



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

A G E N D A

Thursday, December 04, 2025
6:00 PM

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

CONSENT AGENDA:

- [1.](#) Minutes- November Regular Meeting

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

STAFF REPORTS & PRESENTATIONS:

2. Caroline Reads- Countywide Literacy Program, Michael Mudd, Assistant Superintendent of Instruction
- [3.](#) Town Manager Report, India Adams-Jacobs, MPA, ICMA-CM
- [4.](#) Utilities Report, Inboden Environmental Services, Jamie Silveus
- [5.](#) Public Works Report, Shawn Fortune
- [6.](#) Finance/Treasurer's Report, Hope Toliver
- [7.](#) Bowling Green Police Department, Justin Cecil

UNFINISHED BUSINESS:

NEW BUSINESS:

- [8.](#) Town Calendar Adoption- 2026, Hope Toliver, Finance Director/Treasurer
- [9.](#) Building Maintenance Code Adoption, Jeff Gore, Town Attorney
- [10.](#) Mobile Vending Ordinance - 2025-002, Jeffrey Smith, Admin Asst./ Deputy Clerk

INFORMATIONAL ITEMS:

- [11.](#) Christmas Parade & Christmas in Toyland Flyer- Saturday, December 13, 2025

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

MEMBER COMMENTS:

ADJOURNMENT:



TOWN OF BOWLING GREEN TOWN COUNCIL MEETING

M I N U T E S

**Thursday, November 06, 2025
6:00 p.m.**

PLEDGE OF ALLEGIANCE:

CALL TO ORDER AND ESTABLISHMENT OF QUORUM:

- The Town Council meeting was called to order at 6:00 p.m. by Mayor Gambill. Vice-mayor Coyle and Councilmember Chinault were absent due to illness. The Pledge of Allegiance was led by the Mayor.

Councilmembers Present:

Mayor Gambill, Councilmember Hageman, Councilmember Storke, Councilmember Voit, Councilmember Webb, Councilmember Davis

Staff Members Present:

India Adams-Jacobs, Town Manager/Clerk; Jeff Gore, Town Attorney; Hope Toliver, Finance Director/Town Treasurer; Jamie Silveus, Inboden Environmental Services (IES) Operator; Shawn Fortune, Director of Public Works; Jeffrey Smith, Administrative Assistant/Deputy Clerk

CONSENT AGENDA:

1. Minutes- October 2, 2025
 2. FY23 Final Audit
- Councilmember Voit motioned to adopt the consent agenda, seconded by Councilmember Hageman. Following unanimous Council support, the consent agenda was approved.

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Lisa Pigg requested a reasonable accommodation/adjustment to the minimum water bill for disabled residents relying on SSDI, citing rising minimum bi-monthly bills. Ms. Pigg asked the Council to consider equitable treatment and a fairer minimum comparable to apartment billing, to support independent living.
- Arthur Wholey read a statement expressing concern that the proposed Continuous Green T design at Route 301 and Chase Street would delay emergency responses and returns by eliminating direct northbound movements from Chase Street, forcing longer routes and risky U-turns by large apparatus. He noted 15 crashes within about 450 feet of the intersection between July 2020 and July 2023, most during the day and in clear weather, suggesting visibility and driver behavior may be contributing factors. He recommended alternatives such as improved signage, dedicated turn lanes, or an adaptive traffic signal, and questioned the proposed restrictions on Courthouse Lane. He also

described disappointment that VDOT's recent session functioned as an informational open house rather than a formal public hearing.

- Pat Cropper thanked Council and staff for their work and asked that the Town calendar be brought up to date, including posting the Christmas Parade date. She expressed frustration with water quality and schedule slippage on the USDA waterline project, and urged stronger enforcement of speed limits on Main Street due to frequent speeding.

MEMBER COMMENTS:

- Councilmember Davis thanked the Town Manager for progress on records and compliance.
- Councilmember Voit reported that the Planning Commission will hold a public hearing on food trucks in two weeks, with any resulting action expected to reach the Council in early 2026. He described the VDOT Continuous Green T session as station-based and not a plenary presentation, shared concerns about impacts on emergency response given the frequency of apparatus movements near his residence, praised the strong turnout at the Harvest Festival, and announced community events including the Veterans Day Ceremony on November 11 at 11:00 a.m. on the lawn (weather permitting), the Town Tree Lighting on Saturday, November 29 at 5:00 p.m. near Pitts and Main, and a flag retirement at St. Asaph's with time to be announced. He added a personal observation that the water taste has seemed improved and encouraged residents with ongoing issues to evaluate household factors.
- Mayor Gambill expressed appreciation for the Harvest Festival and noted positive media coverage from a "Virginia This Morning" appearance, after which the Mayor described outreach to Bowling Green, Kentucky, to explore a cross-promotion between the two towns.

ACTION FOLLOWING CLOSED MEETING:

Town of Bowling Green Proposed Cable Franchise Agreement Request For Bids and Notice of Public Hearing

- Jeff Gore, Town Attorney, explained that under state law, the issuance of a new cable franchise is treated as a procurement, that all proposals received must be announced, and that Comcast was the only proposer. He stated that the proposed agreement is non-exclusive and complies with federal and state law, and that its terms are substantially similar to the Breezeline renewal approved last year, with a ten-year term instead of fifteen and minor procedural differences. He clarified that the franchise regulates cable television only and does not regulate internet service.
- Mr. Dexter Williams of Comcast offered remarks committing to reliable service and collaborative communication with the Town. In response to a question from Councilmember Hagaman, Comcast indicated no separate building or "headend" site would be required; the Town Attorney confirmed that such a requirement is not in the draft agreement. India Adams-Jacobs, Town Manager, requested that, to accommodate Comcast's early-2026 permitting timeline, Council act on approval, subject to final legal review, rather than defer until December.

STAFF REPORTS & PRESENTATIONS:

3. Bowling Green Police Department Report

- With the Chief of Bowling Green Police, Justin Cecil, on scheduled vacation, Town Manager Adams-Jacobs thanked the Bowling Green Police Department, Sheriff Moser, and the Sheriff's Office, Fire and EMS, and community volunteers for their roles in keeping the Harvest Festival and

Halloween safe and well-managed. Councilmembers added thanks to officers for active traffic management during trick-or-treating.

4. Public Works Department Monthly Report

- Shawn Fortune, Public Works Director, reported on the Town Hall's new kitchen stove and that the building had been returned in excellent condition after the previous event. He thanked Gary Watts and Bo Seale for providing straw at no cost and indicated they would likely assist again next year, reducing event expenses. Ms. Adams-Jacobs additionally applauded Mr. Fortune and his staff for their exceptional efforts during the Harvest Festival.

5. Finance Director/Treasurer's Report

- Hope Toliver, Finance Director/Treasurer, reported that Phase Three billing for real estate and personal property is underway, that real estate bills have been mailed, and that personal property files from the Caroline County Commissioner of the Revenue were received on October 22 and loaded for processing. She reported that Sensus Analytics training is underway for the Town's online metering system and stated that utility bills for the September–October usage period are scheduled to be mailed imminently. She advised that delinquent utility accounts receive a courtesy grace period, that service cutoffs proceed in accordance with the ordinance and the Virginia Code, and that a 5% penalty has been assessed per Town Code on unpaid, delinquent utility accounts.

6. Utilities Report, IES

- Jamie Silveus, Inboden Environmental Services Operator, reported a quiet treatment month aside from a rotor failure that has been repaired. He stated that radiological testing results for water are pending and that an automatic effluent sampler has been installed to replace manual sampling. He explained that recent odor reports near the State Police building are consistent with seasonal temperature inversions combined with humidity, which can transport odors farther than usual. He recommended and is evaluating manhole insert "cereal bowl" devices that both reduce inflow and infiltration and contain odors; he estimated a ballpark unit cost of about \$160, subject to sizing and quotes, and indicated staff would pursue appropriate action. He responded to questions regarding chlorine residuals by noting the Town targets roughly 1.0 to 1.5 milligrams per liter, within the legal range of 0.2 to 4.0 mg/L, and discussed how premise plumbing and stagnation can influence taste and odor. In response to a question about a sharp drop in daily wastewater flow observed on Sunday, September 28, he stated he would review operational notes and report back.

7. Town Manager Report, India Adams-Jacobs, Town Manager

- Town Manager India Adams-Jacobs reported the completion of the comprehensive personnel policy update, developed with Ms. Danielle Powell of Hefty Wiley & Gore and the Virginia Risk Sharing Association (VRSA), following General Assembly changes, and highlighted the development of financial policies with Davenport. She noted successful implementation of Southern Software Phase Three and emphasized that, with adoption of the FY23 audit, the Town has completed three audits within approximately twenty months, an uncommon pace necessary to restore financial compliance and eligibility for borrowing and grants. She reported that changes to VDOT requirements have necessitated revisions to the USDA waterline project plans prepared by Webb & Associates, and that the recent federal government shutdown blocked concurrent federal review, causing additional delay. She stated that work will resume as soon as federal offices reopen. She distinguished the USDA waterline project from the separate Water Quality Improvement Project, overseen by

Stantec, which includes wells, piping, and treatment facilities; she stated the latter remains on schedule toward 2029 compliance, with key milestones in 2026. She announced an Economic Development Authority meeting on Wednesday, November 12, and the Planning Commission's public hearing on food trucks on Thursday, November 20, at 6:00 p.m., inviting written comments to the Town Clerk for the record.

UNFINISHED BUSINESS:

8. Personnel Policy Adoption, India Adams-Jacobs, Town Manager, and Jeff Gore, Town Attorney
 - Councilmember Voit motioned to adopt the presented personnel policy. Seconded by Councilmember Hageman, the Personnel Policy was adopted with unanimous approval from Council.

NEW BUSINESS:

9. Personal Property Bill Due Date Extension Request, Hope Toliver
 - Council considered extending personal property due dates from December 5, 2025 to January 9, 2026, and to adjust penalties and interest accordingly so that unpaid balances after January 9 incur a penalty of ten percent of the assessed tax or ten dollars, whichever is greater, with the penalty equal to the tax when the tax is less than ten dollars, and interest at ten percent per annum accruing on the delinquent tax and penalty beginning January 12, 2026 until paid in full.
 - Councilmember Voit motioned to approve the due date extension, seconded by Councilmember Hageman. Following unanimous Council approval, the motion passes.
10. Financial Advisors Engagement, India Adams-Jacobs, Town Manager
 - Council considered renewal of professional services with Davenport & Company, presented by Town Manager India Adams-Jacobs.
 - Councilmember Storke motioned to authorize the Town Manager to execute a professional services agreement with Davenport and Company for financial advisory services, seconded by Councilmember Hageman; the motion passed unanimously.
11. Financial Policies, Ted Cole, Davenport, & Company, and India Adams-Jacobs, Town Manager
 - Ted Cole, Co-Director of Davenport & Company, presented the proposed financial policies, describing targets for general fund unassigned fund balance, water and sewer operating reserves, debt service coverage goals, frameworks for budgeting, the capital improvement plan, quarterly reporting, and investments.
 - Councilmember Voit motioned to adopt the financial policies as presented. Seconded by Councilmember Hageman, the financial policies were adopted with unanimous Council approval.
12. 2026 Legislative Agenda Amendment, India Adams-Jacobs, Town Manager
 - Council considered amending its 2026 Legislative Agenda to request state authority to establish a utilities discount program for low-income elderly and disabled customers.
 - Councilmember Hageman moved to amend the agenda accordingly. Seconded by Councilmember Voit, the legislative agenda was amended unanimously.
13. Cable Franchise Agreement- Comcast, Jeff Gore, Town Attorney

- Following the Cable Franchise Public Hearing, Councilmember Voit motioned to approve the Comcast cable franchise agreement, subject to final review by legal counsel. Seconded by Councilmember Hageman, the motion passed with unanimous council approval.

INFORMATIONAL ITEMS:

PUBLIC COMMENTS: 3 MINUTES PER INDIVIDUAL

- Ms. Bonnie Cannon asked whether Comcast would provide internet service and inquired about service areas and rates; Council noted that the evening's action pertained only to a cable television franchise and that internet service is outside the scope of the franchise. She requested that other tax due dates be extended, given the economy and holiday season, suggested shifting due dates away from December in future cycles, and asked about the status of 218 North Main Street, a historic property formerly known as Designs by Joyce, urging that it not be demolished.

MEMBER COMMENTS:

ADJOURNMENT:

- Councilmember Hageman motioned to adjourn the meeting, seconded by Councilmember Voit. With unanimous Council agreement, the meeting was adjourned at 7:31 p.m.

Attest:

Mayor Tina Gambill: _____

Clerk India Adams-Jacobs: _____

Attachments Referenced During Meeting:

Financial Policy Supporting Information

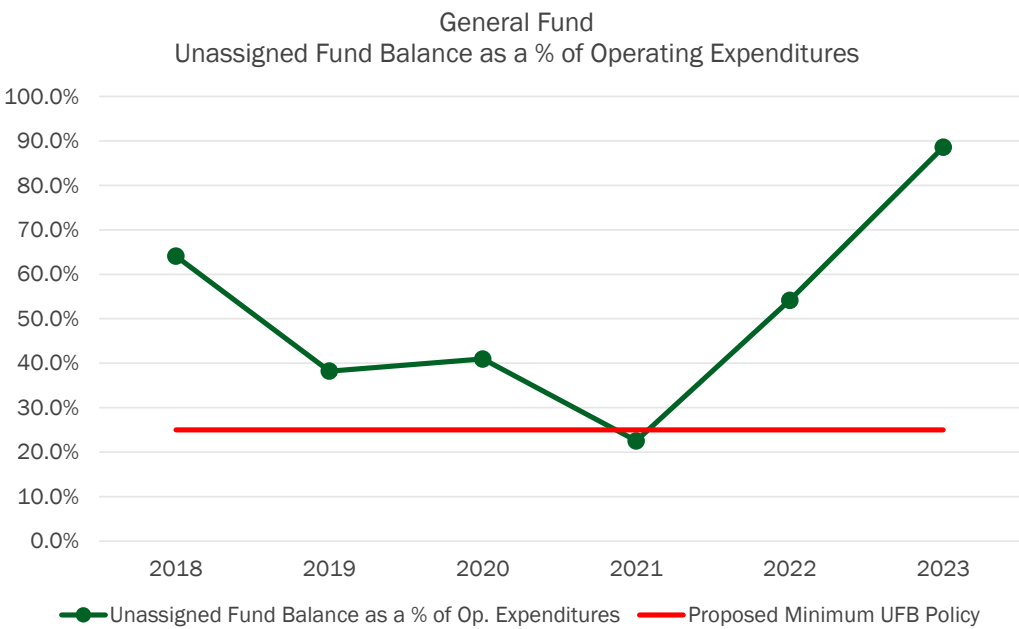
Town of Bowling Green, Virginia



November 6, 2025

Key Financial Ratios | General Fund

Proposed Unassigned Fund Balance Policy



Proposed Policy

The Town of Bowling Green’s Unassigned General Fund Balance (UGFB) will be maintained at a level to provide the Town with sufficient working capital and comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing.

- The Town shall not use Unassigned General Fund Balance to finance recurring operating expenditures.

The Town’s policy is to maintain an unassigned fund balance in the general fund equal to 25% of general fund operating expenditures excluding capital outlay. In the event the UGFB is used to provide for temporary funding of unforeseen emergency needs, the Town shall restore the Unassigned General Fund Balance to the previous level within three years. Fund balance in excess of this policy may be considered for “pay-as-you-go” capital outlay expenditures, other non-recurring expenditures or funding of additional/necessary reserves.

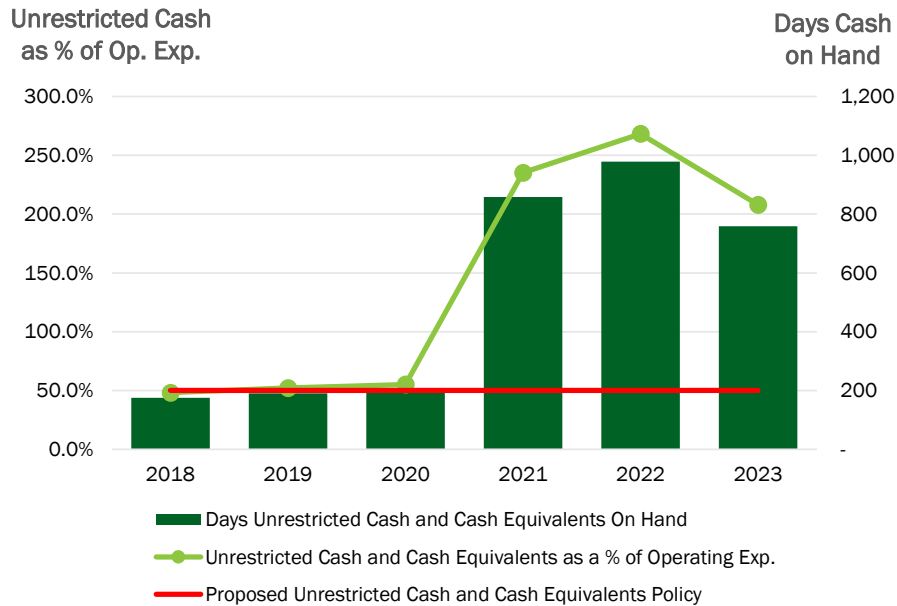
General Fund	2018	2019	2020	2021	2022	2023
1 General Fund Operating Expenditures	\$ 834,171	\$ 950,236	\$ 976,457	\$ 1,196,805	\$ 1,121,506	\$ 1,149,070
2						
3 General Fund Balance						
4 Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Restricted	10,940	10,940	10,940	10,940	10,940	10,940
6 Committed	-	-	-	-	-	-
7 Assigned	-	-	-	-	-	-
8 Unassigned	534,507	363,078	400,032	269,662	607,327	1,017,797
9 Total	\$ 545,447	\$ 374,018	\$ 410,972	\$ 280,602	\$ 618,267	\$ 1,028,737
10						
11 Fund Balance as a % of Expenditures						
12 Unassigned Fund Balance as a % of Op. Expenditures	64.1%	38.2%	41.0%	22.5%	54.2%	88.6%

Key Financial Ratios | Utility Liquidity Ratios

Proposed Utility Liquidity Policies

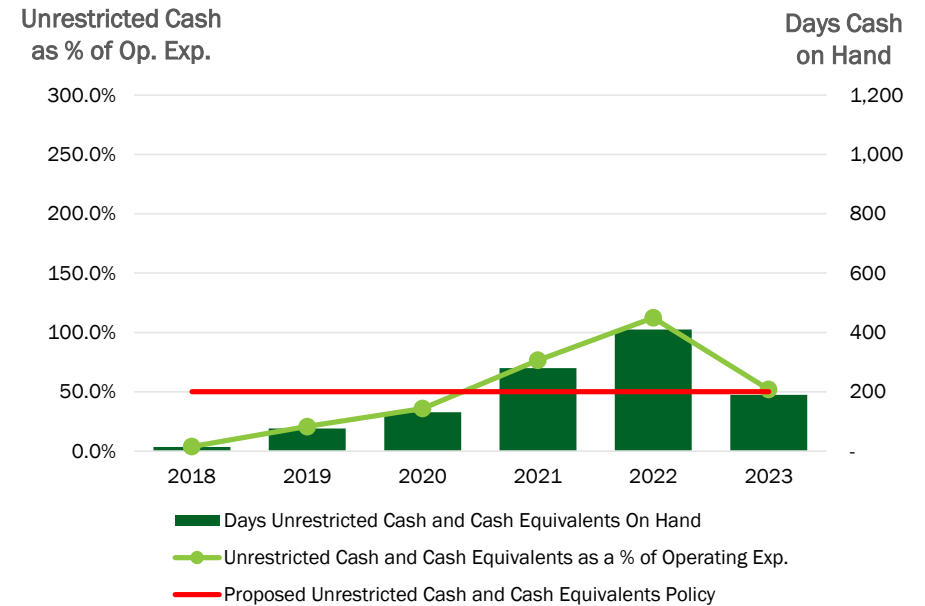


Water Fund



- Cumulative Funds available after Operations and Debt Service needs.
- Unrestricted Cash as % of Op. Exp.** = $\text{Unrestricted Cash} \div \text{Operating Expenditures}$
- Days Cash on Hand** = $\text{Unrestricted Cash as \% of Op. Exp.} \times 365$
- Standard and Poor's criteria for Water and Sewer Credit defines categories of Days Cash on Hand as:
 - <30 days: Low
 - 30 – 60 days: Adequate
 - 60 – 120 days: Good
 - > 120 days: Strong

Sewer Fund



Proposed Policy (Both Funds)

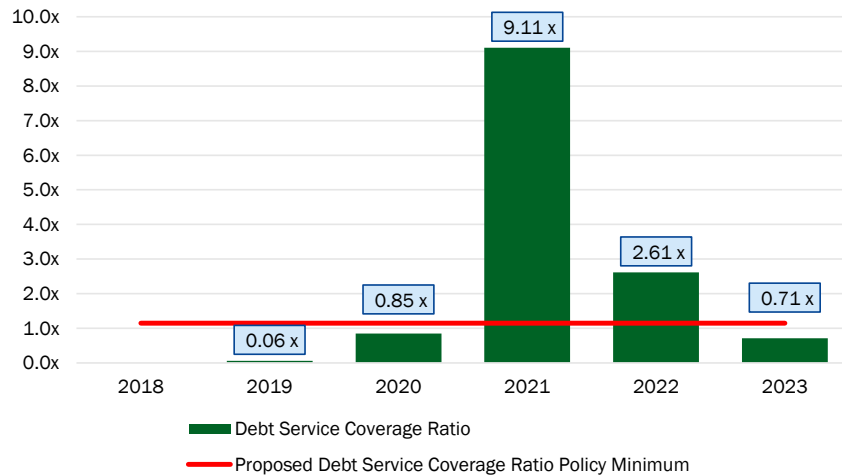
Minimum ending Unrestricted Cash and Cash Equivalents shall not be less than 50% of Operating Expenses, or 180 days of cash on hand. At this level, the Town would be able to sustain operations for one-half of the fiscal year, during an economic downturn. In the event the ending Unrestricted Cash and Cash Equivalents falls below the minimum of 50% of operating expenses, the Town shall restore the Unrestricted Cash and Cash Equivalents to the minimum of 50% within three years. Funds in excess of the annual requirements may be considered for "pay-as-you-go" capital outlay expenditures, other non-recurring expenditures or funding of necessary reserves. Operating Expenses exclude debt service and transfers for the purposes of calculating this policy.

Key Financial Ratios | Debt Service Coverage (“DSCR”)

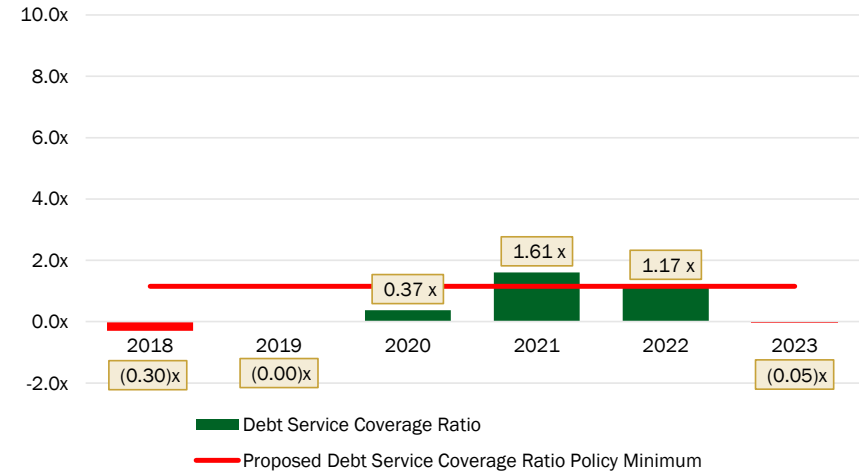
Proposed Utility Debt Service Coverage Ratio Policy



Water Fund



Sewer Fund



- Measure of ability to meet operating and debt service obligations.
- **DSCR** = Net Revenue Available for Debt service ÷ Total Debt Service
- Standard and Poor’s criteria for Water and Sewer Credit defines categories of Debt Service Coverage Ratio as:
 - <1.0x: Insufficient
 - 1.0x – 1.25x: Adequate
 - 1.26x – 1.50x: Good
 - >1.50x: Strong

Proposed Policy (Both Funds)

For each of its enterprise funds (i.e., Water and Sewer), the Town will strive to meet a minimum for Debt Service Coverage Ratio of 1.15 times debt service, with a goal in excess of 1.25 times. The Debt Service Coverage Ratio will factor in all Operating Revenues less Operating Expense, to arrive at Net Operating Revenues Available for Debt Service.



Appendix

Water Fund Details



	Year	Base	1	2	3	4	5	
Water Fund	2018	2019	2020	2021	2022	2023		
1 Operating Revenues								CAGR ⁽²⁾
2 Water revenues	\$ 322,727	\$ 300,503	\$ 364,945	\$ 383,843	\$ 378,998	\$ 441,683		6.5%
3 Connection fees ⁽¹⁾	5,050	6,350	5,100	413,400	81,200	13,500		21.7%
4 Total Operating Revenues	\$ 327,777	\$ 306,853	\$ 370,045	\$ 797,243	\$ 460,198	\$ 455,183		6.8%
5 % Change YoY		-6.4%	20.6%	115.4%	-42.3%	-1.1%		
6 Total Non-Operating Revenues	\$ -	\$ -	\$ -	\$ 22,738	\$ -	\$ -		
7								
8 Total Revenues	\$ 327,777	\$ 306,853	\$ 370,045	\$ 819,981	\$ 460,198	\$ 455,183		6.8%
9 % Change YoY		-6.4%	20.6%	121.6%	-43.9%	-1.1%		
10 Total Operating Expenses	\$ 199,598	\$ 210,172	\$ 324,422	\$ 328,507	\$ 319,222	\$ 417,008		15.9%
11 % Change YoY		5.3%	54.4%	1.3%	-2.8%	30.6%		
12 Net Revenues Available for Debt Service	\$ 128,179	\$ 96,681	\$ 45,623	\$ 491,474	\$ 140,976	\$ 38,175		
13								
14 Total Debt Service ⁽³⁾	\$ -	\$ 1,628,673	\$ 53,982	\$ 53,977	\$ 53,981	\$ 53,979		
15 Debt Service Coverage Ratio	N/A	0.06 x	0.85 x	9.11 x	2.61 x	0.71 x		
16								
17 Net Revenue Available After Debt Service	\$ 128,179	\$ (1,531,992)	\$ (8,359)	\$ 437,497	\$ 86,995	\$ (15,804)		
18								
19 Other Sources (Uses)								
20 Transfers in	57,049	90,746	54,014	253,986	-	-		
21 Transfers out	(1,080)	-	-	-	-	-		
22 Proceeds from indebtedness ⁽³⁾	-	1,583,825	-	234,341	574,572	409,743		
23 Additions to utility plant	(43,903)	(137,179)	(18,158)	(316,124)	(607,522)	(435,706)		
24 USDA rural development grant proceeds	-	-	30,000	-	-	-		
25 Grant contributions	-	-	-	9,950	-	-		
26 Total Other Sources (Uses)	\$ 12,066	\$ 1,537,392	\$ 65,856	\$ 182,153	\$ (32,950)	\$ (25,963)		
27								
28 Net Cash Flow Adjustment	\$ (59,459)	\$ 8,105	\$ 11,891	\$ (26,142)	\$ 29,554	\$ 52,852		
29								
30 Net increase (decrease) in cash and cash equivalents	\$ 80,786	\$ 13,505	\$ 69,388	\$ 593,508	\$ 83,599	\$ 11,085		
31								
32 Beginning Cash and Cash Equivalents	15,271	96,057	109,562	178,950	772,458	856,057		
33 Ending Cash and Cash Equivalents	\$ 96,057	\$ 109,562	\$ 178,950	\$ 772,458	\$ 856,057	\$ 867,142		
34 Unrestricted Cash and Cash Equivalents as a % of Operating Exp.	48.1%	52.1%	55.2%	235.1%	268.2%	207.9%		
35 Days Unrestricted Cash and Cash Equivalents On Hand	176	190	201	858	979	759		

(1) In 2021 and 2022, Connection fees include Availability fees. In 2023, Connection fees are classified as Non-Operating Revenues.

(2) "CAGR" is the compounded annual growth rate, as measured from 2018-2023.

(3) Reflects restructuring / payoff of the Town's 2017 BAN through the 2018 USDA General Obligation and Sewer Revenue Bond.

Sewer Fund Details



	Year	Base	1	2	3	4	5	
Sewer Fund	2018	2019	2020	2021	2022	2023		
1 Operating Revenues								CAGR ⁽²⁾
2 Sewer revenues	\$ 388,705	\$ 426,382	\$ 487,849	\$ 441,674	\$ 489,856	\$ 492,763		4.9%
3 Connection fees ⁽¹⁾	2,250	1,500	3,750	411,000	81,000	-		
4 Total Operating Revenues	\$ 390,955	\$ 427,882	\$ 491,599	\$ 852,674	\$ 570,856	\$ 492,763		4.7%
5 % Change YoY		9.4%	14.9%	73.4%	-33.1%	-13.7%		
6 Total Non-Operating Revenues	\$ -	\$ -	\$ -	\$ 1,466	\$ -	\$ -		
7								
8 Total Revenues	\$ 390,955	\$ 427,882	\$ 491,599	\$ 854,140	\$ 570,856	\$ 492,763		4.7%
9 % Change YoY		9.4%	14.9%	73.7%	-33.2%	-13.7%		
10 Total Operating Expenses	\$ 414,416	\$ 438,155	\$ 431,716	\$ 594,970	\$ 382,218	\$ 500,725		3.9%
11 % Change YoY		5.7%	-1.5%	37.8%	-35.8%	31.0%		
12 Net Revenues Available for Debt Service	\$ (23,461)	\$ (10,273)	\$ 59,883	\$ 259,170	\$ 188,638	\$ (7,962)		
13								
14 Total Debt Service ⁽³⁾	\$ 78,618	\$ 2,618,555	\$ 161,274	\$ 161,280	\$ 161,274	\$ 161,277		
15 Debt Service Coverage Ratio	(0.30)x	(0.00)x	0.37 x	1.61 x	1.17 x	(0.05)x		
16								
17 Net Revenue Available After Debt Service	\$ (102,079)	\$ (2,628,828)	\$ (101,391)	\$ 97,890	\$ 27,364	\$ (169,239)		
18								
19 Other Sources (Uses)								
20 Transfers in	286,925	2,559,880	1,757,892	161,270	-	-		
21 Transfers out	(35,844)	(2,299,804)	(1,589,546)	-	-	-		
22 Proceeds from indebtedness ⁽³⁾	-	4,732,175	-	-	-	-		
23 Additions to utility plant	(121,678)	(2,362,780)	(1,624,138)	(12,693)	(40,300)	-		
24 USDA rural development grant proceeds	-	51,643	1,594,367	-	-	-		
25 Gain (loss) on sale of capital assets	-	-	-	12,000	40,301	-		
26 Total Other Sources (Uses)	\$ 129,403	\$ 2,681,114	\$ 138,575	\$ 160,577	\$ 1	\$ -		
27								
28 Net Cash Flow Adjustment	\$ (221,147)	\$ 22,592	\$ 26,825	\$ 42,061	\$ (53,378)	\$ (97)		
29								
30 Net increase (decrease) in cash and cash equivalents	\$ (193,823)	\$ 74,878	\$ 64,009	\$ 300,528	\$ (26,013)	\$ (169,336)		
31								
32 Beginning Cash and Cash Equivalents	209,914	16,091	90,969	154,978	455,506	429,493		
33 Ending Cash and Cash Equivalents	\$ 16,091	\$ 90,969	\$ 154,978	\$ 455,506	\$ 429,493	\$ 260,157		
34 Unrestricted Cash and Cash Equivalents as a % of Operating Exp.	3.9%	20.8%	35.9%	76.6%	112.4%	52.0%		
35 Days Unrestricted Cash and Cash Equivalents On Hand	14	76	131	279	410	190		

(1) In 2021 and 2022, Connection fees include Availability fees.

(2) "CAGR" is the compounded annual growth rate, as measured from 2018-2023.

(3) Reflects restructuring / payoff of the Town's 2017 BAN through the 2018 USDA General Obligation and Sewer Revenue Bond.

Municipal Advisor Disclosure



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Version 01.01.25 BT | SS | TC |



MEMORANDUM

TO: Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

DATE: November 22, 2025

RE: Town Manager Activity Report

Regional & State Partnership Activities

Staff submitted the monthly CAMS (Community Assistance Management System) report to Virginia Main Street for Bowling Green Main Street program compliance and documentation. Led and coordinated stakeholder meetings for the Bowling Green VA Main Street Transformation Strategy, bringing together business owners, property owners, BGVA Board members, and state and national Main Street representatives. These sessions advanced the downtown revitalization strategic planning process and fulfilled program requirements for the Mobilizing Main Street designation.

I attended the legislative day with Caroline County Public Schools, alongside the Vice Mayor, and subsequently met with the CCPS Superintendent to discuss the Caroline Literacy program and potential collaboration between the Town and business community. The CCPS literacy initiative has been added to the December Town Council agenda for formal consideration.

The Department of Environmental Quality conducted a pre-award site visit for the wastewater treatment facility grant project. Staff coordinated the visit, facilitated site access, and provided necessary documentation to DEQ representatives. Legislative agenda amendment was prepared and submitted to our state representatives.

Financial Operations & Audit Activities

I provided the completed FY23 audit to USDA as required for ongoing grant compliance and loan servicing. FY24 audit materials were transmitted to Davis and Associates, and an audit meeting was held with the auditor to review documentation requirements and establish timelines.

The personal property tax billing module underwent a comprehensive review and training sessions with staff and Southern Software. Implementation of the Southern Software modules was finalized, with final testing and quality assurance procedures underway. Utility bills were prepared and processed in accordance with established schedules.

Capital Planning & Infrastructure

I began drafting the FY27 Capital Improvement Plan (CIP) to support the upcoming budget development process. Infrastructure planning meetings were held with subject matter experts to align project priorities, grant applications, and CIP preparation. These coordination sessions ensure strategic alignment between identified infrastructure needs, available funding sources, and long-term fiscal sustainability.



Code Enforcement & Regulatory Compliance

Six code enforcement letters were prepared and mailed to property owners regarding violations identified through inspections and citizen complaints. These enforcement actions address zoning violations, property maintenance standards, and other regulatory compliance matters. Staff continue to manage active enforcement cases in accordance with established procedures and the Town code.

Economic Development & Community Engagement

Staff met with two developers to discuss potential development projects in Bowling Green.

A meeting was held with Mindful Miles 5K race organizers and YMCA representatives to coordinate the May race. Planning discussions addressed route planning, public safety coordination, traffic management, and logistical requirements. Staff will continue coordination with public safety personnel as the event date approaches.

The December 15 business appreciation breakfast was finalized as a collaborative event co-sponsored by BGVA Main Street and the Town Economic Development Authority. Invitations have been distributed to business owners, and catering arrangements are confirmed.

Communications & Governance Support

Staff drafted the bi-monthly newsletter. The Town website was updated with information on the Christmas parade, registration materials, and event details. The approved VDOT permit for the Christmas parade was received, enabling final event logistics and public safety coordination.

I prepared an agenda and supporting materials for the Economic Development Authority meeting on November 12 and the Planning Commission on November 18. The EDA meeting was held, and subsequent follow-up materials were provided to members, including documentation for Conflict of Interest Act (COIA) training.

Planning Commission minutes were reviewed and approved for accuracy and completeness. Staff prepared materials for Council work sessions and regular meetings, including research, draft ordinances, and supporting documentation. Regular coordination meetings were held with the Mayor, Vice Mayor, and Town Council members, various stakeholders, and department heads to advance municipal operations and strategic initiatives across multiple functional areas.

Respectfully submitted,

India Adams-Jacobs

India Adams-Jacobs, MPA, ICMA-CM

UTILITY REPORT



OCTOBER 2025

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
040 – Town Hall	10/7/2025	Absent
010 – Jefferson Drive	10/7/2025	Absent

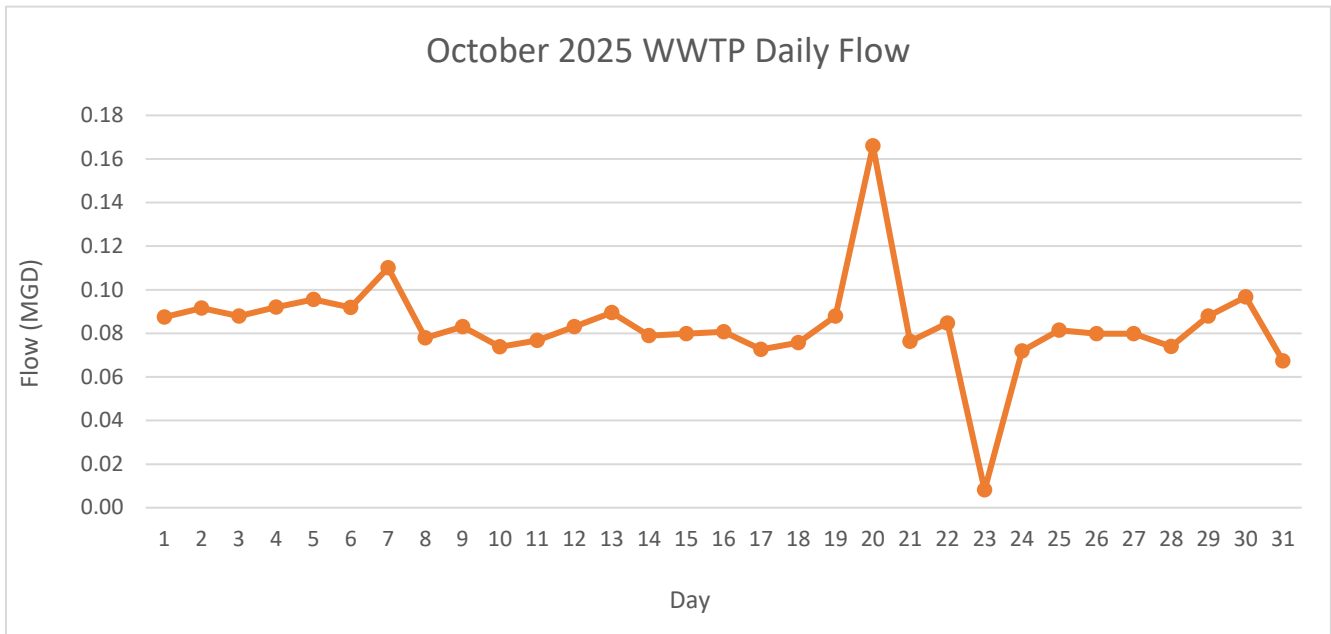
Water Treatment

The water treatment plant met the Town's water demand with a total monthly well yield of 4.157 MG for an average daily production rate of 0.134 MGD.

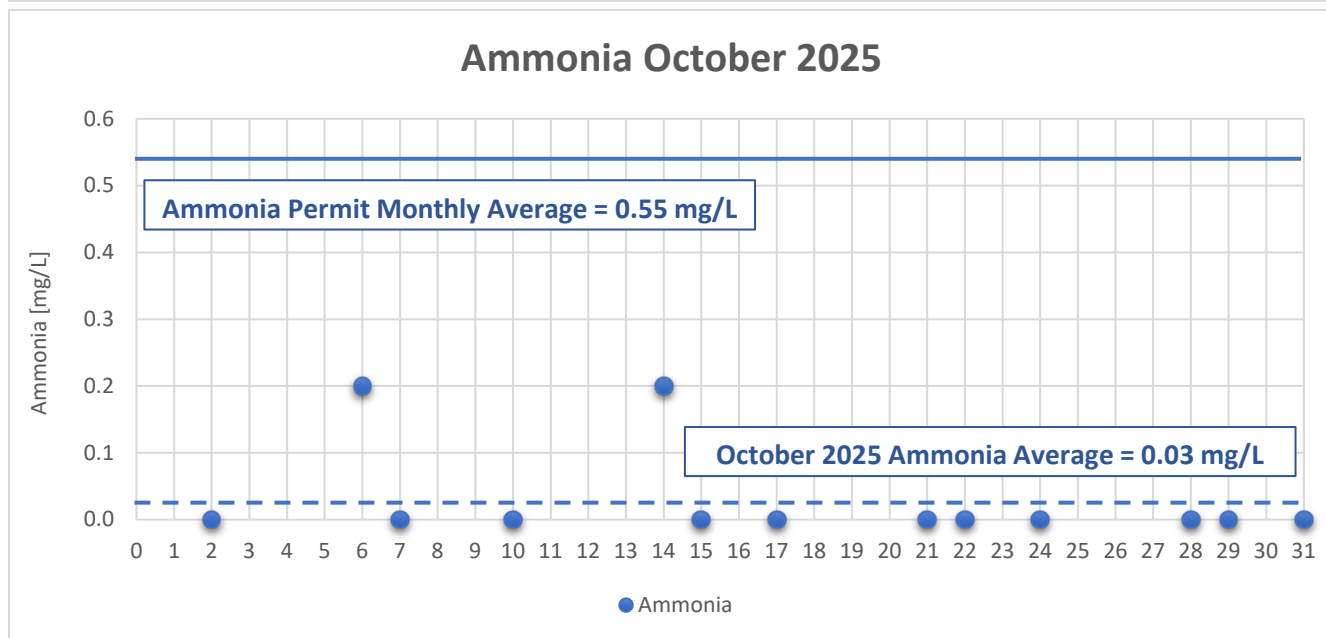
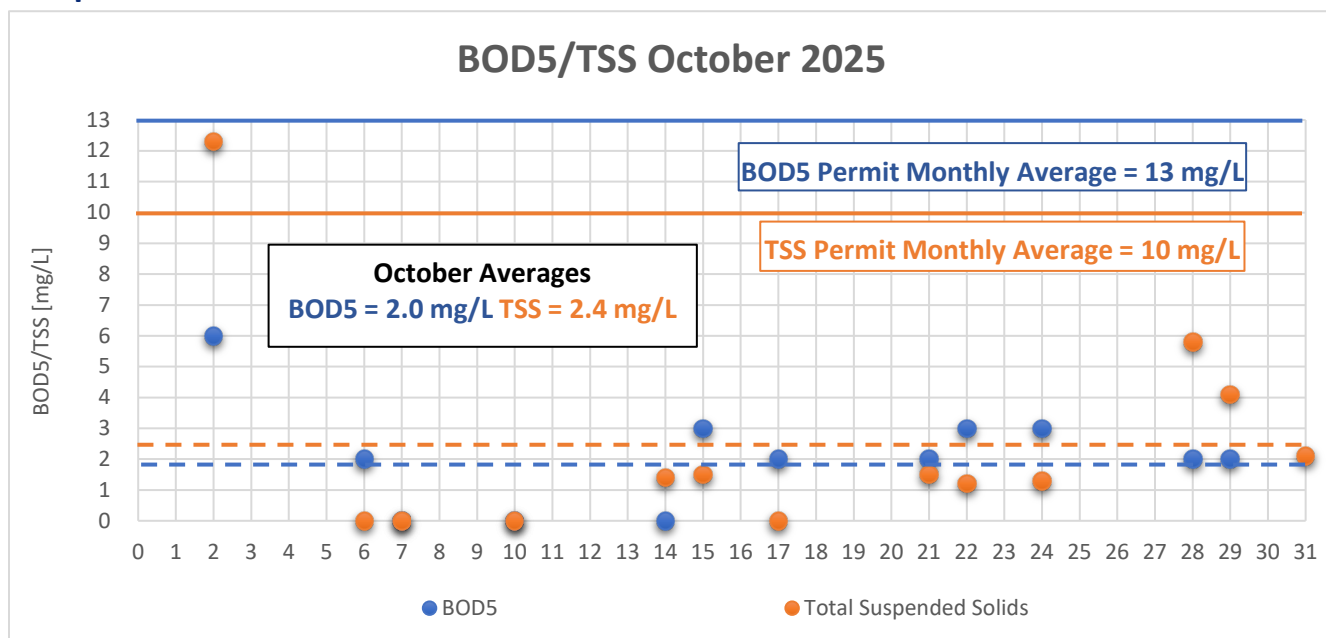
WASTEWATER

Wastewater Treatment

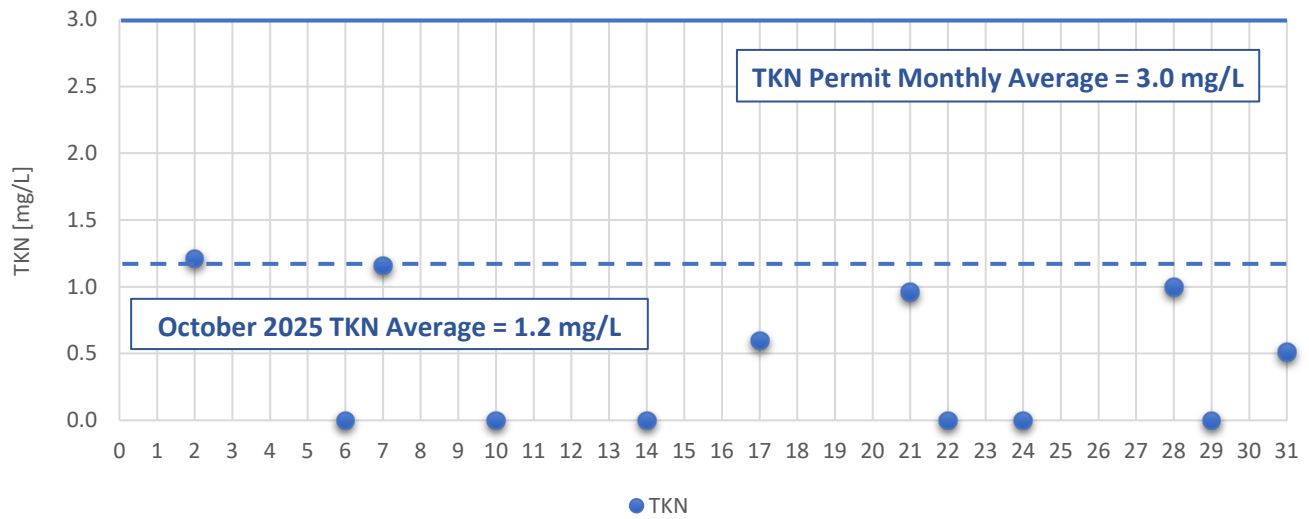
The wastewater treatment plant had an average daily flow of 0.084 MGD for a total monthly effluent discharge of 2.590 MG.



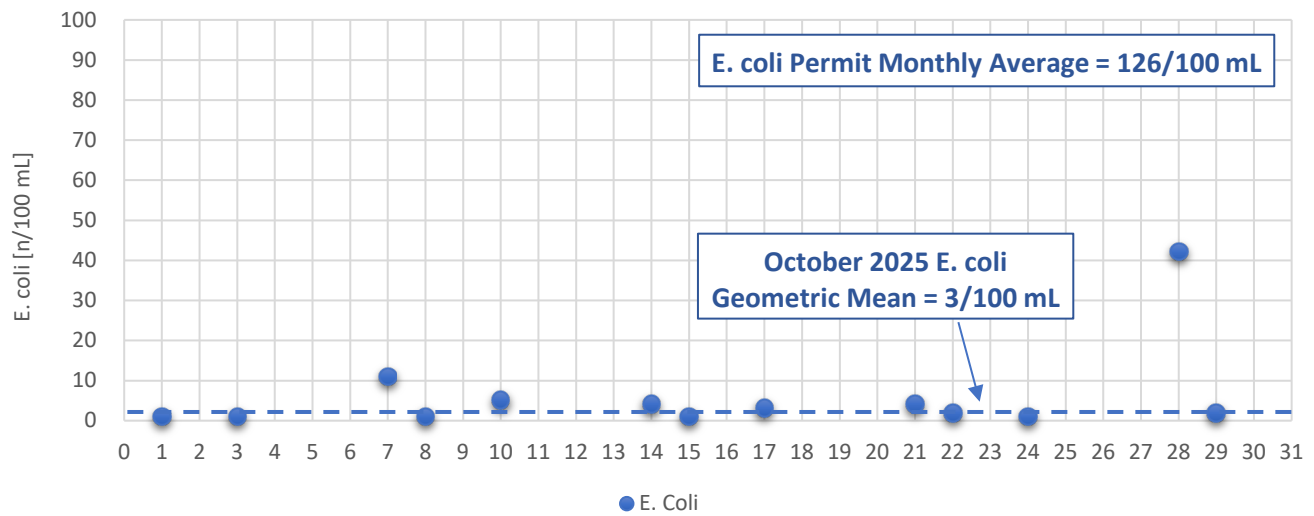
Sample Results:



TKN October 2025



E. coli October 2025



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: November 21, 2025
PREPARED BY: Shawn Fortune

MONTHLY REPORT / PROJECT UPDATE:

Public Works

1. Daily check of all Public Works vehicles has continued, which consists of checking the oil, tires, and lights.
2. Staff set up the Council & Planning and Zoning meetings for November 2025.
3. Leaf collection started on 11/03/2025. Collection days are Monday, Tuesday, and Thursday. Staff averages 5 to 6 hours a day collecting leaves.
4. HVAC filters were changed in all the buildings on 11/18/2025. All town buildings had the HVAC units serviced on 11/18/2025 and 11/19/2025.
5. Daily checks of the playground have continued. Two pieces of playground equipment have been removed because they had broken seats, and they have been discontinued
6. Christmas lights were put up on Main St. on 11/19/2025.
7. Trimmed the trees and bushes at the intersection of Virginia and Oakridge to make visibility better.
8. Trimmed the trees back at the intersection of Cedar Lane and Travis St.
9. Weekly dumping of the trash cans on Main St. has continued by staff.
10. The dehumidifier in the ballroom is checked daily to make sure the humidity stays around 50%.
11. The 2014 Dodge Charger was sold on Gov Deals on 10/31/2025. The buyer picked it up on 11/07/2025.
12. On 11/18/2025, the hydraulic switch on the leaf vacuum stopped working. It needs a special tool to make the repair. We delivered it to James River John Deere for repair.
13. Completed the 811 Public Awareness plan and submitted it to VA811 on 11/18/2025.

Utilities

1. Sewer line from Martin St. to Lee St. has been checked weekly to make sure it is flowing properly.
2. All six pump stations are being maintained weekly to prevent grease from building up on the walls.
3. Daily checks of all the Pump Stations have continued.
4. Staff have completed water service disconnections and reconnections as requested by
5. Staff marked a total of 17(811) Miss Utility tickets.
6. Daily check of alarmed water meters has continued, and repairs are made as needed if the problem is on the public side of the meter. Water leak door hangers are delivered to the customers to let them know they have an issue on the private side of the meter.
7. Winterized all the well houses for the winter.
8. Weekly checks of the generators have continued.
9. Cleaned the floats and probe jars at the Pump Stations on 11/12/2025.
10. Staff assisted Inboden with the smoke test on Milford Street on 11/19/2025. We discovered several clean-out caps that need repair or replacement.



TO: Town Council
FROM: Hope Toliver, Director of Finance/Treasurer
COPY: India Adams-Jacobs, Town Manager/Clerk
SUBJECT: November 2025 Treasurer's Report
DATE: November 21, 2025

SUMMARY:

During November, the Treasurer's office worked on the following items:

Status of Town Audits

- FY24 Audit
 - All preliminary audit work has been completed and provided to the auditors
 - A meeting has been scheduled to follow up on the progress of the audit by mid-December

Southern Software

- Staff continue to assist customers with the PSN payment portal and any questions regarding their bills.
- Staff are continuing to work with Southern Software on finalizing the last phase of implementation (Phase III), which is now finalizing personal property.

Real Estate / Personal Property

- The Town has begun receiving revenue from Real Estate for this tax year in accordance with the FY26 adopted rates.
- Data for Personal Property tax accounts have been converted into our system by Southern Software
 - Personal Property bills for the Town will be mailed out in accordance with FY26 rates, as well as the newly approved due date of 1/9/2025

Utility Billing

- Additional on-site Sensus training for our electronic meter reading system is scheduled to occur in December for all staff.
- Utility Bills for the September/October usage period were mailed out to customers as scheduled on 11/7/2025



Other Finance Department Operations

(AP, AR, Events, Trash Requests, Business Licenses, Etc.)

- Approximately 80 front desk customers signed in and/or were served at the window
- Continuing with ongoing efforts on the days, the Town Office is open to the public to answer utility billing and usage questions and requests for assistance
- Monthly AP processing – 3 check runs completed (weekly process)
- 4 Town Hall rental events occurred during November

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
100-011010-0001 REAL CURRENT YEAR TAXES	250,000	0.00	35,761.90	39,843.44	39,843.44	(210,156.56)	16%
100-011010-0002 REAL DELINQUENT TAXES	1,500	0.00	0.00	287.87	287.87	(1,212.13)	19%
100-011011-0001 RT 301 CURRENT YEAR TAXES	31,000	0.00	18,254.60	18,254.60	18,254.60	(12,745.40)	59%
100-011020-0001 RE PUBLIC SERVICE CURRENT YEAR TAXES	3,000	0.00	193.62	193.62	193.62	(2,806.38)	6%
100-011030-0001 PERSONAL CURRENT YEAR TAXES	55,000	0.00	0.00	0.00	0.00	(55,000.00)	
100-011030-0002 PERSONAL DELINQUENT TAXES	1,500	0.00	0.00	0.00	278.30	(1,221.70)	19%
100-011060-0001 REAL PENALTY	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
100-011060-0002 REAL INTEREST	1,600	0.00	0.00	0.00	0.00	(1,600.00)	
100-012010-0001 SALES TAX	52,050	0.00	0.00	0.00	11,242.99	(40,807.01)	22%
100-012020-0001 CONSUMER UTILITY TAX	39,500	0.00	240.63	3,016.80	11,983.36	(27,516.64)	30%
100-012030-0001 BUSINESS LICENSE	95,000	0.00	0.00	1,050.00	3,306.63	(91,693.37)	3%
100-012050-0005 VEHICLE REGISTRATION / LICENCE FEES	15,000	0.00	0.00	18.00	36.00	(14,964.00)	0%
100-012060-0001 BANK STOCK TAX	428,400	0.00	0.00	0.00	0.00	(428,400.00)	
100-012070-0001 CIGARETTE TAX	35,000	0.00	0.00	3,530.38	14,579.54	(20,420.46)	42%
100-012080-0001 MEALS TAX	375,000	0.00	34,629.40	70,142.65	184,806.05	(190,193.95)	49%
100-012100-0001 TRANSIENT OCCUPANCY TAX	3,000	0.00	442.23	867.31	2,380.23	(619.77)	79%
100-013030-0001 ZONING PERMITS/FEES	3,175	0.00	125.00	525.00	1,129.45	(2,045.55)	36%
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	3,012.39	4,814.90	7,521.84	(12,478.16)	38%
100-014010-0002 RETURNED CHECK FEE	100	0.00	150.00	175.00	175.00	75.00	175%
100-014010-0003 E SUMMONS FEES	1,300	0.00	0.00	0.00	0.00	(1,300.00)	

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 11/24/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
RESTRICTED USE								
100-015010-0001 INTEREST EARNED	25,000	0.00	0.00	0.00	0.00	(25,000.00)		
100-015020-0001 CABLE PROPERTY RENTAL	14,000	0.00	0.00	0.00	14,000.00	0.00	100%	
100-015020-0002 TOWN HALL RENTALS	18,000	0.00	2,725.00	7,042.00	9,392.00	(8,608.00)	52%	
100-015020-0005 TOWN HALL ACTIVITY FEES	500	0.00	0.00	0.00	150.00	(350.00)	30%	
100-016010-0001 INTERGOV SERVICE AGREEMENT (FT. WALKER)	50,000	0.00	0.00	0.00	3,392.82	(46,607.18)	7%	
100-016099-0003 TRASH REVENUE	110,000	0.00	1,629.56	11,186.00	30,601.03	(79,398.97)	28%	
100-016099-0006 PENALTY FEES	0	0.00	3.30	3.30	3.30	3.30		
100-020108-0001 ROLLING STOCK TAX	0	0.00	0.00	0.00	2.97	2.97		
100-020109-0001 VA 599 POLICE FUNDING	16,000	0.00	7,629.00	7,629.00	15,258.00	(742.00)	95%	
100-020110-0001 PPTRA REIMBURSEMENT-STATE	21,908	0.00	0.00	0.00	21,907.50	(0.50)	100%	
100-020111-0001 COMMUNICATIONS TAX	28,900	0.00	2,127.01	4,332.70	10,840.15	(18,059.85)	38%	
100-040407-0001 LITTER GRANT	1,596	0.00	0.00	0.00	0.00	(1,596.00)		
100-040407-0100 GF GRANT PROCEEDS	0	0.00	0.00	0.00	4,000.00	4,000.00		
100-040412-0001 VIRGINIA FIRE PROGRAMS	15,000	0.00	0.00	0.00	0.00	(15,000.00)		
Revenues Totals:	1,714,129	0.00	106,923.64	172,912.57	405,566.69	(1,308,562.31)	24%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
100-012110-1101 SALARIES	91,928	0.00	11,065.74	22,131.48	57,586.70	34,341.30	63%
100-012110-1150 PT Salaries and Wages	27,687	0.00	4,467.75	6,341.28	19,789.11	7,897.89	71%
100-012110-1201 BONUSES/CONTINGENCY	0	0.00	0.00	0.00	(250.00)	250.00	
100-012110-2100 FICA	9,151	0.00	846.55	1,673.97	4,348.09	4,802.91	48%
100-012110-2210 VRS	12,879	0.00	1,686.08	3,372.16	7,587.36	5,291.64	59%
100-012110-2220 457 PLAN	0	0.00	199.18	398.36	896.31	(896.31)	
100-012110-2400 GROUP LIFE	1,232	0.00	138.26	276.52	622.17	609.83	51%
100-012110-2500 DISABILITY INSURANCE - VML	380	0.00	0.00	0.00	0.00	380.00	
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	
100-012110-3100 CONTINGENCY	35,000	0.00	0.00	0.00	0.00	35,000.00	
100-012110-3140 CONTRACTED SERVICES/SHREDDING	600	0.00	0.00	0.00	0.00	600.00	
100-012110-3150 PROFESSIONAL SERVICES - LEGAL	55,000	0.00	7,110.23	17,623.79	39,447.73	15,552.27	72%
100-012110-3152 WEB BASED SERVICES	15,000	0.00	(1,934.45)	(1,934.45)	12,698.55	2,301.45	85%
100-012110-3600 ADVERTISING	3,000	0.00	1,065.65	1,065.65	1,396.85	1,603.15	47%
100-012110-5250 TELECOMMUNICATIONS	3,000	0.00	144.36	286.66	1,444.67	1,555.33	48%
100-012110-5300 TOWN INSURANCE-GENERAL FUND	30,000	0.00	0.00	(2,042.88)	18,422.88	11,577.12	61%
100-012110-5545 CONFERENCE EXPENSES/TRAINING EXPENSE	6,000	0.00	0.00	407.40	407.40	5,592.60	7%
100-012110-5810 MEMBERSHIP DUES	1,500	0.00	0.00	0.00	1,301.00	199.00	87%
100-012110-5840 MISCELLANEOUS	3,000	0.00	450.00	450.00	471.05	2,528.95	16%
100-012110-6001 OFFICE/MEETING SUPPLIES & PRINTING	3,500	0.00	0.00	1,773.91	2,779.70	720.30	79%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-012110-6023 PUBLIC RELATIONS	1,500	0.00	711.55	711.55	711.55	788.45	47%	
100-012110-6024 INFORMATION & TECHNOLOGY SECURITY UPGRADES	25,000	0.00	0.00	2,507.65	24,136.34	863.66	97%	
COUNCIL AND TOWN ADMINISTRATION Totals:	331,357	0.00	25,950.90	55,043.05	193,797.46	137,559.54	58%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-012410-1101 SALARIES/WAGES	147,409	0.00	10,109.92	20,219.84	50,549.60	96,859.40	34%
100-012410-1200 PT SALARY AND WAGES	32,372	0.00	3,053.63	4,519.03	8,150.74	24,221.26	25%
100-012410-2100 FICA	13,753	0.00	994.92	1,868.33	4,432.88	9,320.12	32%
100-012410-2210 VRS	20,652	0.00	1,576.06	3,152.12	7,092.27	13,559.73	34%
100-012410-2300 HEALTH PLAN	26,257	0.00	1,453.24	2,906.48	6,539.58	19,717.42	25%
100-012410-2400 GROUP LIFE	1,975	0.00	129.24	258.48	581.58	1,393.42	29%
100-012410-2500 HYBRID DISBILITY INSURANCE	870	0.00	0.00	0.00	0.00	870.00	
100-012410-3120 AUDIT	71,700	0.00	7,519.12	7,519.12	37,019.12	34,680.88	52%
100-012410-3130 CREDIT CARD AND BANK FEES	5,000	0.00	0.00	0.00	0.90	4,999.10	0%
100-012410-3150 PROFESSIONAL SERVICES - CPA	75,000	0.00	8,134.56	18,319.49	60,569.21	14,430.79	81%
100-012410-3310 OFFICE EQUIPMENT	1,500	0.00	0.00	0.00	369.66	1,130.34	25%
100-012410-3320 COMPUTER LICENSES/SUPPORT	75,000	0.00	0.00	0.00	17,495.90	57,504.10	23%
100-012410-3600 LATE FEES & PENALTIES	0	0.00	2,909.93	2,909.93	5,951.90	(5,951.90)	
100-012410-5210 POSTAGE	2,500	0.00	0.00	0.00	0.00	2,500.00	
100-012410-5230 TELECOMMUNICATIONS	1,500	0.00	0.00	0.00	427.89	1,072.11	29%
100-012410-5540 EDUCATION/TRAINING	2,000	0.00	0.00	938.18	969.68	1,030.32	48%
100-012410-5810 MEMBERSHIP DUES	700	0.00	0.00	0.00	250.00	450.00	36%
100-012410-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	0.00	3,000.00	
100-012410-6001 OFFICE SUPPLIES & PRINTING	6,000	0.00	176.63	316.95	994.77	5,005.23	17%
TREASURER Totals:	487,188	0.00	36,057.25	62,927.95	201,395.68	285,792.32	41%

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 11/24/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-031100-1101 SALARIES/WAGES	115,489	0.00	8,870.32	17,740.64	49,554.19	65,934.81	43%
100-031100-1150 PART-TIME SALARY AND WAGES	6,120	0.00	467.65	968.83	1,838.83	4,281.17	30%
100-031100-2100 FICA	9,303	0.00	710.98	1,424.53	3,916.40	5,386.60	42%
100-031100-2210 VRS	16,180	0.00	1,286.72	2,573.44	5,790.24	10,389.76	36%
100-031100-2300 HEALTH PLAN	10,341	0.00	93.64	187.28	421.38	9,919.62	4%
100-031100-2400 GROUP LIFE	1,548	0.00	113.40	226.80	510.30	1,037.70	33%
100-031100-2500 HYBRID DISABILITY INSURANCE	275	0.00	0.00	0.00	0.00	275.00	
100-031100-2720 BUILDING REPAIRS/MAINTENANCE	2,000	0.00	0.00	0.00	0.00	2,000.00	
100-031100-3310 VEHICLE MAINTENANCE	10,000	0.00	0.00	555.90	555.90	9,444.10	6%
100-031100-3312 EQUIPMENT REPAIR	200	0.00	0.00	42.00	42.00	158.00	21%
100-031100-3320 PROFESSIONAL SERVICES	2,350	0.00	0.00	336.00	336.00	2,014.00	14%
100-031100-5110 ELECTRICITY	10,500	0.00	83.09	186.59	1,305.35	9,194.65	12%
100-031100-5230 TELECOMMUNICATIONS	1,000	0.00	42.77	85.57	234.31	765.69	23%
100-031100-5540 EDUCATION/TRAINING	1,500	0.00	0.00	750.00	750.00	750.00	50%
100-031100-5810 MEMBERSHIP DUES/SUBSCRIPTIONS	2,500	0.00	0.00	0.00	1,827.74	672.26	73%
100-031100-6001 OFFICE SUPPLIES & PRINTING	3,000	0.00	0.00	0.00	39.91	2,960.09	1%
100-031100-6008 VEHICLE FUEL/OIL	3,000	0.00	0.00	396.00	1,479.97	1,520.03	49%
100-031100-6010 EQUIPMENT/SUPPLIES	5,000	0.00	0.00	0.00	14,197.04	(9,197.04)	284%
100-031100-6011 UNIFORMS	2,000	0.00	0.00	233.00	905.00	1,095.00	45%
POLICE DEPARTMENT Totals:	202,306	0.00	11,668.57	25,706.58	83,704.56	118,601.44	41%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-031200-0003 USE OF E-SUMMONS FEES	4,500	0.00	0.00	0.00	0.00	4,500.00		
POLICE DEPT RESTRICTED Totals:	4,500	0.00	0.00	0.00	0.00	4,500.00		

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND									
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
100-032000-5650 FIRE PROGRAM FUNDS		15,000	0.00	0.00	0.00	15,000.00	0.00	100%	
DONATIONS Totals:		15,000	0.00	0.00	0.00	15,000.00	0.00	100%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-043100-1101 SALARIES	94,656	0.00	8,235.12	16,571.88	42,734.57	51,921.43	45%
100-043100-1201 SALARIES/WAGES-OVERTIME	1,020	0.00	134.10	935.61	1,568.30	(548.30)	154%
100-043100-2100 FICA	7,319	0.00	608.79	1,276.42	3,247.66	4,071.34	44%
100-043100-2210 VRS	13,261	0.00	1,239.52	2,479.04	5,577.84	7,683.16	42%
100-043100-2220 457 PLAN	0	0.00	76.30	152.60	343.35	(343.35)	
100-043100-2300 HEALTH PLAN	22,322	0.00	2,175.32	4,350.64	9,788.94	12,533.06	44%
100-043100-2400 GROUP LIFE	1,268	0.00	103.22	206.44	464.49	803.51	37%
100-043100-2500 HYBRID DISABILITY INSURANCE	235	0.00	0.00	0.00	0.00	235.00	
100-043100-3311 VEHICLE MAINT	10,000	0.00	195.00	316.38	895.21	9,104.79	9%
100-043100-5110 ELECTRICITY/STREETLIGHTS	39,000	0.00	0.00	547.29	4,413.09	34,586.91	11%
100-043100-5230 TELECOMMUNICATIONS	3,000	0.00	19.24	98.83	664.76	2,335.24	22%
100-043100-5300 INSURANCE	7,500	0.00	0.00	(510.72)	4,605.72	2,894.28	61%
100-043100-5540 EDUCATION/ TRAINING	500	0.00	0.00	0.00	0.00	500.00	
100-043100-6001 OFFICE SUPPLIES & PRINTING	500	0.00	153.17	174.44	337.09	162.91	67%
100-043100-6006 HAND TOOLS	500	0.00	0.00	0.00	188.91	311.09	38%
100-043100-6007 REPAIR/ MAINT TOWN BUILDINGS	12,000	0.00	1,750.00	3,848.20	11,950.19	49.81	100%
100-043100-6008 VEHICLE FUEL/ OIL	3,000	0.00	0.00	609.71	2,409.33	590.67	80%
100-043100-6009 EQUIPMENT/ SUPPLIES	11,000	0.00	2,975.70	4,761.13	11,987.54	(987.54)	109%
100-043100-6011 UNIFORMS/ SAFETY EQUIP	1,500	0.00	426.39	618.01	618.01	881.99	41%
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINT	6,000	0.00	200.00	200.00	800.00	5,200.00	13%
100-043100-7120 PARK MAINTENANCE/GATEWAY BEAUTIFICATION	7,500	0.00	0.00	2,673.39	6,973.39	526.61	93%
100-043100-7130 REFUSE COLLECTION	100,222	0.00	0.00	7,465.95	30,369.43	69,852.57	30%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-043100-7140 LITTER GRANT	1,200	0.00	0.00	0.00	0.00	1,200.00	
100-043100-7200 TOWN HALL EXPENSES	36,000	0.00	80.20	119.50	26,383.79	9,616.21	73%
100-043100-7201 Grant Matching Funds	25,000	0.00	0.00	0.00	0.00	25,000.00	
PUBLIC WORKS Totals:	404,503	0.00	18,372.07	46,894.74	166,321.61	238,181.39	41%

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 11/24/2025

100 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
100-072000-5800 REFUNDS OF ACTIVITY FEES	0	0.00	900.00	1,600.00	2,600.00	(2,600.00)	
100-093100-0300 TRSF TO CIP FR GENERAL FUND	50,000	0.00	0.00	0.00	0.00	50,000.00	
100-093100-0400 TRNSFR TO EVENTS AND ACTIVITIES	14,500	0.00	0.00	0.00	0.00	14,500.00	
100-093100-0520 TRANSFER TO SEWER FUND	204,775	0.00	0.00	0.00	0.00	204,775.00	
Totals:	269,275	0.00	900.00	1,600.00	2,600.00	266,675.00	1%

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

Expenses Totals:	1,714,129	0.00	92,948.79	192,172.32	662,819.31	1,051,309.69	39%
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

100 GENERAL FUND	Revenues Over/(Under) Expenses:	13,974.85	(19,259.75)	(257,252.62)
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

300 CAPITAL PROJECTS								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
300-041050-0100 TRANSFER FR GEN FUND TO CIP	50,000	0.00	0.00	0.00	0.00	(50,000.00)		
Revenues Totals:	50,000	0.00	0.00	0.00	0.00	(50,000.00)		

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

300 CAPITAL PROJECTS								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
300-300100-0005 CAPITAL PROJECTS RESERVE	50,000	0.00	0.00	0.00	0.00	50,000.00		
Totals:	50,000	0.00	0.00	0.00	0.00	50,000.00		

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

Expenses Totals:	50,000	0.00	0.00	0.00	0.00	50,000.00
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

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

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

310 INTERGOV SERVICE AGREEMENT								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
310-016010-0002 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	0.00	33,928.20	33,928.20		
Revenues Totals:	0	0.00	0.00	0.00	33,928.20	33,928.20		

Budget vs Actual

TOWN OF BOWLING GREEN
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310 INTERGOV SERVICE AGREEMENT								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Expenses								
310-016010-0001 INTERGOV SERVICE AGREEMENT	0	0.00	0.00	0.00	33,928.20	(33,928.20)		
INTERGOV SERVICE Totals: AGREEMENT	0	0.00	0.00	0.00	33,928.20	(33,928.20)		

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025									
Expenses Totals:		0	0.00	0.00	0.00	33,928.20	(33,928.20)		

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

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

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

400 EVENTS AND ACTIVITIES								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
400-016050-0005 HARVEST FESTIVAL - MEALS TAX	0	0.00	0.00	2,048.61	2,048.61	2,048.61		
400-016050-0020 HARVEST FESTIVAL - DONATIONS/SPONSORS	0	0.00	0.00	500.00	7,450.00	7,450.00		
400-016050-0051 HARVEST FESTIVAL - CAR SHOW	0	0.00	0.00	2,325.00	2,325.00	2,325.00		
400-019050-0100 HARVEST FESTIVAL	19,000	0.00	0.00	890.00	12,970.00	(6,030.00)	68%	
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	14,500	0.00	0.00	0.00	0.00	(14,500.00)		
Revenues Totals:	34,500	0.00	0.00	5,763.61	24,793.61	(9,706.39)	72%	

Budget vs Actual

TOWN OF BOWLING GREEN

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400 EVENTS AND ACTIVITIES

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
400-071100-3101 NNO - ENTERTAINMENT	0	0.00	0.00	(1,650.00)	435.00	(435.00)	
400-071200-1210 HARVEST FESTIVAL	27,500	0.00	0.00	15,823.15	21,575.74	5,924.26	78%
400-071200-1230 MUSIC ON THE GREEN	4,000	0.00	0.00	600.00	1,400.00	2,600.00	35%
400-071200-1250 PARADE/HOLIDAY EVENTS	1,500	0.00	100.00	100.00	100.00	1,400.00	7%
400-071200-1310 TOWN HALL ACTIVITIES	1,500	0.00	0.00	0.00	0.00	1,500.00	
Totals:	34,500	0.00	100.00	14,873.15	23,510.74	10,989.26	68%

Budget vs Actual

TOWN OF BOWLING GREEN
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Expenses Totals:	34,500	0.00	100.00	14,873.15	23,510.74	10,989.26	68%
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

400 EVENTS AND ACTIVITIES	Revenues Over/(Under) Expenses:	(100.00)	(9,109.54)	1,282.87
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 11/24/2025

500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
500-016099-0001 WATER SALES	612,000	0.00	15,990.08	92,192.97	281,105.25	(330,894.75)	46%	
500-016099-0003 ACCOUNT SETUP FEES	1,000	0.00	0.00	0.00	30.00	(970.00)	3%	
500-016099-0004 WATER RECONNECT FEES	100	0.00	100.00	123.20	123.20	23.20	123%	
500-016099-0005 CONNECTIONS FEES-WATER	1,500	0.00	0.00	0.00	1,500.00	0.00	100%	
500-016099-0006 PENALTY FEES	2,500	0.00	50.74	50.74	50.74	(2,449.26)	2%	
500-016099-0010 WATER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)		
500-016099-0012 UTILITY INSPECTION FEES	0	0.00	0.00	0.00	70.00	70.00		
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	32,063	0.00	585.53	3,546.01	10,302.63	(21,760.37)	32%	
500-016099-0040 GRANT PROCEEDS	0	0.00	0.00	0.00	45,000.00	45,000.00		
Revenues Totals:	667,263	0.00	16,726.35	95,912.92	338,181.82	(329,081.18)	51%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

500 WATER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
500-093100-0520 TRANSFER FROM WATER FUND TO SEWER FUND	71,013	0.00	0.00	0.00	0.00	71,013.00	
500-500100-1101 SALARIES	116,096	0.00	9,418.97	18,828.85	51,646.95	64,449.05	44%
500-500100-1201 SALARIES/WAGES-OVERTIME	1,000	0.00	0.00	0.00	0.00	1,000.00	
500-500100-2100 FICA	5,133	0.00	264.34	528.68	1,229.72	3,903.28	24%
500-500100-2210 VRS	9,260	0.00	520.08	1,040.16	2,340.36	6,919.64	25%
500-500100-2220 457 PLAN	0	0.00	28.46	56.92	128.07	(128.07)	
500-500100-2300 HEALTH PLAN	14,270	0.00	579.84	1,159.68	2,609.28	11,660.72	18%
500-500100-2400 GROUP LIFE	886	0.00	44.18	88.36	198.81	687.19	22%
500-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00	
500-500100-3139 CONTINGENCY (3100)	77,627	0.00	0.00	29,519.00	29,519.00	48,108.00	38%
500-500100-3140 ENGINEERING/PROF. SERVICES	15,000	0.00	0.00	0.00	0.00	15,000.00	
500-500100-3311 VEHICLE MAINT	1,350	0.00	0.00	0.00	0.00	1,350.00	
500-500100-3320 COMPUTER LICENSES/SUPPORT	8,500	0.00	0.00	0.00	0.00	8,500.00	
500-500100-5110 ELECTRICITY	23,500	0.00	344.29	4,270.05	9,020.03	14,479.97	38%
500-500100-5210 MAILING COSTS	5,500	0.00	9,234.29	15,738.34	17,857.28	(12,357.28)	325%
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	(693.12)	6,250.62	3,749.38	63%
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	3,127	0.00	0.00	0.00	0.00	3,127.00	
500-500100-5820 LICENSES AND PERMITS	18,500	0.00	0.00	0.00	2,733.00	15,767.00	15%
500-500100-5840 MISCELLANEOUS	3,000	0.00	0.00	0.00	0.00	3,000.00	
500-500100-5899 Miss Utility Costs	500	0.00	0.00	0.00	0.00	500.00	
500-500100-6001 OFFICE	2,000	0.00	0.00	0.00	0.00	2,000.00	

Budget vs Actual

TOWN OF BOWLING GREEN

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500 WATER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
SUPPLIES/EQUIPMENT								
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	184,914	0.00	0.00	0.00	23,881.00	161,033.00	13%	
500-500100-6008 VEHICLE FUEL/OIL	10,000	0.00	0.00	0.00	149.93	9,850.07	1%	
500-500100-6009 EQUIPMENT/SUPPLIES	2,000	0.00	0.00	0.00	0.00	2,000.00		
500-500100-6011 UNIFORMS/SAFETY EQUIP	1,300	0.00	0.00	0.00	0.00	1,300.00		
500-500100-6021 TESTING SUPPLIES/CHEMICALS	5,000	0.00	0.00	0.00	581.30	4,418.70	12%	
500-500100-6022 WATER TESTING	8,000	0.00	0.00	0.00	180.00	7,820.00	2%	
500-500100-6050 METER/FIRE HYDRANTS	2,500	0.00	0.00	0.00	0.00	2,500.00		
500-500100-6060 WELL HEAD PROTECTION GRANT	5,000	0.00	0.00	0.00	0.00	5,000.00		
500-500100-8500 2018 Loan Interest Expense	53,986	0.00	2,849.96	5,689.09	14,378.44	39,607.56	27%	
Totals:	667,263	0.00	23,284.41	76,226.01	162,703.79	504,559.21	24%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Expenses Totals:	667,263	0.00	23,284.41	76,226.01	162,703.79	504,559.21	24%
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Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

500 WATER	Revenues Over/(Under) Expenses:	(6,558.06)	19,686.91	175,478.03
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Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 11/24/2025

520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
520-016099-0002 SEWER SALES	676,125	0.00	11,577.57	67,882.96	206,726.47	(469,398.53)	31%	
520-016099-0007 CONNECTION FEES-SEWER	2,250	0.00	0.00	0.00	750.00	(1,500.00)	33%	
520-016099-0011 SEWER AVAILABILITY FEES	18,000	0.00	0.00	0.00	0.00	(18,000.00)		
520-016099-0016 CAPITAL PROJECTS INFRASTRUCTURE FEE	32,062	0.00	372.93	2,493.92	7,221.68	(24,840.32)	23%	
520-016099-0060 PENALTY FEES	0	0.00	11.16	11.16	11.16	11.16		
520-041050-0100 TRANSFER IN	240,650	0.00	0.00	0.00	0.00	(240,650.00)		
520-041050-0500 TRANSFER IN FROM WATER FUND TO SEWER	71,013	0.00	0.00	0.00	0.00	(71,013.00)		
Revenues Totals:	1,040,100	0.00	11,961.66	70,388.04	214,709.31	(825,390.69)	21%	

Budget vs Actual

TOWN OF BOWLING GREEN
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Period Ending 11/24/2025

520 SEWER							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
520-500100-1101 SALARIES	345,239	0.00	27,273.57	54,547.14	135,171.71	210,067.29	39%
520-500100-1201 OVERTIME	1,000	0.00	0.00	0.00	0.00	1,000.00	
520-500100-2100 FICA	5,133	0.00	264.34	528.68	1,321.70	3,811.30	26%
520-500100-2210 VRS	9,260	0.00	520.08	1,040.16	2,340.36	6,919.64	25%
520-500100-2220 457 PLAN	0	0.00	28.46	56.92	128.07	(128.07)	
520-500100-2300 HEALTH INSURANCE	14,270	0.00	579.84	1,159.68	2,609.28	11,660.72	18%
520-500100-2400 GROUP LIFE	886	0.00	44.18	88.36	198.81	687.19	22%
520-500100-2500 HYBRID DISABILITY	101	0.00	0.00	0.00	0.00	101.00	
520-500100-2501 CONTINGENCY(3100)	75,000	0.00	0.00	0.00	0.00	75,000.00	
520-500100-3160 TESTING	30,000	0.00	709.90	5,208.62	16,022.17	13,977.83	53%
520-500100-3180 SLUDGE REMOVAL	145,500	0.00	25,600.00	40,643.00	98,423.00	47,077.00	68%
520-500100-3311 VEHICLE MAINT	1,500	0.00	0.00	0.00	0.00	1,500.00	
520-500100-3320 PROFESSIONAL SERVICES	2,341	0.00	0.00	0.00	0.00	2,341.00	
520-500100-5110 ELECTRICITY	45,000	0.00	139.16	170.76	7,595.02	37,404.98	17%
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	(401.28)	3,618.78	2,381.22	60%
520-500100-5540 Education/Training/License	2,500	0.00	0.00	0.00	0.00	2,500.00	
520-500100-5613 VPDES FEES/DEQ	4,500	0.00	0.00	0.00	960.72	3,539.28	21%
520-500100-5840 SEWER OPS MISCELLANEOUS	15,000	0.00	266.98	533.96	1,334.90	13,665.10	9%
520-500100-5899 MISS UTILITY COST	500	0.00	45.60	45.60	127.20	372.80	25%
520-500100-6001 OFFICE SUPPLIES	800	0.00	0.00	0.00	0.00	800.00	
520-500100-6004 LAB SUPPLIES/CHEMICALS	15,000	0.00	0.00	0.00	0.00	15,000.00	
520-500100-6005 Janitorial Supplies	1,000	0.00	0.00	0.00	0.00	1,000.00	

Budget vs Actual

TOWN OF BOWLING GREEN

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Period Ending 11/24/2025

520 SEWER								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
520-500100-6006 SMALL TOOLS	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6007 REPAIR / MAINTENANCE	150,000	0.00	6,591.63	22,316.07	22,316.07	127,683.93	15%	
520-500100-6008 VEHICLE FUEL/OIL	1,500	0.00	0.00	0.00	0.00	1,500.00		
520-500100-6011 UNIFORMS/SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	0.00	1,000.00		
520-500100-6030 PLANT & LAB SUPPLIES/CHEMICALS	300	0.00	0.00	0.00	0.00	300.00		
520-500100-8500 Loan Interest Expense	161,270	0.00	20,787.97	41,565.10	104,068.46	57,201.54	65%	
520-500300-3334 MAINTENANCE-MAINS	0	0.00	0.00	0.00	962,062.50	(962,062.50)		
Totals:	1,040,100	0.00	82,851.71	167,502.77	1,358,298.75	(318,198.75)	131%	

Budget vs Actual

TOWN OF BOWLING GREEN
11/24/2025 4:35:20 PM

Period Ending 11/24/2025

Expenses Totals:	1,040,100	0.00	82,851.71	167,502.77	1,358,298.75	(318,198.75)	131%
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Budget vs Actual

TOWN OF BOWLING GREEN
11/24/2025 4:35:20 PM

Period Ending 11/24/2025

520 SEWER	Revenues Over/(Under) Expenses:	(70,890.05)	(97,114.73)	(1,143,589.44)
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Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: Chief J.O.Cecil Bowling Green Police Dept.
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Police Department Monthly Report- November 2025
DATE: Nov 21st, 2025

Police Activity

39-Total calls for service
13-Assist other agencies
2-Larcenies
2-Assaults/ Domestic
26-Traffic Summons / 14- Warnings given
2-Motor Vehicle Accidents
58-Property checks/ Vacation checks/ Business Checks
2-Background Checks
1- Town Hall Event

Heads Up

- *Preparation for 2025 Christmas Parade*
- *Reviewing Department General Orders*



MEMORANDUM

TO: The Honorable Mayor & Town Council

FROM: India Adams-Jacobs, Town Manager

CC: Jeff Gore, Town Attorney

DATE: November 20, 2025

SUBJECT: 2026 Holiday Calendar Adoption

BACKGROUND:

The Town of Bowling Green has long followed the Commonwealth of Virginia's holiday calendar.

SUMMARY:

Attached for your review is the proposed 2026 holiday calendar, which aligns with the Commonwealth of Virginia's official schedule published by the Virginia Department of Human Resource Management.

The calendar outlines state-recognized holidays for the upcoming year, ensuring consistency and compliance with state standards. Notable holidays included are New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day (observed), Labor Day, Veterans Day, Thanksgiving, and Christmas, along with designated additional time off as specified.

STAFF RECOMMENDATION:

Staff support for adopting this calendar is respectfully requested so that we may proceed with official implementation for 2026.

DRAFT MOTION:

I move to adopt the 2026 calendar for the Town of Bowling Green.

Commonwealth of Virginia 2026 Pay and Holiday Calendar

State Holidays

January 1

New Year's Day

January 19

Martin Luther King, Jr. Day

February 16

George Washington Day

May 25

Memorial Day

June 19

Juneteenth

July 4 (Observed on 3rd)

Independence Day

September 7

Labor Day

October 12

Columbus Day & Yorktown

Victory Day

November 3

Election Day

November 11

Veterans Day

November 25

4 hours additional holiday time

November 26

Thanksgiving

November 27

Day After Thanksgiving

December 24

8 hours additional holiday time

December 25

Christmas

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday ☐

Denotes Holiday ☐

Denotes Additional Time Off ☐ 8 hrs ☐ 4 hrs

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Published by Commonwealth of Virginia
July 2025



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

January

S	M	T	W	T	F	S
				①	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TOWN OF BOWLING GREEN

AN ORDINANCE TO ADD REGULATION OF THE CONSTRUCTION AND REHABILITATION OF EXISTING BUILDINGS AND STRUCTURES TO THE TOWN CODE

WHEREAS, the Bowling Green Town Code currently provides for the Uniform Statewide Building Code to be the prevailing standard for building construction in the Town (Part I of the USBC); and

WHEREAS, Council now desires to amend Town Code to add Part II of the USBC, which governs the construction and rehabilitation of existing buildings and structures.

NOW, THEREFORE, it is Ordained by the Council for the Town of Bowling Green, Virginia, that the Town Code is hereby amended by adding the regulation of Part II of the Uniform Statewide Building Code as follows:

§1: CHAPTER 7: LAND USE AND BUILDINGS

ARTICLE 7.04 BUILDING CONSTRUCTION

Section 7.04.010. Prevailing Standards for New and Existing Buildings and Structures

Part I and Part II of the Uniform Statewide Building Code are the prevailing standards for new building construction and rehabilitation activities in existing buildings and structures in the Town.

State Law References—§ 36-105 et seq. of the Code of Virginia, as amended, 13VAC5-63-10 et seq. (Part I, Construction), 13VAC5-63-400 et seq. (Part II, Existing Buildings).

§2. Effective Date: This ordinance shall be effective upon adoption.

Adopted by the Bowling Green Town Council on this 4th day of December 2025.

By: _____
Tina Gambill, Mayor

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



MEMORANDUM

To: Town Council

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

Date: December 4, 2025

Subject: Temporary Mobile Vending Vehicles Zoning Ordinance Text Amendment

BACKGROUND

As part of the Town's efforts to permit temporary food/vendor trucks, amendments to the Zoning Ordinance are needed to add the temporary vendor use to the business zoning districts and to clearly define the term.

The Planning Commission has discussed the use and preferred options for locations and permitting over the last several months. The recommended ordinance amendment reflects these discussions. The Planning Commission also held the required public hearing, and no comments were provided.

DISCUSSION

Temporary vendors are proposed to be permitted on private property within the B-1 and B-2 Business Zoning Districts. Each vendor would be required to obtain a permit from the Town and comply with the policy guidelines of the Town for the use, which addresses items such as duration, operational hours, and site location.

The Ordinance amendments proposed in Attachment 1 would provide a definition of the term in Article 10.04 Definitions and add “mobile vending vehicle, temporary” as a permitted use in Articles 10.18 and 10.20 (Sections 10.18.20 (a) and 10.20.20 (a)) as a by-right use in the B-1 and B-2 Business Districts. Prior to locating any mobile vending vehicle on a property in Town, a permit from the Town Manager is necessary.

ACTION REQUESTED

Authorize advertisement of a public hearing on the proposed ordinance amendments at the Town Council meeting on January 8, 2026.

DRAFT MOTION

I move to authorize the Town Clerk to schedule a public hearing on January 8, 2026.

Attachment 1 – Ordinance Amendments for “Mobile Vending Vehicles, Temporary”

**TOWN of BOWLING GREEN
MOBILE VENDING VEHICLE ORDINANCE
ORD- 2025-02**

**AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF BOWLING GREEN,
VIRGINIA, TO ADD “MOBILE VENDING VEHICLES” AS A PERMITTED USE IN THE
B-1 AND B-2 BUSINESS DISTRICTS AND TO ADD A DEFINITION OF THE TERM
“MOBILE VENDING VEHICLES”**

Add the term “Mobile Vending Vehicle, Temporary” to Article 10.04. Definitions:

ARTICLE 10.04. Definitions

As used in this article, the following terms shall have the meanings indicated:

“Mobile Vending Vehicle, Temporary” means a self-propelled, pushed or towed vehicle, trailer, or cart from which food and/or items of personal property are prepared and/or sold at retail to walk-up customers, excluding vehicles used solely for delivery.

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-1) Zoning District:

ARTICLE 10.18. Business District (B-1)

10.18.20 Permitted Uses.

- (a) In the Business (B-1) District, structures to be erected or land to use used shall be for one or more of the following uses:

(34) Mobile Vending Vehicles, Temporary

Add “Mobile Vending Vehicle, Temporary” as a permitted use in the Business (B-2) Zoning District:

ARTICLE 10.20. Business District (B-2)

10.20.20 Permitted Uses.

- (a) In the Business (B-2) District, structures to be erected or land to use used shall be for one or more of the following uses:

(41) Mobile Vending Vehicles, Temporary



THE TOWN OF BOWLING GREEN PRESENTS

CHRISTMAS

In Toyland

2025 CHRISTMAS PARADE
DECEMBER 13, 2025 5:30 PM

*Annual Christmas Parade
Applications Available online!*

[HTTPS://WWW.TOWNOFBOWLINGGREENVA.GOV](https://www.townofbowlinggreenva.gov)

FOR MORE INFORMATION:
CONTACT: EVENTS@TOWNOFBOWLINGGREENVA.GOV
(804) 633-6212

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