

# Town of Strasburg

## **Town Council Regular Meeting**

Strasburg Town Hall  
174 E King St  
Strasburg, VA 22657

Tuesday, February 13, 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, February 13, 2024



# Town Council **PRELIMINARY** Agenda – Tuesday, February 13, 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(s):**

**1) Amendment to Town Code Chapter 86-39. Shutting off water for failure to pay the bill.**

*Description: Text amendment to Town Code Chapter 86-39, pursuant to State Code 15.2-2119 & 2122, related to the cutting off of water when payment is delinquent for 60 days.*

- Staff Report (attachment)
- Public Hearing
- Discussion/Recommendation

**~~2) Rezoning (REZ24-002) Dunmore Land, LLC & Colley Block Road/Radio Station Ind.~~**

*Description: Applicant has requested an amendment to the Town's Official Zoning Map by rezoning approximately 101.7554 acres, located at 363 Radio Station Road, from Medium Density Residential to Business Park/Light Industrial.*

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

*Support Materials: Staff Memo*

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

- Signal Knob Middle School FFA (Proclamation for National FFA Week)

## **Mayor's Comments:**

## **Citizen Comments:**

## **Consent Agenda:**

- 1) Minutes of the January 2, 2024, Work Session
- 2) Minutes of the January 9, 2024, Regular Council meeting
- 3) SVEC Easement Approval
- 4) Adoption of the FY2025 Budget Calendar
- 5) Adjusting the start time of the March 12 Town Council meeting to 6:15 p.m. to allow for FOIA training for Town Council by Town Attorney Helm.

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

**1) Water & Sewer Extension Policy**

*Description: Proposed policy to define how extensions of the Town of Strasburg's water and sewer system main lines will be made.*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Staff Memo, Draft Policy, and Application*

## **2) Pool Improvements/Funding**

*Description: Proposed repairs for the Town of Strasburg's pool – 295 Park Road.*

*Staff Contact: Mellanie Shipe, Assistant Town Manager*

*Waverly Coggsdale, Town Manager.*

*Support Materials: Staff memo, quote from National Pools*

### **New Business:**

#### **Reports:**

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

### **Council Member Comments:**

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

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

### **Adjournment**

# PUBLIC HEARING(S)



**To receive public comment for a Text Amendment to Section 86-39. Shutting off water for failure to pay bill. This text amendment would modify Town Code to comply with the Code of Virginia regarding the shutting off of water as stated in Code of Virginia § 15.2-2119. Fees and charges for water and sewer services provided to a property owner.**





## Public Hearing

**Meeting Date: February 13, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: February 9, 2024  
Re: Public Hearing – Text Amendment  
Section 86-39. Shutting off water for failure to pay bill.

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**DESCRIPTION:** The Town Council will conduct a public hearing for a Text Amendment to Section 86-39. Shutting off water for failure to pay bill. This text amendment would modify Town Code to comply with the Code of Virginia regarding the shutting off of water as stated in Code of Virginia § 15.2-2119. Fees and charges for water and sewer services provided to a property owner. This amendment would provide that the town may cease supplying water and sewage disposal services if the full amount of charges, penalty, and interest for the water and/or sewage disposal services is not paid within 60 days after being due. A minimum of a 10-business day notice must be provided prior to ceasing the supply of water or sewage disposal services, the town shall provide the owner with written notice of such cessation.

## PUBLIC HEARING PROCESS

- Staff Report
- Public Hearing Opened
- Public Comment Received
- Public Hearing Closed
- Town Council Discussion and/or Action.

## RECOMMENDATION:

Staff is recommending Town Council approve the requested amendments to Section 86-39 of the Town Code.

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## POTENTIAL MOTION:

**Approve** - I move to approve the text amendments to Section 86-39 as presented.

**Defer** - I move to defer action on the text amendment to Section 86-39 until the \_\_\_\_\_ Town Council meeting.

**Deny** - I move to deny the text amendments to Section 86-39 for the following reasons \_\_\_\_\_.

**Attachments:**

- *Section 86-39 Proposed Text Amendment*
- *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.

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



# National FFA WEEK

FEBRUARY 17-24, 2024

## PROCLAMATION

**Whereas,** FFA and agricultural education provide a strong foundation for the youth of America and the future of food, fiber, and natural resources systems; and

**Whereas,** FFA promotes premier leadership, personal growth and career success among its members; and

**Whereas,** agricultural education and FFA ensure a steady supply of young professionals to meet the growing needs in the science, business, and technology of agriculture; and

**Whereas,** the FFA motto — “Learning to Do, Doing to Learn, Earning to Live, Living to Serve” — gives direction and purpose to these students who take an active role in succeeding in agricultural education; and

**Whereas,** FFA promotes citizenship, volunteerism, patriotism and cooperation.

**Therefore,** I do hereby designate the week of Feb. 17-24, 2024, as National FFA Week.

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SIGNATURE

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DATE



National FFA Organization | 6060 FFA Drive | Indianapolis, IN 46278-1370  
317-802-6060 | 888-332-2668 | [FFA.org](https://www.FFA.org)

# MAYOR'S COMMENTS



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



# CONSENT AGENDA







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**Consent Agenda****Meeting Date: February 13, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: February 9, 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 January 2, 2024, Work Session minutes, as presented. Approval of the January 9, 2024, Regular Council meeting minutes, as presented.
- Approval of the requested SVEC Easement on Town property.
- Adoption of FY2025 Council Budget Calendar.
- Approval of Change to Starting Time of the Tuesday, March 12, 2024 Town Council Regular Meeting to 6:15 p.m. for the purpose of Freedom of Information Act (FOIA) Training for Town Council.

**Attachments:**

- *January 2, 2024, Work Session Minutes*
- *January 9, 2024, Regular Meeting Minutes*
- *SVEC – Staff Report and Agreement*
- *FY2025 Council Budget Calendar*

**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON TUESDAY, JANUARY 2, 2024 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.

**Call to Order –Mayor Brandy Boies**

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

**Mayor Boies** welcomed **Dan McCermott** who recently started an online news service, Route 11 News.

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

**Discussion Items/Updates:**

**1.) Presentation of the FY2023 Financials – Robinson, Farmer, Cox Associates**

**Director of Finance Fletcher** introduced **James Kelley** of Robinson, Farmer, and Cox, the auditors for the town. He pointed out some highlights of the audit report. He encouraged all to look at the Management Discussion which can be found on pages 10-22 of the report. Issued an unmodified audit opinion which is the highest they are allowed to issue. Slides of the presentation are attached here-to.

**Town Manager Coggsdale** said it will be on a future agenda to accept the audit. It is an acceptance of the audit and not an approval of it.

**Council Member Stover** thanked all on the financial side for their work. He is glad we are finally charging the appropriate amounts for the trash collection.

**This will be added to the regular agenda for the January 9, 2024 meeting.**

**2.) Project Updates**

**Town Manager Coggsdale** reported the following:

- *115 W. King Street:* A virtual meeting was held before the holidays with Dewberry, the project engineers, regarding the “Needs Analysis” and a meeting is being scheduled in the next week to go over “programming” for the building.
- *Borden Mowery Drive:* Awaiting delivery of Preliminary Title Report from Stantec (consultant); this is the last attachment needed to finalize the offer packet to the property owner. At VDOT’s request, the engineer is working on new budget and timelines for the project.
- *Queen Street Sewer Line:* Thrasher Engineering, project engineer, is working with staff on property easements. USDA has approved the project for funding.
- *Sandy Hook Waterline Replacement:* Pennoni Engineering (project engineer) is working with staff on property easements.

**Asst. Town Manager Shipe** reported on the following projects:

- *Town Run and Riverwalk*: A meeting is scheduled for Friday, January 5, to talk about the grant and other aspects of the projects. “Key Players” in the project have been invited.
- *July 4<sup>th</sup> Fireworks*: A call has been made to schedule an informal meeting with Mark Hensell.
- *Park Bathrooms*: Met with a contractor to look at the current structure. The contractor said there was a good shell structure and should just be remodeled.

**Council Member Monahan** asked about the Riverwalk and if it is part of the Dupont Grant. **Asst. Town Manager Shipe** said this is included in the Town Run and Riverwalk meeting. The same team players are involved in both projects so the meeting will be combined.

**Council Member Lowder** asked about a timeline for the Riverwalk project. **Asst. Town Manager Shipe** said we have until March 15 to remove certain trees because of some endangered bats that will have to be relocated.

### **3.) Water Cut-off Policy**

**Director of Planning and Public Services Otis** said staff is coming forward with this change to Town Code so that we would be compliant with State Code regarding the timing of water cutoffs for non-payment. It must be identified if a public hearing is required; if none is required, this can be added to the agenda for the next meeting.

**Town Manager Coggsdale** said the key change is that it would be consistent with what State Code allows. We can no longer cut off water after 30 days; it will be 60 days with a 10 day notice being given before cut-off. Internally, conversations will be needed to make the changes to our bills, etc.

**Staff will confer with Town Attorney Helm to see if a public hearing is necessary.**

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

#### **Council Member Comments:**

**Council Member Kimmons** asked for an update on the policy for allowing water/sewer extension outside town limits. **Town Manager Coggsdale** said there will be a meeting with a developer which will help finalize the policy. This will be channeled through the proper liaison to get to Council. This will help with the bigger projects.

**Council Member Lowder** said he has talked to **Director of Planning and Public Services Otis** about some of the issues he has been working on. Jalisco’s was on the list. He reached out about the status of the property. **Director of Planning and Public Services Otis** said they were sent the final notice in mid-December, and we could go to court for the abatement.

**Mayor Boies** said the property has been cleaned up; it looks good. It is hoped they will find buyers for the property.

**Director of Planning and Public Services Otis** said he has reached out several times to

the owners but could not get a response.

**Council Member Monahan** asked if the town is prohibited from reaching out to the realtors when you can't find an owner and **Director of Planning and Public Services Otis** can do this, but then the property was worked on, so he did not take that step.

**Council Member Kimmons** asked for any updates on the cost savings on eliminating the personal property taxes. **Town Manager Coggsdale** said he read an article that said **Governor Youngkin** wants to do away with personal property taxes.

**Town Manager Coggsdale** said there are three areas where we get money in our budget from personal property taxes: the revenue, the late fees, and what the state gives us. If you take away the personal property tax, the real estate tax would have to go up. When we get into budget, there might be some other options to look at. He would like them to look at "the math" to keep us revenue neutral. He thinks it would be hard to give up the state money. He will capture the numbers and send them to all in an email.

**Council Member Kimmons** said personal property tax is the most unpopular tax across the town, county, and state. He thought this would make people happy and it could be lumped into the real estate taxes. He had not thought of the amount of tax we receive from the state.

**Town Manager Coggsdale** said **Governor Youngkin** is trying to come up with ways to still be able to give the money to localities. He agreed, personal property taxes are very unpopular.

**Council Member Kimmons** said he spoke to **Council Member Monahan** about something Winchester recently approved. It would be a fee on the impermeable land on your property. It is to set up a fund for infrastructure or the I and I. **Council Member Monahan** said it would encourage people to use things that are permeable and more environmentally friendly. The City of Winchester expects to raise \$3.8 million for infrastructure.

**Being no other business, the work session adjourned at 7:44 p.m.**

**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, JANUARY 9, 2024, 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 Woodson led all in the Pledge of Allegiance.

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

**Roll Call:**

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

Absent:

**Public Hearings:** None

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

Town Manager Coggsdale recognized Clerk of Council Keller as “Clerk of the Year” for the Virginia Municipal Clerks Association, Region III.

**Mayor’s Comments:**

Mayor Boies asked all to keep Debbie Miller in thoughts and prayers in the loss of her husband, Mike. Debbie has worked for the Town of Strasburg for almost 30 years.

Today is Law Enforcement Appreciation Day. Mayor Boies read a letter to the officers which was signed by all of Council.

**Citizen Comments:**

David Lassiter, 188 West King Street, Strasburg, VA: Stated they are about 80% complete in the cleaning of the property. The greenhouse has been covered and if it had not rained so much today, they would have had more completed. He just wanted to update Council on their progress.

**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

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

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

- 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.*

Vice Mayor McCornyn moved for acceptance of the Town’s Annual Comprehensive Financial Report (Audit) for the Fiscal Year Ended June 30, 2023; second by Council Member Monahan. With no discussion, the motion passed unanimously.

## **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.*

**Mayor Boies** said this is a request to set a public hearing at the February 13<sup>th</sup> Council meeting.

**Council Member Lowder** moved to schedule a public hearing for **Tuesday, February 13, 2024, at 7 p.m., to receive public comment on proposed changes to Section 86-39 of the Town Code; second by Vice Mayor McCorn.** With no discussion, the motion passed unanimously.

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

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

**Director of Planning and Public Services Otis** said that during the appeals hearing, it was agreed to have a meeting between staff and **Mr. Lassiter** two weeks prior to the deadline. They met on January 4, and he agrees with **Mr. Lassiter** that a lot of movement has taken place on the property; we are about 80 percent there. He identified two items, one being the skinning of the greenhouse, and the second are items that are out that could go in the greenhouse. **Mr. Lassiter** agreed this would be done. On Monday, January 8<sup>th</sup>, a fence permit was issued for this project. The 45-days ends on January 19, and he plans to go on the following Monday to make an inspection. He would like to have the flexibility to work with the owners to get any odds and end items completed if not done by inspection. The last thing staff wants to do is go to court; we don't want to go that route if we don't have to.

**Consensus was to allow staff to use his judgement with this.**

**Director of Planning and Public Services Otis** said if we need to revisit this issue, it would happen at the February Work Session.

## **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>).\*\*\***

**Director of Planning and Public Services Otis** said he talked to the Berkley Group and the next joint meeting is scheduled for March 14 at 7 p.m.

**Council Member Monahan** asked we have heard from Claytor/Aikens. **Director of Planning and Public Services Otis** has not but will be reaching out to **Mr. Claytor**. **Council Member Monahan** said she has heard they are looking to build a gas station in Middletown, so she doesn't want to continue waiting on them to improve the house if they are not building the station.

**Mayor Boies** asked about the feasibility study on 115 W. King Street. **Town Manager Coggsdale** said **Chief Sager** and he will be meeting with the engineers and he hopes they will be coming to Council with a report.

**Council Member Kimmons** asked about the bathrooms at the park. **Asst. Town Manager Shipe**

said a contractor looked at it and said we had a good, sound structure and we should do a remodel. She is working on an RFP, and the cost should be below \$300,000.

**Council Member Kimmons** said he and other committee members met about the plantings along Town Run. The question of height came up. How tall do we want these plantings to be?

**Council Member Carter** thinks we need to keep in mind the kids playing on it.

**Mayor Boies** said it should be intentional planting and maybe paths, so they don't get trampled. She thinks the height could vary as long as there are intentional paths. Also, we need to keep in mind the Duck Race at Mayfest as she has learned this is a big deal.

**Vice Mayor McCorn** said people sit on the sidewalk so don't make it so dense that people can't enjoy the music from the sidewalk side of the Town Run.

**Council Member Kimmons** said once the design phase is finished, it will be brought back to Council. He noted that the plantings will be going from the bridge on King Street to the walking bridge.

**Council Member Monahan** asked about the Dupont Grant. **Asst. Town Manager Shipe** has drafted the proposal, and this will be taken to the NSVRC. The first step is removal of trees as there are some trees that will need to be removed and they must be removed before March because of some nesting issues with bats.

**Asst. Town Manager Shipe** said we need to separate the project into different phases or projects in hopes of getting more funding. The Dupont group is looking into this possibility and will get back to staff. There are six different portions of this project. Everything will be taken up to the edge of the water.

**Town Attorney Helm** said there is a hearing on Thursday on the land that we had trees removed (South Loudoun Street). Hopefully, will be able to move forward with the judgement after this hearing.

#### **Special Committee Reports:**

**Northern Shenandoah Valley Regional Commission:** **Council Member Kimmons** submitted a written report which read: "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, an updated commission staff report will be given, and **Council Member Kimmons** will forward to all of Council."

#### **Council Member Items:**

**Council Member Stover** will be having hip replacement surgery next Tuesday. He hopes to avoid problems but asked for prayers.

**Council Member Lowder** thanked Public Works for clearing the streets. Our town is blessed in their care of the streets.

**Council Member Hooser** said he had a citizen call him at 3:57 a.m. because the road in front of his house got plowed. **Town Manager Coggsdale** said not everyone thinks we do a great job.

**Mayor Boies** said she spoke at a Women's Conference, and she was asked how she handles the negativity of "What's Happening Strasburg". We are a town of 7,000 and we know it is a small percentage that goes onto this site and complains. But, Council needs to listen and be aware of what is being said on this site.

**Council Member Carter** took a tour of the Strasburg Reservoir. It was very interesting, and a report will be given soon about our water issues.

**Closed meeting:**

Council Member Kimmons moved to enter into a 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; second by Council Member Hooser.

With no discussion, the motion passed unanimously, and Council adjourned to a closed meeting at 7:31 p.m.

Council reconvened at 8:57 p.m.

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

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

Vice Mayor McCornyn	I so certify
Council Member Carter	I so certify
Council Member Hooser	I so certify
Council Member Kimmons	I so certify
Council Member Lowder	I so certify
Council Member Monahan	I so certify
Council Member Stover	I so certify
Council Member Woodson	I so certify
Mayor Boies	I so certify

Being no other business, the meeting adjourned at 8:59 p.m.





## **COTW**

**Meeting Date: February 5, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Brian Otis, Director of Planning & Public Services  
Re: SVEC easement request

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**DESCRIPTION:** Shenandoah Valley Electric Cooperative is requesting the town to grant an easement on property located on Little Sorrel Drive, approximately 300 feet northeast of Junction Road. This property is owned by the town with a sewage lift station located within.

SVEC currently has power lines within their easement that currently run over the property. The current easement is identified for power lines and does not include communication lines. The proposed easement is to allow SVEC to install a communication line on their existing poles. The purpose of the communication line is to allow them to remote monitor their systems.

Both Town Staff and the Town Attorney have reviewed the deed. Staff is requesting Town Council to permit staff to execute the deed and return to SVEC.

## **ATTACHMENTS: 2**

SVEC easement deed

GIS reference map

Prepared by: Dale A. Davenport, Attorney/VSB#16268  
Hoover Penrod PLC  
342 S Main St, Harrisonburg VA 22801  
Consideration: \$1.00

Return to: Bowman  
9815 Godwin Drive  
Manassas, VA 20110

COMMUNICATIONS SERVICES EASEMENT

THIS DEED OF EASEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between THE TOWN OF STRASBURG, A VIRGINIA MUNICIPAL CORPORATION, “Grantor “ whether one or more, and SHENANDOAH VALLEY ELECTRIC COOPERATIVE, a Virginia utility consumer services cooperative, "Grantee".

W I T N E S S E T H:

That for good and valuable consideration, the receipt whereof is hereby acknowledged, Grantor grants unto Grantee, its successors and assigns, the right, privilege, and easement to construct, extend for future requirements of Grantor or others and onto other properties, operate, and maintain overhead and underground communications and data lines, communication infrastructure, facilities, conduits and other cables, with accessories and appurtenances for transmitting and distributing broadband and other communication services, and data delivery and receipt services, over, under, through, upon, above and across the lands of Grantor containing 0.242 acres, more or less, identified by Tax Map No. 015-02-000A within the town/city of Strasburg in Shenandoah County, within Davis Magisterial District. If one, the drawing shown on the attached plat or sketch is for reference purposes only. It is not to scale, nor has it been surveyed. The center line shall be located and fixed where the lines, conduits and cables are actually constructed. Grantee shall have the right to license, permit, or otherwise agree to the joint use or occupancy of any overhead space or trench and related underground facilities, by any other person, association, or corporation. “Communication infrastructure” includes fiber optic cable, coaxial cable, small cell base stations, and related facilities and equipment for broadband, other communication services, data delivery and receipt services, and the right to grant rights in, lease, license, or permit the use of such infrastructure to or from third parties for the same or similar purposes.

The facilities erected hereunder shall remain the property of Grantee, removable at the option of Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, improve, relocate on the easement above described, including but not limited to the airspace above the property controlled by Grantor, and make such changes, alterations, substitutions, additions to or extensions of its facilities as Cooperative may from time to time deem advisable, including the right to increase or decrease the number of wires, conduits, cables, handholes, connection boxes, and communication infrastructure equipment.

For the purpose of exercising its rights hereunder, Grantee further shall have the right of access to the easement over the lands adjacent to the easement or lying between public or private roads and the easement, in such manner as shall occasion the least practicable damage and inconvenience to Grantor.

Grantee shall repair damage it causes to roads which would not have been similarly damaged by Grantor or Grantor's contractors during any construction project on lands served by the line or system. Grantee shall repair damage it causes to fences or other improvements and shall pay Grantor for any other damage it causes in the exercise of its rights hereunder, including its right of access; provided Grantor gives written notice thereof to Grantee within thirty days after any damage occurs.

Grantee shall have the right to cut, trim, and control the growth, by machinery, herbicide, or otherwise, of trees, limbs, undergrowth, shrubbery, or other growth that may interfere with or threaten to endanger the operation and maintenance of said line or system, including the right to cut danger trees or hazard trees, as defined by Grantee, outside the easement. The exercise of this right will coincide with existing power facility easement widths, either recorded or under prescription based on number of phases and/or voltage. All trees and limbs cut by Grantee at any time shall remain the property of Grantor. Grantor covenants that it will keep the easement clear of all buildings, structures, or other obstructions.

Subject to any prescriptive easement of Grantee upon the lands of Grantor, Grantor covenants that it is seized of and has the right to convey the said easement, rights and privileges; that Grantee shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that Grantor shall execute such further assurances thereof as may be required. This is an easement in gross; the rights granted to Grantee herein are exclusive rights; and all rights granted herein may be separated from any other such rights, and apportioned by for any use Grantee, its successors and assigns to third parties, whether by grant and assignment or by lease, provided that the third party is a broadband or other communication service provider, including a public utility as defined in Va. Code § 56-265.1, a cable operator as defined in Va. Code § 15.2-2108.1:1, a local exchange carrier, competitive or incumbent, or a subsidiary or affiliate of any such entity. Nothing contained herein shall constitute a waiver or relinquishment of prescriptive easement rights of Grantee arising by virtue of prior use by Grantee or its predecessor in interest of any of the rights granted herein. Nothing contained herein shall constitute a waiver of Grantee’s rights pursuant to Va. Code § 55.1-306.1. The individual(s) executing this Deed of Easement expressly covenant that no persons or entities have an interest in the property subject to the rights granted herein, other than themselves and any applicable corporation, limited liability company, trust, decedent’s estate, or other entity for which they have lawful authority to bind to the terms hereof and do so hereby, and agree to indemnify Grantee for any loss arising from the breach of this covenant. This covenant shall not apply to any lien upon such property arising from a mortgage, deed of trust, judgment, or tax obligation, or with respect to any leasehold rights in the property.

**NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.**

WITNESS the following signatures and seals.

The Town of Strasburg

By \_\_\_\_\_(SEAL)

Title \_\_\_\_\_

COMMONWEALTH OF VIRGINIA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_, (Name of officer or agent)

\_\_\_\_\_ of The Town of Strasburg, (Title of officer or agent) (Name of corporation)

a Virginia municipal corporation, on behalf of the corporation.

My commission expires:\_\_\_\_\_.

Notary Registration No:\_\_\_\_\_.

*(Affix visible Seal w/in 0.75” side/bottom margins)*

\_\_\_\_\_  
Notary Public

# ArcGIS Web Map



1/11/2024, 11:12:17 AM

SVEC\_009\_WFL1\_8417

Current

SVEC\_009\_WFL1\_5958



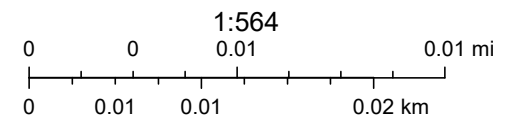
SVEC\_009\_WFL1\_2840

SVEC\_009\_WFL1\_3387

Parcel Imported

Outreach Started

Outreach Complete



Maxar, Microsoft, Esri Community Maps Contributors, WVU Facilities, VGIN, West Virginia GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin,

ArcGIS Web AppBuilder

Maxar, Microsoft | Esri Community Maps Contributors, WVU Facilities, VGIN, West Virginia GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS | Virginia



### FISCAL YEAR 2025 BUDGET CALENDAR

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>	
Wednesday, January 3	Dept Budgets/CIP Requests/Personnel Changes Submitted to Town Manager	Department Heads
Monday, February 5	FY 2025 Budget Presented to Town Manager by Finance Director	
Week of February 12	Town Manager & Finance Director Meet with Department Heads	Town Manager/Finance Director/Dept. Heads
Friday, February 16	FY2025 Donation Applications Due from Organizations	Finance Director
Monday, March 4	Distribution of FY2025 Draft Budget to Town Council – Initial Presentation/Discussion	Town Manager/Finance Director/Dept. Heads/ Town Council
Tuesday, March 12	Budget Discussion at Town Council Regular Meeting	Town Council
Monday, March 18	Budget Work Session with Town Council (if needed)	Town Council
Monday, April 1	Budget Discussion at Town Council Work Session	Town Council
Tuesday, April 9	Budget Discussion at Town Council Regular Meeting	Town Council
Thursday, April 18	Submit Legal Notice for FY2025 Proposed Budget/Rates/CIP to Newspaper for Publication on April 22 <sup>nd</sup> and 29 <sup>th</sup>	Finance Director
Monday, May 6	Public Hearing on FY 2025 Proposed Budget/ Rates/ CIP	Public / Town Council
May 14 & 20 +	Budget Discussions (as needed) – Finalize FY 2025 Budget	Town Council
Tuesday, June 11	Adoption of FY 2025 Budget / Rates/ CIP	Town Council
Tuesday, July 9	Delivery of FY2025 Budget Books (Working Copy)	

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





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**Old Business****Meeting Date: February 13, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: February 9, 2024  
Re: Water & Sewer Extension Policy

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**DESCRIPTION:** Staff presented to Town Council, at their February 5, 2024, Work Session, the draft Water & Sewer Extension Policy. This policy is intended to define how extensions of the Town of Strasburg water and sewer system main lines will be made. The Policy establishes procedures for requesting and/or installing new services and the financial obligations associated with the request/extension.

The Objectives, as stated in the Policy are:

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

The Policy sets for Definitions, the Application Process, the Water and Sewer Standards and the Fees and Charges. There is a Capacity Assurance Review Application that is part of the process; this requires the applicant/developer to provide certain information for evaluation of the request by staff so a recommendation can be made to Town Council, when warranted.

**RECOMMENDATION:**

Staff is recommending Town Council approve the Water and Sewer Extension Policy

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**POTENTIAL MOTION:**

**Approve** - I move to approve the Water and Sewer Extension Policy as presented.

**Defer** - I move to defer action on the Water and Sewer Extension Policy until the \_\_\_\_\_ Town Council meeting.

**Deny** - I move to deny the Water and Sewer Extension Policy for the following reasons \_\_\_\_\_.

**Attachments:**

- *Water and Sewer Policy - Draft*
- *Capacity Assurance Review Application - Draft*





## **WATER AND SEWER EXTENSION POLICY TOWN OF STRASBURG**

### **Article I: INTRODUCTION**

#### **Section 1.1. PURPOSE**

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

#### **Section 1.2 OBJECTIVES**

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

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

#### **Section 1.3 DEFINITIONS**

Growth Area – the areas around Strasburg considered by the Town to be viable candidates for incorporation into the Town.

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

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

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

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

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

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

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

## **ARTICLE II: APPLICATION**

### **Section 2.1 REQUEST FOR SERVICE**

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

All applicants requesting water and/or sewer service outside Town limits shall submit the Town’s Capacity Assurance Review Application. The Town will generally consider extension of utilities to areas within the growth area, though areas outside of the growth area may be considered. Extensions of water and sewer outside the corporate limits of the Town will require that such recipients be required to acknowledge in writing that such extensions subject the properties served to future annexation at the discretion of the Town as stated in the Attachment “A” of the “Annexation Plan for the Town of Strasburg, VA”, December 1984.

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

### **Section 2.2 TOWN RESPONSE**

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

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

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

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

### **Article III: WATER AND SEWER STANDARDS.**

#### **Section 3.1 SERVICE CONNECTIONS**

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

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

#### **Section 3.2 MINOR FACILITIES**

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

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

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

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

#### **Section 3.3 MAJOR FACILITIES**

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

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

#### **Article IV: FEES AND CHARGES**

##### **Section 4.1 ENGINEERING REVIEW FEES.**

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

##### **Section 4.2 TAP FEES**

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

##### **Section 4.3 BORE FEES**

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

##### **Section 4.4 AVAILABILITY FEES**

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

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

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

#### **Article V. ADOPTION**

Adopted by the Town Council on the \_\_\_\_ day of \_\_\_\_\_ 2024.



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

## CAPACITY ASSURANCE REVIEW APPLICATION

### FLOW ACCEPTANCE/PRELIMINARY CAP REVIEW

All requests require a utility drawing.

First Name

Last Name

Company, HOA, Developer, etc.

Address

Apartment/Unit #

City

State

Zip

Email

### Project Location

Project Name

Phone

Site Address

Tax Map/Parcel #

City

State

Zip

Email

Contact Person's Name

### Project Information

Complete the following:

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

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

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

FOR TOWN OF STRASBURG ONLY

Town Tracking Number

Tax Map #

Flow Amount (GPD)

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

If yes, which station? \_\_\_\_\_



**COTW – Strategic Initiatives**

**Meeting Date: October 2, 2023**

To: Mayor Boies and Town Council of Strasburg  
From: Mellanie Shipe, Assistant Town Manager  
Re: Pool Repairs

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**Description:** Marisa Varley, Parks and Recreation Manager, contacted a certified pool maintenance and construction company to perform an evaluation/walkthrough of the town’s pool for the upcoming season. They provided a list of repairs in order of importance. Staff members met with Councilman Kimmons to discuss options.

- Diving board quote \$19,999
- Expansion joint quote \$5,516
- Lifeguard chair x3 quote \$10,782\* (cheaper than originally posted)
- Filters quote \$17,624
- Motor – Pump quote \$3,080
- Backwash line – Ramp quote \$2,591
- Strip removal and Joint prep quote \$5,839
- Fence replacement estimate \$25,000

**Total estimated cost: \$90,431**

- New tile and plaster quote \$118,950  
*(includes expansion joint and strip removal but could not be completed until Fall 2024.)*

**Total estimated cost: \$198,026**

**Potential action:** Discuss the additional tile and plaster quote. Discuss the funding options if approved. Vote to approve financing for the pool repairs presented.

**Attachments:**

- Pool quotes



# national pools OF ROANOKE INC.

3112 Melrose Avenue • Roanoke, VA 24017 • nationalpools.com • (540) 345-7665

## Quote

Quote ID: 185079  
Customer ID: 1851  
Employee ID: Mea  
Quote Expires: 12/21/2023  
PO Number: 3/4 METER SR

### Location:

Town Of Strasburg  
Angela Fletcher  
174 East King Street  
PO Box 351  
Strasburg, VA 22657

Town of Strasburg  
Gabe - Call 1hr prior to deliver 540-465-3080  
295 Park Rd  
Strasburg, VA 22657  
Cell (540) 931-1810 Marisa  
Business (540) 465-8130 Pool

Qty	Item	List Price	Unit Price	Total
1	SERVICE LABOR RATE - COM - (VIRGINIA) Service Labor & Tools <b>Installation of (1) S.R. Smith 3/4 Meter Stand to be installed in the existing concrete decking in the center of the deepend wall and new concrete installed with 12' aluminum board.</b>	\$6,000.00	\$6,000.00	\$6,000.00
1	SERVICE DESTINATION - HARRISON - Travel and Out of town expenses	\$500.00	\$500.00	\$500.00
1	DIVING STAND 006 - 3/4 METER STEEL STAND FOR 12' BOARD	\$5,300.00	\$4,389.00	\$4,389.00
1	DIVING BOARD 0065 - 12' COMM ALUMINUM DIVING BOARD	\$5,275.00	\$4,350.00	\$4,350.00
1	DIVING STAND 016 - HANDRAILS FOR STEEL STAND 12' BOARD	\$2,850.00	\$2,200.00	\$2,200.00
1	SRS 04-629 STEP - STEP FOR STEEL 3/4 METER DIVING STAND	\$740.00	\$460.00	\$460.00
1	SERVICE MISC. - Materials required to prep and install new jig and concrete for placement .	\$850.00	\$850.00	\$850.00
1	FREIGHT CHARGES-OTHER . - FREIGHT CHARGES	\$1,250.00	\$1,250.00	\$1,250.00
Subtotal				\$19,999.00
Exempt Virginia				\$0.00

<b>Total</b>	<b>\$19,999.00</b>
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Steel Meter stands are ideal for users that want the best stand money can buy.  
Powder-coated galvanized steel for increased corrosion resistance  
8', 10' or 12' lengths  
Stand comes in white, with your choice of board color  
Stainless steel hardware for added corrosion resistance  
Stand comes in 1/2, 3/4, or 1 meter heights\*  
Handrails sold separately

### Additional Comments

50% due upon Signing Quote.  
50% due upon completion of work proposed.  
Add 4% processing fee will be applied to all credit card (Visa, M/C, Discover) payments.  
Terms: N/30

### Terms And Conditions

Equipment & parts are experiencing much longer periods of time will be required with regard to obtaining products from our vendors and getting the products shipped or delivered to our customers. If you are in need of products, equipment or parts, please place your order sooner rather than later. All prices are subject to change without prior notice.

To check the status of your order, please contact our sales team at 540-345-7665.

Service Quotes Only:

Service Dept, PO Box 6354 3112 Melrose Ave, Roanoke, VA 24017, (540) 345-7665, Fax: (540) 343-5240, mea@nationalpools.com





# national pools OF ROANOKE INC.

3112 Melrose Avenue • Roanoke, VA 24017 • nationalpools.com • (540) 345-7665

## Quote

Quote ID: 185077  
Customer ID: 1851  
Employee ID: Mea  
Quote Expires: 12/21/2023  
PO Number: EXPANSION

### Location:

Town Of Strasburg  
Angela Fletcher  
174 East King Street  
PO Box 351  
Strasburg, VA 22657

Town of Strasburg  
Gabe - Call 1hr prior to deliver 540-465-3080  
295 Park Rd  
Strasburg, VA 22657  
Cell (540) 931-1810 Marisa  
Business (540) 465-8130 Pool

Qty	Item	List Price	Unit Price	Total
1	SERVICE LABOR RATE - COM - (VIRGINIA) Service Labor & Tools to remove existing expansion joint. <b>Clean, prep, prime and installation of DeckoSeal at joint. Includes replacement of max. 10 lin. ft. 2x2 Biscuit tile at expansion joint.</b>	\$3,900.00	\$3,900.00	\$3,900.00
2	SERVICE DESTINATION - HARRISON - Trip Charge - Winchester	\$150.00	\$150.00	\$300.00
3	DECKOSEAL 004 - WHITE GUNGRADE 96 OZ KIT(4 KIT MIN)	\$325.00	\$292.50	\$877.50
2	DECKOSEAL 0041 - REZI-Weld Low Volicity Primer for Deckoseal(case of 6 quarts)	\$105.00	\$94.50	\$189.00
10	TILE 0096 WHITE BISCUIT - 2X2 BULLNOSE WHITE BISCUIT ( D317) PER LIN.FT.	\$11.00	\$9.90	\$99.00
1	SERVICE MISC. - Service Miscellaneous Item, prep materials for joint	\$150.00	\$150.00	\$150.00
Subtotal				\$5,515.50
Exempt Virginia				\$0.00
<b>Total</b>				<b>\$5,515.50</b>

### Additional Comments

- Owner to drain and refill
- Allow 3-4 day cure time - prior to starting water back.
- Any additional tile work required at expansion joint to be billed additional.
- Upon installation of new material, if the joint that is prepped is unable to dry properly with an abnormal amount of ground water, customer understands the possibility of joint leaking prematurely.
- If installation of waterstop is recommended a separate quote will be provided.
- Expansion Joint Warranty is valid for (1) year. If the joint begins to leak during warranty period and deemed an installation defect, National Pools will repair at no labor or material cost, but facility will be responsible for the refilling of the pool.

### Terms And Conditions

Equipment & parts are experiencing much longer periods of time will be required with regard to obtaining products from our vendors and getting the products shipped or delivered to our customers. If you are in need of products, equipment or parts, please place your order sooner rather than later. All prices are subject to change without prior notice.

To check the status of your order, please contact our sales team at 540-345-7665.

Service Quotes Only:

Service Dept, PO Box 6354 3112 Melrose Ave, Roanoke, VA 24017, (540) 345-7665, Fax: (540) 343-5240, mea@nationalpools.com



**national pools** OF  
ROANOKE  
INC.

3112 Melrose Avenue • Roanoke, VA 24017 • nationalpools.com • (540) 345-7665

## Quote

Quote ID: 185078  
Customer ID: 1851  
Employee ID: Mea  
Quote Expires: 12/21/2023  
PO Number: PARAGON -

Town Of Strasburg  
Angela Fletcher  
174 East King Street  
PO Box 351  
Strasburg, VA 22657

**Location:**

Town of Strasburg  
Gabe - Call 1hr prior to deliver 540-465-3080  
295 Park Rd  
Strasburg, VA 22657  
Cell (540) 931-1810 Marisa  
Business (540) 465-8130 Pool

Qty	Item	List Price	Unit Price	Total
1	LIFEGUARD CHAIR 008 - 20460 PORTABLE LIFEGUARD CHAIR 4'6"	\$3,900.00	\$3,199.00	\$3,199.00
1	FREIGHT CHARGES-OTHER . - FREIGHT CHARGES	\$395.00	\$395.00	\$395.00
Subtotal				\$3,594.00
Exempt Virginia				\$0.00
<b>Total</b>				<b>\$3,594.00</b>

3 Chairs \$10,782

### Additional Comments

3-STEP  
(4'-6" above deck)

#### PORTABLE CHAIRS

Portable 2-, 3-, and 4-step models are for areas not requiring a full height chair. Light enough to be lifted easily by one person (the 4-step weighs only 70 lbs.). Sloping front ladder with 19" sloping steps allows access to molded contour seat. Angled legs add stability.

(WARNING: Chairs are not suitable for diving nor recommended for use with umbrellas under windy conditions.)  
Add optional Wheel Kit for additional portability (sold separately).

### Terms And Conditions

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To check the status of your order, please contact our sales team at 540-345-7665.

#### Service Quotes Only:

Any alterations or deviation from the scope of work involving extra costs will be executed upon approval and will become an extra charge over and above the quote provided. Owner is responsible for any electrical, venting, gas modifications, insulation and fire protection, and permits required to meet industry standards and codes. National Pools is not responsible for any underground utilities at any time. Payments for services are due upon completion, please refer to specific payment terms within quote. Acknowledgement of quote by signature and/or email confirmation declares the customer agrees to National Pools terms & conditions in its entirety.

Service Dept, PO Box 6354 3112 Melrose Ave, Roanoke, VA 24017, (540) 345-7665, Fax: (540) 343-5240, mea@nationalpools.com



# national pools OF ROANOKE INC.

3112 Melrose Avenue • Roanoke, VA 24017 • nationalpools.com • (540) 345-7665

## Quote

Quote ID: 185074  
Customer ID: 1851  
Employee ID: Cindy  
Quote Expires: 12/21/2023  
PO Number: (4) TR140

### Location:

Town Of Strasburg  
Angela Fletcher  
174 East King Street  
PO Box 351  
Strasburg, VA 22657

Town of Strasburg  
Gabe - Call 1hr prior to deliver 540-465-3080  
295 Park Rd  
Strasburg, VA 22657  
Cell (540) 931-1810 Marisa  
Business (540) 465-8130 Pool

Qty	Item	List Price	Unit Price	Total
1	SERVICE LABOR RATE - COM - (VIRGINIA) Service Labor & Tools <b>Main Pool: Removal of (4) TR-140 Filters and Installation of (4) TR-140 Filters connecting back to existing manifold. Price to replace media in (1) TR-140 existing filter .</b>	\$5,500.00	\$5,500.00	\$5,500.00
2	SERVICE DESTINATION - HARRISON - Trip Charge - Winchester	\$300.00	\$300.00	\$600.00
4	FILTER 010 - PAC FAB TRITON TR140C 36" W/O VALVE (140316), 650# SAND/ 275# GRAVEL	\$2,695.00	\$2,425.50	\$9,702.00
30	SAND 002 - FINE SAND 100# (.45 mm TO .55 mm), 1 cubic ft.	\$21.00	\$18.90	\$567.00
15	SAND 003 - PEAGRAVEL 100# 1/4" X 1/8", 1 cubic ft.	\$20.00	\$18.00	\$270.00
8	PAC 152202 - TRITON LATERAL 9 1/8"L TR100	\$14.21	\$12.79	\$102.32
2	PAC 154714 - BULKHEAD KIT FOR TRITON FILTER	\$206.98	\$186.28	\$372.56
10	PAC 274494 - O-RING FOR TRITON ADAPTER KIT	\$11.63	\$10.47	\$104.70
1	PAC 152509 - TRITON SQUARE RING 8 1/2"&5HP CHLGR	\$11.63	\$10.47	\$10.47
1	SERVICE MISC. - Service Miscellaneous Item	\$395.00	\$395.00	\$395.00
Subtotal				\$17,624.05
Exempt Virginia				\$0.00

\*\* Priced to be scheduled Winter 2023 \*\*

**Total \$17,624.05**

### Additional Comments

1. Disposal of filter media on-site or an additional disposal fee will apply.
2. All internal parts will be inspected, cleaned and re-installed per manufacture specifications. Parts quoted will be replaced. Any additional parts required upon inspection will be replaced at an additional charge.
3. At sand removal, if sand is calcified and unable to be removed from the tank; it may require a new filter tank, another quote will be provided at that time.
4. NP will replace media in (1) original filter on main pool that is newer - located far "wall side" of equipment room.

### Terms And Conditions

Equipment & parts are experiencing much longer periods of time will be required with regard to obtaining products from our vendors and getting the products shipped or delivered to our customers. If you are in need of products, equipment or parts, please place your order sooner rather than later. All prices are subject to change without prior notice.

To check the status of your order, please contact our sales team at 540-345-7665.

Service Dept, PO Box 6354 3112 Melrose Ave, Roanoke, VA 24017, (540) 345-7665, Fax: (540) 343-5240, mea@nationalpools.com



**national pools** OF  
ROANOKE  
INC.

3112 Melrose Avenue • Roanoke, VA 24017 • nationalpools.com • (540) 345-7665

## Quote

Quote ID: 185075  
Customer ID: 1851  
Employee ID: Mea  
Quote Expires: 12/21/2023  
PO Number: 10HP 3PHASE

### Location:

Town Of Strasburg  
Angela Fletcher  
174 East King Street  
PO Box 351  
Strasburg, VA 22657

Town of Strasburg  
Gabe - Call 1hr prior to deliver 540-465-3080  
295 Park Rd  
Strasburg, VA 22657  
Cell (540) 931-1810 Marisa  
Business (540) 465-8130 Pool

Qty	Item	List Price	Unit Price	Total
1	MOTOR 0196 - EEQKT1000 10 HP 3PH MOTOR TEFC FOR EQ PUMP (350733Z from Pentair)	\$2,505.12	\$2,254.61	\$2,254.61
1	PAC 350028 - EQK1000 10HP IMPELLER 3PH	\$634.49	\$571.04	\$571.04
1	GO KIT 1001C - GO KIT FOR "EQ" PUMP	\$79.00	\$71.10	\$71.10
2	LADDER BUMPER - MALE RUBBER LADDER BUMPER	\$9.90	\$8.91	\$17.82
1	FREIGHT CHARGES - ZONE 2 - DEHAVEN/1 PALLET (Fville, Hbg, SBost, Danv Marion, HampSydn)	\$165.00	\$165.00	\$165.00
Subtotal				\$3,079.57
Exempt Virginia				\$0.00
<b>Total</b>				<b>\$3,079.57</b>

### Terms And Conditions

Equipment & parts are experiencing much longer periods of time will be required with regard to obtaining products from our vendors and getting the products shipped or delivered to our customers. If you are in need of products, equipment or parts, please place your order sooner rather than later. All prices are subject to change without prior notice.

To check the status of your order, please contact our sales team at 540-345-7665.

#### Service Quotes Only:

Any alterations or deviation from the scope of work involving extra costs will be executed upon approval and will become an extra charge over and above the quote provided. Owner is responsible for any electrical, venting, gas modifications, insulation and fire protection, and permits required to meet industry standards and codes. National Pools is not responsible for any underground utilities at any time. Payments for services are due upon completion, please refer to specific payment terms within quote. Acknowledgement of quote by signature and/or email confirmation declares the customer agrees to National Pools terms & conditions in its entirety.

All Quotes are valid for 30 days from date of quote. If you would like to proceed with the quote please sign quote and fax in to 540-343-5240 or approval via e-mail.

Signature X \_\_\_\_\_ Date \_\_\_\_\_ PO # \_\_\_\_\_

Service Dept, PO Box 6354 3112 Melrose Ave, Roanoke, VA 24017, (540) 345-7665, Fax: (540) 343-5240, mea@nationalpools.com

Thursday, November 30, 2023, 2:32:45 PM, By mikes

NP Page 1 of 1



**national pools** OF  
ROANOKE  
INC.

3112 Melrose Avenue • Roanoke, VA 24017 • nationalpools.com • (540) 345-7665

## Quote

Quote ID: 185076  
Customer ID: 1851  
Employee ID: Mea  
Quote Expires: 12/21/2023  
PO Number: BACKWASH LINE

Town Of Strasburg  
Angela Fletcher  
174 East King Street  
PO Box 351  
Strasburg, VA 22657

**Location:**

Town of Strasburg  
Gabe - Call 1hr prior to deliver 540-465-3080  
295 Park Rd  
Strasburg, VA 22657  
Cell (540) 931-1810 Marisa  
Business (540) 465-8130 Pool

Qty	Item	List Price	Unit Price	Total
1	SERVICE LABOR RATE - COM - (VIRGINIA) Service Labor & Tools Price to reroute existing 5" backwash line over head and removal of existing concrete ramp.	\$1,800.00	\$1,800.00	\$1,800.00
2	SERVICE DESTINATION - HARRISON - Trip Charge - Winchester	\$150.00	\$150.00	\$300.00
6	PVC900500 - 5" SCH40 PVC 90 DEGREE	\$59.80	\$53.82	\$322.92
1	PVCCOUP0500 - 5" SCH40 PVC COUPLING	\$19.55	\$17.60	\$17.60
1	SERVICE MISC. - Strut/Clamps to support new piping	\$150.00	\$150.00	\$150.00
Subtotal				\$2,590.52
Exempt Virginia				\$0.00
<b>Total</b>				<b>\$2,590.52</b>

### Terms And Conditions

Equipment & parts are experiencing much longer periods of time will be required with regard to obtaining products from our vendors and getting the products shipped or delivered to our customers. If you are in need of products, equipment or parts, please place your order sooner rather than later. All prices are subject to change without prior notice.

To check the status of your order, please contact our sales team at 540-345-7665.

**Service Quotes Only:**

Any alterations or deviation from the scope of work involving extra costs will be executed upon approval and will become an extra charge over and above the quote provided. Owner is responsible for any electrical, venting, gas modifications, insulation and fire protection, and permits required to meet industry standards and codes. National Pools is not responsible for any underground utilities at any time. Payments for services are due upon completion, please refer to specific payment terms within quote. Acknowledgement of quote by signature and/or email confirmation declares the customer agrees to National Pools terms & conditions in its entirety.

All Quotes are valid for 30 days from date of quote. If you would like to proceed with the quote please sign quote and fax in to 540-343-5240 or approval via e-mail.

Signature X \_\_\_\_\_ Date \_\_\_\_\_ PO # \_\_\_\_\_

Service Dept, PO Box 6354 3112 Melrose Ave, Roanoke, VA 24017, (540) 345-7665, Fax: (540) 343-5240, mea@nationalpools.com

Thursday, November 30, 2023, 2:34:30 PM, By mikes

NP Page 1 of 1



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## Quote

Quote ID: 185202  
Customer ID: 1851  
Employee ID: Mea  
Quote Expires: 12/30/2023  
PO Number: PERIMETER

Town Of Strasburg  
Angela Fletcher  
174 East King Street  
PO Box 351  
Strasburg, VA 22657

### Location:

Town of Strasburg  
Gabe - Call 1hr prior to deliver 540-465-3080  
295 Park Rd  
Strasburg, VA 22657  
Cell (540) 931-1810 Marisa  
Business (540) 465-8130 Pool

Qty	Item	List Price	Unit Price	Total
1	SERVICE LABOR RATE - COM - (VIRGINIA) Service Labor & Tools <b>Removal of existing white strip above existing tile line at Main Pool and prep joint. Sealant will be installed above tile.</b>	\$3,850.00	\$3,850.00	\$3,850.00
3	SERVICE DESTINATION - HARRISON - Trip Charge - Winchester	\$150.00	\$150.00	\$450.00
1	SERVICE LABOR TILE - To Remove & Install Perimeter Tile Line (Price per Lin. Ft.) Labor Only <b>Price to install max. of 10 pieces of OCEAN 6x6 tile in main pool &amp; 1 lin.ft. max of step tile at wading pool.</b>	\$950.00	\$950.00	\$950.00
10	TILE 001 - 6X6 OCEAN TILE -each	\$4.25	\$4.25	\$42.50
1	TILE 0095 BLACK - 2X2 BULLNOSE BLACK 'KEystone' per Lin FT (108 Lin ft/case)	\$7.00	\$6.30	\$6.30
1	MAP KERABOND WHITE 50# - MAP KERABOND 'WHITE' TILE MORTAR (THIN SET) 50#	\$45.00	\$40.50	\$40.50
1	SERVICE MISC. - Tile setting materials, sealant	\$500.00	\$500.00	\$500.00
Subtotal				\$5,839.30
Exempt Virginia				\$0.00
<b>Total</b>				<b>\$5,839.30</b>

### Additional Comments

1. Main and Wading Pool must be drained by owners.
2. Owners to refill/balance once work is completed.
3. Excludes any cleaning of the pool plaster.

### Terms And Conditions

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To check the status of your order, please contact our sales team at 540-345-7665.

#### Service Quotes Only:

Any alterations or deviation from the scope of work involving extra costs will be executed upon approval and will become an extra charge over and above the quote provided. Owner is responsible for any electrical, venting, gas modifications, insulation and fire protection, and permits

Service Dept, PO Box 6354 3112 Melrose Ave, Roanoke, VA 24017, (540) 345-7665, Fax: (540) 343-5240, mea@nationalpools.com





## Capital Improvement Plan 2024-2028

<b>Title:</b>	Pool Fence Replacement	<b>Location:</b>	Town Park
<b>Status:</b>	New	<b>Fund:</b>	General
<b>Project Type:</b>	Replacement	<b>Department:</b>	Strategic Initiatives

<b>Project/Program Description:</b>	Replacement of pool fence.
<b>Justification:</b>	Improves existing hard and softscape infrastructure assets.
<b>Operating Budget Impact:</b>	N/A
<b>Funding Source:</b>	General Fund

Activity	Cost Estimate	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28
Design/Engineering						
Construction						
Capital Purchase	\$25,000		\$25,000			
<b>Total</b>	<b>\$25,000</b>		<b>\$25,000</b>			



**TOWN OF STRASBURG**  
**174 E. King Street | P.O. Box 351 | Strasburg, VA 22657**  
**Ph: 540-465-9197 | Fax 540-465-3252**



# national pools

OF  
ROANOKE  
INC.

STATE CONTRACTORS  
No. 17588

3112 MELROSE AVENUE • PO BOX 6354 ROANOKE, VA 24017 • 540-345-7665 • FAX 540-343-5240

## Proposal

February 7, 2024

Town of Strasburg  
Attn: Marisa Varley  
295 Park Road  
Strasburg, VA 22657  
Phone: (540) 465-9197  
Email: mvarley@strasburgva.com

### National Pools of Roanoke, Inc. proposes to perform the following: Main Pool

1. Owner to drain and clean the main pool.
2. Saw cuts will be made adjacent to the existing tile, fittings, and other built-ins.
3. All of the perimeter tile will be removed.
4. The existing surface will be chipped back to allow a new flush fit finish.
5. Hollow spots will be removed, up to a maximum of 10% of the pool's surface area.
6. A Row of 6'x6" frost proof tile will be installed at pool perimeter and grouted white. Depth Markers and rope anchors will be installed in the tile line as required.
7. Caulking will be installed in the joint above the tile where tile meets cantilever decking.
8. Surface will be acid washed and a bond coat will be applied to assure new finish will adhere.
9. Multicoat Scratch Coat will be installed on the entire interior of the pool to give new plaster a good bondable surface to adhere to.
10. Six (6) new racing lanes will be installed on the pool floor using 2"x2" black tiles in the same format as the existing lane. Targets will be cut and chipped around but not replaced.
11. New 2"x2" step tile will be installed on the top front edge of the steps.
12. The existing expansion joint caulking will be removed and the joint cleaned. New tile will be installed on each side of the joint. The joint will be primed and caulked white.
13. A new anti-entrapment main drain lid and frame will be installed on the pool to meet VGB P&SS Act standards.
14. A new layer of marbleized plaster with Metastar additive will be troweled on the surface no less than 3/8" thick with a smooth trowel finish on the remaining of the main pool. Plaster surface to be 2:1 Mixture Pool Mix Marble and Lehigh White Portland Cement.
15. Prepare written operating instructions and instruct facility personnel on proper operation of swimming pool and equipment. Startup chemical Acid, Alkalinity, Calcium and Orenda will be supplied.

**Price:** \$ 118,950.00 X

This proposal is submitted for your acceptance within 30 days. Add 1% per month thereafter. Unless otherwise in part provided for in the above, this proposal is also subject to the conditions noted on the next page.

Accepted:

\_\_\_\_\_, 20\_\_

By \_\_\_\_\_



*"Our Reputation Holds A Lot Of Water"*

[www.nationalpools.com](http://www.nationalpools.com)

NATIONAL POOLS OF  
ROANOKE, INC.

By:

Vice President





# national pools

OF  
ROANOKE  
INC.

STATE CONTRACTORS  
No. 17588

3112 MELROSE AVENUE • PO BOX 6354 ROANOKE, VA 24017 • 540-345-7665 • FAX 540-343-5240

## Proposal

### Notes:

1. Work priced to be completed in the fall 2024.
2. Projects are subject to delays due to weather, scheduling delays, or unforeseen circumstances.
3. Price assumes that the pool is not painted, and the existing pool surface does not require water jetting to remove loose plaster.
4. Price excludes any filter room equipment, valves, plumbing etc. No work to be done on the filter room.
5. Price assumes pool shell and/or plumbing does not leak or have substantial cracking. If so, there will be additional charges for repairs made. Pressure testing can be done at an additional price. Any plumbing requiring cuts/repair for the pressure test to be performed will be billed additionally.
6. Price assumes pool structure is structurally sound and that they are made of concrete or gunite. If not, a new proposal will be submitted. Any additional work that needs to be done to the pool's structure will be assessed and may require additional charges for repair.
7. Owner to drain, clean, and refill pool for work. The pool must be filled with water on the day of plaster installation.
8. During the pool renovation the pool will remain empty. National Pools is not responsible for any damage created due to excessive ground water that may increase the pressure around the pool structure, plumbing, decking, etc. Proposal assumes that the pool is equipped with an existing functional hydrostatic relief valve.
9. The owner agrees to operate, brush, and maintain balanced water for 30 days after work is complete.
10. Price excludes any decking or electrical work. All decking or electrical work is to be performed by the owner's decking or electrical contractor. If bonding of anchors cannot be done within 1 square foot, there will be an additional charge.
11. Price does not include any rail goods. These items can be provided at an additional cost, at the request of the owner.
12. Plaster finishes are subject to normal cement/plaster mottling and shading. Variations in shading are normal occurrence and are not considered a deficiency. Cracks have the potential to reappear through the new plaster layer but should not leak. All concrete will be placed in a workmanlike manner in keeping with accepted construction practices.
13. Upon submittal of signed proposal, it is understood that consent is given for any photographs taken of the proposed work/job that may be used by National Pools for the use of advertising, publicity, commercial, or any other business purposes. Documentation via pictures and/or video throughout the duration of the project may also be implemented.
14. Tile colors are chosen by the owner however, not all tiles are available in the required sizes so there may be variances in shades. Waterline tiles and step tiles may not match.
15. Water supply, 120V power, and sewer connection for water disposal during the duration of the project is the owner's responsibility.
16. A 3"x6" National Pools tile will be installed in the top step of the pool, unless otherwise specified by owner previous to install.
17. Water supply needs to be at least 6gpm. If not, then water will need to be hauled in at an additional cost.
18. Schedule of Values: 25% with signed contract, 25% after demolition of pool surface, 25% after completion of pool surface, 25% after installation of filter and pump system installation. CC card fee will be 5% if CC used.

This proposal is submitted for your acceptance within 30 days. Add 1% per month thereafter. Unless otherwise in part provided for in the above, this proposal is also subject to the conditions noted on the next page.

Accepted:

\_\_\_\_\_, 20\_\_

By \_\_\_\_\_



*"Our Reputation Holds A Lot Of Water"*

[www.nationalpools.com](http://www.nationalpools.com)

NATIONAL POOLS OF  
ROANOKE, INC.

By:

Vice President

## GENERAL CONDITIONS

1. It is agreed that we shall be permitted to prosecute our work without interruption. If it be delayed at any time by any act or neglect of the owner of the owner's representative or employees, or any other contractor employed by the owner, or any changes ordered in the work, then we shall be reimbursed for our actual additional expense or damage, including loss of use of equipment caused by said delay unless other arrangements have been made in writing.
2. We are to have the privilege of sub-letting such portions of this work as we believe advisable.
3. Execution of the work covered by this proposal is contingent upon strikes, fires, accidents, delays of carriers, delays in delivery of materials, wars or other causes unavoidable or beyond our reasonable control.
4. We carry Workmen's Compensation, Public Liability, and Property Damage Insurance. We also pay Social Security and State Unemployment taxes on all individuals employed by us. We are in no way responsible for the actions of or accept any liability occasioned by employees of others.
5. This proposal is based upon present and current prices for materials to be furnished on this job. In the event that the aforesaid materials shall increase or decrease in price NATIONAL POOLS OF ROANOKE, INC. shall, within 30 days of the increase, notify you in writing, or your authorized representative, at which time there shall immediately be the revision in this contract as to the increase or decrease in the price of same. It is further based upon all labor being non-union.
6. Unless specifically stated in the proposal, we have not included in the contract price the cost of surety or other bonds. If any is required, the cost thereof shall be paid by you. On all bonded work "EXTRAS" shall have 3% added for the additional bond premium.
7. This is the entire agreement and covers all of the work to be done under this proposal, and there are no prior representations, either verbal or written outside of this proposal or contract. Any subsequent modification or change must be in writing and signed by authorized representatives of both this firm and you. Change orders must be executed prior to the performance of the work. Payments for extra work shall be made in full upon completion of said work.
8. The return of one copy of this proposal, properly signed, will constitute a contract if same was originally signed by an officer of this company. If not, two copies must be returned for the signature, after which one signed copy will be returned to you for your files. This proposal does not become a contract until approved and signed by an officer of this firm.
9. By your signature to this agreement you declare yourself to be a trustee of the funds to be received by you in the payment of the work to be performed and materials to be furnished by us in performance of this contract.
10. This contract price includes only Federal and State taxes now existing. Should new taxes or existing local taxes be imposed on this contract they shall be paid by you.

It is further agreed that the parties are subject to the following conditions:

11. **OWNER'S RESPONSIBILITY:** The owner shall be responsible for the pool location being within his property lines and clear of setbacks. The Owner will provide access to the pool site for power excavating equipment and trucks. It is assumed that the ground in the pool area may be excavated by such equipment and should hard pan, rock or other materials be encountered in the pool or accessory excavations requiring use of either a compressor or blasting material, the extra cost plus 15% overhead and 10% profit will be paid by the owner. The cost of removing the underground obstructions such as pipe lines or masonry: removing, refilling and compacting of filled ground, diversion or sealing off of water seepage and the cost of changes or additions to the pool structure or other installations necessitated by such conditions plus 15% overhead and 10% profit shall be paid by your owner. Unless otherwise stated herein, site preparation including removal or protection of trees or other vegetation, removal of pipe lines or other improvements affected by this construction shall be by owner. If the electric current that may be supplied from the present panel or the water that may be supplied from the water line nearest the deep end of the pool are not adequate to operate the pool, the cost of making them so shall be paid by the owner. The water required to fill pool shall be provided by the owner at time pool interior is completed.
12. **PAYMENTS FOR WORK DONE:** Payments by the owner as the work progresses is stipulated on the contract, and should the owner fail to make such payments as the work progresses the contractor reserves the right to discontinue the work, and shall be paid for the work done up to the time the notice was given. The final payment including all retainage shall be made on completion of the work covered by the contract. **COMPLETION** is defined for purposes of this agreement as acceptance by the owner or approval of the governing health officer which ever occurs first. Use of the facility by the owner shall constitute acceptance. In the event the final payment is not made at the above stated time, it is understood that the owner will pay the contractor interest on the unpaid balance at the rate of 2% per month, until the said payment is made in full. In the further event it becomes necessary for contractor to place this contract in the hands of an attorney for collection, the owner agrees to pay an attorney's fee of 35% of the outstanding indebtedness, court cost, and interest. **DUE TO HIGH MERCHANT FEES, CREDIT CARD PAYMENTS CANNOT BE ACCEPTED ON INVOICES.**
13. **CONTRACTOR'S WARRANTY:** NATIONAL POOLS OF ROANOKE, INC. warrants that all materials used in completing the installation contracted for herein will be new and of high quality and that all work will be done in a competent and workmanlike manner; that if any substantial defect occurs in the workmanship, it will be remedied without cost to the owner if written notice thereof is given the company within 1 year after the completion of such work. \* Assemblies or units (such as heaters, pumps and motors, etc.) and standard fittings or accessories purchased by NATIONAL POOLS OF ROANOKE, INC. for use in this installation are subject to the manufacturer's guarantee. It is specifically understood and agreed that no claim may be filed under this warranty and no obligation to make adjustment thereunder will accrue until the full indebtedness of the owner to NATIONAL POOLS OF ROANOKE, INC. is paid. **NOTE:** Should concrete decks or walks be installed under this agreement they are NOT guaranteed against cracking. All reasonable precaution shall be taken by the contractor in the installation of such decks or walks but small cracks do frequently occur and cannot reasonably be prevented.

\*Five years warranty on Pool Shell only.

14. This proposal is submitted for your acceptance within thirty days. Add a two percent finance charge per month upon the unpaid balance if payment on this contract is not made in accordance with the same.

# NEW BUSINESS



# DEPARTMENT REPORTS





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Finance Director, Angela Fletcher  
Date: 02/13/2024  
Re: Monthly Update to Council

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### Finances and Auditing

- The Government Finance Officers Association (GFOA) Application for the Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Reporting Award (PAFR) and Distinguished Budget Award are currently being prepared for an anticipated February/March submission.

### 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
- FY25 Donation Applications are due February 16<sup>th</sup>.
- It is **112** days until Wednesday, June 5, 2024 (1<sup>st</sup> Half Tax Due Date)



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	\$675,863.16	\$13,559.11	(\$686,136.84)	50
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$3,475.88	\$25.00	(\$16,524.12)	17
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$384,118.00	\$16,784.61	(\$220,882.00)	63
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$24,088.01	\$4,284.25	(\$10,911.99)	69
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	\$0.00	(\$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	\$43,478.64	\$4,739.23	\$978.64	102
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$1,252.85	\$258.25	(\$3,247.15)	28
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$55,879.47	\$3,882.98	(\$84,120.53)	40
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	\$49,875.00	\$14,250.00	(\$70,125.00)	42
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$34,858.80	\$3,446.80	(\$130,141.20)	21
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$16,026.45	\$3,234.17	(\$13,973.55)	53
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	\$22,087.00	\$390.00	(\$8,913.00)	71
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$53,555.16	\$26,511.39	(\$111,444.84)	32
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$614,195.05	\$74,832.20	(\$360,804.95)	63
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$126,276.60	\$10,413.43	(\$83,723.40)	60
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	\$361,570.61	\$52,239.07	(\$143,429.39)	72
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	\$8,627.66	\$2,925.37	(\$13,372.34)	39
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	\$12,887.26	\$428.43	(\$22,112.74)	37
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$19,603.95	\$410.00	\$2,603.95	115
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$16,970.10	\$2,349.35	(\$8,029.90)	68
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	\$40,598.98	\$16,290.56	\$5,598.98	116
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$137.67	\$132.38	\$137.67	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	\$0.00	\$16,541.66	49
10-4411-3500 PLANNING COMMISSION	\$4,200.00	\$4,200.00	\$0.00	\$2,100.00	\$0.00	\$2,100.00	50
10-4411-7000 SALARIES & WAGES- RE	\$352,353.00	\$352,353.00	\$0.00	\$201,364.53	\$27,149.92	\$150,988.47	57
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$19,327.56	\$1,104.00	\$7,025.44	73
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$653.24	\$141.76	\$1,346.76	33
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$17,389.95	\$1,963.09	\$14,391.05	55
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	\$484.50	\$64.60	\$355.50	58
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	\$0.00	\$3,512.39	12
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$13,055.00	\$3,552.50	\$36,945.00	26
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$8,520.96	\$1,088.09	\$16,479.04	34
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$5,000.00	\$0.00	\$10,000.00	33
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	\$1,409.33	\$223.70	\$1,390.67	50

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	\$2,727.68	\$299.96	\$1,772.32	61
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$329.80	\$159.63	\$670.20	33
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	\$9,577.61	\$2,191.25	\$11,422.39	46
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	\$2,271.66	\$47.00	(\$271.66)	114
10-4412-3000 MISCELLANEOUS	\$5,500.00	\$5,500.00	\$0.00	\$4,772.06	\$335.17	\$727.94	87
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	\$2,403.86	\$240.73	\$1,446.14	62
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$4,550.60	\$964.34	\$1,849.40	71
10-4412-3700 TRAVEL & TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$52.20	\$0.00	\$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	\$19,016.97	\$3,958.80	\$12,983.03	59
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	\$24,147.63	\$1,591.29	\$10,852.37	69
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	\$0.00	\$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	\$25,990.40	\$5,042.40	\$974,009.60	3
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	\$62,609.14	\$9,152.78	\$93,802.86	40
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	\$4,751.30	\$664.67	\$7,213.70	40
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	\$371.45	\$48.45	\$468.55	44
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$3,447.22	\$419.46	(\$1,447.22)	172
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$50.54	\$5.40	\$4,949.46	1
10-4422-2800 MATERIALS & SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$710.00	\$0.00	\$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	\$557.94	\$70.80	\$142.06	80
10-4422-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$892.90	\$0.00	\$1,357.10	40
10-4422-3800 PLANNING DISTRICT CO	\$9,320.00	\$9,320.00	\$0.00	\$8,240.24	\$0.00	\$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	\$31,890.36	\$7,243.42	\$67,709.25	32
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$291,580.05	\$40,958.40	\$283,956.95	51
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	\$26,582.24	\$1,620.50	\$64,545.76	29
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$14,586.87	\$5,598.20	\$11,313.13	56
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$24,230.46	\$3,404.43	\$35,801.54	40
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	\$1,469.65	\$209.95	\$730.35	67
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	\$6,546.27	\$239.92	\$5,113.73	56
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$3,475.80	\$975.20	\$3,029.20	53
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$2,659.65	\$528.17	\$3,340.35	44
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$0.00	\$53,384.48	\$9,800.86	(\$3,384.48)	107
10-4432-2500 FUEL-HEAT	\$5,100.00	\$5,100.00	\$0.00	\$2,317.86	\$1,652.81	\$2,782.14	45
10-4432-2600 GAS,GREASE, & OIL	\$11,517.00	\$11,517.00	\$0.00	\$7,854.85	\$1,631.18	\$3,662.15	68
10-4432-2700 TIRES & TUBES	\$2,100.00	\$2,100.00	\$0.00	\$198.94	\$198.94	\$1,901.06	9
10-4432-2800 MATERIALS & SUPPLIES	\$7,895.00	\$7,895.00	\$0.00	\$1,913.59	\$337.14	\$5,981.41	24

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4432-2850 PERMITS & DUES	\$735.00	\$735.00	\$0.00	\$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	\$3,455.37	\$409.24	\$1,544.63	69
10-4432-3300 BUILDING MAINTENANC	\$6,430.00	\$6,430.00	\$0.00	\$2,832.07	\$493.01	\$3,597.93	44
10-4432-3400 REPAIRS EQUIPMENT	\$22,033.00	\$24,244.12	\$0.00	\$7,212.59	\$1,044.45	\$17,031.53	30
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$223.82	\$3,313.22	\$1,594.34	\$46,462.96	7
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$2,014.43	\$48,558.42	\$20,789.05	\$663,645.15	7
10-4432-3700 TRAVEL & TRAINING	\$6,895.00	\$6,895.00	\$0.00	\$74.80	\$0.00	\$6,820.20	1
10-4432-3800 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$338.48	\$32.54	\$661.52	34
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$686.28	\$74.99	\$6,203.72	10
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	\$1,561.58	\$200.00	\$25,438.42	6
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	\$718,116.45	\$95,411.93	\$524,987.55	58
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$39,248.11	\$4,307.65	\$54,632.89	42
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$78,975.25	\$9,370.02	\$14,224.75	85
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$59,743.20	\$7,708.00	\$49,666.80	55
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	\$484.50	\$64.60	\$715.50	40
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	\$45,584.05	\$28,158.28	\$55,669.95	45
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$4,708.28	\$841.83	\$6,291.72	43
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$1,698.36	\$300.44	\$2,301.64	42
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$577.86	\$275.98	\$3,422.14	14
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$35,899.08	\$3,955.50	(\$3,899.08)	112
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	\$6,258.07	\$465.32	\$2,741.93	70
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$0.00	\$3,333.85	\$0.00	\$11,666.15	22
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	\$1,320.42	\$0.00	\$3,179.58	29
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$2,234.24	\$229.75	(\$734.24)	149
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$2,525.92	\$0.00	\$3,474.08	42
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$10,585.31	\$1,274.45	\$3,414.69	76
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$18,510.97	\$1,333.90	\$16,489.03	53
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$15,535.74	\$164.00	\$4,464.26	78
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	\$16,255.44	\$2,174.07	\$6,244.56	72
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	\$0.00	(\$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	\$19,568.21	\$1,772.00	\$53,642.79	27
10-4461-8000 SALARIES & WAGES - P	\$125,854.00	\$125,854.00	\$0.00	\$29,562.21	\$3,463.18	\$96,291.79	23
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$3,561.26	\$349.94	\$11,667.74	23
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	\$6,900.62	\$0.00	\$7,599.38	48
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	\$2,726.44	\$0.00	(\$526.44)	124
10-4462-2900 MEMBERSHIP DUES	\$1,000.00	\$1,000.00	\$0.00	\$470.00	\$0.00	\$530.00	47



Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
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	\$660.83	\$70.80	\$1,039.17	39
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	\$0.00	\$2,249.30	94
10-4462-7250 VISITOR CENTER EXPEN	\$26,000.00	\$26,000.00	\$0.00	\$11,772.00	\$1,828.93	\$14,228.00	45
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	\$0.00	(\$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	\$1,656.39	\$75.00	(\$16,343.61)	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	\$0.00	(\$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	\$2,160.00	\$720.00	\$3,840.00	36
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$6,618.05	\$1,075.41	\$2,881.95	70
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	\$2,616.46	\$0.00	\$1,883.54	58
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	\$1,571.67	\$182.00	\$3,428.33	31
10-5412-3400 REPAIRS EQUIPMENT	\$5,000.00	\$5,000.00	\$0.00	\$2,399.20	\$199.20	\$2,600.80	48
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$6,000.00	\$25,352.43	\$309.09	\$11,747.57	59
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
Reporting Fund: 10-GENERAL FUND							
FundRevTot	\$11,533,958.00	\$11,533,958.00	\$0.00	\$3,223,953.86	\$251,461.58	(\$8,310,004.14)	28
FundExpTot	\$11,533,958.00	\$11,747,942.11	\$18,553.46	\$3,339,180.82	\$325,522.80	\$8,390,207.83	29
Reporting Fund: 20-WATER FUND							
20-3350-7500 LEASE RECEIPTS	\$88,000.00	\$88,000.00	\$0.00	\$8,335.86	\$1,500.00	(\$79,664.14)	9
20-3360-1000 WATER REVENUE	\$2,430,000.00	\$2,430,000.00	\$0.00	\$1,304,239.11	\$197,458.15	(\$1,125,760.89)	54
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$54,804.27	\$6,887.02	(\$20,195.73)	73
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$235,273.93	\$0.00	\$82,273.93	154
20-3360-3100 WATER TAP FEES	\$35,000.00	\$35,000.00	\$0.00	\$5,389.20	\$0.00	(\$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	\$11,993.80	\$2.73	(\$8,006.20)	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	\$52,216.40	\$6,961.15	\$40,912.60	56
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	\$616.28	\$57.72	\$383.72	62
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$3,894.76	\$501.01	\$3,240.24	55
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	\$8,246.47	\$1,053.53	\$16,033.53	34
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$4,928.70	\$0.00	\$11,571.30	30
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,367.77	\$217.10	\$1,632.23	46
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$2,647.32	\$291.11	\$1,752.68	60
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$320.05	\$154.94	\$479.95	40
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$11,794.19	\$2,270.30	\$9,085.81	56
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	\$1,996.17	\$16.50	(\$1,371.17)	319

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$2,410.44	\$16.50	\$89.56	96
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$2,333.35	\$233.65	\$1,166.65	67
20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$0.00	\$3,710.17	\$500.08	\$2,689.83	58
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	\$7,647.03	\$807.46	\$1,486.97	84
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$585.02	\$61.77	\$113.98	84
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	\$278.99	\$35.40	(\$278.99)	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	\$81,833.47	\$10,564.93	\$87,716.53	48
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$4,648.34	\$367.42	\$9,432.66	33
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$5,701.36	\$1,812.54	(\$151.36)	103
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$7,053.43	\$975.01	\$7,760.57	48
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	\$4,939.12	\$204.92	\$6,365.88	44
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$3,373.62	\$946.51	\$2,946.38	53
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$2,581.37	\$512.62	\$4,918.63	34
20-4432-2500 GAS FUEL	\$4,950.00	\$4,950.00	\$0.00	\$2,249.71	\$1,604.21	\$2,700.29	45
20-4432-2600 GAS, GREASE, & OIL	\$11,100.00	\$11,100.00	\$0.00	\$7,018.53	\$1,583.18	\$4,081.47	63
20-4432-2700 TIRES & TUBES	\$2,000.00	\$2,000.00	\$0.00	\$193.07	\$193.07	\$1,806.93	10
20-4432-2800 MATERIAL & SUPPLIES	\$7,665.00	\$7,665.00	\$0.00	\$1,821.03	\$327.27	\$5,843.97	24
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	\$3,353.76	\$397.20	\$846.24	80
20-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,748.77	\$478.52	\$3,486.23	44
20-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$6,999.45	\$1,013.49	\$16,531.62	30
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$72.60	\$0.00	\$6,577.40	1
20-4432-3800 MISS UTILITY	\$975.00	\$975.00	\$0.00	\$328.51	\$31.58	\$646.49	34
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$685.58	\$72.78	\$5,954.42	10
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	\$23,671.63	\$3,157.02	\$73,225.21	24
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	\$939.92	\$939.92	\$749,060.08	0
20-4451-7000 SALARIES & WAGES - R	\$365,226.00	\$365,226.00	\$0.00	\$209,347.37	\$28,046.76	\$155,878.63	57
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	\$8,550.12	\$2,911.02	\$6,449.88	57
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$15,732.85	\$2,230.49	\$13,477.15	54
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	\$1,453.50	\$193.80	\$206.50	88
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	\$61,531.56	\$10,601.89	\$63,468.44	49
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$0.00	\$13,574.56	\$2,421.83	\$27,410.44	33
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$1,289.46	\$371.75	\$1,910.54	40

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	\$60,719.57	\$17,122.99	\$44,280.43	58
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$0.00	\$2,743.79	\$816.78	\$3,156.21	47
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$1,546.07	\$585.67	\$1,453.93	52
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$2,493.77	\$455.10	\$1,906.23	57
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	\$3,739.22	\$152.46	\$6,760.78	36
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	\$3,505.39	\$31.00	\$7,409.61	32
20-4452-3201 I/T SUPPORT	\$8,500.00	\$8,500.00	\$0.00	\$3,483.26	\$424.82	\$5,016.74	41
20-4452-3300 BUILDING MAINTENANC	\$10,100.00	\$10,100.00	\$0.00	\$5,107.19	\$562.50	\$4,992.81	51
20-4452-3400 REPAIRS EQUIPMENT	\$50,000.00	\$50,000.00	\$112.92	\$18,379.26	\$4,510.61	\$31,507.82	37
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$2,999.00	\$900.00	\$10,201.00	23
20-4452-4000 UNIFORMS	\$5,400.00	\$5,400.00	\$0.00	\$1,372.20	\$203.22	\$4,027.80	25
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	\$60,056.31	\$716.30	\$45,769.69	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	\$278.15	\$35.80	(\$278.15)	0
Reporting Fund: 20-WATER FUND							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$1,684,954.99	\$205,847.90	(\$1,907,045.01)	47
FundExpTot	\$3,592,000.00	\$3,660,023.18	\$14,890.08	\$1,237,585.25	\$111,655.20	\$2,407,547.85	34
Reporting Fund: 30-SEWER FUND							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$1,526,385.43	\$234,369.04	(\$946,249.57)	62
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$11,100.00	\$2,100.00	(\$38,900.00)	22
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$224,853.13	\$0.00	\$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	\$51,756.65	\$6,953.01	\$41,372.35	56
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	\$581.13	\$58.20	\$418.87	58
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$4,004.61	\$536.35	\$3,130.39	56
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	\$8,414.01	\$1,053.53	\$15,865.99	35
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$4,928.70	\$0.00	\$11,571.30	30
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,200.22	\$217.10	\$1,799.78	40
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$2,647.32	\$291.11	\$1,752.68	60
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$320.05	\$154.94	\$479.95	40
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$11,794.02	\$2,270.19	\$9,085.98	56
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	\$1,996.17	\$16.50	(\$1,371.17)	319
30-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$2,409.50	\$16.50	\$90.50	96
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$2,333.35	\$233.65	\$1,166.65	67
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$0.00	\$3,710.17	\$500.08	\$2,699.83	58
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	\$617.87	\$617.87	\$14,382.13	4
30-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$7,647.03	\$807.46	\$1,486.97	84
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$585.02	\$61.77	\$113.98	84

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	\$278.99	\$35.40	(\$278.99)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$81,813.22	\$10,544.41	\$87,736.78	48
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$4,648.34	\$367.42	\$9,432.66	33
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$4,251.71	\$1,442.25	\$1,298.29	77
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$6,940.93	\$945.12	\$7,873.07	47
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	\$4,939.12	\$204.92	\$6,365.88	44
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$3,373.62	\$946.51	\$2,946.38	53
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$2,581.37	\$512.62	\$4,958.63	34
30-4432-2500 FUEL-HEAT	\$4,950.00	\$4,950.00	\$0.00	\$2,249.71	\$1,604.21	\$2,700.29	45
30-4432-2600 GAS,GREASE & OIL	\$11,170.00	\$11,170.00	\$0.00	\$7,121.67	\$1,583.18	\$4,048.33	64
30-4432-2700 TIRES & TUBES	\$2,038.00	\$2,038.00	\$0.00	\$193.07	\$193.07	\$1,844.93	9
30-4432-2800 MATERIALS & SUPPLIES	\$7,670.00	\$7,670.00	\$0.00	\$1,713.60	\$327.27	\$5,956.40	22
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	\$3,353.76	\$397.20	\$846.24	80
30-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$2,748.77	\$478.52	\$3,486.23	44
30-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$7,569.88	\$1,013.49	\$15,961.19	32
30-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$72.60	\$0.00	\$6,577.40	1
30-4432-3800 MISS UTILITY	\$980.00	\$980.00	\$0.00	\$328.51	\$31.58	\$651.49	34
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$705.57	\$72.78	\$5,934.43	11
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	\$8,747.86	\$929.23	\$91,098.82	9
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	\$209,553.41	\$28,461.98	\$176,611.59	54
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	\$5,525.02	\$1,513.90	\$6,174.98	47
30-4451-9001 FICA - SEWER TREATME	\$29,658.00	\$29,658.00	\$0.00	\$15,169.97	\$2,097.84	\$14,488.03	51
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	\$904.40	\$96.90	(\$404.40)	181
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	\$4,410.00	\$110,671.43	\$20,638.80	\$55,018.57	65
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$26,275.14	\$3,059.77	\$5,224.86	83
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$2,096.36	\$537.39	\$5,703.64	27
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$98,369.25	\$28,806.24	\$76,630.75	56
30-4452-2500 FUEL-HEAT	\$8,000.00	\$8,000.00	\$1,637.20	\$1,803.24	\$0.00	\$4,559.56	23
30-4452-2600 GAS,GREASE, & OIL	\$7,200.00	\$7,200.00	\$0.00	\$698.09	\$36.35	\$6,501.91	10
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$4,673.99	\$188.15	\$5,826.01	45
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	\$1,612.65	\$16,665.90	\$3,216.88	\$24,821.45	39
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	\$3,905.64	\$495.62	\$1,594.36	71

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	\$0.00	\$8,933.82	11
30-4452-3400 REPAIRS EQUIPMENT	\$105,100.00	\$105,100.00	\$0.00	\$21,921.34	\$5,451.91	\$83,178.66	21
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$7,072.85	\$15,727.85	\$4,345.12	(\$5,800.70)	93
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$1,269.78	\$0.00	\$3,470.22	27
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$940.26	\$0.00	\$5,039.74	16
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	\$0.00	\$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	\$0.00	(\$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	\$313.23	\$35.80	(\$313.23)	0
<b>Reporting Fund: 30-SEWER FUND</b>							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$1,829,988.96	\$236,469.04	(\$2,352,635.04)	44
FundExpTot	\$4,182,624.00	\$4,250,647.18	\$203,748.02	\$1,393,986.27	\$134,400.09	\$2,652,912.89	38
<b>Reporting Fund: 40-TRASH FUND</b>							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$302,225.91	\$43,420.03	(\$199,674.09)	60
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$53,317.19	\$8,429.61	\$50,682.81	51
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$222,778.29	\$18,802.85	\$175,121.71	56
<b>Reporting Fund: 40-TRASH FUND</b>							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$302,225.91	\$43,420.03	(\$199,674.09)	60
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$276,095.48	\$27,232.46	\$225,804.52	55
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
60-5910-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$3,854.58	\$0.00	(\$3,854.58)	0
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$195,230.36	\$1,327.76	(\$195,230.36)	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	\$199,084.94	\$1,327.76	(\$199,084.94)	0
<b>Grand Totals:</b>							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$7,041,123.72	\$737,198.55	(\$12,769,358.28)	36
TotalExp	\$19,810,482.00	\$20,160,512.47	\$237,191.56	\$6,445,932.76	\$600,138.31	\$13,477,388.15	33



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Wayne Sager, Chief of Police  
Date: 02-08-2024  
Re: Monthly Update to Council

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The Strasburg Police Department answered **1491** calls for service in the month of **January** 2024.

### Adult Criminal Charges (35)

- 2 Domestic Assault & Battery (M, separate defendants)
- 1 Assault & Battery (M)
- 2 Assault & Battery of Law Enforcement (F, separate defendants)
- 1 Strangulation (F)
- 1 Child Endangerment (F)
- 4 Obstruction of Justice (M, separate defendants)
- 1 Destruction of Property (M)
- 1 Unlawful Entry into Vehicle (M)
- 8 Petit Larceny (M, 4 separate defendants)
- 4 Possession of a Controlled Drug (1 M, 3 F, 3 separate defendants)
- 1 Possession of Firearm While in Possession of Drugs (F)
- 2 Carrying a Concealed Weapon (M, separate defendants)
- 2 DUI (M, separate defendants)
- 1 Drinking While Driving/Open Container (M)
- 1 Disorderly Conduct (M)
- 1 Unauthorized Use of Vehicle (F)
- 1 Trespassing (M)
- 1 Hit & Run (M)

### Juvenile Criminal Charges (3)

- 1 Aggravated Sexual Battery (F)
- 1 Assault & Battery (M)
- 1 Underage Possession of Alcohol (M)

### Traffic Violations (46)

- 4 Speeding
- 3 Reckless Driving
- 1 Throwing Flammable Object from Vehicle



- 18 Expired State Inspection
- 4 Expired State Registration
- 2 No Operator's License in Possession
- 5 No Driver's License
- 1 No Insurance
- 3 Failure to Wear Seatbelt
- 1 Improper Exhaust
- 1 Defective Equipment
- 1 Improperly Secured License Plate
- 1 Drive without Lights
- 1 Improper Stopping on Highway

Ordinance Violations in January (10)

Uses of Narcan in January (0)



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Amy Keller, Office & HR Manager  
Date: 2/9/2024  
Re: January Monthly Update to Council

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

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
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<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
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**Brian Otis** (From Planning & Zoning Adm. to  
Director of Planning and Public Services)

Comm. Initiatives

1/1/2024

**Brian McKee** (From Engagement Specialist  
to Business & Engagement Coordinator – PT to FT)

Strategic Initiatives

1/1/2024

<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
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<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
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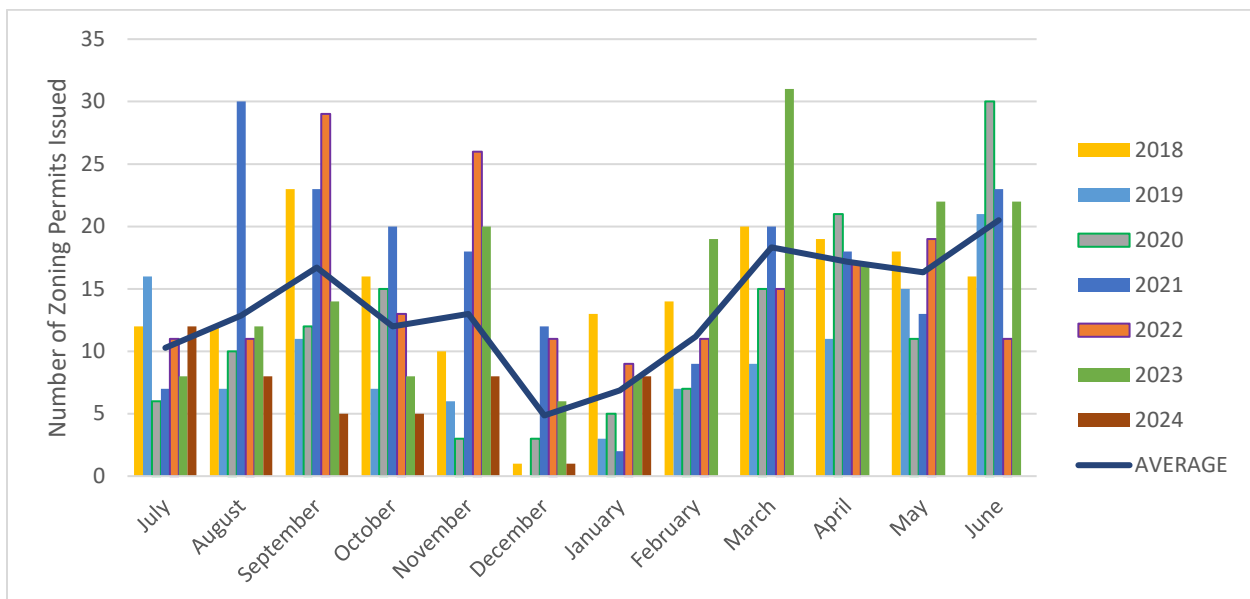


## Memorandum

To: Mayor Boies and Strasburg Town Council  
 From: Brian Otis, Director of Planning & Public Services  
 Date: February 13, 2024  
 Re: Monthly Update to Council (December) Planning and Public Services

## Planning Department

### Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	January Average	% Change
2024 January	8	1	700.00%	8	0.00%	6.9	15.94%
		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 – Meeting held, Dunmore rezoning, recommended approval with conditions.

## Additional Items

- UDO Proposed schedule for adoption:
  - February 20 – Public Workshop
  - March 14 @ 7:00 p.m. - Joint meeting to discuss final revisions
  - April, joint meeting – first reading
  - May, joint meeting – second reading
  - June, council meeting – approval
  - Adoption – July 1, 2024

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## Department of Public Works

- Meter Service request
  - 4 Add Reading.
  - 13 Reactivate Account.
  - 3 Turn off.
  - 2 Turn on.
  - Data Logged 5 water meters.
  - 2 frozen meters.
  - Replaced 1 meter.
  - 2 pressure tests.
- Office Request
  - Delivered 6 Notices.
  - Delivered 16 Waste Containers.
- Meter Installation
  - 1 Meter replacement.
- 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
  - 3 sewer main backup.
  - 2 Sewer Service backups.
  - 1 water tap.
  - 2 water main leaks.
  - 1 water service leak.



- Streets
  - Sweeping Streets.
  - Replacing NO Parking Signs.
  - Performed Snow removal duties.
  - Take down street tree lights and snowflakes.
  - Change Pole Banners.
  - 1 dead animal pickup.
- Horticulture
  - 4 staff attended spray recertification training.
- Inspections
  - Performed 1 occupancy inspection.
- Miss Utility Locates
  - Performed 112 Miss Utility Locates.
- Events
  - Pick up Christmas Trees.

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## Utilities Department

### Water Treatment Plant

- OPERATIONS / TREATMENT
  - Water Treatment Plant produced 26.625 MG for the month of January.
  - Operating at 34% capacity
  - Average daily production .859 MGD
  - The Water Plant ran on limited capacity on January 10<sup>th</sup> and 11<sup>th</sup> due to muddy water and debris in the river causing our source water intakes to clog. Plant run times and filter flow rates were limited each day. The recovery period for the shut down and reduced filter rates was approx. 4 days running the plant at maximum filter flow rate to return system to normal operating tank levels.
  - The Water Plant ran on limiting capacity on January 29<sup>th</sup> due to muddy water and debris in the river causing our source water intakes to clog. Plant run times and filter flow rates were limited. The recovery period for the shutdown period and reduced filter rates was approx. 3 days running the plant at maximum filter flow rate to return system to normal operating tank levels.
- BULK WATER SALES
  - Staff filled 30 bulk water trucks for a total of 37,706 gallons.
- FORT HILL WATER TANK
  - Utility Services (Tank Maintenance Company)
  - Waiting for final inspection and paint touchup on areas caused by cell carrier installation on tank.



- CLA-VAL FLOW CONTROLLER REPLACEMENT CIP
  - Controllers Purchased, Scheduling with Instrulogic for installation.
- SCADA SOFTWARE UPGRADE CIP
  - Software upgrades have started.
  - Issue with compatibility of software license. Waiting on Instrulogic and Siemens to resolve issue.
- MADISON HEIGHTS PRESSURE STATION
  - Low pressure complaints in Pressure Zone
  - Pump continued to trip causing fluctuations in pressures in the Madison Heights Pressure Zone. During troubleshooting of the system, operations staff found a faulty motor starter and breaker. Both items were replaced with a new one. This did not resolve the issue. Staff then replaced the pump and motor assembly. System is back in service and working as designed.
- DROUGHT
  - Working on Drought Monitoring Plan updates
  - NSVRC is arranging a follow up meeting with DEQ and other local water purveyors to review issues that arose in 2023.

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## Wastewater Treatment Plant

- Utility Production Figures
  - The wastewater plant treated 40.30 MG and ran at 64% capacity.
- Keaser Blower Replacement Project:
  - The replacement blowers are in the process of being built.
  - Meetings on money allocated for project and unforeseen costs.
  - Vand solution did a walk through in preparation for installation.
  - There is also a fee for Aeromod to update their PLC of 3000.00
- Dairy Sampling Station Project:
  - Letter of recommendation sent to milk plant.
  - Dairy Effluent to the town system was bad this month. High solids and BOD. They were contacted by the town about the issues. Their response was they could not get their sludge hauled out.
  - § 19 violations for BOD
  - § 27 violations for TSS
- 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. DEQ advised us to not go the pretreatment route. In their opinion it would be beneficial for the town to take care of it in the sewer use ordinance.
- WWTP
  - Drain valve on Water Plant holding tank is broken and needs repaired. Scheduled for 5th of February.
  - Anoxic Mixer sent out for repairs.
  - Trojan Uv was in and hooked up internet access to their PLC. This was part of a pilot program the town okayed.
  - Preparing for DCLS Laboratory Inspection in February.
  - Major High flow event 27th and 28th with 3.07 MG in 24hours and a peak flow of 6700 gpm.
  - Atlas Copco in for yearly inspection and maintenance of filter air compressors.
- Budget
  - Working on the 24-25 budget
  - CIP was updated and sent in



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Visitor Center Staff  
Date: February 9, 2024  
Re: January Monthly Update to Council

### Visitor Center

- Due to snow and cold weather, the Visitor Center had a slower month. The Center was open 26 days during the month.
- **Tours:**  
January 24 – Hosted a Cub Scout Pac with 36 scouts and their parents.  
January 27 – Hosted a private group of 10.
- The **Visitor Center** welcomed 347 visitors in January (averaging 13.4 per day).
  - ❖ **Visitors by Location on our Guest Log for January 2024**
    - Virginia: 51, with 7 coming from Strasburg
    - Other States:
      - California = 1
      - Florida = 2
      - Maryland = 5
      - Michigan = 2
      - North Carolina = 1
      - Ohio = 3
      - Pennsylvania = 2

The museum had 106 admissions.

Total sales for the Gift Shop in December: \$494.96



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Business and Engagement Coordinator McKee  
Date: 2/2024  
Re: January 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** was approved for 5 downtown locations. Cakes by Ashton, Strasburg Community Library, Strasburg Hobbies, Amestratus, and King Street Shopping Center applications were approved and will be underway.
- Looking into multiple grant opportunities to increase access to park facilities.
- The initial monthly small business meeting was a success. Aiming for consistent collaborative meetings in partnership with the library is looking to be a great way to incubate and encourage new small businesses.

### Tourism + Quality of Life

- Vintage in the Valley Committee had its first work session and our partners in organizing the event seem optimistic about another successful year.
- 35 new volunteer members were added to the email list for event help.
- Front Porch Friday concert series is booked for 2024
- An increase in food trucks for 4th of July is up to 6 confirmed.

# COMMITTEE REPORTS





The Commission met on January 18th. We received a report on a Virginia Housing PDC grant that the Commission has been overseeing. This is a grant used to help build housing for lower income families. The program was awarded with funds to build 20 homes in our region. A few houses were built in Strasburg using these funds. The commission passed a resolution to adopt the updated Regional Hazard Mitigation Plan. This plan is updated every 5 years to be eligible for pre and post disaster funding. In the near future, this council will also be voting on the plan. If anyone would like to read the plan now, it is available online from the NSVRC website or I have a pdf I can forward to you.

The commission will not be meeting this month.

Submitted by Council Liaison Kimmons



# **COUNCIL MEMBER ITEMS**



# CLOSED MEETING



# ADJOURNMENT

