



## **TOWN OF BOWLING GREEN TOWN COUNCIL MEETING MONTHLY REPORT**

**AGENDA ITEM:** Town Manager Monthly Report- February 2025

**DATE:** February 25, 2025

**PREPARED BY:** India Adams-Jacobs, Town Manager/Clerk

### **FINANCIAL MANAGEMENT**

- Submitted additional follow-up documentation requested by auditors
- Received FY22 audit from RFCA
- Staff completed the Keystone payroll module and Southern Software online payments training.
- FY26 Budget preparation is underway; the process will be delayed a bit this year due to the resignation of the Finance Director

### **INFRASTRUCTURE & UTILITIES**

- All Dominion lights from the January submittal have been repaired, and some have been replaced with new LED lights. The Chief and Public Works team continue to monitor. A monthly outage list will be sent to Dominion at the end of each month.
- Held several coordination planning meetings with Moonshot, Stantec, and IES for various infrastructure projects.
- Met with VDH to discuss potential revisions to consent order timelines to better align with future outcomes from the VDH grant project on hydrological source evaluation.
- Conducted Moonshot meeting on sludge management solutions.
- Continued optimization of USDA project scope and budget in collaboration with Steve Ball and Davenport staff.
- Coordination and investigation of Main St. sewer line collapse; collaboration with IES for short and long-term solutions.

### **INTERGOVERNMENTAL RELATIONS**

- Attended DEQ Regional Water Supply Meeting with Caroline and King George Counties at the invitation of DEQ.
- Submitted VDOT scoping responses with input from the Mayor and Vice Mayor review at the request of VDOT on February 18.

### **RISK MANAGEMENT & EMERGENCY PREPAREDNESS**

- Finalized VRSA settlement for fence damage claim
- Coordinated winter storm preparation with state emergency management for February storms

### **CLERK**

- Posted public notice for a special meeting on the website,
- Provided link to Fort Walker NEPA study on behalf of Ft. Walker to Town Council

### **ORGANIZATIONAL PERFORMANCE/DEVELOPMENT**

- Offboarding of Finance Director/Treasurer
- Recruitment for Finance Director- posted to VML, town website, and other listservs

- Revised Municode to reflect agenda changes from the last town council meeting for two public comment sections
- Attended VLGMA conference for required CEUs and professional development

**NEXT STEPS**

1. Continuing aggressive recruitment for the Finance Director position
2. FY26 Budget prep
3. Follow-up with VDH regarding consent order revisions in the coming weeks
4. Advance website development with CivicPlus
5. Updated Southern Software implementation

Respectfully submitted,

*India Adams-Jacobs*

India Adams-Jacobs, MPA, ICMA-CM (candidate)  
Town Manager/Clerk