

# Town of Strasburg

## **SPECIAL MESSAGE TO THE PUBLIC**

LIMITED IN PERSON ATTENDANCE WILL BE ALLOWED FOR MEETINGS. PLEASE UTILIZE OUR LIVESTREAM BY ACCESSING THE LINK BELOW

<https://www.strasburgva.com/bc/page/meetings>

To make public comment please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Tuesday, November 9<sup>th</sup>, 2021

## **Town Council Regular Meeting**

Strasburg Town Hall  
174 West King Street  
Strasburg, Virginia

Tuesday, November 9<sup>th</sup>, 2021  
Regular Meeting: 7:00 p.m.

### **Town Council Members:**

Brandy Hawkins Boies, Mayor  
Ken Cherrix  
Dane Hooser  
John Massoud  
Christie Monahan

Taralyn Nicholson  
Emily Reynolds  
Doreen Ricard  
Paul Weaver

### **Staff Contact:**

J. Waverly Coggsdale, III, Town Manager



# **Town Council PRELIMINARY Agenda** – Tuesday, November 9<sup>th</sup>, 2021

---

*Please, silence all cellular devices. Thanks.*

**Call to Order** – Mayor Brandy Boies

**Pledge of Allegiance** –

**Invocation** – Rev. John Haynes, Pastor of Strasburg United Methodist Church

**Roll Call** – Amy Keller, Clerk of Council

**Public Hearing(s):** *(if needed)*

**Introduction and Recognition of Visitors and Guests**

**Mayor's Comments:**

- 1.) Resolution of Unity
- 2.) GFOA Certificate of Achievement for Financial Reporting

**Citizen Comments**

**Action Items:**

**1.) Approval of Minutes: October 12<sup>th</sup>, 2021 Town Council Regular Meeting**

*Description:* Minutes of the October 12<sup>th</sup>, 2021 Town Council Regular Meeting

*Contact:* Amy Keller, Clerk of Council

*Support Materials:* October 12<sup>th</sup>, 2021 Town Council Regular Meeting minutes

**2.) Nonexclusive Franchise Agreement to Comcast**

*Description:* Consideration of a request regarding a franchise agreement with Comcast.

*Staff Contact:* Waverly Coggsdale, Town Manager

*Support Materials:* Staff Memo, Proposed Franchise Agreement

**3.) Amendment to Strasburg Town Code, Chapter 78, Article VII – Transient Occupancy Tax**

*Description:* Recommendation from the Finance & Personnel Committee on an amendment to the Town Code for taxes on the gross proceeds arising from short-term rental property.

*Staff Contact:* Waverly Coggsdale, Town Manager and Angela Fletcher, Director of Finance

*Support Materials:* Staff Memo, Proposed Amendment

**4.) Strasburg Fire Department Restructuring Committee**

*Description:* Recommendation from the Strasburg Fire Department Restructuring Committee on the dissolution of the Restructuring Committee.

*Staff Contact:* Waverly Coggsdale, Town Manager

*Support Materials:* Staff Memo

**Discussion Items:**

**Reports**

1. Town Officers
2. Standing Committees
3. Special Committees

**Unfinished or Old Business:**

- 1.) **First reading of Ordinance Amendment of Section 82-8** – Sidewalk and crosswalk zones where bicycles, skateboards and other devices on wheels or runners are prohibited.

**New Business:**

**Closed Meeting:** *(if needed)*

**Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Amy Keller, Clerk of Council, at 540-465-9197 or [akeller@strasburgva.com](mailto:akeller@strasburgva.com). Three days notice is required.

# MAYOR'S COMMENTS/ PRESENTATIONS





# We Bleed Purple

## *A Resolution of Unity*

WHEREAS, “We bleed purple” unites our community; and

WHEREAS, we recognize the critical role that local government leaders play in fostering and exemplifying these values to our citizens; and

WHEREAS, we respect each other for who we are and what we believe, even when we differ; and

WHEREAS, we value the accomplishments achieved by practicing patience and kindness; and

WHEREAS, we unite to help those in need, by working as one to make our community better; and

WHEREAS, we accept every person as equal and worthy of respect, honor, forthrightness; and

WHEREAS, we reaffirm each person is entitled to individual freedom while respecting the integrity, cohesiveness, and values of our community; and

WHEREAS, the Town of Strasburg invites and encourages the community to “BLEED PURPLE” by working together for respectful dialogue, inclusive conduct, and amicable disagreement, and live according to the principle that every person is worthy of respect and dignity.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Strasburg continues to encourage all those calling Strasburg home to respect one another and our vast differences including; race, color, religion, national origin, ethnicity, sexual orientation, sex, gender, gender identity and expression, disability, or any other right as defined and protected by law.

---

*Brandy Hawkins Boies, Mayor*

---

*Amy Keller, Clerk of Council*

# ACTION ITEM(S)



**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, OCTOBER 12<sup>th</sup>, 2021, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**Call to Order:**

**Mayor Boies** called the meeting to order.

**Pledge of Allegiance:** **Council Member Reynolds** led all in the Pledge of Allegiance.

**Invocation:**

**Rev. Zach Harris**, Pastor of St. Paul's Lutheran Church, offered the invocation.

**Roll Call:**

**ROLL Called with the following members present:** Mayor Boies, Vice Mayor Cherrix and Council Members Hooser, Massoud, Monahan, Nicholson, Reynolds, Ricard, and Weaver.  
Absent:

**Public Hearings:**

**Introduction and Recognition of Visitors and Guests:**

**1.) Strasburg Express – presentation to Strasburg Express for their 2021 season**

**Mayor Boies** said the Strasburg Express was invited to the meeting to celebrate the winning season of the team. She gave some history of the team and the Valley League. She recognized what this team has done for the community. Numerous team members are brought into the town and hosted by families in the community. She thanked the Board Members for bringing this opportunity to the town.

**By consensus, the proclamation was approved by Council.**

**Butch Barnes, Director of Baseball Operations for the Express**, thanked the Town, the Strasburg Fire Department, and the Strasburg Police Department for the escort into Town on the night of their championship. He said all should be on the lookout for things to happen in 2022.

**Mayor's Comments:**

**Mayor Boies** recognized two different awareness groups for the month of October, Breast Cancer Awareness Month and Domestic Violence Awareness; she gave some facts on each. She reminded all to get a breast cancer screening and to remember those who have lost people to this cancer and those going through treatment. Additional information can be found at [Nationalbreastcancer.org](http://Nationalbreastcancer.org). More than 10 million men and women are affected by intimate violence. Some resources that can be visited for assistance are [Thehotline.org](http://Thehotline.org) and [Responseva.org](http://Responseva.org). These sites are very careful in not allowing people to track where you have visited as protection for those seeking help.

**Mayor Boies** thanked everyone for their patience when you think of all that we are facing right now. The supply chain is suffering, and it is hard to get workers. We need to send thoughts and prayers to all the First Responders. Please, be patient. We continue to have a great community that looks out for each other.

**Citizen Comments:**

**Paul Rush, lifelong transcitizen of this community:** Stated he was a victim of a hate crime on September 26<sup>th</sup>. He had finally, for the first time in 27 years, felt safe as publicly identifying as

queer, and three days later, his house was vandalized with anti-trans and anti-gay and references to black people messages. He has had a very good response from the community, but he still wants to make sure this never happens to anyone again. He has been working with Northern Shenandoah Valley Unite to develop a resolution for the consideration of Council. It was a resolution against hate for the Town of Strasburg. They expect a vote from Council to either accept or reject this resolution. He read a portion of the resolution.

**Mayor Boies** thanked him for emailing and sharing the proposed resolution. She has heard from several Council Members who would like to take the proposed resolution and put it into Council's own words and have it on the November agenda. As a continuation of her Mayor Comments, she said she learned about the hate crime via social media. She said this shook her to her core. She knows hate is in all communities. She especially liked that love was shown by the community. Neighbors showed up to help clean his house. The positive outweighs the negative.

**Council Member Massoud** said he wanted to be sure he heard correctly. He heard that **Mr. Rush** came out as queer and **Mr. Rush** said that was correct. **Council Member Massoud** said he is never sure what term you can use and what you cannot. He also asked for the meanings of the initials "I and A" and **Mr. Rush** said it was for intersex and a-sexual. **Mr. Rush** added that "trans" has many different sub-sections.

**Mayor Boies** said this has been a good lesson on how to ask questions respectfully and it is good to educate ourselves.

**Laura Cascada, 79 Magnolia Drive, Front Royal, VA:** She thanked all for the warm reception and to see the curiosity. She lives in Front Royal, and they have not had the same experience there. She is here for Northern Shenandoah Valley Unites which is a coalition of the entire region that speaks out for social justice issues. She read the last portion of the draft resolution. (Resolution attached here-to).

**Action Items:**

**1.) Approval of Minutes: September 14<sup>th</sup>, 2021, Town Council Regular Meeting**  
The minutes of the September 14<sup>th</sup>, 2021, Regular Council Meeting were approved as presented with a minor correction.

**2.) Employee Personnel Policies Manual – Holiday Schedule Review**

*Description: Recommendation from the Finance and Personnel Committee to add Veteran's Day to the Town's list of holidays.*

**Council Member Massoud** moved that the Strasburg Town Council approve the Finance and Personnel Committee recommendation to amend the Holiday Schedule to add Veterans Day; second by Council Member Nicholson.

***Discussion:***

**Council Member Massoud** thanked **Chairperson Nicholson** for all the hard work put into this in making sure Veterans Day is a holiday.

**With no other discussion, the motion passed on a roll call vote with the following results:**

<b>Vice Mayor Cherrix</b>	<b>Yea</b>
<b>Council Member Hooser</b>	<b>Yea</b>

<b>Council Member Massoud</b>	<b>Yea</b>
<b>Council Member Monahan</b>	<b>Yea</b>
<b>Council Member Nicholson</b>	<b>Yea</b>
<b>Council Member Reynolds</b>	<b>Yea</b>
<b>Council Member Ricard</b>	<b>Nay</b>
<b>Council Member Weaver</b>	<b>Yea</b>

### 3.) **Brick Wall on West King Street**

*Description: Recommendation from the Infrastructure Committee to remove the brick wall at the corner of Capon and King Streets*

**Town Member Coggsdale** said the wall has been removed. There were some structural issues and it needed to come down. Council might want to vote to have it permanently stay away or to have it rebuilt.

**Vice Mayor Cherrix** asked if it was filled back in by concrete or asphalt and it is asphalt.

**Council Member Monahan** asked why it was brought to Council, and this was done since it was a recommendation from a committee and not full Council direction. It was the consensus of Council to not vote on this.

### 4.) **UDO Amendment – Short Term Rentals Ordinance**

*Description: Consideration of the Planning Commission recommendation on amendments to UDO Sections 6.2 Bed and Breakfast Establishments and 7.2 Definitions to allow for Short Term Rentals in certain zoning districts.*

**Mayor Boies** said there was a lengthy discussion at the Work Session, but she wanted to find out if there were any questions for **P&Z Administrator Pambid** before entertaining a motion.

**Council Member Hooser** said there was some language in the Bed and Breakfast portion that stated only breakfast could be served and asked why it was limited. **P&Z Administrator Pambid** said this is usually all they serve, but it has been in there since the inception of the UDO. **Vice Mayor Cherrix** thought it was because of health regulations.

**Council Member Reynolds** said she thought the State Code said it was one meal per day so it might just be a discrepancy in our UDO. **P&Z Administrator Pambid** said we can be more restrictive and not less restrictive. He thinks it is just a practical matter. The meal can only be served to guests and not to the public.

**Council Member Monahan** read from the State Code. She asked if we could amend the ordinance to change it to just a meal.

**Attorney Helm** said that section of the UDO would have to be amended, and it can be included in the amendment.

**Council Member Weaver** asked what meal service has to do with a Short Term Rental and it is performance standards for both a STR and a Bed and Breakfast.



**Vice Mayor Cherrix** said this could be added or amended later.

**Council Member Hooser** said it was discussed at the committee meeting about putting a cap on the number of STRs and he asked if that was legal.

**Amanda Kerns**, NSVRC, was in attendance and said various means of putting a cap on the number of units was looked at. State Code does not specifically give us the right to put a cap on this. Staff feels we can limit with the Special Use Permit. There is not a lot of requests to do STRs at this time. If there is discomfort in using the SUP, we can come back and find out if we can put a hard cap on this.

**P&Z Administrator Pambid** said there are some caps in the United States, but because we are a Dillon State, he doesn't feel this can be done.

**Ms. Kerns** said the majority of the caps were in California. Some have a specific number of permits and other give a percentage. She made some phone calls to Blacksburg, Virginia Beach, and Richmond and none have caps on total number of operations. Everything that she found about caps was done after the original ordinance was passed. She has not found out if Virginia is expressly enabled to do this in Virginia.

**Council Member Ricard moved that the Strasburg Town Council accept the Planning Commission's recommendation and approve the ordinance amendment for Short Term Rentals as presented; second by Council Member Weaver.**

***Discussion:***

**Council Member Massoud** read a statement. "I am here to speak against the short term rental ordinance. I have read this 'ordinance' on several occasions, and I cannot understand for the life of me why we are trying to regulate something which has been going on for a couple of years now and is working fine and thus should not be regulated by Town Hall.

We actually are discussing issuing Special Use Permits (SUP's) to potential users, and then will limit the number of SUP's that we will issue. Those of us on Council know how difficult it is for any applicant to get a SUP from this or any Council. We've refused them before and will likely do so again. The concept of having any resident or property owner having to get an SUP and then knowing the number will be limited is vastly unfair, and it is forcing this Council to determine who can profit and who cannot. So, we can know our future – the first time someone comes here with a SUP application, and the rest of the neighborhood complains to us, are we going to block them? We'd better think about this.

I've gone to the AirBnB website, and can find short term housing near Strasburg, so it seems that anyone who really wants to do this can do so, and they don't need any help from the Town to do short term rentals. So, this really is a money grab and another reason to write laws which the average person cannot understand and will just increase the UDO, something we should be looking to reduce not make a bigger monstrosity than it already is.

To quote one Town resident, **Ziggy Mormur**, "It seems like having this Ordinance would be taxing people's same hard earned money for a third time."

Last week, I had conversations with Members of the New Market Town Council, and the opinion I was left with was that they passed some type of Ordinance and nothing happened. Meaning that all that work was a seeming waste of time. Winchester killed a similar proposal because they realized that having a short term rental ordinance would do more harm than good. I get this from a former Member of the Winchester City Council.

The more I looked at this issue, the more it seems we are trying to come up with a solution for a problem which either does not yet exist or never will exist. If, however, you want to

make the UDO more confusing and less user friendly, adding a short term rental section to the UDO is the right way to go. If you are supporting this new Short Term Rental ordinance because you want to increase taxes on the middle class, then you are getting your wish, as that is what will occur.

Again, I want to state that I am not against short term rentals, just that we already do them without any need to add to the UDO. This is all about government revenue and waste, nothing more and nothing less.”

**Council Member Ricard** said the motion is “as presented” so a cap is not being put on it. **Council Member Massoud** said he understands that, and he has heard testimony from staff that we are looking to put a cap on it so we all know it will happen.

**Council Member Hooser** said this is not to support people doing this, but it is to regulate the people doing it or wanting to do this. It is basically a hotel, and when you turn a house into a hotel, you should be paying taxes on it; you should be on the same playing field.

**Council Member Monahan** said this needs to be done, but her biggest concern is the people who are already operating Bed and Breakfasts and STR’s. How will this not negatively impact those that are already in business? This is her concern. One of the main concerns is the parking.

**P&Z Administrator Pambid** said we have been approached about STRs. They are not allowed in town. They are operating now, and he has not gone in and told them they had to shut down. He and **former Town Manager Pearson** said they knew they were here so we might as well have an ordinance to allow them and allow them in a way to be kind to the neighborhoods. The original ordinance was to allow by-right, but the Planning Commission did not want that. The Sonner House is in the downtown overlay district which grants the approval authority either by staff or with the SUP; the Planning Commission and Town Council could waive this. Council can deviate from the parking standards or not allow it at all. This house is the oldest home in Strasburg and there were not cars when the house was built. Council might feel a parking deviation is warranted. Each SUP can be looked at by its own merits.

**Council Member Ricard** said they thought what was talked about was fair.

Attendees who operate STRs were asked how they felt about the ordinance. **Tom Grant** said no one likes taxes. **Kevin Watson** said he agrees with the taxes. If you have guests in your home and you are using town resources, you should pay taxes to the town. Regardless of taxes, they have enough parking, and he doesn’t think you should inconvenience your neighbors with parking on the street. They feel very strongly about this.

**Council Member Reynolds** said she had similar concerns as **Council Member Monahan** and wanted to balance the interest. She has heard we would like to encourage the STR in the downtown area and so the parking overlay works.

**Council Member Nicholson** said the Planning Commission and **P&Z Administrator Pambid** worked very hard on this and she asked **Council Member Reynolds** for some

highlights.

**Council Member Reynolds** said she thinks most of the main points have been covered by **P&Z Administrator Pambid**. One of the big discussion items was accountability of the owner. The Planning Commission was more focused on protecting the neighborhoods they would go into and not making it easy to open this.

**Vice Mayor Cherrix** echoed the views of **Council Member Massoud**. Most of the places you think of for an AirBnB, they are already not allowed. HOA's would not allow this in certain neighbors. We could look at something different in the downtown area. People who are doing this are doing so to help them keep their house.

**Council Member Massoud** said in the historic district, we are doing it the right way.

**Mayor Boies** said a lot of thought and discussion has gone into this. It is an SUP so anything that comes before us has flexibility.

**With no further discussion, the motion passed on a roll call vote with the following results:**

<b>Council Member Nicholson</b>	<b>Yea</b>
<b>Council Member Weaver</b>	<b>Yea</b>
<b>Council Member Massoud</b>	<b>Nay</b>
<b>Council Member Ricard</b>	<b>Yea</b>
<b>Vice Mayor Cherrix</b>	<b>Nay</b>
<b>Council Member Hooser</b>	<b>Yea</b>
<b>Council Member Reynolds</b>	<b>Yea</b>
<b>Council Member Monahan</b>	<b>Yea</b>

**5.) Valley Milk Products Request – Placement of Temporary Boiler**

*Description: Consideration of request to place a temporary boiler in Acton Place for a period of six (6) months for purposes of allowing production to resume at the plant.*

**Town Manager Coggsdale** said staff has had discussions with the consultants. It has been asked of the town to allow for the installation of a trailer on Acton Place temporarily to house a boiler. A sketch was shown where the boiler would be placed. Acton Place is currently closed, and the Town is also doing a drainage project in the area. When this project is complete, the closure of the road could be moved up to the end of the building where the consignment shop is. He has talked to the owner of the building and the business owners. Their only concern was if there was another explosion, and we cannot give assurance of that. We can work with the company to have an area where deliveries could be made to the other businesses, and the businesses were interested in this.

**Mayor Boies** asked about the revenue loss the town is experiencing during this closing of the plant. The loss is coming from the utility funds. **Town Manager Coggsdale** said he looked at one year of revenue and it is about \$34,000 per month. We are looking at a large deficit every month that they aren't working.

**Vice Mayor Cherrix** asked if there is a generator for this boiler or only steam and it is just steam. **Vice Mayor Cherrix** was also concerned with the safety, but there are mitigation measures. For safety aspects, the road should not be opened to the public. He wouldn't

want it any closer to the gas lines.

**Mayor Boies** said it is currently just barricaded with something very easy to pass through; could something be put up for it to be safer?

**Town Manager Coggsdale** said the boiler will be inside the trailer.

**Mayor Boies** would like as much of a barrier be put up as possible. **Town Manager Coggsdale** said these are conversations we can have with the contractor.

**Council Member Hooser** asked how firm is the six months that the trailer will be in place. **Town Manager Coggsdale** said the plan is to have it done by March. **Vice Mayor Cherrix** said parts delivery is insane and we can't control this.

**Council Member Massoud** moved to approve the request of Valley Milk and allow the placement of the unit in Acton Place for up to six (6) months; second by Vice Mayor Cherrix.

**With no discussion, the motion passed on a roll call vote with the following results:**

<b>Council Member Reynolds</b>	<b>Yea</b>
<b>Council Member Hooser</b>	<b>Yea</b>
<b>Council Member Monahan</b>	<b>Yea</b>
<b>Council Member Massoud</b>	<b>Yea</b>
<b>Council Member Ricard</b>	<b>Yea</b>
<b>Vice Mayor Cherrix</b>	<b>Yea</b>
<b>Council Member Weaver</b>	<b>Yea</b>
<b>Council Member Nicholson</b>	<b>Yea</b>

**Discussion Items:**

**1.) Comcast Agreement**

*Description:* Introduction and first reading of the potential Cable Franchise Agreement with Comcast of California/Maryland/Pennsylvania/ Virginia/West Virginia, LLC.

**Town Manager Coggsdale** said Comcast reached out to the town regarding a Franchise Agreement for cable services. **Town Attorney Miller** has looked at the franchise agreement. Tonight can be considered the first reading of the proposed Franchise Agreement and a public hearing can be had at the November 1 work session. Council only needs to direct staff to advertise for the Public Hearing.

**Consensus was to schedule a Public Hearing for Monday, November 1, 2021, at 7 p.m.**

**2.) Lodging Tax Amendment for Short Term Rentals**

*Description:* Discussion on an amendment to the Town Code for taxes on the gross proceeds arising from short-term rental property.

**Town Manager Coggsdale** said the Finance and Personnel Committee looked at this and the recommendation was to place this on the Council agenda. This amendment would allow for taxation on the STR. If it is so desired, staff can schedule a public hearing for the Council Work Session on November 1, 2021, at 7 p.m.

**The consensus of Council was to schedule the Public Hearing.**

**Town Officer Reports:**

**Town Manager Coggsdale:** In the absence of **Interim Community Development Director Hilton**, **Town Manager Coggsdale** read her report. **Ms. Hilton** had missed her college courses while attending the ICMA Conference in Portland, Oregon, so had to attend her class this evening. She reported to him that she went to several interesting classes at the conference.

Report: Reminder: Grilled Cheese + Tomato Soup Festival tickets are on sale now at the Visitor Center and will go on sale online on October 15<sup>th</sup>. Volunteers are needed and each volunteer receives a free tasting ticket so let **Ms. Hilton** know if interested.

RevUP has continued for five Strasburg businesses. The Community Advisory Team did not meet in September. As an update on VEDP, Virginia ranked 8<sup>th</sup> in Top States for Doing Business, 2<sup>nd</sup> in Workforce Development Programs, and 5<sup>th</sup> in Competitive Labor, Infrastructure, and Responsive Government. A tip from VEDP is to develop a robust site development program of Virginia shovel ready sites. Shenandoah County's Public Transit, ShenGO, began on October 4<sup>th</sup>. Route brochures will be delivered to a dozen Strasburg locations this month. Bus stop signs (both posts and yard signs) have been installed at 17 locations. The new date for WoW! is April 2022.

The Strasburg Visitor Center celebrated their 10th Anniversary on September 24<sup>th</sup> and welcomed 50 guests and had \$300 in sales.

Special September Events in Strasburg included Kids Night on September 4<sup>th</sup>, Harvest Festival on September 11<sup>th</sup>, and Carefest on September 18<sup>th</sup>. The monthly segment on The River 95.3, Strolling Strasburg, highlighted the Strasburg Police Department, Carefest, and community forums. Front Porch Friday partnership with the Strasburg Express team and Box Office Brewery are planned for 2022.

The Visitor Center welcomed 731 visitors in September, an average of 23.5 visitors per day, coming from 20 other states. From Virginia, there were 148 visitors (with 39 being from Strasburg). 16.5 percent of those toured the museum, and merchandise sales totaled \$1,808.77. Five new resident bags were given out.

**The Tourism Council** met September 21<sup>st</sup>. Discussed were the Faces of Tourism, 250<sup>th</sup> ShenCo Beer Collaboration, and a photo shoot covering fall foliage, vintage shopping, food/beverage, and hiking.

The new tennis/pickleball courts were completed at the beginning of September! Pickleball 101 classes were held on September 23<sup>rd</sup>/26<sup>th</sup>/29<sup>th</sup> and the kickball season kicked off on September 12<sup>th</sup> with seven teams, an increase from four in the summer season. A 3v3 adult basketball tournament was held on September 19<sup>th</sup>. The Master Park Plan Implementation Team continues to move forward on multiple projects and the bike rack was installed in Strasburg Square.

**Clerk of Council Keller:** Reminded Council to complete their COIA training. Large Item Pick-up will be held the week of October 18<sup>th</sup> – 22<sup>nd</sup>. Requests must be emailed or phoned in by closed of business, 5 p.m., tomorrow, October 13<sup>th</sup>.

**Director of Finance Fletcher:** Staff continues to prepare for the final audit visit scheduled for October 18<sup>th</sup> – 20<sup>th</sup>. The findings will likely be presented at a meeting in December. The FY21 Annual financial Report will be made available in advance of the auditor's presentation.

Second half tax billing will be sent out at the end of October with a due date of Monday, December 6<sup>th</sup>.

To provide an update on the DHCD COVID 19 Municipal Utility Relief Program, in our fall processing, we have received approximately six applications, totaling \$6,404.78 which brings our total utility customer assistance to \$20,294.40. This relief program will be ending in mid-November to allow time to closeout the program by year-end per state requirements.

**Town Attorney Miller: Helm in attendance.** Nothing to report.

**Planning and Zoning Administrator Pambid:** Reported 29 zoning permits were issued for the month of September with 22 of these being townhouses in Cedar Spring Estates. The estimated project costs for the month was \$5,019,522 with year-to-date totals being \$5,331,991.

The BZA and ARB did not meet during September. The Planning Commission recommended approval of the STR ordinance. There are no applications for any boards for the month of October.

**Council Member Monahan** asked about the Pifer house. **P&Z Administrator Pambid** said he has not spoken to **Mr. Aikens** who had said he would reassess this when the leaves dropped; he will get back with **Mr. Aikens**.

In regard to O'Reilly's, **P&Z Administrator Pambid** said he has received contact from the architect in that they intend to do land disturbance in the next six weeks. They are currently revising the building plans. They asked for confirmation that they could proceed with land disturbance, and this will be done through Shenandoah County.

**Chief Sager:** Apologized for missing the last meeting as he was sick.

The department responded to 1,431 calls for service during the month of September, resulting in 20 adult criminal charges, zero juvenile criminal charges, seven traffic violations, and Narcan was not used in September.

Happenings for the month of September included:

- 09/15/21 – **Captain Ford** participated in the Day of Caring with United Way.
- 09/18/21 – SPD officers served food at Cookout for a Cause.
- 09/18/21 – SPD Officers assisted with and attended the Celebration of Life for **Corporal Thomas Wade Frazier** who was killed in the line of duty in Artesia, New Mexico.
- 09/19/21 – SPD Officers played in the 3-on-3 basketball tournament at the town park.
- 10/13/21 – SPD will be serving the Community Dinner at St. Paul's Lutheran Church.

The SPD Kickball team which won the summer league is currently sitting in first place in the league.

**Vice Mayor Cherrix** asked if there were any more reports of break-ins from last week. **Chief Sager** said they have a good lead as far as suspects. It was a juvenile. He is proud of the officers for thinking outside the box and going into the neighborhoods and being on foot.

**Council Member Massoud** said we heard testimony about a house that was vandalized. **Chief Sager** said the department is continuing to investigate this. Officers have been door to door and using home surveillance.

**Interim Director of Community Development Hilton:** (report given earlier by Town Manager Coggsdale).

**Director of Public Works McKinley:** The Water and Wastewater Plants are operating as expected. Most elements of the final punch list have been corrected and the Streetscape Phase III is nearly complete. Two drainage issues are being addressed by the contractor due to poor drainage on the project. One is at the west corner of Borden Lumber while the other is at the west corner of Valley Milk. Both have been through design and are awaiting materials to begin work. The Jalisco Storm Drain project is about 50 percent complete.

Last month, Public Works cleared six sewer backups, repaired six water leaks, and handled 38

meter service requests.

**Standing Committee Reports:**

**Finance and Personnel Committee:** **Chairperson Nicholson** said the committee met on September 27. Discussed was how to fill vacancies on Boards and Commissions. This will be further discussed at a future meeting. Also discussed were holidays for employees and the adding of Veterans Day. The committee discussed Juneteenth with the State Holidays and not the town holidays. **Chairperson Nicholson** said she wanted to make sure Council knew that they discussed Juneteenth. Discussion was also held on the Round-up Program, Equal Pay, Arts and Tourism, and Smart Meters.

**Infrastructure Committee:** **Chairperson Weaver** said the committee met on September 21. **Director of Public Works McKinley** provided updates for items on the Projects List. The committee discussed the feasibility on the connector with Crystal Hill and making sure it is usable for four seasons. The brick wall was discussed with a recommendation of removal. The committee will meet when necessary.

**Public Safety and Ordinance Committee:** **Chairperson Reynolds** said the committee will be meeting on October 20<sup>th</sup> at 6 p.m. Members will be reviewing and getting updates on items on the projects list. The Strasburg Fire Department and the Strasburg Rescue Squad will provide updates and the bike ordinance will be on the agenda.

**Recreation/Parks/Trails Committee:** **Vice Mayor Cherrix** said the committee did not meet and he will try to set up a meeting for later this month.

**Mayor Boies** asked that all chairpersons set up one-on-one meetings with the staff contact of their committee when planning meetings.

**Special Committee Reports:**

**Northern Shenandoah Valley Regional Commission:** **Council Member Weaver** said the group met on September 23<sup>rd</sup> at Belle Grove, but he was unable to attend so had no report.

**Outreach Council:** **Council Member Ricard** said they are waiting to hear from VDOT about the Veteran's Day Parade on November 13.

**Planning Commission:** **Council Member Reynolds** said Ryan Homes brought forth the rear setback for Summit Crossing. The Planning Commission decided that they should put in an application for that amendment, but no application has been submitted as of now.

**Old/Unfinished Business:**

**Council Member Nicholson** encouraged all to put something on their Facebook pages about Boards and Commissions.

**Council Member Massoud** said if someone does not live in town, what is the exception, and the only exception is for the ARB and a person with expertise if no one within the Town has that expertise.

**Council Member Reynolds** said Saturday is the Charity Car Show. Traffic patterns will be affected. The silent auction will be held at the Box Office Brewery and the Jeep Convoy begins at 3:30 p.m.

**Mayor Boies** said she will work with **Rev. Haynes** for dates for a Community Meal that Council can assist with.

Sandy Hook Elementary School is doing a Trunk or Treat on October 23. **Mayor Boies** said Council can participate as a group. The school is also asking for candy donations.

**New Business:**

**Closed Meeting:**

**Council Member Weaver** moved for the Strasburg Town Council enter into a closed meeting pursuant to Code of Virginia § 2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The subject of the Closed Meeting is for follow-up on the appraisals for property on Borden Mowery Drive. Vice Mayor Cherrix offered the second to the motion. With no discussion, the motion passed unanimously.

**Council adjourned to a closed meeting at 8:44 p.m. Reconvened at 9:15 p.m.**

**Mayor Boies** said, “The Council of the Town of Strasburg hereby certifies by Roll Call vote that to the best of each member’s knowledge (1)only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (2)only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council of the Town of Strasburg.”

**Each member should respond “I so certify” by Roll Call vote.**

<b>Vice Mayor Cherrix</b>	<b>I so certify</b>
<b>Council Member Hooser</b>	<b>I so certify</b>
<b>Council Member Massoud</b>	<b>I so certify</b>
<b>Council Member Monahan</b>	<b>I so certify</b>
<b>Council Member Nicholson</b>	<b>I so certify</b>
<b>Council Member Reynolds</b>	<b>I so certify</b>
<b>Council Member Ricard</b>	<b>I so certify</b>
<b>Council Member Weaver</b>	<b>I so certify</b>
<b>Mayor Boies</b>	<b>I so certify</b>

**Being no further business, the meeting adjourned at 9:17 p.m.**





## Memorandum

To: Mayor Boies and Members of Town Council  
From: Waverly Coggsdale, Town Manager  
Date: November 4, 2021  
Re: Nonexclusive Franchise Agreement - Comcast

---

Town Council conducted a public hearing on the proposed Comcast Nonexclusive Franchise Agreement to provide cable services in town at their November 1, 2021, Work Session. It was the consensus of Town Council to place this item on the November 9, 2021, Regular Town Council meeting under Action Items.

A copy of the proposed Franchise Agreement is attached. It would be staff's recommendation that the Nonexclusive Franchise Agreement for Comcast be approved.

Town Council has the following options:

- Accept staff's recommendation and approve the Nonexclusive Franchise Agreement for Comcast (*as presented or amended*).
- Reject the recommendation and not approve the agreement.
- Take no action currently and/or place the item on a future agenda for discussion.

CABLE FRANCHISE AGREEMENT

BETWEEN

THE TOWN OF STRASBURG, VIRGINIA

AND

COMCAST OF CALIFORNIA/MARYLAND/PENNSYLVANIA/VIRGINIA/WEST  
VIRGINIA, LLC

## TABLE OF CONTENTS

Section 1.	Definition of Terms.....	2
Section 2.	Grant of Authority.....	4
Section 3.	Construction and Maintenance of the Cable System .....	4
Section 4.	Service Obligations .....	6
Section 5.	Fees and Charges to Subscribers.....	7
Section 6.	Customer Service Standards; Subscriber Bills; and Privacy Protection .....	8
Section 7.	Oversight and Regulation by Franchise Authority .....	8
Section 8.	Transfer of Cable System or Franchise.....	9
Section 9.	Insurance and Indemnity .....	10
Section 10.	System Description and Service .....	10
Section 11.	Enforcement and Revocation Proceedings .....	10
Section 12.	Competitive Equity .....	12
Section 13.	Miscellaneous Provisions.....	13

## **FRANCHISE AGREEMENT**

This Franchise Agreement (hereinafter, the “Agreement” or “Franchise Agreement”) is made between the Town of Strasburg, a political subdivision of the Commonwealth of Virginia (hereinafter, “Town” or “Franchise Authority”) and Comcast of California/Maryland/Pennsylvania/Virginia/West Virginia, LLC (hereinafter, “Franchisee”).

The Town having determined that the financial, legal, and technical ability of the Franchisee is reasonably sufficient to provide the services, facilities, and equipment necessary to meet the future cable-related needs of the community, desires to enter into this Franchise Agreement with the Franchisee for the construction, operation, and maintenance of a Cable System on the terms and conditions set forth herein.

### **SECTION 1 - Definition of Terms**

For the purpose of this Franchise Agreement, capitalized terms, phrases, words, and abbreviations shall have the meanings ascribed to them in the Code of Virginia, Article 1.2, §15.2-2108.19, and the Cable Communications Policy Act of 1984, as amended from time to time, 47 U.S.C. §§521 - 562 (the “Cable Act”), unless otherwise defined herein. When not inconsistent with the context, words used in the present tense include the future, words used to refer to the masculine include the feminine, words in the plural number include the singular number, and likewise, words in the singular number include the plural number. The word “shall” is mandatory and “may” is permissive. Words not defined in the Code of Virginia, Article 1.2, §15.2-2108.19, the Cable Act, or herein shall be given their common and ordinary meaning.

1.1. “Cable Service” or “Service” shall mean the one-way transmission to Subscribers of Video Programming or other Programming service and Subscriber interaction, if any, which is required for the selection or use of such Video Programming or other Programming service.

1.2. “Cable System” shall mean a facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide Cable Service which includes Video Programming and which is provided to multiple Subscribers within the Franchise Area, and as further defined under 47 U.S.C. §522(7).

1.3. “Effective Date” shall mean \_\_\_\_\_ 2021.

1.4. “FCC” shall mean the Federal Communications Commission, or successor governmental entity thereto.

1.5. “Franchise” shall mean the initial authorization, or renewal thereof, issued by the Franchise Authority, whether such authorization is designated as a franchise,

agreement, permit, license, resolution, contract, certificate, ordinance or otherwise, which authorizes the construction and operation of the Cable System.

1.6. “Franchise Agreement” or “Agreement” shall mean this Agreement and any amendments or modifications hereto.

1.7. “Franchise Area” shall mean the present legal boundaries of the Town of Strasburg, as of the Effective Date, and shall also include any additions thereto, by annexation or other legal means during the term of the Franchise, as per the requirements set forth herein.

1.8. “Franchise Authority” shall mean the Town of Strasburg or the lawful successor, transferee, designee, or assignee thereof.

1.9. “Franchisee” shall mean Comcast of California/Maryland/Pennsylvania/Virginia/West Virginia, LLC

1.10. “Person” shall mean any natural person or any association, firm, partnership, joint venture, corporation, or other legally recognized entity, whether for-profit or not-for profit, but shall not mean the Franchise Authority.

1.11. “Public Way” shall mean the surface of, and the space above and below, any public street, highway, freeway, bridge, land path, alley, court, boulevard, sidewalk, way, lane, public way, drive, circle, park, bridge, waterway, dock, bulkhead, wharf, pier, other public ground or water subject to the jurisdiction and control of the Franchise Authority, or other public right-of-way, including, but not limited to, public utility easements, dedicated utility strips, or easements dedicated for compatible uses and any temporary or permanent fixtures or improvements located thereon now or hereafter held by the Franchise Authority in the Franchise Area, which shall entitle the Franchisee to the use thereof for the purpose of installing, operating, repairing, and maintaining the Cable System. Public Way shall also mean any easement now or hereafter held by the Franchise Authority within the Franchise Area for the purpose of public travel, or for utility or public service use dedicated for compatible uses, and shall include other easements or rights-of-way as shall within their proper use and meaning entitle the Franchisee to the use thereof for the purposes of installing, operating, and maintaining the Franchisee’s Cable System over poles, wires, cables, conductors, ducts, conduits, vaults, manholes, amplifiers, appliances, attachments, and other property as may be ordinarily necessary and appurtenant to the Cable System.

1.12. “Standard Installation” shall mean the standard one hundred twenty-five foot (125’) aerial Drop connection to the existing distribution system.

1.13. “Subscriber” shall mean a Person or user of the Cable System who lawfully receives Cable Service therefrom with the Franchisee’s express permission.

1.14. "Town" shall mean the Town of Strasburg or the lawful successor, transferee, designee, or assignee thereof.

1.15. "Video Programming" or "Programming" shall mean the programming provided by, or generally considered comparable to programming provided by, a television broadcast station.

## **SECTION 2 - Grant of Authority**

2.1. Franchise Grant. The Franchise Authority hereby grants to the Franchisee under the Code of Virginia and the Cable Act a non-exclusive Franchise authorizing the Franchisee to construct and operate a Cable System in the Public Ways within the Franchise Area, and for that purpose to use, erect, install, construct, repair, alter, add to, inspect, replace, reconstruct, maintain, or retain in any Public Way such poles, wires, cables, conductors, ducts, underground conduits, vaults, manholes, pedestals, amplifiers, appliances, attachments, and, including but not limited to, above ground enclosures, markers, and concrete pads, or other related property, equipment, or fixtures as may be necessary, useful, or appurtenant to the Cable System, and to provide such services over the Cable System as may be lawfully allowed.

2.2. Term of Franchise. The term of the Franchise granted hereunder shall be ten (10) years, commencing upon the Effective Date of the Franchise, unless the Franchise is renewed or is lawfully terminated in accordance with the terms of this Franchise Agreement, the Code of Virginia, and the Cable Act.

2.3. Renewal. Any renewal of this Franchise Agreement shall be governed by and comply with the provisions of Article 1.2 of the Code of Virginia and Section 626 of the Cable Act [47 U.S.C. §546], as amended.

2.4. Reservation of Authority. Nothing in this Franchise Agreement shall be construed as a waiver of any codes or ordinances of general applicability promulgated by the Franchising Authority.

## **SECTION 3 - Construction and Maintenance of the Cable System**

3.1. Permits and General Obligations. The Franchisee shall be responsible for obtaining, at its own cost and expense, all generally applicable permits, licenses, or other forms of approval or authorization prior to the commencement of any activity that materially disturbs the surface of any street, curb, sidewalk or other public improvement in the Public Way, or impedes vehicular traffic. The issuance of such permits shall not be unreasonably withheld, conditioned, or delayed. Construction, installation, and maintenance of the Cable System shall be performed in a safe, thorough and reliable manner using materials of good and durable quality. All work shall be done by the Franchisee in accordance with FCC regulations. Notwithstanding the requirements

herein, Franchisee shall not be required to obtain a permit for individual drop connections to Subscribers, servicing or installing pedestals or other similar facilities, or other instances of routine maintenance or repair to its Cable System. All transmission and distribution structures, poles, other lines, and equipment installed by the Franchisee for use in the Cable System in accordance with the terms and conditions of this Franchise Agreement shall be located so as to minimize the interference with the proper use of the Public Ways and the rights and reasonable convenience of property owners who own property that adjoins any such Public Way.

3.2. Conditions of Street Occupancy.

3.2.1. New Grades or Lines. If the grades or lines of any Public Way within the Franchise Area are lawfully changed at any time during the term of this Franchise Agreement, then the Franchisee shall, upon reasonable advance written notice from the Franchise Authority (which shall not be less than thirty (30) business days) and at its own cost and expense, protect or promptly alter or relocate the Cable System, or any part thereof, so as to conform with any such new grades or lines. If public funds are available to any other user of the Public Way for the purpose of defraying the cost of any of the foregoing, the Franchise Authority shall notify Franchisee of such funding and make available such funds to the Franchisee within a reasonable timeframe. In the event that funds are not available, Franchisee reserves the right to pass its costs through to its Subscribers in accordance with applicable law.

3.2.2. Relocation at Request of Third Party. The Franchisee shall, upon reasonable prior written request of any Person holding a permit issued by the Franchise Authority to move any structure, temporarily move its wires to permit the moving of such structure; provided (i) the Franchisee may impose a reasonable charge on any Person for the movement of its wires, and such charge may be required to be paid in advance of the movement of its wires; and (ii) the Franchisee is given not less than thirty (30) business days advance written notice to arrange for such temporary relocation.

3.2.3. Restoration of Public Ways. If in connection with the construction, operation, maintenance, or repair of the Cable System, the Franchisee disturbs, alters, or damages any Public Way, the Franchisee agrees that it shall at its own cost and expense replace and restore any such Public Way to a condition reasonably comparable to the condition of the Public Way existing immediately prior to the disturbance.

3.2.4. Safety Requirements. The Franchisee shall undertake all necessary and appropriate commercial efforts to maintain its work sites in a safe manner in order to prevent failures and accidents that may cause damage, injuries or nuisances. All work undertaken on the Cable System shall be performed in substantial accordance with applicable FCC or other federal and state regulations. The Cable System shall not unreasonably endanger or interfere with the safety of Persons or property in the Franchise Area.

3.2.5. Trimming of Trees and Shrubbery. The Franchisee shall have the authority to trim trees or other natural vegetative growth encroaching or overhanging any of its Cable System in the Franchise Area so as to prevent contact with the Franchisee's wires, cables, or other equipment. All such trimming shall be done at the Franchisee's sole cost and expense. The Franchisee shall be responsible for any collateral, direct real property damage caused by such trimming.

3.2.6. Aerial and Underground Construction. At the time of Cable System construction, if all of the transmission and distribution facilities of all of the respective public or municipal utilities in any area of the Franchise Area are underground, the Franchisee shall place its Cable System transmission and distribution facilities underground, provided that such underground locations are actually capable of accommodating the Franchisee's cable and other equipment without technical degradation of the Cable System's signal quality. In any region(s) of the Franchise Area where the transmission or distribution facilities of the respective public or municipal utilities are both aerial and underground, the Franchisee shall have the discretion to construct, operate, and maintain all of its transmission and distribution facilities, or any part thereof, aerially or underground. Nothing in this Agreement shall be construed to require the Franchisee to construct, operate, or maintain underground any ground-mounted appurtenances such as customer taps, line extenders, system passive devices, amplifiers, power supplies, pedestals, or other related equipment.

3.2.7. Undergrounding and Beautification Projects. In the event all users of the Public Way relocate aerial facilities underground as part of an undergrounding or neighborhood beautification project, Franchisee shall participate in the planning for relocation of its aerial facilities contemporaneously with other utilities. Franchisee's relocation costs shall be included in any computation of necessary project funding by the Franchise Authority or private parties. Franchisee shall be given reasonable notice and access to the public utilities' facilities at the time that such are placed underground and shall be entitled to reimbursement of its relocation costs from public or private funds raised for the project and made available to other users of the Public Way. In the event that public and/or private funds are not available or do not cover the entire direct and actual cost of the relocation, Franchisee reserves the right to pass its costs, or in the case of partial reimbursement from public and/or private funds its incremental cost, through to its Subscribers in accordance with applicable law.

#### **SECTION 4 - Service Obligations**

4.1. Initial Build. Subject to the receipt of all necessary easements, permits, pole licenses, and required authorizations, Franchisee shall use commercially reasonable efforts to construct the Cable System and make Cable Service available to occupied residential dwelling units within its initial build geographic area within three (3) years of the Effective Date of this Agreement. In the event that construction is delayed by factors outside of Franchisee's control, including weather, make-ready delays by other companies, or other factors identified as Force Majeure, Franchisee shall provide a written request for an



extension of time to complete the initial build area, which request shall not be unreasonably denied.

4.1.1. Nothing herein shall preclude Franchisee from constructing additional Cable System facilities or making Cable Service available to additional residential dwelling units at its discretion. Franchisee shall, however, not be obligated to construct additional Cable System facilities and/or make Cable Service available beyond the Initial Build area.

4.2. Programming. The Franchisee shall offer to all Subscribers a diversity of Video Programming services in accordance with federal law.

4.3. No Discrimination. Neither the Franchisee nor any of its employees, agents, representatives, contractors, subcontractors, or consultants, nor any other Person, shall discriminate or permit discrimination between or among any Persons in the availability of Cable Services provided in connection with the Cable System in the Franchise Area; provided, however, Franchisee reserves the right to deny service for good cause, including but not limited to non-payment or theft of service, vandalism of equipment, or documented or founded harassment or abuse of Franchisee's employees or agents. It shall be the right of all Persons to receive all available services provided on the Cable System so long as such Person's financial or other obligations to the Franchisee are satisfied. Nothing contained herein shall prohibit the Franchisee from offering bulk discounts, promotional discounts, package discounts, or other such pricing strategies as part of its customary business practice.

4.4. New Developments. The Franchise Authority shall provide the Franchisee with written notice of the issuance of building or development permits for planned developments within the Franchise Area requiring undergrounding of cable facilities. The Franchise Authority agrees to require the developer, as a condition of issuing the permit, to give the Franchisee access to open trenches for deployment of cable facilities and at least fifteen (15) business days written notice of the date of availability of open trenches.

4.5. Prohibition Against Reselling Service. No Person shall sell, offer for sale, or resell, without the express prior written consent of the Franchisee, any Cable Service, program or signal transmitted over the Cable System by the Franchisee.

## **SECTION 5 - Fees and Charges to Subscribers**

5.1. All rates, fees, charges, deposits and associated terms and conditions to be imposed by the Franchisee or any affiliated Person for any Cable Service as of the Effective Date shall be in accordance with applicable FCC rate regulations and any applicable state regulations. Before any new or modified rate, fee, or charge is imposed, the Franchisee shall follow the applicable FCC notice requirements and rules and notify affected Subscribers, which notice may be by any means permitted under applicable law.

## **SECTION 6 - Customer Service Standards; Subscriber Bills; and Privacy Protection**

6.1. Customer Service Standards. The Franchise Authority hereby adopts the customer service standards set forth in Appendix A. The Franchisee shall comply in all respects with the applicable customer service requirements established by the FCC.

6.2. Subscriber Bills. Subscriber bills shall be designed in such a way as to present the information contained therein clearly and comprehensibly to Subscribers, and in a way that (i) is not misleading and (ii) does not omit material information. Notwithstanding anything to the contrary in Section 6.1, above, the Franchisee may, in its sole discretion, consolidate costs on Subscriber bills as may otherwise be permitted by Section 622 (c) of the Cable Act [47 U.S.C. §542 (c)].

6.3. Privacy Protection. The Franchisee shall comply with all applicable federal and state privacy laws, including Section 631 of the Cable Act and regulations adopted pursuant thereto.

## **SECTION 7 - Oversight and Regulation by Franchise Authority**

7.1. Communications Tax. Franchisee shall comply with the provisions of Section 58.1-645 *et seq.* of the Code of Virginia, pertaining to the Virginia Communications Sales and Use Tax, as amended. Franchisee may designate the Virginia Communications Sales and Use tax as a separate item in any bill to a Subscriber as permitted under applicable law.

7.2. Oversight of Franchise. In accordance with applicable law, the Franchise Authority shall have the right to, at its sole cost and expense and upon reasonable prior written notice and in the presence of Franchisee's employee, periodically inspect the construction and maintenance of the Cable System in the Franchise Area as necessary to monitor Franchisee's compliance with the provisions of this Franchise Agreement.

7.3. Technical Standards. The Franchisee shall comply with all applicable technical standards of the FCC. To the extent those standards are altered, modified, or amended during the term of this Franchise, the Franchisee shall comply with such altered, modified or amended standards within a commercially reasonable period after such standards become effective. The Franchise Authority shall have, upon written request, the right to obtain a copy of tests and records required to be performed pursuant to the FCC rules.

7.4. Maintenance of Books, Records, and Files.

7.4.1. Books and Records. Throughout the term of this Franchise Agreement, the Franchisee agrees that the Franchise Authority may review the Franchisee's books and records in the Franchise Area as are reasonably necessary to

monitor Franchisee's compliance with the provisions of this Franchise Agreement, upon reasonable prior written notice to the Franchisee pursuant to this Agreement, at the Franchisee's business office, during Normal Business Hours, and without unreasonably interfering with Franchisee's business operations. All such documents that may be the subject of an inspection by the Franchise Authority shall be retained by the Franchisee for a minimum period of twenty-four (24) months.

7.4.2. File for Public Inspection. Throughout the term of this Franchise Agreement, the Franchisee shall maintain for public inspection those documents required pursuant to the FCC's Public Inspection File rules and regulations.

7.4.3. Proprietary Information. Notwithstanding anything to the contrary set forth in this Section, the Franchisee shall not be required to disclose information which it reasonably deems to be proprietary or confidential in nature. The Franchise Authority agrees to treat any information disclosed by the Franchisee as confidential and only to disclose it to those employees, representatives, and agents of the Franchise Authority that have a need to know in order to enforce this Franchise Agreement and who agree, through the execution of a non-disclosure agreement, to maintain the confidentiality of all such information. The Franchisee shall not be required to provide Subscriber information in violation of Section 631 of the Cable Act or any other applicable federal or state privacy law. For purposes of this Section, the terms "proprietary or confidential" include, but are not limited to, information relating to the Cable System design, Subscriber lists, marketing plans, financial information unrelated to the calculation of franchise fees or rates pursuant to FCC rules, or other information that is reasonably determined by the Franchisee to be competitively sensitive. Franchisee may make proprietary or confidential information available for inspection, but not copying or removal of information by the Franchise Authority's representative. In the event that the Franchise Authority has in its possession and receives a request under a state "sunshine," public records, or similar law for the disclosure of information the Franchisee has designated as confidential, trade secret or proprietary, the Franchise Authority shall notify Franchisee of such request and cooperate with Franchisee in opposing such request.

## **SECTION 8 - Transfer of Cable System or Franchise**

8.1. Neither the Franchisee nor any other Person may transfer the Cable System or the Franchise without prior written notice to the Franchise Authority. No prior notice shall be required, however, for: (i) a transfer in trust, by mortgage, hypothecation, or by assignment of any rights, title, or interest of the Franchisee in the Franchise or in the Cable System in order to secure indebtedness, (ii) a transfer to an entity directly or indirectly owned or controlled by Comcast Corporation or an affiliate, or (iii) the sale, conveyance, transfer, exchange or release of fifty percent (50%) or less of its equitable ownership.

## **SECTION 9 - Insurance and Indemnity**

9.1. Insurance. Throughout the term of this Franchise Agreement, the Franchisee shall, at its own cost and expense, maintain Commercial General Liability Insurance and, upon request, provide the Franchise Authority certificates of insurance designating the Franchise Authority and its officers, boards, commissions, councils, elected officials, and employees as additional insureds and demonstrating that the Franchisee has obtained the insurance required in this Section. Such policy or policies shall be in the minimum amount of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury or property damage. The Franchisee shall provide workers' compensation coverage in accordance with applicable law.

9.2. Indemnification. The Franchisee shall indemnify, defend and hold harmless the Franchise Authority, its officers and employees acting in their official capacities from and against any liability or claims resulting from property damage or bodily injury (including accidental death) that directly arise out of the Franchisee's construction, operation, maintenance, or removal of the Cable System, including, but not limited to, reasonable attorneys' fees and costs, provided that the Franchise Authority shall give the Franchisee timely written notice of its obligation to indemnify and defend the Franchise Authority within ten (10) business days of receipt of a claim or action pursuant to this Section. The Franchise Authority agrees that it will take all necessary action to avoid a default judgment and not prejudice the Franchisee's ability to defend the claim or action. If the Franchise Authority determines that it is necessary for it to employ separate counsel, the costs for such separate counsel shall be the responsibility of the Franchise Authority.

9.2.1. Franchisee shall not be required to indemnify the Franchise Authority for negligence or misconduct on the part of the Franchise Authority or its officials, boards, commissions, agents, or employees, subject to applicable law.

## **SECTION 10 - System Description and Service**

10.1. System Capacity. During the term of this Agreement, the Franchisee's Cable System shall be capable of providing Video Programming with reception available to its Subscribers in the Franchise Area in accordance with the Cable Act.

## **SECTION 11 - Enforcement and Revocation Proceedings**

11.1. Notice of Violation or Default and Opportunity to Cure. In the event the Franchise Authority believes that the Franchisee has not complied with the material terms of the Franchise, it shall notify the Franchisee in writing with specific details regarding the exact nature of the alleged non-compliance or default.

11.1.1. Franchisee's Right to Cure or Respond. The Franchisee shall have forty-five (45) days from the receipt of the Franchise Authority's written notice: (i) to respond to the Franchise Authority, contesting the assertion of non-compliance or default; or (ii) to cure such default; or (iii) in the event that, by nature of the default, such default cannot be cured within the forty-five (45) day period, initiate commercially reasonable steps to diligently remedy such default and notify the Franchise Authority of the steps being taken and the projected date that the cure will be completed.

11.1.2. Public Hearings. In the event the Franchisee fails to respond to the Franchise Authority's notice or in the event that the alleged default is not remedied within forty five (45) days or the date projected by the Franchisee, the Franchise Authority shall schedule a public hearing to investigate the default. Such public hearing shall be held at the next regularly scheduled meeting of the Franchise Authority that is scheduled at a time that is no less than ten (10) business days therefrom. The Franchise Authority shall notify the Franchisee in advance, in writing of the time and place of such meeting and provide the Franchisee with a reasonable opportunity to be heard.

11.1.3. Enforcement. Subject to applicable federal and state law, in the event the Franchise Authority, after such public hearing, determines that the Franchisee is in default of any material provision of the Franchise, the Franchise Authority may: (i) seek specific performance of any provision that reasonably lends itself to such remedy as an alternative to damages, or seek other equitable relief; or (ii) in the case of a substantial default of a material provision of the Franchise, initiate revocation proceedings in accordance with the following:

(a) The Franchise Authority shall give written notice to the Franchisee of its intent to revoke the Franchise on the basis of a pattern of non-compliance by the Franchisee, including two or more instances of substantial non-compliance with a material provision of the Franchise. The notice shall set forth with specificity the exact nature of the non-compliance. The Franchisee shall have ninety (90) business days from the receipt of such notice to object in writing and to state its reasons for such objection. In the event the Franchise Authority has not received a response from the Franchisee or upon receipt of the response does not agree that the allegations of non-compliance have been or will be resolved, it may then seek revocation of the Franchise at a public hearing. The Franchise Authority shall cause to be served upon the Franchisee, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to request revocation of the Franchise.

(b) At the designated public hearing, the Franchise Authority shall give the Franchisee an opportunity to state its position on the matter, present evidence and question witnesses, in accordance with the standards of a fair hearing applicable to administrative hearings in the Commonwealth of Virginia, after which it shall determine whether or not the Franchise shall be terminated. The public hearing shall be on the record and a written transcript shall be made available to the Franchisee within ten (10) business days. The

decision of the Franchise Authority shall be in writing and shall be delivered to the Franchisee by certified mail. The Franchisee may appeal such determination to an appropriate court, which shall have the power to review the decision of the Franchise Authority “de novo” and to modify or reverse such decision as justice may require.

11.2. Technical Violation. The Franchise Authority agrees that it is not its intention to subject the Franchisee to penalties, fines, forfeitures or revocation of the Franchise for so-called “technical” breach(es) or violation(s) of the Franchise, which shall include, but not be limited, to the following:

11.2.1. in instances or for matters where a violation or a breach of the Franchise by the Franchisee was good faith error that resulted in no or minimal negative impact on the Subscribers within the Franchise Area; or

11.2.2. where there existed circumstances reasonably beyond the control of the Franchisee and which precipitated a violation by the Franchisee of the Franchise, or which were deemed to have prevented the Franchisee from complying with a term or condition of the Franchise.

11.3. No Removal of System. Franchisee shall not be required to remove its Cable System or to sell the Cable System, or any portion thereof as a result of revocation, denial of renewal, or any other lawful action to forbid or disallow Franchisee from providing Cable Service, if the Cable System is actively being used to facilitate any other services not governed by the Cable Act, or any portion thereof [47 U.S.C. §541(b)].

## **SECTION 12 - Competitive Equity**

12.1. If the Town grants a competitive franchise, or similar authorization, which, in the reasonable opinion of the Franchisee, contains more favorable or less burdensome terms or conditions than this Franchise Agreement, the Franchisee may notify the Town that it wishes to renegotiate certain specified provisions of the Franchise Agreement. Within thirty (30) days after the Franchisee provides such notice, both parties must begin to negotiate in good faith, and either party to this Franchise Agreement may request changes to amend this Agreement so that neither the Franchisee’s Franchise Agreement nor the competitor’s agreement contains terms that are more favorable or less burdensome than the other. For purposes of this section, the agreements must be viewed as a whole, not on a provision-by-provision basis, and the agreements must be compared with due regard for the circumstances existing at the time each was granted.

12.2 In the event an application for a new cable television franchise is filed with the Franchising Authority proposing to serve the Franchising Area, in whole or in part, the Franchising Authority shall serve or require to be served a copy of such application upon the Franchisee by registered or certified mail or via nationally recognized overnight courier service.

12.3 In the event that a cable provider provides Cable Service to the residents of the Town under an authorization that is unavailable to the Franchisee, the Franchisee shall have a right to request amendments to this Franchise Agreement that relieve the Franchisee of regulatory burdens that create a competitive disadvantage to the Franchisee. In requesting amendments, the Franchisee shall file a petition with the Town Council seeking to amend the Franchise Agreement. Such petition shall: (1) indicate the presence of a competitor utilizing such authorization; (2) identify the basis for Franchisee's belief that certain provisions of the Franchise Agreement place Franchisee at a competitive disadvantage; and (3) identify the regulatory burdens to be amended or repealed in order to eliminate the competitive disadvantage. Town Council shall hold a public hearing to evaluate the petition and hear views of interested parties. The Franchising Authority shall not unreasonably withhold consent to the Franchisee's petition.

12.4 The obligations in this Section 12 shall apply to the grant of new franchises, or similar authorizations, or renewals or extensions of current franchises, or similar authorizations, but shall not apply to franchises, or similar authorizations, that are in effect upon the Effective Date of this Franchise Agreement.

### **SECTION 13 - Miscellaneous Provisions**

13.1. Force Majeure. The Franchisee shall not be held in default under, or in non-compliance with, the provisions of the Franchise, nor suffer any enforcement or penalty relating to noncompliance or default (including termination, cancellation or revocation of the Franchise), where such non-compliance or alleged defaults occurred or were caused by lightning strike, earthquake, flood, tidal wave, unusually severe rain, ice or snow storm, hurricane, tornado, pandemic, epidemic, public health emergency, or other catastrophic act of nature; riot, war, labor disputes, environmental restrictions, failure of utility service or the failure of equipment or facilities not belonging to Franchisee, denial of access to facilities or rights-of-way essential to serving the Franchise Area necessary to operate the Cable System, governmental, administrative or judicial order or regulation or other event that is reasonably beyond the Franchisee's ability to anticipate or control. This provision also covers work delays caused by waiting for utility providers to service or monitor their own utility poles on which the Franchisee's cable or equipment is attached, as well as unavailability of materials or qualified labor to perform the work necessary.

13.2. Notice. All notices shall be in writing and shall be sufficiently given and served upon the other party by hand delivery, first class mail, registered or certified, return receipt requested, postage prepaid, or by reputable overnight courier service and addressed as follows:

To the Franchise Authority:

Town of Strasburg  
174 East King Street  
Strasburg, VA 22657  
Attention: Town Manager

To the Franchisee:

Comcast of California/Maryland/Pennsylvania/Virginia/West Virginia, LLC  
55 Construction Lane  
Fishersville, VA 22939  
Attention: Government Affairs Department

With copies to:

Comcast Cable  
1215 East Fort Avenue, Suite 103  
Baltimore, MD 21230  
Attention: Government Affairs Department

And to:

Comcast Cable Northeast Division  
676 Island Pond Rd.  
Manchester, NH 03109  
Attention: Government Affairs Department

13.3. Entire Agreement. This Franchise Agreement and any exhibits or addendums hereto constitute the entire agreement between the Franchise Authority and the Franchisee and supersedes all prior or contemporaneous agreements, ordinances, representations, or understandings, whether written or oral, of the parties regarding the subject matter hereof. Any agreements, ordinances, representations, promises or understandings or parts of such measures that are in conflict with or otherwise impose obligations different from the provisions of this Franchise Agreement are superseded by this Franchise Agreement.

13.4. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Franchise Agreement is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body, or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

13.5. Governing Law. This Franchise Agreement shall be deemed to be executed in the State where the Franchise Area is located, and shall be governed in all respects, including validity, interpretation and effect, and construed in accordance with, the laws of such State, as applicable to contracts entered into and performed entirely



within the State, and subject to any applicable provisions of substantive law under the Cable Act, as amended.

13.6. Modification. No provision of this Franchise Agreement shall be amended or otherwise modified, in whole or in part, except by an instrument, in writing, duly executed by the Franchise Authority and the Franchisee, which amendment shall be authorized on behalf of the Franchise Authority through the adoption of an appropriate resolution or order by the Franchise Authority, as required by applicable law.

13.7. No Third-Party Beneficiaries. Nothing in this Franchise Agreement is or was intended to confer third-party beneficiary status on any member of the public to enforce the terms of this Franchise Agreement.

13.8. Captions. Captions to sections throughout this Franchise Agreement are solely to facilitate the reading and reference to the sections and provisions of this Franchise Agreement. Such captions shall not affect the meaning or interpretation of this Franchise Agreement.

13.9. No Waiver of Rights. Nothing in this Franchise Agreement shall be construed as a waiver of any rights, substantive or procedural, which Franchisee may have under federal or state law unless such waiver is expressly stated herein.

13.10. Incorporation by Reference

13.10.1. All presently and hereafter applicable conditions and requirements of federal, State and generally applicable local laws, including but not limited to the rules and regulations of the FCC and the State where the Franchise Area is located, as they may be amended from time to time, are incorporated herein by reference to the extent not enumerated herein. However, no such generally applicable local laws, rules, regulations and codes, as amended, may alter the obligations, interpretation and performance of this Renewal Franchise to the extent that any provision of this Renewal Franchise conflicts with or is inconsistent with such laws, rules or regulations.

13.10.2. Should the State, the federal government or the FCC require Franchisee to perform or refrain from performing any act the performance or non-performance of which is inconsistent with any provisions herein, the Franchise Authority and Franchisee will thereupon, if they determine that a material provision herein is affected, modify any of the provisions herein to reflect such government action.

13.11. Calculation of Time. Where the performance or doing of any act, duty, matter, payment, or operation is required hereunder and the period of time or duration for the performance or doing thereof is prescribed and fixed herein, the time shall be computed so as to exclude the first day and include the last day of the prescribed or fixed period or duration of time. When the last day of the period falls on Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

13.12. Annexation. Upon ninety (90) days written notice, any additions of territory to the Franchise Authority, by annexation or other legal means, contiguous to the Franchise Area, shall thereafter be subject to all the terms of this Agreement as though it were an extension made hereunder related to the Cable System located or operated within said territory.

13.13. Authority to Execute. Each party represents to the other that the person signing on its behalf has the legal right and authority to execute, enter into and bind such party to the commitments and obligations set forth herein.

REMAINDER OF PAGE LEFT BLANK UNTIL SIGNATURE PAGE.

IN WITNESS WHEREOF, this Franchise Agreement has been executed by the duly authorized representatives of the parties as set forth below, as of the last date set forth below:

Town of Strasburg, Virginia:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Comcast of California/Maryland/Pennsylvania/Virginia/West Virginia, LLC:

By: \_\_\_\_\_

Print Name: Michel Parker

Title: Regional Senior Vice President

Date: \_\_\_\_\_

## Appendix A

### Customer Service Standards

The Franchisee shall comply in all respects with the applicable customer service requirements established by the FCC. Franchisee shall be subject to the following customer service standards consistent with federal law:

#### 1. Definitions.

A. **Normal Business Hours.** Normal Business Hours means those hours during which most similar businesses in the community are open to serve customers. In all cases, Normal Business Hours must include some evening hours at least one night per week and/or some weekend hours.

B. **Normal Operating Conditions.** Normal Operating Conditions means those service conditions which are within the control of the Franchisee. Those conditions which are not within the control of the Franchisee include, but are not limited to, natural disasters, civil disturbances, power outages, telephone network outages, and severe or unusual weather conditions. Those conditions which are ordinarily within the control of the Franchisee include, but are not limited to, special promotions, pay-per-view events, rate increases, regular peak or seasonal demand periods, and maintenance or upgrade of the Cable System.

C. **Service Interruption.** Service Interruption means the loss of picture or sound on one or more cable channels.

#### 2. Telephone Availability.

A. The Franchisee will maintain a local, toll-free or collect call telephone access line which will be available to its subscribers 24 hours a day, seven days a week.

i. Trained company representatives will be available to respond to Subscriber telephone inquiries during normal business hours.

ii. After Normal Business Hours, the access line may be answered by a service or an automated response system, including an answering machine. Inquiries received after Normal Business Hours must be responded to by a trained company representative on the next business day.

iii. Under Normal Operating Conditions, telephone answer time by a customer representative, including wait time, shall not exceed thirty (30) seconds when the connection is made. If the call needs to be transferred, transfer time shall not exceed thirty (30) seconds. These standards shall be met no less than ninety (90) percent of the time under normal operating conditions, measured on a quarterly basis.

iv. Under normal operating conditions, Subscribers will receive a busy signal less than three (3) percent of the time.

### 3. Installations, Outages and Service Calls.

A. Under Normal Operating Conditions, each of the following standards will be met no less than ninety-five (95) percent of the time measured on a quarterly basis:

i. Standard installations will be performed within seven (7) business days after an order has been placed, or at a later time requested by the customer. "Standard" installations are those that are located up to 125 feet from the existing distribution system.

ii. Excluding conditions beyond the control of the Franchisee, the Franchisee will begin working on Service Interruptions promptly and in no event later than 24 hours after the interruption becomes known. The Franchisee must begin actions to correct other service problems the next business day after notification of the service problem.

iii. The "appointment window" alternatives for installations, service calls, and other installation activities will be either a specific time or, at maximum, a four-hour time block during Normal Business Hours. (The Franchisee may schedule service calls and other installation activities outside of Normal Business Hours for the convenience of the customer.)

iv. Franchisee may not cancel an appointment with a customer after the close of business on the business day prior to the scheduled appointment.

v. If Franchisee is running late for an appointment with a customer and will not be able to keep the appointment as scheduled, the customer will be contacted. The appointment will be rescheduled, as necessary, at a time which is convenient for the customer.

### 4. Billing.

A. Bills must be clear, concise and understandable. Bills must be fully itemized, with itemizations including, but not limited to, basic and premium service charges and equipment charges. Bills will also clearly delineate all activity during the billing period, including optional charges, rebates and credits.

i. In case of a billing dispute, the Franchisee must respond to a written complaint from a Subscriber within thirty (30) days.

B. Refund checks will be issued promptly, but no later than either –

i. The Subscriber's next billing cycle following resolution of the request or thirty (30) days, whichever is later, or

ii. The return of the equipment supplied by Franchisee if service is terminated.

C. Credits for service will be issued no later than the Subscriber's next billing cycle following the determination that a credit is warranted.

## 5. Communication with Subscribers.

A. Franchisee shall provide written information on each of the following areas at the time of installation of service, at least annually to all Subscribers, and at any time upon request:

i. Products and services offered;

ii. Prices and options for programming services and conditions of subscription to programming and other services;

iii. Installation and service maintenance policies;

iv. Instructions on how to use the Cable Service;

v. Channel positions of programming carried on the Cable System; and

vi. Billing and complaint procedures, including the address and telephone number of the local franchise authority's cable office.

B. In accordance with applicable law, Franchisee shall notify Subscribers of any changes in rates, programming services or channel positions a minimum of thirty (30) days in advance of such changes if the change is within the control of the Franchisee. In addition, the Franchisee shall notify Subscribers thirty (30) days in advance of any significant changes in the other information required by §5.A above. Franchisee shall not be required to provide prior notice to Subscribers of any rate change that is the result of a regulatory fee, franchise fee or any other fee, tax, assessment, or charge of any kind imposed by any federal agency, the Commonwealth of Virginia, or the Town on the transaction between Franchisee and the Subscriber. Advance notice is not required for the launch of new channels when offered on a subscription basis or added to an existing service tier at no additional cost to the Subscriber. The written notices required by this section may be provided electronically.



## Memorandum

To: Mayor Boies and Members of Town Council  
From: Waverly Coggsdale, Town Manager  
Date: November 4, 2021  
Re: Transient Occupancy Tax (Short Term Rental) Code Amendment

---

Town Council conducted a public hearing on the proposed ordinance text amendment to Chapter 78, Article VII. – Transient Occupancy Tax Section 78-256 “Definitions” and Section 78-262 “Exemptions” of the Town Code at their November 1, 2021, Work Session. It was the consensus of Town Council to place this item on the November 9, 2021, Regular Town Council meeting under Action Items. The Finance and Personnel Committee (4-0) previously recommended approval of this amendment.

A copy of the proposed ordinance text amendment is attached. This amendment sets forth the taxing of short-term rentals, which were approved as permitted uses in the Unified Development Ordinance (UDO) last month. The Town’s current transient occupancy (lodging) tax rate is 6%.

Town Council has the following options:

- Accept the Finance and Personnel Committee’s recommendation and approve the ordinance text amendment to Chapter 78, Article VII. – Transient Occupancy Tax Section 78-256 “Definitions” and Section 78-262 “Exemptions” of the Town Code (*as presented or amended*).
- Reject the Finance and Personnel Committee’s recommendation and not approve the ordinance text amendment.
- Take no action currently and/or place the item on a future agenda for discussion.

**Amendments for the purposes of including short-term rentals as taxable transient lodging.**

## **CHAPTER 78, ARTICLE VII. - TRANSIENT OCCUPANCY TAX**

### **Sec. 78-256. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Hotel* means any public or private hotel, inn, apartment hotel, bed and breakfast, hostelry, tourist home or house, motel, roominghouse, *short-term rental* or other lodging place within the town offering lodging for ~~two~~ *one* or more persons at any one time, and the owner and operator thereof, who, for compensation, furnishes lodging to any transients.

*Room or space rental* means the total charge made by any hotel or travel campground for lodging or space furnished any transient. If the charges made by such hotel or travel campground to transients include any charge for services or accommodations, in addition to that of lodging, and the use of space, then such portion of the total charge as represents only room and space rental shall be distinctly set out and billed to such transient by such hotel or travel campground as a separate item.

*Transient* means any natural person who, for any period of not more than 30 consecutive days, either at his own expense or at the expense of another, obtains lodging or the use of any space in any hotel or travel campground for which lodging or use of space a charge is made.

*Travel campground* means any area or tract of land used to accommodate two or more camping parties, including tents, travel trailers or other camping outfits.

(Ord. of 12-12-2006(3))

### **Sec. 78-257. - Penalty for violation.**

Any person violating or failing to comply with any of the provisions of this article shall be guilty of a class 3 misdemeanor. Each such violation or failure and each day's continuance thereof shall constitute a separate offense. Such conviction shall not relieve any such person from the payment, collection or remittance of the tax as provided in this article.



(Ord. of 12-12-2006(3))

**Sec. 78-258. - Amount and levy.**

There is hereby imposed and levied by the town, in addition to all other taxes, fees, and charges of every kind, now or hereafter imposed by law, a tax in the amount of six percent of the total amount paid for room or space rental to any hotel or travel campground.

(Ord. of 12-12-2006(3); Ord. of 6-14-2016(1))

**Sec. 78-259. - Collection.**

Every person receiving any payment of room or space rental with respect to which a tax is levied under this article, shall collect the amount of tax hereby imposed from the transient on whom the same is levied or from the person paying for such room or space rental, at the time payment for such rooms or space is made, and the tax shall be paid to the town.

(Ord. of 12-12-2006(3))

**Sec. 78-260. - Administrative guidelines.**

The town manager shall establish guidelines as necessary to administer the terms of this article.

(Ord. of 12-12-2006(3))

**Sec. 78-261. - Reports and remittances.**

The person collecting any tax levied under this article shall make out a report upon forms, setting forth information as the director of finance may prescribe and require, showing the amount of room or space rental charges collected and the tax required to be collected, and shall sign and deliver the same, along with a remittance of such tax, to the director of finance. Such reports and remittances shall be made to the director of finance on or before the twentieth day of the calendar month following the month being reported.

(Ord. of 12-12-2006(3))

**Sec. 78-262. - Exemptions.**

No tax shall be payable under this article on room or space rental paid to any hospital, medical clinic, convalescent home or home for the aged. ~~No tax shall be payable under this article on individually owned single family homes or condominium units which are rented through an agency which provides advertising, reservations, housekeeping, accounting, and/or check in services.~~

(Ord. of 12-12-2006(3))

**Sec. 78-263. - Advertising payment or absorption of tax.**

No person shall advertise or hold out to the public in any manner, directly or indirectly, that all or any part of a tax imposed under this article will be paid or absorbed by him or by anyone else, or that he or anyone else will relieve any purchaser of the payment of all or any part of such tax.

(Ord. of 12-12-2006(3))

**Sec. 78-264. - Penalty and interest for failure to remit taxes when due.**

If any person whose duty it is to do so shall fail or refuse to remit to the director of finance the tax required to be collected under this article, within the time and in the amount specified in this article, there shall be added to such tax by the director of finance a penalty as set from time to time by the town council. In addition, there shall be added to such unpaid tax interest at a rate as set from time to time by the town council on the amount of tax delinquent, such interest to commence on the first day of the month following the month in which such taxes are due. For the second and subsequent years of delinquency, interest shall be imposed at the rate established pursuant to section 6621 of the Internal Revenue Code of 1954, as amended, or at a rate as set from time to time by the town council, whichever is greater.

(Ord. of 12-12-2006(3))

**Sec. 78-265. - Procedure upon failure or refusal to collect taxes or make remittances and reports.**

If any person whose duty it is to do so shall fail or refuse to collect the tax imposed under this article or to make within the time provided in this article the reports and remittances required by this article, the director of finance shall proceed in such a manner as he may deem best to obtain the facts and information as he is able to obtain upon which to base the assessment of any tax payable by any person who has failed or refused to collect such tax or to make such report and remittance. He shall proceed to determine and

assess against such person such tax and penalty by registered mail at his last known place of address of the amount of such tax and interest and penalty and the total amount thereof shall be payable within ten days from the date of such notice.

(Ord. of 12-12-2006(3))

**Sec. 78-266. - Preservation of records.**

It shall be the duty of every person required by this article to pay to the town the taxes imposed by this article to keep and to preserve for a period of two years records showing all purchases taxable under this article, the amount charged the purchaser for each purchase, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article. The director of finance or his duly authorized agents shall have the power to examine such records at reasonable times and without unreasonable interference with the business of such person, for the purpose of administering and enforcing the provisions of this article and to make transcripts of all or any parts thereof.

(Ord. of 12-12-2006(3))

**Sec. 78-267. - Cessation of business; report and tax due immediately.**

Whenever any person required to collect and pay to the town a tax under this article shall cease to operate and shall otherwise dispose of his business, any tax payable under the provisions of this article shall become immediately due and payable. Such person shall immediately make a report and pay the tax due.

(Ord. of 12-12-2006(3))



## Memorandum

To: Mayor Boies and Members of Town Council  
From: Waverly Coggsdale, Town Manager  
Date: November 4, 2021  
Re: Fire Department Restructuring Committee Request

---

Town Council appointed a Restructuring Committee in 2018 to assist the Strasburg Volunteer Fire Department. Recently the Committee approved amendments to the Fire Department's By-laws to address past issues and concerns. The Fire Department's new Board of Directors is slated to take office on January 1, 2022.

The Restructuring Committee has asked that the committee be dissolved at 12:00 a.m. on January 1, 2022 and return oversight to the new Board of Directors. Town Council discussed this item at their November 1, 2021, Work Session and reached a consensus to place this item on their November 9, 2021, Regular Meeting agenda for action.

Town Council has the following options:

- Accept the Restructuring Committee's request and approve the dissolution of the Committee on January 1, 2022 (12:00 a.m.).
- Reject the request and not dissolve the committee.
- Take no action currently and/or place the item on a future agenda for discussion.

# TOWN OFFICER REPORTS

- Finance
- Police
- Public Works
- Planning & Zoning
- Community Development





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Finance Director, Angela Fletcher  
Date: 11/09/2021  
Re: Monthly Update to Council

---

### Finances and Auditing

- Auditors wrapped up their final fieldwork visit this week and their audit presentation is planned for January.
- Staff is busy working with the audit team to prepare and distribute the FY21 Annual Financial Report by year end.

### Due Dates and Anticipated Items

- 2nd Half Tax Billings were sent out November 1<sup>st</sup> and they are due on Monday, December 6th (since the 5th falls on a Sunday)
- The Evergreen Compensation/Benefit Study is well underway and we hope to have some draft reports by mid-January.

### Customer Interaction and Information

- As discussed previously, the DHCD COVID 19 Municipal Utility Relief Program that was available from the state Coronavirus Relief Fund (CRF) is being finalized this month.
- In October, staff applied for new funding offered via DHCD's COVID-19 ARPA State and Local Fiscal Recovery Funds (SLFRF) Municipal Utility Assistance Program.
- Last week, we received a notice of award for \$35,082.22 which shall be used to directly assist residential municipal utility customers of Town of Strasburg with arrearages greater than 60 days for the time period between March 12, 2020, and August 31, 2021.
- There is a very limited timeframe to utilize these funds, as they must be expended to cover such obligations no later than February 28, 2022.

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 10-GENERAL FUND</b>							
10-3300-2001 AUTO RENTAL TAX	\$0.00	\$4,000.00	\$0.00	\$450.18	\$0.00	(\$3,549.82)	11
10-3310-1000 REAL ESTATE TAXES	\$0.00	\$1,020,290.00	\$0.00	\$54,179.33	\$37,993.18	(\$966,110.67)	5
10-3310-1001 REAL ESTATE TAXES-DE	\$0.00	\$20,000.00	\$0.00	\$5,026.49	\$353.20	(\$14,973.51)	25
10-3310-2000 PERSONAL PROPERTY TA	\$0.00	\$429,854.00	\$0.00	\$59,860.26	\$37,559.26	(\$369,993.74)	14
10-3310-2001 PERSONAL PROPERTY TA	\$0.00	\$35,000.00	\$0.00	\$8,881.07	\$1,043.67	(\$26,118.93)	25
10-3310-2300 PERSONAL PROPERTY TA	\$0.00	\$138,900.00	\$0.00	\$138,897.77	\$0.00	(\$2.23)	100
10-3310-2500 MACHINERY & TOOLS TA	\$0.00	\$320,000.00	\$0.00	\$2,086.09	\$2,086.09	(\$317,913.91)	1
10-3310-2501 MACHINERY & TOOLS TA	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	(\$4,500.00)	0
10-3310-3000 BANK FRANCHISE TAXES	\$0.00	\$114,712.00	\$0.00	\$0.00	\$0.00	(\$114,712.00)	0
10-3310-4000 FRANCHISE TAXES OTHE	\$0.00	\$10,700.00	\$0.00	\$1,777.08	\$888.54	(\$8,922.92)	17
10-3310-5000 PENALTIES	\$0.00	\$30,000.00	\$0.00	\$15,426.03	\$2,232.62	(\$14,573.97)	51
10-3310-5500 INTERESTS FROM TAXES	\$0.00	\$4,500.00	\$0.00	\$749.01	\$88.92	(\$3,750.99)	17
10-3310-6000 UTILITY TAXES	\$0.00	\$155,000.00	\$0.00	\$28,603.13	\$11,804.86	(\$126,396.87)	18
10-3310-6100 COMMUNICATION TAXES	\$0.00	\$70,000.00	\$0.00	\$19,718.55	\$4,986.68	(\$50,281.45)	28
10-3310-6101 CIGARETTE TAXES	\$0.00	\$135,000.00	\$0.00	\$39,192.50	\$7,125.00	(\$95,807.50)	29
10-3320-1000 MOTOR VEHICLE FEES	\$0.00	\$139,643.00	\$0.00	\$22,189.89	\$2,820.06	(\$117,453.11)	16
10-3320-1500 DMV STOP FEE	\$0.00	\$16,000.00	\$0.00	\$6,228.83	\$2,835.00	(\$9,771.17)	39
10-3320-2000 ZONING & PERMIT FEES	\$0.00	\$31,000.00	\$0.00	\$10,053.50	\$2,643.50	(\$20,946.50)	32
10-3320-3000 BUSINESS LICENSE TAX	\$0.00	\$120,000.00	\$0.00	\$2,210.90	\$127.00	(\$117,789.10)	2
10-3320-4000 MEALS TAXES	\$0.00	\$850,000.00	\$0.00	\$304,350.32	\$72,534.27	(\$545,649.68)	36
10-3320-4100 LODGING TAXES	\$0.00	\$154,140.00	\$0.00	\$80,598.74	\$21,251.50	(\$73,541.26)	52
10-3320-4300 PROFFERS	\$0.00	\$84,000.00	\$0.00	\$84,000.00	\$40,000.00	\$0.00	100
10-3330-2000 ROLLING STOCK	\$0.00	\$4,500.00	\$0.00	\$4,098.33	\$0.00	(\$401.67)	91
10-3330-3000 SALES TAXES	\$0.00	\$460,000.00	\$0.00	\$176,553.54	\$39,943.38	(\$283,446.46)	38
10-3330-4000 LAW ENFORCEMENT STAT	\$0.00	\$113,600.00	\$0.00	\$0.00	\$0.00	(\$113,600.00)	0
10-3330-5000 RIGHT-OF-WAY FEES	\$0.00	\$22,500.00	\$0.00	\$7,560.10	\$4,310.40	(\$14,939.90)	34
10-3330-6000 HIGHWAY MAINTENANCE-	\$0.00	\$686,675.00	\$0.00	\$0.00	\$0.00	(\$686,675.00)	0
10-3330-7000 GRANTS RECEIVED	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
10-3330-7020 STREET SCAPE GRANT	\$0.00	\$0.00	\$0.00	\$394,078.88	\$0.00	\$394,078.88	0
10-3330-7022 BUSINESS PARK PHASE	\$0.00	\$2,500,000.00	\$0.00	\$0.00	\$0.00	(\$2,500,000.00)	0
10-3330-7023 VDOT REV SHARE - BOR	\$0.00	\$1,150,000.00	\$0.00	\$0.00	\$0.00	(\$1,150,000.00)	0
10-3330-7024 WAYFINDING SIGNAGE	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	(\$300,000.00)	0
10-3330-7036 VISITOR CENTER REVEN	\$0.00	\$34,800.00	\$0.00	\$3,592.62	\$329.04	(\$31,207.38)	10
10-3330-7040 SPECIAL EVENTS REVEN	\$0.00	\$13,700.00	\$0.00	\$2,060.00	\$530.00	(\$11,640.00)	15
10-3340-1000 FINES & COSTS	\$0.00	\$25,000.00	\$0.00	\$5,489.12	\$2,007.86	(\$19,510.88)	22
10-3350-3000 PETTY CASH	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
10-3350-4000 MISCELLANEOUS RECEIP	\$0.00	\$11,000.00	\$0.00	\$16,314.97	\$328.48	\$5,314.97	148
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$70.00	\$45.00	\$70.00	0
10-3350-7000 INTEREST INCOME	\$0.00	\$19,000.00	\$0.00	\$0.00	\$0.00	(\$19,000.00)	0
10-3350-7026 VA COMMISSION FOR AR	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	(\$4,500.00)	0
10-3350-7800 PROCEEDS FROM BORROW	\$0.00	\$113,770.00	\$0.00	\$0.00	\$0.00	(\$113,770.00)	0
10-4411-2000 MAYOR & TOWN COUNCIL	\$0.00	\$32,500.00	\$0.00	\$0.00	\$0.00	\$32,500.00	0
10-4411-3500 PLANNING COMMISSION	\$0.00	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00	0
10-4411-7000 SALARIES & WAGES- RE	\$0.00	\$186,186.00	\$0.00	\$51,342.17	\$19,093.59	\$134,843.83	28
10-4411-8000 SALARIES & WAGES PAR	\$0.00	\$68,198.00	\$0.00	\$16,230.62	\$5,229.28	\$51,967.38	24
10-4411-9000 SALARIES & WAGES-OVE	\$0.00	\$2,000.00	\$0.00	\$429.79	\$184.26	\$1,570.21	21
10-4411-9001 FICA - ADMINISTRATION	\$0.00	\$22,272.00	\$0.00	\$4,581.17	\$1,632.46	\$17,690.83	21
10-4411-9002 VRS - ADMINISTRATION	\$0.00	\$23,367.00	\$0.00	\$921.23	\$0.00	\$22,445.77	4
10-4411-9003 HEALTH INSURANCE - E	\$0.00	\$19,107.00	\$0.00	\$2,108.69	\$0.00	\$16,998.31	11
10-4412-1600 INSURANCE PREMIUMS	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
10-4412-1700 ADVERTISING	\$0.00	\$3,000.00	\$0.00	\$336.81	\$0.00	\$2,663.19	11
10-4412-1900 LEGAL SERVICES	\$0.00	\$50,000.00	\$0.00	\$23,741.78	\$0.00	\$26,258.22	47
10-4412-2000 CONTRACTUAL SERVICES	\$0.00	\$32,144.00	\$0.00	\$2,684.23	\$434.44	\$29,459.77	8
10-4412-2020 DMV STOP FEE	\$0.00	\$17,000.00	\$0.00	\$2,025.00	\$450.00	\$14,975.00	12
10-4412-2100 PROFESSIONAL SERVICE	\$0.00	\$14,000.00	\$0.00	\$4,772.92	\$2,856.60	\$9,227.08	34
10-4412-2101 GRANT EXPENSE	\$0.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0
10-4412-2200 TELEPHONE	\$0.00	\$4,000.00	\$0.00	\$936.51	\$172.72	\$3,063.49	23

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4412-2300 ELECTRICITY	\$0.00	\$6,000.00	\$0.00	\$1,245.70	\$423.19	\$4,754.30	21
10-4412-2500 FUEL-HEAT	\$0.00	\$1,000.00	\$0.00	\$20.73	\$20.73	\$979.27	2
10-4412-2600 GAS, GREASE, & OIL	\$0.00	\$750.00	\$0.00	\$59.76	\$0.00	\$690.24	8
10-4412-2800 MATERIALS & SUPPLIES	\$0.00	\$20,100.00	\$0.00	\$2,251.39	\$863.35	\$17,848.61	11
10-4412-2855 COMPUTERS & SOFTWARE	\$0.00	\$3,500.00	\$0.00	\$103.48	\$51.74	\$3,396.52	3
10-4412-2900 MEMBERSHIP DUES	\$0.00	\$655.00	\$0.00	\$0.00	\$0.00	\$655.00	0
10-4412-3000 MISCELLANEOUS	\$0.00	\$5,500.00	\$0.00	\$1,816.75	\$498.02	\$3,683.25	33
10-4412-3100 STRASBURG LIBRARY DO	\$0.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$16,500.00	0
10-4412-3201 I/T SUPPORT	\$0.00	\$3,850.00	\$0.00	\$988.62	\$390.87	\$2,861.38	26
10-4412-3300 BUILDING MAINTENANCE	\$0.00	\$6,422.00	\$1,573.52	\$406.42	\$149.87	\$4,442.06	6
10-4412-3700 TRAVEL & TRAINING	\$0.00	\$4,500.00	\$0.00	\$87.40	\$50.66	\$4,412.60	2
10-4412-3701 TRAVEL & TRAINING CO	\$0.00	\$4,500.00	\$0.00	\$607.34	\$723.17	\$3,892.66	13
10-4412-3710 CODIFICATION	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4412-7500 STRASBURG MUSEUM DO	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
10-4412-7700 PROJECTS	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0
10-4412-7701 COUNTY TOURISM SUPPO	\$0.00	\$15,000.00	\$0.00	\$10,492.99	\$3,541.92	\$4,507.01	70
10-4412-8000 RESCUE SQUAD DONATIO	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
10-4412-8100 FIRE DEPT DONATION	\$0.00	\$35,000.00	\$0.00	\$3,758.42	\$1,262.29	\$31,241.58	11
10-4412-8600 BUSINESS PARK	\$0.00	\$0.00	\$0.00	\$11,436.52	\$0.00	(\$11,436.52)	0
10-4412-8800 BUSINESS PARK - DEBT	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0
10-4412-9000 CONTINGENCY EXPENSE	\$0.00	\$147,363.00	\$0.00	\$0.00	\$0.00	\$147,363.00	0
10-4413-0400 CAPITAL PROJECTS	\$0.00	\$4,050,000.00	\$0.00	\$0.00	\$0.00	\$4,050,000.00	0
10-4413-0900 DOWNTOWN STREETSCAP	\$0.00	\$0.00	\$0.00	\$322,371.40	\$158,686.15	(\$322,371.40)	0
10-4421-7000 SALARIES & WAGES	\$0.00	\$63,367.00	\$0.00	\$12,064.40	\$3,934.80	\$51,302.60	19
10-4421-9001 FICA	\$0.00	\$4,848.00	\$0.00	\$913.86	\$297.99	\$3,934.14	19
10-4421-9002 VRS PLANNING & ZONIN	\$0.00	\$6,609.00	\$0.00	\$267.46	\$0.00	\$6,341.54	4
10-4421-9003 HEALTH INSURANCE	\$0.00	\$6,521.00	\$0.00	\$543.40	\$0.00	\$5,977.60	8
10-4422-1700 ADVERTISING	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
10-4422-2000 CONTRACTUAL SERVICES	\$0.00	\$60,000.00	\$0.00	\$2,952.95	\$2,936.56	\$57,047.05	5
10-4422-2101 GRANT EXPENSE	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0
10-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4422-2855 COMPUTERS & SOFTWARE	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
10-4422-2900 MEMBERSHIP DUES	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
10-4422-3000 MISCELLANEOUS	\$0.00	\$275.00	\$0.00	\$0.00	\$0.00	\$275.00	0
10-4422-3201 I/T SUPPORT	\$0.00	\$430.00	\$0.00	\$264.35	\$104.51	\$165.65	61
10-4422-3700 TRAVEL & TRAINING	\$0.00	\$2,250.00	\$0.00	\$547.09	\$467.09	\$1,702.91	24
10-4422-3800 PLANNING DISTRICT CO	\$0.00	\$10,500.00	\$0.00	\$6,208.68	\$0.00	\$4,291.32	59
10-4431-7000 SALARIES & WAGES - R	\$0.00	\$493,896.00	\$0.00	\$157,740.84	\$46,001.47	\$336,155.16	32
10-4431-8000 SALARIES & WAGES - P	\$0.00	\$41,473.00	\$0.00	\$14,677.50	\$3,609.62	\$26,795.50	35
10-4431-9000 SALARIES & WAGES - O	\$0.00	\$38,300.00	\$0.00	\$5,438.79	\$1,169.54	\$32,861.21	14
10-4431-9001 FICA - PUBLIC WORKS	\$0.00	\$40,955.00	\$0.00	\$12,650.81	\$3,570.24	\$28,304.19	31
10-4431-9002 VRS - PUBLIC WORKS -	\$0.00	\$55,839.00	\$0.00	\$3,920.42	\$0.00	\$51,918.58	7
10-4431-9003 HEALTH INSURANCE - E	\$0.00	\$60,140.00	\$0.00	\$10,379.06	\$0.00	\$49,760.94	17
10-4431-9005 EMP STIPEND	\$0.00	\$2,000.00	\$0.00	\$830.61	\$276.87	\$1,169.39	42
10-4432-1600 INSURANCE PREMIUMS	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0
10-4432-2000 CONTRACTUAL SERVICES	\$0.00	\$14,480.00	\$0.00	\$436.09	\$72.50	\$14,043.91	3
10-4432-2200 TELEPHONE	\$0.00	\$6,000.00	\$0.00	\$1,811.02	\$311.17	\$4,188.98	30
10-4432-2300 ELECTRICITY	\$0.00	\$7,000.00	\$0.00	\$914.55	\$304.52	\$6,085.45	13
10-4432-2400 STREET LIGHTS	\$0.00	\$100,000.00	\$0.00	\$21,400.90	\$7,145.38	\$78,599.10	21
10-4432-2500 FUEL-HEAT	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4432-2600 GAS,GREASE, & OIL	\$0.00	\$9,000.00	\$579.99	\$1,803.98	\$368.65	\$6,616.03	20
10-4432-2700 TIRES & TUBES	\$0.00	\$2,000.00	\$0.00	\$522.70	\$7.61	\$1,477.30	26
10-4432-2800 MATERIALS & SUPPLIES	\$0.00	\$10,000.00	\$533.63	\$955.59	\$423.46	\$8,510.78	10
10-4432-2850 PERMITS & DUES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4432-2855 COMPUTERS & SOFTWARE	\$0.00	\$3,000.00	\$0.00	\$221.57	\$0.00	\$2,778.43	7
10-4432-3000 MISCELLANEOUS	\$0.00	\$1,800.00	\$0.00	\$667.00	\$105.74	\$1,133.00	37
10-4432-3201 I/T SUPPORT	\$0.00	\$5,000.00	\$0.00	\$1,617.76	\$639.61	\$3,382.24	32
10-4432-3300 BUILDING MAINTENANCE	\$0.00	\$4,500.00	\$0.00	\$748.57	\$0.00	\$3,751.43	17



Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4432-3400 REPAIRS EQUIPMENT	\$0.00	\$20,000.00	\$0.00	\$5,467.17	\$2,478.89	\$14,532.83	27
10-4432-3500 REPAIRS STREETS - TO	\$0.00	\$68,667.00	\$0.00	\$801.34	\$0.00	\$67,865.66	1
10-4432-3600 REPAIRS STREETS-STAT	\$0.00	\$686,675.00	\$3,806.50	\$12,348.26	\$0.00	\$670,520.24	2
10-4432-3700 TRAVEL & TRAINING	\$0.00	\$5,000.00	\$0.00	\$197.85	\$92.50	\$4,802.15	4
10-4432-3800 MISS UTILITY	\$0.00	\$550.00	\$0.00	\$117.82	\$22.84	\$432.18	21
10-4432-4000 UNIFORMS	\$0.00	\$4,000.00	\$0.00	\$427.82	\$0.00	\$3,572.18	11
10-4432-4300 VEHICLE/EQUIPMENT PY	\$0.00	\$49,029.00	\$0.00	\$2,942.52	\$735.63	\$46,086.48	6
10-4432-4700 STORM WATER MANAGEM	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
10-4432-4800 EQUIPMENT	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
10-4432-4801 CAPITAL ASSETS - PW	\$0.00	\$7,759.00	\$0.00	\$0.00	\$0.00	\$7,759.00	0
10-4432-4900 HORTICULTURE	\$0.00	\$25,000.00	\$3,674.83	\$514.03	\$356.09	\$20,811.14	2
10-4432-5100 PRINCIPAL ON VRA SER	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$28,000.00	0
10-4432-5110 INTEREST VRA SERIES	\$0.00	\$19,924.00	\$0.00	\$0.00	\$0.00	\$19,924.00	0
10-4433-0100 VEHICLES	\$0.00	\$51,000.00	\$0.00	\$0.00	\$0.00	\$51,000.00	0
10-4433-4800 DPW PROJECT-CIP	\$0.00	\$20,400.00	\$0.00	\$0.00	\$0.00	\$20,400.00	0
10-4441-7000 SALARIES & WAGES - R	\$0.00	\$1,063,610.00	\$0.00	\$378,440.11	\$122,579.08	\$685,169.89	36
10-4441-7010 SALARIES & WAGES - P	\$0.00	\$51,148.00	\$0.00	\$16,652.40	\$6,508.71	\$34,495.60	33
10-4441-9000 SALARIES & WAGES - O	\$0.00	\$93,200.00	\$0.00	\$48,171.18	\$10,730.76	\$45,028.82	52
10-4441-9001 FICA - PUBLIC SAFETY	\$0.00	\$85,277.00	\$0.00	\$31,765.32	\$9,957.08	\$53,511.68	37
10-4441-9002 VRS - PUBLIC SAFETY	\$0.00	\$116,270.00	\$0.00	\$8,061.56	\$0.00	\$108,208.44	7
10-4441-9003 HEALTH INSURANCE -	\$0.00	\$119,271.00	\$0.00	\$23,606.20	\$0.00	\$95,664.80	20
10-4441-9005 EMPLOYEE STIPEND	\$0.00	\$1,500.00	\$0.00	\$353.07	\$117.69	\$1,146.93	24
10-4442-1600 INSURANCE PREMIUMS	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0
10-4442-2000 CONTRACTUAL SERVICES	\$0.00	\$84,984.00	\$0.00	\$16,743.10	\$2,801.62	\$68,240.90	20
10-4442-2200 TELEPHONE	\$0.00	\$10,500.00	\$0.00	\$3,943.51	\$850.46	\$6,556.49	38
10-4442-2600 GAS,GREASE, & OIL	\$0.00	\$25,000.00	\$0.00	\$9,333.98	\$2,532.11	\$15,666.02	37
10-4442-2700 TIRES & TUBES	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4442-2800 MATERIALS & SUPPLIES	\$0.00	\$6,500.00	\$0.00	\$4,447.93	\$457.92	\$2,052.07	68
10-4442-2850 EQUIPMENT	\$0.00	\$15,000.00	\$0.00	\$1,600.49	\$831.12	\$13,399.51	11
10-4442-2855 COMPUTERS & SOFTWARE	\$0.00	\$3,000.00	\$0.00	\$2,242.22	\$45.25	\$757.78	75
10-4442-2900 MEMBERSHIP DUES	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
10-4442-3000 MISCELLANEOUS	\$0.00	\$5,500.00	\$0.00	\$1,028.12	\$38.96	\$4,471.88	19
10-4442-3201 I/T SUPPORT	\$0.00	\$11,100.00	\$0.00	\$3,436.36	\$1,358.65	\$7,663.64	31
10-4442-3400 REPAIRS EQUIPMENT	\$0.00	\$32,600.00	\$0.00	\$5,922.26	\$736.06	\$26,677.74	18
10-4442-3700 TRAVEL & TRAINING	\$0.00	\$17,500.00	\$0.00	\$5,575.75	\$1,551.78	\$11,924.25	32
10-4442-3900 COMMUNITY POLICING	\$0.00	\$8,000.00	\$0.00	\$9,956.91	\$1,034.97	(\$1,956.91)	124
10-4442-4000 UNIFORMS	\$0.00	\$22,000.00	\$0.00	\$6,679.09	\$2,954.98	\$15,320.91	30
10-4442-4300 VEHICLE/EQUIPMENT PA	\$0.00	\$58,291.00	\$0.00	\$18,219.72	\$4,554.93	\$40,071.28	31
10-4442-4400 FIREARMS/RANGE	\$0.00	\$9,000.00	\$0.00	\$2,434.75	\$32.95	\$6,565.25	27
10-4443-0100 VEHICLES	\$0.00	\$42,370.00	\$34,682.80	\$0.00	\$0.00	\$7,687.20	0
10-4461-7000 SALARIES & WAGES	\$0.00	\$20,056.00	\$0.00	\$9,839.60	\$3,193.20	\$10,216.40	49
10-4461-9000 SALARIES & WAGES - O	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4461-9001 FICA - ER	\$0.00	\$1,534.00	\$0.00	\$743.58	\$241.23	\$790.42	48
10-4461-9002 VRS - ER	\$0.00	\$2,092.00	\$0.00	\$234.75	\$0.00	\$1,857.25	11
10-4461-9003 HEALTH INSURANCE - E	\$0.00	\$3,260.00	\$0.00	\$543.40	\$0.00	\$2,716.60	17
10-4461-9005 EMPLOYEE STIPEND	\$0.00	\$450.00	\$0.00	\$145.35	\$48.45	\$304.65	32
10-4462-1700 ADVERTISING	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0
10-4462-2101 GRANT EXPENSE	\$0.00	\$4,500.00	\$0.00	\$5,000.00	\$0.00	(\$500.00)	111
10-4462-2400 PURCHASE FOR RESALE	\$0.00	\$9,000.00	\$0.00	\$5,661.10	\$1,936.40	\$3,338.90	63
10-4462-2800 MATERIALS & SUPPLIES	\$0.00	\$750.00	\$0.00	\$1,038.22	\$0.00	(\$288.22)	138
10-4462-2855 COMPUTERS & SOFTWARE	\$0.00	\$1,100.00	\$0.00	\$959.39	\$0.00	\$140.61	87
10-4462-2900 MEMBERSHIP DUES	\$0.00	\$945.00	\$0.00	\$250.00	\$0.00	\$695.00	26
10-4462-3000 MISCELLANEOUS	\$0.00	\$250.00	\$0.00	\$77.92	\$0.00	\$172.08	31
10-4462-3201 I/T SUPPORT	\$0.00	\$1,700.00	\$0.00	\$660.86	\$261.28	\$1,039.14	39
10-4462-3700 TRAVEL & TRAINING	\$0.00	\$4,499.00	\$0.00	\$1,421.93	\$326.93	\$3,077.07	32
10-4462-7000 PROJECTS & PROGRAMS	\$0.00	\$14,200.00	\$5,000.00	\$3,359.03	\$215.88	\$5,840.97	24
10-4462-7200 TOURISM	\$0.00	\$29,700.00	\$5,320.00	\$72.24	\$0.00	\$24,307.76	0
10-4462-7250 VISITOR CENTER EXPEN	\$0.00	\$38,374.00	\$0.00	\$7,745.49	\$1,630.51	\$30,628.51	20

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-5310-1000 POOL ADMISSION RECEI	\$0.00	\$20,000.00	\$0.00	\$11,331.54	\$0.00	(\$8,668.46)	57
10-5310-1500 SWIM LESSONS	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	(\$6,500.00)	0
10-5310-2000 CONCESSION RECEIPTS	\$0.00	\$20,000.00	\$0.00	\$6,031.83	\$0.00	(\$13,968.17)	30
10-5310-3000 RECREATIONAL RENTAL	\$0.00	\$15,000.00	\$0.00	\$10,010.00	\$2,300.00	(\$4,990.00)	67
10-5310-6000 RECREATION PROGRAMMI	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
10-5310-7000 MISCELLANEOUS RECREA	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
10-5411-7000 SALARIES & WAGES - P	\$0.00	\$98,711.00	\$0.00	\$43,030.31	\$2,056.80	\$55,680.69	44
10-5411-9000 SALARIES & WAGES - O	\$0.00	\$640.00	\$0.00	\$0.00	\$0.00	\$640.00	0
10-5411-9001 FICA - PARKS & RECRE	\$0.00	\$7,551.00	\$0.00	\$3,291.78	\$157.35	\$4,259.22	44
10-5412-1600 INSURANCE PREMIUMS	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
10-5412-1700 ADVERTISING	\$0.00	\$2,400.00	\$0.00	\$237.25	\$0.00	\$2,162.75	10
10-5412-1900 CHEMICALS	\$0.00	\$9,000.00	\$3,076.80	\$0.00	\$0.00	\$5,923.20	0
10-5412-2000 CONTRACTUAL SERVICES	\$0.00	\$6,000.00	\$0.00	\$900.00	\$0.00	\$5,100.00	15
10-5412-2101 GRANT EXPENSE	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0
10-5412-2300 ELECTRICITY	\$0.00	\$9,500.00	\$0.00	\$3,333.77	\$656.51	\$6,166.23	35
10-5412-2400 PURCHASE FOR RESALE	\$0.00	\$12,000.00	\$0.00	\$7,749.96	\$1,376.74	\$4,250.04	65
10-5412-2800 MATERIALS & SUPPLIES	\$0.00	\$7,000.00	\$0.00	\$1,407.33	\$264.28	\$5,592.67	20
10-5412-2860 PARK MAINTENANCE	\$0.00	\$7,500.00	\$0.00	\$6,617.99	\$95.00	\$882.01	88
10-5412-3000 MISCELLANEOUS	\$0.00	\$1,500.00	\$0.00	\$846.41	\$47.57	\$653.59	56
10-5412-3300 BUILDING MAINTENANCE	\$0.00	\$5,000.00	\$0.00	\$924.93	\$0.00	\$4,075.07	18
10-5412-3400 REPAIRS EQUIPMENT	\$0.00	\$4,300.00	\$0.00	\$173.24	\$0.00	\$4,126.76	4
10-5412-4000 EVENT EXPENSES	\$0.00	\$24,400.00	\$0.00	\$10,159.82	\$1,406.45	\$14,240.18	42
10-5412-7000 RECREATIONAL PROGRAM	\$0.00	\$1,000.00	\$0.00	\$449.31	\$237.96	\$550.69	45
10-5413-0300 CAPITAL OUTLAY REC	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100
<b>Reporting Fund: 10-GENERAL FUND</b>							
FundRevTot	\$0.00	\$9,459,384.00	\$0.00	\$1,521,670.60	\$298,167.51	(\$7,937,713.40)	16
FundExpTot	\$0.00	\$9,459,384.00	\$58,248.07	\$1,479,563.59	\$455,976.21	\$7,921,572.34	16
<b>Reporting Fund: 20-WATER FUND</b>							
20-3350-7500 LEASE RECEIPTS	\$0.00	\$65,000.00	\$0.00	\$24,572.14	\$6,196.24	(\$40,427.86)	38
20-3360-1000 WATER REVENUE	\$0.00	\$2,356,092.00	\$0.00	\$785,346.80	\$175,332.06	(\$1,570,745.20)	33
20-3360-2000 WATER PENALTIES	\$0.00	\$50,000.00	\$0.00	\$29,013.01	\$8,948.20	(\$20,986.99)	58
20-3360-3000 WATER AVAILABILITY F	\$0.00	\$390,000.00	\$0.00	\$292,539.53	\$143,000.00	(\$97,460.47)	75
20-3360-3100 WATER TAP FEES	\$0.00	\$20,000.00	\$0.00	\$4,942.48	\$0.00	(\$15,057.52)	25
20-3360-3200 INSPECTION FEES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
20-3360-6000 MISCELLANEOUS RECEIP	\$0.00	\$15,000.00	\$0.00	\$13,562.20	\$6,600.00	(\$1,437.80)	90
20-3360-7000 WATER INTEREST INCOM	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	(\$13,000.00)	0
20-3360-7500 PROCEEDS FROM BORROW	\$0.00	\$49,500.00	\$0.00	\$0.00	\$0.00	(\$49,500.00)	0
20-3360-7800 PROCEEDS FROM BORROW	\$0.00	\$79,800.00	\$0.00	\$0.00	\$0.00	(\$79,800.00)	0
20-3360-9400 USE OF FUND BALANCE	\$0.00	\$865,710.00	\$0.00	\$0.00	\$0.00	(\$865,710.00)	0
20-4411-7000 SALARIES & WAGES - R	\$0.00	\$173,088.00	\$0.00	\$46,684.74	\$17,417.51	\$126,403.26	27
20-4411-8000 SALARIES & WAGES - P	\$0.00	\$6,001.00	\$0.00	\$1,214.43	\$426.92	\$4,786.57	20
20-4411-9000 SALARIES & WAGES - O	\$0.00	\$2,000.00	\$0.00	\$321.12	\$108.91	\$1,678.88	16
20-4411-9001 FICA - ADMINISTRATIO	\$0.00	\$13,701.00	\$0.00	\$3,688.87	\$1,373.45	\$10,012.13	27
20-4411-9002 VRS - ADMINISTRATION	\$0.00	\$18,054.00	\$0.00	\$894.13	\$0.00	\$17,159.87	5
20-4411-9003 HEALTH INSURANCE ER	\$0.00	\$18,544.00	\$0.00	\$2,046.71	\$0.00	\$16,497.29	11
20-4412-1600 INSURANCE PREMIUMS E	\$0.00	\$7,450.00	\$0.00	\$0.00	\$0.00	\$7,450.00	0
20-4412-1900 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$4,696.33	\$0.00	(\$4,696.33)	0
20-4412-2000 CONTRACTUAL SERVICES	\$0.00	\$26,923.00	\$0.00	\$2,540.28	\$419.74	\$24,382.72	9
20-4412-2100 PROFESSIONAL SERVICE	\$0.00	\$14,000.00	\$0.00	\$4,642.37	\$2,782.40	\$9,357.63	33
20-4412-2200 TELEPHONE	\$0.00	\$3,000.00	\$0.00	\$908.97	\$167.63	\$2,091.03	30
20-4412-2300 ELECTRICITY	\$0.00	\$4,000.00	\$0.00	\$1,209.03	\$410.74	\$2,790.97	30
20-4412-2500 FUEL-HEAT	\$0.00	\$800.00	\$0.00	\$20.11	\$20.11	\$779.89	3
20-4412-2800 MATERIALS & SUPPLIES	\$0.00	\$20,880.00	\$0.00	\$5,491.57	\$2,199.80	\$15,388.43	26
20-4412-2855 COMPUTERS & SOFTWARE	\$0.00	\$3,400.00	\$0.00	\$100.44	\$50.22	\$3,299.56	3
20-4412-2900 MEMBERSHIP DUES	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$625.00	0
20-4412-3000 MISCELLANEOUS	\$0.00	\$1,800.00	\$0.00	\$854.31	\$161.75	\$945.69	47
20-4412-3201 I/T SUPPORT	\$0.00	\$5,128.00	\$0.00	\$959.56	\$379.38	\$4,168.44	19
20-4412-3300 BUILDING MAINTENANCE	\$0.00	\$6,410.00	\$0.00	\$352.23	\$149.63	\$6,057.77	5

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4412-3700 TRAVEL & TRAINING	\$0.00	\$4,000.00	\$0.00	\$85.22	\$49.17	\$3,914.78	2
20-4412-9000 CONTINGENCY EXPENSE	\$0.00	\$108,563.00	\$0.00	\$0.00	\$0.00	\$108,563.00	0
20-4421-7000 SALARIES & WAGES	\$0.00	\$31,683.00	\$0.00	\$6,032.20	\$1,967.40	\$25,650.80	19
20-4421-9001 FICA	\$0.00	\$2,424.00	\$0.00	\$461.48	\$150.51	\$1,962.52	19
20-4421-9002 VRS	\$0.00	\$3,305.00	\$0.00	\$133.73	\$0.00	\$3,171.27	4
20-4421-9003 HEALTH INSURANCE	\$0.00	\$3,260.00	\$0.00	\$271.70	\$0.00	\$2,988.30	8
20-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
20-4422-2900 MEMBERSHIP DUES	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0
20-4422-3000 MISCELLANEOUS	\$0.00	\$138.00	\$0.00	\$0.00	\$0.00	\$138.00	0
20-4422-3201 I/T SUPPORT	\$0.00	\$215.00	\$0.00	\$132.17	\$52.26	\$82.83	61
20-4422-3700 TRAVEL & TRAINING	\$0.00	\$1,125.00	\$0.00	\$99.56	\$99.56	\$1,025.44	9
20-4431-7000 SALARIES & WAGES - R	\$0.00	\$246,781.00	\$0.00	\$79,101.71	\$23,110.61	\$167,679.29	32
20-4431-8000 SALARIES & WAGES - P	\$0.00	\$16,510.00	\$0.00	\$4,287.45	\$1,813.64	\$12,222.55	26
20-4431-9000 SALARIES & WAGES - O	\$0.00	\$15,100.00	\$0.00	\$3,026.35	\$636.15	\$12,073.65	20
20-4431-9001 FICA - PUBLIC WORKS	\$0.00	\$20,139.00	\$0.00	\$6,565.91	\$1,941.10	\$13,573.09	33
20-4431-9002 VRS - PUBLIC WORKS	\$0.00	\$24,976.00	\$0.00	\$1,960.19	\$0.00	\$23,015.81	8
20-4431-9003 HEALTH INSURANCE	\$0.00	\$48,500.00	\$0.00	\$5,189.53	\$0.00	\$43,310.47	11
20-4431-9005 EMPLOYEE STIPEND	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
20-4432-1600 INSURANCE PREMIUMS	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0
20-4432-2000 CONTRACTUAL SERVICES	\$0.00	\$14,054.00	\$0.00	\$373.03	\$49.36	\$13,680.97	3
20-4432-2200 TELEPHONE	\$0.00	\$5,824.00	\$0.00	\$1,757.43	\$302.01	\$4,066.57	30
20-4432-2300 ELECTRICITY	\$0.00	\$6,794.00	\$0.00	\$887.63	\$295.57	\$5,906.37	13
20-4432-2500 GAS FUEL	\$0.00	\$3,882.00	\$0.00	\$0.00	\$0.00	\$3,882.00	0
20-4432-2600 GAS, GREASE, & OIL	\$0.00	\$8,735.00	\$562.92	\$1,750.91	\$357.80	\$6,421.17	20
20-4432-2700 TIRES & TUBES	\$0.00	\$1,941.00	\$0.00	\$507.29	\$7.36	\$1,433.71	26
20-4432-2800 MATERIAL & SUPPLIES	\$0.00	\$9,706.00	\$517.94	\$927.86	\$411.39	\$8,260.20	10
20-4432-2850 PERMITS & DUES	\$0.00	\$970.00	\$0.00	\$0.00	\$0.00	\$970.00	0
20-4432-2855 COMPUTERS & SOFTWARE	\$0.00	\$2,912.00	\$0.00	\$215.06	\$0.00	\$2,696.94	7
20-4432-3000 MISCELLANEOUS	\$0.00	\$1,747.00	\$0.00	\$149.87	\$52.87	\$1,597.13	9
20-4432-3201 I/T SUPPORT	\$0.00	\$4,853.00	\$0.00	\$1,570.18	\$620.80	\$3,282.82	32
20-4432-3300 BUILDING MAINTENANCE	\$0.00	\$4,368.00	\$1,527.24	\$740.38	\$0.00	\$2,100.38	17
20-4432-3400 REPAIRS EQUIPMENT	\$0.00	\$19,412.00	\$0.00	\$4,825.38	\$2,405.93	\$14,586.62	25
20-4432-3700 TRAVEL & TRAINING	\$0.00	\$4,853.00	\$0.00	\$47.50	\$47.50	\$4,805.50	1
20-4432-3800 MISS UTILITY	\$0.00	\$534.00	\$0.00	\$70.69	\$22.18	\$463.31	13
20-4432-4000 UNIFORMS	\$0.00	\$3,882.00	\$0.00	\$415.23	\$0.00	\$3,466.77	11
20-4432-4300 VEHICLE/EQUIPMENT PA	\$0.00	\$47,587.00	\$0.00	\$2,855.96	\$713.99	\$44,731.04	6
20-4432-4400 WATER METERS	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0
20-4432-4500 WATER INFRASTRUCTURE	\$0.00	\$180,000.00	\$4,722.52	\$3,329.57	\$241.21	\$171,947.91	2
20-4432-4800 EQUIPMENT	\$0.00	\$5,824.00	\$0.00	\$0.00	\$0.00	\$5,824.00	0
20-4432-5100 PRINCIPAL ON VRA SER	\$0.00	\$56,000.00	\$0.00	\$0.00	\$0.00	\$56,000.00	0
20-4432-5110 INTEREST VRA SERIES	\$0.00	\$39,848.00	\$0.00	\$0.00	\$0.00	\$39,848.00	0
20-4433-0100 VEHICLES	\$0.00	\$69,300.00	\$0.00	\$0.00	\$0.00	\$69,300.00	0
20-4433-4800 DPW PROJECT-CIP	\$0.00	\$1,013,107.00	\$0.00	\$0.00	\$0.00	\$1,013,107.00	0
20-4451-7000 SALARIES & WAGES - R	\$0.00	\$371,781.00	\$0.00	\$124,967.69	\$43,069.86	\$246,813.31	34
20-4451-9000 SALARIES & WAGES - O	\$0.00	\$20,000.00	\$0.00	\$4,717.90	\$571.01	\$15,282.10	24
20-4451-9001 FICA - WATER TREATME	\$0.00	\$28,440.00	\$0.00	\$9,148.80	\$3,054.40	\$19,291.20	32
20-4451-9002 VRS - WATER TREATMEN	\$0.00	\$38,776.00	\$0.00	\$2,581.96	\$0.00	\$36,194.04	7
20-4451-9003 HEALTH INSURANCE	\$0.00	\$54,112.00	\$0.00	\$6,237.40	\$0.00	\$47,874.60	12
20-4451-9005 EMPLOYEE STIPENED	\$0.00	\$850.00	\$0.00	\$290.70	\$96.90	\$559.30	34
20-4452-1600 INSURANCE PREMIUMS	\$0.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	0
20-4452-1900 WATER PLANT CHEMICAL	\$0.00	\$62,830.00	\$0.00	\$26,717.29	\$12,270.66	\$36,112.71	43
20-4452-2000 CONTRACTUAL SERVICES	\$0.00	\$42,500.00	\$8,607.00	\$6,988.21	\$890.95	\$26,904.79	16
20-4452-2200 TELEPHONE	\$0.00	\$3,500.00	\$0.00	\$850.41	\$0.00	\$2,649.59	24
20-4452-2300 ELECTRICITY	\$0.00	\$92,500.00	\$0.00	\$22,097.77	\$0.00	\$70,402.23	24
20-4452-2500 FUEL /LP	\$0.00	\$6,000.00	\$0.00	\$1,038.92	\$83.01	\$4,961.08	17
20-4452-2600 GAS, GREASE, & OIL	\$0.00	\$3,090.00	\$0.00	\$618.44	\$161.52	\$2,471.56	20
20-4452-2800 MATERIALS & SUPPLIES	\$0.00	\$4,000.00	\$0.00	\$1,198.36	\$238.27	\$2,801.64	30
20-4452-2850 PERMIT FEES & DUES	\$0.00	\$11,000.00	\$0.00	\$8,607.00	\$0.00	\$2,393.00	78

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2855 COMPUTERS & SOFTWARE	\$0.00	\$2,000.00	\$0.00	\$593.14	\$14.00	\$1,406.86	30
20-4452-2900 LAB OPERATING	\$0.00	\$11,021.00	\$0.00	\$1,814.05	\$568.20	\$9,206.95	16
20-4452-3000 MISCELLANEOUS	\$0.00	\$3,000.00	\$0.00	\$116.14	\$70.49	\$2,883.86	4
20-4452-3100 TESTING	\$0.00	\$6,748.00	\$0.00	\$3,892.99	\$0.00	\$2,855.01	58
20-4452-3201 I/T SUPPORT	\$0.00	\$4,800.00	\$0.00	\$3,172.07	\$1,254.14	\$1,627.93	66
20-4452-3300 BUILDING MAINTENANCE	\$0.00	\$9,000.00	\$0.00	\$274.14	\$50.65	\$8,725.86	3
20-4452-3400 REPAIRS EQUIPMENT	\$0.00	\$43,517.00	\$30,165.00	\$12,997.58	\$3,019.12	\$354.42	30
20-4452-3700 TRAVEL & TRAINING	\$0.00	\$4,000.00	\$0.00	\$365.50	\$320.50	\$3,634.50	9
20-4452-4000 UNIFORMS	\$0.00	\$5,500.00	\$0.00	\$2,142.40	\$188.29	\$3,357.60	39
20-4452-4700 EQUIPMENT	\$0.00	\$8,240.00	\$0.00	\$41.65	\$41.65	\$8,198.35	1
20-4452-4900 TANK MAINTENANCE	\$0.00	\$60,000.00	\$0.00	\$81,342.18	\$0.00	(\$21,342.18)	136
20-4452-5000 WTP LOAN-RURAL DEV	\$0.00	\$481,120.00	\$0.00	\$0.00	\$0.00	\$481,120.00	0
20-4453-0990 CIP PROJECTS	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0
20-4461-7000 SALARIES & WAGES	\$0.00	\$10,028.00	\$0.00	\$4,919.80	\$1,596.60	\$5,108.20	49
20-4461-9000 SALARIES & WAGES - O	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
20-4461-9001 FICA	\$0.00	\$767.00	\$0.00	\$376.43	\$122.16	\$390.57	49
20-4461-9002 VRS	\$0.00	\$1,046.00	\$0.00	\$117.36	\$0.00	\$928.64	11
20-4461-9003 HEALTH INSURANCE	\$0.00	\$1,630.00	\$0.00	\$271.70	\$0.00	\$1,358.30	17
20-4461-9005 CELL STIPEND	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
20-4462-1700 ADVERTISING	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
20-4462-2101 GRANT EXPENSE	\$0.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
20-4462-2800 MATERIALS & SUPPLIES	\$0.00	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00	0
20-4462-2855 COMPUTERS & SOFTWARE	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0
20-4462-2900 MEMBERSHIP DUES	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
20-4462-3000 MISCELLANEOUS	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0
20-4462-3201 I/T SUPPORT	\$0.00	\$1,000.00	\$0.00	\$330.43	\$130.64	\$669.57	33
20-4462-3700 TRAVEL & TRAINING	\$0.00	\$2,250.00	\$0.00	\$64.75	\$64.75	\$2,185.25	3
<b>Reporting Fund: 20-WATER FUND</b>							
FundRevTot	\$0.00	\$3,905,102.00	\$0.00	\$1,149,976.16	\$340,076.50	(\$2,755,125.84)	29
FundExpTot	\$0.00	\$3,905,102.00	\$46,102.62	\$533,289.53	\$129,294.33	\$3,325,709.85	15
<b>Reporting Fund: 30-SEWER FUND</b>							
30-3370-1000 SEWER REVENUE	\$0.00	\$2,479,080.00	\$0.00	\$772,453.86	\$165,167.99	(\$1,706,626.14)	31
30-3370-2000 SEWER PENALTIES	\$0.00	\$50,000.00	\$0.00	\$3,050.00	\$0.00	(\$46,950.00)	6
30-3370-3000 SEWER AVAILABILITY F	\$0.00	\$390,000.00	\$0.00	\$299,039.52	\$143,000.00	(\$90,960.48)	77
30-3370-3100 SEWER TAP FEES	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
30-3370-3200 INSPECTION FEES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
30-3370-6000 MISCELLANEOUS RECEIP	\$0.00	\$2,500.00	\$0.00	\$164.64	\$0.00	(\$2,335.36)	7
30-3370-7000 SEWER INTEREST INCOM	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	(\$30,000.00)	0
30-3370-7800 PROCEEDS FROM BORROW	\$0.00	\$129,300.00	\$0.00	\$0.00	\$0.00	(\$129,300.00)	0
30-3370-9400 USE OF FUND BALANCE	\$0.00	\$518,164.00	\$0.00	\$0.00	\$0.00	(\$518,164.00)	0
30-4411-7000 SALARIES & WAGES - R	\$0.00	\$173,088.00	\$0.00	\$46,306.70	\$17,311.26	\$126,781.30	27
30-4411-8000 SALARIES & WAGES - P	\$0.00	\$6,001.00	\$0.00	\$1,214.43	\$426.92	\$4,786.57	20
30-4411-9000 SALARIES & WAGES - O	\$0.00	\$2,000.00	\$0.00	\$331.63	\$119.42	\$1,668.37	17
30-4411-9001 FICA - ADMININSTRATI	\$0.00	\$13,701.00	\$0.00	\$3,660.76	\$1,366.14	\$10,040.24	27
30-4411-9002 VRS - ADMINISTRATION	\$0.00	\$18,054.00	\$0.00	\$894.13	\$0.00	\$17,159.87	5
30-4411-9003 HEALTH INSURANCE	\$0.00	\$18,544.00	\$0.00	\$2,046.71	\$0.00	\$16,497.29	11
30-4412-1600 INSURANCE PREMIUMS	\$0.00	\$7,450.00	\$0.00	\$0.00	\$0.00	\$7,450.00	0
30-4412-1900 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$4,696.33	\$0.00	(\$4,696.33)	0
30-4412-2000 CONTRACTUAL SERVICES	\$0.00	\$26,923.00	\$0.00	\$2,540.28	\$419.74	\$24,382.72	9
30-4412-2100 PROFESSIONAL SERVICE	\$0.00	\$14,000.00	\$0.00	\$4,642.37	\$2,782.40	\$9,357.63	33
30-4412-2200 TELEPHONE	\$0.00	\$3,000.00	\$0.00	\$908.96	\$167.63	\$2,091.04	30
30-4412-2300 ELECTRICITY	\$0.00	\$4,000.00	\$0.00	\$1,209.03	\$410.74	\$2,790.97	30
30-4412-2500 FUEL-HEAT	\$0.00	\$800.00	\$0.00	\$20.11	\$20.11	\$779.89	3
30-4412-2800 MATERIALS & SUPPLIES	\$0.00	\$20,880.00	\$0.00	\$5,491.51	\$2,199.77	\$15,388.49	26
30-4412-2855 COMPUTERS & SOFTWARE	\$0.00	\$4,000.00	\$0.00	\$100.44	\$50.22	\$3,899.56	3
30-4412-2900 MEMBERSHIP DUES	\$0.00	\$625.00	\$0.00	\$0.00	\$0.00	\$625.00	0
30-4412-3000 MISCELLANEOUS	\$0.00	\$1,800.00	\$0.00	\$854.29	\$161.74	\$945.71	47
30-4412-3201 I/T SUPPORT	\$0.00	\$5,128.00	\$0.00	\$959.56	\$379.38	\$4,168.44	19

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4412-3300 BUILDING MAINTENANCE	\$0.00	\$6,410.00	\$1,527.24	\$352.22	\$149.62	\$4,530.54	5
30-4412-3700 TRAVEL & TRAINING	\$0.00	\$3,400.00	\$0.00	\$85.22	\$49.17	\$3,314.78	3
30-4412-9000 CONTINGENCY	\$0.00	\$117,453.00	\$0.00	\$0.00	\$0.00	\$117,453.00	0
30-4412-9500 I/ DEBT	\$0.00	\$97,150.00	\$0.00	\$0.00	\$0.00	\$97,150.00	0
30-4421-7000 SALARIES & WAGES	\$0.00	\$31,683.00	\$0.00	\$6,032.20	\$1,967.40	\$25,650.80	19
30-4421-9001 FICA	\$0.00	\$2,424.00	\$0.00	\$461.48	\$150.51	\$1,962.52	19
30-4421-9002 VRS	\$0.00	\$3,305.00	\$0.00	\$133.73	\$0.00	\$3,171.27	4
30-4421-9003 HEALTH INSURANCE	\$0.00	\$3,260.00	\$0.00	\$271.70	\$0.00	\$2,988.30	8
30-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
30-4422-2900 MEMBERSHIP DUES	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0
30-4422-3000 MISCELLANEOUS	\$0.00	\$137.00	\$0.00	\$0.00	\$0.00	\$137.00	0
30-4422-3201 I/T SUPPORT	\$0.00	\$215.00	\$0.00	\$132.17	\$52.26	\$82.83	61
30-4422-3700 TRAVEL & TRAINING	\$0.00	\$1,125.00	\$0.00	\$96.56	\$96.56	\$1,028.44	9
30-4431-7000 SALARIES & WAGES - R	\$0.00	\$246,781.00	\$0.00	\$79,101.69	\$23,110.61	\$167,679.31	32
30-4431-8000 SALARIES & WAGES - P	\$0.00	\$16,510.00	\$0.00	\$4,287.45	\$1,813.64	\$12,222.55	26
30-4431-9000 SALARIES & WAGES - O	\$0.00	\$15,100.00	\$0.00	\$2,922.55	\$636.15	\$12,177.45	19
30-4431-9001 FICA - PUBLIC WORKS	\$0.00	\$20,139.00	\$0.00	\$6,557.96	\$1,941.10	\$13,581.04	33
30-4431-9002 VRS - PUBLIC WORKS	\$0.00	\$24,976.00	\$0.00	\$1,960.19	\$0.00	\$23,015.81	8
30-4431-9003 HEALTH INSURANCE	\$0.00	\$48,500.00	\$0.00	\$5,189.53	\$0.00	\$43,310.47	11
30-4431-9005 EMPLOYEE STIPEND	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
30-4432-1600 INSURANCE PREMIUMS	\$0.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0
30-4432-1900 CHEMICALS	\$0.00	\$17,100.00	\$0.00	\$0.00	\$0.00	\$17,100.00	0
30-4432-2000 CONTRACTUAL SERVICES	\$0.00	\$14,054.00	\$0.00	\$373.03	\$49.36	\$13,680.97	3
30-4432-2200 TELEPHONE	\$0.00	\$5,824.00	\$0.00	\$1,757.43	\$302.01	\$4,066.57	30
30-4432-2300 ELECTRICITY	\$0.00	\$6,794.00	\$0.00	\$887.63	\$295.57	\$5,906.37	13
30-4432-2500 FUEL-HEAT	\$0.00	\$3,882.00	\$0.00	\$0.00	\$0.00	\$3,882.00	0
30-4432-2600 GAS,GREASE & OIL	\$0.00	\$8,735.00	\$562.92	\$1,750.91	\$357.80	\$6,421.17	20
30-4432-2700 TIRES & TUBES	\$0.00	\$1,941.00	\$0.00	\$507.29	\$7.36	\$1,433.71	26
30-4432-2800 MATERIALS & SUPPLIES	\$0.00	\$9,706.00	\$517.94	\$927.81	\$411.34	\$8,260.25	10
30-4432-2850 PERMITS & DUES	\$0.00	\$970.00	\$0.00	\$0.00	\$0.00	\$970.00	0
30-4432-2855 COMPUTERS & SOFTWARE	\$0.00	\$2,912.00	\$0.00	\$215.06	\$0.00	\$2,696.94	7
30-4432-3000 MISCELLANEOUS	\$0.00	\$1,746.00	\$0.00	\$149.87	\$52.87	\$1,596.13	9
30-4432-3201 I/T SUPPORT	\$0.00	\$4,853.00	\$0.00	\$1,570.18	\$620.80	\$3,282.82	32
30-4432-3300 BUILDING MAINTENANCE	\$0.00	\$4,368.00	\$0.00	\$740.38	\$0.00	\$3,627.62	17
30-4432-3400 REPAIRS EQUIPMENT	\$0.00	\$19,412.00	\$0.00	\$4,977.11	\$2,405.92	\$14,434.89	26
30-4432-3700 TRAVEL & TRAINING	\$0.00	\$4,853.00	\$0.00	\$47.50	\$47.50	\$4,805.50	1
30-4432-3800 MISS UTILITY	\$0.00	\$534.00	\$0.00	\$70.69	\$22.18	\$463.31	13
30-4432-4000 UNIFORMS	\$0.00	\$3,882.00	\$0.00	\$415.22	\$0.00	\$3,466.78	11
30-4432-4300 VEHICLE/EQUIPMENT PA	\$0.00	\$47,587.00	\$0.00	\$2,855.96	\$713.99	\$44,731.04	6
30-4432-4500 INFRASTRUCTURE REPAI	\$0.00	\$250,000.00	\$0.00	\$32,107.71	\$10,119.56	\$217,892.29	13
30-4432-4800 EQUIPMENT	\$0.00	\$5,824.00	\$0.00	\$0.00	\$0.00	\$5,824.00	0
30-4432-5100 PRINCIPAL ON VRA SER	\$0.00	\$56,000.00	\$0.00	\$0.00	\$0.00	\$56,000.00	0
30-4432-5110 INTEREST VRA SERIES	\$0.00	\$39,848.00	\$0.00	\$0.00	\$0.00	\$39,848.00	0
30-4433-0100 VEHICLES	\$0.00	\$49,500.00	\$0.00	\$0.00	\$0.00	\$49,500.00	0
30-4433-4800 DPW PROJECT-CIP	\$0.00	\$79,800.00	\$0.00	\$0.00	\$0.00	\$79,800.00	0
30-4451-7000 SALARIES & WAGES - R	\$0.00	\$313,951.00	\$0.00	\$115,947.50	\$37,791.93	\$198,003.50	37
30-4451-9000 SALARIES & WAGES - O	\$0.00	\$11,700.00	\$0.00	\$2,300.49	\$711.46	\$9,399.51	20
30-4451-9001 FICA - SEWER TREATME	\$0.00	\$24,017.00	\$0.00	\$8,198.29	\$2,662.97	\$15,818.71	34
30-4451-9002 VRS - SEWER TREATMEN	\$0.00	\$32,744.00	\$0.00	\$2,562.55	\$0.00	\$30,181.45	8
30-4451-9003 HEALTH INSURANCE	\$0.00	\$51,799.00	\$0.00	\$8,668.92	\$0.00	\$43,130.08	17
30-4452-1600 INSURANCE PREMIUMS	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
30-4452-1900 CHEMICALS	\$0.00	\$145,000.00	\$0.00	\$43,717.34	\$22,739.82	\$101,282.66	30
30-4452-2000 CONTRACTUAL SERVICES	\$0.00	\$25,000.00	\$1,500.00	\$13,747.89	\$1,837.80	\$9,752.11	55
30-4452-2200 TELEPHONE	\$0.00	\$5,500.00	\$0.00	\$1,301.16	\$0.00	\$4,198.84	24
30-4452-2300 ELECTRICITY	\$0.00	\$162,000.00	\$0.00	\$33,639.70	\$80.40	\$128,360.30	21
30-4452-2500 FUEL-HEAT	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
30-4452-2600 GAS,GREASE, & OIL	\$0.00	\$4,500.00	\$0.00	\$379.05	\$61.34	\$4,120.95	8
30-4452-2800 MATERIALS & SUPPLIES	\$0.00	\$9,500.00	\$0.00	\$2,181.79	\$595.25	\$7,318.21	23

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4452-2850 PERMIT FEE & DUES	\$0.00	\$10,000.00	\$0.00	\$10,129.00	\$600.00	(\$129.00)	101
30-4452-2855 COMPUTERS & SOFTWARE	\$0.00	\$2,000.00	\$0.00	\$179.88	\$179.88	\$1,820.12	9
30-4452-2900 LAB OPERATING	\$0.00	\$34,000.00	\$0.00	\$7,768.34	\$1,232.20	\$26,231.66	23
30-4452-3000 MISCELLANEOUS	\$0.00	\$2,250.00	\$0.00	\$70.49	\$70.49	\$2,179.51	3
30-4452-3100 TESTING	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
30-4452-3201 I/T SUPPORT	\$0.00	\$4,500.00	\$0.00	\$793.03	\$313.54	\$3,706.97	18
30-4452-3300 BUILDINGS MAINTENANC	\$0.00	\$8,000.00	\$0.00	\$289.05	\$282.97	\$7,710.95	4
30-4452-3400 REPAIRS EQUIPMENT	\$0.00	\$94,000.00	\$1,124.86	\$15,755.23	\$8,081.32	\$77,119.91	17
30-4452-3450 PUMP STATION REPAIR	\$0.00	\$17,000.00	\$0.00	\$694.80	\$694.80	\$16,305.20	4
30-4452-3700 TRAVEL & TRAINING	\$0.00	\$4,600.00	\$0.00	\$142.50	\$142.50	\$4,457.50	3
30-4452-4000 UNIFORMS	\$0.00	\$5,300.00	\$0.00	\$1,107.45	\$118.36	\$4,192.55	21
30-4452-4800 EQUIPMENT	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
30-4452-4801 CAPITAL ASSETS - SE	\$0.00	\$24,160.00	\$0.00	\$0.00	\$0.00	\$24,160.00	0
30-4452-5100 VRA LOAN/WWTP UPGRAD	\$0.00	\$655,715.00	\$0.00	\$0.00	\$0.00	\$655,715.00	0
30-4452-5500 SLUDGE REMOVAL	\$0.00	\$97,000.00	\$0.00	\$22,603.20	\$21,985.65	\$74,396.80	23
30-4452-5600 POLLUTION CREDITS	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
30-4453-0990 WWTP CIP PROJECTS	\$0.00	\$174,500.00	\$0.00	\$21,021.74	\$21,021.74	\$153,478.26	12
30-4461-7000 SALARIES & WAGES	\$0.00	\$10,028.00	\$0.00	\$4,919.80	\$1,596.60	\$5,108.20	49
30-4461-9000 SALARIES & WAGES - O	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
30-4461-9001 FICA ER EXPENSE	\$0.00	\$767.00	\$0.00	\$376.43	\$122.16	\$390.57	49
30-4461-9002 VRS ER EXPENSE	\$0.00	\$1,046.00	\$0.00	\$118.67	\$0.00	\$927.33	11
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$1,630.00	\$0.00	\$271.70	\$0.00	\$1,358.30	17
30-4461-9005 CELL STIPEND	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
30-4462-1700 ADVERTISING	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
30-4462-2101 GRANT EXPENSE	\$0.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
30-4462-2800 MATERIALS & SUPPLIES	\$0.00	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00	0
30-4462-2855 COMPUTERS & SOFTWARE	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0
30-4462-2900 MEMBERSHIP DUES	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
30-4462-3000 MISCELLANEOUS	\$0.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$330.43	\$130.64	(\$330.43)	0
30-4462-3700 TRAVEL & TRAINING	\$0.00	\$2,250.00	\$0.00	\$64.76	\$64.76	\$2,185.24	3
<b>Reporting Fund: 30-SEWER FUND</b>							
FundRevTot	\$0.00	\$3,614,544.00	\$0.00	\$1,074,708.02	\$308,167.99	(\$2,539,835.98)	30
FundExpTot	\$0.00	\$3,614,544.00	\$5,232.96	\$552,096.85	\$194,307.33	\$3,057,214.19	15
<b>Reporting Fund: 40-TRASH FUND</b>							
40-3480-1000 TRASH COLLECTION FEE	\$0.00	\$442,266.00	\$0.00	\$120,876.46	\$30,306.96	(\$321,389.54)	27
40-4462-4200 LANDFILL TIPPING FEE	\$0.00	\$93,582.00	\$0.00	\$25,968.79	\$8,299.15	\$67,613.21	28
40-4462-4900 TRASH COLLECTION	\$0.00	\$348,684.00	\$0.00	\$96,130.82	\$31,517.46	\$252,553.18	28
<b>Reporting Fund: 40-TRASH FUND</b>							
FundRevTot	\$0.00	\$3,614,544.00	\$0.00	\$1,074,708.02	\$308,167.99	(\$2,539,835.98)	30
FundExpTot	\$0.00	\$3,614,544.00	\$5,232.96	\$552,096.85	\$194,307.33	\$3,057,214.19	15
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
60-3330-7011 AMERICAN RESCUE PLAN	\$0.00	\$0.00	\$0.00	\$3,463,231.00	\$0.00	\$3,463,231.00	0
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
FundRevTot	\$0.00	\$3,614,544.00	\$0.00	\$1,074,708.02	\$308,167.99	(\$2,539,835.98)	30
FundExpTot	\$0.00	\$3,614,544.00	\$5,232.96	\$552,096.85	\$194,307.33	\$3,057,214.19	15
<b>Grand Totals:</b>							
TotalRev	\$0.00	\$17,421,296.00	\$0.00	\$7,330,462.24	\$976,718.96	(\$10,090,833.76)	42
TotalExp	\$0.00	\$17,421,296.00	\$109,583.65	\$2,687,049.58	\$819,394.48	\$14,624,662.77	16



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Wayne Sager, Chief of Police  
Date: 11-04-2021  
Re: Monthly Update to Council

---

The Strasburg Police Department answered **1393** calls for service in the month of **October** 2021.

### Adult Criminal Charges (35)

- 1 Domestic Assault & Battery (M)
- 3 Distribution of a Controlled Drug (F, 2 Task Force)
- 2 Conspiracy to Distribute a Controlled Drug (F, Task Force)
- 14 Possession of a Controlled Drug (2 M, 12 F)
- 1 Using Marijuana While Driving (M)
- 4 DUI (M)
- 4 Drunk in Public (M)
- 1 Drinking While Driving (M)
- 2 Refusal of Blood/Breath Test (M)
- 1 False Report to Law Enforcement (M)
- 2 Contributing to the Delinquency of a Minor (M)

### Juvenile Criminal Charges (0)

- 

### Traffic Violations (21)

- 8 Speeding
- 1 Driving Suspended
- 3 Fail to Obey Highway Signs
- 4 Expired State Inspection
- 4 Expired State Registration
- 1 No Driver's License

### Uses of Narcan in October (2 cases, 4 doses administered)

#### Happenings:

- 10/15/21 – I (Chief) participated in an addiction panel at Shenandoah University.
- 10/16/21 – SPD Officers assisted with the Fighting for David event.
- 10/23/21 – SPD Officers held the National Drug Take Back event at town hall.
- 10/23/21 – SPD Officers participated in the mystery event at the Strasburg Library.
- 10/31/21 – Halloween and Trunk-or-Treat event at the Strasburg Christian Church.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Director of Public Works, Jay McKinley  
Date: 11/09/2021  
Re: Monthly Update to Council

---

### Utility Production Figures

- The water plant produced 22.66 MG and is running at 29% capacity.
- The wastewater plant treated 24.66 MG and ran at 44% capacity.

### Streetscape Phase III

- Structures and piping to address the drainage issues are on order.

### Jalisco Storm Drain

- Project Complete

### Backflow Prevention Program

- Staff has implemented a program to start tracking backflow preventers within our Cartegraph database. Several training sessions have occurred and we are close to beginning data entry.

### Sandy Hook Water Line Replacement

- Staff has negotiated the scope of the design with the Pennoni engineering firm to officially kick off the project.

### AMI Water Meter Replacement Project

- A procurement package is in draft form and awaiting administrative review.

### Public Works Last Month:

- Cleared 9 Sewer Backups
- Repaired 1 water leak on Thompson Street
- Handled 48 Meter Service Requests





## Memorandum

To: Mayor Boies and Strasburg Town Council  
 From: Leander N. "Lee" Pambid, Planning and Zoning Administrator  
 Date: 11/04/2021  
 Re: Monthly Update to Council (October)

### Permit Highlights and Estimated Project Costs Totals

Item	Number	Notes
Single Family Dwellings	1	
Duplexes		
Multifamily Units		
Townhouses		
Manufactured Homes		
Additions/ Accessory	6	
Food Trucks		
Special Events	1	
Home Occupations	1	
Site Plans		
Subdivisions, BLAs	1	
Temporary Uses		
Signs	1	
ARB/ Other	2	two roof permits in the Historic District
	13	

**Table 1: Permits**

The total of all projects listed above is estimated at **\$282,500**.<sup>1</sup>

Estimated Project Costs	Amount	Notes
Monthly	\$282,500	October only
Quarterly	\$5,614,491	1st quarter
FY (FY21-22)	\$5,614,461	From July 1 to most recent full reporting month

**Table 2: Estimated Project Cost Totals**

<sup>1</sup> These figures do not include cash proffers or water and sewer connection fees. These figures generally quantify the *reported* value of anticipated development activity in the Town and indicates actual construction costs only, not including the real estate value or soft costs (such as design, legal, financial, other consulting services or fees). This does not factor in the County computation of real estate assessments nor does it include certain permits issued by the County but not seen by the Town (mechanical, plumbing, electrical, structural permits).



### **Training and Other Meetings**

Staff attended the Virginia Association of Zoning Officials' Fall Conference October 7 and 8 in Virginia Beach.

Town Staff hosted the Shenandoah 2045 comprehensive plan citizen engagement session for Districts 5 and 6 on Wednesday, October 27. Several issues of mutual interest were discussed in both main presentation and breakout sessions. Please note that other sessions are to be held in the next couple of weeks, including a **county-wide virtual meeting on Wednesday, November 17, 6pm**. Please pass the word by sharing <https://www.facebook.com/shenandoah2045> on social media to help the County increase its reach.

### **Boards and Commissions**

The Planning Commission, BZA, and ARB did not meet in October.

The Planning Commission is currently scheduled to meet this month on **Tuesday, November 16, 2021**. This is one week earlier than usual to accommodate Thanksgiving Week. Neither the ARB nor BZA have applications for review or decision this month and are therefore not currently scheduled to meet.

Eunice Terndrup's 5-year term on the Board of Zoning Appeals expires December 31, 2021.

Michael Redden's 4-year term on the Architectural Review Board expires on December 31, 2021.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Interim Director of Community Development Hilton  
Date: 11/2021  
Re: October Monthly Update to Council

---

### Economic Development (Business Attraction, Workforce, Business Support)

- Shenandoah County's Public Transit – ShenGO
  - Very positive kick-off. Ridership: 454 in October
  - North Ridership (Our Route): 285
  - South Ridership: 169
  - VRT Tracking: daily ridership, bus mileage (for maintenance service intervals), fares, hours, transfers, children, courtesy rides, flag-down locations
  - NSVRC 80/20 Matching Grant
- RevUP has wrapped up its 8-week run. Strasburg funding (\$4,000) was awarded to RetailVR
- VEDP Update:
  - Broadband Access set for VA by 2024: <https://www.virginiabusiness.com/article/va-expects-to-achieve-universal-broadband-by-2024/>
- The Community Advisory Team met on Oct. 26<sup>th</sup> to discuss wayfinding, Discover2025, and updates to the CCPG grant process.
- Attended ICMA's Annual Conference focusing on: Diversity/Equity/Inclusion, resiliency, developing emerging leaders, employee engagement, power of belonging, networking, and redefining mental health in local government and policing.
- Attended Shenandoah County Chamber Economic Development Breakfast on Oct. 26<sup>th</sup>

### Shenandoah County Economic Development + Tourism – Jenna French

- The IDA has received interest in the IDA owned properties within the Northern Shenandoah Business Park. We continue to work with the interested parties to explore options for development
- UPS will be moving into a portion of the old LSC Building before the holidays as part of a two-year lease
- Shenandoah County Building officials and Community Development staff continue to work with Valley Milk to get back operational as quickly as possible

### Tourism + Quality of Life

- The Visitor Center welcomed 866 visitors in October, an average of 28 visitors per day, coming from 23 other states and DC. From Virginia, there were 158 visitors (with 70 being from Strasburg). 11 percent of those toured the museum, and merchandise sales totaled \$2,340.
  - Strasburg's GC+TS Festival Sold out and 300+ tickets were purchased at the Strasburg Visitor Center – increasing the average visitor and merchandise sales

Town of Strasburg  
174 East King Street | P.O. Box 351 | Strasburg, VA 22657  
Ph 540.465.9197 | Fax 540.465.3252



- We hosted a tour in partnership with SVBF of Hupp's Hill Battlefield with 135 attendees
  - 6 new resident bags were given out
- October Events
  - Paws in the Park: Oct. 17th
  - Kickball Cookout: Oct. 24th
- The monthly segment on The River 95.3 showcasing local businesses, Strolling Strasburg, highlighted the Amy's Lush and Local and Artisan Avenue.
- Strasburg Farmer's Market will now enter its winter months, joining in on GCTS and the Mistletoe Market on December 4<sup>th</sup>. They will close January-March and reopen on Vintage in the Valley.
- Tourism Council met Oct. 19th

### Parks and Recreation

- Strasburg Pickleballers Facebook Group – 33 Members coordinated play
- Fall Kickball League wrapped up on Oct. 24<sup>th</sup> with 7 teams and over 100 players.
- Strasburg pool has been winterized and cleaned for the winter months.
- The Master Park Plan Implementation Team continues to move forward on multiple projects
  - Bike rack installed in the Strasburg Square
  - Community Guidelines posted in the Market Pavilion
  - Porta-potty partnership continues with A-1 Portables, following a cost comparison

# UNFINISHED OR OLD BUSINESS





## Memorandum

To: Mayor Boies and Members of Town Council  
From: Waverly Coggsdale, Town Manager  
Date: November 4, 2021  
Re: Section 82-8 (Sidewalks and crosswalk prohibitions) - Text Amendment *First Reading*

---

Town Council directed staff to proceed with the scheduling of a public hearing on the proposed amendments to Section 82-8 Sidewalks and crosswalk prohibitions to permit the riding of bicycles on streets in Town while continuing to prohibit other wheeled devices on sidewalks, except electric personal assistive devices and personal delivery devices.

This item was forwarded from the Public Safety and Ordinance Committee (4-0) as a recommendation for approval. Tonight, will serve as the "First Reading" of the ordinance, with the public hearing scheduled for Monday, December 6, 2021, at 7:00 p.m. at the Town Council's Work Session.

No action required.