



TOWN COUNCIL WORK SESSION
TUESDAY, September 3, 2019 @ 7:00 p.m.
Town Hall Council Chambers

TOWN/STAFF RELATED ITEMS

1. Overview on Cyber Security/Phishing – *Director of IT*
2. Potential Left Turn Lane on John Marshall Highway at Walker Avenue– *Town Engineer*
3. Write Off for Bad Debt & Update Policy – *Director of Finance*

COUNCIL/MAYOR RELATED ITEMS:

4. Continued Discussion of Goal Setting with the following: property maintenance; Valley Health PILOT; reduce Town government expenses; public relations
5. Open Discussion
6. CLOSED MEETING – Afton Inn, Former Town Hall, Personnel and EDA Lawsuit

Motions to Go Into Closed Meeting

I move that Town Council convene and go into Closed Meeting for the following purposes:

- A) Regarding the former Afton Inn property and the former Town Hall property:
- (1) The discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the Town would be adversely affected, pursuant to Section 2.2-3711. A. 6. of the Code of Virginia.
 - (2) Consultation with legal counsel employed or retained by Town Council regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711. A. 8. of the Code of Virginia.
 - (3) Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an Open Meeting would adversely affect the bargaining position or negotiating strategy of Town Council, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia.
- B) Discussion and consideration of performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of Town Council, pursuant to Section 2.2-3711. A. 1., of the Code of Virginia:
- C) With respect to the Town's lawsuit against the EDA and Jennifer McDonald:
- (1) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in Open Meeting would adversely affect the negotiating or litigating posture of the public body; "; pursuant to Section 2.2-3711. A. 7. 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 Town 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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Work Session Agenda Form

Item # 1

DATE: September 3, 2019

AGENDA ITEM: Overview of Cyber Security/Phishing

SUMMARY:

IT has been training Town Staff about phishing campaigns taking place and how to identify legitimate emails from fake emails. It's an ongoing problem where IT staff has identified attempts to access town systems. Staff will brief Council on this ongoing problem and plans to help mitigate the problem.

BUDGET/FUNDING:

N/A

STAFF RECOMMENDATION:

IT recommends all Town Council Members receive training on phishing campaigns.

Work Session

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Work Session Agenda Form

Item # 2

DATE: January 2, 2018

AGENDA ITEM: Potential Left Turn Lane on John Marshall at Walker Ave.

SUMMARY: Traffic delays have been observed during peak times at the intersection of John Marshall Highway and Walker Avenue due to the stacking of cars waiting to turn left onto Walker. Town staff has begun the process of evaluating the feasibility of adding a left turn lane on John Marshall at the intersection.

BUDGET/FUNDING: Scoping-level cost estimate is approximately \$470,000 for engineering and construction.

STAFF RECOMMENDATION: Council will decide whether to proceed with the project or table it.

Work Session



Project Cost Estimating System

SUMMARY PAGE

DISTRICT	STAUNTON		
PROJECT NUMBER	** MISSING DATA **		
CONSTRUCTION END YEAR	FY2022	UPC	****
AD YEAR	FY2020	RATE OF INFLATION TO AD	2.60%
ESTIMATE YEAR	FY2019	INFLATION RATE DURING CN	N/A

Date of previous estimate N/A

PROJECT MANAGER / DESIGNER ** MISSING DATA **

Preliminary Engineering Estimate: PCES

Construction Estimate: PCES

Right-of-Way Estimate: PCES

Utilities Estimate: PCES

DATE 7/5/2019

THE FOLLOWING DATA WILL BE PROVIDED UPON COMPLETION OF THE REMAINDER OF THE WORKBOOK, WHICH IS ACCESSED BY SELECTING THE CONST, RW, & UTIL TABS BELOW

Bridge PE ESTIMATE	\$0
Bridge CN ESTIMATE	\$0
Bridge RW ESTIMATE	\$0
PRELIMINARY ENGINEERING ESTIMATE (excluding Bridge PE)	\$77,215
CONSTRUCTION ESTIMATE (excluding Bridge CN)	\$390,910
RIGHT-OF-WAY & UTILITIES ESTIMATE(excluding Bridge RW)	\$0
TOTAL PROJECT ESTIMATE (excluding Bridge estimate)	\$468,125



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Work Session Agenda Form

Item # 3

DATE: 9/23/19

AGENDA ITEM: Write Off for Bad Debt & Update Policy

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 third quarter of 2019 totaling \$15,915.71 which is comprised of 46 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 – approved for removal
Sept 2019 -	\$15,915.71 -

The FY20 budgeted revenue for the sales of electric, water, sewer, & refuse totals approximately \$31.2 million. The amount of \$15,915.71 represents approximately 0.05% of the budgeted sales.

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

Utility Account Bad Debt

Balance	Service Address	Status	Final Bill Due Date
636.40	142 W STRASBURG RD	F	7/24/2014
111.86	335 W DUCK ST	F	7/22/2014
32.22	1341 EDMONT AVE	F	9/12/2014
420.44	126 W 12TH ST	F	8/27/2014
76.55	323-B W 11TH ST	F	6/6/2014
60.37	708 W 11TH ST #3	F	7/31/2014
118.54	616-B W 11TH ST	F	7/7/2014
157.58	614-A W 11TH ST	F	8/21/2014
210.83	365 W 9TH ST	F	6/13/2014
132.90	514 N ROYAL AVE	F	7/25/2014
163.69	502 VIRGINIA AVE #10	F	9/5/2014
49.38	204 VIRGINIA AVE #110	F	7/30/2014
191.50	122 VIRGINIA AVE #3	F	6/6/2014
865.82	107 WATER ST	F	7/14/2014
70.31	124-B E 4TH ST	F	9/5/2014
38.03	613 N ROYAL AVE #6	F	7/7/2014
64.75	113 E MAIN ST #7	F	7/11/2014
55.71	529 E MAIN ST #10	F	7/18/2014
128.04	19 S ROYAL AVE #2	F	9/12/2014
471.23	142 ELSIA DR	F	7/7/2014
147.24	413-D SOUTH ST	F	6/20/2014
707.39	512 GRAND AVE	F	7/23/2014
575.79	339 SKYLINE PL	F	7/11/2014
1589.07	122 S SHENANDOAH AVE #1	F	7/7/2014
1416.86	416 DUNCAN AVE	F	9/22/2014
428.84	LURAY AVE	F	6/20/2014
491.31	420 LURAY AVE	F	9/12/2014
93.31	415 E CRISER RD #303	F	8/27/2014
113.72	411 E CRISER RD #202	F	9/12/2014
567.22	739 BASS AVE	F	9/26/2014
810.30	623 RANDOLPH AVE	F	8/27/2014
87.46	892 CANNON ST	F	9/28/2014
267.13	1070 STUART DR	F	7/7/2014
47.63	120-A S ROYAL AVE	F	7/18/2014
49.82	120-D S ROYAL AVE	F	6/6/2014
39.28	116-C S ROYAL AVE	F	9/12/2014
102.64	237 CHURCH ST	F	7/7/2014
643.42	341 CLOUD ST #3	F	8/30/2014
431.70	821 E STONEWALL DR	F	9/19/2014
42.83	1443 JOHN MARSHALL HWY #4	F	7/22/2014
256.66	17 WALKER AVE	F	7/31/2014
604.83	72 LAKE AVE	F	7/24/2014
983.12	1426 CANTERBURY RD	F	7/24/2014
570.90	1406 JOHN MARSHALL HWY	F	9/12/2014
496.91	507 ROSS AVE	F	8/31/2014
238.56	731 HAMILTON AVE	F	8/28/2014
55.62	315 RANDOLPH AVE	F	6/6/2014

15915.71