



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING**

A G E N D A

**Thursday, April 04, 2024
7:00 PM**

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

PUBLIC HEARINGS:

DELEGATIONS: 3 MINUTES PER DELEGATION

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

1. Service Recognition, Kendrick Draper- 5 Years
2. Service Recognition, Alan Deshazo- 5 Years
- [3.](#) Town Manager's Monthly Report
- [4.](#) Finance Department/Clerk Monthly Report
- [5.](#) Police Departments Monthly Report March 2024
- [6.](#) Public Works Department Monthly Report for March 2024
- [7.](#) Community Development Monthly Report

CONSENT AGENDA:

- [8.](#) Bills – March 2024
- [9.](#) Zoning Text Amendment & Zoning Application for Use Not Currently Provided For- Public Hearing
- [10.](#) Fence Ordinance- Public Hearing Request

UNFINISHED BUSINESS:

NEW BUSINESS:

- [11.](#) FY24/25 Proposed Budget, India Adams-Jacobs, Town Manager
- [12.](#) Utility Billing Process Improvements- Phase I, India Adams-Jacobs, Town Manager

INFORMATIONAL ITEMS:

CLOSED SESSION:

13. Closed session pursuant to va code sec 2.2-3711A8 for consultation with legal counsel regarding the proposed mou with the county for operations and management of the town's water and sewer system

RECONVENE IN OPEN SESSION:

ADJOURNMENT:



TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
SUBJECT: Town Manager Monthly Report
DATE: April 4, 2024

I am pleased to present the Town Manager Report for March 2024. This report highlights key activities, projects and accomplishments during the last month.

1. Financial Update:

- Revenue collection has met expectations, with property, meals, and local sales tax revenues showing some growth.
- FY21 Pre-Audit/Audit- progress of pre-audit items needed 53/77 items from the work plan
- Creation of the FY24/25 operating and capital budgets for April council meeting
- Review of documentation for FY21 audit and some FY22 audit documentation
- Meeting with RFCA to update on the current audit process for FY21; auditors' first fieldwork site visit on April 3, 2024
- We are still working with Keystone on corrections to our system and future module implementation in collaboration with Caroline County.
- Researching and refining utility billing process; phase I of improvements before town council this evening

2. Public Works & Utilities:

- The public works report is enclosed by Public Works Supervisor Shawn Fortune.
- The Town Manager is continuing work with Stantec for the water permit and action plan for radiological treatment.
- Coordinated with Town Attorney and drafted Request for Proposal for Utility System Management

3. Intergovernmental:

- Met with Congresswoman Spanberger's staff on the forthcoming Community Project Funding process (CPF); town staff is starting work for an application with her office.
- Followed up with USDA on the status of audit progress to date
- Coordination with Caroline County and Keystone on modules implementation
- Coordination with Caroline County on the operation of the utility system under the current emergency MOU
- The Town Manager has met with the Bowling Green Vendor's Association at their March meeting to discuss future town events.

4. Government Performance

- Met with the Municode website and code provider for future updates to the system
- Town Manager met with the Breezeline Regional Manager to discuss service and connectivity issues in town; the franchise agreement will be provided at a future town council meeting.



Memorandum

- Established eVA account for the town
 - Received training on posting solicitations to eVA for utility RFP
5. **Public Safety:**
- The police department report is enclosed by Chief Cecil
6. **Events:**
- Clean Sweep- May 11th
 - Music on the Green- May 17th
 - Preparations for Harvest Festival are underway; an update will be provided to the Town Council at the May work session

In conclusion, the town made significant progress in various areas during March 2024. Thank you for your ongoing support and commitment to the town's success.



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

AGENDA ITEM: Town Clerk/Finance Department Monthly Report for
March 2024

DATE: March 26, 2024

PREPARED BY: Trish Chenault, Interim Treasurer

MONTHLY REPORT / PROJECT UPDATE:

- Utility billing
- Consolidating and posting all credit card payments with bank statement & Orbipay
- Completed monthly payroll/taxes.
- Completed monthly accounts payable.
- Processed returned checks & fees
- Take deposits to bank
- Closing/balancing register at end of day and running reports
- Posting payments
- Town Hall Rentals
- Helping with Audits
- Working on Music on the Green
- Working on Harvest Festival

ATTACHMENTS:

- Monthly Town Hall Rental Report – March 2024
- YTD FY24 Revenue/Expenditure Report

HEADS UP ITEMS:

TOWN HALL RENTALS

March 2024

| <u>#USES</u> | <u>NAME OF USER</u> | <u>ACTIVITY</u> | <u>FEES</u> |
|--------------|---------------------|-----------------|-------------|
| 1 | Private Event | Birthday Party | \$450.00 |
| 1 | | Totals | \$450.00 |



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|------------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------|---------------|------------------|
| 100-011010-0001-0000-000 | CURRENT YEAR TAXES | 140,000.00 | 140,000.00 | 147,673.62 | -7,673.62 | -5.48 | R |
| 100-011010-0002-0000-000 | DELINQUENT TAXES | 500.00 | 500.00 | 488.83 | 11.17 | 2.23 | R |
| Real Estate | | 140,500.00 | 140,500.00 | 148,162.45 | -7,662.45 | -5.45 | |
| 100-011011-0001-0000-000 | CURRENT YEAR TAXES | 30,000.00 | 30,000.00 | 28,811.93 | 1,188.07 | 3.96 | R |
| Rt 301 Special Tax | | 30,000.00 | 30,000.00 | 28,811.93 | 1,188.07 | 3.96 | |
| 100-011020-0001-0000-000 | CURRENT YEAR | 3,200.00 | 3,200.00 | 2,001.05 | 1,198.95 | 37.47 | R |
| Public Service | | 3,200.00 | 3,200.00 | 2,001.05 | 1,198.95 | 37.47 | |
| 100-011030-0001-0000-000 | CURRENT YEAR TAXES | 40,000.00 | 40,000.00 | 71,569.59 | -31,569.59 | -78.92 | R |
| 100-011030-0002-0000-000 | DELINQUENT TAXES | 500.00 | 500.00 | 1,562.57 | -1,062.57 | -212.51 | R |
| Personal Property | | 40,500.00 | 40,500.00 | 73,132.16 | -32,632.16 | -80.57 | |
| 100-011060-0001-0000-000 | PENALTY | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 100.00 | R |
| 100-011060-0002-0000-000 | INTEREST | 1,600.00 | 1,600.00 | 0.00 | 1,600.00 | 100.00 | R |
| Penalty & Interest | | 3,600.00 | 3,600.00 | 0.00 | 3,600.00 | 100.00 | |
| 100-016099-0003-0000-000 | TRASH REVENUE | 93,500.00 | 93,500.00 | 84,888.08 | 8,611.92 | 9.21 | R |
| Refuse/Water/Sewer Revenues | | 93,500.00 | 93,500.00 | 84,888.08 | 8,611.92 | 9.21 | |
| 100-120101-0001-0000-000 | SALES TAX | 35,000.00 | 35,000.00 | 35,230.84 | -230.84 | -0.66 | R |



TOWN OF BOWLING GREEN
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Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|--------------------------|--|------------|------------|------------|------------|-------------|------------------|
| | Sales Tax | 35,000.00 | 35,000.00 | 35,230.84 | -230.84 | -0.66 | |
| 100-120201-0001-0000-000 | CONSUMER UTILITY TAX | 30,000.00 | 30,000.00 | 29,271.86 | 728.14 | 2.43 | R |
| | Consumer Utility Tax | 30,000.00 | 30,000.00 | 29,271.86 | 728.14 | 2.43 | |
| 100-120301-0001-0000-000 | BUSINESS LICENSE | 95,000.00 | 95,000.00 | 71,087.65 | 23,912.35 | 25.17 | R |
| | Business License | 95,000.00 | 95,000.00 | 71,087.65 | 23,912.35 | 25.17 | |
| 100-120501-0001-0000-000 | VEHICLE LICENSE FEES | 0.00 | 0.00 | 54.00 | -54.00 | 0.00 | R |
| 100-120501-0005-0000-000 | VEHICLE REGISTRATION FEES (PP BILL) | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 100.00 | R |
| | Vehicle License & Registration Fees | 15,000.00 | 15,000.00 | 54.00 | 14,946.00 | 99.64 | |
| 100-120601-0001-0000-000 | BANK STOCK TAX | 250,000.00 | 250,000.00 | 0.00 | 250,000.00 | 100.00 | R |
| | Bank Stock Tax | 250,000.00 | 250,000.00 | 0.00 | 250,000.00 | 100.00 | |
| 100-121001-0001-0000-000 | TRANSIENT OCCUPANCY TAX | 3,000.00 | 3,000.00 | 1,349.33 | 1,650.67 | 55.02 | R |
| | Transient Occupancy Tax | 3,000.00 | 3,000.00 | 1,349.33 | 1,650.67 | 55.02 | |
| 100-121101-0001-0000-000 | MEALS TAX | 250,000.00 | 250,000.00 | 305,951.46 | -55,951.46 | -22.38 | R |
| | Meals Tax | 250,000.00 | 250,000.00 | 305,951.46 | -55,951.46 | -22.38 | |



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | TYPE |
|------------------------------------|-----------------------------------|------------------|------------------|------------------|------------------|---------------|------|
| 100-130306-0001-0000-000 | ZONING PERMITS/FEES | 1,000.00 | 1,000.00 | 2,105.00 | -1,105.00 | -110.50 | R |
| 100-130306-0002-0000-000 | HOME OCCUPATION PERMITS | 700.00 | 700.00 | 90.00 | 610.00 | 87.14 | R |
| Permits, Fees And Licenses | | 1,700.00 | 1,700.00 | 2,195.00 | -495.00 | -29.12 | |
| 100-140101-0001-0000-000 | POLICE/COURT FINES | 20,000.00 | 20,000.00 | 14,230.55 | 5,769.45 | 28.85 | R |
| 100-140101-0002-0000-000 | RETURNED CHECK FEE | 100.00 | 100.00 | 75.00 | 25.00 | 25.00 | R |
| 100-140101-0003-0000-000 | E SUMMONS FEES **RESTRICTED USE** | 1,300.00 | 1,300.00 | 1,095.00 | 205.00 | 15.77 | R |
| Fines And Forfeiture | | 21,400.00 | 21,400.00 | 15,400.55 | 5,999.45 | 28.03 | |
| 100-150201-0001-0000-000 | CABLE PROPERTY RENTAL | 6,000.00 | 6,000.00 | 7,105.13 | -1,105.13 | -18.42 | R |
| 100-150201-0002-0000-000 | TOWN HALL RENTALS | 12,000.00 | 12,000.00 | 16,600.00 | -4,600.00 | -38.33 | R |
| 100-150201-0005-0000-000 | TOWN HALL ACTIVITY FEES | 500.00 | 500.00 | 758.00 | -258.00 | -51.60 | R |
| Rentals | | 18,500.00 | 18,500.00 | 24,463.13 | -5,963.13 | -32.23 | |
| 100-189000-0900-0000-000 | MISCELLANEOUS | 0.00 | 0.00 | 2,862.00 | -2,862.00 | 0.00 | R |
| Other Miscellaneous Revenue | | 0.00 | 0.00 | 2,862.00 | -2,862.00 | 0.00 | |
| 100-220109-0001-0000-000 | VA 599 POLICE FUNDING | 24,500.00 | 24,500.00 | 0.00 | 24,500.00 | 100.00 | R |
| VA Police Funding | | 24,500.00 | 24,500.00 | 0.00 | 24,500.00 | 100.00 | |
| 100-220110-0001-0000-000 | PPTRA REIMBURSEMENT-STATE | 21,900.00 | 21,900.00 | 0.00 | 21,900.00 | 100.00 | R |



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Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|----------------------------------|------------------------|--------------|--------------|------------|------------|-------------|------------------|
| PPTRA State Reimbursement | | 21,900.00 | 21,900.00 | 0.00 | 21,900.00 | 100.00 | |
| 100-220111-0001-0000-000 | COMMUNICATIONS TAX | 31,500.00 | 31,500.00 | 13,403.81 | 18,096.19 | 57.45 | R |
| Communications Tax | | 31,500.00 | 31,500.00 | 13,403.81 | 18,096.19 | 57.45 | |
| 100-240407-0001-0000-000 | LITTER GRANT | 1,595.00 | 1,595.00 | 5,585.00 | -3,990.00 | -250.16 | R |
| Grants | | 1,595.00 | 1,595.00 | 5,585.00 | -3,990.00 | -250.16 | |
| 100-240412-0001-0000-000 | VIRGINIA FIRE PROGRAMS | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 100.00 | R |
| VA Fire Program | | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 100.00 | |
| 100-999999-0001-0000-000 | MISCELLANEOUS | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 100.00 | R |
| 999999-Field2Description | | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 100.00 | |
| General Fund | | 1,129,395.00 | 1,129,395.00 | 843,850.30 | 285,544.70 | 25.28 | |
| 400-019050-0100-0000-000 | HARVEST FESTIVAL | 15,000.00 | 15,000.00 | 18,984.03 | -3,984.03 | -26.56 | R |
| 400-019050-0300-0000-000 | TOWN HALL ACTIVITIES | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 100.00 | R |
| 400-019050-0500-0000-000 | MISC EVENTS | 0.00 | 0.00 | 250.00 | -250.00 | 0.00 | R |
| Events And Activities | | 16,000.00 | 16,000.00 | 19,234.03 | -3,234.03 | -20.21 | |



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|------------------------------------|-----------------------------------|--------------|--------------|--------------|------------|-------------|------------------|
| Events / Activities | | 16,000.00 | 16,000.00 | 19,234.03 | -3,234.03 | -20.21 | |
| 500-016099-0001-0000-000 | WATER SALES | 460,000.00 | 460,000.00 | 418,159.20 | 41,840.80 | 9.10 | R |
| 500-016099-0003-0000-000 | ACCOUNT SETUP FEES | 1,000.00 | 1,000.00 | 675.00 | 325.00 | 32.50 | R |
| 500-016099-0004-0000-000 | WATER RECONNECT FEES | 500.00 | 500.00 | 21,025.00 | -20,525.00 | -4,105.00 | R |
| 500-016099-0005-0000-000 | CONNECTIONS FEES-WATER | 1,000.00 | 1,000.00 | 3,000.00 | -2,000.00 | -200.00 | R |
| 500-016099-0006-0000-000 | PENALTY FEES | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 100.00 | R |
| 500-016099-0010-0000-000 | WATER AVAILABILITY FEES | 12,000.00 | 12,000.00 | 24,000.00 | -12,000.00 | -100.00 | R |
| 500-016099-0012-0000-000 | UTILITY INSPECTION FEES | 0.00 | 0.00 | 210.00 | -210.00 | 0.00 | R |
| 500-016099-0015-0000-000 | IRRIGATION SYSTEM APPLICATION FEE | 100.00 | 100.00 | 100.00 | 0.00 | 0.00 | R |
| Refuse/Water/Sewer Revenues | | 479,600.00 | 479,600.00 | 467,169.20 | 12,430.80 | 2.59 | |
| Water Expenditures | | 479,600.00 | 479,600.00 | 467,169.20 | 12,430.80 | 2.59 | |
| 520-016099-0002-0000-000 | SEWER SALES | 430,000.00 | 430,000.00 | 412,649.60 | 17,350.40 | 4.03 | R |
| 520-016099-0007-0000-000 | CONNECTION FEES- SEWER | 2,250.00 | 2,250.00 | 2,250.00 | 0.00 | 0.00 | R |
| 520-016099-0011-0000-000 | SEWER AVAILABILITY FEES | 12,000.00 | 12,000.00 | 18,000.00 | -6,000.00 | -50.00 | R |
| Refuse/Water/Sewer Revenues | | 444,250.00 | 444,250.00 | 432,899.60 | 11,350.40 | 2.55 | |
| Sewer Operations | | 444,250.00 | 444,250.00 | 432,899.60 | 11,350.40 | 2.55 | |
| Revenue | | 2,069,245.00 | 2,069,245.00 | 1,763,153.13 | 306,091.87 | 14.79 | |



TOWN OF BOWLING GREEN
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|--|-----------------------------------|-------------------|-------------------|-------------------|--------------------|----------------|------------------|
| 100-012110-1101-0000-000 | SALARIES | 56,000.00 | 56,000.00 | 38,308.71 | 17,691.29 | 31.59 | X |
| 100-012110-1150-0000-000 | PT Salaries and Wages | 10,000.00 | 10,000.00 | 1,053.75 | 8,946.25 | 89.46 | X |
| 100-012110-2100-0000-000 | FICA | 4,284.00 | 4,284.00 | 0.00 | 4,284.00 | 100.00 | X |
| 100-012110-2600-0000-000 | MAYOR EXPENSES | 0.00 | 0.00 | 293.84 | -293.84 | 0.00 | X |
| 100-012110-3000-0000-000 | TOWN MANAGER EXPENSES | 1,000.00 | 1,000.00 | 2,681.98 | -1,681.98 | -168.20 | X |
| 100-012110-3100-0000-000 | CONTINGENCY | 35,000.00 | 35,000.00 | 4,744.96 | 30,255.04 | 86.44 | X |
| 100-012110-3140-0000-000 | CONTRACTED SERVICES/SHREDDING | 100.00 | 100.00 | 105.02 | -5.02 | -5.02 | X |
| 100-012110-3150-0000-000 | PROFESSIONAL SERVICES - LEGAL | 24,000.00 | 24,000.00 | 78,339.88 | -54,339.88 | -226.42 | X |
| 100-012110-3152-0000-000 | WEB BASED SERVICES | 10,000.00 | 10,000.00 | 11,518.97 | -1,518.97 | -15.19 | X |
| 100-012110-3600-0000-000 | ADVERTISING | 2,000.00 | 2,000.00 | 12,423.68 | -10,423.68 | -521.18 | X |
| 100-012110-5250-0000-000 | TELECOMMUNICATIONS | 1,200.00 | 1,200.00 | 477.01 | 722.99 | 60.25 | X |
| 100-012110-5300-0000-000 | TOWN INSURANCE-GENERAL FUND | 30,000.00 | 30,000.00 | 9,359.25 | 20,640.75 | 68.80 | X |
| 100-012110-5545-0000-000 | CONFRENCE EXPENSES/TRAINING EXPEN | 1,000.00 | 1,000.00 | 373.60 | 626.40 | 62.64 | X |
| 100-012110-5810-0000-000 | MEMBERSHIP DUES | 900.00 | 900.00 | 850.00 | 50.00 | 5.56 | X |
| 100-012110-5830-0000-000 | COVID-19 EXPENSES | 0.00 | 0.00 | 603,854.60 | -603,854.60 | 0.00 | X |
| 100-012110-5840-0000-000 | MISCELLANEOUS | 0.00 | 0.00 | 1,162.15 | -1,162.15 | 0.00 | X |
| 100-012110-6001-0000-000 | OFFICE/MEETING SUPPLIES & PRINTIN | 2,000.00 | 2,000.00 | 860.44 | 1,139.56 | 56.98 | X |
| 100-012110-6021-0000-000 | PUBLIC RELATIONS | 0.00 | 0.00 | 1,971.78 | -1,971.78 | 0.00 | X |
| Council and Town Manager Office | | 177,484.00 | 177,484.00 | 768,379.62 | -590,895.62 | -332.93 | |
| 100-012410-0000-0000-000 | ***TREASURER'S EXPENSES*** | 0.00 | 0.00 | 8.55 | -8.55 | 0.00 | X |
| 100-012410-1101-0000-000 | SALARIES/WAGES | 103,540.00 | 103,540.00 | 51,342.87 | 52,197.13 | 50.41 | X |
| 100-012410-2100-0000-000 | FICA | 7,921.00 | 7,921.00 | 0.00 | 7,921.00 | 100.00 | X |
| 100-012410-2210-0000-000 | VRS | 14,993.00 | 14,993.00 | 0.00 | 14,993.00 | 100.00 | X |
| 100-012410-2300-0000-000 | HEALTH PLAN | 21,032.00 | 21,032.00 | 0.00 | 21,032.00 | 100.00 | X |
| 100-012410-2400-0000-000 | GROUP LIFE | 1,387.00 | 1,387.00 | 0.00 | 1,387.00 | 100.00 | X |
| 100-012410-2500-0000-000 | HYBRID DISBILITY INSURANCE | 500.00 | 500.00 | 0.00 | 500.00 | 100.00 | X |
| 100-012410-3120-0000-000 | AUDIT | 21,000.00 | 21,000.00 | 6,555.42 | 14,444.58 | 68.78 | X |
| 100-012410-3130-0000-000 | CREDIT CARD AND BANK FEES | 0.00 | 0.00 | 126.91 | -126.91 | 0.00 | X |
| 100-012410-3150-0000-000 | PROFESSIONAL SERVICES - CPA | 12,000.00 | 12,000.00 | 25,664.25 | -13,664.25 | -113.87 | X |
| 100-012410-3310-0000-000 | OFFICE EQUIPMENT | 4,000.00 | 4,000.00 | 1,974.33 | 2,025.67 | 50.64 | X |
| 100-012410-3320-0000-000 | COMPUTER LICENSES/SUPPORT | 22,000.00 | 22,000.00 | 41,191.41 | -19,191.41 | -87.23 | X |



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Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|--------------------------|-------------------------------|-------------------|-------------------|-------------------|------------------|--------------|------------------|
| 100-012410-3600-0000-000 | LATE FEES & PENALTIES | 0.00 | 0.00 | 222.97 | -222.97 | 0.00 | X |
| 100-012410-5210-0000-000 | POSTAGE | 2,500.00 | 2,500.00 | 160.56 | 2,339.44 | 93.58 | X |
| 100-012410-5230-0000-000 | TELECOMMUNICATIONS | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 100.00 | X |
| 100-012410-5540-0000-000 | EDUCATION/TRAINING | 2,000.00 | 2,000.00 | 172.36 | 1,827.64 | 91.38 | X |
| 100-012410-5810-0000-000 | MEMBERSHIP DUES | 300.00 | 300.00 | 0.00 | 300.00 | 100.00 | X |
| 100-012410-5840-0000-000 | MISCELLANEOUS | 0.00 | 0.00 | 197.22 | -197.22 | 0.00 | X |
| 100-012410-6001-0000-000 | OFFICE SUPPLIES & PRINTING | 2,000.00 | 2,000.00 | 4,483.99 | -2,483.99 | -124.20 | X |
| Treasurer | | 217,673.00 | 217,673.00 | 132,100.84 | 85,572.16 | 39.31 | |
| 100-031100-1101-0000-000 | SALARIES/WAGES | 105,000.00 | 105,000.00 | 85,846.51 | 19,153.49 | 18.24 | X |
| 100-031100-1150-0000-000 | PART-TIME SALARY AND WAGES | 6,000.00 | 6,000.00 | 2,565.00 | 3,435.00 | 57.25 | X |
| 100-031100-2100-0000-000 | FICA | 8,492.00 | 8,492.00 | 0.00 | 8,492.00 | 100.00 | X |
| 100-031100-2210-0000-000 | VRS | 15,204.00 | 15,204.00 | 0.00 | 15,204.00 | 100.00 | X |
| 100-031100-2300-0000-000 | HEALTH PLAN | 9,130.00 | 9,130.00 | 0.00 | 9,130.00 | 100.00 | X |
| 100-031100-2400-0000-000 | GROUP LIFE | 1,407.00 | 1,407.00 | 0.00 | 1,407.00 | 100.00 | X |
| 100-031100-2500-0000-000 | HYBRID DISABILITY INSURANCE | 233.00 | 233.00 | 0.00 | 233.00 | 100.00 | X |
| 100-031100-2720-0000-000 | BUILDING REPAIRS/MAINTENANCE | 1,000.00 | 1,000.00 | 60.99 | 939.01 | 93.90 | X |
| 100-031100-3310-0000-000 | VEHICLE MAINTENANCE | 3,000.00 | 3,000.00 | 1,530.88 | 1,469.12 | 48.97 | X |
| 100-031100-3312-0000-000 | EQUIPMENT REPAIR | 200.00 | 200.00 | 0.00 | 200.00 | 100.00 | X |
| 100-031100-3320-0000-000 | PROFESSIONAL SERVICES | 0.00 | 0.00 | 915.00 | -915.00 | 0.00 | X |
| 100-031100-5110-0000-000 | ELECTRICITY | 1,800.00 | 1,800.00 | 304.18 | 1,495.82 | 83.10 | X |
| 100-031100-5230-0000-000 | TELECOMMUNICATIONS | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 100.00 | X |
| 100-031100-5540-0000-000 | EDUCATION/TRAINING | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 100.00 | X |
| 100-031100-5810-0000-000 | MEMBERSHIP DUES/SUBSCRIPTIONS | 2,000.00 | 2,000.00 | 2,322.00 | -322.00 | -16.10 | X |
| 100-031100-6001-0000-000 | OFFICE SUPPLIES & PRINTING | 1,000.00 | 1,000.00 | 727.78 | 272.22 | 27.22 | X |
| 100-031100-6008-0000-000 | VEHICLE FUEL/OIL | 6,000.00 | 6,000.00 | 1,020.45 | 4,979.55 | 82.99 | X |
| 100-031100-6010-0000-000 | EQUIPMENT/SUPPLIES | 5,000.00 | 5,000.00 | 64.65 | 4,935.35 | 98.71 | X |
| 100-031100-6011-0000-000 | UNIFORMS | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 100.00 | X |
| Police Department | | 172,966.00 | 172,966.00 | 95,357.44 | 77,608.56 | 44.87 | |



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|---------------------------------|-----------------------------------|------------------|------------------|------------------|----------------|--------------|------------------|
| 100-031200-0003-0000-000 | USE OF E-SUMMONS FEES | 3,500.00 | 3,500.00 | 3,757.40 | -257.40 | -7.35 | X |
| 031200-Field2Description | | 3,500.00 | 3,500.00 | 3,757.40 | -257.40 | -7.35 | |
| 100-032000-5650-0000-000 | FIRE PROGRAM FUNDS | 15,000.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 | X |
| 032000-Field2Description | | 15,000.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 | |
| 100-043100-1101-0000-000 | SALARIES | 79,835.00 | 79,835.00 | 63,273.70 | 16,561.30 | 20.74 | X |
| 100-043100-1201-0000-000 | SALARIES/WAGES- OVERTIME | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 100.00 | X |
| 100-043100-2100-0000-000 | FICA | 6,108.00 | 6,108.00 | 0.00 | 6,108.00 | 100.00 | X |
| 100-043100-2210-0000-000 | VRS | 10,402.00 | 10,402.00 | 0.00 | 10,402.00 | 100.00 | X |
| 100-043100-2300-0000-000 | HEALTH PLAN | 17,845.00 | 17,845.00 | 0.00 | 17,845.00 | 100.00 | X |
| 100-043100-2400-0000-000 | GROUP LIFE | 963.00 | 963.00 | 0.00 | 963.00 | 100.00 | X |
| 100-043100-2500-0000-000 | HYBRID DISABILITY INSURANCE | 209.00 | 209.00 | 0.00 | 209.00 | 100.00 | X |
| 100-043100-3311-0000-000 | VEHICLE MAINT | 2,000.00 | 2,000.00 | 7,753.24 | -5,753.24 | -287.66 | X |
| 100-043100-5110-0000-000 | ELECTRICITY-STREETLIGHTS | 24,000.00 | 24,000.00 | 5,904.10 | 18,095.90 | 75.40 | X |
| 100-043100-5230-0000-000 | TELECOMMUNICATIONS | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 100.00 | X |
| 100-043100-5300-0000-000 | INSURANCE | 5,000.00 | 5,000.00 | 9,359.25 | -4,359.25 | -87.19 | X |
| 100-043100-5540-0000-000 | EDUCATION/ TRAINING | 500.00 | 500.00 | 0.00 | 500.00 | 100.00 | X |
| 100-043100-5840-0000-000 | MISCELLANEOUS | 0.00 | 0.00 | 746.98 | -746.98 | 0.00 | X |
| 100-043100-6001-0000-000 | OFFICE SUPPLIES & PRINTING | 500.00 | 500.00 | 0.00 | 500.00 | 100.00 | X |
| 100-043100-6005-0000-000 | JANITORIAL SUPPLIES | 0.00 | 0.00 | 32.87 | -32.87 | 0.00 | X |
| 100-043100-6006-0000-000 | HAND TOOLS | 500.00 | 500.00 | 0.00 | 500.00 | 100.00 | X |
| 100-043100-6007-0000-000 | REPAIR/ MAINT TOWN BUILDINGS | 14,000.00 | 14,000.00 | 5,137.85 | 8,862.15 | 63.30 | X |
| 100-043100-6008-0000-000 | VEHICLE FUEL/ OIL | 3,000.00 | 3,000.00 | 1,436.21 | 1,563.79 | 52.13 | X |
| 100-043100-6009-0000-000 | EQUIPMENT/ SUPPLIES | 4,000.00 | 4,000.00 | 7,824.49 | -3,824.49 | -95.61 | X |
| 100-043100-6011-0000-000 | UNIFORMS/ SAFETY EQUIP | 1,500.00 | 1,500.00 | 201.66 | 1,298.34 | 86.56 | X |
| 100-043100-7110-0000-000 | PARKING LOT/STREET/SIDEWALK MAINT | 7,000.00 | 7,000.00 | 2,769.57 | 4,230.43 | 60.43 | X |
| 100-043100-7120-0000-000 | PARK MAINTENANCE | 1,500.00 | 1,500.00 | 75.00 | 1,425.00 | 95.00 | X |
| 100-043100-7130-0000-000 | REFUSE COLLECTION | 98,500.00 | 98,500.00 | 17,960.64 | 80,539.36 | 81.77 | X |
| 100-043100-7140-0000-000 | LITTER GRANT | 1,200.00 | 1,200.00 | 0.00 | 1,200.00 | 100.00 | X |



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|---------------------------------|-------------------------------|-------------------|-------------------|---------------------|--------------------|---------------|------------------|
| 100-043100-7200-0000-000 | TOWN HALL EXPENSES | 30,000.00 | 30,000.00 | 24,537.11 | 5,462.89 | 18.21 | X |
| Public Works | | 311,562.00 | 311,562.00 | 147,012.67 | 164,549.33 | 52.81 | |
| General Fund | | 898,185.00 | 898,185.00 | 1,161,607.97 | -263,422.97 | -29.33 | |
| 300-300100-8700-0000-000 | REFINANCING AND USDA PROJECTS | 0.00 | 0.00 | 5,920.63 | -5,920.63 | 0.00 | X |
| 300100-Field2Description | | 0.00 | 0.00 | 5,920.63 | -5,920.63 | 0.00 | |
| Capital Improvement | | 0.00 | 0.00 | 5,920.63 | -5,920.63 | 0.00 | |
| 400-071200-1210-0000-000 | HARVEST FESTIVAL | 35,000.00 | 35,000.00 | 18,136.64 | 16,863.36 | 48.18 | X |
| 400-071200-1230-0000-000 | MUSIC ON THE GREEN | 5,000.00 | 5,000.00 | 4,600.00 | 400.00 | 8.00 | X |
| 400-071200-1250-0000-000 | PARADE/HOLIDAY EVENTS | 2,000.00 | 2,000.00 | 1,741.23 | 258.77 | 12.94 | X |
| 400-071200-1310-0000-000 | TOWN HALL ACTIVITIES | 2,000.00 | 2,000.00 | 945.00 | 1,055.00 | 52.75 | X |
| Events & Activities | | 44,000.00 | 44,000.00 | 25,422.87 | 18,577.13 | 42.22 | |
| Events / Activities | | 44,000.00 | 44,000.00 | 25,422.87 | 18,577.13 | 42.22 | |
| 500-500100-1101-0000-000 | SALARIES | 120,221.00 | 120,221.00 | 79,937.13 | 40,283.87 | 33.51 | X |
| 500-500100-1201-0000-000 | SALARIES/WAGES-OVERTIME | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 100.00 | X |
| 500-500100-2100-0000-000 | FICA | 9,197.00 | 9,197.00 | 0.00 | 9,197.00 | 100.00 | X |
| 500-500100-2210-0000-000 | VRS | 16,250.00 | 16,250.00 | 0.00 | 16,250.00 | 100.00 | X |



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|--------------------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|--------------|------------------|
| 500-500100-2300-0000-000 | HEALTH PLAN | 19,567.00 | 19,567.00 | 0.00 | 19,567.00 | 100.00 | X |
| 500-500100-2400-0000-000 | GROUP LIFE | 1,504.00 | 1,504.00 | 0.00 | 1,504.00 | 100.00 | X |
| 500-500100-2500-0000-000 | HYBRID DISABILITY | 191.00 | 191.00 | 0.00 | 191.00 | 100.00 | X |
| 500-500100-3140-0000-000 | ENGINEERING/PROF. SERVICES | 0.00 | 0.00 | 8,781.25 | -8,781.25 | 0.00 | X |
| 500-500100-3311-0000-000 | VEHICLE MAINT | 3,000.00 | 3,000.00 | 1,054.24 | 1,945.76 | 64.86 | X |
| 500-500100-3320-0000-000 | COMPUTER LICENSES/SUPPORT | 2,000.00 | 2,000.00 | 5,381.84 | -3,381.84 | -169.09 | X |
| 500-500100-5110-0000-000 | ELECTRICITY | 20,000.00 | 20,000.00 | 3,912.71 | 16,087.29 | 80.44 | X |
| 500-500100-5210-0000-000 | MAILING COSTS | 1,000.00 | 1,000.00 | 3,167.61 | -2,167.61 | -216.76 | X |
| 500-500100-5230-0000-000 | TELECOMMUNICATIONS | 4,200.00 | 4,200.00 | 1,582.79 | 2,617.21 | 62.31 | X |
| 500-500100-5300-0000-000 | TOWN INSURANCE-WATER | 4,700.00 | 4,700.00 | 9,359.25 | -4,659.25 | -99.13 | X |
| 500-500100-5540-0000-000 | Education/Training/License/Permit | 3,000.00 | 3,000.00 | 8,733.46 | -5,733.46 | -191.12 | X |
| 500-500100-5810-0000-000 | FEES AND DUES | 4,000.00 | 4,000.00 | 3,083.00 | 917.00 | 22.93 | X |
| 500-500100-5820-0000-000 | LICENSES AND PERMITS | 0.00 | 0.00 | 3,180.00 | -3,180.00 | 0.00 | X |
| 500-500100-5840-0000-000 | MISCELLANEOUS | 200.00 | 200.00 | 437.99 | -237.99 | -119.00 | X |
| 500-500100-5899-0000-000 | Miss Utility Costs | 500.00 | 500.00 | 0.00 | 500.00 | 100.00 | X |
| 500-500100-6001-0000-000 | OFFICE SUPPLIES/EQUIPMENT | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 100.00 | X |
| 500-500100-6005-0000-000 | Janitorial Supplies | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 100.00 | X |
| 500-500100-6006-0000-000 | HAND TOOLS | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 100.00 | X |
| 500-500100-6007-0000-000 | REPAIR / MAINTENANCE | 107,141.00 | 107,141.00 | 172,590.39 | -65,449.39 | -61.09 | X |
| 500-500100-6008-0000-000 | VEHICLE FUEL/OIL | 2,229.00 | 2,229.00 | 0.00 | 2,229.00 | 100.00 | X |
| 500-500100-6009-0000-000 | EQUIPMENT/SUPPLIES | 3,500.00 | 3,500.00 | 154.04 | 3,345.96 | 95.60 | X |
| 500-500100-6011-0000-000 | UNIFORMS/SAFETY EQUIP | 3,000.00 | 3,000.00 | 395.28 | 2,604.72 | 86.82 | X |
| 500-500100-6021-0000-000 | TESTING SUPPLIES/CHEMICALS | 5,000.00 | 5,000.00 | 3,075.83 | 1,924.17 | 38.48 | X |
| 500-500100-6022-0000-000 | WATER TESTING | 8,000.00 | 8,000.00 | 7,889.33 | 110.67 | 1.38 | X |
| 500-500100-6050-0000-000 | METER/FIRE HYDRANTS | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 100.00 | X |
| 500-500100-6060-0000-000 | WELL HEAD PROTECTION GRANT | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 100.00 | X |
| 500-500100-8500-0000-000 | 2018 Loan Interest Expense | 53,986.00 | 53,986.00 | 0.00 | 53,986.00 | 100.00 | X |
| Water Operations | | 414,886.00 | 414,886.00 | 312,716.14 | 102,169.86 | 24.63 | |
| 500-500500-3500-0000-000 | USDA System Upgrade | 0.00 | 0.00 | 20,131.86 | -20,131.86 | 0.00 | X |



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|---------------------------------|--------------------------------|-------------------|-------------------|-------------------|------------------|--------------|------------------|
| 500500-Field2Description | | 0.00 | 0.00 | 20,131.86 | -20,131.86 | 0.00 | |
| ----- | | | | | | | |
| Water Expenditures | | 414,886.00 | 414,886.00 | 332,848.00 | 82,038.00 | 19.77 | |
| 520-500100-1101-0000-000 | SALARIES | 156,481.00 | 156,481.00 | 117,136.97 | 39,344.03 | 25.14 | X |
| 520-500100-1201-0000-000 | OVERTIME | 3,423.00 | 3,423.00 | 0.00 | 3,423.00 | 100.00 | X |
| 520-500100-2100-0000-000 | FICA | 11,971.00 | 11,971.00 | 0.00 | 11,971.00 | 100.00 | X |
| 520-500100-2210-0000-000 | VRS | 21,500.00 | 21,500.00 | 0.00 | 21,500.00 | 100.00 | X |
| 520-500100-2300-0000-000 | HEALTH INSURANCE | 19,220.00 | 19,220.00 | 0.00 | 19,220.00 | 100.00 | X |
| 520-500100-2400-0000-000 | GROUP LIFE | 1,990.00 | 1,990.00 | 0.00 | 1,990.00 | 100.00 | X |
| 520-500100-2500-0000-000 | HYBRID DISABILITY | 511.00 | 511.00 | 0.00 | 511.00 | 100.00 | X |
| 520-500100-3160-0000-000 | TESTING | 21,000.00 | 21,000.00 | 16,510.00 | 4,490.00 | 21.38 | X |
| 520-500100-3180-0000-000 | SLUDGE REMOVAL | 20,000.00 | 20,000.00 | 41,936.14 | -21,936.14 | -109.68 | X |
| 520-500100-3311-0000-000 | VEHICLE MAINT | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 100.00 | X |
| 520-500100-3320-0000-000 | PROFESSIONAL SERVICES | 0.00 | 0.00 | 2,140.00 | -2,140.00 | 0.00 | X |
| 520-500100-5110-0000-000 | ELECTRICITY | 30,000.00 | 30,000.00 | 11,701.71 | 18,298.29 | 60.99 | X |
| 520-500100-5120-0000-000 | PROPANE | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 100.00 | X |
| 520-500100-5210-0000-000 | MAILING COSTS | 750.00 | 750.00 | 0.00 | 750.00 | 100.00 | X |
| 520-500100-5230-0000-000 | TELECOMMUNICATIONS | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 100.00 | X |
| 520-500100-5300-0000-000 | INSURANCE | 4,250.00 | 4,250.00 | 9,359.25 | -5,109.25 | -120.22 | X |
| 520-500100-5540-0000-000 | Education/Training/License | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 100.00 | X |
| 520-500100-5613-0000-000 | VPDES FEES/DEQ | 4,000.00 | 4,000.00 | 888.64 | 3,111.36 | 77.78 | X |
| 520-500100-5840-0000-000 | SEWER OPS MISCELLANEOUS | 200.00 | 200.00 | 186.47 | 13.53 | 6.77 | X |
| 520-500100-5899-0000-000 | MISS UTILITY COST | 500.00 | 500.00 | 269.75 | 230.25 | 46.05 | X |
| 520-500100-6001-0000-000 | OFFICE SUPPLIES | 900.00 | 900.00 | 0.00 | 900.00 | 100.00 | X |
| 520-500100-6004-0000-000 | LAB SUPPLIES/CHEMICALS | 10,000.00 | 10,000.00 | 12,995.51 | -2,995.51 | -29.96 | X |
| 520-500100-6005-0000-000 | Janitorial Supplies | 1,000.00 | 1,000.00 | 19.37 | 980.63 | 98.06 | X |
| 520-500100-6006-0000-000 | SMALL TOOLS | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 100.00 | X |
| 520-500100-6007-0000-000 | REPAIR / MAINTENANCE | 85,000.00 | 85,000.00 | 140,370.14 | -55,370.14 | -65.14 | X |
| 520-500100-6008-0000-000 | VEHICLE FUEL/OIL | 2,624.00 | 2,624.00 | 0.00 | 2,624.00 | 100.00 | X |
| 520-500100-6011-0000-000 | UNIFORMS/SAFETY EQUIPMENT | 2,500.00 | 2,500.00 | 959.20 | 1,540.80 | 61.63 | X |
| 520-500100-6030-0000-000 | PLANT & LAB SUPPLIES/CHEMICALS | 0.00 | 0.00 | 287.82 | -287.82 | 0.00 | X |



TOWN OF BOWLING GREEN
Revenue & Expenditure Detail Report
Report dates 07/01/2023 - thru - 06/30/2024

| Account Number | Account Description | Original | Revised | Actuals | Remaining | % Remaining | T Y P E |
|--------------------------|------------------------|---------------|---------------|---------------|------------|-------------|------------------|
| 520-500100-8500-0000-000 | Loan Interest Expense | 161,270.00 | 161,270.00 | 0.00 | 161,270.00 | 100.00 | X |
| Water Operations | | 569,590.00 | 569,590.00 | 354,760.97 | 214,829.03 | 37.72 | |
| Sewer Operations | | 569,590.00 | 569,590.00 | 354,760.97 | 214,829.03 | 37.72 | |
| Expense | | -1,926,661.00 | -1,926,661.00 | -1,880,560.44 | -46,100.56 | 2.39 | |
| Report Total | | 142,584.00 | 142,584.00 | -117,407.31 | 259,991.31 | 182.34 | |



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

AGENDA ITEM: Police Departments Monthly Report March 2024

DATE: 03/27/2024

PREPARED BY: Chief Justin Cecil Sr.

MONTHLY REPORT / PROJECT UPDATE:

Police Activity for March 2024

19-Total calls for service

10-Assist other agencies

13-Summons / Parking tickets

1- Larcenies

3- Motor Vehicle Accidents

1-Assault

1-Destruction of property

28-Park walk and talks

31-Property checks/ Vacation checks/ Business Checks

ATTACHMENTS:

None

HEADS UP ITEMS:



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

AGENDA ITEM: Public Works Department Monthly Report for
March 2024

DATE: March 26, 2024

PREPARED BY: Shawn Fortune, Public Works Foreman

MONTHLY REPORT / PROJECT UPDATE:

- Four new water services were installed
 1. Lot #17 Travis St.
 2. Lot #18 Travis St.
 3. Lot #20 East Broaddus
 4. 117 South Main St.
- Replaced the Grinder pump at Lacy Lane pumpstation on 3/22/2024.
- Hydrant flushing is in progress.
- Radiological samples for wells 4&5 were collected out in the water system at three different locations. Results will be back next month.
- Bac T samples were collected for March... they passed requirements.
- Grass cutting has started.
- March wells sheets have been emailed to the Virginia Dept. of Health.
- Mulch was applied at all Town Buildings.

ATTACHMENTS:

HEADS UP ITEMS:



TO: The Honorable Mayor and Town Council
FROM: J.C. Lariviere, Community Development & Project Associate
SUBJECT: Community Development Report
DATE: April 4, 2024

-
- Met with USDA regarding ongoing projects and compliance requirements
 - Reviewed Water & Sewer Codes
 - Analyzed regulations surrounding
 - Home Occupation Permits
 - Special Use Permits
 - Water & Sewer Availability Applications
 - Analyzed IGSA contract & met with US army rep
 - Produced staff reports for Planning Commission
 - Special use permits
 - PC workplan
 - Met with County PW re: permitting processes & MOU
 - Identifying needs for code revisions as each subject area is explored in preparation for major revisions
 - Meeting with applicants regarding zoning applications
 - Board management- Planning Commission Meeting
 - 2 special use permits- positive input & ready for Council
 - Developed and proposed PC annual workplan
 - Prepared notices for public hearings
 - Analyzed VA code requirements
 - Prepared IGSA memo for Council meeting
 - Prepared zoning district summaries for use for Commissioner of Revenue office
 - Prepared Items for Council
 - Special Use Permits
 - PC WorkPlan
 - IGSA Memo
 - Responded to code requests from water/sewer permit applicants
 - Planning Commission Prep
 - Agenda Development & staff reports
 - Attended Council Meeting- All Items Approved
 - PC WorkPlan
 - Special Use Permits x2
 - IGSA (with TM & Army rep)
 - SAM Renewal filed to ensure federal funds can be received
 - Home Occupation Permit Code Research- Developing Home Occupation Permit Process Sheet
 - Step by step process to expedite future permit reviews
 - Responded to zoning inquiries from property owners (x3)
 - Working with Town Attorney and TM on grounds for approval/denial of land use permits



Memorandum

- Researching and Preparing Reports for Planning Commission Packet
 - Tattoo Parlor/Piercing Salon use not provided for/text amendment- positive recommendation- moving to Council
 - Fence ordinance- positive recommendation- moving to Council
 - PC Workplan Adopted
 - Zoning Map discussion
 - PC Bylaws discussion
- Met with new Commissioner prior to first meeting
- Received training on posting solicitations to eVA for utility RFP
 - Developing process sheet to assist with training other staff to support organizational redundancy
- Worked with County to collaborate on W&S permits
- Met with resident on code enforcement matter to work towards compliance
- Prepared Memos for Council
 - Water & Sewer Billing Process Change Proposal
 - Fence ordinance and Use not provided for



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Bills – March 2024
ITEM TYPE: Consent Agenda
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Trish Chenault, Interim Treasurer
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Items purchased and services rendered in March 2024

ATTACHMENTS:

March 2024 AP Disbursements Summary
March 2024 ACH Disbursements Summary

REQUESTED ACTION:

Approve/Deny

TOWN OF BOWLING GREEN
 CHECK DISBURSEMENTS SUMMARY
 03/01/2024 TO 03/31/2024 AND CHECK.CODE AP TO AP

| VENDOR# | NAME | INVOICE# | GROSS | DISC | NET | CHECK AMT | CHECK NBR | VOID | DATE |
|---------|-----------------------------|----------------|-----------|------|-----------|-----------|-----------|------|----------|
| 1110 | ARCO CONSTRUCTION, INC | 3491 | 200.00 | 0.00 | 200.00 | 200.00 | AP*30878 | | 03/06/24 |
| 1271 | AUTOMATION PERSONNEL SERVIC | 912636 | 945.00 | 0.00 | 945.00 | 1,545.75 | AP*30879 | | 03/06/24 |
| | | 913399 | 600.75 | 0.00 | 600.75 | | | | |
| | | TOTAL | 1,545.75 | 0.00 | 1,545.75 | | | | |
| 1257 | BERKLEY INVESTMENTS LLC | WORKORDER4INV1 | 3,725.12 | 0.00 | 3,725.12 | 10,280.54 | AP*30880 | | 03/06/24 |
| | | WORKORDER5INV1 | 6,555.42 | 0.00 | 6,555.42 | | | | |
| | | TOTAL | 10,280.54 | 0.00 | 10,280.54 | | | | |
| 1094 | BMW CLEANING SERVICES | 50 | 775.00 | 0.00 | 775.00 | 775.00 | AP*30881 | | 03/06/24 |
| 843 | CAROLINE COUNTY PUBLIC UTIL | TOBG24-021401 | 15,010.22 | 0.00 | 15,010.22 | 33,022.14 | AP*30882 | | 03/06/24 |
| | | TOBG24-021402 | 5,788.50 | 0.00 | 5,788.50 | | | | |
| | | TOBG24-021403 | 10,833.61 | 0.00 | 10,833.61 | | | | |
| | | TOBG24-021404 | 1,389.81 | 0.00 | 1,389.81 | | | | |
| | | TOTAL | 33,022.14 | 0.00 | 33,022.14 | | | | |
| 1216 | CHAPMAN'S MAGIC | BWLNGGREEN1019 | 500.00 | 0.00 | 500.00 | 500.00 | AP*30883 | | 03/06/24 |
| 897 | CINTAS CORPORATION | 8406682769 | 13.16 | 0.00 | 13.16 | 13.16 | AP*30884 | | 03/06/24 |
| 1058 | CRYSTAL SPRINGS | 23459099021624 | 92.20 | 0.00 | 92.20 | 92.20 | AP*30885 | | 03/06/24 |
| 125 | E M GRAY & SON | 10936901 | 1,206.46 | 0.00 | 1,206.46 | 3,025.24 | AP*30886 | | 03/06/24 |
| | | 203536 | 876.85 | 0.00 | 876.85 | | | | |
| | | 203537 | 941.93 | 0.00 | 941.93 | | | | |
| | | TOTAL | 3,025.24 | 0.00 | 3,025.24 | | | | |
| 1256 | HEFTY WILEY & GORE, P.C. | 12851 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 | AP*30887 | | 03/06/24 |
| 1292 | HEYWOOD INCORPORATED | V7907 | 70,141.50 | 0.00 | 70,141.50 | 77,935.00 | AP*30888 | | 03/06/24 |
| | | V7966 | 7,793.50 | 0.00 | 7,793.50 | | | | |
| | | TOTAL | 77,935.00 | 0.00 | 77,935.00 | | | | |
| 1293 | HOMETOWN AUTOMOTIVE | 1233 | 189.95 | 0.00 | 189.95 | 189.95 | AP*30889 | | 03/06/24 |
| 1208 | JOHNS BROTHERS SECURITY, IN | 1315672 | 39.95 | 0.00 | 39.95 | 79.90 | AP*30890 | | 03/06/24 |
| | | 1315673 | 39.95 | 0.00 | 39.95 | | | | |
| | | TOTAL | 79.90 | 0.00 | 79.90 | | | | |

TOWN OF BOWLING GREEN
CHECK DISBURSEMENTS SUMMARY
03/01/2024 TO 03/31/2024 AND CHECK.CODE AP TO AP

| VENDOR# | NAME | INVOICE# | GROSS | DISC | NET | CHECK AMT | CHECK NBR | VOID | DATE |
|---------|-----------------------------|----------------|----------|------|----------|-----------|-----------|------|----------|
| 546 | JOHNSON'S EXTERMINATING | 02/19/2024 | 625.00 | 0.00 | 625.00 | 625.00 | AP*30891 | | 03/06/24 |
| 1139 | KEYSTONE INFORMATION SYSTEM | 209246 | 1,275.00 | 0.00 | 1,275.00 | 1,275.00 | AP*30892 | | 03/06/24 |
| 48 | MID-ATLANTIC LAB | 94 | 60.00 | 0.00 | 60.00 | 60.00 | AP*30893 | | 03/06/24 |
| 1145 | RESULTANT | 93572 | 3,526.47 | 0.00 | 3,526.47 | 3,526.47 | AP*30894 | | 03/06/24 |
| 659 | SOSMETAL PRODUCTS INC | 1539343 | 761.18 | 0.00 | 761.18 | 761.18 | AP*30895 | | 03/06/24 |
| 148 | THE FREE LANCE STAR | A2252024609089 | 937.99 | 0.00 | 937.99 | 937.99 | AP*30896 | | 03/06/24 |
| 878 | WHITE OAK ELECTRIC | 3284 | 7,936.60 | 0.00 | 7,936.60 | 7,936.60 | AP*30897 | | 03/06/24 |
| 18 | A & M HOME CENTER | C103974 | 85.98 | 0.00 | 85.98 | 417.56 | AP*30898 | | 03/21/24 |
| | | C104020 | 282.25 | 0.00 | 282.25 | | | | |
| | | C104154 | 18.99 | 0.00 | 18.99 | | | | |
| | | C104476 | 26.58 | 0.00 | 26.58 | | | | |
| | | FCH32044 | 3.76 | 0.00 | 3.76 | | | | |
| | | TOTAL | 417.56 | 0.00 | 417.56 | | | | |
| 1271 | AUTOMATION PERSONNEL SERVIC | 914367 | 344.25 | 0.00 | 344.25 | 2,504.25 | AP*30899 | | 03/21/24 |
| | | 915093 | 742.50 | 0.00 | 742.50 | | | | |
| | | 915668 | 810.00 | 0.00 | 810.00 | | | | |
| | | 916336 | 607.50 | 0.00 | 607.50 | | | | |
| | | TOTAL | 2,504.25 | 0.00 | 2,504.25 | | | | |
| 117 | BAI MUNICIPAL SOFTWARE | WATS2024B-1007 | 8,274.00 | 0.00 | 8,274.00 | 8,274.00 | AP*30900 | | 03/21/24 |
| 554 | CAROLINE COUNTY TREASURER | 03/2024 | 1,010.00 | 0.00 | 1,010.00 | 1,010.00 | AP*30901 | | 03/21/24 |
| 1294 | CHRISTY WHITEHURST | 03/2024 | 165.00 | 0.00 | 165.00 | 165.00 | AP*30902 | | 03/21/24 |
| 1295 | CINDY PLACHINSKI | REFUNDPAYMENT | 187.11 | 0.00 | 187.11 | 187.11 | AP*30903 | | 03/21/24 |
| 897 | CINTAS CORPORATION | 8406728463 | 54.03 | 0.00 | 54.03 | 54.03 | AP*30904 | | 03/21/24 |
| 939 | DRAINFIELD SOLUTIONS, LLC | 15928757 | 3,265.00 | 0.00 | 3,265.00 | 3,265.00 | AP*30905 | | 03/21/24 |

TOWN OF BOWLING GREEN
 CHECK DISBURSEMENTS SUMMARY
 03/01/2024 TO 03/31/2024 AND CHECK.CODE AP TO AP

| VENDOR# | NAME | INVOICE# | GROSS | DISC | NET | CHECK AMT | CHECK NBR | VOID | DATE |
|---------|-----------------------------|----------------|-----------|------|-----------|-----------|-----------|------|----------|
| 1238 | EUROFINS ANALYTICS, LLC | 85378 | 185.00 | 0.00 | 185.00 | 1,235.00 | AP*30906 | | 03/21/24 |
| | | 85485 | 115.00 | 0.00 | 115.00 | | | | |
| | | 85486 | 175.00 | 0.00 | 175.00 | | | | |
| | | 85494 | 115.00 | 0.00 | 115.00 | | | | |
| | | 85638 | 115.00 | 0.00 | 115.00 | | | | |
| | | 85646 | 115.00 | 0.00 | 115.00 | | | | |
| | | 85647 | 185.00 | 0.00 | 185.00 | | | | |
| | | 85682 | 115.00 | 0.00 | 115.00 | | | | |
| | | 85683 | 115.00 | 0.00 | 115.00 | | | | |
| | | TOTAL | 1,235.00 | 0.00 | 1,235.00 | | | | |
| 28 | G & G MILFORD FARM SERV. | 202911 | 79.95 | 0.00 | 79.95 | 95.92 | AP*30907 | | 03/21/24 |
| | | 202923 | 1.99 | 0.00 | 1.99 | | | | |
| | | 202976 | 9.99 | 0.00 | 9.99 | | | | |
| | | 203025 | 3.99 | 0.00 | 3.99 | | | | |
| | | TOTAL | 95.92 | 0.00 | 95.92 | | | | |
| 1289 | INDIA ADAMS-JACOBS | 03/2024CARCRED | 250.00 | 0.00 | 250.00 | 250.00 | AP*30908 | | 03/21/24 |
| 1115 | JUSTTECH | 149517 | 176.63 | 0.00 | 176.63 | 176.63 | AP*30909 | | 03/21/24 |
| 1296 | KELLY EVKO | 121 | 250.00 | 0.00 | 250.00 | 250.00 | AP*30910 | | 03/21/24 |
| 1139 | KEYSTONE INFORMATION SYSTEM | 209255 | 420.00 | 0.00 | 420.00 | 770.00 | AP*30911 | | 03/21/24 |
| | | 209258 | 350.00 | 0.00 | 350.00 | | | | |
| | | TOTAL | 770.00 | 0.00 | 770.00 | | | | |
| 743 | LOCAL SERVICES | 191923 | 147.42 | 0.00 | 147.42 | 147.42 | AP*30912 | | 03/21/24 |
| 48 | MID-ATLANTIC LAB | 150 | 60.00 | 0.00 | 60.00 | 60.00 | AP*30913 | | 03/21/24 |
| 320 | MORTON'S POWER EQUIPMENT | 12402745 | 529.98 | 0.00 | 529.98 | 529.98 | AP*30914 | | 03/21/24 |
| 659 | SOSMETAL PRODUCTS INC | 1541853 | 44.92 | 0.00 | 44.92 | 44.92 | AP*30915 | | 03/21/24 |
| 491 | SOUTHERN CORROSION, INC | 18062 | 22,520.52 | 0.00 | 22,520.52 | 22,520.52 | AP*30916 | | 03/21/24 |
| 1236 | TOMEKA C. MORGAN | 11 | 3,105.00 | 0.00 | 3,105.00 | 3,105.00 | AP*30917 | | 03/21/24 |

TOWN OF BOWLING GREEN
CHECK DISBURSEMENTS SUMMARY
03/01/2024 TO 03/31/2024 AND CHECK.CODE AP TO AP

| VENDOR# | NAME | INVOICE# | GROSS | DISC | NET | CHECK AMT | CHECK NBR | VOID | DATE |
|---------|-----------------------|--------------|--------|------|--------|-----------|-----------|------|----------|
| 737 | TREASURER OF VIRGINIA | ACCOUNT42810 | 60.00 | 0.00 | 60.00 | 60.00 | AP*30918 | | 03/21/24 |
| 291 | USA BLUE BOOK | 00225308 | 162.67 | 0.00 | 162.67 | 554.31 | AP*30919 | | 03/21/24 |
| | | INV00232351 | 151.76 | 0.00 | 151.76 | | | | |
| | | INV00270074 | 152.09 | 0.00 | 152.09 | | | | |
| | | INV00299180 | 87.79 | 0.00 | 87.79 | | | | |
| | | TOTAL | 554.31 | 0.00 | 554.31 | | | | |

TOTAL:

191,957.77
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TOWN OF BOWLING GREEN
CHECK DISBURSEMENTS SUMMARY

03/01/2024 TO 03/31/2024 AND CHECK.CODE ACH TO ACH

| VENDOR# | NAME | INVOICE# | GROSS | DISC | NET | CHECK AMT | CHECK NBR | VOID | DATE |
|---------|-----------------------------|----------------|-----------|------|-----------|-----------|-----------|------|----------|
| 1063 | ALACRITI PAYMENTS, LLC | NMXGS313943H4J | 10.52 | 0.00 | 10.52 | 10.52 | ACH*30771 | | 03/19/24 |
| 843 | CAROLINE COUNTY PUBLIC UTIL | TOBG24-031201 | 13,110.90 | 0.00 | 13,110.90 | 13,110.90 | ACH*30772 | | 03/19/24 |
| 514 | K L LANGFORD EXCAVATING | 24041 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 | ACH*30773 | | 03/19/24 |
| 514 | K L LANGFORD EXCAVATING | 24041-B | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 | ACH*30774 | | 03/19/24 |
| 41 | VISA | 02/27/2024 | 5,459.96 | 0.00 | 5,459.96 | 5,459.96 | ACH*30775 | | 03/22/24 |
| 728 | VRSA INSURANCE | QT-INV0726-030 | 18,719.00 | 0.00 | 18,719.00 | 18,719.00 | ACH*30776 | | 03/22/24 |
| 44 | VUPS | 02240470 | 19.55 | 0.00 | 19.55 | 19.55 | ACH*30777 | | 03/22/24 |

TOTAL:

43,319.93
=====



TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Community Development & Project Associate
SUBJECT: Zoning Text Amendment & Zoning Application for Use Not Currently Provided For- Public Hearing
DATE: April 4, 2024

Background:

The Town received a zoning application to establish a tattoo parlor & piercing salon in the B-1 Zone at 100 South Main Street. The text amendment and zoning application received positive recommendations from the Planning Commission at their 3/21/24 meeting after a public hearing. The matter is now before the Council to request that a public hearing be called. Town Code 3-178 dictates that, if the zoning application is approved by Council, the use not currently provided for must be added through a zoning ordinance text amendment to either the permitted uses or special uses in the relevant zone.

Issue Before Council:

The issue is whether to call a public hearing to consider the text amendment and zoning application.

Recommendation:

Staff recommends that the Town Council set the public hearing for their May meeting.



TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Community Development & Project Associate
SUBJECT: Fence Ordinance- Public Hearing Request
DATE: April 4, 2024

Background:

The Planning Commission was asked by Town Council to create a draft ordinance to regulate the construction and maintenance of fences within the Town of Bowling Green. The ordinance has been drafted and received a positive recommendation from the Planning Commission at their 3/21/24 meeting. The matter is now before the Council to request that a public hearing be called. The draft ordinance is attached.

Issue Before Council:

The issue is whether to call a public hearing to consider adoption of the ordinance.

Recommendation:

Staff recommends that the Town Council set the public hearing for their May meeting.

**AN ORDINANCE OF THE TOWN OF BOWLING GREEN, VIRGINIA, REGULATING THE
CONSTRUCTION AND MAINTENANCE OF FENCES**

Section 1. Purpose

The purpose of this ordinance is to regulate the construction and maintenance of fences in the Town of Bowling Green, Virginia. This ordinance is intended to protect the safety of the public, promote the aesthetic quality of the town, and preserve property values.

Section 2. Definitions

For the purposes of this ordinance, the following terms shall have the following meanings:

- "Fence" means an enclosed barrier consisting of vegetation, wood, stone, or metal intended to prevent ingress or egress. For purposes of this section, the term "fence" shall include plantings, such as hedges and shrubbery. No fence shall be constructed of unsightly or dangerous materials which would constitute a nuisance.
- "Sight triangle" means a triangular area of land established at street intersections in which nothing is erected, placed, planted, or allowed to grow in such a manner as to limit or obstruct the sight distance of motorists entering or leaving the intersection.
- "Intersection" means the area where two or more roads meet or cross, including driveways.
- "Hedge" means a row of bushes or small trees planted close together which may form a barrier, enclosure or boundary.

Section 3. Permits

No person shall construct a fence in the Town of Bowling Green, Virginia without first obtaining a permit from the Zoning Administrator. The applicant shall submit design specifications and a plot plan showing the lot with setbacks indicating placement of the fence with dimensions clearly shown on the plan.

Section 4. Height Restrictions and Setbacks

The height of a fence shall not exceed the following:

- In a front yard, four feet high with a setback of four feet from the edge of the road or sidewalk if present.
- In a side yard, four feet high with a setback of four feet from the edge of the road or sidewalk if present. No setback if adjacent to another parcel.
- In a rear yard, eight feet with a setback of four feet from the edge of the road or sidewalk if present. No setback required if adjacent to another parcel.
- Height restrictions do not apply to vegetative growth in side and rear yards.
- Upon determination of the Zoning Administrator, B-2 and M-1 parcels may have an extension to height requirements as defined in section 5.

All parts of the fence must be within the owner's property.

Section 5. Materials

Fences shall be constructed of materials that are durable and that will not create a hazard to the public. Front yard fences shall be open face and not solid. The following materials are prohibited:

- Broken glass, tires, hubcaps, or other automotive parts
- Electric fences
- Barbed, concertina, or razor wire.
- Chain link and other wire fencing
- Any other material that could cause injury.

Vegetative growth may be used in the construction of a fence provided all other provisions of this ordinance are followed.

Upon determination of the Zoning Administrator, parcels zoned B-2 or M-1 may have the following apply:

- Chain link fencing of a height not more than 8 feet.
- Barbed, concertina, razor, or electric wire fencing erected above an 8 foot fence to a total height not more than 12 feet.

Section 6. Temporary Fencing

- Fences erected for the protection of plantings or to warn of a construction hazard or for similar purposes shall clearly be visible or marked with colored streamers or other such warning devices at four-foot intervals.
- Such fences shall comply with the setback requirements set forth in section 4.
- Temporary fences shall not remain in place after completion of the construction.
- Permits are not required for temporary fences.

Section 7. Sight Triangles

- No person shall erect, place, plant, or allow to grow any material in a sight triangle that would limit or obstruct the sight distance of motorists entering or leaving an intersection.
- The sight triangle shall be measured from the edge of pavement at the intersection to a point 10 feet along each curb or edge of pavement.
- The sight triangle shall be clear of all obstructions, including fences, tree branches, shrubs, and other vegetation higher than 3 feet or less than 8 feet.

Section 8. Maintenance

Fences shall be maintained in a good state of repair and free of debris. Upon the determination of the Zoning Administrator, any fence that is in disrepair or that is a hazard to the public shall be removed by the property owner. If after notice of a violation the property owner has not taken corrective action, the Town may have the fence removed at the owner's expense.

Section 9. Attachment to Neighboring Fences

Should a fence be directly on the property line, the neighboring property owner may construct a fence that attaches to the existing fence by right. To exercise this right, the requesting property owner shall present

the Town with either a signed letter from the neighboring property owner or a boundary survey clearly demonstrating that the existing fence is on the property line.

Section 10. Enforcement

The Town Zoning Administrator shall be responsible for enforcing this ordinance. Any property owner that violates this ordinance shall be subject to a fine of not more than \$500.



TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager
COPY: Jeff Gore; Town Attorney
SUBJECT: Proposed Budget-Fiscal Year 24/25
DATE: April 4, 2024

SUMMARY:

The State of Virginia requires that localities present a balanced budget for town council consideration and adoption by June 30.

§ 15.2-2503. Time for preparation and approval of budget; contents. The governing body shall prepare and approve a budget for informative and fiscal planning purposes only, containing a complete itemized and classified plan of all contemplated expenditures and all estimated revenues and borrowings for the locality for the ensuing fiscal year. The itemized contemplated expenditures shall include any discretionary funds to be designated by individual members of the governing body and the specific uses and funding allocation planned for those funds by the individual member; however, notwithstanding any provision of law to the contrary, general, or special, an amendment to a locality's budget that changes the uses or allocation or both of such discretionary funds may be adopted by the governing body of the locality. The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins. The governing body shall annually publish the approved budget on the locality's website, if any, or shall otherwise make the approved budget available in hard copy as needed to citizens for inspection.

BACKGROUND:

During the meeting the Town Manager will present the proposed operating and capital budgets.

ALTERNATIVES:

Not applicable.

RECOMMENDATION:

The town staff recommends that the Town Council proceed with the budget process outlined in the budget calendar.



Town of Bowling Green

FY 24/25 Budget Calendar

| February 2024 | |
|----------------------|---|
| February 1 | Budget process begins |
| | Internal departments |
| | Intergovernmental budget requests |
| March 2024 | |
| March 1 | Capital Needs Review |
| | Budget Development |
| April 2024 | |
| April 1 | Budget estimates to Town Council via email (April 1 st) |
| April 4 | Present FY24/25 Budget to Town Council; request Public Hearing |
| May 2024 | |
| May 2 | Public Hearing on CY24 tax rate and FY25 Proposed Budget |
| June 2024 | |
| June 4 | FY25 Budget Approval & Appropriation |



TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager; J.C. LaRivere, Community Development
COPY: Jeff Gore; Town Attorney
SUBJECT: Utility Billing Process Improvement- Phase I
DATE: April 4, 2024

SUMMARY

This memo is intended to provide the Town Council with an update regarding proposed process improvements to the utility billing process.

BACKGROUND:

Town Staff has identified a critical process improvement necessary to improve multiple aspects of the Town’s utility billing process and better align our financial management systems. Currently, there have been some inconsistencies with utility billing over the years. There have been instances where the Town bills residents for water and sewer usage. This means that, for rental properties, the renter is being billed rather than the property owner. There also appear to be instances where the property owner has been billed. Town Staff propose that this process be modified to enable the Town to bill all property owners directly rather than renters. For clarity, this process involving renters is not codified in the Town Code. It is an administrative process under the control of the municipal government. These changes can be made administratively without public hearings or other procedures to provide more consistency and accuracy of accounts in the short and long term.

ISSUE:

The operational impact of the current processes is that the Town creates new accounts each time a new renter rents a property, closes accounts each time a renter leaves, and then creates a new account for that property. This is a significant administrative burden on Town staff that can be eliminated through these proposed revisions. From an opportunity cost perspective, the relevant staff could instead dedicate this time to improving other municipal processes.

There are numerous process-level improvements to the billing system caused by this proposal. The main process impact is that the number of accounts the Town serves will remain consistent, with the only additions being new construction. This will allow for more accurate budgeting and revenue projections. This will eliminate the need for staff to review all of the bills to ensure the proper accounts are being billed, as all of the accounts will always be billed under this proposal. Similarly, staff will only know which meters must be read after reviewing the entire list of accounts.

ALTERNATIVES:

To continue the current process.

FISCAL IMPACT:



Memorandum

The fiscal impact of this proposed change includes reducing lost revenue from renters who move out without closing their accounts and paying their outstanding balance, potentially increasing collection rates to the maximum extent possible, and eliminating staff costs to execute these processes.

At this time, we estimate approximately \$50,000 in unpaid bills due to this process over the last fiscal year.

RECOMMENDATION:

Staff recommends that the Town Council authorize the town staff to implement the proposed change (Phase I) to its utility billing process to improve efficiency and effectiveness and ensure better financial management.