



CITY OF HARRISONBURG PUBLIC UTILITIES

2155 BEERY ROAD, HARRISONBURG, VA 22801

OFFICE (540) 434-9959 • FAX (540) 434-9769

TO: Ande Banks, City Manager
FROM: Mike Collins, Director, Public Utilities
DATE: September 22, 2026
RE: Utility Billing Delinquent Write-offs & AR Billable Write-offs

Summary: The Director of Public Utilities is requesting approval to write off 312 accounts that the city incurred as accounts receivable between July 1, 2023, and June 30, 2024. The total value of these accounts is \$37,247.62, or .15% of the total billings for that period. These accounts will remain in collections and will be re-entered into accounts receivable by journal voucher should they become collectible. These accounts have been thoroughly reviewed by Public Utilities, Finance, Real Estate, and Human Resources.

Background: N/A

Key Issues: N/A

Environmental Impact: N/A

Fiscal Impact: N/A

Prior Actions:

- 1) Letters sent
- 2) Phone calls attempted
- 3) Collection agency attempt to collect

Alternatives:

- (a) N/A
- (b); or
- (c) Do not adopt ordinance at this time

Community Engagement: N/A

Recommendation: Write off



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- Attachments:**
- 1) Write off summary
 - 2) Write off account graph 2024
 - 3) Annual Breakdown
 - 4) Account Eligibility List 2024
 - 5) AR Billable Eligibility List

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial