

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, May 9, 2021
6:00 PM**

AGENDA

1. Call to Order Mayor Jackson
 - a. Roll Call by Clerk
 - b. Invocation
 - c. Pledge of Allegiance
 - d. Proclamations—Small Business Week and Bike Month

2. Public Hearing: Proposed Real Property Tax Increase

3. Approval of Minutes for Joint Public Hearing and Regular Town Council Meeting of April 11, 2022 and the Council Budget Work Session of April 18 2022.

4. Presentations Ms. Lawrence
 - a. Budget FY2022/23
 - b. Capital Improvement Program

5. Action Items*
 - a. Authorization to Advertise Budget for Public Hearing

6. Public Comment

7. Staff Reports
 - a. Town Manager Ms. Lawrence
 - b. Treasurer/Financial Report Ms. Smith
 - c. Police Department Chief Trout
 - d. Public Works Ms. Lawrence
 - e. Water Ms. Lawrence
 - f. Community Development Ms. Hall
 - g. Economic Development Ms. Lawrence
 - h. Town Attorney Mr. Bowman

8. Committee Reports
 - a. Economic & Community Development Mr. Dyjak
 - b. Finance Mr. Dyjak
 - c. Infrastructure Mr. Seward
 - d. Parks, Recreation & Beautification Mr. Seward
 - e. Personnel Ms. Mathias
 - f. Police Ms. Hoover
 - g. Mayor and Council

*Please Note: All Action Items are for Council's consideration and are considered as drafts until voted on by Council and signed by the Mayor and certified by the Clerk.

9. Unfinished Business

10. New Business

11. 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/85235385147?pwd=bVUrR0J1NGU5RjkrZ0lpNVdsVm92UT09>

Meeting ID: 852 3538 5147

Passcode: 627402

Dial in: 1-301-715-8592



PROCLAMATION DECLARING MAY 1-7, 2022 Small Business Week

WHEREAS, America’s strongest economic growth in almost 40 years has been driven by the resilience of our small businesses who, despite a world-wide pandemic, continue to pioneer innovative solutions to our country’s greatest challenges and create opportunities for families and workers; and,

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge to the small manufacturers driving our competitiveness on the global stage, small businesses are the backbone of our economy and the cornerstones of our nation’s promise; and,

WHEREAS, when we support small business, jobs are created, and our community preserves its unique culture; and,

WHEREAS, because this country’s 32.5 million small businesses create nearly two out of three jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and,

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and,

WHEREAS, the Governor of the Commonwealth of Virginia declared May 1-7, 2022 as Small Business Week; and,

WHEREAS, the Town of Dayton joins in this state and national effort to help its over 75 small businesses do what they do best – grow their business, create jobs, create a sense of community all while providing shopping and dining opportunities to the residents and visitors and ensuring that our “Small Town, Hometown, Downtown” thrives well into the future;

NOW, THEREFORE, BE IT PROCLAIMED that I, Cary A. Jackson, Mayor of the Town of Dayton, Virginia and on the behalf of the Dayton Town Council and the citizens of Dayton, recognize May 1-7, 2022 as **Small Business Week** in the Town of Dayton, and I call this observance to the attention of our citizens.

This the 2nd day of May, 2022.

Mayor Cary A. Jackson

Attest: _____

Clerk of Council



PROCLAMATION DECLARING MAY, 2022 Bike Month

WHEREAS, bicycle commuting is an effective means to improve air quality, reduce traffic congestion, conserve energy, and preserve a way of life; and,

WHEREAS, bicycle commuting benefits both employees and employers through better health and fitness and reduced commuting and parking costs; and

WHEREAS, the League of American Bicyclists has declared the month of May, 2022 to be National Bike Month to promote public awareness of bicycle safety and education among cyclists and motorists; and

WHEREAS, the League of American Bicyclists has declared Bike to Work Week will take place May 16-22, 2022 and Bike to Work Day will be May 20, 2022; and,

WHEREAS, numerous visiting cyclists travel to the Shenandoah Valley and the Town of Dayton to ride the beautiful, scenic roads, to participate in bicycling-related races, and to purchase bicycles and accessories, contributing substantially to the local economy, restaurants and other local businesses; and,

WHEREAS, the Town of Dayton is committed to bicycling and non-motorized transportation as demonstrated by investments in trails and sidewalk repairs; and

WHEREAS, the Town of Dayton joins in this national effort to focus on individual and community wellbeing and wishes to take part in the national movement towards creating safer streets, connected communities, a healthier planet and happier people;

NOW, THEREFORE, BE IT PROCLAIMED that I, Cary A. Jackson, Mayor of the Town of Dayton, Virginia and on the behalf of the Dayton Town Council and the citizens of Dayton, recognize May, 2022 as **Bike Month** in the Town of Dayton, and I urge all cyclists and motorists to **SHARE THE ROAD** and maintain safe transportation corridors in our community.

This the 2nd day of May, 2022.

Mayor Cary A. Jackson

Attest: _____
Clerk of Council

Item 2.

Proposed Real Property Tax Increase

Discussion:

- Rockingham County reassesses property values every four years, per state code.
- The Town utilizes the County's values for real property tax purposes.
- State code requires that even if the tax rate remains the same, if the tax revenue increases by more than 1%, the Town must advertise and conduct a public hearing.
- The proposed budget for FY2022-2023 assumes the tax rate remains the same at .08/\$100 of assessed value.
- The attached advertisement was published in the newspaper on April 9, 2022, on the website, and was sent as an alert to people who subscribe to Town alerts.

Recommendation:

Hear public comment. No action at this time.

Item 2.



NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The Town of Dayton, Virginia proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 35.8 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$.06 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The Town of Dayton proposes to adopt a tax rate of \$.08 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$.02 per \$100, or 25 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the Town of Dayton will exceed last year's by 0.9 percent.

A public hearing on the increase will be held on May 9, 2022, at 6:00 p.m. in the Council Chambers of the Dayton Town Hall, 125B Eastview Street, Dayton VA. The meeting will be available for livestream viewing via Zoom and the link will be posted on the Town's website at www.daytonva.us. Those interested in speaking at this hearing must attend in person as no public comments will be accepted via Zoom.

**DAYTON TOWN COUNCIL AND PLANNING COMMISSION
JOINT PUBLIC HEARING MINUTES
COUNCIL CHAMBERS DAYTON TOWN HALL
April 11, 2022**

CALL TO ORDER: Mayor Jackson called the Public Hearing to order at 5:30 p.m., welcomed guests and asked Clerk Hall for a roll call for the Town Council and the Planning Commission.

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Heidi Hoover, Robert Seward, Susan Mathias, Bob Wolz, and Emily Estes.

PLANNING COMMISSION MEMBERS PRESENT: Vice Chair Lauren Rawley, Aaron Swindle, Bradford Dyjak, and Colton Shifflett.

PLANNING COMMISSION MEMBERS ABSENT: Hunter Barnett.

ALSO PRESENT: Angela Lawrence, Town Manager, Christa Hall, Town Clerk and Community Development Coordinator.

Mayor Jackson stated that this was a public hearing to hear comments regarding proposed amendments to Section 20- 141 of the Subdivision Ordinance regarding lighting requirements and to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district. He then asked Manager Lawrence to provide a staff report on the proposed amendments. Ms. Lawrence stated that the proposed amendment to the lighting ordinance was necessary to provide more specificity to the existing subdivision lighting ordinance. As for the proposed amendment to the sign ordinance, staff is requesting that business lots located in the B-1 district containing multiple businesses be allowed additional signage and provided pictures and examples.

Mayor Jackson stated that our first speaker signed up to speak is Ms. Deb Crank. Ms. Crank asked the Council and Commission to support the changes to the sign ordinance. The next speakers were Eva and Megan Heatwole, owners of the Cheese Place in Dayton who also requested the support of the amendment to the sign ordinance. Finally, Russell and Sherry Jack approached the Commission and Council to ask questions about the proposed changes to the Subdivision Lighting Ordinance. In answer to their questions, they were advised that these changes would only apply to new subdivisions and that the Town's Subdivision Agent was the same as the Zoning Administrator, Christa Hall.

As there were no additional comments, Mayor Jackson closed the Public Hearing at 5:41 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Christa Hall, Clerk

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
April 11, 2022**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Heidi Hoover, Susan Mathias, Bob Wolz, and Emily Estes.

ALSO PRESENT: Angela Lawrence, Town Manager; Jordan Bowman, Town Attorney; Justin Trout, Police Chief; Susan Smith, Town Treasurer; and 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 issued a special welcome to the room full of high school students who were in attendance. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance. Mayor Jackson stated that he attended the Shenandoah University Dayton Alumni Day where they dedicated a sign at the Dayton Market and shared stories about Dayton and what a great Town it is. He read aloud a proclamation declaring April 8, 2022 as Shenandoah University Alumni Day.

APPROVAL OF MINUTES: Councilperson Dyjak made a motion to approve the minutes as written for the Regular Council Meeting of March 14, 2022 and the Council Priority Session/Retreat of March 28, 2022; the motion was seconded by Councilperson Wolz and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE.

ACTION ITEM: CONSIDERATION OF A PROPOSED AMENDMENT TO SECTION 20-141 OF THE SUBDIVISION ORDINANCE REGARDING LIGHTING REQUIREMENTS: Mayor Jackson asked for a motion to approve the proposed amendment to Section 20-141 of the Subdivision Ordinance regarding lighting requirements as recommended by the Planning Commission. Councilperson Estes replied so moved. The motion was seconded by Councilperson Mathias and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. Section 20-141 Lighting is repealed and replaced to state, in its entirety, as follows:

- a) Street lights to provide a safe and secure outdoor environment in a cost-effective manner shall be provided within every residential subdivision. Street lights on residential streets shall be spaced approximately one hundred fifty (150) feet apart, or as otherwise approved by the subdivision agent taking into account the overall layout of the subdivision. Street lights shall not be higher than 15 feet or shorter than 10 feet unless approved by the subdivision agent. Street lights on collector or arterial streets shall be spaced to provide uniform brightness consistent with street widths and usage, at a level of illumination as approved by the subdivision agent. All street lights shall be

shielded so that no light rays are directly emitted by the installed fixture that are above the horizontal plane of the light.

- b) All outdoor lighting, including the placement, orientation, distribution patterns and fixture types of outdoor lights, shall be installed to minimize the impact on the adjacent properties from light trespass and light pollution.
- c) No lighting shall produce illumination or glare on streets detrimental to the safety of the public.
- d) If sidewalks are only located on one side of the street, the lighting shall be provided on the same side of the street as the sidewalk.
- e) At crosswalks, parking lots, and other areas where pedestrians are likely to enter vehicular traffic areas, higher lighting intensity levels shall be provided.

ACTION ITEM: CONSIDERATION OF A PROPOSED AMENDMENT TO SECTION 30-852 OF THE SIGN ORDINANCE REGARDING ALLOWED SIGNAGE IN THE B-1 ZONING DISTRICT: Mayor Jackson asked for a motion to approve the proposed amendment to Section 30-852 of the Sign Ordinance regarding allowed signage in the B-1 zoning district as recommended by the Planning Commission. Manager Lawrence added for the record that the maximum signage allowed would be 350 square feet. Councilperson Dyjak replied so moved. The motion was seconded by Councilperson Seward and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. Subsection (2) of 30-852 of the Town Code is amended to state as follows:

In all other zoning classifications, any combination of ground, wall, or roof signs are permitted, provided:

- a. On any lot, ground signs within 25 feet of the street must be placed at least 100 feet apart; and
- b. The total area of wall signs located on a lot shall not exceed 1 ½ square feet of sign area for each linear foot of main building/business frontage and such signs shall be located on the main building or other structure on the lot. On a corner lot, the permitted sign area shall apply to each street frontage. The total area of signs on any lot shall not exceed 100 square feet in a B-1 zone; 150 square feet in a HB-1, B-2, A-1, or A-2 zone; or 200 square feet in an M-1 zone.
- c. Notwithstanding 30-852(2)(b), for any lot in the B-1 zone on which there are multiple businesses, institutions, or organizations operating in compliance with the Town's Zoning Ordinance, whether within one common building or within multiple buildings, the total area of all wall signs located on such lot shall not exceed 1 ½ square feet of sign area for each linear foot of building/business frontage on the lot, and such wall signs shall be located on the building or other structure which houses the business, institution, or organization that each wall sign relates to. On a corner lot, the permitted sign area shall apply to each street frontage. The total area of all signs on any such lot shall not exceed 350 square feet. The total area of all ground signs on such lot shall not exceed 100 square feet.

PUBLIC COMMENT

None.

MANAGER'S REPORT

Town Manager Angela Lawrence provided a written report, which is attached.

Manager Lawrence added some exciting news to her report that the Town would be applying for a planning grant with the assistance of the CSPDC for up to \$50,000 at no cost to the Town that could be used for downtown revitalization projects, such as relocating utility lines, beautification, benches, sidewalks, etc.

She advised that GloFiber will begin their work in the Town in August and she has asked that they limit their hours to Monday through Saturday 7 a.m. to 7 p.m. and only by special permission outside those hours.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report.

POLICE REPORT

Chief Justin Trout provided a written report.

PUBLIC WORKS REPORT

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that the Public Works employment position remains unfilled. She provided an update on the street paving and the street sweeper, adding that the street sweeper had been purchased from Bridgewater for \$20,000.

WATER DEPARTMENT REPORT

Water Plant Operator Jennifer Reppe provided a written report.

COMMUNITY DEVELOPMENT REPORT

Community Development Coordinator Christa Hall provided a written report.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report.

TOWN ATTORNEY REPORT

Attorney Jordan Bowman stated that he had no report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilman Dyjak stated that the Town is excited for the Redbud Festival. He thanked all who came out to the Greater Ashby Chamber event at Rocktown History. He advised that the next Business Conversation Series will be held in the Council Chambers on April 27th at 5:30 pm. Finally, he commended staff on their initiative and efforts on the grant work.

FINANCE COMMITTEE REPORT

Councilman Dyjak stated that the Committee will be meeting to continue working on the upcoming budget and priorities.

INFRASTRUCTURE COMMITTEE REPORT

Councilman Seward stated that there was no report but asked Manager Lawrence to provide an update on the Water Treatment Upgrade project. She stated that the contractors were beginning to obtain the required permits to begin the job.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilman Seward stated that there was no report.

PERSONNEL COMMITTEE REPORT

Councilwoman Mathias stated that there was no report.

POLICE COMMITTEE REPORT

Councilwoman Hoover reported that the Committee had met to discuss budget needs for the department and that they will continue to have similar conversations.

MAYOR AND COUNCIL REPORT

Mayor Jackson provided a brief background on the monumental budget process for the government students in attendance. He advised that the Council had recently met at Silver Lake Mill to discuss budget priorities. He commended Cheryl Lyon on the great meeting space that she provided for them to meet. He concluded by thanking Manager Lawrence for her leadership and stated that she goes above and beyond to do things to show appreciation to the Town Staff.

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 and Councilperson Wolz seconded the motion; motion passed unanimously. The meeting adjourned at 6:29 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Christa Hall, Clerk of Council

ATTACHMENT TO DTC 4.11.22 REGULAR MEETING MINUTES

Town Manager

Staff Report

March 2022

Personnel

Nothing to report

Public Works, Roads, Facilities

- 1) Water Plant Upgrade:
 - a) Pre-construction meeting held with Town staff, engineer, and contractors.
 - b) Contracts signed.
 - c) Awaiting final determinations to issue Notice to Proceed. New expected completion is April 2023.

Budget Preparation

- 1) Committees met to review related department budgets.
- 2) Council participated in a council retreat on March 28, 2022.
- 3) Staff continues to gather information and develop the budget.
- 4) Scheduled budget meetings include:
 - a. Budget Work Session – April 18th
 - b. Tax Public Hearing – May 9
 - c. Budget submitted for Council review and approval to advertise – May 9
 - d. Budget public hearing – June 6
 - e. Budget approval – June 13

Other

- 1) I facilitated a public input session for planning commission. Only two residents attended.
- 2) Staff met with GloFiber staff. Phase 1 (From 42, downtown, and a portion of town) is scheduled to begin in August. Phase 2 includes the remaining portions of town including South Breeze but excluding Willow West and Dayton West. Phase 3 includes Willow West and Dayton West. Each phase will take 45-60 days. GloFiber will notify residents prior to surveying and construction. Staff is providing information regarding sidewalk projects, events, and other potential conflicts.
- 3) I continue to meet monthly (via Zoom) with other town managers in the region, as well as PDC staff. County staff participates for a portion of the meeting.
- 4) I developed a new electronic purchase order system that will improve productivity and reduce errors.

Items for Discussion and/or Consideration

None.

Budgeted Capital Projects Status

| Project | Status | Comments |
|----------------------------|--|--|
| Police Vehicle | Grant received. Vehicle Purchased | Awaiting final components (decals, lights, etc...) prior to usage. |
| Greenway Project | Rail ordered. Project to be completed by May. | Rail cost will allow us to also complete electricity plan. |
| King Street Extension Path | Field survey completed. Deed being researched. | Staff will price bridges and discuss with engineer. |
| Wayfinding Signage Program | Planning & Design Continues. VDOT initial application submitted. | Final Design completed. |
| Sidewalks | Quote received. | Awaiting time frame. |
| Parks | Nothing planned currently | For savings purposes. |
| Public Works Vehicle | Grant application submitted | Awaiting response. |
| Ventrac Mower | Completed. | |
| Key Card System | Project to be awarded in April. | |
| Water Line Extension | Awaiting response from City regarding agreement. Need survey and easement once we have an agreement with the City. | Extension of line near Walmart to City water for emergency purposes. |
| Water Plant Equipment | Contracts sign. | Project to be completed April 2023. |
| Park land acquisition | Nothing planned | For saving purposes only. |
| Water/Sewer Lines | Prioritizing pending engineers report | Camera and clean out done for downtown drainage from Main to 42. Significant debris and roots removed. |
| Hydrants | Survey/plat completed. Easement drafted. Awaiting signatures. | Ft. Harrison area |
| Mobile Generator | Generator received. Awaiting installation. | |
| Water Dept. Service Truck | Grant application submitted | Awaiting response. Expected March. |

Respectfully submitted,

Angela A. Lawrence

DAYTON TOWN COUNCIL
BUDGET WORK SESSION MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
April 18, 2021

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Bradford Dyjak, Heidi Hoover, Robert Seward and Bob Wolz. Emily Estes arrived at 6:30 p.m.

COUNCIL MEMBERS ABSENT: Susan Mathias

ALSO PRESENT: Angela Lawrence, Town Manager and Deputy Clerk; Susan Smith, Treasurer; and Justin Trout, Chief of Police.

CALL TO ORDER: Mayor Jackson called the Work Session to order at 6:00 p.m. and welcomed everyone. Mayor Jackson turned the meeting over to Town Manager Angela Lawrence to review the proposed FY2022/23 Town Budget.

Manager Lawrence presented the FY2022/23 budget in detail for Council. She provided general information regarding economic trends, transfers in the budget, revenue and expenses, trash fees, real property tax rate, water and sewer fees and salaries. She then reviewed revenue and department expense accounts by line item. Council discussed issues and provided direction. Council referred the career development policy back to the Personnel Committee. She advised that the Finance Committee would meet April 29th to make a recommendation to Council regarding the budget. Council will receive the recommended draft with the packet for the regular May meeting. The draft budget will be presented at the May meeting at which time Council may make additional revisions before authorizing the town manager to advertise the budget. A public hearing will need to be held to receive citizen comments prior to Council approval of the budget at the June Council meeting and this is scheduled for June 6, 2022. The Capital Improvement Program (CIP) will then be considered by Council along with the budget, utilizing information gathered at the Council Retreat and a recommendation from Planning Commission.

ADJOURNMENT: The work session adjourned at 8:24 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Deputy Clerk of Council, Angela A. Lawrence

Item 5.

Authorization to Advertise Budget for Public Hearing

Discussion:

- Pursuant to state code, the budget must be advertised and a public hearing held at least seven days prior to action on the proposed budget.
- To date the process has included: department head budget requests, committee review and recommendation of respective department requests, council priority session, council budget work session, and real property tax public hearing.
- The finance committee met on April 29 and May 4 to review the budget in detail.
- The proposed budget and CIP packet will be sent to council on May 6. After review and any recommended revisions, the draft budget will be advertised and posted on the website.

Finance Committee Recommendation:

Authorize staff to advertise budget as presented for public hearing on Monday, June 6, 2022.

Personnel

- 1) Staff participated in a team building/staff development exercise which included lunch, team building exercises and games.
- 2) Supervisors participated in a VRSA webinar regarding employment practices.

Public Works, Roads, Facilities

- 1) Water Plant Upgrade:
 - a) Notice to Proceed has been issued.
 - b) Groundbreaking to be held May 4, 2022.
 - c) The date of substantial completion is set for February 3, 2023 and the date of readiness is set for April 4, 2023.
 - d) Russell Jackson, engineer, will continue to oversee the project. Water plant staff will supervise the project on a daily basis.

Budget Preparation

- 1) Council budget work session was held Monday, April 18th.
- 2) Staff and finance committee have continued to refine the budget.
- 3) Scheduled budget meetings include:
 - a. Tax Public Hearing – May 9
 - b. Budget submitted for Council review and approval to advertise – May 9
 - c. Budget public hearing – June 6
 - d. Budget approval – June 13

Other

- 1) HRRSA board, on which I serve, approved their budget.
- 2) I, along with respective staff, met with PDC and DHCD staff regarding the Downtown Revitalization Planning Grant application.
- 3) I attended a webinar regarding recreational trails fund grant program.
- 4) I worked the Easter Egg Hunt event and Redbud event.
- 5) Meggie and I met with video team regarding the town's new video.
- 6) Meggie and I participated in a community engagement webinar.
- 7) Adam and I interviewed three candidates and hired a buildings and grounds technician.
- 8) The ARPA annual report was filed.
- 9) Susan, Wendy and I met with County staff regarding the tax billing process.
- 10) Justin, Adam, Cary and I met with VDOT regarding improvements to pedestrian crossings at Cargill and the Middle School.
- 11) A high school senior shadowed staff several days for a school project.

Items for Discussion and/or Consideration

- 1) Budget adjustments for FY2021-2022
- 2) Use of contingency funds for purchase of mower.

Budgeted Capital Projects Status

| Project | Status | Comments |
|----------------------------|---|--|
| Police Vehicle | Grant received. Vehicle Purchased | Awaiting final components (decals, lights, etc...) prior to usage. |
| Greenway Project | Rail ordered. Project to be completed by May. Markings have been made for drilling posts. | Rail cost will allow us to also complete electricity plan. |
| King Street Extension Path | Field survey completed. | More research is needed. |
| Wayfinding Signage Program | Meeting with VDOT scheduled for May 19. | Final Design completed. August completion date expected. |
| Sidewalks | Quote received. | Projected completion August due to contractor schedule and concrete supply issues. |
| Parks | Nothing planned currently | For savings purposes. |
| Public Works Vehicle | Purchased. | Awaiting delivery by end of May. |
| Ventrac Mower | Completed. | |
| Key Card System | Expected completion by June 30 th . | |
| Water Line Extension | Agreement going to City attorney before review by Town. | Extension of line near Walmart to City water for emergency purposes. |
| Water Plant Equipment | Project underway. | Project to be completed April 2023. |
| Park land acquisition | Nothing planned | For saving purposes only. |
| Water/Sewer Lines | Nothing planned currently. | Camera and clean out done for downtown drainage from Main to 42. Significant debris and roots removed. |
| Hydrants | City to tap line mid-May. | Ft. Harrison area |
| Generator | Installed at well 4. | Fencing to be completed June 30 th . |
| Water Dept. Service Truck | Truck purchased. | Awaiting delivery by end of May. |

Respectfully submitted,

Angela A. Lawrence

Staff Report

Treasurer's Office

April 2022

Personnel:

- Treasurer completed Virginia Government and Law and Cyber Security in the Public Sector courses through VGFOA & Radford University.
- Staff attended second part of State & Local Government Forum as facilitated by Brown Edwards.
- Staff met with Trish Davidson, Rockingham County Finance Director, to discuss property tax billing.
- Staff attended Council budget work session.

Activity:

- Budget preparation continues.
- Staff submitted 2022 Census of Governments Survey of Public Employment & Payroll.
- All Quarterly Taxes were filed on-time for Q1 of 2022.
- Three utility customers remain on the April cut-off list.
- Staff mailed 23 cut-off notices for unpaid water service. Service interruption is scheduled for May 23, 2022.
- End of FY22 is June 30, 2022. Auditors are scheduled to be on-site for preliminary field-work, Monday, July 11, 2022 and final on-site field-work scheduled the week of September 12-16, 2022.

Items for consideration:

- None

Respectfully submitted,

Susan Smith

Town of Dayton
Budget v. Actual Report
FY22 Period ending April 30, 2022

| <u>REVENUES</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>Variance</u> | <u>% Rcvd</u> |
|---------------------------------------|---------------------|-------------------|---------------------|---------------------|---------------|
| General Fund | | | | | |
| Property Taxes | \$ 122,500 | \$ 17 | \$ 123,606 | \$ (1,106) | 101% |
| Other Local Taxes | \$ 410,400 | \$ 43,421 | \$ 389,368 | \$ 21,032 | 95% |
| Permits, Privilege Fees & Licenses | \$ 500 | \$ 88 | \$ 358 | \$ 142 | 72% |
| Fines & Forfeitures | \$ 21,200 | \$ 2,299 | \$ 38,149 | \$ (16,949) | 180% |
| Rev. from use of money & prop. | \$ 2,750 | \$ 75 | \$ 575 | \$ 2,175 | 21% |
| Charges for services | \$ 123,926 | \$ 11,593 | \$ 106,494 | \$ 17,432 | 86% |
| Other | \$ 107,000 | \$ 1,612 | \$ 111,934 | \$ (4,934) | 105% |
| Recovered Costs | \$ 5,000 | \$ - | \$ - | \$ 5,000 | 0% |
| State & Federal Funding | \$ 928,708 | \$ 1,448 | \$ 57,448 | \$ 871,260 | 6% |
| Transfer from Reserves | \$ 253,727 | \$ - | \$ - | \$ 253,727 | 0% |
| TOTAL GF REVENUES | \$ 1,975,711 | \$ 60,553 | \$ 827,932 | \$ 1,147,779 | 42% |
| General Capital Fund | | | | | |
| Transfer from Reserves | \$ 367,688 | \$ - | \$ - | \$ 367,688 | 0% |
| | \$ 367,688 | \$ - | \$ - | \$ 367,688 | 0% |
| Water & Sewer Capital Fund | | | | | |
| Transfer from Water & Sewer Fund | \$ 1,266,424 | \$ - | \$ - | \$ 1,266,424 | 0% |
| Transfer from Reserves | \$ 2,560,576 | \$ - | \$ - | \$ 2,560,576 | 0% |
| | \$ 3,827,000 | \$ - | \$ - | \$ 3,827,000 | 0% |
| Water & Sewer Fund | | | | | |
| Charges for service | \$ 3,622,000 | \$ 301,966 | \$ 2,987,846 | \$ 634,154 | 82% |
| W&S Conn fees | \$ 50,000 | \$ 7,500 | \$ 33,000 | \$ 17,000 | 66% |
| Interest | \$ 30,000 | \$ 3,829 | \$ 13,154 | \$ 16,846 | 44% |
| Misc. | \$ - | \$ 187 | \$ 2,512 | \$ (2,512) | |
| TOTAL W&S REVENUES | \$ 3,702,000 | \$ 313,482 | \$ 3,036,512 | \$ 665,488 | 82% |
| | Budget | MTD | YTD | Variance | |
| TOTAL REVENUES | \$ 9,872,399 | \$ 374,035 | \$ 3,864,444 | \$ 6,007,955 | 39% |

| <u>EXPENDITURES</u> | <u>Budget</u> | <u>MTD</u> | <u>YTD</u> | <u>Variance</u> | <u>% Used</u> |
|-----------------------------------|---------------------|-------------------|---------------------|---------------------|---------------|
| General Government | \$ 578,074 | \$ 35,616 | \$ 450,290 | \$ 127,784 | 78% |
| Public Safety | \$ 655,827 | \$ 46,499 | \$ 516,326 | \$ 139,501 | 79% |
| Public Works | \$ 418,000 | \$ 24,438 | \$ 300,749 | \$ 117,251 | 72% |
| Parks, Rec & Culture | \$ 162,530 | \$ 8,168 | \$ 110,999 | \$ 51,531 | 68% |
| Community Development | \$ 161,280 | \$ 15,620 | \$ 108,764 | \$ 52,516 | 67% |
| TOTAL GF EXPENDITURES | \$ 1,975,711 | \$ 130,341 | \$ 1,487,128 | \$ 488,583 | 75% |
| Capital Projects | | | | | |
| PD Equipment | \$ 52,688 | \$ - | \$ 34,936 | \$ 17,752 | 66% |
| Greenway Project | \$ 15,000 | \$ - | \$ - | \$ 15,000 | 0% |
| King St. Extension | \$ 30,000 | \$ - | \$ 1,406 | \$ 28,594 | 5% |
| Sign Program | \$ 100,000 | \$ - | \$ 19,669 | \$ 80,331 | 20% |
| Sidewalks | \$ 30,000 | \$ - | \$ - | \$ 30,000 | 0% |
| Parks | \$ 50,000 | \$ - | \$ - | \$ 50,000 | 0% |
| PW Vehicle | \$ 45,000 | \$ - | \$ - | \$ 45,000 | 0% |
| Ventrac Mower | \$ 25,000 | \$ - | \$ 36,703 | \$ (11,703) | 147% |
| Municipal Key Card System | \$ 20,000 | \$ - | \$ - | \$ 20,000 | 0% |
| Water Line Extension | \$ 65,000 | \$ - | \$ - | \$ 65,000 | 0% |
| Water Plant Upgrade | \$ 3,500,000 | \$ - | \$ 1,030,750 | \$ 2,469,250 | 29% |
| Water Plant Land | \$ 10,000 | \$ - | \$ 10,887 | \$ (887) | 109% |
| Water/Sewer Line Replacement | \$ 150,000 | \$ - | \$ 8,519 | \$ 141,481 | 6% |
| Hydrants | \$ 12,000 | \$ - | \$ - | \$ 12,000 | 0% |
| Mobile Generator | \$ 25,000 | \$ 20,219 | \$ 29,292 | \$ (4,292) | 117% |
| Service Truck | \$ 45,000 | \$ - | \$ - | \$ 45,000 | 0% |
| TOTAL CAPITAL PROJECTS | \$ 4,174,688 | \$ 20,219 | \$ 1,172,162 | \$ 3,002,526 | 28% |
| Operating | \$ 691,080 | \$ 23,236 | \$ 495,494 | \$ 195,586 | 72% |
| HRRSA | \$ 1,739,496 | \$ 142,346 | \$ 1,414,556 | \$ 324,940 | 81% |
| Water Fund Contingency | \$ 25,000 | \$ - | \$ - | \$ 25,000 | 0% |
| TOTAL W&S EXPENDITURES | \$ 2,455,576 | \$ 165,582 | \$ 1,910,050 | \$ 545,526 | 78% |
| Transfer to Capital-Water & Sewer | \$ 1,266,424 | \$ - | \$ - | \$ 1,266,424 | 0% |
| TOTAL CAPITAL TRANSFER | \$ 1,266,424 | \$ - | \$ - | \$ 1,266,424 | 0% |
| | Budget | MTD | YTD | Variance | |
| TOTAL EXPENDITURES | \$ 9,872,399 | \$ 295,923 | \$ 3,397,178 | \$ 6,475,221 | 34% |
| NET TOTAL | \$ - | \$ 78,112 | \$ 467,266 | | |

Police Department Staff Report

April 2022

1. Personnel

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

A. Employee recognitions

- Would like to thank the officers for their participation at the Redbud Festival.

B. Training

- Chief Trout attended the DCJS Training/Instructor meeting.
- Chief Trout taught Academy Firearms.

2. Activity Report April 2022

| Calls for Service | Incident Reports | IBR Reports | Arrests | Crashes | Citations |
|-------------------|------------------|-------------|---------|---------|-----------|
| 522 | 508 | 6 | 3 | 8 | 26 |

3. Project Updates

- Department is still waiting on vehicle equipment due to shipping delays.
- New radios have arrived and been distributed to officers. Still waiting on some related equipment.

4. Upcoming Events

- Chief's Town Hall meeting May 17, 2022 at 1800 hours in Council Chambers.
- Officer Shifflett's Academy Graduation is May 19, 2022.

5. Items for Consideration: None.

Respectfully submitted



Justin Trout



Public Works Staff Report April 2022

I. Personnel:

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

1. Hiring Update: Chandler Foltz started on 4/25!!
2. Employee Recognitions: Public Works beat Police Department in tug of war!

II. Reports:

- Fixed leaking sinks and repaired toilets in Dove Park and Sunset Park.
- Helped in setup and takedown for the Redbud Festival.
- 30 Miss Utilities this month.
- Removed falling trees from Cooks Creek.
- Received most of the materials for the hydrant project across from Fort Harrison.
- Lots and lots of mowing this month.

III. Items for Consideration: None

Respectfully submitted,

Adam Meek

**Water Department Staff Report
April 2022**

I. Personnel

| Position Title | # of Positions | Filled | Vacant |
|-------------------------------|----------------|--------|--------|
| Lead Water Treatment Operator | 1 | 1 | 0 |
| P/T- Water Treatment Operator | 1 | 1 | 0 |
| Water Plant Operator | 1 | 1 | 0 |

II. Reports

- Water plant treated 46.377 million gallons of water in the month of April.
- Purchased 686,000 gallons from Rockingham County.
- Silver Lake ran for approximately 2.3 million gallons due to Well 1 losing communication. We have SLM ordering a replacement antenna.
- Sprayed for weeds around town and at the parks.
- Fertilized bushes and plants around town.
- Mowing season has begun.
- Numerous CIP's on filters due to heavy rains.
- Planted Mason Street bed.
- Mulched at the water plant.
- Backflow notices went out on April 29 (For May 1).
- Making progress on the generator at Well 4: concrete pad is complete.

III. Items for Consideration: None

Respectfully submitted,

Jennifer Reppe

**Community Development Staff Report
April 2022**

1. Planning and Zoning

- a. Two new Zoning Permits were issued (including one for new residence and one for the Water Treatment Plant upgrade).
- b. No Certificates of Occupancy were issued.
- c. No Chicken Keeping Applications were approved
- d. No Short Term Rental Permits were requested.
- e. There were no nuisance violations.
- f. Scheduled a BZA meeting for May 18th at 5:00 p.m. to establish setbacks for a non-conforming lot of record located at 560 Mason Street.
- g. Scheduled DMV-Connect to be in Dayton Town Hall May 9-11. They will set up in the Assembly Room downstairs and appointments are available online through DMV's website.
- h. Attended the HRMPO TAC meeting on April 7th.
- i. Virtually attended an ICMA Webinar on Community Engagement: The Art of Doing it Well.
- j. Virtually attended the monthly APA Legislative Committee Conference Call.
- k. The April 21st Planning Commission meeting was held and the Commission and staff continue to review and update the Comprehensive Plan and the CIP.
- l. Worked w/the County to schedule a Pre-Application meeting for the consideration of possible mini-storage units to be located on Legacy Lane off of Route 42 to be held on May 4, 2022.

2. Items for Consideration: NONE.

Respectfully submitted,



Community Development Coordinator

Economic Development Staff Report April 2022

Business Recruitment, Retention and Relationships

- April business newsletter analytics:
 - 58 opens
 - Top links clicked:
 1. Town of Dayton Business Directory Submission
 2. Town of Dayton Business Directory
 3. Shenandoah Valley SBDC Regional Roundup
- The May Business e-newsletter was sent out 5/5 with a focus on Small Business Appreciation week, a nationally recognized event.
- The Town hosted a Business Conversation Series on April 27th (as announced in the April newsletter) to discuss ways the Town can partner with Town businesses on projects and events in the future. Unfortunately there was no one in attendance.
- There is a new shop at the Dayton Market! Frontier Meats has opened up in the space previously occupied by Prime Cuts & Seafood.

Events

- The Easter Egg Drive Thru at Town Hall on the Friday before Easter had a much bigger turnout than expected! Staff gave away approximately 50 goodie bags.
- The Easter Egg Hunt at Sunset Park on the Saturday before Easter had a good turnout! The candy was scooped up very quickly by the older kids, so staff may rearrange the age groups and order more eggs next year. The kid's activity table seemed to be popular as well.
- Thank you to all of the staff and volunteers who made the Redbud Festival a success! The overall consensus was that the crowd size was slightly larger than 2019 which was estimated at 4,000. The addition of the kid's activity area was largely a success, although attendance at the Touch-a-Truck event was lower than expected. There were 106 vendors at the festival. (3 did not show up at the last minute due to family emergencies.) Staff met internally following the event to discuss areas of improvement for next year!
- Dayton Days vendor registrations: 196. We are very close to capacity! Only a handful of spaces left.
- Promotion of The Muddler has begun via social media and email marketing. Staff will begin running paid advertisements closer to the event. Registrations thus far: 84
 - Staff is working with PD to gain sponsorships.
- An annual events calendar similar to the one from 2020 will be mailed out this month.

Marketing

- Staff has started working with Appeal Productions on a new marketing/tourism video. A camera crew was on-site for the Redbud Festival, and will be on site again on June 18 to film around town (including at local businesses) and at the Summer Concert scheduled for that evening. We expect a short version of the video (around 30 seconds) to be delivered at the end of June, and a longer video to be delivered at the end of the year to allow for additional filming of the Town during the fall.

Social Media

- April Town of Dayton Facebook Analytics
 - Page Reach: 21,066
 - Profile visits: 1,974
 - New Followers: 56
 - Top Posts

1. Door to door salesperson scam (4/8): 14.3k reach
 2. Shenandoah University Sign Dedication (4/8): 3.6k reach
 3. Easter Egg Drive Thru (4/15): 3.4k reach
- April Town of Dayton Police Department Facebook Analytics
 - Page reach: 7,787
 - Profile visits: 257
 - New followers: 17
 - Top Posts
 1. Dog found on Bowman Road (4/15): 5.6k reach
 2. Tug-of-war (4/15): 996 reach
 3. Door to door salesperson scam (4/8): 776 reach
 - April Redbud Festival Facebook Analytics
 - Page reach: 50,868
 - Profile visits: 2,446
 - New followers: 756
 - Top Posts
 1. Vendor Guide (4/22): 12.8k reach
 2. Redbud Saplings (4/20): 10k reach
 3. Redbud Photos (4/23): 5.5k reach
 - April Dayton Days Facebook Analytics
 - Page reach: 2,504
 - Profile visits: 108
 - New followers: 14
 - Top Posts
 1. Redbud Saplings (4/20): 1.9k reach
 2. Redbud Music lineup (4/19): 1.1k reach
 - April Muddler Facebook Analytics
 - Page reach: 7,382
 - Profile visits: 201
 - New followers: 25
 - Top Posts
 1. Register for The Muddler (4/28): 7.5k reach

Other

- Wayfinding – The VDOT Project Initiation Kick-off meeting will be on May 19th.
- Staff is working with the CSPDC on applying for a CDBG Planning Grant and will apply by May 15th.
- A new “mini welcome center” is up and running at the Dayton Market! There is a TV display with information about Town events, an area map indicating where shopping and dining options are located in Town, historical attractions and more. The goal is to gain the attention of visitors already at the Market, and let them know what else Dayton has to offer!

Items for consideration or discussion: None.

Respectfully submitted,

Meggie Roche

