



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager

DATE: April 25, 2025

SUBJECT: Town Manager's Monthly Report- April

Fiscal and Budget Management

- Completed FY26 Capital Improvement Plan (CIP) presentation to Town Council
- FY26 Budget Process Status:
 - Updated financial analysis with Davenport
 - Budget presentation scheduled for the May 1st Council meeting
 - Public hearing and special meeting requested
 - Preparing for the following utility billing process with the Interim Finance Director and Finance Staff
- Completed VRS administrator duties
- FY23 Audit Process
 - Completed audit items requested for onsite field work- auditors onsite on May 2

Utility Compliance and Regulatory Affairs

- Executed Revised Corrective Action Plan with VDH
 - Collaboration with Stantec on radionuclide migration mitigation
- Collaborated with VDOT for the communications facts sheet and webpage for the 301 Smart Scale project

Technology and Digital Infrastructure

- Southern Software transition continues
 - Scheduled go-live date: July 1
- Working with Keystone to gather reports and data needed for system transition

Grant and Economic Development

- Supported BGEP with grant writing assistance for the Community Vitality Grant

Infrastructure and Maintenance

- Main Street Sewer Line repair project management and oversight; coordination of contracts, calls with VDOT, and providing strategic direction to staff for bypass pumps
 - Secured bypass pump vendor and coordinated with the property owner for permission
- Provided information to Moonshot Missions for sludge management analysis
- Provided information to AECOM for PER
- Dominion Energy Light Repair Coordination
- Authorized work to begin packer testing as part of the VDH grant in coordination with Stantec



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- USDA project continues- working with engineers on changes

Resources and Administrative Operations

- The staff evaluation process is ongoing
- Office organization initiatives
 - Record purging of administrative items
- Future Maker Intern
 - Interviewing for an intern for the Atlantic Union Bank Future Makers Internship program
- Agenda Creation
 - Special Meeting- 4/24
 - Regular Meeting- 5/1

Compliance and Intergovernmental Affairs

- FOIA and COIA follow-up from the previous Town Council meeting; outstanding training provided to council members

Additional Highlights

- May 16- Clean Sweep

Respectfully submitted,

India Adams-Jacobs, MPA, ICMA-CM

Town Manager/Clerk

