

# Town of Strasburg

## Town Council Regular Meeting

Strasburg Town Hall  
174 E King St  
Strasburg, VA 22657

Tuesday, January 9, 2024  
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, January 9, 2024



# Town Council **PRELIMINARY** Agenda – Tuesday, January 9, 2024

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

**Call to Order** –Mayor Brandy Boies

**Pledge of Allegiance -  
Invocation –**

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

**Public Hearing (if needed):**

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

- Virginia Municipal Clerks Association Region III Clerk of the Year

**Mayor's Comments:**

**Citizen Comments:**

**Consent Agenda:**

- 1) Minutes of the December 4, 2023 Work Session
- 2) Minutes of the December 12, 2023 Regular Council meeting
- 3) Minutes of the December 19, 2023 Joint Planning Commission and Town Council meeting

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

- 1) **Acceptance of the Town's Annual Comprehensive Financial Report (Audit) for the Fiscal Year Ended June 30, 2023**

*Description: Request for a vote to "accept" the Financial Report as presented by Mr. James Kelley with Robinson, Farmer, and Cox at the January 2, 2024 Work Session.*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Staff Memo*

- 2) **Water Cutoff Policy**

*Description: Request to set a public hearing for Tuesday, February 13, 2024, for public comment on proposed change to Section 86-39 of the Town Code.*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Staff Memo, Draft Town Code Amendment; Section 86-39; Code of Virginia §15.2-2119*

- 3) **178-188 W. King Street Update**

*Description: Council allowed a 45-day extension for clean-up of 178-188 W. King Street. Starting date of the extension was December 4, 2023. Staff is seeking guidance on next steps if the work is not completed satisfactorily.*

*Staff Contact: Brian Otis, Director of Planning and Public Services*

**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, Section 2.2-3711 (A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

**Adjournment**

# PUBLIC HEARING(S)



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





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**Recognitions****Meeting Date: January 9, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: January 5, 2024  
Re: Virginia Municipal Clerks Association Region III Clerk of the Year

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Amy Keller, MMC serves as the Clerk for the Town of Town of Strasburg. At a recent meeting, Amy was recognized as the Region III Clerk of the Year. Amy is also serving as a 2023-2024 Region Director for the Virginia Municipal Clerks Association.

Congratulations to Amy for being recognized as the VMCA Region III, Clerk of the Year!

# MAYOR'S COMMENTS



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





# CONSENT AGENDA





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**Consent Agenda****Meeting Date: January 9, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: January 5, 2024  
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 December 4, 2023, Work Session minutes, as presented. Approval of the December 12, 2023, Regular Council meeting minutes, as presented. Approval of the December 19, 2023, Joint Work Session minutes, as presented. (Attached)

**Attachments:**

- *December 4, 2023, Work Session Minutes*
- *December 12, 2023, Regular Meeting Minutes*
- *December 19, 2023, Joint Work Session*

**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, DECEMBER 4, 2023 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**COUNCIL MEMBERS PRESENT:** Mayor Boies, Vice Mayor McCornyn, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, and Stover.

**Absent:** Council Members Carter and Woodson

**Call to Order –Mayor Brandy Boies**

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

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

**Kim Bishop, 728 Crystal Lane:** She is talking about something that is on the agenda, but what she is talking about is not on the agenda. **As a taxpayer**, she thinks there are better uses of our town employees and tax money than harassing people who are working on what they have been asked to do. She also does not like the idea that the town would take someone to court when they are actually working on something but not as fast as you would like them to when they actually don't have the money or the time to do so. The threats and the waste of time for nothing just seems like a waste and she feels taxpayers money is being thrown away on 178-188 West King Street. Having meetings on all of this is exhausting. She also wanted to say in conjunction with this, some of the comments and the concerns with that property when there was a tub of water in front of the property and people were saying that a child could drown in it, well, a child could drown in the Town Run; there is no safety things in the Town Run but we have toys in there that children could drown on. When she was before this Council, she brought pictures of a board with rusty nails that was in front of the Hi Neighbor building. It is still there with the nails. We just had a parade and little children could have bumped into this, been scraped, and gotten tetanus. She is tired of hearing about children's safety when nothing is done about this board when she has even given pictures of this. Before we start threatening to take the land away and selling it off and children are endangered, let's look at the town. We have a lot of issues to deal with that are really dangerous and this is not. It is not a nuisance. She thinks this taxpayers money is being misspent in many ways, but especially on this issue.

**Gioia Pharo, 143 S. Massanutten Street, Strasburg, VA:** There are a lot of issues in town. A week after talking to **Town Manager Coggsdale** about a building that needs to be blighted, a real estate agent fell through the second floor. This is the old Jalisco/Christina building. She asked about the Boyd building/property. This has rebar sticking up out of the cement which is dangerous. She has talked to people about this, and it has been like this for three or four years. She agrees that picking on one person is ridiculous. When she first moved here, Town Council didn't have to have people complain; they went around town, and they could make determinations on what was happening. When she came here 21 years ago, the town was flourishing and now there are lots of problems. The property beside her has weeds that are higher than her fence. Nobody has said anything to them about taking down the weeds. She thinks picking on one person is ridiculous when you can drive around town and see other problems.

As far as the quality of life in town is concerned, what about barking dogs. When she first moved here, they didn't have barking dogs all day long. You now have to call your

neighbor if the dog is a nuisance. In Shenandoah County, dogs are not supposed to be out all day long.

She spoke about the fire situation and people illegally burning. She had to call the non-emergency number because someone was burning tires in her neighborhood. She knows what a legal burn is and what is an illegal burn and she watched her neighbors do an illegal burn. When the fire department got there, they could see the smoke, but they couldn't do anything about it because of the laws; they can't go looking for where the smoke is coming from. If we are talking about safety, we need to talk to the citizens about what is legal to burn and what isn't. **David (Mr. Lassiter)** is not the issue; the issue is we are not looking at the bigger issues or the bigger picture of what is going on in this town.

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

#### **1.) Project Updates**

*Sandy Hook Water Line:* The engineering firm is working on packages for easements for property owners.

*Borden Mowery Drive Extension:* Work is being done on the Memorandum of Understanding with Columbia Gas for the gas line crossing.

*Queen Street Sewer Line:* USDA has authorized the town to advertise the project. The funding has been approved.

**Mayor Boies** said Council will have a discussion on 115 W. King Street at the next meeting.

#### **2.) Town Council 2024 Meeting Calendar**

**Town Manager Coggsdale** said the calendar is based on our regular schedule for the year which is based on the Town Council meeting being held on the second Tuesday of each month. Highlighted dates are changes from the regular dates of meetings with the changes being explained.

**This will be added to the consent agenda for the December 12<sup>th</sup> regular Town Council meeting.**

#### **3.) 178-188 W. King Street Update**

At their regular meeting on September 12, 2023, Town Council voted to extend the period for remediation of this property for 45 days with the 45 days beginning with a meeting of staff and the property owner.

**P&Z Administrator Otis** said two weeks ago an email was sent stating it had been 74 days since the appeal. **Mr. Fitzgerald**, the attorney for the property owner, asked to have a meeting with staff on December 4. **P&Z Administrator Otis** took pictures of before and after the appeal hearing; these pictures were shown. There has been some clearing to the rear of the storage building. To date, he has not stepped on the property, and he did not enter the property today either. Some of the areas have been cleaned up. Since we are not in a growing season, growth is not a concern. There is a skeleton of a greenhouse which has not been used for this in at least 2 to 2.5 years. It has been mentioned that they plan to

have this re-skinned in the next few months. Some cider blocks are being used for borders, but others are just stacked around the property.

The appeal hearing was held prior to the Yard Crawl, and **Mr. Lassiter** asked if they could set up for that and he was told he could, and items were not removed.

During the appeal hearing, it was requested of staff to walk the property with the owners to identify the problems. **P&Z Administrator Otis** said it is difficult for him to do this since he has never entered the property and things keep moving around. He met with **Mr. Lassiter** and said it is an arduous task to identify everything. He met with the attorney and **P&Z Administrator Otis** is worried that it is mainly cleaned because it is not growing season. **Mr. Fitzgerald** told him they are going to get a dumpster to take care of a lot of the items. If we see a vast improvement, we would then decide how to proceed with any other items. We now have 45 days from today to abate the situation. Technically, if it is not abated to the satisfaction of the town, we would file with the courts to process the case.

**Mayor Boies** asked if she is hearing that **P&Z Administrator Otis** still can't identify what the problems are. That seems like that was the issue before. **P&Z Administrator Otis** said the Code does not allow for outdoor storage unless it is on an approved site plan. Much of the storage needs to be in an approved dwelling. He doesn't know how to identify what is storage and what is not. There are a lot of things that he thinks are storage. They understand there is a lot that needs to be cleaned. He would like to get some traction and see where it is going. It is very challenging. In his experience, typically the jurisdiction would give the 30 days and then it goes to the judge. It would then be that he would go to the judge with the Code that needs to be enforced. **P&Z Administrator Otis** said he has clear grounds on what should be enforced as it is in the Code.

**Mayor Boies** asked if staff will just wait for the 45 days and then go back to them or how will this proceed. **P&Z Administrator Otis** said he typically checks on the site every two to three weeks to see where we are. His intent is to reach out after about 30 days.

**Council Member Stover** said he has a concern that the pictures were taken on August 28, and it was not the intention of Council to wait until December 4 for the meeting to take place.

**P&Z Administrator Otis** said he sent roughly eight emails to **Ms. Davis**, **Mr. Lassiter**, and **Mr. Fitzgerald**, and these were sent to the same emails he has received communications from them on. In October, he was walking down the street and saw **Mr. Lassiter** who went in his house, so he sent him a text message and was told that he had a personal circumstances and would not be able to get to this until the first week in November. After the first week of November, he sent another email and did not receive a response. After the November Council meeting, he informed **Mr. Lassiter** this topic would be coming back before Council at this Work Session, and he finally got a response.

**Mayor Boies** said we need to set a deadline for communication when deadlines such as this are set. This is a lesson learned.

**Council Member Stover** said when you look at the pictures, you still see the same things. For a severely handicapped person, the broken pot should be cleaned. He had a lot of sympathy when it first came up, but he does not have that same sympathy. If great improvement is not done in 45 days, he would like it to go to the court. When his great-

great-grandfather founded the town, this would not have been acceptable, and it still is not. If **P&Z Administrator Otis** were to come back and say they are making significant improvement, that would be good.

**Council Member Hooser** said it does not take 45 days to clear this. He doesn't care about the growth, but he does think the trash needs to be taken care of. If there are other nuisance properties, make complaints. The town does not go around looking for the properties.

**Mayor Boies** said **P&Z Administrator Otis** has a lot of things that are being looked into in this town so we are not just picking on them. She has sat with two different Councils who have been lenient on this. To take 82 days to meet with staff is disrespectful to our staff.

**P&Z Administrator Otis** said he has previously worked on cases where the county had to go in and remove people from the house for safety reasons. With this case, every item he points out is a discussion on why it is there and who put it there. He can't control the calls and complaints he receives on properties.

**Council Member Stover** said all of Council agreed it was a violation. Now that they have had almost 90 days, the 45 days need to start and the improvement needs to be significant or we will have to go through the courts.

**Council Member Hooser** said he has had complaints called on him and he had to abate the problem. He had an inoperable vehicle on his property, and he had to take care of it. He has people who keep calling the police on him, but he fixes the problem. He said he would come and help **David** clean the property.

**Mr. Lassiter** said it was interesting today that the two cinder blocks were not mentioned. The cinder blocks are marking plants that are in the ground. We are bringing up a lot of issues that are now splintering off into other things. He had an arson fire in his home. They watch his home. He has people who are watching him and doing things. People have grudges and they will complain.

**Mr. Lassiter** knows people and things come to him. He has had very disturbing things come to him. This all started with a tent in his backyard. These were homeless people. He knew the people and where they worked. Imagine his surprise when he found out these people were wanted all over the country. They were meth and fentanyl people. He offered them help and they left abruptly. People were watching when the tent was there. The tent was there for one day.

**Mayor Boies** said he needs to stay on topic. His 45 days start today. It doesn't matter what happened before tonight - in the 82 days when he could not communicate with our staff. That was Council's fault. Tell us what will happen in the next 45 days.

**Mr. Lassiter** said the yard has had considerable work done on it. The greenhouses will be worked on. We are going to try to get a dumpster on the church property. A handyman will help clean the yard. The yard is changing. As something is torn apart, they move the things. In 45 days, you will see a great improvement. **Mr. Lassiter** asked at the end of the 45 days what happens. He said the holidays are coming and he is busy. **Mayor Boies** said holidays happen and it doesn't matter. He has had since September 12 to work on this. Staff is very assessable. **P&Z Administrator Otis** will give an honest answer.

**Ms. Bishop** said we have 45 days, but she wants to say “directly to **Mr. Otis** that it is a flatout lie that the greenhouse has not been used for two and a half years.” She cleaned the yard and used the lawnmower, and it was put in the greenhouse, in the white door, and covered it so it didn’t get wet. They are working to get this taken care of. They are doing their best. All the blathering, she is tired of. The Code can be read in many different ways and it is not clear. The person who came to put new plastic on the greenhouse, read the complaint and read the Code and said the junk yard code doesn’t go with this because it is not a junk yard. Our Code is vague, and it was made this way because Council can then do what they want. Previous Councils have said they made it vague so they could do what they want to do, to whom they want to do. “Don’t tell me this isn’t harassment and don’t sit here and tell me that greenhouse has not been used for two and a half years because that is a bold-faced lie and I just want you all to know that. There are a lot of lies being said up here.” She doesn’t doubt that **P&Z Administrator Otis** is doing his job. There is wood under the tarp. **Former Town Managers Spitzer and Pearson**, and former **Zoning Administrator Pambid** said the tarp was acceptable. **Town Manager Coggsdale** signed off on the violations. Now, we have a new person and things are changing and it is not okay. “This is the problem with our Code. You guys need to fix our stupid Codes, not just the UDO, but the Codes because they are not clear, and this would not be happening if my Council hadn’t been stupid and not done it. I take responsibility, but again, there was an attack so... there is a lot of BS going on here so I don’t know how many of you, except for Dane, have actually talked to David about what is going on back there.” No one has talked to her and she could give some history to this. “But, the fact that the greenhouse hasn’t been used for two years is a lie, a flat-out lie, and I just want that to go into the record.”

**Mayor Boies** said the greenhouse is the least of Council’s worries.

**Ms. Pharo** said she has to laugh because if you stand on her deck, she is looking at that “same yard”. The guy who owns the building where the food truck is, the weeds growing are going across the property lines. She is not the type of person who complains on people. She sees things like this all over town. She does not think it is right for **Mr. Lassiter** to have to call **P&Z Administrator Otis** to see what needs to be taken away. She thinks he should have a formal list.

**Council Member Hooser** said if we get complaints, he knows **P&Z Administrator Otis** will take care of it.

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

**Council Member Monahan** said she and **Council Member Stover** met with **Director of Finance Fletcher** and **Town Manager Coggsdale**. It is the start of budget season. We have so many projects that are taking up a lot of staff time and we don’t know what type of funding we will need for these. She would like to not have a “wish list” for now until we get more of the projects done.

**Council Member Hooser** said the potential park on Loudoun Street is important to him. He feels some things might have to be looked into.

**Mayor Boies** asked about ARPA funding. **Town Manager Coggsdale** said we have to designate the funds by December 2024 and spent by December 2026. He hopes we will have a better idea of what we need to spend of the ARPA funds soon.

**Vice Mayor McCornyn** said **Chief Sager** has shared with her his list for the department. Should this be shared in a work session or with the liaison? **Mayor Boies** said this should be a discussion with the liaison and town manager. Budget topics can be added in January.

**Mayor Bois** asked about the bathroom discussion. **Town Manager Coggsdale** said they are looking at several options and will come back to Council on this.

**Mayor Boies** said she gets questions about what we are going to do with the river or with the reservoir at Signal Knob. She would like some facts and then what needs to be done.

**Town Manager Coggsdale** said we need to decide what the purpose is for a secondary water source. If it is for the drought, then the water all comes from the same place. He said he would like to have the WTP superintendent come in and have a dialogue with Council. There has been discussion on additional tanks and wells. Currently, we produce about 1 million gallons of water a day; the plant can produce 2 million. Some of these things will not solve the drought issue.

**Mayor Boies** said Council is going to want to know is if we have the capacity for development. **Town Manager Coggsdale** said we always ask what someone needs as far as capacity. He thinks having an FYI on water is a good idea. Education is key.

**Mayor Boies** said it would be good to squash incorrect information they hear and educate the community.

**Council Member Comments:**

**Council Member Hooser** asked if we post on our Facebook page what is going on at the meetings. **Town Manager Coggsdale** said we will try to make a post with a link for agendas to help with meetings.

**Council Member Stover** said he thinks we will get better turnout for the Planning Commission meeting in December because of the notice sent out about the public hearing rezoning. **P&Z Administrator Otis** explained that the Dunmore property, which is owned by Bernstein, is looking to rezone. It is currently medium density residential; they are looking to rezone to business park. It will require 100 feet of landscaping buffering. If it is a concern, it could be proffered for larger landscaping.

**Adjournment:** Being no other business, the work session adjourned at 8:11 p.m.



**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, DECEMBER 12, 2023 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**Call to Order:** Mayor Boies called the meeting to order.

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

**Invocation:** Council Member Stover offered the invocation.

**Roll Call:**

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

**Public Hearings:** None

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

**Mayor's Comments:**

Mayor Boies asked all to keep those on both our Council and in our community in our thoughts and prayers who are going through sickness, and also those struggling with things we might not see or know about.

Mayor Boies thanked all for a wonderful Boards & Commissions dinner. Katie Otis did a wonderful job on a painting of King Street from more than 100 years ago and the present.

Capt. Jay Magdinec and Teresa Shillingburg, Administrative Assistant for the Police Department, both graduated from the Shenandoah County Leadership Program. Mayor Boies said this is a great program and encouraged people to take part in the program.

Mayor Boies wished all Happy Holidays and said she looks forward to working with the Council in the new year.

**Consent Agenda:**

- 1) Minutes of the November 6, 2023 Work Session
- 2) Minutes of the November 14, 2023 Regular Council meeting
- 3) Town Council 2024 Meeting Calendar

Council Member Carter moved to approve the consent agenda; second by Vice Mayor McCornyn. The motion passed unanimously.

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

**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>).\*\*\*

Town Manager Coggsdale said Shenandoah County will be hosting a Brownfield Community Informational Session at Strasburg Town Hall on Wednesday, December 13 at 5:30 p.m. Shenandoah County applied for a grant, and this is a meeting for the general public to learn about

opportunities to redevelop land that might be considered a “brownfiled”.

**Town Attorney Helm** said there would be a need for a closed session in the near future but had nothing to report on at this meeting.

**Special Committee Reports:**

**NSVRC: In the absence of Council Member Kimmons, a written report was given to Council.** “The Commission met last month on November 16<sup>th</sup>. We received a report from the independent auditor on the previous fiscal year. The auditor reported the Commission was in sound financial position with no irregularities. We also received a highlight of a new resource the Commission will be able to offer, seamless regional GIS mapping with other data such as commuter bus routes and more. The Commission will not meet this month.”

**Council Member Items:**

**Council Member Hooser** asked if the board with the nails that was brought up at the last Work Session had been moved and **Town Manager Coggsdale** said it was moved that same evening.

**Closed meeting:** No need for a closed meeting.

**Being no other business, the meeting adjourned at 7:08 p.m.**

**MINUTES OF THE STRASBURG JOINT TOWN COUNCIL AND PLANNING COMMISSION MEETING HELD ON TUESDAY, DECEMBER 19, 2023 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**Call to Order:** Mayor Boies called the meeting to order for the Town Council.

**Roll Call:**

**ROLL Called for Town Council:** Mayor Boies, Vice Mayor Reynolds, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, Ricard, and Stover. Absent:

**ROLL Called for Planning Commission:** Vice Chairperson Dean, and Commissioners Foster, Rhodes, and Council Member Reynolds. Absent: Chairperson Poling and Commissioner Nicholson and Zeimet.

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

**P&Z Administrator Otis** introduced **Tori Haynes** and **Ben Tripp** from the Berkley Group. At the last meeting, some topics were discussed that needed more details such as tiny homes and industrial park uses.

It was decided the next joint meeting will be March 14 with a back-up date of March 25.

**Discussion Items/Updates:**

**Ms. Haynes** reviewed the agenda and presented the draft version of the report.

**Mr. Tripp** discussed some of the uses in the industrial park and the consolidation of uses. A chart was shown of the uses, and he encouraged consolidating more than the chart even showed. Recommended uses with permissions were shown. He said some uses were removed and others introduced.

It was suggested to maximize potential of the business park and to remove certain things that might not be the best usual use such as kennels, range shooting, self-storage, and motor vehicle repair shops. It was suggested to conduct a market study to see what is wanted. **Consensus was to remove the four listed and add retail sales, restaurant, microbrewery, mixed-use structure, multifamily.**

Recommendations for District Standards were shown. It was suggested to increase the height of the building and decrease the frontage to 50 ft. in M2. Other suggestions were shown.

**Council Member Hooser** suggested making it 50' for M1, too. **All were in agreement.**

Bufferyards were shown and the recommendations. Additional discussion took place on buffering and also the architectural features of buildings.

It was suggested to introduce more flexibility into the ordinance.

As there were concerns about the flexibility being discussed, **Ms. Haynes** said a model ordinance could be shown to Council that would incorporate the modifications. It would not be unlimited flexibility.

**Parcel Recommendations:**

Specific parcels in the industrial park were shown. Certain areas were shown to be light industrial, others heavy industrial, and another area designated as commercial.

*Accessory Dwelling Units and Tiny Homes:*

It was noted that HOA's must be considered by those wanting to have an accessory dwelling unit (ADU) or a tiny home. Those living in an area that has an HOA would still need to abide by their regulations.

A chart gave the size of an ADU in relation to the principal dwelling size. You must be able to meet the parking requirements and other requirements put forth by the town. A discussion took place on having the owner live on the premises or not. **P&Z Administrator Otis** discussed the difficulties of enforcing ADUs. It was thought ADUs should only have one water meter.

*Tiny Homes:*

A distinction was made between foundation attached vs. chassis mounted.

It was suggested already have an ordinance prepped in case someone comes in with the idea of a tiny house development. The ordinance should incorporate a definition for a tiny home.

*Short-term rental: Homeshares vs STRs:*

Limiting the number of nights a place could be rented out was discussed. It was thought it was better to limit the number of units rather than the number of nights.

STR recommendations were reviewed.

- Keep it in the historic district.
- Have standards for property maintenance.
- Require posting of reporting dirty premises to the town office.

**P&Z Administrator Otis** said this was a great meeting. He needed some direction on these topics. He will be sending out a questionnaire about these.

**Mayor Boies adjourned the Town Council Work Session at 9:32 p.m.**

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





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**Old Business****Meeting Date: January 9, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: January 5, 2024  
Re: FY2023 Annual Comprehensive Financial Report (Audit)

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**DESCRIPTION:** At the January 2, 2024, Town Council Work Session, James Kelly with Robinson, Farmer, Cox Associates delivered a presentation on the Annual Comprehensive Financial Report for FY2023.

This item is placed on the Regular Meeting agenda for any additional discussion and ultimately a motion to “accept” the FY2023 Audit.

**POTENTIAL ACTION**

- Action per discussion; at some point staff seeks Town Council to “accept” the FY2023 Annual Comprehensive Financial Report (Audit).

**Attachments:**

- *None – Audit is or has been provided separately.*



**Old Business**

**Meeting Date: January 9, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: January 5, 2024  
Re: Town Code Section 86-39 Amendment – Water Cut-offs

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**DESCRIPTION:** Staff presented Town Council with proposed amendments to Section 86-39 of the Town Code to address an inconsistency with the Code of Virginia language (§ 15.2-2119) regarding fees and charges for water and sewer services. This change would require the Town to modify its policy for water cut-offs to a 60-day period rather than the current 30-day period, as would be consistent with the Code of Virginia.

After discussion, staff requests that Town Council set a public hearing for Tuesday, February 13, 2024, for public comment on this proposed change.

**POTENTIAL ACTION**

- Town Council set a public hearing for Tuesday, February 13, 2024, at 7:00 p.m. for public comment and potential adoption of amendments to Section 86-39. Shutting off water for failure to pay bill.

**Attachments:**

- *Draft Town Code Amendment (Section 86-39)*
- *Code of Virginia §15.2-2119*



**Sec. 86-39. Shutting off water for failure to pay bill.**

Notification will be provided and the water will be shut off ~~on the fifth of the following month if the bill is not paid~~ in accordance with the Code of Virginia § 15.2-2119. Water service shall not be turned on until the bill, plus a fee established by the council to cover the cost of turning off and on, has been paid. The water shall not be turned on except during the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

(Code 1968, § 31-19; Ord. of 6-21-1977; Code 1983, § 18-28; Ord. of 9-14-2010, Exh. A)



## § 15.2-2119. Fees and charges for water and sewer services provided to a property owner

A. For water and sewer services provided by localities, fees and charges may be charged to and collected from (i) any person contracting for the same; (ii) the owner who is the occupant of the property or where a single meter serves multiple units; (iii) a lessee or tenant in accordance with § 15.2-2119.4 with such fees and charges applicable for water and sewer services (a) which directly or indirectly is or has been connected with the sewage disposal system and (b) from or on which sewage or industrial wastes originate or have originated and have directly or indirectly entered or will enter the sewage disposal system; or (iv) any user of a municipality's water or sewer system with respect to combined sanitary and storm water sewer systems where the user is a resident of the municipality and the purpose of any such fee or charge is related to the control of combined sewer overflow discharges from such systems. Such fees and charges shall be practicable and equitable and payable as directed by the respective locality operating or providing for the operation of the water or sewer system.

B. Such fees and charges, being in the nature of use or service charges, shall, as nearly as the governing body deems practicable and equitable, be uniform for the same type, class and amount of use or service of the sewage disposal system and may be based or computed either on the consumption of water on or in connection with the real estate, making due allowances for commercial use of water, or on the number and kind of water outlets on or in connection with the real estate or on the number and kind of plumbing or sewage fixtures or facilities on or in connection with the real estate or on the number or average number of persons residing or working on or otherwise connected or identified with the real estate or any other factors determining the type, class and amount of use or service of the sewage disposal system, or any combination of such factors, or on such other basis as the governing body may determine. Such fees and charges shall be due and payable at such time as the governing body may determine, and the governing body may require the same to be paid in advance for periods of not more than six months. The revenue derived from any or all of such fees and charges is hereby declared to be revenue of such sewage disposal system.

C. Water and sewer connection fees established by any locality shall be fair and reasonable. Such fees shall be reviewed by the locality periodically and shall be adjusted, if necessary, to assure that they continue to be fair and reasonable. Nothing herein shall affect existing contracts with bondholders that are in conflict with any of the foregoing provisions.

D. If the fees and charges charged for water service or the use and services of the sewage disposal system by or in connection with any real estate are not paid when due, a penalty and interest shall at that time be owed as provided for by general law, and the owner of such real estate shall, until such fees and charges are paid with such penalty and interest to the date of payment, cease to dispose of sewage or industrial waste originating from or on such real estate by discharge thereof directly or indirectly into the sewage disposal system. If such owner does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 30 days

thereafter, the locality or person supplying water or sewage disposal services for the use of such real estate shall notify such owner of the delinquency. If such owner does not pay the full amount of charges, penalty, and interest for water provided or cease such disposal within 60 days after the delinquent fees and charges charged for water or sewage disposal services are due, the locality or person supplying water or sewage disposal services for the use of such real estate may cease supplying water and sewage disposal services thereto unless the health officers certify that shutting off the water will endanger the health of the occupants of the premises or the health of others. At least 10 business days prior to ceasing the supply of water or sewage disposal services, the locality or person supplying such services shall provide the owner with written notice of such cessation.

E. Such fees and charges, and any penalty and interest thereon, shall constitute a lien against the property, ranking on a parity with liens for unpaid taxes.

A lien may be placed on the property when the owner has been advised in writing that a lien may be placed upon the property if the owner fails to pay any delinquent water and sewer charges. Such written notice shall be provided at least 30 days in advance of recordation of any lien with a copy of the bill for delinquent water and sewer charges to allow the property owner a reasonable opportunity to pay the amount of the outstanding balance and avoid the recordation of a lien against the property. The lien may be in the amount of (i) up to the number of months of delinquent water or sewer charges when the water or sewer is, or both are, provided to the property owner; (ii) any applicable penalties and interest on such delinquent charges; and (iii) reasonable attorney fees and other costs of collection not exceeding 20 percent of such delinquent charges. In no case shall a lien for less than \$25 be placed against the property.

F. Notwithstanding any provision of law to the contrary, any town with a population between 11,000 and 14,000, with the concurrence of the affected county, that provides and operates sewer services outside its boundaries may provide sewer services to industrial and commercial users outside its boundaries and collect such compensation therefor as may be contracted for between the town and such user. Such town shall not thereby be obligated to provide sewer services to any other users outside its boundaries.

G. The lien shall not bind or affect a subsequent bona fide purchaser of the real estate for valuable consideration without actual notice of the lien until the amount of such delinquent charges is entered in the official records of the office of the clerk of the circuit court in the jurisdiction in which the real estate is located. The clerk shall make and index the entries in the clerk's official records for a fee of \$5 per entry, to be paid by the locality and added to the amount of the lien.

H. The lien on any real estate may be discharged by the payment to the locality of the total lien amount and the interest which has accrued to the date of the payment. The locality shall deliver a fully executed lien release substantially in the form set forth in this subsection to the person making the payment. The locality shall provide the fully executed lien release to the person who made payment within 10 business days of such payment if the person who made such payment did not personally appear at the time of such payment. Upon presentation of such lien release, the clerk shall mark the lien satisfied. There shall be no separate clerk's fee for such lien release. For purposes of this section, a lien release of the water and sewer lien substantially in the form as follows shall be sufficient compliance with this section:

Prepared By and When

Recorded Return to:

Tax Parcel/GPIN Number:

CERTIFICATE OF RELEASE OF WATER AND SEWER SERVICE LIEN

Pursuant to Va.CodeAnnotated§15.2-2119 (H), this release is exempt from recordation fees.

Date Lien Recorded: Instrument Deed Book No.:

Grantee for Index Purposes:

Claim Asserted: Delinquent water and sewer service charges in the amount of \$.

Description of Property: [Insert name of property owner and tax map parcel/GPIN Number]

The above-mentioned lien is hereby released.

BY:

TITLE:

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF , to-wit:

Acknowledged, subscribed, and sworn to before me this day of  
by as of the [Insert Water/Sewer  
Provider Name] on behalf of [Insert Water/Sewer Provider Name].

Notary Public

My commission expires:

Notary Registration Number:

Code 1950, § 15-739.2; 1950, p. 1611; 1962, c. 623, § 15.1-321; 1991, c. 476; 1994, c. 932; 1997, cc. 12, 587; 1998, c. 223; 2001, c. 13; 2005, c. 912; 2011, cc. 529, 580; 2012, c. 766; 2016, cc. 415, 528; 2017, c. 736.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

# NEW BUSINESS



# DEPARTMENT REPORTS





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Finance Director, Angela Fletcher  
Date: 01/09/2024  
Re: Monthly Update to Council

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### Finances and Auditing

- James Kelly of Robinson, Farmer & Cox presented our FY23 audit presentation Tuesday, January 2<sup>nd</sup>
  - We received an **Unmodified Audit Opinion (Highest Level of Assurance Available)**
- Spiral bound copies of the audit and annual financial report are available for any interested council or staff members. Copies were also distributed via email.

### Due Dates and Anticipated Items/Customer Interaction and Information

- Staff have been busy with annual business license renewal applications; those are due March 1<sup>st</sup>.
- We have shifted our focus toward the FY25 budget preparations
- Staff is finalizing 2023 payroll tax reporting and will be issuing Employee W2's and Vendor Form 1099 - NECs prior to the IRS' Jan 31<sup>st</sup> deadline. If anyone has address changes, please get those to me as soon as possible.
- It is **147** days until Wednesday, June 5, 2024 (1<sup>st</sup> Half Tax Due Date)



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

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 10-GENERAL FUND</b>							
10-3300-2001 AUTO RENTAL TAX	\$6,000.00	\$6,000.00	\$0.00	\$2,620.31	\$0.00	(\$3,379.69)	44
10-3310-1000 REAL ESTATE TAXES	\$1,362,000.00	\$1,362,000.00	\$0.00	\$662,304.05	\$309,898.62	(\$699,695.95)	49
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$3,450.88	\$392.22	(\$16,549.12)	17
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$367,347.01	\$110,063.00	(\$237,652.99)	61
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$19,821.58	\$1,128.27	(\$15,178.42)	57
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	\$106,431.91	\$49,629.59	(\$243,568.09)	30
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	\$4,442.70	\$0.00	(\$13,557.30)	25
10-3310-5000 PENALTIES	\$42,500.00	\$42,500.00	\$0.00	\$38,739.41	\$4,697.04	(\$3,760.59)	91
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$994.60	\$134.69	(\$3,505.40)	22
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$51,996.49	\$3,551.00	(\$88,003.51)	37
10-3310-6100 COMMUNICATION TAXE	\$65,000.00	\$65,000.00	\$0.00	\$22,771.80	\$0.00	(\$42,228.20)	35
10-3310-6101 CIGARETTE TAXES	\$120,000.00	\$120,000.00	\$0.00	\$35,625.00	\$0.00	(\$84,375.00)	30
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$31,412.00	\$3,208.17	(\$133,588.00)	19
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$12,792.28	\$3,343.02	(\$17,207.72)	43
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	\$21,697.00	\$160.00	(\$9,303.00)	70
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$27,043.77	\$20.00	(\$137,956.23)	16
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$539,362.85	\$90,010.84	(\$435,637.15)	55
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$115,863.17	\$13,339.39	(\$94,136.83)	55
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	\$309,331.54	\$50,717.26	(\$195,668.46)	61
10-3330-4000 LAW ENFORCEMENT STA	\$122,020.00	\$122,020.00	\$0.00	\$32,085.00	\$0.00	(\$89,935.00)	26
10-3330-5000 RIGHT-OF-WAY FEES	\$22,000.00	\$22,000.00	\$0.00	\$5,702.29	\$85.36	(\$16,297.71)	26
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	\$12,458.83	\$294.90	(\$22,541.17)	36
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$19,193.95	\$19.12	\$2,193.95	113
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$14,620.75	\$2,642.17	(\$10,379.25)	58
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	\$24,340.42	\$8,643.14	(\$10,659.58)	70
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$5.29	\$169.80	\$5.29	0
10-3350-7000 INTEREST INCOME	\$30,000.00	\$30,000.00	\$0.00	\$39,918.02	\$0.00	\$9,918.02	133
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	\$15,958.34	\$15,958.34	\$16,541.66	49
10-4411-3500 PLANNING COMMISSION	\$4,200.00	\$4,200.00	\$0.00	\$2,100.00	\$2,100.00	\$2,100.00	50
10-4411-7000 SALARIES & WAGES- RE	\$352,353.00	\$352,353.00	\$0.00	\$174,214.61	\$26,916.46	\$178,138.39	49
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$18,223.56	\$1,224.00	\$8,129.44	69
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$511.48	\$265.23	\$1,488.52	26
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$15,426.86	\$3,686.93	\$16,354.14	49
10-4411-9002 VRS - ADMINISTRATION	\$49,218.00	\$49,218.00	\$0.00	\$8,254.41	\$0.00	\$40,963.59	17
10-4411-9003 HEALTH INSURANCE - E	\$31,636.00	\$31,636.00	\$0.00	\$12,088.12	\$0.00	\$19,547.88	38
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$419.90	\$64.60	\$420.10	50
10-4412-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$7,650.28	\$0.00	\$4,349.72	64
10-4412-1700 ADVERTISING	\$4,000.00	\$4,000.00	\$0.00	\$487.61	\$166.60	\$3,512.39	12
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$9,502.50	\$0.00	\$40,497.50	19
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$7,432.87	\$369.54	\$17,567.13	30
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$3,225.00	\$0.00	\$11,775.00	22
10-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$4,382.60	\$0.00	\$10,617.40	29
10-4412-2200 TELEPHONE	\$2,800.00	\$2,800.00	\$0.00	\$1,185.63	\$196.76	\$1,614.37	42

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	\$2,427.72	\$390.18	\$2,072.28	54
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$170.17	\$98.30	\$829.83	17
10-4412-2600 GAS, GREASE, & OIL	\$500.00	\$500.00	\$0.00	\$54.30	\$0.00	\$445.70	11
10-4412-2800 MATERIALS & SUPPLIES	\$21,000.00	\$21,000.00	\$0.00	\$7,341.05	\$68.13	\$13,658.95	35
10-4412-2855 COMPUTERS & SOFTWA	\$3,000.00	\$3,000.00	\$0.00	\$126.87	\$0.00	\$2,873.13	4
10-4412-2900 MEMBERSHIP DUES	\$2,000.00	\$2,000.00	\$0.00	\$2,224.66	\$0.00	(\$224.66)	111
10-4412-3000 MISCELLANEOUS	\$5,500.00	\$5,500.00	\$0.00	\$4,415.61	\$1,301.62	\$1,084.39	80
10-4412-3100 STRASBURG LIBRARY D	\$24,000.00	\$24,000.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	50
10-4412-3201 I/T SUPPORT	\$3,850.00	\$3,850.00	\$0.00	\$2,163.13	\$0.00	\$1,686.87	56
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$3,586.26	\$27.20	\$2,813.74	56
10-4412-3700 TRAVEL & TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$52.20	\$25.00	\$3,347.80	2
10-4412-3701 TRAVEL & TRAINING CO	\$3,500.00	\$3,500.00	\$0.00	\$1,934.96	\$0.00	\$1,565.04	55
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	\$7,500.00	\$0.00	\$7,500.00	50
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	\$15,058.17	\$1,548.87	\$16,941.83	47
10-4412-8000 RESCUE SQUAD DONATI	\$35,000.00	\$35,000.00	\$0.00	\$17,500.00	\$0.00	\$17,500.00	50
10-4412-8100 FIRE DEPT DONATION	\$35,000.00	\$35,000.00	\$0.00	\$22,556.34	\$1,339.64	\$12,443.66	64
10-4412-8121 FIRE PROGRAM-STATE	\$0.00	\$0.00	\$0.00	\$31,891.00	\$0.00	(\$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	\$13,251.15	\$166.15	\$6,748.85	66
10-4413-0400 CAPITAL PROJECTS	\$3,370,000.00	\$3,440,000.00	\$9,940.00	\$172,841.35	\$0.00	\$3,257,218.65	5
10-4413-0401 CAPITAL PROJECTS - B	\$1,000,000.00	\$1,000,000.00	\$0.00	\$20,948.00	\$3,438.00	\$979,052.00	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	\$53,456.36	\$11,036.32	\$102,955.64	34
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	\$4,086.63	\$817.94	\$7,878.37	34
10-4421-9002 VRS - COMMUNITY INIT	\$22,414.00	\$22,414.00	\$0.00	\$2,925.43	\$0.00	\$19,488.57	13
10-4421-9003 HEALTH INSURANCE	\$20,080.00	\$20,080.00	\$0.00	\$5,737.54	\$0.00	\$14,342.46	29
10-4421-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$323.00	\$64.60	\$517.00	38
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$3,027.76	\$459.20	(\$1,027.76)	151
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$45.14	\$5.67	\$4,954.86	1
10-4422-2800 MATERIALS & SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$710.00	\$14.00	\$790.00	47
10-4422-2855 COMPUTERS & SOFTWA	\$11,000.00	\$11,000.00	\$375.21	\$1,474.90	\$0.00	\$9,149.89	13
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	\$487.14	\$0.00	\$212.86	70
10-4422-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$892.90	\$311.60	\$1,357.10	40
10-4422-3800 PLANNING DISTRICT CO	\$9,320.00	\$9,320.00	\$0.00	\$8,240.24	\$970.79	\$1,079.76	88
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	\$24,646.94	\$6,648.75	\$74,952.67	25
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$250,621.65	\$38,380.27	\$324,915.35	44
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	\$24,961.74	\$2,417.85	\$66,166.26	27
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$8,988.67	\$875.44	\$16,911.33	35
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$20,826.03	\$3,613.31	\$39,205.97	35
10-4431-9002 VRS - PUBLIC WORKS -	\$96,603.00	\$96,603.00	\$0.00	\$22,028.46	\$0.00	\$74,574.54	23
10-4431-9003 HEALTH INSURANCE - E	\$68,000.00	\$68,000.00	\$0.00	\$27,070.27	\$0.00	\$40,929.73	40
10-4431-9005 EMP STIPEND	\$2,200.00	\$2,200.00	\$0.00	\$1,259.70	\$193.80	\$940.30	57
10-4432-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$8,743.20	\$0.00	\$3,256.80	73
10-4432-2000 CONTRACTUAL SERVICE	\$11,660.00	\$11,660.00	\$0.00	\$6,306.35	\$681.82	\$5,353.65	54
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$2,500.60	\$318.56	\$4,004.40	38
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$2,131.48	\$521.16	\$3,868.52	36
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$1,495.19	\$43,583.62	\$8,559.94	\$4,921.19	87
10-4432-2500 FUEL-HEAT	\$5,100.00	\$5,100.00	\$838.24	\$665.05	\$0.00	\$3,596.71	13
10-4432-2600 GAS, GREASE, & OIL	\$11,517.00	\$11,517.00	\$0.00	\$6,223.67	\$811.33	\$5,293.33	54
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	\$1,478.91	\$184.86	\$6,416.09	19



Town of Strasburg

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10-4432-2850 PERMITS & DUES	\$735.00	\$735.00	\$0.00	\$187.00	\$0.00	\$548.00	25
10-4432-2855 COMPUTERS & SOFTWA	\$1,930.00	\$1,930.00	\$0.00	\$42.22	\$0.00	\$1,887.78	2
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	\$3,046.13	\$0.00	\$1,953.87	61
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	\$0.00	\$6,168.14	\$482.89	\$18,075.98	25
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$0.00	\$1,718.88	\$270.89	\$48,281.12	3
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$0.00	\$27,769.37	\$2,438.06	\$686,448.63	4
10-4432-3700 TRAVEL & TRAINING	\$6,895.00	\$6,895.00	\$0.00	\$54.40	\$0.00	\$6,840.60	1
10-4432-3800 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$305.94	\$52.36	\$694.06	31
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$611.29	\$37.94	\$6,278.71	9
10-4432-4300 VEHICLE/EQUIPMENT PY	\$7,356.00	\$7,356.00	\$0.00	\$3,678.15	\$0.00	\$3,677.85	50
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	\$0.00	\$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	\$20,077.00	\$0.00	\$236,536.38	8
10-4441-7000 SALARIES & WAGES - R	\$1,243,104.00	\$1,243,104.00	\$0.00	\$622,704.52	\$98,758.27	\$620,399.48	50
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$34,940.46	\$4,025.38	\$58,940.54	37
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$69,605.23	\$8,334.42	\$23,594.77	75
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$52,035.20	\$8,357.35	\$57,374.80	48
10-4441-9002 VRS - PUBLIC SAFETY	\$176,916.00	\$176,916.00	\$0.00	\$52,966.82	\$0.00	\$123,949.18	30
10-4441-9003 HEALTH INSURANCE -	\$178,000.00	\$178,000.00	\$0.00	\$77,598.77	\$0.00	\$100,401.23	44
10-4441-9005 EMPLOYEE STIPEND	\$1,200.00	\$1,200.00	\$0.00	\$419.90	\$64.60	\$780.10	35
10-4442-1600 INSURANCE PREMIUMS	\$60,000.00	\$60,000.00	\$0.00	\$36,065.70	\$0.00	\$23,934.30	60
10-4442-2000 CONTRACTUAL SERVICE	\$101,254.00	\$101,254.00	\$0.00	\$17,350.77	(\$1,273.11)	\$83,903.23	17
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$3,866.45	\$843.26	\$7,133.55	35
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$1,397.92	\$291.00	\$2,602.08	35
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$156.87	\$0.00	\$3,843.13	4
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$31,826.64	\$4,182.55	\$173.36	99
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	\$4,715.94	\$84.94	\$4,284.06	52
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$0.00	\$3,210.69	\$0.00	\$11,789.31	21
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	\$344.74	\$0.00	\$4,155.26	8
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$1,954.49	\$550.00	(\$454.49)	130
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$1,883.68	\$0.00	\$4,116.32	31
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$9,310.86	\$0.00	\$4,689.14	67
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$17,177.07	\$1,312.77	\$17,822.93	49
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$14,969.71	\$0.00	\$5,030.29	75
10-4442-3900 COMMUNITY POLICING	\$9,500.00	\$9,500.00	\$0.00	\$8,574.15	\$0.00	\$925.85	90
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$12,537.91	\$1,476.42	\$9,962.09	56
10-4442-4300 VEHICLE/EQUIPMENT PA	\$29,252.00	\$29,252.00	\$0.00	\$13,636.40	\$0.00	\$15,615.60	47
10-4442-4400 FIREARMS/RANGE	\$9,000.00	\$9,000.00	\$0.00	\$1,307.88	\$0.00	\$7,692.12	15
10-4443-0100 CAPITAL PROJECTS - V	\$114,642.00	\$114,642.00	\$0.00	\$135,667.31	\$13,487.45	(\$21,025.31)	118
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	\$26,099.03	\$5,267.03	\$99,754.97	21
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$3,211.32	\$460.29	\$12,017.68	21
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	\$0.00	\$0.00	100
10-4462-2400 PURCHASE FOR RESALE	\$14,500.00	\$14,500.00	\$0.00	\$6,239.78	\$596.75	\$8,260.22	43
10-4462-2800 MATERIALS & SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$21.82	\$0.00	\$978.18	2
10-4462-2855 COMPUTERS & SOFTWA	\$2,200.00	\$2,200.00	\$0.00	\$2,714.44	\$0.00	(\$514.44)	123
10-4462-2900 MEMBERSHIP DUES	\$1,000.00	\$1,000.00	\$0.00	\$470.00	\$0.00	\$530.00	47

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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	\$590.03	\$0.00	\$1,109.97	35
10-4462-3700 TRAVEL & TRAINING	\$7,500.00	\$7,500.00	\$0.00	\$644.27	\$0.00	\$6,855.73	9
10-4462-7000 PROJECTS & PROGRAMS	\$34,000.00	\$53,300.00	\$0.00	\$3,440.93	\$0.00	\$49,859.07	6
10-4462-7200 TOURISM	\$40,800.00	\$40,800.00	\$0.00	\$38,550.70	\$38,550.70	\$2,249.30	94
10-4462-7250 VISITOR CENTER EXPEN	\$26,000.00	\$26,000.00	\$0.00	\$9,494.89	\$766.35	\$16,505.11	37
10-4463-0101 CAPITAL OUTLAY - OTH	\$0.00	\$15,000.00	\$0.00	\$146,615.75	\$0.00	(\$131,615.75)	977
10-5310-1000 POOL ADMISSION RECEI	\$35,000.00	\$35,000.00	\$0.00	\$14,388.18	(\$175.00)	(\$20,611.82)	41
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	\$9,773.57	\$0.00	(\$10,226.43)	49
10-5310-3000 RECREATIONAL RENTAL	\$18,000.00	\$18,000.00	\$0.00	\$1,581.39	\$0.00	(\$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	\$718.48	\$500.00	(\$281.52)	72
10-5411-7000 SALARIES & WAGES - P	\$94,000.00	\$94,000.00	\$0.00	\$57,601.83	\$0.00	\$36,398.17	61
10-5411-9001 FICA - PARKS & RECRE	\$7,191.00	\$7,191.00	\$0.00	\$4,416.05	\$0.00	\$2,774.95	61
10-5412-1600 INSURANCE PREMIUMS	\$4,000.00	\$4,000.00	\$0.00	\$3,278.70	\$0.00	\$721.30	82
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	\$2,643.26	\$0.00	\$6,356.74	29
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$1,440.00	\$0.00	\$4,560.00	24
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$5,012.50	\$145.85	\$4,487.50	53
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	\$2,403.42	\$0.00	\$2,096.58	53
10-5412-2860 PARK MAINTENANCE	\$7,000.00	\$7,000.00	\$0.00	\$6,080.36	\$0.00	\$919.64	87
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	\$1,389.67	\$0.00	\$3,610.33	28
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	\$23,333.10	\$254.95	\$13,766.90	54
10-5412-7000 RECREATIONAL PROGRA	\$3,000.00	\$3,000.00	\$0.00	\$757.59	\$0.00	\$2,242.41	25
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	\$2,972,555.72	\$652,472.60	(\$8,561,402.28)	26
FundExpTot	\$11,533,958.00	\$11,747,942.11	\$18,648.64	\$3,002,757.96	\$326,058.12	\$8,726,535.51	26
<b>Reporting Fund: 20-WATER FUND</b>							
20-3350-7500 LEASE RECEIPTS	\$88,000.00	\$88,000.00	\$0.00	\$6,835.86	\$664.49	(\$81,164.14)	8
20-3360-1000 WATER REVENUE	\$2,430,000.00	\$2,430,000.00	\$0.00	\$1,106,600.36	\$171,512.81	(\$1,323,399.64)	46
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$47,974.07	\$8,082.15	(\$27,025.93)	64
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$235,273.93	\$27,000.00	\$82,273.93	154
20-3360-3100 WATER TAP FEES	\$35,000.00	\$35,000.00	\$0.00	\$5,389.20	\$361.04	(\$29,610.80)	15
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	\$11,991.07	\$900.00	(\$8,008.93)	60
20-3360-7000 WATER INTEREST INCOM	\$40,000.00	\$40,000.00	\$0.00	\$64,918.82	\$0.00	\$24,918.82	162
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	\$45,255.25	\$6,995.09	\$47,873.75	49
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	\$558.56	\$148.41	\$441.44	56
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$3,393.75	\$630.89	\$3,741.25	48
20-4411-9002 VRS - ADMINISTRATION	\$13,223.00	\$13,223.00	\$0.00	\$8,011.56	\$0.00	\$5,211.44	61
20-4411-9003 HEALTH INSURANCE ER	\$11,461.00	\$11,461.00	\$0.00	\$7,113.64	\$0.00	\$4,347.36	62
20-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$3,825.16	\$0.00	\$1,674.84	70
20-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$7,192.94	\$356.01	\$17,087.06	30
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$4,928.70	\$270.00	\$11,571.30	30
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,150.67	\$190.98	\$1,849.33	38
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$2,356.21	\$378.69	\$2,043.79	54
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$165.11	\$95.40	\$634.89	21
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$9,479.97	\$1,492.89	\$11,400.03	45
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$61.42	\$0.00	\$1,938.58	3
20-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$1,979.67	\$0.00	(\$1,354.67)	317

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20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$2,393.94	\$0.00	\$106.06	96
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$2,099.70	\$0.00	\$1,400.30	60
20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$3,210.09	\$26.40	\$3,189.91	50
20-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$26.40	\$0.00	\$3,273.60	1
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	\$6,839.57	\$1,211.08	\$2,294.43	75
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$523.25	\$92.64	\$175.75	75
20-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$676.56	\$0.00	\$632.44	52
20-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$734.84	\$0.00	\$381.16	66
20-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
20-4422-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$3.45	\$0.00	(\$3.45)	0
20-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$243.59	\$0.00	(\$243.59)	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	\$71,268.54	\$9,466.80	\$98,281.46	42
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$4,280.92	\$545.47	\$9,800.08	30
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$3,888.82	\$511.09	\$1,661.18	70
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$6,078.42	\$805.08	\$8,735.58	41
20-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$9,124.55	\$0.00	\$16,603.45	35
20-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$13,545.60	\$0.00	\$24,954.40	35
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	\$6,830.62	\$0.00	\$2,169.38	76
20-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$4,734.20	\$55.88	\$6,570.80	42
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$2,427.11	\$309.19	\$3,892.89	38
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$2,068.75	\$505.82	\$5,431.25	28
20-4432-2500 GAS FUEL	\$4,950.00	\$4,950.00	\$813.59	\$645.50	\$0.00	\$3,490.91	13
20-4432-2600 GAS, GREASE, & OIL	\$11,100.00	\$11,100.00	\$0.00	\$5,435.35	\$787.46	\$5,664.65	49
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	\$1,399.07	\$179.46	\$6,265.93	18
20-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$181.50	\$0.00	\$273.50	40
20-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$40.98	\$0.00	\$1,659.02	2
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	\$2,956.56	\$0.00	\$1,243.44	70
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	\$0.00	\$5,985.96	\$468.58	\$17,545.11	25
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$52.80	\$0.00	\$6,597.20	1
20-4432-3800 MISS UTILITY	\$975.00	\$975.00	\$0.00	\$296.93	\$50.82	\$678.07	30
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$612.80	\$36.82	\$6,027.20	9
20-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$3,569.95	\$0.00	\$3,570.05	50
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	\$3,103.16	\$20,514.61	\$4,305.09	\$76,382.23	21
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	\$19,486.50	\$0.00	\$46,390.61	30
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	\$181,300.61	\$27,986.31	\$183,925.39	50
20-4451-8000 WAGES PART TIME	\$1,600.00	\$1,600.00	\$0.00	\$103.95	\$0.00	\$1,496.05	6
20-4451-9000 SALARIES & WAGES - O	\$15,000.00	\$15,000.00	\$0.00	\$5,639.10	\$1,419.57	\$9,360.90	38
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$13,502.36	\$2,218.70	\$15,707.64	46
20-4451-9002 VRS - WATER TREATMEN	\$49,082.00	\$49,082.00	\$0.00	\$13,960.27	\$0.00	\$35,121.73	28
20-4451-9003 HEALTH INSURANCE	\$50,552.00	\$50,552.00	\$0.00	\$18,843.75	\$0.00	\$31,708.25	37
20-4451-9005 EMPLOYEE STIPENED	\$1,660.00	\$1,660.00	\$0.00	\$1,259.70	\$193.80	\$400.30	76
20-4452-1600 INSURANCE PREMIUMS	\$22,500.00	\$22,500.00	\$0.00	\$16,939.96	\$0.00	\$5,560.04	75
20-4452-1900 WATER PLANT CHEMICA	\$125,000.00	\$125,000.00	\$0.00	\$50,929.67	\$7,702.36	\$74,070.33	41
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$0.00	\$11,152.73	\$902.27	\$29,832.27	27
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$917.71	\$183.02	\$2,282.29	29

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	\$43,596.58	\$0.00	\$61,403.42	42
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$0.00	\$1,927.01	\$0.00	\$3,972.99	33
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$960.40	\$82.66	\$2,039.60	32
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$1,311.15	\$393.35	\$3,088.85	30
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	\$82.79	\$0.00	\$2,167.21	4
20-4452-2900 LAB OPERATING	\$10,500.00	\$10,500.00	\$0.00	\$3,514.56	\$0.00	\$6,985.44	33
20-4452-3000 MISCELLANEOUS	\$3,000.00	\$3,000.00	\$0.00	\$188.54	\$0.00	\$2,811.46	6
20-4452-3100 TESTING	\$10,915.00	\$10,915.00	\$0.00	\$3,474.39	\$0.00	\$7,440.61	32
20-4452-3201 I/T SUPPORT	\$8,500.00	\$8,500.00	\$0.00	\$3,058.44	\$0.00	\$5,441.56	36
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	\$1,699.62	\$13,434.37	\$669.08	\$34,866.01	27
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$2,099.00	\$0.00	\$11,101.00	16
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	\$200,465.00	\$0.00	\$280,655.00	42
20-4453-0990 CIP PROJECTS	\$117,500.00	\$117,500.00	\$11,674.00	\$59,340.01	\$40,314.00	\$46,485.99	51
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
20-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$8.62	\$0.00	(\$8.62)	0
20-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$242.35	\$0.00	(\$242.35)	0
Reporting Fund: 20-WATER FUND							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$1,478,983.31	\$208,520.49	(\$2,113,016.69)	41
FundExpTot	\$3,592,000.00	\$3,660,023.18	\$17,290.37	\$1,124,328.24	\$111,981.16	\$2,518,404.57	31
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$1,291,845.89	\$198,957.03	(\$1,180,789.11)	52
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$9,000.00	\$2,150.00	(\$41,000.00)	18
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$224,853.13	\$18,000.00	\$71,853.13	147
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	\$3,796.97	\$0.00	\$1,296.97	152
30-3370-7000 SEWER INTEREST INCO	\$40,000.00	\$40,000.00	\$0.00	\$63,853.43	\$0.00	\$23,853.43	160
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	\$44,803.64	\$6,909.75	\$48,325.36	48
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	\$522.93	\$136.38	\$477.07	52
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$3,468.26	\$539.03	\$3,666.74	49
30-4411-9002 VRS - ADMINISTRATION	\$13,366.00	\$13,366.00	\$0.00	\$8,011.56	\$0.00	\$5,354.44	60
30-4411-9003 HEALTH INSURANCE	\$11,461.00	\$11,461.00	\$0.00	\$7,113.64	\$0.00	\$4,347.36	62
30-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$3,825.16	\$0.00	\$1,674.84	70
30-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$7,360.48	\$356.01	\$16,919.52	30
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$4,928.70	\$270.00	\$11,571.30	30
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$983.12	\$190.98	\$2,016.88	33
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$2,356.21	\$378.69	\$2,043.79	54
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$165.11	\$95.40	\$634.89	21
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$9,479.91	\$1,492.88	\$11,400.09	45
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$61.42	\$0.00	\$1,938.58	3
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	\$2,393.00	\$0.00	\$107.00	96
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$2,099.70	\$0.00	\$1,400.30	60
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$0.00	\$3,210.09	\$26.40	\$3,199.91	50
30-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$26.40	\$0.00	\$3,273.60	1
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	\$6,839.57	\$1,211.08	\$2,294.43	75
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$523.25	\$92.64	\$175.75	75

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$676.56	\$0.00	\$632.44	52
30-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$734.84	\$0.00	\$381.16	66
30-4422-2800 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$51.29	\$0.00	(\$51.29)	0
30-4422-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$3.45	\$0.00	(\$3.45)	0
30-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$243.59	\$0.00	(\$243.59)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$71,268.81	\$9,466.80	\$98,281.19	42
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$4,280.92	\$545.47	\$9,800.08	30
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$2,809.46	\$267.24	\$2,740.54	51
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$5,995.81	\$786.42	\$8,818.19	40
30-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$9,124.55	\$0.00	\$16,603.45	35
30-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$13,545.60	\$0.00	\$24,954.40	35
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	\$6,830.62	\$0.00	\$2,169.38	76
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	\$4,734.20	\$55.88	\$6,570.80	42
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$2,427.11	\$309.19	\$3,892.89	38
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$2,068.75	\$505.82	\$5,471.25	27
30-4432-2500 FUEL-HEAT	\$4,950.00	\$4,950.00	\$813.59	\$645.50	\$0.00	\$3,490.91	13
30-4432-2600 GAS, GREASE & OIL	\$11,170.00	\$11,170.00	\$0.00	\$5,538.49	\$890.60	\$5,631.51	50
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	\$1,291.64	\$76.32	\$6,378.36	17
30-4432-2850 PERMITS & DUES	\$455.00	\$455.00	\$0.00	\$181.50	\$0.00	\$273.50	40
30-4432-2855 COMPUTERS & SOFTWA	\$1,700.00	\$1,700.00	\$0.00	\$40.98	\$0.00	\$1,659.02	2
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	\$2,956.56	\$0.00	\$1,243.44	70
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	\$0.00	\$6,556.39	\$468.59	\$16,974.68	28
30-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$52.80	\$0.00	\$6,597.20	1
30-4432-3800 MISS UTILITY	\$980.00	\$980.00	\$0.00	\$296.93	\$50.82	\$683.07	30
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$632.79	\$36.82	\$6,007.21	10
30-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$3,569.95	\$0.00	\$3,570.05	50
30-4432-4500 INFRASTRUCTURE REPA	\$100,000.00	\$100,000.00	\$153.32	\$7,818.63	\$1,640.58	\$92,028.05	8
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	\$19,486.50	\$0.00	\$46,390.61	30
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	\$181,091.43	\$27,585.27	\$205,073.57	47
30-4451-8000 WAGES - PARTTIME	\$1,500.00	\$1,500.00	\$0.00	\$207.90	\$0.00	\$1,292.10	14
30-4451-9000 SALARIES & WAGES - O	\$11,700.00	\$11,700.00	\$0.00	\$4,011.12	\$1,621.59	\$7,688.88	34
30-4451-9001 FICA - SEWER TREATME	\$29,658.00	\$29,658.00	\$0.00	\$13,072.13	\$2,218.40	\$16,585.87	44
30-4451-9002 VRS - SEWER TREATMEN	\$55,553.00	\$55,553.00	\$0.00	\$17,409.14	\$0.00	\$38,143.86	31
30-4451-9003 HEALTH INSURANCE	\$56,578.00	\$56,578.00	\$0.00	\$23,427.50	\$0.00	\$33,150.50	41
30-4451-9005 EMPLOYEE STIPEND	\$500.00	\$500.00	\$0.00	\$807.50	\$96.90	(\$307.50)	162
30-4452-1600 INSURANCE PREMIUMS	\$22,000.00	\$22,000.00	\$0.00	\$15,300.60	\$0.00	\$6,699.40	70
30-4452-1900 CHEMICALS	\$170,100.00	\$170,100.00	\$20,638.80	\$90,032.63	\$5,081.63	\$59,428.57	53
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$23,215.37	\$896.58	\$8,284.63	74
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$1,558.97	\$115.28	\$6,241.03	20
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$69,530.22	\$61.16	\$105,469.78	40
30-4452-2500 FUEL-HEAT	\$8,000.00	\$8,000.00	\$0.00	\$1,803.24	\$1,803.24	\$6,196.76	23
30-4452-2600 GAS, GREASE, & OIL	\$7,200.00	\$7,200.00	\$0.00	\$661.74	\$206.33	\$6,538.26	9
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$4,358.66	\$290.91	\$6,141.34	42
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	\$260.58	\$0.00	\$1,989.42	12
30-4452-2900 LAB OPERATING	\$43,100.00	\$43,100.00	\$1,778.36	\$13,449.02	\$2,516.30	\$27,872.62	31
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	\$3,410.02	\$0.00	\$2,089.98	62

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4452-3300 BUILDINGS MAINTENAN	\$10,000.00	\$10,000.00	\$0.00	\$1,066.18	\$682.58	\$8,933.82	11
30-4452-3400 REPAIRS EQUIPMENT	\$105,100.00	\$105,100.00	\$0.00	\$15,741.83	\$1,165.00	\$89,358.17	15
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$8,097.05	\$11,382.73	\$1,735.88	(\$2,479.78)	67
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$969.78	\$0.00	\$3,770.22	20
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$594.30	\$0.00	\$5,385.70	10
30-4452-4800 EQUIPMENT	\$1,600.00	\$1,600.00	\$0.00	\$532.52	\$0.00	\$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	\$34,495.84	\$605.18	\$67,704.16	34
30-4452-5600 POLUTION 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	\$188,862.00	\$18,837.80	\$5,323.20	(\$2,499.80)	9
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
30-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$8.62	\$0.00	(\$8.62)	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$277.43	\$0.00	(\$277.43)	0
<b>Reporting Fund: 30-SEWER FUND</b>							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$1,593,349.42	\$219,107.03	(\$2,589,274.58)	38
FundExpTot	\$4,182,624.00	\$4,250,647.18	\$220,343.12	\$1,257,684.84	\$78,805.22	\$2,772,619.22	35
<b>Reporting Fund: 40-TRASH FUND</b>							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$258,805.88	\$43,491.93	(\$243,094.12)	52
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$44,887.58	\$8,368.42	\$59,112.42	43
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$203,975.44	\$36,378.42	\$193,924.56	51
<b>Reporting Fund: 40-TRASH FUND</b>							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$258,805.88	\$43,491.93	(\$243,094.12)	52
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$248,863.02	\$44,746.84	\$253,036.98	50
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
60-5910-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$3,854.58	\$3,854.58	(\$3,854.58)	0
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$193,902.60	\$92,174.30	(\$193,902.60)	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	\$0.00	\$197,757.18	\$96,028.88	(\$197,757.18)	0
<b>Grand Totals:</b>							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$6,303,694.33	\$1,123,592.05	(\$13,506,787.67)	32
TotalExp	\$19,810,482.00	\$20,160,512.47	\$256,282.13	\$5,831,391.24	\$657,620.22	\$14,072,839.10	30



## Memorandum

To: Mayor Boies & Members of the Strasburg Town Council  
From: Wayne Sager, Chief of Police  
Date: 01/05/2024  
Re: Monthly Update to Council

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The Strasburg Police Department answered **1832** calls for service in the month of **December** 2023.

### Adult Criminal Charges (24)

- 2 Domestic Assault & Battery (M, 4 separate defendants)
- 3 Assault & Battery (M, same defendant)
- 1 Strangulation (F)
- 1 Malicious Wounding (F)
- 1 Destruction of Property (M)
- 1 Unlawful Entry (M)
- 1 Petit Larceny (M)
- 8 Possession of a Controlled Drug (1 M, 7 F, 5 separate defendants)
- 1 DUI (M)
- 1 DUID (M)
- 2 Drunk in Public (M, 2 separate defendants)
- 1 Underage Possession of Alcohol (M)
- 1 Hit & Run (M)

### Juvenile Criminal Charges (0)

### Traffic Violations (41)

- 1 Speeding
- 3 Reckless Driving
- 1 Improper Stopping on Highway
- 21 Expired State Inspection
- 8 Expired State Registration
- 2 Fail to Obtain Vehicle Registration
- 2 No Driver's License
- 1 Failure to Wear Seatbelt
- 1 Counterfeit Inspection Sticker
- 1 Improper Use of Farm Vehicle

### Ordinance Violations in December (8)

### Uses of Narcan in December (1, two doses)



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Amy Keller, Office & HR Manager  
Date: 1/5/2024  
Re: December Monthly Update to Council

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### **Monthly Employee Update:** **January 2024 (for December 2023)**

<b><u>New Employees</u></b>	<b><u>Department</u></b>	<b><u>Effective Date</u></b>
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<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>
Jay Magdinec	Public Safety	15 years (12/1/08)
Roscoe Norris	WTP	10 years (12/30/13)

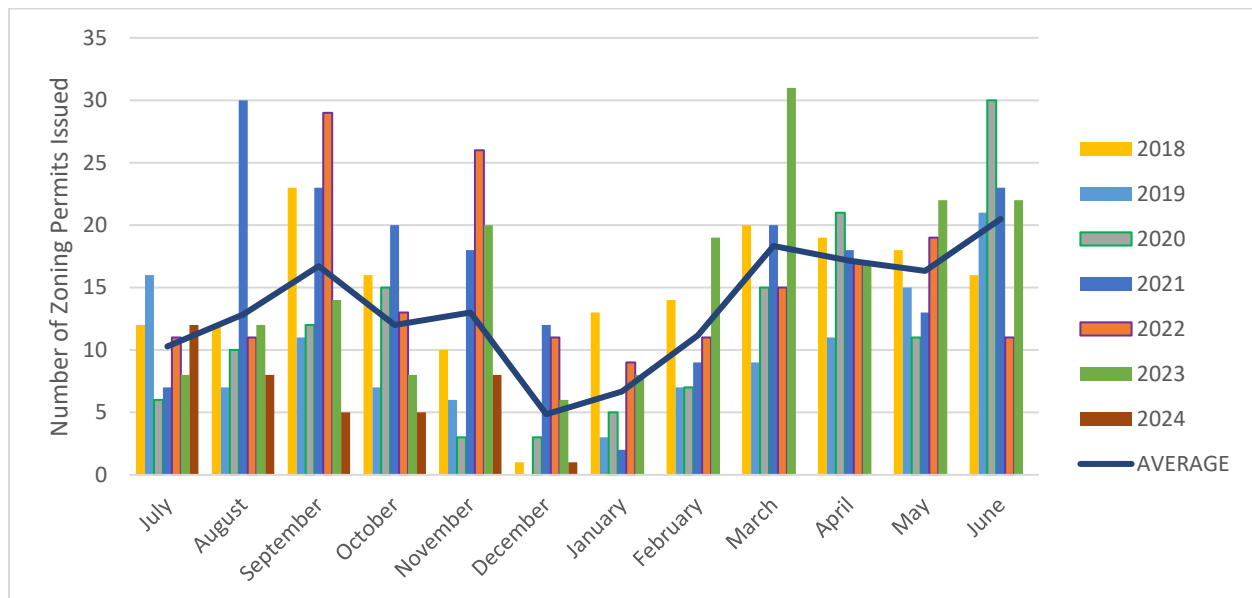




## Memorandum

To: Mayor Boies and Strasburg Town Council  
 From: Brian Otis, Director of Planning & Public Services  
 Date: January 9, 2024  
 Re: Monthly Update to Council (December) Planning and Zoning

### Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	August Average	% Change
2023 December	1	8	-87.50%	6	-83.33%	4.9	-79.59%
		Comparison to last month		Comparison to last year		Comparison of Current month over the last 7 years.	

\*NOTE: National trends for development in the months of December, January, and February are low. Statistically, homeowners spend less on improvement projects. This is due to holiday spending and the cold/inclement weather. Traditional increases come in March due to warmer weather and tax returns to cover project costs.



## **Boards and Commissions**

Planning Commission – Scheduled meeting cancelled due to a lack of a quorum

Architectural Review Board – no meeting

Board of Zoning Appeals – no meeting

## **Additional Items**

- Valley Health Medical Office Building is in development
- UDO rewrite
  - Working on final drafts for the first reading
  - STRs,
    - Compiling information to provide to council with the intent of understanding how council would like to move forward.
    - Once the vision of STR's is established I will draft language for review.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Public Works Superintendent, Ray Heishman  
Date: 1/4/2024  
Re: Monthly Update to Council

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### Meter Service request

- 9 Add Reading.
- 19 Reactivate Account.
- 5 Turn off.
- 5 Turn on.
- Data Logged 3 water meters.

### Office Request

- Delivered 6 Notices.
- Delivered 2 Waste Containers.

### Meter Installation

- Installed 1 new meters (new homes)
- 1 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

- 1 sewer main backup.
- 6 Sewer Service backups.

### Streets

- Sweeping Streets.
- Preparing snow equipment.

### Horticulture

- Worked in flowerbeds.

### Inspections

- Performed 3 occupancy inspections.

### Miss Utility Locates

- Performed 87 Miss Utility Locates.



Shelter Rentals

Police Department Support

Events

- Leaf Pickup
- Prepare for Tree Lighting and parade.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: WTP Supt. Gimple  
Date: 1/4/2024  
Re: Monthly Update to Council

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### TREATMENT

- Water Treatment Plant produced 26.528 MG for the month of December.
- Operating at 35% capacity
- Average daily production .884 MGD

### BULK WATER SALES

- Staff filled 42 bulk water trucks for a total of 60,709 gallons.

### FORT HILL WATER TANK

- T-Mobile (COMPLETED)
  - Decommissioning work completed on an old panel left behind by Sprint/Shentel.
  - Dirt left over from the generator installation was spread out and the ground leveled on tank site.
- Verizon
  - The brackets were installed, and concrete pad poured by Verizon. Verizon waiting on circuits to be installed by Shentel before the site will be active. Projected date week of 1/8.
- Utility Services (Tank Maintenance Company)
  - Shrouds were installed over the cables running up the side of the bowl of the tank to be installed.
  - Waiting for final inspection and paint touchup on areas caused by cell carrier installation on tank



- Core & Main (AMI)
  - Waiting on electrical connection to be completed

#### **JUNCTION TANK**

- Core & Main (AMI)
  - Waiting on electrical connection to be completed

#### **HYPOCHLORITE FEED SYSTEM CIP PROJECT (COMPLETED)**

#### **SCADA RADIO UPGRADE CIP PROJECT (COMPLETED)**

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

- Obtaining quotes for project

#### **SCADA SOFTWARE UPGRADE CIP**

- Software upgrades have started. Waiting on last software delivery to finish the project.

#### **DROUGHT**

- ALL Drought conditions rescinded January 4, 2024



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Superintendent of Wastewater, Gabe Ritenour  
Date: January 5, 2024  
Re: Monthly Update to Council

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### Utility Production Figures

- The wastewater plant treated 30.67 MG and ran at 50% capacity.

### Keaser Blower Replacement Project:

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

### Dairy Sampling Station Project:

- Letter of recommendation is being drafted to Valley Milk.
- Letter of recommendation sent to milk plant.

### 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.
- Meeting set with DEQ for information on 1-9-2024.

### WWTP

- Drain valve on Water Plant holding tank is broken and needs repaired. This is a large job and will require consulting with a construction company.
- Year end reporting to DEQ is due.

### Budget

- Working on the 24-25 budget



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Visitor Center Staff  
Date: January 5, 2024  
Re: December Monthly Update to Council

### Visitor Center

- On December 16<sup>th</sup>, through the hard work of Melody Nixon, the Visitor Center was able to host a children's event with crafts, book reading, and snacks. Thanks to all the town employees and volunteers who helped with this program. We had 53 visitors that day.
- The **Visitor Center** welcomed 458 visitors in December (averaging 15.8 per day).

❖ **Visitors by Location on our Guest Log for December 2023**

- Virginia: 58, with 35 coming from Strasburg
- Other States:
  - Delaware = 4
  - Georgia = 2
  - Illinois = 3
  - Maryland = 3
  - New York = 4
  - North Carolina = 2
  - Pennsylvania = 2
  - Utah = 2
  - West Virginia = 3
- Other Countries: Brazil=3

The museum had 88 admissions.

Total sales for the Gift Shop in December: \$2,619.39

### **End of 2023 statistics:**

The center had 8,333 visitors which was 2,400 more than 2022.

The museum had 2,161 admissions which was more than 1,209 over 2022.





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Business and Engagement Coordinator McKee  
Date: 1/2024  
Re: December Monthly Update to Council

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

- **Downtown Collaboration**, Noticing a more collaborative effort among small businesses to support one another and downtown traffic. Making efforts to continue building bridges and communication to foster that sense of joint growth.
- The **Community Commercial Façade Program** is processing three new applications and finalizing progress on completion of previous recipients.
- Making efforts to make face to face drop ins on Downtown locations to get a general pulse of economic strength and develop ongoing programming to educate and encourage continued growth.
- Creating a monthly program with the Strasburg Community Library for small business education.

### Tourism + Quality of Life

- **Tis the Season** was a success! In large part to the strong supportive energy from all the staff departments.
- Actively working on building relationships with past event partners to maintain a sense of community and volunteerism.

# COMMITTEE REPORTS



- The Northern Shenandoah Valley Regional Commission did not meet in December. The next scheduled meeting will be held on Thursday, January 18<sup>th</sup>. At that time, and updated commission staff report will be given and Council Member Kimmons will forward to all of Council.



# **COUNCIL MEMBER ITEMS**



# CLOSED MEETING



- Pursuant to Code of Virginia, Section 2.2-3711 (A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.



# ADJOURNMENT

