

# Town of Strasburg

## **Town Council Regular Meeting**

Strasburg Town Hall  
174 W King St  
Strasburg, VA 22657

Tuesday, November 14, 2023  
7 p.m.

### **Town Council Members:**

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

Emily McCornyn, Vice Mayor  
Christie Monahan  
Brad Stover  
David Woodson

### **Staff Contact:**

J. Waverly Coggsdale, III, Town Manager

MEETINGS CAN BE VIEWED LIVESTREAM BY ACCESSING THE LINK BELOW:

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

To make public comment please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Tuesday, November 14, 2023



# **Town Council *Preliminary* Agenda – Tuesday, November 14, 2023**

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*Please, silence all cellular devices. Thank you.*

**Call to Order** –*Mayor Brandy Boies*

**Pledge of Allegiance**

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

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

## **Public Hearings:**

- 1.) Zoning Text Amendment (ZTA2024-0001) requested by the Town Council for the revision of the Unified Development Ordinance Section 6.2 Regulations of a Specific Use, Short-term Rental and Bed and Breakfast Establishments.
  - Staff Report (attachment)
  - Public Hearing
  - Discussion/Recommendation
- 2.) Zoning Text Amendment (ZTA2024-0002) requested by the Town Council for the revision of the Unified Development Ordinance Sections 2.5 Public Hearings, 2.8 Completeness Review, 2.14 Public Hearing Process Overview, 2.16 UDO Amendments, 2.20 Special Use Permit to reflect the Code of Virginia requirements for public hearings and the related applications.
  - Staff Report (attachment)
  - Public Hearing
  - Discussion/Recommendation
- 3.) Special Use Permit (SUP2024-0001) requested by Byron Brill, owner, for property identified as 385 East King Street, Tax Map # 025A4 A 057 for a Commercial property-related, mini- or self-storage Use within the Community Commercial District.
  - Staff Report (attachment)
  - Public Hearing
  - Discussion/Recommendation

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

- FY2022 GFOA Award

## **Mayor's Comments:**

- Mayoral Appointment(s)

## **Citizen Comments:**

## **Consent Agenda:**

- 1) Minutes of the October 2, 2023 Work Session, Minutes of the October 10, 2023 Regular Council meeting.
- 2) Strasburg Little League Board of Directors request for permission to install an additional field at the Town Park
- 3) Riparian Buffer Plantings/Town Run Design Costs

## **Old Business (Discussion and/or Action):**

- 1.) Civil War Marker (ZOOM presentation)

**New Business:**

**Reports:**

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

**Council Member Comments:**

**Closed Meeting (if needed):**

- Pursuant to Code of Virginia § § 2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The subject of the closed meeting is to discuss potential promotions/reorganization.

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

**Adjournment**

# PUBLIC HEARING(S)



**1.) To receive public comment a Zoning Text Amendment (ZTA2024-0001) requested by the Town Council for the revision of the Unified Development Ordinance Section 6.2 Regulations of a Specific Use, Short-term Rental and Bed and Breakfast Establishments.**





## **Public Hearing**

**Meeting Date: November 14, 2023**

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To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Planning and Zoning Administrator

Re: Zoning Text Amendment ZTA2024-0001 Short-term Rental uses

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**DESCRIPTION:** Consideration of a Zoning Text Amendment (ZTA2024-0001) requested by the Town Council for the revision of the Unified Development Ordinance Section 6.2 Regulations of a Specific Use, Short-term Rental and Bed and Breakfast Establishments.

### **Attachments:**

Proposed language from staff to repeal the text amendment approved in October of 2021.



# Zoning Ordinance Amendment

## ZTA2024-0001

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

### CHAPTER 7. DEFINITIONS

#### 7.2 Definitions

##### 7.2.2 Specific Terms

*Short-term rental owner: Any person or entity that meets the definition of “operator” as defined in §15.2-983, as amended, of Virginia State Code.*

*Short-term rental: Any residential use that falls within the definition of short-term rental as defined in §15.2-983, as amended, of Virginia State Code.*

*Short-term rental, not occupied by owner: Any short-term rental where owner does not reside on the property when guests are in residence.*

*Short-term, owner-occupied: Any short-term rental where the owner of the property also resides on the same property during such period when guests are in residence.*

### CHAPTER 6. REGULATION OF SPECIFIC USES

#### 6.2 ~~Short Term Rental and Bed and Breakfast Establishments~~ Reserved

##### 6.2.1 Purpose

~~The purpose of this chapter is to establish regulations for the short-term rental of privately-owned residences, in whole or in part, including Bed & Breakfast Establishments. The performance requirements in this chapter are intended to allow and facilitate the operation of short-term rental and bed and breakfast establishments while maintaining the health, safety, and welfare of existing and future neighborhoods.~~

~~The performance requirements in this section are in addition to any other county, state, or rental platform requirements.~~

##### 6.2.2 Performance Standards

~~A. Short term rental owners shall be subject to the following requirements:~~

~~a. The owner shall obtain a zoning permit to be reviewed on an annual basis by staff. The owner shall obtain an annual business license and pay appropriate Transient Occupancy Tax as outlined in Article VII of the Town Code.~~

~~b. If the owner of a short-term rental does not reside at the property or locally, the owner shall designate a local property representative. The owner or representative shall be available to respond, physically, within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone number of the owner and/or local property representative shall be kept on file with the Town. If the owner does not reside at the rental property but lives locally and is able to respond as required, they may function as the local property representative.~~



# Zoning Ordinance Amendment

## ZTA2024-0001

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- ~~c. Prior to issuance of a zoning permit, the Shenandoah County Building official or their technical assistant must do a life safety inspection of the short term rental to ensure that all applicable Virginia Uniform Statewide Building Code requirements are met; including, but not limited to, regulations regarding fire extinguishers, carbon monoxide detectors, and emergency exits.~~
  - ~~d. The owner of a short-term rental shall give the Town and Shenandoah County Building Department written consent to inspect the rental property to ascertain compliance with all applicable performance standards upon a twenty-four hour notice.~~
  - ~~e. Emergency information must be conspicuously posted inside the property, including contact information for the owner and/or local property representative.~~
  - ~~f. All short-term rentals shall meet parking requirements of the applicable zoning district, plus one additional off-street parking space per available guest room, in order to accommodate rental guests.~~
  - ~~g. The owner shall provide an informational packet to each new guest. Review of this information packet is required upon issuance of Zoning Permit. The information must include, but is not limited to:~~
    - ~~i. Maximum occupancy as outlined in Section 6.12 of the UDO~~
    - ~~ii. Location of off-street parking~~
    - ~~iii. Code references applicable to noise as outlined in Section 6.12 of the UDO~~
    - ~~iv. Use restrictions as outlined in applicable Zoning District~~
    - ~~v. Guidelines for trash storage and removals~~
    - ~~vi. Evacuation routes in case of fire or emergency~~
    - ~~vii. Owner or Local property representative information~~
  - ~~h. If the operator of the short-term rental is not the property owner, written consent from the property owner must be submitted with the application for a zoning permit.~~
- ~~B. In addition to section 6.2.2 A, Bed and breakfast establishments shall be subject to the following requirements:~~
- ~~a. Permitted only in single-family dwellings.~~
  - ~~b. A maximum of five guestrooms, with a maximum occupancy of 15 persons.~~
  - ~~c. Food service shall be limited to the breakfast meal and shall be available only to guests and not to the general public in any residential district.~~
  - ~~d. No receptions, private parties, or other events, for fee shall be permitted.~~
  - ~~e. Any amenities such as tennis court, swimming pool, etc., shall be solely for the use of the resident owner and guests of the facility.~~
  - ~~f. Provisions applicable to Bed and Breakfast Establishments as required by the Uniform Statewide Building Code shall be met.~~
  - ~~g. Issuance of owner permit from the Shenandoah County Health Department is required.~~
  - ~~h. The maximum length of stay for each guest shall be 30 days or less.~~
  - ~~i. The owner(s) or property representative shall be available to respond in person within one hour to complaints regarding the condition, operation, or conduct of occupants of the Bed and Breakfast Establishment.~~





# Zoning Ordinance Amendment

## ZTA2024-0001

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- ~~j. A Bed and Breakfast shall have frontage on an improved public street.~~
- ~~k. One off-street parking space shall be provided for each guest room.~~

### 6.2.3 Penalties

~~A. A Zoning Permit may be revoked or suspended for the following reasons:~~

- ~~a. Three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements and exceeding occupancy limits.~~
- ~~b. The repeated failure of any short-term rental or bed and breakfast owner to respond physically to in a timely manner to complaints regarding the condition, operation, or conduct of occupants.~~

~~B. A fine of \$200.00 will be issued to any owner that:~~

- ~~a. Fails to obtain a zoning permit.~~
- ~~b. Receives three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements, and exceeding occupancy limits.~~

**2.) To receive public comment a Zoning Text Amendment (ZTA2024-0002) requested by the Town Council for the revision of the Unified Development Ordinance Sections 2.5 Public Hearings, 2.8 Completeness Review, 2.14 Public Hearing Process Overview, 2.16 UDO Amendments, 2.20 Special Use Permit to reflect the Code of Virginia requirements for public hearings and the related applications.**





## Public Hearing

**Meeting Date: November 14, 2023**

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To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Planning and Zoning Administrator

Re: Zoning Text Amendment ZTA2024-0002 - Public Hearing Process

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**DESCRIPTION:** Consideration of a Zoning Text Amendment (ZTA2024-0002) requested by the Town Council for the revision of the Unified Development Ordinance Sections 2.5 Public Hearings, 2.8 Completeness Review, 2.14 Public Hearing Process Overview, 2.16 UDO Amendments, 2.20 Special Use Permit to reflect the Code of Virginia requirements for public hearings and the related applications.

### **Attachments:**

Proposed language from staff to amend the requirements to reflect the requirements identified in the Code of Virginia.

The revised sections are;

- 2.5.6
- 2.8.2 (B)
- Exhibit 2C (chart)
- 2.16.1 (A) & (B)
- 2.16.3 (D)
- 2.16.4
- 2.16.8
- 2.20.6



## Zoning Text Amendment ZTA24-0002

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The purpose of the following proposed zoning text amendment is to correct the concern with timing of public hearings and their respective recommendations and actions. Additionally, the language was revised to reflect the requirements of the Code of Virginia.

The intent is to increase the review and fact-finding period for applications that require a public hearing and allow;

1. The Planning Commission 90 days from the time of their public hearing to make a recommendation.
2. The Town Council one year from the date of complete application.

To ensure the UDO does not include contradictory information, exhibit 2C and many sections of the UDO needed to be addressed. See the following for the recommended revisions to the UDO. The removed items are scratched through with a red text (~~example~~). The proposed text is underlined, bold, and in blue text (example).

## 2.5 Public Hearings

### 2.5.1 Meetings

All meetings of the Reviewing Body shall be open to the public. Meetings of the Reviewing Body shall be at the call of the Chairman and at such other times as the Reviewing Body shall determine. The Reviewing Body shall establish its own regular meeting time. The meeting place of said Reviewing Body shall be the Council Chamber of the Town Hall, or such other place as a meeting may be adjourned to if a need to do so arises. The Chairman or any two (2) members may call a special meeting by giving written notice to every other member of the Planning Commission stating the date, time and location of such meeting and by placing a written notice as required for a regular meeting. The timing of the posed notice shall be reasonable under the circumstances.

### 2.5.2 Rules of Order

The Reviewing Body shall develop and adopt rules of procedure which shall govern the conduct of its business, development of criteria and procedural matters subject to the approval of the body. Such rules of procedure shall be a matter of public record.

### 2.5.3 Application

Reviewing bodies shall investigate facts or ascertain the existence of facts, hold hearings, weigh evidence, and draw conclusions from them, as a basis for their official action. These decisions involve two key elements:

- A. The finding of facts regarding the specific proposal; and
- B. The exercise of discretion in applying the standards of this UDO.

### 2.5.4 Conduct of Hearing

- A. Any person or persons may appear at a public hearing and submit evidence, either individually or as a representative. Each person who appears at a public hearing shall state, for the record, his/ her name, address, and, if appearing on behalf of an organization or group, the name and mailing address of the organization or group.



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- B. Members of the Reviewing Body conducting the hearing may ask questions of the Applicant, staff, or public, or of any witness, and may require questions be submitted to the chairman of the Reviewing Body who will direct the question to the appropriate party.
- C. Testimony may be presented by the Applicant, and any member of the public, but need not be submitted under oath or affirmation. The Reviewing Body may establish a time limit for testimony and may limit testimony where it is repetitive or irrelevant.

### 2.5.5 Order of Proceedings

The order of proceedings is as follows:

- A. The Zoning Administrator or designees shall present a description of the proposed development and the relevant sections of plans and ordinances involved, and set forth the legal or factual issues to be determined. A written or oral recommendation may be given at the opening of the hearing or, in complex cases, may be reserved by the Zoning Administrator to review the testimonial and document any evidence. The recommendation shall address each factor required by the UDO to be considered prior to development approval;
- B. The Applicant shall present such information or evidence that the Applicant deems appropriate, subject to reasonable time limits established by the Reviewing Body;
- C. Public testimony, including expert or lay witnesses on the Applicant's behalf, and relevant evidence shall be received;
- D. The Zoning Administrator or other staff member shall not be required to respond to any statement made by the Applicant or any public comment during the hearing, but may respond to questions from the Reviewing Body concerning any statements or evidence received during the deliberations;
- E. The Applicant may reply to any testimony or evidence presented by staff or the public; and
- F. The body conducting the hearing shall close the public portion of the hearing and conduct deliberations.

### 2.5.6 Review and Approval

- A. A Reviewing Body shall make a recommendation or act on an application as identified in Exhibit 2C, ~~within 60 days after the date the application is found to be complete.~~
- B. If a Reviewing Body has failed to convene a quorum or to make a recommendation or act as identified in Exhibit 2C, ~~within 60 days~~, the Application shall be deemed recommended for approval or deemed approved, as applicable.

## 2.8 Completeness Review

This section applies to any application, unless otherwise provided in the regulations for the specific application.

### 2.8.1 Application Materials

No application is complete unless all of the information required herein is included and all filing fees have been paid. Application materials shall be made available by the Zoning Administrator. Such applications shall be filed in advance of any Public Hearing, Neighborhood Meeting or Public Meeting required pursuant to the UDO or the Virginia Code.

### 2.8.2 Timing

- A. Whenever the UDO establishes a time period for processing an application, such time period does not commence until the Zoning Administrator has reviewed such application for



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completeness in order to determine whether the application has been properly submitted, the Applicant has corrected all deficiencies in the application, and the Zoning Administrator has determined it to be complete. Review for completeness of application forms is solely for the purpose of determining whether preliminary information required for submission with the application is sufficient to allow further processing, and shall not constitute a decision as to whether application complies with the provisions of the UDO.

- B. Not later than ~~seven (7)~~ **5 business** days after the Zoning Administrator has received an application, the Zoning Administrator shall determine in writing whether the application is complete and shall immediately transmit the determination to the Applicant. Upon receipt of any re-submittal of the application, a new ~~7-day~~ **5-business** day period shall begin, during which period the Zoning Administrator shall determine the completeness of the application. If the application is determined not to be complete, the Zoning Administrator's determination shall specify those parts of the application that are incomplete and shall indicate the manner in which they may be made complete, including a list and thorough description of the specific information needed to complete the application. The Applicant shall submit materials to the Zoning Administrator in response to the list and description.
- C. If the application, together with the submitted materials, are determined not to be complete, the Zoning Administrator shall specify in writing the information required and the Applicant may resubmit the application with the information required by the Zoning Administrator or may appeal that decision in writing to the Reviewing Body for which the application was submitted or if for a ministerial permit, the Board of Zoning Appeals.
- D. Nothing in this section precludes an Applicant and the Zoning Administrator from mutually agreeing to an extension of any time limit provided by this section.
- E. If the Zoning Administrator fails to act within the time period required for completeness review, the application is deemed complete.

### **2.8.3 Limitation on Further Information Requests**

After the Zoning Administrator accepts a development application as complete, the Zoning Administrator may, in the course of processing the application, request the Applicant to clarify, amplify, correct, or otherwise supplement the information required for the application, if such would be required by the Reviewing Body to render a final determination on the merits.

## **2.14 Public Hearing Process Overview**

The general approval process for applications for development approval that require a public hearing is summarized in Exhibit 2C. Actual process may vary based on the complexity of the proposed development proposal.

### Exhibit 2C: Public Hearing Process Overview

	Recommendation Made by	Recommendation Required by	Final Decision	Final Decision Required by	Appeal	Appeal from Final Decision (days)
Comprehensive Plan/ Plan Amendment	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
UDO Text Amendment	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
UDO Map Amendment	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
Conditional Zoning and Proffers	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
Variance	Zoning Administrator	Hearing must take place within 30 days of appeal application	Board of Zoning Appeals	The Board shall take action on the date of Hearing	Circuit Court	30
Special Use Permit	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
Sketch Plat	TRC	60 days from complete application	Planning Commission	90 days from initial presentation to the Planning Commission	Town Council	30
Subdivision (Preliminary Plat, Final Plat)	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
Major Plat Amendment	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
Development Agreement	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30

	Recommendation	Recommendation Required by	Final Decision	Final Decision Required by	Appeal	Appeal from Final Decision (days)
Concept Plan	TRC	60 days from complete application	Planning Commission	90 days from initial presentation to the Planning Commission	Town Council	30
Planned Development (Preliminary Development Plan, Final Development Plan)	Planning Commission	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
Site Plan	TRC	60 days from complete application	Planning Commission	90 days from initial presentation to the Planning Commission	Town Council	30
Vacations of Streets, Easements or Plats	TRC	60 days from complete application	Town Council	Town Council to take action within 1 year of complete application	Circuit Court	30
Construction Plan	TRC	60 days from complete application	Public Works Director and Zoning Administrator	10 business days after TRC review completion	Town Council	30
Minor Subdivision (By-Right, Final Plat w/o dedication)	TRC	60 days from complete application	Zoning Administrator	10 business days after TRC review completion	Town Council	30
Historic District Certificate of Appropriateness	Zoning Administrator	30 days from complete application	Architectural Review Board	90 days from initial presentation to the ARB	Town Council	30



## 2.16 UDO Amendments

### 2.16.1 Amendments

- A. Uses, or any other regulations, restrictions, or boundaries established in this UDO may, from time to time, be amended, supplemented, changed, modified, or repealed by a favorable majority of votes of the Town Council, provided:
- ~~1. That a public hearing shall be as set forth in the Code of Virginia, § 15.2-2204, held in relation thereto at which parties in interest and citizens shall have an opportunity to be heard. Notices shall be given of the time and place of such hearing by publication in at least two issues of some newspaper having a general circulation in the jurisdiction, as set forth in Code of Virginia, § 15.2-2204, as amended. Not less than six (6) days shall elapse between the first and second publication. Such notice shall specify the time and place of hearing at which persons affected may appear and present their views. After enactment of any such plans, ordinance or amendment, further publication thereof shall not be required.~~
  - ~~2. When a proposed amendment of this UDO involves a change in the zoning map classification of 25 or fewer parcels of land, then, in addition to the advertising as above required, written notice shall be given by the Planning Commission, or its representative, at least five (5) days before the hearing to the owner or owners, their agent or the occupant, of each parcel involved; to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie in other localities of the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owners associations within the planned unit development that have members owning property located within 2,000 feet of the affected property as may be required by the Planning Commission or its agent. Notice sent by registered or certified mail to the last known address of such owner as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed adequate compliance with this requirement. If the hearing is continued, notice shall be re-mailed.~~
  - ~~3. When a proposed amendment of this UDO involves a change in the zoning map classification of more than 25 parcels of land, then, in addition to the advertising as above required, written notice shall be given by the Planning Commission, or its representative, at least five (5) days before the hearing to the owner, owners, or their agent of each parcel of land involved. One notice sent by first class mail to the last known address of such owner as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed adequate compliance with this requirement, provided that a representative of the Planning Commission shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.~~
- B. After proper public hearing, the Planning Commission shall make its recommendation to the Town Council, who will then act upon the Applicant's request. Action shall be taken by the Town Council only after a report has been received from the Planning Commission, unless a period of 60 days identified in Exhibit 2C, has elapsed after date of referral from the Planning Commission, after which time it may be assumed the Planning Commission has approved the



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change or amendment. No land may be zoned to a more intensive use classification than was contained in the public notice without an additional public hearing after notice as required herein.

- C. A fee as established by Town Council shall be charged to defray the cost of advertising and administration.
- D. Site Assessment.
  - 1. Any application for rezoning, or an amendment to the Zoning Map, shall include the submission of a Phase I environmental site assessment based on the reasonably anticipated use of the property proposed for rezoning or map amendment that meets generally accepted national standards for such assessments, such as those developed by the American Society for Testing and Materials, and Phase II environmental site assessments, that also meet accepted national standards, such as, but not limited to, those developed by the American Society for Testing and Materials, if the Planning Commission and/or Town Council deems such to be reasonably necessary.
  - 2. A reasonable fee may be charged for the review of such environmental assessments, which fees shall not exceed an amount commensurate with the services rendered, taking into consideration the time, skill, and administrative expense involved in such review. Such fees will be established by the Staff, subject to approval by the Town Council.
  - 3. Should any such assessments reasonably demonstrate contamination and/or other adverse environmental conditions of the property, remediation of such contamination and/or other adverse environmental conditions shall be completed and approved by the Town Council prior to final approval of any rezoning, map amendment, or development, on or pertaining to such property. The Town Council shall have the power to waive the requirements of such assessments upon a finding that the submission of such assessments is not reasonably necessary to protect the public health, safety, and welfare of the citizens of the Town of Strasburg.

### **2.16.2 Applicability**

The provisions of this section apply to any application to:

- A. Revise the text of the UDO (Text Amendment); or
- B. Reclassify a tract, parcel, or land area from one zoning district to another (Map Amendment).

### **2.16.3 Initiation**

- A. All petitions, applications, recommendations, or proposals for changes in the zoning district classification of property (referred to as a “rezoning”) or for changes in the text of the UDO shall be filed with the Zoning Administrator.
- B. Text amendments may be proposed by any person.
- C. A proposed rezoning may be initiated by:
  - 1. The Town Council or Planning Commission by resolution; or
  - 2. An application properly signed and filed by the owner or, with the owner’s specific written consent, a contract purchaser or owner’s agent of a property included within the boundaries of a proposed rezoning, unless otherwise provided by the UDO. The Applicant may file an application for subdivision plat approval concurrent with an application for a rezoning.

## Zoning Text Amendment ZTA24-0002

- D. Pre-Application Meeting Required for UDO Map Amendments. The Zoning Administrator ~~shall~~ may require the Applicant to hold a Neighborhood Meeting prior to the application for all properties within 500 feet.
- E. The Zoning Administrator shall forward applications for UDO amendments to the Planning Commission and then Town Council with or without written comment for a determination of whether an ordinance should be drafted and a public hearing set in accordance with the provisions of this UDO.
- F. Upon receipt of a petition for a UDO amendment as provided herein, the Town Council may summarily deny the petition or set a date for a public hearing on the requested amendment and instruct the Town Attorney, in consultation with the Zoning Administrator, to draft an appropriate ordinance.
- G. Applicability. The provisions of this subsection do not apply to any application for a rezoning that is initiated by the Town Council.

### 2.16.4 ~~Decision~~ Reserved

#### ~~A. Process~~

- ~~1. UDO Text Amendments shall be processed as legislative public hearings. Legislative approvals involve a change in land-use policy. A public meeting is required, but the procedural requirements of a quasi-judicial hearing do not apply.~~
- ~~2. UDO Map Amendments shall be processed as quasi-judicial hearings. Quasi-judicial approvals involve the application of a discretionary standard required by this UDO to an application. It requires a public hearing and procedural due process requirements apply.~~

### 2.16.5 Criteria

In its review of an application, the Planning Commission and Town Council shall consider the following criteria as applicable to the UDO text or Zoning Map amendment. No single factor is controlling; instead, each shall be weighed in relation to the other standards within this list.

- A. Existing use and character of the property.
- B. Suitability as presently zoned.
- C. Consistency with the comprehensive plan.
- D. Suitability of the property for various uses; encouragement of most appropriate uses.
- E. Adverse impacts on neighboring lands.
- F. The trends of growth or change.
- G. Current and future requirements of the community for using land for various purposes as determined by population and economic studies and other studies.
- H. The transportation requirements of the community; the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services.
- I. The conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land and the conservation of properties and their values.
- J. Health, Safety, and Welfare. The amendatory ordinance shall bear a substantial relationship to the public health, safety or general welfare, or protect and preserve historical and cultural places and areas. The UDO amendment may be justified if a substantial public need or purpose exists, regardless of whether the Applicant also benefits.
- K. Public Policy. Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or



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sustainable environmental features, which are consistent with neighborhood, area, or specific plans.

- L. Other Factors. The Reviewing Body may consider any other factors relevant to a rezoning application under state law.
- M. The Reviewing Body shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed change on the public at large.

### 2.16.6 Effect of Approval

The approval of an amendment to the UDO text or Zoning Map does not authorize the use, occupancy, or development of property until the Applicant receives necessary Development Orders, such as subdivision, Site Plan and Zoning Permit approval.

### 2.16.7 Recording Procedures

When the amendment involves changes to the existing zoning district boundaries, the form of the amending ordinance shall contain a narrative description of the land to be reclassified or reference to an accompanying plat of such land showing the new zoning classifications and indicating their boundaries. The Zoning Administrator shall refer to the attested ordinance as a record of the current zoning status until such time as the zoning map may be changed.

### 2.16.8 Subsequent Applications

- ~~A. Withdrawal After Planning Commission Hearing. No rezoning application shall be received or filed with the Planning Commission if, during the previous six months, an application was received or filed and withdrawn after a full, fair, complete, and final hearing occurred on the rezoning before the Planning Commission. However, if the Applicant certifies with a sworn affidavit that the evidence is new, relevant, and substantial, and could not have been secured at the time set for the original hearing, the Planning Commission may hear and consider the application.~~
- ~~B. Denial of Rezoning. No application for rezoning shall be received or filed with the Planning Commission within one year after the Town Council has denied an application for rezoning of the same property.~~
- A. Upon denial of any application by a property owner for an amendment, no further application concerning any or all of the same property that is substantially the same as the application denied shall be made within one year from the date of such denial.
- B. An application for an amendment may be withdrawn at any time; provided, that if the request for withdrawal is made after publication of the notice of any public hearing, no application for substantially the same amendment on all or any part of the same property may be filed within six months of the withdrawal date.
- C. In no event shall there be any refund of fees in the case of withdrawal after publication of the notice of any public hearing.
- D. Whenever consideration of an amendment is deferred after notice of any public hearing has been first published, the applicant shall bear the additional advertising costs.

## 2.20 Special Use Permit

### 2.20.6 Subsequent Applications

~~An application for a SUP may be withdrawn at any time. If the application has been advertised in compliance with state law, an application requesting substantially the same use on all or part of the~~



## Zoning Text Amendment ZTA24-0002

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
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(540) 465-9197 ext. 127

~~same described land shall not be reconsidered within one year of withdrawal. No application for a SUP for any lot or parcel that requests the same use and same conditions shall be considered within one year of a final decision denying the application.~~

- A. Upon denial of any application by a property owner for a Special Use Permit, no further application concerning any or all of the same property that is substantially the same as the application denied shall be made within one year from the date of such denial.
- B. An application for a Special Use Permit may be withdrawn at any time; provided, that if the request for withdrawal is made after publication of the notice of any public hearing, no application for substantially the same Special Use Permit on all or any part of the same property may be filed within six months of the withdrawal date.
- C. In no event shall there be any refund of fees in the case of withdrawal after publication of the notice of any public hearing.
- D. Whenever consideration of a Special Use Permit is deferred after notice of any public hearing has been first published, the applicant shall bear the additional advertising costs.

**3.) To receive public comment for a Special Use Permit (SUP2024-0001) requested by Byron Brill, owner, for property identified as 385 East King Street, Tax Map # 025A4 A 057 for a Commercial property-related, mini- or self-storage Use within the Community Commercial District.**





## Public Hearing

**Meeting Date: November 14, 2023**

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To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Planning and Zoning Administrator

Re: Special Use Permit SUP2024-0001 – Borden's Self-storage

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**DESCRIPTION:** Consideration of a Special Use Permit (SUP2024-0001) requested by Byron Brill, owner, for property identified as 385 East King Street, Tax Map # 025A4 A 057 for a Commercial property-related, mini- or self-storage Use within the Community Commercial District.

### **Attachments:**

- SUP2024-0001 Borden's Self-storage, Staff Report



**Special Use Permit SUP2024-0001**  
**Borden Self-storage**

**STAFF REPORT**

TC Meeting Date: November 6, 2023

Agenda Title: Special Use Permit #SUP2024-0001, Borden Self-storage

Requested Action: Approval of Special Use Permit #SUP2024-0001, self-storage use within an existing structure.

**Summary**

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In conformance with Section 3.12.3 of the UDO, a self-storage use proposed within the Community Commercial District may be permitted as a special use. Mr. Byron Brill has requested the existing lumber and materials storage building be converted to accommodate commercial self-storage use.

**Background**

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A: Site Location: This proposed development is located at 385 East King Street. The site consists of a hardware retail and various storage buildings to the rear of the hardware building.

The subject structure is the large barn location directly behind the hardware building.

B: Surrounding Land Uses: This site is bordered by;

- Multi-Family Residential (single-family dwellings) to the North.
- Community Commercial (Subway) and BP/LI (Valley Milk) to the South.
- BP/LI lot (Rockingham Cooperative) to the East.
- Community Commercial (Presley Real Estate and Strasburg Emporium) to the West.

C: History of Uses and Current Use: The proposed structure has been most recently used to store lumber and materials related to the hardware retail use. Customers of the hardware retail can drive up to, and in the building to obtain purchased materials. Forklifts are used within the building to stack and sort materials.

Previously the space was utilized by the town for storage of town materials.





## Special Use Permit SUP2024-0001 Borden Self-storage

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### Staff Recommendation

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Staff recommends approval of Special Use Permit #SUP2024-0001, Borden Self-storage.

- The existing use closely resembles the proposed use regarding customer/vehicle access and storage of materials within the building.
- The UDO makes exception to parking requirements for existing commercial uses. 4.21.4 allows for the existing parking to be adequate for future uses, preventing additional spaces from being required.
- The additional use on the property will minimally increase the customer/vehicular traffic due to the nature of the self-storage use. The exterior of the building can provide parking and vehicular access within the building.

### Zoning Ordinance Analysis

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- 3.12.3 Community Commercial District, CC Use Matrix

Land Use	LBCS Code	CC
Commercial property-related, mini- or self-storage	2321	SUP

- 4.21.4 Off-street Parking and Loading, Non-Residential Uses

In commercial districts, commercial structures existing on Aug. 10, 2004, which contain, or may be changed at any future time to contain, any nonresidential use permitted in the commercial district, will not be required to have additional parking spaces above those provided on Aug. 10, 2004. This applies to the reconstruction of nonconforming commercial uses or structures. All new commercial construction on vacant land, or commercial uses begun where no commercial uses existed on Aug. 10, 2004, whether or not such property was previously zoned commercial shall provide the number of spaces required by other sections of this UDO.



**Special Use Permit SUP2024-0001**  
**Borden Self-storage**

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**Planning Commission Recommendation**

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The Planning Commission unanimously recommended approval of this application.

**Further Actions**

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If the Town Council approves of the Special Use Permit, the following actions moving forward must be completed prior to the commencement of work.

- Submission of a site plan in conformance with the General Design Plan.
- Site Plan approval with Planning Commission review.

**Attachments**

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Attachment A – Zoning map

Attachment B – GIS aerial images

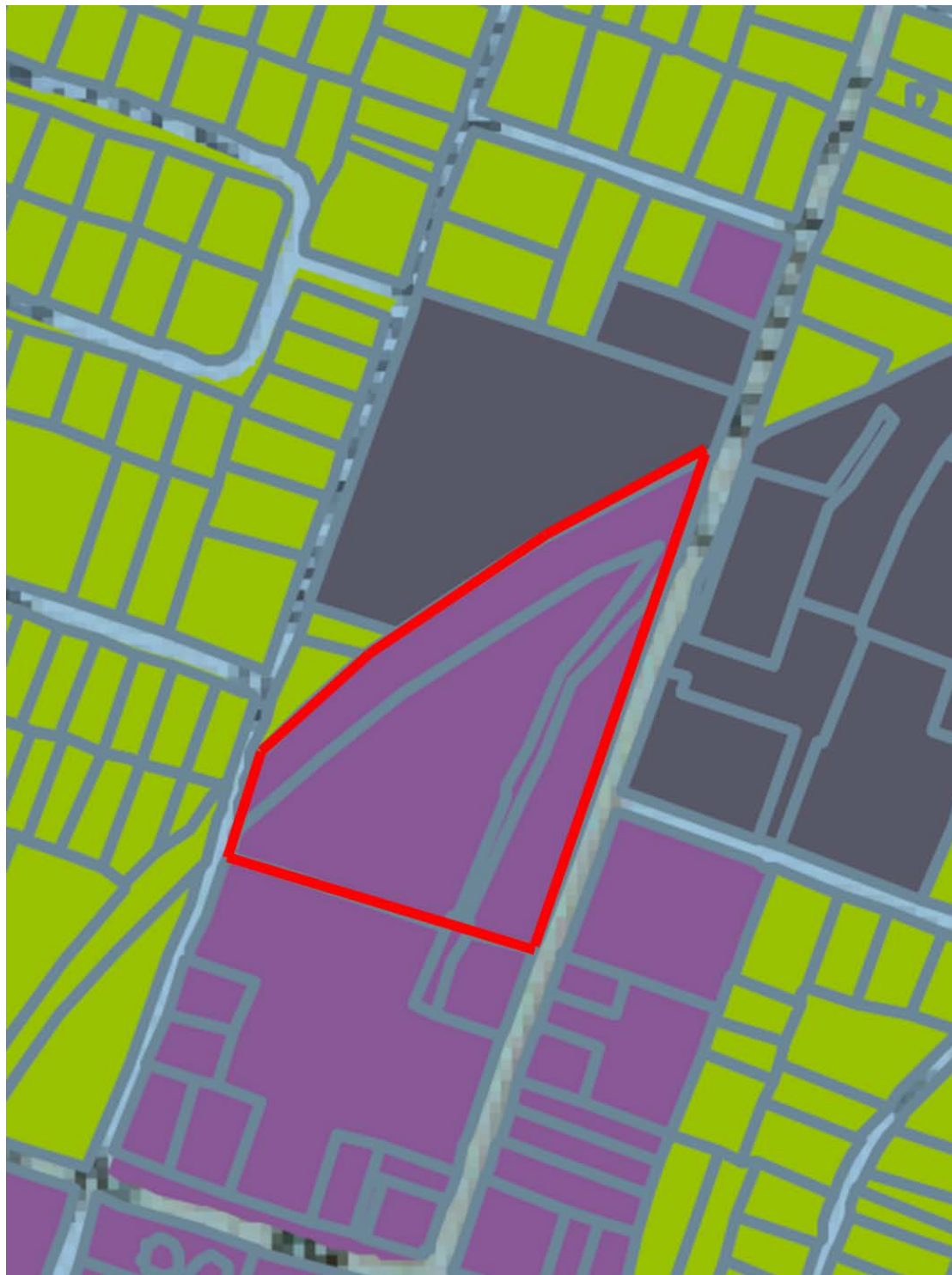
Attachment C – General Design Plan dated 9/5/2023



**Special Use Permit SUP2024-0001**  
**Borden Self-storage**

Planning & Zoning Administration  
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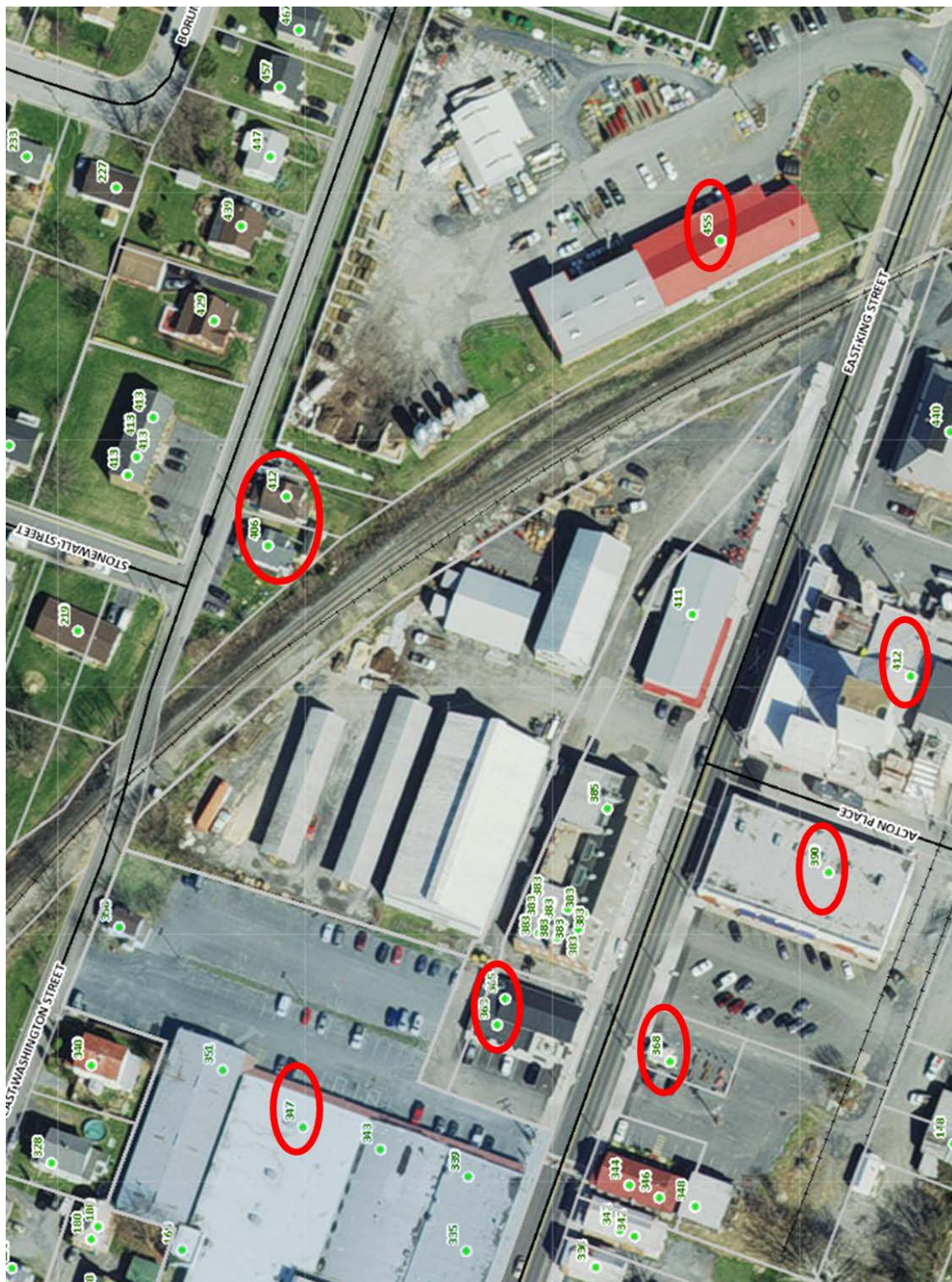
Attachment A – Zoning map



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



## Attachment B – GIS aerial image, ADJACENT PROPERTIES





Attachment B – GIS aerial image, STRUCTURE AND PARKING



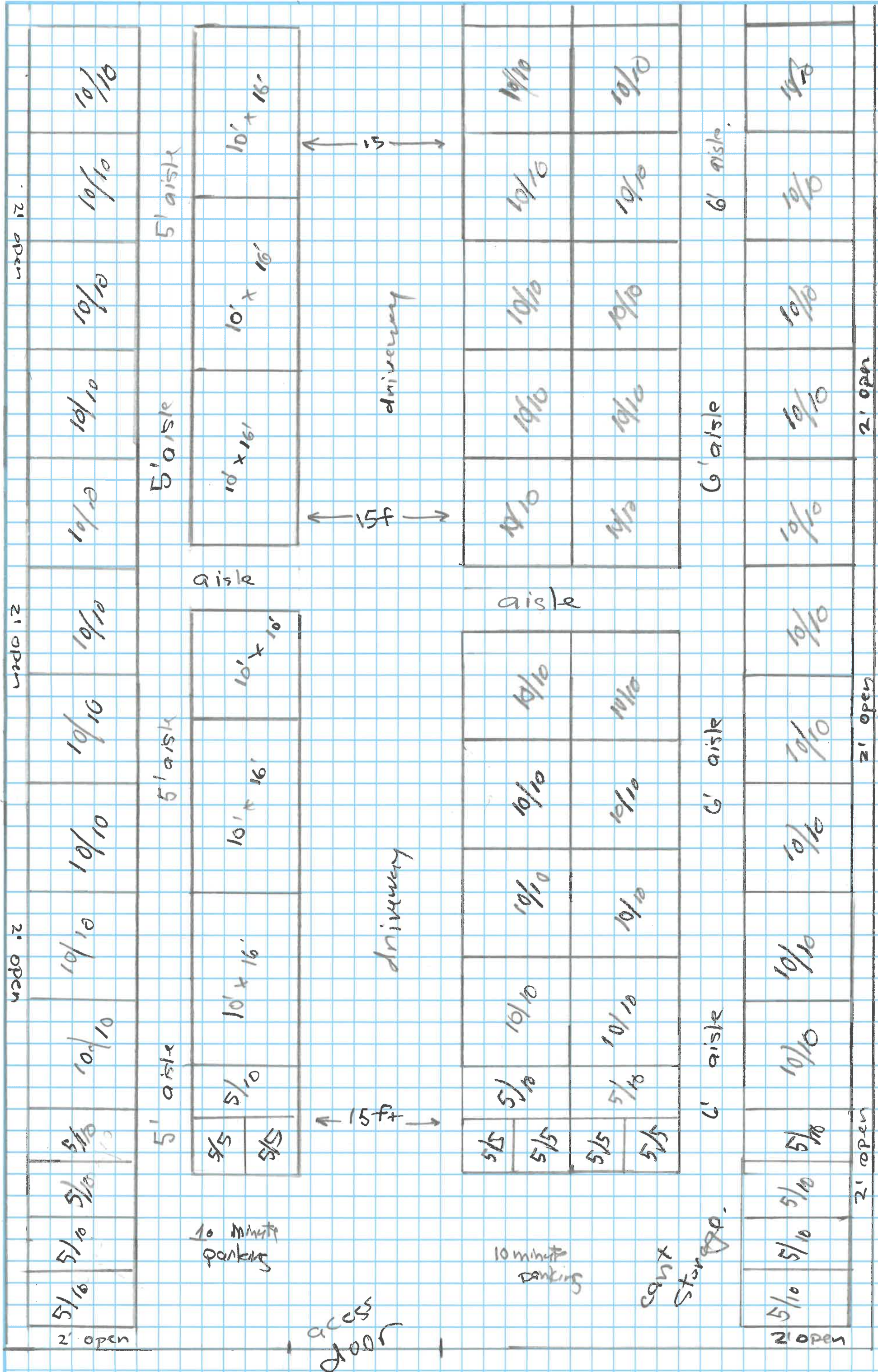


**Special Use Permit SUP2024-0001**  
**Borden Self-storage**

Planning & Zoning Administration  
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**Attachment C – General Design Plan dated 9/5/2023**







[illegible]

- Dimensions 80 ft x 150 ft 12,000 sq. feet
- All parking to be within the facility
- Units can be accessed with a center driveway and side aisles
- Storage units are single moveable units
- The 10x10 units on the perimeter can be individually climate controlled
- In summary the entire building might be used for storage units
- The final layout may change due to customer needs

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# **INTRODUCTION and RECOGNITION of VISITORS AND GUESTS**



# MAYOR'S COMMENTS



# **CITIZEN'S COMMENTS (Non-Agenda Items)**



# CONSENT AGENDA





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**Consent Agenda****Meeting Date: November 14, 2023**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: November 9, 2023  
Re: Consent Agenda Items

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**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 can be removed at the request of any council member. If removed, that item will be placed on the Regular Agenda for discussion and can be voted on separately.

**CONSENT AGENDA ITEM(s)/ACTION**

- Approval of the October 2, 2023, Work Session minutes, as presented. Approval of the October 10, 2023, Regular Council meeting minutes, as presented. (Attached)
- Approval of Strasburg Little League's request for permission to install an additional field at Town Park, as submitted.
- Approval of the \$1,500 for the Design Plan for Town Run Riparian Buffer Planting Project and submission of grant applications for the project.

**Attachments:**

- *October 2, 2023, Work Session Minutes*
- *October 10, 2023, Regular Meeting Minutes*

**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, OCTOBER 2, 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, Stover, and Woodson. **Absent:** Council Member Monahan.

**Call to Order –Mayor Brandy Boies**

**Response Celebration of Hope Walk: Council recessed and joined representatives from Response for a presentation in front of Town Hall.**

**Public Hearings (if needed):**

- To receive public comment on a Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.
- **Staff Report – (attachment)**

**P&Z Administrator Otis** said this is neighboring property to that which was approved recently. After Council went through the Comp. Plan Amendment and Rezoning, the owner realized this piece of property came with the sale. The size of the lot is too small to do much with so he is asking for a Comp. Plan Amendment so he can join it to the previously approved land.

The problems are the same as were identified with the previous approval. No comments were received except for those made during the Planning Commission meeting.

- **Public Hearing – Mayor Boies** said the public hearing is to receive public comment on a Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.

**The public hearing opened at 7:24 p.m.; with no speakers, it closed immediately at 7:25 p.m.**

- **Discussion**

**Council Member Carter** asked if this would impact the access road that was discussed in the previous discussion. **P&Z Administrator Otis** said the only impact would be the additional housing units that would create some additional traffic.

**Council Member Hooser** asked if this was the same property that a hotel was proposed for. **P&Z Administrator Otis** said this is the same property. The buyer was not aware he would be purchasing this portion of the property.

**Council Member Hooser** asked if it could stay commercial and if it did, would they have to come through the development. **P&Z Administrator Otis** said the way the gas easement goes through, the land would not allow for commercial development.

**Mayor Boies** said it has been confusing with this property. This Council denied the hotel proposal because the Council would not support putting the road through the neighborhood. **P&Z Administrator Otis** said that was correct because VDOT's opinion has been that the access to Fort Bowman Road will be closed eventually.

**Council Member Lowder** said concerns with the gas line were valid, but it does meet all the criteria for development.

**Vice Mayor McCornyn** said a decision has already been made about the other property and **P&Z Administrator Otis** said Council previously voted to rezone to allow for 29 townhomes.

**Consensus was to add this to the agenda for the next Council meeting.**

- To receive public comment on a Rezoning application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to rezone the subject property from the Highway Commercial District to the Multi-Family Residential District.

- **Staff Report – (attachment)**

**P&Z Administrator Otis** said this has been submitted as an amendment to the rezoning previously approved. The existing conditions would be amended to accept this. It adds another seven dwelling units. The monetary proffers remain the same.

A picture was shown of the gas line and then another slide showed the development. A diagram showed how they want to shift the road over which would make a better connection. There will still be a gate, but there will be a cul-de-sac. Staff is recommending adding some parking. There is also a green space that would be good for a dog walk park.

- **Public Hearing:** To receive public comment on a Rezoning application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to rezone the subject property from the Highway Commercial District to the Multi-Family Residential District.

**The Public Hearing opened at 7:37 p.m.**

**Mike Gross, 122 Signal Cottage Drive:** Said Council knows his position on the gate, turn-around, etc. He just had a question for Council tonight that deals with a series of conversations they have had in the neighborhood in regards to the future of the gate once the developer is gone and it falls to the residents and the HOA to maintain it even though there will be a key to the gate for emergency access. Residents were talking about amending the proffer statement before full approval. Where the statement talks about the gate, they were wondering if Council would consider “amending the proffers one small additional bit where it specifies the gate” additional options would be added that would be less costly and less maintenance and easier for the HOA to take care of. He said it could be a gate or hanging barriers or signage with all being VDOT approved traffic control options. Emergency access signs are all over and VDOT approved. **Mr. Gross** said this would solve all of the problems associated with a closed, locked, inaccessible path. This is just an idea he had, and he thinks the developers would be amenable with a less costly alternative.

**With no other speakers, the Public Hearing closed at 7:39 p.m.**

○ **Discussion**

**Mayor Boies** asked if what **Mr. Gross** is asking would be allowed. **Town Manager Coggsdale** said between now and next week, staff could follow up and see if the ideas would work. **P&Z Administrator Otis** said we would have to lean on VDOT to see what would be allowed.

**Council Member Kimmons** said he finds the gate to be perplexing in that VDOT and the town would require the HOA to maintain the gate. Why should they have to pay for this? He would like any alternative other than a gate.

**P&Z Administrator Otis** said this is an unusual situation. Gated communities are different; this is VDOT limiting access to Fort Bowman Road.

**Council Member Hooser** asked why VDOT is not paying for this since they are requiring it. **Council Member Kimmons** said they should pay for it and maintain it.

**Council Member Carter** asked if the new design will still connect with Fort Bowman Road and then to Route 11. This road will connect, and it will still allow for emergency vehicle access.

**Consensus was to place on the agenda for the next Council meeting.**

**Introduction and Recognition of Visitors and Guests:** **Tim Taylor, BOS,** was in attendance.

**Citizen Comments on non-agenda items:**

**Todd Gess, Mt. Zion Un. Methodist Church, Queen Street, Strasburg, VA:** Stated he was coming before Council regarding a letter sent to Town Council dated March 3, 2020. COVID stopped the discussion at that time, but there were additional emails in 2021. Property was exchanged, but the first issue is who owns the cemetery? **Town Attorney Miller** had said there was no evidence that the cemetery is owned by Mt. Zion. The reason he (Rev. Gess) initiated the letter was because of fallen limbs and other things that are falling onto Mt. Zion’s property and tearing up the guttering and tearing up the roof. There is now a vine coming down from one of the trees which is a hazard in the graveyard. He



talked to **Wyatt Pearson**, the former town manager, who rudely said that essentially it is not the town's responsibility. Every conversation he had with **Mr. Pearson** was rude.

**Rev. Gess** asked if the town is actively trying to figure out who owns the old graveyard. It has been going on for three years. This needs to be put on the agenda and addressed.

The second item regards the front of the property of Mt. Zion which was sold to Mt. Zion by **Dennis Morris**, a Board of Supervisor member in Shenandoah County. They are in the process of getting it surveyed, but based on information he has gotten from Autocad and by taking dimensions, what Mt. Zion was sold by **Mr. Morris** is a portion of the end of Queen Street. He said there is a map that shows that when the town sold the water tank property, there was supposed to be a new street called Princess Court.

He has many other items to discuss, but he sent an email which addressed these.

**Mayor Boies** said she appreciates **Rev. Gess** coming to the meeting, and they have the email he sent and town staff is working on the list. She worked closely with **Rev. Gess** when she first became mayor in trying to get answers on who owns the cemetery. She will go through old emails. She continued by saying they (Council) have been accused of selling property without public knowledge. She has gone through old minutes and other things and Council was very careful to make sure it was very open so this would not be an accusation to them. She went through the minutes and staff told Council they did not even need to have a public hearing on the sale, but Council said they wanted a public hearing as they did not want to be accused of doing this behind closed doors. She specifically made sure that did not happen and it is in the minutes, and she will share these.

**Rev. Gess** said when the property was sold, it was during COVID and there were no in-person meetings. The meeting that was held on February 1 to sell that property to **Dennis Morris** occurred with a notice of only eight days. He said that Council's guidelines require 14 days. **Mr. Pearson** asked why he wanted to buy the property and if they wanted to build more graveyards and added that was all we needed – more graveyards. He didn't even think we had a right to the property. It was the rudest conversation that he ever had with a public official. **Mayor Boies** said we now have different staff. **Rev. Gess** apologized for being so emotional but said if Council had heard the stories he has heard from his congregation, they would be emotional, too.

**James Nickens, Mt. Zion Church:** Stated his concern is for the property next to the church. There are Confederate soldiers and Civil War soldiers buried there. At one time a barbed wire fence surrounded it. Now the problem is that the trees are hanging over their church. The church has been a pillar of the community since it was moved to the town from Fishers Hill by his grandfather, uncles, and cousins. It would hurt him very badly if one of those trees fell on their sanctuary which is a historical church in the Valley. He spoke to Council about a year ago in regard to this situation. Please, don't trim them back, but take them out. They have no use. Vines are growing on them, and limbs are falling off. It would be devastating to the church family for the sanctuary to be destroyed.

### **Discussion Items/Updates:**

#### **1.) Civil War Marker – Banks Fort Road**

**Town Manager Coggsdale** said a request has been made to relocate the Civil War Marker on East Washington Street to land owned by the town on Banks Fort Road. It would be

across from the water tank. The story told on the marker goes with the area of Banks Fort Road. This request came from the Civil War Trail signs. The town would not have to move it; the Civil War Trails organization would find another organization that would sponsor the marker and they would pay for it.

**Council Member Carter** asked for clarification on the proposed location.

**Council Member Hooser** doesn't think anyone would ever see the sign where it is being proposed. Unless we invest money to build steps, no one will see it.

**Council Member Stover** said when Civil War Trails do something, they do it right. It will be a new sign and they will take care of the upkeep. People sponsor the area, and this is an extraordinary organization, and they have the funding to do it right. They are trying to figure out if it would be useful for them to move forward with this.

**Vice Mayor McCorn** said she has worked with the Civil War Trails. There are individuals who follow the Civil War Trails. They have robust marketing. This marker would be plugged into their network and mapped out. This is definitely off the beaten path with a beautiful view. She thinks we should think about all the factors before deciding.

**Town Manager Coggsdale** said no timeframe was given for moving forward on this. The current sign needs work. He thinks there are more questions to ask such as if it is for vehicular traffic and if so, where parking would be.

**Council Member Woodson** said if a new sign is being put in, they really don't need to take this sign away. He thinks it would be good to keep it there and build a new sign.

**Town Manager Coggsdale** said the verbiage would be on the sign on Banks Fort Road.

**Vice Mayor McCorn** said this sign was part of the historic walking tour. The group in charge of updating the walking tour decided the sign should go. A lot of the information on the trail sign is now on the new walking trail sign and the plan had been to remove the sign. She is not sure if they are aware of the topography of the site they are proposing.

**Mayor Boies** said this could be another way to get a pocket park in that area. If we have another organization that is willing to make it ADA accessible, it would be a closer step to a pocket park.

**Council Member Hooser** said putting a park there would make the person who owns the land feel like there are people in their front yard.

**Council Member Kimmons** said he likes the idea of moving it to this location. The one on Washington Street makes you question why it is there. He does have concerns with maintenance. The resident maintains the property now, but would they maintain the sign?

**Town Manager Coggsdale** said that would be part of the conversation.

**Supervisor Taylor** said the town pays a small amount each year to sponsor and then Civil War Trails will help with marketing. **Town Manager Coggsdale** said he will try to invite the representative to a meeting to provide more details.

## 2.) FY2025 Preliminary Budget Discussion

**Town Manager Coggsdale** said this is an opportunity for Town Council to provide staff their thoughts on important items that need consideration during the preparation of the FY2024-25 Draft Town Budget and FY2025-2029 Capital Improvement Plan (CIP). It is time for Council to start the dialogue on what their goals and objectives are.

**Council Member Lowder** said his children play Little League. Little League is concerned about lighting. He would like to look into putting lights up at the ball fields at the Town Park. It would make the fields look nicer and would reflect the fields at the school. **Council Member Kimmons** said the soccer fields need work, too. **Council Member Hooser** said the entire park needs lights.

**Mayor Boies** said **Council Member Kimmons** is the liaison for the Parks and Rec. She knows all would like to see improvements to the park. We need to start chipping away at the Master Park Plan. We approved bathrooms so wondered where we are on that.

**Council Member Stover** said the bathrooms were in the budget and when **Ms. Hilton** said the cost would be \$300,000, he about flipped. People talk about the pool. We already have the pool, and we need to keep it up. He said the season at the pool was bad and if we have another season like that, it will be worse.

**Council Member Kimmons** said the pool needs work. We have continually pushed things out in the park.

**Council Member Stover** said we must take care of what we have before we put in lights.

**Mayor Boies** asked if there is any momentum on the park's bathrooms. **Town Manager Coggsdale** said we need to sit down with Council and decide what they really want. Council has been left out of the discussion. Staff will come back with some options. We will be moving forward with something in this budget year. We can learn from others success. It is time for Council to have their thoughts.

**Mayor Boies** said a lot of staff time went into the Master Park Plan. Restrooms are a necessity. Could they be incorporated in the pool facility? We need to think outside the box. **Council Member Woodson** said you would be integrating many different park users.

**Town Manager Coggsdale** said he is looking for ideas for next year's budget. No bathrooms will be built before Council decides what they want.

**Council Member Hooser** said the first thing that is always cut is park improvements. We can't keep compromising. He hopes we can prioritize the park in this budget.

**Vice Mayor McCorn** asked about the infill/infiltration. **Town Manager Coggsdale** said an update will be given during this meeting.

**Council Member Carter** would like to have sidewalks from Oxbow into town. **Town Manager Coggsdale** said VDOT has some funding that we might be able to go through the process to get. We need to do this hand in hand with VDOT. There is not a lot of room for sidewalks. He said VDOT requires sidewalks to be put in when a piece of property is

developed. **Mayor Boies** said we have other areas that need sidewalks. We need to look at this so all people can get around town safely.

**Mayor Boies** said clean water and safety take most of our money.

**Council Member Carter** asked if we have asked for corporate sponsors to help with our parks. Most big companies have a day of service that could fix the volleyball court.

**Mayor Boies** said there are opportunities to build up our community, but she is not sure how this is done in government.

**Rev. Gess** said he is concerned about his congregation and community. This is an excellent opportunity to give fundraisers that are 50/50. Half of the funds would go to the church and the other half to the park.

**Council Member Woodson** said most town events are not run by the town, but the town has to pay for police, etc. He knows other places have the organization that is sponsoring the event pay for the staff needed. He thinks the town should have a grant writer on staff.

**Council Member Hooser** said all the trees up to Food Lion are dead. **Town Manager Coggsdale** said the property management company is concerned about the looks of that area. **Mayor Boies** thinks the intent with the wildflowers was good, but the outcome hasn't turned out quite as expected. She knows this was sold to Council because of staffing resources. She has had complaints about the grass at 115 West King Street, but we asked citizens not to mow so maybe the town didn't mow either.

**Town Manager Coggsdale** said we hope our revenue grows, but it usually doesn't keep up with requests. We have to make the tough decisions.

**Mayor Boies** said we will ask the staff to bring recommendations on what is needed to run the town efficiently. **Town Manager Coggsdale** said staff will do their work, and then a draft budget will come to them.

**Council Member Woodson** said it looks like the volleyball court will need to be moved.

**Town Manager Coggsdale** asked all to look at the Master Park Plan. We can then look at priorities. **Council Member Carter** asked if it would be **Brian McKee** who would be working on community engagement for sponsorships. **Town Manager Coggsdale** said we will work on this. Every little bit helps.

**Council Member Woodson** said he knows of someone who got some money, and they want to give to non-profits. He will talk to them to see if they are interested. **Town Manager Coggsdale** said sometimes you have to put your needs out there to see if someone can meet those needs.

More discussion was held about the volleyball court. **Council Member Stover** said you cannot play volleyball by yourself. He could see putting \$5,000 in a basketball court, but he doesn't want to put money in the volleyball court when there are other needs in the park.

**Town Manager Coggsdale** asked what the goals and objectives are as we approach the FY2025 budget cycle. We have to have a goal. **Mayor Boies** encouraged the liaisons to work with the other Council Members and staff to prioritize things.

**Council Member Kimmons** said he has mentioned this. He is still interested in getting rid of vehicle tax and transferring it to property tax. He is interested in knowing how much we would save by not sending out those bills. **Town Manager Coggsdale** said these are things he might be able to answer. Staff can research this to see if it is feasible as long as there is a consensus for staff to investigate. **Consensus was to investigate.**

**Council Member Carter** would like to see us getting all the business spaces filled on King Street. **Town Manager Coggsdale** said this is a topic that can be explored. Are there incentives that can be offered? **Council Member Carter** would love us to be a small shop community.

### **3.) Project Updates**

**115 W. King Street:** **Town Manager Coggsdale** said we have received comments back from the Shenandoah County Building Official's Office regarding the requirements for repurposing this facility into a new police station. The requirements will significantly impact the renovation budget. Staff will seek to have the project engineer (Dewberry) at the next work session to go through some cost estimates and processes, as well as some options.

**Queen Street Sewer Line Rehab Project:** **Town Manager Coggsdale** said this project seeks to repair and/or replace existing sewer lines to improve the Inflow/Infiltration issues that exist which lets groundwater into the system which is then treated by the WWTP. The town is working with USDA to complete a checklist of items. Once this is completed, they can provide the "green light" to proceed to bid. Staff will seek to have the project engineer (Thrasher) at the next work session to brief Council.

**Sandy Hook Waterline Replacement:** **Town Manager Coggsdale** said this project seeks to replace existing water lines in the Holliday Street area and out to the school campuses. The project engineer (Pennoni) indicates that the design is at the 90 percent mark. Staff will seek to have the project engineer at the next work session.

**UDO Rewrite:** **Town Manager Coggsdale** said the project is approximately 70 percent complete and work continues with the Berkley Group to address specific concerns from previous meetings with Council. The Berkley Group has inquired about the scheduling of the next joint meeting. Dates chosen were December 5, December 19, or December 18, all at 7 p.m.

#### **Committee of the Whole (listed Areas of Focus will be discussed):**

- Public Safety Committee
  - Speeding on Front Royal Road

**Vice Mayor McCorn** said **Asst. Town Manager Shipe** had emailed her a report about the speeding report on Front Royal Road. **Asst. Town Manager Shipe** said staff got a complaint about speeding on East King Street. It is a VDOT maintained road and they

enforce the speed limit allowed. If a Council letter comes to VDOT, they can do a study. Nothing says they will change the speed limit, but it is a start.

**Council Member Hooser** said no one obeys the speed limit there. If it is reduced to 25 mph, maybe people will go 35 mph.

**Town Manager Coggsdale** said it is only a request from Council.

**Vice Mayor McCornyn** asked about crosswalks. Could we put these further out? This would have to go to VDOT. She asked if this is part of the larger conversation that we want to be more pedestrian friendly, should we start with the letter or the letter and crosswalk.

**Asst. Town Manager Shipe** said the concern was about the cluster mailbox. The Post Office said they could put in a second cluster mailbox; or mailboxes could be installed on Eberly Street but keep the same address of Front Royal Road.

**Asst. Town Manager Shipe** said a letter could be sent and then a speed test would be done. **Town Manager Coggsdale** said the letter could include the request for a crosswalk. It was thought part of the study could be to find the best place for a crosswalk.

**Council Member Hooser** said when you turn out of Eberly Street, it is a blind turn. It has been suggested that a large mirror be installed to help with vision.

**Consensus was to send the letter.**

➤ Ordinance Committee

▪ Zoning Text Amendment – Short Term Rentals

**P&Z Administrator Otis** said that at the Planning Commission meeting, the Commission voted to recommend to Town Council to hold a public hearing for the text amendment to repeal the Short Term Rental Ordinance. He would need action taken by Council to advertise the text amendment.

**Council Member Carter moved to allow staff to advertise for Short Term Rentals text amendment; second by Council Member Hooser.**

**With no discussion, the motion passed unanimously.**

▪ Zoning Text Amendment – Schedule for Publishing Public Hearings

**P&Z Administrator Otis** said in dealing with the last SUP, it was realized that the UDO states action must be taken within 30 days of the advertisement which is impossible. He has revised this to follow the State Code: the Planning Commission would have to make a decision within 90 days; Council would have one year once it is a complete application.

**Vice Mayor McCornyn moved to advertise the text amendment for public hearing process for SUP; second by Council Member Hooser.**

Discussion: **Council Member Kimmons** asked if action is not taken within the 90 days and one year, is it deemed approve and it is.

**With no further discussion, the motion passed unanimously.**

- Council Public Hearing Process – State Code Changes

**Town Manager Coggsdale** said State Code made changes. Currently, Town Council holds Public Hearings at their monthly Work Session and then places the item on their monthly Regular Meeting for action. The Code of Virginia amendment requires that the action be intended to be taken at the meeting at which the public hearing is held.

Staff proposes the following process:

Work Session: Town Council will receive a preview/update on the applications that will be scheduled for public hearing at the Regular Meeting. This will give Council a chance to ask questions and be familiar with the application before the public hearing and intended action.

Regular Meeting: Town Council will conduct the required public hearing at this meeting and intend to take action that evening.

**Vice Mayor McCorn** said it would be nice if everything is good, the intention would be to take action on the same night.

**Mayor Boies** said there might be times that the public hearing provides some information that needs to be considered more. If this happens, a vote will not happen.

**Council Member Comments:**

**Vice Mayor McCorn** will be covering the Council meeting next week as **Mayor Boies** will be out-of-town. **Council Member Kimmons** will be out-of-town.

**Council Member Hooser** said there are a lot of children that do not have yards or have a yard that cannot be used, so having play areas is important.

**Mayor Boies** said to keep an eye on the Rails to Trails project. It could create a path from the park to Strasburg Junction.

Congratulations on the sell-out of the Grilled Cheese and Tomato Soup Festival. **Town Manager Coggsdale** said we are looking at ways to grow this festival without taking away from it.

**Mayor Boies** said it was brought up getting more businesses downtown. The festivals bring people downtown. If we continue to represent in a positive light, we will keep encouraging people to come to Strasburg.

**Council Member Lowder** asked for an update on the River Walk. **Town Manager Coggsdale** said he is scheduling a meeting with the working group so he can be informed of the project better. He will then provide an update to Council.

**Closed Meeting:**

**Adjournment:** Being no other business, the meeting adjourned at 9:31 p.m.

**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, OCTOBER 10, 2023 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**Call to Order:** Vice Mayor McCornyn called the meeting to order.

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

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

**Roll Call:**

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

**Public Hearings:** None

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

- Monthly Employee Update

New Employees	Department	Effective Date
<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
Andrew Gray	Public Safety	09/12/2023
<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
Stephen Mansfield	WWTP	5 years
Eric Ramey	Public Safety	10 years
Jason McKelvey	WWTP	15 years

\*\*\*David T. Richman (Public Works) passed away on September 15, 2023. Dave had 18 years of service with the Town of Strasburg.\*\*\*

**Vice Mayor's Comments:**

Vice Mayor McCornyn extended condolences to the family of Mr. Richman.

Vice Mayor McCornyn reiterated that October is Domestic Violence Awareness Month. Response had a walk during the Work Session to bring awareness to this. She thanked Response for all they do in our community. Also, October is Breast Cancer Awareness Month. It is a time to honor those who have been affected by this terrible disease. This is mainly a disease of women, but the



American Cancer Society estimates that more than 500 men will die of this type of cancer this year. Please, make sure proper screenings are done.  
In conclusion, **Captain Magdinec** was awarded the Officer of the Year award at the Valor Award Ceremony.

**Citizen Comments:**

**Christopher Lowe, 244 Pleasant View, Strasburg, VA:** Mr. Lowe referenced the Code for the Town of Strasburg, Article III in reference to Lost, Abandoned or Confiscated Personal Property. He read portions of the Code. He had property which was confiscated and disposed of. He came to the Police Department as he was under the assumption that his stuff would be here, and it is not; it has been disposed of.

**Vice Mayor McCornyn** advised him that staff is addressing this and will continue to do so.

**Consent Agenda:**

- 1) Minutes of the September 5, 2023 Work Session and Minutes of the September 12, 2023 Regular Council meeting.

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

**Old Business (Discussion and/or Action Items):**

- 1.) **Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC.**

*Description: Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.*

**Planning & Zoning Administrator Otis** said the only update he has is the comments made by VDOT. The comments will be discussed further during the rezoning.

**Council Member Lowder moved for approval of the Comprehensive Plan Amendment as requested by Landmark Atlantic Holdings, LLC; second by Council Member Hooser.**

**With no discussion, the motion passed with the following results:**

<b>Vice Mayor McCornyn</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Kimmons</b>	<b>Absent</b>
<b>Council Member Lowder</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>
<b>Council Member Woodson</b>	<b>Aye</b>
<b>Council Member Stover</b>	<b>Aye</b>

- 2.) **Rezoning Application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC.**

*Description: Rezoning application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to rezone the subject*

*property from the Highway Commercial District to the Multi-Family Residential District.*

**Planning and Zoning Otis** said he had a phone meeting with VDOT to speak about Fort Bowman Road. The design of Fort Bowman Road is a concern VDOT has. They clearly feel the intersection is not good. It is not well marked and close to both the 7-11 and I81. Typically, they have 500' between entrances.

Gravel was put in place to deter traffic and **Planning and Zoning Administrator Otis** said you can tell it is being used on a daily basis. VDOT does not support full access to Homewood Way from Fort Bowman Road. Only two options would be approved by VDOT: a cul-de-sac for a dead end or the gate that would be for safety purposes. The Knox Box (brand name for an emergency key box) is something that is used all over the country and can only be accessed by emergency responders. First Responders are used to these types of boxes and them being accessible. The maintenance would be minimal on the steel gate. VDOT will only approve with dead end or the emergency gate.

**Council Member Carter moved for approval for approval of the rezoning application (REZ24-0001) as requested by Landmark Atlantic Holdings, LLC; second by Council Member Lowder.**

Discussion:

**Vice Mayor McCorn** read a statement from **Council Member Kimmons**: "Since I am unable to attend our council meeting, I decided to submit a statement. I am opposed to the zoning/site plan just as I was opposed to the zoning/site plan approved by council last month. I could not, in good conscience, vote for approval of a zoning/site plan that includes a gate that restricts access to a secondary ingress/egress to a development. Our Town Council, for a number of years, has made it a priority that developments have a secondary ingress/egress. I, alone, voted against the previous zoning/site plan that included this gate. Ultimately, this gate has been approved per last month's 6-1 vote, so council is voting on an additional 7 town homes to this development. I am against this gate; this gate mandated by VDOT; this gate that nobody wants. If VDOT demands this gate, VDOT should pay for this gate, VDOT should maintain this gate. I am opposed to this gate and any plan that includes this VDOT-mandated gate."

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

<b>Council Member Stover</b>	<b>Aye</b>
<b>Council Member Woodson</b>	<b>Aye</b>
<b>Vice Mayor McCorn</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>
<b>Council Member Kimmons</b>	<b>Absent</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>

**New Business:**

**Reports:**

**Departmental Reports:**

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

**Special Committee Reports:**

**NSVRC: Council Member Kimmons** provided a written report: "The NSVRC did not meet last month. The commission will be meeting this month on Oct 19th at Belle Grove Plantation for our

annual dinner and monthly meeting.”

**Council Member Items:**

**Council Member Carter** thanked the Eagle Scout that worked on the sign along Route 11. It is much brighter and looks sturdier. He wanted to commend him for this and his dedication to scouting.

**Closed meeting:**

- **Council Member Hooser** 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 item pertains to property on Borden Mowery Drive and town owned property. **Council Member Lowder** offered the second to the motion. With no discussion, the motion passed unanimously, and Council entered into a Closed Meeting at 7:22 p.m.; reconvened at 7:43 p.m.

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

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

<b>Council Member Woodson</b>	<b>“I so certify”</b>
<b>Council Member Carter</b>	<b>“I so certify”</b>
<b>Council Member Hooser</b>	<b>“I so certify”</b>
<b>Council Member Kimmons</b>	<b>Absent</b>
<b>Council Member Lowder</b>	<b>“I so certify”</b>
<b>Council Member Monahan</b>	<b>“I so certify”</b>
<b>Council Member Stover</b>	<b>“I so certify”</b>
<b>Mayor Boies</b>	<b>Absent</b>
<b>Vice Mayor McCornyn</b>	<b>“I so certify”</b>

Being no other business, the meeting adjourned at 7:45 p.m.

# **OLD BUSINESS (DISCUSSION AND/OR ACTION)**



# NEW BUSINESS



# DEPARTMENT REPORTS



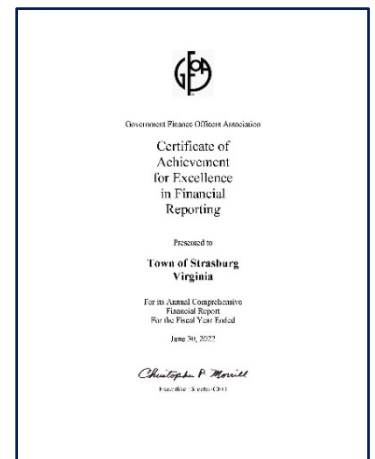


## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Finance Director, Angela Fletcher  
Date: 11/14/2023  
Re: Monthly Update to Council

### Finances and Auditing

- The Finance Department received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting (COA) for Fiscal Year 2022 on 10/18/23.
  - Here is a link to the NVD News Release:
    - [Strasburg recognized for excellence in financial reporting | Nvdaily | nvdaily.com](#)



### Due Dates and Anticipated Items

- There are **20** days until Tuesday, December 5th, 2023 (2nd Half Tax Due Date)
- 2nd Half Tax Billings were mailed November 8<sup>th</sup>, 2023.



### Customer Interaction and Information

- Continued work on the GFOA FY24 Budget Presentation Application
- Designing the FY23 Popular Annual Financial Report (PAFR)

### Career Development/Training

- Celebrated Office Clerk Dee Sherman's 17th Work Anniversary – 10/16
- Director of Finance Fletcher is enrolled in Debt Management for Public Finance Officers through the Radford University Continuing Education Program.
- Participated in an ICMA Leadership Webinar 10/19

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 10-GENERAL FUND</b>							
10-3300-2001 AUTO RENTAL TAX	\$6,000.00	\$6,000.00	\$0.00	\$1,787.98	\$0.00	(\$4,212.02)	30
10-3310-1000 REAL ESTATE TAXES	\$1,362,000.00	\$1,362,000.00	\$0.00	\$51,490.17	\$1,020.17	(\$1,310,509.83)	4
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$2,117.12	\$364.75	(\$17,882.88)	11
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$44,767.03	\$4,892.65	(\$560,232.97)	7
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$15,556.96	\$2,804.12	(\$19,443.04)	44
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	\$350,000.00	\$350,000.00	\$0.00	\$3,076.08	\$0.00	(\$346,923.92)	1
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	\$18,000.00	\$18,000.00	\$0.00	\$2,665.62	\$0.00	(\$15,334.38)	15
10-3310-5000 PENALTIES	\$42,500.00	\$42,500.00	\$0.00	\$29,976.82	\$4,099.79	(\$12,523.18)	71
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$641.71	\$161.29	(\$3,858.29)	14
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$29,993.86	\$2,586.90	(\$110,006.14)	21
10-3310-6100 COMMUNICATION TAXE	\$65,000.00	\$65,000.00	\$0.00	\$13,420.54	\$0.00	(\$51,579.46)	21
10-3310-6101 CIGARETTE TAXES	\$120,000.00	\$120,000.00	\$0.00	\$32,062.50	\$10,687.50	(\$87,937.50)	27
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$24,550.43	\$3,018.41	(\$140,449.57)	15
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$6,042.80	\$2,939.43	(\$23,957.20)	20
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	\$9,627.00	\$380.00	(\$21,373.00)	31
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$25,600.80	\$663.20	(\$139,399.20)	16
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$357,491.78	\$82,734.99	(\$617,508.22)	37
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$77,720.06	\$17,677.65	(\$132,279.94)	37
10-3330-2000 ROLLING STOCK	\$6,500.00	\$6,500.00	\$0.00	\$4,510.40	\$0.00	(\$1,989.60)	69
10-3330-2002 FIRE PROGRAM STATE G	\$0.00	\$0.00	\$0.00	\$31,891.00	\$0.00	\$31,891.00	0
10-3330-3000 SALES TAXES	\$505,000.00	\$505,000.00	\$0.00	\$156,603.14	\$0.00	(\$348,396.86)	31
10-3330-4000 LAW ENFORCEMENT STA	\$122,020.00	\$122,020.00	\$0.00	\$0.00	\$0.00	(\$122,020.00)	0
10-3330-5000 RIGHT-OF-WAY FEES	\$22,000.00	\$22,000.00	\$0.00	\$5,537.89	\$3,000.09	(\$16,462.11)	25
10-3330-6000 HIGHWAY MAINTENANC	\$867,956.00	\$867,956.00	\$0.00	\$219,492.55	\$0.00	(\$648,463.45)	25
10-3330-7000 GRANTS RECEIVED	\$200,000.00	\$200,000.00	\$0.00	\$1,290.48	\$0.00	(\$198,709.52)	1
10-3330-7023 VDOT REV SHARE - BOR	\$980,600.00	\$980,600.00	\$0.00	\$0.00	\$0.00	(\$980,600.00)	0
10-3330-7024 WAYFINDING SIGNAGE	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0
10-3330-7036 VISITOR CENTER REVEN	\$35,000.00	\$35,000.00	\$0.00	\$6,445.12	\$637.86	(\$28,554.88)	18
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$3,545.71	\$2,849.01	(\$13,454.29)	21
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$8,975.62	\$3,056.28	(\$16,024.38)	36
10-3350-3000 PETTY CASH	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
10-3350-4000 MISCELLANEOUS RECEI	\$35,000.00	\$35,000.00	\$0.00	\$13,492.85	\$6,734.37	(\$21,507.15)	39
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$18.27	(\$194.25)	\$18.27	0
10-3350-7000 INTEREST INCOME	\$30,000.00	\$30,000.00	\$0.00	\$24,338.20	\$0.00	(\$5,661.80)	81
10-3350-7026 VA COMMISSION FOR AR	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	(\$4,500.00)	0
10-3350-8700 PROCEEDS FROM BORR	\$2,390,000.00	\$2,390,000.00	\$0.00	\$0.00	\$0.00	(\$2,390,000.00)	0
10-3350-9060 TRANSFER FROM ARPA F	\$1,488,740.00	\$1,488,740.00	\$0.00	\$0.00	\$0.00	(\$1,488,740.00)	0
10-3350-9061 ARPA FUNDING - POLIC	\$114,642.00	\$114,642.00	\$0.00	\$0.00	\$0.00	(\$114,642.00)	0
10-4411-2000 MAYOR & TOWN COUNC	\$32,500.00	\$32,500.00	\$0.00	\$0.00	\$0.00	\$32,500.00	0
10-4411-3500 PLANNING COMMISSION	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00	0
10-4411-7000 SALARIES & WAGES- RE	\$352,353.00	\$352,353.00	\$0.00	\$120,418.09	\$26,809.67	\$231,934.91	34
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$15,640.31	\$1,184.50	\$10,712.69	59
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$154.21	\$0.00	\$1,845.79	8
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$9,752.21	\$1,991.47	\$22,028.79	31
10-4411-9002 VRS - ADMINISTRATION	\$49,218.00	\$49,218.00	\$0.00	\$6,062.45	\$0.00	\$43,155.55	12
10-4411-9003 HEALTH INSURANCE - E	\$31,636.00	\$31,636.00	\$0.00	\$3,548.60	\$0.00	\$28,087.40	11
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$290.70	\$64.60	\$549.30	35
10-4412-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$3,825.14	\$0.00	\$8,174.86	32
10-4412-1700 ADVERTISING	\$4,000.00	\$4,000.00	\$0.00	\$321.01	\$0.00	\$3,678.99	8
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$6,788.00	\$0.00	\$43,212.00	14
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$5,826.18	\$552.69	\$19,173.82	23
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$2,125.00	\$0.00	\$12,875.00	14
10-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$4,382.60	\$3,563.20	\$10,617.40	29
10-4412-2200 TELEPHONE	\$2,800.00	\$2,800.00	\$0.00	\$800.89	\$217.46	\$1,999.11	29



Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4412-2300 ELECTRICITY	\$4,500.00	\$4,500.00	\$0.00	\$1,631.19	\$571.18	\$2,868.81	36
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$43.88	\$13.72	\$956.12	4
10-4412-2600 GAS, GREASE, & OIL	\$500.00	\$500.00	\$0.00	\$45.78	\$0.00	\$454.22	9
10-4412-2800 MATERIALS & SUPPLIES	\$21,000.00	\$21,000.00	\$0.00	\$2,864.63	\$708.28	\$18,135.37	14
10-4412-2855 COMPUTERS & SOFTWA	\$3,000.00	\$3,000.00	\$0.00	\$101.07	\$0.00	\$2,898.93	3
10-4412-2900 MEMBERSHIP DUES	\$2,000.00	\$2,000.00	\$0.00	\$2,039.66	\$0.00	(\$39.66)	102
10-4412-3000 MISCELLANEOUS	\$5,500.00	\$5,500.00	\$0.00	\$1,959.20	\$216.75	\$3,540.80	36
10-4412-3100 STRASBURG LIBRARY D	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00	0
10-4412-3201 I/T SUPPORT	\$3,850.00	\$3,850.00	\$0.00	\$1,598.68	\$238.58	\$2,251.32	42
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$594.90	\$41.08	\$5,805.10	9
10-4412-3700 TRAVEL & TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$0.00	\$0.00	\$3,400.00	0
10-4412-3701 TRAVEL & TRAINING CO	\$3,500.00	\$3,500.00	\$0.00	\$1,717.24	\$691.19	\$1,782.76	49
10-4412-3710 CODIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4412-7500 STRASBURG MUSEUM D	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
10-4412-7700 PROJECTS	\$10,000.00	\$10,000.00	\$0.00	\$1,421.16	\$0.00	\$8,578.84	14
10-4412-7701 COUNTY TOURISM SUPP	\$32,000.00	\$32,000.00	\$0.00	\$9,294.09	\$6,051.96	\$22,705.91	29
10-4412-8000 RESCUE SQUAD DONATI	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
10-4412-8100 FIRE DEPT DONATION	\$35,000.00	\$35,000.00	\$0.00	\$5,051.51	\$1,746.19	\$29,948.49	14
10-4412-8121 FIRE PROGRAM-STATE	\$0.00	\$0.00	\$0.00	\$31,891.00	\$31,891.00	(\$31,891.00)	0
10-4412-8800 BUSINESS PARK - DEBT	\$164,700.00	\$164,700.00	\$0.00	\$123,375.01	\$0.00	\$41,324.99	75
10-4412-9000 CONTINGENCY EXPENSE	\$20,000.00	\$20,000.00	\$0.00	\$5,950.00	\$0.00	\$14,050.00	30
10-4413-0400 CAPITAL PROJECTS	\$3,370,000.00	\$3,440,000.00	\$73,551.73	\$109,229.62	\$0.00	\$3,257,218.65	3
10-4413-0401 CAPITAL PROJECTS - B	\$1,000,000.00	\$1,000,000.00	\$0.00	\$17,510.00	\$0.00	\$982,490.00	2
10-4413-1410 RESERVES	\$26,014.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$26,014.00	0
10-4421-7000 SALARIES & WAGES	\$156,412.00	\$156,412.00	\$0.00	\$31,383.72	\$11,036.32	\$125,028.28	20
10-4421-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$4,911.98	\$0.00	(\$4,911.98)	0
10-4421-9001 FICA	\$11,965.00	\$11,965.00	\$0.00	\$2,490.97	\$777.72	\$9,474.03	21
10-4421-9002 VRS - COMMUNITY INIT	\$22,414.00	\$22,414.00	\$0.00	\$1,156.58	\$0.00	\$21,257.42	5
10-4421-9003 HEALTH INSURANCE	\$20,080.00	\$20,080.00	\$0.00	\$936.16	\$0.00	\$19,143.84	5
10-4421-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$193.80	\$64.60	\$646.20	23
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$2,096.28	\$909.08	(\$96.28)	105
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$31.80	\$7.81	\$4,968.20	1
10-4422-2800 MATERIALS & SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$696.00	\$0.00	\$804.00	46
10-4422-2855 COMPUTERS & SOFTWA	\$11,000.00	\$11,000.00	\$375.21	\$375.21	\$375.21	\$10,249.58	3
10-4422-2900 MEMBERSHIP DUES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4422-3000 MISCELLANEOUS	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
10-4422-3201 I/T SUPPORT	\$700.00	\$700.00	\$0.00	\$371.06	\$70.17	\$328.94	53
10-4422-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$581.30	\$581.30	\$1,668.70	26
10-4422-3800 PLANNING DISTRICT CO	\$9,320.00	\$9,320.00	\$0.00	\$7,269.45	\$0.00	\$2,050.55	78
10-4422-3900 VIOLATIONS	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4423-1411 UDO - REWRITE	\$60,000.00	\$99,599.61	\$0.00	\$14,083.19	\$5,272.68	\$85,516.42	14
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$174,554.54	\$37,836.19	\$400,982.46	30
10-4431-7011 VDOT SALARIES & WAG	\$126,035.00	\$126,035.00	\$0.00	\$0.00	\$0.00	\$126,035.00	0
10-4431-8000 SALARIES & WAGES - P	\$91,128.00	\$91,128.00	\$0.00	\$20,050.62	\$3,052.00	\$71,077.38	22
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$6,515.45	\$1,567.56	\$19,384.55	25
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$14,265.62	\$2,998.88	\$45,766.38	24
10-4431-9002 VRS - PUBLIC WORKS -	\$96,603.00	\$96,603.00	\$0.00	\$14,931.16	\$0.00	\$81,671.84	15
10-4431-9003 HEALTH INSURANCE - E	\$68,000.00	\$68,000.00	\$0.00	\$11,223.34	\$0.00	\$56,776.66	17
10-4431-9005 EMP STIPEND	\$2,200.00	\$2,200.00	\$0.00	\$872.10	\$193.80	\$1,327.90	40
10-4432-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$4,371.60	\$0.00	\$7,628.40	36
10-4432-2000 CONTRACTUAL SERVICE	\$11,660.00	\$11,660.00	\$0.00	\$4,915.61	\$111.33	\$6,744.39	42
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$1,737.70	\$495.14	\$4,767.30	27
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$1,157.29	\$574.74	\$4,842.71	19
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$0.00	\$27,553.91	\$12,548.82	\$22,446.09	55
10-4432-2500 FUEL-HEAT	\$5,100.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0
10-4432-2600 GAS, GREASE, & OIL	\$11,517.00	\$11,517.00	\$0.00	\$4,074.64	\$605.18	\$7,442.36	35
10-4432-2700 TIRES & TUBES	\$2,100.00	\$2,100.00	\$0.00	\$0.00	\$0.00	\$2,100.00	0
10-4432-2800 MATERIALS & SUPPLIES	\$7,895.00	\$7,895.00	\$0.00	\$932.11	\$26.09	\$6,962.89	12

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4432-2850 PERMITS & DUES	\$735.00	\$735.00	\$0.00	\$0.00	\$0.00	\$735.00	0
10-4432-2855 COMPUTERS & SOFTWA	\$1,930.00	\$1,930.00	\$0.00	\$0.00	\$0.00	\$1,930.00	0
10-4432-3000 MISCELLANEOUS	\$1,800.00	\$1,800.00	\$0.00	\$29.90	\$0.00	\$1,770.10	2
10-4432-3201 I/T SUPPORT	\$5,000.00	\$5,000.00	\$0.00	\$2,297.97	\$405.58	\$2,702.03	46
10-4432-3300 BUILDING MAINTENANC	\$6,430.00	\$6,430.00	\$0.00	\$2,123.30	\$0.00	\$4,306.70	33
10-4432-3400 REPAIRS EQUIPMENT	\$22,033.00	\$24,244.12	\$838.16	\$4,244.46	\$1,052.18	\$19,161.50	18
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$0.00	\$1,386.30	\$3.31	\$48,613.70	3
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$2,189.60	\$22,470.77	\$264.91	\$689,557.63	3
10-4432-3700 TRAVEL & TRAINING	\$6,895.00	\$6,895.00	\$0.00	\$0.00	\$0.00	\$6,895.00	0
10-4432-3800 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$190.00	\$60.22	\$810.00	19
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$573.35	\$5.23	\$6,316.65	8
10-4432-4300 VEHICLE/EQUIPMENT PY	\$7,356.00	\$7,356.00	\$0.00	\$2,206.89	\$0.00	\$5,149.11	30
10-4432-4700 STORM WATER MANAGE	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0
10-4432-4800 EQUIPMENT	\$6,120.00	\$6,120.00	\$0.00	\$0.00	\$0.00	\$6,120.00	0
10-4432-4900 HORTICULTURE	\$27,000.00	\$27,000.00	\$0.00	\$1,361.58	\$455.60	\$25,638.42	5
10-4432-5100 PRINCIPAL ON VRA SER	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	100
10-4432-5110 INTEREST VRA SERIES	\$17,500.00	\$17,500.00	\$0.00	\$7,975.12	\$0.00	\$9,524.88	46
10-4433-0100 CAPITAL PROJECTS - V	\$188,740.00	\$256,613.38	\$0.00	\$0.00	\$0.00	\$256,613.38	0
10-4441-7000 SALARIES & WAGES - R	\$1,243,104.00	\$1,243,104.00	\$0.00	\$427,399.11	\$94,791.70	\$815,704.89	34
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$24,720.43	\$5,212.38	\$69,160.57	26
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$52,727.26	\$6,534.39	\$40,472.74	57
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$35,856.51	\$7,482.31	\$73,553.49	33
10-4441-9002 VRS - PUBLIC SAFETY	\$176,916.00	\$176,916.00	\$0.00	\$39,147.85	\$0.00	\$137,768.15	22
10-4441-9003 HEALTH INSURANCE -	\$178,000.00	\$178,000.00	\$0.00	\$30,028.38	\$0.00	\$147,971.62	17
10-4441-9005 EMPLOYEE STIPEND	\$1,200.00	\$1,200.00	\$0.00	\$290.70	\$64.60	\$909.30	24
10-4442-1600 INSURANCE PREMIUMS	\$60,000.00	\$60,000.00	\$0.00	\$18,032.85	\$0.00	\$41,967.15	30
10-4442-2000 CONTRACTUAL SERVICE	\$101,254.00	\$101,254.00	\$0.00	\$17,253.16	\$4,778.81	\$84,000.84	17
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$2,180.33	\$842.79	\$8,819.67	20
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$895.90	\$316.01	\$3,104.10	22
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$112.50	\$37.50	\$3,887.50	3
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$17,610.77	\$5,916.07	\$14,389.23	55
10-4442-2700 TIRES	\$3,000.00	\$3,000.00	\$0.00	\$1,364.70	\$0.00	\$1,635.30	45
10-4442-2800 MATERIALS & SUPPLIES	\$9,000.00	\$9,000.00	\$0.00	\$3,582.72	\$433.59	\$5,417.28	40
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$0.00	\$1,661.08	\$0.00	\$13,338.92	11
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	(\$81.84)	\$0.00	\$4,581.84	-2
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$1,339.49	\$330.75	\$160.51	89
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$1,527.61	\$125.00	\$4,472.39	25
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$7,039.68	\$1,263.05	\$6,960.32	50
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$9,490.97	\$940.51	\$25,509.03	27
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$8,487.00	\$288.00	\$11,513.00	42
10-4442-3900 COMMUNITY POLICING	\$9,500.00	\$9,500.00	\$0.00	\$6,780.17	\$0.00	\$2,719.83	71
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$8,681.03	\$272.05	\$13,818.97	39
10-4442-4300 VEHICLE/EQUIPMENT PA	\$29,252.00	\$29,252.00	\$0.00	\$8,181.84	\$0.00	\$21,070.16	28
10-4442-4400 FIREARMS/RANGE	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
10-4443-0100 CAPITAL PROJECTS - V	\$114,642.00	\$114,642.00	\$13,487.45	\$122,179.86	\$0.00	(\$21,025.31)	107
10-4443-0101 CAPITAL PROJECTS - O	\$20,200.00	\$20,200.00	\$0.00	\$0.00	\$0.00	\$20,200.00	0
10-4461-7000 SALARIES & WAGES	\$73,211.00	\$73,211.00	\$0.00	\$17,796.21	\$0.00	\$55,414.79	24
10-4461-8000 SALARIES & WAGES - P	\$125,854.00	\$125,854.00	\$0.00	\$14,864.48	\$5,192.62	\$110,989.52	12
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$2,294.53	\$397.26	\$12,934.47	15
10-4461-9002 VRS - ER	\$10,491.00	\$10,491.00	\$0.00	\$1,175.46	\$0.00	\$9,315.54	11
10-4461-9003 HEALTH INSURANCE - E	\$7,638.00	\$7,638.00	\$0.00	\$324.79	\$0.00	\$7,313.21	4
10-4461-9005 EMPLOYEE STIPEND	\$450.00	\$450.00	\$0.00	\$64.60	\$0.00	\$385.40	14
10-4462-1700 ADVERTISING	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0
10-4462-2101 GRANT EXPENSE (50% G	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$9,000.00	\$0.00	100
10-4462-2400 PURCHASE FOR RESALE	\$14,500.00	\$14,500.00	\$0.00	\$4,436.89	\$1,234.00	\$10,063.11	31
10-4462-2800 MATERIALS & SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$10.73	\$0.00	\$989.27	1
10-4462-2855 COMPUTERS & SOFTWA	\$2,200.00	\$2,200.00	\$0.00	\$2,640.39	\$0.00	(\$440.39)	120
10-4462-2900 MEMBERSHIP DUES	\$1,000.00	\$1,000.00	\$0.00	\$470.00	\$0.00	\$530.00	47

Town of Strasburg

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10-4462-3000 MISCELLANEOUS	\$500.00	\$500.00	\$0.00	\$247.57	\$0.00	\$252.43	50
10-4462-3201 I/T SUPPORT	\$1,700.00	\$1,700.00	\$0.00	\$451.23	\$105.25	\$1,248.77	27
10-4462-3700 TRAVEL & TRAINING	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0
10-4462-7000 PROJECTS & PROGRAMS	\$34,000.00	\$53,300.00	\$0.00	\$2,702.25	\$0.00	\$50,597.75	5
10-4462-7200 TOURISM	\$40,800.00	\$40,800.00	\$0.00	\$0.00	\$0.00	\$40,800.00	0
10-4462-7250 VISITOR CENTER EXPEN	\$26,000.00	\$26,000.00	\$0.00	\$7,064.25	\$1,133.37	\$18,935.75	27
10-4463-0101 CAPITAL OUTLAY - OTH	\$0.00	\$15,000.00	\$0.00	\$308.75	\$0.00	\$14,691.25	2
10-5310-1000 POOL ADMISSION RECEI	\$35,000.00	\$35,000.00	\$0.00	\$14,563.18	\$0.00	(\$20,436.82)	42
10-5310-1500 SWIM LESSONS	\$3,000.00	\$3,000.00	\$0.00	\$2,639.00	\$0.00	(\$361.00)	88
10-5310-2000 CONCESSION RECEIPTS	\$20,000.00	\$20,000.00	\$0.00	\$9,701.22	\$297.07	(\$10,298.78)	49
10-5310-3000 RECREATIONAL RENTAL	\$18,000.00	\$18,000.00	\$0.00	\$1,581.39	\$250.00	(\$16,418.61)	9
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	\$218.48	\$0.00	(\$781.52)	22
10-5411-7000 SALARIES & WAGES - P	\$94,000.00	\$94,000.00	\$0.00	\$57,601.83	\$92.75	\$36,398.17	61
10-5411-9001 FICA - PARKS & RECRE	\$7,191.00	\$7,191.00	\$0.00	\$4,416.05	\$7.09	\$2,774.95	61
10-5412-1600 INSURANCE PREMIUMS	\$4,000.00	\$4,000.00	\$0.00	\$1,639.35	\$0.00	\$2,360.65	41
10-5412-1700 ADVERTISING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-5412-1900 CHEMICALS	\$9,000.00	\$9,000.00	\$0.00	\$2,599.15	(\$27.89)	\$6,400.85	29
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$720.00	\$0.00	\$5,280.00	12
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$3,415.58	\$155.31	\$6,084.42	36
10-5412-2400 PURCHASE FOR RESALE	\$15,000.00	\$15,000.00	\$0.00	\$9,606.36	\$0.00	\$5,393.64	64
10-5412-2800 MATERIALS & SUPPLIES	\$4,500.00	\$4,500.00	\$0.00	\$1,779.05	\$53.93	\$2,720.95	40
10-5412-2860 PARK MAINTENANCE	\$7,000.00	\$7,000.00	\$0.00	\$4,752.64	\$11.94	\$2,247.36	68
10-5412-2861 PARK IMPROVEMENTS	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0
10-5412-3000 MISCELLANEOUS	\$750.00	\$750.00	\$0.00	\$896.09	\$0.00	(\$146.09)	119
10-5412-3300 BUILDING MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$915.37	\$0.00	\$4,084.63	18
10-5412-3400 REPAIRS EQUIPMENT	\$5,000.00	\$5,000.00	\$0.00	\$2,200.00	\$0.00	\$2,800.00	44
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$6,000.00	\$10,398.24	(\$550.00)	\$26,701.76	24
10-5412-7000 RECREATIONAL PROGRA	\$3,000.00	\$3,000.00	\$0.00	\$626.73	\$0.00	\$2,373.27	21
10-5413-0300 CAPITAL OUTLAY REC	\$505,000.00	\$505,000.00	\$0.00	\$0.00	\$0.00	\$505,000.00	0
<b>Reporting Fund: 10-GENERAL FUND</b>							
FundRevTot	\$11,533,958.00	\$11,533,958.00	\$0.00	\$1,397,331.53	\$150,661.28	(\$10,136,626.47)	12
FundExpTot	\$11,533,958.00	\$11,747,942.11	\$96,442.15	\$1,936,755.47	\$304,340.31	\$9,714,744.49	17
<b>Reporting Fund: 20-WATER FUND</b>							
20-3350-7500 LEASE RECEIPTS	\$88,000.00	\$88,000.00	\$0.00	\$3,055.43	\$0.00	(\$84,944.57)	3
20-3360-1000 WATER REVENUE	\$2,430,000.00	\$2,430,000.00	\$0.00	\$759,209.66	\$179,198.28	(\$1,670,790.34)	31
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$30,416.07	\$9,397.35	(\$44,583.93)	41
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$208,273.93	\$9,000.00	\$55,273.93	136
20-3360-3100 WATER TAP FEES	\$35,000.00	\$35,000.00	\$0.00	\$5,028.16	\$0.00	(\$29,971.84)	14
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	\$10,170.99	\$302.73	(\$9,829.01)	51
20-3360-7000 WATER INTEREST INCOM	\$40,000.00	\$40,000.00	\$0.00	\$39,581.30	\$0.00	(\$418.70)	99
20-3360-9060 ARPA FUNDS TRANSFER	\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	(\$750,000.00)	0
20-4411-7000 SALARIES & WAGES - R	\$93,129.00	\$93,129.00	\$0.00	\$31,247.63	\$7,105.80	\$61,881.37	34
20-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
20-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$334.71	\$12.04	\$665.29	33
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$2,256.53	\$508.61	\$4,878.47	32
20-4411-9002 VRS - ADMINISTRATION	\$13,223.00	\$13,223.00	\$0.00	\$5,884.09	\$0.00	\$7,338.91	44
20-4411-9003 HEALTH INSURANCE ER	\$11,461.00	\$11,461.00	\$0.00	\$3,444.22	\$0.00	\$8,016.78	30
20-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$1,912.58	\$0.00	\$3,587.42	35
20-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$5,639.81	\$532.74	\$18,640.19	23
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$4,658.70	\$3,863.40	\$11,841.30	28
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$777.24	\$211.03	\$2,222.76	26
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$1,583.15	\$554.33	\$2,816.85	36
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$42.55	\$13.30	\$757.45	5
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$5,830.66	\$1,669.47	\$15,049.34	28
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$36.38	\$0.00	\$1,963.62	2

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$1,979.67	\$0.00	(\$1,354.67)	317
20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$1,454.08	\$102.30	\$1,045.92	58
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$1,551.79	\$231.56	\$1,948.21	44
20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$306.70	\$39.89	\$6,093.30	5
20-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0
20-4412-9000 CONTINGENCY EXPENSE	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
20-4412-9020 TRANSFER TO SEWER FU	\$281,989.00	\$281,989.00	\$0.00	\$0.00	\$0.00	\$281,989.00	0
20-4413-4411 TRANSFER TO WATER RE	\$49,692.00	\$49,692.00	\$0.00	\$0.00	\$0.00	\$49,692.00	0
20-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$4,417.41	\$1,211.08	\$4,716.59	48
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$337.97	\$92.64	\$361.03	48
20-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$578.29	\$0.00	\$730.71	44
20-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$468.09	\$0.00	\$647.91	42
20-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
20-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$185.53	\$35.08	(\$185.53)	0
20-4422-3700 TRAVEL & TRAINING	\$0.00	\$0.00	\$0.00	\$56.62	\$0.00	(\$56.62)	0
20-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$52,059.13	\$9,799.09	\$117,490.87	31
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$3,323.66	\$670.31	\$10,757.34	24
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$2,929.69	\$898.93	\$2,620.31	53
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$4,462.23	\$869.70	\$10,351.77	30
20-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$7,465.45	\$0.00	\$18,262.55	29
20-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$5,622.13	\$0.00	\$32,877.87	15
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	\$9,000.00	\$9,000.00	\$0.00	\$3,415.31	\$0.00	\$5,584.69	38
20-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$4,606.49	\$67.64	\$6,698.51	41
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$1,686.66	\$480.59	\$4,633.34	27
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$1,123.24	\$557.84	\$6,376.76	15
20-4432-2500 GAS FUEL	\$4,950.00	\$4,950.00	\$0.00	\$0.00	\$0.00	\$4,950.00	0
20-4432-2600 GAS, GREASE, & OIL	\$11,100.00	\$11,100.00	\$0.00	\$3,954.77	\$587.37	\$7,145.23	36
20-4432-2700 TIRES & TUBES	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4432-2800 MATERIAL & SUPPLIES	\$7,665.00	\$7,665.00	\$0.00	\$868.31	\$25.33	\$6,796.69	11
20-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$0.00	\$0.00	\$455.00	0
20-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
20-4432-3000 MISCELLANEOUS	\$1,740.00	\$1,740.00	\$0.00	\$0.00	\$0.00	\$1,740.00	0
20-4432-3201 I/T SUPPORT	\$4,200.00	\$4,200.00	\$0.00	\$2,230.39	\$393.65	\$1,969.61	53
20-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,060.85	\$0.00	\$4,174.15	33
20-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$813.50	\$4,119.07	\$1,021.14	\$18,598.50	18
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$0.00	\$0.00	\$6,650.00	0
20-4432-3800 MISS UTILITY	\$975.00	\$975.00	\$0.00	\$184.40	\$58.44	\$790.60	19
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$575.98	\$5.09	\$6,064.02	9
20-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$2,141.97	\$0.00	\$4,998.03	30
20-4432-4400 WATER METERS	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
20-4432-4500 WATER INFRASTRUCTUR	\$100,000.00	\$100,000.00	\$5,228.36	\$13,542.77	\$3,057.27	\$81,228.87	14
20-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$0.00	\$0.00	\$5,940.00	0
20-4432-5100 PRINCIPAL ON VRA SER	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	100
20-4432-5110 INTEREST VRA SERIES	\$35,000.00	\$35,000.00	\$0.00	\$15,950.23	\$0.00	\$19,049.77	46
20-4433-0100 VEHICLES	\$0.00	\$65,877.11	\$0.00	\$0.00	\$0.00	\$65,877.11	0
20-4433-0990 CIP PROJECTS	\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
20-4451-7000 SALARIES & WAGES - R	\$365,226.00	\$365,226.00	\$0.00	\$125,243.45	\$28,116.58	\$239,982.55	34
20-4451-8000 WAGES PART TIME	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$0.00	\$1,600.00	0
20-4451-9000 SALARIES & WAGES - O	\$15,000.00	\$15,000.00	\$0.00	\$2,048.11	\$348.79	\$12,951.89	14
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$9,107.89	\$2,039.82	\$20,102.11	31
20-4451-9002 VRS - WATER TREATMEN	\$49,082.00	\$49,082.00	\$0.00	\$10,262.65	\$0.00	\$38,819.35	21
20-4451-9003 HEALTH INSURANCE	\$50,552.00	\$50,552.00	\$0.00	\$7,537.50	\$0.00	\$43,014.50	15
20-4451-9005 EMPLOYEE STIPENED	\$1,660.00	\$1,660.00	\$0.00	\$872.10	\$193.80	\$787.90	53
20-4452-1600 INSURANCE PREMIUMS	\$22,500.00	\$22,500.00	\$0.00	\$8,469.98	\$0.00	\$14,030.02	38
20-4452-1900 WATER PLANT CHEMICA	\$125,000.00	\$125,000.00	\$0.00	\$43,227.31	\$9,897.55	\$81,772.69	35
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$0.00	\$9,244.19	\$917.23	\$31,740.81	23
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$551.59	\$0.00	\$2,648.41	17

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2300 ELECTRICITY	\$105,000.00	\$105,000.00	\$0.00	\$27,435.73	\$9,052.29	\$77,564.27	26
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$0.00	\$1,824.67	\$102.48	\$4,075.33	31
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$545.10	\$246.18	\$2,454.90	18
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$868.86	\$0.00	\$3,531.14	20
20-4452-2850 PERMIT FEES & DUES	\$12,725.00	\$12,725.00	\$0.00	\$9,078.00	\$0.00	\$3,647.00	71
20-4452-2855 COMPUTERS & SOFTWA	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0
20-4452-2900 LAB OPERATING	\$10,500.00	\$10,500.00	\$0.00	\$2,865.57	\$0.00	\$7,634.43	27
20-4452-3000 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$103.34	\$0.00	\$2,896.66	3
20-4452-3100 TESTING	\$10,915.00	\$10,915.00	\$0.00	\$2,349.68	\$313.90	\$8,565.32	22
20-4452-3201 I/T SUPPORT	\$8,500.00	\$8,500.00	\$0.00	\$2,316.51	\$421.02	\$6,183.49	27
20-4452-3300 BUILDING MAINTENANC	\$10,100.00	\$10,100.00	\$0.00	\$4,544.69	\$0.00	\$5,555.31	45
20-4452-3400 REPAIRS EQUIPMENT	\$50,000.00	\$50,000.00	\$3,751.00	\$8,199.03	\$184.09	\$38,049.97	16
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$975.00	\$900.00	\$12,225.00	7
20-4452-4000 UNIFORMS	\$5,400.00	\$5,400.00	\$0.00	\$1,168.98	\$0.00	\$4,231.02	22
20-4452-4700 EQUIPMENT	\$7,400.00	\$7,400.00	\$0.00	\$0.00	\$0.00	\$7,400.00	0
20-4452-4900 TANK MAINTENANCE	\$91,080.00	\$91,080.00	\$0.00	\$84,764.26	\$0.00	\$6,315.74	93
20-4452-5000 WTP LOAN-RURAL DEV	\$481,120.00	\$481,120.00	\$0.00	\$120,279.00	\$0.00	\$360,841.00	25
20-4453-0990 CIP PROJECTS	\$117,500.00	\$117,500.00	\$0.00	\$17,863.34	\$79.12	\$99,636.66	15
20-4461-9001 FICA	\$0.00	\$0.00	\$0.00	\$0.11	\$0.00	(\$0.11)	0
20-4461-9002 VRS	\$0.00	\$0.00	\$0.00	\$587.75	\$0.00	(\$587.75)	0
20-4461-9003 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$162.40	\$0.00	(\$162.40)	0
20-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$172.96	\$0.00	(\$172.96)	0
Reporting Fund: 20-WATER FUND							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$1,055,735.54	\$197,898.36	(\$2,536,264.46)	29
FundExpTot	\$3,592,000.00	\$3,660,023.18	\$9,792.86	\$770,028.17	\$87,488.51	\$2,880,202.15	21
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$872,531.46	\$194,325.15	(\$1,600,103.54)	35
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$6,850.00	\$0.00	(\$43,150.00)	14
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$206,853.13	\$9,000.00	\$53,853.13	135
30-3370-3100 SEWER TAP FEES	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	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	\$1,221.89	\$0.00	(\$1,278.11)	49
30-3370-7000 SEWER INTEREST INCO	\$40,000.00	\$40,000.00	\$0.00	\$38,931.73	\$0.00	(\$1,068.27)	97
30-3370-9020 TRANSFER FROM WATER	\$281,989.00	\$281,989.00	\$0.00	\$0.00	\$0.00	(\$281,989.00)	0
30-3370-9060 ARPA FUNDS TRANSFER	\$1,162,000.00	\$1,162,000.00	\$0.00	\$0.00	\$0.00	(\$1,162,000.00)	0
30-4411-7000 SALARIES & WAGES - R	\$93,129.00	\$93,129.00	\$0.00	\$30,970.01	\$6,902.64	\$62,158.99	33
30-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
30-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$310.63	\$0.00	\$689.37	31
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$2,393.74	\$528.06	\$4,741.26	34
30-4411-9002 VRS - ADMINISTRATION	\$13,366.00	\$13,366.00	\$0.00	\$5,884.09	\$0.00	\$7,481.91	44
30-4411-9003 HEALTH INSURANCE	\$11,461.00	\$11,461.00	\$0.00	\$3,444.22	\$0.00	\$8,016.78	30
30-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$1,912.58	\$0.00	\$3,587.42	35
30-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$5,807.36	\$532.74	\$18,472.64	24
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$4,658.70	\$3,863.40	\$11,841.30	28
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$609.69	\$211.03	\$2,390.31	20
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$1,583.15	\$554.33	\$2,816.85	36
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$42.55	\$13.30	\$757.45	5
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$5,830.62	\$1,669.46	\$15,049.38	28
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$36.38	\$0.00	\$1,963.62	2
30-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$1,979.67	\$0.00	(\$1,354.67)	317
30-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$1,453.15	\$102.30	\$1,046.85	58
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$1,551.79	\$231.56	\$1,948.21	44
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$0.00	\$306.70	\$39.89	\$6,103.30	5
30-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0
30-4412-9000 CONTINGENCY	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
30-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$4,417.41	\$1,211.08	\$4,716.59	48
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$337.97	\$92.64	\$361.03	48
30-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$578.29	\$0.00	\$730.71	44

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$468.09	\$0.00	\$647.91	42
30-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
30-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$185.53	\$35.08	(\$185.53)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$52,059.40	\$9,799.36	\$117,490.60	31
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$3,323.66	\$670.31	\$10,757.34	24
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$2,142.96	\$514.25	\$3,407.04	39
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$4,402.02	\$840.27	\$10,411.98	30
30-4431-9002 VRS - PUBLC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$7,465.45	\$0.00	\$18,262.55	29
30-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$5,622.13	\$0.00	\$32,877.87	15
30-4431-9005 EMPLOYEE STIPEND	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00	0
30-4432-1600 INSURANCE PREMIUMS	\$9,000.00	\$9,000.00	\$0.00	\$3,415.31	\$0.00	\$5,584.69	38
30-4432-1900 CHEMICALS	\$20,000.00	\$20,000.00	\$0.00	\$8,832.09	\$0.00	\$11,167.91	44
30-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$4,606.49	\$67.64	\$6,698.51	41
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$1,686.66	\$480.59	\$4,633.34	27
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$1,123.24	\$557.84	\$6,416.76	15
30-4432-2500 FUEL-HEAT	\$4,950.00	\$4,950.00	\$0.00	\$0.00	\$0.00	\$4,950.00	0
30-4432-2600 GAS,GREASE & OIL	\$11,170.00	\$11,170.00	\$0.00	\$3,954.77	\$587.37	\$7,215.23	35
30-4432-2700 TIRES & TUBES	\$2,038.00	\$2,038.00	\$0.00	\$0.00	\$0.00	\$2,038.00	0
30-4432-2800 MATERIALS & SUPPLIES	\$7,670.00	\$7,670.00	\$0.00	\$864.02	\$25.33	\$6,805.98	11
30-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$0.00	\$0.00	\$455.00	0
30-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
30-4432-3000 MISCELLANEOUS	\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	0
30-4432-3201 I/T SUPPORT	\$4,200.00	\$4,200.00	\$0.00	\$2,230.39	\$393.65	\$1,969.61	53
30-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,060.85	\$0.00	\$4,174.15	33
30-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$813.50	\$4,119.06	\$1,021.14	\$18,598.51	18
30-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$0.00	\$0.00	\$6,650.00	0
30-4432-3800 MISS UTILITY	\$980.00	\$980.00	\$0.00	\$184.40	\$58.44	\$795.60	19
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$595.97	\$5.09	\$6,044.03	9
30-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$2,141.97	\$0.00	\$4,998.03	30
30-4432-4500 INFRASTRUCTURE REPA	\$100,000.00	\$100,000.00	\$2,278.52	\$3,971.31	\$0.00	\$93,750.17	4
30-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$0.00	\$0.00	\$5,940.00	0
30-4432-5100 PRINCIPAL ON VRA SER	\$60,000.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	100
30-4432-5110 INTEREST VRA SERIES	\$35,000.00	\$35,000.00	\$0.00	\$15,950.23	\$0.00	\$19,049.77	46
30-4433-0100 VEHICLES	\$0.00	\$65,877.11	\$0.00	\$0.00	\$0.00	\$65,877.11	0
30-4433-0990 CIP PROJECTS	\$1,162,000.00	\$1,162,000.00	\$0.00	\$0.00	\$0.00	\$1,162,000.00	0
30-4451-7000 SALARIES & WAGES - R	\$386,165.00	\$386,165.00	\$0.00	\$125,151.60	\$28,703.73	\$261,013.40	32
30-4451-8000 WAGES - PARTTIME	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
30-4451-9000 SALARIES & WAGES - O	\$11,700.00	\$11,700.00	\$0.00	\$1,734.58	\$0.00	\$9,965.42	15
30-4451-9001 FICA - SEWER TREATME	\$29,658.00	\$29,658.00	\$0.00	\$8,829.81	\$2,000.53	\$20,828.19	30
30-4451-9002 VRS - SEWER TREATMEN	\$55,553.00	\$55,553.00	\$0.00	\$12,742.44	\$0.00	\$42,810.56	23
30-4451-9003 HEALTH INSURANCE	\$56,578.00	\$56,578.00	\$0.00	\$9,371.00	\$0.00	\$47,207.00	17
30-4451-9005 EMPLOYEE STIPEND	\$500.00	\$500.00	\$0.00	\$581.40	\$129.20	(\$81.40)	116
30-4452-1600 INSURANCE PREMIUMS	\$22,000.00	\$22,000.00	\$0.00	\$7,650.30	\$0.00	\$14,349.70	35
30-4452-1900 CHEMICALS	\$170,100.00	\$170,100.00	\$0.00	\$65,419.97	\$16,135.00	\$104,680.03	38
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$20,070.21	\$1,831.50	\$11,429.79	64
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$1,209.73	\$311.45	\$6,590.27	16
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$42,558.53	\$13,103.98	\$132,441.47	24
30-4452-2500 FUEL-HEAT	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
30-4452-2600 GAS,GREASE, & OIL	\$7,200.00	\$7,200.00	\$0.00	\$455.41	\$145.92	\$6,744.59	6
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$2,988.88	\$278.62	\$7,511.12	28
30-4452-2850 PERMIT FEE & DUES	\$10,200.00	\$10,200.00	\$0.00	\$10,225.00	\$0.00	(\$25.00)	100
30-4452-2855 COMPUTERS & SOFTWA	\$2,250.00	\$2,250.00	\$0.00	\$239.88	\$0.00	\$2,010.12	11
30-4452-2900 LAB OPERATING	\$43,100.00	\$43,100.00	\$0.00	\$10,268.55	\$3,899.69	\$32,831.45	24
30-4452-3000 MISCELLANEOUS	\$2,250.00	\$2,250.00	\$0.00	\$29.90	\$0.00	\$2,220.10	1
30-4452-3100 TESTING	\$6,400.00	\$6,400.00	\$0.00	\$0.00	\$0.00	\$6,400.00	0
30-4452-3201 I/T SUPPORT	\$5,500.00	\$5,500.00	\$0.00	\$2,597.40	\$491.19	\$2,902.60	47
30-4452-3300 BUILDINGS MAINTENAN	\$10,000.00	\$10,000.00	\$0.00	\$216.39	\$0.00	\$9,783.61	2
30-4452-3400 REPAIRS EQUIPMENT	\$105,100.00	\$105,100.00	\$0.00	\$5,730.64	\$3,925.59	\$99,369.36	5

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$0.00	\$9,646.85	\$0.00	\$7,353.15	57
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$571.78	\$0.00	\$4,168.22	12
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$398.30	\$219.29	\$5,581.70	7
30-4452-4800 EQUIPMENT	\$1,600.00	\$1,600.00	\$0.00	\$532.52	\$532.52	\$1,067.48	33
30-4452-5100 VRA LOAN/WWTP UPGR	\$655,715.00	\$655,715.00	\$0.00	\$327,680.67	\$0.00	\$328,034.33	50
30-4452-5500 SLUDGE REMOVAL	\$102,200.00	\$102,200.00	\$0.00	\$12,297.08	\$0.00	\$89,902.92	12
30-4452-5600 POLLUTION CREDITS	\$15,000.00	\$15,000.00	\$0.00	\$625.00	\$0.00	\$14,375.00	4
30-4453-0990 WWTP CIP PROJECTS	\$205,200.00	\$205,200.00	\$13,204.60	\$0.00	\$0.00	\$191,995.40	0
30-4461-9001 FICA ER EXPENSE	\$0.00	\$0.00	\$0.00	\$0.11	\$0.00	(\$0.11)	0
30-4461-9002 VRS ER EXPENSE	\$0.00	\$0.00	\$0.00	\$587.75	\$0.00	(\$587.75)	0
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$0.00	\$0.00	\$162.40	\$0.00	(\$162.40)	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$208.04	\$35.08	(\$208.04)	0
<b>Reporting Fund: 30-SEWER FUND</b>							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$1,126,388.21	\$203,325.15	(\$3,056,235.79)	27
FundExpTot	\$4,182,624.00	\$4,250,647.18	\$16,296.62	\$946,348.11	\$102,752.08	\$3,288,002.45	23
<b>Reporting Fund: 40-TRASH FUND</b>							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$172,063.25	\$43,108.85	(\$329,836.75)	34
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$27,241.31	\$8,908.95	\$76,758.69	26
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$125,609.48	\$41,606.62	\$272,290.52	32
<b>Reporting Fund: 40-TRASH FUND</b>							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$172,063.25	\$43,108.85	(\$329,836.75)	34
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$152,850.79	\$50,515.57	\$349,049.21	30
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$4,395.00	\$97,333.30	\$80,503.77	(\$101,728.30)	0
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
FundRevTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
FundExpTot	\$0.00	\$0.00	\$4,395.00	\$97,333.30	\$80,503.77	(\$101,728.30)	0
<b>Grand Totals:</b>							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$3,751,518.53	\$594,993.64	(\$16,058,963.47)	19
TotalExp	\$19,810,482.00	\$20,160,512.47	\$126,926.63	\$3,903,315.84	\$625,600.24	\$16,130,270.00	20



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Chief Wayne Sager  
Date: 11-9-2023  
Re: Monthly Update to Council

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The Strasburg Police Department answered **1476** calls for service in the month of **October** 2023.

### Adult Criminal Charges (12)

- 1 Murder in the First Degree (F)
- 1 Use of a Firearm in the Commission of a Felony (F)
- 1 Possession of a Stolen Firearm (F)
- 1 Possession of a Firearm by Convicted Felon (F)
- 2 Felon Carrying a Concealed Weapon (F, same defendant)
- 1 Carrying a Concealed Weapon (M)
- 4 Possession of a Controlled Drug (1 M, 3 F, 3 separate defendants)
- 1 DUI (M)

### Juvenile Criminal Charges (0)

### Traffic Violations (57)

- 1 Aggressive Driving
- 4 Speeding
- 2 Driving Suspended
- 3 Fail to Obey Highway Sign
- 1 No Rear Lights
- 15 Expired State Inspection
- 4 Expired State Registration
- 4 Vehicle Registration Violations
- 4 No Driver's License
- 2 No Operator's License in Possession
- 4 Failure to Wear Seatbelt
- 6 No Insurance
- 1 Counterfeit Inspection Sticker
- 1 Improper Exhaust





- 1 Improperly Secured License Plate
- 1 Possess Open Vehicle Title
- 1 Vehicle Title Violation
- 1 Drive with Handheld Device
- 1 Operate Motor Vehicle with Unapproved Equipment

Ordinance Violations in October (7)

Uses of Narcan in October (0)

Happenings:



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Amy Keller, Office & HR Manager  
Date: 11/09/2023  
Re: October Monthly Update to Council

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### **Monthly Employee Update: November 2023 (for October 2023)**

<b><u>New Employees</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
Madison Varley	Intern (All Departments)	10/30/2023

<b><u>Promotions/Transfers</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
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<b><u>Resignations/Terminations</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
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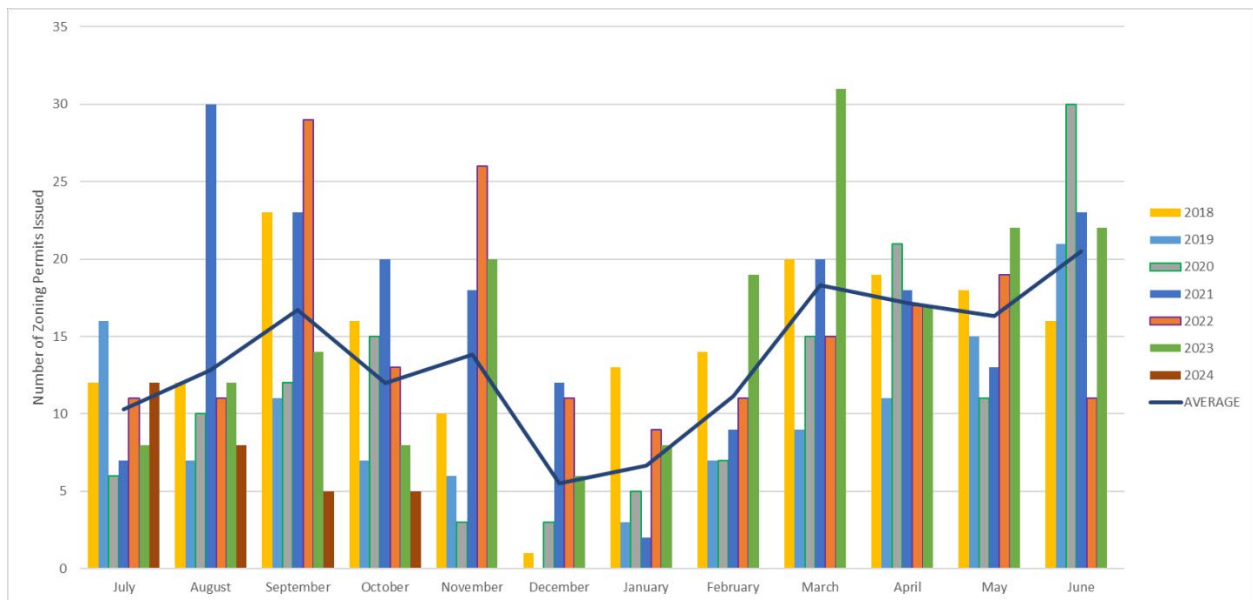
<b><u>Milestones</u></b>	<b><u>Department</u></b>	<b><u>Years/Date</u></b>
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## Memorandum

To: Mayor Boies and Strasburg Town Council  
 From: Brian Otis, Planning and Zoning Administrator  
 Date: November 14, 2023  
 Re: Monthly Update to Council (October)

### Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	August Average	% Change
2023 October	5	5	0.00%	8	-37.50%	12	-58.33%
		Comparison to last month		Comparison to last year		Comparison of Current month over the last 7 years.	



## **Boards and Commissions**

### Planning Commission

- The Planning Commission meeting for September 24, 2023 was held.
  - Zoning Text Amendment, ZTA2024-0001 – Short-term rentals, recommend approval.
  - Zoning Text Amendment, ZTA2024-0002 – Public Hearing process, recommended approval with minor revision.
  - Special Use Permit, SUP2024-0001 – Borden's Self-storage, recommended approval.

### Architectural Review Board

- Approval of Certificate of Appropriateness, 211 High St

### Board of Zoning Appeals – no meeting

## **Additional Items**

- Valley Health Medical Office Building received site plan approval.
- UDO rewrite
  - Finalize details/exhibits in the Technical Design Manual
  - Drafting the Administrative Procedures Manual



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Public Works Superintendent, Ray Heishman  
Date: 11/8/2023  
Re: Monthly Update to Council

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### Meter Service request

- 16 Add Reading.
- 8 Reactivate Account.
- 4 Turn off.
- 8 Turn on.
- Data Logged 11 water meters.

### Office Request

- Delivered 3 Notices.

### Meter Installation

- Installed 6 new meters (new homes)
- 22 Meter replacements

### AMI Water Meter Project

- The AMI gateways have been installed waiting now on setting up Electrician to run power to the gateways and Cellular service.

### Water and Sewer

- 5 sewer main backups.
- 6 Sewer Service backups.
- Working on painting fire hydrants.
- 2 Water main leaks.
- 1 Water Service leak.

### Streets

- Change Roadway Banner.
- Trim Trees in right-of-way.
- Removed Graffiti from Bridge and signs.
- Replacing No Parking Signs.
- Sweeping Streets.
- Mow and weed eat shoulders.
- 1 dead animal pickup



#### Horticulture

- Performed vegetation management.
- Worked in flowerbeds.

#### Inspections

- Performed 3 occupancy inspections.

#### Miss Utility Locates

- Performed 170 Miss Utility Locates.

#### Shelter Rentals

- Had 7 shelter rentals.

#### Police Department Support

#### Events

- Fall Large Item and Brush Cleanup



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Phil Gimple, Supt. Of WTP  
Date: 11/09/2023  
Re: October Monthly Update to Council

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### TREATMENT

- Water Treatment Plant produced 28.644 MG for the month of October.
- Operating at 37% capacity
- Average daily production .924 MGD

### BULK WATER SALES

- Staff filled 37 bulk water trucks for a total of 50,491 gallons.

### FORT HILL WATER TANK

- T-Mobile
  - Decommissioning work needs to be completed on an old panel left behind by Sprint/Shentel.
  - Dirt left over from the generator installation needs to be spread out and the ground leveled on tank site.
- Verizon
  - The brackets Verizon were waiting on were delivered by Utility Service on October 19th. Verizon still needs to install the brackets and pour a concrete pad.
- Utility Services (Tank Maintenance Company)
  - Waiting for the painted shrouds over the cables running up the side of the bowl of the tank to be installed.
- Core & Main (AMI)
  - Met with electrician to get quote for electric to be run to the gateway panel.





## **JUNCTION TANK**

- Core & Main (AMI)
  - Met with electrician to get quote for electric to be run to the gateway panel.

## **JUNCTION PUMP STATION**

- A new Junction Pump Station panel was installed on 10/11/2023 by Ortts Electric.
- All costs associated with the repairs are being covered by Buckley Cable since they were responsible for the damages.

## **HYPOCHLORITE FEED SYSTEM CIP PROJECT**

- All work associated with the CIP Project has been completed.
- The new system is operational and working as designed.

## **SCADA RADIO UPGRADE CIP PROJECT**

- All SCADA Radios have been installed and are working as designed.
- CIP Project was completed 10-19-2023

## **CLA-VAL FLOW CONTROLLER REPLACEMENT CIP**

- Obtaining quotes for project

## **SCADA SOFTWARE UPGRADE CIP**

- Project awarded to Inframark Automations(Instrulogic)
- Scheduling start date

## **DROUGHT**

- Drought Emergency was declared October 31, 2023.
- We will continue to monitor the drought conditions and make changes to operations and drought status as deemed necessary.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Superintendent of Wastewater, Gabe Ritenour  
Date: October 9, 2023  
Re: Monthly Update to Council

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### Utility Production Figures

- The wastewater plant treated 22.50 MG and ran at 36% capacity.

### Keaser Blower Replacement Project:

- The replacement blowers are in the process of being built.
- Meetings on money allocated for project and unforeseen costs.

### Industrial Discharge Survey:

- Was completed and sent to DEQ.

### Dairy Sampling Station Project:

- Met with the milk plant staff and Pennoni Thursday 5th of October.
- Conversation between Town Manager, Planning/zoning, and Wastewater staff are ongoing.
- Letter of recommendation is being drafted to Valley Milk.

### Pre-treatment permitting:

- Working with DEQ and other consultants on pretreatment permitting for Significant Industrial Users (SIU) permitting.
- Also looking into Sewer Use Ordinances for sewer use permitting and an alternative.

### DEQ permit Testing:

- Permit testing on the Effluent of the plant was completed and sent to DEQ.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Visitor Center Staff  
Date: 11/09/2023  
Re: October Monthly Update to Council

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### Visitor Center

- October 21 and 22 were busy nights at the Visitor Center. The Strasburg Heritage Association partnered with the Town of Strasburg to host the Strasburg Ghost Walking Tours. One hundred and sixty-eight people attended the event. The Strasburg High School FCCLA were tour guides and led people to various locations where storytellers were waiting to share stories of happenings of long ago.
- The Center hosted two museum tours during the month of October.
- The **Visitor Center** welcomed 1,361 visitors in October (averaging 44 per day). Visitors touring the museum totaled 250. Gross Sales for the month totaled \$15,950.34.
  - Visitors came from 26 other states and the District of Columbia. Eighty-one people visited from Virginia with 17 of these being from the Strasburg area.

# COMMITTEE REPORTS



# **COUNCIL MEMBER ITEMS**



# CLOSED MEETING



- Pursuant to Code of Virginia § § 2.2-3711(A)(1) for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. The subject of the closed meeting is to discuss potential promotions/reorganization.





# ADJOURNMENT

