



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager

CC: Jeff Gore, Town Attorney

DATE: August 1, 2025

SUBJECT: Town Manager's Monthly Report- June & July

Fiscal and Budget Management

- FY26 Proposed Operating and Capital Improvement Plan (CIP) adopted by Town Council in June

FY23 Audit Process

- Draft audit is slated for mid-August, with final audit in September

FY24 Audit Process

- FY24 audit to begin immediately thereafter

Technology and Digital Infrastructure

- Southern Software Financial Management System transition completed for Phase I and Phase II
 - Over 500+ hours of staff time for this effort during June and July
 - New online billing provider-PSN
 - New credit card terminal in town for processing
 - New account numbers for customers
 - New internal portals for efficiencies and effectiveness of operations

Grants and Economic Development

- Submitted the final application in collaboration with the GWRC for the SEID grant \$300k to investigate the town's system and repair with CCIP where possible
- Completed grant close-out for VFD Fire Grant
- Completed grant close-out process for annual DEQ Litter Grant
- Completed grant application for annual DEQ Litter Grant

Infrastructure and Maintenance

- Main Street construction completed in June, nearly two weeks ahead of schedule
- Completed PER for WWTF in collaboration with AAECOM, Moonshot Missions & IES for grant submittal to the state; this is a culmination of over six months of work with these partners and internal staff. Presentation to Town Council during August 7th meeting.
- Coordination of VDH grant project- Hydrological Source Evaluation with Stantec. Presentation to Town Council during the August 7th meeting.
- The USDA project management continued, holding two meetings for easement acquisition for the 2018 USDA Waterline project on July 8th, requesting easements from property owners by August. The team obtained roughly four easements towards this project, with approximately 20 more needed to move forward based on current USDA deadlines and requirements.

Resources and Administrative Operations

- Posted Boards and Commissions applications for recruitment
 - Compiled applicants for Town Council consideration



-
- Worked with Town Attorney and CivicPlus on the Town Code revisions
 - Office organization initiatives
 - Record purging of administrative items during Clean Sweep
 - Atlantic Union Bank-Future Maker Intern
 - Completed grant requirements for AUB intern (Tanner Beale); Mr. Beale's internship ended on 7/31
 - Agenda Creation
 - Meeting- 6/30 special meeting
 - Regular Meeting- 6/5

Compliance and Intergovernmental Affairs

Ft. A.P. Hill IGSA Support

- First project completed in June
- Two additional projects are set to go out to bid in August

Virginia Department of Health Public Notification Requirements

- Posted and shared the required public notifications pertaining to radionuclides

Events

- Harvest Festival event planning is underway. We have held various planning meetings with the event coordinator and stakeholder meetings with BGVA and BGEP members, as well as the Mayor and Vice Mayor.
- Reviewed application for 5k & Youth 1 Miler Race in May 2026; will prepare item for council consideration at the September meeting

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM