

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, June 14, 2021
6:00 PM**

AGENDA

1. Call to Order Mayor Jackson
 - a. Roll Call by Clerk
 - b. Invocation
 - c. Pledge of Allegiance

2. Approval of Minutes for Regular Town Council Meeting of May 10, 2021, Budget Public Hearings and Special Called Meeting of June 7, 2021.

3. Action Items
 - a. Adoption of Fiscal Year 2020-2021 Budget Amendment
 - b. Adoption of Capital Improvement Program Fiscal Years 2021-2022 to 2025-2026
 - c. Adoption of Fiscal Year 2021-2022 Budget
 - d. Appropriation of Funds for Fiscal Year 2021-2022
 - e. Consideration of Amendment to Town Code Ordinance to adopt newly passed General Assembly actions
 - f. Appointments to Planning Commission, Board of Zoning Appeals and Economic Development Authority
 - g. Consideration of revised FMLA policy
 - h. Consideration of Parks and Facilities Reservation Policy

4. Staff Reports
 - a. Town Manager Ms. Lawrence
 - b. Treasurer/Financial Report Ms. Smith
 - c. Police Chief 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

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

6. Unfinished Business

7. New Business

8. Public Comment
9. Closed Session – In accordance with Section 2.2-3711(A)(7) of the Virginia State Code to consult with legal counsel and be briefed by staff members or consultants about actual or probable litigation pertaining to a Worker’s Compensation Claim, where such consultation or briefing in open meeting would adversely affect the local government’s negotiating or litigating posture.
10. Adjournment

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
May 10, 2021**

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

COUNCIL MEMBERS ABSENT: None.

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. and welcomed everyone. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

SPECIAL RECOGNITION: Mayor Jackson recognized the 100th birthday of resident Evah Roller and read aloud a Proclamation in her honor. Ms. Evah Roller attended the meeting, along with her husband and three daughters.

APPROVAL OF MINUTES:

Councilperson Seward made a motion to approve the minutes as written for the Regular Council Meeting of April 12, 2021, the Budget Work Session of April 19, 2021, and the Council Retreat of April 29, 2021; the motion was seconded by Councilperson Mathias and approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: AUTHORIZATION TO ADVERTISE BUDGET FOR PUBLIC HEARING

Mayor Jackson asked Manager Lawrence to provide a staff report on the proposed FY2021-22 Budget and the FY2022-26 Capital Improvement Program. Manager Lawrence advised Council of changes that had been made to the Budget and CIP following the Council Work Session and the Finance Committee Meeting and advised that we will need to hold Public Hearings to hear citizen input on the FY2020-21 Budget Amendment and the proposed FY2021-22 Budget. We will hold those hearings on June 2, 2021 at 6:00 p.m. and they will need to be advertised according to Virginia State Code. Councilperson Rodgers made a motion to authorize staff to advertise the FY2022 budget and FY2021 budget amendment (if necessary) for public hearings to be held on Wednesday, June 2, 2021 at 6:00 p.m. The motion was seconded by Councilperson Dyjak. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as

follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: ADOPT ORDINANCE AMENDING & REENACTING CHAPTER 2 OF TITLE 12 OF THE TOWN CODE OF ORDINANCES REGARDING PAYMENT OF REAL ESTATE TAXATION

Mayor Jackson asked Manager Lawrence to provide a staff report. Manager Lawrence explained that as a result of a change in Rockingham County’s software system, the Town will no longer be able to obtain real estate tax billing records on a semi-annual basis and we need to convert to an annual billing cycle and collect the entire amount on December 5th of each year. Councilperson Rodgers made a motion to approve the ordinance amending and reenacting Chapter 2 of Title 12 of the Town Code of Ordinances Regarding Payment of Real Estate Taxation, as presented. The motion was seconded by Councilperson Dyjak. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE. The ordinance reads as follows:

**AN ORDINANCE AMENDING
CHAPTER 2 OF TITLE 12 OF THE TOWN CODE OF ORDINANCES,
REGARDING PAYMENT OF REAL ESTATE TAXATION**

WHEREAS, the Town of Dayton, Virginia (the “Town”) levies a real estate tax in accordance with the provisions of Title 58.1 of the Code of Virginia Code; and

WHEREAS, the Town makes use of Rockingham County’s property assessments in levying its real estate tax; and

WHEREAS, the Town defers to Rockingham County to assist in the administration of levying its real estate tax; and

WHEREAS, Rockingham County has changed their procedure as to how real estate tax records will be provided to the Town and will no longer be able to provide records on a semi-annual basis; and

WHEREAS, the Town desires to maintain the procedure for real estate tax collection by deferring to assistance from Rockingham County, which will now be on an annual basis.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Dayton, Virginia, that Chapter 2 of Title 12 of the Town Code of Ordinances is hereby amended and re-enacted in its entirety to read as follows:

§ 12-4. Annual Collections. All real property taxes shall become due, in their entirety on December 5 of the year for which assessed.

MANAGER'S REPORT

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

Manager Lawrence added that we continue to look at the design for the new water treatment plant. A joint committee meeting is scheduled for the engineer to present options to staff and the Infrastructure and Finance Committees. Ms. Lawrence gave an updated report on the status of the Mill Street Project. Councilperson Rodgers asked about the timeframe on the improved audio/video system to be installed in Council Chambers. Ms. Lawrence advised that we have ordered the equipment and the IT company will be installing it as soon as everything arrives. She continued that she hopes that we will be able to livestream the next meeting and explained how the process will work.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report.

POLICE REPORT

Chief Justin Trout provided a written report. Chief Trout added that the hiring grant was posted on May 7th, with a submission deadline of June 22nd. He has already begun work on it and will submit it as soon as possible. Councilperson Estes issued a thank you to Officer Dollar for his assistance with a Town matter. Mayor Jackson emphasized that comment and issued a thank you to the law enforcement officers in recognition of Law Enforcement Awareness Week.

PUBLIC WORKS REPORT

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that our Public Works and Police Department worked together to get a community service group to clean up trash along Route 42 and we will try to have them back again soon, along with the jail inmate program.

WATER DEPARTMENT REPORT

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that one of our pumps by the tower is not working and we will be getting an estimate on the cost for repairs.

COMMUNITY DEVELOPMENT REPORT

Community Development Coordinator Christa Hall provided a written report and further advised that the dumpsters at the Westview Apartments are in violation of the Refuse Ordinance and will be formally sited with notice to clean up or they will be fined if the Town cleans it up.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence added that Muddler sponsorships are available if anyone knows of interested sponsors. There was some additional discussion as to how the Muddler and other Town events were advertised. Mayor Jackson highlighted that the new and improved Town website is scheduled to go live on May 13th and Councilperson Dyjak mentioned that the businesses will have the ability to submit information to be included in an enhanced business directory on our new site.

TOWN ATTORNEY REPORT

No report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilperson Dyjak stated that the Committee had discussed the Façade Grant application that was received from the Thomas House Restaurant and they had determined to award them with a Town grant. He also mentioned that they were going to review the grant process and make some revisions prior to the next fiscal year.

FINANCE COMMITTEE REPORT

Councilperson Rodgers stated that the Committee met and the contents of that meeting had already been addressed. He did thank staff, specifically Angela Lawrence and Susan Smith for all their hard work and efforts on the budget and acknowledged all the time and effort that goes into the preparation process. Mayor Jackson added that it is appreciated that staff has taken measures to provide a narrative on each budget line item, which is an extra step for clarification and to help Council to understand each item. Manager Lawrence stated that narrative also helps internally and further helps the public to understand.

INFASTRUCTURE COMMITTEE REPORT

Councilperson Dyjak echoed Mr. Rodgers sentiments of appreciation for the staff's efforts with the budget and the CIP. He stated that he was excited about the process of implementing the CIP and that this would be a much easier process next year.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilperson Rodgers reiterated that the benches had been installed at the creek along the Greenway and gave kudos to Ms. Estes for pushing that project through as she joined the committee recently with lots of passion to see projects like that through to completion. Their next meeting is scheduled for June 4th.

PERSONNEL COMMITTEE REPORT

Councilperson Hoover stated there was no report.

POLICE COMMITTEE REPORT

Councilperson Hoover stated that there was no report.

MAYOR AND COUNCIL REPORT

Mayor Jackson thanked residents and business owners affected by the Mill Street Project as they have gone through a lot and have been patient with the Town. He also thanked staff for moving the project along. Mayor Jackson advised that he had recently received a request from a citizen about renaming a street to honor a citizen and he further stated that this is the second of such request received recently. He stated that this becomes a dangerous precedence to start changing street names so that it is not something that the Town can do.

Mayor Jackson said most importantly he wanted to mention that we recently had a business owner who expressed dissatisfaction with the Town on social media. When this happens, it sends a message to all those reading the post who aren't familiar with the Town of Dayton that Dayton is not a place that they want to visit. This would make people question why they would want to come to town to visit any business and why would potential future businesses want to come and open up a business in town. He stated that there is no benefit that can come from handling matters this way. It is important for us to work together as a team, especially the town and the local business owners. If there are issues, we need to have conversations to resolve the issue. Staff does not deserve to be screamed at by business owners. The Town has a professional staff that is working very hard to make positive improvements to the town and for the benefit of businesses that are located in the town. Mayor Jackson highlighted some of the recent efforts that the town has made in trying to assist and improve the businesses and beautify the town, including landscaping, new website, Main Street program, monthly business newsletters, and Façade Grants. He stated that things in government don't always happen as quickly as we want them to but we are trying to make improvements and we need to work together to get things done. Mayor Jackson continued to say that he had been contacted by a citizen to inquire why the town was spending so much on Career Development, which came as a surprise to him as he feels that is money spent as an investment in our staff as it helps with training and keeping employees current and interested in their jobs, which is a clear benefit to the Town and Council feels is very important to the Town. Other Council members agreed with the Mayor's comments, but did not have any additional comments to make.

Manager Lawrence added that government does work slowly but that is often due to the fact that we are exploring options to save money and because we have to act in the public good at all times, which leads to advertisements and public hearings and additional transparency methods that are not necessary within the private sector. She also advised that we are taking steps to grow and improve on our transparencies with sharing information to the public. Manager Lawrence added that Dayton has a good solid group serving on Council, who has the Town's best interests at heart and are willing to learn and take time to communicate and listen and it is appreciated by the staff.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

Mayor Jackson acknowledged Susie Swecker and asked if she had any public comment. Ms. Swecker addressed Council to say thank you for everything and that after talking with the Town Manager she has a better understanding of how hard staff is working to make Dayton better and to help the businesses. She will do her part to encourage the other Town businesses to do their part and communicate better with the Town. Mayor Jackson thanked Ms. Swecker for coming. Councilperson Dyjak reiterated that we are all part of Team Dayton and also thanked Ms. Swecker.

CLOSED SESSION

A motion was made by Councilperson Hoover to convene into closed session under section 2.2-3711(A)(1) of the Code of Virginia to discuss the performance and salary of the Town Manager and seconded by Councilperson Mathias and carried by a unanimous vote of 7 to 0; the Council recessed the meeting at 7:04 p.m.

OPEN SESSION

A motion to adjourn the closed session was made by Councilperson Hoover, and seconded by Councilperson Estes, and passed unanimously with a vote of 7-0. The open session reconvened at 7:27.

CERTIFICATION

Mayor Jackson read the certification with respect to the just-concluded closed session, and to the best of each member's knowledge that (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. Town Clerk Hall took a roll call with each Council Member so certifying.

ACTION FOLLOWING CLOSED SESSION

Councilperson Dyjak made a motion to approve Angela Lawrence for a 2.5% merit raise and a 1.5% Cost of Living Allowance raise effective July 1, 2021. Councilperson Estes seconded the motion and Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

ADJOURNMENT

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn, Councilperson Seward seconded the motion; motion passed unanimously.

The meeting adjourned at 7:29 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk of Council, Christa Hall

ATTACHMENT TO DTC 5.10.21 REGULAR MEETING MINUTES

Town Manager

Staff Report

April 2021

Personnel

- 1) Staff continues to receive updates on a regular basis regarding the COVID-19 situation and workplace safety.

Public Works, Roads, Facilities

1) **Water Plant Upgrade:**

- a) The engineer has met with staff and is moving forward with the final design and specifications.
- b) There is a possibility that we will need to acquire additional land and complete a boundary line adjustment to accommodate the new building and the preferred system. I have had preliminary conversations with the adjacent landowner and have discussed with infrastructure and finance committee members.

2) **Mill Street Project:**

- a) I continue to administer the project, completing required reports and pay requests. Adam continues to conduct daily inspections and serve as the project supervisor.
- b) Additional issues with an old pipe, leaking valves, and a valve that was buried under the asphalt slowed the project down. It is moving forward again. I have requested a new estimated completion date and will have an update at the Council meeting. The original plan was to have the project substantially complete by the end of May with final completion by June 26. We still anticipate the project being completed by June 30th (end of fiscal year).
- c) Staff met with the contractor on Monday, May 3rd. We will have additional expenses related to the valve and water pipe replacement that will come out of our water/sewer line replacement budget, not the VDOT project grant. College Street and Mill Street will be open and available for Redbud, although most of Mill Street will not be paved.
- d) Main Street and a small portion of Mill Street will be paved prior to Redbud.

Other

- a) Park benches were installed near the creek along the greenway. We had them in stock.
- b) The sound and video system for Council chambers has been ordered and should be installed in June.
- c) Flowers have been planted in the Town's downtown flower pots. The beds at Sunset Park, Eberly Road, and the welcome signs will be completed next. We will be focusing on annuals this year as we anticipate replacing the signs next year.
- d) I appreciate Council's time and energy spent during the Council retreat. We will continue to refine and build upon the vision and priorities.

Items for Discussion and/or consideration: None

Respectfully submitted,

Angela A. Lawrence

**DAYTON TOWN COUNCIL
PUBLIC HEARING FY 2020/21 BUDGET AMENDMENT
PUBLIC HEARING FY 2021/22 BUDGET
SPECIAL CALLED MEETING MINUTES
ASSEMBLY ROOM, 1ST FLOOR DAYTON TOWN HALL
June 7, 2021**

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

ALSO PRESENT: Angela Lawrence, Town Manager/Deputy Clerk, Susan Smith, Town Treasurer, and Christa Hall, Clerk of Council.

CALL TO ORDER: Mayor Jackson called the Special Called Meeting of the Dayton Town Council to order at 6:00 p.m. and welcomed guests and advised that anyone wishing to address Council at either public hearing should sign up in order to do so. Deputy Clerk Angela Lawrence called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

OPEN PUBLIC HEARING: Mayor Jackson opened the first public hearing at 6:02 p.m. to hear citizen input on the FY 2020/21 budget amendment and asked Manager Lawrence for a staff report. Manager Lawrence explained that a budget amendment was necessary due to changes in this year's real estate tax collection, several changes involving the Mill Street project and the Town receiving ARPA funds. She further explained that we do not have exact numbers yet from the State, and accordingly, staff recommends deferring the action item to adopt the proposed budget amendment to the regular June Council meeting set for June 14, 2021. Mayor Jackson stated no one was signed up to speak and closed the public hearing at 6:05 p.m.

OPEN PUBLIC HEARING: Mayor Jackson opened the second public hearing at 6:05 p.m. to hear citizen input on the FY 2021/22 budget and asked Manager Lawrence for a staff report. Manager Lawrence explained that the proposed budget had been posted in accordance with Virginia State Code and offered to answer any questions that Council or any guests may have.

PUBLIC COMMENT ON THE PROPOSED FY2021/22 BUDGET PUBLIC HEARING:

Longtime Dayton resident, Janet Matthews was unable to attend in person and submitted a written statement which was read out loud by Town Clerk Hall. Ms. Matthews expressed a desire to see an emphasis on focusing on sidewalk repairs, increased efforts to clean up Town streets and completing water projects. She expressed a desire to see more money spent on equipment for the police officers and less money spent on walking paths and signage in Town. Cheryl Lyon addressed the Council and Manager with some questions about the proposed budget which were answered by Manager Lawrence. Ms. Lyon suggested that the Town create a 50/50 matching grant program to assist with restoration efforts for residential homes located in the historic district. She also expressed a desire to see the creation of an opportunity fund to give the Town flexibility to fund unforeseen issues that arise. Mayor Jackson thanked everyone for their comments and closed the public hearing at 6:13 p.m.

ACTION ITEM: ADOPTION OF FY 2020/21 BUDGET AMENDMENT:

In accordance with the staff recommendation, Mayor Jackson asked for a motion to defer the adoption of the FY2020/21 budget amendment to the June 14, 2021 Council Meeting. Councilperson Estes replied so moved. The motion was seconded by Councilperson Mathias and carried with a unanimous all in favor vote of 7-0.

ADJOURNMENT

As there were no additional agenda items to discuss, Councilperson Dyjak made a motion to adjourn, Councilperson Estes seconded the motion; motion passed unanimously. The meeting adjourned at 6:14 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk of Council, Christa Hall

Item 3.a.

**FY2020-21
Budget Amendment**

Discussion:

- The Town expects to receive \$849,207 in the first tranche related to American Rescue Plan Act in FY21 as well as FY 22.
- Due to the pandemic, events were cancelled resulting in changes to revenues and expenses.
- Mill Street Storm Water Drainage Project bids were higher than expected and the capital budget needs to reflect the change.
- The budget amendment was advertised in the DNR and the Town website.
- A public hearing was held on Monday, June 7, 2021 for the amendment at which time the budget amendment was updated to reflect a change in ARPA estimates.
- The budget amendment reflects an overall decrease in the FY21 budget.

Finance Committee Recommendation:

Approve budget amendment as presented

Staff Recommendation:

Approve budget amendment as presented.

	Adopted FY21	Revised Amendment
Revenue		
General Fund		
General Property Tax	118,500	61,162
Other Local Tax	390,000	395,406
Other Local Revenues	247,992	272,048
Federal/State Funding	226,884	970,910
Subtotal General Fund before transfer	983,376	1,699,526
Transfer from Water & Sewer Fund*	1,012,464	
Transfer from Reserves**		319,406
Subtotal General Fund after transfer	1,995,840	2,018,932
Capital Fund – General		
Transfer from Water & Sewer Fund*	185,580	425,000
Transfer from Reserves**	1,600,000	
Water & Sewer Fund	3,722,000	3,850,000
Capital Fund – Water & Sewer		
Transfer from Water & Sewer Fund		
Transfer from Reserves**		
Total Revenues	7,503,420	6,293,932
Expenditures		
General Fund		
General Government	625,490	625,490
Public Safety	686,997	686,997
Public Works	397,237	397,237
Parks, Recreation & Cultural	147,721	65,000
Community & Economic Dev	138,395	95,000
Debt Service	0	0
Sub-total	1,995,840	1,869,724
Capital Fund – General	185,580	425,000
Water & Sewer Fund		
Water & Sewer Operations	2,523,956	2,300,000
Capital Fund – Water & Sewer	1,600,000	0
Total Expenditures before transfers	6,305,736	4,594,724
Transfer to Capital-General*	185,580	425,000
Transfer to Capital – Water & Sewer		0
Transfer to General Fund*	1,012,464	319,406
Transfer to Reserves		954,802
Total Expenditures after transfers	7,503,420	6,293,932

* 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.

Item 3.b.

Adoption of the 2022-2026 Capital Improvement Program (CIP)

Discussion:

- Capital improvement planning is one of several tools a locality uses to implement its comprehensive plan, which generally outlines the future the locality desires for itself through the goals, objectives and implementation strategies contained within.
- The purpose of the Capital Improvements Program (CIP) is to allow a locality to examine its current resources and to determine what future resources it needs. This is helpful for determining not only how much funding is needed to satisfy public facility needs, but also when such funding is needed.
- Typically, the CIP covers a five-year period, with the first year adopted as the capital budget. Funding shown in subsequent years is not immediately committed, but reflects the estimated funding needed in the future for various facilities, equipment and so forth. The attached CIP was developed during the budget planning cycle in early 2021 for a period beginning July 1, 2021 (FY22).

Finance Committee & Infrastructure Committee Recommendation:

Both committees have reviewed the proposed CIP and recommend approval.

Staff Recommendation:

Approve CIP as presented.



FY22 – FY26
CAPITAL IMPROVEMENTS PROGRAM

ADOPTED BY TOWN OF DAYTON PLANNING COMMISSION

DATE:

Introduction

Capital improvement planning is one of several tools a locality uses to implement its comprehensive plan, which generally outlines the future the locality desires for itself through the goals, objectives and implementation strategies contained within. The purpose of the Capital Improvements Program (CIP) is to allow a locality to examine its current resources and to determine what future resources it needs. This is helpful for determining not only how much funding is needed to satisfy public facility needs, but also when such funding is needed.

Typically, the CIP covers a five-year period, with the first year adopted as the capital budget. Funding shown in subsequent years is not immediately committed, but reflects the estimated funding needed in the future for various facilities, equipment and so forth. This plan was developed during the budget planning cycle in early 2021 for a period beginning July 1, 2021 (FY22).

Planning Commission Role

Virginia Code § 15.2-2239 states,

“A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

Localities may use value engineering for any capital project. For purposes of this section, "value engineering" has the same meaning as that in § 2.2-1133.”

The Town of Dayton Planning Commission has prepared this CIP with assistance from Town of Dayton staff.

Planning Commission Members

Hunter Barnett, Chair
Lauren Rawley, Vice Chair
Brad Randolph
Colton Shifflett
Bradford Dyjak

Staff Support

Angela A. Lawrence, Town Manager
Susan Smith, Treasurer
Justin Trout, Chief of Police
Christa Hall, Community Development Coordinator
Meggie Roche, Economic Development Coordinator
Adam Meek, Public Works Supervisor
Jennifer Reppe, Lead Water Plant Operator

Criteria for CIP Inclusion

Capital improvement projects included in the CIP are significant, non-recurring expenditures of at least \$25,000 with a useful life of at least five years. This includes planning, feasibility studies, engineering, or design study related to such project. These projects are included in the CIP and do not necessarily include all capital assets of the Town.

CIP Requests

Department heads submitted capital project requests. The information was then reviewed by the Town Manager and related Town Council committees before presentation to the Planning Commission and Town Council.

Notes

This is the first year that the Town has creating a comprehensive CIP. As with any planning document, this program is subject to change based on a variety of factors including resources available and community needs and desires.

DRAFT

ITEM: Water/Sewer Line Repair & Replace

WS02

DEPARTMENT: Water & Sewer

MANAGER: Adam Meek

PROJECT DESCRIPTION: Assess, repair and/or replace water & sewer lines.

Cooks Creek/Bowman Sewer Line re-lining – completed FY20

Mason Street Sewer Line re-lining – completed FY21

Mill Street from Main to Maple Ln sewer line replacement – to be completed with Mill Street project FY21

Future years - Mason Street – 2 blocks – water line replacement

Others – not yet identified

OPERATING IMPACT: Without repairs, we will continue to have leaks, resulting in increased costs for water and HRRSA fees.

OPTIONS FOR PROJECT COMPLETION:

Mason Street has 2 blocks of water lines remaining that have not been replaced.

Other sewer sections would need to be assessed utilizing cameras. Needs unknown at this time.

Asset management plan to be conducted in FY22 will help prioritize needs.

PROJECT JUSTIFICATION:

Investment in infrastructure saves funds in the long run and minimizes water and/or sewer emergencies which could affect business and residential needs.

GRANT OR OTHER FUNDING OPPORTUNITIES:

No grant funds are available for such projects. Possible infrastructure funding in the future.

Recommend using Town reserves or annual operating expenses from water & sewer fund.

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 1: Adhere to design, safety, and construction standards regarding water treatment and distribution.

Goal 12: The present and future infrastructure of the sewer distribution of the Town of Dayton should efficiently remove discharge to the HRRSA.

Objective 1: Adequately estimate future sewer needs based on planned growth and expansion.

Objective 2: The Town should be proactive in replacing antiquated or under-sized sewer lines.

ITEM: Fire Hydrants

WS03

DEPARTMENT: Water & Sewer

MANAGER: Adam Meek

PROJECT DESCRIPTION: Relocate and install fire hydrants as needed.

- Relocate Fire Hydrant on Meigs Lane, in conjunction with VDOT project FY21
- Install Fire Hydrant at intersection of Eberly & Main. There is an existing stub from the main line in place. 250' of pipe would be needed.
- Others as needed in future - TBD

OPERATING IMPACT:

- Meigs Lane - Hydrant may interfere with bridge construction and new bridge location. Cost savings if done in conjunction with VDOT.
- Eberly & Main - If this project is not completed, there will remain a delay in case of emergency response. It would serve Ft. Harrison, Kooglers and more.

OPTIONS FOR PROJECT COMPLETION:

- VDOT replacing bridge on Meigs Lane in 2021. Estimated cost: \$15,000 – approved
- Eberly & Main would be a stand-alone project. Installed by staff.

PROJECT JUSTIFICATION:

- Meigs Lane- This gives us a chance to upgrade a current 6" line to an 8" line and provide water and fire hydrant to Good's Services. This project will require approximately 40 feet of water line extension. Eric Good has plans for an office building on vacant property in the future. VDOT will be replacing the bridge and it will be good timing to do this project in conjunction with theirs.
- Eberly & Main - The distance between hydrants is too far. Recommendation is 500'. Distance to Koogler house and Ft. Harrison is more than 700'.

GRANT OR OTHER FUNDING OPPORTUNITIES: No grants available

- Meigs Lane will be completed FY21 utilizing water & sewer repair and replacement funds.
- Others – reserve or Water & Sewer operating budget

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 1: Adhere to design, safety, and construction standards regarding water treatment and distribution.

Objective 2: Capitalize on Dayton's water resources as much as possible for current and future growth.

Objective 3: Limit Dayton's financial burden for the water system by utilizing state assistance or grant funding whenever possible.

Recommendation: Finish the replacement of water lines in the downtown area (containing fire hydrants) that are less than 6" in diameter (Main Street and College Street).

ITEM: Water/Sewer Line Extension

WS04

DEPARTMENT: Water & Sewer

MANAGER: Adam Meek

PROJECT DESCRIPTION: Extend lines as needed to enhance water and sewer functioning.

OPERATING IMPACT:

OPTIONS FOR PROJECT COMPLETION:

Asset Management Plan will assist in future prioritization

FY21: Budgeted \$60,000 for extension to City line at Walmart. Still negotiating with City. Current estimate is \$80,000 with vault with meter and all fittings. Assumes we can tap into City at existing fire hydrant between Walmart and Berea Christian School. May not be completed this year.

Later:

- Extend sewer line to properties on N. Main St. from Eberly to Rt. 42 (Mole Hill Bike area). It is on blueprints to be installed. A property owner has shown interest due to septic issues.
- Continue to build out system as needed and desired. (Same amount in CIP as the Main Street extension once we get pricing).

PROJECT JUSTIFICATION:

Walmart area line will provide assurance that if the line breaks between the town and Walmart, we will have another source of water, greatly reducing financial losses to the businesses.

Sewer line extension will move people from septic to sewer.

GRANT OR OTHER FUNDING OPPORTUNITIES: No grant funds are available.

Water & Sewer Fund

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 1: Adhere to design, safety, and construction standards regarding water treatment and distribution.

Objective 2: Capitalize on Dayton's water resources as much as possible for current and future growth.

Objective 3: Limit Dayton's financial burden for the water system by utilizing state assistance or grant funding whenever possible.

Recommendation: The town should actively pursue state assistance to construct new storage tank and extension of water lines into future annexation area.

ITEM: Mini Plant & New Water Source

WS05

DEPARTMENT: Water & Sewer

MANAGER: Jennifer Reppe

PROJECT DESCRIPTION: Plan for additional satellite water plant for future water needs in conjunction with identification of new water source (well site).

OPERATING IMPACT:

Will ensure adequate water supply and ability to treat water closer to the source.

OPTIONS FOR PROJECT COMPLETION:

Geology and engineering studies needed before securing sites and funding.

PROJECT JUSTIFICATION:

Will ensure adequate water supply and ability to treat water closer to the source.

Will allow for future economic development and diversified economic base.

GRANT OR OTHER FUNDING OPPORTUNITIES:

Possible grant available for planning.

Water & Sewer Fund

COMPREHENSIVE PLAN REFERENCE:

Goal 4: The town of Dayton shall retain and expand the strong employment base.

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 1: Adhere to design, safety, and construction standards regarding water treatment and distribution.

Objective 2: Capitalize on Dayton's water resources as much as possible for current and future growth.

Objective 3: Limit Dayton's financial burden for the water system by utilizing state assistance or grant funding whenever possible.

ITEM: Mobile Generator

WS06

DEPARTMENT: Water Department

MANAGER: Jennifer Reppe

PROJECT DESCRIPTION Generator that can be used at multiple sites and locations.

START DATE: FY22

ESTIMATED COMPLETION DATE: FY22

OPERATING IMPACT: In the event of a major power outage not being able to pump water to the water treatment plant.

OPTIONS FOR PROJECT COMPLETION: \$20,000 - \$25,000 included in draft FY22 budget

PROJECT JUSTIFICATION: A mobile generator will allow the ability to move it to a location that may not have power while another location may still have power. The water treatment plant needs at least two wells to be online in order to run at normal speed. The well that is beside the treatment plant can be run by using the generator at the plant.

GRANT OR OTHER FUNDING OPPORTUNITIES: No grants available

Water & Sewer Fund

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 1: Adhere to design, safety, and construction standards regarding water treatment and distribution.

ITEM: Service Truck

WS07

DEPARTMENT: Water Department

MANAGER: Jennifer Reppe

PROJECT DESCRIPTION: New service truck to replace older service truck.

START DATE: FY22 if possible

ESTIMATED COMPLETION DATE: FY22

OPERATING IMPACT: Save on vehicle maintenance on current older and high mileage truck.

OPTIONS FOR PROJECT COMPLETION: \$40,000 to \$45,000

PROJECT JUSTIFICATION: current truck is older, has been in shop for repairs, and is need for future repairs as well. Also need more storage on truck for tools and equipment.

GRANT OR OTHER FUNDING OPPORTUNITIES:

USDA grant 50%
Water & Sewer Fund

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 3: Limit Dayton's financial burden for the water system by utilizing state assistance or grant funding whenever possible.

ITEM: Mill Street Stormwater**S01****DEPARTMENT:** Public Works**MANAGER:** Angela & Adam

PROJECT DESCRIPTION: Install storm water drainage on Mill Street from High to Main Streets and Main Street to Cooks Creek.

Reduce flooding in parts of town.

Include sewer line replacement during the process.

START DATE: FY21

ESTIMATED COMPLETION DATE: FY21

OPERATING IMPACT: (What will happen if we don't complete this project?)

Without this project, we will continue to experience flooding in parts of town.

Replacing sewer lines during the process will save costs and untimely repair later.

OPTIONS FOR PROJECT COMPLETION (include cost figures for each option)

Project is underway

PROJECT JUSTIFICATION: (Why is this project/equipment/study needed? Note any studies that recommended it, legislative references, or liability concerns that require it, if any)

GRANT OR OTHER FUNDING OPPORTUNITIES:

VDOT Revenue Share Grant: up to \$350,000

Water/Sewer Line Replacement:

FY21 budget

COMPREHENSIVE PLAN REFERENCE:

Goal 13: Develop and maintain high quality, safe recreational areas for town residents.

Goal 14: Promote the historic and unique qualities of Dayton while encouraging residents to take pride in "our town".

ITEM: Mason Street Bike/Buggy Lane

S02

DEPARTMENT: Public Works

MANAGER: Angela Lawrence

PROJECT DESCRIPTION: Install a bike and buggy lane along Mason Street, similar to one on 42.

START DATE:

ESTIMATED COMPLETION DATE:

OPERATING IMPACT:

Without the lane, conflicts between horse & buggy, bicyclists, tractors and motor vehicles will continue.

OPTIONS FOR PROJECT COMPLETION

Feasibility study/small area study needed.

PROJECT JUSTIFICATION:

The road is heavily traveled by horse & buggy, bicyclists, tractors, trucks and automobiles.

A small area study or corridor study is needed to determine needs and feasibility.

GRANT OR OTHER FUNDING OPPORTUNITIES:

MPO – small area study

VDOT -

COMPREHENSIVE PLAN REFERENCE:

Goal 7: Develop/maintain a safe, efficient transportation system within the Town of Dayton.

Objective 1: Town should seek to maintain a safe coexistence between motorized and non-motorized vehicles.

ITEM: Town Street/Alleys Resurfacing

S03

DEPARTMENT: Public Works

MANAGER: Adam Meek

PROJECT DESCRIPTION: Evaluate needs and establish maintenance of town-owned streets and alleyways.

START DATE: FY21

ESTIMATED COMPLETION DATE:

OPERATING IMPACT:

Town-owned streets are not maintained by VDOT and have not been resurfaced in many years. Some paved alleys require regular maintenance and upkeep. Some alleys require patching to reduce flooding into individual properties.

OPTIONS FOR PROJECT COMPLETION (include cost figures for each option)

FY 21: Assess needs

FY22: Resurface gravel

FY23: Seal coat or pave alleys in priority order

PROJECT JUSTIFICATION:

Maintenance of transportation system

GRANT OR OTHER FUNDING OPPORTUNITIES:

Reserves

COMPREHENSIVE PLAN REFERENCE:

Goal 3: Preserve, enhance, and promote Dayton's historic, rural, small-town atmosphere while seeking limited planned residential growth.

Objective 1: Maintain the integrity of residential, commercial, historic, and industrial areas.

Objective 2: Encourage the transportation network

Goal 7: Develop/maintain a safe, efficient transportation system within the Town of Dayton.

BUDGET PRIORITY & CAPITAL BUDGET DETAIL**Bicycle/Pedestrian****ITEM:** Bicycle/Pedestrian Plan**BP01****DEPARTMENT:** Community Development**MANAGER:** Christa Hall

PROJECT DESCRIPTION: Develop a bicycle pedestrian plan that will set forth an implementation strategy for improving bicycle & pedestrian facilities throughout town.

START DATE: FY22

ESTIMATED COMPLETION DATE: FY22

OPERATING IMPACT: Without this project, we will not have a plan for the most effective and efficient places to improve facilities. Bicyclists and pedestrians will have an increased chance of being hurt or uncomfortable as vehicular traffic increases.

OPTIONS FOR PROJECT COMPLETION

In house: staff costs and mapping

MPO/PDC Assistance: fee for assistance and mapping

PROJECT JUSTIFICATION: (Why is this project/equipment/study needed? Note any studies that recommended it, legislative references, or liability concerns that require it, if any)

Improve safety for bicyclists and pedestrians.

Improve quality of life for community.

Develop a plan to guide future improvements.

GRANT OR OTHER FUNDING OPPORTUNITIES:**COMPREHENSIVE PLAN REFERENCE:**

Goal 3: Preserve, enhance, and promote Dayton's historic, rural, small-town atmosphere while seeking limited planned residential growth.

Objective 1: Maintain the integrity of residential, commercial, historic, and industrial areas.

Objective 2: Encourage the transportation network

Goal 5: Town residents will increasingly be able to satisfy shopping/restaurant needs without leaving Dayton.

Goal 7: Develop/maintain a safe, efficient transportation system within the Town of Dayton.

Objective 1: Town should seek to maintain a safe coexistence between motorized and non-motorized vehicles.

Install sidewalks on as many streets as financially possible, and continue exploration of sidewalk grant funding.

Objective 2: Town should strive to provide pedestrian friendly safe access to historical and cultural sites, parks, and business enterprises.

ITEM: Greenway – Phase II

BP02

DEPARTMENT: Community Development

MANAGER: Angela Lawrence & Christa Hall

PROJECT DESCRIPTION: Complete phase II of Silver Lake Greenway to circle around the lake, connecting to the town greenway.

START DATE:

ESTIMATED COMPLETION DATE:

OPERATING IMPACT: Without this project, the town greenway will end at the Mill. The City owns the lake, but does not seem interested in building or maintaining a greenway. The greenway is located in the county.

OPTIONS FOR PROJECT COMPLETION (include cost figures for each option)

Secure & hold easements from adjacent landowners

Planning and Engineering

Implementation

PROJECT JUSTIFICATION: (Why is this project/equipment/study needed? Note any studies that recommended it, legislative references, or liability concerns that require it, if any)

GRANT OR OTHER FUNDING OPPORTUNITIES:

Possible VDOT grant funding

Possible MPO planning

Reserves

COMPREHENSIVE PLAN REFERENCE:

Goal 5: Town residents will increasingly be able to satisfy shopping/restaurant needs without leaving Dayton.

Town Officials should work closely with the merchants to encourage and attract new businesses, all while *incorporating the new Dayton Greenway Trail Project*.

Goal 6: As downtown properties are developed into commercial or public spaces, seek to maintain Dayton's historic, small-town atmosphere.

ITEM: King Street Extension Trail

BP03

DEPARTMENT: Community and Economic Development

MANAGER: Christa Hall

PROJECT DESCRIPTION: Provide a pedestrian walkway between College and Main Streets

OPERATING IMPACT:

An estimated 40,000 people attend the annual Dayton Days / Autumn Celebration each October; this event's festival map encompasses Main & College Streets from the downtown "triangle" north up to Eberly & Bowman Roads, respectively. Currently, there is not an easily accessible path between Main & College Streets. Each year thousands of pedestrians, some with strollers, wagons and/or carts, walk along Eberly Road, which is open to vehicular traffic during the all-day event, to get between these two streets. Safety issues are a huge concern.

OPTIONS FOR PROJECT COMPLETION:

Research into possible existing right of way related to King Street Extension is currently being conducted by staff. There may be an option to avoid a bridge and follow the creek from the current terminus of King Street Extended to Main Street. If that is not possible, a bridge would be needed to cross the creek.

Depending on the right of way issue, there will be expenses in securing and developing a right of way/easement for a walking path. That expense is not yet determined.

PROJECT JUSTIFICATION: The leading justification is for the safety of residents and visitors to the Town, especially during the Town's festivals.

GRANT OR OTHER FUNDING OPPORTUNITIES:

COMPREHENSIVE PLAN REFERENCE:

Goal 7: Develop/maintain a safe, efficient transportation system within the Town of Dayton.

Objective 1: Town should seek to maintain a safe coexistence between motorized and non-motorized vehicles.

Objective 2: Town should strive to provide pedestrian friendly safe access to historical and cultural sites, parks, and business enterprises.

ITEM: Dayton Market to Downtown Path/Trail

BP04

DEPARTMENT: Community & Economic Development

MANAGER: Angela Lawrence

PROJECT DESCRIPTION: Provide an alternative transportation option for bicycle pedestrian (and possibly horse & buggy) traffic to get from The Dayton Market to Downtown.

OPERATING IMPACT:

Without the path, most people will drive and most will not visit both downtown and the Market.

Bicyclists, pedestrians and horse & buggy are not as safe. It is difficult to cross out of The Dayton Market traveling north on 42, getting in the far right lane, and then having to cross back over lanes of traffic to turn left onto Mason.

OPTIONS FOR PROJECT COMPLETION:

Feasibility Study/Plan/Options Identified

Engineering

Implementation

PROJECT JUSTIFICATION: The leading justification is for the safety of residents and visitors to the Town and the economic gain for retailers in both locations. It will also enhance future Main Street activities.

GRANT OR OTHER FUNDING OPPORTUNITIES:

Possible VDOT or MPO funding or assistance

COMPREHENSIVE PLAN REFERENCE:

Goal 5: Town residents will increasingly be able to satisfy shopping/restaurant needs without leaving Dayton.

Goal 7: Develop/maintain a safe, efficient transportation system within the Town of Dayton.

Objective 1: Town should seek to maintain a safe coexistence between motorized and non-motorized vehicles.

Objective 2: Town should strive to provide pedestrian friendly safe access to historical and cultural sites, parks, and business enterprises.

ITEM: Sunset Drive Sidewalks

BP04

DEPARTMENT: Community & Economic Development

MANAGER: Adam Meek

PROJECT DESCRIPTION: Complete sidewalk from Sunset Park to Hillview Drive along Sunset, as planned years ago.

OPERATING IMPACT:

Without the sidewalks, pedestrians will continue to walk in the street.

OPTIONS FOR PROJECT COMPLETION:

Planning completed by Anderson & Associates several years ago.

Implementation is the next step. Would require review of plans, easement acquisition and construction.

PROJECT JUSTIFICATION: The leading justification is for the safety of residents and visitors to the Town, particularly those using the park.

GRANT OR OTHER FUNDING OPPORTUNITIES:

Possible VDOT TA or other funding

COMPREHENSIVE PLAN REFERENCE:

Goal 7: Develop/maintain a safe, efficient transportation system within the Town of Dayton.

Objective 1: Town should seek to maintain a safe coexistence between motorized and non-motorized vehicles.

Install sidewalks on as many streets as financially possible, and continue exploration of sidewalk grant funding.

Objective 2: Town should strive to provide pedestrian friendly safe access to historical and cultural sites, parks, and business enterprises.

ITEM: Sidewalk Replacement and Installation

BP05

DEPARTMENT: Community & Economic Development

MANAGER: Adam Meek

PROJECT DESCRIPTION: Replace and/or install sidewalks throughout the town.

OPERATING IMPACT:

Sidewalks in disrepair create a safety hazard.

Lack of sidewalks create safety issues with people walking in the streets.

OPTIONS FOR PROJECT COMPLETION:

Complete Bicycle Pedestrian plan

Choose projects for implementation

PROJECT JUSTIFICATION: The leading justification is for the safety of residents and visitors to the Town and the economic gain for retailers in both locations. It will also enhance future Main Street activities.

GRANT OR OTHER FUNDING OPPORTUNITIES:

Possible VDOT or MPO funding or assistance

Reserves

COMPREHENSIVE PLAN REFERENCE:

Goal 7: Develop/maintain a safe, efficient transportation system within the Town of Dayton.

Objective 1: Town should seek to maintain a safe coexistence between motorized and non-motorized vehicles.

Install sidewalks on as many streets as financially possible, and continue exploration of sidewalk grant funding.

Objective 2: Town should strive to provide pedestrian friendly safe access to historical and cultural sites, parks, and business enterprises.

ITEM: Park Land Acquisition

PF01

DEPARTMENT: Community Development

MANAGER: Angela Lawrence

PROJECT DESCRIPTION: Begin saving for future park acquisition as land becomes available.

START DATE: FY22

ESTIMATED COMPLETION DATE: ongoing

OPERATING IMPACT:

Without this project, we will not have funds set aside to purchase park land as it becomes available, losing opportunities and/or paying more in the future.

OPTIONS FOR PROJECT COMPLETION

Savings until appropriate properties become available.

PROJECT JUSTIFICATION: As the population grows and people desire outdoor activities (as during the pandemic), more park land is needed.

GRANT OR OTHER FUNDING OPPORTUNITIES:

Virginia Outdoors Fund, Land & Water Conservation Fund

Match with Reserves

COMPREHENSIVE PLAN REFERENCE:

Goal 1: Preserve an attractive balance between the built and natural environment.

Goal 13: Develop and maintain high quality, safe recreational areas for town residents.

ITEM: Park Amenities

PF02

DEPARTMENT: Community Development

MANAGER: Angela Lawrence

PROJECT DESCRIPTION: Develop facilities as desired by town residents in town parks.

START DATE:

ESTIMATED COMPLETION DATE:

OPERATING IMPACT:

Without this project, residents will not have desired park amenities for children, teens, and older adults. Quality of life factors will be decreased.

OPTIONS FOR PROJECT COMPLETION:

PROJECT JUSTIFICATION:

Improve quality of life
Attract visitors to the town

GRANT OR OTHER FUNDING OPPORTUNITIES:

Virginia Outdoors Fund/Land & Water Conservation Fund

Town reserves

COMPREHENSIVE PLAN REFERENCE:

Goal 13: Develop and maintain high quality, safe recreational areas for town residents.
Objective: Fully utilize town parks and green spaces.

ITEM: Service Truck**PW01****DEPARTMENT:** Public Works**MANAGER:** Adam Meek**PROJECT DESCRIPTION:** New service truck to replace older service truck.**START DATE:** FY22 if possible**ESTIMATED COMPLETION DATE:** FY22**OPERATING IMPACT:** Save on vehicle maintenance on current older and high mileage truck.**OPTIONS FOR PROJECT COMPLETION:** \$40,000 to \$45,000**PROJECT JUSTIFICATION:** current truck is older, has been in shop for repairs, and is need for future repairs as well. Also need more storage on truck for tools and equipment.**GRANT OR OTHER FUNDING OPPORTUNITIES:**

USDA grant 50%

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 3: Limit Dayton's financial burden for the water system by utilizing state assistance or grant funding whenever possible.

ITEM: Equipment Replacement - Bio Truck

PW02

DEPARTMENT: Public Works

MANAGER: Adam Meek

PROJECT DESCRIPTION: Purchase new or used truck to switch packer body onto for the purposes of bio, trash, debris pick-up. Or, continue to repair until new truck can be purchased.

OPERATING IMPACT: If this project is not completed, we will struggle to provide services for the Town.

OPTIONS FOR PROJECT COMPLETION:

Clutch was replaced in FY20

Purchase estimate for new: \$70,000

Purchase estimate for used: \$40,000

Cost to switch packer body: \$5,000

PROJECT JUSTIFICATION:

The current truck is very old. This truck is used more than any other in our fleet. It is used for collection of yard waste, leaf collection and to clean up in preparation for Town events.

GRANT OR OTHER FUNDING OPPORTUNITIES:

No grant funds

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 3: Limit Dayton's financial burden for the water system by utilizing state assistance or grant funding whenever possible.

ITEM: Ventrac Tractor

PW03

DEPARTMENT: Public Works

MANAGER: Adam Meek

PROJECT DESCRIPTION: With the town mowing as much as they do during summer months our mowers are starting to age and require more and more maintenance.

START DATE: FY22

ESTIMATED COMPLETION DATE:

OPERATING IMPACT: Able to mow more with less downtime because of mechanical failure.

OPTIONS FOR PROJECT COMPLETION: 20,000 to 25,000

PROJECT JUSTIFICATION: With the purchase of new mower, we will able to dedicate one mower to the water department. Allowing public works to mow more and keep the areas in better shape.

GRANT OR OTHER FUNDING OPPORTUNITIES:

COMPREHENSIVE PLAN REFERENCE:

Goal 10: Maintain and upgrade current water treatment systems to assure safe, high quality drinking water for Dayton customers.

Objective 3: Limit Dayton's financial burden for the water system by utilizing state assistance or grant funding whenever possible.

ITEM: Downtown Revitalization**ECD01****DEPARTMENT:** Community & Economic Development **MANAGER:** Meggie Roche

PROJECT DESCRIPTION: Downtown Revitalization including new sidewalk installation, power line relocation, streetlight replacement, façade grant, and/or other improvements.

OPERATING IMPACT: This will serve to revitalize the downtown as requested by some downtown merchants and council members.

OPTIONS FOR PROJECT COMPLETION: This would be a multi-year project and would need to be defined somewhat by Council.

Costs for power line relocation, sidewalk/crosswalk replacement, decorative street lights, etc... have not been obtained at this time.

Planning grant needed for Phase I

Implementation Phase II

PROJECT JUSTIFICATION: Downtown merchants and some members of Council have requested that we visit this issue. While downtown retail, at this time, does not drive our economy, it is an important quality of life and community character component and something that makes Dayton unique. Downtown revitalization would enhance future retail and restaurant business.

GRANT OR OTHER FUNDING OPPORTUNITIES:

Revitalization grants are available through Department of Housing and Community Development Downtown Revitalization Grant program. Planning grants, which prepare for a future development grants are available on a first-come, first-served basis throughout the year. Development grant applications are extensive and very detailed (requiring engineering reports and accurate cost estimates) and are due in March of each year.

VDOT has a Transportation Alternative (TA Set-aside) Program – formerly ISTEAA Enhancement grant - that is an 80/20 matching program. Pre-applications were due in July 2019, with applications due in October. They have instituted a 2 year application cycle now, meaning we would not be eligible to apply until July 2023. Because this program is funded through the federal highway system, the requirements are extensive and it often drives the cost up, but it would provide an 80% grant if fully funded.

COMPREHENSIVE PLAN REFERENCE:

Goal 6: As downtown properties are developed into commercial or public spaces, seek to maintain Dayton’s historic, small-town atmosphere.

Recommendations:

- Continue the positive development of the downtown area and Route 42 corridor.
- The Town should improve appearance of downtown by adopting uniform standards that would involve lighting, improved sidewalks, signage (wrought iron), etc.
- The town should fully investigate the possibility of removing overhead cables on Main Street, through available grant opportunities.

ITEM: Signage Program

ECD02

DEPARTMENT: Community & Economic Development **MANAGER:** Meggie Roche

PROJECT DESCRIPTION: Design & install directional signage, replace gateway/welcome signs and install greenway sign and replace park signs to increase tourism and have consistent design throughout town.

OPERATING IMPACT: This will increase tourism.

OPTIONS FOR PROJECT COMPLETION: This is a multi-year project

FY21: Contract with Frazier and Associates to complete design catalog utilizing USDA grant.

FY22: Install directional signage and welcome signs

FY23: Install park signs

PROJECT JUSTIFICATION: Signage will draw people from 42 to the downtown district, welcome center/museum, and silver lake historic area.

GRANT OR OTHER FUNDING OPPORTUNITIES:

The Town received \$25,000 grant (\$50,000 project) from USDA for FY21. Additional funding will be needed to complete the project.

COMPREHENSIVE PLAN REFERENCE:

Goal 6: As downtown properties are developed into commercial or public spaces, seek to maintain Dayton's historic, small-town atmosphere.

Recommendations:

- Continue the positive development of the downtown area and Route 42 corridor.
- The Town should improve appearance of downtown by adopting uniform standards that would involve lighting, improved sidewalks, signage (wrought iron), etc.

BUDGET PRIORITY & CAPITAL BUDGET DETAIL**Public Safety****ITEM: Vehicle Replacement – Public Safety****PD01****DEPARTMENT: Police Department****MANAGER: Justin Trout****PROJECT DESCRIPTION:** Police Vehicle Replacement or addition for FY22 if sixth officer is funded**START DATE:** FY22**ESTIMATED COMPLETION DATE:** On going. Replace a vehicle each year.**OPERATING IMPACT:** (What will happen if we don't complete this project?)

Police vehicles should be replaced every 5 to 6 years. We currently have one 2013 model vehicle, three 2014 model vehicles with varying mileage from 55,000- 75,000 miles on them. Police vehicles are not driven as personal vehicles are. Police vehicles idle, idling is worse for a vehicle than high mileage. Police vehicles are driven at slow speeds and high speeds. Police vehicles with 80,000 miles on them is the equivalent to a personal vehicle with 160,000 miles. As police vehicles become 5-6 years old, and mileage begins to get high, police vehicles start to have issues with engine parts and transmissions. These issues can become very expensive and costly. We must add police vehicles to the CIP so that the town does not have to replace 2 or 3 vehicles at once in a year. Based on the recent vehicle purchased, 3 vehicles at one time would cost around \$144,000.

OPTIONS FOR PROJECT COMPLETION (include cost figures for each option)

I cannot give an accurate future cost of a vehicle. I can only give you the figure from the recent purchase. The vehicle with equipment was \$42,000. The next vehicle would have markings added and a rear cage for prisoner transport. Estimated additional cost would be around \$2500-\$3000, making vehicles total estimated cost \$45,000 as of today's prices.

PROJECT JUSTIFICATION: (Why is this project/equipment/study needed? Note any studies that recommended it, legislative references, or liability concerns that require it, if any)

Having vehicles that may breakdown does not allow us to provide safety services to the community. Maintaining a quality fleet of vehicles also reduces liability of crashes caused by part failure. The safety of officers is also a concern. In the month of October, Dayton officers were in a vehicle pursuit 3 times. Vehicles over their lifecycle could be cause for crashes at high speeds during a pursuit.

GRANT OR OTHER FUNDING OPPORTUNITIES:

USDA Grant funding will be utilized if Dayton is approved for the grant. However, I do not think it is good practice to rely on purchases with the chance we might get a grant.

COMPREHENSIVE PLAN REFERENCE:

Goal 8: Develop/maintain a safe, efficient transportation system within the Town of Dayton

ITEM: In-car cameras – police vehicles

PD03

DEPARTMENT: Police

MANAGER: Justin Trout

PROJECT DESCRIPTION: In-Car Cameras

OPERATING IMPACT: Replacement of In-Car Cameras that have exceeded lifecycle. Without these officers will not be able to record interactions with the public from their police vehicle.

OPTIONS FOR PROJECT COMPLETION:

The department obtained a quote from Axon to replace In-Car Cameras.

PROJECT JUSTIFICATION:

Police technology, as with any technology must be replaced due to age and life cycle. In-car cameras provide audio and video recordings that are valuable for investigations and transparency. The current in-car cameras the department utilizes are 5 years old and older.

Audio and video recordings are a must have item to benefit the officers, citizens, department, and town. Having the ability to record police encounters is vital to reduce liability. Video and audio recordings help with the collection of evidence and prosecution of crime. The new system is also a cloud based storage system that would work in conjunction with body-worn cameras and Tasers.

GRANT OR OTHER FUNDING OPPORTUNITIES:

There are no grant opportunities for In-car cameras at this time. The department quote is for a 5 year contract with Axon who will be the company utilized for both body-worn cameras and Tasers. As of today, the cost to purchase new in-car cameras for the department would be \$43,440. The upfront cost would be \$6,288 with \$9,288 paid each year over the next 4 years. The department could pay more upfront to reduce the yearly cost as well.

COMPREHENSIVE PLAN REFERENCE:

Goal 8: Develop/maintain a safe, efficient transportation system within the Town of Dayton

ITEM: Key Card System for Town Hall**AD01****DEPARTMENT:** Administration**MANAGER:** Angela Lawrence**PROJECT DESCRIPTION:** Key Card System for Town Hall building security

OPERATING IMPACT: This project make the building more secure. Without this project, keys may be in the community that would allow former employees, assembly room renters and others to have access to the building.

OPTIONS FOR PROJECT COMPLETION: Budget quotes have been secured from 2 vendors to include installing key card mechanisms for the (3) main exterior doors and several interior doors including: (2) doors going from lobby to office space; (1) door from back door to office space; (1) door going from basement to lobby; (1) door into gym; (1) door into assembly room; (1) door into police suite.

Estimate: \$20,000

PROJECT JUSTIFICATION: Currently, (3) exterior doors are controlled by keys and one by key pad. Although keys state they cannot be duplicated, they can easily be duplicated. In addition, they can be lost. Former employees, people who rent the assembly space, and people who find lost keys, could have access to our building. Interior keys pads are difficult to program and can allow former employees and others who have the codes to enter office spaces. A key card based security access system would allow us to program each key card to allow access only in certain doors, for a certain time period. It would allow us to track who has entered a specific doorway and to discontinue access immediately, or at a certain time, easily using a computer based programming system.

GRANT OR OTHER FUNDING OPPORTUNITIES: None at this time; however, a small grant of \$2,000 may be available in the fall.

COMPREHENSIVE PLAN REFERENCE:

Goal 13: Develop and maintain high quality, safe recreational areas for town residents.

Capital Projects Fund

	A	B	C	D	E	F	G	H	I
1	Account Name	GL Code	CIP ID	Balance FY21	FY22	FY23	FY24	FY25	FY26
2	Water & Sewer								
3	WTP Upgrade		WS01		1,765,000				
4	Water/Sewer Lines Repair/Replacmt		WS02	125,000	125,000				
5	Hydrants		WS03	14,350	12,000				
6	Water/Sewer Line Extension		WS04		85,000				
7	Mini Plant & New Water Source		WS05						
8	Mobile Generator		WS06		25,000				
9	Service Truck		WS07		45,000				
10	Streets								
11	Mill Street Stormwater		S01	250,000					
12	Mason Street Bike/Buggy Ln.		S02						
13	Town Street/Alleys Resurfacing		S03						
14	Bike/Ped Facilities								
15	Bicycle/Pedestrian Plan		BP01						
16	Greenway		BP02						
17	King Street Ext. Trail		BP03	15,000	15,000				
18	Dayton Market to Downtown		BP04						
19	Sunset Street Sidewalk		BP05						
20	Sidewalk Replacement & Installation		BP06	30,000	30,000	30,000	30,000	30,000	30,000
21	Parks & Public Facilities								
22	Land acquisition		PF01		25,000	25,000	25,000	25,000	25,000
23	Park amenities		PF02		25,000	25,000	25,000	25,000	25,000
24	Public Works								
25	Vehicle Replacement		PW01		45,000				
26	Equipment Replacement		PW02						
27	Ventrac Mower		PW03		25,000				
28	Economic & Community Development								
29	Downtown Revitalization		ECD01						
30	Signage Program		ECD02	25,000	100,000	50,000			
31	Police & Public Safety								
32	Vehicle Replacement		PD01	25,000	25,000	25,000	25,000	25,000	25,000

Capital Projects Fund

	A	B	C	D	E	F	G	H	I
33	PD In car camera		PD02						
34	Administration								
35	Town Hall Key Card		A01		20,000				

Item 3.c.

**Adoption of the Budget for the Fiscal Year commencing on July 1, 2021
and Establishment of Tax Rate**

Discussion:

- Committees met to review and recommend their respective budgets.
- The draft budget was presented at a Work Session on April 19, 2021.
- Finance Committee reviewed and recommended the Budget as attached on May 4, 2021.
- The budget was advertised in the Daily News-Record on May 29, 2021 and on the Town Website and Facebook Page.
- Council held a Budget Public Hearing on June 7, 2021.
- There is no change in the real estate tax rate. It remains at \$0.08/\$100.

Finance Committee Recommendation:

At its meeting on May 4, 2021, the Finance Committee voted to recommend the budget as presented to Town Council.

Staff Recommendation:

Approve budget as presented.

Item 3.c.

Revenues

General Fund	
General Property Tax	\$122,500
Other Local Tax	\$320,400
Other Local Revenue	\$255,375
Federal/State Funding	\$890,056
Transfer from Reserves**	\$387,380
Sub-Total	\$1,975,711
Capital Fund-General	
Transfer from Reserves**	\$367,688
Water & Sewer Fund	\$3,722,000
Capital Fund-Water & Sewer	
Transfer from Water & Sewer Fund	\$1,266,424
Transfer from Reserves**	\$640,576
Total Revenues	\$7,972,399

Expenditures

General Fund	
General Government	\$578,074
Public Safety	\$655,827
Public Works	\$418,000
Parks, Recreation & Cultural	\$162,530
Community & Economic Development	\$161,280
Debt Service	\$0
Sub-Total	\$1,975,711
Capital Fund-General	\$367,688
Water & Sewer Fund	
Water & Sewer Operations	\$2,455,576
Capital Fund-Water & Sewer	\$1,907,000
Total Expenditures before transfers	\$6,705,975
Transfer to Capital – Water & Sewer	\$1,266,424
Total Expenditures after transfers	\$7,972,399

* 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.

There is no change in property tax rate proposed for the coming calendar year. The Dayton Town Council will meet Monday, June 14, 2021 to consider adoption of the budget for fiscal year 2021-2022.

Item 3.d.

Appropriation of Funds for FY 2021-2022

Discussion:

- After adoption of the budget, Council must appropriate funds for use.

Staff Recommendation:

That Council authorize, effective July 1, 2021, the appropriation of \$7,972,399 for the uses and purposes as generally outlined in the FY 2021-2022 budget. The Treasurer is further authorized to transfer from the Water & Sewer Fund and reserves to the General and Capital Funds such funds as necessary and within the amounts budgeted for such purposes.

AN ORDINANCE READOPTING PORTIONS OF THE STATE CODE

WHEREAS, this Council wishes to reincorporate certain sections of the Code of Virginia in order to ensure that any amendments to the incorporated statutes have been incorporated into the Town Code.

WHEREAS, this Council wishes to adopt any future changes to the incorporated statutes.

NOW, THEREFORE, be it ordained by the Council of the Town of Dayton, Virginia, that:

1. Section 2-6 of the Town Code is amended and readopted as follows:

§ 2-6. Adoption of State Law. All of the provisions of Title 46.2, and of Article 9 of Chapter 11 of Title 16.1 (§ 16.1-278 *et seq.*), and of Article 2 of Chapter 7 of Title 18.2 (§ 18.2-266 *et seq.*) of the Code of Virginia, 1950, as amended, other than those provisions thereof which plainly have no application within the Town, are incorporated by reference into this Chapter. Reference therein to “highways of the state” shall be deemed to include streets, highways, public parking lots and alleys within the Town. The mention of specific state law provisions does not preclude the incorporation of unmentioned provisions. Nevertheless, to the extent that § 15.2-1429 of the Code of Virginia prohibits the Town from incorporating those provisions of § 18.2-270 which provide for penalties greater than those for a class one misdemeanor, such provisions are not incorporated. (See Code of Virginia, § 46.2-1313).

2. Section 6-9 of the Town Code is amended and readopted as follows:

§ 6-9 Incorporation of Waterworks Regulations. Article 3 of Part II of 12 VAC 5-590, enacted by the State Board of Health pursuant to § 32.1-170 of the Code of Virginia, is hereby incorporated into this title. (See Code of Virginia, § 15.1-854.)

3. All other state statutes and regulations incorporated into the ordinances of the Town are reincorporated, and all Town Code provisions incorporating the state provisions are readopted. This reincorporation extends to statutes which have been amended and to state statutes which have been repealed and recodified.

Item 3.e.

4. All future amendments and recodifications of statutes and regulations incorporated into the ordinances of the Town are also incorporated in accordance with § 1-220 of the Code of Virginia.

5. All Town ordinances incorporating or referring to state statutes or regulations are readopted and, if necessary, the ordinances are amended to reflect any amendments to or recodifications of the statutes or regulations.

6. This ordinance shall take effect on “the first day of July,” 2021, within the meaning of Article 4, Section 13 of the Virginia Constitution.

Adopted: June 14, 2021

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 adopted by the Town Council at a meeting held on June 14, 2021. A record of the roll-call vote by the Town Council is as follows:

<u>NAME</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Cary A. Jackson, Mayor				
Dale Rodgers, Vice-Mayor				
Bradford Dyjak				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				

Date: June 14, 2021

ATTEST: _____
Clerk, Town Council of the
Town of Dayton, Virginia

Mayor, Town of Dayton, Virginia

Appointment Actions

Planning Commission

- Brad Randolph's term expires June 30, 2021. Mr. Randolph has expressed a desire to continue to serve on the Planning Commission. PC Members serve a 4-year term.

Board of Zoning Appeals

- Kitty Purcell's term expires June 30, 2021. Ms. Purcell has expressed a desire to continue to serve on the BZA. BZA members serve 5-year terms.

Economic Development Authority

- Neil Weldon's term expires July 10, 2021. Mr. Weldon has expressed a desire to continue to serve on the EDA. EDA members serve 4-year terms.

Staff Recommendation:

1. Re-Appoint Brad Randolph to Planning Commission for a term to expire June 30, 2025.
2. Recommend to the Circuit Court of Rockingham County that Kitty H. Purcell be re-appointed to the Town of Dayton Board of Zoning Appeals for a term to expire June 30, 2026.
3. Re-Appoint Neil Weldon to the Economic Development Authority for a term to expire July 10, 2025.

Note: There is currently one (1) vacant position on Economic Development Authority.

CONSIDERATION OF FMLA POLICY REVISION

Discussion:

- The Family and Medical Leave Act (FMLA) only applies to employers that meet certain criteria.
- The Town of Dayton, as a public agency, is a covered employer (required to post FMLA information); however, because we employ less than 50 employees, employees are not covered employees.
- Our personnel policies include FMLA without notation that employees are not covered due to number of employees.
- The proposed policy offers the same benefits, but is corrected to take out the reference of employees being covered under FMLA.

Personnel Committee Recommendation:

Remove reference to FMLA, but offer the same or similar benefits.

Staff Recommendation:

Approve the policy as amended.

VII. Employee Benefits

B. Leave

5. Family and Medical Leave Act

The Town of Dayton is a covered agency under the FMLA; however, because there are fewer than 50 employees, Town of Dayton employees are not eligible for FMLA benefits. The Town of Dayton does offer similar benefits to FMLA which allows an eligible employee to take up to 12 weeks of leave upon the occurrence of one of the following events or sets of circumstances:

- a. The birth of a son or daughter of the employee and in order to care for such son or daughter;
- b. The placement of a son or daughter with the employee for adoption or foster care;
- c. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition;
- d. Because of a serious health condition that makes the employee unable to perform the functions of the position held by the employee.
- e. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an employee that is on active duty (or has been notified of an impending call to active duty) in the U.S. Armed Forces in support of a contingency operation.
- f. In order to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

The definition of “serious injury or illness” for current service members and veterans is distinct from the definition of a “serious health condition”.

a. Serious Health Condition

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves:

1. A period of incapacity or treatment involving inpatient care in a hospital, hospice or residential medical care facility and any later treatment, or
2. Continuing treatment or supervision by a health care provider for:
 - a. a period of incapacity requiring more than three calendar days absence from work, school or other regular activity, and later related treatment;
 - b. prenatal care

- c. a period of incapacity or treatment for a chronic serious health condition (one that requires periodic treatments and lasts an extended period of time, including episodic conditions such as asthma, diabetes and epilepsy)
- d. a permanent long term health condition that is incurable; or
- e. multiple treatments for restorative surgery after an injury or for a condition that failure to treat would result in more than three days of incapacity (such as cancer or kidney disease)

Continuing treatment includes multiple treatments by a health care provider or health care service, as well as single treatments that result in a regimen of continuing treatment under the health care provider's supervision. If an employee is incapacitated for more than three days and has been treated by a doctor, even minor illnesses may be covered under this policy.

Employees requesting leave for their own serious health condition or a family member's serious health condition may be required to provide medical certification thirty days in advance of the request for leave when possible. An employee on leave for his or her own serious health condition will be required to provide certification from their physician that they are able to return to work and perform the job duties to which they are returning.

If an employee must take leave on a part-time basis pursuant to an event described in (c) or (d) above, then the employee shall be permitted to work a part-time schedule as necessary to provide care for a family member or receive treatment for a serious medical condition. However, to the extent necessary, the Town may temporarily transfer the employee to another position where part-time employment can better be accommodated. At the end of the leave period, the employee shall be returned to his or her former position or to a similar position with equivalent pay and benefits. If the employee decides not to return to work from unpaid leave, he/she will remain on leave for the balance of the leave period and then be terminated.

A husband and wife who are both employed by the Town and are eligible for leave will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's son or daughter, or to care for the child after birth, or for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Additionally, up to a total of twenty-six workweeks of leave during a twelve-month period are available to an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to care for the service member.

An eligible employee is an employee of the Town who:

- a. Has been employed by the employer for at least 12 months, and
- b. as been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The Town uses a rolling 12-month period, measured backwards from the date the employee takes leave according to this policy. Each time an employee uses leave, the remaining leave entitlement will be the balance of the 12 weeks that has not been used in the previous 12 months.

In the event the employee takes leave under this policy, the employee must use accrued PTO during the 12-week period until such leave has been exhausted. The employee will be paid for the period in which the employee uses PTO, and the remainder of the 12 weeks of leave will be unpaid.

Benefits based on an accrual basis (e.g., PTO, etc.) will not accrue during unpaid leave under this policy.

An employee taking leave under this policy will remain covered by the Town health plan for the duration of the leave, whether paid or unpaid, for up to 12 weeks of cumulative leave; provided, however, that the employee will be required to pay his or her normal copayment for maintaining such health coverage.

An employee who returns to work at the conclusion of the leave period will be reinstated into his or her prior position or into a substantially similar position. An employee will not be subjected to any retaliation or adverse action simply because the employee has chosen to exercise rights made available under this policy.

If you believe that you might qualify for leave under this policy, contact your supervisor or the Town Manager for more details, determination of eligibility, and, if applicable, paperwork.

Town of Dayton
Parks and Facilities Reservation Policy
Effective 07/01/2021

Dove Park: Town Residents may reserve Dove Park for a \$25 fee plus an additional refundable security deposit charge of \$150 to ensure that there is no damage. Non-Town Residents may reserve for a \$100 fee plus an additional refundable security deposit charge of \$150 to ensure that there is no damage.

Town Hall Assembly Room: Use of the Assembly Room is limited to Town of Dayton residents only. The reservation fee is \$25/hour plus a \$25 flat fee for the use of the kitchen. There is an additional refundable security deposit of \$100 to ensure that the room is left clean with no damage and the key is returned.

Sunset Park: All reservations will require a \$25 refundable cleaning/damages deposit. Town of Dayton residents, businesses and non-profit organizations will be allowed usage of this park at no charge and out of town residents, businesses and non-profit organizations will be charged a \$15 fee for use of the park. Reservations will be made for ½ day rentals (Open to 1:30 p.m. / 3:00 p.m. to Close) and limited to 2 uses per month. Therefore, if someone requests an all-day reservation, the fee would double, the deposit would remain the same and that would be their maximum rental allowed for the month.

Cooks Creek Park: All reservations will require a \$25 refundable cleaning/damages deposit. Town of Dayton residents, businesses and non-profit organizations will be allowed usage of this park at no charge and out of town residents, businesses and non-profit organizations will be charged a \$15 fee for use of the park. Reservations will be made for ½ day rentals (Open to 1:30 p.m. / 3:00 p.m. to Close) and limited to 2 uses per month. Therefore, if someone requests an all-day reservation, the fee would double, the deposit would remain the same and that would be their maximum rental allowed for the month.

Reservations will be guaranteed upon receipt of payment and a signed agreement. All park reservations are considered final and refunds will not be given due to weather. Reservations shall be made by the Administrative Assistant or by the Accounting Technicians in the absence of the Administrative Assistant. If there are no damages or cleaning issues, the deposit will be refunded to the appropriate party.

Staff Report for Park Reservation Policy

Item: Park Reservation Policy

Discussion:

- The Parks, Recreation and Beautification Committee met on June 4th to review the park shelter and facility rental fees.
- Currently, the Town charges a \$10 rental fee for residents & non-residents to reserve the park shelters at Cooks Creek Park and Sunset Park with no time limitations. Dove Park is rented out to residents for a \$25 fee and to non-residents for a \$100 fee. There is an additional refundable security deposit charge of \$150 to ensure that there is no damage. The Assembly Room downstairs is available to residents only for a fee of \$25/hour plus a \$25 flat fee for the use of the kitchen. There is an additional refundable security deposit of \$100 to ensure that the room is left clean with no damage.
- Recently, Sunset Park was reserved and was left uncleaned with confetti and balloon pieces all over, which had to be cleaned up by the Town's public works department. Due to this, it was brought to the attention of the committee to discuss increasing rental fees and/or instituting a deposit fee.
- Staff reviewed other localities' policies and made a recommendation to the committee.

Committee Recommendation:

- Dove Park and the Assembly Room: No changes to existing policy or fees.
- Sunset Park and Cooks Creek: All reservations, beginning 07/01/2021 will require a \$25 refundable cleaning/damages deposit. Town of Dayton residents, businesses and non-profit organizations will be allowed usage of these parks at no charge and out of town residents, businesses and non-profit organizations will be charged a \$15 fee for use of the parks. Reservations will be made for ½ day rentals (Open to 1:30 p.m. / 3:00 p.m. to Close) and limited to 2 uses per month. Therefore, if someone requests an all-day reservation, the fee would double, the deposit would remain the same and that would be their maximum rental allowed for the month.

Staff Recommendation:

Approve policy as presented.



PARK SHELTER RESERVATION—Cooks Creek & Sunset Parks

Reservation Policy:

1. **The reservation fee/deposit is due and payable by cash or check to the Town of Dayton at the time of reservation.**
2. The park shelters can be reserved throughout the year on a first come, first served basis for that calendar year with a limit of two reservations per month. The reservation is for the shelter only, the park is a public park and remains open to the public. Please be respectful of others who are using the playground and other park areas.
3. The shelters must be left clean of all debris and all trash must be placed in containers. Confetti, glitter, balloons, etc. are considered trash and MUST be cleared from the grounds during cleanup.
4. No alcoholic beverages.
5. User acknowledges receipt of Town of Dayton Rules and Regulations concerning the Parks. User agrees to abide by these Rules and Regulations.
6. The Town of Dayton may rescind this agreement for any reason, but it will attempt to give user reasonable notice prior to the function date.
7. User agrees to be responsible for (1) any damages to the shelter arising from the function, or (2) any failure to abide by the Rules and Regulations (including the failure to clean the shelter after use). Under this paragraph, the Town may repair or clean the Shelter or hire others to repair or clean it, as necessary, at the expense of the user. For this purpose, the Town requires a deposit fee to be made at the time of the reservation, which may be retained to cover any costs incurred by the Town. If no damages are found, the deposit will be refunded.
8. User assumes all responsibility for the safety of user and its guests. User releases and absolves the Town of Dayton from any liability associated with the function. User agrees to indemnify the Town of Dayton, and hold the Town of Dayton harmless if a claim of any type is made against the Town of Dayton.
9. **The shelter will be posted as reserved for your event only after receiving full payment and signed agreement.** If you have paid and have the shelter reserved and someone else is occupying the shelter when you arrive, show your reservation form and kindly request that they vacate the shelter. Should they fail to leave, contact the non-emergency police dispatch number at 540-434-4436 and ask to speak to the on-duty Dayton officer.
10. **Simply calling and reserving a shelter without payment does not guarantee your reservation.**
11. Reservation fees are non-refundable. *Refunds will not be given due to weather.*

I, the undersigned, have read the above rules governing the use of Town shelters and I, certify that I am at least 18 years of age and will be responsible for the reasonable care of the facility while in use by my group and agree to all the above-stated terms.

Park: _____

Reservation Date: _____

Amount Owed: \$ _____

Times: _____

Name of Group/ User: _____

Address: _____

Signature of User/Date Signed: _____

Phone number: _____

The Town of Dayton authorizes the above group or organization to use the Shelter pursuant to the reservations stated above.

Signature of Town of Dayton Representative

Page 57
Date

\$ _____
Amount Received

Personnel

- 1) Staff continues to receive updates regarding the COVID-19 situation and workplace safety. Staff who are fully vaccinated are no longer required to wear masks; however, we continue to take precautions such as using plexi-glass barriers. Masks are available to the public at the office.

Public Works, Roads, Facilities

1) Water Plant Upgrade:

- a) The engineer is moving forward with the final design and specifications. A surveyor has been contracted to survey the property that would require acquisition and a boundary line adjustment to accommodate the new building and the preferred system.
- b) The engineer had a conference call with the preferred manufacturer recently to review final equipment scope details. They are working on updated drawings and materials for design purposes and quoting.
- c) We are still on track for ordering the equipment prior to the next price increase.

2) Mill Street Project:

- a) I continue to administer the project, completing required reports and pay requests. Adam continues to conduct daily inspections and serve as the project supervisor.
- b) The project is expected to be completed by June 26, 2021.
- c) Storm water drainage structures are getting installed at High and Mill Streets. Sidewalks, curb, and gutters will be poured by Friday, June 18th, weather permitting.
- d) To date:
 - a. Original contract amount: \$632,693.
 - b. Change orders to date: \$14,963
 - c. Total work completed and billed: \$460,342
 - d. Expected savings due to rock excavation: \$20,000
 - e) There may be one additional change order needed due to paving. I will report at the meeting.

American Rescue Plan Act (ARPA)

- a) Virginia's Secretary of Finance issued a memo detailing the amount of funding for each Non-Entitlement Unit available through the Commonwealth under the ARPA. Guidance was also provided.
- b) Estimate of the first tranche for Dayton is \$849,207 payable by June 28, 2021. We expect a second payment of the same amount in 12 months.
- c) We have submitted required paperwork.

Other

- a) VDOT resurfaced Westview (Mason to Mill) and Summit Streets. We have contacted VDOT regarding quality concerns.
- b) The office will be closed for Juneteenth, which is a state holiday. We follow the state holiday closing schedule.
- c) The office will be closed from 12 – 1 PM on Wednesday, June 16th for a staff lunch.
- d) I participated in interviews for the HRRSA Executive Director position. Sharon Foley is retiring. An announcement will be made in the coming weeks.

- e) The sound and video system for Council chambers has been delayed on the contractor side, but should be installed by the July meeting.
- f) The flower pots and beds are watered on a regular basis and fertilized as needed.

Items for Discussion and/or consideration

Ordinance to prohibit sales outside of festivals during Redbud and Dayton Days will be discussed at the meeting.

Respectfully submitted,

Angela A. Lawrence

Staff Report

Treasurer's Office

May 2021

Personnel:

The accounting staff is now fully vaccinated against COVID-19!

Activity:

- To date, staff has completed requested PBC's for upcoming audit.
- Preliminary and final audit dates are set for July 13th and September 13-15th, 2021 for the FY20-21 audit.
- Utility bills greater than 60 and 90 days in arrears totals \$4,400: One customer remains with a balance of over \$1,500. It is not determined that anyone on the over 90 day list is a result of the pandemic.
- A few business licenses remain outstanding. Staff continues to advise business owners of licensing requirements.

Items for consideration:

None

Respectfully submitted,

Susan Smith

Town of Dayton
 Budget v. Actual Report
 FY21 May

REVENUES

	Budget	MTD May	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 118,500	\$ -	\$ 60,979.45	\$ 57,520.55	51%
Other Local Taxes	\$ 390,000	\$ 11,175.53	\$ 367,136.15	\$ 22,863.85	94%
Permits, Privilege Fees & Licenses	\$ 1,000	\$ 25.00	\$ 619.74	\$ 380.26	62%
Fines & Forfeitures	\$ 13,200	\$ 4,438.52	\$ 29,562.69	\$ (16,362.69)	224%
Rev. from use of money & prop.	\$ 3,200	\$ 90.00	\$ 480.00	\$ 2,720.00	15%
Charges for services	\$ 123,592	\$ 11,834.40	\$ 116,801.20	\$ 6,790.80	95%
Other	\$ 107,000	\$ 7,054.90	\$ 47,727.39	\$ 59,272.61	45%
CARES Act Funding	\$ 84,384	\$ -	\$ 84,383.71	\$ -	100%
Recovered Costs	\$ 6,500	\$ -	\$ 3,750.00	\$ 2,750.00	58%
State & Federal Funding	\$ 136,000	\$ -	\$ 35,576.87	\$ 100,423.13	26%
Transfer from Water Fund	\$ 1,012,464	\$ -	\$ -	\$ 1,012,464.00	0%
Sale of Assets	\$ -	\$ -	\$ -	\$ -	
TOTAL GF REVENUES	\$ 1,995,840	\$ 34,618.35	\$ 747,017.20	\$ 1,248,822.51	37%

General Capital Fund

Transfer from Water & Sewer	\$ 185,580	\$ -	\$ -	\$ 185,580.00	0%
Carry over funds from PY	\$ 150,000	\$ -	\$ -	\$ 150,000.00	0%
	\$ 335,580	\$ -	\$ -	\$ 335,580.00	0%

Water & Sewer Capital Fund

Use of Reserve for WTP Equip	\$ 1,600,000	\$ -	\$ -	\$ 1,600,000.00	0%
Carry over from PY for Water line ext	\$ 65,000	\$ -	\$ -	\$ 65,000.00	0%
	\$ 1,665,000	\$ -	\$ -	\$ 1,665,000.00	0%

Water & Sewer Fund

Charges for service	\$ 3,622,000	\$ 302,980.63	\$ 3,494,993.08	\$ 127,006.92	96%
W&S Conn fees	\$ 50,000	\$ -	\$ 41,300.00	\$ 8,700.00	83%
Interest	\$ 50,000	\$ 1,142.75	\$ 45,100.14	\$ 4,899.86	90%
Misc.	\$ -	\$ 4,270.84	\$ 4,540.26	\$ (4,540.26)	
TOTAL W&S REVENUES	\$ 3,722,000	\$ 308,394.22	\$ 3,585,933.48	\$ 136,066.52	96%

	Budget	MTD May	YTD	Variance	
TOTAL REVENUES	\$ 7,718,420	\$ 343,012.57	\$ 4,332,950.68	\$ 3,385,469.03	56%
	\$ 7,503,420				

EXPENDITURES

	Budget	MTD May	YTD	Variance	% Used
General Government	\$ 625,490	\$ 36,582.64	\$ 549,995.82	\$ 75,494.18	88%
Public Safety	\$ 686,997	\$ 40,576.41	\$ 550,675.16	\$ 136,321.84	80%
Public Works	\$ 397,237	\$ 25,081.97	\$ 333,109.72	\$ 64,126.99	84%
Parks, Rec & Culture	\$ 147,721	\$ 6,668.00	\$ 56,848.48	\$ 90,872.52	38%
Community Development	\$ 138,395	\$ 5,673.15	\$ 62,965.77	\$ 75,429.23	45%
TOTAL GF EXPENDITURES	\$ 1,995,840	\$ 114,582.17	\$ 1,553,594.95	\$ 442,244.76	78%

Capital Projects

PD Equipment	\$ 45,580	\$ -	\$ 41,924.40	\$ 3,655.60	92%
King St. Extension	\$ 15,000	\$ -	\$ -	\$ 15,000.00	0%
Mill Street Project	\$ 250,000	\$ 4,850.00	\$ 56,385.44	\$ 193,614.56	23%
Sign Program	\$ 25,000	\$ -	\$ -	\$ 25,000.00	0%
Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000.00	0%
Water Plant Equipment	\$ 1,600,000	\$ -	\$ -	\$ 1,600,000.00	0%
TOTAL CAPITAL PROJECTS	\$ 2,000,580	\$ 4,850.00	\$ 98,309.84	\$ 1,902,270.16	

Operating	\$ 642,790	\$ 38,225.85	\$ 434,614.82	\$ 208,175.18	68%
Water line replacement	\$ 150,000	\$ -	\$ 97,955.70	\$ 52,044.30	65%
HRRSA	\$ 1,681,166	\$ 138,570.12	\$ 1,564,222.31	\$ 116,943.69	93%
Transfers Out	\$ 1,012,464	\$ -	\$ -	\$ 1,012,464.00	0%
Transfer to Capital	\$ 185,580	\$ -	\$ -	\$ 185,580.00	0%
Water Fund Contingency	\$ 50,000	\$ -	\$ -	\$ 50,000.00	0%
TOTAL W&S EXPENDITURES	\$ 3,722,000	\$ 176,795.97	\$ 2,096,792.83	\$ 1,625,207.17	56%

	Budget	MTD May	YTD	Variance	
TOTAL EXPENDITURES	\$ 7,718,420	\$ 291,378.14	\$ 3,650,387.78	\$ 4,068,031.93	47%
	\$ 7,503,420				

NET TOTAL	\$ -	\$ 51,634.43	\$ 682,562.90		
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NOTE: The difference in the Budgeted amounts is \$215,000 which consists of the approved carry over funds from PY FY20 (\$125,000 for Mill St Project; \$65,000 for Water line extension; \$25,000 for Sign Program)

Police Department Staff Report May, 2021

1. Personnel

Position Title	# of Positions	Filled	Vacant
Chief	1	1	0
Lieutenant	1	1	0
Patrol	3	3	0

A. Employee recognitions

- Officer Dean and Lieutenant Hooker worked together to investigate a stolen vehicle and stolen property case. Through their efforts, the vehicle and property were recovered in less than 24 hours.
- Chief Trout taught 12 classes about violence prevention at WPMS.

B. Training

- Officers completed Bloodborne Pathogen, De-Escalation of Interpersonal Conflict, and De-Escalation: Understanding and Resolving Conflict training.

2. Activity Report May 2021

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations	Parking Violations
589	578	11	1	3	65	0

3. Project Updates

- COPS Hiring Grant is being completed. First part of the grant has been submitted. Second part is due June 22.
- BWC and TASERS have been received and added to inventory.
- Accreditation is continuing. Proofs are being collected.
- Chief Trout and other town Chiefs met with Delegate Wilt and Senator Obenshain about the Mental Health crisis and the impact on Town Police Departments.

4. Upcoming Events

- RPTG Training
- TASER Instructor School
- BWC Training
- Redbud Festival

5. Items for Consideration

- None

Respectfully submitted



Justin Trout

**Public Works Staff Report
May 2021**

I. Personnel:

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

- Hiring Update: Interviewed two possible part-time seasonal workers.

II. Reports:

- Beginning third and final phase of the Mill Street Project.
- VDOT extended left turn lane on Route 42 at the intersection with Eberly Rd.
- Relocated/installed two fire hydrants on Mill Street to avoid any potential conflict with the storm sewer pipes.
- Painted curbs on Main St. and College St. and will continue throughout town this summer and/or when curb paint becomes available.
- Installed new benches on the Greenway down by Cooks Creek.

Respectfully submitted,

Adam Meek

Item 4.e.

Water Department Staff Report
May 2021

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 52.2 million gallons of water in the month of May.
- Town purchased 412,000 gallons of water from Rockingham County.
- Rockingham County purchased 182,000 gallons of water from us.
- Replaced meters.
- Tyler Breeden from Grottoes has been joining us on some Fridays to get experience for his Class 4.
- Continued mapping meters.
- We have been watering the flowers on Main Street using the water trailer and gator, which has been working pretty well.
- Planted flowers at the Eberly bed, Sunset Park, and both Dayton welcome signs.
- Submitted our Emergency Response Plan for Extended Power Outages to VDH.

III. Items for Consideration: None.

Respectfully submitted,

Jennifer Reppe

Community Development Staff Report

May 2021

1. Planning and Zoning
 - a. Several zoning permits were issued.
 - b. Several Certificates of Occupancy were requested and completed.
 - c. Received and approved several Home Occupations permits and a Short-Term Rental Permit.
 - d. Continued to monitor and site various Code violations, including grass & weeds, trash and dumpster violations with noticeable improvements.
 - e. HRMPO-TAC meeting for May was cancelled.
 - f. Attended the Dayton Wayfinding Signage Taskforce meeting on May 21, 2021.
 - g. Virtually attended HRMPO meeting on May 20, 2021.
 - h. Virtually attended APA Land Development Webinar.
 - i. The Planning Commission held a special called meeting in May to review and discuss priorities for the Capital Improvements Program and make a recommendation to Council for their May meeting. The Regular May Planning Commission meeting was cancelled.

2. Items for Consideration— None.

Respectfully submitted,

A handwritten signature in black ink that reads "Christa Hall". The signature is written in a cursive, flowing style.

Community Development Coordinator

Economic Development Staff Report

May 2021

Business Recruitment, Retention and Relationships

- May business newsletter analytics:
 - 42 opens
 - Top links clicked:
 1. Sign Ordinance
 2. Façade Grant
 3. Shenandoah Valley Small Business Development Center
- June business e-newsletter was sent out on 6/1.
- The new [business directory](#) is live! An email was sent to all businesses with instructions on how to submit information for the new directory. 18 businesses have responded. A follow-up was also included in the June business newsletter.

Events

- Redbud Festival was an overall success! Thank you to public works, the police department, and all of the volunteers for making it happen! Staff will meet internally, and with the Economic & Community Development Committee to discuss what worked/what didn't work, and start planning for next year.
- The next event will be a summer concert at Dove Park on July 10 with Kelly May Brown. The Dayton Ruritans will be selling concessions.
- 69 new vendors have registered for Dayton Days in addition to the 144 confirmed vendors that rolled over from last year.
- Mudder registration is now open. Early bird registration ended 5/31. There are 158 registrations as of 6/8/21. Staff is currently soliciting sponsorships for this year's event.

Marketing

- The Town marketed the Redbud Festival in several places. The event was placed on community calendars, ads were bought in the Daily News-Record, Shenandoah Valley Monthly, and Harrisonburg Radio Group. The festival also received significant media coverage.
 - Daily News Record: [Redbud Festival Returns To Dayton](#)
 - Daily News Record: [Dayton To Host 11th Annual Redbud Festival](#)
 - WSVA News/Talk Radio: [The 11th annual Dayton Redbud Festival is Saturday](#)
 - WHSV Channel 3: [Dayton Redbud Festival Returns](#)
- The [new website](#) is now live! Staff finished transferring content to the new website which went live on May 13. (Analytics are from May 13-May31.)
 - The website had 4,282 page views and 1,162 users

Social Media

- The Town’s Facebook page had a people reach of 14,818 (↑53%) and a post engagement of 2,951 (↑45%)
- Event engagement:
 - Dayton Days: 3.7K people responded as either “interested” or “going”

Other

- Attended VTC Recovery Marketing Leverage Program webinar
- Wayfinding project – The wayfinding task group met with our consultant, Frazier Associates, on May 19 to provide input. Frazier Associates will take that input to develop a first draft of the sign program.
- Staff is working on revising the Façade Improvement Grant based on guidance from the Economic and Community Development Committee.

Items for consideration or discussion:

- Discussion regarding Façade grant administration and elements.

Respectfully submitted,

Meggie Roche

Meggie Roche