



TOWN COUNCIL WORK SESSION

Monday, June 3, 2019 @ 7:00 p.m.

Town Hall Council Chambers

TOWN/STAFF RELATED ITEMS

1. Special Use Permit Application for 650 W 11th St – Dog Training Facility w/Kennel – *Dir of P&Z*
2. Proposed Ordinance Amendment to Chapter 134-71 Utility Accounts/Payments/Termination of Service – *Director of Finance*
3. Write off for Bad Debt - *Director of Finance*
4. Inflow & Infiltration (I&I) Abatement Program – *Director of Public Works*
5. Update on Pedestrian Safety Measures for FY19-20 year– *Town Manager*

COUNCIL/MAYOR RELATED ITEMS:

6. Council Discussion/Goals *(time permitting)*

1



Work Session Agenda Form

Item # 1

DATE: June 3, 2019

AGENDA ITEM: Special Use Permit Application FRSPU-001349-2019, Fianna Litvok, Dog Training Facility with a Kennel
Director of Planning/Zoning

SUMMARY: The applicant has applied for a Dog Training Facility with a kennel at 650 W. 11th Street. See the attached Staff Report and attachments from the applicant for more information. The Planning Commission recommended approval of the application.

BUDGET/FUNDING: No change.

STAFF RECOMMENDATION: Public Hearing will be held at a future meeting of Town Council.

Work Session



TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING
102 EAST MAIN STREET
P.O. BOX 1560
FRONT ROYAL, VA 22630

Main: 540.635.4236
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SEP RSPU-

SPECIAL USE PERMIT REQUEST

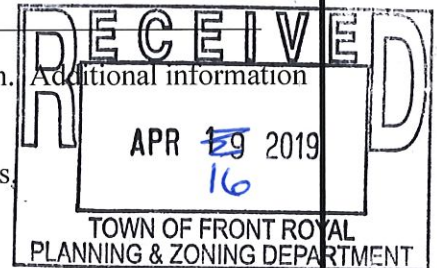
APPLICANT
NAME Fianna Litvok PHONE 917-704-7090
ADDRESS 524 N. ROYAL AVE, #51, Front Royal, VA 22630
E-MAIL Fianna352@GMAIL.COM

PROPERTY DESCRIPTION
PROPERTY ADDRESS 650 W. 11th ST, STE A
TAX MAP _____ SECTION _____ BLOCK 3 LOT 7-8-9
SUBDIVISION NAME ROYAL VILLAGE ACREAGE _____

REQUEST
ZONING DISTRICT _____
PROPOSED USE OF PROPERTY Dog Training Facility / Kennel
SPECIFIC SPECIAL USE PERMIT REQUEST Dog Training and
Kennel Facility

ATTACHMENTS --The following must be submitted with the application. Additional information may be required depending on the nature of the request.

1. Survey/Plat of property showing all **existing** improvements.
(10 copies if larger than 11" X 17")
2. Site Plan Application
3. Application Fee of \$400.00 (Checks payable to the Town of Front Royal)
4. Additional information as required by the Department of Planning & Zoning.



CERTIFICATION

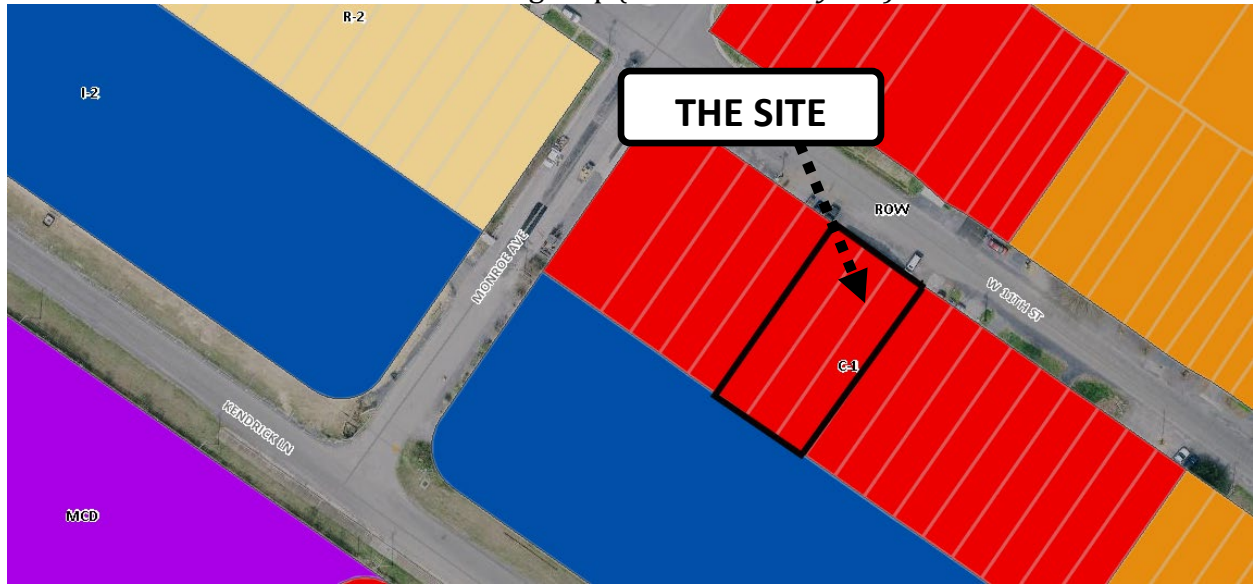
I certify that the information provided with this application is correct to the best of my knowledge and should the special use permit be granted, the project will comply with the conditions imposed upon it and will be implemented only as approved by Town Council.

Signature Fianna Litvok Date 4/9/2019

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.

Receipt # 940532 Date Paid 4-19-19

Town Zoning Map (Warren County GIS)



Aerial (Warren County GIS)



The site plan shows a rectangular lot with an area of 10,875 sq. ft. The lot is bounded by West 11th Street to the north and a fence line to the south. The existing building is located in the northern portion of the lot. To the west of the building is a gravel driveway and concrete patio. To the east of the building are two propane tanks and a wire mesh fence. The southern boundary features a solid board fence, a cyclone fence, and several trees. A metal shed is indicated as being gone, while a framed wood shed and another metal shed are shown. Various utility lines and easements are also depicted.

Feature	Description / Notes
Entry	Gravel 'parking' - between sidewalk and street
Sidewalk	-on concrete slab
HVAC unit (1)	-on concrete slab
HVAC units (4)	-on concrete slab
Propane Tanks (2)	-on concrete slab
Wire Mesh Fence	
Parking Spaces	(5 spaces - 9' x 18' each)
Existing Tree(s)	
Metal Shed	
'Cyclone' Fence	

Existing Site Conditions(*Staff Photos of the Property*)



INFORMATION ON THE APPLICATION:

Project Summary

The application is for a use described as a dog training facility / kennel. A detailed description of the proposed use is provided by the applicant and attached with the application. The business name would be Tip Top K9. It would offer obedience training for dogs. Customers would primarily be private citizens. The applicant's business description indicates that most training will be off-site at the pet owner's house or other location. However, there would be "doggie bootcamps" on-site. Commercial kennels are described as secondary and related only to the "doggie bootcamps", where pet owners would leave their dogs at the facility for 2-4 weeks. The applicant initially hopes to be able to have 1-4 dogs housed at the site, but with a growth potential for up to 10.

The Applicant has included a soundproofing plan. This plan proposes several measures that will be taken initially, including the following: 1) "Mounted wall and ceiling acoustic panels", 2) "Soundproofing curtains", and 3) "Calming aromatherapy".

If noise is a problem after these measures, the soundproofing plan includes other measures that will be taken to mitigate noise so it will not be a nuisance to the adjacent uses.

A floorplan of the proposed facility is also included with the applicant and a site plan. The layout includes two dog training areas and a designated kennel area and a dog washing station. A restroom is also located beside the dog washing station but is not illustrated in the Applicant's sketch.

The site includes 5 parking spaces in the rear of the building on a gravel surface. There appears to be one space per tenant, plus one additional space labeled by a sign as visitor parking. There are two apartments upstairs and the two commercial spaces on the lower level. Street parking also exists in the front of the building.

Below are parking calculations of what the Town Code requires for off-street parking. The use does qualify for a parking exemption, as found under Town Code 175-127. This allows existing businesses to be reused with the existing parking provided that it is adequately maintained and delineated.

Apartments = 2 per unit = 4 spaces
Proposed Kennel (1280 sf) = 1 per 300 sf = 4.3
Existing Laundromat (720 sf) = 1 per 200 sf = 3.6
TOTAL = 12

The Warren County Building Official commented that the use will require a change of use application with the Warren County Building Inspections Department.

The Town Public Works department commented that the dog waste and trash must be bagged in accordance with the Town Code. They further indicated that a work order has been submitted for the resurfacing of the front parking area by the Town.

Special Use Permits

A special use permit is required because “Kennels” require a special use permit in the C-1 District, pursuant to Town Code 175-39.B.

Town Code 175-3 defines a Kennel as follows: *Any place, private or commercial, equipped and/or used to house, board, breed, handle, train, or otherwise care for five (5) or more dogs six (6) months of age or older.*

The Town is authorized to require a special use permit for certain uses within any zoning district under Virginia Code §15.2-2286. Some specific uses are granted protection from regulation from localities by the Virginia Code, including agriculture uses, small scale conversion of biomass to alternative fuel, certain residential uses, private tents, farm wineries, assisted living facilities, and group homes.

The issuance of a special use permit is subject to such conditions as are deemed necessary by the Front Royal Town Council after recommendations of the Front Royal Planning Commission. Prior to an action by Town Council or a recommendation by the Planning Commission, a **public hearing** is required for special use permits.

Conclusion

Town Staff recommends that the Planning Commission issue a recommendation of approval of the Special Use Permit Application with the following conditions. Additional consideration may need to be given if new information is provided at the scheduled public hearing.

CONDITIONS:

- 1) This Special Use Permit is authorized for a kennel used in association with the proposed dog training facility within the lower east unit (suite a) of 650 W 11th Street.
- 2) A maximum of 10 dogs may be housed within business.
- 3) The Tier 1 soundproofing measures identified in the application shall be installed by the Applicant before the business is opened.
- 4) The Tier 2 or Tier 3 measures identified in the application may be installed by the Applicant if the Tier 1 measures do not adequately mitigate sound from the use, as determined by the Planning Commission. If such measures are required, the applicant shall install the measures within 30-days, or as otherwise may be determined by the Planning Commission.
- 5) The existing parking lot shall be resurfaced prior to the business opening.
- 6) Town Council, or other designated representative, may inspect the property at any reasonable time to ensure compliance with local regulations, including, but not limited to, the conditions placed on this special use permit.
- 7) Upon inspection of the property, if it is found that the property is not in compliance with local regulations, including but not limited to, the conditions of this special use permit, the Town may revoke this special use permit after notice to the applicant and public hearing.

Planning Commission

A neighbor attended the public hearing and had concern about the potential sound impacts. After discussion with the applicant and neighbor the Planning Commission believed that the sound mitigation plan would address the noise concerns. The Planning Commission directed Town Staff to mail the conditions of approval to the adjoining property owners if approved by Town Council so they can let the Town know if noise becomes an issue.

On May 15, 2019 the Planning Commission recommended approval of the application with the conditions recommended by Town Staff.

ATTACHMENTS: Application and associated other documents from the Applicant.

**Tip Top K9 –
Special Use Permit Application
for 650 West 11th St., Suite A
Front Royal, VA**

Additional Information

Business Overview and Plan

Tip Top K9 offers general obedience training for dogs. Behavioral issues are the #1 reason dogs get put down, yet a majority of these problem can be fixed. We **love** dogs! And, we are passionate about helping as many dogs as possible, so that they can live happy lives with happy families. We are committed to helping dogs, and to helping families enjoy their dogs more.

A bulk of our business will be private, in-home lessons. This means our trainer will go to client's houses and work with dogs, and their owners, in their homes.

The other part of the business will be board-and-trains, our doggie "bootcamps". This is where we will take a dog for anywhere from 2-4 weeks so that we can work with the dog, one-on-one, in a private setting. The dog will get hours of training on a daily basis. The primary purpose of the "bootcamp" is to train the dog to a certain standard of obedience; the kenneling portion is secondary to that. *This is the intended use for 650 West 11th St., Suite A, Front Royal. We will use the space as a training and kenneling facility for our doggie bootcamps. All dogs in doggie bootcamp will be housed and trained at the space for duration of their bootcamp.*

We are not a dog boarding business. The space will not be used as a place where people can drop off their dogs when they go on vacation. The only dogs that will be kenneled at 650 West 11th St., Suite A, Front Royal, will be the dogs of Tip Top K9 clients who specifically paid for a doggie bootcamp.

We are also not a "doggie daycare" business. We will not be watching people's dogs during the day. The only dogs we will be caring for are the ones kenneled there, and the only dogs that will be kenneled at 650 West 11th St., Suite A, Front Royal, will be the dogs of Tip Top K9 clients who specifically paid for a doggie bootcamp.

In the initial stages, we expect to have anywhere from 1 - 4 dogs in the space at any one given time. As we grow, we hope to increase that number to 10.

Water Usage

We do not expect to use an excessive amount of water. We expect to use for water for:

- Standard toilet use
- Handwashing
- Refilling dog water bowls
- Washing floors
- Occasional bathing of dogs (We plan to install a dog-washing station. Once a dog graduates bootcamp and is ready to go home, we will bathe them so they can go home to their family nice and clean.)

We are not a dog grooming business. The only dogs that will be bathed at 650 West 11th St., Suite A, Front Royal, will be the dogs of Tip Top K9 clients who specifically paid for a doggie bootcamp.

From what we understand, the previous tenant in the space was a restaurant. We believe we will use significantly less water than that tenant.

Dog Waste Clean-Up

We will implement a very strict dog waste clean-up policy for all employees. All solid dog waste will be scooped up into paper towels and/or plastic bags. The waste will then be wrapped tightly and securely into one plastic bag, and then another, and then another, for a minimum of 3 bags. The waste will then be disposed of into our covered garbage bin.

Dogs will be taken out to the back of the building (to the parking lot area) so that they may relieve themselves. We have spoken with the property managers, and have been to the space many times, at different times of day. This lot is rarely used and we believe it will be a safe place for the dogs to relieve themselves.

It goes without saying, but all dogs will be on a leash - at all times - whenever they are outside.

**Tip Top K9 –
Special Use Permit Application for
650 West 11th St., Suite A, Front Royal, VA**

Soundproofing Plan

Overview

Tip Top K9 is applying for a Special Use Permit to occupy and use the space located at 650 West 11th St, Front Royal, VA for a canine boarding and training facility. We have developed a strategic and multi-layered soundproofing plan for the space to pre-emptively mitigate any potential noise disturbances. The plan features the latest, highest-quality noise reduction products on the market, and is designed to be scalable.

It should first be pointed out that a majority of dogs bark only occasion, and only sometimes to the point of becoming a nuisance. However, some dogs bark much more frequently than others. It should also be noted that while some larger breeds have pronounced barks, most smaller breeds have barks that are much quieter. The activity the dog is undertaking also affects how much a dog might bark. While actively undergoing training - which is the primary purpose for the space - dogs will rarely bark, as they are fully focused on their tasks. We expect that most of the barking we might experience will be when the dogs are in their kennels (crates).

Features of Our Soundproofing Plan

Strategic Fortification in Designated Kennel Area

Since we expect most of the “noise” to come from dogs potentially barking when kenneled, all kennels will kept in one designated area in the space. We have identified one section of the space to be used expressly for housing the kennels. (Please refer to floor space lay-out sketch.) We intend to add extra noise reduction measures in this area specifically.

Scalable

Our plan is multi-layered. We’ve designed 3 “tiers” of soundproofing, each of which builds upon the previous tier. We are confident our initial Tier 1 plan will effectively reduce most, if not all, of the noise that could possibly emanate from the space. However, should additional actions be required, we have designed a plan that will enable us to efficiently and rapidly deploy additional measures.

To be sure, Tier 1 of our plan is designed to effectively mitigate noise reduction from the onset – but our plan allows room to implement additional noise mitigation features, should we ever need to.

The Plan

Tier 1: Measure #1 – Mounted Wall and Ceiling Acoustic Panels

The primary noise reduction strategy consists of top-of-the-line acoustic panels, placed on the walls and the ceilings of the space. We have chosen to use the highest-rated brand on the market today, the Echo Eliminator™ by Acoustical Surfaces out of Minnesota. (See product description below).

We will be using the 1" 3 pound panels – and the wall, *as well as on the ceilings* – throughout the entire space, except in the designated kennel area.*

The Echo Eliminator™ 1" 3 pound panels have an NRC (Noise Reduction Coefficient) rating of .80. (Please see attached Official Laboratory Report AS-SA1448C from the Acoustic Systems Acoustical Research Facility.) According to testing and guidance from acoustic consultants, these 1" panels are very absorbent and will significantly reduce the noise in dog-related facilities.

*We have chosen to go with the 2", 3 pound panels in the designated area where the dogs will be kenneled. This product has a very high NRC rating of 1.15. (Please see attached Official Laboratory Report AS-SA1448C from the Acoustic Systems Acoustical Research Facility.) These 2" panels will be placed on the walls, as well as on the ceilings, in the designated kennel area.

Though the 1" panels would effectively soften any noise from the kennel area, and are much less expensive (less than half the cost), we have still chosen to use the 2" panels for this part of the space. We want to do everything in our power to ensure we are good neighbors, and that we have a pleasant environment for both the dogs in our care, and our employees.

Product Information: Echo Eliminator™

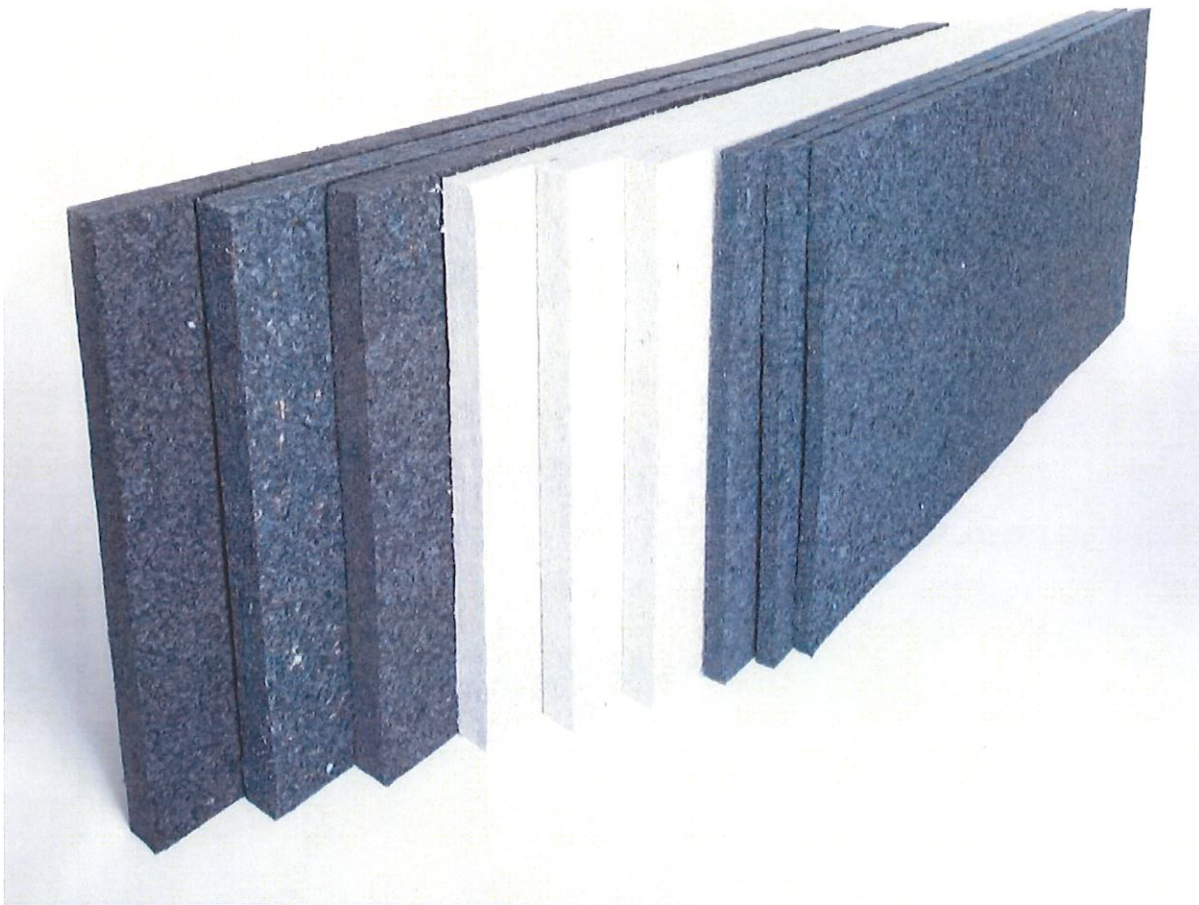
Bonded Acoustical Cotton (B.A.C.): The Most Effective Acoustical Absorbing Material On The Market

Echo Eliminator™ is a high-performance acoustical material made from recycled cotton. These cotton fabric panels are ideal for noise control applications. Echo Eliminator can be used as an acoustic wall panel or hanging baffle. Common applications of these cotton fabric panels are school gyms, classrooms, lunch rooms and any application where a high-performance noise control product is needed. Echo Eliminator cotton fabric panels are eligible for LEED™ credits, Class A fire rated and 100% recyclable.

1. Recycled Cotton (Green Acoustical Material)
2. Class A – Non-Flammable (Per ASTM E-84)
3. Lightweight
4. Easy to Install

5. Relatively Low Cost
6. High Light Reflectance
7. High Performance Acoustical Absorption
8. Relocatable (with Grommets)

Echo Eliminator™ Acoustic Panels



Tier 1: Measure #2 – Soundproof Curtains

We intend to hang soundproofing curtain (from ceiling to floor) around the designated kennel area. We will be using top-of-the-line Moondream Soundproof curtain (product information below). These curtains have been proven to provide a 4-fold reduction in noise (as certified by lab testing).

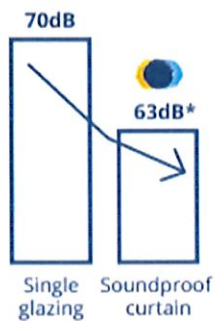
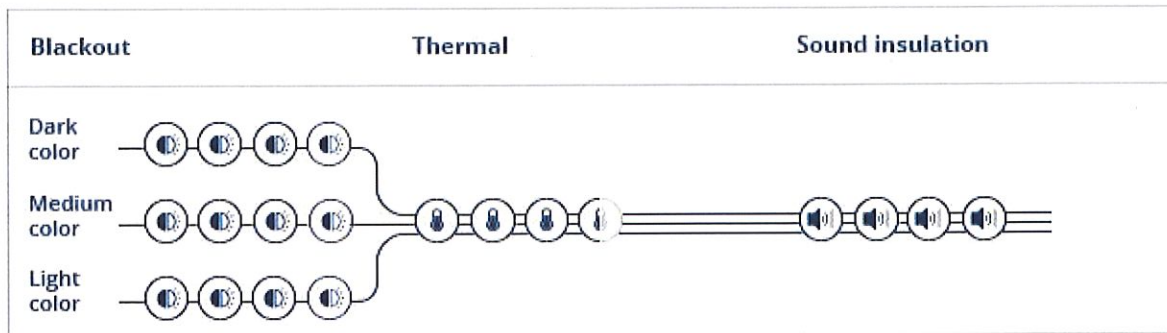
Product Information: Grey SOUNDPROOF Curtain Cotton Effect Stone MC17

Grey SOUNDPROOF Curtain Cotton Effect Stone MC17

Moondream Soundproof Curtain* is made up of 3 layers of fabric strategically assembled to offer the following results:

- Noise reduced by four-fold, reaching a drop of up to 7 decibels (1) and a reduction of the reverberation of sound in the room, for a cozy, warm atmosphere. (For a surface area of approximately around 215 square feet (20m²), the reverberation time is reduced by 0.4 seconds.) (2).
- Reduction in energy costs, reaching up to 37% drop in central heating costs (3) and a drop in temperature during summer (4).
- 100% blackout (Laboratory tested).
- Heavy fabric provides a lovely hanging effect.
- Fabric: 1st layer:100% Polyester- Linings: 2nd layer :99.99% Polyester-0.01% Aluminium - 3rd layer : 100% Cotton.
- Back: White.
- The curtain fabric is OEKO-TEX certified and was produced without the use of any harmful substances (OEKO-TEX is an independent testing and certification system for textile products - recognized worldwide)
- Grommets are spaced at regular intervals to avoid crimping the fabric.
- Grommet has 1.6-inch inner diameter.
- Rod pocket finishes , the measurement of the rod pocket is 1.2" inches.
- Pencil pleat consists of tightly gathered folds.
- Reinforced top section, made without stitching, provides a flawless overall appearance.
- Regular side seams are made with a small and discreet stitching.
- Overedge stitching is made with invisible thread and has a seamless effect.
- Easily adjustable to the height of your windows with iron-on tape (provided)-Bottom sewn with an overcast seam.
- Dry Clean only.
- Products are made in Europe (Poland) with the utmost care.

Moondream Soundproof curtain technical performance



*Resulting in soundlevels being reduced by three quarters

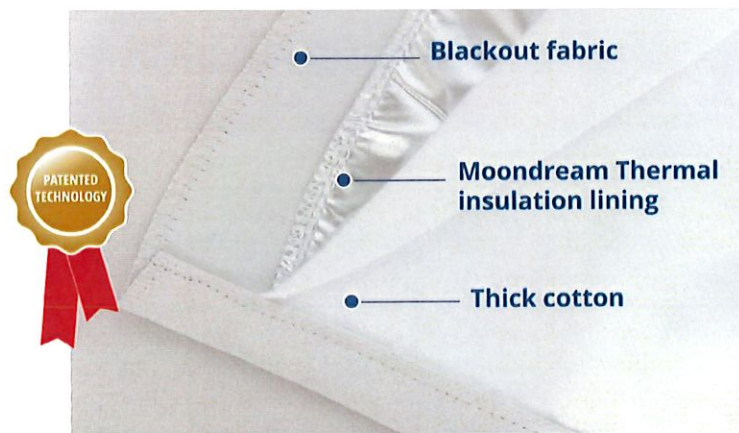
- (1) Test performed by Kietudes in compliance with EN ISO 10052
- (2) Test by the Experimental Center for Building and Public Works Research and Studies (CEBTP), experimental report no. BEB2.E.6039-1
- (3) Test performed by ENVEHO test report no. M101 dated 09/02/2009
- (4) Test performed by ENVEHO test report no. 154 dated 05/25/2010

Moondream Soundproof Curtain



NEW PATENTED TECHNOLOGY FOR SOUNDPROOF CURTAINS

3 embedded layers of fabric offer you the best Soundproof, Blackout and Thermal insulation



Unique Patented Technology - U.S. Patent No. 9,475, 260

Tier 1: Measure #3 – Calming Aromatherapy

Many clinical studies have proven the effectiveness of essential oils in treating anxiety – in both humans and canines. Dogs will sometimes bark when they feel anxious or confused. This can happen when they are kenneled, when they are being taken in and out of their kennels, or when they enter a new environment.

We intend to place essential oil diffusers in the space, which will continually diffuse oils that have been clinically shown to reduce anxiety and promote a sense of calm. These oils include: Lavender, Roman Chamomile, Geranium, and Lemon. These diffused oils will promote a sense of calm and security for all the dogs in the space. This, in turn, will help minimize barking in the space, and create a more relaxed environment overall.

We intend to use Vida Essentials Extra Large Essential Oil Diffuser for large rooms. It can run continuously for up to 20 hours. We will have 6 such diffusers throughout the entire space.



Tier 2: Hanging Sound Ceiling Baffles

In Tier 1, we will install the Echo Eliminator flush against the ceiling using industrial-grade adhesive tape. Should we need to graduate to Tier 2, we will purchase and install sound baffles that hang from the ceiling. This will offer added noise-reducing benefits should we need it. We would place them around the entire space. We would use AlphaEnviro® PVC Acoustic Panel (product information and picture below). AlphaEnviro's Acoustic Panels have a very high NRC rating of 1.15.

Product Information: AlphaEnviro® PVC Acoustic Panel

The AlphaEnviro® PVC Acoustic Panel offers economical sound absorption with a wipeable surface. These PVC encapsulated acoustical panels are used to reduce and lower excessive reverberation times (RT60) in large open spaces. Available in an array of bold colors, they can be manufactured in custom sizes up to 4'x 10'. The AlphaEnviro® PVC Acoustic Panel installs easily using the grommets provided on the top width edge and bottom corners.

APPLICATIONS:

Arenas, gymnasiums, theaters, restaurants, offices, kennels, manufacturing and more.

FEATURES:

- Reduces echo and reverberation
- Improves speech intelligibility
- Exceptional acoustical performance
- Economical
- Cleanable
- Easy to maintain

TECHNICAL INFORMATION FOR ALPHAENVIRO® PVC ACOUSTIC PANEL:

- **Size:** 2' x 2', 2' x 4', 4' x 4', 4' x 8', 4'x10'
- **Thickness:** 2" (Sizes up to 4'x10')
- **Material:** 1.65 lb. acoustical fiberglass core
- **Intended Use:** Interior, sound absorption
- **Finish:** 2-3 mil Heat Sealed PVC (polyvinyl-chloride)
- **Suspension Provision:** Factory installed Nickel plated Brass Grommets on width edge and one in each bottom corner (Stainless Steel or Black grommets available upon request)
- **Fire Rating:** Class 1 or A per ASTM E 84 25/0/50
- **NRC:** 1.15 [RAL A03-188 Type "J" Mtg. 3232 (2'x4')]

Hanging Sound Ceiling Baffles



Tier 3: Enhanced Strategies

Again, we are very confident that our primary, Tier 1 effort to mitigate noise will be very effective. Tier 2 will do even more to reduce any excess noise. In the very unlikely event we should ever need to graduate to Tier 3, we will implement additional noise-reduction efforts.

Tier 3 includes implementing measures to reduce noise emanating from dogs right at the crate level. We can do this in a few ways:

Noise-blocking Dog Crate Covers

The PetsFit Dog Crate Cover (pictured below) blocks out most of the sounds coming from a dog barking. The covers are made from a dense polyester material that deaden the sound of a bark, but still allow air to get in and out of the crate.



Absorption Sheets

These sheets are made of soft sound-deadening material that reduces echo and muffle the sound coming out of a crate. We would use Arrowzoom Soundproof Insulation sheets (Pictured below; the absorption sheet is wrapped inside the blue blanket).



Conclusion

We at Tip Top K9 are committed to being great neighbors and productive members of Front Royal's small business community. We hope the board agrees that we've developed a well thought-out, comprehensive noise reduction plan for the space at 650 West 11st St., Suite A, Front Royal. A good amount of research and consultation went into the development of this plan and we are very confident it will ensure we maintain a pleasant atmosphere for our neighbors, our employees, and our dogs! We sincerely hope the board approves this plan and grants us the Special Use Permit. We very much look forward to opening up for business!

General Note:

This is a graphic summary of existing conditions found by Landscape Architect while doing a visual survey on 4-5-19 of:

Lot 7, Lot 8, Lot 9 in Block 3
Royal Village Subdivision

Landscape Architect confirms all items noted exist on site. He also confirms there is a minimum of 5 parking spaces in the rear as shown

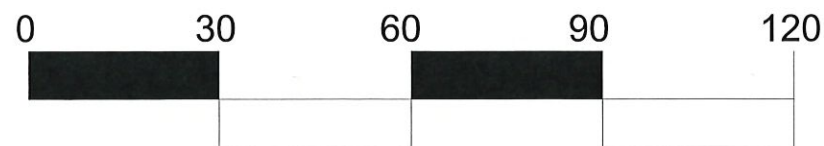
This is not however an official 'survey'.
All dimensions, locations to be considered approximate as they were not done by surveyor per se -but by the Landscape Architect using on a tape measure

It is overlaid on official plat prepared by Larry Himelright P.C. and recorded in Warren County in deed book 1-page 10 in order to show official property lines etc as a reference

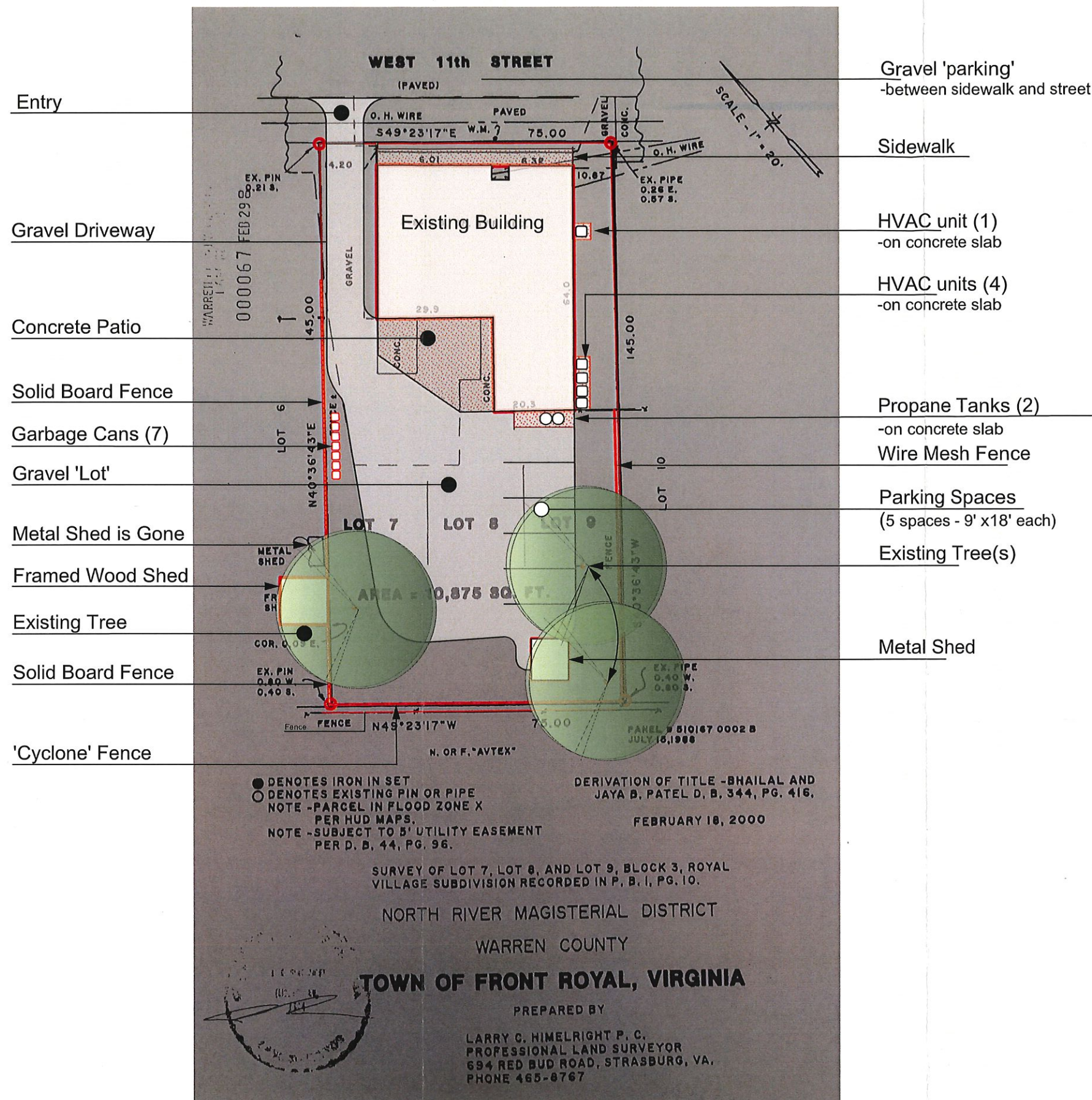
Survey Note

All areas not identified on drawing are Lawn and or vegetation.

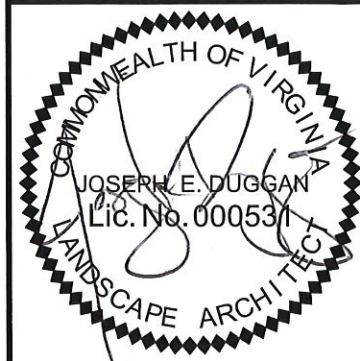
Existing Conditions -Site Survey



Graphic Scale
1"=30'-00"



Tip Top Canine
650 West 11th St
Front Royal Va 22630



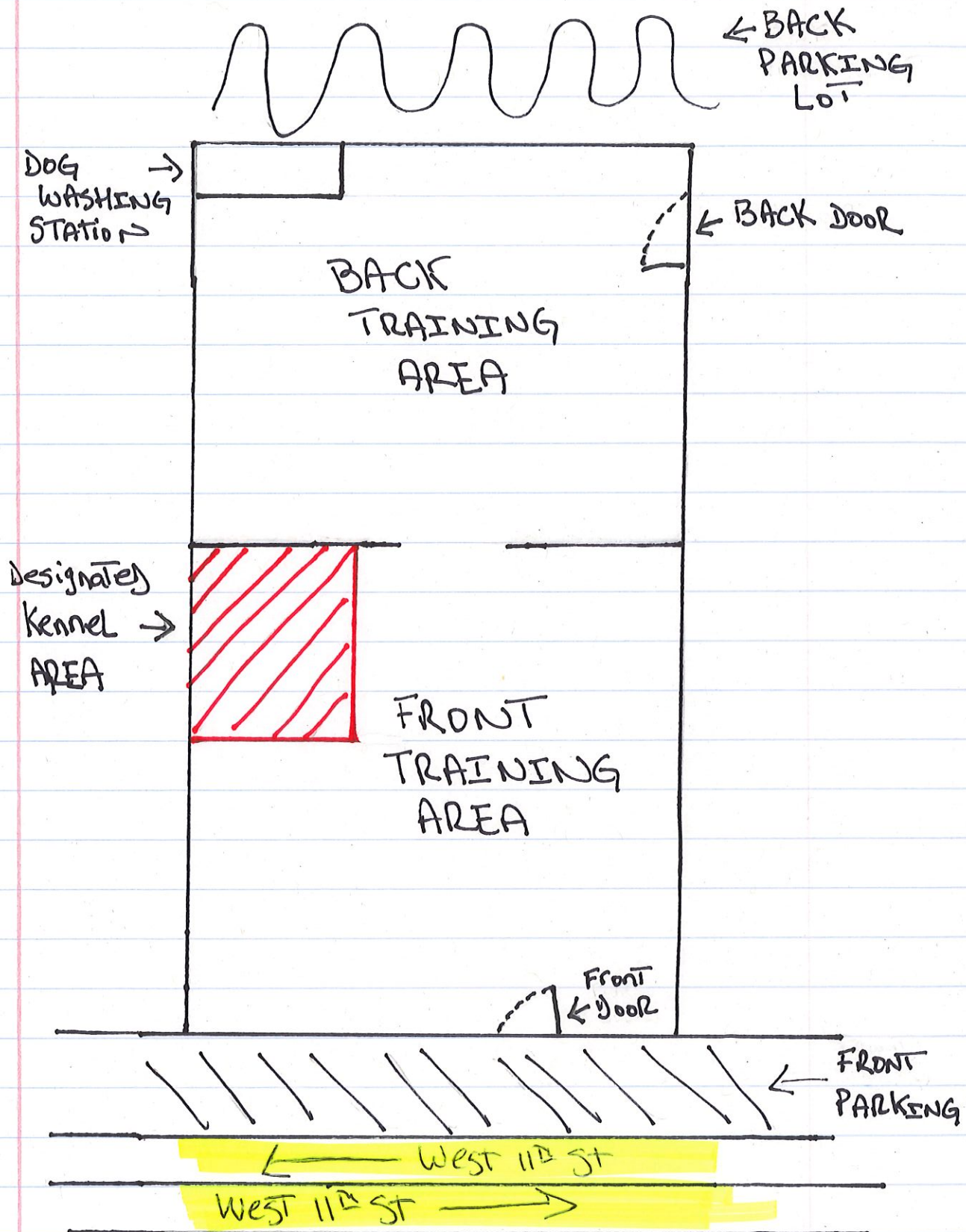
No.	Date	Revisions

JDA
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email:jduggan@jdugganassociates.com

Consultant	
Project Title Visual site review for CUP	
Drawing Title Existing Conditions Layout	
Project Manager J Duggan RLA	
Drawn By	Scale
Reviewed By JD	Drawing No.
Date 4-9-19	1 of 1 Total Sheets
CAD File	

TIP TOP K9
Floor Space Lay-out sketch:
650 West 11th St. St. A





Acoustical Surfaces, Inc.

SOUNDPROOFING, ACOUSTICS, NOISE & VIBRATION CONTROL SPECIALISTS

123 Columbia Court North • Suite 201 • Chaska, MN 55318
(952) 448-5300 • Fax (952) 448-2613 • (800) 448-0121

Email: sales@acousticalsurfaces.com
Visit our Website: www.acousticalsurfaces.com

We Identify and **S.T.O.P.** Your Noise Problems

ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY OFFICIAL LABORATORY REPORT AS-SA1448B



Subject: Sound Absorption Test

Date: 18 May, 1999

Contents: Sound Absorption Data, 1/3-octave bands
Absorption Coefficients, 1/3-octave bands
Noise Reduction Coefficient

on

Echo Eliminator™

3# Density Natural Fiber Acoustic Board – Thickness 1"

for

Rendered by Manufacturer and released to:

Acoustical Surfaces

123 Columbia Court North

Chaska, MN 55318

ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY is
NVLAP-Accredited for this and other test procedures

National Institute of Standards
and Technology



National Voluntary
Laboratory Accreditation Program

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INTRODUCTION

“The sound absorption coefficient is a property of the material composing the surface. It is ideally defined as the fraction of the randomly incident sound power absorbed by the surface.” [ASTM C 423]

APPLICABLE STANDARDS

ASTM C 423 - 09a “Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method”.

ASTM E 795 - 93 “Standard Practices for Mounting Test Specimens during Sound Absorption Tests”.

TEST SPECIMEN

The test specimen consisted of composition acoustic material whose overall dimensions were: 2438 mm in width by 2743 mm in length by 25.4 mm in depth *[96 x 108 x 1 inch]*. The test specimen was manufactured, submitted for test, and designated "3# Density Natural Fiber Acoustic Board - Thickness 1" by manufacturer for Acoustical Surfaces Inc. 123 Columbia Court North, Suite 201, Chaska MN 55318. The manufacturer provided the test specimen in two (2) equal pieces of the dimension 1219 mm by 2743 mm by 25.4 mm *[48 x 108 x 1 inch]*, each having a density of 48.1 kg/m³ *[3 pounds per cubic foot]*. At the request of the manufacturer, additional details of the material's composition are withheld from this report for the purposes of safeguarding proprietary control over this product. (These construction details remain as part of the controlled test file to fulfill test specimen documentation requirements.)

The weight of the test specimen was 8.2 kg *[18 pounds]*. The test specimen was tested in a Type A Mount in strict accordance with ASTM E 795 requirements.

DESCRIPTION OF TEST

The decay rate of sound [which is inversely related to sound absorption] is measured upon terminating a steady-state broadband pink noise signal in the 254 m³ reverberation chamber. Five ensemble averages containing thirty-two decays each are measured with both the test specimen inside of and removed from the chamber. The difference between these sound absorptions at a given frequency is defined as the sound absorption of the specimen. The Sound Absorption Coefficient is the Sound Absorption per unit area of the test specimen. The Noise Reduction Coefficient (NRC) is a four-frequency average of the Sound Absorption Coefficient. A rotation microphone boom and a Norsonic Instruments NI-830 Dual Channel Real Time Analyzer, computer controlled using custom software, are used for all measurements. Measurements are made in the ISO-Preferred one-third octave bands from 100 Hz to 5000 Hz. The test was conducted in strict accordance with ASTM C 423 - 90a except where noted. This test took place at ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY, Austin, Texas, on 14 May, 1999.

SOUND ABSORPTION DATA

The measured Sound Absorption [in units of area] and Sound Absorption Coefficients of the test specimen at the preferred one-third octave band center frequencies are tabulated below and then presented graphically

BAP 3# Density Natural Fiber Acoustic Board – Thickness 1"
AS-SA1448B

Frequency	Sound Absorption [m ²]	Sound Absorption Coeff.	Notes
100	00 ± 1.0	0.00 ± 1.16	[a]
125	0.5 ± 0.7	0.08 ± 0.10	[a]
160	0.8 ± 0.5	0.11 ± 0.08	
200	1.1 ± 0.4	0.16 ± 0.06	
250	2.1 ± 0.3	0.31 ± 0.04	
315	3.0 ± 0.2	0.44 ± 0.03	
400	4.1 ± 0.2	0.62 ± 0.03	
500	5.3 ± 0.2	0.79 ± 0.03	
630	5.8 ± 0.2	0.87 ± 0.03	
800	6.4 ± 0.2	0.96 ± 0.03	
1000	6.8 ± 0.2	1.01 ± 0.03	
1250	7.0 ± 0.2	1.04 ± 0.03	
1600	6.8 ± 0.2	1.02 ± 0.03	
2000	6.7 ± 0.2	1.00 ± 0.03	
2500	6.7 ± 0.2	1.00 ± 0.03	
3150	6.6 ± 0.2	0.99 ± 0.03	
4000	6.6 ± 0.2	0.99 ± 0.03	
5000	6.6 ± 0.2	0.99 ± 0.03	

Noise Reduction Coefficient = 0.80

[a] denotes empty room absorption was greater than 0.06 as required by ASTM C423. Round robin testing with other laboratories indicate results are nevertheless reliable at 125 Hz. [b] denotes that a significant effect due to changes in test chamber temperature and humidity was noted. Actual results in these bands are typically not greater than 1.00. [c] due to the very low absorption of the specimen tested, actual absorption values cannot be determined within the reverberation time uncertainties of the chamber itself. The result for this band should be considered inconclusive.

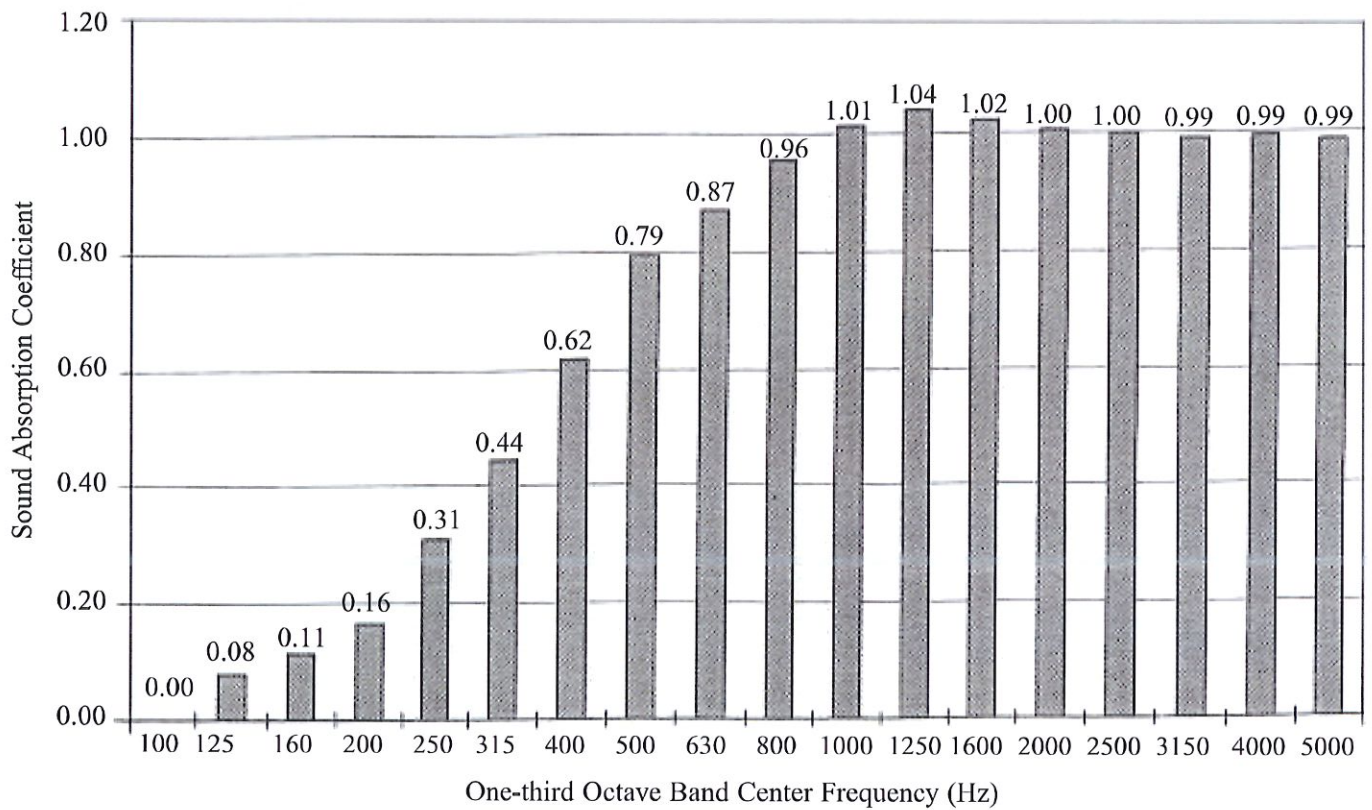
During the test, environmental conditions in the reverberation chamber were 25.6C and 76% relative humidity. The precision values [±] tabulated above represent 95% probability that the true mean value lies within the stated range.

Respectfully Submitted,



Michael C. Black
 Laboratory Technical Director

Echo Eliminator™ B.A.P.
3# Density Natural Fiber Acoustic Board—Thickness 1"
AS-SA1448B; NRC 0.80





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ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY OFFICIAL LABORATORY REPORT AS-SA1448C



Subject: Sound Absorption Test

Date: 18 May, 1999

Contents: Sound Absorption Data, 1/3-octave bands
Absorption Coefficients, 1/3-octave bands
Noise Reduction Coefficient

on

Echo Eliminator™
3# Density Natural Fiber Acoustic Board – Thickness 2"

for

Rendered by Manufacturer and released to:
Acoustical Surfaces
123 Columbia Court North
Chaska, MN 55318

ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY is
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and Technology



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Laboratory Accreditation Program

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INTRODUCTION

"The sound absorption coefficient is a property of the material composing the surface. It is ideally defined as the fraction of the randomly incident sound power absorbed by the surface." [ASTM C 423]

APPLICABLE STANDARDS

ASTM C 423 - 09a "Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method".

ASTM E 795 - 93 "Standard Practices for Mounting Test Specimens during Sound Absorption Tests".

TEST SPECIMEN

The test specimen consisted of composition acoustic material whose overall dimensions were: 2438 mm in width by 2743 mm in length by 50.8 mm in depth [*96 x 108 x 2 inch*]. The test specimen was manufactured, submitted for test, and designated "3# Density Natural Fiber Acoustic Board - Thickness 2" by manufacturer for Acoustical Surfaces Inc. 123 Columbia Court North, Suite 201, Chaska MN 55318. The manufacturer provided the test specimen in four (4) equal pieces of the dimension 1219 mm by 2743 mm by 25.4 mm [*48 x 108 x 1 inch*], each having a density of 48.1 kg/m³ [*3 pounds per cubic foot*]. These individual pieces were arranged so as to arrive at the final overall specimen dimensions. At the request of the manufacturer, additional details of the material's composition are withheld from this report for the purposes of safeguarding proprietary control over this product. (These construction details remain as part of the controlled test file to fulfill test specimen documentation requirements.)

The weight of the test specimen was 16.6 kg [*36.5 pounds*]. The test specimen was tested in a Type A Mount in strict accordance with ASTM E 795 requirements.

DESCRIPTION OF TEST

The decay rate of sound [which is inversely related to sound absorption] is measured upon terminating a steady-state broadband pink noise signal in the 254 m³ reverberation chamber. Five ensemble averages containing thirty-two decays each are measured with both the test specimen inside of and removed from the chamber. The difference between these sound absorptions at a given frequency is defined as the sound absorption of the specimen. The Sound Absorption Coefficient is the Sound Absorption per unit area of the test specimen. The Noise Reduction Coefficient (NRC) is a four-frequency average of the Sound Absorption Coefficient. A rotation microphone boom and a Norsonic Instruments NI-830 Dual Channel Real Time Analyzer, computer controlled using custom software, are used for all measurements. Measurements are made in the ISO-Preferred one-third octave bands from 100 Hz to 5000 Hz. The test was conducted in strict accordance with ASTM C 423 - 90a except where noted. This test took place at ACOUSTIC SYSTEMS ACOUSTICAL RESEARCH FACILITY, Austin, Texas, on 14 May, 1999.

SOUND ABSORPTION DATA

The measured Sound Absorption [in units of area] and Sound Absorption Coefficients of the test specimen at the preferred one-third octave band center frequencies are tabulated below and then presented graphically

BAP 3# Density Natural Fiber Acoustic Board – Thickness 2"
AS-SA1448C

Frequency	Sound Absorption [m ²]	Sound Absorption Coeff.	Notes
100	02 ± 1.0	0.02 ± 1.16	[a]
125	2.3 ± 0.7	0.35 ± 0.10	[a]
160	2.7 ± 0.5	0.40 ± 0.08	
200	4.2 ± 0.4	0.64 ± 0.06	
250	6.3 ± 0.3	0.94 ± 0.04	
315	6.9 ± 0.2	1.02 ± 0.03	
400	8.2 ± 0.2	1.22 ± 0.03	
500	8.8 ± 0.2	1.32 ± 0.03	
630	8.7 ± 0.2	1.29 ± 0.03	
800	8.4 ± 0.2	1.26 ± 0.03	
1000	8.2 ± 0.2	1.22 ± 0.03	
1250	7.6 ± 0.2	1.13 ± 0.03	
1600	7.4 ± 0.2	1.10 ± 0.03	
2000	7.1 ± 0.2	1.06 ± 0.03	
2500	6.7 ± 0.2	1.01 ± 0.03	
3150	6.8 ± 0.2	1.01 ± 0.03	
4000	6.9 ± 0.2	1.03 ± 0.03	
5000	6.8 ± 0.2	1.02 ± 0.03	

Noise Reduction Coefficient = 1.15

[a] denotes empty room absorption was greater than 0.06 as required by ASTM C423. Round robin testing with other laboratories indicate results are nevertheless reliable at 125 Hz. [b] denotes that a significant effect due to changes in test chamber temperature and humidity was noted. Actual results in these bands are typically not greater than 1.00. [c] due to the very low absorption of the specimen tested, actual absorption values cannot be determined within the reverberation time uncertainties of the chamber itself. The result for this band should be considered inconclusive.

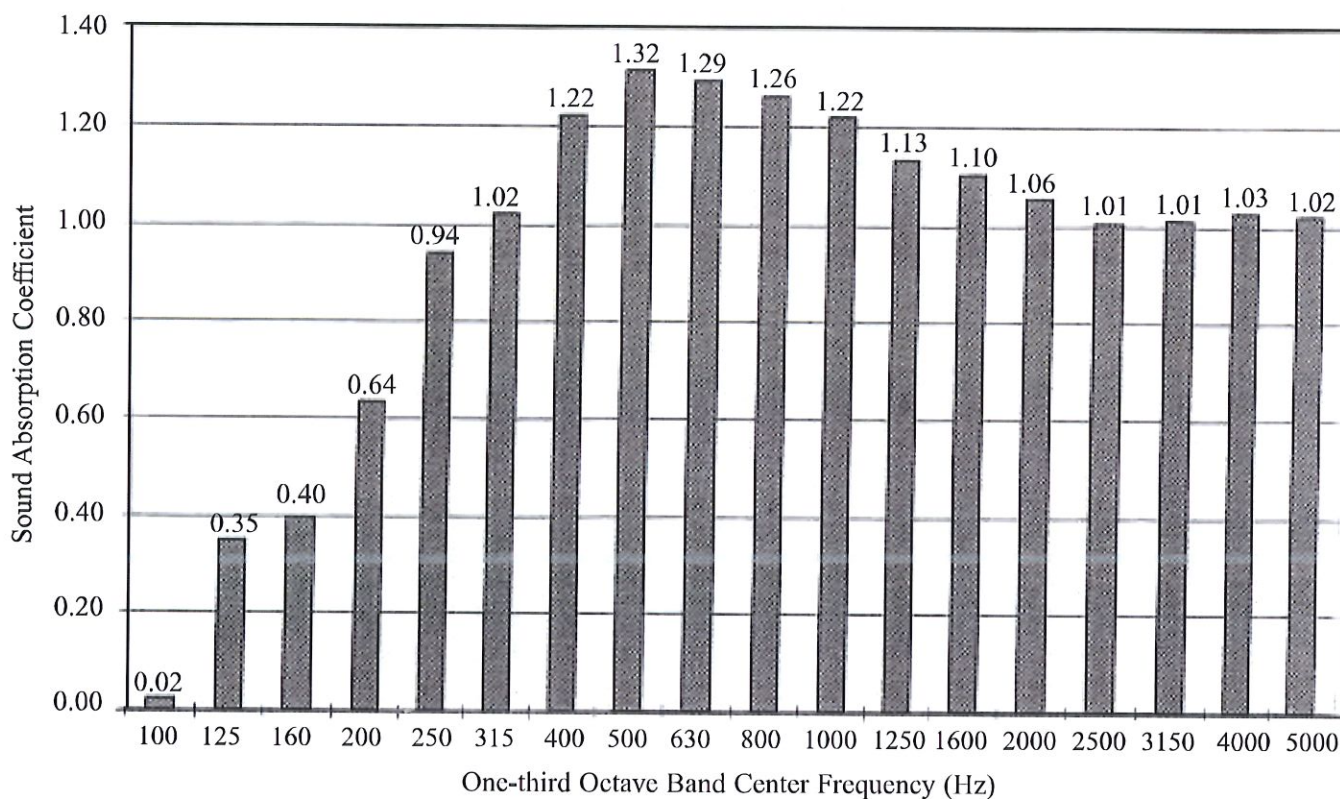
During the test, environmental conditions in the reverberation chamber were 25.7C and 77.6% relative humidity. The precision values [±] tabulated above represent 95% probability that the true mean value lies within the stated range.

Respectfully Submitted,



Michael C. Black
Laboratory Technical Director

Echo Eliminator™ B.A.P.
3# Density Natural Fiber Acoustic Board—Thickness 2"
AS-SA1448C; NRC 1.15



2



Work Session Agenda Form

Item # 2

DATE: 6/3/19

AGENDA ITEM: Revision to Municipal Code 134-71 Utility Accounts-Payments

SUMMARY: During the March 4, 2019 work session Town Council discussed additional options for collection of bad debt on utility accounts. The items Town Council requested to pursue were:

1. Judgments for bad debt on utility accounts
2. Raising the minimum deposit amount from \$125.00 to \$150.00
3. Personal guaranty on business utility accounts
4. Proof of Income

Staff is currently processing the first round of utility accounts to obtain judgments and continues to work to streamline the process. Staff will report back to Town Council with an update once judgments have been put in place or additional information is obtained.

Following this cover are suggested revisions to Town of Front Royal Municipal Code 134-71 related to the remaining four items listed above.

BUDGET/FUNDING: N/A

STAFF RECOMMENDATION: Requiring a personal guaranty and/or furnishing proof of income should help reduce the Town's bad debt expense, but will make the utility application process more cumbersome for applicants.

There are approximately 2,000 new utility accounts opened each year and approximately 240 are subject to bad debt expense after 5 years. The amount written off during FY2018 was roughly 1% of the dollar value billed.

Staff recommends raising the minimum amount of deposit on utility accounts, allowing staff to continue pursuing judgments, and possibly review additional collection options such as the personal guaranty & proof of income after one year.

Work Session

134-71 UTILITY ACCOUNTS-PAYMENTS/TERMINATION OF SERVICE

A. DEPOSIT:

1. Amount: For an existing residential service location, the deposit required for Town utility services shall be an amount equal to the highest monthly bill for that location during the preceding twelve months or one hundred and ~~twenty-five~~ **fifty** dollars (~~\$125.00~~ **\$150.00**), whichever is greater.

For an existing commercial service location, the deposit required for Town utility services shall be an amount equal to the highest monthly bill for that location during the preceding twelve months or two hundred dollars (\$200.00), whichever is greater.

To calculate the amount of the deposit for newly established residential or commercial service locations, the Front Royal Department of Finance shall establish the deposit at an amount equal to the customer's anticipated monthly usage of water and electric service, as may be the case.

If, at any time, the customer's deposit is waived or returned, as set forth below, but the customer's service subsequently is terminated for nonpayment or the customer has made four late payments during any twelve month period, a deposit, in an amount as set forth above, shall be required.

2. Deposit Waiver: Notwithstanding the foregoing, no deposit shall be required when an acceptable credit history is furnished by the customer from a previous utility provider. Acceptable credit history is defined as a customer who can demonstrate that during the previous twelve months his bills were paid with no more than four (4) late payments on a monthly billing system or no more than two (2) late payments on a bimonthly system.

3. Payment of Deposit: Payment of the deposit is due upon execution of the service work order. In lieu of the foregoing, when the required deposit for a residential customer exceeds one hundred dollars (\$100.00) but is less than two hundred dollars (\$200.00), the customer may elect to pay one hundred dollars (\$100.00) at the time the work order is executed and pay the balance of the deposit along with payment for the first month's service. When the required deposit exceeds two hundred dollars (\$200.00), the deposit may be paid in two equal installments with one half due when the work order is signed and pay the remaining half along with the payment for the first month's service.

4. Interest and Refunds: Deposits shall be held in an interest-bearing account.

Deposit plus interest shall be refunded either: (1) upon termination of the service account in an amount equal to the deposit and accrued interest minus any amount deducted to satisfy customer arrearages or other debts owing to the Town; or (2) upon the customer's request after a period of twelve months of service during which there were no more than four delinquent payments. Upon request of a refund, the Director of Finance shall first ensure that customer does not have any debts owing to the Town. If the customer is indebted to the

Town, the Director of Finance will apply any refund toward satisfaction of these debts prior to the refund of any money to the customer.

B. PAYMENTS:

1. Due Date - Fines and Charges: All payments for water, sewer, electric, and garbage collection services shall be due within 20 days of the date of billing. Accounts, for which full payment is not received within 20 days, are delinquent. A late charge of 2% of the delinquent bill immediately shall be charged to the delinquent account. If the account remains delinquent for 10 days after the original notice, an additional service charge of \$10.00 shall be charged. Finally, a service charge will be required to reconnect service that has been discontinued due to non-payment. If the reconnection occurs during normal business hours, the reconnection fee shall be \$20.00-first reconnection fee; \$30.00-second reconnection fee; \$40.00-third reconnection fee; \$50.00-reconnection fee for all other times.

2. Allocation of Payments: During a delinquency in the payment for any service (electric, water, sewerage, or garbage collection) any subsequent payment received for services will be applied first against the most delinquent account which is not subject to a defense of any applicable statute of limitations.

3. Budget Billing: Notwithstanding the foregoing, the Director of Finance, in his discretion, may enter into agreements with customers for alternative billing and payment schedules with persons on fixed or limited incomes.

C. TERMINATION OF SERVICES:

1. Notice: The Director of Finance shall notify the customer in writing of all 20 day delinquencies, imminent service termination, and right to contest as set forth below. Notice also shall be posted on the door of the premise with the delinquent account.

2. Protest: The customer may contest the bill by contacting the Director of Finance for the Town of Front Royal who will immediately schedule a hearing on the customer's claim that his account is not delinquent.

3. Disconnection of Service: If the matter is not successfully contested by the customer and arrearages remain 10 days after the date of the aforementioned notices, water service shall be disconnected. If the account remains delinquent after another 2 days, electric service shall be disconnected. If, however, the customer has not secured water service, electric service (rather than water) will be disconnected after 10 days. Notwithstanding the foregoing, no services shall be disconnected prior to a requested hearing.

4. Persons in Poor Health: Customer may seek an additional 30 days before water and electric services are disconnected if the Director of the Warren County Health Department certifies in writing to the Town of Front Royal Director of Finance that the customer has a serious medical condition or the customer resides with a family member with a serious medical condition. Upon providing certification the service termination may be delayed twice within a 12-month period, but may not be consecutive, certification shall be valid for period of 365 days.

5. Conditions for Reconnection of Service: Once disconnected, services shall not be restored to that customer until the outstanding balance (service fee(s), penalty, and reconnection fee(s)) for that service location is paid in full, unless the Director of Finance has approved other arrangements for payment in full.

D. RETURNED CHECK POLICY: If a check is returned to the Town for any reason, the Director of Finance shall notify, in the same manner as provided above, the Customer. If payment, in full, plus a \$35.00 service charge is not received by the close of business three days after the date on the notice, all utility services to the customer's service location shall be disconnected. If the customer presents the Town with more than two bad checks during any twelve month payment, payment by check will no longer be accepted.

E. BUSINESS ACCOUNTS. The Town shall require any entity not a natural person requesting a utility account to either: (1) provide the written personal guaranty of payment from a natural person holding an ownership interest in the entity or, (2) pay an additional deposit amount equal to the greater of: (a) twice the average monthly utility bill during the preceding twelve (12) month period for utilities provided at the service location or, (b) \$375.00. Any additional deposit paid pursuant to (2), above, after applying same to any past due balances, shall be refunded to the entity within a reasonable time after the utility account is closed.

F. PROOF OF INCOME. Customer shall furnish Town with documentation necessary to verify source of income to prove ability to pay average monthly utility bill for that location for the preceding 12 month period; such proof may include, pay stub, bank statement, copy of last year's federal tax return, wages and tax statement (W-2 and/or 1099's), pension payment, social security payment, child/spousal support agreement, and/or other documentation deemed acceptable.

3



Work Session Agenda Form

Item # 3

DATE: 6/3/19

AGENDA ITEM: Write Off for Bad Debt

SUMMARY: Town Council approved a revision to the Bad Debt Policy in March 2019 and requested to review/approve write-off of bad debt quarterly. Town Council is requested to approve the removal of 5 years or older of outstanding accounts receivable (bad debts) on the Town's ledger for the second quarter of 2019 totaling \$27,755.98 which is comprised of 59 utility accounts. All possible recourse of attempting to collect these amounts has been completed and the accounts have no activity for at least 5 years.

HISTORY: 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. Town Council adopted a revision to the bad debt policy on March 11, 2019 that deemed an uncollectible account as having no activity for a period of 5 years to coincide with the Code of Virginia.

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.

Based on the utilities billed & bad debt written off during FY2018, the Town of Front Royal Department of Finance collected approximately 99% of the amounts billed annually before accounts were deemed uncollectible and written off.

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

STAFF RECOMMENDATION:

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 is as follows:

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 – approved for removal along with revision to policy
June 2019 -	\$27,755.98

The FY19 budgeted revenue for the sales of electric, water, sewer, & refuse totals approximately \$30.8 million. The amount of \$27,755.98 represents approximately 0.09% of the budgeted sales.

Staff recommends to approve the removal of bad debt as presented.

Utility Account Bad Debt

Balance	Service Address	Final Bill Due Date
680.88	84 E STRASBURG RD #4	3/31/2014
205.63	604 EARL CT	3/13/2014
415.08	112 W 16TH ST	5/31/2014
312.82	1318 DIXIE AVE	5/30/2014
171.26	1122 N SHENANDOAH AVE #6	5/23/2014
400.34	111 W 12TH ST #1	3/20/2014
216.37	706 W 14TH ST	4/2/2014
422.72	842 W 11TH ST	4/17/2014
207.44	708 W 11TH ST #3	3/31/2014
246.19	708 W 11TH ST #4	3/7/2014
318.61	650-E W 11TH ST	3/21/2014
509.49	343 KENDRICK LN #20	5/31/2014
214.27	1400 MASSANUTTEN AVE #2	5/23/2014
301.63	122-B N ROYAL AVE	4/17/2014
240.14	21-D W 6TH ST	3/7/2014
763.28	717 VILLA AVE	4/22/2014
180.38	15 MASSIE ST	3/7/2014
551.07	144 CHESTER ST #1	4/17/2014
44.71	8-A CHESTER ST	4/17/2014
670.05	190 COMMERCE AVE	5/23/2014
249.70	110 E 4TH ST	4/17/2014
374.21	718 WARREN AVE #3	3/21/2014
1504.30	216-B E MAIN ST	4/24/2014
219.18	615-A VISCOSE AVE	7/31/2013
418.60	518 W MAIN ST #3	4/24/2014
52.77	117 E MAIN ST #3	8/5/2013
403.30	413-A E MAIN ST	3/7/2014
422.50	23 S ROYAL AVE - 3RD FLOOR	4/30/2014
50.87	215 S ROYAL AVE #3	9/10/2013
120.72	124 W JACKSON ST #6	3/24/2014
63.61	405 E CRISER RD #204	3/20/2014
346.70	1084 FOX DR	5/7/2014
326.83	19 SHENANDOAH COMMONS WAY #103	4/24/2014
139.26	17 SHENANDOAH COMMONS WAY #201	9/27/2013
224.74	13 SHENANDOAH COMMONS WAY #103	3/31/2014
586.40	634 BEL AIR AVE	5/23/2014
492.39	425 BEL AIR AVE	4/30/2014
1173.34	519 BEL AIR AVE	5/23/2014

Utility Account Bad Debt

604.67	1433 HAPPY CREEK RD	3/31/2014
84.19	541 S ROYAL AVE POOL/OFFICE	11/28/2013
529.27	227 CHURCH ST #3	4/30/2014
247.06	315 PINE ST	5/1/2013
4466.22	226 CHURCH ST	2/13/2014
755.37	219 CLOUD ST #2	3/31/2014
1054.78	219 CLOUD ST #4	4/24/2014
72.49	320 CLOUD ST #3	4/14/2014
1024.16	320 CLOUD ST #5	3/17/2014
202.07	10 HIGH ST #1	4/14/2014
423.26	212 FLETCHER ST	5/28/2014
152.05	322 RITENOUR ST	3/7/2014
531.84	337 RITENOUR ST	4/22/2014
854.11	101 PINECREST ST	5/10/2013
178.54	27 ROYAL LN #3	4/2/2014
86.69	61 ROYAL LN #1	5/16/2014
338.63	125 BIGGS DR #8	5/23/2014
511.77	1443 JOHN MARSHALL HWY #5	4/2/2014
863.22	2 LAKE AVE	4/30/2014
82.24	205 POLK AVE	3/13/2014
451.57	209 POLK AVE	3/13/2014
27755.98		

4



Work Session Agenda Form

Item # 4

DATE: June 3, 2019

AGENDA ITEM: I&I Abatement Program

SUMMARY:

The Public Works Director will present a power point presentation explaining what I&I is and different causes and show the past work and cost along with upcoming project's and cost associated with those. This presentation will also show other Town's and City's in Virginia that are currently under consent order as well.

BUDGET/FUNDING: 9802-7998

STAFF RECOMMENDATION:

The Public Director's will be available to answer questions and concerns.

Work Session

5



Work Session Agenda Form

Item # 5

DATE: June 3, 2019

AGENDA ITEM: Update on Pedestrian Safety Measures for FY19-20 year

SUMMARY:

In 2017, the Town noticed an increase in pedestrian related incidents along Town streets and after further evaluation, the Town was trending upward over the past five years in pedestrian related accidents. To address the problem, I created a Pedestrian Safety Committee that included staff and a member of Town Council to address the problem on a continuous basis.

The Town started the safety campaign in 2017 with the creation of “STOPS” which stands for “Smart Towns Observed Pedestrian Safety”. The campaign focused on public education and a complete overhaul of all town crosswalks. The campaign continued in 2018 with additional crosswalks, improvement in lighting, and public education.

This year our focus continues with public education and updating all infrastructure to include crosswalks and lighting. In addition, the Town plans to install another mid-block crossing on South Street, and two traffic controlled pedestrian intersections at N. Royal/6th Street and S. Royal/Jackson Street.

BUDGET/FUNDING:

Projects are funded in the upcoming budget year; material will be ordered in July with installation to be completed by the end of November 2019.

STAFF RECOMMENDATION:

Update on Pedestrian Safety Measures for FY19-20 year; no action required.