

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, May 8, 2023**

AGENDA

1. Call to Order Mayor Jackson
 - a. Roll Call by Clerk
 - b. Invocation
 - c. Pledge of Allegiance
2. Approval of Minutes for Special Called Council Meeting of April 6, 2023, Regular Town Council Meeting & Joint Public Hearings of April 10, 2023, Special Called Council Meeting of April 17, 2023.
3. Action Items
 - a. Adoption of Capital Improvement Program Fiscal Years 2024-2028
 - b. Ordinance Adopting the Fiscal Year 2023-2024 Budget, Setting Tax Rates, & Appropriating of Funds
 - c. Consideration of Bids for Wayfinding Signage Project
 - d. Appointment Actions
4. Public Comment
5. Reports
 - a. Manager's Report
 - b. Police Department's Report
 - c. Attorney's Report
 - d. Mayor and Council Reports
6. Unfinished Business
7. New Business
8. Closed Session
9. Adjournment

Important Notice: Town Council Livestream Available

This meeting will be available for livestream viewing via Zoom at the link provided below. Please note that this is provided for viewing purposes only and all attendees will be muted and no comment will be accepted or allowed from Zoom.

Join Zoom Meeting:

<https://us02web.zoom.us/j/88648651757?pwd=eHlmL3E0SVk5MTF4VG1mNzJVU3pDQT09>

Meeting ID: 886 4865 1757

Passcode: 776505

Dial in: 1-301-715-8592

**DAYTON TOWN COUNCIL
SPECIAL CALLED MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
April 6, 2023
4:00 p.m.**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Susan Mathias, Bob Wolz, and Emily Estes. Melody Pannell arrived at 4:01 p.m.

ALSO PRESENT: Christa Hall, Clerk of Council.

CALL TO ORDER: Mayor Jackson called the meeting to order at 4:00 p.m. Mayor Jackson asked Clerk of Council Hall to take the roll, followed by the invocation and the pledge of allegiance.

CLOSED SESSION: Mayor Jackson explained that the purpose of this meeting is for Council to discuss, interview and consider prospective candidates for the position of Town Manager and will be conducted in closed session.

Mayor Jackson asked for a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Code of Virginia for the purposes of discussion, consideration, and interviewing of a prospective candidate or candidates for employment and appointment to the position of Town Manager. Councilperson Seward replied so moved and the motion was seconded by Councilperson Dyjak. The motion carried by a unanimous vote of 7 to 0. The Council recessed the open meeting at 4:01 p.m.

OPEN SESSION: The open session reconvened at 5:54 p.m.

CERTIFICATION: Mayor Jackson read the certification for Council with respect to the just-concluded closed session, that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Clerk of Council Hall took a roll call: MATHIAS – CERTIFIED; DYJAK – CERTIFIED; WOLZ – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED; PANNELL – CERTIFIED; and JACKSON – CERTIFIED.

ACTION ITEM: Mayor Jackson asked for a motion to appoint Susan Smith as Town Manager for an interim period of four months. Councilperson Wolz replied so moved. The motion was seconded by Councilperson Seward and passed by a roll call vote of 7 to 0, with the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; PANNELL—AYE; and ESTES—AYE.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn, and Councilperson Mathias seconded the motion; motion passed unanimously. The meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk of Council, Christa Hall

TOWN OF DAYTON
REGULAR COUNCIL MEETING & MULTIPLE PUBLIC HEARING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
April 10, 2023

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Bob Wolz, Robert Seward, Emily Estes, and Melody Pannell.

COUNCIL MEMBERS ABSENT: Susan Mathias.

ALSO PRESENT: Jordan Bowman, Town Attorney; Bob Holton, Interim Town Manager; Susan Smith, Town Treasurer; Police Chief Justin Trout; Christa Hall, Clerk of Council and Community Development Coordinator.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:00 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live stream viewing via Zoom. He stated that the Council would only hear public comment tonight from those attending in-person and had signed up to speak and that speakers would be limited to five minutes each. Town Clerk Hall called the roll for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance.

PUBLIC HEARING: Mayor Jackson opened the first public hearing at 6:02 p.m. and stated that the purpose of the public hearing is to hear public comments regarding an Ordinance Partially Abandoning a Driveway Easement. This is for a driveway easement located at the residence of 728 Mason Street as the Town no longer needs this easement to gain access to and from its well lot. However, the Town will retain its easement permitting the Town to install, maintain, repair and replace utilities. As there was no one signed up to speak and no public comments were made, Mayor Jackson closed the public hearing at 6:03 p.m.

PUBLIC HEARING: Mayor Jackson stated that since the next three public hearings are all related to fees and the budget, we will run these hearings concurrently and accept public comments on all and at 6:03, opened the following public hearings to hear public comments: public hearing regarding an Ordinance Amending Appendix A to the Town Code regarding fees, rates, and charges; public hearing on the FY23 Budget Amendment; public hearing on the FY24 Proposed Budget. The Mayor stated that the Council will consider the fees and the amendment at this meeting and the FY24 Proposed Budget and CIP will be considered at the May meeting. At this time, he turned the floor over to Interim Manager Bob Holton for a staff report. Manager Holton reviewed the timeline, stating that it was a balanced budget which included cost of living adjustment increases and many great projects. He then yielded the floor to Treasurer Susan Smith, who highlighted the Capital Improvement Projects that were budgeted for the coming year and reviewed the budget amendment for the current year. Finance Chair Dyjak added that the amendment was necessary as the changes amount to more than 1% of the total budget.

Mayor Jackson recognized Jerry Critcher, of 215 Sunset Drive, Dayton, to speak. Mr. Critcher inquired about how the transfers work to supplement the budget. Mayor Jackson advised that the transfers are from the water and sewer funds and something that we routinely do each budget year.

Mr. Critcher stated that he understood the need for rate increases and thanked Council for their time. As there were no additional comments, Mayor Jackson closed all open public hearings at 6:07 p.m.

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the Minutes from the Joint Public Hearing and the Regular Town Council Meeting of March 13, 2023, and the Special Called Closed Session Meeting of March 24, 2023, as presented. Councilperson Wolz replied so moved. The motion was seconded by Councilperson Estes and there was no additional discussion or amendments to the minutes. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: WOLZ—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and MATHIAS—ABSENT.

ACTION ITEM: Mayor Jackson stated that the first action item is the consideration of the Ordinance Partially Abandoning a Driveway Easement and asked for a motion to adopt the ordinance as presented. Councilperson Dyjak replied so moved. The motion was seconded by Councilperson Wolz and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: WOLZ—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and MATHIAS—ABSENT. The ordinance (without the attached exhibit) reads as follows:

AN ORDINANCE PARTIALLY ABANDONING A DRIVEWAY EASEMENT

WHEREAS, the Town of Dayton, Virginia (the “Town”) is the holder of an easement (the “Easement”), 20 feet in width, for ingress and egress between Mason Street and a parcel owned by the Town containing 0.516 acres, more or less (the “Well Lot”), which Easement is described in more detail in that certain deed dated January 27, 1999, from South Breeze, L.L.C. to the Town, a copy of which is attached hereto as **Exhibit A**; and

WHEREAS, the Town no longer needs the Easement for ingress and egress to and from the Well Lot; and

WHEREAS, the Easement also includes the right to install, maintain, repair, and replace utilities, including but not limited to electric and water lines; and

WHEREAS, the Town desires to abandon the part of the Easement that provides for ingress and egress to and from the Well Lot, but to retain and not to abandon the part of the Easement that permits the Town to install, maintain, repair, and replace utilities, and access necessary to install, maintain, repair, and replace utilities.

NOW, THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL FOR THE TOWN OF DAYTON, VIRGINIA THAT THE FOLLOWING ACTIONS ARE TAKEN:

1. That the part of the Easement that provides that the Town shall have an easement twenty (20) feet in width for the purpose of ingress from Mason Street to the Well Lot and egress from the Well Lot to Mason Street, is hereby abandoned.

2. That the Town does not abandon, and that this Ordinance shall in no way be construed to limit, affect, or abridge the Town’s rights with respect to, the part of the Easement that grants to the Town the right to install, maintain, repair, and replace utilities, including but not limited to electric and water lines, as well as reasonable access necessary for these purposes, and the terms and conditions in numbered paragraphs one, two, and three of the Easement with respect to the exercise of such rights.
3. The Interim Town Manager, any permanent Town Manager, and the Town Attorney are authorized to take any and all actions reasonable and necessary to effect the purpose of this Ordinance, including without limitation executing and recording a deed of partial abandonment in the land records of the Clerk’s Office of the Circuit Court of Rockingham County, Virginia.

ACTION ITEM: Mayor Jackson stated that the next action item is the consideration of an Ordinance Amending Appendix A to the Town Code regarding fees, rates, and charges and asked for a motion to adopt the ordinance, as presented. Councilperson Dyjak replied so moved and added that the Planning Commission had reviewed and recommended adoption. The motion was seconded by Councilperson Estes and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: WOLZ—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and MATHIAS—ABSENT. The ordinance and amended appendix follow:

**AN ORDINANCE AMENDING APPENDIX A TO THE TOWN CODE
REGARDING FEES, RATES, AND CHARGES**

WHEREAS, Appendix A to the Town Code for the Town of Dayton, Virginia (the “Town”) sets forth fees, rates, and charges for services provided by the Town; and

WHEREAS, from time to time the Town revisits and adjusts its fees, rates, and charges for services; and

WHEREAS, in connection with the budgeting process for Fiscal Year 2023-2024, the Town desires to adjust (i) fees relating collection of commercial and residential refuse, (ii) water and sewer rates, and (iii) certain zoning and subdivision charges.

NOW, THEREFORE, BE IT RESOLVED, BY THE TOWN COUNCIL FOR THE TOWN OF DAYTON, VIRGINIA THAT THE FOLLOWING ACTIONS ARE TAKEN:

4. Appendix A to the Town Code, which sets forth a schedule of fees, rates, and charges, is hereby amended as shown on the attachment hereto, which amendment increases and re-sets the fees for residential and solid refuse collection, rates for water and sewer service, and charges for rezoning applications and subdivision plat review to the amounts set forth therein.
5. The effective date of this Ordinance is July 1, 2023.

PART II - CODE OF ORDINANCES
Appendix A SCHEDULE OF FEES, RATES AND CHARGES

Appendix A SCHEDULE OF FEES, RATES AND CHARGES

Code Section	Description	Fee Amount
Chapter 2. Administration		
2-170	Nonsufficient funds (check return)	\$25.00
Chapter 8. Businesses and Business Regulations		
8-19	Dance hall permit	\$0.00
Chapter 10. Environment		
10-22	Emergency construction permit fee	\$0.00
Chapter 14. Miscellaneous Offenses		
14-271(a)	Fireworks sales permit fee	\$0.00
14-271(b)	Fireworks exhibitions permit fee	\$0.00
Chapter 16. Solid Waste		
16-3	Collection of commercial refuse fee	\$19.00 16.00
16-4	Collection of construction/demolition refuse fee	\$0.00
16-11	Collection of residential refuse fee	\$19.00 16.00
	Refuse late penalty	\$5.00
Chapter 18. Streets, Sidewalks and Other Public Places		
18-45	Permit for sidewalk paving	\$0.00
Chapter 20. Subdivisions		
20-10	Review of plats and plans fee	\$350.00 + \$50/acre *0.00
Chapter 22. Taxation		
22-19	Ad Valorem Tax (Real Estate Tax)	\$0.08/\$100.00
	plus 5% late penalty; after a bill is delinquent 30 days, 10% interest will be added monthly	
22-63	Meals tax	5%
22-68	Plus 10% late penalty	
22-98	Event fees	
	Autumn Celebration	\$175.00 or \$275.00/double
	Rebdu Festival	\$85.00 or \$135.00/double
	(Non-profit ½ price)	
22-105	Annual fee for issuance of business license: professional and occupational	
	Retail sales	\$0.15/\$100.00 of gross receipts but not less than \$20.00 total for past calendar year

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	Contractors	\$0.12/\$100.00 of gross receipts but not less than \$20.00 total for past calendar year
	Financial, real estate and professional services	\$0.30/\$100.00 of gross receipts but not less than \$20.00 total for past calendar year
	Repair & other services	\$0.20/\$100.00 of gross receipts but not less than \$20.00 total for past calendar year
22-152	Motor vehicle license fee	
	Motorcycle/camper/trailer	\$10.00
	Passenger vehicle/motor home	\$30.00
22-160	Penalty fee for failure to timely pay motor vehicle license fees	\$10.00 per vehicle
Chapter 24. Traffic and Vehicles		
24-77	Permit fee for parades, processions and sound trucks	\$0.00
24-251	Vehicle license fee; golf carts and utility vehicles	\$0.00
Chapter 26. Utilities		
26-21	Water and sewer rates	
	<u>Water</u>	
	0—2,000 gals.	\$7.11 <u>6.90</u>
	2,001—350,000 gals.	\$3.50 <u>3.40</u> per 1,000 gals.
	350,001 and up	\$2.63 <u>2.55</u> per 1,000 gals.
	<u>Sewer</u>	
	0—2,000 gals.	\$10.09 <u>9.80</u>
	2,001—350,000 gals.	\$5.00 <u>4.85</u> per 1,000 gals.
	350,001 and up	\$4.38 <u>4.25</u> per 1,000 gals.
	Minimum charge water/sewer \$17.20 <u>16.70</u> per month; Residential refuse, \$19.00 <u>16.00</u> per month	
26-22	Water deposit (for rentals)	\$75.00
26-23	Water/sewer, penalty for late payment	\$2.50 or 10%, whichever is greater (per each service)
	Reconnection fee	\$25.00

PART II - CODE OF ORDINANCES
Appendix A SCHEDULE OF FEES, RATES AND CHARGES

26-87	Connection to public water system fee	
	Residential	
	¾-inch single-family	\$3,500.00
	¾-inch multifamily	
	First four units (each unit to be metered)	\$3,000.00
	Next 20 units (each unit to be metered)	\$2,500.00
	25 units and up (each unit to be metered)	\$2,000.00
	1 inch service meter	\$4,000.00
	Commercial and industrial	
	¾-inch service meter	\$3,500.00
	1 inch service meter	\$4,500.00
	1½-inch service meter	\$8,000.00
	2 inch service meter	\$12,000.00
	3 inch service meter	\$24,000.00
	4 inch service meter	\$40,000.00
	6 inch service meter	\$80,000.00
	8 inch service meter	\$135,000.00
	Time and material fee for commercial hook-ups with service meter exceeding one inch shall be charged actual time and material fees. An estimate will be given prior to work being done.	
	Note: All connections must be inspected and approved by the public works department before the completion of backfill excavation. Additional fee: There will be a \$30.00 per foot charge for all connections that require crossing a roadway. ATTENTION: Connections outside the town limits are 150% of the charges above.	
26-218	Treatment cost recovery fees	\$0.00
26-221	Wastewater discharge permit fee	\$0.00
26-288	Private sewage disposal permit and inspection fee	\$0.00
26-321(a)(1)	Building sewer permit fee, residential and commercial services fees	\$0.00
26-321(a)(2)	Building sewer permit fee, significant industrial user fee	\$0.00

PART II - CODE OF ORDINANCES
Appendix A SCHEDULE OF FEES, RATES AND CHARGES

26-396	Connection to public sewage system fee	
	Residential	
	¾-inch single-family	\$4,000.00
	¾-inch multifamily	
	First four units (each unit to be metered)	\$3,400.00
	Next 20 units (each unit to be metered)	\$3,000.00
	25 units and up (each unit to be metered)	\$2,000.00
	Commercial and industrial	
	¾-inch service meter	\$4,000.00
	1 inch service meter	\$7,000.00
	1½-inch service meter	\$12,000.00
	2 inch service meter	\$20,000.00
	3 inch service meter	\$40,000.00
	4 inch service meter	\$68,000.00
	6 inch service meter	\$135,000.00
	8 inch service meter	\$210,000.00
	Time and material fee for commercial hook-ups with service meter exceeding one inch shall be charged actual time and material fees. An estimate will be given prior to work being done.	
	Note: All connections must be inspected and approved by the public works department before the completion of backfill excavation. Additional fee: There will be a \$30.00 per foot charge for all connections that require crossing a roadway. Note: Type of waste shall be governed by the Town of Dayton and the HRRSA regulations, which could affect sewer connection fees. ATTENTION: Connections outside the town limits are 150% of the charges above.	
Chapter 30. Zoning		
30-81	Filing fee for appeals to the board of zoning appeals	\$350.00, plus \$50.00/acre *
30-108	Zoning permit fee	
	For new construction or remodel	\$25.00 minimum or \$2.00/100 sq. ft., whichever is greater
	For accessory buildings	\$20.00 flat fee
30-135	Special use permit fee	\$350.00, plus \$50.00/acre *

Dayton, Virginia, Code of Ordinances
(Supp. No. 1)

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PART II - CODE OF ORDINANCES
Appendix A SCHEDULE OF FEES, RATES AND CHARGES

30-701	Special use permit fee, conversion of condominiums	\$350.00, plus \$50.00/acre *
30-766	Zoning permit fee, operation of short-term rental	\$0.00
30-792	Special use permit fee, telecommunications towers or antennas	\$350.00, plus \$50.00/acre *
30-855	Special use permit fee, signs	\$350.00, plus \$50.00/acre *
30-861	Signs permit fee, except temporary and incidental	\$20.00 flat fee
<u>30-109</u>	<u>Re-zoning Application</u>	<u>\$350.00, plus \$50.00/acre *</u>

*Any additional advertising fees caused by the applicant at no fault of the Town shall be charged to the applicant as an additional fee and must be paid in advance of the advertisement. Examples of such additional fees include re-advertisement as a result of applicant error or delay at the request of the applicant.

ACTION ITEM: Mayor Jackson stated that the next action item is the approval of the FY23 Budget Amendment and asked for a motion to adopt the ordinance, as presented. Councilperson Seward replied so moved. The motion was seconded by Councilperson Wolz and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: WOLZ—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and MATHIAS—ABSENT. The amended FY23 budget follows:

TOWN OF DAYTON, VIRGINIA PROPOSED BUDGET AMENDMENT FOR THE FISCAL YEAR JULY 1, 2022 - June 30, 2023			
	Approved Budget FY22-23	Proposed Amendment FY22-23	
Revenues			
<u>General Fund</u>			
General Property Tax	\$ 166,500	\$ 166,500	
Other Local Tax	\$ 435,450	\$ 435,450	
Other Local Revenues	\$ 376,500	\$ 1,239,707	
Federal/State Funding	\$ 84,200	\$ 146,950	ARPA & Sale of surplus vehicles Snow removal, PD vehicle & Accreditation grant
Subtotal GF before transfer	\$ 1,062,650	\$ 1,988,607	
Transfer from Reserves**	\$ 1,078,050	\$ 231,843	Offset for above adjustments
Subtotal GF after transfer	\$ 2,140,700	\$ 2,220,450	
<u>Capital Fund - General</u>			
Transfer from Water & Sewer Fund*	\$ 112,208	\$ 258,000	
Transfer from Reserves**	\$ 92,792		
Water & Sewer Fund	\$ 3,667,500	\$ 3,667,500	
<u>Capital Fund - Water & Sewer</u>			
Transfer from Water & Sewer Fund	\$ 50,000	\$ 133,180	
Transfer from Reserves	\$ 33,680		
TOTAL REVENUES	\$ 6,096,880	\$ 6,279,130	
Expenditures			
<u>General Fund</u>			
General Government	\$ 591,550	\$ 626,550	Severance & interim IM salary
Public Safety	\$ 705,000	\$ 749,750	OT adjustment, Accreditation service & material & supplies
Public Works	\$ 491,100	\$ 491,100	
Parks, Recreation & Cultural	\$ 171,750	\$ 171,750	
Community & Economic Dev	\$ 181,300	\$ 181,300	
Subtotal	\$ 2,140,700	\$ 2,220,450	
<u>Capital Fund - General</u>	\$ 205,000	\$ 213,000	PD Equip for new vehicle
<u>Water & Sewer Fund</u>			
Water & Sewer Operations	\$ 2,427,242	\$ 2,517,242	WTP Engineer fees
Transfer to Capital*	\$ 162,208	\$ 346,180	
Transfer to General Fund**	\$ 1,078,050	\$ 231,793	
Transfer to Reserves	\$ 617,285		
Capital Fund - water & Sewer	\$ 83,680	\$ 133,180	Water dept service truck
TOTAL EXPENDITURES	\$ 6,096,880	\$ 6,279,130	

* Note: Transfers from Water & Sewer Fund to General & Capital Funds are from operating surplus. They are listed as expense in each fund.
 **Note: Reflects transfer from reserve (retained earnings) for budgeting purposes. It is not new revenue.

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ACTION ITEM: Mayor Jackson stated that the next action item is the consideration of an Ordinance amending Sections 20-135; 20-138 & 20-172 of the Subdivision Ordinance and Section 30-817 of the Zoning Ordinance of the Town of Dayton, Virginia and asked for a motion to adopt the ordinance as presented. Councilperson Dyjak replied so moved and added that the Planning Commission had reviewed and recommended adoption. The motion was seconded by Councilperson Estes and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: WOLZ—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and MATHIAS—ABSENT. The ordinance reads as follows:

**AN ORDINANCE AMENDING SECTIONS 20-135; 20-138 & 20-172 OF THE
SUBDIVISION ORDINANCE AND SECTION 30-817 OF THE ZONING
ORDINANCE OF THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, the Town of Dayton, Virginia (the “Town”) has a Subdivision Ordinance that regulates the division of land within the Town; and

WHEREAS, the Subdivision Ordinance requires the construction of certain improvements as a condition of subdivision; and

WHEREAS, the Town also regulates the use of land within the Town through its Zoning Ordinance, and the Zoning Ordinance contains certain development requirements that are distinct from, and in addition to, those contained within the Subdivision Ordinance; and

WHEREAS, the Planning Commission has recommended that the Town Council amend the Subdivision Ordinance to require installation of sidewalks under certain circumstances and to add provisions relating to storm drainage, and (ii) amend the Zoning Ordinance to require, after the date of adoption of such amendment, that front and side driveways be constructed of asphalt, concrete, or permeable pavers.

WHEREAS, the Town Council has carefully reviewed and considered the proposed amendments and now desires to amend the Ordinances as recommended by the Planning Commission.

NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF THE TOWN OF DAYTON, VIRGINIA:

6. That Section 20-135 of the Town’s subdivision ordinance be amended and re-enacted as follows:

Sec. 20-135. - Standards for street construction.

- (a) *Design.* All streets must be designed to meet the specifications in the latest edition of the state department of transportation's subdivision street requirements, except the town requires curb, guttering, and sidewalks on all subdivision streets. On streets with speed limits less than or equal to 40 miles per hour, the curb and guttering shall be of type CG-6, as specified in the department of transportation requirements. On streets with speed limits greater than 40 miles per hour, the curb and guttering shall be of the type specified as CG-7. The subdivision street requirements make use of certain categories of streets, traffic volume, and terrain. The town shall determine which categories apply.
- (b) *Sidewalk Specifications.* Concrete sidewalks shall be provided on both sides of all new streets. Furthermore, when a new lot is created that fronts on an existing street, and adjacent property on either side has an existing sidewalk, the applicant shall construct a sidewalk that connects to the existing sidewalk. All sidewalks shall be constructed to the standards specified in the Virginia Department of Transportation’s Road Design Manual.
- (c) *Installation.* Subdividers shall be required to install all streets in the subdivision. Installation of all required street signs shall also be the responsibility of the subdivider.

7. That Section 20-138 of the Town’s Subdivision Ordinance be amended and re-enacted as follows:

Sec. 20-138. - Standards for drainage.

- (a) *General requirement.* Subdivisions shall be designed in compliance with all Rockingham County stormwater management regulations and requirements, and so as not to cause or permit

unreasonable drainage of surface water onto adjoining properties, whether public or private. For purposes of this subsection, the term "unreasonable drainage" means drainage which could potentially cause harm or significant inconvenience and is materially greater than would occur if the subdivided property were left in its undeveloped state. This subsection applies in addition to any other applicable law concerning surface water drainage.

- (b) *Regional drainage systems; designation of land for drainage facilities.* The town will not approve any such drainage facilities unless adequate provisions are made for the maintenance thereof. Where existing storm sewers are reasonably accessible, the proposed subdivision shall connect with such storm sewers. Unless an areawide storm sewer system has been established under section 20-6 and is reasonably available, the subdivider may be required to designate land and install reasonable and necessary drainage facilities, located on or outside the property limits of the land owned or controlled by the subdivider or developer but necessitated or required, at least in part, by the utility needs of the development or subdivision, including reasonably anticipated capacity, extensions, or maintenance considerations of a utility service plan for the service area. Such subdivider or developer shall be entitled to reimbursement of a portion of its costs by any subsequent subdivider or developer that utilizes the installed facilities. The subdivision agent is authorized to adopt and implement reasonable policies and procedures relating to connection and required reimbursement.
- (c) *General standards.* All drainage facilities shall be designed to drain foreseeable quantities of water from the streets and lots of the subdivision, and to be durable and reasonably maintenance-free town.

8. That Section 20-172 of the Town's Subdivision Ordinance be amended and re-enacted as follows:

Sec. 20-172. – Maintenance of Improvements.

The town has no obligation to improve, maintain, or take any action with respect to streets or other improvements not constructed, inspected, and accepted in accordance with this article. Whenever any proposed subdivision that will contain more than two residential lots includes dedicated common areas, private easements, private streets, or private stormwater facilities, the subdivider or developer shall be responsible for the management and maintenance of all such areas, easements, and improvements in the approved subdivision until the improvements are taken over by a property owners' association or condominium association formed in compliance with Subtitle IV of Title 55.1 of the Virginia Code. Prior to the sale of the lot constituting 75% of all approved buildable lots, all common areas, easements, and improvements shall be transferred from the subdivider to the property owners' association.

9. That Section 30-817 of the Town's Zoning Ordinance be amended and re-enacted as follows:

Sec. 30-817. – Parking and driveway standards.

- (a) All parking spaces required by this article shall be located on the same lot with the building or use served, provided that required parking may be located on another lot if the parking spaces are not more than 500 feet from the building served (measured along lines of public access) and the parking spaces are dedicated to the use of the business served through a lease, license, or easement requiring that the town be notified at least 30 days prior to termination. Upon the termination of any lease, license, or easement for required parking spaces, the entity served by the parking must either cease doing business or obtain alternative parking conforming to this article.
- (b) Unenclosed parking spaces may be located within the required yard around buildings as herein specified.
- (c) Parking spaces must be at least nine feet wide and 18 feet in length. In addition, there shall be sufficient area for maneuvering.
- (d) Unenclosed parking spaces and driveways shall be constructed of concrete, asphalt, or permeable pavers with a suitable base, except that gravel shall be a permissible surface for the following: (i)

- parking or driveways, or portions thereof, that are located to the rear of the building served, and (ii) parking or driveways, or portions thereof, that existed prior to April 10, 2023.
- (e) All parking spaces shall be designed to prevent parked vehicles from extending beyond the limits of the parking area and to prevent damaging effects to adjoining or nearby properties from surface drainage from the parking facility. Lighting facilities shall be so arranged that light is reflected away from adjacent properties.
 - (f) All loading spaces required under section 30-819 must be at least 12 feet wide by 25 feet in length. In addition, there shall be sufficient area for maneuvering.

ACTION ITEM: Mayor Jackson stated that the final action item is the consideration of a Main Street Affiliation Resolution and asked for a motion to adopt the Resolution reaffirming participation in the Virginia Department of Housing & Community Development’s Virginia Main Streets Program, as presented and shown below. Councilperson Dyjak replied so moved and added that the Planning Commission had reviewed and recommended adoption. The motion was seconded by Councilperson Estes and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: WOLZ—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and MATHIAS—ABSENT.

**RESOLUTION REAFFIRMING PARTICIPATION IN THE VIRGINIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT'S
VIRGINIA MAIN STREETS PROGRAM**

WHEREAS, the Virginia Department of Housing and Community Development administers the Virginia Main Street Program and provides an Exploring Main Street option for communities that are exploring downtown revitalization, and

WHEREAS, staff of the Town of Dayton submitted an application for obtaining Exploring Main Street status for the Town of Dayton in October of 2002, and

WHEREAS, the Town of Dayton desires to reaffirm its commitment to the Virginia Main Street program as an Exploring Main Street Community, and

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Dayton, Virginia that the Town authorized and endorses the Town’s reaffirmation for participation in the Virginia Department of Housing and Community Development’s Virginia Main Streets Program as part of the Exploring Main Street tier.

PUBLIC COMMENT: Mayor Jackson first recognized Jerry Critcher again to speak. Mr. Critcher addressed the Council with a concern about the proposed dog park. He stated that he is speaking in opposition of a future dog park as it becomes a maintenance issue as people do not always properly clean up after their dogs.

Mayor Jackson then recognized Sam Lee of FabRefurbs at 250 Main Street to speak. Mr. Lee addressed the Council and thanked the Town and staff for their efforts with the new Business Spotlight and stated that FabRefurbs will be open for the Redbud Festival beginning with an Open House on Friday night.

MANAGER'S REPORT: Interim Town Manager Bob Holton provided a written report including the financials, which is attached. He stated that new water treatment plant is operating efficiently and the Town is already saving money by not needing to purchase as much water from the County. He provided Council with a progress report as to the water storage tank and the King Street extension.

POLICE DEPARTMENT'S REPORT: Chief Trout provided Council with an update on the Department and added that they would be holding a Cones with a Cop event at Grammie's the first weekend in June. Mayor Jackson asked Chief Trout to give an overview of the accreditation process and the status.

TOWN ATTORNEY REPORT: Attorney Jordan Bowman stated that he had no report.

MAYOR & COUNCIL REPORTS: Mayor Jackson spoke about the recent senseless acts of violence and stated that we all need to be vigilant and if we see or hear something, to say something. Councilperson Estes stated that things were going great at the Mill.

- Economic & Community Development Committee Report: Chairperson Dyjak stated that there are lots of exciting things happening in the Town of Dayton and highlighted some of the business highlights and events. He extended congratulations to Lone Pine Lighting on their retirement and thanked them for their many years in Dayton. He stated that there will be an open house at Valley Water Gardens on April 21st.
- Finance Committee Report: Chairperson Dyjak stated that they had been working hard on the Town's budget and issued a thank you to Council and Staff.
- Infrastructure Committee Report: Chairperson Seward stated that there was no report; however, he stated that staff had done a fantastic job on the water treatment plant.
- Police & Safety Committee Report: Chairperson Seward stated that there was no report; however, he gave kudos to the Police Department for all their efforts.
- Parks, Recreation & Beautification Committee Report: Chairperson Wolz stated that they had met to discuss some upcoming events, including a possible 5K run in the fall, a Cook's Creek waterway cleanup project and the possible installation of new playground equipment for Sunset Park.
- Personnel Committee Report: Committee Member Pannell stated that the committee met on March 29th to review the Town's handbook, policies & procedures.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn the meeting and Councilperson Wolz seconded the motion; motion passed unanimously. The meeting adjourned at 6:35 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Christa Hall, Clerk of Council

ATTACHMENT TO DTC 4.10.23 REGULAR MEETING MINUTES: Town Manager Report

Public Works:

- The Town continues to investigate possible water storage tank sites; met with landowner at site located behind The Hair Corral.
- Current water line infrastructure study planned to begin in July for the water line extension/looping project.
- Construction on the Mason Street water line upgrade should begin in April.
- Water plant treated 52.357 million gallons of water in the month of March.
- Purchased 200,000 gallons from Rockingham.
- New water plant:
 - Up and running successfully!
 - Waco will return in May to make final adjustments.
 - Cleaning out old building.
- King Street bridge. We've been working with our engineers to determine the cost of a bridge at the extension of King Street. Unfortunately, this has been shown to be a costly endeavor. Engineering could range between \$10,000 and \$150,000 depending upon problems encountered with the flood plain. For example, a flood plain study could be \$40,000 and a flood map revision could be double that amount. The construction cost of a bridge will likely be between \$275,000 and \$300,000. This makes a total project cost as low as \$285,000 but as high as \$450,000. For planning purposes I'd estimate a realistic cost in the \$400,000 range.

Treasurer's Department:

- Public Hearings will be held for fee adjustments, the FY23 Budget Amendment and the FY24 Proposed Budget. Council to adopt the amendment in April and the FY24 Budget & CIP at the May 8th meeting. The public hearing was advertised, and a budget newsletter was mailed to all residents and businesses on April 5th.
- Financials attached.

Police Department:

- The Accreditation process continues to progress.
 - Full unannounced Property & Evidence inspection – found no issues.
 - Mock assessment scheduled for June.
 - Formal assessment scheduled for August.
- The Chief continues to research and apply for any and all applicable grants to assist the Department with funding opportunities.
- Planning Cones with a Cop event in June.

Community & Economic Development:

- Wayfinding Signage: The RFP was put out in March. Bids are due May 3rd and with Bid Award to be approved by Council at May 8th meeting. Once the bid is awarded, we anticipate completion within six months.
- Downtown Revitalization Grant: Initial submission is still under DHCD review.
- Staff continues to build and strengthen business relationships in Town.
- Registration for Redbud & Dayton Days is full for both events. New vendors are waitlisted.

Town of Dayton
 Budget v. Actual Report
 FY23 PERIOD ENDING 3/31/2023

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 166,500	\$ (2)	\$ 166,564	\$ (64)	100%
Other Local Taxes	\$ 435,450	\$ 34,517	\$ 336,946	\$ 98,504	77%
Permits, Privilege Fees & Licenses	\$ 500	\$ 32	\$ 969	\$ (469)	194%
Fines & Forfeitures	\$ 43,000	\$ 7,949	\$ 32,145	\$ 10,855	75%
Rev. from use of money & prop.	\$ 2,500	\$ -	\$ 365	\$ 2,135	15%
Charges for services	\$ 160,000	\$ 13,419	\$ 107,109	\$ 52,891	67%
Other	\$ 120,500	\$ 1,979	\$ 1,008,530	\$ (888,030)	837%
State & Federal Funding	\$ 134,200	\$ 12,167	\$ 137,054	\$ (2,854)	102%
Transfer from Water & Sewer	\$ 1,078,050	\$ -	\$ -	\$ 1,078,050	0%
TOTAL GF REVENUES	\$ 2,140,700	\$ 70,061	\$ 1,789,682	\$ 351,018	84%
General Capital Fund					
Transfer from Water & Sewer	\$ 112,208	\$ -	\$ -	\$ 112,208	0%
Transfer from Reserves	\$ 126,472	\$ -	\$ -	\$ 126,472	0%
	\$ 238,680	\$ -	\$ -	\$ 238,680	0%
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Water & Sewer Fund					
Charges for service	\$ 3,625,000	\$ 330,433	\$ 2,618,674	\$ 1,006,326	72%
W&S Conn fees	\$ 30,000	\$ 7,500	\$ 26,525	\$ 3,475	88%
Interest	\$ 10,000	\$ 9,489	\$ 23,901	\$ (13,901)	239%
Misc.	\$ 2,500	\$ 1,333	\$ 6,203	\$ (3,703)	248%
TOTAL W&S REVENUES	\$ 3,667,500	\$ 348,755	\$ 2,675,303	\$ 992,197	73%
	Budget	MTD	YTD	Variance	
TOTAL REVENUES	\$ 6,096,880	\$ 418,816	\$ 4,464,985	\$ 1,631,895	73%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government					
Public Safety	\$ 705,000	\$ 71,980	\$ 538,895	\$ 169,105	76%
Public Works	\$ 491,100	\$ 43,162	\$ 339,324	\$ 151,776	69%
Parks, Rec & Culture	\$ 171,750	\$ 9,135	\$ 109,081	\$ 62,669	64%
Community Development	\$ 181,300	\$ 12,482	\$ 107,142	\$ 74,158	59%
TOTAL GF EXPENDITURES	\$ 2,140,700	\$ 200,698	\$ 1,559,091	\$ 581,609	73%
Capital Projects					
PD Equipment	\$ 50,000	\$ 6,217	\$ 12,069	\$ 37,931	24%
Sign Program	\$ 50,000	\$ -	\$ 3,082	\$ 46,918	6%
Sidewalks	\$ 30,000	\$ -	\$ 22,020	\$ 7,980	73%
Land Acquisition & Amenities	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
PW Service Truck	\$ 50,000	\$ 2,545	\$ 2,545	\$ 47,455	5%
WTP Equipment	\$ 33,680	\$ 33,680	\$ 33,680	\$ -	100%
Generator	\$ 50,000	\$ -	\$ 45,850	\$ 4,150	92%
TOTAL CAPITAL PROJECTS	\$ 288,680	\$ 42,442	\$ 119,246	\$ 169,434	41%
Operating					
Operating	\$ 578,500	\$ 56,906	\$ 521,548	\$ 56,952	90%
HRRSA	\$ 1,823,742	\$ 141,567	\$ 1,295,846	\$ 527,896	71%
Water Fund Contingency	\$ 25,000	\$ -	\$ 21,610	\$ 3,390	86%
TOTAL W&S EXPENDITURES	\$ 2,427,242	\$ 198,473	\$ 1,839,004	\$ 588,238	76%
Transfer to General					
Transfer to Capital-Water & Sewer	\$ 1,078,050	\$ -	\$ -	\$ 162,208	0%
	\$ 162,208	\$ -	\$ -	\$ 162,208	0%
TOTAL CAPITAL TRANSFER	\$ 1,240,258	\$ -	\$ -	\$ 162,208	0%
	Budget	MTD	YTD	Variance	
TOTAL EXPENDITURES	\$ 6,096,880	\$ 399,171	\$ 3,398,095	\$ 2,698,785	56%
NET TOTAL	\$ -	\$ 19,645	\$ 1,066,890		

Budget vs Actual

Town of Dayton
 Period Ending 3/31/2023
 15 & 25 Carry-Over Capital Projects

Description	Balance @ 6/30	Mnth	YTD	Variance	Prct Used
15-4910-802 Equipment PD	\$ 5,331	\$ -	\$ 5,331	\$ -	100%
15-4910-810 Greenway Project	\$ 4,438	\$ -	\$ -	\$ 4,438	0%
15-4910-820 King Street Extension Path	\$ 25,649	\$ -	\$ -	\$ 25,649	0%
15-4910-840 Sign Program	\$ 75,894	\$ -	\$ 3,082	\$ 72,812	4%
15-4910-850 Sidewalks	\$ 30,000	\$ -	\$ 22,020	\$ 7,980	73%
15-4910-860 Land Acquisition & Amenities	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
25-4910-802 Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
25-4910-840 Water Plant Upgrade	\$ 2,005,167	\$ 56,639	\$ 1,795,728	\$ 209,439	90%
25-4910-850 Water/Sewer Line Replacement	\$ 140,446	\$ 330	\$ 14,201	\$ 126,245	10%
25-4910-865 Service Truck	\$ 45,000	\$ -	\$ 49,492	\$ (4,492)	110%

**DAYTON TOWN COUNCIL
SPECIAL CALLED MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL**

April 17, 2023

4:30 p.m.

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Susan Mathias, Bob Wolz, and Emily Estes. Melody Pannell arrived at 4:37 p.m.

ALSO PRESENT: Jordan Bowman, Town Attorney; Christa Hall, Clerk of Council; Susan Smith, Town Treasurer; Police Chief Justin Trout and Former Interim Town Manager Bob Holton.

CALL TO ORDER: Mayor Jackson called the meeting to order at 4:30 p.m. Mayor Jackson asked Clerk of Council Hall to take the roll, followed by the invocation and the pledge of allegiance.

CLOSED SESSION: Mayor Jackson explained that the purpose of this meeting is for Council to discuss, interview and consider prospective candidates for the position of Town Manager and will be conducted in closed session.

Mayor Jackson asked for a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Code of Virginia for the purposes of discussion, consideration, and interviewing of a prospective candidate or candidates for employment and appointment to the position of Town Manager. Councilperson Seward replied so moved and the motion was seconded by Councilperson Estes. The motion carried by a unanimous vote of 7 to 0. The Council recessed the open meeting at 4:39 p.m.

OPEN SESSION: The open session reconvened at 7:17 p.m. on motion by Councilperson Wolz, with a second from Councilperson Seward and a 6-0 unanimous decision. Councilperson Estes had exited during the closed session.

CERTIFICATION: Mayor Jackson read the certification for Council with respect to the just-concluded closed session, that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Clerk of Council Hall took a roll call: MATHIAS – CERTIFIED; DYJAK – CERTIFIED; WOLZ – CERTIFIED; SEWARD – CERTIFIED; ESTES – ABSENT; PANNELL – CERTIFIED; and JACKSON – CERTIFIED.

ACTION ITEM: Mayor Jackson asked for a motion to hire the Berkley Group to provide interim town management services and to recruit a permanent Town Manager and Treasurer. Councilperson Wolz replied so moved. The motion was seconded by Councilperson Seward and passed by a roll call vote of 6 to 0, with the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; PANNELL—AYE; and ESTES—ABSENT.

ITEM FOR DISCUSSION: Mayor Jackson stated that the next item for discussion on the agenda was Council Committees and that matter will be tabled for discussion later.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Mathias made a motion to adjourn, and Councilperson Pannell seconded the motion; motion passed unanimously. The meeting adjourned at 7:19 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk of Council, Christa Hall

Capital Projects Fund

	A	B	C	D	E	G	H	I	J	K
1	Account Name	Project Complete	GL Code	CIP ID	Carry over balance at 1/31/23	FY24	FY25	FY26	FY27	FY28
2	Water & Sewer									
3	WTP Upgrade	✓	25-4910-840	WS01						
4	Water/Sewer Lines Repair/Replacmt		25-4910-850	WS02	126,575	75,000	75,000	75,000	75,000	75,000
5	Hydrants		25-4910-855	WS03						
6	Water/Sewer Line Extension		25-4910-802	WS04	65,000	80,000				
7	Mini Plant & New Water Source		25-4910-xxx	WS05			100,000	100,000	100,000	100,000
8	Generators		25-4910-860	WS06				100,000		
9	Equipment Replacement (srvc truck)	✓	25-4910-865	WS07						
10	Mower	✓	25-4910-xxx	WS08						
11	Elevated Pumphouse Updates		25-4910-xxx	WS09			100,000			
12	Water Storage Facility		25-4910-xxx	WS10		100,000	100,000	100,000	100,000	100,000
13	Streets									
14	Mill Street Stormwater	✓		S01						
15	Mason Street Bike/Buggy Ln.			S02						
16	Town Street/Alleys Resurfacing			S03		50,000				
17	Cargill Safety Improvements			S04						1,016,000
18	Bike/Ped Facilities									
19	Bicycle/Pedestrian Plan		15-4910-820	BP01						
20	Greenway		15-4910-810	BP02	4,438	50,000	50,000	50,000	50,000	50,000
21	Bicycle/Pedestrian Plan (King St Ext)		15-4910-820	BP03	25,649	50,000			2,658,000	
22	Bicycle/Ped Plan (Dayton Mkt to Downtown)		15-4910-820	BP04			50,000	50,000	50,000	50,000
23	Sidewalk Replacement & Installation		15-4910-850	BP05	7,980	35,000	30,000	30,000	30,000	30,000
24	Parks & Public Facilities									
25	Land acquisition & amenities (land)		15-4910-860	PF01	50,000	25,000	25,000	25,000	25,000	25,000
26	Park amenities		15-4910-860	PF02						
27	Land ac & amenities (plygrnd equip)		15-4910-860	PF03		65,000				
28	Land ac & amenities (dog park)		15-4910-860	PF04			15,000			
29	Land ac & amenities (Family Ent Center)		15-4910-860	PF05						
30	Land ac & amenities (Splash pad)		15-4910-860	PF06			85,000			
31	Account Name	Project Complete	GL Code	CIP ID	Carry over balance at 1/31/23	FY24	FY25	FY26	FY27	FY28
32	Public Works									
33	Vehicle Replacement		15-4910-870	PW01						
34	Equipment Replacement (Bio-Trk)		15-4910-870	PW02			100,000			
35	Mower (Ventrac)		15-4910-880	PW03		35,000				
36	Equipment Replacement (Skid Str)		15-4910-870	PW04			75,000			
37	Equipment Replacement (Dump Trk)		15-4910-870	PW05		75,000				
38	Economic & Community Development									
39	Downtown Revitalization			ECD01			250,000			
40	Wayfinding Signage		15-4910-840	ECD02	72,812	178,000				
41	Police & Public Safety									
42	Vehicle Replacement		15-4910-802	PD01		50,000	50,000	50,000	50,000	50,000
43	PD In car camera	✓		PD02						
44	Police Station			PD03						
45	Administration									
46	Town Hall Key Card	✓	15-4910-890	A01						
47										
48			TOTAL:		352,454	868,000				

Indicates VDOT figures

**AN ORDINANCE
ADOPTING THE FISCAL YEAR 2023-2024 BUDGET, SETTING TAX
RATES, AND APPROPRIATING FUNDS
FOR THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, Virginia Code Section 15.2-2503 requires the governing body of each locality in the Commonwealth of Virginia to prepare and approve a budget for informative and fiscal planning purposes only; and

WHEREAS, the Town Council for the Town of Dayton, Virginia has prepared a budget for the fiscal year 2023-2024, a copy of which is attached hereto as **Exhibit A** (the “Budget”), and has duly advertised and held a public hearing on the Budget as required by law; and

WHEREAS, the Town Council is also required by law to appropriate the funds as set forth in the Budget prior to expending such funds, and to set the tax rates for the calendar year 2023.

NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:

1. The Budget is hereby adopted and approved in the total amount of \$7,478,015 and as set forth in more detail on Exhibit A.
2. The monies described in the Budget are appropriated in the total amount of \$7,478,015 for the uses and purposes generally outlined in the Budget. Such authorized uses and purposes may include, but shall not be required to include, the payment of monetary bonuses to Town employees within the amounts budgeted and after further consultation with the Town Council. The Treasurer is further authorized to transfer from the Water & Sewer Fund to the General and Capital Funds such funds as necessary and within the amounts budgeted.
3. All tax rates for the calendar year 2023 are unchanged from those rates previously set for calendar year 2022. The real estate tax rate for calendar year 2023 shall continue to be \$0.08 for each one hundred dollars of assessed value as of January 1, 2023.
4. Nothing herein shall be construed to change, affect, or alter in any way that certain Ordinance Amending Appendix A to the Town Code Regarding Fees, Rates, and Charges adopted by the Town Council on April 10, 2023, with an effective date of July 1, 2023 (the “Fees, Rates, and Charges Ordinance”). Except as expressly provided in the Fees, Rates, and Charges Ordinance, all fees, rates, and charges imposed by the Town shall continue without change in full force and effect.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an Ordinance Adopting the Fiscal Year 2023-2024 Budget, Setting Tax Rates, and Appropriating Funds for the Town of Dayton adopted by the Town Council at a meeting held on May 8, 2023. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor				
Bradford Dyjak, Vice Mayor				
Emily Estes				
Susan Mathias				
Melody Pannell				
Robert Seward				
Robert Wolz				

Date: May 8, 2023

[SEAL]

ATTEST: _____
Cary Jackson, Mayor

Christa Hall, Clerk

Exhibit A: Fiscal Year 2023-2024 Budget

Revenues

General Fund		
General Property Tax		\$166,500
Other Local Tax		\$416,250
Other Local Revenue		\$334,500
Federal/State Funding		\$123,872
Subtotal	GF Before Transfer	<u>\$1,041,122</u>
	Transfer*	\$1,338,264
	Subtotal GF after transfer	\$2,379,386
Capital Fund - General		
Transfer*		\$885,954
Water & Sewer Fund		\$3,766,100
Capital Fund – Water & Sewer		
Transfer*		\$446,575
Total Revenues		\$7,478,015

Expenditures

General Fund		
General Government		\$635,791
Public Safety		\$816,130
Public Works		\$529,165
Parks, Recreation & Cultural		\$201,506
Community & Economic Development		\$196,794
Sub-Total		<u>\$2,379,386</u>
Capital Fund - General		\$773,879
Water & Sewer Fund		
Water & Sewer Operations		\$2,539,911
Transfer*		\$1,338,264
	Capital Fund – Water & Sewer	\$446,575
Total Expenditures		\$7,478,015

* Note: Transfers are for budgeting purposes. Some are from operating surplus and others are from Reserves. The Town of Dayton operates on a balanced budget.

There are no changes in property tax rates proposed for the coming calendar year. There is a 3% increase to water/sewer rates. Refuse collection fees are increased to \$19/month.

**Wayfinding Signage Bid Award
Staff Report**

- The Town of Dayton solicited bids for the wayfinding signage project.
- The budget for this project has been set at \$250,000.
- The Town received two bids. The lowest bid came in at \$289,113.
- Staff has contacted the lowest bidder to discuss value engineering options to bring the project within budget and expects to have a recommendation by the time of council meeting.

Appointment Actions

Appoint Earl Mathers as Clerk to the Town Council.

Appoint Christa Hall as Deputy Clerk to the Town Council.

Appoint new Earl Mathers as a Freedom of Information Officer for the Town

Harrisonburg-Rockingham Regional Sewer Authority

Appoint Earl Mathers as member to the Sewer Authority (Adam is alternate).

Harrisonburg-Rockingham Metropolitan Planning Organization

Appoint Earl Mathers as member to the Policy Board. (Christa is the alternate and is currently the member to the Technical Advisory Committee)

Other Authorizations and Appointments

Authorize Town Manager & Treasurer to be an approved signatories for disbursements on behalf of the Town.

Authorize Town Manager & Treasurer to approve investments on behalf of the Town.

Appoint Earl Mathers as alternate to the Steering Committee for the Central Shenandoah All-Hazards Mitigation Plan. (Justin is primary member)

Town Manager's Report April 2023

Police Department

1. Personnel

Position Title	# of Positions	Filled	Vacant
Chief	1	1	0
Lieutenant	1	1	0
Patrol	4	4	0

A. Employee recognition

- Breanna Burkhead has done a tremendous job assisting with accreditation.

B. Training

- None

2. Activity Report April 2023

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
707	699	3	1	5	156

3. Project Updates

- Accreditation
 - 75% of the 192 proofs are completed.
- USDA Vehicle Grant- Spoke with Ford, no ETA.
- DCJS ARPA Law Enforcement Equipment and Technology Grant.
 - May 11, 2023, Announcement

4. Upcoming Events

- Cones With A Cop event to be held in June 10, 2023.
- Planning for Chief's Town Hall

Planning and Zoning

1. Four new Zoning Permits were issued.
2. No Certificates of Occupancy, Chicken Keeping, Short-Term Rental or Applications for a Home Occupations Permit were received.
3. Unable to attend the MPO or TAC for March due to Clerk conflicting demands..
4. The Community & Economic Development Committee met on April 5th to discuss Comp Plan, mailbox concerns and business signage.
5. The Planning Commission meeting for April was cancelled.
6. A preliminary plat plan is anticipated to be submitted in May. This will be reviewed by staff, the Planning Commission and any other involved parties.
7. Staff will be meeting with engineers to discuss the feasibility of the construction of a new gymnasium at Blue Ridge Christian School.

Public Works

Personnel:

Position Title	# of Positions	Filled	Vacant
Public Works Supervisor	1	1	0
Building & Grounds Technician	2	2	0
Part Time/seasonal	1	1	0

- Hiring Update: We have begun advertising the position of Facilities Technician and hope to fill the position by July 1st.
- Employee Recognitions: None

Updates

- We have finally received all the pipe and materials for the Mason St. waterline upgrade. Hopefully construction will begin soon.
- Working on the new Well#2 entrance off Bartley St. Should be done in the next upcoming weeks.
- PW staff did a great job with the set-up and teardown for the Redbud Festival.
- Update on the Water Storage Tank. Spoke with the landowner and they're willing to sell a piece of property for the town to place a storage. Staff will continue to discuss this project. (See item for consideration.)

Items for Consideration:

- Purchase of property to house new water storage tank.

Economic Development

Business

- Wayfinding Signage: The Town is accepting bids for fabrication and construction. Bids are due May 3, and it is anticipated that the bid will be awarded at the May council meeting.
 - Staff held a non-mandatory pre-bid meeting for interested bidders to learn more about the project.
- Business Spotlights: Mole Hill Bikes and Fab Refurbs were featured in the April spotlights. Rusty Willow Décor and Nanny's Nook will be featured in the May spotlights.
- Downtown Revitalization Grant: Initial submission is still under DHCD review. The CSPDC (who is administering the grant) received an update from DHCD on 5/1 that they are making progress on the review.
- Business visits: 7

Marketing & Communication

- The budget newsletter was mailed out on April 5.
- The residential newsletter was mailed out April 12.

Events

- The Easter Egg Hunt took place on April 8 at Sunset Park and was attended by around 100 children. The 2,500 hidden eggs were gone in under 5 minutes!

- The Redbud Festival was an overall success despite a few rain showers. The crowd size was slightly less than 2022. Thank you to public works, police, and all of the volunteers that made the event possible!
 - \$415 was raised for Blue Ridge Foster Love at the Ducky Races.
- Registration for the 2023 Dayton Days Autumn Celebration (Oct 7) is full, new vendors will be placed on a waitlist.
- The community yard sale will be on May 13. (Reminder: this is not an official town-sponsored event, we just advertise the date based on community input.)
- Staff is working on preparations for the Summer Concerts.

Treasurer's Office

Personnel:

- Town Treasurer Susan Smith left the Town on April 26, 2023. We will try to coordinate an agreeable time for her to come back and assist with training the Interim Treasurer
- Christa Hall was promoted to Interim Treasurer on May 1, 2023
- Tammy Warner was promoted to Accounting Tech II on May 1, 2023

Activity:

- Staff mailed 26 cut-off notices for unpaid water service. Service interruption is scheduled for May 22, 2023.
- All general ledger entries were made for the FY23 Budget amendments that Council approved at the April meeting.
- A public hearing was held in April for the FY24 budget and the CIP. Approval is anticipated to at the May Council meeting.
- The signature cards at the Town's bank were updated with new signors. New logins for the banking system have been set up.
- New paperwork has been filed for the Town's investments and a meeting will be scheduled in early May to review.
- April Financials will likely be delayed due to the interim turnover.

Town Manager

Interim Town Manager, Earl Mathers assumed his duties with the Town of Dayton on May 1st. There have been opportunities to meet with town staff and to communicate with the Mayor and most members of the Town Council. The process of becoming oriented to town operations and meeting the most urgent demands has proceeded smoothly and I look forward to a highly productive interim tenure with the Town of Dayton. It is a distinct pleasure to be here.