TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING

A G E N D A

Thursday, November 05, 2026
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

1. Minutes- October 1, 2026

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

2. Bowling Green Police Dept.
3. Utilities Report, Inboden Environmental Services
4. Public Works Department Monthly Report
5. Finance Director/Treasurer's Report, Vieanne Baylor, Deputy Town Treasurer
6. Capital Improvement Projects Presentation, Perry Hickman, Capital Projects & Grants Manager
7. Town Manager's Report, John Anzivino, Interim Town Manager

UNFINISHED BUSINESS:

8. Action Following JOINT PUBLIC HEARING – ORDINANCE TO REPEAL AND REPLACE ARTICLE 10.24 “CHESAPEAKE BAY PRESERVATION AREA” OF THE BOWLING GREEN ZONING ORDINANCE
9. Proposal for Lobbying Services and Discussion on a 2027 Council Retreat

NEW BUSINESS:

INFORMATIONAL ITEMS:

10. Kaboom! Playground Build After Action Report
11. Harvest Festival After Action Report

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

CLOSED SESSION:

Personnel—Discussion of candidates for the position of Town Manager, pursuant to Virginia Code § 2.2-3711(A)(1).

RECONVENE IN OPEN SESSION:

ACTION FOLLOWING CLOSED MEETING:

ADJOURNMENT:

TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING

M I N U T E S

Thursday, October 01, 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 John Chinault, Councilmember David Storke, Councilmember Randy Hageman, Councilmember Jeff Voit

Councilmembers Absent:
Councilmember Dan Webb

Staff Members Present:
John Anzivino, Interim Town Manager/Clerk; Jeff Gore, Town Attorney; Justin Cecil, Bowling Green Police Chief; Vianne Baylor, Deputy Town Treasurer; Perry Hickman, Capital Projects & Grants Manager/Assistant Town Manager; Jeffrey Smith, Administrative Assistant/Deputy Clerk. Darla Odom, Deputy Zoning Administrator, participated remotely to discuss potentials for the location of retail cannabis facilities and their regulation under the Town's zoning ordinance

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- Six Councilmembers were present, Councilmember Dan Webb was absent, and a quorum was established.

CONSENT AGENDA:

1. Minutes- September 3, 2026

- Councilmember Jean Davis identified a correction under Member Comments. Councilmember Jeff Voit moved to approve the September 3, 2026, minutes as corrected. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise, with six members voting and one absent.
- Councilmember David Storke mooved to add Item 13, Proposal for Services, to the agenda. The motion was seconded by Councilmember Randy Hageman and carried unanimously by right-hand raise, with six members voting and one absent.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- None.

MEMBER COMMENTS:

- Councilmember Jeff Voit reported that the Town's Clean Sweep event had lower participation than previous events but good walk-in attendance and positive feedback. He encouraged attendance at the October 17 Harvest Festival, the Music on the Green concert the preceding evening, and the upcoming Pirate Festival in Port Royal.

STAFF REPORTS & PRESENTATIONS:

2. Bowling Green Police Department Report, Chief Justin Cecil

- Town Council received the Bowling Green Police Department report. Chief Justin Cecil advised that Harvest Festival preparations were proceeding smoothly. Mayor Tina Gambill thanked the department for its work to keep attendees safe.

3. Utilities Report, Inboden Environmental Services

- Mark Inboden presented the utilities report. Monthly water production totaled approximately 4.3 million gallons, averaging approximately 141,000 gallons per day. Wastewater flow totaled approximately 4.12 million gallons, averaging approximately 133,000 gallons per day. Effluent monitoring results were within permit limits, and no operational issues were reported.

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

- Town Council received the Public Works Department monthly report. Interim Town Manager John Anzivino advised that Public Works Director Shawn Fortune was absent due to illness and offered to address questions. No questions were presented.

5. Finance Director/Treasurer's Report, Vianne Baylor, Deputy Town Treasurer

- Vianne Baylor presented the finance report. Council discussed unpaid utility balances associated with apparently vacant residences and whether the $250 utility deposit adequately covered those balances. Staff was asked to review the deposit amount and outstanding balances for further consideration.

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

- Perry Hickman reviewed the well-replacement and Gross Alpha treatment project, estimated at approximately $8.2 million with approximately $59,000 in annual operating and maintenance costs. Approximately $6.2 million has been allocated through the Virginia General Assembly, with the balance anticipated through EPA funding coordinated by the Virginia Department of Health (VDH). He reported that the memorandum of agreement (with who?)had been signed September 3 and that Stantec's engineering proposal and test-well specifications had been submitted to VDH. He also reviewed the approximately $1.1 million waterline replacement project associated with Congressman Vindman's community project funding request, including approximately $746,000 in anticipated federal funds and a $358,962 Town match whose funding source remained to be determined. The project would serve portions of Main Street, Chase Street, and North Main Street near government facilities. The containerized sludge-dewatering equipment at the wastewater treatment plant was installed on September 24 and is operating successfully. Virginia Rural Water Association camera inspections were scheduled for October 8 to help identify inflow and infiltration in select sewer collection lines, with targeted smoke testing of lines also under consideration. Recent Main Street water-main repairs for two breaks cost approximately $29,000 and $18,200, and Council discussed the deteriorated pipe condition and need for additional replacement. Mr. Hickman also reported receipt of a $5,000 Dominion Energy grant for the BGVA Main Street mural and the anticipated transfer of those funds to BGVA Main Street. No motion concerning the mural funds was made.

Town Manager's Report, John Anzivino, Interim Town Manager

- Interim Town Manager John Anzivino reported on staff meetings, current projects, Harvest Festival preparations, a fiscal-impact analysis for a proposed subdivision in the Route 301 corridor project, anticipated zoning updates, and FY2026 audit preparations. He noted the need to complete financial reconciliations, develop cash-flow and capital-project funding plans, and coordinate a CivicPlus website update. He also presented a Virginia Foundation for Healthy Youth grant opportunity for playground matting, with awards up to $100,000, no local match, and reimbursement of eligible expenditures. The application deadline was October 28, and funds would need to be expended by July 15, 2027. Staff would determine the matting cost and provide a subsequent update. Councilmember Randy Hageman reported potential REC volunteer assistance for the playground installation, and staff emphasized volunteer registration.

- Councilmember Randy Hageman moved to authorize staff to pursue grant funding for playground matting. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote, with six affirmative votes and Councilmember Dan Webb absent.

UNFINISHED BUSINESS:

7. Proposed Replacement of Article 4.10 — Parking Regulations

- Council reviewed the proposed ordinance and discussed discrepancies between the summary and ordinance concerning large commercial vehicles, school buses, and recreational vehicles. Town Attorney Jeff Gore explained that the overnight parking provision addressed street parking and that the summary appeared to retain language from an earlier draft. Council also discussed fire-lane markings and the previously identified Lakewood Road correction. Staff reported receipt of VDOT comments concerning golf carts and was asked to follow up on fire-lane issues with VDOT and the fire department.
- Councilmember David Storke moved to approve the parking ordinance as amended. The motion was seconded by Vice-Mayor Valarie Coyle and carried unanimously by roll-call vote, with six affirmative votes and Councilmember Dan Webb absent.

NEW BUSINESS:

8. Referral of Cannabis Regulations to the Planning Commission

- Deputy Zoning Administrator Darla Odom presented the proposed approach to cannabis-related zoning regulations. She described the state licensing framework and the need to prepare local regulations addressing definitions, zoning districts, approval requirements, separation distances, hours, signage, odor control, security, parking, and enclosed operations. Council discussed available local authority, potential tax provisions, and consideration of practices in other jurisdictions. Council encouraged timely preparation of appropriate regulations without unnecessary complexity.
- Vice-Mayor Valarie Coyle moved that Town Council initiate a zoning text amendment 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. The motion was seconded by Councilmember David Storke and carried unanimously by roll-call vote, with six affirmative votes and Councilmember Dan Webb absent.

9. Caroline Historical Society Request for Courthouse Lane Building for Storage Assistance

- Caroline Historical Society President Kathy McVey requested assistance with storage, including possible donation or lease of the Town-owned Courthouse Lane building with utility costs also donated by the Town. She explained that the Society currently paid $130.50 monthly for storage and a new structure, as proposed, would also welcome space for art shows and sales. Council discussed reported the structures mold and moisture issues, possible remediation costs, liability, the original property transfer, and potential future Town staffing and records-storage needs. Interim Town Manager John Anzivino recommended assessing the building's condition, potential uses, and improvement costs before deciding its disposition. A limited storage lease and placement of a separate storage building on Town property were discussed as possible alternatives. Council requested further investigation, including review of available inspection and repair information, before responding. No donation or lease was approved.

10. Request to Waive Town Hall Rental Fees for Bowling Green Fire Department Event

- Council considered a request to waive Town Hall rental fees for the Bowling Green Fire Department's October 3 fundraising dinner, with setup October 2. The event was expected to draw approximately 300 attendees. The fee waiver was presented as approximately $1,300. Council requested documentation of the department's nonprofit status for Town records.
- Councilmember David Storke moved to waive the rental fee. The motion was seconded by Councilmember Randy Hageman and carried by roll-call vote with five affirmative votes, Councilmember Jeff Voit abstaining, and Councilmember Dan Webb absent.

INFORMATIONAL ITEMS:

11. DOJ Web Access Ruling: WCAG 2.1 AA Requirements

- Administrative Assistant/Deputy Clerk Jeffrey Smith provided an update on website accessibility planning and reported an April 26, 2028, compliance deadline. He noted that 374 of the 375 PDFs reviewed in the Town's website compliance report had accessibility issues and were out of compliance with federal requirements. Staff was continuing to evaluate compliance options, including CivicPlus DocAccess, for which the first-year quote was $4,297. Interim Town Manager John Anzivino advised that associated costs should be considered in the FY2028 budget. Further information would be provided during the upcoming budget cycle. No action was requested or taken.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Mayor Tina Gambill did not reopen public comment because no members of the public remained to speak.

MEMBER COMMENTS:

- Vice-Mayor Valarie Coyle raised concerns about the possible removal of the UPS drop box and uncertainty regarding local package drop-off options. Staff agreed to investigate and provide clarification for residents.
- Councilmember David Storke emphasized maintaining momentum in the Town's intergovernmental support agreement with Fort A.P. Hill and exploring increased project limits and administrative revenue. Interim Town Manager John Anzivino reported that staff remained engaged with Fort A.P. Hill and would follow up on opportunities to expand the program. Mayor Tina Gambill recognized the partnership's accomplishments and national award nomination.
- Councilmember Randy Hageman welcomed Interim Town Manager John Anzivino and asked about FOIA and conflict-of-interest training. Mayor Tina Gambill suggested coordinated attendance at the January Virginia Municipal League newly elected officials conference. Town Attorney Jeff Gore discussed available training resources. Councilmember Randy Hageman also requested review of vehicle-repair activities, outdoor conditions, and compliance with prior approvals at the North Main Street automobile dealership.
- Mayor Tina Gambill raised business concerns about the fats, oils, and grease program. Councilmember Randy Hageman relayed information from Mark Inboden concerning possible indoor grease traps and accommodations for existing businesses, with inspections and some improvements still anticipated. Interim Town Manager John Anzivino explained the program's connection to wastewater permitting requirements. No ordinance amendment or exemption was adopted.

13. Proposal for Services

- Councilmember David Storke presented a proposal from former Town Manager India Adams-Jacobs for possible transition and consulting services. Council discussed the scope, potential limitations associated with her employment elsewhere, and assistance with recruitment of a permanent Town Manager. Interim Town Manager John Anzivino recommended expanding the vacancy advertisement beyond the existing outlets to professional associations and recruitment sites in Virginia and neighboring states before deciding whether to engage an executive-search firm. Staff was directed to share the existing advertisement and broaden recruitment efforts. No consulting agreement or recruitment-firm engagement was approved.

ADJOURNMENT:

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

- Councilmember Jeff Voit motioned to recess the meeting until October 22, 2026, at 6:00 PM at Town Hall for the joint Town Council-Planning Commission meeting and public hearing. The motion was seconded by Councilmember Randy Hageman and carried unanimously by voice vote, with six members present and Councilmember Dan Webb absent.

Attest:

Mayor: _____
Tina Gambill

Clerk: _____
John Anzivino, Interim Town Manager/Clerk

Attachments Referenced During Meeting:

Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
SUBJECT: Police Department Monthly Report- October, 2026
DATE: Oct. 15th, 2026

Police Activity

During the months of October 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:

- ***47 total calls for service***
- ***12 assists to other law enforcement and emergency service agencies***
- ***1 Motor Vehicle Accident***
- ***1 Domestic / Assault***
- ***22 traffic summonses issued***
- ***26 traffic warnings issued***
- ***64 property, vacation, and business security checks***
- ***3 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

Throughout the month of October the police department has been working with Caroline County Sheriff's Office, Caroline County Fire & Rescue, Town staff as well as several countless hours planning/organizational meeting preparing for this year's Harvest Festival

UTILITY REPORT





SEPTEMBER 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
030 - Bowling Green Health Care	9/16/2026	Absent
060 - VDOT Tower	9/16/2026	Absent

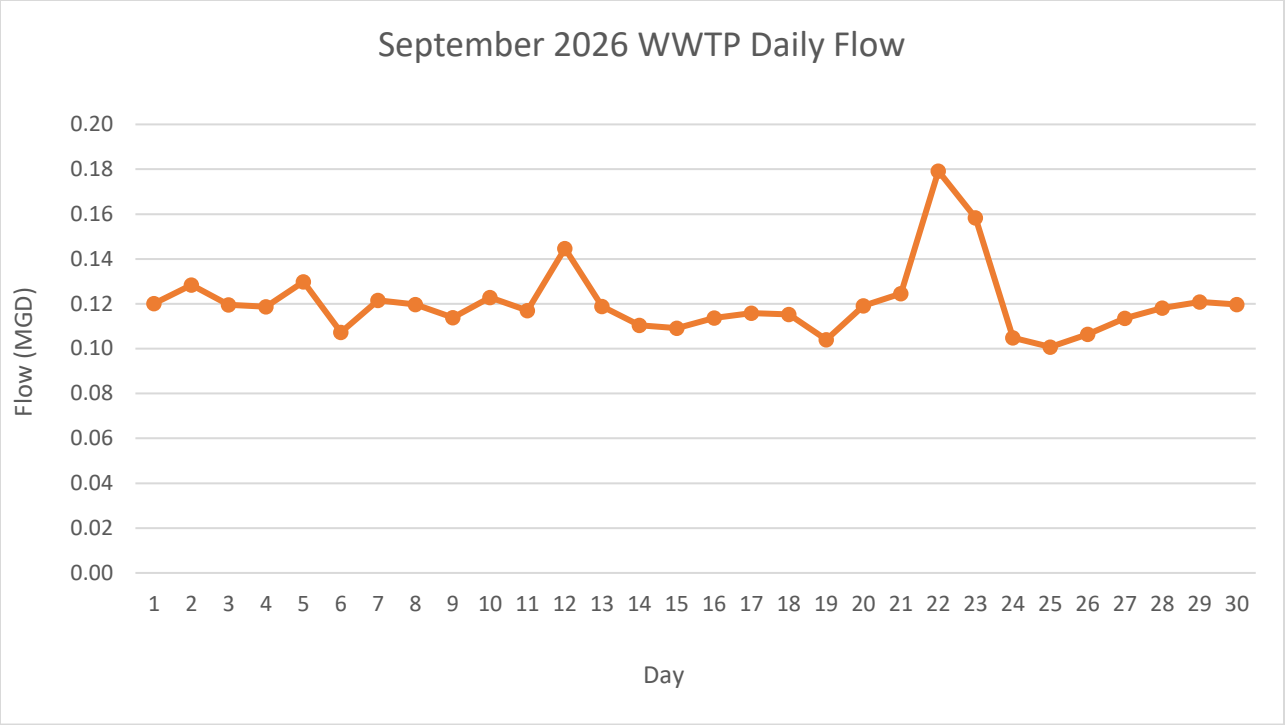
Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 3.886 MG for an average daily production rate of 0.129 MGD.

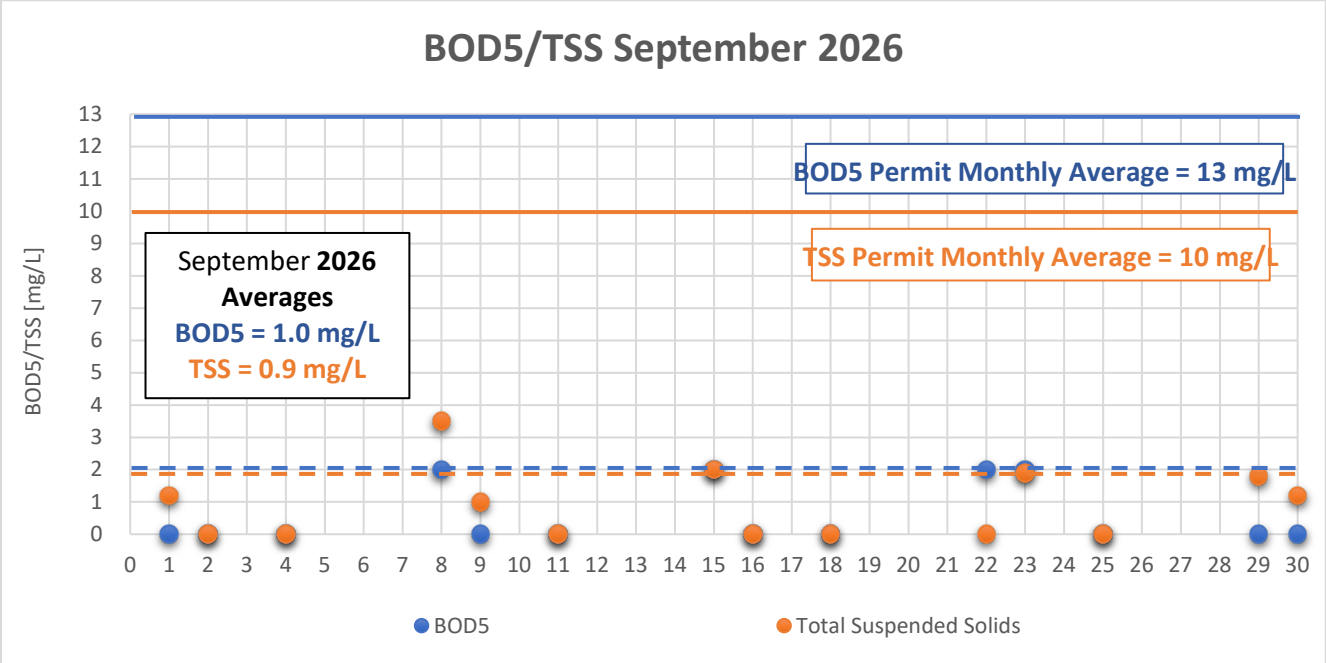
WASTEWATER

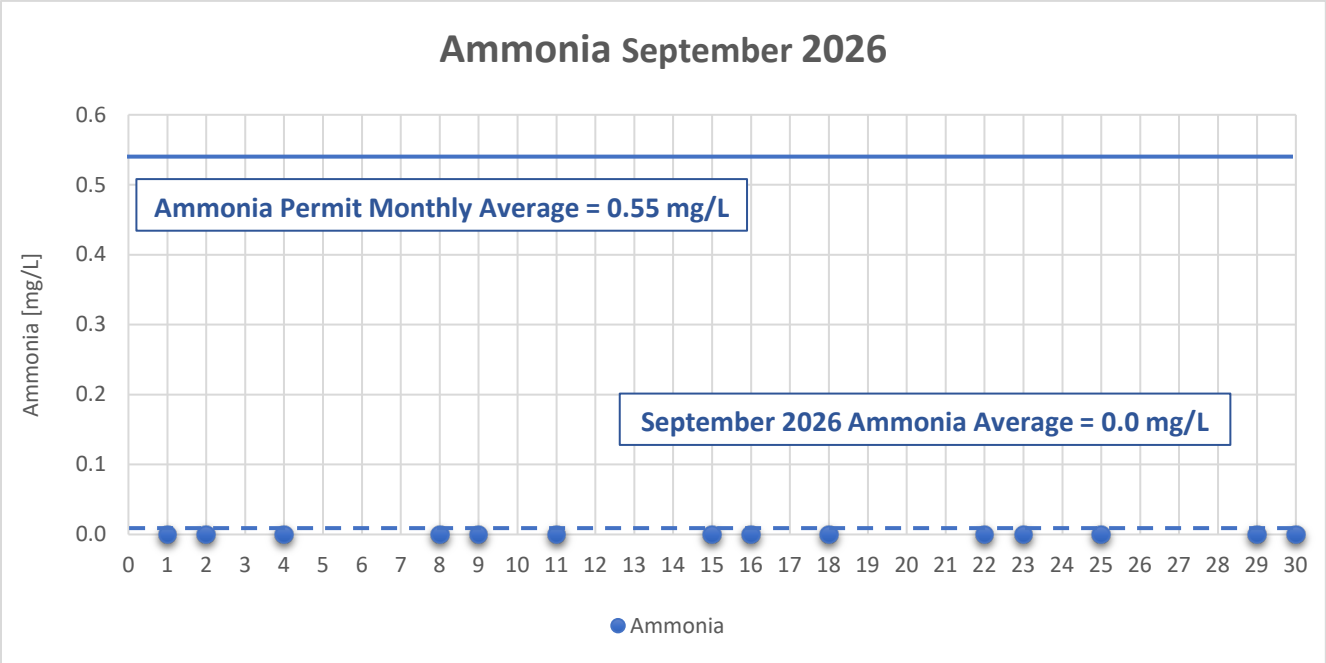
Wastewater Treatment

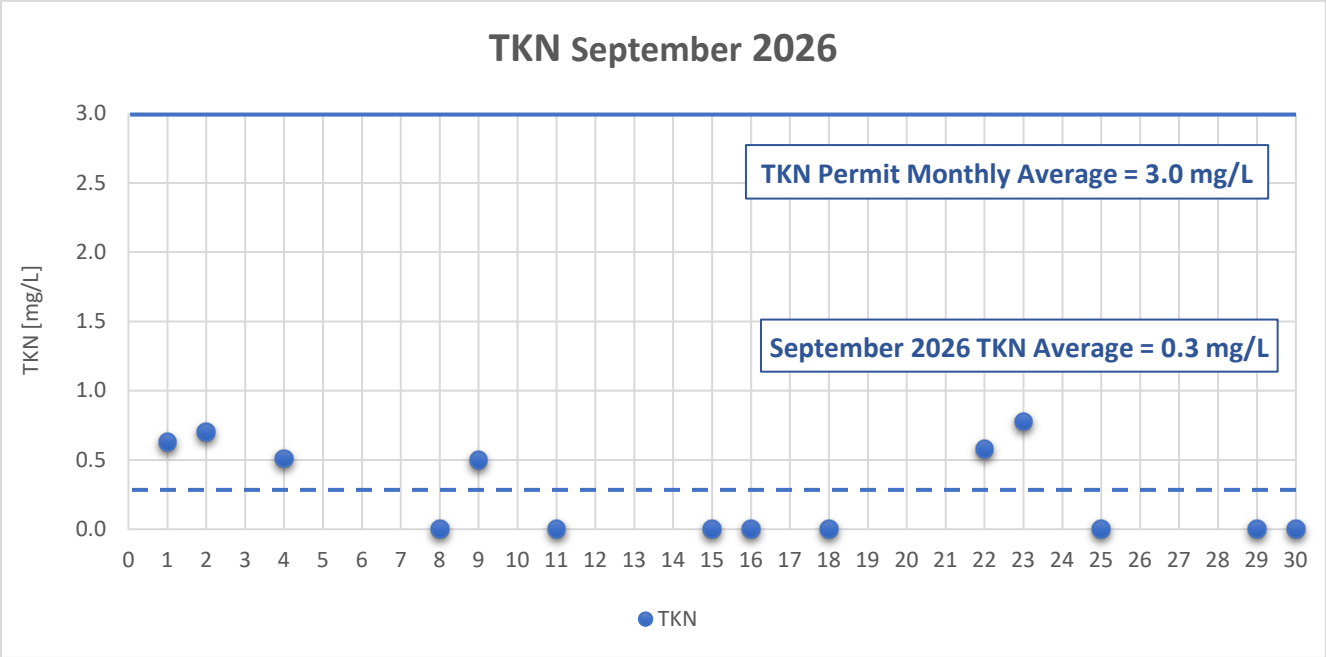
The wastewater treatment plant had an average daily flow of 0.133 MGD for a total monthly effluent discharge of 4.125 MG.

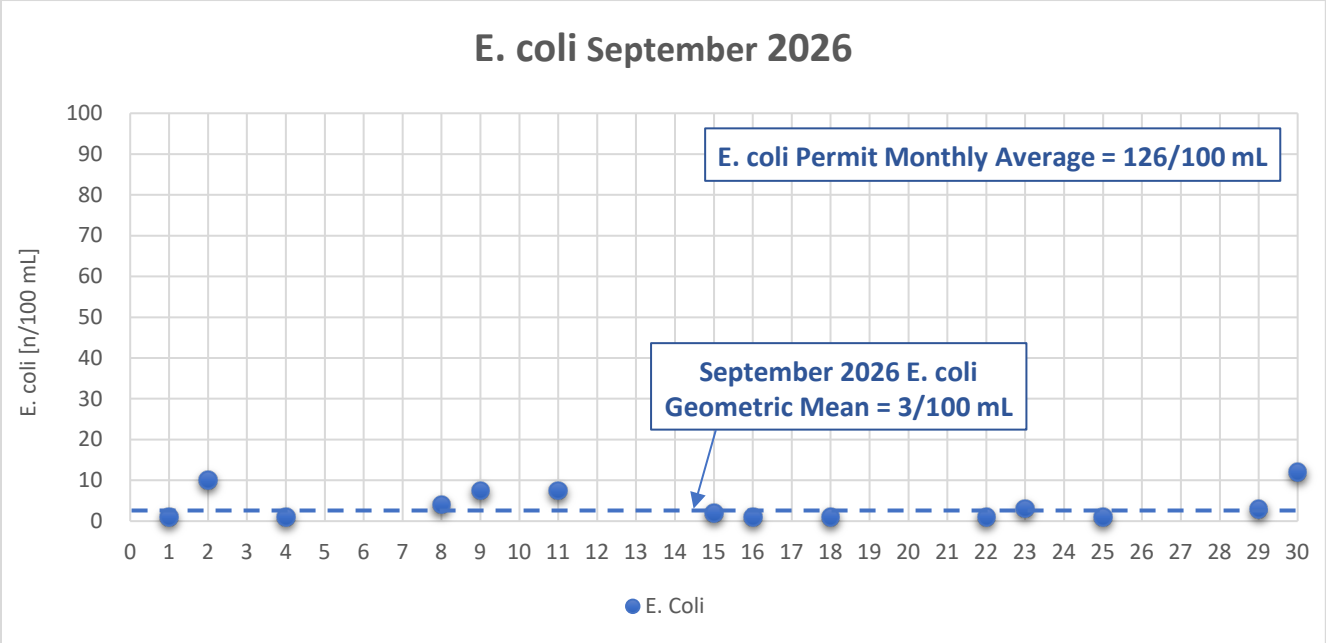


Sample Results:






TKN September 2026
TKN [mg/L]
TKN Permit Monthly Average = 3.0 mg/L
September 2026 TKN Average = 0.3 mg/L
TKN


E. coli September 2026
E. coli [n/100 mL]
E. coli Permit Monthly Average = 126/100 mL
September 2026 E. coli
Geometric Mean = 3/100 mL
E. Coli

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: October 2026

PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Staff continued daily inspections of all Public Works vehicles, including checks of oil levels, tires, and lights. Truck No. 4 was inspected.
2. The playground was closed in preparation for upcoming construction. Webb and Associates removed all playground equipment, borders, and mulch.
3. Staff continued emptying the trash receptacles on Main Street weekly.
4. Staff checked the ballroom dehumidifier daily to maintain humidity at approximately 50 percent.
5. Staff completed monthly inspections of fire extinguishers in all buildings.
6. Handrails were installed on the stage.
7. Staff mowed the grass at all sites weekly.
8. Staff completed sidewalk edging in preparation for the Harvest Festival.
9. Staff trimmed vegetation on the hill along Chase Street adjacent to the water tower.
10. Staff continued cleaning the geotextile bag at the wastewater treatment plant.
11. Public Works staff prepared for Harvest Festival setup and takedown.
12. All heating, ventilation, and air conditioning (HVAC) systems are scheduled for service during the week of October 19, 2026.
13. Leaf collection will begin November 2 and conclude December 31, 2026. Collection will take place on Mondays, Tuesdays, and Thursdays only.

Utilities

1. Staff performed weekly maintenance at all six pump stations to prevent grease buildup on the walls. Floats at all pump stations were cleaned.
2. Staff continued daily inspections of all pump stations.
3. A pallet of soda ash was delivered to the wastewater treatment plant and stored in the old storage building by Public Works staff.
4. Staff continued weekly generator inspections.
5. Staff completed utility markings for 22 Miss Utility (811) tickets in October.
6. Staff continued daily checks of water meters with active alarms and completed repairs as needed on the public side of the meter. Customers with potential leaks on the private side of the meter were notified through water leak door hangers.
7. On October 5, another water main break occurred at 165 South Main Street. An eight-foot section of pipe was removed and replaced. A boil water advisory was issued because water service had to be shut off. All samples were collected and passed testing, and the advisory was lifted on October 7.
8. New cutters were installed on the grinder pumps at the Maury Heights pump station on October 8.

ATTACHMENTS:

HEADS UP ITEMS:

TO: **The Honorable Mayor & Town Council**
FROM: **Tomeka C. Morgan, Interim Town Treasurer**
SUBJECT: **October Treasurer's Report**
DATE: **October 21, 2026**

SUMMARY:

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

Status of Town Audits

- The engagement letter from Davis & Associates has been received to proceed with FY 2026 audit
- Town staff begin work on files requested from the auditor for the FY 2026 audit

Real Estate / Personal Property

- Town staff has received collected funds from TACS: Personal property collections: $1,051.23 and real estate collections: $2,500.34 for a total collection of $3,551.57
- The Town continues to work with the County and Southern software to ensure timely distribution of tax bills for the calendar year

Utility Billing

- Utility Bills for the September/October usage (11/5/26 Bill Date) are due 12/17/2026
- Utility Bills for the July/August usage (9/3/26 Bill Date) were due 10/14/2026 and any payments not received on or before this due date have incurred late penalties
- Next utility cut-off will occur ~12/14/2026
- There was a total of 11 cut-off with only 3 still in cut-off status as of the date of this memo.
- We had one additional citizen who was on the master cut off list (has been off since ~April 2026) who is now back in active status with a $0 balance.

Note: At the October 1st meeting, a question was raised about whether the required deposits are sufficient to cover a final utility bill when a customer departs. Our current deposit structure is $100 for in-town customers and $150 for out-of-town customers. These amounts do not cover a typical final bill. The current minimum monthly charge for water and sewer is $222 for in-town customers and $266 for out-of-town customers.

Recommendation:
Given that the current deposit amounts do not cover the minimum final utility bills, it is recommended that the Town consider adjusting the deposit structure to more accurately reflect typical charges. Options include increasing the in-town and out-of-town deposits to align with the current minimum monthly bills or establishing a deposit equal to one full billing cycle for each service area. This adjustment would help ensure that outstanding balances are covered when a customer departs, reducing the Town's financial risk and administrative burden.

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

- Approximately 60 front desk customers signed in and/or served at the front desk
- Monthly AP processing – 4 check runs completed
- Town Hall events: 4 in October

Town Council Meeting – Financial Summary
Reporting Date: September 30, 2026
Bank Account Balance Overview

As of September 30, 2026, the Town of Bowling Green's bank balance is:

Total Bank Balance: $2,866,406.68

Notes:

This balance reflects all funds currently held in the Town's primary operating and reserve accounts through 09/30/26.
Detailed revenue and expenditure reports for the month will be presented separately in the full financial packet.

Prepared for:
Town Council, Town of Bowling Green, Virginia

Prepared by:
Tomeka C. Morgan, Interim Town Treasurer

Budget vs Actual

TOWN OF BOWLING GREEN
10/21/2026 2:42:02 PM

Period Ending 9/30/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	260,000	0.00	293.28	864.24	864.24	(259,135.76)	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	377.09	451.06	451.06	(61,783.94)	1%
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	29.33	95.13	95.13	(1,784.87)	5%
100-011060-0002 REAL INTEREST	1,600	0.00	29.33	86.43	86.43	(1,513.57)	5%
100-011060-0011 PERSONAL PENALTY	0	0.00	19.73	19.73	19.73	19.73	
100-011060-0012 PERSONAL INTEREST	0	0.00	51.71	93.24	93.24	93.24	
100-012010-0001 SALES TAX	80,000	0.00	8,165.96	23,777.91	23,777.91	(56,222.09)	30%
100-012020-0001 CONSUMER UTILITY TAX	41,100	0.00	3,016.19	9,389.56	9,389.56	(31,710.44)	23%
100-012030-0001 BUSINESS LICENSE	111,000	0.00	60.00	3,615.18	3,615.18	(107,384.82)	3%
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,300	0.00	233.81	387.14	387.14	(14,912.86)	3%
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	33,586.74	134,909.51	134,909.51	(315,090.49)	30%
100-012100-0001 TRANSIENT OCCUPANCY TAX	6,000	0.00	580.71	1,911.73	1,911.73	(4,088.27)	32%
100-013030-0001 ZONING PERMITS/FEES	5,000	0.00	350.00	4,815.00	4,815.00	(185.00)	96%
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	2,002.30	4,794.10	4,794.10	(15,205.90)	24%

Period Ending 9/30/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-014010-0002 RETURNED CHECK FEE	100	0.00	0.00	75.00	75.00	(25.00)	75%
100-014010-0003 E SUMMONS FEES **RESTRICTED USE**	500	0.00	0.00	0.00	0.00	(500.00)	
100-015010-0001 INTEREST EARNED	40,000	0.00	0.00	0.00	0.00	(40,000.00)	
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	14,000.00	14,000.00	0.00	100%
100-015020-0002 TOWN HALL RENTALS	23,000	0.00	2,288.00	8,043.00	8,043.00	(14,957.00)	35%
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	6,512.56	22,304.78	22,304.78	(90,195.22)	20%
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	0.00	191.00	191.00	191.00	
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	26.24	26.24	26.24	
100-020109-0001 VA 599 POLICE FUNDING	22,887	0.00	0.00	7,629.00	7,629.00	(15,258.00)	33%
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	21,907.50	21,907.50	(0.50)	100%
100-020111-0001 COMMUNICATIONS TAX	25,000	0.00	0.00	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	57,596.74	263,306.59	263,306.59	(2,015,087.41)	12%

Period Ending 9/30/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
100-011010-0003 REAL TAX REFUNDS	0	0.00	0.00	1,322.59	1,322.59	(1,322.59)	
Totals:	0	0.00	0.00	1,322.59	1,322.59	(1,322.59)	
100-012110-1101 SALARIES	129,240	0.00	10,478.79	36,151.94	36,151.94	93,088.06	28%
100-012110-1102 SALARIES	0	0.00	1,755.00	1,755.00	1,755.00	(1,755.00)	
100-012110-1150 PT Salaries and Wages	10,000	0.00	5,939.68	12,639.68	12,639.68	(2,639.68)	126%
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	932.07	2,888.42	2,888.42	7,763.58	27%
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	0.00	10.61	10.61	1,489.39	1%
100-012110-3100 CONTINGENCY	35,000	0.00	23,223.27	24,123.27	24,123.27	10,876.73	69%
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	693.00	1,701.00	1,701.00	11,369.00	13%
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	0	0.00	0.00	9,000.00	9,000.00	(9,000.00)	
100-012110-3152 WEB BASED SERVICES	20,000	0.00	0.00	2,652.25	2,652.25	17,347.75	13%
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	3,308.96	3,308.96	(308.96)	110%
100-012110-5300 TOWN	32,000	0.00	0.00	0.00	0.00	32,000.00	

Period Ending 9/30/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
INSURANCE-GENERAL FUND							
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	0.00	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	21.99	21.99	21.99	4,978.01	0%
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	1,542.40	10,344.33	10,344.33	14,655.67	41%
COUNCIL AND TOWN ADMINISTRATION Totals:	341,956	0.00	44,586.20	112,830.97	112,830.97	229,125.03	33%
100-012410-1101 SALARIES/WAGES	159,708	0.00	8,442.89	26,633.24	26,633.24	133,074.76	17%
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	641.59	2,118.13	2,118.13	10,099.87	17%
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	13,617.24	28,679.98	28,679.98	(12,012.98)	172%
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	0.00	26,788.22	26,788.22	(1,788.22)	107%
100-012410-3151 PROFESSIONAL	10,000	0.00	0.00	0.00	0.00	10,000.00	

Period Ending 9/30/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
SERVICES - FINANCIAL ADVISORS							
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	0.00	831.15	831.15	668.85	55%
100-012410-3320 COMPUTER LICENSES/SUPPORT	55,000	0.00	1,999.27	30,084.90	30,084.90	24,915.10	55%
100-012410-3500 PRINTING	0	0.00	0.00	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	169.94	169.94	1,330.06	11%
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	13.28	13.28	13.28	4,986.72	0%
TREASURER Totals:	354,556	0.00	24,714.27	117,548.05	117,548.05	237,007.95	33%
100-012510-1101 ECONOMIC DEVELOPMENT SALARIES	0	0.00	500.00	500.00	500.00	(500.00)	
100-012510-2100 FICA	0	0.00	38.25	38.25	38.25	(38.25)	
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	538.25	538.25	538.25	155,461.75	0%

Period Ending 9/30/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-031100-1101 SALARIES/WAGES	131,242	0.00	9,615.40	33,281.36	33,281.36	97,960.64	25%
100-031100-1150 PART-TIME SALARY AND WAGES	7,500	0.00	306.00	1,068.00	1,068.00	6,432.00	14%
100-031100-1201 TOWN HALL SECURITY - OVERTIME	0	0.00	476.48	476.48	476.48	(476.48)	
100-031100-2100 FICA	10,040	0.00	791.80	2,653.29	2,653.29	7,386.71	26%
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	722.40	722.40	1,277.60	36%
100-031100-3310 VEHICLE MAINTENANCE	13,500	0.00	0.00	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	5,001.12	5,001.12	5,001.12	(2,651.12)	213%
100-031100-5110 ELECTRICITY	10,500	0.00	0.00	87.07	87.07	10,412.93	1%
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	0.00	85.61	85.61	914.39	9%
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	654.30	654.30	2,345.70	22%
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	0.00	1,444.13	1,444.13	1,555.87	48%
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	71.96	164.74	164.74	4,835.26	3%
100-031100-6011 UNIFORMS	3,700	0.00	0.00	65.95	65.95	3,634.05	2%
POLICE DEPARTMENT Totals:	215,825	0.00	16,312.76	48,092.04	48,092.04	167,732.96	22%
100-031200-0003 USE OF E-SUMMONS FEES	4,000	0.00	0.00	0.00	0.00	4,000.00	
POLICE DEPT RESTRICTED Totals:	4,000	0.00	0.00	0.00	0.00	4,000.00	
100-032000-5650 FIRE PROGRAM FUNDS	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%

Period Ending 9/30/2026

DONATIONS Totals:	15,000	0.00	0.00	15,000.00	15,000.00	0.00	100%
100-043100-1101 SALARIES	67,149	0.00	5,042.22	17,627.25	17,627.25	49,521.75	26%
100-043100-1201 SALARIES/WAGES-OVERTIME	0	0.00	54.82	329.13	329.13	(329.13)	
100-043100-2100 FICA	5,137	0.00	369.50	1,302.76	1,302.76	3,834.24	25%
100-043100-2210 VRS	6,905	0.00	0.00	349.29	349.29	6,555.71	5%
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	5,232.04	5,232.04	33,767.96	13%
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	0.00	1,707.73	1,707.73	1,292.27	57%
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	77.51	178.46	178.46	821.54	18%
100-043100-6006 HAND TOOLS	1,000	0.00	97.90	220.11	220.11	779.89	22%
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	75,000	0.00	510.00	1,741.97	1,741.97	73,258.03	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	0.00	14.36	14.36	13,985.64	0%
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	117.27	341.83	341.83	1,158.17	23%
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	0.00	0.00	0.00	0.00	6,000.00	
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	9,000	0.00	0.00	413.17	413.17	8,586.83	5%
100-043100-7130 REFUSE COLLECTION	100,221	0.00	1,307.89	17,013.73	17,013.73	83,207.27	17%
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00	

Period Ending 9/30/2026

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-043100-7200 TOWN HALL EXPENSES	40,000	0.00	372.67	13,723.30	13,723.30	26,276.70	34%
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	7,949.78	61,829.08	61,829.08	373,927.92	14%
100-072000-5800 REFUNDS OF ACTIVITY FEES	0	0.00	0.00	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	0.00	175.00	175.00	755,125.00	0%
Expenses Totals:	2,278,394	0.00	94,101.26	357,335.98	357,335.98	1,921,058.02	16%

Budget vs Actual

Period Ending 9/30/2026

100 GENERAL FUND	Revenues Over/(Under) Expenses:	(36,504.52)	(94,029.39)	(94,029.39)

Budget vs Actual

Period Ending 9/30/2026

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

Period Ending 9/30/2026

300 CAPITAL PROJECTS

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
300-300100-8233 TOWN HALL RENOVATIONS	25,000	0.00	16,462.73	20,731.13	20,731.13	4,268.87	83%
300-300100-8277 PARK PLAYGROUND UPGRADES	105,000	0.00	4,200.00	4,200.00	4,200.00	100,800.00	4%
Totals:	130,000	0.00	20,662.73	24,931.13	24,931.13	105,068.87	19%
Expenses Totals:	130,000	0.00	20,662.73	24,931.13	24,931.13	105,068.87	19%

Budget vs Actual

Period Ending 9/30/2026

300 CAPITAL PROJECTS	Revenues Over/(Under) Expenses:	(20,662.73)	(24,931.13)	(24,931.13)

Period Ending 9/30/2026

310 INTERGOV SERVICE AGREEMENT

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

Budget vs Actual

Period Ending 9/30/2026

310 INTERGOV SERVICE AGREEMENT

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
310-016010-0001 INTERGOV SERVICE AGREEMENT	70,000	0.00	462.00	882.00	882.00	69,118.00	1%
310-016010-0003 CONTRACTED SERVICES - IGSA COORDINATION	5,000	0.00	0.00	0.00	0.00	5,000.00	
INTERGOV SERVICE AGREEMENT Totals:	75,000	0.00	462.00	882.00	882.00	74,118.00	1%
Expenses Totals:	75,000	0.00	462.00	882.00	882.00	74,118.00	1%

Period Ending 9/30/2026

310 INTERGOV SERVICE AGREEMENT	Revenues Over/(Under) Expenses:	(462.00)	(882.00)	(882.00)

Period Ending 9/30/2026

320 ECONOMIC DEVELOPMENT AUTHORITY

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

Period Ending 9/30/2026

320 ECONOMIC DEVELOPMENT AUTHORITY

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
320-053400-0200 WINE FESTIVAL	12,500	0.00	0.00	0.00	0.00	12,500.00	
320-053400-0300 MURAL FUNDING	5,000	0.00	0.00	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 AUTHORITY Totals:	25,000	0.00	0.00	5,000.00	5,000.00	20,000.00	20%
Expenses Totals:	25,000	0.00	0.00	5,000.00	5,000.00	20,000.00	20%

Period Ending 9/30/2026

320 ECONOMIC DEVELOPMENT AUTHORITY	Revenues Over/(Under) Expenses:	0.00	(5,000.00)	(5,000.00)

Period Ending 9/30/2026

400 EVENTS AND ACTIVITIES

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	600.00	8,170.14	8,170.14	8,170.14	
400-019050-0100 HARVEST FESTIVAL	20,000	0.00	3,555.88	11,680.00	11,680.00	(8,320.00)	58%
400-019050-0300 TOWN HALL ACTIVITIES	1,000	0.00	0.00	0.00	0.00	(1,000.00)	
400-041050-0100 TRANSFER FROM GF TO EVENTS	24,500	0.00	0.00	0.00	0.00	(24,500.00)	
Revenues Totals:	45,500	0.00	4,155.88	19,850.14	19,850.14	(25,649.86)	44%

Budget vs Actual

Period Ending 9/30/2026

400 EVENTS AND ACTIVITIES

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
400-031100-1201 TOWN HALL SECURITY - OVERTIME	1,500	0.00	0.00	0.00	0.00	1,500.00	
POLICE DEPARTMENT Totals:	1,500	0.00	0.00	0.00	0.00	1,500.00	
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	0.00	1,435.00	1,435.00	(1,435.00)	
400-071200-1210 HARVEST FESTIVAL	24,000	0.00	417.59	4,997.59	4,997.59	19,002.41	21%
400-071200-1230 MUSIC ON THE GREEN	5,000	0.00	800.00	2,500.00	2,500.00	2,500.00	50%
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	1,000.00	1,000.00	1,000.00	10,500.00	9%
Totals:	44,000	0.00	2,217.59	9,932.59	9,932.59	34,067.41	23%
Expenses Totals:	45,500	0.00	2,217.59	9,932.59	9,932.59	35,567.41	22%

Period Ending 9/30/2026

400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	1,938.29	9,917.55	9,917.55

Budget vs Actual

Period Ending 9/30/2026

500 WATER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
500-016099-0001 WATER SALES	642,600	0.00	39,847.73	144,884.07	144,884.07	(497,715.93)	23%
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	0.00	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	2,183.96	7,716.52	7,716.52	(24,348.48)	24%
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	42,031.69	152,858.15	152,858.15	(2,008,506.85)	7%

Period Ending 9/30/2026

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	17,336.32	53,721.31	53,721.31	63,498.69	46%
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	164.88	255.76	255.76	2,744.24	9%
500-500100-2100 FICA	8,967	0.00	826.92	2,614.68	2,614.68	6,352.32	29%
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	0.00	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	3,138.05	3,138.05	20,361.95	13%
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	

Period Ending 9/30/2026

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	0.00	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	385.41	385.41	385.41	1,614.59	19%
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	29,520.00	57,978.30	57,978.30	127,021.70	31%
500-500100-6008 VEHICLE FUEL/OIL	5,500	0.00	0.00	2,019.80	2,019.80	3,480.20	37%
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	1,017.70	1,017.70	3,982.30	20%
500-500100-6022 WATER TESTING	7,000	0.00	240.00	360.00	360.00	6,640.00	5%
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	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	48,473.53	157,867.97	157,867.97	2,003,497.03	7%
Expenses Totals:	2,161,365	0.00	48,473.53	157,867.97	157,867.97	2,003,497.03	7%

Budget vs Actual

Period Ending 9/30/2026

500 WATER	Revenues Over/(Under) Expenses:	(6,441.84)	(5,009.82)	(5,009.82)	

Period Ending 9/30/2026

520 SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
520-016099-0002 SEWER SALES	642,600	0.00	42,149.65	146,593.01	146,593.01	(496,006.99)	23%
520-016099-0007 CONNECTION FEES-SEWER	1,500	0.00	0.00	0.00	0.00	(1,500.00)	
520-016099-0011 SEWER AVAILABILITY FEES	10,000	0.00	0.00	0.00	0.00	(10,000.00)	
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,065	0.00	1,401.04	5,296.01	5,296.01	(26,768.99)	17%
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	43,550.69	151,889.02	151,889.02	(3,701,375.98)	4%

Period Ending 9/30/2026

520 SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
520-500100-1101 SALARIES	117,220	0.00	35,606.81	109,122.85	109,122.85	8,097.15	93%
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	219.56	855.56	855.56	3,144.44	21%
520-500100-2100 FICA	8,967	0.00	831.09	2,647.08	2,647.08	6,319.92	30%
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	676.68	2,063.09	2,063.09	27,936.91	7%
520-500100-3180 SLUDGE REMOVAL	25,000	0.00	5,208.00	24,800.00	24,800.00	200.00	99%
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	2,836.10	2,836.10	75,163.90	4%
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	3,619.00	3,619.00	3,619.00	881.00	80%
520-500100-5840 SEWER OPS MISCELLANEOUS	12,250	0.00	750.02	2,272.38	2,272.38	9,977.62	19%
520-500100-5899 MISS UTILITY COST	500	0.00	0.00	0.00	0.00	500.00	

Period Ending 9/30/2026

520 SEWER

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
520-500100-6001 OFFICE SUPPLIES	1,500	0.00	385.41	385.41	385.41	1,114.59	26%
520-500100-6004 EQUIPMENT / SUPPLIES	15,000	0.00	89.98	3,013.18	3,013.18	11,986.82	20%
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	24,382.14	673,507.56	673,507.56	(533,507.56)	481%
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	71,768.69	832,282.91	832,282.91	3,020,982.09	22%
Expenses Totals:	3,853,265	0.00	71,768.69	832,282.91	832,282.91	3,020,982.09	22%

Budget vs Actual

Period Ending 9/30/2026

520 SEWER	Revenues Over/(Under) Expenses:	(28,218.00)	(680,393.89)	(680,393.89)	

TO: **The Honorable Mayor & Town Council**
FROM: **Perry Hickman, Capital Projects and Grants Manager**
SUBJECT: **November Capital Projects Report**
DATE: **November 5, 2026**

SUMMARY:

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

Capital Projects

- Gross Alpha Updates
- Sludge Management/Containerized Dewatering Box
    - Sludge from the pilot bag being loaded into containers and hauled to the landfill
    - New Container operational
- Wastewater System
    - Addressing Inflow and Infiltration Issues
        - VRWA camera work on Butler Street
- Vindman Project
    - Caroline County Request
        - Emailed Caroline County Administrator to inquire about county financial support to water line replacement around governmental facilities.

Financial Planning

- Municipal Advisory
    - Crews Financial to discuss Waterworks Business Operation Plan (WBOP) which is required by VDH
- Financial Resources
    - Davenport Financial to discuss options to fund future projects
- Davis and Associates
    - FY 26 Audit Engagement

Other Noteworthy Items

- Continued talks with the Alliance for the Chesapeake Bay for town owned properties for potential impacts on Chesapeake Bay.
    - Mitigating storm water,
    - Erosion or flood issues
- Virginia Foundation for Healthy Children
    - Grant application for playground rubberized matting

TO: The Honorable Tina Gambill and Members of Bowling Green Town Council

FROM: John Anzivino, Interim Town Manager

DATE: October 27, 2026

RE: Interim Manager's Bi -Weekly Report

Since my last bi-weekly report a number of issues have been addressed, or I have become aware of through external and internal communications. These include:

Work on Town Water Tank- Charles Culley, Caroline County Administrator, reached out to notify me that the County's contractor, Motorola, will be changing out and updating public safety communications equipment housed on the Town's water tank in accordance with a Town/County lease agreement executed in 2014. To change out the equipment the contractor will be bringing a crane on site, possibly as early as November 18 to affect repairs on November 19, with the crane leaving the site on November 20. I have reminded Mr. Culley that the County is responsible for any damage to the structure and restoring the site to its original condition. The Sheriff's Department will provide traffic control if needed and public notices are being prepared to ensure appropriate notification.

IGSA Update – Jeffrey Smith and I met with representatives of Fort AP Hill (Geoff Fisher and Madison James) on Thursday, October 22 to review the current bid contracting agreement with the Town. The government's representatives appear to be highly supportive of the agreement and appreciative of their partnership with the Town of Bowling Green. To this end, the contract for services between the Town and Fort AP Hill has been extended for another year. During the course of the meeting, we provided additional Town options for the base to consider (bundling of projects on bids, additional advertising and outreach by the Town to promote more local bidders) which may expand the number of projects which AP Hill staff were pleased with. We also learned that the Town's bid ceiling will soon be increased to $5 million per bid package (now working through the Army approval process and is at the last step which is legal team review). In addition, we discussed increasing the contract percentage awarded to the Town (to 15%). Fort AP Hill staff are agreeable to increasing the percentage and the process will be initiated as soon as the bid ceiling decision is finalized. As these steps continue to progress, we will keep you posted on any new developments.

120 Court Street- In accordance with Council discussion at your October 1 meeting staff have gathered information and researched the possibility of any deed restrictions on the subject property. Reports prepared in 2025 and 2026 indicate that a serious mold problem exists and mold remediation and renovation work to bring the building to an acceptable standard could require a Town investment of approximately $50,000 based upon preliminary estimates. Unfortunately, while the project is included in the Town's Capital Improvements Plan no funds have been budgeted in the current fiscal year. Town staff has also completed an initial review of the 2019 Deed of Transfer from Atlantic Union Bank to the Town. There appear to be no deed restrictions on the property and its future use and/or transfer to other parties. When staff have had an opportunity to digest this information, we will present a report, with recommendations, for future use and/or disposition of the property.

Council Freedom of Information Act (FOIA) and Conflict of Interest Act (COI) Training – After discussion at the October 1 Council meeting the Deputy Clerk checked his records and informs me that all elected officials

are up to date on attendance and certifications for both requirements. So, no worries at the present time and the Deputy Clerk will notify you when the two-year window for recertification opens.

Opportunity Zone Designation – Your former Town Manager had expressed interest in the Town being included in a designated Opportunity Zone as designated by the Commonwealth. A state designated Opportunity Zone is a tool which provides an economic and community development tax incentive that provides an avenue for investors to support distressed communities to address areas of the Commonwealth that have experienced uneven economic growth and recovery. The tax incentive offers three benefits; tax deferral, tax reduction through long-term investment, and exclusion of certain capital gains tax. There is an Opportunity Zone designated in Caroline County which encompasses all rural land. While this would have been a beneficial tool to expand the Town's economic and community development efforts in partnership with the private sector the Town does not qualify for designation due to its demographics.

Zoning Issues, In House Procedures – Based on my short-term exposure to Town staff and internal processes it's pretty clear that administration and coordination of zoning permit issuance and requirements coupled with coordination and issuance with business licenses (BPOL) is a cumbersome and sometimes inconsistent process which has resulted in customer confusion and occasionally delays in receiving permits. I also believe that this is not caused by poor staff performance, but lack of process and inconsistency in interpretation and training. To remedy this, we have begun the process of developing checklists and flow charts so that current and future staff can have a roadmap for the processes. I am hoping to complete this prior to the arrival of your new Manager.

Utility Rate Study and Deposit Survey - At the October 1st meeting, a question was raised about whether the required deposits are sufficient to cover a final utility bill when a customer departs. As noted by the Town's Interim Treasurer the current deposit structure is $100 for in-town customers and $150 for out-of-town customers. These amounts do not cover a typical final bill with the current minimum monthly charge for water and sewer established at $222 for in-town customers and $266 for out-of-town customers. As part of the FY 2028 budget preparation process staff will soon begin a survey of comparable utility systems to determine their established deposit amounts with the intent of coupling any potential changes with the recommendations from the Moonshot utility rate study now underway.

GIS Asset/ Management Kick off Meeting - Perry Hickman and I attended the virtual kick off meeting for the Town's asset management plan on Monday, October 26. The asset management plan will provide the Town with a GIS based mapping system for utility infrastructure which many comparably sized communities lack Funded by a grant Bowman Engineering is serving as the program lead working with the Southeastern Rural Assistance Project. When work is complete next year the Town's utility systems will be fully mapped and general age and condition of lines, valves, hydrants, pumps, facilities and equipment will be included in an electronic and updatable format. This will assist the Town in the future in understanding where below grade infrastructure is, planning for investments in aging infrastructure and establishing standards of service. This is something all communities should work to accomplish, but many smaller communities never do.

The information above summarizes my general activities over the last couple of weeks. I welcome any questions you may have.

Memorandum

To: The Honorable Tina Gambill and Members of Town Council

From: John Anzivino, Interim Town Manager

Subject: 2027 Legislative Program and Retreat

Date: October 28, 2026

It is my understanding that under the leadership of your former Town Manager that the Town Council established a legislative program and held an annual full Council retreat to discuss issues to address and priorities for staff and the Council to reach toward during the year. Both programs have merit and while it is only November it is now time to begin planning for each program should you, as a governing body, have a desire to continue them on.

I'll address each in order:

Legislative Program – The Town's recent legislative program appears to have been successful and resulted in significant allocations of funds by the General Assembly to the Town. At this point in time if the Town wishes to continue this effort now is the time to begin since the session begins on January 13.

To that end Vice Mayor Coyle and Councilmember Storke received the attached unsolicited proposal from your former Town Manager to continue the program in 2027. An initial review of the proposal by myself and the Town Attorney generated two concerns. First, Ms. Jacobs would need to register as a lobbyist with the Secretary of the Commonwealth; and second, how would her current employer view her engagement as a lobbyist/consultant with the Town of Bowling Green?

In discussing the proposal with Ms. Jacobs, she indicated that her current employer was aware of the likelihood of her providing services outside the organization as a consultant/lobbyist and had no objections. In regard to requirements to register as a lobbyist it appears that the Town could skirt this requirement by employing her as an 'emergency hire (employee)'.

An 'emergency hire employee)' is defined under the Town's personnel policies as follows:

" 6.20. Emergency Hiring

Should circumstances and conditions necessitate the hiring of personnel in an abbreviated manner, the Department Director shall make a written request for authority to hire on an emergency basis from the Town Manager. No employment commitment shall be made prior to the Town Manager's approval."

If the Council were to indicate a desire to hire Ms. Jacobs as an 'Emergency Hire (Employee) that would allow the Town to report, her as a lobbyist without any fees paid to the Commonwealth as I understand the Code section below:

2.2-422. Registration requirements.

The chief administrative officer of each local government shall register with the Secretary of the Commonwealth and file a statement pursuant to § 2.2-423 if any local government employees will act as lobbyists on its behalf. No registration fee shall be required. Each local government shall file a consolidated report in accordance with the reporting requirements of § 2.2-426 and shall maintain locally a copy of the report that is available for inspection and copying during regular business hours.

Because development of the Town's legislative program is time sensitive this is an interesting approach to working around the lobbying registration requirements noted by Jeff Gore, and if the Council wishes to maintain the momentum you've built it might work.

However, to have an effective, well thought out program the Council should act at your November meeting to ensure that development of the program, as outlined in Ms. Jacobs proposal, meets the Council's expectations.

Town Council Retreat

The Town Council has traditionally held a 'retreat' with a paid facilitator in late January of each year, as I understand it. Retreats such as those in which you have engaged in the past often help Council members develop stronger personal and professional ties and to engage staff in a more informal setting as the Council discusses their desires for the coming year and the staff provides input into certain needs in the community.

Holding such an event in 2027 may take on greater importance as the Town will have a new Manager, a relatively new Assistant Manager and a new Council member and a retreat's outcomes will help them better understand the Council, the Council's working relationships and what they need to focus on as the year unfolds.

So, the question is does the Council wish to have a retreat in the coming year? If so, it would be appreciated if a couple of dates could be identified so that we may lock in the facility as well as check the availability of potential facilitators. who I will begin to contact facilitators to determine their availability.

As always, I look forward to your questions and providing any additional information you may need.

PROPOSAL FOR SERVICES

Government Relations & External Affairs • Audit Management (FY26) IGSA Administration • Grant Writing, Administration & Advising

Prepared For:	Town Council, Town of Bowling Green, Virginia
Prepared By:	India Adams-Jacobs, MPA, ICMA, "DBA Commonwealth Meridian Group"
Date:	September 19, 2026
Proposal Term:	Fiscal Year 2027, with quarterly billing as specified below

This proposal outlines the scope of services and associated fees for professional support across four service lines: Government Relations & External Affairs, Audit Management, Intergovernmental Support Agreement (IGSA) Administration, and Grant Writing, Administration & Advising. Each section below details the deliverables, fee structure, and billing terms for the Town's consideration.

1. GOVERNMENT RELATIONS & EXTERNAL AFFAIRS

Legislative Agenda — One-Time Fee: $9,500.00 due upon delivery of final legislative agenda

- Drafting and delivery of a final Legislative Agenda document, sent to the Town's state and federal representatives by early to mid-November
- Drafting of an accompanying resolution for Council adoption; unanimous approval required
- Coordination with the Town Attorney on charter amendments or other legislative matters arising from the agenda.

Monthly Session Reporting — $1,158.33 per month; beginning Nov-March/April

- Monthly reporting to Council during the General Assembly session.
- Specific briefs on legislative matters pertaining to the Town.

Direct Allocations % of Amount Awarded

- A fee of 3% of any direct allocations secured for the Town through this engagement.

Legislative Meetings & Coordination

- One (1) pre-session meeting with the Town's Delegates and Senators.
- One (1) in-session meeting, coordinated with talking points prepared in advance.
- Legislative meeting attendance offered exclusively alongside two of the following members of council: Vice Mayor Coyle, Councilman Storke, Councilman Webb, or Councilman Chinault during the General Assembly legislative Session.

Town Responsibility: The Town must independently procure a Legislative Information System (LIS) bill tracker for use in this engagement, at an approximate annual cost of $600.00. This cost is separate from and in addition to the fees above.

2. AUDIT MANAGEMENT — FY27

Flat fee: $3,500.00

- Coordination of the kickoff meeting with the audit firm.
- Coordination of the engagement meeting with the team.
- Coordination of the annual audit process between the auditor, contractor, and Town staff, ensuring audits' progress remains on schedule to support future bond issuances and grant funding reporting requirements, with no interruptions
- Review and upload of all required documents to the auditor's portal; management of auditor relationships; scheduling of Council meeting presentations.
- Identification of audit findings and development of process improvements for the incoming Town Manager.

3. IGSA ADMINISTRATION

Fee: 3% of the total administration fee paid to the Town, to be paid at the closeout of each project

- Continuing administration of Intergovernmental Support Agreements (IGSAs), including direct drafting of project documents and rewrites as necessary.
- Review of requirements, risk assessment, and development of alternatives for Town consideration.
- Coordinate with the Town Attorney and direct staff to post to eVA.
- Review of final awards and invoices to ensure proper accounting of the Town's percentage share.
- Finalization of a new $5M base threshold, which could net the Town up to $750,000.00 annually.

4. GRANT WRITING, ADMINISTRATION & ADVISING

Applicable to projects exceeding $100,000.00 in value.

- Flat fee of **$3,500.00** per grant pursued.
- 3% admin fee
- Includes access to staff for initial grant writing support and preparation of required information for timely submittal.

5. EXECUTIVE RECRUITMENT- TOWN MANAGER

- One-time flat fee of $7,500
- Leveraging my knowledge of the town's needs and my network through my professional association with the Virginia Local Government Management Association and the International City/County Management Association, I would lead efforts to recruit a permanent Town Manager and assist with coordinating interviews, contract negotiations, and onboarding the new Town Manager.

6. GENERAL CONSULTING

- All other general consulting for a fee of $100 per hour

FEE SUMMARY

Service	Fee
GOVERNMENT RELATIONS & EXTERNAL AFFAIRS	
Government Relations & External Affairs – Quarterly Flat Fee	$3,475.00 / quarter
Legislative Agenda – One-Time Fee	$9,500.00
Monthly Session Reporting	$1,158.33 / month
Direct Allocations Secured by Govt Relations Efforts	3% of amount awarded
LIS Bill Tracker (Town-procured, pass-through cost)	≈ $600.00 / year
AUDIT MANAGEMENT	
Audit Management – FY26	$3,500.00
IGSA ADMINISTRATION	
IGSA administration	3% of administration fee
GRANT WRITING, ADMINISTRATION & ADVISING	
Grant Writing, Administration & Advising	$3,500.00 / grant pursued
Grant Fee	3% per grant secured
GENERAL CONSULTING	
General Senior Executive	$100 per hour

All flat and monthly fees are billed as outlined above. Percentage-based fees (direct allocations, IGSA administration) are invoiced upon award or receipt of funds. This proposal may be revised or supplemented as scope or Council priorities require.

ACCEPTANCE OF PROPOSAL

The undersigned accepts the scope of services and fee structure outlined above on behalf of the Town of Bowling Green, Virginia.

_____

Town of Bowling Green, Virginia

Date: _____

_____

India Adams-Jacobs, MPA, ICMA-CM

Date: _____