

Town of Strasburg

SPECIAL MESSAGE TO THE PUBLIC

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by 4:00 p.m., Tuesday, May 9, 2023

Town Council Regular Meeting

Strasburg Town Hall
174 W King St
Strasburg, VA 22657

Tuesday, May 9, 2023
7 p.m.

Town Council Members:

Brandy Hawkins Boies, Mayor
A.D. Carter, IV
Dane Hooser
Ashleigh Kimmons
Andrew Lowder

Emily Reynolds, Vice Mayor
Christie Monahan
Doreen Ricard
Brad Stover

Staff Contact:

J. Waverly Coggsdale, III, Town Manager



Town Council *Preliminary* Agenda – Tuesday, May 9, 2023

Please, silence all cellular devices. Thank you.

Call to Order –*Mayor Brandy Boies*

Pledge of Allegiance –

Invocation – *Rev. Rob Lovett, pastor of Strasburg Christian Church*

Roll Call – *Amy Keller, Clerk of Council*

Introduction and Recognition of Visitors and Guests:

- GFOA Award
- Monthly Employee Update

Mayor’s Comments

Citizen Comments:

Consent Agenda:

- 1) Minutes of the April 3, 2023 Work Session, Minutes of the April 11, 2023 Regular Council meeting
- 2) Declaration of Surplus Property/Resolution

Old Business (Discussion and/or Action):

- 1.) Proposed FY2024 Budget Discussion
- 2.) Water/Sewer Extension Policy Discussion

New Business:

- 1) Tax Deadline Extension Request

Reports

1. Departmental Reports (Included in Agenda Packet)
2. Town Attorney
3. Special Committees

Council Member Comments:

Closed Meeting:

Action from Closed Meetings (if needed):

Adjournment

INTRODUCTION and RECOGNITION of VISITORS AND GUESTS



Introduction and Recognition of Visitors and Guests/Presentations

Monthly Employee Update: May 2023 (for April 2023)

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
Michael Holman	Public Safety	04/17/2023
Brent Hankins	Water Treatment	04/10/2023
Matthew Seal	Public Works	04/24/2023

<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
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<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
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<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
Delaina Stroop	Finance	5 years (4/2/18)
Olivia Hilton	Strategic Initiatives	5 years (4/16/23)

MAYOR'S COMMENTS



CITIZEN'S COMMENTS (Non-Agenda Items)



CONSENT AGENDA





Consent Agenda Item

Meeting Date: March 14, 2023

To: Mayor Boies and Members of Town Council

From: Waverly Coggsdale, Town Manager

Date: May 9, 2023

Re: Consent Agenda Items

DESCRIPTION: The following items are placed on the Consent Agenda. All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item will be removed from the Consent Agenda and voted on separately.

CONSENT AGENDA ITEM/ACTION:

- 1) Approval of the April 3, 2023 Town Council Work Session minutes, as presented.
Approval of the April 11, 2023 Town Council Regular Meeting minutes, as presented.
(Attached)

- 2) Approval of Resolution 23-0401 declaring certain property as surplus and authorizing the Town Manager to execute the sale, trade, donation, or disposal as waste of said property.

Attachments:

- *April 3, 2023 Work Session Minutes*
- *April 11, 2023 Regular Meeting Minutes*
- *Resolution 23-0401 and description of surplus property*

MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, APRIL 3, 2023 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.

COUNCIL MEMBERS PRESENT: Mayor Boies, Vice Mayor Reynolds, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, Ricard, and Stover. Absent:

OTHERS PRESENT: Town Manager Coggsdale, Director of Finance Fletcher, Director of Public Works McKinley, Planning & Zoning Administrator Otis, and Deputy Clerk Stroop.

Mayor Boies called the Work Session to order.

Introduction and Recognition of Visitors and Guests:

Mayor Boies recognized **District 5 Board of Supervisor Taylor** who was in attendance.

Citizen comments on non-agenda items:

Mayor Boies said that since the last meeting, two email were sent to Council in support of the skatepark. Copies were provided to each Member.

Discussion Items/Updates:

1.) Health Insurance Update

Town Manager Coggsdale said the Town has obtained McGriff Insurance Services who has created a health insurance proposal. The proposals are due on April 17th. This is going through eVA which is a government procurement system. The proposals will be reviewed and evaluated until April 28th, and after the 28th, staff will come to Council requesting an award be made. If the award is made, open enrollment will take place mid-May through early-June and the new insurance coverage would take effect on July 1. We are still early in the process, but the process is expected to move quickly.

2.) RFP – 115 W. King Street Update

Town Manager Coggsdale explained that an RFP was issued for architectural and engineering services for this project. A panel, consisting of **Chief Sager, Captain Ford, P&Z Administrator Otis,** and **Town Manager Coggsdale,** conducted interviews with four firms. The panel then met to rank the firms. References on the top contenders are being done. Negotiations will begin with the number one contender and a contract will be created that will be brought back to Council.

3.) Revenue Sharing - VDOT

Director of Public Works McKinley said he and **Town Manager Coggsdale** had discussed extending the sidewalk to the Town Park. Staff has received a lot of feedback through the years about not being able to walk all the way to the park on a sidewalk. They also thought that if they were taking it to the park, maybe it should go into the park, to the playground area, create a crosswalk, and further continue to the lower parking lot. This would provide safe access to the playground and to the ball parks. One of the biggest challenges to this are the pipes going under Queen Street, that need to be replaced, and the drainage ditch beside the park. The other challenge is the ditches beside the road going through the park. A rough estimate was created by staff to just get the discussion started. He tried to make the number conservative. This rough estimate amounted to \$225,000. He said the Queen Street Maintenance Improvements would be getting funding, and because this is a storm water issue, he feels we could use VDOT Urban Maintenance funds of \$100,000. He then feels we could apply for VDOT Revenue Sharing which could amount to \$62,500 from VDOT money and \$62,500 of town funding.

Town Manager Coggsdale said the town has received notice of Revenue Sharing funds becoming available. He and **Director of Public Works McKinley** thought of projects that they could move quickly on and this one came to mind. This all came together very quickly. There is a process that will still have to be gone through. This is a 50/50 match type project. He has heard a lot about wanting this, so it seems like the perfect opportunity. He is seeing if Council would like to move forward with this project.

Director of Public Works McKinley said staff thinks this is a good little project and for Phase II, you could extend the sidewalk to the pool and replace the lights with LED lighting.

Council Member Kimmons asked about crosswalk inside the park and if that would be part of the CIP crosswalk that had been requested by **Director of Strategic Initiatives Hilton**. **Director of Public Works McKinley** feels this might be in place of that crosswalk as it could be made ADA compatible. **Council Member Kimmons** asked about an additional crosswalk, and **Director of Public Works McKinley** said this could come in under Phase II and cross between the basketball court and parking lot.

Council Member Lowder said he thinks this is a huge step forward to make the park more assessable to everyone.

Mayor Boies asked if the challenge on Queen Street will fix and even out the road and ditch, and **Director of Public Works McKinley** said yes.

4.) FY2024 Proposed Budget

Town Manager Coggsdale thinks a good dent has been put into the budget and he is hoping this last step will make it so we can move forward.

The amendments from the previous budget presentation were shown.

In the General Fund, with amendments, there is now a \$56,606 deficit.

Water Fund has a \$252,285 surplus; and the Sewer Fund has a deficit of \$261,944.

It is proposed to have a monthly rate of \$16.60 per month for trash service, and an extra can costing \$1.11 per month. These changes should have us breaking even in the Trash Fund. The Waste Management contract will increase by 5%.

The budget revisions were reviewed. In the **General Fund**:

Revenue Increase: \$243,040

Expenditures Increase (Net): \$221,695

- *Change to Salary Split for Public Works (70% GF; 15% WF; and 15% SF) – Increase of \$229,850*
- *VDOT Expenses increased by \$123,540, offset to Revenue Increase.*
- *Slight increase in Vehicle Payments (PD) - \$462.*
- *Decrease in multiple Expenditure Line Items: \$132,507*

Net Change in General Fund – Net Increase Revenue of \$21,695

The current deficit in the General Fund for the proposed budget is \$56,285. Options to deal with this were discussed.

Options:

- 1) Utilize General Fund Balance of \$56,285 to balance General Fund Budget; or
- 2) Propose a tax increase to fund the deficit. (Current Rate: \$0.145 per \$100)
 - \$0.01 is equivalent to \$83,736 (If adopted with this budget, the new rate would only be effective for half the year – generating half the revenue.)

The **Water Fund** revisions were reviewed.

Revenue Increase: \$58,000

Expenditures Decrease: \$263,155

- *Change to Salary Split for Public Works (70% GF; 15% WF; and 15% SF) – Decrease of \$114,540.*
- *Decrease in multiple Expenditure Line Items: \$148,615*

Net Impact to the Water Fund Budget: \$321,155.

Current Water Fund Surplus: \$252,285

Sewer Fund Revisions:

Revenue Increase: \$100,290

Expenditures Decrease: \$343,465

- *Change to Salary Split for Public Works (70% GF; 15% WF; and 15% SF) – Decrease of \$114,540.*
- *Decrease in multiple Expenditure Line Items: \$228,925*

Net Impact to the Sewer Fund Budget: \$443,755.

Current Sewer Fund Deficit: \$261,944

*NOTE: Sewer Rate Increase of 12% would provide \$254,526 in Revenue.
 Each 1% is approximately \$21,200 of additional revenue.*

A chart was shown of the current rates and the proposed sewer rates.

SEWER RATES	2022-23 Adopted/Budget	2023-24 Proposed Budget (12%)
Minimum – residential In-town	\$26.02	\$29.14
Min. – Commercial In-town	\$30.24	\$33.87
Min. – residential Out-of-town	\$37.13	\$41.55
Min. – Commercial Out-of-town	\$43.15	\$48.29
Over Min.- residential In-town	\$13.68	\$15.32
Over Min. – Commercial In-town	\$17.05	\$19.60
Over Min. – residential Out-of-town	\$20.30	\$22.74
Over Min. - Commercial Out-of-town	\$24.74	\$26.73
Sewer Availability Fee	\$9,000	\$9,000

Council Member Stover said when people look at their bills, they don't look at water, sewer, and trash, they look at the bottom line. He thinks that increase on sewer side is too much for residents. With the new meters going in we may have to raise the fees next year.

Council Member Kimmons asked what the rate increase would be in percentage and **Town Manager Coggsdale** stated 12%. He added we see this deficit every year in the Sewer Fund.

Council Member Carter asked if any other localities are having the same issues with this or are we the only ones. **Town Manager Coggsdale** said a survey has been done and we are definitely behind on this and have been. We start every year with sewer fund being in a deficit.

Mayor Boies stated that **Council Member Kimmons** sent out a spreadsheet to all members showing rates in surrounding areas. **Town Manager Coggsdale** said our citizens will not care what surrounding towns are doing; they are only going to be concerned with Strasburg.

Council Member Monahan asked **Director of Public Works McKinley** when the new meters will be done, and he stated in about 6 months.

Council Member Monahan asked **Town Manager Coggsdale** if we can start talking about sewer increases in 6 months. **Town Manager Coggsdale** said we would need a couple of months of billing, so he suggested waiting at least eight months. New meters are going to read more accurately

and this may come as a shock to residents.

A recap of the Water and Sewer Funds was presented.

Water and Sewer Funds:

Water Fund - Current Surplus: \$252,285

Sewer Fund - Current Deficit: \$261,844

Options:

- 1) Utilize Water Fund Surplus (\$252,285) to offset the Sewer Fund Deficit (\$261,844) leaving a deficit of \$ 9,559. This remaining deficit can be handled by use of \$9,559 in Availability Fees or other adjustments in the budgets.
- 2) Increase sewer rates (all categories) by up to 12% to provide additional revenue of up to \$254,526.

Town Manager Coggsdale explained a few options that can be done to balance the budget. Every line has its own source of funding but CIP. Additional options or considerations might be:

- 1) Use of Availability Fees in Water and Sewer Funds (\$153,000 each fund) (Total: \$306,000)
- 2) Utilize Surplus in General Fund and Water Fund to reduce the deficit in the Sewer Fund and the Trash Fund.
- 3) Increase Sewer Rate

Consensus of Council was to utilize the Water Fund surplus to offset the Sewer Fund deficit in lieu of raising sewer rates.

Council Member Kimmons said his only concern with this is that we are leaving two funds with deficits, and we need a balanced budget. **Council Member Ricard** said we need to take baby steps. **Council Member Kimmons** said we could have some sort of an increase to get rid of the deficits, but **Council Member Monahan** said she would feel more comfortable waiting until the new meters are installed. **Town Manager Coggsdale** said he could find the money to make up the remaining \$9,000 deficit in the Sewer Fund. We need to get a game plan together to solve the problem of the Sewer Fund deficit.

Consensus to have the increase in the trash service and to advertise a .01 tax increase and use the Water Fund surplus to offset the Sewer Fund deficit.

Council Member Hooser asked if any of the projects are I&I projects that could help save the town money. **Director of Public Works McKinley** said some of the projects are for I&I but it is hard to quantify the amount that might be saved by making the repairs. **Town Manager Coggsdale** said some of the projects might not impact this coming year's budget, but they might the following year.

Mayor Boies asked what a realistic timeframe would be to know what unused funds we will have at the end of the current budget year. **Town Manager Coggsdale** said staff will start looking in June at what is in process but not complete because those funds will need to be carried over to the next budget. Projections can begin in June for funds that will not be spent. **Mayor Boies** said the only reason she is asking is because of ARPA and CIP projects. Is it worth thinking about the funds now that could be used for CIP projects?

Mayor Boies said Council would like to move the amount of the skatepark to contingency because we are not going to be able to commit to this project now. The skatepark group needs to get some information to Council, but we don't want to lose the potential of funding this if it is so desired, so they want to add this to the contingency fund. **Town Manager Coggsdale** said we are putting a

“tag” on this amount.

The Capital Improvement Program (CIP) was shown for FY2024-2027. **Town Manager Coggsdale** reviewed the amounts and where the funding would be coming from. Staff is recommending keeping \$1,000,000 for 115 West King Street with the understanding that we may need to have more funding from ARPA for this. He discussed the Borden Mowery Drive amount and said this is general obligation funds and it is in the budget now and will not impact fees or taxes. He went down the list of projects and **Director of Public Works McKinley** explained some of the projects under Public Works. **Town Manager Coggsdale** pointed out that the Queen Street Sewer Repair and Sandy Hook Water Line Upgrade are designated to come from ARPA funds. **Mayor Boies** asked about the security fence at Public Works. **Director of Public Works McKinley** said when the building was built, this was cut from the initial budget. It is needed to secure vehicles, supplies, etc. Currently, the lot is open, and anyone can access the property. It was noted ARPA funds could be used for this or it could be removed from the CIP.

A discussion was held on the use of water and sewer availability fees to fund projects in these areas. **Town Manager Coggsdale** said he would propose using those funds for the projects that fall under water and sewer. He cautioned that you cannot depend on the availability fees because it is based on building. **Council Member Hooser** said availability fees should be placed in a fund and only used for one time projects/improvements; not to balance the budget.

Mayor Boies asked if there were any questions about the requests for Public Works and if Council wants to support the fence.

Council Member Stover said he wants to support the trucks but is not sure about the fence. He understands the price keeps going up, but it is a lot of money.

Town Manager Coggsdale said the thing about the bigger projects is that it will come back to Council. Just because it is approved in the budget, doesn't mean we will automatically get it. Designs will come back before Council.

Consensus was to advertise the four projects listed under Public Works and utilize ARPA funds for these.

In Strategic Initiatives, the Riverwalk is coming through outside funds (grant). The bathroom is slated to come from ARPA funds. Discussion was held asking if it could be advertised as a shelter/bathroom and **Town Manager Coggsdale** said that is how he will advertise it.

In looking at the CIP requests for the Water Plant, the thought was to utilize availability fees, if at all possible, for the proposed \$117,500 projects. This is a gamble because we might not get the availability fees. **Director of Public Works McKinley** said these are all needed items. **Town Manager Coggsdale** said if we don't get the availability fees, we would probably have to use ARPA funds. Additional discussion followed on how these could possibly be funded.

Council Member Carter asked about the Aeromod Blower and the Belt Press Polymer Pump. **Director of Public Works McKinley** said these are basically replacement parts.

Town Manager Coggsdale said Council will have another opportunity to look at the budget next week, but the advertisement will have to be decided upon at the next Council meeting.

Mayor Boies thanked staff for all the work done on the budget.

Council Member Hooser stated the slide at park was replaced and it is great.

Town Manager Coggsdale announced that **Director of Public Works Jay McKinley** resigned earlier today to move on to other opportunities and his last day is May 3rd.

Town Manager Coggsdale said the Public Hearing on the budget will be on May 1.

Being no further business, the work session adjourned at 9:05 p.m.

MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, APRIL 11, 2023 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: led all in the Pledge of Allegiance.

Invocation: Rev. John Haynes, pastor of the Strasburg United Methodist Church, offered the invocation.

Roll Call:

ROLL Called with the following members present: Mayor Boies, Vice Mayor Reynolds, and Council Members Carter, Hooser, Kimmons, Monahan, and Stover. Absent: Council Members Lowder and Ricard.

Public Hearings: None

Introduction and Recognition of Visitors and Guests:

- **Heather Jones**, President of Special Education Advisory Committee for Shenandoah County–2023 Autism Proclamation

Ms. Jones said every County in Virginia is required to have a Special Education Advisory Committee and in Shenandoah County, it is appointed by the Shenandoah County School Board. This is the committee's seventh year in asking for towns in Shenandoah County to sign this autism proclamation.

One in 36 children is diagnosed as having autism. Parents with a child having autism have more of a chance of having a second child with autism. Vaccinations do not cause autism. Much intervention is done for autism, and on average, autism costs \$60,000 per year through childhood.

Each year, a report is sent to the State of Virginia of how many receive services and more than 14% of students in Shenandoah County receive special education services.

Ms. Jones is a parent of a child with autism. She was not able to work because of the therapy and services she had to take her daughter to. Her daughter is now a sophomore at Central High School, an officer in the FFA, on the swim team, and is receiving all A's. There is hope and services for students with autism.

Mayor Boies read and signed the proclamation and presented it to **Ms. Jones**.

Mayor Boies said the Strasburg Rotary Club just partnered with the Town of Strasburg in putting in a Sound Garden at the Town Park. This will be a great resource for all.

- **Arbor Day Proclamation**

Mayor Boies read the proclamation proclaiming April 17 as Arbor Day in the Town of Strasburg. She thanked staff for planting trees and obtaining grants for trees.

- **Monthly Employee Update**

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
William Logan Davis	Public Safety	03/28/2023
<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
Timothy Foster, Sergeant	Public Safety	03/15/2023
Phillip Henry, Lieutenant	Public Safety	03/15/2023
Cody Mead, Lieutenant	Public Safety	03/15/2023
Christopher Nixon, Sergeant	Public Safety	03/15/2023

Chief Sager said they did some restructuring within the department without any implications to the budget.

Officer Davis came from Rappahannock County with several years of experience.

Council Member Monahan congratulated **Director of Finance Fletcher** for receiving the Government Finance Officers Association (GFOA) Outstanding Achievement Award in Popular Annual Financial Reporting (PAFR) for Fiscal Year 2021.

Mayor's Comments:

Mayor Boies said April is Child Abuse Prevention Month. Pinwheels are “planted” in front of Town Hall to remind all that child abuse still exists and to do all you can to prevent it. She said she heard that one in four children will be abused, either physically or sexually, and that the average age of reporting this is 52. We need to encourage children to report this.

Citizen Comments:

Barbara Plitt, West King Street, Strasburg, VA: Stated she has the “L” for the LOVE sign and will be glad to share it with all after the meeting.

Mayor Boies read an email from **Wyatt Vaught** regarding the skatepark:

To the Strasburg Town Council,

Thank you all for your continued support these last several weeks. It is our understanding that money for our skatepark has been earmarked in your budget for whenever we get the paperwork that proves our previously presented estimates. We cannot overstate what this means to us! We are eager to get the necessary paperwork to you, and as of today we received the proposal work for the survey necessary to get the engineering underway.

In addition, we are still actively pursuing fundraising opportunities including a vendor slot at a local winery for Mother’s Day weekend, and a live music show in the park coming in June! Both events will feature donations from local businesses and vendors.

As we move forward, we are planning to release a video project outlining our material donation needs, and hope to partner with even more local contractors to continue to lower the costs of this project.

Thank you for your patience and willingness to work with us to achieve our shared goal of building a skatepark here in Strasburg. We will keep you updated on our progress!

-Tribute to Trent Skatepark Committee

Consent Agenda:

- 1) Minutes of the March 6, 2023 Work Session, Minutes of the March 14, 2023 Regular Council meeting, and Minutes of the March 20, 2023 Work Session

Council Member Kimmons moved to approve the consent agenda; second by **Council Member Hooser**. The motion passed unanimously.

Old Business (Discussion and/or Action Items):

1.) Proposed FY2024 Budget Discussion

Town Manager Coggsdale said some of the numbers in the proposed budget changed because of the splits of 70/15/15%. The figures shown include CIP. The amended numbers were shown, explained, and recapped.

The CIP numbers were reviewed. Availability fees will be utilized to pay for the Water and Sewer Fund CIP projects instead of using the availability fees for regular budgetary needs.

Council Member Kimmons would like to see the utility cart put back in the CIP budget. He feels this would pay for itself by not having Public Works employees collect trash on the weekends which is all on overtime. The lifeguards would be patrolling the park when not on the stand.

Council Member Hooser said he rode around with a friend who used to work for the Town, and this friend did not like having to come in to collect trash.

Director of Public Works McKinley said this would be helpful.

Council Member Kimmons said this would also give the lifeguards something to do instead of being in the concession stand or in the lifeguard room.

Mayor Boies said it appears the majority of Council would like to put the \$5,000 in the budget. **Town Manager Coggsdale** said the vehicle could not be purchased until July 1.

Council Member Stover asked about 115 West King Street. He asked what the best situation is as he is not sure \$1 million will cover this. He would like to see ARPA funds used for this.

Town Manager Coggsdale said we have a placeholder of \$1 million, but in a few months, we will have a better idea of how much it will cost.

Council Member Monahan said she knows this is our “advertising” budget, but she would like to see a breakdown of the ARPA funding. She would also like to see a breakdown of the bathrooms/shelter.

Director of Strategic Initiatives Hilton said she has only started looking at different structures that she thinks will be more creative. She thinks there are more options that can be done and utilize the money better. She feels this is a necessity but would like to look at the options.

Town Manager Coggsdale asked if it is Council’s desire to have the bathrooms in the next fiscal year’s budget. If it is, then it needs to remain; if we are thinking about it for another year, it can be removed.

Mayor Boies said she thinks all are in agreement that the bathrooms are a priority, but they want to know more.

Council Member Stover would like to have the shelter stay in the ad as it makes it look better and not just a price of \$300,000 for a bathroom. **Director of Strategic Initiatives Hilton** said the \$300,000 was just for a bathroom.

Town Manager Coggsdale asked what the \$300,000 was actually for. **Director of Strategic Initiatives Hilton** said the price was for the bathroom and shelter as done in Front Royal. Our Master Park Plan showed a larger bathroom. This might not be what is needed now.

Town Manager Coggsdale said he is hearing more information is needed. He asked about the shelter. He said the shelter will not be listed in the ad in the paper. Ultimately, Council will make the choice of what they will get with the bathroom.

Mayor Boies said she feels the correct response when people ask why we need a \$300,000 bathroom, would be that it is a placeholder and to ask the people what they would like to see.

The utility vehicle/cart will be moved to the CIP list for this coming budget year.

Council Member Monahan said we might have trouble getting people to work at the pool if you tell them they have to gather trash in the park. **Director of Strategic Initiatives Hilton** said they had more than adequate staffing, so she does not see any problem with this.

Town Manager Coggsdale said it was proposed by Council to have a .01 real estate tax.

Council Member Carter moved to accept the advertisement for the proposed FY2024 Budget;

second by Council Member Hooser. With no further discussion, the motion passed unanimously.

Mayor Boies thanked staff for the work they have been doing on the budget.

New Business:

- 1) Unified Development Ordinance (UDO) Rewrite Meeting Schedule

Planning and Zoning Administrator Otis said he had a kick-off meeting with the Berkley Group last week. He presented Council with the deliverables he will need to get to the Berkley Group, as well as the calendar. A decision needs to be made on when to have the public meetings. It was determined that the best dates for the meetings would be May 17 and July 13.

Reports:

Departmental Reports:

Complete reports are provided in the Council packet which is available on the town's website at www.strasburgva.com. Reports are also found on the "Meetings" page of the website (<https://www.strasburgva.com/meetings>).

Town Manager Coggsdale said all the reports were included in the packet provided to Council.

Council Member Monahan asked Chief Sager about the criminal charges and if some of the charges could be multiple charges on one individual. Chief Sager said it could be multiple charges on one person or it could be multiple people with one charge.

Council Member Monahan asked about the Discover Strasburg page and the number of people who visited the page. Director of Strategic Initiatives Hilton explained how the percentages shown on the page are broken down. Council Member Monahan also asked about the antennas for the water meters. What happens if one of the antennas goes down. Director of Public Works McKinley said if it goes "dark", they will have to send a truck out to do a drive-by reading.

Mayor Boies said there is an event scheduled for Arbor Day on June 17. Director of Strategic Initiatives Hilton spoke more on the event and what will be happening. Eight trees will be replaced. The public is invited but it is not an intensive event.

Director of Public Works McKinley said this whole project is being paid for by Shenandoah Valley Electric Coop.

In highlighting the monthly reports, Mayor Boies said a successful Rail Trail meeting was held with great representation of Council. The meeting was very well attended. VDOT representatives will be coming to town soon. She also thanked all for the hard work on Vintage in the Valley. The Farmer's Market will only be held on the first and last Saturday of each month.

It was noted that Debbie Miller and Delaina Stroop each had a work anniversary; Debbie has been with the town for 28 years and Delaina for five years.

Chief Sager said he was in training last week and it was one of the best training courses he has ever attended. It was "Struggle Well". He attended with Officer Hager and it was a diverse group. He learned that if you don't do self-care, you can't take care of others. He hopes to have all of the officers take this training and would like to see it given to recruits.

Chief Sager said it is Dispatch Week. The director of our communications center is Melanie Shipe, a Strasburg graduate. He would like all to take this week to honor them as they do a lot for the community.

Mayor Boies said she toured the new space in the Sheriff's Office. In this new space, they have a room where a staff member can go and decompress and then come back to work.

Chief Sager said **Capt. Ford** has officially announced his retirement for July 1. They have a good succession plan in place, and they plan to honor him for his work with the town.

Mayor Boies said this will be **Director of Public Works McKinley's** last Council meeting. **Director of Public Works McKinley** said it has been his pleasure to work for the Town.

Town Manager Coggsdale said it will be on next month's update, but **Director of Strategic Initiatives Hilton** is also celebrating her fifth year anniversary with the town.

Special Committee Reports:

NSVRC: Council Member Kimmons met and approved the increase of the allocated amounts to the localities. A presentation was given by Winchester Airport and the programs they will be doing.

Council Member Items:

In regard to Arbor Day, **Council Member Hooser** said he now has 36 trees on his lot. When he moved there three years ago, he had none.

Mayor Boies thanked Council Members for working as the liaison with their staff member.

Closed Meeting:

Vice Mayor Reynolds moved to 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 negotiation strategy of the public body. This subject is for discussion of property on Banks Fort Road. Council Member Carter offered the second to the motion.

With no discussion, Council adjourned to closed meetings at 8:21 p.m.
Reconvened at 8:46.

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.

Vice Mayor Reynolds	I so certify
Council Member Carter	I so certify
Council Member Hooser	I so certify
Council Member Kimmons	I so certify
Council Member Lowder	Absent
Council Member Monahan	I so certify
Council Member Ricard	Absent
Council Member Stover	I so certify
Mayor Boies	I so certify

Being no further business, the meeting adjourned at 8:47 p.m.



Declaration of Surplus Items

Meeting Date: May 1, 2023

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: April 26, 2023
Re: Surplus Property

DESCRIPTION: Discuss, consider, and provide direction upon Resolution 23-0401; a resolution of the Town Council of the Town of Strasburg, VA, declaring certain property as surplus and authorizing the Town Manager to execute the sale, trade, donation, or disposal as waste of said property.

Town departments have provided lists of items that are no longer being used by the Town and thus can be declared surplus and disposed of either via sale, trade, donation or as waste. The list of these items is attached to the Resolution as Exhibit A.

POTENTIAL ACTIONS

- Consensus to place this item on the May 9, 2023 Regular Meeting Agenda (Consent Agenda)
- Consensus to place this item on the May 9, 2023 Regular Meeting for additional review/discussion.
- Consensus to not declare the property surplus.

Attachments:

- *Resolution 23-0401 Surplus Items*
- *Exhibit A – List of Items*
- *Items with photos (not all included)*

RESOLUTION No. 23-0401

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF STRASBURG,
VIRGINIA, DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING THE
TOWN MANAGER TO EXECUTE THE SALE, TRADE, DONATION, OR DISPOSAL
(WASTE) OF SAID PROPERTY.**

WHEREAS, the Town of Strasburg desires to alleviate the Town of said surplus property; and

WHEREAS, the Town of Strasburg has legal title to said surplus property; and

WHEREAS, the Town of Strasburg desires to dispose of the surplus property listed on the attached Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF STRASBURG, VIRGINIA, that the Town declares the property identified in the attached Exhibit "A" as surplus property and authorizes the Town Manager to execute the sale, trade, donation, or disposal (waste) of said property.

Adopted:

ATTEST:

Town Clerk

EXHIBIT "A"

HP Plotter
Small Brother Printer/Fax/Scanner
VIZIO TV
2 - Large Filing Cabinets
2 - Recessed Trash Cans
Small Brown Table

Sound Equipment

2 - 2x15 Peavey pa speakers
2 - Subwoofers
3 Power Amps
Behringer XR18 digital mixer
4 - Shure sm58 mics
4 - mic stands
Box full of cables

1- DELL MONITOR
1 - VIEWSONIC MONITOR
1 - OPTIQUEST MONITOR
**STAND AND CORDS IN BOX WITH ALL

3 - DELL DRIVE TALL SLIM
6 - DELL DRIVE SMALL SLIM
4 - DELL DRIVE LARGE FAT
1 - HP DRIVE LARGE FAT
1 - DELL LAPTOP
BOX OF CORDS

Police Vehicles

2016 Ford SUV (Unit #1)
2017 Ford Taurus/Interceptor (Unit #3)
2014 Ford SUV (Unit #14)

Public Works

Kubota ZD21 Mower

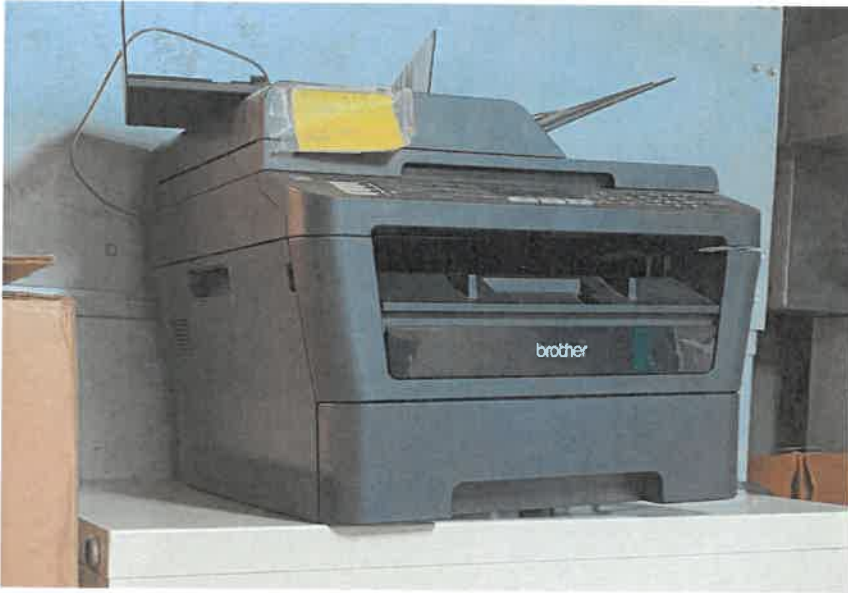
EXHIBIT "A" (page 2 of 2)

Bolens Snow Blower
John Deere 444g Rubber tire loader
JRB Forks for John Deere
JRB Plow 10" Power Angle
2 – Air Compressors
1991 Ford F150 With Camper Shell
4 – Walk behind weed eaters
2 – Paint Sprayers
1990 Ford Super Duty Dump Truck
2 – Fisher Plows 9' (no mounts)
Bobcat 709 Backhoe Attachment (1997)
2 – Flink Hoppers with Stands
Power Mole
9 – Guard rail sections (25' each)
Sections of Fences Frames and Misc. Fence Parts
1977 Case 580 C Backhoe
Sign Posts
2 – Flink Hopper Stands
1985 Detroit Generator Set 350Kw

HP Plotter



BROTHER PRINTER/FAX/SCANNER




Wooden Table



VIZIO Television






VIZIO
38 Techs. Irvine, CA 92618, USA
WWW.VIZIO.COM

Model No.: VIZIO E32VL
100-240V~, 1.5A, 50/60Hz

Part No.: 10223240022

Serial No.: LAUKHLAL4517128




F AW

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) This device must accept any interference received, including interference that may cause undesired operation.

HDMI, the HDMI logo and High-Definition Multimedia Interface are trademarks or registered trademarks of HDMI Licensing LLC.

Manufactured under license from Dolby Laboratories. Dolby and the double-D symbol are trademarks of Dolby Laboratories.

TruScreen™ HD, TruScreen, SPD and the  symbol are trademarks of SPD Labs, Inc.

CAUTION
ELECTRIC SHOCK
Hazardous Voltage



ATTENTION
HOT SURFACES
Hazardous Temperature

WARNING: SHOCK HAZARD-DO NOT OPEN
AVERTISSEMENT DE CHOC ELECTRIQUE NE PAS OUVRIR

WARNING: To avoid electric shock, please do not open the back cover of this unit. Please contact authorized professional personnel for maintenance or repair.

This Class 3 digital apparatus complies with Canadian (ICES-003) / Cet appareil numérique de la classe 3 est conforme à la norme NMB-003 du Canada.

Cable Compatible Television Appellation / Télévision compatible Câble

F-1
100-1101-2420

MADE IN CHINA



Filing Cabinets



Peavey (Board)



Peavey Speakers (Quantity: 2)



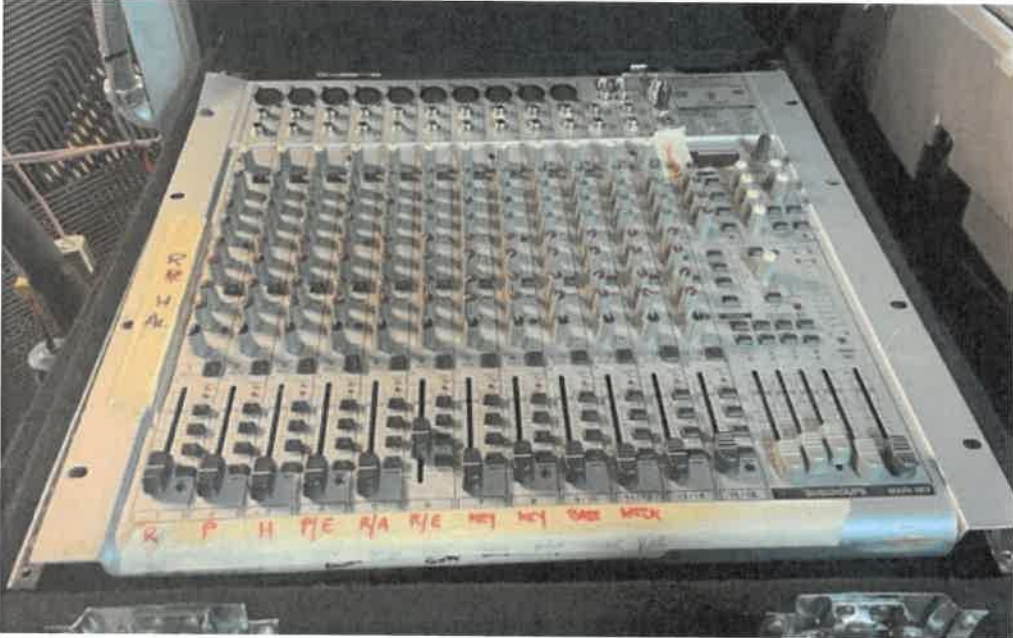
EV Subwoofers



Peavey/Behringer/Crown (Amplifier)



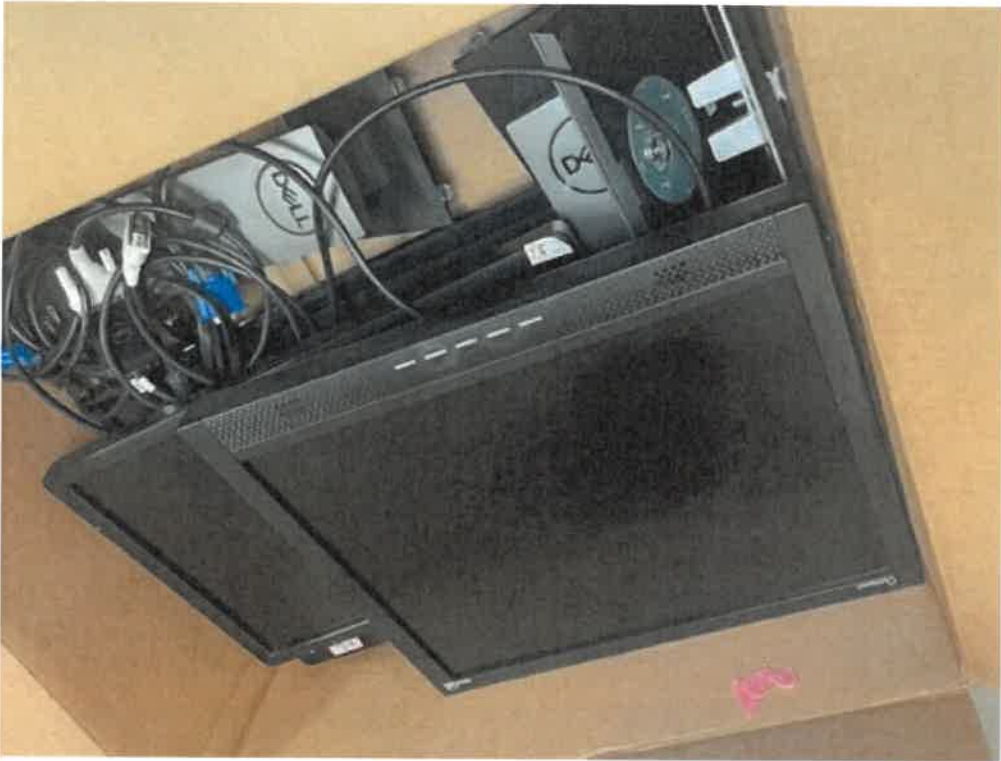
EuroRack (UB 2442FX-Pro)



DELL Towers & HP Tower



Miscellaneous Computer Items (Monitors, etc.)



Three (3) Vehicles

<u>Unit</u>	<u>Year</u>	<u>Model</u>	<u>Mileage</u>
1	2016	Ford Utility	98,317






<u>Unit</u>	<u>Year</u>	<u>Model</u>	<u>Mileage</u>
3	2017	Ford Taurus/Interceptor	83,420



<u>Unit</u>	<u>Year</u>	<u>Model</u>	<u>Mileage</u>
14	2014	Ford Utility	109,683



Department of Public Works Equipment Surplus

	Description	Year	Hours./ Mileage	Condition	Value	Image
1	Kubota ZD21 Mower	2001	2546 hrs.	Fair	\$1,500	
2	Bolens Snow Blower - Does not run			Poor	\$20	
3	John Deere 444g rubber tire loader - No brakes, transmission problems	1994		Fair	\$8,000	

4 Jrb Forks for John Deere 444G 64" X 48" Good \$300



5 JRB Plow 10' Power Angle (for JD 444G) Good \$500



6 (2) Air Compressors - (1)3 Phase Motor, compressor, tank. (1) compressor, tank Poor \$100



7 Ford F150 with Camper Shell - Oil pan rusted-leaks, ran when taken out of service since 2018 1991 83983 Poor \$300



8 (4) Walk behind Weedeaters

Fair \$100



9 (2) Paint Sprayers

Fair \$300



10 Ford Super Duty Dump Truck - Ran when taken out of service in 2018

1990 40645

Poor \$300



11 (2) Fisher Plows 9' - No mounts

Fair \$500



12 Bobcat 709 Backhoe Attachment 1997 Good \$3,500



13 2 Flink Hoppers with Stands Fair \$300



14 Power Mole - Out of service in 2013 Fair \$1,000



15 (9) Guard Rail Sections Used 25' each Fair \$50



16 Sections of Fence Frames
& Misc. Fence Parts

Good \$50



17 Case 580 C Back Hoe -
Ran when taken out of
service in 2017

1977

Good \$10,000



21 Sign Posts that have been removed Poor \$50



22 (2) Flink Hopper Stands Good \$200



23 Detroit Diesel Gen. Set 1985 549 hrs. Good \$3,000
350 KW - Ran when removed from service in 2017



OLD BUSINESS (DISCUSSION AND/OR ACTION)





FY2024 Draft Budget

Meeting Date: May 1, 2023

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manager
Date: April 27, 2023
Re: Proposed FY2024 Budget/FY2024-2028 Capital Improvement Plan (CIP)

DESCRIPTION: Earlier in the meeting, Town Council conducted the required Public Hearing on the advertised Proposed FY2024 Budget and FY2024-2028 Capital Improvement Plan (CIP).

Every year the Town must develop and adopt a budget for the operations and capital needs of the organization and community. Per the Code of Virginia, the budget must be adopted no later than June 30 and take effect July 1. Over the past few months, Town Council has held several Budget Work Sessions and will hold meetings prior to June 30 at which the budget may be discussed and/or considered, as needed.

BUDGET SUMMARY: The Fiscal Year 2024 budget totals \$19,810,842, which includes the General, Water, Sewer, and Trash funds.

General Fund: The General Fund includes \$11,533,948 to cover administration, police, finance, community initiatives, strategic initiatives, parks & recreation, and public works activities. The proposed budget includes a \$0.01 increase to the Town's Real Estate Tax Rate from \$0.145 to \$0.155 per \$100.00 assessed value.

Water Fund: The Water Fund expenditures total \$3,592,000 to cover all water treatment plant activities, as well as a portion of the general administration, finance, community initiatives and public works functions that have an impact on the water treatment and distribution system. There are no proposed rate or fee increases in the water fund. The water fund includes a transfer out to the Sewer Fund in the amount of \$281,989 to offset the deficit in the sewer fund. The water fund is operating at a \$49,692 surplus after all expenses and transfers, these funds will be transferred out to the Water Fund Capital Reserves.

Sewer Fund: The Sewer Fund expenditures total \$4,182,624 to cover all sewer treatment plant activities, as well as a portion of the general administration, finance, community initiatives and public works functions that have an impact on the sewer treatment and collection system. There are no proposed rate or fee increases in the sewer fund. The

sewer fund includes a transfer in from the Water Fund of \$281,989 to offset the deficit in revenue compared to expenses.

Trash Fund: The Trash Fund expenditures total \$501,900 to cover the curbside solid waste pickup and disposal costs. The Town contracts with Waste Management and the cost of this service increased by 5% for FY2024. In previous years, the General Fund has covered any deficits in the trash fund; however, this year rates are proposed to increase so that no transfer in is required. The monthly trash fee for each household will increase by \$3.22 per month to \$16.60 per month and the extra can cost will increase by \$0.06 per month to \$1.11 per month/per extra can.

Capital Improvement Plan (CIP): The Capital Improvement Plan for FY2024 totals \$7,519,296; with the breakdown being as follows General Fund: \$5,284,596; Water Fund: \$867,500; and Sewer Fund: \$1,367,200. Several larger projects are shown below:

- Borden Mowery Drive Extension Project - \$3,370,600; funded by General Obligation Bonds: \$2,390,000 and VDOT Grant: \$980,600.
- 115 W. King Street Repurpose/Renovation - \$1,000,000; funded by ARPA funds.
- Queen Street Sewer Line Repair - \$1,162,000; funded by ARPA funds.
- Sandy Hook Water Line Upgrade - \$750,000; funded by ARPA funds.
- Riverwalk Improvements - \$200,000; funded by a grant.
- Town Park Restroom/Pavilion - \$300,000; funded by ARPA funds.

The vast majority of CIP funding comes from General Obligation Bonds; grants or ARPA funds; with the General Fund providing \$65,000; the Water Fund providing \$117,500; and the Sewer Fund providing \$205,200 for projects not funded otherwise.

The remaining four years of the CIP (FY2025-2028) which are for planning purposes only total \$4,415,780.

POTENTIAL ACTIONS

- By State law Town Council may not vote on the budget at the same meeting as the public hearing is heard. Staff will bring an action item to vote on the budget June 13, 2023.
- Consensus regarding any changes to the advertised budget and/or capital improvement plan.
- Consensus regarding scheduling time for more discussion about the budget/CIP prior to the scheduled adoption on Tuesday, June 13, 2023.

Attachments:

- *FY2024 Proposed Budget Advertisement*

**PROPOSED BUDGET AND NOTICE OF PUBLIC HEARING
FOR THE TOWN OF STRASBURG**

For Fiscal Year 2023/24

The Strasburg Town Council will hold a Public Hearing on May 1, 2023 at 7:00 p.m. in the Council Chambers of the Town Hall, 174 E. King Street, Strasburg, on the Proposed Amendment for the FY 2023/24 Budget. Members of the public are invited to attend and present comments on the proposed budget. Individuals interested in participating electronically should go to www.strasburgva.com. The following Budget is proposed for fiscal year 2023/24:

REVENUE	Adopted Budget 2022-23	Proposed Budget 2023-24
General Fund	\$7,234,578	\$11,533,958
Water Fund	\$3,116,039	\$3,592,000
Sewer Fund	\$3,460,626	\$4,182,624
Trash Fund	\$525,755	\$501,900
TOTAL REVENUES	\$14,336,998	\$19,810,842
EXPENDITURES		
GENERAL FUND:		
Administration	\$1,106,906	\$1,048,031
Community Initiatives	\$184,531	\$248,681
Public Works	\$1,837,214	\$2,070,619
Public Safety	\$2,129,518	\$2,286,217
Strategic Initiatives	\$255,782	\$373,273
Parks & Recreation	\$273,432	\$222,541
Vehicle Purchase	\$0	\$0
Capital Outlay	\$1,447,195	\$5,284,596
General Fund Total	\$7,234,578	\$11,533,958
WATER FUND:		
Administration	\$242,363	\$566,464
Community Initiatives	\$36,093	\$12,258
Public Works	\$847,261	\$617,273
Water Plant	\$1,478,802	\$1,528,505
Strategic Initiatives	\$6,662	\$0
Capital Outlay	\$504,858	\$0
Vehicle Purchase	\$0	\$867,500
Water Fund Total	\$3,116,039	\$3,592,000
SEWER FUND:		
Administration	\$289,753	\$234,936
Community Initiatives	\$36,093	\$12,258
Public Works	\$903,057	\$607,441
Sewer Plant	\$1,865,213	\$1,960,789
Strategic Initiatives	\$6,662	\$0
Capital Outlay	\$359,848	\$1,367,200
Vehicle Purchase	\$0	\$0
Sewer Fund Total	\$3,460,626	\$4,182,624
TRASH FUND:		
Landfill	\$99,213	\$104,000
Trash Collection	\$426,542	\$397,900
Recycling	\$0	\$0
Total	\$525,755	\$501,900
TOTAL EXPENDITURES	\$14,336,998	\$19,810,482

The proposed budget includes the following:

A copy of the proposed budget is available for review at the Strasburg Town Office, and on the Town's website at <http://www.strasburgva.com>. The Town's office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. All public hearings are accessible to persons with handicap conditions. Any person requiring auxiliary aids in connection with the Public Hearing shall notify Amy Keller, Clerk of Council at least five (5) days prior to the public hearing.

• **Tax Rates/Fees:**

- Real Estate Taxes \$0.155 per \$100.00 assessed value (based on 100% assessment) (increase of \$0.01)
- Business License Categories as described below:

LICENSE CATEGORY	2022-23	2022-23	2023-24	2023-24
	Adopted Budget Tax Rate per \$100 of Gross Receipts	Adopted Budget Minimum License Fee or Flat Fee	Proposed Budget Tax Rate per \$100 of Gross Receipts	Proposed Budget Minimum License Fee or Flat Fee
Contractor*	0.13	20.00	0.13	20.00
Retailer	0.15	20.00	0.15	20.00
Repair, Personal & Business Services	0.18	20.00	0.18	20.00
Financial, Real Estate & Professional Services	0.24	20.00	0.24	20.00
Photographer	N/A	20.00	N/A	20.00
Itinerant Merchants or Peddler	N/A	75.00	N/A	75.00
Wholesale	0.05	20.00	0.05	20.00
Direct Sellers	0.20	20.00	0.20	20.00

• **Trash and Recycling Collection Fees:**

\$16.60 per month (increase of \$3.22); \$1.11 for additional carts (increase of \$0.06)

WATER RATES	2022-23 Adopted Budget	2023-24 Proposed Budget
Minimum - residential in town	25.57	25.57
Minimum - commercial in town	27.34	27.34
Minimum -- residential out of town	35.80	35.80
Minimum - commercial out of town	38.27	38.27
Over Min - residential in town	12.79	12.79
Over Min - commercial in town	18.06	18.06
Over Min -- residential out of town	17.91	17.91
Over Min - commercial out of town	25.29	25.29
Water Availability Fee	9,000	9,000

SEWER RATES	2022-23 Adopted Budget	2023-24 Proposed Budget
Minimum - residential in town	26.02	26.02
Minimum - commercial in town	30.24	30.24
Minimum -- residential out of town	37.13	37.13
Minimum - commercial out of town	43.15	43.15
Over Min - residential in town	13.68	13.68
Over Min - commercial in town	17.05	17.05
Over Min -- residential out of town	20.30	20.30
Over Min - commercial out of town	24.33	24.33
Sewer Availability Fee	9,000	9,000

A copy of the proposed budget is available for review at the Strasburg Town Office, and on the Town's website at <http://www.strasburgva.com>. The Town's office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. All public hearings are accessible to persons with handicap conditions. Any person requiring auxiliary aids in connection with the Public Hearing shall notify Amy Keller, Clerk of Council at least five (5) days prior to the public hearing.

Town of Strasburg
FY2024 - 2028 Capital Improvement Plan

FY2024 - 2028 Capital Improvement Plan (Proposed)

Administration CIP by Year		FY2024	FY2025	FY2026	FY2027	FY2028
ADM	115 W. King Street Renovation	1,000,000				
ADM	Borden Mowery Drive Extension	3,370,600				
ADM	Council Chamber ADA Improvements	5,000				
ADM	Vehicle Replacement (Town Hall)		30,000			
ADM	Town Hall Sign		30,000			
ADMINISTRATION TOTAL:		4,375,600	60,000	0	0	0
FUNDING SOURCES		FY2024	FY2025	FY2026	FY2027	FY2028
	General Fund	0	30,000	0	0	0
	General Obligation Bond	2,390,000				
	VDOT Funds (Borden Mowery)	980,600				
	ARPA Funds	1,005,000	30,000			
Administration Total:		4,375,600	60,000	0	0	0

Police CIP by Year		FY2024	FY2025	FY2026	FY2027	FY2028
PD	Vehicle Replacement/Upfit	114,642	57,728	119,448	57,728	119,448
PD	Axon Body Worn Cameras (Contract)	20,200	20,157	20,157	20,157	20,157
POLICE TOTAL:		134,842	77,885	139,605	77,885	139,605
FUNDING SOURCES		FY2024	FY2025	FY2026	FY2027	FY2028
	General Fund	0	77,885	139,605	77,885	139,605
	Grant	0				
	ARPA FUNDS (Grant)	134,842	0	0	0	0
Police Total:		134,842	77,885	139,605	77,885	139,605

Town of Strasburg
FY2024 - 2028 Capital Improvement Plan

FY2024 - 2028 Capital Improvement Plan (Proposed)

Public Works CIP by Year		FY2024	FY2025	FY2026	FY2027	FY2028
PW	Bucket Truck (Re)	160,800				
PW	Dump Truck bed Unit 10315 (2003)	15,940				
PW	Brush Cutter for Track Loader	12,000				
PW	Queen Street Sewer Repair	1,162,000				
PW	Sandy Hook Water Line Upgrade	750,000				
PW	Security Fencing (Public Works)		90,000			
PW	Utility Bed Truck 1 Ton (Re)		75,000			
PW	Dump Truck 1 1/4 Ton Low Wall (Re)		72,900			
PW	Pickup 3/4 Ton (Re)		60,900			
PW	Dump Truck Large 8 ton		175,000			
PW	Utility Bed Truck 1 Ton (Re)		69,000			
PW	Woodchipper (Re)		80,000			
PW	Backup Generator		190,000			
PW	Utility Bed Truck 1 1/4 Ton (Re)			73,000		
PW	Dump Truck 1 1/4 Ton Low Wall (Re)				73,000	
PW	Dump Truck 1 1/4 Ton Low Wall (Re)				73,000	
PW	Wheel Loader					175,000
PUBLIC WORKS TOTAL:		2,100,740	812,800	73,000	146,000	175,000
PUBLIC WORKS FUNDING SOURCES						
		FY2024	FY2025	FY2026	FY2027	FY2028
	General Fund	0	276,352	24,820	49,640	59,500
	Water Fund	0	268,224	24,090	48,180	57,750
	Sewer Fund	0	268,224	24,090	48,180	57,750
	Other - Public Works (ARPA)	188,740				
	Other - Water (ARPA)	750,000				
	Other - Sewer (ARPA)	1,162,000				
Public Works - Total:		2,100,740	812,800	73,000	146,000	175,000

Community Initiatives CIP by Year		FY2024	FY2025	FY2026	FY2027	FY2028
CI	UDO Rewrite	60,000				
Community Initiatives TOTAL:		60,000	0	0	0	0
FUNDING SOURCES						
	General Fund	60,000	0	0	0	0
Community Initiatives - Total:		60,000	0	0	0	0

Town of Strasburg
FY2024 - 2028 Capital Improvement Plan

FY2024 - 2028 Capital Improvement Plan (Proposed)

Strategic Initiatives CIP by Year		FY2024	FY2025	FY2026	FY2027	FY2028
	<i>(Includes Park & Rec Items)</i>					
SI	Riverwalk 2.0 (DuPont Grant)	200,000				
SI	Town Park Restroom Replacement/Pavilion	300,000				
SI	Utility Vehicle/Cart	5,000				
SI	Hometown Park Plaza		20,000			
SI	Disc Golf - Riverfront - Design/Install		7,000			
SI	Crosswalk (Town Park)		5,000			
SI	Basketball Court Resurfacing (TP)		30,000			
SI	Water extension - Dog Park/Comm. Garden		15,000			
SI	Civic Organization Sign Replacement		20,000			
SI	Dog Park Fence Replacement		25,000			
SI	Pool Fence Replacement		25,000			
SI	Sidewalk to Stony Point to Town Park		200,000			
SI	Dugout Ceiling (Tee ball field)		10,000			
SI	Athletic Field Regrading/Extend Diamond		25,000			
SI	Diving Board Replacement		5,000			
SI	Town Baby Pool Upgrade/Splash Pad			200,000		
SI	Concession Stand Renovation			25,000		
SI	Pool Pump Room & Ventilation System			75,000		
SI	Pool Bottom and Tile Resurfacing			50,000		
SI	Lighting Tennis/Pickleball & Basketball				50,000	
SI	Vehicle (Pick Up)				25,000	
SI	Boat Landing Overflow Parking				20,000	
SI	ADA Walkway to Visitor Center				8,000	
SI	Town Park Playground Resurfacing					150,000
SI	Park Pavilion - New					10,000
Strategic Initiatives TOTAL:		505,000	387,000	350,000	103,000	160,000
Strategic Initiatives FUNDING SOURCES		FY2024	FY2025	FY2026	FY2027	FY2028
	General Fund	5,000	187,000	350,000	103,000	160,000
	Grants	200,000				
	ARPA	300,000				
	Other		200,000			
Strategic Initiatives - Total:		505,000	387,000	350,000	103,000	160,000

Town of Strasburg
FY2024 - 2028 Capital Improvement Plan

Water Plant CIP by Year		FY2024	FY2025	FY2026	FY2027	FY2028
WP	Cla-Val Flow Rate Controller (Re)	43,500				
WP	Hyprochlorite Feed System (Re)	26,000				
WP	SCADA Software Installation	11,500				
WP	SCADA Radio Upgrade	36,500				
WP	Fort Hill Tank InsertaValve		23,500			
WP	Mower - Walk Behind		8,500			
WP	Aileen Avenue InsertaValve		23,500			
WP	Hydrant Pressure Recorders		8,000			
WP	HVAC - Rtu 1 - Filter Bldg (Re)		18,000			
WP	GAC Filter Rehab (3 Units)		180,000			
WP	Sandy Hook Reservoir Mixer System		45,000			
WP	UTV - Ground Maintenance Vehicle		21,500			
WP	Junction Tank - TTHM Removal System			45,000		
WP	Junction Tank Rehab			45,000		
WP	SCADA Water Plant PLC & Op. Software			40,000		
WP	Mower - Zero Turn				17,000	
WP	Route 55 Tank - PAX Mixer				20,000	
WP	SCADA Server (Re)				15,000	
WP	Truck - Maintenance (Unit 241) (Re)				45,000	
WP	Lab Spectrophotometer & Accessories					6,000
WP	Truck - Operations/Maint. (Unit 240) (Re)					45,000
Water Plant TOTAL:		117,500	328,000	130,000	97,000	51,000
FUNDING SOURCES		FY2024	FY2025	FY2026	FY2027	FY2028
	<i>Water Fund</i>	117,500	328,000	130,000	97,000	51,000
	Grants	0				
	ARPA	0				
Water Plant Total:		117,500	328,000	130,000	97,000	51,000

Town of Strasburg
FY2024 - 2028 Capital Improvement Plan

Sewer Plant CIP by Year		FY2024	FY2025	FY2026	FY2027	FY2028
SP	Aremond Blower Replacement	183,500				
SP	G&R INF Pumps	9,700		10,200		11,150
SP	Belt Press Polymer Pump	5,600				
SP	Belt Press Roller	6,400			6,200	
SP	WTP Digester Refurbishment		10,000	80,000		
sp	Security Cameras		15,000	15,000		
SP	Main Building Windows		36,100			
SP	Main Building Doors		15,400			
SP	Junction 1 Liftstation		180,000			
SP	Front End Loader			200,000		
SP	Grit Removal Structure			60,000		
SP	Stover Ave. Lift Station			100,000		
SP	Ramada Inn Pump Station			7,850		8,700
SP	Truck (Re)				60,000	
SP	FLYGT - Lift Station				150,000	
SP	Taylor's Ridge Pump Station				12,100	
SP	Truck (Re)					75,000
SP	FLYGT Mixer					18,700
SP	Micro-C Chemical Pump					13,000
SP	Sodium Alum. Chemical Pump					13,000
SP	Final Effluent Flow Meter					10,600
Sewer Plant TOTAL:		205,200	256,500	473,050	228,300	150,150
FUNDING SOURCES		FY2024	FY2025	FY2026	FY2027	FY2028
	<i>Sewer Fund</i>	205,200	256,500	473,050	228,300	150,150
	Grants	0				
	ARPA	0				
Sewer Plant Total:		205,200	256,500	473,050	228,300	150,150

Town of Strasburg
FY2024 - 2028 Capital Improvement Plan

<i>SUMMARY OF FUNDING SOURCES FOR FY2024-2028 CAPITAL IMPROVEMENT PLAN</i>					
FUNDING SOURCES	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>
<i>General Fund</i>	\$65,000	\$571,237	\$514,425	\$230,525	\$359,105
<i>Water Fund</i>	\$117,500	\$596,224	\$154,090	\$145,180	\$108,750
<i>Sewer Fund</i>	\$205,200	\$524,724	\$497,140	\$276,480	\$207,900
<i>Grants (GF)</i>	\$200,000	\$0	\$0	\$0	\$0
<i>ARPA Funds (GF)</i>	\$1,493,740	\$30,000	\$0		
<i>ARPA FUNDS (WF)</i>	\$750,000				
<i>ARPA FUNDS (SF)</i>	\$1,162,000				
<i>ARPA FUNDS (GF - PD)</i>	\$134,842				
<i>Bonds</i>	\$2,390,000				
<i>Reserves</i>					
<i>VDOT Funds</i>	\$980,600				
<i>Other</i>		\$200,000			
TOTAL:	\$7,498,882	\$1,922,185	\$1,165,655	\$652,185	\$675,755

Summary Of CIP EXPENSES BY FUND

	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>
General Fund Total	\$5,264,182	\$801,237	\$514,425	\$230,525	\$359,105
Water Fund Total	\$867,500	\$596,224	\$154,090	\$145,180	\$108,750
Sewer Fund Total	\$1,367,200	\$524,724	\$497,140	\$276,480	\$207,900
TOTALS:	\$7,498,882	\$1,922,185	\$1,165,655	\$652,185	\$675,755



WATER AND SEWER EXTENSION POLICY TOWN OF STRASBURG

Article I: INTRODUCTION

Section 1.1. PURPOSE

The Water and Sewer Extension Policy is intended to define how extensions of the Town of Strasburg water and sewer utility systems will be made. The Policy establishes procedures for requesting and/or installing new services and the financial obligations thereto.

Section 1.2 OBJECTIVES

The Town's primary objective is to provide reliable and affordable utility service to its existing customers. New customers to the system are therefore expected to share in a majority of the expense for new services. The specific objectives of this Policy are to:

1. Define how requests for new service shall be submitted to the Town.
2. Define the facilities necessary to provide new services.
3. Define the construction responsibilities of these new facilities.
4. Define the financial responsibilities for these new facilities.
5. Establish funding mechanisms for private contributions to publicly funded utility extensions.

Section 1.3 DEFINITIONS

Growth Area – the areas around Strasburg considered by the Town to be viable candidates for incorporation into the Town. *(THIS SHOULD BE FURTHER DEFINED, POSSIBLY THROUGH AN EXTRATERRITORIAL JURISDICTION (ETJ) COORDINATED WITH THE COUNTY, BUT NOT LIMITED TO THE ETJ.)*

Major Facilities – Major water facilities generally consist of storage facilities, pumping facilities, and water lines 12 inches in diameter and larger. Major wastewater facilities generally consist of the pumping facilities, and sewer lines 8 inches in diameter and larger.

Minor Facilities – facilities that generally provide local water and sewer service.

Service Connection – lines and appurtenances connecting a customer to the Town water and/or sewer system.

Availability Fee – a fee paid by all new utility connections to defray, in part, the impact that each new customer will have on the overall public system and the Town’s available water and sewer capacity.

Engineer Review Fees – a fee paid by the applicant to have the water and sewer extension request reviewed by an engineer of the Town’s choosing and by Town Council.

Tap Fee – a fee paid by all new customers to defray, in part, the cost of the service connection and meter.

Bore Fee- a fee paid, when necessary, by new customers to defray, in part, the cost of boring under a road to provide sewer service.

ARTICLE II: APPLICATION

Section 2.1 REQUEST FOR SERVICE

Any interested party may request water and/or water service from the Town by the submission of the Town’s Capacity Assurance Review Application. The scope of the request will determine whether it is a an internal administrative review/decision or has to be considered and approved by Town Council.

All applicants requesting water and/or sewer service outside Town limits shall submit the Town’s Capacity Assurance Review Application as well as a request for annexation to the Town. The Town will generally consider annexation and extension of utilities to areas within the growth area, though areas outside of the growth area may be considered.

Requests for Service shall be accompanied by engineering design plans sealed by a Professional Engineer, as well as review fees as set forth by the Schedule of Fees along with their formal application to the Town of Strasburg Director of Public Works.

Section 2.2 TOWN RESPONSE

Upon receipt of a complete application to extend water and/or sewer mains, the Town will review the feasibility of providing service to the applicant and determine if the request is administrative or needs Council review/approval. If the Town staff determines it is feasible and the request requires Town Council’s review/approval, they may consider any or all of the following options:

- 1) Town installs the extension at the Town’s expense.
- 2) Town approves and allows the applicant to install the extension at his/her expense.
- 3) Town installs the extension at the applicant’s expense.
- 4) Town installs and jointly finances the extension in cooperation with the applicant.
- 5) Deny the request.

The criteria under which option will be chosen are generally defined herein; however, the Town Council may act accordingly to any aforementioned option, which it feels is in the best interest of the Town.

The Town Council may also extend water and/or sewer mains on their own discretion without receipt of an application and assess the cost or collect utility fees as described herein, from those who connect to the main.

Article III: WATER AND SEWER STANDARDS.

Section 3.1 SERVICE CONNECTIONS

New service connections to existing mains will generally be installed by the Town and paid for by the new customer. Where new service connections are installed in conjunction with extension of water and sewer lines, the customer may, at the Town's discretion, install service connections.

No new service shall be commissioned until construction and testing are completed and all applicable fees have been paid to the Town.

Section 3.2 MINOR FACILITIES

All extensions to Town utilities shall be made in accordance with Town standards and applicable to State and Federal regulations.

Where extension of utilities is funded entirely or partly by the Town, the Town shall design and construct the facilities. Extensions funded entirely by the applicant may, at the Town's discretion, be designed and constructed by the applicant. The facilities shall be constructed by a licensed utility contractor in accordance with Town standards.

Extensions funded by the Town shall be Town projects. The petitioner shall make a non-refundable deposit of fifty percent of the estimated project cost prior to the Town undertaking design. Prior to construction the applicant shall pay the balance of the project cost or the applicant's share of the cost.

Privately funded extension projects constructed by the applicant shall be reviewed and approved by the Town prior to the applicant submitting the plans to any other review agency. Upon approval of plans the Town will issue the written notification to the applicant who shall then secure all additional approvals and construct the facilities. The facilities shall be constructed by a licensed utility contractor and must be constructed to Town standards. The facilities must be extended to the far edge of the applicant's property in order to make the facilities available to adjacent property owners. The applicant shall commence construction within 18 months of the approval and complete the installation and make service connections within 36 months. Failure to comply with the approved plan or time schedule will automatically terminate the approval for service. The extensions provided by the applicant may become Town facilities, at the Town's discretion.

Section 3.3 MAJOR FACILITIES

Major facilities shall be funded, designed, and constructed by the Town. These facilities shall be constructed in order of priority as adopted in the Town's Capital Improvement Plans. Projects will only be undertaken as adequate capital improvement funds are available. Projects to improve existing services will generally be funded by fees and revenues. Projects to extend the major facilities will generally be funded by fees, charges, and private contributions.

Applicants wishing to expediate a major facility extension project may be asked by the Town Council to prepay fees and charges, make a contribution to the project cost or both such that accelerating the project does not adversely impact existing customers or the orderly expansion of the utility system.

Article IV: FEES AND CHARGES

Section 4.1 ENGINEERING REVIEW FEES.

Engineer Review Fees will be collected from each applicant prior to review and consideration from the Town engineer and Town Council. The schedule of fees shall be periodically revised to reflect changes in associated costs.

Section 4.2 TAP FEES

Tap Fees will be collected from each new customer prior to installing service, this fee covers the cost of extension of the service to the property and the cost of meter and installation. Where new service connections are installed as part of a new development, the fee reflects the cost of meter and installation only. The schedule of fees shall be periodically revised to reflect changes in the Town's actual cost.

Section 4.3 BORE FEES Wa

Bore Fees will be collected from each new customer, when necessary, prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in the Town's actual cost.

Section 4.4 AVAILABILITY FEES

Connection Fees will be collected from each new customer prior to initiating service. The schedule of fees shall be periodically revised to reflect changes in facility needs and associated costs.

Where the Town Council has extended beyond the Town Limits pursuant to statutory involuntary annexation and water and/or sewer lines are extended to or through the newly annexed area to comply with statutory requirements relating to the annexation; property owners may be required to pay a special assessment, tap fees, and connection fees.

Payment of the Fees in this section shall be made prior to installation of any meter or connection of any new service to the town water and/or sewer system.

Article V. ADOPTION

Adopted by the Town Council on the ____ day of _____ 2023.



Town of Strasburg
 174 East King Street
 Strasburg, VA 22657
 www.strasburgva.com

CAPACITY ASSURANCE REVIEW APPLICATION

FLOW ACCEPTANCE/PRELIMINARY CAP REVIEW

All requests require a utility drawing.

First Name *Last Name* *Company,HOA, Developer, etc.*

Address *Apartment/Unit #*

City *State* *Zip* *Email*

Project Location

Project Name *Phone*

Site Address *Tax Map/Parcel #*

City *State* *Zip* *Email*

Contact Person's Name

Project Information

Complete the following:

1. Type of Development
 - a. Residential, apartment _____ units
 - b. Residential, townhome/condominium _____ units
 - c. Residential, single-family _____ lots
 - d. Amenity Center (sf) or Pool (people) _____ sf/people
2. Residential Bedroom Units
 - a. 2 or more Bedroom Units _____ 2 or more bedroom units
 - b. 1-Bedroom Units _____ 1-bedroom units
3. Non-Residential Development
 - a. Restaurant _____ seats
 - b. Retail or retail with food prep _____ sf
 - c. Office _____ #emp/shift
 - d. Warehouse _____ #loading bays
 - e. Hotel of suites _____ rooms
 - f. School _____ students
 - i. Cafeteria Yes No
 - ii. Gym/Locker Rooms Yes No
4. Other (provide flow calculations) _____
5. Will this project have a pool? Yes No
 - a. If yes, pool must have a 4-inch drain line.

6. Project is Connect to Existing Main Extend Existing Main to Subject Property
7. Will this project have a private sewer lift station? Yes No
8. Total wastewater flow requested (average daily flow in gpd, show calculations): _____
9. Commercial only: Peak wastewater flow requested (peak hourly flow in GPH): _____
10. Water Demand
- a. Average Daily Water Demand (GPD): _____
 - b. Peak Water Demand (GPD): _____
 - c. Average Daily Water Demand (GPD): _____
 - d. Maximum Daily Water Demand (GPD): _____
 - e. Peak Hour DCemand (GPD): _____
11. Wastewater (Sewer)Demand
- a. Average Daily Sewer Demand (GPD): _____
 - b. Peak Sewer Demand (GPD): _____
 - c. Average Daily Sewer Demand (GPD): _____
 - d. Maximum Daily Sewer Demand (GPD): _____
 - e. Peak Hour Demand (GPD): _____
 - f. Wastewater Strength (BOD) (mg/L): _____
12. Does this project include a 6-inch or larger private sewer line providing service to multiple buildings? Yes No
13. Does this project include a 2-inch or larger private water line providing service to multiple buildings? Yes No
14. Will this Project have Public Roads? Yes No

Payments of the Fees in this section shall be made prior to the issuance of the zoning permit for he structure to be served. If the development does not commence and the zoning permit is voided, the applicant may request a fee refund. The refund will be for the paid amount, minus fifteen percent for administrative costs.

FOR TOWN OF STRASBURG ONLY

Town Tracking Number

Tax Map #

Flow Amount (GPD)

Does the flow transmit through a Town of Strasburg lift station? Yes No

If yes, which station? _____

NEW BUSINESS





FY2024 Draft Budget

Meeting Date: May 9, 2023

To: Mayor Boies and Town Council of Strasburg
From: Waverly Coggsdale, Town Manage
Date: May 5, 2023
Re: Tax Payment Deadline Extension

DESCRIPTION: Request to extend the tax payment deadline from June 5th to June 26th to allow citizens a reasonable time to pay their taxes.

The Town received the tax files from Shenandoah County on Friday, May 5th, which is the latest to date receipt to our knowledge. Now that the files have been received staff will need to prepare the files to get them ready to print and mail, this process can take up to 2 – 3 weeks; as we also have to work with our software vendor to complete a portion of the task.

Based on staff projections, we should be able to mail out the tax bills by mid to late May; which may allow the time provided by state code to meet the current deadline of June 5th, two weeks from postmark, but basically half what we normally allow. Staff requests that Town Council consider and approve an extension of the due date for taxes from June 5, 2023 to June 26, 2023. Action is needed so that if the deadline is changed we can communicate it to the citizens in a timely manner.

POTENTIAL ACTIONS

- Approve the extension of tax deadline from June 5, 2023, to June 26, 2023.
- Keep the deadline on June 5, 2023.

Attachments:

DEPARTMENT REPORTS





Memorandum

To: Mayor Boies and Strasburg Town Council
From: Finance Director, Angela Fletcher
Date: 05/05/2023
Re: Monthly Update to Council

Finances and Auditing

- The first draft of the FY24 budget was distributed to Council on March 10.
- Staff met with Council during budget work sessions and regular Council meetings held on March 20 and April 3, April 11, and May 1.
- The FY24 Proposed Budget Public Hearing was held on Monday, May 1st at 7pm.
- Budget discussions will continue at the regular Council meeting on May 9.
- We hope to finalize the budget by May 19 and look forward to the anticipated adoption on June 13.

Due Dates and Anticipated Items/Customer Interaction and Information

- County tax files arrived May 5th.
- It is **26** days until Monday, June 5, 2023 (1st Half Tax Due Date)
 - Staff would like to request a due date extension of June 26th based on the date of receipt of the county files. If granted by Council, Director of Finance Fletcher and her staff will update the due dates in all the necessary billing notifications and correspondence.



Career Development/Training

- This month, Director of Finance Fletcher received the FIRST EVER GFOA Distinguished Budget Presentation Award!
 - With this award she has now earned the coveted GFOA Triple Crown by receiving all three of the following awards:
 - **Annual Comprehensive Financial Report (ACFR)**
 - Fiscal Years 2019-2021 (FY22 is in review)
 - **Popular Annual Financial Report (PAFR)**
 - Fiscal Years 2020-2021 (FY22 is in review)

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



- **Distinguished Budget Presentation Award**
 - Fiscal Year 2023 (current budget)
 - A video of congratulations from the GFOA's Executive Director was received, and an engraved wall plaque will be presented to Director of Finance Fletcher soon.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Strasburg
Virginia**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director

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

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
10-3300-2001 AUTO RENTAL TAX	\$4,000.00	\$4,000.00	\$0.00	\$6,618.01	\$470.73	\$2,618.01	165
10-3310-1000 REAL ESTATE TAXES	\$1,288,163.00	\$1,288,163.00	\$0.00	\$592,031.35	\$1,047.51	(\$696,131.65)	46
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$16,128.59	\$1,832.64	(\$3,871.41)	81
10-3310-2000 PERSONAL PROPERTY T	\$535,000.00	\$535,000.00	\$0.00	\$471,160.21	\$24,179.95	(\$63,839.79)	88
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$24,362.07	\$1,621.84	(\$10,637.93)	70
10-3310-2300 PERSONAL PROPERTY T	\$138,900.00	\$138,900.00	\$0.00	\$138,897.77	\$0.00	(\$2.23)	100
10-3310-2500 MACHINERY & TOOLS T	\$346,850.00	\$346,850.00	\$0.00	\$142,677.94	\$0.00	(\$204,172.06)	41
10-3310-2501 MACHINERY & TOOLS T	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	(\$4,500.00)	0
10-3310-3000 BANK FRANCHISE TAXE	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	(\$125,000.00)	0
10-3310-4000 FRANCHISE TAXES OTHE	\$12,500.00	\$12,500.00	\$0.00	\$8,885.40	\$888.54	(\$3,614.60)	71
10-3310-5000 PENALTIES	\$40,000.00	\$40,000.00	\$0.00	\$54,112.96	\$6,443.27	\$14,112.96	135
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$5,299.77	\$999.28	\$799.77	118
10-3310-6000 UTILITY TAXES	\$155,000.00	\$155,000.00	\$0.00	\$96,543.86	\$10,198.08	(\$58,456.14)	62
10-3310-6100 COMMUNICATION TAXE	\$70,000.00	\$70,000.00	\$0.00	\$48,572.75	\$5,204.36	(\$21,427.25)	69
10-3310-6101 CIGARETTE TAXES	\$124,000.00	\$124,000.00	\$0.00	\$74,812.50	\$7,125.00	(\$49,187.50)	60
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$46,412.00	\$5,733.60	(\$118,588.00)	28
10-3320-1500 DMV STOP FEE	\$28,000.00	\$28,000.00	\$0.00	\$28,683.37	\$5,552.55	\$683.37	102
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	\$14,563.00	\$803.00	(\$16,437.00)	47
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$220,314.21	\$54,344.69	\$55,314.21	134
10-3320-4000 MEALS TAXES	\$874,200.00	\$874,200.00	\$0.00	\$809,886.06	\$87,423.42	(\$64,313.94)	93
10-3320-4100 LODGING TAXES	\$204,945.00	\$204,945.00	\$0.00	\$157,282.36	\$13,085.89	(\$47,662.64)	77
10-3320-4300 PROFFERS	\$0.00	\$0.00	\$0.00	\$28,000.00	\$0.00	\$28,000.00	0
10-3330-2000 ROLLING STOCK	\$4,500.00	\$4,500.00	\$0.00	\$4,124.86	\$0.00	(\$375.14)	92
10-3330-3000 SALES TAXES	\$470,000.00	\$470,000.00	\$0.00	\$406,721.78	\$0.00	(\$63,278.22)	87
10-3330-4000 LAW ENFORCEMENT STA	\$113,600.00	\$113,600.00	\$0.00	\$119,933.00	\$0.00	\$6,333.00	106
10-3330-5000 RIGHT-OF-WAY FEES	\$22,500.00	\$22,500.00	\$0.00	\$11,739.39	\$2,454.30	(\$10,760.61)	52
10-3330-6000 HIGHWAY MAINTENANC	\$698,564.00	\$698,564.00	\$0.00	\$589,297.13	\$0.00	(\$109,266.87)	84
10-3330-7000 GRANTS RECEIVED	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	0
10-3330-7005 GRANTS RECEIVED PUB	\$0.00	\$0.00	\$0.00	\$8,495.22	\$2,174.00	\$8,495.22	0
10-3330-7020 STREET SCAPE GRANT	\$0.00	\$0.00	\$0.00	\$765,555.70	\$0.00	\$765,555.70	0
10-3330-7024 WAYFINDING SIGNAGE	\$0.00	\$0.00	\$0.00	(\$146,307.00)	\$0.00	(\$146,307.00)	0
10-3330-7035 USE OF FUND BALANCE	\$221,202.00	\$1,371,202.00	\$0.00	\$0.00	\$0.00	(\$1,371,202.00)	0
10-3330-7036 VISITOR CENTER REVEN	\$34,800.00	\$34,800.00	\$0.00	\$24,905.60	\$560.67	(\$9,894.40)	72
10-3330-7040 SPECIAL EVENTS REVEN	\$14,000.00	\$14,000.00	\$0.00	\$19,992.16	\$880.96	\$5,992.16	143
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$16,899.07	\$2,592.40	(\$8,100.93)	68
10-3350-3000 PETTY CASH	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
10-3350-4000 MISCELLANEOUS RECEI	\$11,000.00	\$11,000.00	\$0.00	\$32,947.79	\$4,980.64	\$21,947.79	300
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$0.00	(\$48.65)	\$0.00	0
10-3350-7000 INTEREST INCOME	\$1,800.00	\$1,800.00	\$0.00	\$59,068.94	\$6,443.28	\$57,268.94	328
							2
10-3350-7026 VA COMMISSION FOR AR	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	100
10-4411-2000 MAYOR & TOWN COUNC	\$32,500.00	\$32,500.00	\$0.00	\$16,250.00	\$0.00	\$16,250.00	50
10-4411-3500 PLANNING COMMISSION	\$4,200.00	\$4,200.00	\$0.00	\$2,041.67	\$0.00	\$2,158.33	49
10-4411-7000 SALARIES & WAGES- RE	\$334,442.00	\$334,442.00	\$0.00	\$270,335.48	\$25,446.33	\$64,106.52	81
10-4411-8000 SALARIES & WAGES PAR	\$72,707.00	\$72,707.00	\$0.00	\$43,099.68	\$4,005.84	\$29,607.32	59
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$1,085.72	\$87.65	\$914.28	54
10-4411-9001 FICA - ADMINSTRATION	\$33,958.00	\$33,958.00	\$0.00	\$24,202.34	\$2,121.00	\$9,755.66	71
10-4411-9002 VRS - ADMINISTRATION	\$47,926.00	\$47,926.00	\$0.00	\$18,627.27	\$1,935.53	\$29,298.73	39
10-4411-9003 HEALTH INSURANCE - E	\$28,644.00	\$28,644.00	\$0.00	\$12,786.67	\$0.00	\$15,857.33	45
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$710.60	\$64.60	\$129.40	85
10-4412-1600 INSURANCE PREMIUMS	\$15,000.00	\$15,000.00	\$0.00	\$10,772.11	\$0.00	\$4,227.89	72
10-4412-1700 ADVERTISING	\$3,000.00	\$3,000.00	\$1,792.00	\$626.84	\$0.00	\$581.16	21
10-4412-1900 LEGAL SERVICES	\$55,000.00	\$55,000.00	\$0.00	\$46,494.45	\$1,360.00	\$8,505.55	85
10-4412-2000 CONTRACTUAL SERVICE	\$24,977.00	\$24,977.00	\$0.00	\$20,280.67	\$4,369.15	\$4,696.33	81
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$11,460.00	\$1,950.00	\$3,540.00	76
10-4412-2100 PROFESSIONAL SERVICE	\$15,785.00	\$15,785.00	\$0.00	\$13,980.92	\$0.00	\$1,804.08	89
10-4412-2101 GRANT EXPENSE	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4412-2200 TELEPHONE	\$4,000.00	\$4,000.00	\$0.00	\$2,362.29	\$201.86	\$1,637.71	59

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4412-2300 ELECTRICITY	\$6,600.00	\$6,600.00	\$0.00	\$4,477.62	\$432.11	\$2,122.38	68
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$1,519.88	\$194.66	(\$519.88)	152
10-4412-2600 GAS, GREASE, & OIL	\$750.00	\$750.00	\$0.00	\$253.33	\$48.65	\$496.67	34
10-4412-2800 MATERIALS & SUPPLIES	\$21,000.00	\$21,000.00	\$0.00	\$13,742.51	\$908.79	\$7,257.49	65
10-4412-2855 COMPUTERS & SOFTWA	\$2,100.00	\$2,100.00	\$0.00	\$1,324.93	\$363.01	\$775.07	63
10-4412-2900 MEMBERSHIP DUES	\$1,032.00	\$1,032.00	\$0.00	\$2,604.09	\$8.50	(\$1,572.09)	252
10-4412-3000 MISCELLANEOUS	\$5,500.00	\$5,500.00	\$0.00	\$6,352.60	\$261.44	(\$852.60)	116
10-4412-3100 STRASBURG LIBRARY D	\$18,000.00	\$18,000.00	\$0.00	\$18,000.00	\$9,000.00	\$0.00	100
10-4412-3201 I/T SUPPORT	\$3,850.00	\$3,850.00	\$0.00	\$3,859.70	\$265.38	(\$9.70)	100
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$7,697.84	\$203.25	(\$1,297.84)	120
10-4412-3700 TRAVEL & TRAINING	\$4,500.00	\$4,500.00	\$0.00	\$209.10	\$73.10	\$4,290.90	5
10-4412-3701 TRAVEL & TRAINING CO	\$4,500.00	\$4,500.00	\$0.00	\$6,987.08	\$150.00	(\$2,487.08)	155
10-4412-3710 CODIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$1,150.00	\$250.00	\$1,850.00	38
10-4412-7500 STRASBURG MUSEUM D	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$7,500.00	\$0.00	100
10-4412-7700 PROJECTS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
10-4412-7701 COUNTY TOURISM SUPP	\$20,400.00	\$20,400.00	\$0.00	\$22,312.51	\$3,812.07	(\$1,912.51)	109
10-4412-8000 RESCUE SQUAD DONATI	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	\$17,500.00	\$0.00	100
10-4412-8100 FIRE DEPT DONATION	\$35,000.00	\$35,000.00	\$0.00	\$30,747.15	\$1,559.51	\$4,252.85	88
10-4412-8500 ELECTION EXPENSE	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4412-8600 BUSINESS PARK	\$0.00	\$0.00	\$0.00	\$383,330.84	\$380,330.84	(\$383,330.84)	0
10-4412-8800 BUSINESS PARK - DEBT	\$163,671.89	\$163,672.00	\$0.00	\$163,931.89	\$0.00	(\$259.89)	100
10-4412-9000 CONTINGENCY EXPENSE	\$50,000.00	\$50,000.00	\$0.00	\$24,323.87	\$0.00	\$25,676.13	49
10-4413-0400 CAPITAL PROJECTS	\$70,000.00	\$70,000.00	\$171,818.85	\$0.00	\$0.00	(\$101,818.85)	0
10-4413-0401 CAPITAL PROJECTS - B	\$0.00	\$1,150,000.00	\$0.00	\$1,040,493.50	\$0.00	\$109,506.50	90
10-4421-7000 SALARIES & WAGES	\$114,459.00	\$114,459.00	\$0.00	\$37,509.60	\$3,553.84	\$76,949.40	33
10-4421-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$7,479.00	\$1,838.25	(\$7,479.00)	0
10-4421-9001 FICA	\$8,755.00	\$8,755.00	\$0.00	\$2,822.58	\$355.47	\$5,932.42	32
10-4421-9002 VRS - COMMUNITY INIT	\$16,402.00	\$16,402.00	\$0.00	\$3,285.72	\$365.08	\$13,116.28	20
10-4421-9003 HEALTH INSURANCE	\$14,340.00	\$14,340.00	\$0.00	\$4,267.20	\$0.00	\$10,072.80	30
10-4421-9005 EMPLOYEE STIPEND	\$0.00	\$0.00	\$0.00	\$355.30	\$32.30	(\$355.30)	0
10-4422-1700 ADVERTISING	\$1,250.00	\$1,250.00	\$0.00	\$2,100.54	\$0.00	(\$850.54)	168
10-4422-2000 CONTRACTUAL SERVICE	\$17,250.00	\$17,250.00	\$0.00	\$62.99	\$5.95	\$17,187.01	0
10-4422-2101 GRANT EXPENSE	\$625.00	\$625.00	\$0.00	\$0.00	\$0.00	\$625.00	0
10-4422-2800 MATERIALS & SUPPLIES	\$750.00	\$750.00	\$0.00	\$105.44	\$0.00	\$644.56	14
10-4422-2855 COMPUTERS & SOFTWA	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0
10-4422-2900 MEMBERSHIP DUES	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0
10-4422-3000 MISCELLANEOUS	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-4422-3201 I/T SUPPORT	\$1,000.00	\$1,000.00	\$0.00	\$932.39	\$72.07	\$67.61	93
10-4422-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
10-4422-3800 PLANNING DISTRICT CO	\$5,250.00	\$5,250.00	\$0.00	\$7,543.40	\$0.00	(\$2,293.40)	144
10-4423-1411 UDO - REWRITE	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0
10-4431-7000 SALARIES & WAGES - R	\$486,273.00	\$486,273.00	\$0.00	\$354,026.09	\$32,665.16	\$132,246.91	73
10-4431-8000 SALARIES & WAGES - P	\$40,950.00	\$40,950.00	\$0.00	\$20,739.27	\$2,657.60	\$20,210.73	51
10-4431-9000 SALARIES & WAGES - O	\$38,300.00	\$38,300.00	\$0.00	\$13,508.09	\$1,119.17	\$24,791.91	35
10-4431-9001 FICA - PUBLIC WORKS	\$40,334.00	\$40,334.00	\$0.00	\$27,707.27	\$2,553.10	\$12,626.73	69
10-4431-9002 VRS - PUBLIC WORKS -	\$75,550.00	\$75,550.00	\$0.00	\$45,649.47	\$4,701.90	\$29,900.53	60
10-4431-9003 HEALTH INSURANCE - E	\$61,871.00	\$61,871.00	\$0.00	\$47,653.35	\$0.00	\$14,217.65	77
10-4431-9005 EMP STIPEND	\$2,300.00	\$2,300.00	\$0.00	\$2,487.10	\$226.10	(\$187.10)	108
10-4432-1600 INSURANCE PREMIUMS	\$8,000.00	\$8,000.00	\$0.00	\$12,311.00	\$0.00	(\$4,311.00)	154
10-4432-2000 CONTRACTUAL SERVICE	\$11,495.00	\$11,495.00	\$0.00	\$8,484.41	\$90.87	\$3,010.59	74
10-4432-2200 TELEPHONE	\$6,300.00	\$6,300.00	\$0.00	\$5,137.90	\$248.31	\$1,162.10	82
10-4432-2300 ELECTRICITY	\$7,700.00	\$7,700.00	\$0.00	\$2,962.44	\$279.46	\$4,737.56	38
10-4432-2400 STREET LIGHTS	\$95,000.00	\$95,000.00	\$0.00	\$70,246.12	\$7,618.87	\$24,753.88	74
10-4432-2500 FUEL-HEAT	\$4,200.00	\$4,200.00	\$0.00	\$1,535.00	\$0.00	\$2,665.00	37
10-4432-2600 GAS, GREASE, & OIL	\$9,450.00	\$9,450.00	\$0.00	\$9,350.12	\$1,094.90	\$99.88	99
10-4432-2700 TIRES & TUBES	\$2,100.00	\$2,100.00	\$0.00	\$1,337.99	\$56.10	\$762.01	64
10-4432-2800 MATERIALS & SUPPLIES	\$7,888.00	\$7,888.00	\$0.00	\$3,546.47	\$334.14	\$4,341.53	45
10-4432-2850 PERMITS & DUES	\$595.00	\$595.00	\$0.00	\$0.00	\$0.00	\$595.00	0

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4432-2855 COMPUTERS & SOFTWA	\$1,836.00	\$1,836.00	\$0.00	\$1,192.02	\$0.00	\$643.98	65
10-4432-3000 MISCELLANEOUS	\$1,800.00	\$1,800.00	\$0.00	\$767.37	\$0.00	\$1,032.63	43
10-4432-3201 I/T SUPPORT	\$5,000.00	\$5,000.00	\$0.00	\$4,836.79	\$412.68	\$163.21	97
10-4432-3300 BUILDING MAINTENANC	\$5,311.00	\$5,311.00	\$1,102.96	\$1,988.85	\$76.50	\$2,219.19	37
10-4432-3400 REPAIRS EQUIPMENT	\$21,000.00	\$21,000.00	\$70.13	\$11,718.19	\$309.58	\$9,211.68	56
10-4432-3500 REPAIRS STREETS - TO	\$82,000.00	\$82,000.00	\$0.00	\$7,631.68	\$0.00	\$74,368.32	9
10-4432-3600 REPAIRS STREETS-STAT	\$694,564.00	\$670,004.00	\$5,900.00	\$1,100,244.26	\$1,157.59	(\$436,140.26)	164
10-4432-3700 TRAVEL & TRAINING	\$6,851.00	\$6,851.00	\$0.00	\$1,125.52	\$619.82	\$5,725.48	16
10-4432-3800 MISS UTILITY	\$650.00	\$650.00	\$0.00	\$805.68	\$37.12	(\$155.68)	124
10-4432-4000 UNIFORMS/PPE	\$6,691.00	\$6,691.00	\$0.00	\$2,225.96	\$282.28	\$4,465.04	33
10-4432-4300 VEHICLE/EQUIPMENT PY	\$25,230.00	\$25,230.00	\$0.00	\$7,356.30	\$735.63	\$17,873.70	29
10-4432-4700 STORM WATER MANAGE	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
10-4432-4800 EQUIPMENT	\$6,120.00	\$6,120.00	\$0.00	\$1,077.87	\$0.00	\$5,042.13	18
10-4432-4900 HORTICULTURE	\$27,000.00	\$27,000.00	\$1,847.80	\$25,332.70	\$5,074.20	(\$180.50)	94
10-4432-5100 PRINCIPAL ON VRA SER	\$29,000.00	\$29,000.00	\$0.00	\$29,000.00	\$0.00	\$0.00	100
10-4432-5110 INTEREST VRA SERIES	\$18,744.00	\$18,744.00	\$0.00	\$18,339.63	\$0.00	\$404.37	98
10-4433-0100 CAPITAL PROJECTS - V	\$71,818.00	\$71,818.00	\$0.00	\$2,162.92	\$0.00	\$69,655.08	3
10-4433-0400 CAPITAL PROJECTS - O	\$0.00	\$24,560.00	\$0.00	\$24,560.22	\$0.00	(\$0.22)	100
10-4441-7000 SALARIES & WAGES - R	\$1,187,453.00	\$1,187,453.00	\$0.00	\$914,006.83	\$86,497.79	\$273,446.17	77
10-4441-7010 SALARIES & WAGES - P	\$55,075.00	\$55,075.00	\$0.00	\$47,365.93	\$4,119.15	\$7,709.07	86
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$120,581.57	\$7,105.87	(\$27,381.57)	129
10-4441-9001 FICA - PUBLIC SAFETY	\$95,054.00	\$95,054.00	\$0.00	\$76,408.29	\$6,928.78	\$18,645.71	80
10-4441-9002 VRS - PUBLIC SAFETY	\$170,164.00	\$170,164.00	\$0.00	\$112,624.28	\$11,538.74	\$57,539.72	66
10-4441-9003 HEALTH INSURANCE -	\$173,677.00	\$173,677.00	\$0.00	\$114,377.40	\$0.00	\$59,299.60	66
10-4441-9005 EMPLOYEE STIPEND	\$1,500.00	\$1,500.00	\$0.00	\$1,065.90	\$96.90	\$434.10	71
10-4442-1600 INSURANCE PREMIUMS	\$40,000.00	\$40,000.00	\$0.00	\$51,309.88	\$0.00	(\$11,309.88)	128
10-4442-2000 CONTRACTUAL SERVICE	\$91,421.00	\$91,421.00	\$0.00	\$80,581.00	\$14,492.60	\$10,840.00	88
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$8,408.02	\$833.22	\$2,591.98	76
10-4442-2600 GAS	\$36,000.00	\$36,000.00	\$0.00	\$31,654.04	\$4,387.45	\$4,345.96	88
10-4442-2700 TIRES	\$3,000.00	\$3,000.00	\$0.00	\$1,494.30	\$0.00	\$1,505.70	50
10-4442-2800 MATERIALS & SUPPLIES	\$8,000.00	\$8,000.00	\$0.00	\$9,607.39	\$607.62	(\$1,607.39)	120
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$0.00	\$16,328.73	\$715.06	(\$1,328.73)	109
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	\$706.82	\$0.00	\$3,793.18	16
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$740.00	\$0.00	\$760.00	49
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$4,006.35	\$73.16	\$1,993.65	67
10-4442-3201 I/T SUPPORT	\$11,100.00	\$11,100.00	\$0.00	\$13,178.81	\$1,305.04	(\$2,078.81)	119
10-4442-3400 REPAIRS EQUIPMENT	\$30,000.00	\$30,000.00	\$0.00	\$23,163.08	\$774.67	\$6,836.92	77
10-4442-3700 TRAVEL & TRAINING	\$22,000.00	\$22,000.00	\$0.00	\$13,166.07	\$3,659.07	\$8,833.93	60
10-4442-3900 COMMUNITY POLICING	\$8,500.00	\$8,500.00	\$0.00	\$9,469.28	\$0.00	(\$969.28)	111
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$15,627.09	\$3,039.19	\$6,872.91	69
10-4442-4300 VEHICLE/EQUIPMENT PA	\$33,874.00	\$33,874.00	\$0.00	\$28,176.13	\$2,727.28	\$5,697.87	83
10-4442-4400 FIREARMS/RANGE	\$9,000.00	\$9,000.00	\$0.00	\$5,659.44	\$3,542.37	\$3,340.56	63
10-4443-0101 CAPITAL PROJECTS - O	\$20,157.00	\$20,157.00	\$0.00	\$0.00	\$0.00	\$20,157.00	0
10-4461-7000 SALARIES & WAGES	\$73,137.00	\$73,137.00	\$0.00	\$55,889.89	\$5,293.06	\$17,247.11	76
10-4461-8000 SALARIES & WAGES - P	\$26,458.00	\$26,458.00	\$0.00	\$3,730.62	\$1,327.26	\$22,727.38	14
10-4461-9001 FICA - ER	\$7,619.00	\$7,619.00	\$0.00	\$4,543.40	\$500.48	\$3,075.60	60
10-4461-9002 VRS - ER	\$10,481.00	\$10,481.00	\$0.00	\$3,987.84	\$404.08	\$6,493.16	38
10-4461-9003 HEALTH INSURANCE - E	\$7,012.00	\$7,012.00	\$0.00	\$2,629.17	\$0.00	\$4,382.83	37
10-4461-9005 EMPLOYEE STIPEND	\$450.00	\$450.00	\$0.00	\$355.30	\$32.30	\$94.70	79
10-4462-1700 ADVERTISING	\$600.00	\$600.00	\$0.00	\$1,614.00	\$0.00	(\$1,014.00)	269
10-4462-2101 GRANT EXPENSE	\$4,500.00	\$4,500.00	\$0.00	\$9,000.00	\$0.00	(\$4,500.00)	200
10-4462-2400 PURCHASE FOR RESALE	\$14,500.00	\$14,500.00	\$0.00	\$20,115.93	\$1,192.00	(\$5,615.93)	139
10-4462-2800 MATERIALS & SUPPLIES	\$250.00	\$250.00	\$0.00	\$686.90	\$46.00	(\$436.90)	275
10-4462-2855 COMPUTERS & SOFTWA	\$1,100.00	\$1,100.00	\$0.00	\$1,019.27	\$0.00	\$80.73	93
10-4462-2900 MEMBERSHIP DUES	\$425.00	\$425.00	\$0.00	\$880.54	\$0.00	(\$455.54)	207
10-4462-3000 MISCELLANEOUS	\$250.00	\$250.00	\$0.00	\$228.71	\$0.00	\$21.29	91
10-4462-3201 I/T SUPPORT	\$1,700.00	\$1,700.00	\$0.00	\$658.62	\$76.11	\$1,041.38	39
10-4462-3700 TRAVEL & TRAINING	\$4,500.00	\$4,500.00	\$0.00	\$4,736.38	\$525.10	(\$236.38)	105

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4462-7000 PROJECTS & PROGRAMS	\$37,000.00	\$37,000.00	\$0.00	\$12,763.48	\$871.10	\$24,236.52	34
10-4462-7200 TOURISM	\$41,800.00	\$41,800.00	\$2,900.00	\$33,683.00	\$0.00	\$5,217.00	81
10-4462-7250 VISITOR CENTER EXPEN	\$24,000.00	\$24,000.00	\$0.00	\$22,146.57	\$1,461.22	\$1,853.43	92
10-4463-0101 CAPITAL OUTLAY - OTH	\$142,000.00	\$142,000.00	\$1,280.00	\$20,501.89	\$20,501.89	\$120,218.11	14
10-5310-1000 POOL ADMISSION RECEI	\$25,000.00	\$25,000.00	\$0.00	\$13,891.39	\$0.00	(\$11,108.61)	56
10-5310-1500 SWIM LESSONS	\$3,000.00	\$3,000.00	\$0.00	\$110.00	\$0.00	(\$2,890.00)	4
10-5310-2000 CONCESSION RECEIPTS	\$20,000.00	\$20,000.00	\$0.00	\$7,764.99	\$0.00	(\$12,235.01)	39
10-5310-3000 RECREATIONAL RENTAL	\$15,000.00	\$15,000.00	\$0.00	\$3,483.85	\$1,025.00	(\$11,516.15)	23
10-5310-6000 RECREATION PROGRAM	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
10-5310-7000 MISCELLANEOUS RECRE	\$1,000.00	\$1,000.00	\$0.00	\$800.00	\$0.00	(\$200.00)	80
10-5411-7000 SALARIES & WAGES - P	\$134,832.00	\$134,832.00	\$0.00	\$69,401.48	\$33.00	\$65,430.52	51
10-5411-9000 SALARIES & WAGES - O	\$594.00	\$594.00	\$0.00	\$0.00	\$0.00	\$594.00	0
10-5411-9001 FICA - PARKS & RECRE	\$10,306.00	\$10,306.00	\$0.00	\$5,309.27	\$2.53	\$4,996.73	52
10-5412-1600 INSURANCE PREMIUMS	\$2,500.00	\$2,500.00	\$0.00	\$4,616.63	\$0.00	(\$2,116.63)	185
10-5412-1700 ADVERTISING	\$1,350.00	\$1,350.00	\$0.00	\$320.00	\$0.00	\$1,030.00	24
10-5412-1900 CHEMICALS	\$9,000.00	\$9,000.00	\$0.00	\$4,899.32	\$0.00	\$4,100.68	54
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$3,067.50	\$0.00	\$2,932.50	51
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$8,925.25	\$946.61	\$574.75	94
10-5412-2400 PURCHASE FOR RESALE	\$14,500.00	\$14,500.00	\$0.00	\$9,019.56	\$40.00	\$5,480.44	62
10-5412-2800 MATERIALS & SUPPLIES	\$5,500.00	\$5,500.00	\$0.00	\$4,933.14	\$377.86	\$566.86	90
10-5412-2860 PARK MAINTENANCE	\$12,000.00	\$12,000.00	\$2,373.00	\$5,864.15	\$1,131.17	\$3,762.85	49
10-5412-2861 PARK IMPROVEMENTS	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0
10-5412-3000 MISCELLANEOUS	\$750.00	\$750.00	\$0.00	\$1,854.04	\$0.00	(\$1,104.04)	247
10-5412-3300 BUILDING MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$3,768.01	\$0.00	\$1,231.99	75
10-5412-3400 REPAIRS EQUIPMENT	\$4,000.00	\$4,000.00	\$0.00	\$7,957.03	\$3,212.49	(\$3,957.03)	199
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$0.00	\$23,113.62	\$1,406.15	\$19,986.38	54
10-5412-7000 RECREATIONAL PROGRA	\$3,500.00	\$3,500.00	\$0.00	\$608.59	\$113.66	\$2,891.41	17
Reporting Fund: 10-GENERAL FUND							
FundRevTot	\$6,157,624.00	\$7,307,624.00	\$0.00	\$4,929,168.05	\$248,016.95	(\$2,378,455.95)	67
FundExpTot	\$6,157,623.89	\$7,307,624.00	\$189,084.74	\$6,264,483.09	\$724,915.34	\$854,056.17	88
Reporting Fund: 20-WATER FUND							
20-3350-7500 LEASE RECEIPTS	\$75,000.00	\$75,000.00	\$0.00	\$48,328.89	\$1,512.59	(\$26,671.11)	64
20-3360-1000 WATER REVENUE	\$2,351,776.00	\$2,351,776.00	\$0.00	\$1,832,901.23	\$210,254.64	(\$518,874.77)	78
20-3360-2000 WATER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$84,473.22	\$9,581.42	\$34,473.22	169
20-3360-3000 WATER AVAILABILITY F	\$180,000.00	\$180,000.00	\$0.00	\$185,711.91	\$12,000.00	\$5,711.91	103
20-3360-3100 WATER TAP FEES	\$30,000.00	\$30,000.00	\$0.00	\$16,653.68	\$14,401.00	(\$13,346.32)	56
20-3360-3200 INSPECTION FEES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
20-3360-6000 MISCELLANEOUS RECEI	\$20,000.00	\$20,000.00	\$0.00	\$90,100.44	\$1,424.04	\$70,100.44	451
20-3360-7000 WATER INTEREST INCOM	\$2,400.00	\$2,400.00	\$0.00	\$96,064.08	\$10,478.75	\$93,664.08	400
20-4411-7000 SALARIES & WAGES - R	\$85,413.00	\$85,413.00	\$0.00	\$74,346.30	\$6,650.92	\$11,066.70	87
20-4411-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$901.68	\$25.00	(\$901.68)	0
20-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$1,330.12	\$125.90	(\$330.12)	133
20-4411-9001 FICA - ADMINISTRATIO	\$6,535.00	\$6,535.00	\$0.00	\$5,569.53	\$485.09	\$965.47	85
20-4411-9002 VRS - ADMINISTRATION	\$12,240.00	\$12,240.00	\$0.00	\$18,079.87	\$1,878.66	(\$5,839.87)	148
20-4411-9003 HEALTH INSURANCE ER	\$10,775.00	\$10,775.00	\$0.00	\$12,410.61	\$0.00	(\$1,635.61)	115
20-4412-1600 INSURANCE PREMIUMS	\$7,450.00	\$7,450.00	\$0.00	\$5,386.07	\$0.00	\$2,063.93	72
20-4412-2000 CONTRACTUAL SERVICE	\$24,281.00	\$24,281.00	\$0.00	\$16,876.61	\$4,237.82	\$7,404.39	70
20-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$13,569.73	\$0.00	\$1,430.27	90
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$2,292.69	\$195.90	\$707.31	76
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$4,340.87	\$419.42	\$59.13	99
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$1,475.10	\$188.90	(\$675.10)	184
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$18,765.80	\$2,243.80	\$2,114.20	90
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$1,285.99	\$352.34	\$714.01	64
20-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$2,274.03	\$8.25	(\$1,649.03)	364
20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$3,278.57	\$116.98	(\$778.57)	131
20-4412-3201 I/T SUPPORT	\$3,100.00	\$3,100.00	\$0.00	\$3,746.04	\$257.57	(\$646.04)	121
20-4412-3300 BUILDING MAINTENANC	\$5,150.00	\$5,150.00	\$0.00	\$7,477.32	\$197.28	(\$2,327.32)	145

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4412-3700 TRAVEL & TRAINING	\$4,000.00	\$4,000.00	\$0.00	\$251.40	\$70.95	\$3,748.60	6
20-4412-9000 CONTINGENCY EXPENSE	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
20-4421-7000 SALARIES & WAGES	\$24,528.00	\$24,528.00	\$0.00	\$8,216.35	\$761.54	\$16,311.65	33
20-4421-9001 FICA	\$1,877.00	\$1,877.00	\$0.00	\$629.98	\$58.26	\$1,247.02	34
20-4421-9002 VRS	\$3,515.00	\$3,515.00	\$0.00	\$1,642.86	\$182.54	\$1,872.14	47
20-4421-9003 HEALTH INSURANCE	\$3,073.00	\$3,073.00	\$0.00	\$2,133.60	\$0.00	\$939.40	69
20-4422-2800 MATERIALS & SUPPLIES	\$375.00	\$375.00	\$0.00	\$56.91	\$0.00	\$318.09	15
20-4422-2855 COMPUTERS & SOFTWA	\$625.00	\$625.00	\$0.00	\$0.00	\$0.00	\$625.00	0
20-4422-2900 MEMBERSHIP DUES	\$325.00	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00	0
20-4422-3000 MISCELLANEOUS	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
20-4422-3201 I/T SUPPORT	\$500.00	\$500.00	\$0.00	\$468.16	\$38.05	\$31.84	94
20-4422-3700 TRAVEL & TRAINING	\$1,125.00	\$1,125.00	\$0.00	\$0.00	\$0.00	\$1,125.00	0
20-4431-7000 SALARIES & WAGES - R	\$243,488.00	\$243,488.00	\$0.00	\$177,579.62	\$16,354.73	\$65,908.38	73
20-4431-8000 SALARIES & WAGES - P	\$26,920.00	\$26,920.00	\$0.00	\$8,976.30	\$1,344.35	\$17,943.70	33
20-4431-9000 SALARIES & WAGES - O	\$15,100.00	\$15,100.00	\$0.00	\$8,441.19	\$628.77	\$6,658.81	56
20-4431-9001 FICA - PUBLIC WORKS	\$20,688.00	\$20,688.00	\$0.00	\$14,855.72	\$1,401.54	\$5,832.28	72
20-4431-9002 VRS - PUBLIC WORKS	\$38,751.00	\$38,751.00	\$0.00	\$22,824.75	\$2,350.96	\$15,926.25	59
20-4431-9003 HEALTH INSURANCE	\$51,680.00	\$51,680.00	\$0.00	\$23,740.51	\$0.00	\$27,939.49	46
20-4431-9005 EMPLOYEE STIPEND	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00	0
20-4432-1600 INSURANCE PREMIUMS	\$5,000.00	\$5,000.00	\$0.00	\$9,617.96	\$0.00	(\$4,617.96)	192
20-4432-2000 CONTRACTUAL SERVICE	\$11,161.00	\$11,161.00	\$0.00	\$7,349.54	\$57.39	\$3,811.46	66
20-4432-2200 TELEPHONE	\$6,115.00	\$6,115.00	\$0.00	\$4,977.75	\$241.00	\$1,137.25	81
20-4432-2300 ELECTRICITY	\$7,134.00	\$7,134.00	\$0.00	\$2,875.22	\$271.22	\$4,258.78	40
20-4432-2500 GAS FUEL	\$4,076.00	\$4,076.00	\$0.00	\$1,489.84	\$0.00	\$2,586.16	37
20-4432-2600 GAS, GREASE, & OIL	\$9,172.00	\$9,172.00	\$0.00	\$9,075.08	\$1,062.69	\$96.92	99
20-4432-2700 TIRES & TUBES	\$2,038.00	\$2,038.00	\$0.00	\$1,298.51	\$54.45	\$739.49	64
20-4432-2800 MATERIAL & SUPPLIES	\$7,656.00	\$7,656.00	\$0.00	\$3,483.77	\$262.00	\$4,172.23	46
20-4432-2850 PERMITS & DUES	\$380.00	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00	0
20-4432-2855 COMPUTERS & SOFTWA	\$1,779.00	\$1,779.00	\$0.00	\$1,156.96	\$0.00	\$622.04	65
20-4432-3000 MISCELLANEOUS	\$1,747.00	\$1,747.00	\$0.00	\$791.99	\$149.60	\$955.01	45
20-4432-3201 I/T SUPPORT	\$4,000.00	\$4,000.00	\$0.00	\$4,696.14	\$402.18	(\$696.14)	117
20-4432-3300 BUILDING MAINTENANC	\$5,150.00	\$5,150.00	\$1,070.51	\$1,930.38	\$74.25	\$2,149.11	37
20-4432-3400 REPAIRS EQUIPMENT	\$20,383.00	\$20,383.00	\$68.07	\$10,082.87	\$300.35	\$10,232.06	49
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$698.04	\$676.59	\$5,951.96	10
20-4432-3800 MISS UTILITY	\$634.00	\$634.00	\$0.00	\$678.49	\$36.04	(\$44.49)	107
20-4432-4000 UNIFORMS/PPE	\$6,494.00	\$6,494.00	\$0.00	\$2,103.26	\$273.97	\$4,390.74	32
20-4432-4300 VEHICLE/EQUIPMENT PA	\$24,488.00	\$24,488.00	\$0.00	\$7,139.90	\$713.99	\$17,348.10	29
20-4432-4400 WATER METERS	\$35,000.00	\$35,000.00	\$0.00	\$35,037.33	\$0.00	(\$37.33)	100
20-4432-4500 WATER INFRASTRUCTUR	\$189,000.00	\$165,162.00	\$9,846.92	\$138,339.90	\$12,583.12	\$16,975.18	84
20-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$226.34	\$0.00	\$5,713.66	4
20-4432-5100 PRINCIPAL ON VRA SER	\$58,000.00	\$58,000.00	\$0.00	\$58,000.00	\$0.00	\$0.00	100
20-4432-5110 INTEREST VRA SERIES	\$37,487.00	\$37,487.00	\$0.00	\$36,679.30	\$0.00	\$807.70	98
20-4433-0100 VEHICLES	\$69,709.00	\$69,709.00	\$0.00	\$2,099.29	\$0.00	\$67,609.71	3
20-4433-0990 CIP PROJECTS	\$0.00	\$23,838.00	\$0.00	\$40,637.96	\$0.00	(\$16,799.96)	170
20-4451-7000 SALARIES & WAGES - R	\$388,613.00	\$388,613.00	\$0.00	\$231,124.77	\$24,056.99	\$157,488.23	59
20-4451-8000 WAGES PART TIME	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00	(\$1,050.00)	0
20-4451-9000 SALARIES & WAGES - O	\$15,000.00	\$15,000.00	\$0.00	\$7,871.88	\$24.65	\$7,128.12	52
20-4451-9001 FICA - WATER TREATME	\$29,730.00	\$29,730.00	\$0.00	\$17,076.97	\$1,716.29	\$12,653.03	57
20-4451-9002 VRS - WATER TREATMEN	\$55,687.00	\$55,687.00	\$0.00	\$28,684.13	\$3,123.90	\$27,002.87	52
20-4451-9003 HEALTH INSURANCE	\$47,379.00	\$47,379.00	\$0.00	\$24,709.92	\$0.00	\$22,669.08	52
20-4451-9005 EMPLOYEE STIPENED	\$725.00	\$725.00	\$0.00	\$1,695.75	\$177.65	(\$970.75)	234
20-4452-1600 INSURANCE PREMIUMS	\$11,000.00	\$11,000.00	\$0.00	\$23,852.57	\$0.00	(\$12,852.57)	217
20-4452-1900 WATER PLANT CHEMICA	\$90,700.00	\$90,700.00	\$9,280.50	\$77,820.93	\$425.81	\$3,598.57	86
20-4452-2000 CONTRACTUAL SERVICE	\$41,008.00	\$41,008.00	\$0.00	\$21,315.21	\$3,410.20	\$19,692.79	52
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$2,508.04	\$182.38	\$691.96	78
20-4452-2300 ELECTRICITY	\$101,750.00	\$101,750.00	\$0.00	\$85,397.45	\$0.00	\$16,352.55	84
20-4452-2500 FUEL /LP	\$5,000.00	\$5,000.00	\$0.00	\$7,164.33	\$524.74	(\$2,164.33)	143
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$1,598.78	\$167.97	\$1,401.22	53

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2800 MATERIALS & SUPPLIES	\$4,500.00	\$4,500.00	\$0.00	\$3,215.17	\$15.00	\$1,284.83	71
20-4452-2850 PERMIT FEES & DUES	\$11,568.00	\$11,568.00	\$0.00	\$9,745.00	\$0.00	\$1,823.00	84
20-4452-2855 COMPUTERS & SOFTWA	\$3,480.00	\$3,480.00	\$0.00	\$0.00	\$0.00	\$3,480.00	0
20-4452-2900 LAB OPERATING	\$10,000.00	\$10,000.00	\$659.00	\$7,333.57	\$751.71	\$2,007.43	73
20-4452-3000 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$947.37	\$34.92	\$2,052.63	32
20-4452-3100 TESTING	\$10,006.00	\$10,006.00	\$0.00	\$8,019.45	\$1,320.72	\$1,986.55	80
20-4452-3201 I/T SUPPORT	\$8,000.00	\$8,000.00	\$0.00	\$7,493.27	\$450.20	\$506.73	94
20-4452-3300 BUILDING MAINTENANC	\$9,000.00	\$9,000.00	\$0.00	\$5,527.84	\$0.00	\$3,472.16	61
20-4452-3400 REPAIRS EQUIPMENT	\$45,000.00	\$45,000.00	\$4,882.44	\$19,939.67	\$6,207.72	\$20,177.89	44
20-4452-3700 TRAVEL & TRAINING	\$5,498.00	\$5,498.00	\$0.00	\$2,165.56	\$1,198.56	\$3,332.44	39
20-4452-4000 UNIFORMS	\$5,696.00	\$5,696.00	\$0.00	\$2,294.99	\$368.96	\$3,401.01	40
20-4452-4700 EQUIPMENT	\$8,800.00	\$8,800.00	\$0.00	\$240.98	\$0.00	\$8,559.02	3
20-4452-4900 TANK MAINTENANCE	\$81,342.00	\$81,342.00	\$0.00	\$81,342.18	\$0.00	(\$0.18)	100
20-4452-5000 WTP LOAN-RURAL DEV	\$481,120.00	\$481,120.00	\$0.00	\$400,930.00	\$40,093.00	\$80,190.00	83
20-4453-0990 CIP PROJECTS	\$31,500.00	\$31,500.00	\$0.00	\$29,755.93	\$0.00	\$1,744.07	94
20-4461-7000 SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$610.58	\$0.00	(\$610.58)	0
20-4461-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$125.99	\$0.00	(\$125.99)	0
20-4461-9001 FICA	\$0.00	\$0.00	\$0.00	\$48.69	\$0.00	(\$48.69)	0
20-4461-9002 VRS	\$0.00	\$0.00	\$0.00	\$1,993.93	\$202.05	(\$1,993.93)	0
20-4461-9003 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$1,314.54	\$0.00	(\$1,314.54)	0
20-4462-1700 ADVERTISING	\$300.00	\$300.00	\$0.00	\$71.50	\$0.00	\$228.50	24
20-4462-2101 GRANT EXPENSE	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
20-4462-2800 MATERIALS & SUPPLIES	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0
20-4462-2855 COMPUTERS & SOFTWA	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0
20-4462-2900 MEMBERSHIP DUES	\$212.00	\$212.00	\$0.00	\$0.00	\$0.00	\$212.00	0
20-4462-3000 MISCELLANEOUS	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0
20-4462-3201 I/T SUPPORT	\$850.00	\$850.00	\$0.00	\$349.49	\$58.28	\$500.51	41
20-4462-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$1,069.69	\$0.00	\$1,180.31	48
Reporting Fund: 20-WATER FUND							
FundRevTot	\$2,710,176.00	\$2,710,176.00	\$0.00	\$2,354,233.45	\$259,652.44	(\$355,942.55)	87
FundExpTot	\$2,710,176.00	\$2,710,176.00	\$25,807.44	\$1,960,096.22	\$142,246.06	\$724,272.34	73
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,614,541.00	\$2,614,541.00	\$0.00	\$2,149,610.89	\$239,192.72	(\$464,930.11)	82
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$14,050.00	\$1,550.00	(\$35,950.00)	28
30-3370-3000 SEWER AVAILABILITY F	\$180,000.00	\$180,000.00	\$0.00	\$163,048.43	\$0.00	(\$16,951.57)	91
30-3370-3100 SEWER TAP FEES	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
30-3370-3200 INSPECTION FEES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
30-3370-6000 MISCELLANEOUS RECEI	\$2,500.00	\$2,500.00	\$0.00	\$3,070.70	\$0.00	\$570.70	123
30-3370-7000 SEWER INTEREST INCO	\$2,400.00	\$2,400.00	\$0.00	\$94,487.57	\$10,306.78	\$92,087.57	393
							7
30-3370-9400 USE OF FUND BALANCE	\$479,597.00	\$479,597.00	\$0.00	\$0.00	\$0.00	(\$479,597.00)	0
30-4411-7000 SALARIES & WAGES - R	\$85,413.00	\$85,413.00	\$0.00	\$73,948.06	\$6,545.92	\$11,464.94	87
30-4411-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$901.68	\$25.00	(\$901.68)	0
30-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$1,442.34	\$125.90	(\$442.34)	144
30-4411-9001 FICA - ADMININSTRATI	\$6,535.00	\$6,535.00	\$0.00	\$5,792.84	\$510.41	\$742.16	89
30-4411-9002 VRS - ADMINISTRATION	\$12,240.00	\$12,240.00	\$0.00	\$18,079.87	\$1,878.66	(\$5,839.87)	148
30-4411-9003 HEALTH INSURANCE	\$10,775.00	\$10,775.00	\$0.00	\$12,410.61	\$0.00	(\$1,635.61)	115
30-4412-1600 INSURANCE PREMIUMS	\$7,450.00	\$7,450.00	\$0.00	\$5,386.07	\$0.00	\$2,063.93	72
30-4412-2000 CONTRACTUAL SERVICE	\$24,281.00	\$24,281.00	\$0.00	\$16,546.61	\$4,237.82	\$7,734.39	68
30-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$13,569.73	\$0.00	\$1,430.27	90
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$2,292.69	\$195.90	\$707.31	76
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$4,340.87	\$419.42	\$59.13	99
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$1,475.10	\$188.90	(\$675.10)	184
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$18,765.70	\$2,243.80	\$2,114.30	90
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$1,285.99	\$352.34	\$714.01	64
30-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$2,387.88	\$8.25	(\$1,762.88)	382
30-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$3,629.58	\$116.98	(\$1,129.58)	145
30-4412-3201 I/T SUPPORT	\$3,100.00	\$3,100.00	\$0.00	\$3,725.24	\$236.77	(\$625.24)	120

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4452-2300 ELECTRICITY	\$172,000.00	\$172,000.00	\$0.00	\$124,899.92	\$98.84	\$47,100.08	73
30-4452-2500 FUEL-HEAT	\$6,000.00	\$6,000.00	\$0.00	\$5,737.20	\$450.68	\$262.80	96
30-4452-2600 GAS, GREASE, & OIL	\$5,500.00	\$5,500.00	\$0.00	\$2,648.74	\$204.91	\$2,851.26	48
30-4452-2800 MATERIALS & SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$8,069.38	\$2,201.30	\$1,930.62	81
30-4452-2850 PERMIT FEE & DUES	\$10,200.00	\$10,200.00	\$9,657.00	\$0.00	\$0.00	\$543.00	0
30-4452-2855 COMPUTERS & SOFTWARE	\$2,250.00	\$2,250.00	\$1,863.65	\$2,193.52	\$149.99	(\$1,807.17)	97
30-4452-2900 LAB OPERATING	\$36,000.00	\$36,000.00	\$0.00	\$29,136.90	\$2,620.09	\$6,863.10	81
30-4452-3000 MISCELLANEOUS	\$2,250.00	\$2,250.00	\$0.00	\$2,428.10	\$2,326.12	(\$178.10)	108
30-4452-3100 TESTING	\$6,000.00	\$6,000.00	\$0.00	\$6,593.00	\$0.00	(\$593.00)	110
30-4452-3201 I/T SUPPORT	\$5,500.00	\$5,500.00	\$0.00	\$5,999.39	\$522.28	(\$499.39)	109
30-4452-3300 BUILDINGS MAINTENANCE	\$9,000.00	\$9,000.00	\$0.00	\$7,213.74	\$0.00	\$1,786.26	80
30-4452-3400 REPAIRS EQUIPMENT	\$99,925.00	\$99,925.00	\$26,849.00	\$70,658.05	\$28,474.83	\$2,417.95	71
30-4452-3450 PUMP STATION REPAIR	\$19,915.00	\$19,915.00	\$1,797.00	\$16,191.62	\$2,067.12	\$1,926.38	81
30-4452-3700 TRAVEL & TRAINING	\$4,598.00	\$4,598.00	\$0.00	\$714.00	\$0.00	\$3,884.00	16
30-4452-4000 UNIFORMS	\$5,696.00	\$5,696.00	\$0.00	\$1,967.73	\$334.88	\$3,728.27	35
30-4452-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$3,899.52	\$0.00	\$2,040.48	66
30-4452-5100 VRA LOAN/WWTP UPRGR	\$655,715.00	\$655,715.00	\$0.00	\$655,361.34	\$0.00	\$353.66	100
30-4452-5500 SLUDGE REMOVAL	\$96,728.00	\$96,728.00	\$0.00	\$74,417.92	\$36,436.07	\$22,310.08	77
30-4452-5600 POLLUTION CREDITS	\$15,000.00	\$15,000.00	\$0.00	\$6,893.44	\$6,893.44	\$8,106.56	46
30-4453-0990 WWTP CIP PROJECTS	\$176,005.00	\$176,005.00	\$1,800.00	\$146,061.40	\$0.00	\$28,143.60	83
30-4461-7000 SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$610.58	\$0.00	(\$610.58)	0
30-4461-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$125.99	\$0.00	(\$125.99)	0
30-4461-9001 FICA ER EXPENSE	\$0.00	\$0.00	\$0.00	\$48.69	\$0.00	(\$48.69)	0
30-4461-9002 VRS ER EXPENSE	\$0.00	\$0.00	\$0.00	\$1,993.93	\$202.05	(\$1,993.93)	0
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$0.00	\$0.00	\$1,314.54	\$0.00	(\$1,314.54)	0
30-4462-1700 ADVERTISING	\$300.00	\$300.00	\$0.00	\$71.50	\$0.00	\$228.50	24
30-4462-2101 GRANT EXPENSE	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
30-4462-2800 MATERIALS & SUPPLIES	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0
30-4462-2855 COMPUTERS & SOFTWARE	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0
30-4462-2900 MEMBERSHIP DUES	\$212.00	\$212.00	\$0.00	\$0.00	\$0.00	\$212.00	0
30-4462-3000 MISCELLANEOUS	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0
30-4462-3201 I/T SUPPORT	\$850.00	\$850.00	\$0.00	\$383.31	\$106.80	\$466.69	45
30-4462-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$1,019.70	\$0.00	\$1,230.30	45
Reporting Fund: 30-SEWER FUND							
FundRevTot	\$3,344,538.00	\$3,344,538.00	\$0.00	\$2,424,267.59	\$251,049.50	(\$920,270.41)	72
FundExpTot	\$3,344,538.00	\$3,344,538.00	\$51,925.23	\$2,685,500.65	\$180,541.03	\$607,112.12	82
Reporting Fund: 40-TRASH FUND							
40-3370-8600 TRANSFER FROM GEN F	\$68,962.00	\$68,962.00	\$0.00	\$0.00	\$0.00	(\$68,962.00)	0
40-3480-1000 TRASH COLLECTION FEE	\$456,793.00	\$456,793.00	\$0.00	\$342,064.76	\$34,500.76	(\$114,728.24)	75
40-3480-1002 RECYCLING COLLECTION	\$0.00	\$0.00	\$0.00	\$10.25	\$0.00	\$10.25	0
40-4462-4200 LANDFILL TIPPING FEE	\$99,213.00	\$99,213.00	\$0.00	\$76,843.82	\$8,815.29	\$22,369.18	77
40-4462-4900 TRASH COLLECTION	\$426,542.00	\$426,542.00	\$0.00	\$312,538.37	\$34,306.59	\$114,003.63	73
Reporting Fund: 40-TRASH FUND							
FundRevTot	\$525,755.00	\$525,755.00	\$0.00	\$342,075.01	\$34,500.76	(\$183,679.99)	65
FundExpTot	\$525,755.00	\$525,755.00	\$0.00	\$389,382.19	\$43,121.88	\$136,372.81	74
Reporting Fund: 60-AMERICAN RESCUE PLAN							
60-3330-7011 AMERICAN RESCUE PLAN	\$0.00	\$1,277,427.40	\$0.00	\$3,463,231.00	\$0.00	\$2,185,803.60	271
60-5910-0001 AMERICAN RESCUE PLAN	\$0.00	\$126,352.40	\$0.00	\$117,472.40	\$0.00	\$8,880.00	93
60-5920-0001 AMERICAN RESCUE PLAN	\$0.00	\$1,151,075.00	\$0.00	\$665,462.54	\$790.60	\$485,612.46	58
Reporting Fund: 60-AMERICAN RESCUE PLAN							
FundRevTot	\$0.00	\$1,277,427.40	\$0.00	\$3,463,231.00	\$0.00	\$2,185,803.60	271
FundExpTot	\$0.00	\$1,277,427.40	\$0.00	\$782,934.94	\$790.60	\$494,492.46	61
Grand Totals:							
TotalRev	\$12,738,093.00	\$15,165,520.40	\$0.00	\$13,512,975.10	\$793,219.65	(\$1,652,545.30)	89
TotalExp	\$12,738,092.89	\$15,165,520.40	\$266,817.41	\$12,082,397.09	\$1,091,614.91	\$2,816,305.90	81



Memorandum

To: Mayor Boies & Members of the Strasburg Town Council
From: Wayne Sager, Chief of Police
Date: 05/05/2023
Re: Monthly Update to Council

The Strasburg Police Department answered **1485** calls for service in the month of **April** 2023.

Adult Criminal Charges (17)

- 3 Domestic Assault (M, 3 separate occasions, 2 defendants)
- 2 Assault & Battery (M, 2 separate defendants)
- 1 Strangulation (F)
- 1 Breaking & Entering (F)
- 2 Abduction (F, 2 separate occasions, 1 defendant)
- 2 Possession of More than 1 pound of Marijuana (F, same case, 2 defendants)
- 1 Possession of a Controlled Drug (M)
- 1 Possession w/Intent to Distribute Marijuana (M)
- 1 Defraud Innkeeper/Restaurant (M)
- 1 Threats in Writing (F)
- 1 Drunk in Public (M)
- 1 Hit and Run

Juvenile Criminal Charges (0)

Traffic Violations (50)

- 2 Reckless Driving
- 6 Speeding
- 5 Fail to Obey Highway Sign
- 1 Fail to Obey Traffic Signal
- 19 Expired State Inspection
- 9 Expired State Registration
- 2 No Driver's License in Possession
- 1 No Seat Belt
- 1 Improper Display of License Plates
- 1 Window Obstruction
- 1 No Motorcycle License
- 1 Speedometer Not in Working Order
- 1 No License in Possession

Ordinance Violations in April (19)

Uses of Narcan in April (0)



Memorandum

To: Mayor Boies and Strasburg Town Council
 From: Brian Otis, Planning and Zoning Administrator
 Date: 5/9/2023
 Re: Monthly Update to Council (April)

Permit Highlights and Estimated Project Costs Totals

Item	Number	Notes
Additions/ Accessory (R)	6	Fence (1), Shed (1), Deck (2), Above ground pool (1), Addition (1)
New Dwellings	3	2 – Village at Cedar Creek, 1 - infill lots
Special Event	4	Mayfest, Skater-Aid, Cinco de Mayo, SHS Homecoming Parade
Sign	4	3-Fairfield Replacement, 1-Temp signage
TOTAL	17	

The total of all projects listed above is estimated at **\$565,554**.¹

Estimated Project Costs	Amount	Notes
Mar-23	\$565,554	
FY23	\$10,542,832	

¹ 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).



Boards and Commissions

Planning Commission

- There were no items on the Planning Commission April agenda. The meeting was canceled.

Architectural Review Board

- The ARB met on 4/27. The agenda included:
 - Appointment of Chair and Vice chair
 - Certificate of Appropriateness for 324 West Queen St (Windows, siding, soffits, and gutters).
 - Certificate of Appropriateness for 170 S Massanutten St (window replacement).

Additional Items

- 211 High Street (previously owned by Bob Baker): staff has met with the new property owner to identify the town's involvement with the rehab project. Most of the work will be like-for-like replacement and will not require ARB or Zoning approvals. The owner will request a determination from P&Z prior to each phase of the project to determine if a submission is required.



Memorandum

To: Mayor Boies and Strasburg Town Council
From: Director of Strategic Initiatives Hilton
Date: 5/2023
Re: April Monthly Update to Council

Economic Development (Business Attraction, Workforce, Business Support)

- **RevUP ShenCo** met to plan the 2023 RevUp Alumni Program & Spring 2024 cohort.
- **Strolling Strasburg**, the monthly segment on The River 95.3 covered two new downtown businesses (Cherry on Top Boutique and Sammy Lou's Bake Shop).
Previous podcasts: www.strasburgva.com/community/page/strolling-strasburg
- Assisted the **Lord Fairfax Soil & Water Conservation District** with judging the regional Enviro-Thon in Grottoes VA
- Staff assisted the ShenCo Economic Development office with a workforce development regional video highlighting each town within the county
- The **Strasburg Business Alliance** met April 20th at 6PM in Box Office Brewery.

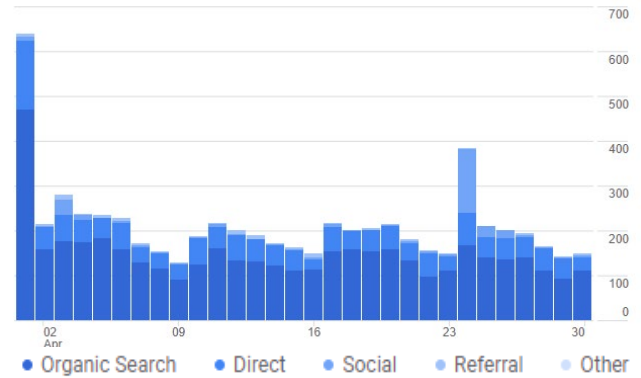
Tourism + Quality of Life

- **Historic Strasburg Walking Trail** signage installed by PW! 10 signs in the Historic District. Ribbon cutting on May 7th, in partnership with the SHA and Museum.
- Staff attended the April *Shenandoah County Tours* at Fort Valley Campground
- Staff served on the **United Way** Grant Distribution Southern Panel and helped UW disperse \$540k in funding to dozens of local nonprofits in the region
- BIG thank you to the Vintage in the Valley Planning Committee! A debrief dinner was hosted in April to strengthen the event in 2024.
- **Tourism Council** met (4/18)
- Mother Nature was on our side for Vintage in the Valley 2023. We had over 50 models in our fashion show, sold out of all carriage rides, received rave reviews from partnering small businesses, sold nearly \$1,000 in merchandise and hosted over 60 vendor booths. Successful day!
- The King Street Military Recognition Banner Program is SOLD OUT. The American Legion is accepting contacts for a waiting list.
- The **Visitor Center** welcomed 635 visitors in April (averaging 22 per day). 183 visitors toured the museum. **Sales for first four months of 2023 = \$10,550.44**
 - Visitors came from 21 other states, with Alaska being the furthest + DC(17) + Canada(6), England(4), & Israel(2) + Virginia visitors (113 with 40 from Strasburg).



Marketing

- Coverage in the [NVD](#) and on [WHSV](#) for the Riverwalk 2.0 proposed project,
- General Strasburg coverage in the NVD [HERE](#)
- **Mountain Courier** for 2023 Events+Programs
- **Social Media Update**
 - Google Analytics for Website in April:
 - Site had 5K users in April (down 4.6%), but 13,445 page views
 - 6.8k follows- Insta (1,548) & FB (5,337)
 - FB reached **20,061 people** @DiscoverStrasburg
 - Insta reach up 600% over the last 30 days to 508
 - New Likes/Follows: FB (110) + Instagram (5)
 - 80% Women – 29% of which is 35-44 yrs of age
 - **Highest posts:** Downtown A-DOOR highlight of freshly painted door – over 11,000 reached



What pages do your users visit?

Page	Pageviews
/	2,615
/finance/page/payment-instructions	419
/parksrec/page/strasb...nd-information-center	391
/jobs	359
/parksrec/page/town-pool	359
/parksrec/page/town-park	342
/calendar	337
/publicworks/page/trash-and-recycling	219
/meetings	183
/planning	178

Parks and Recreation

- SCPS Officials agreed to an easement for a parcel of land to assist with the Riverwalk 2.0 Project
- **Strasburg Farmers Market** (SFM) will be the FIRST & LAST Saturdays from April to November from 9-1PM
- To move towards securing title **Tree City USA**, an Arbor Day Planting was hosted 4/17 with SVEC and Va Dept. of Forestry
- We partnered with ShenCo Parks & Recreation to host our first pickleball tournament (4/15-4/16) with over 30 players
- The Strasburg Parks & Recreation adult wiffleball league began (4/16)
- Staff serves on the Communication Committee for the **Shenandoah Rail Trail**
- M. Varley, with the **Strasburg Boy Scouts Troop 5**, completed additional trails at the VC – to offer a ¼, ½, and full mile option.
- Staff is moving forward with installing **ADA pathways** between the First Bank and RR Donn pavilions, the tennis courts and the basketball courts, as well as around the righthand side of the playground to access the ADA equipment (May install goal)

Arts & Culture

- New **LOVEworks** Sign installed in the Strasburg Square – a blurb and photo was included in the April newsletter, and a press release prior to installation.
- **Front Porch Friday** line up confirmed, and rack card designed/printed/distributed
- Staff attended the Strasburg Museum Board Annual Dinner



- Town participated in the **Strasburg Heritage Day** on 4/15
- Staff met with the Strasburg Museum Board and the Museum of the Shenandoah Valley to tour the Visitor Center Museum and develop a curation plan for current items, future exhibits, aesthetic improvements, and marketing of the space.

Strategic Initiatives Specific

- Welcome to Eunice Terndrup who has joined the Strategic Initiatives Team as a Tourism Information Specialist a few days per month at the Visitor Center!
- An offer letter has been given to a potential Seasonal Pool Manager and over 20 employees have been hired as seasonal park staff.

On the Horizon

- Mother's Day Market – May 6th
- Mayfest: May 12th/13th
- Opening Day of Historic Walking Trail – May 7th
- Pool Opening Day: May 27th

COMMITTEE REPORTS



COUNCIL MEMBER ITEMS



ADJOURNMENT

