

# TOWN MANAGER'S REPORT

Town of Bowling Green, Virginia

*Prepared for the Mayor and Town Council — August 2026*

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## Administration & Personnel

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

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

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

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

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

## Town Hall & Facilities

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

## Planning, Zoning & Code Enforcement

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

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

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

## Water & Environmental Services

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

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

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

## Capital Projects & Infrastructure

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

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

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

## Grants & Main Street Program

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

**BGVA Resolution.** Drafted a resolution for BGVA.

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

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

## Community & Economic Development

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

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

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

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

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

## Finance & Collections

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

*Respectfully submitted,*

*India Adams-Jacobs*

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