



## Town Council Memorandum

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**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**SUBJECT:** Town Manager Monthly Report- October 2024  
**DATE:** November 7th, 2024

### **Finance & Administration**

- Oversight of the FY22 Audit process with the Finance Director and RFCA
  - Fieldwork was completed during mid-September; additional follow-up is required
- Working with the Finance Director on software system conversion
- Budget review with Finance Director
- Lead financial planning meetings and discussions with the Finance Director and Davenport & Co.
- Drafted, Finalized, and posted RFP for VDH Planning & Design grant
- Coordinated and led procurement meeting with VDH representative regarding RFP
- IGSA coordination and follow-up
- Finalized Lead & Cooper inventory for submittal
- Produced Minutes for Town Council meetings 10/3 work session and regular meeting
- Produced agenda for November 7 work session and regular meeting
- Executed agreement for website CivicPlus upgrade; held kickoff of the website update
- Responded to FOIA request- 1
- Submitted and awarded professional development VRSA grant- \$3,000 reimbursable grant to the town for staff development

### **Infrastructure & Utilities**

- Finalized Lead & Cooper inventory for submittal
- Approved Town Hall power washing
- Led and coordinated well-site inspection with VDH and contractors as a part of the regulatory process.
- Coordinated and led onsite visits with Moonshot Missions, a firm assisting the town with assessments of our utility system. Provided documentation
- Met with representatives from the University of Maryland to obtain EPA Water Technical Engineering assistance
- Ongoing work with Stantec

### **Community Development**

- Reviewed a draft of the Short-Term Rentals (STR) ordinance, provided the Planning Commission with updates to questions posed at the last meeting, and provided staff support regarding fees at the PC meeting as Zoning Administrator



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- Posted and published public hearings required for the STR ordinance at both the Planning Commission and Council
- Attended meetings with potential Main Street group that will assist with economic development initiatives
- Lead meeting with staff for USDA water line project next steps
- Met with developers regarding potential future projects

### *Strategic Partnerships & Compliance*

- Coordinated and attended regional meetings with Breezeline
- Coordinated VDOT update at Town Council and Congressman Wittman at King George facility
- Attended onsite meetings with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program in collaboration with the Director of Community Partnership and Berkeley Group representative

### *Events*

- Created packet materials for the Harvest Festival
- Drafted communications for vendors
- Coordinated meetings for Harvest Festival with the Event Coordinator
- Lead day of operations with the Event Coordinator
- Marked locations of vendors with Councilmember Voit
- Created social media promotion for Harvest Festival for the final two weeks of promotion
- Coordinated various land use permission
- Coordinated sponsorships with Admin Assistant for events
- Working with the Event Coordinator for the Christmas Parade and Festival