



TOWN COUNCIL WORK SESSION

Monday, March 4, 2019 @ 7:00 p.m.

Town Hall Council Chambers

TOWN/STAFF RELATED ITEMS

1. Virginia Commission of the Arts Local Government Challenge Grant Application for the Front Royal Oratorio Society, Blue Ridge Arts Council and Blue Ridge Singers – *Town Manager* (10 minutes)
2. Request to Acquire Public Property by Vibe Properties – *Director of Planning/ Zoning* (15 minutes)
3. Write Off for Bad Debt and Update Policy – *Director of Finance* (20 minutes)
4. Continued Budget Discussions – *Town Manager* (45 minutes)

COUNCIL/MAYOR RELATED ITEMS:

5. Volunteers for the Town Scholarship Committee
6. Council Discussion/Goals (*time permitting*)
7. CLOSED MEETING – Disposition of Publicly Held Property/Consultation with Legal Counsel

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting to **1)** discuss the disposition of publicly held real property, specifically, the sale or vacation of a Town right of way, approximately 165 feet long by 25 feet wide in size, located near West Duck Street, to Jerry Bell, Jr., as shown on a plat prepared by Joseph G. Brogan, Jr., Brogan Land Surveying, PLC, Land Surveyor, dated April 6, 2018, a copy of which is on file in the office of the Town Manager of the Town of Front Royal, Virginia, pursuant to Section 2.2- 3711. A.3., where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of Town Council; and **2)** for the purpose of consultation with legal counsel employed or retained by a public body regarding specific legal matters, specifically, legal mechanisms related to handling potential future debt service related to current and future budget years with respect to the former Afton Inn building, requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8 of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion [*At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:*]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council

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Town of Front Royal, Virginia Work Session Agenda Form

Item # 1

Date: March 4, 2019

Agenda Item: Virginia Commission of the Arts Creative Communities Partnership Grant Application for the Blue Ridge Arts Council, Front Royal Oratorio Society and Blue Ridge Singers

Summary: The Virginia Commission of the Arts (VCA) Creative Communities Partnership Grant is a grant to encourage local governments to support the arts. The Town has participated in the VCA Creative Communities Partnership Grant (*formerly Local Government Challenge Grant*) since 1988. At that time the grant from VCA was a maximum of \$5,000 contingent upon a 50% match by the Town. The Blue Ridge Arts Council (BRAC) was the only organization that submitted a request and participated in the grant.

In 2014, the Front Royal Oratorio Society submitted a request of \$500. At that time Council approved both requests with BRAC receiving \$4,500 + 50% (\$9,000) match and Front Royal Oratorios Society receiving \$500 + 50% (\$1,000) match.

In 2017, the maximum allowed from VCA, was reduced to \$4,500.

This year Council has received three requests for the grant. They are from BRAC (\$4,500), Front Royal Oratorio Society (\$500) and Blue Ridge Singers (\$500). The amount of assistance allowed by VCA is \$4,500, subject to available funds; therefore, if Council approves the submission of the application, the application is approved by VCA and Council approves the match, the funds will be distributed as follows: BRAC (\$7,000); Front Royal Oratorio Society (\$1,000) and Blue Ridge Singers (\$1,000). One application is filed by Town Staff. Deadline is April 1, 2019.

Council is requested to authorize staff to submit the application through formal approval at their March 11, 2019 meeting.

Budget/Funding:

Expense is: 1205-46007	Office of Tourism – Cultural Activities
Revenue is: 1000-3310004	General Fund Revenue - Grants Commission for Arts

Staff Recommendation: Staff recommends approval of the submission of this application.

Work Session

Grants / Creative Communities Partnership Grants

- **Purpose**

Formerly Local Government Challenge Grants, Creative Communities Partnership Grants encourage local governments to support the arts.

- **Description**

The Commission will match, up to \$4,500, subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

- **Eligible Applicants**

Independent city, town, or county governments in Virginia.

- **Eligible Activities**

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

- **W-9 Form Requirement**

All organizations applying to the Virginia Commission for the Arts are required to provide a W-9 Form. Download a W-9 form,

- **DUNS Number Requirement**

All applicants must include their DUNS number when applying for a grant. Obtaining your DUNS number is a free, straightforward process. For more information,

- **Deadlines**

The online application is due on April 1, 2019 by 5:00 p.m. for local government grants awarded in 2019-2020.

NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

- **Amount of Assistance**

Up to \$4,500, subject to funds available. The local government match must be from local government funds; federal funds may not be included.

- **Criteria for Evaluating Applications**

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Community impact including number of participants, duration of program, and other public and private sector involvement
- Description of ongoing local government support for arts programs and funding

- **Application Review/Payment Procedure**

1. Local governments submit complete application forms by the deadline.
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The Commission board reviews the staff recommendations and takes final action on the applications in June.
5. After confirmation of the grant award, each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds and the funds from the Commission. This confirmation must take the form of the appropriate page of the local government's approved 2019-2020 budget and/or a copy of the check (s) to the sub grantee (s). The Commission will pay the grant in full after receiving this confirmation no later than February 1, 2020.



Blue Ridge Arts Council, Inc

305 East Main Street

Front Royal, Virginia 22630

540.635.9909 www.blueridgearts.org

February 15, 2019

TO: Mr. Joseph E. Waltz, Town Manager
The Honorable Hollis L. Tharpe, Mayor
Members of Town Council

FROM: Blue Ridge Arts Council Board of Directors
Mary Ruth Alred Follett, President
Kym Crump, Executive Director

RE: FY 2019/2020 Budget Request

Blue Ridge Arts Council, Inc. respectfully requests that the Town of Front Royal consider funding our agency in the amount of \$4,500 for the year 2019/2020. This is a level funding request that the arts council has made since FY2014/2015; prior to that, from FY2000/2001 forward the amount was \$5000. The Front Royal Oratorio Society is also funded in the amount of \$500 since 2014/2015. The funding is necessary to continue the ongoing development of the cultural arts and enrichment for the citizens and visitors of Front Royal.

This request comes with an addendum that the town submits a Creative Community Partnership Grant (formerly known as the Local Government Challenge Grant) proposal to the Virginia Commission for the Arts for matching funds of \$4,500 (maximum amount allotted by VCA). The grant request must be submitted before April 1, 2018 (not a postmark deadline). Front Royal has participated in the matching grant program since 1988 and was awarded the \$5,000 maximum match in VCA funds beginning with the funding year FY 2000/2001 through the current year. For many years this was one of the few funding programs that VCA did not reduce funding for, but sadly the funds were cut several years ago by 10% making the maximum matching amount \$4500. This remains an excellent opportunity for localities to bring back additional state funds to their constituency.

The Arts Council has utilized the funds from Town and the VCA Local Government Challenge Grant to fund many of our programs; art exhibits showcasing local and regional artists; arts-enrichment programs and instructional programs; and community outreach programs, including a wide variety of entertainment promoting awareness in cultural heritage and enjoyment for the

arts; presented in a variety of formats, including youth recitals, seasonal performance offerings and community concerts.

Blue Ridge Arts Council maintains a full-time office and gallery located at The Center, 305 East Main Street, Front Royal, Virginia, open 40+ hours per week. Satellite gallery space in the Warren County Courthouse and Warren County Community Center is also maintained by the council. The council is the primary arts resource in the community and provides a wide variety of arts information and programming to the community on a daily basis. The arts council provided over 75 arts events to the community last year, showcasing the talents of 250 artists, serving over 15,000 county citizens and visitors. Blue Ridge Arts Council has been the cultural mainstay in our community thanks in large part to the support of our organization through your continued funding.

The Town of Front Royal has included the arts council in its annual budget since 1988. It has also submitted a grant to the VCA each year. The matching program is very valuable to the council and immediately doubles your investment in the arts council, and brings back taxpayer dollars to our own community.

We realize how difficult and trying the local economy can be, and the many challenges the town faces each year in regards to funding, but feel that we provide a very vital and necessary service to the town and its residents. We value this long and important partnership with the Town of Front Royal.

Again, thank you for your consideration of this request, and your continued support of the arts in Front Royal.

Blue Ridge Arts Council, Inc
Budget Financial 2017/2018
July 1, 2018 through June 30, 2019

	Actual	Budget	Actual	Budget
Income	2016-2017	2017-2018	2017-2018	2018-2019
Membership	3560	5000	1548	5000
<i>Investment from renewals and new membership</i>				
Sales	2043	2000	2611	2000
<i>Sales from gallery & shop</i>				
Endowment	1310	1200	2336	1200
Visual Art Exhibit Fees	0	750	0	750
<i>Show Entry Fees, Exhibit Sponsors</i>	0			
Class/Workshop Fees/Gallery Rental	2371	4500	2329	4500
Donations/Gazebo-General	7415	8000	2748	5000
Sponsorship	4982	6450	2806	5000
Grants	21730	17050	18050	18050
<i>VCA, County, Town, Touring, Private</i>				
Fundraising Activities	26373	25500	24086	25500
Total	\$69,784.00	\$ 70,450.00	\$56,514.00	\$ 67,000.00
Expenses				
Personnel: Executive Director	21375	27000	19125	27000
<i>ED Salary level approved in 2007</i>				
Administrative Support	600	1800	872	1800
<i>Admin Support Salary based on \$10.00/hr per 15 hours/month = 180 hour year total)</i>				
Professional Performance Fees	8387	7000	3150	5000
<i>Performer Fees - Gazebo, Schools, etc.</i>				
Rent/Utilities	9300	9600	9600	9900
Administrative Supplies	3103	3500	5025	4000
<i>Paper, Printer Supplies, Software, Mailing Supplies, Computer Maintenance, etc.</i>				
Scholarship	500	1000	1000	1000
Accounting Fees	713	800	0	800
Postage/Shipping	1057	1100	886	900
Conference/Meetings	310	200	0	150
Internet/Website/Comcast Phone	2214	2600	2896	2600
Janitorial	1550	1800	1195	1200
Copier	2931	3000	3361	2400
Visual Arts Program	558	1000	251	1000
Sales/Commissions/Shop	1047	1000	1698	1000
Credit Card Processing	324	250	209	250
Insurance	413	500	413	300
Dues/Fees	125	300	197	200
Fundraising Expenses	8814	8000	4882	7500
Grand Piano Refurbishment	3699	0	0	0
Misc. Expenses	195	0	46	0
Total	\$67,215.00	\$ 70,450.00	\$54,806.00	\$ 67,000.00
BOD Approval: October 2018				

David Freese, Treasurer
Front Royal Oratorio Society
PO Box 1768
Front Royal, Virginia 22630

Mr. Joseph E. Waltz, Town Manager
Town Administration Building
102 E. Main Street
Front Royal, Virginia 22630

February 17, 2019

Dear Mr. Waltz:

On behalf of the Front Royal Oratorio Society, I am writing to the Town Council to **request funding consideration for \$500 in the Town's 2019-2020 budget.**

Last year, the Town Council approved the Oratorio Society for \$500. This letter seeks to renew that request for 2019-2020, and if approved, we also ask that the Town Council again apply for matching funds from the Virginia Commission for the Arts (VCA) through its Creative Communities Partnership program. (We are happy to work with your staff to write the actual application.)

Background

Established in 1960, the Front Royal Oratorio Society is a nonprofit, community-based choir, and stands today as the oldest such choir in the Northern Shenandoah Valley. **Our mission is to put the unifying force of choral music at the heart of civic life. We believe music is part of our heritage and that sharing music builds strong communities.**

Currently, our group of 45 singers ranges in age from 14 to 92, representing virtually every demographic of a 7-country area – all of whom come into town each Monday night to rehearse (and often dine out). Our singers include veterans, new residents, high-school and home-school students.

2018/9 Season to Date

The Town's \$500 support in 2018 has been put to good use in our town:

- **April 2018 - Annual Community Spring Concert**

Performed a program entitled "Heaven and Earth" a program of classical and sacred music. 200 people attended. This concert was written up ahead of time in the Winchester Star, the Culpeper Star and the Martinsburg, WV newspaper, bringing in many out of town attendees.

- **December 2018 Annual Community Christmas Concert**

We performed a highly-successful Christmas concert entitled "Celestial Celebration" – our 55th concert here in our town. 260 area residents attended this concert– including students; residents of

Hidden Springs, House of Hope, Chapin House and Commonwealth Assisted Living; scores of local residents and families, and attendees from as far away as Manassas and Harrisonburg.

2019-2020 Request

Our renewed request for \$500 for next year, if approved, will be used for two major concerts – Christmas 2019 and Spring 2020-- and also allow us to participate in community events, as requested.

Our Value to Front Royal

Our concerts benefit the Town in several ways: (1) Providing a pay-what-you-can opportunity for families, neighbors and the community to come together and enjoy music, deepening the cultural fabric of our town; (2) Bring in folks from outside of town to visit, experience and enjoy Front Royal, benefiting local business; (3) Providing new residents and recent transplants an outlet for meeting new friends and establishing roots in Front Royal. We shop locally, encourage concert attendees to patronize area businesses and we feel that having been singing in town for 55+ years, that we help give Front Royal part of its unique, distinctive appeal.

Budget

The Society's current annual budget is approximately \$15,000, which primarily covers stipends for our conductor, accompanist and local area musicians, and the purchase of musical scores. Administrative expenses are minimal. Our sources of revenue are contributions from individuals, freewill offerings taken at our 2 major annual concerts, grants from private and corporate foundations, and paid advertising in our concert program booklets.

Summary

For more than 55 years, the Front Royal Oratorio Society has been a vital part of the cultural and community fabric here in Front Royal. Our organization brings neighbors together through the arts, while at the same time fostering "hometown" civic pride and encouraging local tourism which is good for area business. We hope that the Town Council will judge our request worthy by approving \$500.00 in its upcoming budget.

Attached are our current 2019/20 budget; a copy of our Spring and Christmas concert programs and publicity showing acknowledgment of the Town's generous contribution.

For any further information, please feel free to contact me at 540-635-4842 or DavidCFreese@yahoo.com

Sincerely yours

David Freese, Treasurer
Front Royal Oratorio Society

FRONT ROYAL ORATORIO SOCIETY
APPROVED BUDGET FOR PERFORMANCE YEAR 20219-2020

<u>Expense – Description</u>	<u>Budgeted Expense</u>
Salary- Director	5,700
Salary-Accompanist	2,550
Student Intern	1,000
Music Fees	800
Guest Artists	1,200
Marketing/Publicity/Printing	1,400
Fundraising Event/Reception	0
Paid Radio/Print Ads	0
CD Production	0
Postage	800
Admin, Misc, Audit	400
Rehearsal, Performance Rent	500
Music Storage	<u>0</u>
	14,350

<u>Income – Description</u>	<u>Budgeted Income</u>
Member Dues	2,600
Ind'l Donors (non members)	3,400
Ind'l donors (members)	1,300
Ad Sales/Business Donors	1,000
Freewill Offerings at Concerts	2,200
MPL Foundation Grant	2,500
Other – Town of FR, VCA, WCF	800
Corp Sponsor	500
Amazon Sale Link	<u>50</u>
	14,350

Dr. Jeffrey M. Alban
*Artistic Director
& Conductor*

BOARD
OF
DIRECTORS

Donna K. Johnson
President

Dr. Sean Coffron
Vice-president

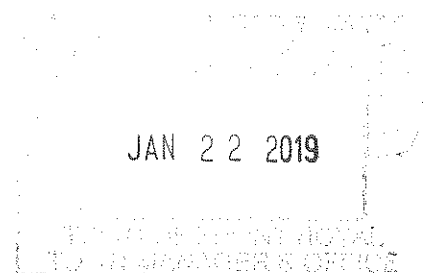
Katie Charlton
Secretary

Susan M. Arico
Treasurer

Erin Coffron
Sue Christian-Correll
Dr. Charles P. Lickson, J.D.
Bobbi Stegman
Members-at-large

Dr. Jeffrey M. Alban
ex officio

Bryane M. Lickson, Ph.D.
Advisor to the Board



January 17, 2019

Mr. Joseph E. Waltz, Town Manager
The Hon. Hollis L. Tharpe, Mayor of Front Royal
Members of the Town Council
P.O. Box 1560
Front Royal, VA 22630

Dear Mr. Waltz, Mayor Tharpe, and Members of the Town Council:

As Treasurer of the Blue Ridge Singers, I am writing to request funding in the amount of \$500 from the Town's upcoming budget. It is my understanding that in previous years the Town has funded two other local arts organizations. Since we have reached our tenth year of giving choral performances in Front Royal, we believe this is a good time for us to ask for consideration as well. In the past, the Town has applied to the Virginia Commission for the Arts for matching funds from the Creative Communities Partnership Grant. We hope that you will again be able to complete the application by the April deadline. We will be happy to provide any information you may need to complete the application.

Since this is our first request for funds, I would like to provide some background information. Blue Ridge Singers gave its first concert in 2009, was incorporated in March, 2014, and received IRS exemption from federal income tax under section 501(c)(3) in August, 2014. The budget for our 2018-2019 season is \$21,100.

Background

Now in our tenth year, Blue Ridge Singers is a non-profit, community chamber choir that draws its roughly 40 members from Front Royal and the surrounding area. Our members are of all ages and backgrounds. Some travel from as far away as Hagerstown and Fort Belvoir to join the group. We sing a wide range of choral repertoire from many styles and time periods, from Renaissance polyphony to popular music of today. Many are cutting edge compositions by living composers, some of whom are local musicians.

The 2018-2019 concert season is now well under way. We completed our Christmas concerts at three locations: Front Royal Presbyterian Church, December 14, 2018; First Baptist Church of Winchester, December 16; and Shenandoah Valley Westminster Canterbury retirement home, December 18. The spring concerts are scheduled for Front Royal Presbyterian Church, April 26, 2019; First Baptist Church of Winchester, April 28; All Saints Catholic Church, Manassas, April 30; and Christ Episcopal Church, Millwood, May 5. The 2019-2020 season is still being planned.



524 N. Royal Ave., #43
Front Royal, VA 22630

www.blueridgesingers.com

Each season we reach about 1000 listeners in the Front Royal/Winchester area combined. Our concerts are free of charge. In our 2017-18 season, 447 people attended the concerts at the Front Royal Presbyterian Church and about another 50 heard us at the Town's Christmas celebration at the Gazebo. At the Christmas concerts in Front Royal, there are always so many people that we have to set up folding chairs in the back and in the foyer. We have had to bring in risers so that the crowd can see and hear us better in the packed church. We provide babysitting to help families who want to come. Our audience includes people of all ages, including many young people. We have a reception afterward.

We have the support of 35 or more advertisers from the Front Royal/Winchester business community. As members of the Front Royal Chamber of Commerce, we take our commitment to serve this area very seriously. Beginning with the 2017-18 season, we have taken our performances to two retirement homes, the Village at Orchard Ridge and the Shenandoah Valley Westminster Canterbury. Our concerts are also educational in nature. The Artistic Director and Conductor, Dr. Jeffrey M. Alban, gives introductory comments about each piece. Our listeners frequently tell us how much they appreciate his remarks. We strive to enrich the lives of all who come to hear us. We want to make our community a better place to live and work.

2019-2020 Season

We would like to request \$500 from the Town to enable us to continue our work. The funds will be used to ensure that our direct program expenses are covered. These include music purchase, payments to guest musicians and honoraria to the artistic director and accompanist. Although we list total donations of \$9630 in our current budget, that number is an estimate and cannot be guaranteed. Free will donations constitute about half of our revenue on paper. An economic downturn, bad weather or similar problem can be a major disruption. The Town's funding will stabilize our operations.

We understand that the Town has applied for grants from the Virginia Commission for the Arts for many years, and it is our hope that you will continue your long standing commitment to helping arts organizations in Front Royal. We have become the new home town choir, with roots right here as the starting point. With your help, we will continue to thrive.

Attached are our current 2018-2019 budget, a copy of our recent Christmas concert program, our financial statements and IRS letter.

For any further information or questions, please feel free to contact me at 703-229-3321 or e-mail me at sue_arico@aricosystems.com.

Sincerely yours,



Susan M. Arico, Treasurer
Blue Ridge Singers

Blue Ridge Singers

Budget, 2018-2019

Revenue

Dues	\$3350.00
Offerings & Concert	5020.00
Donations -- Other Sources	4610.00
Advertising	3500.00
Honoraria	1600.00
Attire	350.00
Folders	30.00
Meals	640.00
MPL Grant	2000.00

Total Revenue	\$21,100.00
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Expenses

Music	\$2400.00
Musicians	1200.00
Honoraria, Jeff & Dan	7500.00
Publicity	1200.00
Printing	3200.00
Fees	270.00
Office Supplies	100.00
Attire	500.00
Folders	420.00
Meals	2450.00
Space Rental	750.00
Insurance	200.00
Recording	400.00
Miscellaneous	360.00
Fundraising	150.00

Total Expenses	\$21,100.00
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Approved, 1/15/19
Susan M. Arico, Treasurer

Blue Ridge Singers

Statement of Activities

Accrual Basis

July 1, 2018 through December 31, 2018

	Jul - Dec 18
Ordinary Income/Expense	
Income	
40000 · Income	
40100 · Dues	
40110 · Regular Dues	3,180.00
40112 · Student Dues	60.00
Total 40100 · Dues	3,240.00
40300 · Program Advertising	2,895.00
40500 · Contributions	
40510 · Donor Cards/Concert Related	2,886.50
40520 · Choir Members/Board Members	1,235.00
40530 · End of Year Mailing	25.00
40540 · Other	420.00
Total 40500 · Contributions	4,566.50
40800 · Reimbursement Income	
40801 · Attire Income	252.00
40803 · Meals Income	320.00
Total 40800 · Reimbursement Income	572.00
Total 40000 · Income	11,273.50
Total Income	11,273.50
Gross Profit	11,273.50
Expense	
60000 · Core Program Expenses	
60050 · Publicity	343.94
60100 · Attire Expense	268.00
60300 · Meals Expense	575.09
60400 · Music Expense	2,237.70
60500 · Musician Honoraria	
60501 · Conductor & Accompanist	3,000.00
60502 · Guest Musicians	625.00
60500 · Musician Honoraria - Other	125.00
Total 60500 · Musician Honoraria	3,750.00
60700 · Concert Program Expense	1,232.50
Total 60000 · Core Program Expenses	8,407.23
61000 · Administrative Expenses	
61100 · Fees and Licenses	55.00
61400 · Miscellaneous	125.00
61500 · Space Rental	100.00
61600 · Internet Access Expense	39.98
Total 61000 · Administrative Expenses	319.98
62000 · Fundraising Expenses	
62100 · Postage	50.00
62200 · Stationery	13.18
Total 62000 · Fundraising Expenses	63.18
67000 · Merchant Convenience Fees	3.46
Total Expense	8,793.85
Net Ordinary Income	2,479.65
Net Income	2,479.65

Blue Ridge Singers
Statement of Financial Position
As of December 31, 2018

Accrual Basis

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · First Bank Checking	
10010 · Checking	10,807.55
Total 10000 · First Bank Checking	10,807.55
Total Checking/Savings	10,807.55
Accounts Receivable	
11000 · Accounts Receivable	
11400 · Advertising Revenue Receivable	195.00
Total 11000 · Accounts Receivable	195.00
Total Accounts Receivable	195.00
Total Current Assets	11,002.55
TOTAL ASSETS	11,002.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
20000 · Current Liabilities	
20100 · Spark Bus. Credit Card	901.05
Total 20000 · Current Liabilities	901.05
Total Credit Cards	901.05
Total Current Liabilities	901.05
Total Liabilities	901.05
Equity	
30300 · Unrestricted Net Assets	7,393.56
32000 · *Retained Earnings	228.29
Net Income	2,479.65
Total Equity	10,101.50
TOTAL LIABILITIES & EQUITY	11,002.55

Blue Ridge Singers

Statement of Activities

July 1, 2017 through June 30, 2018

Accrual Basis

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
40000 · Income	
40100 · Dues	
40110 · Regular Dues	3,395.00
40112 · Student Dues	290.00
Total 40100 · Dues	3,685.00
40300 · Program Advertising	3,225.00
40400 · Honoraria	1,600.00
40500 · Contributions	
40510 · Donor Cards/Concert Related	5,545.01
40520 · Choir Members/Board Members	640.00
40530 · End of Year Mailing	1,040.00
40540 · Other	1,664.00
Total 40500 · Contributions	8,889.01
40700 · Grants	
40701 · MPL Foundation Grant	2,000.00
Total 40700 · Grants	2,000.00
40800 · Reimbursement Income	
40801 · Attire Income	726.00
40802 · Folders Income	296.00
40803 · Meals Income	862.00
40804 · Music Income	6.00
Total 40800 · Reimbursement Income	1,890.00
Total 40000 · Income	21,289.01
Total Income	21,289.01
Gross Profit	21,289.01
Expense	
60000 · Core Program Expenses	
60050 · Publicity	973.03
60100 · Attire Expense	941.70
60200 · Folders Expense	413.50
60300 · Meals Expense	2,522.52
60400 · Music Expense	2,952.58
60500 · Musician Honoraria	
60501 · Conductor & Accompanist	6,775.00
60502 · Guest Musicians	2,925.00
Total 60500 · Musician Honoraria	9,700.00
60600 · Recording Expense	475.00
60700 · Concert Program Expense	1,526.50
Total 60000 · Core Program Expenses	19,504.83
61000 · Administrative Expenses	
61100 · Fees and Licenses	373.00
61200 · Insurance	202.00
61300 · Office Supplies	47.42
61500 · Space Rental	450.00
61600 · Internet Access Expense	367.52
Total 61000 · Administrative Expenses	1,439.94
62000 · Fundraising Expenses	
62100 · Postage	81.35
62200 · Stationery	34.60
Total 62000 · Fundraising Expenses	115.95

Blue Ridge Singers
Statement of Activities
July 1, 2017 through June 30, 2018

Accrual Basis

	Jul '17 - Jun 18
Total Expense	21,060.72
Net Ordinary Income	228.29
Net Income	228.29

Blue Ridge Singers
Statement of Financial Position
As of June 30, 2018

Accrual Basis

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · First Bank Checking	
10010 · Checking	5,621.85
10020 · Temp. Restricted Funds	2,000.00
Total 10000 · First Bank Checking	7,621.85
Total Checking/Savings	7,621.85
Total Current Assets	7,621.85
TOTAL ASSETS	7,621.85
LIABILITIES & EQUITY	
Equity	
30300 · Unrestricted Net Assets	7,393.56
Net Income	228.29
Total Equity	7,621.85
TOTAL LIABILITIES & EQUITY	7,621.85

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 15 2014**

BLUE RIDGE SINGERS
146 BILLINGSGATE LN
FRONT ROYAL, VA 22630

Employer Identification Number:
59-3843216
DLN:
17053188366014
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
March 21, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations



The Most Wonderful Time of the Year

Friday, December 14
- 7:30 PM -

Front Royal Presbyterian Church
115 Luray Ave.
Front Royal, VA 22630

Sunday, December 16
- 4:00 PM -

First Baptist Church of Winchester
205 W. Piccadilly St.
Winchester, VA 22601

Sponsored in part by:

Marion Park Lewis Foundation

www.blueridgesingers.com

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2



Work Session Agenda Form

Item # 2

DATE: March 4, 2019

AGENDA ITEM: Request by Vibe Properties to acquire 179 square ft. of public property

SUMMARY: On June 12, 2017, Town Council approved an encroachment license for the benefit of Vibe Properties, LLC. This encroachment license authorized a portion of the proposed loading dock (including steps and a roof) to encroach within the Town's Peyton Street Parking Lot. As with all private encroachments onto public property, they can't be issued indefinitely, and therefore, the encroachment license was authorized for 5 years. The loading dock is now constructed and is in use by a brewpub, Front Royal Brewing Company.

An encroachment license was pursued instead of selling the property because the encroachment license could be issued more expeditiously than the sale of the property. This was important to Vibe Properties, LLC at the time, because they were in the development process and had deadlines for completion to meet. However, during discussions between Vibe Properties and Town Council, it was agreed that the Town would consider the sale of the property in the future when a survey was completed, and the restoration project completed.

At this time, Vibe Properties desires to proceed with the sale of the property as previously discussed with Town Council. Vibe Properties submitted a survey, dated January 29, 2019, prepared by Joseph G. Brogan, Jr.. It illustrates a transfer of 179 square feet of the Town's Peyton Street Parking Lot to the property owned by Vibe Properties. This survey is attached for your information.

Chapter 1, Section 1, Subsection A, of the Town Code, specifies that "No real estate owned by the Town shall be sold unless the following requirements have been complied with:

1. The Town Council shall hold a public hearing upon the question of the sale after two (2) publications in a newspaper published or having general circulation in the Town.
2. The Town Council shall authorize by resolution the terms of the sale.
3. Bids shall be accepted by the Purchasing Agent on the date such property is advertised for sale.
4. The Town Council shall authorize the acceptance, or rejection, of the best bid at the first available regular Town Council meeting."

BUDGET/FUNDING: No impact to the budget. The assessed land value of the applicant's property is \$11.93 per square foot (\$198,100/16,602 SF). Based on this value per square foot, the 179-square foot tract is valued at \$2,135.47. Direct expenses to the Town would include the cost of the legal advertisement. Direct expenses to the Applicant include the cost of the survey, recordation of the survey, and any attorney and/or legal fees associated with the process. The brewpub is currently in the exemption process for BPOL tax related to the Tourism Zone, but the use does pay the Town meals tax, personal property tax, sales tax (VA), and real estate tax.

STAFF RECOMMENDATION: The 179-square foot tract appears to have minimal public value. Staff recommends proceeding with the required advertising, public hearing and bidding of the 179 square feet. Town Council should evaluate the request and negotiate an expected sale price for the property.

Work Session

THIS PLAT WAS MADE WITH THE FREE CONSENT AND DESIRE OF THE UNDERSIGNED OWNER.

BY _____
VIBE PROPERTIES, LLC

ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____ 2019.

MY COMMISSION EXPIRES _____

NOTARY

THIS PLAT WAS MADE WITH THE FREE CONSENT AND DESIRE OF THE UNDERSIGNED OWNER.

BY _____
THE TOWN OF FRONT ROYAL

ACKNOWLEDGED BEFORE ME THIS ____ DAY OF _____ 2019.

MY COMMISSION EXPIRES _____

NOTARY

APPROVED BY THE TOWN OF FRONT ROYAL
ALL TOWN TAXES HAVE BEEN PAID AND RELEASED.

FINANCE DIRECTOR _____ DATE _____

PLANNING DIRECTOR _____ DATE _____

TOWN MANAGER _____ DATE _____

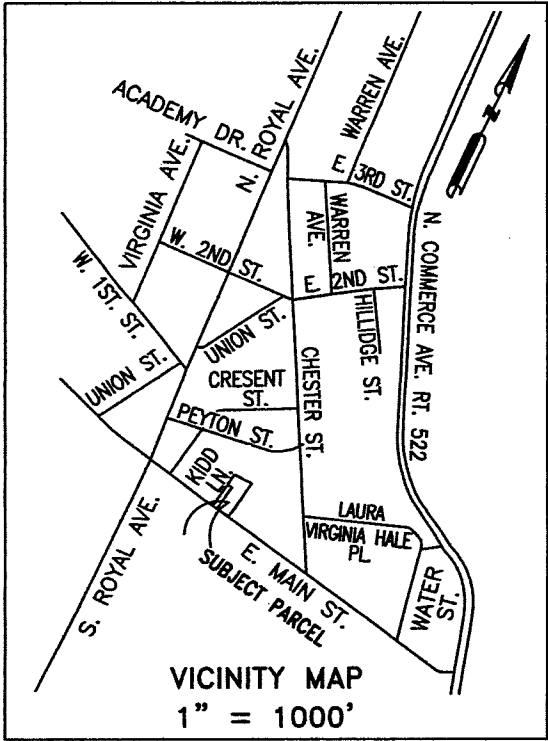
LINE	BEARING	DISTANCE
L1	S 87°44'47" E	20.83'
L2	S 81°17'47" E	33.72'
L3	S 81°51'05" E	30.01'
L4	N 11°50'53" E	2.95'
L5	S 76°35'41" E	11.36'
L6	S 32°57'12" E	4.43'

BOUNDARY LINE ADJUSTMENT BETWEEN
TAX MAP 20A8-4 PARCELS 23 AND 29

FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL
WARREN COUNTY, VA.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 29, 2019

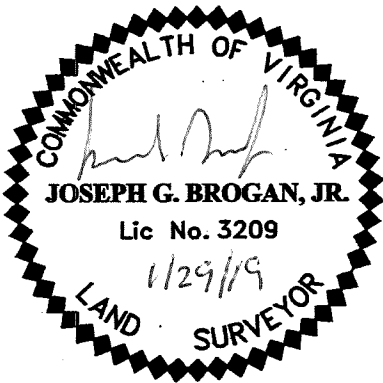


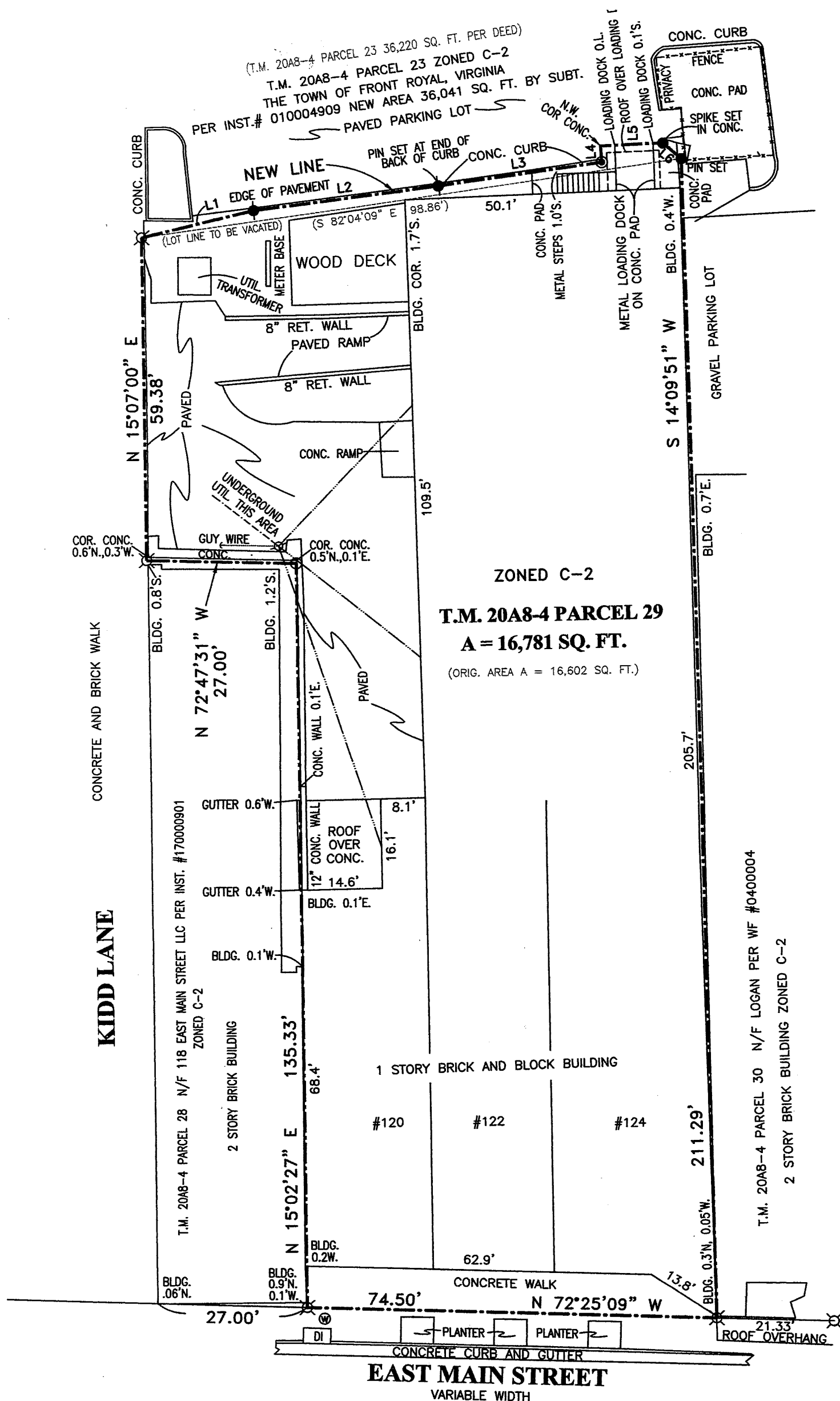
- DENOTES OVERHEAD WIRES.
- DENOTES UTILITY POLE.
- ⊙ DENOTES DRILL HOLE SET IN BACK OF CURB.
- ⊗ DENOTES EXISTING DRILL HOLE.
- DENOTES PIN OR SPIKE SET.

NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
DERIVATION OF TITLE PARCEL 23 TO: THE TOWN OF
FRONT ROYAL, VIRGINIA PER INSTRUMENT # 010004909.
DERIVATION OF TITLE PARCEL 29 TO: VIBE PROPERTIES, LLC
PER INSTRUMENT #170000996.
PROPERTY SITUATED OUTSIDE THE LIMITS OF THE
FEMA FLOOD ZONE.

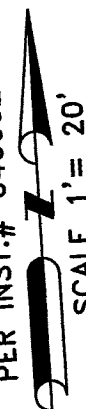
AREA TABULATION:
ORIG. T.M. PARCEL 23 PER DEED 36,220 SQ. FT
AREA ADDED TO T.M. PARCEL 29 -179 SQ. FT
NEW AREA T.M. PARCEL 23 BY SUBT. 36,041 SQ. FT.

AREA TABULATION:
ORIG. T.M. PARCEL 29 PER DEED 16,602 SQ. FT.
AREA ADDED FROM T.M. PARCEL 29 +179 SQ. FT
NEW AREA T.M. PARCEL 29 16,781 SQ. FT.





PER INST. # 040002428



BOUNDARY LINE ADJUSTMENT BETWEEN
TAX MAP 20A8-4 PARCELS 23 AND 29

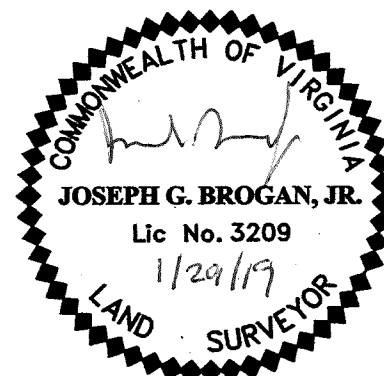
FORK MAGISTERIAL DISTRICT

TOWN OF FRONT ROYAL

WARREN COUNTY, VA.

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
JANUARY 29, 2019

SHEET TWO OF TWO



RESOLUTION

WHEREAS, Vibe Properties, LLC, a Virginia Limited Liability Company (“Vibe Properties”), the owner of improved real property located at 120 and 124 E. Main Street, Town of Front Royal, County of Warren, Virginia, has requested that the Town Council of the Town of Front Royal, Virginia, authorize of a proposed encroachment of a portion of said improvements located on Vibe Properties’ real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town’s Peyton Street Parking Lot; and,

WHEREAS, pursuant to the authority granted the Town by Sections 15.2-2009 through 15.2-2011 of the Code of Virginia, 1950, as amended, Town Council is of the opinion that it is in the public interest to authorize said proposed encroachment of a portion of said improvements located on Vibe Properties’ real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town’s Peyton Street Parking Lot, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein, it being intended that said encroachment would be substantially the same as described as shown on that certain drawing plat titled “120-124 E. MAIN ST. ZONING DIMENSIONAL DRAWING TOWN OF FRONT ROYAL, VIRGINIA TM# 20A8-4 PARCEL 29”, dated 4-27-17, by John C. Lewis, Professional Engineer, Painter-Lewis, P.L.C..

NOW, THEREFORE, BE IT, HEREBY, RESOLVED by the Town Council of the Town of Front Royal, Virginia, that the Town Council hereby authorizes the proposed encroachment of a portion of said improvements located on Vibe Properties' real property, specifically, a loading dock, including steps and a roof, onto, on and over the Town's Peyton Street Parking Lot, for a period not to exceed five (5) years, which said authorization period may be extended by additional five (5) year periods by further Encroachment License executed by the Town Manager in the name of the Town Council, all according to the terms and conditions stated in an Encroachment License to be executed by the parties, with plat of survey attached, to the extent as more particularly described therein, it being intended that said encroachment would be substantially the same as described as shown on that certain drawing plat titled "120-124 E. MAIN ST. ZONING DIMENSIONAL DRAWING TOWN OF FRONT ROYAL, VIRGINIA TM# 20A8-4 PARCEL 29", dated 4-27-17, by John C. Lewis, Professional Engineer, Painter-Lewis, P.L.C..

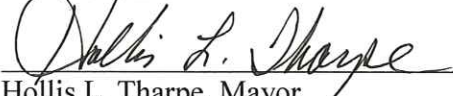
This encroachment authorization is conditioned upon the execution and recording of an Encroachment License by Vibe Properties, with plat of survey attached, authorizing said proposed encroachment according to the terms and conditions stated therein and to the extent as more particularly described therein. The Mayor is hereby authorized to execute an Encroachment License acceptable to Town on behalf of the Town.

.....

[[SIGNATURES NEXT PAGE FOLLOWING]]

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on 6-12, 2017, upon the following recorded vote:

APPROVED:

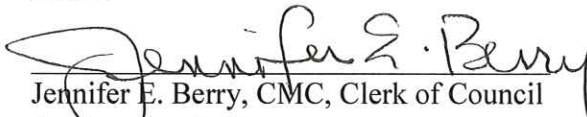

Hollis L. Tharpe, Mayor

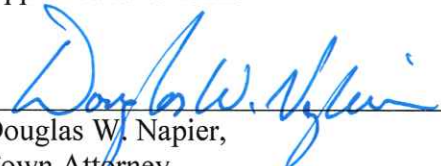
Town Council Members:

John P. Connolly yes
Jacob Meza yes
Eugene R. Tewalt yes

Bébhinn C. Egger yes
William A. Sealock yes
Christopher Morrison yes

Attest:

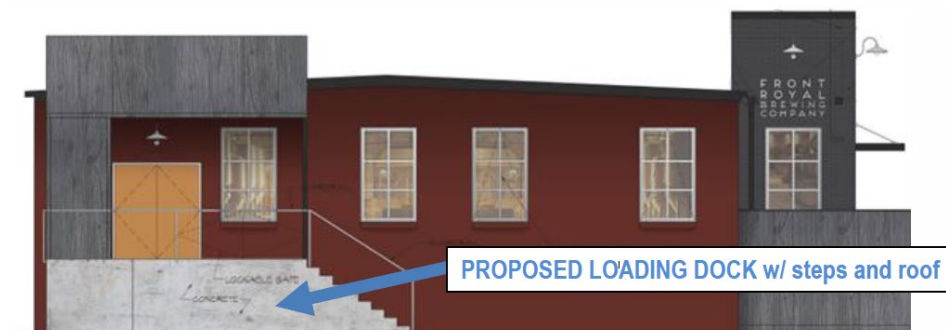

Jennifer E. Berry, CMC, Clerk of Council
Approved as to form:

 6-12-17
Douglas W. Napier, Date
Town Attorney

EXCERPT FROM WORK SESSION MINUTES OF Monday, June 5, 2017

Request from Vibe Properties for Proposed Encroachment at 120-124 E. Main St (Barnhart Bldg) – Director of Community Development/Tourism

Summary: A request was submitted by Vibe Properties for a proposed encroachment into the Peyton Street Parking Lot (public property). This encroachment is for a loading dock, including steps and a roof. The loading dock would be used by the new brewpub restaurant located within the building of 120-124 E. Main Street (Barnhart Building). More specifically, the encroachment would be located within the narrow area between the back of the parking lot curb and the applicant's wall. Based on the applicant's plans, only approximately 1 ½ feet of the loading dock would encroach into the public property.



Staff Evaluation: Staff recommends approval of the proposed loading dock encroachment.

Budget/Funding: no direct impact. Indirect costs would include moving the electrical box in the ground back away from the loading dock. In addition, it is anticipated that the dumpster pad would need to be increased in size to meet the solid waste disposal needs of the brewpub.

Felicia Hart introduced the Barnharts and noted that the packet contained photos of what the couple planned for downtown. Mrs. Barnhart noted that Vibe Properties was an LLC and they have resided in the community for three years, owning properties for five. She stated that she and her husband are retired and saw the need for certain properties in the downtown area, and they purchased the Weaver Building (old Lucky Star location); and the Old Boyd's Garage building and the attached parcel next to it. Mrs. Barnhart explained that they would like to change the energy along Main Street, as with their purchases they would have six storefronts that would change the look along those sections of the downtown area. She stated that it was their hope to change the look and feel of Main Street and set an example for Main Street as a whole. She went on to note that it would include the bakery, an art gallery, a restaurant, the Vine & Leaf, the outdoor store, and Front Royal Brewing Company.

Mrs. Barnhart also introduced Jerry Welcome, the General Manager of the Brewing Company. She explained that the lease for each property have set hours to encourage the downtown area to remain open more often; open 6 days a week for at least 8 hours per day. She noted that merchandising consulting assistance being provided to each business and their business model is different from other landlords as they are looking for long-term investments, not just rent.

Mrs. Barnhart explained that they are retrofitting the auction house and creating the Brewery and they Mr. Thompson is the Chief Engineer of the Brewing Company and he was also available to answer any questions with Mr. Welcome. She stated that they would need the loading dock area to bring in hops and other items that come in on pallets, tanks and other large things for the kitchen and the brewery. She added that they had extended 18" over the property line and are asking for an encroachment for the loading dock.

Council Discussion: Mayor Tharpe asked how to best proceed. Mr. Napier noted that they would need to post a nominal fee. Mayor Tharpe asked Council's desire; Vice Mayor Tewalt asked if it needed to go through Planning Commission. Mrs. Barnhart stated that it did not and the Planning Staff have recommended approval of the 18". Mr. Tewalt voiced his support, as did Mr. Meza, adding that he would like to move forward with the property selling, rather than returning back to Council every five years. Mayor Tharpe expressed his agreement with Mr. Meza.

Mrs. Barnhart noted that progress would be seen in the next few weeks and their timeline was pressing; she expressed her thanks for Council's support. Vice Mayor Tewalt noted that if they sold the property it would go back to the Planning Commission, so if time was of the essence it would need to move forward with the encroachment and then return at a later time with the selling of the property permanently. Ms. Hart noted that was correct, adding that Mr. Camp had recommended that this was the fastest way to not hold up the process for the businesses.

Mayor Tharpe asked that Messrs. Napier and Waltz move it forward as fast as possible and he welcomed the Barnharts to Main Street. Mr. Napier noted that the encroachment would take very little time and then the sale would take a bit longer to finalize. Council discussed the outside eating area and entrance for customers, as well as the dumpster reconfiguration. Mayor Tharpe directed Mr. Waltz that if the business needed other parking near the rear to take care of that for the Brewery.

3



Work Session Agenda Form

Item # 3

DATE: 3/4/19

AGENDA ITEM: Write Off for Bad Debt & Update Policy

SUMMARY: Town Council is requested to approve a revision to the Bad Debt Policy, approve additional write-offs associated with the revision, and to review other possible alternatives for collection on bad debt.

The Town of Front Royal had a large dollar value of uncollectible "bad debt" recorded yearly on the Town's ledger, due to non-payment of utility bills which had not been addressed for over 30 years until 2012. The Town's auditing firm, Mitchell & Company, requested that Town Council approve a policy that would allow the Department of Finance to review outstanding uncollectable debt annually, and abate the bad debt from ledgers after all avenues for collection had been exhausted. Town Council adopted a bad debt policy on November 13, 2012 that deemed an uncollectible account as having no activity for a period of 7 years.

Code of Virginia § 8.01-246 allows action to be taken to collect on written contracts for a period of 5 (five) years. Written agreements are used for Town of Front Royal Utility Accounts. Based on the Code of Virginia, a Town of Front Royal Utility Account would be deemed uncollectible after there has been no activity from the account holder for a period of 5 (five) consecutive years.

Council is requested to approve the removal of 5 years or older of outstanding accounts receivable (bad debts) on the Town's ledger in the amount of \$277,974.34 from enterprise and general fund liability accounts. This value includes 652 utility accounts. All recourse of attempting to collect these amounts has been completed and the accounts have no activity for at least 5 years.

Based on the utilities billed during FY2018, the Town of Front Royal Department of Finance currently collects approximately 99.5% of the amounts billed annually before an account is deemed uncollectible and written off. Town Council is requested to review the additional options for the collection of bad debt that follow this cover sheet and provide staff with direction if an option would like to be reviewed further.

BUDGET/FUNDING: No funding is required. Journal entry will be done effecting balance sheet only.

STAFF RECOMMENDATION: Staff recommends, to approve the revisions to the bad debt policy, approve the write-offs, and to review additional collection alternatives.

Staff has determined that the accounts presented meet the criteria for uncollectible as determined by the Town's bad debt write off policy:

- 1) No activity on closed account for at least 5 years
- 2) All other methods of collection have been exhausted

The amount of bad debt approved to be removed by Council continues to decrease:

Dec 2013 -	\$848,191 – approved for removal
Dec 2014 -	\$144,049 – approved for removal
Feb 2016 -	\$225,318 – approved for removal
Feb 2017 -	\$203,808 – approved for removal
Nov 2017 -	\$175,999 – approved for removal
Oct 2018 -	\$166,191- approved for removal
Mar 2019 -	\$277,974.34 – requested to be approved

The FY19 budgeted revenue for the sales of electric, water, sewer, & refuse totals approximately \$30.8 million. The amount of \$277,974.34 represents approximately 0.9% of the budgeted sales and is approximately 2 years of bad debt.

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 313.72	286 W STRASBURG RD	3/23/2012
\$ 145.58	288 W STRASBURG RD	3/15/2013
\$ 1,152.02	1352 FOREST HILL DR	5/15/2012
\$ 856.25	1261 VALLEY VIEW DR	1/31/2013
\$ 361.12	1129 KESLER RD	9/16/2010
\$ 221.85	1204 RIPPLE CT	7/30/2013
\$ 94.07	1132 KESLER RD	6/27/2012
\$ 541.60	1183 BROOK CT	10/31/2011
\$ 328.62	1183 BROOK CT	3/9/2012
\$ 885.65	393 HILL TOP CT	11/1/2011
\$ 641.33	124 W STRASBURG RD	2/6/2013
\$ 100.65	124 W STRASBURG RD	11/15/2013
\$ 316.97	60 W STRASBURG RD	11/9/2012
\$ 297.90	84 E STRASBURG RD #3	9/14/2012
\$ 827.10	17 E DUCK ST	10/14/2011
\$ 305.79	1140 SHADOWS DR LOT #71	9/3/2013
\$ 152.20	75 SPOON SQUARE LOT #198	9/30/2011
\$ 160.30	135 CROOKED RUN PLAZA #100	7/11/2012
\$ 453.73	155 W DUCK ST	10/11/2013
\$ 511.53	219 W DUCK ST	9/16/2011
\$ 862.50	221 W DUCK ST	4/25/2012
\$ 219.86	221 W DUCK ST	4/30/2013
\$ 459.17	1455 CEDAR DR	12/30/2011
\$ 41.28	432 W DUCK ST	1/3/2012
\$ 202.52	1424 RIVER CT	7/10/2012
\$ 291.26	604 EARL CT	2/22/2013
\$ 123.44	1403 WEAVER LN	8/24/2012
\$ 570.86	857 MORGAN PL	3/31/2011
\$ 72.25	1516 MALLARD PL	5/14/2012
\$ 34.25	337 W DUCK ST	8/31/2011
\$ 42.23	1324 QUEENS HWY	12/14/2012
\$ 660.49	1308 QUEENS HWY	6/11/2012
\$ 141.28	AVALON SHORES 1260 QUEENS HWY.	3/22/2013
\$ 130.83	43 W 18TH ST	9/3/2013
\$ 62.44	8 E 18TH ST	9/7/2012
\$ 561.86	57 CRESTVIEW DR	12/27/2012
\$ 167.30	1410 BELMONT AVE	5/8/2012
\$ 500.05	1717 N ROYAL AVE	12/23/2011

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 212.51	31 W 17TH ST	10/2/2012
\$ 733.59	20 W 17TH ST	3/29/2013
\$ 166.64	1620 N ROYAL AVE	1/26/2011
\$ 1,512.01	1620 N ROYAL AVE	6/27/2012
\$ 62.76	1620 N ROYAL AVE	12/11/2013
\$ 5,346.06	1525 N SHENANDOAH AVE	7/27/2012
\$ 218.40	836 W 15TH ST	5/17/2012
\$ 352.09	736 W 15TH ST	1/27/2012
\$ 133.63	727 W 15TH ST	12/9/2011
\$ 425.66	1416 N SHENANDOAH AVE #8	11/7/2011
\$ 55.69	1416 N SHENANDOAH AVE #8	5/31/2012
\$ 411.42	419 W 14TH ST	8/12/2011
\$ 632.50	419 W 14TH ST	9/30/2013
\$ 798.60	515 W 14TH ST	8/27/2012
\$ 375.68	515 W 14TH ST	6/20/2013
\$ 782.53	600 W 14TH ST	10/27/2011
\$ 371.18	600 W 14TH ST	3/5/2012
\$ 364.02	1122 N SHENANDOAH AVE #8	3/16/2012
\$ 303.17	1208 N SHENANDOAH AVE #6	9/23/2011
\$ 76.37	1208 N SHENANDOAH AVE #6	6/27/2012
\$ 260.97	1208 N SHENANDOAH AVE #8	5/11/2012
\$ 226.66	8 W 14TH ST	12/23/2011
\$ 60.63	25-B W 13TH ST UPSTAIRS	2/28/2012
\$ 42.12	30 W 13TH ST	10/26/2012
\$ 230.33	14 W 13TH ST	8/22/2011
\$ 621.23	1223 N ROYAL AVE	1/17/2014
\$ 340.61	204 E 13TH ST	9/12/2012
\$ 245.14	1126 SUMMIT AVE	9/30/2011
\$ 68.23	1217 N ROYAL AVE	2/28/2013
\$ 180.83	111 W 12TH ST #3	2/28/2012
\$ 751.68	1125 N ROYAL AVE	6/30/2012
\$ 169.45	1095 N ROYAL AVE #3	8/31/2011
\$ 217.43	929 N ROYAL AVE	12/12/2012
\$ 883.13	121 W 11TH ST	8/6/2012
\$ 1,852.21	121 W 11TH ST	2/28/2013
\$ 1,768.72	1020 N SHENANDOAH AVE #2	4/12/2012
\$ 147.25	336 W 9TH ST	8/31/2013
\$ 493.36	603 W 11TH ST	9/2/2011

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 308.45	1332 MONROE AVE	2/17/2012
\$ 613.70	1330 MONROE AVE	12/5/2012
\$ 355.91	1330 MONROE AVE	2/22/2013
\$ 484.72	1330 MONROE AVE	2/17/2012
\$ 234.57	740 W 14TH ST	8/8/2012
\$ 393.49	747 W 13TH ST	1/24/2014
\$ 810.13	909 W 13TH ST	8/28/2012
\$ 287.76	716 W 13TH ST	12/23/2011
\$ 51.99	842 W 11TH ST	8/7/2012
\$ 663.93	738 W 11TH ST	11/18/2011
\$ 248.16	736 W 11TH ST	9/30/2011
\$ 711.30	736 W 11TH ST	10/12/2012
\$ 445.07	734-B W 11TH ST	2/19/2014
\$ 417.41	710 W 11TH ST	5/25/2012
\$ 41.63	708 W 11TH ST #2	5/15/2012
\$ 132.66	708 W 11TH ST #3	11/29/2013
\$ 478.31	723 W 11TH ST	8/31/2011
\$ 108.78	735 W 11TH ST	6/27/2012
\$ 119.27	656 W 11TH ST #1	7/29/2011
\$ 305.15	656 W 11TH ST #2	7/13/2012
\$ 86.51	648-B W 11TH ST	5/25/2012
\$ 177.16	638 W 11TH ST	1/2/2014
\$ 216.80	628 W 11TH ST	11/7/2011
\$ 231.63	612-B W 11TH ST	11/25/2011
\$ 61.10	612-B W 11TH ST	1/11/2013
\$ 485.80	610-B W 11TH ST	2/19/2013
\$ 1,043.72	508 KENDRICK LN	4/26/2012
\$ 94.12	343 KENDRICK LN OFFICE	4/12/2013
\$ 424.83	343 KENDRICK LN #12	2/28/2012
\$ 323.51	343 KENDRICK LN #6	9/12/2011
\$ 169.99	343 KENDRICK LN #8	11/18/2011
\$ 121.13	343 KENDRICK LN #4	7/19/2013
\$ 155.80	343 KENDRICK LN #4	11/21/2013
\$ 128.13	353 KENDRICK LN #37	8/31/2013
\$ 100.56	353 KENDRICK LN #38	4/30/2013
\$ 84.32	353 KENDRICK LN #38	11/30/2013
\$ 164.07	353 KENDRICK LN #40	8/31/2012
\$ 65.50	353 KENDRICK LN #34	6/30/2013

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 278.73	353 KENDRICK LN #29	8/31/2013
\$ 195.35	353 KENDRICK LN #30	10/31/2011
\$ 534.55	353 KENDRICK LN #30	5/15/2013
\$ 85.73	353 KENDRICK LN #26	6/30/2013
\$ 32.10	363 KENDRICK LN - HOUSE METERS	4/12/2013
\$ 179.67	363 KENDRICK LN #57	2/7/2014
\$ 116.33	363 KENDRICK LN #41	7/16/2013
\$ 121.27	363 KENDRICK LN #42	10/31/2012
\$ 659.48	613 W 11TH ST	3/23/2012
\$ 398.63	617 W 11TH ST	7/29/2011
\$ 343.20	617 W 11TH ST	12/23/2011
\$ 251.30	619 W 11TH ST	1/23/2014
\$ 523.75	1133 MASSANUTTEN AVE	9/27/2012
\$ 198.02	1133 MASSANUTTEN AVE	11/12/2013
\$ 73.79	1208 MASSANUTTEN AVE	7/19/2013
\$ 1,169.06	1210 MASSANUTTEN AVE	9/21/2012
\$ 734.96	1400 MASSANUTTEN AVE #1	11/18/2011
\$ 253.33	1316 MADISON AVE	8/28/2013
\$ 363.67	1314 MADISON AVE	1/31/2014
\$ 532.72	1308-A MADISON AVE	2/17/2012
\$ 81.67	1308-A MADISON AVE	2/5/2013
\$ 148.96	346 W 9TH ST	8/16/2012
\$ 699.22	344 W 9TH ST	8/10/2012
\$ 113.05	365 W 9TH ST	8/28/2012
\$ 126.75	343 W 10TH ST	5/24/2013
\$ 134.17	907-A N ROYAL AVE	10/7/2011
\$ 1,002.98	712 N ROYAL AVE (OLD HARDEE'S)	3/9/2012
\$ 894.54	524 N ROYAL AVE	3/25/2013
\$ 246.61	524-C N ROYAL AVE OFFICE	3/25/2013
\$ 433.86	406 N ROYAL AVE #9	10/4/2011
\$ 70.45	326 N ROYAL AVE DOWNSTAIRS	10/26/2011
\$ 30.98	326 N ROYAL AVE #2 UPSTAIRS	11/15/2011
\$ 78.78	326 N ROYAL AVE #1	12/13/2011
\$ 133.47	40 W 4TH ST	8/5/2011
\$ 77.68	123 VIRGINIA AVE	9/23/2011
\$ 655.77	411 VIRGINIA AVE	11/27/2012
\$ 107.08	415-A VIRGINIA AVE	7/19/2013
\$ 395.55	16 W 5TH ST	12/30/2011

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 332.30	11 W 5TH ST	9/6/2011
\$ 626.02	11 W 5TH ST	6/28/2013
\$ 567.61	21 W 6TH ST	8/22/2011
\$ 361.35	21-B W 6TH ST	10/17/2010
\$ 77.03	704 VIRGINIA AVE	10/24/2011
\$ 142.73	520 VIRGINIA AVE #4	10/31/2011
\$ 245.18	520 VIRGINIA AVE #7	9/30/2012
\$ 41.31	502 VIRGINIA AVE #9	12/21/2012
\$ 94.34	502 VIRGINIA AVE #11	8/28/2012
\$ 303.67	120 W 6TH ST #1	5/31/2012
\$ 302.15	120 W 6TH ST #5	10/17/2012
\$ 515.50	515 VILLA AVE #2	2/27/2014
\$ 115.40	324 VIRGINIA AVE	12/23/2011
\$ 252.48	109 ACADEMY DR	9/2/2011
\$ 556.31	325 VILLA AVE	12/9/2011
\$ 48.00	405 VILLA AVE	8/31/2012
\$ 445.10	210 VIRGINIA AVE #9	5/30/2013
\$ 49.52	210 VIRGINIA AVE #16	1/8/2014
\$ 131.95	204 VIRGINIA AVE #305	7/26/2012
\$ 304.83	204 VIRGINIA AVE #305	11/30/2013
\$ 62.75	204 VIRGINIA AVE #110	11/23/2012
\$ 303.62	122 VIRGINIA AVE #3	4/20/2012
\$ 146.29	22 MASSIE ST	4/26/2013
\$ 336.82	22 W 1ST ST #3	7/31/2012
\$ 207.85	9-A N. ROYAL AVE.	2/24/2012
\$ 1,843.22	9 E 2ND ST	10/31/2011
\$ 200.10	223 N ROYAL AVE	7/13/2012
\$ 135.48	144 CHESTER ST #2	9/11/2013
\$ 37.95	19 E 2ND ST	11/30/2011
\$ 174.92	17 E 2ND ST	7/19/2013
\$ 293.99	27 CRESCENT ST	9/30/2011
\$ 730.68	37 CRESCENT ST #2 UPSTAIRS	4/20/2012
\$ 526.66	128 PEYTON ST	8/24/2012
\$ 64.28	29 CHESTER ST #3	8/28/2012
\$ 503.51	123 CHESTER ST 1ST FLOOR	12/12/2012
\$ 319.13	137 CHESTER ST #1	10/29/2013
\$ 143.46	553 MANASSAS ST.	2/24/2012
\$ 1,370.55	542 MANASSAS ST	4/18/2012

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 793.78	115 WATER ST	8/26/2011
\$ 148.84	210 E 4TH ST	8/28/2012
\$ 2,389.21	218 E 4TH ST	11/23/2012
\$ 1,064.42	220 E 4TH ST	11/23/2012
\$ 536.54	115 E 2ND ST	5/11/2012
\$ 388.05	117 E 2ND ST	9/14/2011
\$ 71.85	134 HILLIDGE ST #2	8/31/2011
\$ 893.62	235 CHESTER ST #1	6/1/2012
\$ 1,368.77	327 N ROYAL AVE	8/17/2011
\$ 173.61	124 E 4TH ST	11/8/2011
\$ 297.96	122 E 4TH ST	1/27/2012
\$ 709.86	120 E 4TH ST	5/25/2012
\$ 472.97	116 E 4TH ST	6/13/2012
\$ 86.59	112-B E 4TH ST	8/5/2011
\$ 493.37	415 WARREN AVE #5	2/28/2014
\$ 464.46	427 WARREN AVE	3/23/2012
\$ 177.95	417 N ROYAL AVE #2	1/3/2014
\$ 453.12	507 N ROYAL AVE	11/30/2012
\$ 1,333.47	507 N ROYAL AVE	12/23/2011
\$ 333.21	613 N ROYAL AVE #3	2/10/2012
\$ 51.37	631 N ROYAL AVE #2	8/31/2011
\$ 77.21	631 N ROYAL AVE #8	5/1/2012
\$ 251.36	718 WARREN AVE #3	1/31/2012
\$ 169.72	718 WARREN AVE #3	6/15/2012
\$ 350.64	718 WARREN AVE #3	2/15/2013
\$ 225.58	718 WARREN AVE #3	5/24/2013
\$ 82.86	718 WARREN AVE #1	12/31/2011
\$ 348.90	718 WARREN AVE #1	3/26/2013
\$ 197.14	718 WARREN AVE #1	9/30/2013
\$ 123.21	718 WARREN AVE #5	8/31/2011
\$ 114.38	718 WARREN AVE #6	6/20/2013
\$ 255.30	716 WARREN AVE #3	1/31/2012
\$ 446.56	716 WARREN AVE #3	4/26/2012
\$ 33.49	630 WARREN AVE	9/21/2012
\$ 831.56	630 WARREN AVE	3/22/2013
\$ 861.43	624 WARREN AVE	3/9/2012
\$ 158.31	505 WARREN AVE	7/19/2013
\$ 523.10	509 WARREN AVE	10/5/2012

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 942.80	711 WARREN AVE	5/24/2013
\$ 397.51	713 WARREN AVE	11/30/2011
\$ 431.11	717 WARREN AVE	9/23/2011
\$ 154.88	717 WARREN AVE	5/17/2013
\$ 2,241.89	429 COMMERCE AVE	1/7/2013
\$ 514.35	713 CROSBY RD	2/15/2013
\$ 205.96	530-A E MAIN ST UPSTAIRS	2/24/2012
\$ 49.03	530-A E MAIN ST UPSTAIRS	9/21/2012
\$ 33.94	530-A E MAIN ST UPSTAIRS	11/2/2012
\$ 942.45	218 E MAIN ST	2/12/2013
\$ 285.49	210 E MAIN ST #4	4/18/2013
\$ 253.81	130 E MAIN ST #3	5/7/2012
\$ 111.62	130 E MAIN ST #3	9/27/2012
\$ 280.95	130 E MAIN ST #2	3/5/2013
\$ 56.49	128 E MAIN ST #1	2/17/2012
\$ 475.79	126 E MAIN ST #4	3/31/2013
\$ 152.16	126 E MAIN ST	4/3/2012
\$ 370.12	126 E MAIN ST #5	3/31/2013
\$ 431.54	126 E MAIN ST #5	1/31/2014
\$ 112.87	112 E MAIN ST #7	10/19/2012
\$ 353.53	112 E MAIN ST #3	3/9/2012
\$ 1,450.42	405 VISCOSE AVE	4/24/2012
\$ 225.24	419 VISCOSE AVE	10/19/2011
\$ 166.68	419 VISCOSE AVE	1/31/2012
\$ 32.31	422 VISCOSE AVE #3	8/10/2012
\$ 78.52	406 VISCOSE AVE	7/26/2012
\$ 194.05	404 VISCOSE AVE	12/20/2010
\$ 1,098.23	404 VISCOSE AVE	4/30/2012
\$ 34.01	518 VISCOSE AVE #4	8/24/2012
\$ 189.84	518 VISCOSE AVE #4	1/13/2014
\$ 242.82	517 VISCOSE AVE	12/31/2011
\$ 204.49	615-B VISCOSE AVE	8/17/2011
\$ 733.43	615-B VISCOSE AVE	6/8/2012
\$ 158.14	107-C S SHENANDOAH AVE	12/13/2011
\$ 112.13	107-C S SHENANDOAH AVE	4/16/2012
\$ 218.26	512-D W MAIN ST	8/12/2011
\$ 317.82	512-C W MAIN ST	11/7/2011
\$ 92.62	512-C W MAIN ST	9/3/2013

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 447.34	50 NORTH ST	4/18/2012
\$ 161.36	50 NORTH ST	3/22/2013
\$ 46.23	304 W MAIN ST #3	12/16/2011
\$ 52.30	214 W MAIN ST	4/25/2012
\$ 495.20	134 W MAIN ST	9/27/2013
\$ 37.42	117 E MAIN ST #1 ABOVE THEATRE	12/12/2013
\$ 35.06	223 E MAIN ST #1	9/21/2012
\$ 4,387.62	317 E MAIN ST (DOWNSTAIRS RESTARAUNT	1/2/2014
\$ 1,345.55	311-317 E MAIN ST (WATER)	1/2/2014
\$ 665.38	319 E MAIN ST	1/2/2014
\$ 318.13	400 E JACKSON ST	9/23/2011
\$ 441.93	409-B E MAIN ST	3/2/2012
\$ 24.56	513 E MAIN ST #1	1/30/2013
\$ 374.84	513 E MAIN ST #4	11/18/2011
\$ 183.76	513 E MAIN ST #4	8/24/2012
\$ 81.53	519 E MAIN ST #3	2/27/2014
\$ 221.30	529 E MAIN ST #3	5/10/2013
\$ 495.00	529 E MAIN ST #7	6/29/2012
\$ 286.55	529 E MAIN ST #8	4/26/2012
\$ 208.70	529 E MAIN ST #9	5/21/2013
\$ 212.29	17-A S ROYAL AVE	2/8/2013
\$ 335.70	17-B S ROYAL AVE	1/31/2012
\$ 46.77	19 S ROYAL AVE #2	8/24/2012
\$ 354.86	19 S ROYAL AVE #4	4/19/2013
\$ 195.43	19 S ROYAL AVE #10	6/7/2013
\$ 1,325.37	19 S ROYAL AVE #12	2/18/2013
\$ 111.86	215 S ROYAL AVE #15	9/27/2013
\$ 654.20	227 S ROYAL AVE	2/17/2014
\$ 255.72	425 S ROYAL AVE	5/25/2012
\$ 1,571.57	607 CRESTHAVEN CT	2/24/2012
\$ 134.44	146 ELSIA DR	8/5/2011
\$ 781.97	516 POW MORR DR	9/9/2011
\$ 37.69	516 POW MORR DR	10/20/2011
\$ 111.50	539 S ROYAL AVE #1	9/30/2011
\$ 81.70	609-C S ROYAL AVE #1	11/30/2011
\$ 597.80	477-D SOUTH ST	11/25/2011
\$ 93.78	477-E SOUTH ST	6/1/2012
\$ 170.83	413-D SOUTH ST	11/30/2011

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 4,910.70	461 SOUTH ST	10/24/2011
\$ 2,771.01	461 SOUTH ST	9/21/2012
\$ 642.01	445 SOUTH ST	3/22/2013
\$ 1,484.90	419 SOUTH ST	9/10/2012
\$ 417.56	238 LEE ST	6/8/2012
\$ 559.54	24 LEE ST	1/31/2012
\$ 443.20	107 LEE ST	9/30/2011
\$ 465.56	107 LEE ST	8/23/2013
\$ 45.54	326 LEE ST	6/12/2013
\$ 68.36	256 ORCHARD ST	6/27/2012
\$ 78.80	256 ORCHARD ST	8/28/2013
\$ 370.91	252 ORCHARD ST	5/15/2012
\$ 106.10	504 GRAND AVE	10/10/2012
\$ 417.81	508 GRAND AVE	7/29/2011
\$ 91.60	309 SKYLINE PL	12/6/2013
\$ 344.06	321 SKYLINE PL	10/31/2012
\$ 271.47	325 SKYLINE PL	9/30/2013
\$ 516.33	329 SKYLINE PL	9/11/2013
\$ 323.19	335 SKYLINE PL	3/31/2012
\$ 113.63	339 SKYLINE PL	8/23/2013
\$ 191.22	150 SHERWOOD AVE	9/23/2011
\$ 72.55	150 SHERWOOD AVE	7/26/2012
\$ 168.41	150-A SHERWOOD AVE	9/12/2013
\$ 1,354.62	120 SHERWOOD AVE	11/23/2012
\$ 480.27	310 BROWN AVE	4/4/2012
\$ 850.97	320 S SHENANDOAH AVE	10/17/2011
\$ 348.33	122 S SHENANDOAH AVE #1	5/25/2012
\$ 417.49	122 S SHENANDOAH AVE #1	8/22/2011
\$ 314.10	115-B S SHENANDOAH AVE	3/25/2013
\$ 390.34	117-B S SHENANDOAH AVE	9/30/2011
\$ 429.72	205 S SHENANDOAH AVE	9/4/2013
\$ 426.92	211-B S SHENANDOAH AVE	11/7/2011
\$ 179.32	211-B S SHENANDOAH AVE	5/17/2013
\$ 36.93	327 S SHENANDOAH AVE	8/7/2013
\$ 324.43	327 S SHENANDOAH AVE	7/6/2012
\$ 311.94	327 KERFOOT AVE	4/20/2011
\$ 122.10	402 KERFOOT AVE	12/14/2012
\$ 494.97	504 KERFOOT AVE LOT #5A	4/24/2013

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 225.27	506 KERFOOT AVE LOT 3A	5/25/2012
\$ 171.94	427 DUNCAN AVE	10/28/2013
\$ 34.98	425 DUNCAN AVE	8/12/2011
\$ 531.63	309 DUNCAN AVE	2/19/2014
\$ 732.50	102 KERFOOT AVE LOT 2B	8/28/2013
\$ 303.64	134 KERFOOT AVE LOT 10B	8/17/2011
\$ 231.88	400 DUNCAN AVE	11/27/2012
\$ 898.78	414 DUNCAN AVE	2/28/2012
\$ 275.18	340 CHERRYDALE AVE	2/28/2013
\$ 166.97	338 CHERRYDALE AVE	7/31/2012
\$ 233.03	336 CHERRYDALE AVE	12/29/2010
\$ 540.80	312 CHERRYDALE AVE	4/4/2012
\$ 167.42	319 CHERRYDALE AVE	5/31/2012
\$ 161.49	325 CHERRYDALE AVE #1	4/16/2013
\$ 215.87	325 CHERRYDALE AVE #7	4/5/2012
\$ 329.98	325 CHERRYDALE AVE #7	11/27/2012
\$ 335.75	325 CHERRYDALE AVE #9	8/12/2011
\$ 94.45	343 CHERRYDALE AVE #1	11/1/2013
\$ 524.36	355 CHERRYDALE AVE	9/27/2013
\$ 137.06	409 CHERRYDALE AVE	10/24/2011
\$ 70.23	610 BROWN AVE	6/1/2012
\$ 65.02	380 CHERRYDALE AVE	8/23/2013
\$ 166.49	382 CHERRYDALE AVE	7/6/2012
\$ 46.28	390 CHERRYDALE AVE	6/30/2012
\$ 276.25	400 CHERRYDALE AVE	2/24/2012
\$ 263.98	408 CHERRYDALE AVE	11/21/2011
\$ 260.49	445 OVERLOOK DR	5/23/2013
\$ 392.14	5641 BROWNTOWN RD 2 MILES ON RIGHT	2/24/2012
\$ 313.41	6782 BROWNTOWN RD	3/26/2013
\$ 196.82	401 E CRISER RD #301	11/25/2011
\$ 194.36	403 E CRISER RD #202	3/25/2013
\$ 71.44	423 E CRISER RD #101	7/19/2013
\$ 67.35	419 E CRISER RD #103	6/20/2013
\$ 199.77	417 E CRISER RD #103	10/2/2013
\$ 47.68	417 E CRISER RD #303	8/1/2011
\$ 180.22	407 E CRISER RD #204	5/28/2013
\$ 135.57	409 E CRISER RD #302	9/2/2011
\$ 71.54	409 E CRISER RD #304	10/17/2011

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 497.36	640 MILLS LN	3/29/2013
\$ 58.94	723 PARKVIEW DR	9/27/2012
\$ 119.98	206 E CRISER RD	10/17/2011
\$ 1,231.22	103 BEEDEN LN	12/31/2013
\$ 97.87	117 BEEDEN LN	12/30/2011
\$ 426.95	127 BEEDEN LN	1/11/2013
\$ 263.30	142 BEEDEN LN	3/30/2012
\$ 100.00	461 ACTON ST	6/23/2011
\$ 411.31	438 ACTON ST	8/31/2011
\$ 480.22	422 ACTON ST	4/20/2012
\$ 117.77	231-B SOUTH ST	11/18/2011
\$ 541.65	235 SOUTH ST	4/4/2012
\$ 457.38	441 HILL ST	12/13/2013
\$ 3,059.79	215 MIDWAY AVE	12/30/2011
\$ 490.21	206 BEEDEN LN	2/28/2014
\$ 154.70	482 HILL ST	1/6/2012
\$ 146.03	482 HILL ST	8/17/2012
\$ 612.48	480 - 482 HILL ST (WATER ONLY)	1/6/2012
\$ 578.48	480 HILL ST	1/3/2012
\$ 701.40	454 HILL ST	3/2/2012
\$ 134.94	450 HILL ST #1	10/24/2011
\$ 436.33	450 HILL ST #1	2/7/2013
\$ 145.67	817 REMOUNT RD	12/21/2012
\$ 2,076.94	865 JOHN MARSHALL HWY	6/29/2012
\$ 842.85	1182 ELM ST	8/22/2011
\$ 647.71	15 HILLVUE ST	2/28/2012
\$ 354.24	1165 JOHN MARSHALL HWY	6/29/2012
\$ 113.58	1165 JOHN MARSHALL HWY	8/29/2013
\$ 672.98	1165 JOHN MARSHALL HWY	3/30/2012
\$ 650.42	207 SUMMIT DR	1/10/2013
\$ 115.89	5 SHENANDOAH COMMONS WAY #202	11/28/2011
\$ 210.28	5 SHENANDOAH COMMONS WAY #203	4/24/2013
\$ 197.63	5 SHENANDOAH COMMONS WAY #301	12/27/2012
\$ 37.74	5 SHENANDOAH COMMONS WAY #303	3/14/2013
\$ 53.96	11 SHENANDOAH COMMONS WAY #101	1/27/2012
\$ 95.11	11 SHENANDOAH COMMONS WAY #201	11/30/2010
\$ 245.76	11 SHENANDOAH COMMONS WAY #303	8/27/2012
\$ 116.34	15 SHENANDOAH COMMONS WAY #102	1/31/2014

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 155.39	15 SHENANDOAH COMMONS WAY #103	5/23/2013
\$ 118.62	19 SHENANDOAH COMMONS WAY #304	10/31/2012
\$ 153.28	19 SHENANDOAH COMMONS WAY #304	10/31/2013
\$ 128.85	23 SHENANDOAH COMMONS WAY #201	3/22/2013
\$ 112.68	23 SHENANDOAH COMMONS WAY #202	10/16/2013
\$ 204.50	25 SHENANDOAH COMMONS WAY #204	3/31/2013
\$ 173.97	25 SHENANDOAH COMMONS WAY #304	5/31/2013
\$ 269.00	21 SHENANDOAH COMMONS WAY #303	8/31/2013
\$ 62.46	17 SHENANDOAH COMMONS WAY #101	9/27/2012
\$ 44.10	17 SHENANDOAH COMMONS WAY #303	3/2/2012
\$ 109.81	13 SHENANDOAH COMMONS WAY #102	5/9/2013
\$ 207.63	13 SHENANDOAH COMMONS WAY #303	4/27/2012
\$ 633.98	128 RICHMOND RD	9/15/2011
\$ 474.53	100 RICHMOND RD	7/12/2013
\$ 70.48	205 PEACH TREE CT LT #5	5/25/2012
\$ 230.05	922 JOHN MARSHALL HWY	8/8/2012
\$ 122.42	904 JOHN MARSHALL HWY.	8/7/2013
\$ 462.51	840-C JOHN MARSHALL HWY	9/30/2011
\$ 247.62	840-C JOHN MARSHALL HWY	9/30/2011
\$ 1,778.51	450 S COMMERCE AVE #3	10/3/2012
\$ 826.77	729 STAYMAN ST	2/1/2013
\$ 186.68	125 THE HILL	2/27/2014
\$ 480.84	125-A THE HILL COTTAGE	2/27/2014
\$ 226.59	125 THE HILL WATER ACCOUNT	2/27/2014
\$ 316.14	9 WASHINGTON AVE	7/10/2012
\$ 812.91	605 RANDOLPH AVE	12/30/2011
\$ 1,209.17	613 RANDOLPH AVE	3/23/2012
\$ 198.00	710 MANASSAS AVE	10/1/2012
\$ 376.70	613 BEL AIR AVE	8/26/2011
\$ 319.64	615 BEL AIR AVE	2/10/2012
\$ 261.20	623 BEL AIR AVE	3/1/2013
\$ 964.99	631 BEL AIR AVE	12/23/2011
\$ 449.53	639 BEL AIR AVE	5/1/2013
\$ 223.99	645 BEL AIR AVE	12/7/2012
\$ 94.38	702 BELAIR AVE	6/15/2012
\$ 422.63	640 BEL AIR AVE	3/14/2013
\$ 384.16	640 BEL AIR AVE	8/1/2011
\$ 150.37	630 BEL AIR AVE	12/14/2012

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 588.36	630 BEL AIR AVE	7/19/2013
\$ 89.07	615 NEW AVE	11/11/2011
\$ 83.57	705 NEW AVE	12/14/2012
\$ 1,186.79	707 NEW AVE	3/23/2012
\$ 161.26	604 MIDLAND AVE	12/23/2011
\$ 632.75	602 MIDLAND AVE	8/13/2013
\$ 770.68	410 E 6TH ST	2/28/2012
\$ 66.42	410 E 6TH ST	3/28/2012
\$ 555.73	244 E 6TH ST	3/29/2013
\$ 213.44	436 BEL AIR AVE	9/30/2011
\$ 360.32	409 BEL AIR AVE	3/2/2012
\$ 288.79	433 BEL AIR AVE	10/31/2011
\$ 551.34	433 BEL AIR AVE	3/9/2012
\$ 346.69	519 BEL AIR AVE	9/30/2011
\$ 443.05	518 MANASSAS AVE	5/30/2013
\$ 420.78	506 MANASSAS AVE	6/14/2013
\$ 935.99	423 MANASSAS AVE	1/31/2012
\$ 1,457.59	507 MANASSAS AVE	8/15/2011
\$ 394.27	526 WASHINGTON AVE	4/2/2012
\$ 450.59	438 WASHINGTON AVE	8/5/2011
\$ 115.88	507 WASHINGTON AVE	3/29/2013
\$ 321.29	513 WASHINGTON AVE	3/16/2012
\$ 1,762.09	513 WASHINGTON AVE	12/31/2012
\$ 107.29	517 WASHINGTON AVE	9/30/2011
\$ 872.89	515 RANDOLPH AVE	3/31/2012
\$ 283.10	426 RANDOLPH AVE	7/29/2013
\$ 378.49	521 FREDERICK AVE	12/7/2012
\$ 826.23	529 FREDERICK AVE	8/15/2011
\$ 753.48	974 VISTA RIDGE CT	9/6/2011
\$ 189.55	975 MEADOW CT	8/24/2012
\$ 281.01	1015 MEADOW LN LOT #39	6/29/2012
\$ 153.48	1039 MEADOW LN LOT#45	8/28/2013
\$ 54.50	492 SWAN RD	8/6/2013
\$ 310.76	1149 HAPPY RIDGE DR	8/28/2012
\$ 543.05	1151 HAPPY RIDGE DR	10/4/2011
\$ 697.03	1155 HAPPY RIDGE DR	7/27/2012
\$ 827.33	1109 EWELL ST	5/31/2012
\$ 618.03	1433 HAPPY CREEK RD	11/30/2010

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 1,846.10	1285 PROGRESS DR. WATER METER #40073	4/16/2013
\$ 135.21	835 E 6TH ST	3/25/2013
\$ 1,639.17	819 E 6TH ST	2/3/2014
\$ 346.81	602 E 6TH ST UPSTAIRS	4/27/2012
\$ 1,098.69	729 MANASSAS AVE	9/28/2012
\$ 49.56	625 HIGHVIEW ST	2/19/2014
\$ 866.23	627 HIGHVIEW ST	4/18/2012
\$ 372.79	103 STEELE AVE	9/11/2013
\$ 270.44	119 STEELE AVE	8/31/2011
\$ 652.92	115 STEELE AVE	6/15/2012
\$ 506.36	131 STEELE AVE	7/30/2013
\$ 673.12	108 STEELE AVE	1/31/2012
\$ 4,060.45	541 S ROYAL AVE	5/30/2013
\$ 505.09	541 S ROYAL AVE POOL/OFFICE	5/30/2013
\$ 302.83	512 PROCTOR LN	7/29/2011
\$ 879.33	510 S ROYAL AVE	10/30/2012
\$ 547.08	515-B CARTER ST	5/29/2013
\$ 80.76	306 S ROYAL AVE #3	12/7/2012
\$ 109.65	306 S ROYAL AVE #4	1/20/2012
\$ 206.22	17 E PROSPECT ST	12/9/2011
\$ 381.00	21 E PROSPECT ST	12/7/2012
\$ 436.52	24 E PROSPECT ST	10/1/2010
\$ 233.26	24 E PROSPECT ST	1/9/2012
\$ 380.92	202 S ROYAL AVE #2 UPSTAIRS	2/4/2013
\$ 167.38	202 S ROYAL AVE #1 DOWNSTAIRS	2/4/2013
\$ 765.41	23 E STONEWALL DR	10/4/2011
\$ 1,077.65	120-D S ROYAL AVE	12/18/2012
\$ 186.13	120-B S ROYAL AVE	9/30/2011
\$ 422.61	120-B S ROYAL AVE	5/23/2013
\$ 71.73	118-A S ROYAL AVE	12/9/2011
\$ 81.04	116-A S ROYAL AVE	11/30/2012
\$ 51.95	116-B S ROYAL AVE	11/30/2011
\$ 39.45	116-B S ROYAL AVE	8/28/2013
\$ 118.26	110 S ROYAL AVE #A BASEMENT	10/17/2012
\$ 69.43	110 S ROYAL AVE #A BASEMENT	7/22/2013
\$ 70.54	203 CHURCH ST #1	2/24/2012
\$ 233.74	219 CHURCH ST	2/10/2012
\$ 164.95	217-A LAUREL ST	3/2/2012

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 315.92	341 OSAGE ST	8/28/2013
\$ 281.48	355 OSAGE ST	8/1/2011
\$ 683.35	410 OSAGE ST	4/18/2013
\$ 658.16	408 OSAGE ST	5/3/2013
\$ 417.62	406 OSAGE ST	3/30/2012
\$ 881.74	203 SHORT ST	3/23/2012
\$ 205.27	43 CLOUD ST	1/7/2013
\$ 198.13	207 CLOUD ST #2	2/24/2012
\$ 56.27	207 CLOUD ST #4	9/19/2013
\$ 255.91	341 CLOUD ST #3	10/27/2011
\$ 87.97	234 SOUTH ST #1	1/29/2014
\$ 486.07	237 SHORT ST	4/25/2012
\$ 292.57	237 SHORT ST	3/1/2013
\$ 979.14	241 SHORT ST	10/5/2012
\$ 106.32	241 SHORT ST	5/21/2013
\$ 139.12	242 SHORT ST	10/1/2013
\$ 1,288.70	230 SHORT ST	3/28/2012
\$ 615.20	310 CLOUD ST	10/30/2012
\$ 46.35	309 E PROSPECT ST	8/10/2012
\$ 320.18	310 PROSPECT ST	6/28/2013
\$ 1,369.28	208-A CLOUD ST	8/31/2011
\$ 247.68	208-A CLOUD ST	10/5/2011
\$ 1,472.43	208-A CLOUD ST	6/8/2012
\$ 453.83	203 BLUE RIDGE AVE	7/6/2012
\$ 31.47	203 BLUE RIDGE AVE #1	7/6/2012
\$ 313.18	203 BLUE RIDGE AVE #2	7/6/2012
\$ 390.14	203 BLUE RIDGE AVE #3	7/6/2012
\$ 301.93	337 BLUE RIDGE AVE	11/11/2011
\$ 570.06	345 BLUE RIDGE AVE	9/30/2011
\$ 194.85	349 BLUE RIDGE AVE #B	6/30/2012
\$ 420.86	349 BLUE RIDGE AVE #B	10/17/2012
\$ 266.41	336 BLUE RIDGE AVE #1	5/28/2013
\$ 77.08	214 BLUE RIDGE AVE #1	12/11/2013
\$ 340.39	214 BLUE RIDGE AVE #2	5/25/2012
\$ 317.90	214 BLUE RIDGE AVE #2	4/24/2013
\$ 185.73	214 BLUE RIDGE AVE #3	10/31/2011
\$ 78.40	214 BLUE RIDGE AVE #7	1/9/2012
\$ 130.68	214 BLUE RIDGE AVE #7	2/5/2013

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 182.37	214 BLUE RIDGE AVE #7	2/19/2014
\$ 283.10	510 STONEWALL DR	1/6/2012
\$ 46.17	603 STONEWALL DR	8/6/2012
\$ 49.18	204 FLETCHER ST	2/1/2011
\$ 1,301.05	208 FLETCHER ST	4/25/2012
\$ 199.78	221 FLETCHER ST #1	4/5/2013
\$ 564.29	322 RITENOUR ST	3/23/2012
\$ 3,239.46	312 RITENOUR ST	9/23/2011
\$ 989.58	548 PROSPECT ST	5/2/2013
\$ 87.86	558 PROSPECT ST	8/3/2012
\$ 208.48	570 PROSPECT ST	11/21/2011
\$ 143.92	330 RITENOUR ST	10/21/2011
\$ 1,452.04	411 SHORT ST	8/31/2011
\$ 126.79	413 SHORT ST	10/31/2011
\$ 189.10	524 SHORT ST	7/29/2013
\$ 447.02	520 SHORT ST	3/23/2012
\$ 202.57	15 S MARSHALL ST	9/30/2012
\$ 372.48	33 S MARSHALL ST	2/27/2013
\$ 281.70	839 WILLIAM ST	7/9/2012
\$ 42.91	828 STONEWALL DR	7/20/2012
\$ 671.87	15 N MARSHALL ST	5/7/2012
\$ 389.01	25 N MARSHALL ST	2/10/2012
\$ 921.46	32 S MARSHALL ST	8/19/2011
\$ 43.05	101 PINECREST ST	12/21/2012
\$ 75.05	316 AMHERST DR	4/16/2012
\$ 890.86	327 AMHERST DR	10/3/2011
\$ 385.92	323 JAMESTOWN RD	10/1/2013
\$ 386.09	329 JAMESTOWN RD	10/31/2013
\$ 402.55	59 CHARLES ST	9/12/2013
\$ 74.35	812 RODNEY AVE	9/11/2012
\$ 154.87	1067 HORSESHOE DR	5/25/2012
\$ 1,001.82	1044 HORSESHOE DR	2/23/2011
\$ 543.49	1008 HORSESHOE DR	1/20/2012
\$ 547.81	13 EASTERLY ST	5/22/2013
\$ 82.97	27 ROYAL LN #12	12/7/2012
\$ 130.22	35 ROYAL LN #7	8/15/2011
\$ 81.01	43 ROYAL LN #6	7/19/2012
\$ 284.55	61 ROYAL LN #12	4/4/2012

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 131.59	67 ROYAL LN #3	4/24/2012
\$ 176.53	75 ROYAL LN #2	12/14/2012
\$ 94.60	79 ROYAL LN #6	5/15/2012
\$ 212.74	79 ROYAL LN #9	8/31/2012
\$ 165.65	125 BIGGS DR #1	4/26/2012
\$ 418.81	125 BIGGS DR #1	8/26/2011
\$ 648.79	1337 ROBIN HOOD LN	10/1/2013
\$ 87.23	1347 ROBIN HOOD LN #2	4/5/2013
\$ 218.12	1359 ROBIN HOOD LN	4/25/2012
\$ 544.14	8 BIGGS DR	1/3/2012
\$ 2,077.62	1433 JOHN MARSHALL HWY	12/31/2013
\$ 75.33	1443 JOHN MARSHALL HWY #5	7/30/2013
\$ 550.21	18 LAKE AVE	4/30/2012
\$ 309.62	18 LAKE AVE	12/7/2012
\$ 310.91	18 LAKE AVE	1/30/2013
\$ 1,768.93	1488 ANDERSON ST	2/10/2012
\$ 253.91	1498 JOHN MARSHALL HWY	9/15/2011
\$ 785.01	1460 JOHN MARSHALL HWY	10/31/2012
\$ 475.41	1452 JOHN MARSHALL HWY	7/31/2011
\$ 1,912.47	1452 JOHN MARSHALL HWY	6/30/2012
\$ 780.55	1473 ANDERSON ST	5/4/2012
\$ 233.92	1460 ANDERSON ST	4/12/2012
\$ 113.03	1450 ANDERSON ST	8/10/2012
\$ 337.53	1415 ANDERSON ST	9/4/2012
\$ 704.77	1433 ANDERSON ST	10/31/2013
\$ 61.74	1450 LAKEVIEW DR LOT #4	9/12/2011
\$ 374.82	1438 JOHN MARSHALL HWY	10/3/2011
\$ 492.90	1412 JOHN MARSHALL HWY	7/31/2013
\$ 1,242.89	82 WESTMINSTER DR	7/31/2012
\$ 174.16	503 HAPPY CREEK RD	9/4/2013
\$ 110.37	514 BRAXTON RD	5/25/2012
\$ 595.68	516 BRAXTON RD	8/26/2011
\$ 355.46	516 BRAXTON RD	11/15/2013
\$ 948.23	510 ROSS AVE	11/7/2011
\$ 156.40	202 MANASSAS AVE	2/24/2012
\$ 74.44	202 MANASSAS AVE	2/20/2013
\$ 290.86	125 MANASSAS AVE	3/14/2013
\$ 179.63	726 RODNEY AVE	12/9/2011

Bad Debt of Utility Accounts

Balance	Service Address	Final Bill Due Date
\$ 1,960.66	216 CLYMER AVE	10/31/2011
\$ 198.24	214 CLYMER AVE	10/14/2011
\$ 316.26	107 POLK AVE	2/10/2012
\$ 246.20	216 POLK AVE	8/24/2012
\$ 218.01	116 POLK AVE	9/3/2013
\$ 463.27	809 HAPPY CREEK RD	4/30/2013
\$ 277,974.34	Total	

STATISTICS ON BAD DEBT UTILITY ACCOUNTS

	<u># of Accounts</u>	<u>Total Dollars</u>	<u>Avg \$ Per Account</u>	<u>% of Total \$</u>	<u>% of # of Accounts</u>
Business Accounts	47	\$ 45,597.87	\$ 970.17	16.4%	7.2%
Personal Accounts	605	\$ 232,376.47	\$ 384.09	83.6%	92.8%
Total Accounts	652	\$ 277,974.34	\$ 426.34	100%	

Balances

<u>Value of Balance</u>	<u># of Accounts</u>	<u>Total Dollars</u>	<u>Avg \$ Per Account</u>	<u>% of Total \$</u>	<u>% of # of Accounts</u>		
# of accounts <\$100	114	\$ 7,260.42	\$ 63.69	2.6%	17.5%		
\$100-\$199	137	\$ 20,474.00	\$ 149.45	7.4%	21.0%		
\$200-\$299	89	\$ 21,761.92	\$ 244.52	7.8%	13.7%		
\$300-\$399	86	\$ 29,614.72	\$ 344.36	10.7%	13.2%		
\$400-\$499	61	\$ 27,542.02	\$ 451.51	9.9%	9.4%		
\$500-\$599	38	\$ 20,623.78	\$ 542.73	7.4%	5.8%		
\$600-\$699	28	\$ 18,204.05	\$ 650.14	6.5%	4.3%		
\$700-\$799	19	\$ 14,256.18	\$ 750.33	5.1%	2.9%		
\$800-\$899	22	\$ 18,882.80	\$ 858.31	6.8%	3.4%		
\$900-\$999	8	\$ 7,624.64	\$ 953.08	2.7%	1.2%		
>\$1,000	50	\$ 91,729.81	\$ 1,834.60	33.0%	7.7%		
						38.4% of Total Dollars	74.7% of Total Accounts
						61.6% of Total Dollars	25.3% of Total Accounts

Only Balances > \$1,000

<u>Description</u>	<u># of Accounts</u>	<u>Total Dollars</u>	<u>Avg \$ Per Account</u>	<u>% of \$ > \$1,000</u>	<u>% of # of Accounts</u>
Business Accounts	14	\$ 38,004.16	\$ 2,714.58	41.4%	28.0%
Personal Accounts	36	\$ 53,725.65	\$ 1,492.38	58.6%	72.0%
Serious Medical Condition	2	\$ 2,550.73	\$ 1,275.37	2.8%	4.0%
Meter Tampering	5	\$ 7,286.40	\$ 1,457.28	7.9%	10.0%
Water Leaks	2	\$ 3,614.30	\$ 1,807.15	3.9%	4.0%
Returned Check Before Shutoff	3	\$ 5,057.42	\$ 1,685.81	5.5%	6.0%
# of Accounts with Deposits	49				98.0%

General Statistics

FY2018 Utilities Billed	\$ 29,679,635.00
% of writeoffs to amount billed for FY2018	1%
FY2012 Utilities Billed	\$ 23,170,779.00
% of writeoffs to amount billed for FY2018	1.20%
FY2011 Utilities Billed	\$ 24,066,425.29
% of writeoffs to amount billed for FY2018	1.16%
# of 2018 Disconnects for Non-payment	2,563
# of Utility Accounts Closed in 2018	1,796
# of Standard Utility Bills Mailed in 2018	100,585
# of Delinquent Utility Bills Mailed in 2018	26,870
# of Payment Agreements Per Year	5,952
2018 amount collected from debt set off on closed accounts	\$ 48,317.86

Deposit on Utility Account Statistics

Writeoff Accounts Opened with Deposits	96.8%
Writeoff Accounts Closed with Deposits	87.4%
Average \$ Amount of Deposit	240
Total # of Active Utility Accounts with Deposits	2428
Total # of Active Utility Accounts	8382
Total % of Active Utility Accounts with Deposits	29.0%



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE

102 E. MAIN STREET

P.O. BOX 1560

Front Royal, Va. 22630

B.J. Wilson
Director of Finance
bwilson@frontroyalva.com

(540) 635-7799
(540) 635-2298 fax

BAD DEBT WRITE-OFF POLICY

Background

The Town of Front Royal had a large dollar value of uncollectible "bad debt" recorded yearly on the Town's ledger, due to non-payment of utility bills which had not been addressed for over 30 years until 2011-2012. The Town's auditing firm, Mitchell & Company, requested that Town Council approve a policy that would allow the Department of Finance to review outstanding uncollectible debt annually, and abate the bad debt from ledgers after all avenues for collection had been exhausted.

Purpose:

To have a written policy in place to write off bad debt once the debt has become uncollectable.

Code of Virginia § 8.01-246 allows action to be taken to collect on written contracts for a period of 5 (five) years. Written agreements are used for Town of Front Royal Utility Accounts. Based on the Code of Virginia, a Town of Front Royal Utility Account would be deemed uncollectible after there has been no activity from the account holder for a period of 5 (five) consecutive years.

Procedure:

1. A final utility bill will be mailed to the utility account holder when the account has been closed. The final utility bill will allow the account holder a minimum of 20 days to pay.
2. A delinquent notice will be sent to the account holder after the due date and will notify the account holder that the utility account will be submitted to the Commonwealth of Virginia Debt-Set Off Program for collection.
3. Any future payments received from the account holder will be applied to the most delinquent balance.
4. Monthly cross reference checks will be performed by tax identification or social security number to ensure delinquent balances are paid before current balances on other accounts.
5. Collection will not be pursued on debt deemed uncollectible by the Code of Virginia.
6. Annually, the Department of Finance will provide information regarding uncollectible accounts to Town Council and request approval to write-off the uncollectible accounts.

ADDITIONAL OPTIONS FOR COLLECTION OF BAD DEBT

Based on the utilities billed during FY2018, the Town of Front Royal Department of Finance currently collects approximately 99.5% of the amounts billed annually before an account is deemed uncollectible and written off.

Current collection procedures include disconnect for non-payment, payment agreements, submission to the Commonwealth of Virginia debt set-off program, and applying deposits to final utility bills.

Some additional options for collection that could be considered are:

A. Personal Guarantor For Business Accounts – Legal Office is currently reviewing current ordinances that may need updated to implement the requirement of a personal guarantor on business accounts.

B. Raising the Amount of Deposit Required to Open a Utility Account – Statistics show that 96.8% of the utility accounts that are deemed uncollectible based on the revised policy were opened with deposits being required and 87.4% of those accounts had deposits remaining on the accounts when closed. Currently, about 29% of all Town utility accounts have deposits on them. These statistics help justify the Town's procedures for the requirement of a deposit.

Currently, the Town requires one month deposit based on the highest bill for the previous twelve months for the particular account. If the Town were to consider raising the deposit amount to two months, the amount of bad debt write-off would decrease between 40%-50%.

C. Town Legal Department Seeking Judgement - The Town Legal Department could seek judgement on accounts over certain amounts (recommended over \$1,000). If a judgment is entered the 5 year limitation would not apply and the judgment could eventually show up on a credit report.

D. Outside Collection Agency – An outside collection agency could be used to collect for a fee. This option is not recommended.

E. Place Lien On Property – Code of Virginia allows localities to place liens on property for unpaid utility bills. The Town would need to change some policies, procedures, and possibly ordinances to implement the placement of liens. This option is not recommended.

**RESOLUTION TO ADOPT
A POLICY TO ADDRESS
DELINQUENT RECEIVABLES FROM UTILITY BILLS**

WHEREAS, the Town of Front Royal has delinquent receivables from utility bills that are determined to be uncollectible; and

WHEREAS, the Town's auditing firm has requested that the Town adopt a policy to review these delinquent receivables and abate them from our ledgers when all opportunities for collection have been exhausted; and

WHEREAS, the Town desires to establish uniform guidelines for determining delinquent accounts receivable which should be considered as bad debts and written off;

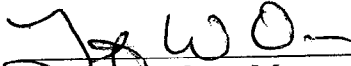
NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Town of Front Royal, Virginia that the Town shall adopt the following Policy to Address Delinquent Receivables from Utility Bills.

The Town of Front Royal shall adopt this policy and procedures to address delinquent receivables from utility bills:

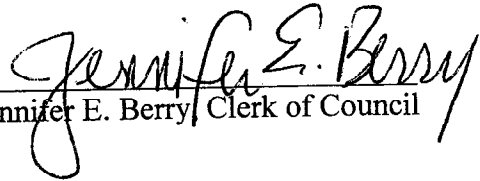
- 1) The Town shall require sufficient information from all utility customers, to include Social Security Numbers and/or Driver's License, to establish an account that can allow staff to search for unpaid bills.
- 2) Town staff will routinely review active accounts with closed accounts to identify opportunities to bring forward outstanding delinquent balances.
- 3) Final utility bills will be reviewed to ensure all charges are accurate and collectible.
- 4) The Town shall issue a second notice through the postal mail service of final billing after a utility bill becomes delinquent by more than thirty (30) days.
- 5) The Town shall utilize available outside programs to assist in collecting delinquent balances to include the Virginia Department of Taxation Debt Set Off Program.
- 6) Town staff will develop, at least annually, a list of accounts that have been determined to be uncollectible. The criteria for this determination shall be:
 - A) No activity on a closed account for at least seven (7) years
 - B) The account has entered a status of "bankruptcy" with no activity for five (5) years
 - C) All efforts of collection have been exhausted
- 7) Staff shall present the list of delinquent accounts qualifying as "uncollectible" to Town Council that shall include the account number, delinquent balance, and justification for declaration.
- 8) Town Council shall consider approval of this list of delinquent accounts to write off the uncollectible bad debt.

Adopted this, 13th day of November, 2012

APPROVED:


Timothy W. Darr, Mayor

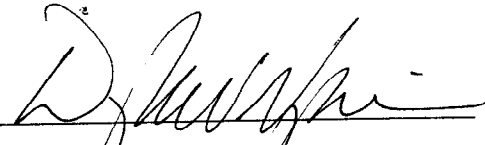
ATTEST:


Jennifer E. Berry, Clerk of Council

THIS RESOLUTION was approved at the Regular Meeting of the Town of Front Royal, Virginia, Town Council conducted on November 17, 2012 upon the following recorded vote:

Thomas H. Sayre	<u>Yes/No</u>	Bret W. Hrbek	<u>Yes/No</u>
Hollis L. Tharpe	<u>Yes/No</u>	Eugene R. Tewalt	<u>Yes/No</u>
N. Shae Parker	<u>Yes/No</u>	Daryl L. Funk	<u>Yes/No</u>

Approved as to Form and Legality:


Douglas W. Napier, Town Attorney

Dated: 11/14/2012

4



Work Session Agenda Form

Item # 4

DATE: 3/4/19

AGENDA ITEM: FY20 Proposed Budget – Continued Discussion

SUMMARY: Staff presented and review the FY20 Proposed Budget revenues and general fund expenditures on February 4th, 2019. The FY20 Proposed Budget Enterprise Fund expenditures were reviewed on February 19th, 2019.

During the previous presentations Town Council requested to further review historic/current medical insurance and compensation expenses. Staff will provide the most current and available information relating to insurance and compensation expense for further discussion.

BUDGET/FUNDING: FY20 Proposed Budget

STAFF RECOMMENDATION: Staff recommends to discuss any questions or concerns regarding the FY20 budget and discuss any additional information council would like to be provided prior to voting for adoption of a FY20 budget that is currently scheduled for April 22, 2019.

Work Session

5



Work Session Agenda Form

Item # 5

DATE: March 4, 2019

AGENDA ITEM: Volunteers for the Town of Front Royal Scholarship Committee

SUMMARY:

In 2015, Council began the Town of Front Royal Scholarship Program in the amount of \$1,000. Council is requested to have two councilmembers volunteer to review the applications and select two scholarship recipients (\$500 each) who will be presented with their awards in the spring at a regular Council meeting. Advertisement for the scholarship began February 5 and ends March 15. Both local high schools, R-MA and local private schools were notified of the scholarship.

Attached is the application with additional information.

BUDGET/FUNDING: 1101-45428 Town Council-Community Relations

STAFF RECOMMENDATION: Council to select two councilmembers to review applications once the deadline has passed.

Work Session

TOWN OF FRONT ROYAL SCHOLARSHIP

APPLICATION

Two *Town of Front Royal Scholarships* will be awarded to two (2) graduating seniors who reside in the limits of the Town of Front Royal. The Scholarships are for \$500.00 each and is a one-time grant to deserving students pursuing continued undergraduate or trade education at an accredited university, community college, or trade school. Town Council will select and present the awards in Spring 2019 at a Town Council Meeting.

Name _____

Address _____

Phone# _____

E-Mail _____

Parent/Guardian _____

School Currently Attending _____

Please attach complete responses to all questions below so that Town Council can effectively evaluate your application.

- 1) Describe your post high school education plans, as well as your plans for employment following completion of your education.
- 2) List your activities in high school.
- 3) List your community activities in high school.
- 4) List all honors and awards during high school.
- 5) Describe how living in Front Royal has influenced your future plans.

Deadline: Friday, March 15, 2019 @ 5:00pm

To eliminate any bias or appearance thereof in the evaluation of applications for Town student scholarships and in the selection for the scholarships by Town Council, prior to submission to Council for evaluation and selection, Town staff will redact the names, addresses and other personal identifying information in each application, and simply randomly assign each application a number.

Once completed return application by E-mail, Mail, or Deliver to:
Town Manager Joseph E. Waltz at jwaltz@frontroyalva.com
Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630
Additional Information contact the Town Manager at (540)635-8007, Monday-Friday, 8:00am – 5:00pm