



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, September 03, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Minutes- August 6, 2026

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

PUBLIC HEARING

- [2.](#) AN ORDINANCE TO REPEAL AND REPLACE ARTICLE 4.10 "MOTOR VEHICLES AND TRAFFIC" OF CHAPTER 4 OF THE BOWLING GREEN TOWN CODE

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

3. FY25 Audit Presentation, Audrey Davis
4. VDOT Resident Engineer Introduction- Walter Burke
- [5.](#) Utilities Report, Inboden Environmental Services
- [6.](#) Public Works Department Monthly Report, Shawn Fortune, DPW
- [7.](#) Finance Director/Treasurer's Report, Tomeka Morgan, Interim Town Treasurer
8. Comprehensive Plan & CBPA Corrective Action Plan Presentation, Darla Odom, Deputy Zoning Administrator
9. Capital Improvement Projects Presentation, Perry Hickman, Capital Projects & Grants Manager
- [10.](#) Bowling Green Police Department Report, Chief Justin Cecil
- [11.](#) Town Manager's Report, India Adams-Jacobs, MPA, ICMA-CM

UNFINISHED BUSINESS:

- [12.](#) ORDINANCE TO REPEAL AND REPLACE ARTICLE 4.10 "MOTOR VEHICLES AND TRAFFIC" OF CHAPTER 4 OF THE BOWLING GREEN TOWN CODE

NEW BUSINESS:

- [13.](#) Resolution in Support of Main Street Designation for Bowling Green

- [14.](#) General Assembly Session Briefing, India Adams-Jacobs and Jeff Gore
- 15. Bowling Green, Kentucky, Town Partnership Discussion- Mayor Tina Gambill

INFORMATIONAL ITEMS:

- [16.](#) Lead Service Line Inventory Approval

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

CLOSED SESSION:

RECONVENE IN OPEN SESSION:

ACTION FOLLOWING CLOSED MEETING:

ADJOURNMENT:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, August 06, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:03 PM and led the Pledge of Allegiance.
- Following a motion from Councilmember Storke and a second from Councilmember Voit, Town Council approved Councilmember John Chinault's electronic participation pursuant to the Town's electronic participation policy due to a work assignment in Nebraska. The motion carried unanimously by right-hand raise.

Councilmembers Present:

Mayor Tina Gambill, Vice-Mayor Valarie Coyle, Councilmember Jean Davis, Councilmember Dan Webb, Councilmember John Chinault, Councilmember David Storke, Councilmember Randy Hageman, Councilmember Jeff Voit

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Danielle Powell, Town Attorney; Justin Cecil, Bowling Green Police Chief; Tomeka Morgan, Interim Town Treasurer; Perry Hickman, Capital Projects & Grants Manager; Shawn Fortune, Public Works Director; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- All members were present, with Councilmember Chinault participating electronically, and a quorum was established.

CONSENT AGENDA:

1. Minutes- May 28, 2026
2. Minutes- June 4, 2026
3. Special Meeting Minutes- February 26
4. Request for Joint Planning Commission Meeting- October 22
5. Approval of Non-Profit Usage of Town Hall — Local Heroes Celebration Fee Waiver Request
6. Special Event Application- Mindful Miles 5K & 10K Race

- Councilmember Jeff Voit motioned to approve Consent Agenda Items 1–6 and was seconded by Councilmember Jean Davis. The consent agenda was approved unanimously by right-hand raise.

MEMBER COMMENTS:

- Councilmember Jean Davis congratulated Jeffrey Smith on receiving his master's degree and thanked Chief Cecil for obtaining donated pizza for National Night Out.
- Councilmember Jeff Voit commended the National Night Out event despite the rain and announced that the next Clean Sweep event would be held September 19.
- Councilmember Dan Webb recognized Town staff, including the utilities and Public Works teams and the Town Manager, for their work on ongoing water, sewer, and infrastructure projects.
- Vice-Mayor Valarie Coyle reported that Kaboom representatives were evaluating the Town playground, including soil and safety conditions, and that a public meeting could be held as early as September. She also recognized Ms. Shermeka Baker-Latney for her work on the Harvest Festival and the Caroline Promise Community Day. She noted that donations of school supplies were still being accepted.
- Mayor Gambill welcomed Lieutenant Colonel Isaac Howard as the new garrison commander at Fort A.P. Hill, reported on exterior repairs underway at Town Hall, and summarized her visit to Bowling Green, Kentucky. Mayor Gambill stated that Bowling Green, Kentucky, had embraced her proposal for a sister-city relationship focused on tourism and economic development and had offered to help lead a broader network involving other communities named Bowling Green. She also displayed gifts exchanged during the visit and thanked Caroline County representatives for supporting the initiative.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Pat Cropper, 251 North Main Street, congratulated Mayor Gambill on the sister-city initiative and asked that it be publicized. Ms. Cropper expressed concern about the cost of contracted financial services, staff turnover, funding for the Capital Projects & Grants Manager position, potential future increases in taxes and utilities, and whether Council had sufficient time to review meeting packets and financial matters.

STAFF REPORTS & PRESENTATIONS:

7. Taxing Authority Consulting Services (TACS) Presentation

- John Rife, partner with Taxing Authority Consulting Services, introduced the firm and explained its delinquent-tax collection process. He advised that the firm represents more than 135 Virginia localities, uses a secure data portal and recorded call center, offers payment plans, and remits collected funds weekly after a 10-day hold. Fees are paid by delinquent taxpayers on a contingency basis and are capped by statute at 20% for non-litigation matters and 25% for real-estate litigation. The Town Manager reported approximately \$80,000 in past-due real-estate taxes from the prior year and advised that accounts referred to TACS would be handled directly by the firm. Mr. Rife also responded to questions regarding office locations, security controls, and judicial and nonjudicial sale procedures for delinquent properties.

8. Finance Director/Treasurer's Report

- Town Council received the Finance Director/Treasurer's budget-versus-actual report. No questions were presented.

9. Town Manager's Report

- Ms. India Adams-Jacobs, Town Manager, thanked Town staff and contractors for their work on ongoing infrastructure and emergency sewer repair projects and welcomed Perry Hickman as Capital Projects & Grants Manager to assist with administration of more than \$11 million in awarded grant funding. She reported a meeting with a congressional representative regarding a \$750,000 waterline-replacement award and

future federal funding opportunities, noted that staff was reviewing a preliminary audit draft for presentation at the next Council meeting, and announced that the Town playground project had been funded through Kaboom. Design Day was scheduled for August 21, with the community build planned for late October and additional volunteer information to follow.

10. Bowling Green Police Department, Chief Justin Cecil

- Chief Justin Cecil presented the Police Department report covering June and July and thanked the organizations and individuals that supported National Night Out, including Courthouse Lane Apartments, the fire department, and recreation partners. Chief Cecil clarified that the reported dispatch activity covered two months because the July Council meeting had been canceled and therefore did not represent a monthly increase in calls.

11. Public Works Department Monthly Report, Shawn Fortune, DPW

- Town Council received the Public Works Department monthly report. The Town Manager recognized the department's work on infrastructure projects, Town Hall improvements, and lead-and-copper compliance inspections at approximately 110 homes. Shawn Fortune, Public Works Director, thanked Chief Cecil for assisting with recent nighttime incidents involving damaged fire hydrants and announced the promotion of Justin Jordan to Maintenance Worker II.

12. Utilities Report, Mark Inboden

- Mark Inboden presented the utilities report, noting average daily water usage of approximately 147,000 gallons and wastewater treatment of approximately 116,000 gallons per day. He reported that a failed check valve at the water tower had been replaced, the booster pump had been returned to service, a wastewater UV sensor had been repaired, and the first geotextile sludge bag had been filled after approximately three months, producing solids of approximately 10.6%. Mr. Inboden advised that operational refinements could improve solids concentration and confirmed that the prior filamentous treatment issue was no longer persistent.

UNFINISHED BUSINESS:

NEW BUSINESS:

13. Drying Bed Rehab Dewatering Box Request, Mark Inboden, IES, and Perry Hickman, Capital Projects & Grants Manager

- Mark Inboden and Perry Hickman presented a proposed sludge-dewatering capital improvement at the wastewater treatment plant. The proposed system would use a modified 30-yard roll-off dewatering box, replaceable geotextile bags, a rotary sludge pump, and a renovated drying bed while retaining the existing ground-bag system as backup. The project was intended to improve drainage, reduce manual handling, provide system redundancy, and reduce the estimated annual cost of hauling liquid sludge. Council discussed bag replacement and disposal, weather impacts, bed modifications, recurring chemical and bag costs, landfill acceptance, equipment operation, and the anticipated 8- to 12-week delivery period.
- Following a motion from Councilmember Voit and a second from Councilmember Hageman, Town Council approved the sludge-management and dewatering capital improvement project for \$48,500. The motion carried unanimously by roll-call vote.

14. Financial Consulting Agreement, India Adams-Jacobs, Town Manager/Clerk

- India Adams-Jacobs, Town Manager, presented the proposed financial consulting services agreement with CYM. She advised that the firm had provided satisfactory financial and pre-audit services to the Town for

several years, that continued assistance would support timely completion of audits, and that the agreement had been reviewed and approved by the Town Attorney.

- Councilmember David Storke motioned to approve the financial consulting services agreement. The motion was seconded by Vice-Mayor Valarie Coyle and carried by a vote of 6–0, with Councilmember Jeff Voit abstaining.

15. Budget Amendment Request, Tomeka Morgan, Interim Town Treasurer

- Tomeka Morgan, Interim Town Treasurer, presented a budget amendment for \$43,460.93 to provide supplemental appropriations and carry forward previously budgeted but unspent FY2025–2026 funds into FY2026–2027. The amendment included \$7,000 in zoning and permit fee revenue, \$31,555.38 from the Town Manager contingency, \$345.73 in Mayor expenses, and \$4,559.82 in Town Manager expenses.
- Councilmember Jeff Voit motioned to approve the budget amendment for \$43,460.93 to reappropriate unspent FY2025–2026 funds into the FY2026–2027 budget for year-end roll forwards as presented. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

16. Appointment of Deputy Town Treasurer, India Adams-Jacobs, Town Manager/Clerk

- Town Council considered a resolution appointing Ms. Vianne Baylor as Deputy Town Treasurer effective August 6, 2026.
- Councilmember Randy Hageman motioned to appoint Ms. Vianne Baylor as Deputy Town Treasurer effective August 6, 2026. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

17. Parking Ordinance- First Reading, Danielle Powell, Town Attorney, and India Adams-Jacobs, Town Manager

- Danielle Powell, Town Attorney, and India Adams-Jacobs, Town Manager, presented the first reading of a proposed comprehensive parking ordinance. The draft would repeal and replace the Town's existing provisions with a standalone chapter intended to clarify enforcement authority, parking zones, restricted areas, golf-cart provisions, and applicable fines. Council discussed downtown time limits, painted parking areas, public and private parking, signage, wayfinding, and coordination with business and property owners. Staff advised that the proposal did not immediately change existing downtown parking areas and would require public notice before possible adoption at a future meeting.
- Councilmember Randy Hageman motioned to authorize publication of the required public notice for the proposed parking ordinance. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by right-hand raise.

INFORMATIONAL ITEMS:

None.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

- Mayor Gambill clarified that her trip to Bowling Green, Kentucky, was taken entirely at her own expense and did not cost the Town any funds.

- Councilmember David Storke asked about overgrown properties on Milford Street. The Town Manager advised that staff could not discuss active code-enforcement matters but had followed up on complaints received and were working with TACS and the Town Attorney regarding delinquent properties, with progress anticipated over the next several months.

CLOSED SESSION:

None.

RECONVENE IN OPEN SESSION:

Not applicable.

ADJOURNMENT:

- Following a motion from Councilmember Jean Davis and a second from Councilmember Randy Hageman, Town Council voted unanimously to adjourn the meeting. The meeting adjourned at 7:32 PM.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
India Adams-Jacobs, MPA, ICMA-CM

Attachments Referenced During Meeting:

AN ORDINANCE TO REPEAL AND REPLACE ARTICLE 4.10 “MOTOR VEHICLES AND TRAFFIC” OF CHAPTER 4 OF THE BOWLING GREEN TOWN CODE

WHEREAS, the Town Council is authorized to enact and amend ordinances governing motor vehicles and traffic to promote the public health, safety, and welfare of the community; and

WHEREAS, the Town Council has reviewed Section 4.10 of Chapter 4 of the Town Code and has determined that revisions are necessary to update, clarify, and improve its provisions; and

WHEREAS, repealing and replacing Section 4.10 will provide clearer standards, enhance the administration and enforcement of the Town's motor vehicle and traffic regulations, and better serve the needs of the Town and its residents; and

WHEREAS, the Town Council finds that the repeal and replacement of Section 4.10 is in the best interests of the health, safety, and welfare of the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Bowling Green that Section 4.10 of Chapter 4 of the Town Code is hereby repealed in its entirety and replaced as follows:

§1. CHAPTER 4: ARTICLE 4.10 MOTOR VEHICLES AND TRAFFIC

ARTICLE I

General Provisions: Traffic Regulations; Use of Streets

§ 4.10.010 Adoption of state law generally.

- A. Pursuant to the authority of Section 46.2-1313 of the Code of Virginia, as amended, all of the provisions and requirements of the laws of the state contained in Title 46.2 and in Article 2 of Chapter 7 of Title 18.2 of the Code of Virginia, except those provisions which are contained in this chapter and except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which by their very nature can have no application to or within the Town, are hereby adopted and incorporated in this chapter by reference and made applicable within the Town. References to “highways of the state” contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made a part of this chapter as fully as though set forth at length herein, and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2 or of Article 2 of Chapter 7 of Title 18.2 of the Code of Virginia which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Title 46.2 or under Article 2 of Chapter 7 of Title 18.2 of the code of Virginia.
- B. The term "Code of Virginia," as used in this section, shall mean the Code of Virginia as in effect on the date of the adoption of this chapter, as amended by the 1981 session of the General Assembly of Virginia and as hereafter amended by the General Assembly of Virginia.

§4.10.020. Adoption of state law to driving while under the influence of alcohol or drugs

Article 2 of chapter 7 of title 18.2 of the Code of Virginia, including any amendments to those statutes which may be adopted in the future, is hereby adopted and made a part of this chapter as fully as though set out at length herein. It shall be unlawful for any person within the Town to violate, or fail, neglect or refuse to comply with any provision of the Code of Virginia adopted by this section.

Adoption of state law as it pertains to disposition of cases heard in Juvenile and Domestic Relations Court

Title 16.1, Chapter 11, Article 9 of the Code of Virginia, including any amendments to those statutes which may be adopted in the future, is hereby adopted and made a part of this chapter as fully as though set out at length herein. It shall be unlawful for any person within the Town to violate, or fail, neglect or refuse to comply with, any provision of the Code of Virginia adopted by this section.

§4.10.030 Authority of Fire Department.

Members of the Fire Department may direct or assist the police in directing traffic at or in the immediate vicinity of a fire and, while so acting, shall have all the authority of police officers.

State law reference: Code of Virginia §46.2-1300

§4.10.040. Backing vehicles.

The operator of a vehicle in the Town shall not back such vehicle unless the movement can be made safely and without interfering with other traffic.

State law reference: Code of Virginia §46.2-1300

§ 4.10.050. Blocking intersections.

No operator of a vehicle shall enter an intersection or a marked crosswalk unless there is sufficient space beyond such intersection or crosswalk in the direction in which such vehicle is proceeding to accommodate the vehicle without obstructing the passage of other vehicles or pedestrians, notwithstanding any traffic control signal indication to proceed.

State law reference: Code of Virginia §46.2-1300

§4.10.060. Boarding or alighting from moving vehicles.

No person shall board or alight from any vehicle while such vehicle is in motion.

State law reference: Code of Virginia §46.2-1300

§ 4.10.070 Display of state license plate required.

It shall be unlawful for any person to operate or for the owner or person in control thereof to knowingly permit the operation of, upon a street or highway of the Town, any motor vehicle, trailer or semitrailer without having displayed thereon the license plate or plates assigned thereto by the State Department of Motor Vehicles for the current registration year, whenever such license plate or plates are required by

Section 46.2-613 of the Code of Virginia, as amended.

§ 4.10.080. Processions.

No operator of a vehicle shall drive between the vehicles, persons or animals comprising a funeral or other authorized procession, except when otherwise directed by a police officer. This provision shall not apply to the specified emergency vehicles as defined in Section 46.2-920 of the Code of Virginia, as amended.

State law reference: Code of Virginia §46.2-1300

§ 4.10.090. Funeral processions.

- A. All motor vehicles participating in a funeral procession, when proceeding to any place of burial, shall display illuminated headlamps thereon and such other identification as the Chief of Police may prescribe.
- B. All motor vehicles so designated shall have the right-of-way over all other vehicles, except fire apparatus, ambulances and police vehicles, at any street or highway intersection within the Town and may proceed through a stop street or signalized intersection with proper caution and safety.

State law reference: Code of Virginia §46.2-1300

§ 4.20.010. Pedestrians.

- A. Pedestrians shall not use the roadways or streets, other than the sidewalks thereof, for travel, except when necessary to do so because of the absence of sidewalks reasonably suitable and passable for their use, in which case, if they walk upon the hard surface or the main traveled portion of the roadway, they shall keep to the extreme left side or edge thereof, or where the shoulders of the highway are of sufficient width to permit, they may walk on either shoulder thereof.
- B. Pedestrians shall not stand or stop in any roadway or street for the purpose of soliciting rides.

§ 4.20.020. Persons riding bicycles or riding or driving animals.

Every person riding a bicycle or an animal upon a roadway and every person driving any animal thereon shall be subject to the provisions of this chapter applicable to the driver of a vehicle, except those provisions which by their very nature can have no application.

State law reference: Code of Virginia §46.2-800

§ 4.20.030. Placement of traffic control signs, signals, markings or devices.

When the Town Council designates an intersection as one at which the driver of a vehicle is required to stop or to yield the right-of-way before entering such intersection or designates a street upon which traffic is to proceed only in one direction or designates a place at which U-turns are prohibited or at which turning movements are otherwise prohibited or restricted or imposes any other regulation of traffic for which a traffic control sign, signal, marking or device which by state law

is required to be in place to give notice to drivers of vehicles or pedestrians, the Council shall cause such traffic control sign, signal, marking or device to be installed and maintained as required by law.

State law reference: Code of Virginia §§46.2-1300, 46.2-830

§ 4.20.040. Compliance with traffic control signs and devices required.

All traffic control signs, signals, markings and devices which are in place anywhere within the Town pursuant to the authority of state law, this Code or other ordinance shall be complied with, and it shall be unlawful for the driver of any vehicle or for any pedestrian to violate or fail to comply with any requirement, prohibition or directive contained in any such traffic control sign, signal, marking or device except by directive of a police officer.

State law reference: Code of Virginia § 46.2-1300

§ 4.20.050. Removal and disposal of unattended vehicles.

- A. Whenever any vehicle, trailer or semitrailer is found on the public streets or public grounds unattended by the owner or operator and constitutes a hazard to traffic, or is parked in such manner as to be in violation of law or whenever any motor vehicle, trailer or semitrailer is left unattended for more than 10 days upon public property, or it is immobilized on a public roadway by weather conditions or other emergency situation, any such vehicle, trailer or semitrailer may be removed for safekeeping by or under the direction of a police officer to a storage garage or area, provided that no such vehicle shall be so removed from privately owned premises.
- B. The owner of such vehicle, trailer or semitrailer, before obtaining possession thereof, shall pay to the Town all reasonable costs incidental to the removal and storage of such vehicle, trailer or semitrailer and locating of the owner. Should such owner fail or refuse to pay the cost or should the identity or whereabouts of such owner be unknown and unascertainable after a diligent search has been made and after notice to him/her at his last known address and to the lien holder of record with the office of the Department of Motor Vehicles of this state against the motor vehicle, trailer or semitrailer, the Chief of Police or designated officer shall treat the vehicle as abandoned as provided in Sections 46.2-1200 et seq. of the Code of Virginia. After holding the vehicle, trailer or semitrailer 60 days and after due notice of sale, the vehicle may be disposed of at a public sale, and from the proceeds of the sale of an abandoned motor vehicle the Town, or its authorized agent, shall reimburse itself for the expenses of the auction, the cost of towing, preserving, and storing the vehicle which resulted from placing the abandoned motor vehicle in custody, and all notice and publication costs incurred pursuant to Section 46.2-1202 of the Code of Virginia, as amended. Any remainder from the proceeds of a sale shall be held for the owner of the abandoned motor vehicle or any person having security interests in the vehicle, as their interests may appear, for 60 days, and then be deposited into the treasury of the Town.

State law reference: Code of Virginia, §§ 46.2-1213, 46.2-1201, 46.2-1203.

§ 4.20.060. Removal of vehicles involved in accidents.

- A. Whenever a motor vehicle, trailer or semitrailer involved in an accident is found upon the highways or streets in the Town and is so located as to impede the orderly flow of traffic,

the police may:

- (1) At no cost to the owner or operator, remove the motor vehicle, trailer, or semitrailer to some point in the vicinity where it will not impede the flow of traffic; or
 - (2) Have the vehicle removed to a storage area for safekeeping and shall report the removal to the Department of Motor Vehicles and to the owner of the vehicle as promptly as possible.
- B. If the vehicle is removed to a storage area under Subsection A(2), the owner shall pay to the parties entitled thereto all costs incidental to its removal and storage.

State law reference: Code of Virginia, § 46.2-1212.

§ 4.20.070. Removal or immobilization of motor vehicles with outstanding parking violations.

- A. Any vehicle parked on a public street or other public property, for which there are three or more unpaid or otherwise unsettled parking violations, may be removed to a place within the Town or in an adjacent locality designated by the chief law-enforcement officer for the temporary storage of the motor vehicle, vehicle, or trailer or the motor vehicle, vehicle, or trailer may be immobilized in a manner that will prevent its removal or lawful operation except by authorized law-enforcement personnel. For the purposes of this section, "unsettled" shall refer to a parking violation for which the fine has not been paid, for which there is no pending disposition of an administrative appeal, and for which the vehicle owner or operator has not requested a hearing in the general district court.
- B. It shall be the duty of the police personnel removing the motor vehicle, vehicle, or trailer to inform, as soon as practicable, the owner of the removed or immobilized motor vehicle, vehicle, or trailer of the nature and circumstances of the prior unsettled parking violation notices for which the vehicle was removed.
- C. The owner of the removed motor vehicle, vehicle, or trailer, or other person acting on his behalf, shall be permitted to repossess or to secure the release of the vehicle by payment of the outstanding parking violation notices for which the vehicle was removed or immobilized and by payment of all costs incidental to the removal, and storage of the vehicle, and the efforts to locate the owner of the vehicle. Should the owner fail or refuse to pay such fines and costs, or should the identity or whereabouts of the owner be unknown and unascertainable after a diligent search has been made, then after notice to the owner at his last known address and to the holder of any lien of record with the Department of Motor Vehicles, the vehicle may be disposed of in accordance with §4.20.050 (B).

State law reference: Code of Virginia, § 46.2-1216.

§ 4.20. 080. Bicyclists to use handlebars.

No person shall ride a bicycle upon any street without having at least on hand upon the handlebars.

State law reference: Code of Virginia, § 46.2-906.

§ 4.20.090. Speed limit established.

Except as provided by state law with respect to drivers of specific emergency vehicles, no person

shall drive or propel a vehicle upon any street or public way of this Town at a speed in excess of the speed posted in authorized traffic control signs upon such street or public way or, in the absence of any such signs, at a speed in excess of 25 miles per hour.

State law reference: Authority of cities and towns with regard to increasing and decreasing speed limits, Code of Virginia, § 46.2-1300; special speed limits on bridges, etc., Code of Virginia, § 46.2-881; maximum speed limit in Town, Code of Virginia, §§ 46.2-874, 46.2-875.

§ 4.30.010. State inspection sticker required.

Except as otherwise expressly provided by state law, it shall be unlawful for any person to operate or cause or permit the operation of a motor vehicle, trailer or semitrailer upon the streets or highways of this Town unless there is properly displayed thereon a valid state inspection sticker showing that such vehicle, trailer or semitrailer has been inspected and approved under the provisions of Section 46.2-1157 et seq. of the Code of Virginia, as amended. A violation of this section shall be deemed a traffic infraction as defined in 46.2-100 of the Code of Virginia.

State law reference: Code of Virginia, §§ 46.2-1157, 46.2-1158.02, 46.2-100, 46.2-113.

§ 4.30.020. Depositing materials on streets unlawful.

No person shall throw or deposit or cause to be deposited upon any alleyway, sidewalk, street or highway any glass bottle, glass, nail, tack, wire, can or any other substance likely to injure any person or animal or damage any vehicle upon such alleyway, sidewalk, street or highway, nor shall any person throw or deposit or cause to be deposited upon any alleyway, sidewalk, street or highway any soil, sand, mud, gravel or other substances so as to create a hazard to the traveling public. Any person who drops or permits to be dropped or thrown upon any alleyway, sidewalk, street or highway any destructive, hazardous or injurious material shall immediately remove the same or cause it to be removed. Any person removing a wrecked or damaged vehicle from an alleyway, sidewalk, street or highway shall remove any glass or other injurious substance dropped upon the alleyway, sidewalk, street or highway from such vehicle. Any person violating any of the provisions of this section shall, upon conviction, be punished by a fine not exceeding \$2,500 or confinement in jail not exceeding 12 months, or both.

State law reference: Code of Virginia, § 18.2-324.

§ 4.20.030. Unlawful riding.

No person shall ride on any vehicle upon any portion thereof not designated or intended for the use of passengers. This provision shall not apply to an employee engaged in the necessary discharge of duty or to persons riding within truck bodies in space intended for merchandise.

State law reference: Code of Virginia § 46.2-100 et seq.; local regulation of parking, Code of Virginia, § 46.2-1220 et seq.; local regulation of traffic, Code of Virginia, § 46.2-1300 et seq.

§ 4.20.040. Washing or greasing vehicles on streets or sidewalks unlawful.

No person shall wash, polish or grease a vehicle upon a public street or sidewalk, nor shall the owner of a vehicle permit it to be washed, polished or greased upon a public street or sidewalk. The term “sidewalk” shall mean the portion of a street between the curblines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

State law reference: Code of Virginia § 46.2-100 et seq.; local regulation of parking, Code of Virginia, § 46.2-1220 et seq.; local regulation of traffic, Code of Virginia, § 46.2-1300 et seq.

§ 4.20.050. Golf cart and golf utility vehicle use.

- A. The Town Council hereby designates the following public highways or roadways within the Town of Bowling Green upon which golf carts and/or utility vehicles may be operated in accordance with the provisions of Subsection B hereof:

Alsop Lane

Anderson Avenue

Butler Street

Cary Street

Cedar Lane

Chase Street

Coghill Street

County Street

Courthouse Lane

Davis Court

Dickinson Drive

Dorsey Lane

Elliott Drive

Ennis Street

Gill Street

Hoomes Circle

Lacy Lane

Lafayette Avenue

Lakewood Avenue

Lee Street

Martin Street

Maury Avenue

Meadow Lane

Milford Street

North Main Street

Oak Ridge Street

Roper Drive

South Main Street

Sunset Drive

Travis Street

Trewalla Lane

Virginia Avenue

White Street

B. Golf carts and utility vehicles operating upon these public highways or roadways designated in Subsection A hereinabove shall be in accordance with the following limitations:

- (1) A golf cart or utility vehicle may be operated only on designated public highways or roadways where the posted speed limit is 25 miles per hour or less. No golf cart or golf utility vehicle shall cross any highway or roadway at an intersection where the highway or roadway crossed has a posted speed limit of more than 25 miles per hour;
- (2) No person shall operate any golf cart or utility vehicle on any public highway or roadway unless he/she has in his/her possession a valid driver's license;
- (3) Every golf cart or utility vehicle, whenever operated on a public highway or roadway, shall display a slow-moving vehicle emblem in accordance with § 46.2-1081 of the Code of Virginia 1950, as amended;
- (4) Golf carts and utility vehicles shall be operated upon the public highways or roadways only between sunrise and sunset, unless equipped with such lights as are required by Article 3, Chapter 10, of Title 46.2 (§ 46.2-1010 et seq.) of the Code of Virginia 1950, as amended.

C. The limitation of Subsection B(1) shall not apply to golf carts and utility vehicles being operated as follows:

- (1) To cross a highway or roadway from one portion of the golf course to another portion thereof or to another adjacent golf course; or to travel between a person's home and golf course if:
 - (a) The trip would not be more than one-half mile in either direction; and
 - (b) The speed limit on the road is no more than 35 miles per hour.
- (2) To the extent necessary for Town government employees, operating only upon highways or roadways located within the Town, to fulfill a governmental purpose, provided the golf cart or utility vehicle is being operated on highways or roadways with speed limits of 35 miles per hour or less; and

D. Signs.

- (1) All portions of public highways or roadways designated in Subsection A above for the use thereupon of golf carts or utility vehicles shall be clearly designated by a sign or signs.
- (2) The Town shall be responsible for the installation and continuing maintenance of any signs pertaining to the operation of golf carts or utility vehicles.
- (3) The organization, individuals or entities requesting the designation of a portion of any public highway or roadway for use thereupon by golf carts or utility vehicles shall, within 30 days of invoice by the Town, promptly reimburse the Town for all expenses incurred by the Town in the installation and continuing maintenance of the sign(s) described in this Subsection D. Failure to so reimburse the Town in a timely manner shall operate to terminate the designation of that portion of the public highway or roadway for use thereupon by golf carts or utility vehicles and the sign(s) so posted by the Town shall be promptly removed.

State law reference: Code of Virginia, § 46.2-916.3

§ 4.20.060. Compliance with chapter; violations and penalties generally.

It shall be unlawful for any person to violate or fail to comply with any of the provisions of this article or of state law. Unless a lesser penalty is established in state law or a different penalty is imposed pursuant to this article, violations shall constitute traffic infractions punishable by a fine of not more than that provided for a Class 4 misdemeanor.

ARTICLE II
Stopping, Standing and Parking

§ 4.30.010. Restricted and No-Parking Areas Generally; Powers of Town Manager.

- A. The Town Manager, or their designee, is hereby authorized and directed to make, promulgate and enforce rules and regulations for parking, stopping or standing of vehicles within town limits and designating the time, place and manner in which such vehicles may be allowed to park, stop, or stand within the Town. The Town Manager shall also be authorized to designate areas for public parking lots with hours of regulation, business parking zones with 1-4 hour limits, bus stops, taxi stands and loading zones. The Town Manager may also revoke, alter, or amend such rules and regulations at any time when, in her opinion, traffic conditions and the use of the roads require it. It shall be the duty of the town manager, upon the promulgation of such regulations, and before the same shall become effective, to give public notice by establishing and posting signs, or otherwise, as may be reasonably adequate, to make clear to the operators of vehicles in “no-parking” or “restricted parking” areas, the existence, nature and requirements of such regulations. From and after the effective date of regulations imposed in any area by virtue of the provisions of this chapter, it shall be unlawful for any person to stop, park, or stand any vehicle in any restricted or prohibited area otherwise than in accordance with these regulations.
- B. In any prosecution charging a violation of any such ordinance, regulation or rule, proof that the vehicle described in the complaint, summons or warrant was parked in violation of such

ordinance, regulation or rule, together with proof that the defendant was at the time of such parking the registered owner of the vehicle, as required by Code of Virginia, Chapter 3 (Section 46.2-600 et seq.) shall constitute in evidence a prima facie presumption that the registered owner of the vehicle was the person who committed the violation.

State law reference: Code of Virginia § 46.2-1220.

§ 4.30.020 When provisions of article applicable.

The provisions of this article and regulations adopted pursuant hereto prohibiting the stopping, standing or parking of a vehicle shall apply at all times or at those times herein specified or as indicated on official signs, except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or authorized personnel.

§ 4.30.030. Provisions of article not exclusive.

The provisions of this article and regulations adopted pursuant hereto imposing a time limit on parking shall not relieve any person from the duty to observe other and more restrictive provisions prohibiting or limiting the stopping, standing or parking of vehicles in specified places or at specified times.

§ 4.30.030. Parking prohibited at all times.

- A. No person shall park a vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
- (1) On a sidewalk.
 - (2) In front of a public or private driveway.
 - (3) Within an intersection.
 - (4) Within 15 feet of a fire hydrant.
 - (5) On a crosswalk.
 - (6) Within 30 feet upon the approach to a flashing beacon, stop sign or traffic control signal located at the side of a roadway.
 - (7) Within 30 feet of the nearest rail of a railroad grade crossing.
 - (8) Within 15 feet of the driveway entrance to any fire or rescue squad station when such buildings are plainly designated.
 - (9) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic.
 - (10) On the roadway side of any vehicle parked at the edge or curb of a street.
 - (11) Upon any bridge or other elevated structure upon a street or highway.

(12) At any place where official signs prohibit parking.

- B. For the purposes of this chapter, the term “sidewalk” shall mean the portion of a street between the curblines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

State law reference: Similar provisions, Code of Virginia, §§ 46.2-100, 46.2-1239, 46.2-1300.

§ 4.30.040. Parking or standing in fire lanes.

- A. It shall be unlawful for any person to park or stand a vehicle in any designated and marked fire lane.
- (1) It shall be unlawful for any person to park, stop, stand in, or otherwise obstruct such designated and marked areas.
- (2) In addition, any police officer or the Fire Marshal, or his authorized representatives, who finds any vehicle in violation of this section shall have the authority to remove such vehicle at the owner's expense.
- B. No provision of this section shall apply to fire, rescue or police vehicles while they are involved in emergency operations.
- C. Any law enforcement officer is authorized to enter any fire lane for the purpose of enforcing the provisions of this section.

State law reference: Code of Virginia 46.2-1300

§ 4.30.050. Application of parking regulations for disabled persons.

- A. The disabled person, vehicle owner, or volunteer for an institution or organization to which disabled parking license plates, organizational removable windshield placards, permanent windshield placards, or temporary removable windshield placards are issued or any person to whom disabled parking license plates have been issued under Subsection B of § 46.2-739, Code of Virginia, shall be allowed to park the vehicle on which such license plates or placards are displayed for up to four hours in disregard of the provisions of § 4.40.020. It shall be unlawful for any such person to exceed the time limit specified in this subsection.
- B. This section shall not apply to any zone where stopping, standing, or parking is prohibited, or which creates parking zones for special types of vehicles, nor shall it apply to any ordinance which prohibits parking during heavy traffic periods, during specified rush hours, or where parking would clearly present a traffic hazard.

State law reference: Code of Virginia, § 46.2-1245.

§ 4.30.060. Parking in space reserved for persons with disabilities.

- A. No vehicles, other than those displaying disabled parking license plates, organizational removable windshield placards, permanent removable windshield placards, or temporary removable windshield placards issued under Section 46.2-1241 of the Code of Virginia, or Disabled Veteran (DV) parking license plates issued under Subsection B of Section 46.2-739 of the Code of Virginia, as amended, shall be parked in any parking spaces reserved for persons

with disabilities.

- B. No person without a disability that limits or impairs his ability to walk shall park a vehicle with disabled parking license plates, organizational removable windshield placards, permanent removable windshield placards, temporary removable windshield placards, or DV disabled parking license plates issued under subsection B of § 46.2-739 in a parking space reserved for persons with disabilities that limit or impair their ability to walk except when transporting a disabled person in the vehicle.
- C. No vehicle shall be parked in any striped access aisle adjacent to a parking space reserved for persons with disabilities.
- D. A summons or parking ticket for an offense in violation of this section may be issued by law enforcement officers and other uniformed law-enforcement department personnel employed by the Town to enforce parking regulations, without the necessity of a warrant being obtained by the owner of a private parking area.
- E. Parking a vehicle in a space reserved for persons with disabilities or in a striped access aisle in violation of this section shall be punishable by a fine of \$500.
- F. In any prosecution charging a violation of this section or an ordinance adopted pursuant to this section, proof that the vehicle described in the complaint, summons, parking ticket, citation, or warrant was parked in violation of this section or the ordinance, together with proof that the defendant was at the time the registered owner of the vehicle, as required by Chapter 6 (§ 46.2-600 et seq.), shall constitute prima facie evidence that the registered owner of the vehicle was the person who committed the violation.
- G. No violation of this section shall be dismissed for a property owner's failure to strictly comply with the requirements for disabled parking signs set forth in § 36-99.11 of the Code of Virginia, provided the space is clearly distinguishable as a parking space reserved for persons with disabilities that limit or impair their ability to walk.
- H. The provisions of §§ 46.2-1247, 46.2-1248, 46.2-1249, 46.2-1250, 46.2-1251, 46.2-1252, and 46.2-1253 of the Code of Virginia 1950, as amended, relating to counterfeiting disability licenses or placards, use of counterfeit disability licenses or placards, alteration of disabled licenses or placards, unauthorized use of disabled licenses or placards, fraudulently obtaining a disabled license or placard, selling or exchanging a disabled license or placard and providing to another such licenses or placards without sale or exchange of consideration, are incorporated herein by reference.

State law reference: Code of Virginia, § 46.2-1242 et seq.

§ 4.30.070. Parking next to yellow curb.

It shall be unlawful for any person to park a vehicle next to a curb painted yellow.

State law reference: Code of Virginia, §§ 46.2-889, 46.2-1220.

§ 4.30.080. Parking — curb regulations.

- A. No vehicle shall be stopped except close to and parallel to the right edge of the curb or roadway, except that a vehicle may be stopped close to and parallel to the left curb or edge of the roadway on one-way streets.

- B. In the absence of lines marked on a street to designate the limits of a parking space, it shall be unlawful for any person to park a vehicle further than 12 inches from the curb or, where there is no curb, from the edge of the street pavement. The specified distance shall be measured to the curb-side tire positioned furthest from the curb or edge of pavement, except that for motorcycles the distance shall be measured to the tire nearest to the curb or edge of pavement.

State law reference: Code of Virginia, §§ 46.2-889, 46.2-1220.

§ 4.30.090. Double parking.

It shall be unlawful for any person to park a vehicle abreast of another vehicle parked on a street.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.010. Parking prohibited at all times on certain streets; parks and cemeteries.

- A. When signs are erected giving notice thereof, no person shall park a motor vehicle, trailer or semitrailer at any time upon any of the streets or parts of streets so signed.
- B. No person shall park, stop or stand at any time in any portion of a public park or cemetery, or any property appurtenant thereto, which is not part of a public street or road. This prohibition shall not apply to the following:
- (1) Vehicles owned by the Town (or by a contractor) being used for the clearing of debris, snow and ice, or for property maintenance activities;
 - (2) Vehicles parked pursuant to specific authorization of a park or cemetery official, where such authorization is evidenced by a permit displayed on the vehicle or by a posted sign allowing the temporary parking of vehicles, or where such parking occurs in connection with a funeral taking place within the cemetery;
 - (3) Emergency vehicles, such as police, fire and rescue vehicles, and ambulances.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.020. Parking, etc., on streets or public parking lots on which time limit is designated by signs.

When any sign is erected on a public street or public parking lot giving notice thereof, no person shall stop, stand or park a vehicle for longer than the time designated by such signs. For the purposes of this section, "public parking lot" shall mean any parking lot operated by the Town.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.030. Parking to be in accordance with signs, signals, marked spaces, etc.

All vehicles, including motor vehicles, trailers or semitrailers, whether parked on a Town street or in any public parking lot, shall be parked in accordance with any Town signs, signals, street or parking lot markings and other devices for handling traffic or regulating parking. No part of any parked vehicle shall occupy any part of an adjoining parking space. "Public parking lot" shall be as defined in §4.40.020.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.040. Parking of trucks and similar vehicles between midnight and 6:00 a.m.

No bus or van designed to carry more than 12 passengers, and no truck, van, trailer, semitrailer or recreational vehicle with more than two wheels per axle shall be parked on any of the streets of the Town between the hours of 12:00 midnight and 6:00 a.m. the following day.

§ 4.40.050. Temporary parking prohibitions to expedite traffic, aid snow removal, special events, etc.

The Town Manager, or designee, may post “No Parking” signs on any of the Town streets when necessary to facilitate the movement of traffic or the removal of snow, ice, leaves, or other debris from such streets and at special events. It shall be unlawful for any person to park within the prohibited area after signs have been posted prior to their removal, or to fail to remove a vehicle from any street on which such “No Parking” signs have been erected within 12 hours after such signs have been posted.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.060. Loading and unloading time zones.

- A. Commercial vehicles may be parked within time zone spaces which are designated as loading and unloading zones; provided, that commercial vehicles may only occupy such spaces during the time necessary to complete actual operations of delivering or picking up merchandise.
- B. No person shall stop, stand or park a vehicle for any purpose or length of time other than for the expeditious unloading and delivery or pickup and loading of property in any place marked as a loading zone during hours when the provisions applicable to such zones are in effect. In no case shall the stop for loading and unloading of property exceed 30 minutes.
- C. The driver of a vehicle may stop temporarily at a loading zone for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any vehicle which is waiting to enter or about to enter such zone to load or unload property.

State law reference: Code of Virginia, §§ 46.2-1222.2, 46.2-1220.

§ 4.40.070. Driving or riding vehicles upon sidewalk; vehicles parking or standing upon sidewalk or intersection.

- A. No person shall, except on such pavement and at such places as are provided, drive or ride a motor vehicle, trailer or semitrailer upon a sidewalk, nor shall any person park, or allow any motor vehicle, trailer or semitrailer to park or stand on a sidewalk or upon a street crossing. No person shall commit a violation of this section when engaged in driving, riding, parking or standing of the following vehicles:
 - (1) Vehicles owned by the Town (or by a Town contractor) being used for the clearing of debris, snow and ice, or for maintenance or repair of any sidewalk;
 - (2) Vehicles displaying a permit issued by the Town Manager, to authorize certain construction-related activities, when being used for the purpose for which the permit has

been issued. Such a permit may be issued to authorize the presence of vehicles that are essential to perform construction activities with respect to a building having frontage along Main Street, or which are essential to the installation or removal of heavy equipment or fixtures to or from such a building;

- (3) Emergency vehicles, such as police, fire and rescue vehicles, and ambulances. The term “sidewalk” shall be as defined in §4.30.030.

State law reference: Code of Virginia, § 46.2-1220, 46.2-903.

§ 4.40.080. Idling engine of bus.

- A. Idling the engine for a bus for more than 15 minutes when the vehicle is parked, left unattended, or is stopped for any reason other than traffic, maintenance, or loading or unloading a disabled passenger, is prohibited. This section shall not apply to school buses or public transit buses.
- B. Each violation of this section shall be subject to a civil penalty of \$50.

State law reference: Code of Virginia. § 46.2-1224.1.

§4.40.090. Parking of trucks, trailers, semitrailers and commercial buses restricted in residential areas.

It shall be unlawful for any person to park or cause or permit to be parked in any residential zoned district any (i) commercial vehicles as defined in §46.2-1224, (i) any trailer or semitrailer, regardless of whether such trailer or semitrailer is attached to another vehicle; (iii) any vehicle with three or more axles; (iv) any vehicle that has a gross vehicle weight rating of 12,000 or more pounds; (v) any vehicle designed to transport 16 or more passengers including the driver; and (vi) any vehicle of any size that is being used in the transportation of hazardous materials as defined in § 46.2-341.4, unless such commercial vehicle is (i) taking on or discharging passengers or when temporarily parked pursuant to the performance of work or service at a particular location or (ii) utility generators located on trailers and being used to power network facilities during a loss of commercial power.

State law reference: Code of Virginia, § 46.2-1222.1

ARTICLE III
Citations and Fines; Issuance of Summons

§ 4.50.010. Waiver and Voluntary Payment of Fine; contest of citation.

(a) Issuance of citation. Whenever any motor vehicle, trailer or semitrailer without a driver is found parked or stopped in violation of any of the restrictions imposed by Article II, the sworn officer having police powers finding such vehicle will record the vehicle registration number and may take any other information displayed on the vehicle which may identify its user. The officer will conspicuously affix to such vehicle a traffic citation provided by the Chief of Police and approved by the Town manager. The affixing of the citation constitutes prima facie evidence that the owner or operator received notice of the violation. The citation will notify such person that he must either pay a fine for the violation in accordance with the schedule contained in subsection (d) of this section, or appear before the County

General District Court in accordance with the time scheduled by the Chief Judge of such Court. The citation will further notify such person that the fine may be paid in cash, by money order or check to the Town Treasurer, in person or by mail, at his office within five calendar days from the date of the violation. The citation will further notify such person that, if he pays such fine as provided in this section, no further action will be taken against him for the violation set forth in the citation.

(b) Notice before issuance of summons. In response to a citation, if such person does not either pay the applicable fine or contest the citation as provided in this section, then the citation is considered delinquent. No summons may be issued for the prosecution of a delinquent citation until the Town Treasurer sends to the owner of the motor vehicle, trailer or semitrailer to which the traffic citation was affixed a notification by certified mail to his last known address or to the address shown for such person on the records of the State Department of Motor Vehicles. The notice to the violator must be contained in an envelope bearing the words "Law Enforcement Notice" at least one-half inch in height on the face thereof. The notice sent by the Town Treasurer to the violator pursuant to this subsection will inform such violator that he must pay the fine, plus penalty, as described in subsection (e) of this section, to the Town Treasurer.

(c) Issuance of summons. If the notice is mailed and the fine, plus penalty, is not paid within ten calendar days from the date of such notice, then the Town Treasurer will cause a summons to be issued charging a violation of this article. The officer issuing the citation will be notified by the Town Treasurer that a summons has been issued.

(d) Amount of fine when paid before notice. Every person charged with violating a provision of this article must pay to the Town Treasurer a fine according to the following schedule; provided, however, that payment is received by the Town Treasurer before the notice described in subsection (b) of this section is mailed:

	<u>Fine</u>
<u>Parking on a sidewalk</u>	<u>\$50</u>
<u>Parking in front of public/private driveway</u>	<u>\$50</u>
<u>Parking within an intersection</u>	<u>\$50</u>
<u>Parking on a crosswalk</u>	<u>\$50</u>
<u>Parking any place where official signs prohibit parking</u>	<u>\$50</u>
<u>Parking against oncoming traffic</u>	<u>\$100</u>
<u>Parking within 15ft. of a fire hydrant</u>	<u>\$100</u>
<u>Parking within a designated fire lane</u>	<u>\$100</u>
<u>Parking against a yellow curb</u>	<u>\$100</u>
<u>Parking in a designated handicap parking space</u>	<u>\$250</u>

(e) Payment of fine after notice and before summons. After a notice is mailed, but before a summons is issued, every person charged with violating a provision of this article must pay to the Town Treasurer the applicable fine listed in subsection (d) of this section plus a penalty according to the following schedule:

<u>Fine</u>	<u>Penalty</u>	<u>Total</u>
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<u>\$50</u>	<u>\$15</u>	<u>\$65</u>
<u>\$100</u>	<u>\$30</u>	<u>\$130</u>
<u>\$250</u>	<u>\$45</u>	<u>\$295</u>

f. *Contest of citation.* Every person charged with a violation of any provision of this article may, before the citation is considered delinquent as defined in subsection (b) of this section, elect to contest the charge by filing a written protest with the Town Treasurer. Such protest must identify the charge by citation number and date of issuance. The protest must be signed by the person charged and must request that the citation be certified to the general district court. The Town Treasurer will certify to the general district court in writing, on an appropriate form, the fact that the citation is contested. In both contested and uncontested cases, the defendant, if found guilty, will pay court costs in addition to any fine imposed upon him.

g. *Enforcement period.* Every action to collect unpaid parking citation penalties imposed for violation of this article shall be commenced within three (3) years of the date upon which such penalty became delinquent.

§ 4.50.020. - Presumption as to responsibility for violation.

In any prosecution charging a violation of this article, proof that the vehicle described in the complaint, citation, summons or warrant was parked in violation of this article, together with proof that the defendant was at the time the registered owner of the vehicle, as required by Code of Virginia title 46.2, ch. 6 (Code of Virginia § 46.2-600 et seq.), constitutes in evidence a prima facie presumption that such registered owner of the vehicle was the person who committed such violation.

State Law Reference— Code of Virginia § 46.2-1220, 46.2-941.

ARTICLE IV

General Violations and Penalties

§ 4.60.010. General penalty.

If the performance or failure to perform any act is declared unlawful or constitutes an offense or misdemeanor, and no specific penalty is provided for the violation in this chapter or applicable state law, then a violation of any provision of this Code may be punished by a fine of up to \$2,500, imprisonment in jail for up to 12 months, or both.

State Law Reference: Code of Virginia Section §15.2-1429

§2. This ordinance shall take effect upon adoption.

Adopted by the Bowling Green Town Council this _____ day of September 2026.

By: _____
Tina Gambill, Mayor

Attest: _____
India Adams-Jacobs, Town Manager and Clerk to Council

UTILITY REPORT



JULY 2026

Town of Bowling Green, VA

Authored by:

Inboden Environmental Services, Inc.

WATER

Water Quality

The treatment facilities and distribution system maintained compliance with all required sampling.

Bacteriological Analysis:

Location	Date	Result
010 – Jefferson Drive	7/16/2026	Absent
040 – Town Hall	7/16/2026	Absent

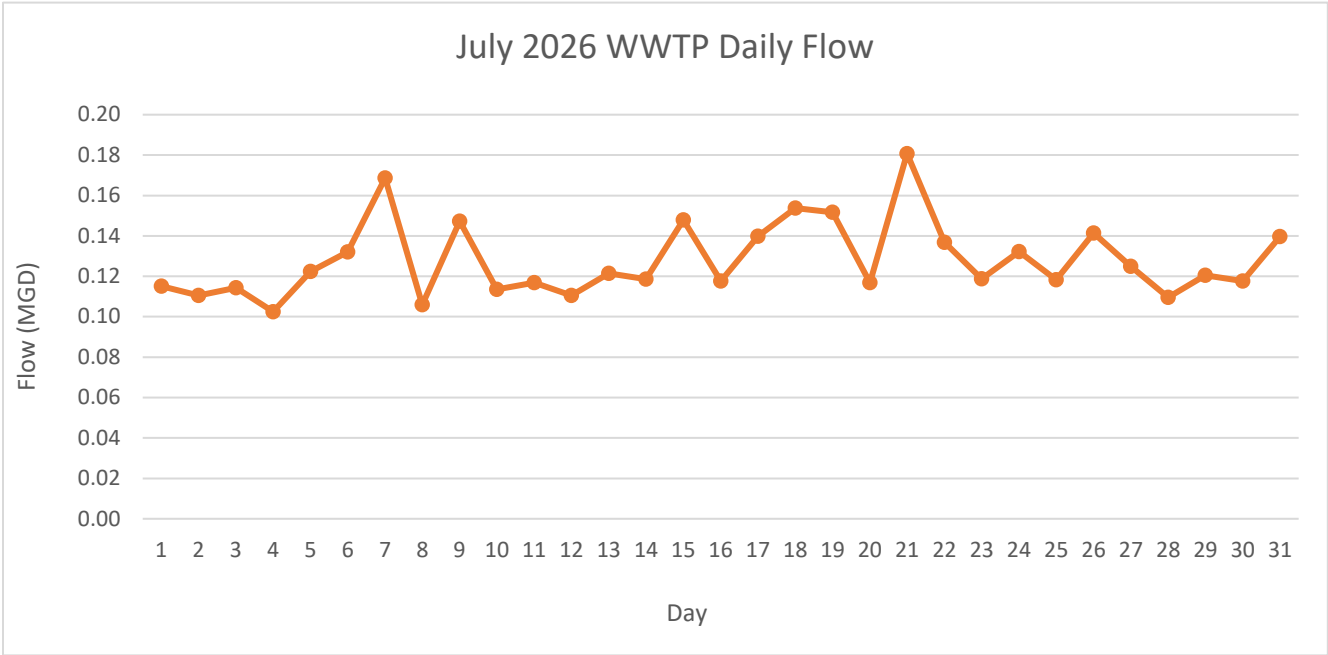
Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.242 MG for an average daily production rate of 0.136 MGD.

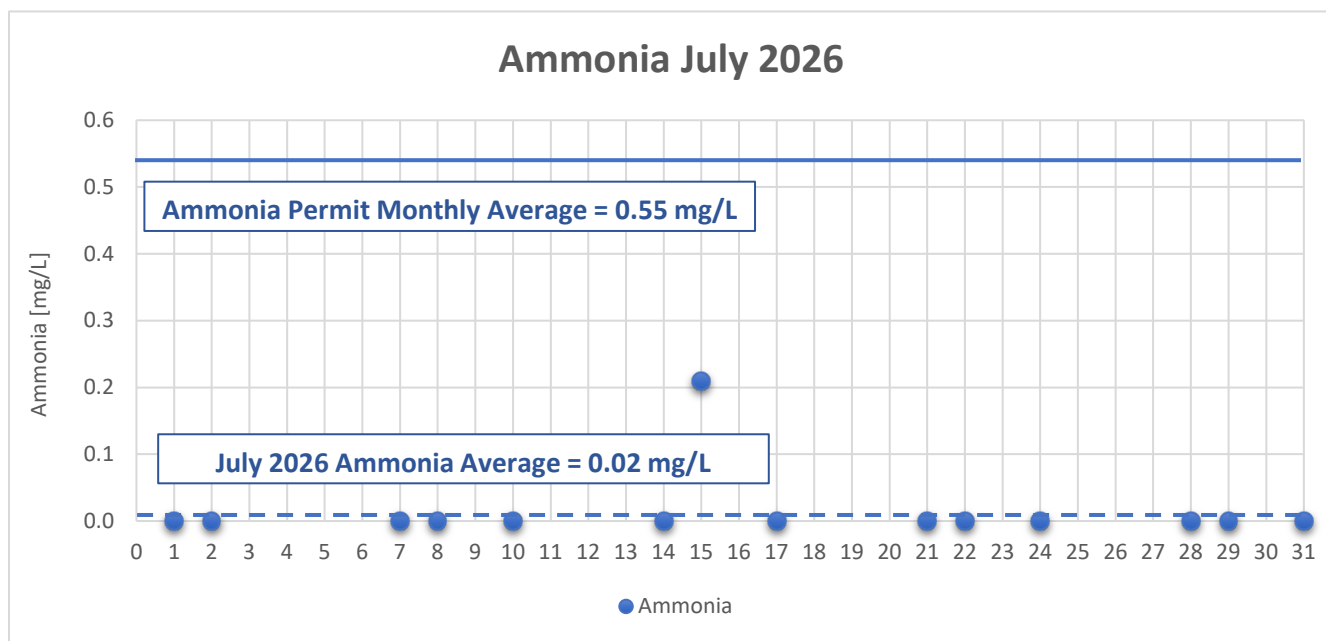
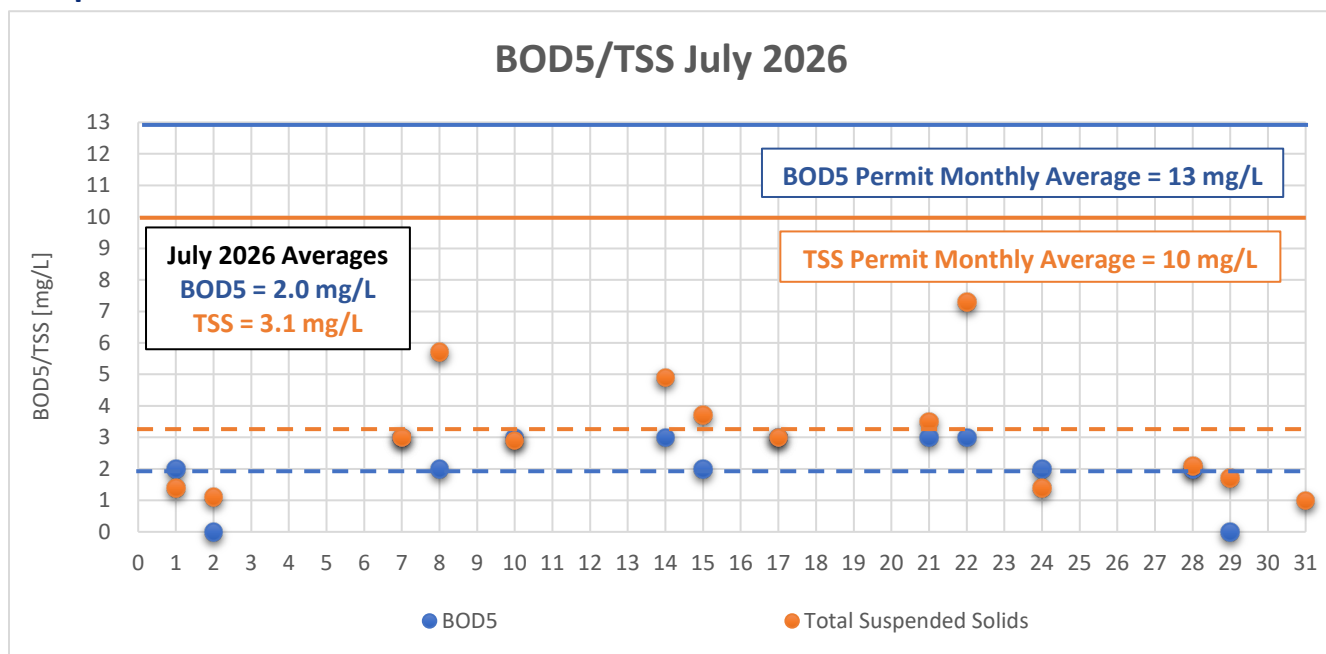
WASTEWATER

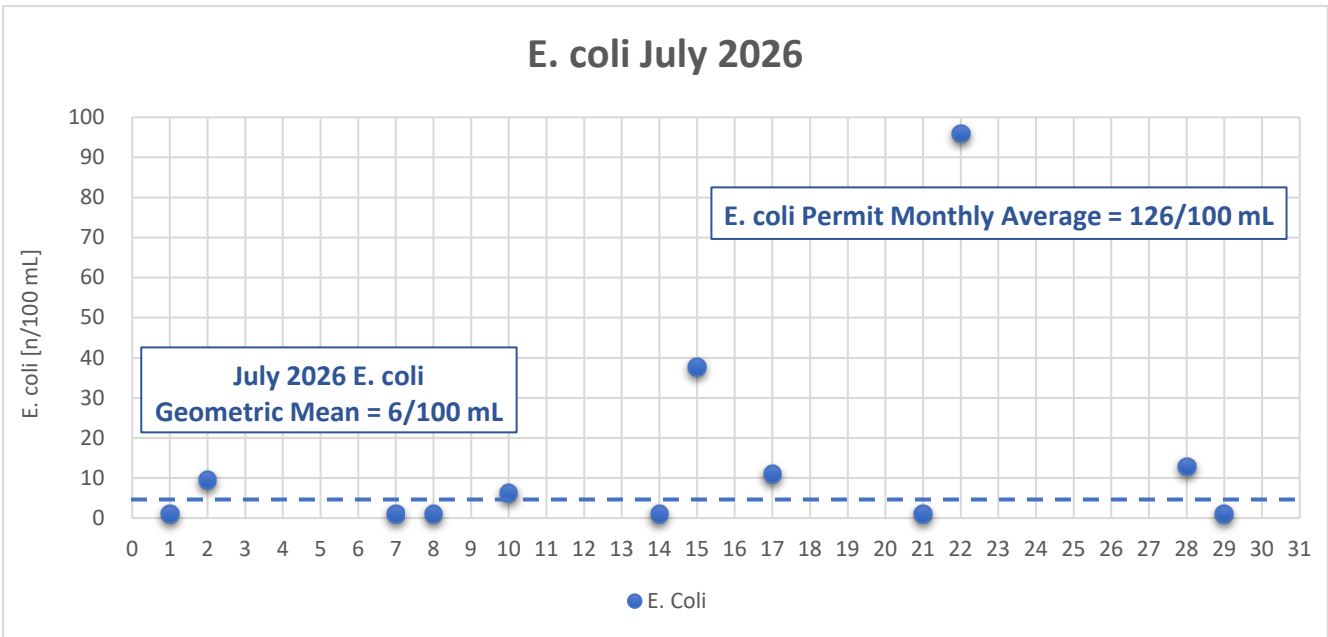
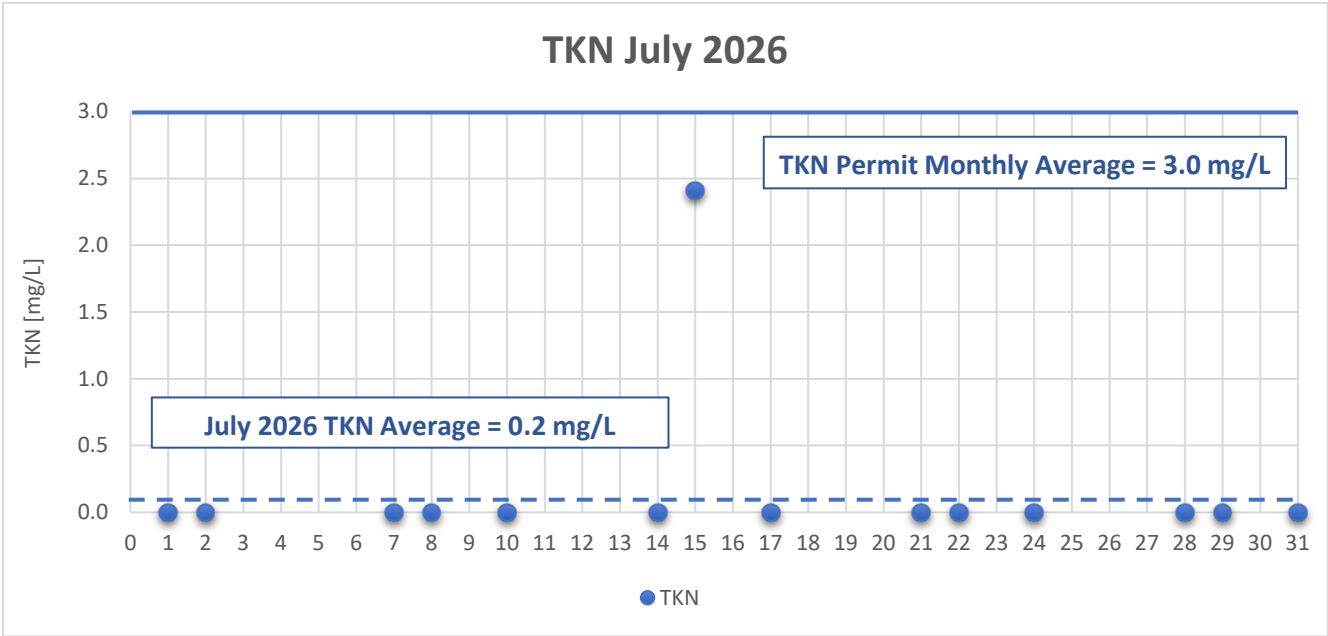
Wastewater Treatment

The wastewater treatment plant had an average daily flow of 0.128 MGD for a total monthly effluent discharge of 3.968 MG.



Sample Results:





Glossary

Bacteria	E.coli and/or Total Coliform
BOD5	5-day Biochemical Oxygen Demand
CBOD	Carbonaceous Biochemical Oxygen Demand
cfu	colony forming unit
CIP	Capital Improvement Plan or Cast/cleaned-in-place
Cl	Chloride Ion
Cl ₂	Chlorine
CMF	Continuous Membrane Filtration?
D.O.	Dissolved Oxygen
F/M ratio	Food to Microorganism ratio
FOG	Fats, Oil and Grease
GST	Ground Storage Tank
HWTP	Harmony Water Treatment Plant
I&I	Infiltration and Inflow
Inorganic Nitrogen	Nitrate + Nitrite
LS	Lift Station
mg/L	Milligrams per Liter
MGD	Million Gallons Per Day
mL	Milliliters
MLSS	Mixed Liquor Suspended Solids
MLVSS	Mixed Liquor Volatile Suspended Solids
MPN	Most Probable Number -bacteriological well sample
MW	Monitoring Well
N/N	Nitrate/Nitrite
Organic Nitrogen	TKN
P/A	Presence/Absence- bacteriological samples for drinking water
PFAS	polyfluoroalkyl substances
PLC	Programmable Logic Controller
POE	Point of Entry
RAS	Return Activated Sludge
SCADA	Supervisory Control and Data Acquisition
STEP	Septic Tank Effluent Pump
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TR-6	Copper sequestering chemical for wastewater
TSS	Total Suspended Solids
UV	Ultraviolet Light
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT / PROJECT UPDATE

AGENDA ITEM Public Works Department Monthly Report

REPORTING PERIOD August 2026

PREPARED BY Shawn Fortune, Public Works Director

MONTHLY REPORT / PROJECT UPDATE

Public Works

1. Staff continued daily inspections of all Public Works vehicles, including checks of oil levels, tires, and lights. Truck No. 2 was also inspected.
2. Staff continued daily playground inspections. Five severely damaged and twisted 6-by-6 pavilion posts were replaced.
3. Staff continued the weekly emptying of trash receptacles along Main Street.
4. The ballroom dehumidifier was checked daily to maintain indoor humidity at approximately 50 percent.
5. Staff completed the monthly inspection of fire extinguishers in all Town buildings.
6. PBM removed asbestos insulation from the basement on August 11 and 12. In the chair-storage area, the asbestos-containing floor tile was covered with vinyl plank flooring.
7. Air-conditioning filters were replaced in all Town buildings on August 13.
8. Staff performed weekly mowing at all Town properties. Mowing required additional time because of rapid grass growth.
9. Staff watered the hanging baskets along Main Street weekly.
10. The sidewalk and kitchen-step replacement project was completed on July 29.
11. Staff trimmed the hillside on Chase Street adjacent to the water tower.
12. Replacement of the ballroom entrance steps began on August 10. After the steps were removed, staff determined that the deteriorated wood behind them also required replacement. The wooden sills were replaced on August 19.
13. Shawn Fortune and Justin Jordan completed an eight-hour chemical-spill training course on August 7.
14. Public Works staff completed playground maintenance training provided by the Virginia Risk Sharing Association (VRSA) on August 4.
15. Staff began cleaning the geotextile bag at the wastewater treatment plant on August 20.

Utilities

16. Staff continued weekly preventive maintenance at all six pump stations to limit grease accumulation on station walls. Floats at each pump station were cleaned, and the probes at Bowling Green Meadows were cleaned twice during the month.
17. Staff continued daily inspections of all pump stations.
18. Staff continued weekly inspections of all generators.
19. Staff marked 25 Virginia 811 (Miss Utility) tickets during August.
20. Staff continued daily review of alarmed water meters and completed repairs when the issue was located on the public side of the meter. When an issue was identified on the private side, staff delivered a water-leak door hanger to notify the customer.
21. Staff delivered water service termination notices on August 6.
22. Staff completed water service shutoffs on August 19.



TO: The Honorable Mayor & Town Council
FROM: Tomeka C. Morgan, Interim Town Treasurer
SUBJECT: September Treasurer's Report
DATE: August 24, 2026

SUMMARY:

During the month of August, the Treasurer's office worked on the following items:

Status of Town Audits

- FY25 Audit
 - Audit work is complete and a draft has been received and reviewed. Presentation is anticipated for the September 3rd council meeting.

Southern Software

- 100% implemented and we have been fully functioning on the system for over a year now. Keystone has been fully transferred into Southern and with the FY 25 audit being completed, it will no longer be utilized. This section will be removed after this meeting.

Real Estate / Personal Property

- Contract for TACS Collection Services has been completed, and real estate and personal property collection are ready to begin
- Town staff met with County Commissioner of the Revenue staff for introductions and on roles and responsibilities in regard to the upcoming billing

Utility Billing

- Utility Bills for the May/June usage (7/9/26 Bill Date) were due 8/17/2026
- Utility Bills for the March/April usage (5/7/26 Bill Date) were due 6/16/2026 and any payments not received on or before this due date have incurred late penalties
- 85 delinquent Cut-Off Notices were distributed on 8/6/2026 to provide 10-day notice in accordance with our policies for delinquent usage
- 10 utility cut-Offs occurred on 8/19/2026
 - ◆ 1/10 were cut off due to failure to establish a utility account and the remainder were cut off due to non-payment
 - ◆ 2/10 remain shut off as of the date of this memo

***Other Finance Department Operations
(AP, AR, Events, Trash Requests, Business Licenses, Etc.)***



- ClearForms rolled out the electronic meals tax forms with the August 20th due date
- Approximately 72 front desk customers signed in and/or served at the front desk
- Monthly AP processing – 2 check runs completed

Budget vs Actual

TOWN OF BOWLING GREEN

8/24/2026 10:40:11 AM

Page 1 Of 29

Period Ending 7/31/2026

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	260,000	0.00	570.96	570.96	570.96	(259,429.04)	0%
100-011010-0002 REAL DELINQUENT TAXES	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
100-011011-0001 RT 301 CURRENT YEAR TAXES	51,626	0.00	0.00	0.00	0.00	(51,626.00)	
100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES	4,400	0.00	0.00	0.00	0.00	(4,400.00)	
100-011030-0001 PERSONAL CURRENT YEAR TAXES	62,235	0.00	45.97	45.97	45.97	(62,189.03)	0%
100-011030-0002 PERSONAL DELINQUENT TAXES	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
100-011060-0001 REAL PENALTY	1,880	0.00	65.80	65.80	65.80	(1,814.20)	4%
100-011060-0002 REAL INTEREST	1,600	0.00	57.10	57.10	57.10	(1,542.90)	4%
100-011060-0012 PERSONAL INTEREST	0	0.00	7.60	7.60	7.60	7.60	
100-012010-0001 SALES TAX	80,000	0.00	7,901.50	7,901.50	7,901.50	(72,098.50)	10%
100-012020-0001 CONSUMER UTILITY TAX	41,100	0.00	3,358.89	3,358.89	3,358.89	(37,741.11)	8%
100-012030-0001 BUSINESS LICENSE	111,000	0.00	101.33	101.33	101.33	(110,898.67)	0%
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,300	0.00	48.00	48.00	48.00	(15,252.00)	0%
100-012060-0001 BANK STOCK TAX	685,000	0.00	0.00	0.00	0.00	(685,000.00)	
100-012070-0001 CIGARETTE TAX	45,000	0.00	0.00	0.00	0.00	(45,000.00)	
100-012080-0001 MEALS TAX	450,000	0.00	48,769.43	48,769.43	48,769.43	(401,230.57)	11%
100-012100-0001 TRANSIENT OCCUPANCY TAX	6,000	0.00	894.17	894.17	894.17	(5,105.83)	15%
100-013030-0001 ZONING PERMITS/FEES	5,000	0.00	2,725.00	2,725.00	2,725.00	(2,275.00)	55%
100-013030-0002 HOME OCCUPATION PERMITS	100	0.00	0.00	0.00	0.00	(100.00)	
100-014010-0001 POLICE/COURT FINES	20,000	0.00	1,296.90	1,296.90	1,296.90	(18,703.10)	6%
100-014010-0002 RETURNED CHECK FEE	100	0.00	0.00	0.00	0.00	(100.00)	

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	500	0.00	0.00	0.00	0.00	(500.00)		
100-015010-0001 INTEREST EARNED	40,000	0.00	0.00	0.00	0.00	(40,000.00)		
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	0.00	0.00	(14,000.00)		
100-015020-0002 TOWN HALL RENTALS	23,000	0.00	2,450.00	2,450.00	2,450.00	(20,550.00)	11%	
100-015020-0005 TOWN HALL ACTIVITY FEES	250	0.00	0.00	0.00	0.00	(250.00)		
100-016099-0003 TRASH REVENUE	112,500	0.00	5,417.85	5,417.85	5,417.85	(107,082.15)	5%	
100-018900-0060 SALE OF SURPLUS EQUIP/FURN	2,000	0.00	0.00	0.00	0.00	(2,000.00)		
100-018900-0800 REIMBURSEMENT/RESTITUTION	500	0.00	0.00	0.00	0.00	(500.00)		
100-020109-0001 VA 599 POLICE FUNDING	22,887	0.00	0.00	0.00	0.00	(22,887.00)		
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	0.00	0.00	(21,908.00)		
100-020111-0001 COMMUNICATIONS TAX	25,000	0.00	0.00	0.00	0.00	(25,000.00)		
100-040407-0001 LITTER GRANT	1,659	0.00	0.00	0.00	0.00	(1,659.00)		
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	0.00	(15,000.00)		
100-041050-0002 USE OF FUND BALANCE	156,349	0.00	0.00	0.00	0.00	(156,349.00)		
Revenues Totals:	2,278,394	0.00	73,710.50	73,710.50	73,710.50	(2,204,683.50)	3%	

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
100-011010-0003 REAL TAX REFUNDS	0	0.00	391.69	391.69	391.69	(391.69)		
Totals:	0	0.00	391.69	391.69	391.69	(391.69)		
100-012110-1101 SALARIES	129,240	0.00	15,194.36	15,194.36	15,194.36	114,045.64	12%	
100-012110-1150 PT Salaries and Wages	10,000	0.00	850.00	850.00	850.00	9,150.00	9%	
100-012110-1201 VEHICLE STIPEND	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-012110-2100 FICA	10,652	0.00	1,158.54	1,158.54	1,158.54	9,493.46	11%	
100-012110-2210 VRS	14,346	0.00	105.19	105.19	105.19	14,240.81	1%	
100-012110-2220 457 PLAN	2,250	0.00	105.21	105.21	105.21	2,144.79	5%	
100-012110-2300 HEALTH PLAN	6,907	0.00	287.81	287.81	287.81	6,619.19	4%	
100-012110-2400 GROUP LIFE	1,370	0.00	16.27	16.27	16.27	1,353.73	1%	
100-012110-2500 DISABILITY INSURANCE - VML	1,021	0.00	0.00	0.00	0.00	1,021.00		
100-012110-3000 TOWN MANAGER EXPENSES	4,500	0.00	0.00	0.00	0.00	4,500.00		
100-012110-3050 MAYOR EXPENSES	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-012110-3055 TOWN COUNCIL EXPENSES	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-012110-3100 CONTINGENCY	35,000	0.00	0.00	0.00	0.00	35,000.00		
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	0.00	600.00		
100-012110-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	13,070	0.00	1,008.00	1,008.00	1,008.00	12,062.00	8%	
100-012110-3152 WEB BASED SERVICES	20,000	0.00	0.00	0.00	0.00	20,000.00		
100-012110-3600 ADVERTISING	3,000	0.00	120.00	120.00	120.00	2,880.00	4%	
100-012110-5250 TELECOMMUNCATIONS	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-012110-5300 TOWN INSURANCE-GENERAL FUND	32,000	0.00	0.00	0.00	0.00	32,000.00		
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	7,500	0.00	75.00	75.00	75.00	7,425.00	1%	

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100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012110-5810 MEMBERSHIP DUES	2,000	0.00	1,449.00	1,449.00	1,449.00	551.00	72%
100-012110-5840 MISCELLANEOUS	2,000	0.00	0.00	0.00	0.00	2,000.00	
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	5,000	0.00	0.00	0.00	0.00	5,000.00	
100-012110-6021 COUNCIL AND TOWN MANAGER OFFICE	2,500	0.00	0.00	0.00	0.00	2,500.00	
100-012110-6022 TOURISM DEVELOPMENT	5,000	0.00	5,000.00	5,000.00	5,000.00	0.00	100%
100-012110-6023 PUBLIC RELATIONS	0	0.00	800.04	800.04	800.04	(800.04)	
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	8,722.03	8,722.03	8,722.03	16,277.97	35%
COUNCIL AND TOWN Totals: ADMINISTRATION	341,956	0.00	34,891.45	34,891.45	34,891.45	307,064.55	10%
100-012410-1101 SALARIES/WAGES	159,708	0.00	9,901.31	9,901.31	9,901.31	149,806.69	6%
100-012410-1200 PT SALARY AND WAGES	0	0.00	1,223.00	1,223.00	1,223.00	(1,223.00)	
100-012410-2100 FICA	12,218	0.00	846.72	846.72	846.72	11,371.28	7%
100-012410-2210 VRS	17,728	0.00	627.02	627.02	627.02	17,100.98	4%
100-012410-2220 457 PLAN	1,000	0.00	74.00	74.00	74.00	926.00	7%
100-012410-2300 HEALTH PLAN	27,629	0.00	193.79	193.79	193.79	27,435.21	1%
100-012410-2400 GROUP LIFE	1,872	0.00	51.42	51.42	51.42	1,820.58	3%
100-012410-2500 HYBRID DISBILITY INSURANCE	1,134	0.00	0.00	0.00	0.00	1,134.00	
100-012410-3120 AUDIT	16,667	0.00	0.00	0.00	0.00	16,667.00	
100-012410-3130 CREDIT CARD AND BANK FEES	6,000	0.00	0.00	0.00	0.00	6,000.00	
100-012410-3150 PROFESSIONAL SERVICES - CPA	25,000	0.00	19,600.56	19,600.56	19,600.56	5,399.44	78%
100-012410-3151 PROFESSIONAL SERVICES - FINANCIAL ADVISORS	10,000	0.00	0.00	0.00	0.00	10,000.00	
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	0.00	0.00	0.00	1,500.00	
100-012410-3320 COMPUTER	55,000	0.00	25,989.75	25,989.75	25,989.75	29,010.25	47%

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
LICENSES/SUPPORT								
100-012410-5210 POSTAGE	5,000	0.00	0.00	0.00	0.00	5,000.00		
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00		
100-012410-5540 EDUCATION/TRAINING	4,000	0.00	0.00	0.00	0.00	4,000.00		
100-012410-5810 MEMBERSHIP DUES	500	0.00	0.00	0.00	0.00	500.00		
100-012410-5840 MISCELLANEOUS	3,100	0.00	0.00	0.00	0.00	3,100.00		
100-012410-6001 OFFICE SUPPLIES & PRINTING	5,000	0.00	0.00	0.00	0.00	5,000.00		
TREASURER Totals:	354,556	0.00	58,507.57	58,507.57	58,507.57	296,048.43	17%	
100-012510-3140 CONTRACTED SERVICES - PLANNING	60,000	0.00	0.00	0.00	0.00	60,000.00		
100-012510-3145 CONTRACTED SERVICES - LEGAL	54,000	0.00	0.00	0.00	0.00	54,000.00		
100-012510-3150 CONTRACTED SERVICES - ECONOMIC DEV	25,000	0.00	0.00	0.00	0.00	25,000.00		
100-012510-3155 CONTRACTED SERVICES - PAYROLL	8,500	0.00	0.00	0.00	0.00	8,500.00		
100-012510-3160 CONTRACTED SERVICES - HUMAN RESOURCES	5,000	0.00	0.00	0.00	0.00	5,000.00		
100-012510-3165 CONTRACTED SERVICES - ZONING FEES	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-012510-3170 PLANNING COMMISSION SALARIES	500	0.00	0.00	0.00	0.00	500.00		
Totals:	156,000	0.00	0.00	0.00	0.00	156,000.00		
100-031100-1101 SALARIES/WAGES	131,242	0.00	14,050.56	14,050.56	14,050.56	117,191.44	11%	
100-031100-1150 PART-TIME SALARY AND WAGES	7,500	0.00	456.00	456.00	456.00	7,044.00	6%	
100-031100-2100 FICA	10,040	0.00	1,106.13	1,106.13	1,106.13	8,933.87	11%	
100-031100-2210 VRS	13,875	0.00	643.36	643.36	643.36	13,231.64	5%	
100-031100-2300 HEALTH PLAN	1,593	0.00	66.36	66.36	66.36	1,526.64	4%	

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-031100-2400 GROUP LIFE	1,325	0.00	56.70	56.70	56.70	1,268.30	4%	
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	622.40	622.40	622.40	1,377.60	31%	
100-031100-3310 VEHICLE MAINTENANCE	13,500	0.00	0.00	0.00	0.00	13,500.00		
100-031100-3312 EQUIPMENT REPAIR	200	0.00	0.00	0.00	0.00	200.00		
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	0.00	0.00	2,350.00		
100-031100-5110 ELECTRICITY	10,500	0.00	0.00	0.00	0.00	10,500.00		
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	0.00	0.00	0.00	1,000.00		
100-031100-5540 EDUCATION/TRAINING	2,500	0.00	0.00	0.00	0.00	2,500.00		
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	3,500	0.00	1,370.00	1,370.00	1,370.00	2,130.00	39%	
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	31.44	31.44	31.44	4,968.56	1%	
100-031100-6011 UNIFORMS	3,700	0.00	0.00	0.00	0.00	3,700.00		
POLICE DEPARTMENT Totals:	215,825	0.00	18,402.95	18,402.95	18,402.95	197,422.05	9%	
100-031200-0003 USE OF E-SUMMONS FEES	4,000	0.00	0.00	0.00	0.00	4,000.00		
POLICE DEPT RESTRICTED Totals:	4,000	0.00	0.00	0.00	0.00	4,000.00		
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	0.00	0.00	15,000.00		
DONATIONS Totals:	15,000	0.00	0.00	0.00	0.00	15,000.00		
100-043100-1101 SALARIES	67,149	0.00	7,579.35	7,579.35	7,579.35	59,569.65	11%	
100-043100-1201 SALARIES/WAGES-OVERTIME	0	0.00	219.49	219.49	219.49	(219.49)		
100-043100-2100 FICA	5,137	0.00	566.55	566.55	566.55	4,570.45	11%	
100-043100-2210 VRS	6,905	0.00	349.29	349.29	349.29	6,555.71	5%	
100-043100-2220 457 PLAN	1,000	0.00	26.10	26.10	26.10	973.90	3%	
100-043100-2300 HEALTH PLAN	17,995	0.00	765.55	765.55	765.55	17,229.45	4%	

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-043100-2400 GROUP LIFE	659	0.00	29.43	29.43	29.43	629.57	4%	
100-043100-2500 HYBRID DISABILITY INSURANCE	491	0.00	0.00	0.00	0.00	491.00		
100-043100-3311 VEHICLE MAINT	9,000	0.00	812.87	812.87	812.87	8,187.13	9%	
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	0.00	0.00	0.00	39,000.00		
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-043100-5300 INSURANCE	7,500	0.00	0.00	0.00	0.00	7,500.00		
100-043100-5540 EDUCATION/ TRAINING	1,000	0.00	0.00	0.00	0.00	1,000.00		
100-043100-6001 OFFICE SUPPLIES & PRINTING	1,000	0.00	44.16	44.16	44.16	955.84	4%	
100-043100-6006 HAND TOOLS	1,000	0.00	57.98	57.98	57.98	942.02	6%	
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	75,000	0.00	510.00	510.00	510.00	74,490.00	1%	
100-043100-6008 VEHICLE FUEL/ OIL	3,000	0.00	0.00	0.00	0.00	3,000.00		
100-043100-6009 EQUIPMENT/ SUPPLIES	14,000	0.00	0.00	0.00	0.00	14,000.00		
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	78.35	78.35	78.35	1,421.65	5%	
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	0.00	0.00	0.00	0.00	6,000.00		
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	9,000	0.00	0.00	0.00	0.00	9,000.00		
100-043100-7130 REFUSE COLLECTION	100,221	0.00	0.00	0.00	0.00	100,221.00		
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00		
100-043100-7200 TOWN HALL EXPENSES	40,000	0.00	1,469.51	1,469.51	1,469.51	38,530.49	4%	
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	0.00	25,000.00		
PUBLIC WORKS Totals:	435,757	0.00	12,508.63	12,508.63	12,508.63	423,248.37	3%	
100-093100-0300 TRSF TO CIP FR GENERAL FUND	105,000	0.00	0.00	0.00	0.00	105,000.00		
100-093100-0320 TRSF TO EDA FUND	25,000	0.00	0.00	0.00	0.00	25,000.00		

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	24,500	0.00	0.00	0.00	0.00	24,500.00		
100-093100-0500 TRANSFER TO WATER FUND	166,700	0.00	0.00	0.00	0.00	166,700.00		
100-093100-0520 TRANSFER TO SEWER FUND	434,100	0.00	0.00	0.00	0.00	434,100.00		
Totals:	755,300	0.00	0.00	0.00	0.00	755,300.00		
Expenses Totals:	2,278,394	0.00	124,702.29	124,702.29	124,702.29	2,153,691.71	5%	

Budget vs Actual

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100 GENERAL FUND	Revenues Over/(Under) Expenses:	(50,991.79)	(50,991.79)	(50,991.79)
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Budget vs Actual

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300 CAPITAL PROJECTS							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
300-021101-0009 STATE GRANT PROCEEDS	25,000	0.00	0.00	0.00	0.00	(25,000.00)	
300-041050-0100 TRANSFER FR GEN FUND TO CIP	105,000	0.00	0.00	0.00	0.00	(105,000.00)	
Revenues Totals:	130,000	0.00	0.00	0.00	0.00	(130,000.00)	

Budget vs Actual

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300 CAPITAL PROJECTS							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
300-300100-8233 TOWN HALL RENOVATIONS	25,000	0.00	0.00	0.00	0.00	25,000.00	
300-300100-8277 PARK PLAYGROUND UPGRADES	105,000	0.00	0.00	0.00	0.00	105,000.00	
Totals:	130,000	0.00	0.00	0.00	0.00	130,000.00	
Expenses Totals:	130,000	0.00	0.00	0.00	0.00	130,000.00	

Budget vs Actual

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300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
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Budget vs Actual

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310 INTERGOV SERVICE AGREEMENT								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
310-016010-0002 INTERGOV SERVICE AGREEMENT	75,000	0.00	0.00	0.00	0.00	(75,000.00)		
Revenues Totals:	75,000	0.00	0.00	0.00	0.00	(75,000.00)		

Budget vs Actual

Period Ending 7/31/2026

310 INTERGOV SERVICE AGREEMENT								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
310-016010-0001 INTERGOV SERVICE AGREEMENT	70,000	0.00	420.00	420.00	420.00	69,580.00	1%	
310-016010-0003 CONTRACTED SERVICES - IGSA COORDINATION	5,000	0.00	0.00	0.00	0.00	5,000.00		
INTERGOV SERVICE Totals: AGREEMENT	75,000	0.00	420.00	420.00	420.00	74,580.00	1%	
Expenses Totals:	75,000	0.00	420.00	420.00	420.00	74,580.00	1%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:	(420.00)	(420.00)	(420.00)
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

320 ECONOMIC DEVELOPMENT AUTHORITY								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
320-041050-0100 TRANSFER FROM GENERAL FUND	25,000	0.00	0.00	0.00	0.00	(25,000.00)		
Revenues Totals:	25,000	0.00	0.00	0.00	0.00	(25,000.00)		

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 7/31/2026

320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
320-053400-0200 WINE FESTIVAL	12,500	0.00	0.00	0.00	0.00	12,500.00	
320-053400-0300 MURAL FUNDING	5,000	0.00	0.00	0.00	0.00	5,000.00	
320-053400-0400 FACADE IMPROVEMENT GRANT PROGRAM	5,000	0.00	0.00	0.00	0.00	5,000.00	
320-053400-0500 BANNERS - VETERANS, 4TH FRIDAYS, 360TH BOWLING GRE	2,500	0.00	0.00	0.00	0.00	2,500.00	
ECONOMIC DEVELOPMENT Totals: AUTHORITY	25,000	0.00	0.00	0.00	0.00	25,000.00	
Expenses Totals:	25,000	0.00	0.00	0.00	0.00	25,000.00	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

320 ECONOMIC DEVELOPMENT AUTHORITY	Revenues Over/(Under) Expenses:	0.00	0.00	0.00
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

400 EVENTS AND ACTIVITIES							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	1,000.00	1,000.00	1,000.00	1,000.00	
400-019050-0100 HARVEST FESTIVAL	20,000	0.00	3,260.00	3,260.00	3,260.00	(16,740.00)	16%
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
400-041050-0100 TRANSFER FROM GF TO EVENTS	24,500	0.00	0.00	0.00	0.00	(24,500.00)	
Revenues Totals:	45,500	0.00	4,260.00	4,260.00	4,260.00	(41,240.00)	9%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

400 EVENTS AND ACTIVITIES

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
400-031100-1201 TOWN HALL SECURITY - OVERTIME	1,500	0.00	0.00	0.00	0.00	1,500.00	
POLICE DEPARTMENT Totals:	1,500	0.00	0.00	0.00	0.00	1,500.00	
400-071200-1210 HARVEST FESTIVAL	24,000	0.00	4,245.00	4,245.00	4,245.00	19,755.00	18%
400-071200-1230 MUSIC ON THE GREEN	5,000	0.00	900.00	900.00	900.00	4,100.00	18%
400-071200-1250 PARADE/HOLIDAY EVENTS	2,500	0.00	0.00	0.00	0.00	2,500.00	
400-071200-1310 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	1,000.00	
400-071200-3120 CONTRACTED SERVICES - EVENT COORDINATION	11,500	0.00	0.00	0.00	0.00	11,500.00	
Totals:	44,000	0.00	5,145.00	5,145.00	5,145.00	38,855.00	12%
Expenses Totals:	45,500	0.00	5,145.00	5,145.00	5,145.00	40,355.00	11%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	(885.00)	(885.00)	(885.00)
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 7/31/2026

500 WATER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
500-016099-0001 WATER SALES	642,600	0.00	34,535.86	34,535.86	34,535.86	(608,064.14)	5%
500-016099-0003 ACCOUNT SETUP FEES	150	0.00	0.00	0.00	0.00	(150.00)	
500-016099-0004 WATER RECONNECT FEES	250	0.00	57.56	57.56	57.56	(192.44)	23%
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)	
500-016099-0015 IRRIGATION SYSTEM APPLICATION FEES	100	0.00	0.00	0.00	0.00	(100.00)	
500-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,065	0.00	1,805.36	1,805.36	1,805.36	(30,259.64)	6%
500-016099-0040 GRANT PROCEEDS	1,300,000	0.00	0.00	0.00	0.00	(1,300,000.00)	
500-041050-0100 TRANSFERS IN	166,700	0.00	0.00	0.00	0.00	(166,700.00)	
Revenues Totals:	2,161,365	0.00	36,398.78	36,398.78	36,398.78	(2,124,966.22)	2%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

500 WATER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	33,000	0.00	0.00	0.00	0.00	33,000.00	
500-500100-1101 SALARIES	117,220	0.00	18,800.85	18,800.85	18,800.85	98,419.15	16%
500-500100-1200 SALARIES/WAGES PART TIME	6,500	0.00	386.41	386.41	386.41	6,113.59	6%
500-500100-1201 SALARIES/WAGES-OVERTIME	3,000	0.00	22.35	22.35	22.35	2,977.65	1%
500-500100-2100 FICA	8,967	0.00	968.21	968.21	968.21	7,998.79	11%
500-500100-2210 VRS	12,463	0.00	529.75	529.75	529.75	11,933.25	4%
500-500100-2220 457 PLAN	1,000	0.00	43.49	43.49	43.49	956.51	4%
500-500100-2300 HEALTH PLAN	27,205	0.00	983.29	983.29	983.29	26,221.71	4%
500-500100-2400 GROUP LIFE	1,279	0.00	44.20	44.20	44.20	1,234.80	3%
500-500100-2500 HYBRID DISABILITY	822	0.00	0.00	0.00	0.00	822.00	
500-500100-3120 FINANCIAL SERVICES	51,667	0.00	0.00	0.00	0.00	51,667.00	
500-500100-3125 CONTRACTED SERVICES - INBODEN ENVIRONMENTAL	68,226	0.00	0.00	0.00	0.00	68,226.00	
500-500100-3139 CONTINGENCY (3100)	28,000	0.00	0.00	0.00	0.00	28,000.00	
500-500100-3140 ENGINEERING/PROF. SERVICES	15,000	0.00	18,438.73	18,438.73	18,438.73	(3,438.73)	123%
500-500100-3141 CONTRACTED SERVICES - COMMUNITY DEVELOPMENT	85,000	0.00	0.00	0.00	0.00	85,000.00	
500-500100-3311 VEHICLE MAINT	2,000	0.00	0.00	0.00	0.00	2,000.00	
500-500100-3320 COMPUTER LICENSES/SUPPORT	10,500	0.00	0.00	0.00	0.00	10,500.00	
500-500100-5110 ELECTRICITY	23,500	0.00	0.00	0.00	0.00	23,500.00	
500-500100-5210 MAILING COSTS	5,500	0.00	0.00	0.00	0.00	5,500.00	
500-500100-5230 TELECOMMUNICATIONS	4,200	0.00	0.00	0.00	0.00	4,200.00	
500-500100-5300 TOWN INSURANCE-WATER	10,000	0.00	0.00	0.00	0.00	10,000.00	

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 7/31/2026

500 WATER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
500-500100-5540 Education/Training/License/Permits	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-5810 FEES AND DUES	3,100	0.00	0.00	0.00	0.00	3,100.00	
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	2,733.00	2,733.00	2,733.00	15,767.00	15%
500-500100-5840 MISCELLANEOUS	3,000	0.00	800.00	800.00	800.00	2,200.00	27%
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	0.00	500.00	
500-500100-6001 OFFICE SUPPLIES/EQUIPMENT	2,000	0.00	0.00	0.00	0.00	2,000.00	
500-500100-6005 Janitorial Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-6006 HAND TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00	
500-500100-6007 REPAIR / MAINTENANCE	185,000	0.00	7,505.00	7,505.00	7,505.00	177,495.00	4%
500-500100-6008 VEHICLE FUEL/OIL	5,500	0.00	0.00	0.00	0.00	5,500.00	
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	0.00	2,000.00	
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,500	0.00	0.00	0.00	0.00	1,500.00	
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	581.30	581.30	581.30	4,418.70	12%
500-500100-6022 WATER TESTING	7,000	0.00	60.00	60.00	60.00	6,940.00	1%
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	0.00	2,500.00	
500-500100-8500 2018 Loan Interest Expense	53,986	0.00	0.00	0.00	0.00	53,986.00	
500-500100-8550 2026 LOAN INTEREST EXPENSE	52,730	0.00	0.00	0.00	0.00	52,730.00	
500-500500-3510 WATER QUALITY IMPROVEMENT PROJEC (VDH GROSS ALPHA)	1,300,000	0.00	0.00	0.00	0.00	1,300,000.00	
Totals:	2,161,365	0.00	51,896.58	51,896.58	51,896.58	2,109,468.42	2%
Expenses Totals:	2,161,365	0.00	51,896.58	51,896.58	51,896.58	2,109,468.42	2%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 7/31/2026

500 WATER	Revenues Over/(Under) Expenses:	(15,497.80)	(15,497.80)	(15,497.80)
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 7/31/2026

520 SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
520-016099-0002 SEWER SALES	642,600	0.00	32,771.27	32,771.27	32,771.27	(609,828.73)	5%
520-016099-0007 CONNECTION FEES-SEWER	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
520-016099-0011 SEWER AVAILABILITY FEES	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,065	0.00	1,153.47	1,153.47	1,153.47	(30,911.53)	4%
520-024100-0200 STATE GRANT PROCEEDS	2,700,000	0.00	0.00	0.00	0.00	(2,700,000.00)	
520-041050-0100 TRANSFER IN	434,100	0.00	0.00	0.00	0.00	(434,100.00)	
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	33,000	0.00	0.00	0.00	0.00	(33,000.00)	
Revenues Totals:	3,853,265	0.00	33,924.74	33,924.74	33,924.74	(3,819,340.26)	1%

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 7/31/2026

520 SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
520-500100-1101 SALARIES	117,220	0.00	36,917.97	36,917.97	36,917.97	80,302.03	31%
520-500100-1200 SALARIES/WAGES PART TIME	7,500	0.00	386.58	386.58	386.58	7,113.42	5%
520-500100-1201 OVERTIME	4,000	0.00	306.80	306.80	306.80	3,693.20	8%
520-500100-2100 FICA	8,967	0.00	976.52	976.52	976.52	7,990.48	11%
520-500100-2210 VRS	12,463	0.00	529.75	529.75	529.75	11,933.25	4%
520-500100-2220 457 PLAN	0	0.00	43.49	43.49	43.49	(43.49)	
520-500100-2300 HEALTH INSURANCE	27,205	0.00	983.29	983.29	983.29	26,221.71	4%
520-500100-2400 GROUP LIFE	1,279	0.00	44.20	44.20	44.20	1,234.80	3%
520-500100-2500 HYBRID DISABILITY	824	0.00	0.00	0.00	0.00	824.00	
520-500100-2501 CONTINGENCY(3100)	30,090	0.00	0.00	0.00	0.00	30,090.00	
520-500100-3120 FINANCIAL SERVICES	51,667	0.00	0.00	0.00	0.00	51,667.00	
520-500100-3125 CONTRACTED SERVICES - INBODEN ENVIRONMENTAL	278,642	0.00	0.00	0.00	0.00	278,642.00	
520-500100-3160 TESTING	30,000	0.00	682.19	682.19	682.19	29,317.81	2%
520-500100-3180 SLUDGE REMOVAL	25,000	0.00	0.00	0.00	0.00	25,000.00	
520-500100-3311 VEHICLE MAINT	2,000	0.00	0.00	0.00	0.00	2,000.00	
520-500100-3321 COMPUTER LICENSES/SUPPORT	10,300	0.00	0.00	0.00	0.00	10,300.00	
520-500100-5110 ELECTRICITY	78,000	0.00	0.00	0.00	0.00	78,000.00	
520-500100-5120 PROPANE	2,500	0.00	0.00	0.00	0.00	2,500.00	
520-500100-5210 MAILING COSTS	500	0.00	0.00	0.00	0.00	500.00	
520-500100-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-5300 INSURANCE	6,000	0.00	0.00	0.00	0.00	6,000.00	
520-500100-5540 Education/Training/License	2,500	0.00	0.00	0.00	0.00	2,500.00	
520-500100-5613 VPDES FEES/DEQ	4,500	0.00	0.00	0.00	0.00	4,500.00	
520-500100-5840 SEWER OPS MISCELLANEOUS	12,250	0.00	1,208.69	1,208.69	1,208.69	11,041.31	10%
520-500100-5899 MISS UTILITY COST	500	0.00	0.00	0.00	0.00	500.00	

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 7/31/2026

520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
520-500100-6001 OFFICE SUPPLIES	1,500	0.00	0.00	0.00	0.00	1,500.00		
520-500100-6004 EQUIPMENT / SUPPLIES	15,000	0.00	0.00	0.00	0.00	15,000.00		
520-500100-6005 Janitorial Supplies	1,200	0.00	0.00	0.00	0.00	1,200.00		
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6007 REPAIR / MAINTENANCE	140,000	0.00	632,556.83	632,556.83	632,556.83	(492,556.83)	452%	
520-500100-6008 VEHICLE FUEL/OIL	3,500	0.00	0.00	0.00	0.00	3,500.00		
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,150	0.00	0.00	0.00	0.00	1,150.00		
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	500	0.00	0.00	0.00	0.00	500.00		
520-500100-8500 Loan Interest Expense	161,277	0.00	0.00	0.00	0.00	161,277.00		
520-500100-8550 2026 LOAN INTEREST EXPENSE	52,731	0.00	0.00	0.00	0.00	52,731.00		
520-500500-4100 SLUDGE MANAGEMENT UPGRADES (BELT PRESS & FACILITY)	2,700,000	0.00	0.00	0.00	0.00	2,700,000.00		
520-500500-4110 GENERATOR - LIFT STATIONS MEADOWS	60,000	0.00	0.00	0.00	0.00	60,000.00		
Totals:	3,853,265	0.00	674,636.31	674,636.31	674,636.31	3,178,628.69	18%	
Expenses Totals:	3,853,265	0.00	674,636.31	674,636.31	674,636.31	3,178,628.69	18%	

Budget vs Actual

TOWN OF BOWLING GREEN
8/24/2026 10:40:11 AM

Period Ending 7/31/2026

520 SEWER	Revenues Over/(Under) Expenses:	(640,711.57)	(640,711.57)	(640,711.57)
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Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- August, 2026
DATE: Aug 22nd, 2026

Police Activity

During the months of **August 2026**, the Police Department remained committed to providing proactive law enforcement services, maintaining public safety, and strengthening community partnerships. Officers responded to a total of **50 calls for service** and conducted numerous proactive patrols and preventative activities throughout the community.

Activity during this reporting period included:

- **50** total calls for service
- **13** assists to other law enforcement and emergency service agencies
- **2** warrant services/arrests
- **1** larceny investigation
- **1** assault/domestic incident investigations
- **3** Destruction of property
- **45** traffic summonses issued
- **16** traffic warnings issued
- **36** property, vacation, and business security checks

In addition to responding to calls for service, officers continued to emphasize proactive policing through regular property, vacation, and business checks to help deter criminal activity and provide reassurance to residents and business owners. Traffic enforcement efforts remained a priority as well.

Heads Up

- The department has also been actively preparing for **the 2026 Harvest festival**.



Town Council Memorandum

TOWN MANAGER'S REPORT

Town of Bowling Green, Virginia

Prepared for the Mayor and Town Council — August 2026

Administration & Personnel

Economic Development Coordinator. Hired the Town's Economic Development Coordinator, a part-time position.

Community Engagement and Outreach Intern. Hired a Community Engagement and Outreach Intern to support the KaBOOM! Playground project.

Recruitment. Recruitment continues for the Part-Time Maintenance Worker and Finance Director positions.

FY25 Audit. Completed the FY25 audit for presentation to Town Council, in collaboration with Davis & Associates, CYM, and Town staff. This brings the Town's backlog of audits to a close, and work is proceeding on the FY26 audit.

Payroll System Onboarding. Continued onboarding of Dominion Payroll, in collaboration with the finance team, toward full implementation in September.

Town Hall & Facilities

Temporary Offices. Town offices remain at 113 Courthouse Lane until further notice; work on Town Hall continues.

Planning, Zoning & Code Enforcement

Code Enforcement. Four code enforcement cases were closed, two of them through voluntary compliance.

Parking Ordinance. Completed the notice requirements for the Parking Ordinance.

CBPA Agreement. Reviewed the status of the Chesapeake Bay Preservation Act (CBPA) agreement and coordinated related compliance items with Town staff; a presentation on the agreement is before Council this evening.

Water & Environmental Services

Lead Service Line Inventory. Received notification from the Virginia Department of Health (VDH) that the Town's line inventory was accepted, indicating no lead pipe in the Town of Bowling Green.

Sludge Management Pilot. The sludge management pilot continues; the first bag was hauled off in mid-August 2026.

Septic Compliance. Created an online submittal process for septic letters and drafted letters, with Town staff, to be sent to septic users requiring compliance by December 31, 2026.

Capital Projects & Infrastructure

A.P. Hill IGSA. Drafted an Intergovernmental Services Agreement (IGSA) request to A.P. Hill outlining terms for a future IGSA partnership.

Rate Study. Held a meeting with Moonshot Missions and Water Finance Technical Assistance regarding rate study analysis.

Financial Planning. Held discussions with Davenport regarding future financial planning.

Grants & Main Street Program

DHCD CAMS Report. Submitted the CAMS Report for the BGVA Main Street program.

BGVA Resolution. Drafted a resolution for BGVA.

Mural Agreements. Assisted with execution of the mural agreement between the property owner and BGVA leadership, as well as the mural agreement between BGVA and the muralist.

EDA Mural Contribution. Coordinated payment from the Economic Development Authority (EDA) to BGVA for its contribution to the mural project.

Community & Economic Development

KaBOOM! & Amazon Design Day. Coordinated outreach and communication for the KaBOOM! and Amazon playground Design Day.

Media Response. Responded to Fredericksburg Free Press media inquiries regarding Design Day and Community Day.

Community Outreach. Conducted community outreach to partners for Design Day and Build Day, including representatives of the Caroline County Board of Supervisors and Caroline County Public Schools.

Music on the Green. Music on the Green events are scheduled for August 28, September 25, and October 16.

Harvest Festival. Planning and preparation for the Harvest Festival is underway.

Finance & Collections

TACS Collections. Finalized delinquent real estate and personal property billing with TACS for collections.

Respectfully submitted,

India Adams-Jacobs

India Adams-Jacobs, MPA ICMA-CM
Town Manager/Clerk/Zoning Administrator

TOWN OF BOWLING GREEN, VIRGINIA

COUNCIL MEMORANDUM

TO: The Honorable Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager; Jeff Gore, Town Attorney

DATE: September 3, 2026

RE: Repeal and Replacement of Article 4.10, "Motor Vehicles and Traffic," Chapter 4 of the Town Code

Purpose

This memorandum requests Town Council's consideration and adoption of an ordinance repealing Article 4.10, "Motor Vehicles and Traffic," of Chapter 4 of the Town Code in its entirety and replacing it with the revised article attached to this memorandum.

Background

Staff undertook a comprehensive review of Article 4.10 and determined that the existing provisions require updating to provide clearer standards, improve administration and enforcement, and better align with current Virginia Code Title 46.2 (Motor Vehicles) and related provisions of Title 18.2. The Town Council is authorized under state law to enact and amend ordinances governing motor vehicles and traffic to promote the public health, safety, and welfare of the community, and finds that the repeal and replacement of Article 4.10 is in the best interests of Town residents.

The proposed ordinance repeals the current Article 4.10 in its entirety and replaces it with a reorganized article structured in four parts: Article I (General Provisions; Traffic Regulations; Use of Streets), Article II (Stopping, Standing and Parking), Article III (Citations and Fines; Issuance of Summons), and Article IV (General Violations and Penalties).

Discussion

Key provisions and updates in the revised article include:

- **Adoption of State Law.** Continuing the Town's adoption by reference of Title 46.2 and Article 2, Chapter 7 of Title 18.2 of the Code of Virginia (DUI provisions), consistent with current statutory authority under § 46.2-1313.
- **General Traffic Provisions.** Retains and clarifies standing rules on backing vehicles, blocking intersections, funeral processions, display of license plates, pedestrian use of roadways, and compliance with traffic control devices.
- **Golf Cart and Utility Vehicle Use.** Establishes a defined list of streets on which golf carts and utility vehicles may operate, along with operating limitations (25 mph posted speed limit, valid driver's license, slow-moving-vehicle emblem, daylight operation) consistent with § 46.2-916.3 of the Code of Virginia.
- **Speed Limit.** Establishes a default speed limit of 25 mph on Town streets absent posted signage.

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- Vehicle Removal and Impoundment. Updates procedures for removal of unattended, accident-involved, and abandoned vehicles, and for removal or immobilization of vehicles with three or more unsettled parking violations.
- Parking Regulations (Article II). Consolidates prohibited parking locations (sidewalks, crosswalks, intersections, fire hydrants, fire lanes, yellow curbs), disabled-parking space requirements, curb parking standards, loading zone rules, restrictions on overnight parking of trucks/trailers/buses, and restrictions on commercial vehicle parking in residential zones. Confirms the Town Manager's authority to promulgate and enforce parking rules and regulations, including designation of public parking areas, business parking zones, bus stops, taxi stands, and loading zones.
- Citations and Fines (Article III). Retains the existing citation process — issuance, notice, escalation to summons, and right to contest — and the associated fine schedule for parking violations, along with a three-year enforcement period for collection of unpaid penalties.
- General Penalty (Article IV). Establishes that violations without a specified penalty are punishable by a fine of up to \$2,500, imprisonment of up to twelve months, or both, consistent with § 15.2-1429 of the Code of Virginia.

Fiscal Impact

Adoption of the revised article is not expected to have a direct fiscal impact on the Town's operating budget. Enforcement will be carried out using existing police and administrative personnel. Fine revenue from parking violations, disabled-parking violations, and general penalties will continue to be collected pursuant to the schedule in Article III, as summarized below.

Violation	Fine (Before Notice)
Parking on a sidewalk	\$50
Parking in front of a public/private driveway	\$50
Parking within an intersection	\$50
Parking on a crosswalk	\$50
Parking where official signs prohibit parking	\$50
Parking against oncoming traffic	\$100
Parking within 15 feet of a fire hydrant	\$100
Parking within a designated fire lane	\$100
Parking against a yellow curb	\$100
Parking in a designated disabled-parking space	\$250

Should signage, striping, or golf-cart route markers require installation or updating as a result of the revised article, the associated costs would be covered by the Town's existing public works or capital budget, as applicable.

Recommendation

Staff recommends that Town Council adopt the attached ordinance repealing and replacing Article 4.10, “Motor Vehicles and Traffic,” of Chapter 4 of the Town Code, subject to resolution of the section-numbering and fine-schedule items noted above prior to final codification.

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Draft Motion

“I move that the Town Council adopt the ordinance to repeal and replace Article 4.10, ‘Motor Vehicles and Traffic,’ of Chapter 4 of the Town Code, as presented, to take effect upon adoption.”

AN ORDINANCE TO REPEAL AND REPLACE ARTICLE 4.10 “MOTOR VEHICLES AND TRAFFIC” OF CHAPTER 4 OF THE BOWLING GREEN TOWN CODE

WHEREAS, the Town Council is authorized to enact and amend ordinances governing motor vehicles and traffic to promote the public health, safety, and welfare of the community; and

WHEREAS, the Town Council has reviewed Section 4.10 of Chapter 4 of the Town Code and has determined that revisions are necessary to update, clarify, and improve its provisions; and

WHEREAS, repealing and replacing Section 4.10 will provide clearer standards, enhance the administration and enforcement of the Town's motor vehicle and traffic regulations, and better serve the needs of the Town and its residents; and

WHEREAS, the Town Council finds that the repeal and replacement of Section 4.10 is in the best interests of the health, safety, and welfare of the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Bowling Green that Section 4.10 of Chapter 4 of the Town Code is hereby repealed in its entirety and replaced as follows:

§1. CHAPTER 4: ARTICLE 4.10 MOTOR VEHICLES AND TRAFFIC

ARTICLE I

General Provisions: Traffic Regulations; Use of Streets

§ 4.10.010 Adoption of state law generally.

- A. Pursuant to the authority of Section 46.2-1313 of the Code of Virginia, as amended, all of the provisions and requirements of the laws of the state contained in Title 46.2 and in Article 2 of Chapter 7 of Title 18.2 of the Code of Virginia, except those provisions which are contained in this chapter and except those provisions and requirements the violation of which constitutes a felony and except those provisions and requirements which by their very nature can have no application to or within the Town, are hereby adopted and incorporated in this chapter by reference and made applicable within the Town. References to “highways of the state” contained in such provisions and requirements hereby adopted shall be deemed to refer to the streets, highways and other public ways within the Town. Such provisions and requirements are hereby adopted, mutatis mutandis, and made a part of this chapter as fully as though set forth at length herein, and it shall be unlawful for any person within the Town to violate or fail, neglect or refuse to comply with any provision of Title 46.2 or of Article 2 of Chapter 7 of Title 18.2 of the Code of Virginia which is adopted by this section, provided that in no event shall the penalty imposed for the violation of any provision or requirement hereby adopted exceed the penalty imposed for a similar offense under Title 46.2 or under Article 2 of Chapter 7 of Title 18.2 of the code of Virginia.
- B. The term "Code of Virginia," as used in this section, shall mean the Code of Virginia as in effect on the date of the adoption of this chapter, as amended by the 1981 session of the General Assembly of Virginia and as hereafter amended by the General Assembly of Virginia.

§4.10.020. Adoption of state law to driving while under the influence of alcohol or drugs

Article 2 of chapter 7 of title 18.2 of the Code of Virginia, including any amendments to those statutes which may be adopted in the future, is hereby adopted and made a part of this chapter as fully as though set out at length herein. It shall be unlawful for any person within the Town to violate, or fail, neglect or refuse to comply with any provision of the Code of Virginia adopted by this section.

Adoption of state law as it pertains to disposition of cases heard in Juvenile and Domestic Relations Court

Title 16.1, Chapter 11, Article 9 of the Code of Virginia, including any amendments to those statutes which may be adopted in the future, is hereby adopted and made a part of this chapter as fully as though set out at length herein. It shall be unlawful for any person within the Town to violate, or fail, neglect or refuse to comply with, any provision of the Code of Virginia adopted by this section.

§4.10.030 Authority of Fire Department.

Members of the Fire Department may direct or assist the police in directing traffic at or in the immediate vicinity of a fire and, while so acting, shall have all the authority of police officers.

State law reference: Code of Virginia §46.2-1300

§4.10.040. Backing vehicles.

The operator of a vehicle in the Town shall not back such vehicle unless the movement can be made safely and without interfering with other traffic.

State law reference: Code of Virginia §46.2-1300

§ 4.10.050. Blocking intersections.

No operator of a vehicle shall enter an intersection or a marked crosswalk unless there is sufficient space beyond such intersection or crosswalk in the direction in which such vehicle is proceeding to accommodate the vehicle without obstructing the passage of other vehicles or pedestrians, notwithstanding any traffic control signal indication to proceed.

State law reference: Code of Virginia §46.2-1300

§4.10.060. Boarding or alighting from moving vehicles.

No person shall board or alight from any vehicle while such vehicle is in motion.

State law reference: Code of Virginia §46.2-1300

§ 4.10.070 Display of state license plate required.

It shall be unlawful for any person to operate or for the owner or person in control thereof to knowingly permit the operation of, upon a street or highway of the Town, any motor vehicle, trailer or semitrailer without having displayed thereon the license plate or plates assigned thereto by the State Department of Motor Vehicles for the current registration year, whenever such license plate or plates are required by

Section 46.2-613 of the Code of Virginia, as amended.

§ 4.10.080. Processions.

No operator of a vehicle shall drive between the vehicles, persons or animals comprising a funeral or other authorized procession, except when otherwise directed by a police officer. This provision shall not apply to the specified emergency vehicles as defined in Section 46.2-920 of the Code of Virginia, as amended.

State law reference: Code of Virginia §46.2-1300

§ 4.10.090. Funeral processions.

- A. All motor vehicles participating in a funeral procession, when proceeding to any place of burial, shall display illuminated headlamps thereon and such other identification as the Chief of Police may prescribe.
- B. All motor vehicles so designated shall have the right-of-way over all other vehicles, except fire apparatus, ambulances and police vehicles, at any street or highway intersection within the Town and may proceed through a stop street or signalized intersection with proper caution and safety.

State law reference: Code of Virginia §46.2-1300

§ 4.20.010. Pedestrians.

- A. Pedestrians shall not use the roadways or streets, other than the sidewalks thereof, for travel, except when necessary to do so because of the absence of sidewalks reasonably suitable and passable for their use, in which case, if they walk upon the hard surface or the main traveled portion of the roadway, they shall keep to the extreme left side or edge thereof, or where the shoulders of the highway are of sufficient width to permit, they may walk on either shoulder thereof.
- B. Pedestrians shall not stand or stop in any roadway or street for the purpose of soliciting rides.

§ 4.20.020. Persons riding bicycles or riding or driving animals.

Every person riding a bicycle or an animal upon a roadway and every person driving any animal thereon shall be subject to the provisions of this chapter applicable to the driver of a vehicle, except those provisions which by their very nature can have no application.

State law reference: Code of Virginia §46.2-800

§ 4.20.030. Placement of traffic control signs, signals, markings or devices.

When the Town Council designates an intersection as one at which the driver of a vehicle is required to stop or to yield the right-of-way before entering such intersection or designates a street upon which traffic is to proceed only in one direction or designates a place at which U-turns are prohibited or at which turning movements are otherwise prohibited or restricted or imposes any other regulation of traffic for which a traffic control sign, signal, marking or device which by state law

is required to be in place to give notice to drivers of vehicles or pedestrians, the Council shall cause such traffic control sign, signal, marking or device to be installed and maintained as required by law.

State law reference: Code of Virginia §§46.2-1300, 46.2-830

§ 4.20.040. Compliance with traffic control signs and devices required.

All traffic control signs, signals, markings and devices which are in place anywhere within the Town pursuant to the authority of state law, this Code or other ordinance shall be complied with, and it shall be unlawful for the driver of any vehicle or for any pedestrian to violate or fail to comply with any requirement, prohibition or directive contained in any such traffic control sign, signal, marking or device except by directive of a police officer.

State law reference: Code of Virginia § 46.2-1300

§ 4.20.050. Removal and disposal of unattended vehicles.

- A. Whenever any vehicle, trailer or semitrailer is found on the public streets or public grounds unattended by the owner or operator and constitutes a hazard to traffic, or is parked in such manner as to be in violation of law or whenever any motor vehicle, trailer or semitrailer is left unattended for more than 10 days upon public property, or it is immobilized on a public roadway by weather conditions or other emergency situation, any such vehicle, trailer or semitrailer may be removed for safekeeping by or under the direction of a police officer to a storage garage or area, provided that no such vehicle shall be so removed from privately owned premises.
- B. The owner of such vehicle, trailer or semitrailer, before obtaining possession thereof, shall pay to the Town all reasonable costs incidental to the removal and storage of such vehicle, trailer or semitrailer and locating of the owner. Should such owner fail or refuse to pay the cost or should the identity or whereabouts of such owner be unknown and unascertainable after a diligent search has been made and after notice to him/her at his last known address and to the lien holder of record with the office of the Department of Motor Vehicles of this state against the motor vehicle, trailer or semitrailer, the Chief of Police or designated officer shall treat the vehicle as abandoned as provided in Sections 46.2-1200 et seq. of the Code of Virginia. After holding the vehicle, trailer or semitrailer 60 days and after due notice of sale, the vehicle may be disposed of at a public sale, and from the proceeds of the sale of an abandoned motor vehicle the Town, or its authorized agent, shall reimburse itself for the expenses of the auction, the cost of towing, preserving, and storing the vehicle which resulted from placing the abandoned motor vehicle in custody, and all notice and publication costs incurred pursuant to Section 46.2-1202 of the Code of Virginia, as amended. Any remainder from the proceeds of a sale shall be held for the owner of the abandoned motor vehicle or any person having security interests in the vehicle, as their interests may appear, for 60 days, and then be deposited into the treasury of the Town.

State law reference: Code of Virginia, §§ 46.2-1213, 46.2-1201, 46.2-1203.

§ 4.20.060. Removal of vehicles involved in accidents.

- A. Whenever a motor vehicle, trailer or semitrailer involved in an accident is found upon the highways or streets in the Town and is so located as to impede the orderly flow of traffic,

the police may:

- (1) At no cost to the owner or operator, remove the motor vehicle, trailer, or semitrailer to some point in the vicinity where it will not impede the flow of traffic; or
 - (2) Have the vehicle removed to a storage area for safekeeping and shall report the removal to the Department of Motor Vehicles and to the owner of the vehicle as promptly as possible.
- B. If the vehicle is removed to a storage area under Subsection A(2), the owner shall pay to the parties entitled thereto all costs incidental to its removal and storage.

State law reference: Code of Virginia, § 46.2-1212.

§ 4.20.070. Removal or immobilization of motor vehicles with outstanding parking violations.

- A. Any vehicle parked on a public street or other public property, for which there are three or more unpaid or otherwise unsettled parking violations, may be removed to a place within the Town or in an adjacent locality designated by the chief law-enforcement officer for the temporary storage of the motor vehicle, vehicle, or trailer or the motor vehicle, vehicle, or trailer may be immobilized in a manner that will prevent its removal or lawful operation except by authorized law-enforcement personnel. For the purposes of this section, "unsettled" shall refer to a parking violation for which the fine has not been paid, for which there is no pending disposition of an administrative appeal, and for which the vehicle owner or operator has not requested a hearing in the general district court.
- B. It shall be the duty of the police personnel removing the motor vehicle, vehicle, or trailer to inform, as soon as practicable, the owner of the removed or immobilized motor vehicle, vehicle, or trailer of the nature and circumstances of the prior unsettled parking violation notices for which the vehicle was removed.
- C. The owner of the removed motor vehicle, vehicle, or trailer, or other person acting on his behalf, shall be permitted to repossess or to secure the release of the vehicle by payment of the outstanding parking violation notices for which the vehicle was removed or immobilized and by payment of all costs incidental to the removal, and storage of the vehicle, and the efforts to locate the owner of the vehicle. Should the owner fail or refuse to pay such fines and costs, or should the identity or whereabouts of the owner be unknown and unascertainable after a diligent search has been made, then after notice to the owner at his last known address and to the holder of any lien of record with the Department of Motor Vehicles, the vehicle may be disposed of in accordance with §4.20.050 (B).

State law reference: Code of Virginia, § 46.2-1216.

§ 4.20. 080. Bicyclists to use handlebars.

No person shall ride a bicycle upon any street without having at least on hand upon the handlebars.

State law reference: Code of Virginia, § 46.2-906.

§ 4.20.090. Speed limit established.

Except as provided by state law with respect to drivers of specific emergency vehicles, no person

shall drive or propel a vehicle upon any street or public way of this Town at a speed in excess of the speed posted in authorized traffic control signs upon such street or public way or, in the absence of any such signs, at a speed in excess of 25 miles per hour.

State law reference: Authority of cities and towns with regard to increasing and decreasing speed limits, Code of Virginia, § 46.2-1300; special speed limits on bridges, etc., Code of Virginia, § 46.2-881; maximum speed limit in Town, Code of Virginia, §§ 46.2-874, 46.2-875.

§ 4.30.010. State inspection sticker required.

Except as otherwise expressly provided by state law, it shall be unlawful for any person to operate or cause or permit the operation of a motor vehicle, trailer or semitrailer upon the streets or highways of this Town unless there is properly displayed thereon a valid state inspection sticker showing that such vehicle, trailer or semitrailer has been inspected and approved under the provisions of Section 46.2-1157 et seq. of the Code of Virginia, as amended. A violation of this section shall be deemed a traffic infraction as defined in 46.2-100 of the Code of Virginia.

State law reference: Code of Virginia, §§ 46.2-1157, 46.2-1158.02, 46.2-100, 46.2-113.

§ 4.30.020. Depositing materials on streets unlawful.

No person shall throw or deposit or cause to be deposited upon any alleyway, sidewalk, street or highway any glass bottle, glass, nail, tack, wire, can or any other substance likely to injure any person or animal or damage any vehicle upon such alleyway, sidewalk, street or highway, nor shall any person throw or deposit or cause to be deposited upon any alleyway, sidewalk, street or highway any soil, sand, mud, gravel or other substances so as to create a hazard to the traveling public. Any person who drops or permits to be dropped or thrown upon any alleyway, sidewalk, street or highway any destructive, hazardous or injurious material shall immediately remove the same or cause it to be removed. Any person removing a wrecked or damaged vehicle from an alleyway, sidewalk, street or highway shall remove any glass or other injurious substance dropped upon the alleyway, sidewalk, street or highway from such vehicle. Any person violating any of the provisions of this section shall, upon conviction, be punished by a fine not exceeding \$2,500 or confinement in jail not exceeding 12 months, or both.

State law reference: Code of Virginia, § 18.2-324.

§ 4.20.030. Unlawful riding.

No person shall ride on any vehicle upon any portion thereof not designated or intended for the use of passengers. This provision shall not apply to an employee engaged in the necessary discharge of duty or to persons riding within truck bodies in space intended for merchandise.

State law reference: Code of Virginia § 46.2-100 et seq.; local regulation of parking, Code of Virginia, § 46.2-1220 et seq.; local regulation of traffic, Code of Virginia, § 46.2-1300 et seq.

§ 4.20.040. Washing or greasing vehicles on streets or sidewalks unlawful.

No person shall wash, polish or grease a vehicle upon a public street or sidewalk, nor shall the owner of a vehicle permit it to be washed, polished or greased upon a public street or sidewalk. The term “sidewalk” shall mean the portion of a street between the curblines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

State law reference: Code of Virginia § 46.2-100 et seq.; local regulation of parking, Code of Virginia, § 46.2-1220 et seq.; local regulation of traffic, Code of Virginia, § 46.2-1300 et seq.

§ 4.20.050. Golf cart and golf utility vehicle use.

- A. The Town Council hereby designates the following public highways or roadways within the Town of Bowling Green upon which golf carts and/or utility vehicles may be operated in accordance with the provisions of Subsection B hereof:

Alsop Lane

Anderson Avenue

Butler Street

Cary Street

Cedar Lane

Chase Street

Coghill Street

County Street

Courthouse Lane

Davis Court

Dickinson Drive

Dorsey Lane

Elliott Drive

Ennis Street

Gill Street

Hoomes Circle

Lacy Lane

Lafayette Avenue

Lakewood Avenue

Lee Street

Martin Street

Maury Avenue

Meadow Lane

Milford Street

North Main Street

Oak Ridge Street

Roper Drive

South Main Street

Sunset Drive

Travis Street

Trewalla Lane

Virginia Avenue

White Street

B. Golf carts and utility vehicles operating upon these public highways or roadways designated in Subsection A hereinabove shall be in accordance with the following limitations:

- (1) A golf cart or utility vehicle may be operated only on designated public highways or roadways where the posted speed limit is 25 miles per hour or less. No golf cart or golf utility vehicle shall cross any highway or roadway at an intersection where the highway or roadway crossed has a posted speed limit of more than 25 miles per hour;
- (2) No person shall operate any golf cart or utility vehicle on any public highway or roadway unless he/she has in his/her possession a valid driver's license;
- (3) Every golf cart or utility vehicle, whenever operated on a public highway or roadway, shall display a slow-moving vehicle emblem in accordance with § 46.2-1081 of the Code of Virginia 1950, as amended;
- (4) Golf carts and utility vehicles shall be operated upon the public highways or roadways only between sunrise and sunset, unless equipped with such lights as are required by Article 3, Chapter 10, of Title 46.2 (§ 46.2-1010 et seq.) of the Code of Virginia 1950, as amended.

C. The limitation of Subsection B(1) shall not apply to golf carts and utility vehicles being operated as follows:

- (1) To cross a highway or roadway from one portion of the golf course to another portion thereof or to another adjacent golf course; or to travel between a person's home and golf course if:
 - (a) The trip would not be more than one-half mile in either direction; and
 - (b) The speed limit on the road is no more than 35 miles per hour.
- (2) To the extent necessary for Town government employees, operating only upon highways or roadways located within the Town, to fulfill a governmental purpose, provided the golf cart or utility vehicle is being operated on highways or roadways with speed limits of 35 miles per hour or less; and

D. Signs.

- (1) All portions of public highways or roadways designated in Subsection A above for the use thereupon of golf carts or utility vehicles shall be clearly designated by a sign or signs.
- (2) The Town shall be responsible for the installation and continuing maintenance of any signs pertaining to the operation of golf carts or utility vehicles.
- (3) The organization, individuals or entities requesting the designation of a portion of any public highway or roadway for use thereupon by golf carts or utility vehicles shall, within 30 days of invoice by the Town, promptly reimburse the Town for all expenses incurred by the Town in the installation and continuing maintenance of the sign(s) described in this Subsection D. Failure to so reimburse the Town in a timely manner shall operate to terminate the designation of that portion of the public highway or roadway for use thereupon by golf carts or utility vehicles and the sign(s) so posted by the Town shall be promptly removed.

State law reference: Code of Virginia, § 46.2-916.3

§ 4.20.060. Compliance with chapter; violations and penalties generally.

It shall be unlawful for any person to violate or fail to comply with any of the provisions of this article or of state law. Unless a lesser penalty is established in state law or a different penalty is imposed pursuant to this article, violations shall constitute traffic infractions punishable by a fine of not more than that provided for a Class 4 misdemeanor.

ARTICLE II
Stopping, Standing and Parking

§ 4.30.010. Restricted and No-Parking Areas Generally; Powers of Town Manager.

- A. The Town Manager, or their designee, is hereby authorized and directed to make, promulgate and enforce rules and regulations for parking, stopping or standing of vehicles within town limits and designating the time, place and manner in which such vehicles may be allowed to park, stop, or stand within the Town. The Town Manager shall also be authorized to designate areas for public parking lots with hours of regulation, business parking zones with 1-4 hour limits, bus stops, taxi stands and loading zones. The Town Manager may also revoke, alter, or amend such rules and regulations at any time when, in her opinion, traffic conditions and the use of the roads require it. It shall be the duty of the town manager, upon the promulgation of such regulations, and before the same shall become effective, to give public notice by establishing and posting signs, or otherwise, as may be reasonably adequate, to make clear to the operators of vehicles in “no-parking” or “restricted parking” areas, the existence, nature and requirements of such regulations. From and after the effective date of regulations imposed in any area by virtue of the provisions of this chapter, it shall be unlawful for any person to stop, park, or stand any vehicle in any restricted or prohibited area otherwise than in accordance with these regulations.
- B. In any prosecution charging a violation of any such ordinance, regulation or rule, proof that the vehicle described in the complaint, summons or warrant was parked in violation of such

ordinance, regulation or rule, together with proof that the defendant was at the time of such parking the registered owner of the vehicle, as required by Code of Virginia, Chapter 3 (Section 46.2-600 et seq.) shall constitute in evidence a prima facie presumption that the registered owner of the vehicle was the person who committed the violation.

State law reference: Code of Virginia § 46.2-1220.

§ 4.30.020 When provisions of article applicable.

The provisions of this article and regulations adopted pursuant hereto prohibiting the stopping, standing or parking of a vehicle shall apply at all times or at those times herein specified or as indicated on official signs, except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or authorized personnel.

§ 4.30.030. Provisions of article not exclusive.

The provisions of this article and regulations adopted pursuant hereto imposing a time limit on parking shall not relieve any person from the duty to observe other and more restrictive provisions prohibiting or limiting the stopping, standing or parking of vehicles in specified places or at specified times.

§ 4.30.030. Parking prohibited at all times.

- A. No person shall park a vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
- (1) On a sidewalk.
 - (2) In front of a public or private driveway.
 - (3) Within an intersection.
 - (4) Within 15 feet of a fire hydrant.
 - (5) On a crosswalk.
 - (6) Within 30 feet upon the approach to a flashing beacon, stop sign or traffic control signal located at the side of a roadway.
 - (7) Within 30 feet of the nearest rail of a railroad grade crossing.
 - (8) Within 15 feet of the driveway entrance to any fire or rescue squad station when such buildings are plainly designated.
 - (9) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic.
 - (10) On the roadway side of any vehicle parked at the edge or curb of a street.
 - (11) Upon any bridge or other elevated structure upon a street or highway.

(12) At any place where official signs prohibit parking.

- B. For the purposes of this chapter, the term “sidewalk” shall mean the portion of a street between the curblines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.

State law reference: Similar provisions, Code of Virginia, §§ 46.2-100, 46.2-1239, 46.2-1300.

§ 4.30.040. Parking or standing in fire lanes.

- A. It shall be unlawful for any person to park or stand a vehicle in any designated and marked fire lane.
- (1) It shall be unlawful for any person to park, stop, stand in, or otherwise obstruct such designated and marked areas.
- (2) In addition, any police officer or the Fire Marshal, or his authorized representatives, who finds any vehicle in violation of this section shall have the authority to remove such vehicle at the owner's expense.
- B. No provision of this section shall apply to fire, rescue or police vehicles while they are involved in emergency operations.
- C. Any law enforcement officer is authorized to enter any fire lane for the purpose of enforcing the provisions of this section.

State law reference: Code of Virginia 46.2-1300

§ 4.30.050. Application of parking regulations for disabled persons.

- A. The disabled person, vehicle owner, or volunteer for an institution or organization to which disabled parking license plates, organizational removable windshield placards, permanent windshield placards, or temporary removable windshield placards are issued or any person to whom disabled parking license plates have been issued under Subsection B of § 46.2-739, Code of Virginia, shall be allowed to park the vehicle on which such license plates or placards are displayed for up to four hours in disregard of the provisions of § 4.40.020. It shall be unlawful for any such person to exceed the time limit specified in this subsection.
- B. This section shall not apply to any zone where stopping, standing, or parking is prohibited, or which creates parking zones for special types of vehicles, nor shall it apply to any ordinance which prohibits parking during heavy traffic periods, during specified rush hours, or where parking would clearly present a traffic hazard.

State law reference: Code of Virginia, § 46.2-1245.

§ 4.30.060. Parking in space reserved for persons with disabilities.

- A. No vehicles, other than those displaying disabled parking license plates, organizational removable windshield placards, permanent removable windshield placards, or temporary removable windshield placards issued under Section 46.2-1241 of the Code of Virginia, or Disabled Veteran (DV) parking license plates issued under Subsection B of Section 46.2-739 of the Code of Virginia, as amended, shall be parked in any parking spaces reserved for persons

with disabilities.

- B. No person without a disability that limits or impairs his ability to walk shall park a vehicle with disabled parking license plates, organizational removable windshield placards, permanent removable windshield placards, temporary removable windshield placards, or DV disabled parking license plates issued under subsection B of § 46.2-739 in a parking space reserved for persons with disabilities that limit or impair their ability to walk except when transporting a disabled person in the vehicle.
- C. No vehicle shall be parked in any striped access aisle adjacent to a parking space reserved for persons with disabilities.
- D. A summons or parking ticket for an offense in violation of this section may be issued by law enforcement officers and other uniformed law-enforcement department personnel employed by the Town to enforce parking regulations, without the necessity of a warrant being obtained by the owner of a private parking area.
- E. Parking a vehicle in a space reserved for persons with disabilities or in a striped access aisle in violation of this section shall be punishable by a fine of \$500.
- F. In any prosecution charging a violation of this section or an ordinance adopted pursuant to this section, proof that the vehicle described in the complaint, summons, parking ticket, citation, or warrant was parked in violation of this section or the ordinance, together with proof that the defendant was at the time the registered owner of the vehicle, as required by Chapter 6 (§ 46.2-600 et seq.), shall constitute prima facie evidence that the registered owner of the vehicle was the person who committed the violation.
- G. No violation of this section shall be dismissed for a property owner's failure to strictly comply with the requirements for disabled parking signs set forth in § 36-99.11 of the Code of Virginia, provided the space is clearly distinguishable as a parking space reserved for persons with disabilities that limit or impair their ability to walk.
- H. The provisions of §§ 46.2-1247, 46.2-1248, 46.2-1249, 46.2-1250, 46.2-1251, 46.2-1252, and 46.2-1253 of the Code of Virginia 1950, as amended, relating to counterfeiting disability licenses or placards, use of counterfeit disability licenses or placards, alteration of disabled licenses or placards, unauthorized use of disabled licenses or placards, fraudulently obtaining a disabled license or placard, selling or exchanging a disabled license or placard and providing to another such licenses or placards without sale or exchange of consideration, are incorporated herein by reference.

State law reference: Code of Virginia, § 46.2-1242 et seq.

§ 4.30.070. Parking next to yellow curb.

It shall be unlawful for any person to park a vehicle next to a curb painted yellow.

State law reference: Code of Virginia, §§ 46.2-889, 46.2-1220.

§ 4.30.080. Parking — curb regulations.

- A. No vehicle shall be stopped except close to and parallel to the right edge of the curb or roadway, except that a vehicle may be stopped close to and parallel to the left curb or edge of the roadway on one-way streets.

- B. In the absence of lines marked on a street to designate the limits of a parking space, it shall be unlawful for any person to park a vehicle further than 12 inches from the curb or, where there is no curb, from the edge of the street pavement. The specified distance shall be measured to the curb-side tire positioned furthest from the curb or edge of pavement, except that for motorcycles the distance shall be measured to the tire nearest to the curb or edge of pavement.

State law reference: Code of Virginia, §§ 46.2-889, 46.2-1220.

§ 4.30.090. Double parking.

It shall be unlawful for any person to park a vehicle abreast of another vehicle parked on a street.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.010. Parking prohibited at all times on certain streets; parks and cemeteries.

- A. When signs are erected giving notice thereof, no person shall park a motor vehicle, trailer or semitrailer at any time upon any of the streets or parts of streets so signed.
- B. No person shall park, stop or stand at any time in any portion of a public park or cemetery, or any property appurtenant thereto, which is not part of a public street or road. This prohibition shall not apply to the following:
- (1) Vehicles owned by the Town (or by a contractor) being used for the clearing of debris, snow and ice, or for property maintenance activities;
 - (2) Vehicles parked pursuant to specific authorization of a park or cemetery official, where such authorization is evidenced by a permit displayed on the vehicle or by a posted sign allowing the temporary parking of vehicles, or where such parking occurs in connection with a funeral taking place within the cemetery;
 - (3) Emergency vehicles, such as police, fire and rescue vehicles, and ambulances.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.020. Parking, etc., on streets or public parking lots on which time limit is designated by signs.

When any sign is erected on a public street or public parking lot giving notice thereof, no person shall stop, stand or park a vehicle for longer than the time designated by such signs. For the purposes of this section, "public parking lot" shall mean any parking lot operated by the Town.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.030. Parking to be in accordance with signs, signals, marked spaces, etc.

All vehicles, including motor vehicles, trailers or semitrailers, whether parked on a Town street or in any public parking lot, shall be parked in accordance with any Town signs, signals, street or parking lot markings and other devices for handling traffic or regulating parking. No part of any parked vehicle shall occupy any part of an adjoining parking space. "Public parking lot" shall be as defined in §4.40.020.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.040. Parking of trucks and similar vehicles between midnight and 6:00 a.m.

No bus or van designed to carry more than 12 passengers, and no truck, van, trailer, semitrailer or recreational vehicle with more than two wheels per axle shall be parked on any of the streets of the Town between the hours of 12:00 midnight and 6:00 a.m. the following day.

§ 4.40.050. Temporary parking prohibitions to expedite traffic, aid snow removal, special events, etc.

The Town Manager, or designee, may post “No Parking” signs on any of the Town streets when necessary to facilitate the movement of traffic or the removal of snow, ice, leaves, or other debris from such streets and at special events. It shall be unlawful for any person to park within the prohibited area after signs have been posted prior to their removal, or to fail to remove a vehicle from any street on which such “No Parking” signs have been erected within 12 hours after such signs have been posted.

State law reference: Code of Virginia, § 46.2-1220.

§ 4.40.060. Loading and unloading time zones.

- A. Commercial vehicles may be parked within time zone spaces which are designated as loading and unloading zones; provided, that commercial vehicles may only occupy such spaces during the time necessary to complete actual operations of delivering or picking up merchandise.
- B. No person shall stop, stand or park a vehicle for any purpose or length of time other than for the expeditious unloading and delivery or pickup and loading of property in any place marked as a loading zone during hours when the provisions applicable to such zones are in effect. In no case shall the stop for loading and unloading of property exceed 30 minutes.
- C. The driver of a vehicle may stop temporarily at a loading zone for the purpose of and while actually engaged in loading or unloading passengers when such stopping does not interfere with any vehicle which is waiting to enter or about to enter such zone to load or unload property.

State law reference: Code of Virginia, §§ 46.2-1222.2, 46.2-1220.

§ 4.40.070. Driving or riding vehicles upon sidewalk; vehicles parking or standing upon sidewalk or intersection.

- A. No person shall, except on such pavement and at such places as are provided, drive or ride a motor vehicle, trailer or semitrailer upon a sidewalk, nor shall any person park, or allow any motor vehicle, trailer or semitrailer to park or stand on a sidewalk or upon a street crossing. No person shall commit a violation of this section when engaged in driving, riding, parking or standing of the following vehicles:
 - (1) Vehicles owned by the Town (or by a Town contractor) being used for the clearing of debris, snow and ice, or for maintenance or repair of any sidewalk;
 - (2) Vehicles displaying a permit issued by the Town Manager, to authorize certain construction-related activities, when being used for the purpose for which the permit has

been issued. Such a permit may be issued to authorize the presence of vehicles that are essential to perform construction activities with respect to a building having frontage along Main Street, or which are essential to the installation or removal of heavy equipment or fixtures to or from such a building;

- (3) Emergency vehicles, such as police, fire and rescue vehicles, and ambulances. The term “sidewalk” shall be as defined in §4.30.030.

State law reference: Code of Virginia, § 46.2-1220, 46.2-903.

§ 4.40.080. Idling engine of bus.

- A. Idling the engine for a bus for more than 15 minutes when the vehicle is parked, left unattended, or is stopped for any reason other than traffic, maintenance, or loading or unloading a disabled passenger, is prohibited. This section shall not apply to school buses or public transit buses.
- B. Each violation of this section shall be subject to a civil penalty of \$50.

State law reference: Code of Virginia. § 46.2-1224.1.

§4.40.090. Parking of trucks, trailers, semitrailers and commercial buses restricted in residential areas.

It shall be unlawful for any person to park or cause or permit to be parked in any residential zoned district any (i) commercial vehicles as defined in §46.2-1224, (i) any trailer or semitrailer, regardless of whether such trailer or semitrailer is attached to another vehicle; (iii) any vehicle with three or more axles; (iv) any vehicle that has a gross vehicle weight rating of 12,000 or more pounds; (v) any vehicle designed to transport 16 or more passengers including the driver; and (vi) any vehicle of any size that is being used in the transportation of hazardous materials as defined in § 46.2-341.4, unless such commercial vehicle is (i) taking on or discharging passengers or when temporarily parked pursuant to the performance of work or service at a particular location or (ii) utility generators located on trailers and being used to power network facilities during a loss of commercial power.

State law reference: Code of Virginia, § 46.2-1222.1

ARTICLE III
Citations and Fines; Issuance of Summons

§ 4.50.010. Waiver and Voluntary Payment of Fine; contest of citation.

(a) Issuance of citation. Whenever any motor vehicle, trailer or semitrailer without a driver is found parked or stopped in violation of any of the restrictions imposed by Article II, the sworn officer having police powers finding such vehicle will record the vehicle registration number and may take any other information displayed on the vehicle which may identify its user. The officer will conspicuously affix to such vehicle a traffic citation provided by the Chief of Police and approved by the Town manager. The affixing of the citation constitutes prima facie evidence that the owner or operator received notice of the violation. The citation will notify such person that he must either pay a fine for the violation in accordance with the schedule contained in subsection (d) of this section, or appear before the County

General District Court in accordance with the time scheduled by the Chief Judge of such Court. The citation will further notify such person that the fine may be paid in cash, by money order or check to the Town Treasurer, in person or by mail, at his office within five calendar days from the date of the violation. The citation will further notify such person that, if he pays such fine as provided in this section, no further action will be taken against him for the violation set forth in the citation.

(b) Notice before issuance of summons. In response to a citation, if such person does not either pay the applicable fine or contest the citation as provided in this section, then the citation is considered delinquent. No summons may be issued for the prosecution of a delinquent citation until the Town Treasurer sends to the owner of the motor vehicle, trailer or semitrailer to which the traffic citation was affixed a notification by certified mail to his last known address or to the address shown for such person on the records of the State Department of Motor Vehicles. The notice to the violator must be contained in an envelope bearing the words "Law Enforcement Notice" at least one-half inch in height on the face thereof. The notice sent by the Town Treasurer to the violator pursuant to this subsection will inform such violator that he must pay the fine, plus penalty, as described in subsection (e) of this section, to the Town Treasurer.

(c) Issuance of summons. If the notice is mailed and the fine, plus penalty, is not paid within ten calendar days from the date of such notice, then the Town Treasurer will cause a summons to be issued charging a violation of this article. The officer issuing the citation will be notified by the Town Treasurer that a summons has been issued.

(d) Amount of fine when paid before notice. Every person charged with violating a provision of this article must pay to the Town Treasurer a fine according to the following schedule; provided, however, that payment is received by the Town Treasurer before the notice described in subsection (b) of this section is mailed:

	<u>Fine</u>
<u>Parking on a sidewalk</u>	<u>\$50</u>
<u>Parking in front of public/private driveway</u>	<u>\$50</u>
<u>Parking within an intersection</u>	<u>\$50</u>
<u>Parking on a crosswalk</u>	<u>\$50</u>
<u>Parking any place where official signs prohibit parking</u>	<u>\$50</u>
<u>Parking against oncoming traffic</u>	<u>\$100</u>
<u>Parking within 15ft. of a fire hydrant</u>	<u>\$100</u>
<u>Parking within a designated fire lane</u>	<u>\$100</u>
<u>Parking against a yellow curb</u>	<u>\$100</u>
<u>Parking in a designated handicap parking space</u>	<u>\$250</u>

(e) Payment of fine after notice and before summons. After a notice is mailed, but before a summons is issued, every person charged with violating a provision of this article must pay to the Town Treasurer the applicable fine listed in subsection (d) of this section plus a penalty according to the following schedule:

<u>Fine</u>	<u>Penalty</u>	<u>Total</u>
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<u>\$50</u>	<u>\$15</u>	<u>\$65</u>
<u>\$100</u>	<u>\$30</u>	<u>\$130</u>
<u>\$250</u>	<u>\$45</u>	<u>\$295</u>

f. *Contest of citation.* Every person charged with a violation of any provision of this article may, before the citation is considered delinquent as defined in subsection (b) of this section, elect to contest the charge by filing a written protest with the Town Treasurer. Such protest must identify the charge by citation number and date of issuance. The protest must be signed by the person charged and must request that the citation be certified to the general district court. The Town Treasurer will certify to the general district court in writing, on an appropriate form, the fact that the citation is contested. In both contested and uncontested cases, the defendant, if found guilty, will pay court costs in addition to any fine imposed upon him.

g. *Enforcement period.* Every action to collect unpaid parking citation penalties imposed for violation of this article shall be commenced within three (3) years of the date upon which such penalty became delinquent.

§ 4.50.020. - Presumption as to responsibility for violation.

In any prosecution charging a violation of this article, proof that the vehicle described in the complaint, citation, summons or warrant was parked in violation of this article, together with proof that the defendant was at the time the registered owner of the vehicle, as required by Code of Virginia title 46.2, ch. 6 (Code of Virginia § 46.2-600 et seq.), constitutes in evidence a prima facie presumption that such registered owner of the vehicle was the person who committed such violation.

State Law Reference— Code of Virginia § 46.2-1220, 46.2-941.

ARTICLE IV

General Violations and Penalties

§ 4.60.010. General penalty.

If the performance or failure to perform any act is declared unlawful or constitutes an offense or misdemeanor, and no specific penalty is provided for the violation in this chapter or applicable state law, then a violation of any provision of this Code may be punished by a fine of up to \$2,500, imprisonment in jail for up to 12 months, or both.

State Law Reference: Code of Virginia Section §15.2-1429

§2. This ordinance shall take effect upon adoption.

Adopted by the Bowling Green Town Council this _____ day of September 2026.

By: _____
Tina Gambill, Mayor

Attest: _____
India Adams-Jacobs, Town Manager and Clerk to Council

COUNCIL MEMORANDUM

To: Hon. Tina Gambill, Mayor, and Members of Town Council
From: India Adams-Jacobs, Town Manager
Date: September 3, 2026
Re: Resolution in Support of Main Street Designation for Bowling Green

Purpose

To request Town Council's approval of a resolution formally expressing the Town of Bowling Green's support for pursuing designation as a Main Street Community through the Virginia Main Street program, and to authorize advancement of the attached resolution for adoption.

Background

The National Main Street Center, a subsidiary of the National Trust for Historic Preservation, established the Main Street program to promote high-quality places and stronger communities through preservation-based economic development. The Virginia Main Street program, administered as a Main Street America Coordinating Program, supports local revitalization efforts across the Commonwealth by offering technical assistance, consulting services, training, and grant funding to participating communities.

The Town of Bowling Green seeks to encourage economic development and tourism, support its existing business community, and strengthen its historic downtown corridor. Town staff view formal Main Street designation as a meaningful pathway toward accomplishing these goals, and the attached resolution reflects the Town's intent to pursue that designation in partnership with the Virginia Main Street program.

Discussion

Adoption of the attached resolution represents a foundational step in the Town's application for Main Street Community status. The resolution affirms Council's support for the designation and commits the Town to working collaboratively with local businesses, interested residents, and the Virginia Main Street program to help ensure the success of the initiative. Formal Council action is a standard and expected component of the Virginia Main Street application process.

Fiscal Impact

Adoption of the resolution carries no direct fiscal impact.

Recommendation

Staff recommends that Town Council adopt the attached Resolution in Support of Main Street Designation for Bowling Green, authorizing its execution by the Mayor and attestation by the Town Manager/Clerk to the Council.

TOWN OF BOWLING GREEN, VIRGINIA

DRAFT MOTION

I move that the Bowling Green Town Council adopt the Resolution in Support of Main Street Designation for Bowling Green, as presented.

Attachment: Resolution in Support of Main Street Designation for Bowling Green

TOWN of BOWLING GREEN

Resolution No. _____

A RESOLUTION IN SUPPORT OF MAIN STREET DESIGNATION FOR BOWLING GREEN

This Resolution in Support of Main Street Designation for Bowling Green made at the regular meeting to Town Council on September 3, 2026.

WHEREAS, the National Main Street Center, a subsidiary of the National Trust for Historic Preservation, created the Main Street program to create high-quality places and to build stronger communities through preservation-based economic development; and

WHEREAS, as a Main Street America Coordinating Program, the Virginia Main Street program nurtures successful local revitalization programs across the state based upon the Main Street Approach by providing technical assistance, consulting services, training, and grant funding to Virginia communities; and

WHEREAS, the Town of Bowling Green wishes to encourage economic development and tourism and to support its existing businesses and views the Main Street program as a means of accomplishing these goals.

NOW, THEREFORE, BE IT RESOLVED BY THE BOWLING GREEN TOWN COUNCIL:

1. The Town supports the designation of the Town of Bowling Green as a Main Street Community.
2. The Town will work with local businesses, interested residents, and the Virginia Main Street program to help ensure the success of the Town of Bowling Green as a Main Street Community.

This resolution was approved on this _____ day of _____, 2026, by the Town Council of the Town of Bowling Green, Virginia.

By: _____
Hon. Tina Gambill, Mayor

Attest: _____
India Adams-Jacobs, Town Manager/Clerk to the Council

VOTES:

Ayes:

Nays:

Absent:

Abstain:



June 18, 2026



To: VML Member Locality Managers

From: Michelle Gowdy, Executive Director

Subject: 2026 approved bills that may require local review or action

Attached for your information is a list of bills approved by the 2026 General Assembly that may affect local governments and may require review, or policy or administrative action. This is not an exhaustive or complete list, *nor is this legal advice on the part of VML*. We will update you on any further actions/information we receive, particularly policy language that may be included in the Appropriations Act, which as of this date has not been finalized by the General Assembly.

It has been several years since VML was able to provide such a chart; this effort was made possible because of work provided by Capitol Square Strategies and the VML legislative staff. We are interested in hearing from you regarding the usefulness of this chart, and what other information would be helpful to you in future years as you review legislative actions possibly affecting your local government.

*Please consult your local attorney before implementing any changes as well as the code sections directly. Again, this is not legal advice.

Bill	Title	Local Impact / Recommended Review	Council/Board Action Needed	Effective Date
MANDATORY - REQUIRES LEGISLATIVE OR POLICY COMPLIANCE				
HB 1212	Small Lot Residential Zoning Districts	Requires localities with populations of 50,000 or more to adopt, maintain, and apply at least one zoning district classification that permits small-lot single-family residential development. Applicable localities should review the zoning ordinance and dimensional standards for compliance. Lots can't exceed 3,000 sq. ft	If applicable, adopt conforming zoning ordinance amendments.	7/1/2026
HB 1279 / SB 388	Affordable Housing on Religious Organization and Nonprofit Property	Requires local zoning ordinances to allow, subject to statutory conditions, administrative approval and by-right housing development on qualifying property owned by certain tax-exempt religious organizations and nonprofit entities. Local zoning and site-plan procedures should be reviewed for compliance.	If applicable, amend zoning ordinance and related review procedures.	Delayed effective date of 1/1/2027 with a sunset on 1/1/31
HB 1046 / SB 324	Virginia Public Procurement Act; Additional Public Works Contract Requirements	Requires public bodies entering certain construction contracts to impose additional contractor and subcontractor compliance obligations, including safety training, recordkeeping, and apprenticeship-related requirements. Staff should review procurement policies, bid documents, and contract templates for consistency.	Direct staff to update procurement documents.	Delayed effective date 7/1/2027

HB 1220	Photo Speed Monitoring Devices; Placement and Operation	Imposes additional local requirements for the placement, operation, signage, calibration, reporting, data retention, vendor oversight, and use of civil penalty revenues for photo speed monitoring programs. Localities using such devices, including work-zone deployments, should review their ordinances, contracts, summons practices, and public-reporting procedures.	If locality uses photo speed monitoring devices, amend ordinance, program procedures, and vendor documents as needed.	Use of summons developed by the Supreme Court of Virginia effective 1/1/2027. Requirement for conspicuous signs effective 7/1/2027.
HB 684 / SB 59	Photo-Monitoring Systems for Traffic Signals; Proof of Violation	Updates rules governing local photo-monitoring systems for traffic signals and proof of violation. Localities using or considering red-light camera programs should review ordinances, notice practices, evidentiary requirements, contracts, and enforcement procedures for conformity.	If locality uses photo-monitoring systems for traffic signals, amend ordinance, enforcement procedures, and vendor documents as needed.	7/1/2027
SB 531	Zoning; Development and Use of Accessory Dwelling Units	Requires localities to allow the development and use of accessory dwelling units subject to statutory conditions and permit requirements. Local zoning ordinances, permit procedures, and dimensional standards should be reviewed for compliance.	If applicable, amend zoning ordinance and related permit procedures.	7/1/2027
HB 888	Minimum Off-Street Parking Requirements in Certain Areas	Limits the ability of localities to require minimum off-street parking as a condition of zoning approval in certain areas (near transit), subject to statutory exceptions. Local zoning and parking requirements should be reviewed for conformity. Any locality with a population greater than 20,000 shall, by ordinance, establish an administrative review process.	If applicable, amend zoning ordinance and parking standards.	7/1/2026
MANDATORY - REQUIRES ADMINISTRATIVE REVIEW OR IMPLEMENTATION				
SB 87	Local Government Sporting Events and Sporting Facilities; Automated External Defibrillators	Requires localities to ensure operational automated external defibrillators are available at local government sporting events and sporting facilities. Local facility operations, staffing, and budget needs should be reviewed in advance.	No immediate ordinance action; future budget or operational direction may be needed.	7/1/2028 Note the delayed effective date.
HB 82 / SB 58	Elections; Deadline for Receipt of Absentee Ballots and Cure Materials	Moves the deadline for receipt of absentee ballots, cure information, and certain provisional-ballot identification materials to 5:00 p.m. on the third day after the election. Local electoral boards and registrars should update election procedures, notices, and canvass timelines.	No board/council action; registrar and electoral board should update local election procedures.	1/1/2027

HB 835 / SB632	Elections; Candidate and Elected Official Address Confidentiality	Requires changes to local election administration and records practices by limiting disclosure of certain personally identifiable information contained in candidate filings. Election forms, retention practices, and FOIA response procedures should be updated.	No board/council action; administrative election-records and FOIA handling updates are required.	1/1/2027
SB438	Absentee voting in person; available 2 nd and 3 rd Sunday before all elections.	Mandates Sunday voting on 2 nd and 3 rd Sundays between 11:00am and 5:00pm for a minimum of 5 hours.	Ensure the registrar has the tools to conduct this mandate	7/1/2026
SB 386/ HB1443	Sewage Sludge; PFAS Testing Requirements	Directs owners of sewage treatment works that land-apply, market, or distribute sewage sludge in the Commonwealth to conduct PFAS testing beginning January 1, 2027, and permits any locality in a groundwater management area to adopt by ordinance PFAS thresholds more stringent than state thresholds. Localities with wastewater or biosolids interests should review operational and ordinance implications.	If applicable, consider whether to adopt a more stringent local ordinance; otherwise direct staff to monitor wastewater and biosolids compliance impacts.	1/1/2027
HB 861	Pregnant and Postpartum Inmates; Reporting by Local and Regional Correctional Facilities	Requires sheriffs and local or regional correctional facilities to compile and submit quarterly reporting regarding pregnant and postpartum inmates. Affected facilities should review reporting processes, recordkeeping, and compliance responsibilities.	No board/council action; sheriff or jail administrator must implement reporting compliance.	7/1/2026
HB 91	Juvenile Correctional Facilities; Room or Cell Confinement	Imposes standards affecting room or cell confinement practices in juvenile correctional facilities. Local and regional juvenile detention administrators should review policy, training, and compliance procedures.	No board/council action; facility administration should update policies and training as needed.	7/1/2026
HB 727	Local Boards of Social Services; Appointments and Terms	Adjusts the limit on consecutive full terms for appointed members of local boards of social services. Affected localities should review appointment practices and board governance procedures.	No immediate board action unless appointment practices are revised.	7/1/2026
HB 569 / SB518	Public Works Contracts; Prevailing Wage Rate, Definitions, Civil Penalty	Requires prevailing-wage compliance in public works contracts paid in whole or in part with state or local funds and may require updates to local bid specifications, procurement templates, contract administration practices, and oversight for affected projects.	No immediate ordinance action; direct staff to update procurement documents, contract templates, and compliance procedures.	7/1/2026

HB 655/ SB346	Manufactured Homes; Local Zoning and Development Regulations	Limits the authority of localities to adopt or enforce zoning, land use, or development regulations that treat manufactured homes differently from comparable housing. Local zoning ordinances, development standards, and administrative practices should be reviewed for consistency.	No immediate board/ council action; direct staff to propose any conforming code changes.	7/1/2026
HB 862 / SB 391	Virginia Alcohol Safety Action Program (VASAP), Commission on; Structure and Responsibilities	Restructures the existing governance structure and responsibilities of the Commission on VASAP and expands its oversight authority over community based alcohol safety action programs. Creates new requirements for local governments beginning Jan. 1, 2028. Any locality serving as a fiscal agent or otherwise involved in a local ASAP should review administrative, fiscal, and programmatic impacts.	Unless amended in 2027 will require council or board action regarding ASAP fiscal agent responsibilities and implementation guidance.	1/1/2028 Action must be taken in 2027
SB 382/ HB590	Smart Solar Permitting Platform; Residential Solar Energy Systems	Creates a statewide smart solar permitting platform intended for local use in processing permits for residential solar energy systems. Localities should monitor implementation requirements, administrative impacts, and any resulting changes to current permitting procedures.	No board/council action now; can create an alternative platform prior to July 1, 2028	July 1, 2028
HB 681 / SB 75	Emergency and Temporary Detention Admissions; Retired Law-Enforcement Officers	Expands authority relevant to emergency and temporary detention admissions to include certain retired law-enforcement officers. Local law-enforcement, emergency custody, and behavioral-health coordination practices should be reviewed for implementation impacts.	No board/council action; law-enforcement and behavioral-health/csb staff should update procedures as needed.	7/1/2026
HB 632 / SB305	Kinship Foster Care; Barrier Crime Waiver	Establishes a process by which a local department of social services may seek a barrier-crime waiver on behalf of an otherwise qualified kinship foster care applicant in specified circumstances. Local departments should review placement, waiver, and documentation procedures.	No board/council action; local DSS should update internal procedures as needed.	7/1/2026
HB 1350	Virginia Erosion and Sediment Control Program; Civil Penalties and Special Orders	Increases the maximum civil penalty available to a locality authorized to administer a Virginia Erosion and Sediment Control Program and makes related enforcement changes. Localities administering such programs should review enforcement policies, notices, and penalty schedules.	No immediate ordinance action; direct staff to update erosion and sediment-control enforcement procedures if needed.	7/1/2026
OPTIONAL - ALLOWS LEGISLATIVE ACTION BY THE LOCALITY				
SB 74 / HB 867	Affordable Housing Dwelling Unit Program	Authorizes localities to amend their zoning ordinances to establish an affordable housing dwelling unit program. This legislation provides an additional local land use tool that may be considered if the locality wishes to pursue affordable housing incentives or development strategies.	Optional: adopt ordinance to create program.	7/1/2027

HB 352	Affordable Housing Performance Grant Programs	Authorizes localities that have created an industrial development authority or economic development authority to establish affordable housing performance grant programs through an industrial development authority or similar entity.	Optional: provide policy direction and authorize local implementation if desired.	7/1/2026
HB 496/ SB553	Local Zoning Ordinance Authority for Certain Industrial and Commercial Facilities; data from water users	Authorizes localities to include in their zoning ordinances certain requirements applicable to proposed industrial or commercial facilities, including annual reporting or related operational information as provided in the legislation. Staff should evaluate whether this water user data would be useful in addressing local land use, infrastructure, or community impact concerns.	Optional: amend zoning ordinance if locality wants to use authority.	1/1/2027
HB 14 / SB 290	Virginia Residential Landlord and Tenant Act; Enforcement by Localities	Authorizes a locality to institute an action on behalf of tenants or occupants when dangerous conditions in a dwelling unit present a serious threat to life, health, or safety and are not timely remedied. Staff may wish to review how this authority could interact with local code enforcement and tenant protection efforts.	Optional: direct staff on whether to use this authority.	7/1/2026
HB 702	Local Law-Enforcement Agencies; Firearm Give-Back or Buy-Back Programs	Allows each local law-enforcement agency to adopt policies and procedures to implement either a firearm give-back program or a firearm buy-back program on a recurring basis. If enacted, affected local agencies would need to review staffing, reporting, and funding considerations.	Discuss whether your locality wants to adopt a local policy and implementation plan.	Deadline of 1/1/2028
HB 1130	Lease of Surplus Property for Workforce Housing	Authorizes local governing bodies and school boards, under certain circumstances, to lease surplus or underutilized property for workforce housing purposes. This may provide a useful administrative or strategic tool for local housing efforts, subject to review of eligible property, existing procedures, and governing body direction.	Optional: approve lease or direct staff to identify candidate property.	7/1/2026
HB 594	Affordable Housing Developments; Expedited Approval Process	Authorizes a locality, by ordinance, to permit a zoning administrator to use an expedited approval process for certain affordable housing developments.	Optional: adopt ordinance to authorize expedited approvals.	7/1/2026
HB 513	Local and Regional Suicide Fatality Review Teams	Permits localities or combinations of localities to establish local or regional suicide fatality review teams and provides related confidentiality protections. The authority may be useful in coordination with public health and public safety partners.	Optional: establish by resolution, ordinance, or interlocal action.	7/1/2026
HB 802	Vacant Building Registration	Permits any locality, by ordinance, to require annual registration of certain long-vacant buildings or buildings meeting specified blight-related criteria. This may provide an additional code-enforcement and redevelopment tool.	Optional: adopt ordinance to create registration program.	7/1/2026

HB 806	Industrial Development Authorities; Housing	Expands the authority of industrial development authorities to support facilities used primarily for single-family or multifamily residences in order to promote safe and affordable housing. Localities with active IDAs may wish to evaluate whether this authority could support housing initiatives.	Optional: direct IDA or staff to evaluate and return with options.	7/1/2026
HB 833	Subdivision Ordinance; EV Charging Infrastructure	Allows localities, effective July 1, 2027, to include in subdivision ordinances requirements for EV-ready or EV-capable parking infrastructure for certain developments. This may warrant future consideration in connection with transportation and sustainability planning.	Optional: amend subdivision ordinance if desired.	7/1/2027
HB 1234 / SB 26	Land Development; Solar Canopies in Surface Parking Areas	Authorizes localities to include in land development ordinances provisions requiring solar canopies over designated nonresidential surface parking areas meeting statutory thresholds. This may provide an optional land-development and energy-related policy tool.	Optional: amend land-development ordinance if desired.	7/1/2027
SB 89 / HB388	Service Districts; Control of Invasive Plant Species	Allows a service district created within a locality to control the spread of invasive plant species identified by the Department of Conservation and Recreation. Localities using service districts may wish to consider whether this authority would be useful.	Optional: consider service-district action if useful.	7/1/2026
SB 176 / HB 630	Ranked Choice Voting for Locally Elected Offices	Expands the option for local use of ranked choice voting to additional locally elected offices. Localities interested in election system changes should monitor standards and software-approval requirements issued by the State Board of Elections.	Optional: adopt ordinance or resolution and complete election-administration review.	7/1/2026
SB 181	Real Property Tax Exemption for Repurposing Underutilized Structures	Permits localities to provide a partial real estate tax exemption for certain conversions of underutilized structures to residential use that satisfy affordability-related criteria. This may provide an additional incentive tool for housing redevelopment.	Optional: adopt tax-exemption ordinance.	7/1/2026
SB 328 / HB 164	Housing for Local Employees; Grants and Workforce Housing Alternatives	Expands flexibility for localities to provide homeownership grants or workforce housing assistance to locality employees, school board employees, constitutional officers' employees, and school division personnel. Staff may wish to review whether this authority supports recruitment and retention objectives.	Optional: provide policy direction and create assistance program if desired.	7/1/2026

SB 430 / HB 338	Authority of Local Governments; Service Employees	Permits a locality to adopt an ordinance or resolution imposing certain transition and retention requirements on successor service employers. This optional authority may warrant review in connection with local procurement and labor policies.	Optional: adopt ordinance or resolution if desired.	7/1/2026
HB 4	Affordable Housing Preservation; Right of First Refusal	Authorizes localities by ordinance to require, in specified circumstances, that owners accept a right-of-first refusal offer from the locality or its qualified designee for certain affordable housing properties. This provides an additional housing preservation tool.	Optional: adopt ordinance if locality wants to use this preservation authority.	7/1/2026
HB 1144	Water and Sewer Connection Fees; First-Time Homebuyers, Affordable Housing	Allows a locality to provide full or partial reimbursement of water and sewer connection fees to a first-time homebuyer for affordable housing. This may support local housing affordability strategies.	Optional: adopt local program or policy direction if desired.	7/1/2026
HB 549 / SB 589	Trees; Conservation and Replacement During Development Process	Expands and adjusts local authority concerning tree conservation and replacement during the development process, including tree-canopy replacement standards. Localities may wish to evaluate whether ordinance amendments are advisable.	Optional: amend tree-canopy or land-development ordinance if locality wants to use expanded authority.	7/1/2026
HB 257	Comprehensive Plan; Social Determinants of Health	Encourages localities to use relevant and available data and research related to social determinants of health when preparing or reviewing a comprehensive plan. This may be incorporated into future planning updates.	Optional: consider in future comprehensive plan updates.	7/1/2026
SB583 / HB 564	Bus Obstruction Monitoring Systems; Parking, Stopping, and Standing Enforcement	Allows localities to authorize the use of bus obstruction monitoring systems by a public transit agency operating within the locality to enforce parking, stopping, and standing restrictions. Localities should review whether to authorize use and under what framework.	Optional: adopt ordinance or authorization framework if desired.	7/1/2026
HB 55	Noise Abatement Monitoring Systems; Local Exemptions	Allows a locality in Planning District 8,9, 15 to operate a noise abatement monitoring system to enforce exhaust system violations.	Optional: amend local noise-abatement monitoring ordinance if desired.	7/1/2026 Sunset clause 7/1/2828
HB 343	Helmets; Local Authority	Adds motorized skateboards or scooters to existing authority for localities to require children 14 years of age or younger to wear protective helmets when riding or being carried on these gadgets.	Optional: adopt local safety ordinance if desired.	7/1/2026

SB 221	School Crossing Zones; Active Times	Authorizes a local governing body, by ordinance, to increase the active time for school crossing zones from 30 minutes to up to 60 minutes before and after regular school hours if local conditions warrant.	Optional: adopt ordinance if locality wants longer school crossing-zone active times.	7/1/2026
HB 223	Public Defender; Local Funding for Positions	Allows the governing body of a county or city to fund positions in the office of the public defender. This provides an additional local funding option to support indigent defense services.	Optional: approve local funding if desired.	7/1/2026
HB 474	Real Estate with Delinquent Taxes or Liens; Appointment of Special Commissioner	Increases the qualifying value thresholds for certain local real-estate tax sale procedures involving the appointment of a special commissioner. Local treasurers and attorneys should review whether these changes available collection tools.	Optional: direct staff to evaluate whether existing tax-sale procedures should be updated.	7/1/2026
HB 915	Local Taxation; Extension for Federal Government Shutdown	Allows a local governing body to provide an extension for certain local taxes owed by federal employees who are furloughed due to a federal government shutdown. This creates optional local tax-relief flexibility.	Optional: adopt local policy or resolution if desired.	7/1/2026
SB 226 / HB 1011	Compost and Organic Soil Amendments; Local Preference	Allows the governing body of a locality to give preference, in specified procurement or infrastructure contexts, to compost or products containing organic soil amendments produced within the locality. This may be relevant to parks, public works, or landscaping practices.	Optional: direct staff to evaluate local preference or procurement use if desired.	7/1/2026
HB 177	Fee for Passing Bad Checks to Localities	Makes clarifying amendments regarding the fee a locality may impose for the passing of a bad check and related payment-order issues. Local finance staff may wish to review current collection practices.	Optional: update local collection practices or forms if desired.	7/1/2026
HB 954	Local Taxes; Account Balances and Other Charges; Rounding Procedures	Addresses rounding procedures for local taxes, account balances, and other charges and directs evaluation of a more uniform statewide procedure. Local tax and billing practices should be reviewed.	Optional: direct finance staff to review local billing and rounding procedures.	7/1/2026
SB 317 / HB 248	Interjurisdictional Law-Enforcement Agreements; Co-Response Teams	Allows interjurisdictional law-enforcement agreements to provide for co-response teams staffed by one or more law-enforcement agencies and one or more community services boards. This offers an additional local public-safety and behavioral-health coordination tool.	Optional: authorize or update interjurisdictional agreements if desired.	7/1/2026

HB 18 / SB 3	Employee Child Care Assistance Program	Establishes the Employee Child Care Assistance Program to incentivize employers, including public employers, to contribute to child care costs of employees. Localities may wish to evaluate whether participation supports workforce recruitment and retention.	Optional: direct staff to evaluate participation if program becomes available.	7/1/2026
HB 1067	Regional Emergency Communications Authorities; Creation and Powers	Authorizes the creation of regional emergency communications authorities and sets out their powers and duties. Localities may wish to evaluate whether a regional structure would improve emergency communications administration and funding.	Optional: consider regional agreement or local participation if desired.	7/1/2026
HB 1072	Local Authority to Test and Monitor Land Application of Sewage Sludge	Allows a locality to provide for testing and monitoring for PFAS and related matters concerning the land application of sewage sludge within the locality. This provides optional local environmental oversight authority.	Optional: consider ordinance or monitoring framework if desired.	7/1/2026
HB 416	School Buses; Use for Public Purposes by Local Governing Bodies	Addresses use of school buses for public purposes by local governing bodies and related insurance reimbursement. Localities and school boards may wish to review existing use policies and insurance arrangements.	Optional: direct staff to review local use and reimbursement policies.	7/1/2026

OPTIONAL - ALLOWS ADMINISTRATIVE ACTION BY THE LOCALITY

HB 292	Agricultural and Forestal Districts Advisory Committee; Membership	Allows the commissioner of revenue or the local government's chief property assessment officer to have a representative from his office serve on his behalf on the agricultural and forestal districts advisory committee. This provides local administrative flexibility in staffing and committee participation for district applications.	No action required; locality may update committee procedures or designee practice if desired.	7/1/2026
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LEGISLATION THAT LIMITS OR CLARIFIES LOCAL AUTHORITY

HB 711 / SB 347	Local Regulation of Solar Facilities; Special Exceptions	Establishes criteria governing local consideration of certain ground-mounted solar energy generation facilities through special exception or related local land-use review. Localities should review whether zoning standards and special-exception procedures align with the bill's framework.	If needed, amend zoning ordinance and special-exception procedures.	7/1/2026
HB 994	Speed Safety Cameras; Placement and Operation	Adds or revises requirements governing local use of speed safety cameras, including placement, operational rules, and related enforcement requirements. Localities using such systems should review program compliance alongside HB 1220.	If locality uses speed safety cameras, amend local procedures and controls as needed.	Use of summons developed by the Supreme Court of Virginia effective 1/1/2027. Requirement for conspicuous signs effective 7/1/2027.



COMMONWEALTH of VIRGINIA

B. Cameron Webb, MD, JD.
State Health Commissioner

DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER
Richmond Field Office

Madison Building
109 Governor St., 7th floor
Richmond, VA 23219
Phone: 804-864-7409
Fax: 804-864-7520

August 26, 2026

SUBJECT: Caroline County
Waterworks: Town of Bowling Green
PWSID No.: 6033550

Ms. India Adams-Jacobs, Town Manager
PO Box 468
Bowling Green, Virginia 22427

Dear Ms. Adams-Jacobs:

On behalf of the U.S. Environmental Protection Agency and as required by the Lead and Copper Rule Revisions, the Virginia Department of Health, Office of Drinking Water (ODW) has reviewed the updated Lead Service Line Inventory submitted on August 7, 2026 for the subject waterworks. The inventory appears to meet the requirements in 40 CFR Part 141 and has been accepted.

The submitted inventory contains no lead, galvanized requiring replacement, or unknown material service lines. Therefore, you do not need to notify consumers of the material found in their individual lines.

The inventory must remain publicly accessible. You must update the inventory if the waterworks adds new lines or if you determine that the classification for an existing line is wrong. Please contact this office for guidance if this occurs. If you have questions, please contact Sadie Call at Sadie.call@vdh.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "James Reynolds".

James Reynolds, PE
Field Director
Richmond Field Office

LSLI SUBMITTAL REVIEW SHEET

PWSID: 6033550

Waterworks Name: Town of Bowling Green

Reviewer: James Reynolds

	DATE
LSLI REC'D	08/07/2026
LSLI REVIEWED	08/26/2026
LSLI APPROVED	08/26/2026

1. Was the inventory received by October 16, 2024?	☒ Yes	☐ No	
2. Was the correct inventory template used? <i>NTNCs with >5 connections should use ODW community template.</i>	☒ Yes	☐ No	
3. Does the inventory include all service lines connected to the distribution system? <i>Number of SLs in inventory should be greater than or equal to number of connections in SDWIS.</i>	☒ Yes	☐ No	
• Number of connections in SDWIS	948		
• Number of service lines included in inventory	924		
4. Is a consumer notice schedule required in SDWIS? <i>If number of Lead, GRR, or Unknown SLs is >0 a consumer notice schedule is required.</i>	☐ Yes	☒ No	
• Number of Lead	0		
• Number of GRR	0		
• Number of Unknown	0		
• Number of Non-Lead	924		
5. Has the waterworks included utility and customer owned portions of the service line? <i>NA for certain waterworks. See Staff Review Guide for details.</i>	☒ Yes	☐ No	☐ NA
6. Does the inventory include location identifiers (street address, block, intersection, etc.) for each service line?	☒ Yes	☐ No	
7. Is the waterworks identifying and/or tracking service line material during normal operations? <i>NA for NTNC waterworks with <5 connections.</i>	☒ Yes	☐ No	☐ NA
8. Did the waterworks review required documentation when preparing the inventory?	☒ Yes	☐ No	
9. Has the waterworks accurately identified if addresses are in disadvantaged neighborhoods? <i>Use the Climate and Economic Justice Screening Tool to verify. NA for NTNC waterworks with <5 connections.</i>	☒ Yes	☐ No	☐ NA
10. Did the waterworks use a service line material investigation method requiring pre-approval from the field office? <i>Use the Lead Service Line Inventory Methods document to verify.</i>	☒ Yes	☐ No	
• If yes, did this waterworks get prior field office approval?	☒ Yes	☐ No	☐ NA
• If using statistical methods or predictive modeling, has the required supporting documentation been submitted? <i>Use the Guidance for Statistical Methods and Predictive Modeling document to verify.</i>	☒ Yes	☐ No	☐ NA
11. Is the inventory material publicly accessible?	☒ Yes	☐ No	
• If waterworks services >50,000 persons, is inventory available online?	☐ Yes	☐ No	☒ NA
• What methods were used to make inventory publicly accessible?	Online spreadsheet		

Statistical Method approved 2/20/26; previously 530 unknowns (20% 106 need tested- 107 selected)- OK

Town of Bowling Green Proposal for Unknown Identification

Developed by TruePani Inc. under Contract VDH-25-103-0092

Submitted August 2026

System Information: VA6033550, Town of Bowling Green

System Contact Name: India Adams-Jacobs, Town Manager

Field Office: Richmond

Scope of Investigation and Remaining Unknowns

The service line material inventory for the Town of Bowling Green previously contained service lines of unknown material detailed below in Table 1. To identify all remaining system owned and customer owned unknowns, the system will use the statistical method outlined in the Guidance for Statistical Methods and Predictive Modeling published by Virginia Department of Health Office of Drinking Water (ODW).

Table 1: Current Service Line Material Classification

Material Classification	System-Owned Material	Customer-Owned Material
Lead	0	0
Galvanized	71	9
Non-Lead – Copper	810	20
Non-Lead – Plastic	42	135
Non-Lead – Other	1	229
Unknown	0	531

Only the customer-owned portions of the service line remain unknown. For the remaining 531 customer-owned unknown service lines, 107 locations were randomly selected in accordance with the VDH ODW approved statistical methodology. In addition 23 back up locations were selected in the event an inspection could not be complete. All locations are attached and detailed in Table 2 tab of the “Town of Bowling Green Report Tables” addendum.

Field Verification Methods

Waterworks staff completed inspections of the customer-owned portion of the service line at the required locations provided to them in the statistical methods plan. Only non-lead materials were observed during the inspection process. The results of the physical verifications can be seen in Table 3 of the “Town of Bowling Green Report Tables” addendum

Approaching Galvanized Requiring Replacement Lines

Service lines are designated as galvanized requiring replacement (GRR) when the customer owned portion of the service line is made of galvanized steel or iron, and the system owned portion is currently lead, previously lead or not proven to have never been lead. Currently there are 19 customer-owned galvanized service lines in the inventory and no indication that lead was ever present within the system. In addition, operator testimony established the belief that lead was never used for service lines in the water system and when galvanized material exists

for both the system-owned and customer-owned, as was the case for 10 of these 19 lines, the system-owned material is the original material. Since no lead was discovered and the waterworks met the standards set in the VDH approved statistical proposal and VDH's GRR reclassification guidance, all 19 galvanized customer-owned service lines were documented as galvanized and not GRR.

Assigning Material Classifications to Unknowns

Service lines that were physically verified were assigned materials based on what was observed during the inspection process and assigned "Field Inspection" as the basis of classification. All remaining unknowns were assigned a material designation of "Non-Lead Other", a basis of classification of "Predictive Model" and a note indicating that the model used was a VDH approved statistical model.

Customer Side Inspections					
Unique ID	Address	Street #	Street	System SLM	Customer SLM
12	18166 A P HILL BOULEVARD	18166	A P HILL BOULEVARD	Non-Lead - Plastic	
24	132 BROADDUS APT A	132	BROADDUS APT A	Non-Lead - Copper	
32	141 CHASE STREET	141	CHASE STREET	Non-Lead - Copper	
38	17362 CHASE STREET	17362	CHASE STREET	Non-Lead - Copper	
42	17387 CHASE STREET	17387	CHASE STREET	Non-Lead - Copper	
55	15426 CM APT 1B	15426	CM APT 1B	Non-Lead - Copper	
57	15441 CM APT 1D	15441	CM APT 1D	Non-Lead - Copper	
64	15441 CM APT 2D	15441	CM APT 2D	Non-Lead - Copper	
67	15471 CM APT 2G	15471	CM APT 2G	Non-Lead - Copper	
73	15463 CM APT 3F	15463	CM APT 3F	Non-Lead - Copper	
75	15421 CM APT 4A	15421	CM APT 4A	Non-Lead - Copper	
76	15426 CM APT 4B	15426	CM APT 4B	Non-Lead - Copper	
80	15463 CM APT 4F	15463	CM APT 4F	Non-Lead - Copper	
83	15426 CM APT 5B	15426	CM APT 5B	Non-Lead - Copper	
85	15441 CM APT 5D	15441	CM APT 5D	Non-Lead - Copper	
86	15478 CM APT 5E	15478	CM APT 5E	Non-Lead - Copper	
99	120 COGHILL STREET	120	COGHILL STREET	Non-Lead - Copper	
138	107 COURTHOUSE LANE	107	COURTHOUSE LANE	Non-Lead - Copper	
123	118 COURTHOUSE LANE	118	COURTHOUSE LANE	Non-Lead-Copper	
132	119 COURTHOUSE LANE	119	COURTHOUSE LANE	Non-Lead - Copper	
130	132 COURTHOUSE LANE	132	COURTHOUSE LANE	Non-Lead - Copper	
128	157 COURTHOUSE LANE	157	COURTHOUSE LANE	Non-Lead - Copper	
148	133 COURTHOUSE LANE STE 100	133	COURTHOUSE LANE STE 100	Non-Lead - Copper	
150	14416 CRYSTAL COURT	14416	CRYSTAL COURT	Non-Lead - Copper	
156	107 DAVIS COURT	107	DAVIS COURT	Non-Lead - Plastic	
160	122 DAVIS COURT	122	DAVIS COURT	Non-Lead - Plastic	
189	103 E BROADDUS AVENUE	103	E BROADDUS AVENUE	Non-Lead - Copper	
206	120 E BROADDUS AVENUE	120	E BROADDUS AVENUE	Non-Lead - Copper	
196	125 E BROADDUS AVENUE	125	E BROADDUS AVENUE	Non-Lead - Copper	

188	162 E BROADDUS AVENUE	162	E BROADDUS AVENUE	Non-Lead - Copper
208	16252 EDWARDS ROAD	16252	EDWARDS ROAD	Non-Lead-Copper
209	116 ELLIOTT DRIVE	116	ELLIOTT DRIVE	Non-Lead - Copper
224	17038 ELM STREET	17038	ELM STREET	Galvanized
228	17060 ELM STREET	17060	ELM STREET	Galvanized
220	17089 ELM STREET	17089	ELM STREET	Galvanized
238	17152 ELM STREET	17152	ELM STREET	Galvanized
215	17157 ELM STREET	17157	ELM STREET	Galvanized
239	17186 ELM STREET	17186	ELM STREET	Galvanized
212	17199 ELM STREET	17199	ELM STREET	Galvanized
241	115 ENNIS STREET	115	ENNIS STREET	Non-Lead - Copper
260	13835 FARMER DRIVE	13835	FARMER DRIVE	Non-Lead - Copper
250	14024 FARMER DRIVE	14024	FARMER DRIVE	Non-Lead - Copper
245	14535 FARMER DRIVE	14535	FARMER DRIVE	Non-Lead - Copper
287	13360 FREDERICKSBURG TURNPIKE	13360	FREDERICKSBURG TURNPIKE	Non-Lead - Copper
290	13402 FREDERICKSBURG TURNPIKE	13402	FREDERICKSBURG TURNPIKE	Non-Lead - Copper
269	13415 FREDERICKSBURG TURNPIKE	13415	FREDERICKSBURG TURNPIKE	Non-Lead - Copper
271	14380 FREDERICKSBURG TURNPIKE	14380	FREDERICKSBURG TURNPIKE	Non-Lead - Plastic
437	15231 HILLDALE AVENUE	15231	HILLDALE AVENUE	Non-Lead - Copper
435	15270 HILLDALE AVENUE	15270	HILLDALE AVENUE	Non-Lead - Copper
434	15280 HILLDALE AVENUE	15280	HILLDALE AVENUE	Non-Lead - Copper
433	15281 HILLDALE AVENUE	15281	HILLDALE AVENUE	Non-Lead - Copper
428	15339 HILLDALE AVENUE	15339	HILLDALE AVENUE	Non-Lead - Copper
439	16201 HOLLY AVENUE	16201	HOLLY AVENUE	Galvanized
440	105 HOOMES CIRCLE	105	HOOMES CIRCLE	Non-Lead - Copper
447	139 HOOMES CIRCLE	139	HOOMES CIRCLE	Galvanized
446	150 HOOMES CIRCLE	150	HOOMES CIRCLE	Galvanized
496	107 LAFAYETTE AVENUE	107	LAFAYETTE AVENUE	Non-Lead - Copper
506	128 LAFAYETTE AVENUE	128	LAFAYETTE AVENUE	Non-Lead - Copper
499	133 LAFAYETTE AVENUE	133	LAFAYETTE AVENUE	Non-Lead - Copper
515	118 LAKEWOOD ROAD	118	LAKEWOOD ROAD	Non-Lead - Copper

522	106 LEE STREET	106	LEE STREET	Non-Lead - Plastic
517	107 LEE STREET	107	LEE STREET	Non-Lead - Plastic
518	109 LEE STREET	109	LEE STREET	Non-Lead - Plastic
539	145 LEE STREET	145	LEE STREET	Non-Lead - Copper
540	147 LEE STREET	147	LEE STREET	Non-Lead - Copper
543	153 LEE STREET	153	LEE STREET	Non-Lead - Copper
546	159 LEE STREET	159	LEE STREET	Non-Lead - Copper
547	161 LEE STREET	161	LEE STREET	Non-Lead - Copper
561	120 MARTIN STREET	120	MARTIN STREET	Non-Lead - Copper
562	124 MARTIN STREET	124	MARTIN STREET	Non-Lead - Copper
574	110 MAURY AVENUE	110	MAURY AVENUE	Non-Lead - Copper
578	128 MAURY AVENUE	128	MAURY AVENUE	Non-Lead - Copper
617	209 MAURY AVENUE	209	MAURY AVENUE	Non-Lead - Copper
616	211 MAURY AVENUE	211	MAURY AVENUE	Non-Lead - Copper
601	216 MAURY AVENUE	216	MAURY AVENUE	Non-Lead - Copper
607	230 MAURY AVENUE	230	MAURY AVENUE	Non-Lead - Copper
669	105 MILFORD STREET	105	MILFORD STREET	Non-Lead - Copper
668	109 MILFORD STREET	109	MILFORD STREET	Non-Lead - Copper
664	123 MILFORD STREET	123	MILFORD STREET	Non-Lead - Copper
638	134 MILFORD STREET	134	MILFORD STREET	Non-Lead - Copper
663	141 MILFORD STREET	141	MILFORD STREET	Non-Lead - Copper
641	142 MILFORD STREET	142	MILFORD STREET	Non-Lead - Copper
662	147 MILFORD STREET	147	MILFORD STREET	Non-Lead - Copper
660	203 MILFORD STREET	203	MILFORD STREET	Non-Lead - Copper
658	211 MILFORD STREET	211	MILFORD STREET	Non-Lead - Copper
656	219 MILFORD STREET	219	MILFORD STREET	Non-Lead - Copper
648	220 MILFORD STREET	220	MILFORD STREET	Non-Lead - Copper
652	232 MILFORD STREET	232	MILFORD STREET	Galvanized
680	109 MORGAN COURT	109	MORGAN COURT	Non-Lead - Copper
741	101 N MAIN STREET	101	N MAIN STREET	Non-Lead - Copper
740	103 N MAIN STREET	103	N MAIN STREET	Non-Lead - Copper

693	120 N MAIN STREET	120	N MAIN STREET	Non-Lead - Copper
700	218 N MAIN STREET	218	N MAIN STREET	Non-Lead - Copper
725	233 N MAIN STREET	233	N MAIN STREET	Non-Lead - Copper
724	235 N MAIN STREET	235	N MAIN STREET	Non-Lead - Copper
703	236 N MAIN STREET	236	N MAIN STREET	Non-Lead - Copper
704	238 N MAIN STREET	238	N MAIN STREET	Non-Lead - Copper
723	247 N MAIN STREET	247	N MAIN STREET	Non-Lead - Copper
721	263 N MAIN STREET	263	N MAIN STREET	Non-Lead - Copper
719	319 N MAIN STREET	319	N MAIN STREET	Non-Lead - Copper
714	350 N MAIN STREET	350	N MAIN STREET	Non-Lead - Copper
747	126 N MAIN STREET APT 3	126	N MAIN STREET APT 3	Non-Lead - Copper
758	254 N MAIN STREET APT B	254	N MAIN STREET APT B	Non-Lead - Copper
760	117 N MAIN STREET SUITE 100	117	N MAIN STREET SUITE 100	Non-Lead - Copper
761	117 N MAIN STREET SUITE 200	117	N MAIN STREET SUITE 200	Non-Lead - Copper
763	115 OAK RIDGE STREET	115	OAK RIDGE STREET	Non-Lead - Copper
766	123 OAK RIDGE STREET	123	OAK RIDGE STREET	Non-Lead - Copper
780	13186 ROLLING HILLS ROAD	13186	ROLLING HILLS ROAD	Non-Lead - Copper
781	13187 ROLLING HILLS ROAD	13187	ROLLING HILLS ROAD	Non-Lead - Copper
810	103 S MAIN STREET	103	S MAIN STREET	Non-Lead - Copper
815	123 S MAIN STREET	123	S MAIN STREET	Non-Lead - Copper
816	127 S MAIN STREET	127	S MAIN STREET	Non-Lead - Copper
823	161 S MAIN STREET	161	S MAIN STREET	Non-Lead - Copper
840	15481 SCHOOL ROAD	15481	SCHOOL ROAD	Non-Lead - Copper
848	110 SUNSET DRIVE	110	SUNSET DRIVE	Non-Lead - Copper
856	16414 TINDER DRIVE	16414	TINDER DRIVE	Non-Lead - Copper
855	16417 TINDER DRIVE	16417	TINDER DRIVE	Non-Lead - Copper
854	16443 TINDER DRIVE	16443	TINDER DRIVE	Non-Lead - Copper
853	16450 TINDER DRIVE	16450	TINDER DRIVE	Non-Lead - Copper
866	115 TREWALLA LANE	115	TREWALLA LANE	Non-Lead - Copper
867	121 TREWALLA LANE	121	TREWALLA LANE	Non-Lead - Copper
869	127 TREWALLA LANE	127	TREWALLA LANE	Non-Lead - Copper

891	100 W BROADDUS AVENUE	100	W BROADDUS AVENUE	Galvanized
897	114 W BROADDUS AVENUE	114	W BROADDUS AVENUE	Non-Lead - Copper
900	110 W BROADDUS AVENUE SUITE 20	110	W BROADDUS AVENUE SUITE 20	Non-Lead - Copper
901	17191 WHITE MEADOWS DRIVE	17191	WHITE MEADOWS DRIVE	Non-Lead-Copper
905	17222 WHITE MEADOWS DRIVE	17222	WHITE MEADOWS DRIVE	Non-Lead-Copper
916	17239 WHITE MEADOWS DRIVE	17239	WHITE MEADOWS DRIVE	Non-Lead-Copper
910	17283 WHITE MEADOWS DRIVE	17283	WHITE MEADOWS DRIVE	Non-Lead-Copper