:00pm - 8:00 pm (Cactus Jack Bank)
  - August 30 6:00 pm - 8:00pm (Patsy and The Country Classics)
  - September 6, 6:00pm - 8:00 pm (Lowriders)

- September 13<sup>th</sup> - 6:00 pm - 8:00pm (Southern Rain)

