



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, October 01, 2026
6:00 PM**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Minutes- September 3, 2026

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

- [2.](#) Bowling Green Police Department Report, Chief Justin Cecil
- [3.](#) Utilities Report, Inboden Environmental Services
- [4.](#) Public Works Department Monthly Report, Shawn Fortune, DPW
- [5.](#) Finance Director/Treasurer's Report, Vianne Baylor, Deputy Town Treasurer
- [6.](#) Capital Improvement Projects Presentation, Perry Hickman, Capital Projects & Grants Manager

UNFINISHED BUSINESS:

- [7.](#) Proposed Replacement of Article 4.10 — Parking Regulations

NEW BUSINESS:

- [8.](#) Referral of Cannabis Regulations to the Planning Commission
- [9.](#) Caroline Historical Society Request for Courthouse Lane Building for Storage Assistance
- [10.](#) Request to Waive Town Hall Rental Fees for Bowling Green Fire Department Event

INFORMATIONAL ITEMS:

- [11.](#) DOJ Web Access Ruling: WCAG 2.1 AA Requirements

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

ADJOURNMENT:

- [12.](#) Joint Town Council-Planning Commission Meeting and Public Hearing- October 22, 2026



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

MINUTES

Thursday, September 03, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

- Mayor Tina Gambill called the Town Council Meeting to order at 6:02 PM and led the Pledge of Allegiance.

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; Jeff Gore, Town Attorney; Justin Cecil, Bowling Green Police Chief; Vianne Baylor, Deputy 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, and a quorum was established.
- Town Council added three items to the agenda: appointment of members to the Economic Development Authority, a reimbursement resolution, and a closed-session item concerning the Town Manager position.

CONSENT AGENDA:

1. Minutes- August 6, 2026

- Councilmember David Storke motioned to approve the August 6, 2026, minutes. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

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

- Mayor Gambill opened the public hearing. No members of the public spoke, and Mayor Gambill closed the public hearing. Council reviewed the draft ordinance, identified Lakewood Avenue as needing correction to Lakewood Road, and raised questions regarding golf-cart travel and crossings on roads posted above 25 miles per hour and the proposed distance restriction near entrances and intersections.

MEMBER COMMENTS:

- Councilmember Dan Webb thanked Council and the community for their recent thoughts, flowers, and support and reported that she was doing well.
- Mayor Gambill reported on a Fort A.P. Hill Executive Steering Committee meeting and advised that an active-shooter exercise was planned for September 24-25. She also noted an upcoming squad competition in October.

STAFF REPORTS & PRESENTATIONS:

3. FY25 Audit Presentation, Audrey Davis

- Audrey Davis presented the results of the Town's FY2025 financial audit. The Town received an unmodified, or clean, opinion that its financial statements were fairly presented in all material respects in

conformity with generally accepted accounting principles. Ms. Davis reported two material weaknesses: the continued absence of a written financial policies and procedures manual and deficiencies in the initial budget-to-actual reporting and approval process. She summarized key financial figures, including approximately \$2.1 million in governmental revenues, \$2.0 million in governmental expenses, approximately \$1.0 million in water and sewer revenues, approximately \$2.0 million in water and sewer expenses, and approximately \$6.9 million in long-term water and sewer debt. She recommended that the Town formalize accounting procedures, complete and review monthly reconciliations and accruals, document management approval, and maintain general-ledger accounting expertise.

4. VDOT Resident Engineer Introduction- Walter Burke

- Walter Burke introduced himself as the new VDOT Fredericksburg Residency Engineer and summarized his prior rural and urban transportation experience. Council asked whether golf carts may cross state-maintained roads posted above 25 miles per hour and raised concerns about motorized-wheelchair users crossing Broadus Avenue near Anderson Avenue and Food Lion, including the accessibility of the existing curb and crosswalk. Mr. Burke agreed to consult traffic engineering and report back. He also advised that the Smart Scale project remained on schedule, with right-of-way activities anticipated in the fall and construction currently planned for 2028.

5. Utilities Report, Inboden Environmental Services

- Jamie Silveus, IES Operator, presented the July utilities report. Water production totaled approximately 4.24 million gallons, averaging approximately 136,000 gallons per day. Wastewater discharge totaled approximately 3.968 million gallons, averaging approximately 128,000 gallons per day. All permit-required tests were within parameters, and routine chlorination continued at the wells. Mr. Sease also reported that the filled geotextile bag was being disposed of and that a replacement bag was on hand and being prepared for installation.

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

- Town Council received the Public Works Department monthly report. Shawn Fortune, Public Works Director, described the recent South Main Street water-main break as one of the most significant he had encountered and explained that a section of the top of the pipe had failed. Follow-up samples passed, allowing the boil-water notice to be lifted, and approximately 80 to 100 feet of asphalt required replacement because water had undermined the roadway. Mr. Fortune also thanked Town Manager Adams-Jacobs for her leadership and service to the Town.

7. Finance Director/Treasurer's Report, Tomeka Morgan, Interim Town Treasurer

- Vianne Baylor presented the Finance Director/Treasurer's report. No questions were presented. The Town Manager recognized the Finance and Utility Billing teams for bringing the Town's audits current, implementing improved financial processes, completing the current billing cycle, and reducing the utility shutoff list to ten accounts. She also noted that Ms. Baylor was hired as Staff Accountant/Deputy Town Treasurer to provide general-ledger support.

8. Comprehensive Plan & CBPA Corrective Action Plan Presentation, Darla Odom, Deputy Zoning Administrator

- Darla Odom provided an update on the Full Stride to 2045 Comprehensive Plan and Chesapeake Bay Preservation Act compliance work. Completed work included project kickoff, the Planning Commission SWOT analysis, document review, development of the plan outline and vision, work on goals and implementation strategies, and substantial progress on the community profile, community facilities, and economic-development chapters. Remaining work included environmental sustainability and resiliency, housing, mobility, land use, and mapping. A joint Council and Planning Commission work session was scheduled for October 22, followed by continued review and an open house, a Planning Commission public hearing anticipated in January 2027, and Town Council consideration anticipated in February 2027. For CBPA compliance, staff planned to present draft ordinance amendments in October and proposed a joint public hearing on October 22. Ms. Odom also reported progress on a dedicated Bay Act webpage, documentation of plan-review procedures, five-year septic pump-out notifications and online submissions, and annual development-tracking procedures required by DEQ.

9. Capital Improvement Projects Presentation, Perry Hickman, Capital Projects & Grants Manager

- Perry Hickman presented an overview of the proposed well-replacement and Gross Alpha treatment project. The April 17, 2026, preliminary engineering report estimated a total project cost of approximately \$8.2 million, including approximately \$5.1 million in direct construction, \$1.6 million in contractor markups and contingency, and \$1.5 million for engineering, environmental review, and piloting, with estimated annual operation and maintenance costs of approximately \$58,000. The Town anticipated 100% grant funding, with approximately \$6.2 million from a Virginia General Assembly allocation and the remaining approximately \$2.0 million through a U.S. EPA grant. The project would centralize treatment for Wells 1, 4, and 7, include approximately 3,400 linear feet of six-inch ductile-iron transmission main, and use regenerable ion-exchange media. Test wells and pilot work would confirm source-water conditions before production decisions were finalized.

10. Bowling Green Police Department Report, Chief Justin Cecil

- Town Council received the Bowling Green Police Department report. Council thanked Chief Justin Cecil and Officer Taquan for the department's assistance at Music on the Green, particularly with helping keep children safely away from the roadway.

11. Town Manager's Report, India Adams-Jacobs, MPA, ICMA-CM

- India Adams-Jacobs, Town Manager, highlighted completion of the FY2025 audit, receipt of the long-awaited memorandum of agreement for the Gross Alpha project, upcoming FY2026 audit work, CBPA compliance activities, and staff professional development. She congratulated Jeffrey Smith on earning the Virginia Contracting Associate certification and recognized Public Works and Police personnel for voluntary professional training. Ms. Adams-Jacobs announced that this would be her final regular Council meeting and thanked Council and staff for their support. She summarized accomplishments during her tenure, including obtaining approximately \$11 million in direct allocations, completing five annual audits in roughly two years, reestablishing the EDA and advancing Main Street efforts, establishing capital-improvement and strategic-planning processes, overseeing infrastructure and redevelopment projects, implementing a unified financial system and the Town's first GIS system, and securing the new playground partnership with Amazon and Kaboom. Council thanked her for her leadership and service. Council also discussed the separate Dominion payroll system, the successful Kaboom Design Day, and the completed lead-service-line inventory.

UNFINISHED BUSINESS:

12. Ordinance to Repeal and Replace Article 4.10 Motor Vehicles and Traffic of Chapter 4 of the Bowling Green Town Code

- At the Town Attorney's recommendation, Council took no action and agreed to table the ordinance while staff recirculated an updated draft, reviewed Council's questions, confirmed applicable state law, and coordinated with VDOT.

NEW BUSINESS:

13. Resolution in Support of Main Street Designation for Bowling Green

- The Town Manager explained that a Council resolution was required for BGVA Main Street's application to advance from Mobilizing Main Street to Advancing Main Street status. Council discussed the work completed toward designation and the economic-development credibility and resources that the designation could provide.
- Councilmember Jeff Voit motioned to adopt the resolution in support of Main Street designation for Bowling Green as presented. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote.

14. General Assembly Session Briefing, India Adams-Jacobs and Jeff Gore

- Town Attorney Jeff Gore and Town Manager Adams-Jacobs summarized recently enacted state legislation that may require future Town Code and zoning amendments. Topics included local regulation and taxation of state-licensed retail cannabis businesses, by-right accessory dwelling units, certain affordable-housing developments by qualifying nonprofit and religious organizations, and expanded protections for

manufactured housing. They advised that detailed recommendations would return to Council and, where required, proceed through the Planning Commission. Council discussed permissible zoning districts, buffers, hours of operation, utility connections, building-size limits, implementation dates, and the need to avoid regulations that would effectively prohibit uses authorized by state law. No action was taken.

15. Bowling Green, Kentucky, Town Partnership Discussion- Mayor Tina Gambill

- Mayor Gambill summarized potential ceremonial and promotional collaboration with Bowling Green, Kentucky, including reciprocal Harvest Festival recognition, coordinated social-media posts, mayoral videos, tourism materials, and possible future participation in a broader network of communities named Bowling Green. Council discussed potential economic-development benefits, the need for clear messaging that distinguishes the two localities, the current limits on staff capacity, and the desirability of beginning with low-effort social-media and ceremonial coordination. No formal partnership or expenditure was authorized, and no formal action was taken.

16. Lead Service Line Inventory Approval

- The Town Manager reported that the Virginia Department of Health Office of Drinking Water had accepted the Town's updated lead service line inventory submitted August 7, 2026. The inventory contained no lead, galvanized-requiring-replacement, or unknown-material service lines; therefore, individual customer notification was not required. Council recognized Public Works staff and TruePani for completing the inventory in-house and ahead of the compliance schedule.

17. Appointment of Members to the Economic Development Authority

- Vice-Mayor Valarie Coyle motioned to reappoint Councilmember Randy Hageman and Councilmember David Storke to the Economic Development Authority for one-year terms effective immediately and expiring in August 2027. The motion was seconded by Councilmember Jean Davis and carried with five affirmative votes and two abstentions. Councilmembers Hageman and Storke abstained.

18. Reimbursement Resolution

- The Town Manager reported that bond counsel and the Town's financial advisors recommended adopting a reimbursement resolution following the South Main Street emergency repair and advance engineering expenditures for the Gross Alpha project. The resolution would allow the Town to reimburse itself from future tax-exempt financing or eligible grant proceeds for qualifying capital expenditures paid before financing, up to \$750,000.
- Councilmember Dan Webb motioned to adopt the reimbursement resolution in the amount of \$750,000. The motion was seconded by Councilmember Jeff Voit and carried unanimously by roll-call vote.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

None.

MEMBER COMMENTS:

None.

CLOSED SESSION:

19. Town Manager Personnel Matter

- Vice-Mayor Valarie Coyle motioned that Council convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1) to discuss the resignation and final compensation of the Town Manager and possible candidates for Interim Town Manager. The motion was seconded by Councilmember David Storke and carried unanimously by right-hand raise. Council recessed for five minutes and entered closed session.

RECONVENE IN OPEN SESSION:

- Following a motion from Councilmember Randy Hageman and a second from Councilmember Jean Davis, Council reconvened in open session.
- Each Councilmember certified that, to the best of their knowledge, only public business matters lawfully exempted from open-meeting requirements and identified in the motion convening the closed session were heard, discussed, or considered. Certification was unanimous.

ACTION FOLLOWING CLOSED MEETING:

- Councilmember David Storke motioned to engage The Berkley Group to secure John Anzivino as Interim Town Manager effective September 28, 2026, with the duties and authorities of the current Town Manager, including service as Town Clerk and addition to the Town bank account and administrative accounts. The motion was seconded by Councilmember Randy Hageman and carried unanimously by roll-call vote.

ADJOURNMENT:

- Following a motion from Councilmember Randy Hageman and a second from Councilmember Dan Webb, Town Council voted unanimously to adjourn the meeting. The meeting adjourned at 8:58 PM.

Attest:

Mayor: _____
Tina Gambill

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



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
SUBJECT: Police Department Monthly Report- September, 2026
DATE: Sept. 18th, 2026

Police Activity

During the months of **September 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 **54 calls for service** and conducted numerous proactive patrols and preventative activities throughout the community.

Activity during this reporting period included:

- **54** total calls for service
- **18** assists to other law enforcement and emergency service agencies
- **1** Motor Vehicle Accident
- **1** Domestic / Assault
- **33** traffic summonses issued
- **21** traffic warnings issued
- **51** property, vacation, and business security checks
- **2** Town Hall Events

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**.

UTILITY REPORT



AUGUST 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
P/A: 020 – Pizza Hut	8/13/2026	Absent
P/A: 050 – R. L. Hylton	8/13/2026	Absent
MPN: Well 1	8/13/2026	<1 Total Coliform <1 E. coli
MPN: Well 4	8/13/2026	<1 Total Coliform <1 E. coli
MPN: Well 5	8/13/2026	<1 Total Coliform <1 E. coli

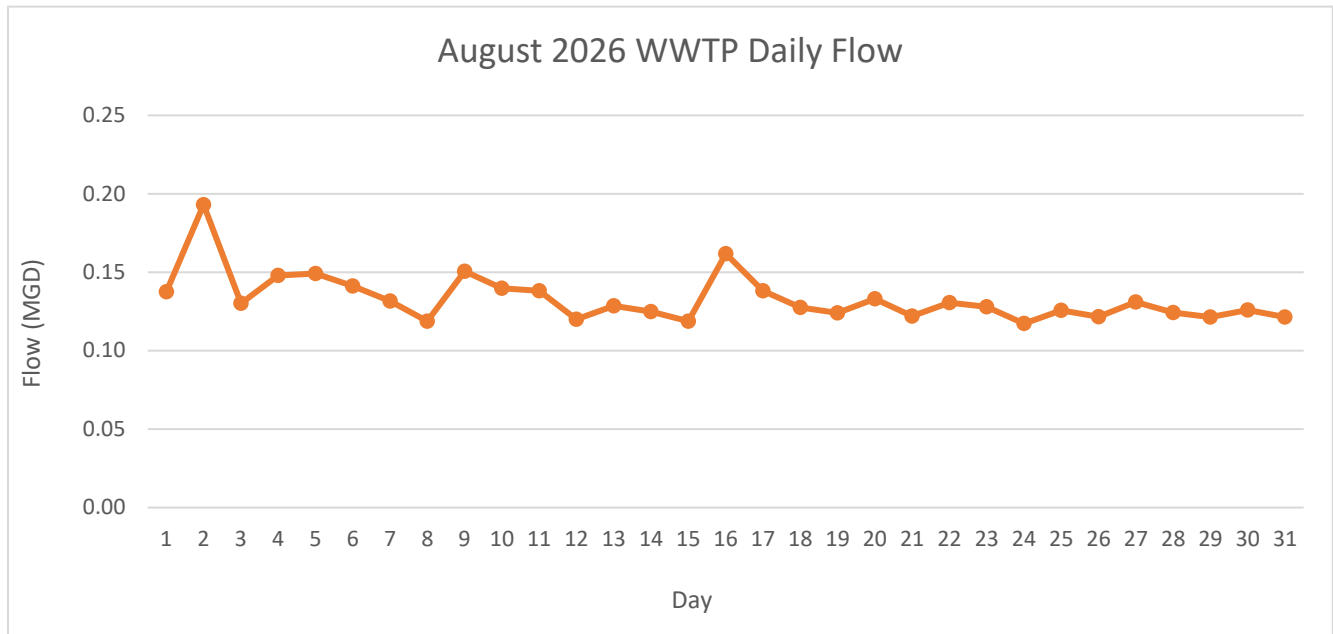
Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.380 MG for an average daily production rate of 0.141 MGD.

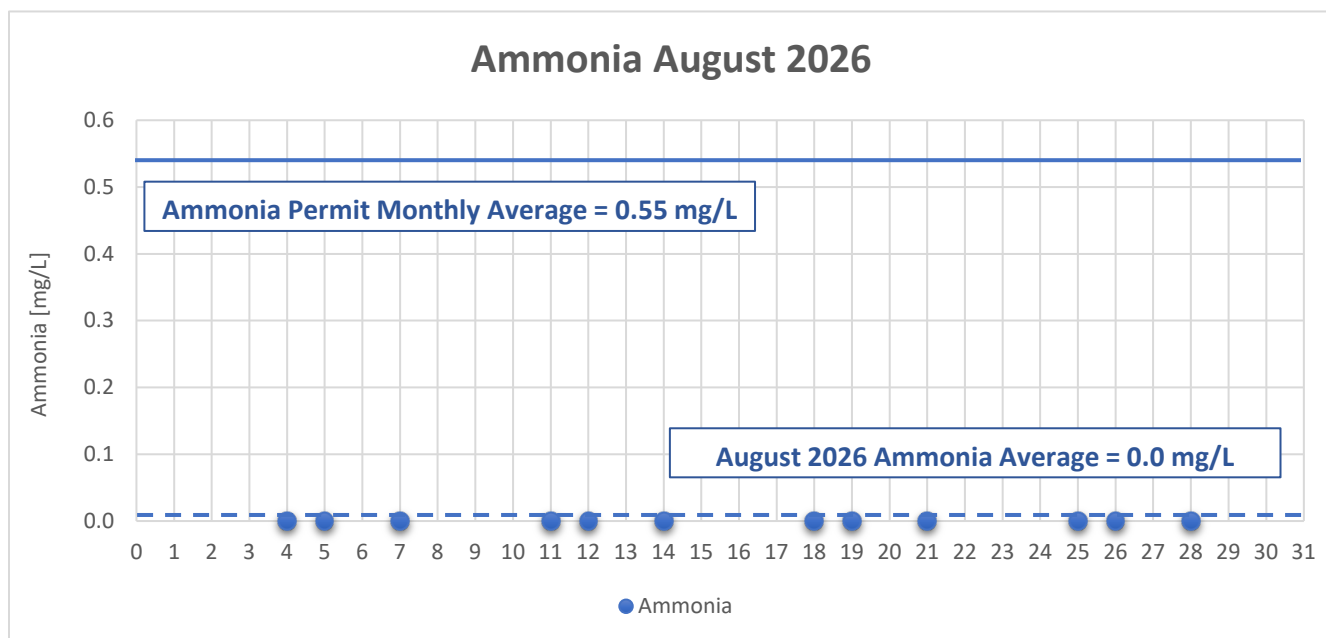
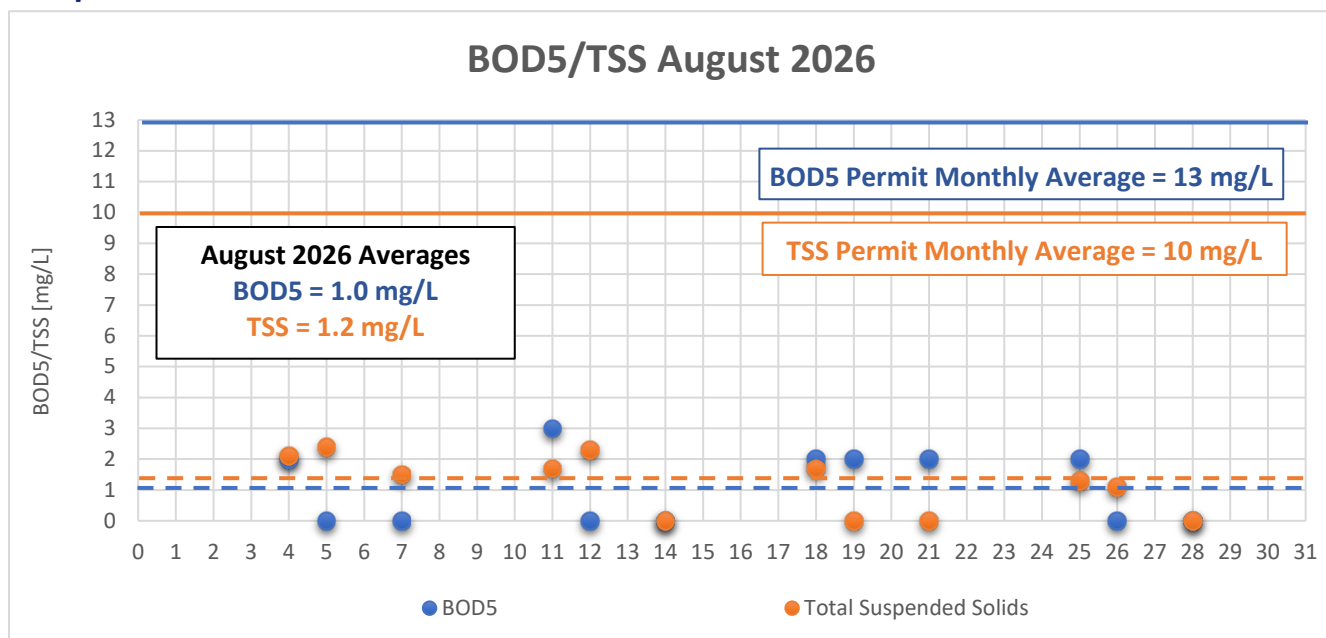
WASTEWATER

Wastewater Treatment

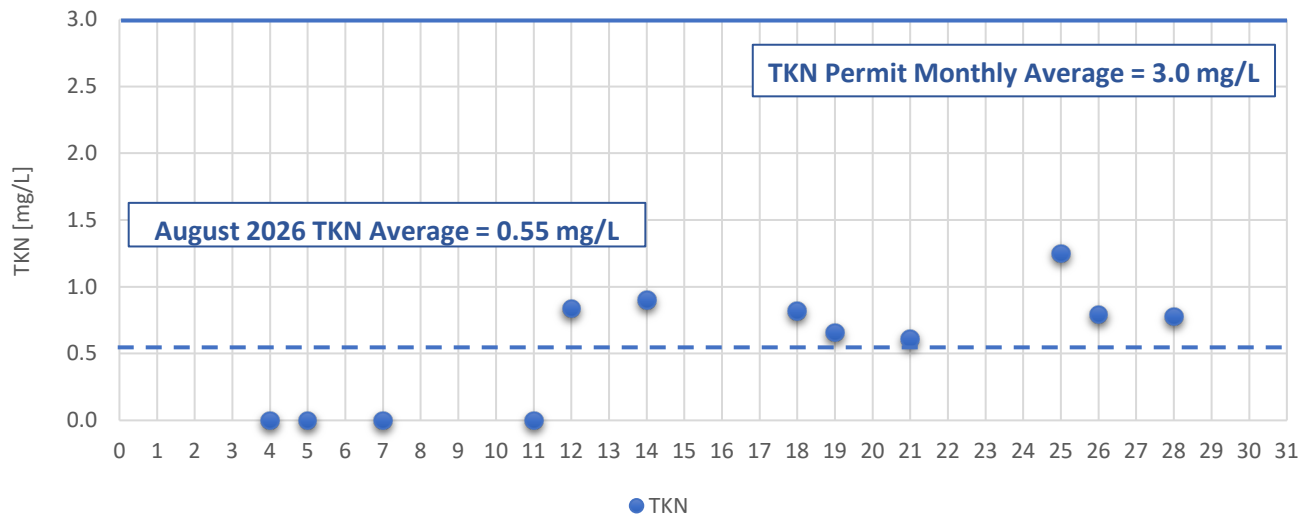
The wastewater treatment plant had an average daily flow of 0.133 MGD for a total monthly effluent discharge of 4.125 MG.



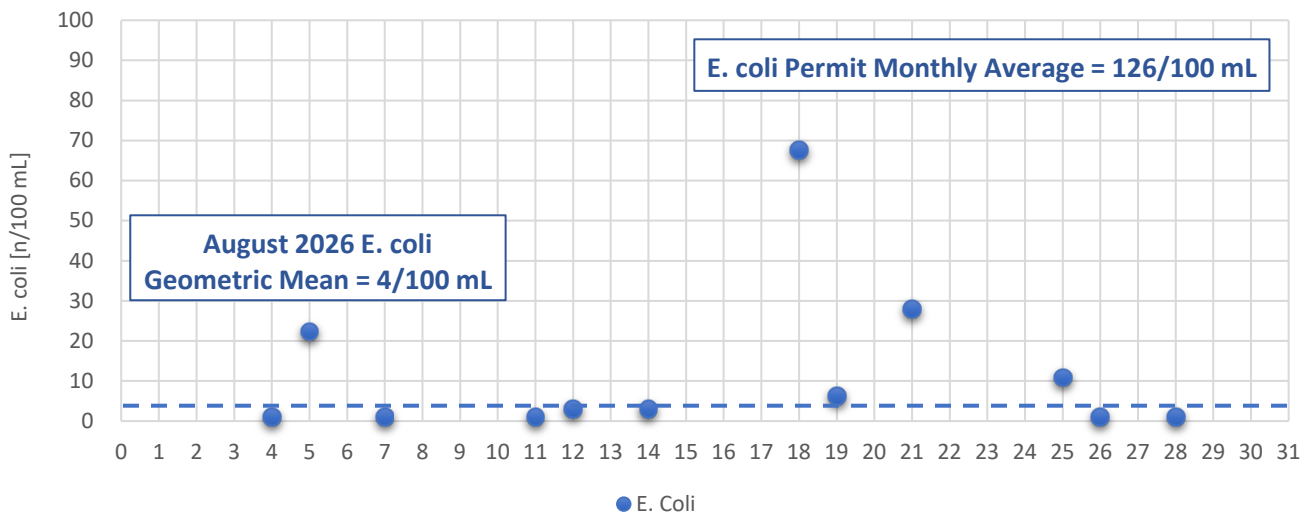
Sample Results:



TKN August 2026



E. coli August 2026



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
Cl2	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

DATE: September 2026

PREPARED BY: Shawn Fortune, Public Works Director

MONTHLY REPORT / PROJECT UPDATE:

Public Works

- Completed daily vehicle inspections, including checks of oil levels, tires, and lights. Truck No. 4 also received its required inspection.
- Conducted daily inspections of the Town playground.
- Emptied trash receptacles along Main Street each week.
- Monitored the Town Hall ballroom dehumidifier daily to maintain humidity near 50 percent.
- Completed the monthly inspection of fire extinguishers in all Town buildings.
- Replaced the flooring in the Finance Department with vinyl plank flooring.
- Mowed grass at all Town-maintained sites each week and watered the Main Street hanging baskets weekly.
- Trimmed the hillside on Chase Street adjacent to the water tower.
- Continued cleaning the geotextile bag at the wastewater treatment plant.
- Moved desks from Fredericksburg to Town Hall and the Police Department on September 8 and 9, and reassembled a desk in the Finance Department on September 11.
- Assisted Town staff with the September 14 relocation from the temporary offices at 113 Courthouse Lane back to Town Hall.

Utilities

- Performed weekly maintenance at all six pump stations to prevent grease buildup on station walls. Staff cleaned station floats and cleaned the probes at Bowling Green Meadows twice during the month.
- Completed daily pump-station inspections and weekly generator inspections.
- Marked 25 Virginia 811 Miss Utility tickets during September.
- Monitored alarmed water meters daily and completed repairs when an issue was located on the public side of the meter. Customers with apparent private-side leaks received water-leak door hangers.
- Received the sludge dewatering box at the wastewater treatment plant on September 14.
- Repaired a water-main break near 153 South Main Street on September 15 by removing and replacing the damaged pipe section. A boil-water notice was issued for the affected area. Required water samples were collected 16 hours apart and met applicable requirements; the notice was lifted on September 17.
- Upgraded the Bowling Green Meadows pump station from vacuum probes to wave sensors on September 16 to improve operating efficiency.

ATTACHMENTS:

None.

HEADS UP ITEMS:

None.



TO: The Honorable Mayor & Town Council
FROM: Tomeka C. Morgan, Interim Town Treasurer
SUBJECT: October Treasurer's Report
DATE: September 16, 2026

SUMMARY:

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

Status of Town Audits

- FY25 Audit
 - Audit work is complete and presentation to Town Council occurred at the September 3rd council meeting.
 - Finance staff are currently working on FY 26 and will begin coordination with the auditors soon.

Real Estate / Personal Property

- Town staff have received calls as TACS Collection bills have gone out. Town staff is directing questions and/or concerns to TACS. There have been funds collected at this time.

Utility Billing

- Utility Bills for the July/August usage (9/3/26 Bill Date) are due 10/14/2026
- Utility Bills for the May/June usage (7/9/26 Bill Date) were due 8/17/2026 and any payments not received on or before this due date have incurred late penalties
- Next utility cut-off will occur ~10/14/2026
- 2 off cycle cut off notices were issued (1) for failure to open a water account (2) for non-payment
- 1/10 residents who were shut off during last month's cut-off remain in cut-off status. Both homes were informed to be vacant where customers did not notify us of their departure. (1) of the homes had re-establishment of services under the homeowner's name (previously tenant occupied)

***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, we have successfully collected nearly \$20,000 electronically since then.
- Approximately 93 front desk customers signed in and/or served at the front desk
- Monthly AP processing – 4 check runs completed



- Town Hall events: 2

Budget vs Actual

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Period Ending 8/31/2026

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	260,000	0.00	0.00	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	28.00	73.97	73.97	(62,161.03)	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	0.00	65.80	65.80	(1,814.20)	4%
100-011060-0002 REAL INTEREST	1,600	0.00	0.00	57.10	57.10	(1,542.90)	4%
100-011060-0012 PERSONAL INTEREST	0	0.00	33.93	41.53	41.53	41.53	
100-012010-0001 SALES TAX	80,000	0.00	7,710.45	15,611.95	15,611.95	(64,388.05)	20%
100-012020-0001 CONSUMER UTILITY TAX	41,100	0.00	3,014.48	6,373.37	6,373.37	(34,726.63)	16%
100-012030-0001 BUSINESS LICENSE	111,000	0.00	3,453.85	3,555.18	3,555.18	(107,444.82)	3%
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,300	0.00	105.33	153.33	153.33	(15,146.67)	1%
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	38,598.24	87,367.67	87,367.67	(362,632.33)	19%
100-012100-0001 TRANSIENT OCCUPANCY TAX	6,000	0.00	436.85	1,331.02	1,331.02	(4,668.98)	22%
100-013030-0001 ZONING PERMITS/FEES	5,000	0.00	1,740.00	4,465.00	4,465.00	(535.00)	89%
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	1,494.90	2,791.80	2,791.80	(17,208.20)	14%
100-014010-0002 RETURNED CHECK FEE	100	0.00	75.00	75.00	75.00	(25.00)	75%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 8/31/2026

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	14,000.00	14,000.00	14,000.00	0.00	100%
100-015020-0002 TOWN HALL RENTALS	23,000	0.00	3,305.00	5,755.00	5,755.00	(17,245.00)	25%
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	10,374.37	15,792.22	15,792.22	(96,707.78)	14%
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)	
100-018900-0900 MISCELLANEOUS	0	0.00	191.00	191.00	191.00	191.00	
100-020108-0001 ROLLING STOCK TAX	0	0.00	2.97	26.24	26.24	26.24	
100-020109-0001 VA 599 POLICE FUNDING	22,887	0.00	7,629.00	7,629.00	7,629.00	(15,258.00)	33%
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	21,907.50	21,907.50	21,907.50	(0.50)	100%
100-020111-0001 COMMUNICATIONS TAX	25,000	0.00	1,824.45	3,920.11	3,920.11	(21,079.89)	16%
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	115,925.32	191,754.75	191,754.75	(2,086,639.25)	8%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 8/31/2026

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
100-011010-0003 REAL TAX REFUNDS	0	0.00	930.90	1,322.59	1,322.59	(1,322.59)		
Totals:	0	0.00	930.90	1,322.59	1,322.59	(1,322.59)		
100-012110-1101 SALARIES	129,240	0.00	10,478.79	25,673.15	25,673.15	103,566.85	20%	
100-012110-1150 PT Salaries and Wages	10,000	0.00	5,850.00	6,700.00	6,700.00	3,300.00	67%	
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	797.81	1,956.35	1,956.35	8,695.65	18%	
100-012110-2210 VRS	14,346	0.00	0.00	105.19	105.19	14,240.81	1%	
100-012110-2220 457 PLAN	2,250	0.00	0.00	105.21	105.21	2,144.79	5%	
100-012110-2300 HEALTH PLAN	6,907	0.00	0.00	287.81	287.81	6,619.19	4%	
100-012110-2400 GROUP LIFE	1,370	0.00	0.00	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	10.61	10.61	10.61	1,489.39	1%	
100-012110-3100 CONTINGENCY	35,000	0.00	900.00	900.00	900.00	34,100.00	3%	
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	0.00	1,008.00	1,008.00	12,062.00	8%	
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	0	0.00	4,500.00	9,000.00	9,000.00	(9,000.00)		
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	0.00	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		

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012110-5545 CONFRENCE EXPENSES/TRAINING EXPENSE	7,500	0.00	0.00	75.00	75.00	7,425.00	1%
100-012110-5810 MEMBERSHIP DUES	2,000	0.00	275.00	1,724.00	1,724.00	276.00	86%
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	0.00	5,000.00	5,000.00	0.00	100%
100-012110-6023 PUBLIC RELATIONS	0	0.00	0.00	800.04	800.04	(800.04)	
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	79.90	8,801.93	8,801.93	16,198.07	35%
COUNCIL AND TOWN Totals: ADMINISTRATION	341,956	0.00	22,892.11	62,283.56	62,283.56	279,672.44	18%
100-012410-1101 SALARIES/WAGES	159,708	0.00	8,289.04	18,190.35	18,190.35	141,517.65	11%
100-012410-1200 PT SALARY AND WAGES	0	0.00	0.00	1,223.00	1,223.00	(1,223.00)	
100-012410-2100 FICA	12,218	0.00	629.82	1,476.54	1,476.54	10,741.46	12%
100-012410-2210 VRS	17,728	0.00	0.00	627.02	627.02	17,100.98	4%
100-012410-2220 457 PLAN	1,000	0.00	0.00	74.00	74.00	926.00	7%
100-012410-2300 HEALTH PLAN	27,629	0.00	0.00	193.79	193.79	27,435.21	1%
100-012410-2400 GROUP LIFE	1,872	0.00	0.00	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	15,062.74	15,062.74	15,062.74	1,604.26	90%
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	7,187.66	26,788.22	26,788.22	(1,788.22)	107%
100-012410-3151 PROFESSIONAL SERVICES - FINANCIAL ADVISORS	10,000	0.00	0.00	0.00	0.00	10,000.00	

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100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	466.91	636.03	636.03	863.97	42%
100-012410-3320 COMPUTER LICENSES/SUPPORT	55,000	0.00	1,963.88	27,953.63	27,953.63	27,046.37	51%
100-012410-3500 PRINTING	0	0.00	59.98	59.98	59.98	(59.98)	
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	33,660.03	92,336.72	92,336.72	262,219.28	26%
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	9,615.40	23,665.96	23,665.96	107,576.04	18%
100-031100-1150 PART-TIME SALARY AND WAGES	7,500	0.00	306.00	762.00	762.00	6,738.00	10%
100-031100-2100 FICA	10,040	0.00	755.36	1,861.49	1,861.49	8,178.51	19%

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-031100-2210 VRS	13,875	0.00	0.00	643.36	643.36	13,231.64	5%	
100-031100-2300 HEALTH PLAN	1,593	0.00	0.00	66.36	66.36	1,526.64	4%	
100-031100-2400 GROUP LIFE	1,325	0.00	0.00	56.70	56.70	1,268.30	4%	
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	50.00	672.40	672.40	1,327.60	34%	
100-031100-3310 VEHICLE MAINTENANCE	13,500	0.00	77.56	251.17	251.17	13,248.83	2%	
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	0.00	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	61.34	92.78	92.78	4,907.22	2%	
100-031100-6011 UNIFORMS	3,700	0.00	0.00	0.00	0.00	3,700.00		
POLICE DEPARTMENT Totals:	215,825	0.00	10,865.66	29,442.22	29,442.22	186,382.78	14%	
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	15,000.00	15,000.00	15,000.00	0.00	100%	
DONATIONS Totals:	15,000	0.00	15,000.00	15,000.00	15,000.00	0.00	100%	
100-043100-1101 SALARIES	67,149	0.00	5,005.68	12,585.03	12,585.03	54,563.97	19%	
100-043100-1201 SALARIES/WAGES- OVERTIME	0	0.00	54.82	274.31	274.31	(274.31)		
100-043100-2100 FICA	5,137	0.00	366.71	933.26	933.26	4,203.74	18%	
100-043100-2210 VRS	6,905	0.00	0.00	349.29	349.29	6,555.71	5%	

Budget vs Actual

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100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-043100-2220 457 PLAN	1,000	0.00	0.00	26.10	26.10	973.90	3%	
100-043100-2300 HEALTH PLAN	17,995	0.00	0.00	765.55	765.55	17,229.45	4%	
100-043100-2400 GROUP LIFE	659	0.00	0.00	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	0.00	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	56.79	100.95	100.95	899.05	10%	
100-043100-6006 HAND TOOLS	1,000	0.00	44.24	102.22	102.22	897.78	10%	
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	75,000	0.00	721.97	1,231.97	1,231.97	73,768.03	2%	
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	14.36	14.36	14.36	13,985.64	0%	
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	146.21	224.56	224.56	1,275.44	15%	
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	13.17	13.17	13.17	8,986.83	0%	
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	11,594.63	13,064.14	13,064.14	26,935.86	33%	
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	18,018.58	30,527.21	30,527.21	405,229.79	7%	

Budget vs Actual

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100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-072000-5800 REFUNDS OF ACTIVITY FEES	0	0.00	175.00	175.00	175.00	(175.00)	
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	
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	175.00	175.00	175.00	755,125.00	0%
Expenses Totals:	2,278,394	0.00	101,542.28	231,087.30	231,087.30	2,047,306.70	10%

Budget vs Actual

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100 GENERAL FUND	Revenues Over/(Under) Expenses:	14,383.04	(39,332.55)	(39,332.55)
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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	4,268.40	4,268.40	4,268.40	20,731.60	17%
300-300100-8277 PARK PLAYGROUND UPGRADES	105,000	0.00	0.00	0.00	0.00	105,000.00	
Totals:	130,000	0.00	4,268.40	4,268.40	4,268.40	125,731.60	3%
Expenses Totals:	130,000	0.00	4,268.40	4,268.40	4,268.40	125,731.60	3%

Budget vs Actual

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300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:	(4,268.40)	(4,268.40)	(4,268.40)
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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

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310 INTERGOV SERVICE AGREEMENT								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
310-016010-0001 INTERGOV SERVICE AGREEMENT	70,000	0.00	0.00	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	0.00	420.00	420.00	74,580.00	1%	
Expenses Totals:	75,000	0.00	0.00	420.00	420.00	74,580.00	1%	

Budget vs Actual

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310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:	0.00	(420.00)	(420.00)
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Budget vs Actual

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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

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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	5,000.00	5,000.00	5,000.00	0.00	100%
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	5,000.00	5,000.00	5,000.00	20,000.00	20%
Expenses Totals:	25,000	0.00	5,000.00	5,000.00	5,000.00	20,000.00	20%

Budget vs Actual

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320 ECONOMIC DEVELOPMENT AUTHORITY	Revenues Over/(Under) Expenses:	(5,000.00)	(5,000.00)	(5,000.00)
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Budget vs Actual

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400 EVENTS AND ACTIVITIES								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
400-016050-0005 HARVEST FESTIVAL - MEALS TAX	0	0.00	13,955.10	13,955.10	13,955.10	13,955.10		
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	6,570.14	7,570.14	7,570.14	7,570.14		
400-019050-0100 HARVEST FESTIVAL	20,000	0.00	4,864.12	8,124.12	8,124.12	(11,875.88)	41%	
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	25,389.36	29,649.36	29,649.36	(15,850.64)	65%	

Budget vs Actual

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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	
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	1,435.00	1,435.00	1,435.00	(1,435.00)	
400-071200-1210 HARVEST FESTIVAL	24,000	0.00	335.00	4,580.00	4,580.00	19,420.00	19%
400-071200-1230 MUSIC ON THE GREEN	5,000	0.00	800.00	1,700.00	1,700.00	3,300.00	34%
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	2,570.00	7,715.00	7,715.00	36,285.00	18%
Expenses Totals:	45,500	0.00	2,570.00	7,715.00	7,715.00	37,785.00	17%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 8/31/2026

400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	22,819.36	21,934.36	21,934.36
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 8/31/2026

500 WATER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
500-016099-0001 WATER SALES	642,600	0.00	70,500.48	105,036.34	105,036.34	(537,563.66)	16%
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	200.00	257.56	257.56	7.56	103%
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	3,727.20	5,532.56	5,532.56	(26,532.44)	17%
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	74,427.68	110,826.46	110,826.46	(2,050,538.54)	5%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 8/31/2026

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	17,584.14	36,384.99	36,384.99	80,835.01	31%
500-500100-1200 SALARIES/WAGES PART TIME	6,500	0.00	0.00	386.41	386.41	6,113.59	6%
500-500100-1201 SALARIES/WAGES-OVERTIME	3,000	0.00	68.53	90.88	90.88	2,909.12	3%
500-500100-2100 FICA	8,967	0.00	819.55	1,787.76	1,787.76	7,179.24	20%
500-500100-2210 VRS	12,463	0.00	0.00	529.75	529.75	11,933.25	4%
500-500100-2220 457 PLAN	1,000	0.00	0.00	43.49	43.49	956.51	4%
500-500100-2300 HEALTH PLAN	27,205	0.00	0.00	983.29	983.29	26,221.71	4%
500-500100-2400 GROUP LIFE	1,279	0.00	0.00	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	6,302.59	24,741.32	24,741.32	(9,741.32)	165%
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	5,173.39	5,173.39	5,326.61	49%
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 8/31/2026

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	0.00	2,733.00	2,733.00	15,767.00	15%	
500-500100-5840 MISCELLANEOUS	3,000	0.00	151.35	951.35	951.35	2,048.65	32%	
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	20,953.30	28,458.30	28,458.30	156,541.70	15%	
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	0.00	581.30	581.30	4,418.70	12%	
500-500100-6022 WATER TESTING	7,000	0.00	60.00	120.00	120.00	6,880.00	2%	
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	790.76	790.76	790.76	1,709.24	32%	
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	46,730.22	103,800.19	103,800.19	2,057,564.81	5%	
Expenses Totals:	2,161,365	0.00	46,730.22	103,800.19	103,800.19	2,057,564.81	5%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 8/31/2026

500 WATER	Revenues Over/(Under) Expenses:	27,697.46	7,026.27	7,026.27
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 8/31/2026

520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
520-016099-0002 SEWER SALES	642,600	0.00	71,672.09	104,443.36	104,443.36	(538,156.64)	16%	
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	2,741.50	3,894.97	3,894.97	(28,170.03)	12%	
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	74,413.59	108,338.33	108,338.33	(3,744,926.67)	3%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 8/31/2026

520 SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
520-500100-1101 SALARIES	117,220	0.00	36,598.07	73,516.04	73,516.04	43,703.96	63%
520-500100-1200 SALARIES/WAGES PART TIME	7,500	0.00	0.00	386.58	386.58	7,113.42	5%
520-500100-1201 OVERTIME	4,000	0.00	329.20	636.00	636.00	3,364.00	16%
520-500100-2100 FICA	8,967	0.00	839.47	1,815.99	1,815.99	7,151.01	20%
520-500100-2210 VRS	12,463	0.00	0.00	529.75	529.75	11,933.25	4%
520-500100-2220 457 PLAN	0	0.00	0.00	43.49	43.49	(43.49)	
520-500100-2300 HEALTH INSURANCE	27,205	0.00	0.00	983.29	983.29	26,221.71	4%
520-500100-2400 GROUP LIFE	1,279	0.00	0.00	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	704.22	1,386.41	1,386.41	28,613.59	5%
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	5,173.39	5,173.39	5,126.61	50%
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	313.67	1,522.36	1,522.36	10,727.64	12%
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 8/31/2026

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	1,402.00	1,402.00	1,402.00	13,598.00	9%	
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	6,860.19	639,417.02	639,417.02	(499,417.02)	457%	
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	47,046.82	726,856.52	726,856.52	3,126,408.48	19%	
Expenses Totals:	3,853,265	0.00	47,046.82	726,856.52	726,856.52	3,126,408.48	19%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 8/31/2026

520 SEWER	Revenues Over/(Under) Expenses:	27,366.77	(618,518.19)	(618,518.19)
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TO: The Honorable Mayor & Town Council
FROM: Perry Hickman, Capital Projects and Grants Manager
SUBJECT: October Treasurer's Report
DATE: September 24, 2026

SUMMARY:

During the month of September, the Capital Projects and Grant Manager worked on the following projects:

Capital Projects

- Well Replacements/Gross Alpha
 - Reviewed the VDH MOA with Anthony Hess of VDH
 - Met with VDH to discuss the reimbursement process
 - Reviewed reimbursement invoices and spoke with Stantec establishing project cost factors to ensure proper funds billing.
- Waterline Replacement/Vindman Project
- Sludge Management/Containerized Dewatering Box
 - All equipment is on site and being installed
- Wastewater System
 - Addressing Inflow and Infiltration Issues
 - Cured In Place Pipe/Pipe Bursting
 - Requested a revised quote for sewer pipe lining. Pipe bursting is significantly higher than cured in place piping.
 - Using Leak Detection Methods
 - Line Camera via VRWA
 - VRWA will visit the Town on 10/8 to camera our sewer lines
 - Smoke testing via VRWA
 - Visit to be scheduled

Financial Planning

- Met with RT Taylor of Crews Financial Services to discuss options for interim financing of capital projects.
- Spoke with Daniel Lauro of Botkin Rose in Harrisonburg about bond attorney services.

Other Noteworthy Items

- Met Alliance for the Chesapeake Bay to discuss mitigating storm water, erosion or flood issues to town owned properties and these potential impacts these matters on the Chesapeake Bay.
- Dominion Energy has committed to financial support of the harvest festival and the mural project.

MEMORANDUM

TO: Town Council, Town of Bowling Green

FROM: Town Attorney

DATE: September 3, 2026

RE: Proposed Replacement of Article 4.10 — Parking Regulations; Comparison with Existing Code

I. Purpose and Executive Summary

The proposed ordinance would repeal the existing Article 4.10, “Motor Vehicles and Traffic,” and replace it with a substantially reorganized Chapter 4.1 addressing motor vehicles and traffic. The September 3, 2026 clean final draft incorporates a number of revisions made since the earlier draft.

With respect specifically to **parking, stopping and standing**, most of the Town’s existing substantive restrictions are retained. The proposal nevertheless makes several meaningful changes:

- **Parking administration would be substantially delegated to the Town Manager.** The existing code gives Town Council authority to establish additional parking regulations, with limited temporary emergency authority vested in the Mayor. The proposed ordinance gives the Town Manager or designee broad authority to establish, amend and revoke parking regulations, designate public parking areas, business parking zones, bus stops, taxi stands and loading zones, and establish associated time restrictions.
- **Several familiar parking prohibitions are expressly expanded or clarified.** The proposed ordinance adds specific 30-foot restrictions approaching flashing beacons, stop signs and traffic signals; a 30-foot restriction at railroad grade crossings; and a prohibition on parking on bridges or other elevated structures.
- **The proposed curb-parking rule is more precise.** It establishes a 12-inch maximum distance from the curb or pavement edge where parking spaces are not marked and specifies how the distance is measured, including a special measurement rule for motorcycles.
- **The fire/rescue station restriction is materially different.** The existing code prohibits parking in a fire-station driveway and, when properly signed, on the opposite side of the street within 75 feet of the entrance. The proposed ordinance uses a 15-foot restriction from the driveway entrance and includes rescue-squad stations. This appears to **narrow the existing restriction** and should be an intentional policy decision. The proposed provision is in §4.40.040(A)(8).
- **The proposed disabled-parking fine has been corrected from the prior draft.** The September 3 draft establishes a \$250 fine, eliminating the \$500/\$250 inconsistency identified in the earlier version. The \$250 amount is within the range authorized by Va. Code §46.2-1242.

- **The three-or-more-unpaid-parking-violations towing/immobilization provision is retained.** The proposed ordinance carries forward the Town's ability to remove or immobilize vehicles with three or more unpaid or unsettled parking violations. This is specifically authorized by Va. Code §46.2-1216.
- **The residential large-vehicle restriction remains the principal statutory issue.** The proposed §4.40.090 continues to prohibit specified trailers, semitrailers, large vehicles, passenger vehicles and hazardous-material vehicles in residential areas, citing Va. Code §46.2-1222.1.
- Overall, the proposal is principally a **reorganization, clarification and administrative modernization** of the existing parking rules rather than a wholesale change in the Town's parking policy. The two provisions warranting the greatest Council attention are the **delegation of regulatory authority to the Town Manager** and the **residential large-vehicle restriction**.

II. Principal Changes from Existing Code

1. Authority to establish parking regulations — significant policy change

Under the existing code, Town Council is expressly authorized to make and promulgate additional parking rules concerning classification of vehicles, time, place and manner of parking, bus stops, taxicab stands and loading zones. The Mayor has limited emergency authority, lasting no longer than the next Council meeting.

The proposed ordinance transfers this principal administrative function to the **Town Manager or designee**, who may establish, amend or revoke parking regulations and designate public parking lots, business parking zones, bus stops, taxi stands and loading zones.

This delegation is generally authorized by **Va. Code §46.2-1220**, which expressly permits a town ordinance to designate a department, official or employee to administer parking regulations and to delegate authority to make and enforce additional parking regulations. The statute also expressly permits parking tickets to be issued by law-enforcement officers, uniformed local employees, or uniformed contract personnel.

Council consideration: The statute permits this delegation, but Council should decide whether it wants the Town Manager to have unrestricted authority to make substantive changes in parking restrictions. A policy alternative would be to reserve to Council changes involving new prohibited areas, new classes of prohibited vehicles or changes in fines, while allowing the Manager to administer existing policies and make temporary operational changes.

2. Additional prohibited parking locations

The existing code already prohibits parking on sidewalks, in front of driveways, within intersections, within 15 feet of fire hydrants, on crosswalks, alongside/opposite obstructions when traffic would be impeded, and on the roadway side of another parked vehicle.

The proposed ordinance retains those restrictions and adds express prohibitions for:

- within 30 feet approaching a flashing beacon, stop sign or traffic signal;
- within 30 feet of a railroad grade crossing; and
- upon a bridge or other elevated structure.

These provisions generally track restrictions recognized in Virginia traffic law and fall within the Town's general parking authority under **Va. Code §§46.2-1220 and 46.2-1300**. Section 46.2-1220 gives towns express authority to regulate parking, stopping and standing; §46.2-1300 permits towns to adopt ordinances regulating vehicle operation so long as they are not inconsistent with Title 46.2.

3. Fire/rescue station parking

This is one of the few changes that could materially affect actual parking enforcement.

The existing code prohibits parking in a fire-station driveway and, when properly signed, prohibits parking on the opposite side of the street within **75 feet** of the entrance.

The proposed ordinance instead prohibits parking within **15 feet of the driveway entrance** to a fire or rescue squad station when plainly designated.

Thus, unless the change is intentional, the proposed ordinance would appear to eliminate the existing 75-foot opposite-side restriction and substitute a substantially narrower 15-foot rule.

4. Curb-parking rule

The existing code requires parallel parking in the direction of lawful traffic and generally relies on the distance required by Virginia law.

The proposal establishes a specific **12-inch maximum distance** from the curb or pavement edge where spaces are not marked, and provides a specific method of measurement.

This is principally a clarification that should make enforcement more objective.

5. Time limits, loading zones and temporary restrictions

The existing and proposed ordinances are substantially similar concerning:

- posted time limits;
- compliance with parking signs and markings;
- the midnight-to-6:00 a.m. prohibition on specified trucks, trailers, buses and recreational vehicles;
- temporary "No Parking" restrictions for traffic movement, snow/debris removal and special events; and
- 30-minute loading/unloading zones.

The proposed ordinance consolidates these provisions and expressly defines a public parking lot as a lot operated by the Town.

Virginia Code §46.2-1220 expressly authorizes towns to establish parking-duration restrictions and designate officials to administer them.

6. Disabled parking

The proposal largely retains the existing four-hour privilege and restrictions governing spaces reserved for persons with disabilities.

Importantly, the **September 3 draft now sets the violation fine at \$250**, rather than the \$500 amount appearing in the earlier draft. This is consistent with the existing citation schedule and avoids the prior internal conflict.

Virginia Code §46.2-1242 authorizes localities to establish fines for violations involving spaces reserved for persons with disabilities, subject to the statutory requirements. The proposed ordinance should continue to track §§46.2-1241 through 46.2-1253 closely.

7. Residential parking of large/commercial vehicles — unresolved statutory issue

The proposed ordinance continues to prohibit, in residentially zoned districts, parking of:

- commercial vehicles;
- trailers and semitrailers;
- vehicles with three or more axles;
- vehicles with a GVWR of 12,000 pounds or more;
- vehicles designed for 16 or more passengers; and
- vehicles transporting hazardous materials.

It contains exceptions for passenger loading/unloading, temporary work/service, and certain utility generators.

III. Enforcement and Citation Provisions

The proposed ordinance retains the existing basic citation structure:

- citation affixed to an unattended vehicle;
- five-day period for voluntary payment;
- certified-mail delinquency notice;
- additional penalty after notice;
- summons if the violation remains unpaid;
- written procedure for contesting the citation; and
- three-year collection period.

The proposed schedule continues the existing \$50/\$100/\$250 structure, including \$250 for disabled-space violations.

The three-or-more-unpaid-violations removal/immobilization provision is also retained. Va. Code §46.2-1216 expressly authorizes towns to adopt such provisions.

IV. Other Legal/Implementation Considerations

Signs and markings. Because many restrictions depend upon signs, curb markings or designated spaces, the Town should ensure that all required signs and markings are installed before enforcement begins. Va. Code §46.2-1220 authorizes local parking regulation, while §46.2-1300 governs local traffic regulations and signage.

VDOT roads. If the Town regulates parking on an interstate, arterial highway or extension of an arterial highway, §46.2-1220 requires approval by the Commissioner of Highways. The Town should identify affected roads and coordinate with VDOT before implementing new restrictions.

Motorcycles. Section 46.2-1220 prohibits a local parking ordinance from prohibiting two motorcycles from using a single standard four-wheel parking space. The Town should ensure that future parking regulations adopted administratively do not conflict with this requirement.

V. Comparison Chart — Principal Parking Changes

		September 3, 2026 Proposed Ordinance	Significance
Parking regulatory authority	Town Council establishes additional parking regulations; Mayor has temporary emergency authority.	Town Manager/designee may establish, amend, revoke and enforce parking regulations.	Major policy/administrative change
Public parking/business zones	Council authority to establish regulations.	Manager expressly authorized to designate public lots, business zones, bus stops, taxi stands and loading zones.	Expanded administrative authority
Sidewalk/driveway/intersection/hydrant/crosswalk parking	Prohibited.	Retained.	No material change
Flashing beacon/stop sign/signal	Not expressly identified in existing local list.	30-foot approach restriction.	New/express restriction
Railroad crossing	Not expressly identified in existing local list.	30-foot restriction.	New/express restriction
Fire/rescue station	Driveway prohibited; opposite side within 75 feet when properly signed.	15 feet from driveway entrance.	Substantive narrowing of existing rule
Street excavation/obstruction	Prohibited when traffic would be obstructed.	Retained.	No material change
Bridge/elevated structure	Not expressly identified.	Expressly prohibited.	New/express restriction
Curb parking	Parallel/right-side rule; distance tied to state law.	12-inch maximum where spaces unmarked; specific measurement method.	Clarification/enhanced enforcement standard

		September 3, 2026 Proposed Ordinance	
Topic	Existing Code		Significance
Double parking	Prohibited.	Prohibited.	No material change
Disabled parking	Four-hour privilege and designated-space restrictions.	Substantially retained.	No material change
Disabled-space fine	\$250 schedule.	\$250.	Prior draft inconsistency corrected
Time-limited parking	Posted time limits.	Posted time limits; Town-operated public lots expressly included.	No material change
Midnight–6 a.m. truck/trailer restriction	Specified large vehicles prohibited.	Substantially retained.	No material change
Temporary no-parking	Manager may post for traffic, snow/debris and special events.	Retained.	No material change
Loading zones	30-minute maximum.	30-minute maximum.	No material change
Residential large vehicles	Existing restriction.	Retained with specified exceptions.	
Parking citations	\$50/\$100/\$250 schedule; five-day payment period.	Substantially retained and reorganized.	No major substantive change
Delinquent citations	Notice, additional penalty and summons procedure.	Substantially retained.	Procedural continuity
Three unpaid violations	Removal/immobilization authorized.	Retained.	Supported by Va. Code §46.2-1216
VDOT/arterial highways	Subject to state-law limitations.	Same.	

TOWN OF BOWLING GREEN

AN ORDINANCE TO REPEAL ARTICLE 4.10 “MOTOR VEHICLES AND TRAFFIC” OF CHAPTER 4 OF THE BOWLING GREEN TOWN CODE AND TO ADOPT A NEW CHAPTER 4.1 REGULATING MOTOR VEHICLES AND TRAFFIC

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 Article 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 Article 4.10 and updating Town Code with the addition of a new chapter on this subject 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 adoption of this Ordinance 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 Article 4.10 of Chapter 4 of the Town Code is hereby repealed in its entirety and that the Town Code is amended by adding Chapter 4.1 (§§ 4.10.010 et seq.) as follows:

§1. CHAPTER 4.1: 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

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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

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§ 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

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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.

§ 4.30.030. 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.

§ 4.30.040. 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.

§ 4.30.050. 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

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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

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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

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

Unless another penalty is provided in this Chapter or as otherwise provided by law,, violations shall constitute traffic infractions punishable by a fine of not more than that provided for a Class 4 misdemeanor.

State law reference: Code of Virginia, § 46.2-113

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ARTICLE II
Stopping, Standing and Parking

§ 4.40.010. 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.

§ 4.40.020 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.

§ 4.40.030. 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.

§ 4.40.040. Parking prohibited at all times.

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- 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. The term “sidewalk” shall be as defined in §4.30.040.

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

§ 4.40.050. 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

§ 4.40.060. 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 § 4.50.030. 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.

§ 4.40.070. 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 \$250.
- 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

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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.

§ 4.40.080. 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.

§ 4.40.090. 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.

§ 4.50.010. 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.

§ 4.50.020. 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.

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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.

§ 4.50.030. 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.

§ 4.50.040. 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 §4.50.030.

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

§ 4.50.050. 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.

§ 4.50.060. 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.

§ 4.50.070. 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.

§ 4.50.080. 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 §4.30.040.

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

§ 4.50.090. Idling engine of bus.

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.

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ARTICLE III
Citations and Fines; Issuance of Summons

§ 4.60.010. 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 herein, 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.

(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 Article II. 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 Article II 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/driving on a sidewalk</u>	<u>\$50</u>

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<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>Double Parking</u>	<u>\$50</u>
<u>Exceeding the time limit</u>	<u>\$50</u>
<u>Parking away from a curb</u>	<u>\$50</u>
<u>Stopping/standing/parking in a loading zone</u>	<u>\$50</u>
<u>Within 303 ft. of railroad crossing</u>	<u>\$50</u>
<u>Within 15 ft of a driveway entrance to fire/rescue squad station when plainly designated</u>	<u>\$50</u>
<u>Alongside or opposite street excavation when obstructing traffic</u>	<u>\$50</u>
<u>On the roadway side of any vehicle parked at the edge or curb of a street</u>	<u>\$50</u>
<u>Upon any bridge or other elevated structure upon a street or highway</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 Article II 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>
<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 Article II 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

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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.

§ 4.60.020. - Presumption as to responsibility for violation.

In any prosecution charging a violation of Article II, 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.

§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

MEMORANDUM

TO: The Honorable Town Council
FROM: Darla Odom Orr, Deputy Zoning Administrator
COPY: Jeff Gore, Town Attorney; John Anivino, Interim Town Manager
DATE: September 18, 2026
RE: Referral of Cannabis Regulations to the Planning Commission for Consideration and Public Hearing (November 2026)

Purpose

This memorandum requests that Town Council initiate proposed zoning text amendments governing cannabis businesses and refer them to the Planning Commission for consideration and a public hearing at the Commission's November 2026 meeting. The Commission's recommendation would then return to Council for its own public hearing and final action.

Background

On June 29, 2026, the General Assembly enacted the 2026–2028 biennial budget (HB 30), which establishes a complete framework for a regulated adult-use retail cannabis market in Virginia, administered by the Virginia Cannabis Control Authority (CCA). Adult possession has been legal since 2021; the new law adds licensed commercial cultivation, processing, testing, transport, delivery, and retail sales. Key points for the Town:

- **Timeline.** The CCA must adopt regulations by February 1, 2027, and may begin accepting license applications on that date. The CCA released draft regulations on September 9, 2026. No retail sales may occur before July 1, 2027. Up to 350 retail store licenses may be issued statewide before January 1, 2028.
- **No local opt-out.** Unlike earlier proposals, the enacted framework does not allow localities to ban cannabis businesses or put the question to a local referendum.
- **Retained local authority.** Localities keep control over where and how these businesses operate through zoning, business licensing, hours of sale, and ordinances on public consumption. State law sets a 1,000-foot minimum separation between retail stores and schools and certain other sensitive uses.
- **Local review of sites.** A selected applicant must secure a compliant property and satisfy local zoning and land-use rules. The local governing body is notified of the proposed site and has 30 days to object.
- **Local tax.** A local cannabis sales tax of 1% to 3.5% applies in addition to the 6% state tax (rising to 8% on July 1, 2029) and the existing sales tax.
- **Hemp.** Regulation of retail hemp products has moved to the CCA, and the 25:1 CBD-to-THC exemption ended August 15, 2026. Definitions in the Town's ordinance should be coordinated with these changes.

Discussion

Because localities cannot prohibit these uses, the practical question is where and under what standards they may operate. Without defined use categories and standards, staff and applicants would have to force cannabis uses into existing classifications, inviting uncertainty and potential disputes once applicants begin seeking local site approval in early 2027.

To have standards in place before applications open on February 1, 2027, the process would run as follows: a Planning Commission public hearing in November 2026, followed by a Council public hearing and action in December 2026 or January 2027. Staff, working with the Town Attorney, recommend that the Commission consider the following scope:

1. **Definitions and classification** for each state license type (retail store, microbusiness, cultivation, processing, testing, transporter, and delivery operator), and coordination with hemp, tobacco, and alcohol retail definitions.
2. **Districts and approval type:** where each use is permitted by right, permitted by special use permit, or not permitted, consistent with state law barring local prohibition.
3. **Separation standards** consistent with the state 1,000-foot minimum, and any additional local separation the Town may lawfully adopt.
4. **Site and operational standards:** hours of operation, signage and advertising, odor control, security and lighting, parking, and building and floor-area limits (state law caps retail floor space at 2,500 square feet).

Certain related items fall to Council rather than the Commission and would be brought forward separately: whether to adopt the local cannabis sales tax, an ordinance on public consumption in parks and on sidewalks, and any business license provisions.

Fiscal Impact

There is no direct cost beyond staff time and legal advertising for the public hearings. Any future local tax or business license revenue depends on whether a licensed business locates in the Town and cannot be estimated at this time.

Recommendation

Staff recommends that Town Council initiate zoning text amendments regarding cannabis businesses, refer the matter to the Planning Commission for consideration and a public hearing at its November 2026 meeting, and request the Commission's recommendation for Council's review. Staff, with the Town Attorney, will prepare the draft ordinance and public notices.

Draft Motion

DRAFT MOTION

I move that Town Council initiate zoning text amendments to regulate cannabis businesses and refer the matter to the Planning Commission for consideration and a public hearing at its November 2026 meeting, with the Commission's recommendation returned to Town Council.



Caroline Historical Society, Inc.

**PO Box 324
121 North Main Street
Bowling Green, VA 22427**

September 17, 2026

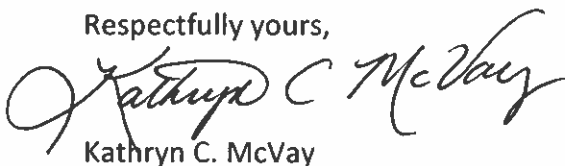
The Honorable Tina Gambill, Mayor
Bowling Green Town Council Members
PO Box 468
Bowling Green, VA 22427

Mayor Gambill and Members of the Bowling Green Town Council:

As Caroline Historical Society enters its 58 years of service in our county, we continue to collect, preserve, and proudly exhibit artifacts, documents, and physical items which attest to our growth and vitality. Our volunteers provide educational services to our members and to local schools, churches, and genealogical organizations which request the same and we graciously accept and preserve items of historical import from area benefactors. We count this largesse as a blessing and we take pride in the confidence exhibited by County citizens who so willingly present their family treasures to the society for safekeeping.

Our cup runs over. But this bounty entails an enlarged and pressing for another storage space. We need an additional facility for the safekeeping of our thousands of items and documents. This problem is reaching a critical point and we need help. We are aware that the Town of Bowling Green owns a property which is presently is not using. The building located on Courthouse Lane would go a long way toward helping the Historical Society to solve its immediate need for additional space. Would the Town consider gifting this building to the Historical Society or provide any assistance with this shortage of storage space for our collection? We respectfully ask for your serious consideration of this request and we stand ready to address any concerns the Town has regarding this request. As President of The Caroline Historical Society, I sincerely submit this matter for consideration and I wait your response. Thank you.

Respectfully yours,



Kathryn C. McVay

TOWN OF BOWLING GREEN

Office of the Town Manager
Bowling Green, Virginia

MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Perry Hickman, Assistant Town Manager/Capital Projects and Grants Manager
DATE: September 24, 2026
MEETING: October 1, 2026
SUBJECT: Request to Waive Town Hall Rental Fees for Bowling Green Fire Department Event

PURPOSE

This memorandum requests that Town Council waive the Town Hall facility rental fee for the Bowling Green Fire Department (BGFD) Fundraiser Dinner, scheduled for October 3, 2026, at Town Hall. Event set-up will be on October 2, 2026.

BACKGROUND

BGFD has requested use of Town Hall to host a fundraising dinner. The event is open to the public and is expected to draw approximately 300 attendees.

BGFD provides essential fire protection and emergency response to Town residents and businesses, largely through the service of dedicated volunteers. Events such as this strengthen community connection with first responders, support volunteer recruitment and retention, and advance public safety awareness — outcomes that directly benefit the Town.

DISCUSSION

Under the Town's adopted fee schedule, rental of Town Hall carries a standard fee to offset staff time, utilities, and wear on the facility. Town Council retains the authority to waive facility fees for organizations whose activities serve a clear public purpose. Staff believes BGFD's request meets that standard for the following reasons:

- The event serves a public safety and community engagement purpose consistent with Council's priorities.
- BGFD is a nonprofit public-service partner of the Town, not a private or commercial user.
- The request is for a single, defined event and does not establish an ongoing obligation.

BGFD will remain responsible for set-up, clean-up, compliance with the Town's facility use policies, and any damage to the facility. A security deposit has been submitted and BGFD will be responsible for providing a copy of their insurance certificate, alcohol permit and to pay for event security by the Bowling Green Police Department.

FISCAL IMPACT

Approval would waive \$1,310.00 in rental fee revenue. Incidental costs to the Town (utilities and custodial support) are minimal and can be absorbed within the FY 2027 Town Hall operating budget. No budget amendment is required.

RECOMMENDATION

Staff recommends that Town Council approve the waiver of the Town Hall rental fee for the Bowling Green Fire Department's Fundraiser Dinner on October 3, 2026.

SUGGESTED MOTION

"I move that Town Council waive the Town Hall rental fee of \$1,310.00 for the Bowling Green Fire Department's Fundraiser Dinner to be held on October 3, 2026, subject to the Town's standard facility use requirements."

ATTACHMENTS

- BGFD Facility Use Request / Letter of Request
- Town of Bowling Green Facility Rental Fee Schedule



MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Jeffrey Smith, Deputy Clerk/Administrative Assistant
COPY: Perry Hickman, Assistant Town Manager
DATE: October 1, 2026
SUBJECT: PDF Accessibility and DocAccess Planning

SUMMARY This item updates Council on staff's review of PDF accessibility and CivicPlus DocAccess. The ADA Title II web accessibility rule sets an April 26, 2028 compliance date for small public entities, including the Town, for covered web content and mobile applications to meet WCAG 2.1 Level AA. Staff plans to seek a new DocAccess quote closer to that deadline and return to Council if a purchase is recommended. No Council action is requested at this time.

BACKGROUND As presented to Council in April, online documents, forms, meeting materials, and other digital services are priorities for accessibility work. CivicPlus's preliminary scan found accessibility issues in 374 of 375 PDFs on the Town website, with 2,044 issues identified and an average document score of 32%. According to CivicPlus, DocAccess scans PDF links and provides mobile-friendly, screen-reader-compatible HTML versions while retaining the source PDFs. It also advertises processing for newly posted PDFs, alternative text, translation, live visual interpretation, and a monitoring dashboard. Staff would need to evaluate the service's output; the Town must also address other covered content and effective communication obligations.

CURRENT APPROACH Staff estimates that manually addressing the current PDF backlog could require approximately 561 staff hours and more than \$20,000 in staff time, potentially requiring additional capacity. In the meantime, staff will prioritize documents used to access Town services or participate in public meetings, improve accessibility when posting new materials, and review which older documents may qualify for regulatory exceptions.

PRIOR QUOTE FOR PLANNING PURPOSES

Cost component	Year 1	Year 2 if renewed
Implementation	\$1,500.00	—
Annual service	\$3,291.00	\$3,455.55*
First-year discount	(\$493.65)	—
Total	\$4,297.35	\$3,455.55*

*Illustrative Year 2 amount applies the stated 5% uplift to the \$3,291 annual service list price. The prior quote (Q-126079-1) expired September 4, 2026. These figures are historical planning estimates, not current pricing or a request to expend funds.

NEXT STEPS Staff will continue preparing the Town's digital content for the April 2028 deadline and will request an updated DocAccess quote for an extended term to leverage a better cost option closer to the DOJ Compliance deadline. Any later proposal will include contract terms and an assessment of how the service fits the Town's remaining accessibility work for Council consideration.

Joint Town Council-Planning Commission Meeting and Public Hearing- October 22, 2026

Draft motion: “I move to adjourn the Town Council’s October 1, 2026, regular meeting to October 22, 2026, at 6:00 PM at 117 Butler Street, Bowling Green, VA 22427, when Council will reconvene for a joint meeting with the Planning Commission and a public hearing.”