

# Town of Strasburg

## Town Council Regular Meeting

Strasburg Town Hall  
174 E King St  
Strasburg, VA 22657

Tuesday, May 14, 2024  
7 p.m.

### Town Council Members:

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

Emily McCorn, Vice Mayor  
Christie Monahan  
Brad Stover  
David Woodson

### Staff Contact:

J. Waverly Coggsdale, III, Town Manager

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

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[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Tuesday, May 14, 2024



# Town Council *PRELIMINARY* Agenda – Tuesday, May 14, 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):**

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

- **Piper Dellinger** – Statewide winner of VML essay contest, “If I Were Mayor”; VML representative in attendance to present award.

### **Mayor’s Comments:**

### **Citizen Comments:**

### **Consent Agenda:**

- 1) Minutes of the April 1, 2024 Town Council Work Session
- 2) Minutes of the April 9, 2024 Regular Council Meeting
- 3) Minutes of the April 23, 2024 Joint Meeting of the Town Council and Planning Commission

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

#### **1) Employee Compensation Pay & Grade Assignment Adjustments**

*Description: Proposed Employee Title and Grade Assignments*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Staff Memo,*

#### **2) Proposed FY2025 Budget**

**2a:** Consideration of FY25 Budget, including the FY2025 Schedule of Rates and Fees, the FY2025-2029 Capital Improvement Program

**2b:** Consideration of Appropriation Resolutions for Budget Funds

**2c:** Consideration of VRS Enhanced Hazardous Duty Benefits Resolution

*Description: Consideration of the finalization of the FY2025 Budget and the FY2025-2029 Capital Improvement Program*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Angela Fletcher, Director of Finance*

*Support Materials: FY2025 Budget Adoption Memo, Budget Adoption and Appropriation Procedure, Budget Appropriation Resolution, and VRS Enhanced Hazardous Duty Benefits Resolution*

#### **3) 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*

### **New Business:**

### **Reports:**

1. Departmental Reports (Included in Agenda Packet)

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

- ***Strasburg Police Department Annual Report (presentation)***
  2. Town Attorney
  3. Special Committees

**Council Member Comments:**

**Closed Meeting (if needed):**

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

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

**Adjournment**

# PUBLIC HEARING(S)



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



# MAYOR'S COMMENTS



# CITIZEN'S COMMENTS (Non-Agenda Items)



# CONSENT AGENDA







**Consent Agenda**

**Meeting Date: May 14, 2024**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: May 10, 2024  
Re: Consent Agenda Items

**DESCRIPTION:** The following items are placed on the Consent Agenda. All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item 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 April 1, 2024, Work Session minutes, as presented. Approval of the April 9, 2024, Regular Council meeting minutes, as presented. Approval of the April 23, 2024, Joint Meeting with Planning Commission.

**Attachments:**

- *Minutes:*
  - *April 1, 2024, Work Session*
  - *April 9, 2024, Regular Meeting*
  - *April 23, 2024, Joint Meeting with Planning Commission*

**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, APRIL 1, 2024 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

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

**Call to Order – Vice Mayor Emily McCorn**

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

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

**Presentation/Reports:**

• **Strasburg Volunteer Rescue Squad – Chief Dan Rothstein**

**Chief Rothstein** said he has been the chief for four years. The department has approximately twenty-five active members and four new members are being processed in. They have three ALS ambulances, one mobile chase unit (cannot transport), they house the County's swift water boat and raft, and are housing two County reserve vehicles. They have Strasburg Volunteer Fire Department's antique fire truck and Mobile 10 for the County housed in their building. They just spec'd out a new ambulance which will cost over \$400,000.

The department ran 204 calls during the month of March. The total number of medical calls for 2023 was 2,210.

**Challenges:**

- Recruitment and retention
- Prices – get funding through the State and EMS funding has been cut. Many of the grants have been cut because they are strictly EMS.
- Hours needed to stay up-to-date on training; struggle to get CE hours
- Supplies are expensive.
- They can bill for calls; if volunteers get the entire call, they get the full amount charged. If Shenandoah County people are on the call, they get the money except for mileage.
- Insurance
- FDA licensing for the medication they carry; might have to get their own FDA license.

One of the things the membership has asked for is some parking spaces. The town took some of the parking spaces when the parking lot changed. They used to have spaces beside the steps, but Box Office says it is for them. They have problems with people parking in the ambulance bays; they would like for this to be addressed.

**Mr. Rothstein** invited all to tour their building, two at a time.

**Council Member Monahan** asked if the County will pick-up the insurance for their employees.

**Mr. Rothstein** said they would not. If a career staff damages the ambulance, the department will have to pay the deductible.

**Council Member Hooser** asked how much support they receive from the town. **Mr. Rothstein** said they get two installments per year with the total amount being \$35,000. Currently, they are doing okay in their bank account, but they will be paying for a new ambulance.

**Vice Mayor McCorn** asked how many parking spaces were lost, and it is thought it was two spots. **Mr. Rothstein** thought they were told they would get two spots. **Vice Mayor McCorn** asked **Town Manager Coggsdale** to look into the spaces and the other issues that were raised.

**Council Member Woodson** said he has noticed the handicap space is on the wrong side, so he wanted to let them know this before they re-stripped.

**Council Member Monahan** asked if the police department could help with the blocking of the doors. Chief Sager said they should call and they will come.

**Vice Mayor McCornyn** asked if there is anything that Council can do to help with any of the challenges. **Chief Rothstein** said the County is looking into a retirement system for the volunteers. If there are events going on, they would like to have a table set up. They wonder if someone could change the oil for them even if they pay for the oil.

**Asst. Town Manager Shipe** said the department has been sending an ambulance to events and are acting as a first aid station.

**Council Member Stover** said if a person doesn't have any health insurance to bill, what happens. They have to write it off. They send a bill three times and if it isn't paid, they write it off. Their income mainly comes from the mileage from the paid staff.

**Vice Mayor McCornyn** extended her thanks for all the work of the First Responders with the fires.

- **Stowe Engineering and Shockey Companies – Preliminary Request for Water and Sewer Extension to the Glendale Site**

A presentation was given by **Tim Stowe**, Stowe Engineering, and **Gray Farland**, representing The Shockey Companies. The rezoning was approved by the Board of Supervisors, and they are now working on how to best utilize the property. They are in attendance to show some of the ideas they have about water.

A slide was shown of the land area and where it is in relation to the railroad. They can build up to a 1.2 million square foot building.

They have two options of how to get the water to the property and both options were explained.

Option 1:

- Bore under the interstate.
- Anticipate building a pump station for sewer.
- They anticipate putting in a larger line for sewer than what they will need and put a smaller line inside of the larger line.
- Have had preliminary discussions with VDOT on boring under I81.
- Need more water for the fire suppression system and not for what they anticipate the use.

Option 2:

- Would go under the CSX railroad.

They do not have a strong opinion with either option.

They have looked at the town's system. Only about 30% of capacity is being used for water and only 35% for sewer. They think they will only use about the same amount of water as 10 houses.

Path Forward:

- Approval by the Council for connection to the system.
- Acquisition of easements owned by the Town.
- Determine end user's water and sewer demand.
- Plan review-construction.

All easements would belong to the town.

They do not have an industry who has signed onto the property, so they don't know what size meter they will need but they know the size line they need for the fire suppression.

The goal is just to present this information and to let Council know they will come back for a formal request.

**Council Member Monahan** said if they have no idea what will go on the property, how can they ensure the town that it will only be for bathrooms and coffee pot. **Mr. Stowe** said they will have someone come and talk to the town and let them know what is planned. They are only asking for the line to provide the sprinkler requirements. Coming off of this would be the service laterals to the building. Council would determine how much would be allowed. A big line is needed for the sprinkler and a smaller lateral for the building use. Council will ultimately have to say yes or no to the size line to get to the building.

**Council Member Monahan** asked what would happen if the town says no and **Mr. Stowe** said they could drill wells for the daily use at the building and utilize gray water from the Carmeuse.

**Council Member Woodson** said he remembers that DEQ allows 1.5 million gallon withdrawal per day, but **Mr. Stowe** showed 2.5 million. **Council Member Woodson** asked what happens if more water is needed; it was said a new permit would be asked for.

**Council Member Kimmons** asked if they are being asked for an approval for option 1 or 2 and then later the applicant will come back and at that time the town can now say no for an actual connection. **Mr. Stowe** said they are hoping they could get fire suppression water from the town.

**Council Member Monahan** said it is being referred to as fire service and if Council would say no, could they get the water from wells. **Mr. Stowe** said they would ask Carmeuse for the use of gray water for fire service. They could not get this from the wells.

**Mr. Stowe** said this is an opportunity to get water to the other side of I81.

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

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

**Asst. Town Manager Shipe** said both agreements have been signed for the fireworks. They are almost finished with pool work. A fall planting is being planned for the Town Run project. The trees along the proposed addition to the River Walk were cut down on Saturday. A contractor is looking at the RFP for the bathrooms before it is put out for bid. The Easter Egg Hunt held at the Visitor Center went great. Vintage in the Valley is this weekend.

#### **2.) Water and Sewer Extension Policy**

**Town Manager Coggsdale** said several modifications asked for by Council have been incorporated into the policy.

**Vice Mayor McCornyn** said she saw the updates to policy. She asked if Council was ready to add this to the agenda for a vote, and if so, regular or consent agenda.

**This will be added to the regular agenda for the Council meeting.**

#### **3.) Surplus Inventory**

**Asst. Town Manager Shipe** said the town has been working with GovDeals which is much like eBay. Since the original list of items were voted on to deem surplus, other items have been added that need to be declared surplus. A new list was given to Council and these can be added to the surplus items to be auctioned off.

**Council Member Kimmons** asked about climate control system, and it is from a police vehicle. It was for a canine unit. We have had two dogs in the past.

**Surplus items will be added to the consent agenda.**

**4.) FY2025 Draft Budget**

**Town Manager Coggsdale** showed revision #1 of the FY2025 Draft Budget and then where we are now with the revisions asked for by Council. We now have an overall deficit of \$59,622. He explained the revisions and how they affected the funds.

CIP projects total \$2,973,500. This is the amount for FY2025 but the CIP is forecast for five years and these numbers were shown. Ultimately, over the next five years, the total is \$8,058,150.

Budget deliberations need to be done by next Tuesday night because of advertising. You can go down from the advertised budget, but you cannot go up. We still need to figure out how to balance the funds.

**Council Member Kimmons** asked what the possibility would be of lowering the water rates and raising the sewer rates to compensate. **Town Manager Coggsdale** said you can do this, but he views it as one fund.

**Council Member Monahan** said she thinks of it as one, too, but people get upset when they fill their swimming pool and get charged for the sewer. **Town Manager Coggsdale** said we bill the sewer from the amount of water used. We aren't talking of any increases.

**Council Member Kimmons** said raising the sewer rates and lowering water rates would move us closer to securing the availability funds. **Council Member Monahan** would like to work toward this during the next budget cycle.

**Council Member Hooser** said he sees where **Council Member Kimmons** is coming from. When he came on Council, we were transferring money from the General Fund to shore up the Water Fund and we now have a balanced Water Fund.

**Council Member Monahan** said she thinks it is semantics and she thinks it is too late in the game to try to do this.

**Town Manager Coggsdale** said if we try to do this, you would need to use approximately \$278,000 from the availability funds.

**Vice Mayor McCoryn** said she is getting the feeling that Council would like to look at this next year. **The consensus was to look into this further during the next budget year.**

**Council Member Hooser** said we are still using one time tap fees for recurring expenses. They should pay for themselves. Ultimately, it just needs to go up.

**Town Manager Coggsdale** said with the latest connection, we met the budget total for this fiscal year.

**Council Member Monahan** asked when the new water meters will be up and running. **DP&PS Otis** said training will be on April 9. The meters are live now; the portal is what the training will be on. You might see some use changes when the portals are live. The customer will be more aware of usage.

Adding a comment about lowering of water fees, **Town Manager Coggsdale** said there are some things to look at as far as our USDA loans/grants with the lowering of water bills.

**Town Manager Coggsdale** said we still need to address the deficit in the General Fund. We could use the Water Fund Surplus to help balance this. A one cent tax increase would generate \$85,417. We can use General Fund Balance (Reserve) to balance the General Fund. Any of these would just be for advertising purposes. A decision doesn't have to be made tonight but he will need to know next week.

**Council Member Hooser** said the last time we raised the Real Estate, it went from .135 to .155. Nobody complained about this. We need to be honest with the citizens about what is needed. We can't get things unless we get control of the real estate tax.

**Council Member Woodson** said localities never make money from collecting trash ourselves. **Town Manager Coggsdale** said the conversation about this came up because of the ARPA funds. This can be an ongoing conversation.

**Council Member Hooser** said we will never get anything until we raise our tax rates. He said Luray has a .29 per \$100 of assessed value rate and we have a .155 rate.

**Town Manager Coggsdale** said next week staff will need to get clear direction on what to advertise. He asked that all reach out to him or **Director of Finance Fletcher** with questions.

**Council Member Woodson** said we will advertise this and then find out we are in better shape than we thought. **Town Manager Coggsdale** said you advertise with the worst case and then we might find out we don't need that much before the budget is adopted.

**Council Member Monahan** said we could do a two cent raise in taxes and then use some of the reserve fund or the water fund.

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

**1) Finance/Personnel – Council Member Council Member Monahan**

*a. Utility and Tax Write-Offs*

**Director of Finance Fletcher** said the write-off list was provided. This is a standard process. The numbers are trending down, and new policies have been adopted to help with this.

**This will be added to the consent agenda.**

*b. Title and Grade Level Assignments (Proposed Revisions)*

**Town Manager Coggsdale** said the assignments were provided to Council. Each grade level has been increased by 3% at each level (Min/Mid/Max). Multiple positions are being recommended for grade assignment upgrades.

Staff seeks Town Council's input on these proposed changes and would request that any changes be decided on and made effective on July 1, 2024.

**Council Member Monahan** said there will be several employees who will not be able to make the COLA because of maximum. Should these people be given a bonus or how should they get this.

**Vice Mayor McCornyn** asked how you determine the min/mid/max assignment. **Town Manager Coggsdale** said you try to lump like/type of employees in the same grade level or pay band. You then decide on a rate of pay for each grade. There is usually a 5% difference between each level.

The thought is that if you stay in a position for your entire career, you progress from the min to max. He thinks there have been so many changes to the grades and levels because some were too low to begin with.

**Vice Mayor McCornyn** asked how this will address her questions from last week on the starting salary of police officers. **Town Manager Coggsdale** said this plan would move a police officer from a 107 to a 109. It would increase the starting pay to \$47,000. This would take us from 17<sup>th</sup> to 6<sup>th</sup>. The note on the sheet says that the starting rate for a police officer will be \$49,000.

**Town Manager Coggsdale** said when you do this, there is no money involved; it is only on paper. What you have to be careful of is compression toward the next group. We will need to look at this to make sure this doesn't happen, and if it does, there might be some funding issues. Vacant positions need to be budgeted in. When people leave, you usually have the money already budgeted in. Compression issues will have to be addressed. This is more of a recruitment tool.

**Council Member Stover** said police officers talk all the time about other jurisdictions. Are we having retention issues because of people going to other jurisdictions close to us. **Chief Sager** said we have significant turnover, and this will help with that. He would want to support all those that have been loyal to the community. The department has made a significant investment in the officers. **Town Manager Coggsdale** said the police department has a career development program. **Chief Sager** said this allows them to reward those who are with us. People are recruiting every day. We are only down one officer, but some are down 18 officers.

**Council Member Stover** said we invest in them, and we want to keep them. **Town Manager Coggsdale** said this is not budget driven; this is a longer range goal and does not have to be advertised with the budget. He wants all to fully understand the challenges of all departments. This could at least bring people in when hiring.

**Vice Mayor McCornyn** said the average is \$49,300 and this would bring us to \$49,000. **Town Manager Coggsdale** said at the minimum we would go to the minimum. **Vice Mayor McCornyn** asked if the reason a police officer wasn't moved to Grade 110 because of compression. **Town Manager Coggsdale** said this gets them to the average. We could go to the next grade, but it could cause some other problems.

**Council Member Kimmons** said he would like to have an explanation of PO 1 and PO 2 and then PO 3. Would this not cause compression issues. **Town Manager Coggsdale** said we always factor in experience and how it fits and how it fits with the years of experience with those here. If you stretch out the levels too far out, you reach the other grade levels. **Council Member Kimmons** said there are certain grade levels that are not being utilized.

**Vice Mayor McCornyn** said there is enough difference between the min/mid/max to keep the PO 1 and PO 2 in the same grade level.

**Council Member Hooser** asked how much friction there is when people think they deserve more. How easy is it to get a raise. **Chief Sager** said we don't have a merit based pay. They have career development and different variables are looked at. He explained the criteria for career development increases. The officers have the ability to work through the program. He is strict on this. It is not just given out.

**Council Member Woodson** said he doesn't see what the issue would be if you hire someone with the same amount of experience. He said if you hire someone with no experience and they get paid the same amount as a person who has been there for five years, that would be a problem He talked

more of merit increase. **Town Manager Coggsdale** said this is what makes us competitive and retains people on the COLA side.

**Council Member Kimmons** said one thing good for retention is insurance. What percentage of the insurance do we pay. **Town Manager Coggsdale** said we had a 9% increase in our rates. The town side went up and the employee side went up. Should we adjust what we pay for insurance and what we pay for dual and family plans? He thinks this is where we lose some people.

**Vice Mayor McCornyn** asked if this is something we can have a discussion on after budget season. **Town Manager Coggsdale** said all of these are good topics to see where we are. These are topics of retention.

**Chief Sager** said between the 110 grade, we could manage all the POs on this grade. He has people who have five years of experience, and they can go across the bridge and earn more than they are as an officer starting out. **Town Manager Coggsdale** said this skews the numbers.

**Council Member Kimmons** said he talked to people in Front Royal, and they were at the lower end of the scale and they bumped it up.

**Vice Mayor McCornyn** asked about the Grade 100 and the salary rate being \$12. She thought it was required to pay \$15. **Town Manager Coggsdale** said we raised our starting salary for all full time employees to \$15.

## **2) Public Works, Utilities & Infrastructure**

### *a. Gateway Trail design/reseeding*

**DP&PS Otis** said the Gateway Trail runs from Walgreens to City Bank. Last year, the trail did not look good. It was decided to wait and see how it looked in the spring. There are some areas where nothing will grow and there has been an invasive weed.

Three options have been presented:

- Perennial/Annual Wildflower – it is a mix of seeds.
- Herbaceous Perennial Grass – grows fast
- Tall Fescue Turf Blend – mow regularly

We need to get direction from Council this week as to what they would like to see on the trail as we need to plant.

**Council Member Monahan** asked what they will do with the invasive species, and Public Works has already been spraying.

**Council Member Lowder** said he wants it to look neat and be maintained.

**Council Member Hooser** said he sprinkled some wildflower seeds and they do very well. It was noted that we installed the wildflowers to help with bees and butterflies.

**Consensus was to go with Option 1.**

### **Council Member Comments:**

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

### **Adjournment**

**Being no other business, the work session adjourned at 9:09 p.m.**



**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, APRIL 9, 2024, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

Certain Council Members met with Boy Scouts at 6:30 p.m.

**Call to Order:**

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

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

**Invocation:** The invocation was given by Council Member **Lowder**.

**Roll Call:**

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

**Public Hearings:**

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

- **National Autism Awareness Month Resolution – Mayor Boies** read and signed the resolution and asked for all to be advocates for autism.

**Mayor's Comments:**

Thanked all for helping with Vintage in the Valley.

**Mayor Boies** said that each year, VML asks for submissions of essays for the “If I Were Mayor” contest. **Ms. Bockman** and two other English teachers, at Signal Knob Middle School asked students to participate in this contest. **Piper Dellinger** read her essay; **Piper** was just notified her essay is the State contest winner. She will be back in attendance next month for the presentation by VML.

**Ms. Bockman**, 8<sup>th</sup> grade Civics teacher, said she was very excited to receive the email from **Mayor Boies** regarding this essay. She and two other teachers made this an all grade assignment with eight finalist essays from Signal Knob Middle School being submitted to the State competition. She was impressed with what they had taken away from classes on local government. She said she was very proud of **Piper** and her wonderful essay that she wrote.

**Citizen Comments:**

**Kim Bishop, 728 Crystal Lane, Strasburg, VA:** She said she hopes all remember the essay by **Piper** as there are some citizens who want to be involved and heard.

**Ms. Bishop** read from a prepared statement: “Greetings Council, I’m here today to inform you that I spoke with the town manager, who spoke with the mayor about giving me fifteen minutes of a work session to speak directly to the council about the process I watched **Mr. Lassiter** and **Ms. Davis** go through regarding their sidewalk and back garden. It was decided by the two of them that it would be better for me to simply come before you and use my three minutes of citizen comments every meeting.

I want to let you know that 15 minutes divided by three minutes equals five meetings that you will have to listen to me bring this topic up again, and again, and again, and again, and again, and possibly more...who knows with me. You can ask **Councilwoman Monahan** and/or **Councilman Kimmons** about my tenacity. If I say I’m going to do something, I will do it. And every time I revisit this topic it will be one more chance for the media to print something less than positive about our town.

Honestly, I do not want to come before you month after month. I have better things to do with my time than coming here, but I feel strongly that things need to be addressed and I will do so. I want

to do this at a work session because that is where the Council has the opportunity to engage with citizens and their concerns, and I expect that some or all of you will have something to say to me on this topic.

I am not doing this at the behest of **Mr. Lassiter** or **Ms. Davis**. This is 100% my view as a citizen and ex-council person about the way this was handled and about many comments made by this Council and the mayor which were untrue, as far as I see it. I'm bringing this before the whole Council so that you can discuss and decide whether or not you would prefer one meeting, it can even be in the summer during the slow season, or five or more.

I know that my opinions and thoughts are not really of any consequence to you, but as a Council you should have the courtesy to listen and acknowledge that the process was poorly used and that the personal dislike of **Mr. Lassiter** and **Ms. Davis**, and even me, did play a role in the exercise of the application of the UDO. Thank you for your time."

**Mayor Boies** said she thinks there was some misunderstanding of the process. We no longer have committees, but we have liaisons. The committee of the whole can be used to getting this on the agenda. Items should be brought to the liaison and then a determination will be made as to moving it forward to the entire Council. She advised **Ms. Bishop** that she would need to have a meeting with **Council Member Lowder** first.

**Ms. Bishop** said she can sit with **Mr. Lowder**, but it doesn't change the fact that she wants to speak to the entire Council. If this is not added to an agenda, she will be coming to the work sessions and speak before Council for three minutes for many meetings. **Mayor Boies** said citizens can come to as many meetings as they wish and speak to Council.

**Consent Agenda:**

- 1) Minutes of the March 4, 2024, Town Council Work Session
- 2) Minutes of the March 12, 2024, Regular Council Meeting
- 3) Minutes of the March 14, 2024, Joint meeting of the Town Council and Planning Commission
- 4) Minutes of the March 18, 2024, Work Session
- 5) Declaration of Surplus Items
- 6) Tax and Utility Account Write-Offs

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

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

**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.*

**Mayor Boies** said this has been discussed with Council at several Work Sessions. She asked if there were any questions.

**Council Member Lowder moved to approve the Water and Sewer Extension Policy as presented; second by Vice Mayor McCornyn. With no further discussion, the motion passed unanimously.**

**2) Dunmore Rezoning (discussion continued from March 12, 2024)**

*Description: Update on the proposal since the last meeting.*

**DP&PS Otis** gave an update on this possible rezoning. The applicant is not ready to move forward at this time. He wants to meet with some of the homeowners who had concerns. They feel they will have something to bring back next month.

**Council Member Stover** thanked **DP&PS Otis** for coming out on a Sunday to meet with the HOA

Board.

### 3) Proposed FY2025 Budget

*Description: Discussion on proposed FY2025 Budget.*

**Mayor Boies** thanked all for the hard work that had gone into getting us to this point with the budget.

**Council Member Monahan** said she and **Council Member Stover** met with **Town Manager Coggsdale** and **Director of Finance Fletcher** and discussed what they feel comfortable with. They think Council has done very well with the General Fund being the fund that has a deficit as this is the fund where we make the most money. It was thought we could have a Finance Retreat where various things such as merit pay could be discussed, as well as utility taxes. She is advocating using the surplus in the Water Fund to offset the amount in the Sewer Fund and using the remainder to balance the General Fund with the extra coming from the General Fund Reserve Balance. She does not want to raise taxes at this time, but after the retreat, if we find we must raise taxes, we could then tell citizens exactly why the taxes have to be raised.

**Town Manager Coggsdale** said his goal is to have agreement from Council on the advertisement for the Public Hearing which will be held on May 6. He reviewed the options that Council can do to balance the budget.

The first question is if Council is willing to utilize the remaining overage in the Water Fund to balance the General Fund after balancing the Sewer Fund with the Water Fund balance. **Council Member Monahan** has indicated she would like to utilize the Water Fund and the General Fund Reserve to balance the General Fund.

**Council Member Kimmons** proposed a change. He is interested in changing how much employees would be paying for health insurance for employees, which could put more in employees' pockets. He would like to move to a 60%/40% split which would put us more in line with Woodstock. He said this would be an increase of \$136,500 to the budget and would be putting \$330 dollars every month into the pockets of employees when they are paying for a family plan; it would put \$182 into an employee's pocket that is paying for a dual plan.

**Council Member Monahan** asked how many employees would benefit from this. **Town Manager Coggsdale** said we have 63 health insured budgeted; everyone enrolled in health care would benefit from this. We offer the KA250 and the KA1000. All are offered the single, dual, and family plans. The KA250 costs were given for each level with comprehensive dental.

**Council Member Stover** said federal law states that employers must cover 50% of coverage and we are way above this. Every person is in a different situation. He would like to see if there are other plans we can offer up. At the individual rate, it isn't bad what an employee has to pay, but it is high for the family plans.

**Council Member Woodson** asked what the cost would be to pay 100%. He knows it is a big number, but his understanding was that prior to 2013, the town covered 100% of the cost. It was noted that the town covered 100% of the employee only plan.

**Mayor Boies** asked how we could get the \$136,000. **Council Member Kimmons** said we could lower the COLA to 3% and still be giving a raise that is comparable to the CPI (Consumer Price Index) and still put more money in the pockets of the employees by giving them this reduction.

**Town Manager Coggsdale** said a 5% COLA is not the same for each employee, but every percent is roughly \$47,000.

**Mayor Boies** said we are talking of retention. Would this help; she doesn't know the answer to

this.

**Council Member Woodson** asked how many people we have lost. **Town Manager Coggsdale** said **Chief Sager** has brought forth problems with retention. **Town Manager Coggsdale** doesn't think we are losing people in droves. The discussion we had last week with grade scale was for recruitment. Paying good benefits is a retention issue. We need to decide which is more important, recruitment or retention. He noted that insurance is paid a month in advance.

**Council Member Kimmons** said we would have approximately \$30,000 more in deficit. He went over different scenarios of how to cover this. **Council Member Monahan** said this would be a good topic for a retreat. She said since the five percent COLA has been discussed during the last few budget discussions, if we decided to change the COLA, what would this do to the employees and how would they feel. **Town Manager Coggsdale** said if you were on the lower end of the pay scale, the employee would like the insurance side. If you are on the higher side of the pay scale, you would want the COLA. It is a very individualized question.

**Council Member Monahan** asked how many are on the family plan. Numbers were given for each category.

- Single: 26
- Dual: 13
- Family: 24

**Council Member Kimmons** said we don't have to give a COLA and he gave numbers of how much more people could make with his plan. He said those on the single plan would not see an increase. **Town Manager Coggsdale** gave numbers for what some might see in their paycheck.

**Mayor Boies** asked for individual thoughts. She thinks the decision is, Option 1, to not do anything and save the bigger discussion for the retreat; Option 2, reduce COLA to 3% in order to enhance health insurance for employees on dual or family plans; Option 3, tax increase. **Council Member Kimmons** said we wouldn't have to increase taxes as the additional amount could be pulled from the General Fund Reserve.

**Vice Mayor McCoryn** said **Council Member Kimmons** is proposing to reduce the COLA to 3% and add to the deficit or reduce the COLA to 3% and raise taxes by 2.5%.

**Mayor Boies** said we could advertise a 2.5% tax increase and then think about this.

**Council Member Monahan** said she doesn't want to go for a tax increase at this late hour. We need facts and point people in the right direction.

**Mayor Boies** asked what the Council feels about a tax increase. **Town Manager Coggsdale** said if it is decided not to do a tax increase, then we would have to advertise on how to balance the budget. Decisions on COLA and insurance can be made later, but we need to know what to advertise for a balanced budget.

**Vice Mayor McCoryn** would like to advertise the 2.5% increase in taxes.

**Council Member Hooser** said we need to be a better employer. We used to cover a lot more of insurance for employees. This is the same conversation over and over. This is a draining conversation. When you pull from a fund balance reserve, we don't have a balanced budget. We are failing. How much do we have to raise taxes? COLA should be, at a minimum, the rate of inflation so they are not taking a pay cut. Any ideas you have for this town, we will never get the way we do things. We are getting a police department, but using grant funds for it. Streetscape came with a grant. A new pool would cost us. He isn't going to vote for a budget where we draw from the reserve. That is a failed budget. He wants to see a 4% COLA but he won't pay for a budget

when we draw from reserve. We should talk about the budget every single month.

**Council Member Lowder** said he would say no to a tax increase; exhaust all other options first. He does not want to advertise for a tax increase.

**Council Member Hooser** asked what is conservative by running on a deficit. Conservatism is not to have as low taxes as possible; conservatism is making sure you aren't spending more money than you need to. We aren't bringing in enough money. We used to bring in more. Every time we have a reassessment, we lower taxes. This is not a conservative value. Deficit spending is a liberal thing to do.

**The consensus was to not advertise a tax increase.**

**Town Manager Coggsdale** said we need to decide how to get the \$59,622 off the books. **Council Member Monahan** said the Water and Sewer are enterprise funds and work hand-in-hand. Would all be willing to use the Water Fund overage to balance the Sewer Fund. **Town Manager Coggsdale** said this could be transferred out. **All were in favor of doing this.**

**Town Manager Coggsdale** said we would have \$81,273 left and this could be used toward balancing the General Fund. **All were in favor of doing this.**

This would leave a deficit of \$59,622. **Mayor Boies** said we either need to cut the budget or take it out of reserve. **Town Manager Coggsdale** said if we aren't using the \$59,622 out of reserve, we would need to cut the budget now. Things can be changed after the advertisement. For the advertisement, we have to say if we are raising taxes or not and the budget has to balance. We can advertise more and use less, but we can't advertise for less and need more. Things can be moved around after the public hearing.

**Consensus was to take out of the reserve.**

**Mayor Boies** said we need to find out where we are as far as the health insurance and other issues facing the budget.

**Town Manager Coggsdale** said if we advertise the budget of \$16,219,107, we can't go higher. The things we were talking about earlier could change this.

**Council Member Kimmons** said we should advertise a \$16,300,000 budget.

**Mayor Boies** said we need to make sure we have the money if we want to change the COLA and the health insurance.

**Town Manager Coggsdale** said the problem is currently the expenses don't show the additional health insurance, but he said we should be able to work around that.

**Mayor Boies** said maybe we should just advertise a budget with a \$50,000 addition. The transfer would be \$109,000. We would have to build in an expenditure of \$50,000.

**Mayor Boies** said it sounds like a majority will benefit from this, but there are still a third of employees who would not benefit from the lower COLA. She thinks it is important to hear from employees on this.

**Council Member Kimmons** wanted to make the budget \$16,300,000 to make sure we have a buffer. We would not have to use that much. **Town Manager Coggsdale** said the transfer would be \$145,015. He said earlier it was \$109,000 but this increase would be more than the switch.

**Mayor Boies** said this would just be a buffer.

**Consensus was to advertise the budget at \$16,300,000.**

Staff will have to work to break this down. It might not be accurate to say all the money will come from the General Fund reserve.

**Council Member Woodson** asked why the water and sewer fund are in the negative? Do we not charge enough? **Town Manager Coggsdale** said the water fund has a surplus of \$156,000 which is for operations. We will need to start talking about what is needed for CIP and what we want to allocate for this. He discussed more on the amounts for operations and what is needed for CIP.

**Council Member Kimmons** moved to set a **Public Hearing for the proposed FY2025 Budget, Rates and Fees and the proposed FY2025 CIP for Monday, May 6, 2024, at 7 p.m. with a budget of 16,300,00 with no tax increase. Second by Council Member Lowder. With no further discussion, the motion passed with one nay (Council Member Hooser).**

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

**DP&PS Otis** welcomed new employee **Monica McClure** as a Zoning Technician. She is catching on quickly and proving to be a big help.

**DP&PS Otis** gave a packet to Council for the joint meeting on April 23.

**Council Member Monahan** asked if we could say we absolutely don't want a certain use in town. **Town Attorney Helm** said it would be an individual discussion on what they don't want. **Council Member Monahan** said she was talking about vape shops. Could we limit the number.

**DP&PS Otis** said he thinks it would be unlawful to just say vape shops and it would have to be smoke shops. **Town Attorney Helm** said you must have a valid purpose for restricting a use. Just because you don't like it doesn't mean others agree. They are valid industries.

**Council Member Woodson** said he knows there are taxes on tobacco products, but it was noted the taxes are on cigarettes only and not on vape products.

It was stated that **Melody Nixon** started working on a full-time basis on Monday, April 8.

The Town and County Dinner will be on May 8 at the Civil War Museum. Please, RSVP by April 24.

Council will be serving the Community Dinner on May 1 at St. Paul Lutheran Church.

**Town Manager Coggsdale** thanked all for the discussion tonight and there will be further discussion before the adoption.

**Town Attorney Helm** said we got the order entered on the South Loudoun Street matter. This grants the town judgement in the case.

**Special Committee Reports:**

**Northern Shenandoah Valley Regional Commission:** Council Member Kimmons said they met

last month with a presentation on a service that doesn't pertain to Strasburg or Shenandoah County which is broadband internet. Shenandoah County chose not to participate in this.

**Council Member Items:**

**Council Member Stover** was thinking of his grandfathers when he looked at the date of today. They are the ones who turned him onto his love for the Civil War. Today, April 9<sup>th</sup> marks the 159<sup>th</sup> anniversary of General Lee's surrender in Appomattox. He reminded all that 620,000 people lost their lives during this war. He had family that fought on both sides. His grandfathers wanted him to know about the war so he would know that this was fought for land.

Both of his grandfathers served in World War II, one in the European theater and the other in the Pacific theater. One was a republican and the other a democrat and they both helped to raise him so he hopes this makes him a little more rounded.

He read a quote from a soldier, Ray Leopold,

"In the process of this battle we took about 18 or 19 German prisoners. A young man approximately 24 years of age turned to me, and in a voice completely accent-free, he said, "Where are you from?" I said, "I'm from the United States." "Where... in the United States?" "The Northeast," I said. "Where Northeast?" I said, "I'm from Connecticut." "Where in Connecticut?" He was persisting. I said "Yes, I'm from Waterbury, Connecticut." "Ah, yes," he said, "Waterbury, at the junction of the Naugatuck and Mad Rivers." Now you have to know a bit about the area. The Naugatuck is a fairly substantial river, but the Mad River is a little stream that you can jump across without any trouble. Anyone who knew this... I was puzzled. I said, "How did you possibly know that?" He said, "I was in training for the administration." "The administration of what?" I said. He said, "The administration of the territories." My blood ran cold. I couldn't imagine that Hitler, in his wildest imagination, not only had figured he practically had Europe in his grasp, but he also figured that he would control America, too."

He continued by saying he has always loved military history. This is fought for land. We are here and can freely disagree because of the military. He has loved studying military his entire life, but could not serve because of cerebral palsy, he could not meet the physical requirements. His grandfathers told him to serve where he can. He did not want to serve on Council and he tells people that he does not dislike being on Council. On Council, you will run into people who are mean and unreasonable, but most are nice. He is thankful for his grandfathers and those who serve in the military.

Mayor Boies thanked Council Member Stover for his service.

**Council Member Hooser** said he has a fund for his daughter, Jasper. This is her college fund. He considers this to be *her* money. What he compares this budget that we are talking about now, is that if he needed money to make repairs on his house or a special project, instead of picking up extra hours for himself, he would take it from his daughter. He feels this would be irresponsible of him. This budget is irresponsible.

**Closed meeting:**

**Adjournment:**

**Being no other business, the meeting adjourned at 8:44 p.m.**

**MINUTES OF THE STRASBURG JOINT TOWN COUNCIL AND PLANNING COMMISSION MEETING HELD ON TUESDAY, APRIL 23, 2024, AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

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

**Roll Call:**

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

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

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

**New Business:**

**1. Zoning Ordinance First Reading – Proposed Uses within the Zoning Districts**

Open discussion of the proposed uses for each district except for the historic districts.

**Director of P&PS Otis** said usually you would go through the document and read what has been changed, but since the entire document has been redesigned, it would be impossible to do this. This meeting is to go through the uses in various districts. The new districts – the Historic Residential and Historic Commercial will be discussed later.

Districts: Uses were reviewed for each district.

*A-3 (Agricultural):* minimum three-acre lots.

**Council Member Lowder** asked about an Assisted Care Facility in this district. **Director of P&PS Otis** read the definition and said it would not change the house. He believes you have to offer this on lots of certain sizes according to State Code. There are by-right uses and also SUP. Schools and fire departments are not specifically listed because uses of a public nature are allowed in any district with a SUP.

*R-1 (Estate/Rural Residential):* We currently do not have any of these lots in town. It is a minimum of one acre lots.

*R-4 (Semi-rural Residential)*

*R-8 (Suburban Residential)*

**Council Member Kimmons** asked if this was the only district that would allow chickens and **Director of P&PS Otis** said it would be discussed more at the next meeting.

**Planning Commission Chair Poling** said this was originally medium density. He discussed townhouses and the number allowed in this district. With a SUP, you could have 16 townhouses per acre. He thinks this is too many. Do we really want that much density in this district? He talked about having a district that would be a buffer between single family and high density.

**Council Member Hooser** doesn't agree with **Planning Commission Chair Poling's** opinion. He thinks the buffer districts are what cause problems. A discussion followed on European cities and how they are mixed housing.

**Vice Mayor McCornyn** asked if we have the capacity to improve our transportation issues or networks. We want to make sure we are able to meet the traffic issues with this rewrite.



**Planning Commission Chair Poling** doesn't think we need both a R-8 and R-16 district as they are both the same. **Mayor Boies** said R-8 would have to come before Council to allow more townhouses.

**Council Member Monahan** thinks we maybe should take **Planning Commission Chair Poling's** suggestion and do an amendment when it becomes necessary. **Council Member Hooser** did not agree. If road improvements are needed, future Councils would have to take care of this.

**Planning Commission Chair Poling** hopes we make a definition that would control quad-plexes that are stacked.

**Commissioner Foster** discussed the traffic problems in Stephens City and asked if anyone had seen the development on Route 11 north of Stephens City. It is going to make the road even more crowded.

**Council Member Woodson** said he thinks we should be concerned with density.

**Mayor Boies** asked if there was a requirement to have two entrances and two exits to each subdivision. **Director of P&PS Otis** said it would be hard to do this as you would need to decide how big the development would be to have this. He said developers could always come back and apply for a SUP for more density.

**Council Member Monahan** doesn't think we would want more traffic in our historic districts.

There was more discussion on either requiring a SUP or a rezoning for more townhouses in this district. It was thought we might want to decide where we want more units and identify these areas. Discussion on apartment buildings and the number of units was also discussed.

**Mayor Boies** asked for a straw vote as to keeping townhouses in R-8 or to scratch them entirely or have as a SUP.

**Commissioner Zeimet** would like to not have them at all in R-8 and especially don't allow in the older sections of town.

**Commissioner Foster** lives in a duplex. Behind his house is a 17 acre property that has been for sale but there is no good access to the property. They are scared that something like what is on the other side of Taylor's Ridge will go onto that land. The ground is unstable. He would limit to four in R-8 with SUP but would not be opposed to keeping townhouses only in R-16

**Commissioner Nicholson** – only in R-16

**Chair Poling** – doesn't want it in R-8. They could go through a rezoning and require other standards.

**Director of P&PS Otis** said he always encourages applicants to come to PC and Council to get a feel for what they would allow. A neighborhood meeting could be required to get the feel of the neighbors.

**Mayor Boies** said it sounds like the Planning Commission majority would like to have townhouses in R-16 only.

Council:

**Council Member Monahan** said she would like to see it be a rezoning for R-8.

**Vice Mayor McCorn** said sometimes there are more innovative ideas for townhomes or affordable housing, and asked if requiring a SUP would stop this. **Director of P&PS Otis** talked about the cost of doing the entire property and he has heard eight townhomes would have a higher price point than eight single family homes.

**Council Member Hooser** asked if the rezoning would encourage people to have more density. **Director of P&PS Otis** said there could be conditions added to the rezoning which would control it to a point.

**Council Member Kimmons** asked what the typical cost is of a rezoning. Would it be burdensome to rezone from R-8 to R-16? **Director of P&PS Otis** said the cost would be the same.

**Council Member Hooser** said if the goal in R-16 is to have more affordable housing, would the townhomes take away some of the land for the affordable housing? Will we get only townhomes and no apartments? **Director of P&PS Otis** said we could do a R-16 for townhomes and a R-30 for apartments.

**Mayor Boies** asked if we could designate certain areas for only affordable housing. **Director of P&PS Otis** said there is a double-edged sword to this. He doesn't think we have the density to do this yet. **Council Member Hooser** doesn't think it is a good idea to separate out all of the districts.

**Commissioner Foster** said he worked for the Department of Housing and affordable housing is a term for builders to meet certain standards.

**Mayor Boies** said she thought her idea was good, but she doesn't want to segregate our neighborhoods.

**The majority in attendance was in favor of moving all townhomes to R-16.**

*R-16* – maximum of three stories.

**Director of P&PS Otis** said he could give a presentation on what higher density would look like for apartments.

*B-1 (Heavy Commercial)* – higher density and impacts.

*B-2* – very few areas in town will fit this because of the new Commercial Historic district.

**Council Member Monahan** asked how we can eliminate smoke shops, vape shops, etc. in the town. **Director of P&PS Otis** said other than an ABC store, there are no regulations. Questions were asked about gun shops and butcher shops.

**Director of P&PS Otis** is to ask **Town Attorney Helm** if we can exclude smoke and vape shops and how to word it so they are not allowed.

**Council Member Hooser** asked if the spaces could be made so there are apartments above the businesses.

## **2. Upcoming Topics for the Continuation of the First Reading**

Staff will provide the proposed topics for future First Reading meetings to ensure all language can be addressed as needed.

**Director of P&PS Otis** reviewed what he will be bringing forward at future meetings.

The next meeting will be on May 21 at 6:45 p.m.

**With no other discussion, the meeting adjourned the Work Session at 8:59 p.m.**

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





## Old Business (Discussion and/or Action)

**To:** Mayor Boies and Town Council of Strasburg  
**From:** Waverly Coggsdale, Town Manager  
**Date:** May 14, 2024  
**Re:** Employee Title & Grade Assignment Adjustments

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### **SUMMARY**

Council has reviewed the proposed adjustments to the Employee Title and Grade Assignments over the past several months. Based on feedback, the attached document is ready for consideration and adoption. The salary ranges have been adjusted by a 3% increase for each level. This change typically does not change anyone's pay unless they are below the "Minimum" for their grade level. In addition, based on previous discussion and review of regional data there are multiple position grade level changes proposed. The attached document shows the changes and the adjustments that are recommended. These changes better reflect the position's value to the organization.

### **RECOMMENDED ACTIONS**

- Recommend that Town Council consider and adopt the changes to the Employee Title and Grade Assignments.
- **Alternative Course of Action:** Discuss and/or Amend the Employee Title and Grade Assignments and adopt at the June 11, 2024, Regular Meeting.

### **Attachments:**

- Employee Title and Grade Assignments (Proposed Revisions)
- Grade Level – Annual & Hourly Rates Schedule (Proposed Revisions)

**TOWN OF STRASBURG**  
**Title and Grade Assignments (Proposed Revision)**

**PROPOSED - July 1, 2024**

**DRAFT**

**Revision Date: 5/10/2024**

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
100	ALL	Seasonal, Interns, Other	New	Minimum Wage: \$12.00/hr. and up		
101	Administration	Janitor	Moved to 102 Renamed	\$ 32,136	\$ 40,170	\$48,204
<del>101</del>	<del>Administration</del>	<del>Clerk 1</del>	<del>Moved to 104</del>	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Strategic Initiatives	Tourism Information Clerk		\$ 32,136	\$40,170	\$48,204
<del>101</del>	<del>Administration</del>	<del>Administrative Assistant</del>		<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Utilities	Maintenance	Removed	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
<del>101</del>	<del>Public Works</del>	<del>Technician 1</del>	<del>Moved to 103</del>	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Public Works	Technician Trainee	NEW	\$ 32,136	\$40,170	\$48,204
102	Strategic Initiatives	Tourism Info Specialist	Moved from 104	\$ 33,743	\$42,179	\$50,614
102	Strategic Initiatives	Pool Manager	Seasonal	\$ 33,743	\$42,179	\$50,614
102	Administration	Custodian	Moved from 101 Renamed	\$ 33,743	\$42,179	\$50,614
102	Public Works	Technician 1	Moved from 101	\$ 33,743	\$42,179	\$50,614
<del>102</del>	<del>Administration</del>	<del>Clerk 2</del>	<del>Moved to 105</del>	<del>\$ 33,743</del>	<del>\$42,179</del>	<del>\$50,614</del>
<del>102</del>	<del>Police</del>	<del>Administrative Assistant</del>	<del>Moved to 104</del>	<del>\$ 33,743</del>	<del>\$42,179</del>	<del>\$50,614</del>
<del>102</del>	<del>Public Works</del>	<del>Technician 2</del>	<del>Moved to 104</del>	<del>\$ 33,743</del>	<del>\$ 42,179</del>	<del>\$ 50,614</del>
103	Strategic Initiatives	Lead Tourism Specialist	NEW	\$ 35,430	\$ 44,288	\$ 53,145
103	Public Works	Technician 2	Moved from 102	\$ 35,430	\$44,288	\$53,145
<del>103</del>	<del>Public Works</del>	<del>Technician 3</del>	<del>Moved to 104</del>	<del>\$ 35,430</del>	<del>\$ 44,288</del>	<del>\$ 53,145</del>
<del>104</del>	<del>Administration</del>	<del>Tourism Information Specialist</del>	<del>Moved to 102</del>	<del>\$ 37,202</del>	<del>\$ 46,501</del>	<del>\$ 55,802</del>
<del>104</del>	<del>Police</del>	<del>Senior Administrative Assistant</del>	<del>Moved to 106</del>	<del>\$ 37,202</del>	<del>\$ 46,501</del>	<del>\$ 55,802</del>
104	Police	Administrative Assistant	Moved from 102	\$ 37,202	\$ 46,501	\$ 55,802
104	Public Works	Technician 3	Moved from 103	\$ 37,202	\$ 46,501	\$ 55,802
104	Strategic Initiatives	Engagement Specialist	P/T to F/T	\$ 37,202	\$ 46,501	\$ 55,802
<del>104</del>	<del>Administration</del>	<del>Clerk 1</del>	<del>Moved from 101</del>	<del>\$ 37,202</del>	<del>\$ 46,501</del>	<del>\$ 55,802</del>

**TOWN OF STRASBURG**  
**Title and Grade Assignments (Proposed Revision)**

**PROPOSED - July 1, 2024**

**DRAFT**

**Revision Date: 5/10/2024**

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
109	Utility Plants	Operator WTP - Class II		\$ 47,480	\$59,350	\$71,219
109	Planning & Public Services	Zoning Technician	NEW	\$ 47,480	\$59,350	\$71,219
<del>110</del>	<del>Police</del>	<del>Police Officer 3</del>	Combined with PO - PO2	<del>\$ 51,041</del>	<del>\$63,800</del>	<del>\$76,561</del>
110	Police	Police Officer (PO, PO1, PO2 & PO3)	Moved from Various	\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WWTP & WTP Class I		\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WTP Class I		\$ 51,041	\$63,800	\$76,561
111	Administration	Human Resources/Finance Specialist	NEW	\$ 54,868	\$68,586	\$82,303
111	Police	Detective		\$ 54,868	\$68,586	\$82,303
111	Police	Master Police Officer		\$ 54,868	\$68,586	\$82,303
111	Police	Sergeant		\$ 54,868	\$68,586	\$82,303
111	Public Works	Assistant Superintendent Public-PW		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WWTP Operator		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WTP Operator		\$ 54,868	\$68,586	\$82,303
112	Planning & Public Services	Town Planner		\$ 58,984	\$73,729	\$88,476
112	Police	Lieutenant		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WWTP		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WTP		\$ 58,984	\$73,729	\$88,476
113	Administration	Planning & Zoning Administrator		\$ 63,408	\$79,260	\$95,111
114	Police	Police Captain		\$ 68,163	\$ 85,204	\$ 102,244
114	Public Works	Superintendent Public Works		\$ 68,163	\$85,204	\$102,244
<del>114</del>	<del>Strategic Initiatives</del>	<del>Director of Strategic Initiatives</del>	Removed	<del>\$ 68,163</del>	<del>\$85,204</del>	<del>\$102,244</del>
114	Utility Plants	Superintendent WWTP		\$ 68,163	\$85,204	\$102,244
114	Utility Plants	Superintendent WTP		\$ 68,163	\$85,204	\$102,244
<del>115</del>	<del>Administration</del>	<del>Director of Finance</del>	Moved to 117	<del>\$ 73,275</del>	<del>\$91,594</del>	<del>\$109,912</del>
<del>115</del>	<del>Planning &amp; Public Services</del>	<del>Director of Planning &amp; Public Services</del>	Moved to 117	<del>\$ 73,275</del>	<del>\$91,594</del>	<del>\$109,912</del>
116	Administration	Assistant Town Manager	Moved to 119	<del>\$ 78,771</del>	<del>\$98,464</del>	<del>\$ 118,156</del>
117	Administration	Director of Finance	Moved from 115	\$ 84,678	\$ 105,848	\$ 127,018
117	Planning & Public Services	Director of Planning & Public Services	Moved from 115	\$ 84,678	\$105,848	\$127,018
117	Police	Chief of Police		\$ 84,678	\$105,848	\$127,018
118				\$ 91,029	\$ 113,787	\$ 136,544



**TOWN OF STRASBURG**  
**Title and Grade Assignments (Proposed Revision)**

**PROPOSED - July 1, 2024**

**DRAFT**

**Revision Date: 5/10/2024**

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
100	ALL	Seasonal, Interns, Other	New	Minimum Wage: \$12.00/hr. and up		
101	Administration	Janitor	Moved to 102 Renamed	\$ 32,136	\$ 40,170	\$48,204
<del>101</del>	<del>Administration</del>	<del>Clerk 1</del>	<del>Moved to 104</del>	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Strategic Initiatives	Tourism Information Clerk		\$ 32,136	\$40,170	\$48,204
<del>101</del>	<del>Administration</del>	<del>Administrative Assistant</del>		<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Utilities	Maintenance	Removed	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
<del>101</del>	<del>Public Works</del>	<del>Technician 1</del>	<del>Moved to 103</del>	<del>\$ 32,136</del>	<del>\$40,170</del>	<del>\$48,204</del>
101	Public Works	Technician Trainee	NEW	\$ 32,136	\$40,170	\$48,204
102	Strategic Initiatives	Tourism Info Specialist	Moved from 104	\$ 33,743	\$42,179	\$50,614
102	Strategic Initiatives	Pool Manager	Seasonal	\$ 33,743	\$42,179	\$50,614
102	Administration	Custodian	Moved from 101 Renamed	\$ 33,743	\$42,179	\$50,614
102	Public Works	Technician 1	Moved from 101	\$ 33,743	\$42,179	\$50,614
<del>102</del>	<del>Administration</del>	<del>Clerk 2</del>	<del>Moved to 105</del>	<del>\$ 33,743</del>	<del>\$42,179</del>	<del>\$50,614</del>
<del>102</del>	<del>Police</del>	<del>Administrative Assistant</del>	<del>Moved to 104</del>	<del>\$ 33,743</del>	<del>\$42,179</del>	<del>\$50,614</del>
102	Public Works	Technician 2	Moved to 104	<del>\$ 33,743</del>	\$ 42,179	\$ 50,614
103	Strategic Initiatives	Lead Tourism Specialist	NEW	\$ 35,430	\$ 44,288	\$ 53,145
103	Public Works	Technician 2	Moved from 102	\$ 35,430	\$44,288	\$53,145
<del>103</del>	<del>Public Works</del>	<del>Technician 3</del>	<del>Moved to 104</del>	<del>\$ 35,430</del>	<del>\$ 44,288</del>	<del>\$ 53,145</del>
104	Administration	Tourism Information Specialist	Moved to 102	<del>\$ 37,202</del>	<del>\$ 46,501</del>	<del>\$ 55,802</del>
104	Police	Senior Administrative Assistant	Moved to 106	<del>\$ 37,202</del>	<del>\$ 46,501</del>	<del>\$ 55,802</del>
104	Police	Administrative Assistant	Moved from 102	\$ 37,202	\$ 46,501	\$ 55,802
104	Public Works	Technician 3	Moved from 103	\$ 37,202	\$ 46,501	\$ 55,802
104	Strategic Initiatives	Engagement Specialist	P/T to F/T	\$ 37,202	\$ 46,501	\$ 55,802
104	Administration	Clerk 1	Moved from 101	\$ 37,202	\$ 46,501	\$ 55,802

**TOWN OF STRASBURG**  
**Title and Grade Assignments (Proposed Revision)**

**PROPOSED - July 1, 2024**

**DRAFT**

**Revision Date: 5/10/2024**

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
105	Administration	Tax Clerk	Moved to 108	<del>\$ 39,062</del>	\$48,827	\$58,593
105	Administration	Utility Clerk	Moved to 108	<del>\$ 39,062</del>	\$48,827	\$58,593
105	Administration	Clerk 2	Moved from 102	\$ 39,062	\$48,827	\$58,593
<del>105</del>	Public Works	Master Technician		<del>\$ 39,062</del>	\$48,827	\$58,593
105	Police	Police Trainee	Moved to 108	<del>\$ 39,062</del>	\$48,827	\$58,593
105	Public Utilities	Operator Trainee WWTP		\$ 39,062	\$48,827	\$58,593
105	Public Utilities	Operator Trainee Water Plant		\$ 39,062	\$48,827	\$58,593
106	Recreation	Pool Manager		\$ 41,015	\$51,268	\$61,522
106	Public Works	Inspection Technician		\$ 41,015	\$51,268	\$61,522
106	Administration	Clerk 3	NEW	\$ 41,015	\$51,268	\$61,522
106	Public Works	Master Technician	Moved from 105	\$ 41,015	\$51,268	\$61,522
106	Police	Sr. Administrative Assistant	Moved from 104	\$ 41,015	\$51,268	\$61,522
106	Utility Plants	Operator WWTP - Class IV		\$ 41,015	\$51,268	\$61,522
106	Utility Plants	Operator WTP - Class IV		\$ 41,015	\$51,268	\$61,522
107	Administration	Office & HR Manager		\$ 43,065	\$ 53,832	\$64,597
107	Administration	Town Clerk/Administrative Asst.		\$ 43,065	\$53,832	\$64,597
107	Strategic Initiatives	Parks & Recreation Manager	NEW	\$ 43,065	\$53,832	\$64,597
107	Public Works	Foreman 1		\$ 43,065	\$53,832	\$64,597
107	Public Works	Fleet Mechanic	NEW	\$ 43,065	\$53,832	\$64,597
<del>107</del>	Police	Police Officer	Moved to 110	<del>\$ 43,065</del>	\$53,832	\$64,597
107	Utility Plants	Operator WWTP - Class III		\$ 43,065	\$53,832	\$64,597
107	Utility Plants	Operator WTP - Class III		\$ 43,065	\$53,832	\$64,597
108	Administration	Tax Clerk	Moved from 105	\$ 45,219	\$56,523	\$67,828
108	Administration	Utility Clerk	Moved from 105	\$ 45,219	\$56,523	\$67,828
<del>108</del>	Police	Police Officer 1	Moved to 110	<del>\$ 45,219</del>	\$56,523	\$67,828
108	Police	Police Trainee	Moved from 105	\$ 45,219	\$56,523	\$67,828
108	Strategic Initiatives	Business & Engagement Coordinator	NEW	\$ 45,219	\$56,523	\$67,828
108	Public Works	Foreman 2		\$ 45,219	\$56,523	\$67,828
<del>109</del>	Police	Police Officer 2	Moved to 110	<del>\$ 47,480</del>	\$59,350	\$71,219
109	Utility Plants	Operator WWTP - Class II		\$ 47,480	\$59,350	\$71,219



# TOWN OF STRASBURG

## Title and Grade Assignments (Proposed Revision)

**PROPOSED - July 1, 2024**

**DRAFT**

**Revision Date: 5/10/2024**

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
109	Utility Plants	Operator WTP - Class II		\$ 47,480	\$59,350	\$71,219
109	Planning & Public Services	Zoning Technician	NEW	\$ 47,480	\$59,350	\$71,219
<del>110</del>	Police	Police Officer 3	Combined with PO - PO2	<del>\$ 51,041</del>	<del>\$63,800</del>	<del>\$76,561</del>
110	Police	Police Officer (PO, PO1, PO2 & PO3)	Moved from Various	\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WWTP & WTP Class I		\$ 51,041	\$63,800	\$76,561
110	Utilities	Operator - WTP Class I		\$ 51,041	\$63,800	\$76,561
111	Administration	Human Resources/Finance Specialist	NEW	\$ 54,868	\$68,586	\$82,303
111	Police	Detective		\$ 54,868	\$68,586	\$82,303
111	Police	Master Police Officer		\$ 54,868	\$68,586	\$82,303
111	Police	Sergeant		\$ 54,868	\$68,586	\$82,303
111	Public Works	Assistant Superintendent Public-PW		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WWTP Operator		\$ 54,868	\$68,586	\$82,303
111	Utility Plants	Senior WTP Operator		\$ 54,868	\$68,586	\$82,303
112	Planning & Public Services	Town Planner		\$ 58,984	\$73,729	\$88,476
112	Police	Lieutenant		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WWTP		\$ 58,984	\$73,729	\$88,476
112	Utility Plants	Assistant Superintendent - WTP		\$ 58,984	\$73,729	\$88,476
113	Administration	Planning & Zoning Administrator		\$ 63,408	\$79,260	\$95,111
114	Police	Police Captain		\$ 68,163	\$ 85,204	\$ 102,244
114	Public Works	Superintendent Public Works		\$ 68,163	\$85,204	\$102,244
<del>114</del>	Strategic Initiatives	Director of Strategic Initiatives	Removed	\$ 68,163	\$85,204	\$102,244
114	Utility Plants	Superintendent WWTP		\$ 68,163	\$85,204	\$102,244
114	Utility Plants	Superintendent WTP		\$ 68,163	\$85,204	\$102,244
<del>115</del>	Administration	Director of Finance	Moved to 117	<del>\$ 73,275</del>	<del>\$91,594</del>	<del>\$109,912</del>
<del>115</del>	Planning & Public Services	Director of Planning & Public Services	Moved to 117	<del>\$ 73,275</del>	<del>\$91,594</del>	<del>\$109,912</del>
116	Administration	Assistant Town Manager	Moved to 119	\$ 78,771	\$98,464	\$ 118,156
117	Administration	Director of Finance	Moved from 115	\$ 84,678	\$ 105,848	\$ 127,018
117	Planning & Public Services	Director of Planning & Public Services	Moved from 115	\$ 84,678	\$105,848	\$127,018
117	Police	Chief of Police		\$ 84,678	\$105,848	\$127,018
118				\$ 91,029	\$ 113,787	\$ 136,544

**TOWN OF STRASBURG**  
**Title and Grade Assignments (Proposed Revision)**

**PROPOSED - July 1, 2024**

**DRAFT**

**Revision Date: 5/10/2024**

GL	DEPARTMENT	POSITION TITLE	CHANGE	MIN	MID	MAX
119	Administration	Assistant Town Manager	Moved from 116	\$ 97,857	\$ 122,321	\$ 146,785
120	Administration	<del>Town Manager</del>	Moved to Non Classified	\$ 105,196	\$ 131,495	\$ 157,794
	Non Classified Positions	Town Manager				

**GUIDE**

Strikethrough = Items moved to a different location or removed.  
 Red items reflect changes.  
 The CHANGE column indicates the proposed change.



## Old Business (Discussion and/or Action)

**To:** Mayor Boies and Town Council of Strasburg  
**From:** Waverly Coggsdale, Town Manager  
**Date:** May 14, 2024  
**Re:** Discussion and/or Adoption – FY2025 Budget (including all sub-budgets contained therein), together with the FY 2025 Schedule of Rates and Fees, the FY 2025-2029 Capital Improvement Program (CIP).

---

### **SUMMARY**

The Proposed FY2025 Budget, the FY2025 Schedule of Rates and Fees, and the FY2025-2029 Capital Improvement Program (CIP) have all been distributed to Council. The procedure for adoption is attached.

### **RECOMMENDED ACTIONS**

- Recommend that Town Council consider and adopt the motions as presented in the Budget Adoption Staff Memorandum.
- **Alternative Course of Action:** Discuss and/or Amend the Budget and Adopt at the June 11, 2024, Regular Meeting.

### **Attachments:**

- Budget Adoption Staff Memo
- FY2024-2025 Budget & Appropriation Resolution
- Virginia Retirement System – Enhanced Hazardous Duty Benefits Resolution



**To:** Mayor Boies and Town Council of Strasburg  
**From:** Waverly Coggsdale, Town Manager  
**Date:** May 14, 2024  
**Re:** Budget Adoption and Appropriation Procedure

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The following is the suggested procedure for the Adoption of the FY2025 Budget; Appropriation Resolution for Budget Funds, and Adoption of the VRS Enhanced Hazardous Duty Benefits.

### **Motion #1 Budget Adoption**

- I move to adopt the General Fund, Water Fund, Wastewater (Sewer) Fund, Solid Waste (Trash) Fund, and ARPA Fund, as presented by the Town Manager, together with the proposed FY2025 Schedule of Rates and Fees, and the FY2025-2029 Capital Improvement Program.

### **Motion #2 Appropriation Resolution for Budget Funds**

- I move to approve the Appropriation Resolution for the General, Water, Wastewater, Solid Waste and ARPA funds for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

### **Motion # 3 VRS Enhanced Hazardous Duty Benefits**

- I move to approve the Virginia Retirement Resolution for Enhanced Hazardous Duty Benefits with the 1.85% retirement multiplier as set forth in the Code of Virginia § 51.1-138.

## FY 2024 – 2025 Budget & Appropriations Resolution

### A RESOLUTION TO APPROVE THE APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTMATED REVENUES FOR FY2024-2025 FOR THE OPERATING BUDGETS FOR THE GENERAL FUND, WATER FUND, WASTEWATER, TRASH AND ARPA FUNDS FOR THE TOWN OF STRASBURG

WHEREAS, the Town Council of Strasburg, Virginia has prepared and duly advertised a FY2024-2025 budget for informative and fiscal planning purposes; and

WHEREAS, it is necessary to approve the FY2024-2025 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2024-2025 budget.

NOW THEREFORE BE IT RESOLVED by the Town Council of Strasburg, Virginia that:

#### SECTION 1

The following amounts aggregating \$6,796,708 are approved and appropriated for the General Fund, subject to conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

#### **GENERAL FUND**

Administration	\$ 1,274,701
Planning & Public Services	\$ 184,570
Public Works	\$ 2,147,406
Public Safety	\$ 2,551,101
Strategic Initiatives	\$ 372,240
Recreation	\$ 266,690
<b>GENERAL FUND TOTAL EXPENDITURES:</b>	<b>\$ 6,796,708</b>

#### SECTION 2

The following amounts aggregating \$3,592,000 are approved and appropriated for the Water Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

#### **WATER FUND**

Administration	\$ 622,374
Planning & Zoning	\$ 34,808
Public Works	\$ 626,415
Utilities (Water Plant)	\$ 1,642,845
<b>WATER FUND TOTAL EXPENDITURES:</b>	<b>\$ 2,926,442</b>

SECTION 3

The following amounts aggregating \$3,028,990 are approved and appropriated for the Wastewater Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

**WASTEWATER FUND**

Administration	\$ 261,613
Community Initiatives	\$ 34,808
Public Works	\$ 617,435
Utilities (Wastewater Plant)	\$ 2,115,134
<b>WASTEWATER FUND TOTAL EXPENDITURES:</b>	<b>\$ 3,028,990</b>

SECTION 4

The following amounts aggregating \$525,300 are approved and appropriated for the Trash Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

**TRASH FUND**

Landfill	\$110,000
Collections	\$415,300
<b>TRASH FUND TOTAL EXPENDITURES:</b>	<b>\$525,300</b>

SECTION 5

The following amounts aggregating \$3,022,560 are approved and appropriated for the ARPA (Capital) Fund, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

**ARPA FUND**

General Fund Expenditures	\$1,286,000
Water Fund Expenditures	\$1,223,280
Sewer Fund Expenditures	\$ 513,280
<b>TRASH FUND TOTAL EXPENDITURES:</b>	<b>\$ 3,022,560</b>

SECTION 6

The Town Manager may increase appropriations for non-budgeted revenues that may occur during the fiscal year as follows:

1. Insurance recoveries received from damage to town property.
2. Refunds or reimbursements made to the town.

SECTION 7

The Town Manager may expend funds from any of the Contingency Funds in accordance with the Contingency Fund policy.

SECTION 8

All appropriations are declared to be maximum.

SECTION 9

TAX RATES AND FEES FOR FY2024-2025

Real Estate Property Tax	\$0.155 per \$100
Mobile Homes	\$0.155 per \$100
Personal Property Tax	\$1.11 per \$100
Public Service Corporation	\$1.11 per \$100
Machinery & Tools Tax	\$0.86 per \$100

OTHER TAXES

Business, Professional Occupational License Tax

\$20 license fee except \$75 for Itinerant Merchants or Peddlars

Contractor	\$0.13 per \$100 of gross receipts
Retailer	\$0.15 per \$100 of gross receipts
Repair/Personal & Business Services	\$0.18 per \$100 of gross receipts
Financial/Real Estate & Professional Services	\$0.24 per \$100 of gross receipts
Photographer	N/A
Itinerant Merchant	N/A
Wholesale	\$0.05 per \$100 of gross receipts
Direct Sellers	\$0.20 per \$100 of gross receipts

Meals Tax	6%
Lodging Tax	6%
Cigarette Tax	\$0.25 per pack

Utility Tax	Section 26-8
Natural Gas	Residential - \$1 plus .10¢ per CCF not to exceed \$2.00 Commercial/Industry - \$10 plus .007585¢ per kwh not to exceed \$20.00

*Motor Vehicle Tax*

Cars & trucks	\$25.00 per vehicle
Motorcycles	\$18.00 per motorcycle
Trailers	\$15.00 per trailer (over 1500 gwt)

SECTION 9

WATER & SEWER RATES AND FEES FOR FY2024-2025

Water

Residential (In-town)	\$25.57 Base Bill (includes up to 2,000 gallons) \$12.79 per 1,000 gallons over Base Bill
Residential (Outside town)	Same as above plus 40%
Non-Residential (In-town)	\$27.34 Base Bill (includes up to 2,000 gallons) \$18.06 per 1,000 gallons over Base Bill
Non-Residential (Outside town)	Same as above plus 40%

Wastewater

*\* Based on Water Consumption*

Residential (In-town)	\$26.02 Base Bill (includes up to 2,000 gallons) \$13.68 per 1,000 gallons over Base Bill
Residential (Outside town)	\$26.52 Base Bill (includes 2,000 gallons) plus 40% \$14.50 per 1,000 gallons over Base Bill plus 40%
Non-Residential (In-town)	\$30.24 Base Bill (includes up to 2,000 gallons) \$17.05 per 1,000 gallons over Base Bill
Non-Residential (Outside town)	\$30.82 Base Bill (includes 2,000 gallons) plus 40% \$17.37 per 1,000 gallons over Base Bill plus 40%



Utility Penalty	10% assessed per billing cycle after 20 <sup>th</sup> of month
Processing Fee	\$50.00 when disconnection due nonpayment
Reread Fee	\$10.00
Test Meter	\$15.00 in house testing 2 <sup>nd</sup> party testing = actual cost (if meter is incorrect this will be refunded)
Water Deposits	\$285.00 In Town / \$335.00 Outside of Town (Required of ALL RENTERS)
Water Turn On/Turn Off	When No Account is Established \$50.00 fee per occurrence

Water Availability Fees:

Meter Size	In-Town	Outside Town (In-Town plus 50%)
¾" or 5/8" meter	\$9,000+	\$13,500+
1" meter	\$9,200+	\$13,800+
1 ½ " meter	\$12,000+	\$18,000+
2" meter	\$14,400+	\$21,600+
3" meter	\$20,800+	\$31,200+
4" meter	\$27,200+	\$40,800+
6" meter	\$44,800+	\$67,200+
8" meter	\$68,800+	\$103,201+
10" meter	\$148,001+	\$222,001+

Hotel/Motels:	Size of Meter plus \$300/guest room
Nursing/Convalescent Home:	Size of Meter plus \$350/patient room
Hospitals:	Size of Meter plus \$800/patient room

+ Cost of time and material to install.

Wastewater Availability Fees:

Meter Size	In-Town	Outside Town (In-Town plus 50%)
¾" or 5/8" meter	\$9,000+	\$13,500+
1" meter	\$10,399+	\$15,599+
1 ½ " meter	\$13,599+	\$20,399+
2" meter	\$20,799+	\$31,199+
3" meter	\$32,798+	\$49,197+

4" meter	\$51,997+	\$77,996+
6" meter	\$91,996+	\$137,994+
8" meter	\$143,993+	\$215,990+
10" meter	\$279,986+	\$419,979+

Hotel/Motels:	Size of Meter plus \$500/guest room
Nursing/Convalescent Home:	Size of Meter plus \$700/patient room
Hospitals:	Size of Meter plus \$2,000/patient room

+ Cost of time and material to install.

*All other rates/fee/charges remain the same.*

SECTION 10

TRASH RATES AND FEES FOR FY2024-2025

Trash pick-up /disposal:	\$16.60 per household/apartment per month
Additional Can Rate:	\$4.12 per can/per month.

SECTION 11

This Resolution shall be effective on and after July 1, 2024.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500  
Richmond, VA 23218-2500

## Enhanced Hazardous Duty Benefits

WHEREAS, subject to the approval of the Virginia Retirement System (“VRS”) Board of Trustees, *Code of Virginia* § 51.1-138 permits a political subdivision of the Commonwealth of Virginia currently participating in VRS to make an irrevocable election to provide enhanced hazardous duty retirement benefits for its eligible employees as outlined in § 51.1-138.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Strasburg (the “Employer”) does hereby elect to have ~~such employees~~ of Employer who are employed in positions as full time [circle all that apply] Law Enforcement Officers, Firefighters, Emergency Medical Technicians, Jail Officers and whose tenure is not restricted as to temporary or provisional appointment, become eligible, effective the first day of [insert month and year] \_\_, for VRS benefits equivalent to those provided for state police officers of the Department of State Police, as set out in § 51.1-138 including the retirement multiplier of [circle elected multiplier] 1.70% ~~o~~ 1.85%, in lieu of the benefits that would otherwise be provided to such employees, and Employer agrees to pay the employer cost for providing such benefits; and

NOW, THEREFORE, the officers of Employer are hereby authorized and directed in the name of Employer to carry out the provisions of this resolution and to pay to the Treasurer of Virginia from time to time such sums as are due to be paid by Employer for this purpose.

\_\_\_\_\_  
Governing Body Chair

### CERTIFICATE

I, J. Waverly Coggsdale, III, Town Manager of the Employer, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Employer held at Strasburg, Virginia at 7:00 p.m. on May 14, 2024. Given under my hand and seal of the Employer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature



Old Business

Meeting Date: May 14, 2024

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To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Director of Planning & Public Services

Re: Dunmore Rezoning REZ24-0002

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**DESCRIPTION:** Staff is presenting the Proffer Statement revised by the applicant to mitigate the concerns identified during the March 12<sup>th</sup> council meeting.

- The Planning Commission recommended approval with conditions in addition to the conditions presented during their meeting. These conditions are included in the presented Proffer Statement.
- Staff recommends approval of this case, with the current proffered conditions.

**ATTACHMENTS:**

REZ24-0002 Dunmore Rezoning Staff Report



# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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

TC Meeting Date: May 14, 2024  
Agenda Title: Rezoning REZ24-0002 – Dunmore Property  
Requested Action: Recommendation for Approval of Rezoning REZ24-0002, Dunmore Property Rezoning

### Summary

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This is a request made by DUNMORE LAND, LLC & COLLEY BLOCK RD/RADIO STATION IND to rezone 101.7554 acres from Medium Density Residential (MDR) to Business Park/Light Industrial (BP/LI). This property is landlocked and located approximately 730-feet south of Borden Mowery Drive, between Colley Block Road and the Founders Landing subdivision. The site is identified as Tax Map #s 016 04 001, 016 04 001F.

It is the recommendation of the staff and the Planning Commission to recommend approval of Rezoning REZ24-0002, Dunmore Property, subject to proffered conditions.

### Background

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- This rezoned in 2004 from X-Transitional to Medium Density Residential.
- A subdivision plan was never submitted for either of these parcels.
- Since the housing market crash in the late 2000s there has not been any movement on developing this property.
- The site does not contain a;
  - Floodplain
  - Stream buffer
  - Conservation area
  - Battlefield overlay
  - Identified areas of historical significance to be retained

# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

### Zoning analysis

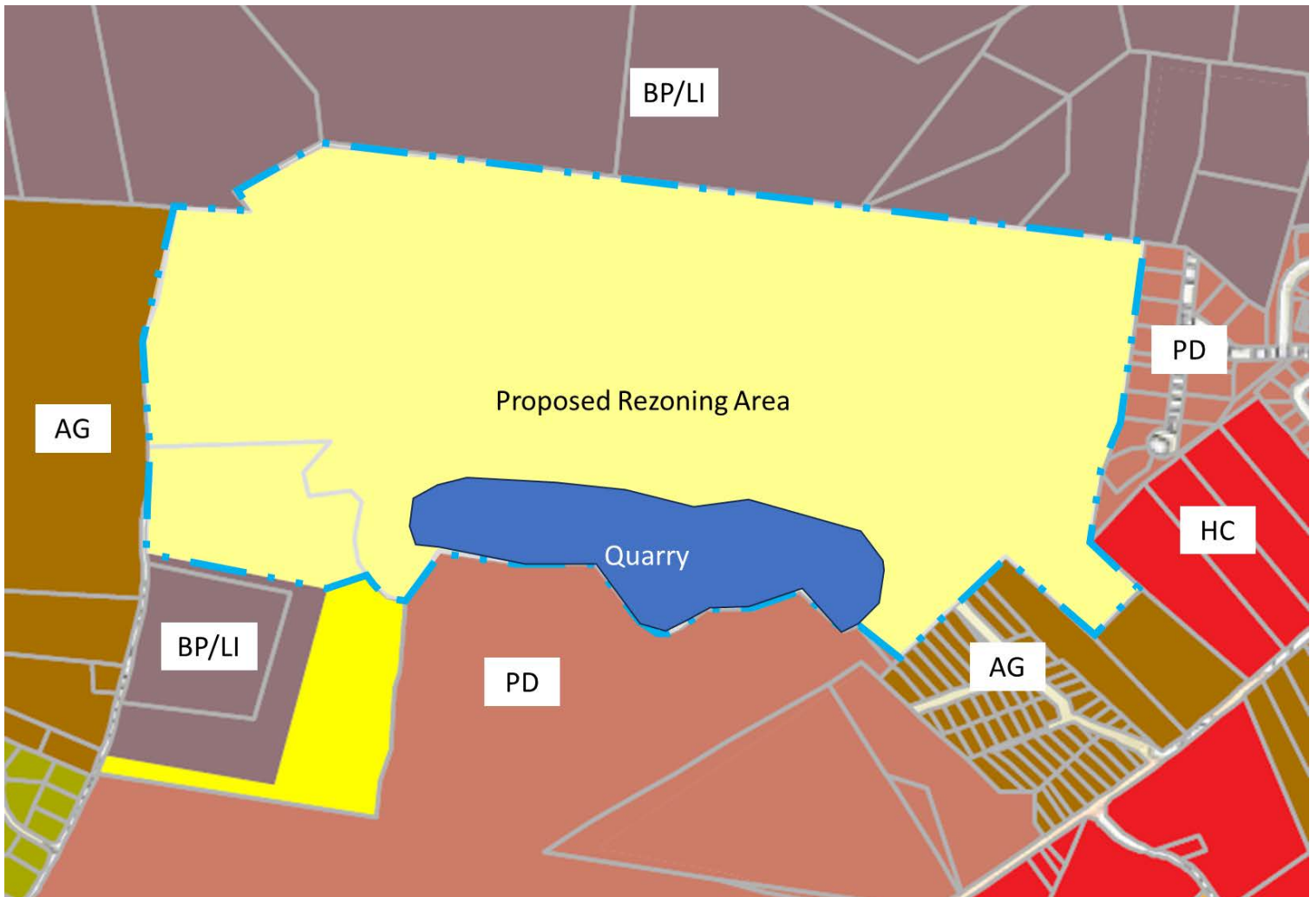
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**A. Surrounding Land Uses:** This site is bordered by:

NORTH	BP/LI
EAST	PD/Residential, HC, and AG/Residential
SOUTH	PD/Residential, MDR, and BP/LI (Electric Substation)
WEST	AG/Residential

**B. Current District:** Medium Density Residential

	Acres	SFD	Duplex	Townhouses
Total acreage of the rezoning	101.7554	712	814	814
30% of development dedicated to infrastructure	71.22878	499	570	570





# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

Planning & Zoning Administration  
 174 E. King Street, P.O. Box 351  
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### Zoning analysis – Cont.

C. Proposed District:

1. Business Park/Light Industrial (BP/LI)

D. Development Standards:

BP/LI standards

Development Element	Standard
Lot Size (minimum)	1 ac.
Front Yard Setback (minimum, from right-of-way)	10'
Side Yard Setback (minimum, from lot line)	20'
Side Yard Setback (minimum, from right-of-way)	20'
Rear Yard Setback (minimum, from lot line)	25'
Rear Yard Setback (minimum, from lot line, if adjacent to residential district)	50'
Frontage (minimum)	200'
Building Height (maximum)	45'
Lot Coverage (maximum)	70%

E. Permitted Uses for BP/LI – see attachment (BP/LI Uses)

F. Buffer Yards

BP/LI to any residential district      50'

Plantings

Type of Plant	Number of units per sf.
Canopy Trees	1/500
Ornamental Trees	1/500
Evergreen Trees	1/500
Shrubs	1/100

BP/LI to Highway Commercial      10'

Plantings

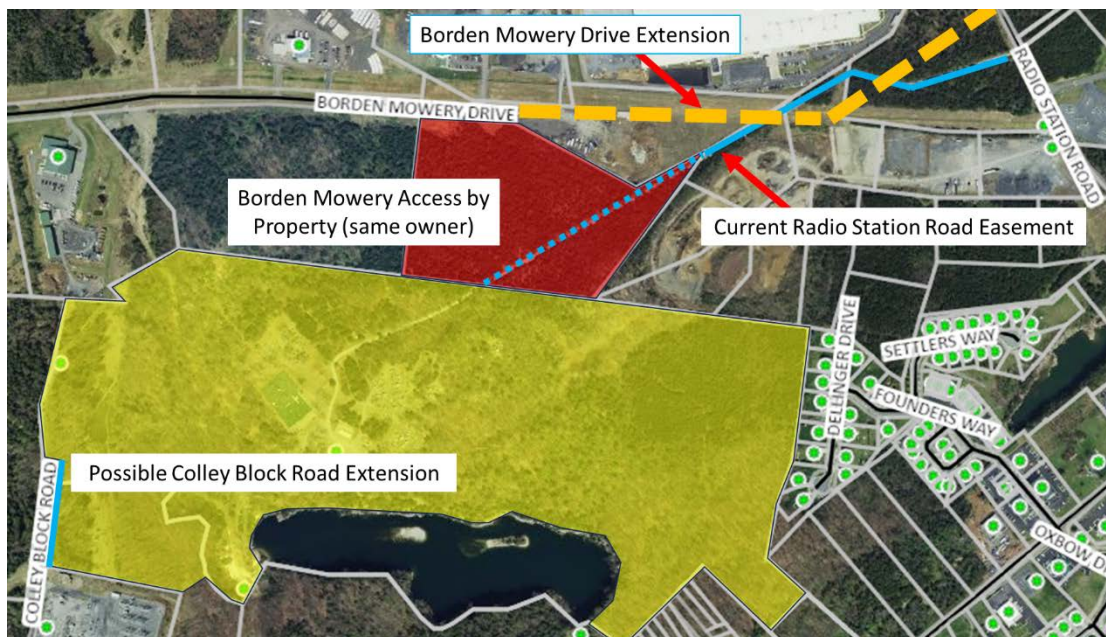
Type of Plant	Number of units per sf.
Canopy Trees	1/500
Ornamental Trees	0
Evergreen Trees	0
Shrubs	1/100

### Infrastructure analysis

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#### 1. Transportation/Access

- Current Radio Station Road easement
  - Strengths
    - Radio Station Road is currently used for and is designed to accommodate heavy traffic.
  - Weaknesses
    - The current easement may be specific to the current use which has very limited traffic impacts.
- Possible Colley Block Road extension
  - Strengths
    - Possible connection of Colley Block Road to Borden Mowery.
  - Weaknesses
    - Colley Block is primarily residential traffic. If an extension is proposed vehicle limitations could be posted. However, this would rely heavily on enforcement versus design.
- Borden Mowery Drive access/easement from property currently under same ownership
  - Strengths
    - Borden Mowery Road is currently used for and is designed to accommodate heavy traffic.
    - The property adjacent to Borden Mowery Drive is under the same ownership group as the subject property.
    - The owner can dedicate access to the subject lot.
  - Weaknesses
    - Easement will need to be dedicated for the BP/LI use access.





### Infrastructure analysis – cont.

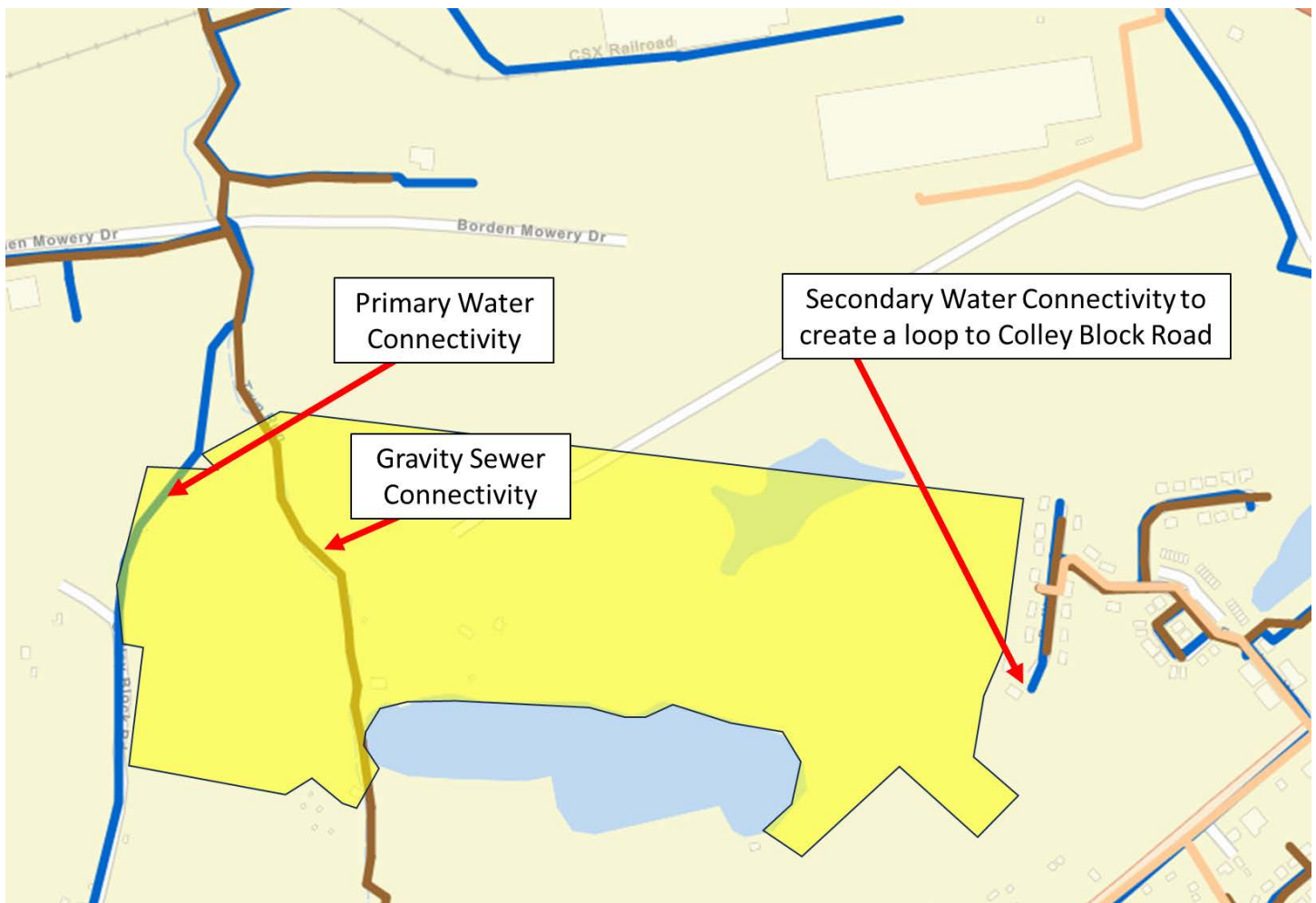
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#### 2. Water

- A 12-inch water line is available on the west side of the property that will be the primary supply to the development at this site.
- An 8-inch water line is located on the adjacent property to the east.
  - This property is owned by the Founders Landing Property Owners Association.
  - A connection to this line would serve two purposes.
    - Create a secondary water line connection to this site.
    - Create a loop for the water system to allow a second connection to Founders Landing and allow staff to better isolate water lines during an outage.

#### 3. Sewer

- A 12-inch gravity sewer located on the eastern portion of this site. This connection may prevent the need for a pump station/forced sewer.



### Comprehensive Plan analysis

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In relation to a rezoning case, a rezoning generally must comply with the comprehensive plan. The plan is a guiding, and not binding document. It is a collection of written goals, strategies, and recommendations. The town may exercise some flexibility in finding compliance.

The physical, cultural, economic, and political elements that influence how the Town will develop are dynamic and ever-changing. While the Plan attempts to project and estimate future development needs through scenarios based primarily on past trends, the future will undoubtedly present many factors that cannot be predicted. As a result, considerable effort has been made to maintain flexibility within the Plan to react to the unknown conditions that will occur during the forty-year planning horizon. This flexibility cannot be completely defined or incorporated, thus placing a burden on current and future leaders of the Town to adopt policies that implement the vision laid out in this Comprehensive Plan.

#### A. Future Land Use Map

- The is designated as Future Residential.
- Based on the information staff gathered, this designation was given because of the 2004 rezoning to MDR.





# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Comprehensive Plan analysis – cont.

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#### B. Strategies:

1. Goal 5: Continue developing Northern Shenandoah Industrial Park and vicinity with business and industrial uses.

*Seek an ongoing collaboration with private landowners, the Shenandoah County, Virginia Board of Supervisors, and the Shenandoah County, Virginia Economic Development Authority, and encourage their investment and support for the development of the park. Initial talks should begin regarding a potential mega site as outlined in the Camoin study.*

#### Staff Comments:

- A major challenge of the Business Park is the lack of large lots to accommodate prospective industries that need the area.
- Large industries bring the need for smaller support industries such as a large vehicle repair and maintenance shop.

2. Goal 7: Insure new business supplement town character and blend with surrounding built environment.

*A.) Encourage businesses to locate on sites with proper access to transportation and utility infrastructure. Where existing areas are not served by adequate access, new access roads should be developed (if feasible) in keeping with the small-town character of the Town.*

*B.) Require compliance with all current environmental regulations to ensure there is no harmful pollution, waste, or stormwater generated by business and that construction does not take place in environmentally-sensitive areas.*

*C.) Require the inclusion of buffer areas and/or screening between differing land uses.*

#### Staff Comments:

- If residential development takes place in this area, connecting streets would be;
  - Colley Block Road connects to John Marshal Hwy, north of Frontier Fort Lane
  - Future Summit Crossing access connects to Old Valley Pike, across from Crystal Lane.
- If Office/Industrial development takes place, the transportation connects will be;
  - Radio Station Road to Old Valley Pike
  - Borden Mowery Drive to John Marshal Highway
- Residential traffic will increase vehicle trips in the core of town. Non-residential traffic will increase trips on the outer portions of town to connect to I-81.
- Buffer design and placement will be detrimental to protecting the adjacent residential properties.



# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Proposal's SWOT analysis

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- Strengths
  - The significant lot size has been identified as a weakness of the business park. The size of this site is more attractive to industrial prospects.
  - Reduces the number of potential rooftops in the “Golden Triangle” that impact streets, schools, and other available services.
  - Reduces the residential related vehicle trips converging close to the towns center, on Old Valley Pike and John Marshal Highway
  
- Weaknesses
  - The site is land-locked from industrial access. Easements are required. The site has topography challenges. Karst topography and adjacent quarry topography.  
*NOTE: (Karst is a type of landscape where the dissolving of the bedrock has created sinkholes, sinking streams, caves, springs, and other characteristic features. Karst is associated with soluble rock types such as limestone, marble, and gypsum.)*
  - Unknown end user(s) for this site.
  
- Opportunities
  - Prospective jobs for the local workforce.
  - Large industry developments may attract smaller industries as a supporting role.
  - Adaptive reuse of the quarry.
  
- Threats
  - Generally - Noise, and viewshed impacts on adjacent residential properties.
  - Some by-right and special uses would have a significant impact on the adjacent residential properties.
  - Access through streets utilized primarily for residential traffic should be avoided.
  - The Future Land Use map identifies this site for future residential. To mitigate the negative impacts of the BP/LI uses, specific conditions may need to be proposed in order to maintain a cohesive connection dissimilar zoning districts.



# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Staff recommendations

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Staff recommends the Planning Commission to recommend approval of rezoning REZ24-0002, Dunmore Property, subject to proffered conditions for the following reasons.

- The Rezoning is not consistent with the Future Land Use Map. However, guidance within the Comprehensive Plan allows flexibility in decision-making.
- Mitigating measures identified within the proffer statement protect the nature of the neighboring uses since this site is defined as Future Residential in the Comprehensive Plan.
- Reduce the residential impact on the Golden Triangle.
  - Based on the current zoning of all lots in the Golden Triangle, the area has the potential growth for an estimated growth of 1237 homes.
  - This estimated growth and significantly increase residential vehicle trips on portions of John Marshal Highway (via Colley Block Road) and Old Valley Pike (via Summit Crossing). This has been identified as a concern from town staff, the Planning Commission, Town Council, and the public.
  - This rezoning will reduce the number of projected dwellings by 499 to a total of 738 dwelling units.
- A site of this size has been identified as a need to spur development within the park, drive further development, and create local jobs.
- With vehicle trips related to a BP/LI use utilizing Borden Mowery Drive and Radio Station Road, and proper landscaping/buffer, impacts on the adjacent properties can be mitigated.
- The residential access to this site is extremely limited with the lack of development of projects to the south. The extension of Colley Block Road and the southern residential projects that have not been developed were intended to serve as access to this site.





# PLANNING STAFF REPORT

## Rezoning REZ24-0002 – Dunmore Property

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### Community Input

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- Notice to the Rezoning was sent via registered mail to all property owners with 500 feet on November 29, 2023
- Signs were posted at the location starting on November 29, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated Friday, February 2, 2024 and Friday, February 9, 2024.
- The Public Hearing was held on March 12, 2024.
- Staff met with the Founders Landing HOA on April 7, 2024 to discuss the proposed landbays and restricted uses.

### Timing

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The Town Council has 1 year from the date of complete application (September 1, 2023) to act on this application. The 1 year shall expire on September 1, 2024.

### Planning Commission action

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The Planning Commission recommended approval with the following conditions.

- In the event development is proposed within three hundred (300) feet of the subject property line bordering lots identified as H through Q (Founders Landing) on the plat prepared by David Lellock, dated 9/18/23, the following requirements shall be demonstrated on the final site plan.
  - 100' buffer with an 8' tall berm
  - All traffic related to the uses to utilize Radio Station Road or Borden Mowery Drive. Colley Block Road is not to be designed/routed to accommodate nonresidential traffic. (Colley Block can be used/routed for employee traffic. Not traffic related to the use itself.)

### Town Council action

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Actions the Town Council can make are;

- Approval of rezoning case REZ24-0002 – Dunmore Property with the following conditions...
- Denial of rezoning case REZ24-0002
- Request deferral for further conversation by the Town Council

### Attachments

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Attachment A – Proffer Statement dated 5/1/2024, with Plat and Landbay A Use Matrix



# PLANNING STAFF REPORT

Rezoning REZ24-0002 – Dunmore Property

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

Attachment A – Proffer Statement dated 5/1/2024,  
with Plat and Landbay A Use Matrix

**PROFFER AMENDMENT STATEMENT**

#REZ2024-0002, Dunmore Property

Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND

Date: May 1, 2024

**PROFFER STATEMENT**

RE: Rezoning REZ2024-0002, Dunmore Property  
Owners: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND  
Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND  
Property: Tax Map Numbers: 16-((4))-1, 16-((4))-1F  
Location: This property is landlocked and located approximately 730-feet south of Borden Mowery Drive, between Colley Block Road and the Founders Landing subdivision.

Date: February 1, 2024

The undersigned hereby proffers that the use and development of the subject Property shall be in strict conformance with the following conditions. In the event the above-referenced rezoning is not granted as applied for by the Applicant, these proffers shall be withdrawn and are null and void. The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers. Any improvements proffered herein below shall be provided at the time of development of the portion of the site served by the improvement, unless otherwise specified. The terms "Applicant" and "Developer" shall include all future owners and successors in interest.

For purposes of reference in this Proffer Statement, the "GDP" shall be that plan entitled "REZONING DOCUMENT TM 16-((4))-1 & 1F, DUNMORE LAND, LLC," prepared by Land Design Consultants, Inc., dated April 2, 2024.

**SECTION 1. USES & DEVELOPMENT**

- A. The Property shall be developed in substantial conformance with the GDP, subject to minor changes approved by the Town in connection with final site plan review. Provided that development of the Property complies with the applicable standards for the Business Park/Light Industrial (BP/LI) Zoning District.
  - a. Any Final Site Plan submitted for the subject lots shall demonstrate how the conditions within will be met.
- B. Landbays as identified on the plat dated 4/2/2024.
  - a. Landbay A – Shall consist of 16.4011 acres +/-, as shown on the GDP and being the property within 500-feet of the eastern boundary of adjacent lots identified as lots H through Q. The uses shall be limited as indicated in exhibit B, "Use Matrix for Landbay A"
  - b. Landbay B – Shall consist of 95.0344 +/- acres, as shown on the GDP and being the remaining property excluding Landbay A. The uses within this landbay shall be permitted as identified for the zoning district without any specific restriction.



**PROFFER AMENDMENT STATEMENT**

#REZ2024-0002, Dunmore Property

Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND

Date: May 1, 2024

- C. At the time of site plan submission for development in Landbay A, the Applicant shall demonstrate the siting the development shall be in a manner that outdoor activities and noise related to the use are configured on the side of the building opposite the residential development, to allow the building to act as a buffer.

**SECTION 2. BUFFERS AND LANDSCAPING**

- A. At the time of site plan submission, the Applicant shall provide buffers and landscaping in accordance with all applicable codes. Compliance shall be demonstrated as a condition of each final site plan approval.
- B. In the event development is proposed within Landbay A, the following additional requirements shall be demonstrated on the final site plan.
  - i. Increase the required buffer from standard fifty (50) feet to one hundred (100) feet.

**SIGNATURE ON THE FOLLOWING PAGE**

**PROFFER AMENDMENT STATEMENT**

#REZ2024-0002, Dunmore Property

Applicant: Dunmore Land, LLC &, COLLEY BLOCK RD/RADIO STATION IND

Date: May 1, 2024

**SIGNATURE PAGE**

Owner/Owners Agent Signature: \_\_\_\_\_



Date: May 7, 2024

Dunmore Land, LLC

By: Strasburg Land, LLC, Managing Member

By: TBC Manager, LLC, Manager

By: Marc N. Duber, Executive Vice President

Owner/Owners Agent Signature: \_\_\_\_\_



Date: May 7, 2024

Colley Block Road/Radio Station/Industrial Drive, LLC

By: TBC Manager, LLC, Manager

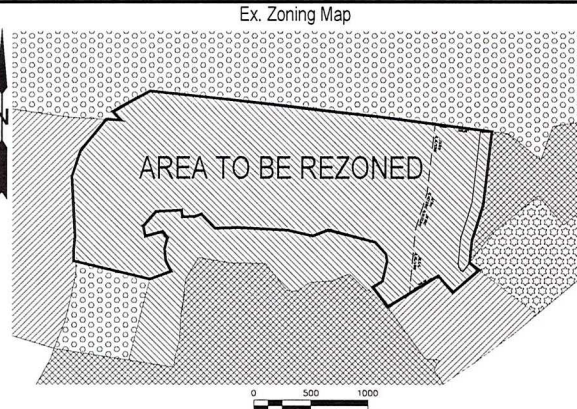
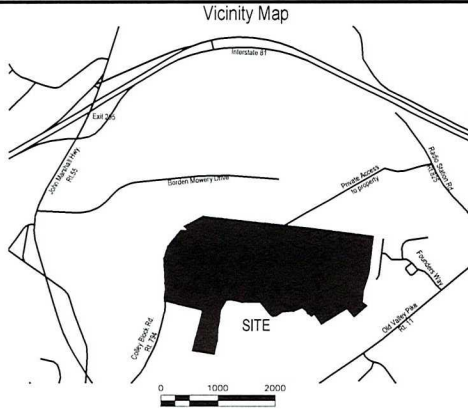
By: Marc N. Duber, Executive Vice President

All conditions set forth within this proffer statement were approved by the Strasburg Town Council on

\_\_\_\_\_.

Planning and Zoning Administrator \_\_\_\_\_

Date \_\_\_\_\_



**NOTES:**

- THIS EXHIBIT IS BASED ON DEED OF RECORD AND OTHER AVAILABLE INFORMATION AND DOES NOT REPRESENT A FIELD SURVEY BY THIS FIRM.
- THE PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
- THE EXISTENCE OF VEGETATED OR TOAD WETLANDS AND/OR HAZARDOUS WASTES WAS NEITHER INVESTIGATED NOR CONFIRMED DURING THE PERFORMANCE OF THIS SURVEY.
- THE PROPERTY DELINEATED ON THIS PLAT IS LOCATED IN FLOOD ZONE 'X' AN AREA OF MINIMAL FLOOD HAZARD AS DETERMINED BY REFERENCE TO THE FEDERAL INSURANCE RATE MAP NO 511710075C Effective 07/16/09.
- HORIZONTAL ORIENTATION BASED ON VA. NAD83(2011) NORTH ZONE STATE GRID.

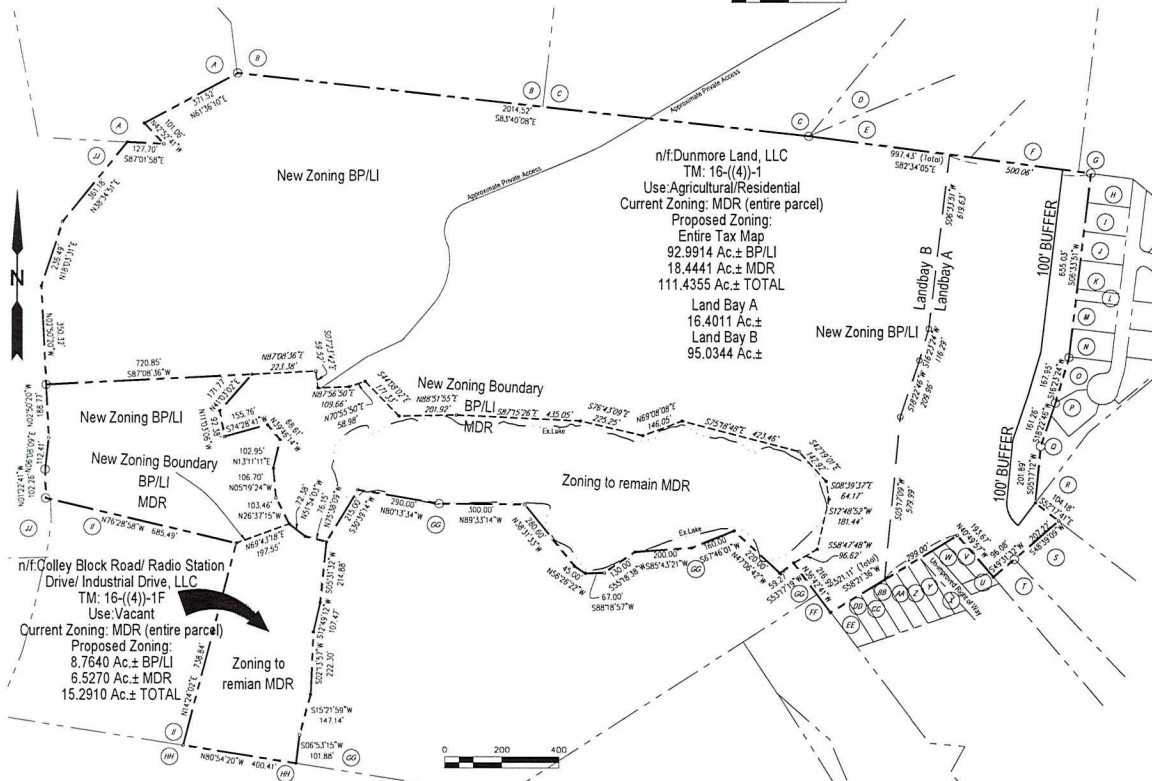
**SUBJECT PROPERTY INFORMATION:**

TM: 16-(4)-1  
 DB 1357 PG 960  
 DB 1353 PG 187 [PLAT]  
 OWNER: DUNMORE LAND, LLC  
 3799 K. ST. NW  
 SUITE 700  
 WASHINGTON, DC 20007

TM: 16-(4)-1F  
 DB 1357 PG 957  
 DB 1726 PG 751 [PLAT]  
 OWNER: COLLEY BLOCK RD./RADIO STATION/ INDUSTRIAL DRIVE, LLC  
 3799 K. ST. NW  
 SUITE 700  
 WASHINGTON, DC 20007

**ZONING LEGEND**

- MDR - MEDIUM DENSITY RESIDENTIAL
- AG/R/R - AGRICULTURAL / RURAL RESIDENTIAL
- BP/LI - BUSINESS PARK / LIGHT INDUSTRIAL
- PD - PLANNED DEVELOPMENT
- HC - HIGHWAY COMMERCIAL



ID	TAX MAP	OWNER	USE	ZONING
A	016 A 1288	TOWN OF STRASBURG VIRGINIA	OFFICE	BP/LI
B	016 04 0054	INDUSTRIAL DEVELOPMENT AUTHORITY OF	VACANT	BP/LI
C	016 04 0018	COLLEY BLOCK RD/RADIO STATION/IND	VACANT	BP/LI
D	016 10 0117	DELLINGER TERRY M OR DIANE E	BOYHOOP/PIT	BP/LI
E	016 10 0109	DELLINGER TERRY M OR DIANE E	BOYHOOP/PIT	BP/LI
F	016 10 0099	DELLINGER TERRY M OR DIANE E	VACANT	BP/LI
G	016 10 0088	RD INVESTMENTS LLC	VACANT	BP/LI
H	016C 02 0355	JORDAN WATHAN DANIEL OR	RESIDENTIAL	PD
I	016C 02 036	LARA BEAMER OR HAROLD E	RESIDENTIAL	PD
J	016C 02 037	NEAL MATTHEW OR JENNIFER E	RESIDENTIAL	PD
K	016C 02 038	STANNETT EDWARD OR KELLY	RESIDENTIAL	PD
L	016C 02 0090	THE TOWN OF STRASBURG	PUMP STATION	PD
M	016C 02 039	SCHULTZ ROBERT OR GARDINA	RESIDENTIAL	PD
N	016C 02 040	BACHAKANDIA SVVA RUMBAR	RESIDENTIAL	PD
O	016C 02 041	CELANESE SCOTT A OR DONALD L	RESIDENTIAL	PD
P	016C 02 042	GARNETT CHRISTOPHER L	RESIDENTIAL	PD
Q	016C 02 009C	FOUNDERS LANDING PROPERTY OWNERS	VACANT	PD
R	016 10 006	INDUSTRIAL DEVELOPMENT LLC	VACANT	HC
S	016 A 130	DELLINGER TERRY M AND	RESIDENTIAL	AG/R
T	016 A 131	MONWERY ALICE B	RESIDENTIAL	AG/R
U	016D 01 49	MONWERY ALICE B	VACANT	AG/R
V	016D 01 048A	MONWERY ALICE B	VACANT	AG/R
W	016D 01 048B	MONWERY ALICE B	VACANT	AG/R
X	016D 01 048C	MONWERY ALICE B	VACANT	AG/R
Y	016D 01 048D	MONWERY ALICE B	VACANT	AG/R
Z	016D 01 048E	MONWERY ALICE B	VACANT	AG/R
AA	016D 01 048F	MONWERY ALICE B	VACANT	AG/R
BB	016D 01 048G	MONWERY ALICE B	VACANT	AG/R
CC	016D 01 048H	MONWERY ALICE B	VACANT	AG/R
DD	016D 01 048I	MONWERY ALICE B	VACANT	AG/R
EE	016D 01 048J	MONWERY ALICE B	VACANT	AG/R
FF	025 A 001	HUPPS HILL LLC	USELUM	PD
GG	016 04 007H	STRASBURG LAND LLC	VACANT	PD
HH	016 A 002	WITTEKAMP HARRY TRUSTEE TRUST	VACANT	PD
I	016 A 04	SHEWMANSON QUALITY ELECTRIC COOP	SUBSTATION	BP/LI
J	016 A 217	RIVERTON PROPERTIES LLC	RESIDENTIAL	AG/R

REV. NO.	DATE	DESCRIPTION
1	04-25-24	Issue (revised) and final
2	02-18-23	
3	04-25-24	

**LELLOCK CONSULTING, PC**  
 2350 Fifth Street  
 Middletown, VA 22645  
 T 540-533-0728



**EXHIBIT**  
**REZONING DOCUMENT**  
**TM 16-(4)-1 & 1F**  
 DUNMORE LAND, LLC  
 STRASBURG, VIRGINIA  
 SCALE AS SHOWN  
 C.I. = N/A



EXHIBIT B: MODIFIED USES WITHIN LANDBAY A

<b>GENERAL SALES OR SERVICES</b>	<b>2000</b>	
Lumber yard and building materials	2126	p
Mail order or direct selling establishment	2144	p
Bank, credit union, or savings institution	2210	p
Credit and finance establishment	2220	p
Commercial property-related, mini- or self-storage	2321	SUP
Leasing commercial, industrial machinery and equipment	2334	p
Business, professional, scientific, and technical	2400	p
Professional services	2410	p
Legal services	2411	p
Accounting, tax, bookkeeping, payroll services	2412	p
Architectural, engineering, surveying and related services	2413	p
Graphic, industrial, interior design services	2414	p
Consulting services (management, environmental technical)	2415	p
Scientific research and development services	2416	p
Advertising, media, and photography services	2417	p
Veterinary services	2418	p
Administrative services	2420	p
Office administrative services	2421	p
Facilities support services	2422	p
Employment agency	2423	p
Copy center, private mail center, other business support services	2424	p
Collection agency	2425	p
Travel arrangement and reservation services	2430	p
Services to buildings and dwellings	2450	p
Extermination and pest control	2451	p
Janitorial	2452	p
Landscaping	2453	p
Carpet and upholstery cleaning	2454	p
Food services	2500	p
Full-service restaurant	2510	A
Cafeteria or limited service restaurant	2520	A
Mobile food services	2550	p
Caterer	2560	p
Food service contractor	2570	p
Vending machine operator	2580	p
Linen and uniform supply	2623	p
Photofinishing	2630	p
<b>MANUFACTURING AND WHOLESALE TRADE</b>	<b>3000</b>	
Foods, textiles, and related products	3100	p
Food and beverages	3110	p
Tobacco manufacturing	3120	p
Textiles	3130	p
Leather and leather substitute products	3140	SUP
Wood, paper, and printing products	3200	p

Wood products	3210	SUP
Paper and printing materials	3220	NOT PERMITTED
Printing and related support activities	3221	p
Furniture and related products	3230	p
Chemicals, and metals, machinery, and electronics manufacturing	3300	SUP
Petroleum products	3310	NOT PERMITTED
Chemicals, plastics, and rubber products	3320	NOT PERMITTED
Nonmetallic mineral products	3330	SUP
Primary metal manufacturing	3340	SUP
Machinery manufacturing	3350	p
Electrical equipment, appliance, and components manufacturing	3360	p
Transportation equipment	3370	p
Miscellaneous manufacturing	3400	p
Jewelry and silverware	3410	p
Dolls, toys, games, and musical instruments	3420	p
Office supplies, inks, etc.	3430	p
Signs	3440	p
Wholesale trade establishment	3500	p
Warehousing and storage services	3600	p
Office and warehousing	3610	p
Warehousing	3620	p
<b>TRANSPORTATION, COMMUNICATION, INFORMATION, AND UTILITIES</b>	<b>4000</b>	
Road, ground passenger, and transit transportation	4130	p
Local transit systems--bus, special needs, and other motor vehicles	4133	p
Non-local and charter bus	4134	p
School and employee bus transportation	4135	p
Taxi and limousine service	4137	p
Towing and other road and ground services	4138	p
Truck and freight transportation services	4140	p
General freight trucking, local	4141	p
General freight trucking, long-distance	4142	p
Courier and messenger services	4160	p
Postal services	4170	p
National post office	4171	p
Pipeline transportation	4180	p
Communications and information	4200	p
Publishing	4210	p
Newspapers, books, periodicals, etc.	4211	p
Software publisher	4212	p
Motion picture and video production, publishing, and distribution	4221	p
Sound recording, production, publishing, and	4223	p



Tele-communications and broadcasting	4230	p
Radio and television broadcasting	4231	p
Cable networks and distribution	4232	p
Wireless telecommunications	4233	p
Towers and antennas	4233	p
Telephone and other wired telecommunications	4234	p
Information services and data processing industries	4240	p
Online information services	4241	p
Library or archive	4242	p
News syndicate	4243	p
Utilities and utility services	4300	SUP
Service distribution lines	4300	SUP
Electric substations	4300	SUP
Electric power	4310	p
Natural gas, petroleum, fuels	4320	SUP
Natural gas service	4329	SUP
Drinking water	4331	p
Water service	4339	p
Wastewater treatment plants	4348	NOT PERMITTED
Wastewater service	4349	NOT PERMITTED
<b>ARTS, ENTERTAINMENT, AND RECREATION</b>	<b>5000</b>	
Independent artist, writer, or performer	5160	p
Amusement, sports, or recreation establishment	5300	p
Public recreation facilities	5370	p
Private recreation facilities	5372	p
Natural and other recreational parks	5500	p
<b>EDUCATION, PUBLIC ADMINISTRATION, HEALTH CARE, AND OTHER INSTITUTIONS</b>	<b>6000</b>	
Nursery or preschool	6110	SUP
Adult education services	6126	p
College or university	6130	p
Technical, trade, or other specialty school	6140	p
Beauty schools	6141	p
Business management	6142	p
Other government functions	6300	p
Public safety	6400	p
Fire and rescue	6410	p
Police	6420	p
Emergency response	6430	p
Child daycare	6562	p
<b>CONSTRUCTION-RELATED BUSINESSES</b>	<b>7000</b>	
Building, developing, and general contracting	7100	p
Machinery related	7200	p
Special trade contractor	7300	p
Carpentry, floor, and tile contractor	7310	p
Concrete contractor	7320	SUP

Electrical contractor	7330	p
Glass and glazing contractor	7340	p
Masonry and drywall contractor	7350	p
Painting and wall covering	7360	p
Plumbing, heating, and air conditioning	7370	p
Roofing, siding, or sheet metal contractor	7380	p
Heavy construction	7400	SUP
<b>AGRICULTURE, FORESTRY, FISHING, AND HUNTING</b>	<b>9000</b>	
Support functions for agriculture	9200	p
Special events	9910	p
Temporary uses	9920	p
Crematorium		NOT PERMITTED

# NEW BUSINESS





# DEPARTMENT REPORTS





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Finance Director, Angela Fletcher  
Date: 05/14/2024  
Re: Monthly Update to Council

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### Finances and Auditing

- The first draft of the FY25 budget was distributed to the Council on March 4.
- Staff met with the Council during budget work sessions held on March 12, March 18 and April 1.
- Budget discussions will continue at the regular Council meeting on April 9.
- The budget ad will be sent to the newspaper on or about April 18<sup>th</sup> for published dates of April 22<sup>nd</sup> and April 29<sup>th</sup> in advance of the budget public hearing on May 6<sup>th</sup>.
- The budget public hearing was held on May 6<sup>th</sup> and we are hopeful that council will be able to adopt the budget at this Tuesday's Council Meeting held on May 14<sup>th</sup>

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

- Staff received the county tax files on April 29<sup>th</sup> and is currently planning to have the first half tax bills out in the mail on or before May 22<sup>nd</sup>.
- It is **21** days until Wednesday, June 5, 2024 (1<sup>st</sup> Half Tax Due Date)



Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 10-GENERAL FUND</b>							
10-3300-2001 AUTO RENTAL TAX	\$6,000.00	\$6,000.00	\$0.00	\$4,086.50	\$0.00	(\$1,913.50)	68
10-3310-1000 REAL ESTATE TAXES	\$1,362,000.00	\$1,362,000.00	\$0.00	\$708,230.42	\$883.84	(\$653,769.58)	52
10-3310-1001 REAL ESTATE TAXES-DE	\$20,000.00	\$20,000.00	\$0.00	\$4,697.58	\$1,102.31	(\$15,302.42)	23
10-3310-2000 PERSONAL PROPERTY T	\$605,000.00	\$605,000.00	\$0.00	\$441,804.75	\$17,663.46	(\$163,195.25)	73
10-3310-2001 PERSONAL PROPERTY T	\$35,000.00	\$35,000.00	\$0.00	\$33,526.84	\$5,782.00	(\$1,473.16)	96
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	\$7,996.86	\$888.54	(\$10,003.14)	44
10-3310-5000 PENALTIES	\$42,500.00	\$42,500.00	\$0.00	\$68,841.93	\$7,707.52	\$26,341.93	162
10-3310-5500 INTEREST FROM TAXES	\$4,500.00	\$4,500.00	\$0.00	\$1,895.16	\$320.18	(\$2,604.84)	42
10-3310-6000 UTILITY TAXES	\$140,000.00	\$140,000.00	\$0.00	\$90,327.35	\$6,903.60	(\$49,672.65)	65
10-3310-6100 COMMUNICATION TAXE	\$65,000.00	\$65,000.00	\$0.00	\$41,150.05	\$0.00	(\$23,849.95)	63
10-3310-6101 CIGARETTE TAXES	\$120,000.00	\$120,000.00	\$0.00	\$67,687.50	\$7,125.00	(\$52,312.50)	56
10-3320-1000 MOTOR VEHICLE FEES	\$165,000.00	\$165,000.00	\$0.00	\$46,805.38	\$5,049.82	(\$118,194.62)	28
10-3320-1500 DMV STOP FEE	\$30,000.00	\$30,000.00	\$0.00	\$28,067.97	\$5,113.00	(\$1,932.03)	94
10-3320-2000 ZONING & PERMIT FEES	\$31,000.00	\$31,000.00	\$0.00	(\$28,261.00)	\$946.00	(\$59,261.00)	-91
10-3320-3000 BUSINESS LICENSE TAX	\$165,000.00	\$165,000.00	\$0.00	\$238,387.52	\$22,889.49	\$73,387.52	144
10-3320-4000 MEALS TAXES	\$975,000.00	\$975,000.00	\$0.00	\$873,319.63	\$93,542.70	(\$101,680.37)	90
10-3320-4100 LODGING TAXES	\$210,000.00	\$210,000.00	\$0.00	\$156,861.46	\$13,326.76	(\$53,138.54)	75
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	\$510,533.94	\$48,327.65	\$5,533.94	101
10-3330-4000 LAW ENFORCEMENT STA	\$122,020.00	\$122,020.00	\$0.00	\$64,170.00	\$0.00	(\$57,850.00)	53
10-3330-5000 RIGHT-OF-WAY FEES	\$22,000.00	\$22,000.00	\$0.00	\$11,687.82	\$2,881.36	(\$10,312.18)	53
10-3330-6000 HIGHWAY MAINTENANC	\$867,956.00	\$867,956.00	\$0.00	\$658,477.65	\$0.00	(\$209,478.35)	76
10-3330-7000 GRANTS RECEIVED	\$200,000.00	\$200,000.00	\$0.00	\$1,290.48	\$0.00	(\$198,709.52)	1
10-3330-7005 GRANTS RECEIVED PUB	\$0.00	\$0.00	\$0.00	\$965.52	\$0.00	\$965.52	0
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	\$17,398.29	\$586.66	(\$17,601.71)	50
10-3330-7040 SPECIAL EVENTS REVEN	\$17,000.00	\$17,000.00	\$0.00	\$21,992.58	\$519.00	\$4,992.58	129
10-3340-1000 FINES & COSTS	\$25,000.00	\$25,000.00	\$0.00	\$21,970.31	\$2,570.85	(\$3,029.69)	88
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	\$64,186.50	\$4,635.97	\$29,186.50	183
10-3350-4200 RETURNED CHECK FEE	\$0.00	\$0.00	\$0.00	\$180.29	\$0.00	\$180.29	0
10-3350-7000 INTEREST INCOME	\$30,000.00	\$30,000.00	\$0.00	\$74,685.50	\$0.00	\$44,685.50	249
10-3350-7026 VA COMMISSION FOR AR	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	100
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	\$298,323.66	\$29,905.13	\$54,029.34	85
10-4411-8000 SALARIES & WAGES PAR	\$26,353.00	\$26,353.00	\$0.00	\$24,140.26	\$1,320.20	\$2,212.74	92
10-4411-9000 SALARIES & WAGES-OVE	\$2,000.00	\$2,000.00	\$0.00	\$789.47	\$10.75	\$1,210.53	39
10-4411-9001 FICA - ADMINISTRATION	\$31,781.00	\$31,781.00	\$0.00	\$24,433.86	\$2,209.92	\$7,347.14	77
10-4411-9002 VRS - ADMINISTRATION	\$49,218.00	\$49,218.00	\$0.00	\$16,491.23	\$0.00	\$32,726.77	34
10-4411-9003 HEALTH INSURANCE - E	\$31,636.00	\$31,636.00	\$0.00	(\$15,675.25)	\$0.00	\$47,311.25	-50
10-4411-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$710.60	\$64.60	\$129.40	85
10-4412-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$11,468.79	\$0.00	\$531.21	96
10-4412-1700 ADVERTISING	\$4,000.00	\$4,000.00	\$0.00	\$1,043.88	\$0.00	\$2,956.12	26
10-4412-1900 LEGAL SERVICES	\$50,000.00	\$50,000.00	\$0.00	\$22,762.50	\$0.00	\$27,237.50	46
10-4412-2000 CONTRACTUAL SERVICE	\$25,000.00	\$25,000.00	\$0.00	\$14,442.67	\$366.17	\$10,557.33	58
10-4412-2020 DMV STOP FEE	\$15,000.00	\$15,000.00	\$0.00	\$9,925.00	\$0.00	\$5,075.00	66
10-4412-2100 PROFESSIONAL SERVICE	\$15,000.00	\$15,000.00	\$0.00	\$15,288.10	\$0.00	(\$288.10)	102

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4412-2200 TELEPHONE	\$2,800.00	\$2,800.00	\$0.00	\$2,032.39	\$201.49	\$767.61	73
10-4412-2300 ELECTRICITY	\$4,500.00	\$4,500.00	\$0.00	\$3,742.33	\$316.11	\$757.67	83
10-4412-2500 FUEL-HEAT	\$1,000.00	\$1,000.00	\$0.00	\$760.35	\$0.00	\$239.65	76
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	\$16,352.91	\$234.51	\$4,647.09	78
10-4412-2855 COMPUTERS & SOFTWA	\$3,000.00	\$3,000.00	\$0.00	\$529.28	\$342.34	\$2,470.72	18
10-4412-2900 MEMBERSHIP DUES	\$2,000.00	\$2,000.00	\$0.00	\$2,339.66	\$0.00	(\$339.66)	117
10-4412-3000 MISCELLANEOUS	\$5,500.00	\$5,500.00	\$0.00	\$5,826.91	\$44.43	(\$326.91)	106
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	\$3,467.44	\$262.90	\$382.56	90
10-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$1,354.90	\$6,126.06	\$47.78	(\$1,080.96)	96
10-4412-3700 TRAVEL & TRAINING	\$3,400.00	\$3,400.00	\$0.00	\$332.70	\$8.50	\$3,067.30	10
10-4412-3701 TRAVEL & TRAINING CO	\$3,500.00	\$3,500.00	\$0.00	\$2,509.96	\$225.00	\$990.04	72
10-4412-3710 CODIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$1,330.00	\$1,330.00	\$1,670.00	44
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	\$23,732.36	\$3,468.26	\$8,267.64	74
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	\$28,553.36	\$767.90	\$6,446.64	82
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	\$13,647.40	\$0.00	\$6,352.60	68
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	\$0.00	\$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	\$91,847.20	\$11,064.96	\$64,564.80	59
10-4421-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$5,211.98	\$0.00	(\$5,211.98)	0
10-4421-9001 FICA	\$11,965.00	\$11,965.00	\$0.00	\$6,916.45	\$786.10	\$5,048.55	58
10-4421-9002 VRS - COMMUNITY INIT	\$22,414.00	\$22,414.00	\$0.00	\$10,106.92	\$0.00	\$12,307.08	45
10-4421-9003 HEALTH INSURANCE	\$20,080.00	\$20,080.00	\$0.00	\$9,393.22	\$0.00	\$10,686.78	47
10-4421-9005 EMPLOYEE STIPEND	\$840.00	\$840.00	\$0.00	\$484.50	\$32.30	\$355.50	58
10-4422-1700 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$4,523.68	\$205.30	(\$2,523.68)	226
10-4422-2000 CONTRACTUAL SERVICE	\$5,000.00	\$5,000.00	\$0.00	\$79.14	\$17.87	\$4,920.86	2
10-4422-2800 MATERIALS & SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$754.00	\$44.00	\$746.00	50
10-4422-2855 COMPUTERS & SOFTWA	\$11,000.00	\$11,000.00	\$375.21	\$6,851.99	\$351.93	\$3,772.80	62
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	\$339.35	\$82.82	\$360.65	48
10-4422-3201 I/T SUPPORT	\$700.00	\$700.00	\$0.00	\$1,009.43	\$154.65	(\$309.43)	144
10-4422-3700 TRAVEL & TRAINING	\$2,250.00	\$2,250.00	\$0.00	\$1,139.90	\$50.00	\$1,110.10	51
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	\$35,056.61	\$0.00	\$64,543.00	35
10-4431-7000 SALARIES & WAGES - R	\$575,537.00	\$575,537.00	\$0.00	\$439,615.90	\$46,144.34	\$135,921.10	76
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	\$39,079.61	\$4,362.43	\$52,048.39	43
10-4431-9000 SALARIES & WAGES - O	\$25,900.00	\$25,900.00	\$0.00	\$20,380.09	\$905.99	\$5,519.91	79
10-4431-9001 FICA - PUBLIC WORKS	\$60,032.00	\$60,032.00	\$0.00	\$35,812.43	\$3,651.58	\$24,219.57	60
10-4431-9002 VRS - PUBLIC WORKS -	\$96,603.00	\$96,603.00	\$0.00	\$44,628.68	\$0.00	\$51,974.32	46
10-4431-9003 HEALTH INSURANCE - E	\$68,000.00	\$68,000.00	\$0.00	\$41,619.64	\$0.00	\$26,380.36	61
10-4431-9005 EMP STIPEND	\$2,200.00	\$2,200.00	\$0.00	\$2,261.00	\$226.10	(\$61.00)	103
10-4432-1600 INSURANCE PREMIUMS	\$12,000.00	\$12,000.00	\$0.00	\$13,107.24	\$0.00	(\$1,107.24)	109
10-4432-2000 CONTRACTUAL SERVICE	\$11,660.00	\$11,660.00	\$0.00	\$8,439.54	\$313.67	\$3,220.46	72
10-4432-2200 TELEPHONE	\$6,505.00	\$6,505.00	\$0.00	\$4,675.06	\$517.10	\$1,829.94	72
10-4432-2300 ELECTRICITY	\$6,000.00	\$6,000.00	\$0.00	\$4,041.12	\$517.56	\$1,958.88	67
10-4432-2400 STREET LIGHTS	\$50,000.00	\$50,000.00	\$0.00	\$76,524.62	\$7,558.80	(\$26,524.62)	153
10-4432-2500 FUEL-HEAT	\$5,100.00	\$5,100.00	\$0.00	\$4,429.00	\$723.45	\$671.00	87
10-4432-2600 GAS,GREASE, & OIL	\$11,517.00	\$11,517.00	\$0.00	\$9,830.38	\$605.16	\$1,686.62	85
10-4432-2700 TIRES & TUBES	\$2,100.00	\$2,100.00	\$0.00	\$1,140.52	\$941.58	\$959.48	54

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4432-2800 MATERIALS & SUPPLIES	\$7,895.00	\$7,895.00	\$0.00	\$3,110.28	\$255.95	\$4,784.72	39
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	\$584.74	\$347.76	\$1,345.26	30
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	\$5,165.98	\$420.64	(\$165.98)	103
10-4432-3300 BUILDING MAINTENANC	\$6,430.00	\$6,430.00	\$0.00	\$3,303.28	\$440.11	\$3,126.72	51
10-4432-3400 REPAIRS EQUIPMENT	\$22,033.00	\$24,244.12	\$0.00	\$12,493.73	\$4,199.89	\$11,750.39	52
10-4432-3500 REPAIRS STREETS - TO	\$50,000.00	\$50,000.00	\$0.00	\$5,064.71	\$508.50	\$44,935.29	10
10-4432-3600 REPAIRS STREETS-STAT	\$714,218.00	\$714,218.00	\$2,225.00	\$63,672.36	\$1,701.84	\$648,320.64	9
10-4432-3700 TRAVEL & TRAINING	\$6,895.00	\$6,895.00	\$0.00	\$334.40	\$0.00	\$6,560.60	5
10-4432-3800 MISS UTILITY	\$1,000.00	\$1,000.00	\$0.00	\$446.80	\$36.36	\$553.20	45
10-4432-4000 UNIFORMS/PPE	\$6,890.00	\$6,890.00	\$0.00	\$1,269.49	\$312.21	\$5,620.51	18
10-4432-4300 VEHICLE/EQUIPMENT PY	\$7,356.00	\$7,356.00	\$0.00	\$6,620.67	\$0.00	\$735.33	90
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	\$656.24	\$0.00	\$5,463.76	11
10-4432-4900 HORTICULTURE	\$27,000.00	\$27,000.00	\$0.00	\$8,147.83	\$146.14	\$18,852.17	30
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	\$1,058,100.38	\$105,932.62	\$185,003.62	85
10-4441-7010 SALARIES & WAGES - P	\$93,881.00	\$93,881.00	\$0.00	\$61,804.91	\$5,283.74	\$32,076.09	66
10-4441-9000 SALARIES & WAGES - O	\$93,200.00	\$93,200.00	\$0.00	\$101,995.81	\$9,013.46	(\$8,795.81)	109
10-4441-9001 FICA - PUBLIC SAFETY	\$109,410.00	\$109,410.00	\$0.00	\$86,643.39	\$8,532.27	\$22,766.61	79
10-4441-9002 VRS - PUBLIC SAFETY	\$176,916.00	\$176,916.00	\$0.00	\$107,937.42	\$0.00	\$68,978.58	61
10-4441-9003 HEALTH INSURANCE -	\$178,000.00	\$178,000.00	\$0.00	\$125,821.24	\$0.00	\$52,178.76	71
10-4441-9005 EMPLOYEE STIPEND	\$1,200.00	\$1,200.00	\$0.00	\$710.60	\$64.60	\$489.40	59
10-4442-1600 INSURANCE PREMIUMS	\$60,000.00	\$60,000.00	\$0.00	\$54,067.37	\$0.00	\$5,932.63	90
10-4442-2000 CONTRACTUAL SERVICE	\$101,254.00	\$101,254.00	\$0.00	\$81,199.59	\$30,234.48	\$20,054.41	80
10-4442-2200 TELEPHONE	\$11,000.00	\$11,000.00	\$0.00	\$6,634.07	\$839.69	\$4,365.93	60
10-4442-2300 ELECTRICITY	\$4,000.00	\$4,000.00	\$0.00	\$2,768.93	\$363.21	\$1,231.07	69
10-4442-2500 FUEL - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$1,284.61	\$0.00	\$2,715.39	32
10-4442-2600 GAS	\$32,000.00	\$32,000.00	\$0.00	\$48,281.44	\$4,128.25	(\$16,281.44)	151
10-4442-2700 TIRES	\$3,000.00	\$3,000.00	\$0.00	\$2,014.46	\$0.00	\$985.54	67
10-4442-2800 MATERIALS & SUPPLIES	\$9,000.00	\$9,000.00	\$0.00	\$7,675.40	\$120.16	\$1,324.60	85
10-4442-2850 EQUIPMENT	\$15,000.00	\$15,000.00	\$59.04	\$10,974.45	\$63.75	\$3,966.51	73
10-4442-2855 COMPUTERS & SOFTWA	\$4,500.00	\$4,500.00	\$0.00	\$1,099.46	\$687.69	\$3,400.54	24
10-4442-2900 MEMBERSHIP DUES	\$1,500.00	\$1,500.00	\$0.00	\$2,781.99	\$242.75	(\$1,281.99)	185
10-4442-3000 MISCELLANEOUS	\$6,000.00	\$6,000.00	\$0.00	\$3,849.19	\$0.00	\$2,150.81	64
10-4442-3201 I/T SUPPORT	\$14,000.00	\$14,000.00	\$0.00	\$16,057.98	\$1,391.84	(\$2,057.98)	115
10-4442-3400 REPAIRS EQUIPMENT	\$35,000.00	\$35,000.00	\$0.00	\$25,211.78	\$2,278.01	\$9,788.22	72
10-4442-3700 TRAVEL & TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$24,896.18	\$2,116.42	(\$4,896.18)	124
10-4442-3900 COMMUNITY POLICING	\$9,500.00	\$9,500.00	\$0.00	\$8,897.22	\$0.00	\$602.78	94
10-4442-4000 UNIFORMS	\$22,500.00	\$22,500.00	\$0.00	\$17,429.94	\$82.00	\$5,070.06	77
10-4442-4300 VEHICLE/EQUIPMENT PA	\$29,252.00	\$29,252.00	\$0.00	\$24,545.52	\$0.00	\$4,706.48	84
10-4442-4400 FIREARMS/RANGE	\$9,000.00	\$9,000.00	\$0.00	\$4,029.43	\$0.00	\$4,970.57	45
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	\$33,344.38	\$4,916.17	\$39,866.62	46
10-4461-8000 SALARIES & WAGES - P	\$125,854.00	\$125,854.00	\$0.00	\$42,361.69	\$3,859.91	\$83,492.31	34
10-4461-9001 FICA - ER	\$15,229.00	\$15,229.00	\$0.00	\$5,388.66	\$620.80	\$9,840.34	35
10-4461-9002 VRS - ER	\$10,491.00	\$10,491.00	\$0.00	\$1,546.55	\$0.00	\$8,944.45	15
10-4461-9003 HEALTH INSURANCE - E	\$7,638.00	\$7,638.00	\$0.00	\$2,711.55	\$0.00	\$4,926.45	36
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	\$1,409.26	\$1,000.00	\$790.74	64
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	\$10,028.21	\$0.00	\$4,471.79	69
10-4462-2800 MATERIALS & SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$549.81	\$100.00	\$450.19	55
10-4462-2855 COMPUTERS & SOFTWA	\$2,200.00	\$2,200.00	\$0.00	\$3,174.88	\$112.58	(\$974.88)	144

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4462-2900 MEMBERSHIP DUES	\$1,000.00	\$1,000.00	\$0.00	\$620.00	\$0.00	\$380.00	62
10-4462-3000 MISCELLANEOUS	\$500.00	\$500.00	\$0.00	\$475.03	\$4.98	\$24.97	95
10-4462-3201 I/T SUPPORT	\$1,700.00	\$1,700.00	\$0.00	\$1,117.37	\$154.66	\$582.63	66
10-4462-3700 TRAVEL & TRAINING	\$7,500.00	\$7,500.00	\$0.00	\$3,918.27	\$425.00	\$3,581.73	52
10-4462-7000 PROJECTS & PROGRAMS	\$34,000.00	\$53,300.00	\$0.00	\$7,302.09	\$3,502.10	\$45,997.91	14
10-4462-7200 TOURISM	\$40,800.00	\$40,800.00	\$0.00	\$39,810.70	\$0.00	\$989.30	98
10-4462-7250 VISITOR CENTER EXPEN	\$26,000.00	\$26,000.00	\$0.00	\$16,573.25	\$1,394.33	\$9,426.75	64
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	\$9,803.57	\$30.00	(\$10,196.43)	49
10-5310-3000 RECREATIONAL RENTAL	\$18,000.00	\$18,000.00	\$0.00	\$3,870.99	\$896.11	(\$14,129.01)	22
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	\$4,915.22	\$0.00	(\$915.22)	123
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	\$8,317.51	\$5,674.25	\$682.49	92
10-5412-2000 CONTRACTUAL SERVICE	\$6,000.00	\$6,000.00	\$0.00	\$2,880.00	\$0.00	\$3,120.00	48
10-5412-2300 ELECTRICITY	\$9,500.00	\$9,500.00	\$0.00	\$9,005.81	\$243.78	\$494.19	95
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	\$1,198.00	\$4,396.63	\$1,383.08	(\$1,094.63)	98
10-5412-2860 PARK MAINTENANCE	\$7,000.00	\$7,000.00	\$0.00	\$7,287.82	\$574.88	(\$287.82)	104
10-5412-2861 PARK IMPROVEMENTS	\$8,500.00	\$8,500.00	\$0.00	\$524.77	\$524.77	\$7,975.23	6
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	\$1,861.67	\$290.00	\$3,138.33	37
10-5412-3400 REPAIRS EQUIPMENT	\$5,000.00	\$5,000.00	\$0.00	\$3,317.64	\$579.32	\$1,682.36	66
10-5412-4000 EVENT EXPENSES	\$43,100.00	\$43,100.00	\$0.00	\$50,285.18	\$1,873.21	(\$7,185.18)	117
10-5412-7000 RECREATIONAL PROGRA	\$3,000.00	\$3,000.00	\$0.00	\$892.59	\$0.00	\$2,107.41	30
10-5413-0300 CAPITAL OUTLAY REC	\$505,000.00	\$505,000.00	\$0.00	\$15,015.00	\$4,305.00	\$489,985.00	3
<b>Reporting Fund: 10-GENERAL FUND</b>							
FundRevTot	\$11,533,958.00	\$11,533,958.00	\$0.00	\$4,575,616.08	\$249,691.82	(\$6,958,341.92)	40
FundExpTot	\$11,533,958.00	\$11,747,942.11	\$15,152.15	\$4,572,350.70	\$331,666.84	\$7,160,439.26	39
<b>Reporting Fund: 20-WATER FUND</b>							
20-3350-7500 LEASE RECEIPTS	\$88,000.00	\$88,000.00	\$0.00	\$193,513.74	\$0.00	\$105,513.74	220
20-3360-1000 WATER REVENUE	\$2,430,000.00	\$2,430,000.00	\$0.00	\$1,866,474.30	\$131,302.91	(\$563,525.70)	77
20-3360-2000 WATER PENALTIES	\$75,000.00	\$75,000.00	\$0.00	\$76,370.75	\$5,726.76	\$1,370.75	102
20-3360-3000 WATER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$302,872.93	\$40,599.00	\$149,872.93	198
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	\$23,209.18	\$10,300.00	\$3,209.18	116
20-3360-7000 WATER INTEREST INCOM	\$40,000.00	\$40,000.00	\$0.00	\$121,461.33	\$0.00	\$81,461.33	304
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	\$77,505.12	\$7,545.68	\$15,623.88	83
20-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$627.00	\$0.00	(\$477.00)	418
20-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$878.70	\$126.64	\$121.30	88
20-4411-9001 FICA - ADMINISTRATIO	\$7,135.00	\$7,135.00	\$0.00	\$5,830.13	\$582.05	\$1,304.87	82
20-4411-9002 VRS - ADMINISTRATION	\$13,223.00	\$13,223.00	\$0.00	\$16,006.40	\$0.00	(\$2,783.40)	121
20-4411-9003 HEALTH INSURANCE ER	\$11,461.00	\$11,461.00	\$0.00	\$9,880.26	\$0.00	\$1,580.74	86
20-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$5,734.43	\$0.00	(\$234.43)	104
20-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$13,986.38	\$352.85	\$10,293.62	58
20-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$15,513.45	\$0.00	\$986.55	94
20-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,972.45	\$195.54	\$1,027.55	66
20-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$3,632.02	\$306.78	\$767.98	83
20-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$737.93	\$0.00	\$62.07	92
20-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$15,571.85	\$227.57	\$5,308.15	75
20-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$451.99	\$332.25	\$1,548.01	23

Town of Strasburg

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20-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$2,062.17	\$0.00	(\$1,437.17)	330
20-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$3,152.12	\$43.11	(\$652.12)	126
20-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$3,365.78	\$255.17	\$134.22	96
20-4412-3300 BUILDING MAINTENANC	\$6,400.00	\$6,400.00	\$1,315.05	\$5,052.76	\$46.37	\$32.19	79
20-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$398.65	\$108.25	\$2,901.35	12
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	\$9,316.21	\$659.58	(\$182.21)	102
20-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$709.63	\$47.36	(\$10.63)	102
20-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$1,075.53	\$0.00	\$233.47	82
20-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$937.94	\$0.00	\$178.06	84
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	\$28.55	\$22.52	(\$28.55)	0
20-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$355.07	\$0.00	(\$355.07)	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	\$123,241.61	\$13,001.87	\$46,308.39	73
20-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$7,546.98	\$610.29	\$6,534.02	54
20-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$7,636.48	\$681.84	(\$2,086.48)	138
20-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$10,512.55	\$1,093.49	\$4,301.45	71
20-4431-9002 VRS - PUBLIC WORKS	\$25,728.00	\$25,728.00	\$0.00	\$14,226.10	\$0.00	\$11,501.90	55
20-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$20,820.30	\$0.00	\$17,679.70	54
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	\$10,240.03	\$0.00	(\$1,240.03)	114
20-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$5,442.12	\$238.58	\$5,862.88	48
20-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$4,537.59	\$501.90	\$1,782.41	72
20-4432-2300 ELECTRICITY	\$7,500.00	\$7,500.00	\$0.00	\$3,922.19	\$502.33	\$3,577.81	52
20-4432-2500 GAS FUEL	\$4,950.00	\$4,950.00	\$0.00	\$4,298.76	\$702.18	\$651.24	87
20-4432-2600 GAS,GREASE, & OIL	\$11,100.00	\$11,100.00	\$0.00	\$8,935.93	\$587.36	\$2,164.07	81
20-4432-2700 TIRES & TUBES	\$2,000.00	\$2,000.00	\$0.00	\$1,106.89	\$913.82	\$893.11	55
20-4432-2800 MATERIAL & SUPPLIES	\$7,665.00	\$7,665.00	\$0.00	\$2,982.49	\$248.35	\$4,682.51	39
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	\$567.53	\$337.53	\$1,132.47	33
20-4432-3000 MISCELLANEOUS	\$1,740.00	\$1,740.00	\$0.00	\$49.29	\$0.00	\$1,690.71	3
20-4432-3201 I/T SUPPORT	\$4,200.00	\$4,200.00	\$0.00	\$5,014.07	\$408.27	(\$814.07)	119
20-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$3,206.11	\$427.16	\$3,028.89	51
20-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$11,946.06	\$4,042.11	\$11,585.01	51
20-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$256.80	\$0.00	\$6,393.20	4
20-4432-3800 MISS UTILITY	\$975.00	\$975.00	\$0.00	\$433.62	\$35.29	\$541.38	44
20-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$1,251.60	\$303.01	\$5,388.40	19
20-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$6,425.91	\$0.00	\$714.09	90
20-4432-4400 WATER METERS	\$30,000.00	\$30,000.00	\$0.00	\$255.00	\$0.00	\$29,745.00	1
20-4432-4500 WATER INFRASTRUCTUR	\$100,000.00	\$100,000.00	\$1,661.90	\$24,261.08	\$1,234.84	\$74,077.02	24
20-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$636.92	\$0.00	\$5,303.08	11
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	\$6,189.92	\$5,250.00	\$743,810.08	1
20-4451-7000 SALARIES & WAGES - R	\$365,226.00	\$365,226.00	\$0.00	\$311,252.84	\$31,284.89	\$53,973.16	85
20-4451-8000 WAGES PART TIME	\$1,600.00	\$1,600.00	\$0.00	\$1,403.95	\$0.00	\$196.05	88
20-4451-9000 SALARIES & WAGES - O	\$15,000.00	\$15,000.00	\$0.00	\$10,358.44	\$209.00	\$4,641.56	69
20-4451-9001 FICA - WATER TREATME	\$29,210.00	\$29,210.00	\$0.00	\$23,184.76	\$2,271.51	\$6,025.24	79
20-4451-9002 VRS - WATER TREATMEN	\$49,082.00	\$49,082.00	\$0.00	\$30,219.59	\$0.00	\$18,862.41	62
20-4451-9003 HEALTH INSURANCE	\$50,552.00	\$50,552.00	\$0.00	\$30,150.00	\$0.00	\$20,402.00	60
20-4451-9005 EMPLOYEE STIPENED	\$1,660.00	\$1,660.00	\$0.00	\$2,131.80	\$193.80	(\$471.80)	128
20-4452-1600 INSURANCE PREMIUMS	\$22,500.00	\$22,500.00	\$0.00	\$25,395.29	\$0.00	(\$2,895.29)	113
20-4452-1900 WATER PLANT CHEMICA	\$125,000.00	\$125,000.00	\$0.00	\$92,257.52	\$18,202.82	\$32,742.48	74
20-4452-2000 CONTRACTUAL SERVICE	\$40,985.00	\$40,985.00	\$0.00	\$29,096.75	\$4,181.84	\$11,888.25	71

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
20-4452-2200 TELEPHONE	\$3,200.00	\$3,200.00	\$0.00	\$1,659.46	\$186.19	\$1,540.54	52
20-4452-2300 ELECTRICITY	\$105,000.00	\$105,000.00	\$0.00	\$78,610.36	\$8,455.26	\$26,389.64	75
20-4452-2500 FUEL /LP	\$5,900.00	\$5,900.00	\$0.00	\$3,968.89	\$0.00	\$1,931.11	67
20-4452-2600 GAS, GREASE, & OIL	\$3,000.00	\$3,000.00	\$0.00	\$2,797.66	\$206.71	\$202.34	93
20-4452-2800 MATERIALS & SUPPLIES	\$4,400.00	\$4,400.00	\$0.00	\$2,811.02	\$44.99	\$1,588.98	64
20-4452-2850 PERMIT FEES & DUES	\$12,725.00	\$12,725.00	\$0.00	\$9,778.90	\$0.00	\$2,946.10	77
20-4452-2855 COMPUTERS & SOFTWA	\$2,250.00	\$2,250.00	\$0.00	\$725.47	\$642.68	\$1,524.53	32
20-4452-2900 LAB OPERATING	\$10,500.00	\$10,500.00	\$0.00	\$8,058.43	\$3,108.46	\$2,441.57	77
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	\$5,948.57	\$62.00	\$4,966.43	54
20-4452-3201 I/T SUPPORT	\$8,500.00	\$8,500.00	\$0.00	\$5,304.16	\$463.95	\$3,195.84	62
20-4452-3300 BUILDING MAINTENANC	\$10,100.00	\$10,100.00	\$0.00	\$5,319.72	\$0.00	\$4,780.28	53
20-4452-3400 REPAIRS EQUIPMENT	\$50,000.00	\$50,000.00	\$2,251.46	\$40,140.61	\$10,016.23	\$7,607.93	80
20-4452-3700 TRAVEL & TRAINING	\$13,200.00	\$13,200.00	\$0.00	\$4,148.00	\$0.00	\$9,052.00	31
20-4452-4000 UNIFORMS	\$5,400.00	\$5,400.00	\$0.00	\$1,372.20	\$0.00	\$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	\$360,837.00	\$0.00	\$120,283.00	75
20-4453-0990 CIP PROJECTS	\$117,500.00	\$117,500.00	\$11,674.00	\$90,536.03	\$0.00	\$15,289.97	77
20-4461-7000 SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$572.76	\$572.76	(\$572.76)	0
20-4461-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$187.50	\$0.00	(\$187.50)	0
20-4461-9001 FICA	\$0.00	\$0.00	\$0.00	\$43.93	\$43.82	(\$43.93)	0
20-4461-9002 VRS	\$0.00	\$0.00	\$0.00	\$715.69	\$0.00	(\$715.69)	0
20-4461-9003 HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	\$599.96	\$0.00	(\$599.96)	0
20-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$133.24	\$56.29	(\$133.24)	0
20-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$356.72	\$0.00	(\$356.72)	0
<b>Reporting Fund: 20-WATER FUND</b>							
FundRevTot	\$3,592,000.00	\$3,592,000.00	\$0.00	\$2,589,291.43	\$187,928.67	(\$1,002,708.57)	72
FundExpTot	\$3,592,000.00	\$3,660,023.18	\$16,902.41	\$1,841,482.61	\$122,175.14	\$1,801,638.16	51
<b>Reporting Fund: 30-SEWER FUND</b>							
30-3370-1000 SEWER REVENUE	\$2,472,635.00	\$2,472,635.00	\$0.00	\$2,236,999.54	\$152,118.89	(\$235,635.46)	90
30-3370-2000 SEWER PENALTIES	\$50,000.00	\$50,000.00	\$0.00	\$11,324.61	\$274.61	(\$38,675.39)	23
30-3370-3000 SEWER AVAILABILITY F	\$153,000.00	\$153,000.00	\$0.00	\$299,853.13	\$39,000.00	\$146,853.13	196
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	\$119,468.02	\$0.00	\$79,468.02	299
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	\$76,420.62	\$7,395.64	\$16,708.38	82
30-4411-8000 SALARIES & WAGES - P	\$150.00	\$150.00	\$0.00	\$627.00	\$0.00	(\$477.00)	418
30-4411-9000 SALARIES & WAGES - O	\$1,000.00	\$1,000.00	\$0.00	\$818.99	\$126.16	\$181.01	82
30-4411-9001 FICA - ADMININSTRATI	\$7,135.00	\$7,135.00	\$0.00	\$5,909.62	\$575.44	\$1,225.38	83
30-4411-9002 VRS - ADMINISTRATION	\$13,366.00	\$13,366.00	\$0.00	\$16,006.40	\$0.00	(\$2,640.40)	120
30-4411-9003 HEALTH INSURANCE	\$11,461.00	\$11,461.00	\$0.00	\$9,880.26	\$0.00	\$1,580.74	86
30-4412-1600 INSURANCE PREMIUMS	\$5,500.00	\$5,500.00	\$0.00	\$5,734.43	\$0.00	(\$234.43)	104
30-4412-2000 CONTRACTUAL SERVICE	\$24,280.00	\$24,280.00	\$0.00	\$14,153.91	\$352.85	\$10,126.09	58
30-4412-2100 PROFESSIONAL SERVICE	\$16,500.00	\$16,500.00	\$0.00	\$15,513.45	\$0.00	\$986.55	94
30-4412-2200 TELEPHONE	\$3,000.00	\$3,000.00	\$0.00	\$1,804.90	\$195.54	\$1,195.10	60
30-4412-2300 ELECTRICITY	\$4,400.00	\$4,400.00	\$0.00	\$3,632.02	\$306.78	\$767.98	83
30-4412-2500 FUEL-HEAT	\$800.00	\$800.00	\$0.00	\$737.93	\$0.00	\$62.07	92
30-4412-2800 MATERIALS & SUPPLIES	\$20,880.00	\$20,880.00	\$0.00	\$15,571.65	\$227.57	\$5,308.35	75
30-4412-2855 COMPUTERS & SOFTWA	\$2,000.00	\$2,000.00	\$0.00	\$451.99	\$332.25	\$1,548.01	23
30-4412-2900 MEMBERSHIP DUES	\$625.00	\$625.00	\$0.00	\$2,062.17	\$0.00	(\$1,437.17)	330
30-4412-3000 MISCELLANEOUS	\$2,500.00	\$2,500.00	\$0.00	\$3,150.96	\$43.11	(\$650.96)	126
30-4412-3201 I/T SUPPORT	\$3,500.00	\$3,500.00	\$0.00	\$3,365.78	\$255.17	\$134.22	96
30-4412-3300 BUILDING MAINTENANC	\$6,410.00	\$6,410.00	\$1,315.05	\$5,052.76	\$46.37	\$42.19	79
30-4412-3700 TRAVEL & TRAINING	\$3,300.00	\$3,300.00	\$0.00	\$298.65	\$8.25	\$3,001.35	9



Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
30-4412-9000 CONTINGENCY	\$15,000.00	\$15,000.00	\$0.00	\$617.87	\$0.00	\$14,382.13	4
30-4421-7000 SALARIES & WAGES	\$9,134.00	\$9,134.00	\$0.00	\$9,316.21	\$659.58	(\$182.21)	102
30-4421-9001 FICA	\$699.00	\$699.00	\$0.00	\$709.63	\$47.36	(\$10.63)	102
30-4421-9002 VRS	\$1,309.00	\$1,309.00	\$0.00	\$1,075.53	\$0.00	\$233.47	82
30-4421-9003 HEALTH INSURANCE	\$1,116.00	\$1,116.00	\$0.00	\$937.94	\$0.00	\$178.06	84
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	\$28.55	\$22.52	(\$28.55)	0
30-4422-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$355.07	\$0.00	(\$355.07)	0
30-4431-7000 SALARIES & WAGES - R	\$169,550.00	\$169,550.00	\$0.00	\$123,221.36	\$13,001.87	\$46,328.64	73
30-4431-8000 SALARIES & WAGES - P	\$14,081.00	\$14,081.00	\$0.00	\$7,546.98	\$610.29	\$6,534.02	54
30-4431-9000 SALARIES & WAGES - O	\$5,550.00	\$5,550.00	\$0.00	\$5,818.69	\$313.70	(\$268.69)	105
30-4431-9001 FICA - PUBLIC WORKS	\$14,814.00	\$14,814.00	\$0.00	\$10,371.89	\$1,065.33	\$4,442.11	70
30-4431-9002 VRS - PUBLI WORKS	\$25,728.00	\$25,728.00	\$0.00	\$14,226.10	\$0.00	\$11,501.90	55
30-4431-9003 HEALTH INSURANCE	\$38,500.00	\$38,500.00	\$0.00	\$20,820.30	\$0.00	\$17,679.70	54
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	\$10,240.03	\$0.00	(\$1,240.03)	114
30-4432-1900 CHEMICALS	\$20,000.00	\$20,000.00	\$9,479.10	\$18,311.19	\$0.00	(\$7,790.29)	92
30-4432-2000 CONTRACTUAL SERVICE	\$11,305.00	\$11,305.00	\$0.00	\$6,692.12	\$238.58	\$4,612.88	59
30-4432-2200 TELEPHONE	\$6,320.00	\$6,320.00	\$0.00	\$4,537.59	\$501.90	\$1,782.41	72
30-4432-2300 ELECTRICITY	\$7,540.00	\$7,540.00	\$0.00	\$3,922.19	\$502.33	\$3,617.81	52
30-4432-2500 FUEL-HEAT	\$4,950.00	\$4,950.00	\$0.00	\$4,298.76	\$702.18	\$651.24	87
30-4432-2600 GAS,GREASE & OIL	\$11,170.00	\$11,170.00	\$0.00	\$9,039.07	\$587.36	\$2,130.93	81
30-4432-2700 TIRES & TUBES	\$2,038.00	\$2,038.00	\$0.00	\$1,106.89	\$913.82	\$931.11	54
30-4432-2800 MATERIALS & SUPPLIES	\$7,670.00	\$7,670.00	\$0.00	\$2,875.17	\$248.47	\$4,794.83	37
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	\$567.53	\$337.53	\$1,132.47	33
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	\$5,014.07	\$408.27	(\$814.07)	119
30-4432-3300 BUILDING MAINTENANC	\$6,235.00	\$6,235.00	\$0.00	\$3,206.11	\$427.16	\$3,028.89	51
30-4432-3400 REPAIRS EQUIPMENT	\$21,385.00	\$23,531.07	\$0.00	\$12,516.49	\$4,042.11	\$11,014.58	53
30-4432-3700 TRAVEL & TRAINING	\$6,650.00	\$6,650.00	\$0.00	\$256.80	\$0.00	\$6,393.20	4
30-4432-3800 MISS UTILITY	\$980.00	\$980.00	\$0.00	\$433.63	\$35.30	\$546.37	44
30-4432-4000 UNIFORMS/PPE	\$6,640.00	\$6,640.00	\$0.00	\$1,271.61	\$303.01	\$5,368.39	19
30-4432-4300 VEHICLE/EQUIPMENT PA	\$7,140.00	\$7,140.00	\$0.00	\$6,425.91	\$0.00	\$714.09	90
30-4432-4500 INFRASTRUCTURE REPA	\$100,000.00	\$100,000.00	\$153.32	\$12,247.12	\$449.61	\$87,599.56	12
30-4432-4800 EQUIPMENT	\$5,940.00	\$5,940.00	\$0.00	\$3,003.74	\$0.00	\$2,936.26	51
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	\$316,755.03	\$34,186.80	\$69,409.97	82
30-4451-8000 WAGES - PARTTIME	\$1,500.00	\$1,500.00	\$0.00	\$1,707.90	\$0.00	(\$207.90)	114
30-4451-9000 SALARIES & WAGES - O	\$11,700.00	\$11,700.00	\$0.00	\$6,934.06	\$275.12	\$4,765.94	59
30-4451-9001 FICA - SEWER TREATME	\$29,658.00	\$29,658.00	\$0.00	\$22,795.15	\$2,441.03	\$6,862.85	77
30-4451-9002 VRS - SEWER TREATMEN	\$55,553.00	\$55,553.00	\$0.00	\$34,637.34	\$0.00	\$20,915.66	62
30-4451-9003 HEALTH INSURANCE	\$56,578.00	\$56,578.00	\$0.00	\$37,484.00	\$0.00	\$19,094.00	66
30-4451-9005 EMPLOYEE STIPEND	\$500.00	\$500.00	\$0.00	\$1,243.55	\$96.90	(\$743.55)	249
30-4452-1600 INSURANCE PREMIUMS	\$22,000.00	\$22,000.00	\$0.00	\$22,937.67	\$0.00	(\$937.67)	104
30-4452-1900 CHEMICALS	\$170,100.00	\$170,100.00	\$4,410.00	\$168,596.03	\$23,720.04	(\$2,906.03)	99
30-4452-2000 CONTRACTUAL SERVICE	\$31,500.00	\$31,500.00	\$0.00	\$30,124.45	\$1,144.93	\$1,375.55	96
30-4452-2200 TELEPHONE	\$7,800.00	\$7,800.00	\$0.00	\$2,788.39	\$255.82	\$5,011.61	36
30-4452-2300 ELECTRICITY	\$175,000.00	\$175,000.00	\$0.00	\$128,681.26	\$14,663.46	\$46,318.74	74
30-4452-2500 FUEL-HEAT	\$8,000.00	\$8,000.00	\$0.00	\$3,968.23	\$0.00	\$4,031.77	50
30-4452-2600 GAS,GREASE, & OIL	\$7,200.00	\$7,200.00	\$0.00	\$1,083.72	\$127.42	\$6,116.28	15
30-4452-2800 MATERIALS & SUPPLIES	\$10,500.00	\$10,500.00	\$0.00	\$7,414.08	\$484.06	\$3,085.92	71
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	\$497.97	\$237.39	\$1,752.03	22
30-4452-2900 LAB OPERATING	\$43,100.00	\$43,100.00	\$0.00	\$31,522.42	\$5,068.01	\$11,577.58	73

Town of Strasburg

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
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	\$2,300.00	\$0.00	\$4,100.00	36
30-4452-3201 I/T SUPPORT	\$5,500.00	\$5,500.00	\$0.00	\$6,018.31	\$541.27	(\$518.31)	109
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	\$48,805.26	\$6,041.83	\$56,294.74	46
30-4452-3450 PUMP STATION REPAIR	\$17,000.00	\$17,000.00	\$7,072.85	\$22,700.01	\$0.00	(\$12,772.86)	134
30-4452-3700 TRAVEL & TRAINING	\$4,740.00	\$4,740.00	\$0.00	\$1,749.78	\$0.00	\$2,990.22	37
30-4452-4000 UNIFORMS	\$5,980.00	\$5,980.00	\$0.00	\$1,042.40	\$0.00	\$4,937.60	17
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	\$81,729.22	\$30,827.80	\$20,470.78	80
30-4452-5600 POLUTION CREDITS	\$15,000.00	\$15,000.00	\$0.00	\$7,945.88	\$7,320.88	\$7,054.12	53
30-4453-0990 WWTP CIP PROJECTS	\$205,200.00	\$205,200.00	\$0.00	\$187,699.80	\$168,862.00	\$17,500.20	91
30-4461-8000 SALARIES & WAGES - P	\$0.00	\$0.00	\$0.00	\$187.50	\$0.00	(\$187.50)	0
30-4461-9001 FICA ER EXPENSE	\$0.00	\$0.00	\$0.00	\$0.11	\$0.00	(\$0.11)	0
30-4461-9002 VRS ER EXPENSE	\$0.00	\$0.00	\$0.00	\$715.69	\$0.00	(\$715.69)	0
30-4461-9003 HEALTH INSURANCE ER	\$0.00	\$0.00	\$0.00	\$599.96	\$0.00	(\$599.96)	0
30-4462-2855 COMPUTERS & SOFTWA	\$0.00	\$0.00	\$0.00	\$86.83	\$56.29	(\$86.83)	0
30-4462-3201 I/T SUPPORT	\$0.00	\$0.00	\$0.00	\$391.80	\$0.00	(\$391.80)	0
<b>Reporting Fund: 30-SEWER FUND</b>							
FundRevTot	\$4,182,624.00	\$4,182,624.00	\$0.00	\$2,671,442.27	\$191,393.50	(\$1,511,181.73)	64
FundExpTot	\$4,182,624.00	\$4,250,647.18	\$22,430.32	\$2,098,553.22	\$331,634.46	\$2,129,663.64	50
<b>Reporting Fund: 40-TRASH FUND</b>							
40-3480-1000 TRASH COLLECTION FEE	\$501,900.00	\$501,900.00	\$0.00	\$433,093.13	\$43,418.46	(\$68,806.87)	86
40-3480-1002 RECYCLING COLLECTIO	\$0.00	\$0.00	\$0.00	(\$71.66)	(\$71.66)	(\$71.66)	0
40-4462-4200 LANDFILL TIPPING FEE	\$104,000.00	\$104,000.00	\$0.00	\$77,568.79	\$8,833.11	\$26,431.21	75
40-4462-4900 TRASH COLLECTION	\$397,900.00	\$397,900.00	\$0.00	\$334,827.24	\$37,174.72	\$63,072.76	84
<b>Reporting Fund: 40-TRASH FUND</b>							
FundRevTot	\$501,900.00	\$501,900.00	\$0.00	\$433,021.47	\$43,346.80	(\$68,878.53)	86
FundExpTot	\$501,900.00	\$501,900.00	\$0.00	\$412,396.03	\$46,007.83	\$89,503.97	82
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
60-3330-7011 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$144,471.12	\$0.00	\$144,471.12	0
60-5910-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$0.00	\$84,251.76	\$67,276.44	(\$84,251.76)	0
60-5920-0001 AMERICAN RESCUE PLA	\$0.00	\$0.00	\$13,164.00	\$252,690.73	\$18,815.37	(\$265,854.73)	0
<b>Reporting Fund: 60-AMERICAN RESCUE PLAN</b>							
FundRevTot	\$0.00	\$0.00	\$0.00	\$144,471.12	\$0.00	\$144,471.12	0
FundExpTot	\$0.00	\$0.00	\$13,164.00	\$336,942.49	\$86,091.81	(\$350,106.49)	0
<b>Grand Totals:</b>							
TotalRev	\$19,810,482.00	\$19,810,482.00	\$0.00	\$10,413,842.37	\$672,360.79	(\$9,396,639.63)	53
TotalExp	\$19,810,482.00	\$20,160,512.47	\$67,648.88	\$9,261,725.05	\$917,576.08	\$10,831,138.54	46



## Memorandum

To: Mayor Boies & Strasburg Town Council  
From: Wayne Sager, Chief of Police  
Date: 05/09/2024  
Re: Monthly Update to Council

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The Strasburg Police Department answered **1273** calls for service in the month of **April 2024**.

### Adult Criminal Charges (15)

- 1 Domestic Assault & Battery (F)
- 1 Assault & Battery (M)
- 4 Possession of a Controlled Drug (F, separate defendants)
- 1 Disorderly Conduct
- 2 Obstruction of Justice (M, same defendant)
- 2 Phone Threats (M, same defendant)
- 2 Annoying Phone Calls to 911 (M, same defendant)
- 1 DUI (M)
- 1 Drunk in Public (M)

### Juvenile Criminal Charges (0)

### Traffic Violations (15)

- 1 Speeding
- 1 Driving Suspended
- 2 Expired State Inspection
- 2 Expired State Registration
- 1 No State Inspection (No Sticker)
- 1 No Driver's License
- 4 Fail to Obey Highway Signs
- 1 Failure to Wear Seatbelt
- 1 No Insurance
- 1 Improper Display of License Plate

### Ordinance Violations in April (16)

### Uses of Narcan in April (0)



## Memorandum

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

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### Monthly Employee Update: May 2024 (for April 2024)

<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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<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
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William Michael Holman	Public Safety	4/21/24
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<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
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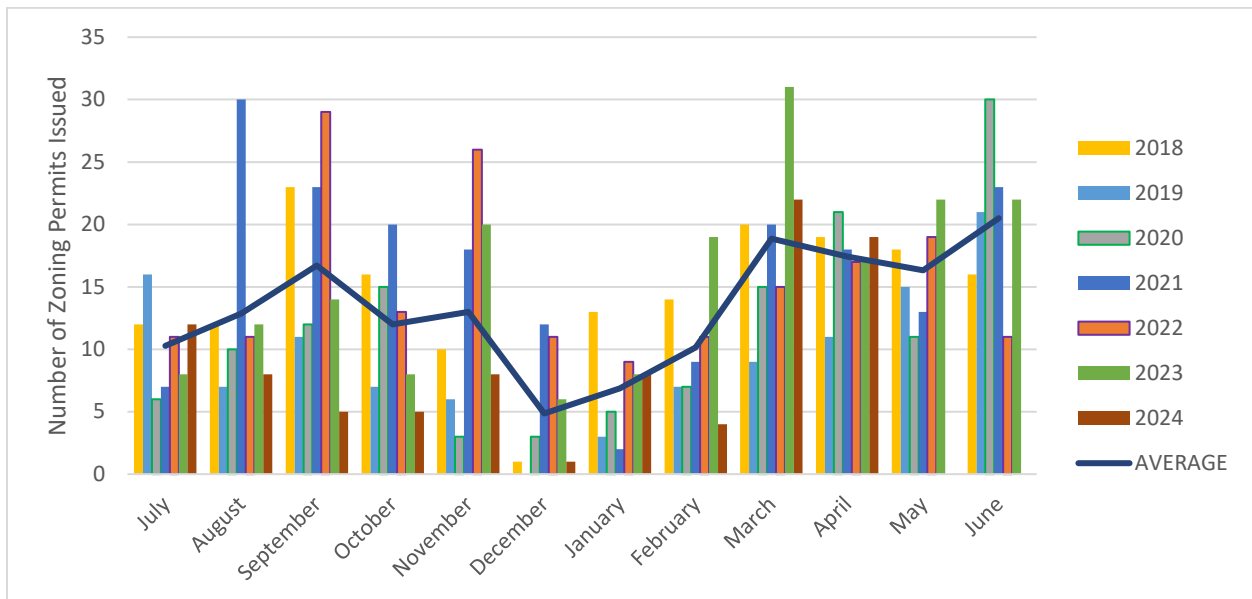


## Memorandum

To: Mayor Boies and Strasburg Town Council  
 From: Brian Otis, Director of Planning & Public Services  
 Date: May 14, 2024  
 Re: Monthly Update to Council (April) Planning and Public Services

### Planning Department

#### Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	April Average	% Change
2024 April	19	21	-9.52%	17	11.76%	17.4	9.20%
		Comparison to last month		Comparison to last year		Comparison of Current month over the last 7 years.	

\*NOTES:

1. Spring numbers (March/April) are higher than average. Trends are increasing for improvement projects.
2. Expectations of permit totals for this summer/fall to increase due to multiple development projects.



### Boards and Commissions

- ARB meeting held in March
  - Certificate of Appropriateness for 211 High Street, Detached Garage
- Upcoming Planning Commission meeting
  - Cedar Springs Commercial rezoning
  - Skyline Ridge Townhomes site plan

### Violations

- New – 6
- Active – 4
- Abated – 2

### Projects

- Village at Cedar Creek Townhomes
  - 1<sup>st</sup> review completed, comments made, waiting for resubmission.
- Skyline Ridge Townhomes
  - Review completed to be taken to the PC.
- Summit Crossing Townhomes
  - Reviewing bonds submission
  - This project should be starting back up in the coming months.
- Cedar Springs Commercial rezoning
  - Review completed, applicant resubmitted based on comments.
  - Finalizing the Staff Report.
  - Public Hearings - Planning Commission May 28<sup>th</sup>, Town Council June 11<sup>th</sup>
- Dellinger Commercial rezoning
  - Initial review completed, additional information is needed.
  - Drafting staff report

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## Department of Public Works

### Meter Service request

- 1 Add Reading.
- 8 Reactivate Account.
- 14 Turn off.
- 10 Turn on.
- 1 water pressure check.
- Data Logged 7 meters.

### Office Request

- Delivered 5 Notices.
- Delivered 3 Waste Containers.

### Meter Installation

- Replaced 13 meters.
- Installed 1 new meters.



### **AMI Water Meter Project**

- We were able to read the meters with the AMI system this month.

### **Water and Sewer**

- 1 sewer service backup.
- 2 sewer taps.
- 3 water taps.

### **Streets**

- Striping town lot.
- 1 dead animal pickup.
- Changed street banner.

### **Horticulture**

- Worked in Flower beds.
- Vegetation management.
- Oversee the Gateway Trail with wildflower mix.
- Mulched the playground.

### **Miss Utility Locates**

- Performed 133 Miss Utility Locates.

### **Shelter Rentals**

- 5 shelter rentals.

### **Events**

- Prepared for and helped with Vintage in the Valley Event.

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## **Utilities Department**

### **Water Treatment Plant**

#### **TREATMENT**

- Water Treatment Plant produced 25.407 MG for the month of April.
- Operating at 33.9% capacity
- Average Daily Flow .847 MGD

#### **BULK WATER SALES**

- Staff filled 43 bulk water trucks for a total of 70,642 gallons.

#### **SANDY HOOK RESERVOIR**

- On February 16th, Water Plant staff found that a tree had fallen through the Reservoir Membrane Cover causing several holes. Repairs to the holes have been completed. Water Plant staff are currently flushing the Reservoir Tank by filling and draining the tank several times to ensure any foreign debris has been removed prior to placing the tank back in service.
- On March 21st, while in the process of getting the tank ready to be placed in service, we had another tree fall onto the Reservoir Membrane Cover causing several rips and holes. RTD is scheduled to be on site 4/4-4/5 for repairs. We will continue with the work to place reservoir back in service once the repairs are completed.
- RTD on site 4/4/2024 to complete the repairs on the cover.



- Water Plant Staff cleaned leaf litter and debris from the top of the cover.
- 5/7/2024 Water Plant staff filled and disinfected the Reservoir. Bacteriological Sample will be collected 5/9 and 5/10. If the Bacteriological sample passes the Reservoir will be placed back in service 5/11/2024.

#### **FORT VALLEY(STRASBURG) RESERVOIR**

- Inspection was completed on April 8th. The inspector found that the 2 lower drain valves failed to open and would need to be repaired. Awaiting quote for work that needs to be completed.

#### **SETTLING BASIN AT RAM DRIVE WTP**

- Staff is waiting on the engineers recommendations for rehabilitation options for the concrete basins.

#### **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.

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### **Wastewater Treatment Plant**

#### **Utility Production Figures**

- The wastewater plant treated 31.46 MG and ran at 53% capacity.

#### **Keaser Blower Replacement Project**

- Two of the 4 blowers were replaced on May 6<sup>th</sup>
- The other 2 will be replaced in a few weeks.

#### **Dairy Sampling Station Project**

- Letter of recommendation is being drafted to Valley Milk.
- Letter of recommendation sent to milk plant.
- Project on the flow weir seems to be starting, they have asked to make the station available April 4th and 5th for engineers.

#### **Pre-treatment permitting**

- Also looking into Sewer Use Ordinances for sewer use permitting and an alternative.
- Will need to meet on issues of new Meat production plant going forward.

#### **WWTP**

- Drain valve on Water Plant holding tank is repaired. But now we have an issue with the drain line not working.
- 2 thickeners shafts on belt press #1 have broken and will need to be replaced. The lead time on getting replacements is months out. We were advised by Aeromod to have a welder fix them until replacements can be made.
- Pumping issues at Taylors ridge at the bottom of wet well will need to be investigated.
- Paterson Construction submitted construction costs for Junction1 station and Stover Ave pumping station.
- Plant had one operator resign this month. Currently advertising for a new operator.





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Business and Engagement Coordinator McKee  
Date: 4/2024  
Re: April Monthly Update to Council

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

- Provided support for Revup Shenco event to support local and regional business with allocated RevUp program funds.
- Conversations with Shenandoah Community Capital fund on creating small business meet-ups and meaningful conversations with local entrepreneurs and energetic local community members.
- Met or had phone conversations with multiple local business to strategize for downtown traffic and marketing ideas at festivals and less scheduled pop up events.
- Cohosted with library staff "Business and Bookkeeping" meeting at the library. Scheduled next monthly event of "Books and Marketing" highlighting library resources to using books and tried and true marketing principles beyond social media algorithms.

### Tourism + Quality of Life

- Assisted local community committee members in hosting a successful Vintage in the Valley event for local businesses, vendors and attendees.
- Designed and ordered new "Historic District" and "Riverwalk Signs" to replace illegible signage with new variations that match current Strasburg logo and color schemes.
- Finalizing 4th of July layout and food truck vendors.
- Attended Shenandoah County Tourism meeting and making efforts to create some "Shenandoah Valley" themed merchandise and marketing based on feedback they received from advertising spend for tourism.
- Grilled Cheese and Tomato Soup festival conversations with locals and food truck recruitment.
- Final prep for Relay for Life and Strasburg Police Foundation event in June.



## Memorandum

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

### Visitor Center

- **Programs:**  
Both Melody Nixon and Linda Wooten participated in the Faces of Tourism tours during the month.
- The **Visitor Center** welcomed **5259** visitors in March (averaging 17.5 per day).
  - ❖ **Visitors came from 13 different states., along with visitors from Canada and Italy.**

Total sales for the Gift Shop in April was approximately \$1,200.00.

Please note: An updated monthly report with more details will be given when Linda returns from vacation.

# COMMITTEE REPORTS



# COUNCIL MEMBER ITEMS



# CLOSED MEETING



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



# ADJOURNMENT

