

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, February 12, 2024
6:00 p.m.**

AGENDA

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

2. Approval of Minutes for the Regular Town Council Meeting of January 8, 2024.

3. Action Items*
 - a. Resolution of Governing Body for the USDA Community Facilities Grant
 - b. Consideration – Compensation Study
 - c. Consideration of Award for Consultant Services for Downtown Revitalization Grant
 - d. Consideration of Adding Additional Staff to the Public Works Department
 - e. Consideration of the Implementation and Revision of Several Personnel Policies
 - f. Dayton Crossing Street Name Approval

4. Public Comment

5. Staff Reports
 - a. Manager’s Report
 - b. Police Department’s Report
 - c. Attorney’s Report
 - d. Mayor & Council Reports

6. Unfinished Business

7. New Business

8. Adjournment

Important Notice: Town Council Livestream Available

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

Join Zoom Meeting:

<https://us02web.zoom.us/j/84702734699?pwd=ckhKUkNvMXVDUEtRMnBmd3hiZmNNdz09>

Meeting ID: 847 0273 4699

Passcode: 417145

Dial in: 1-301-715-8592

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

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS, DAYTON TOWN HALL
January 8, 2024**

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

COUNCIL MEMBERS ABSENT: Emily Estes

ALSO PRESENT: Jordan Bowman, Town Attorney; Brian Borne, Town Manager; Police Chief Justin Trout, Meggie Roche, Economic & Community Development Coordinator, and Christa Hall, Treasurer.

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

PROCLAMATION: Mayor Jackson read aloud a proclamation designating the 9th day of January as “Law Enforcement Appreciation Day” and encouraged commemoration throughout the month. He asked for a motion to approve the Proclamation as presented. Vice-Mayor Dyjak made a motion to approve, and Councilperson Mathias seconded. The motion passed with an all-in favor vote of 6-0 with one member absent.

ACTION ITEM: Mayor Jackson stated that the first action item on the agenda is the resolution regarding the time of regular meetings and inclement weather meeting times. According to our charter, the council is to fix the date and time of the regular meetings each year. He asked for a motion to adopt the Resolution regarding time of regular meetings and inclement weather meeting times. Councilperson Wolz so moved and Vice-Mayor Dyjak seconded the motion. The motion was approved by a roll call vote of 6-0 with one member absent. The voting recorded as follows: DYJAK—AYE; SEWARD—AYE; PANNEL—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—AYE; ESTES—ABSENT.

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the minutes as written for the Regular Council Meeting of December 11, 2023. Vice-Mayor Dyjak stated that he would make a motion to approve as written with some minor edits. Under public comments to add an apostrophe to Nanny’s Nook; under council comments, the spelling of Wilbur Pence Middle School and under unfinished business to read “neither the engineer nor the developer attended and therefore there would be no discussion.” That is regarding the street names. Councilperson Seward seconded the motion. The motion passed with an all-in favor vote of 6-0 with one member absent.

ACTION ITEM: Next item is the consideration of Dayton Town Council Code of Ethics. After each election, Council will adopt a Code of Ethics for the members of the Dayton Town Council and for the members of all boards, committees and commissions appointed by the Dayton Town Council. A code of ethics is important as it clearly lays out the rules for behavior and provides the groundwork for a preemptive warning. Regardless of size, a standard for ethical behavior should be established. Mayor Jackson asked for a motion to adopt the code of ethics for the Dayton Town Council and for members of all boards, committees and commissions appointed by the Dayton Town Council. Councilperson Seward moved, and Councilperson Wolz seconded. The motion was approved by a roll call vote of 6-0 with one member absent. The voting recorded as follows: DYJAK—AYE; SEWARD—AYE; PANNEL—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—AYE; ESTES—ABSENT.

ACTION ITEM: Finally, there is one appointment action which is necessary for the continuity of government. Mayor Jackson asked for a motion to Appoint Brian Borne as the alternate member to the Harrisonburg-Rockingham Metropolitan Planning Organization Technical Advisory Committee, with Meggie Roche serving as the primary member. Vice-Mayor Dyjak moved and Councilperson Mathias seconded. The motion passes with an all in favor vote of 6-0 with one member absent.

PUBLIC COMMENT: None.

MANAGER'S REPORT: Town Manager Brian Borne said that he had a few things to mention in addition to his report that was included in the packet. Mr. Borne attended the Virginia Municipal League Conference virtually on January 5th. He said it had lots of good information and sessions concerning the general assembly, land use and zoning and FOIA. He stated that the town is moving forward on the Silver Lake Nature Trail Project. And he virtually attended the first monthly Town collaboration manager meeting in December. He stated he looked forward to when they can meet in person.

POLICE REPORT: Chief Justin Trout stated that the Council had his report and if they had any questions, he was happy to answer. He wanted to highlight that they did go through accreditation last month. He shared that one of the criteria is you must meet 192 standards, assessed by outside reviewers. They had zero major and zero minor returns. They will go before the board in March to receive accreditation. The Town of Dayton Police Department will be the first Town agency in Rockingham to achieve this if the board approves them.

TOWN ATTORNEY REPORT: No Report

MAYOR AND COUNCIL REPORTS: Vice Mayor Dyjak gave a report for Economic & Community Development and Finance. There is a lot of good information in Ms. Roche's report. He is excited to see the wayfinding signs up. He said the downtown revitalization grant awarding the Town \$50,000 is exciting. There was no meeting with finance, but budget season is underway and coming up.

Councilperson Seward stated there was no meeting with the Police or Infrastructure. He congratulated the Police department for the hard work they did on the accreditation.

Councilperson Wolz reported for Parks, Recreation and Beautification and stated that there was no meeting, but that they do have a meeting scheduled for next week to talk about events for 2024.

Mayor Jackson asked Councilperson Mathias for a Personnel report and she replied that they did not meet and there was no report.

Mayor Jackson stated that he wanted to share a few things as well. He stated that Councilperson Pannell also attended the Virginia Municipal League conference in person and that they appreciated her doing that. Mayor Jackson stated that the conferences are full of great information and that Vice-Mayor Dyjak and himself have attended that conference before. He also stated that there are some other training courses that the Council must participate in yearly, such as FOIA and COIA.

Mayor Jackson wanted to go back to Vice-Mayor Dyjak's comment on the \$50,000 planning grant and shared that it would allow them to create a master plan for the downtown. The RFP is out now, and they are waiting for some people to bid on that.

Councilperson Pannell shared about her experience with the Virginia Municipal Conference. She enjoyed the networking and learning and updating herself.

UNFINISHED BUSINESS: Mayor Jackson said that they did have one item in unfinished business, it was the approval of the street names for the new Dayton Crossing Subdivision. Mayor Jackson asked for a staff report. Economic and Community Development Coordinator Roche stated that the developer of Dayton Crossing has requested that the staff come up with the street names for the new subdivision. There are eight street names and Council needs to approve four of them. Councilperson Pannell stated that she wanted to give some background information on the "Menno Simons Drive." She gave a brief history of her background in the Mennonite Culture. Councilperson Pannell stated that in the 1500's when the Mennonites broke away from the Roman Catholic church in the reformation, Menno Simmons, except for the Historical sense, is not someone that the church honors in a day-to-day way and would not be genuine or fitting for Mennonites in this area. Mayor Jackson thanked Councilperson Pannell for sharing. He stated that he had spoken and discussed with Mennonites that lived in the Town and it seemed fitting to not move forward with that name. Also, there is no interest from families in the names Whetzel Way and Burkholder Street. Mayor Jackson asked the Council about the name Dayton Crossing, everyone agreed that Dayton Crossing Drive should be the Street #1 name. Southview Street is unavailable due to the GIS confirmation from Rockingham County. Mayor Jackson asked about Rifetown Road, everyone agreed that if it was an internal street that it would work. Vice Mayor Dyjak suggested that it be name Rifetown Street. Everyone agreed. Conservatory Lane was another suggestion, and all agreed that it didn't fit because it isn't where the conservatory was. Mayor Jackson shared some possibilities that were suggested by Cheryl Lyon. The council agreed with Blosser Street and Kieffer Street. Ms. Roche asked to confirm what the names were that they had agreed upon. Street #1 Dayton Crossing Drive, Street #2 Rifetown Street, Street #3 Blosser Street and Street #4 Kieffer Street. Mayor Jackson then asked for a motion to name the roads for Dayton Crossing Subdivision as outlined by Ms. Roche, Vice-Mayor Dyjak so moved, and Councilperson Pannell seconded. Mayor Jackson asked for a roll call. The motion was approved by a roll call vote of 6-0 with one member absent. The voting recorded as follows: DYJAK—AYE; SEWARD—AYE; PANNEL—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—AYE; ESTES—ABSENT.

NEW BUSINESS: None.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Wolz made a motion to adjourn. Councilperson Mathias seconded the motion and it passed unanimously. The meeting was adjourned at 6:39 p.m.

Upon completion of the meeting, a resident asked to speak to the council. Mayor Jackson asked for a motion to rescind the adjournment at 6:40 p.m. Vice Mayor Dyjak made the motion and Councilperson Mathias seconded the motion. Motion passed with a 6-0 all in favor vote with one member absent.

Carol Dellinger stated that he sat on council in the 1980's and served as the chair of the Police Committee and has been a resident in Dayton for 42 years. He shared multiple concerns from the years, but his main concern is about the turkey feathers and the amount that has been gathering in front of the houses along John Wayland Highway. He is asking the Town to address the problem.

Mayor Jackson asked for a motion to adjourn the meeting. Councilperson Mathias moved and Councilperson Seward seconded, and it passed unanimously. The meeting was adjourned at 6:49 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Brian Borne, Clerk of Council

ATTACHMENT TO DTC 1.8.2024 REGULAR MEETING MINUTES

Town Manager's Report

Brian J. Borne

December 2023

Town Manager's Office:

- Attended Dayton Christmas Parade.
- Attended Dayton Resident Christmas Party.
- Walked Silver Lake Nature Trail project.
- Preparations underway for bringing Compensation Study forward for consideration.
- One-on-One meetings with Department Heads are complete. Interviews with all employees are scheduled for January 10-12.

Police Department:

1. Personnel

A. Employee recognitions

- All officers participated in the Christmas Community Outreach Initiative.

B. Training

- All officers were trained on the new AEDs.

2. Activity Report December 2023

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
582	573	5	0	4	126

3. Project Updates

- Accreditation
 - Accreditation Assessment was completed.
 - Meeting with Accreditation Board in the spring.
- Sentara Cares Grant/ VRSA Grant
 - AEDs implemented and officers trained.
- DCJS ARPA Law Enforcement Equipment and Technology Grant.
 - Grant has been closed. Waiting for reimbursement.
- Heat Grant Awarded.

Public Works:

1. Personnel

- 1 vacancy for Building and Grounds Technician/Water Plant Trainee. Interviews will be held in January.
- 2. Public Works Department Reports**
- Staff decorated the town for Christmas and the equipment/float for the parade.
 - One snow call-out by VDOT in the month of December.
 - Christmas tree pick-up will be the week of January 2-5, then on Mondays during Bio pick-up.
 - Leaf collection finished up on December 4th.
- 3. Water Department Reports**
- Water Plant treated 48.657 million gallons of water in the month of December.
 - No water was purchased from the County or sold to the County.
 - High service pump 1 motor failed; working with Sydnor to get it replaced.

Economic and Community Development:

1. Economic Development

- Wayfinding Signage: Installation of the directional signs has been completed, minus one directional sign on Mason Street that will be installed in January due to a utility conflict. Work on the southern gateway location is progressing.
- Downtown Revitalization Grant: The RFP for consultant services was released on January 2. Responses are due on January 29. The Project Management Team will select based on the criteria in the RFP and the winning bid will be presented at the February council meeting for award.
- Façade Enhancement Grant: One new application from UMA, Inc. was received. There will be an EDA meeting on January 11 at 5:30 pm to consider the application.

2. Community Development

- One zoning permit was issued.
- No Certificates of Occupancy were issued.
- No Chicken Keeping application was received.
- No Short-Term Rental Applications were received.
- No applications for a Home Occupations Permit were received.
- Responded to 4 zoning inquiries.
- The developer of Dayton Crossing has requested staff come up with street names. They will be presented at the January council meeting.

3. Events

- Holiday event wrap-up:
 - The Christmas Parade followed by the Tree Lighting on December 9 was an overall success despite the rescheduling of the tree lighting. Thank you to all the groups and businesses that entered a float – we had 28 entries. Staff are working on plans for next year to keep the two events together and have the tree lighting in the evening. Attendance at the Tree Lighting ceremony was estimated at 75.
 - Thank you to all of the businesses that donated door prizes to the Resident Christmas Party! Attendance was estimated at 80-90 people.

- Congratulations to our holiday decorating contest winners!
 - People's Choice Award WINNER: 365 Ashby Street
 - Clark Griswold Award WINNER: 145 Eastview Street
 - Clark Griswold Award Honorable Mention: 220 Eastview Street
 - Classic Holiday Elegance Award WINNER: 105 Willow Drive
 - Classic Holiday Elegance Award Honorable Mention: 802 Thompson Street
 - Winter Wonderland Award WINNER: 119 Rhodes Hill Drive
 - Winter Wonderland Award Honorable Mention: 510 Mason Street
 - Santa's Workshop Award (Business Category) WINNER: Mane Street Salon (201 Main Street)
 - Santa's Workshop Award (Business Category) Honorable Mention: Heritage Real Estate (205 Main Street)

4. Other

- Attended VAZO training December 6-8.
- Staff has received no applications for the EDA or BZA. The vacancies will remain open until filled.

Treasurer:

- Staff continues to work on a Federal Procurement Policy and a revised PTO policy to come before Council at an upcoming Council meeting.
- Staff will finalize the FY23 journal entries and Capital Carry over to close out the FY23 budget (no Council action needed). Changes will be reflected on the Financial Report presented in February.
- Staff continues to work to revise the fee schedule to address how to best handle pop-up vendors and food trucks in Town for consistency, clarity, and enforcement. Staff will work with the appropriate Council committees for recommendations to the full Council.
- Staff is working on the FY24 budget amendment & will present it at the April Council meeting.
- Staff will begin a meeting with department heads for FY25 budget preparation.
- Items for Council Consideration: Compensation Study quote from the Berkley Group in the amount of \$18,082

Town of Dayton
 Budget v. Actual Report
 FY24 PERIOD ENDING 1/31/2024

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 166,500	\$ 935	\$ 168,565	\$ 2,065	101%
Other Local Taxes	\$ 416,250	\$ 44,937	\$ 261,106	\$ (155,144)	63%
Permits, Privilege Fees & Licenses	\$ 500	\$ 59	\$ 1,589	\$ 1,089	318%
Fines & Forfeitures	\$ 42,500	\$ 4,106	\$ 46,157	\$ 3,657	109%
Rev. from use of money & prop.	\$ 500	\$ -	\$ 250	\$ (250)	50%
Charges for services	\$ 165,000	\$ 14,155	\$ 84,356	\$ (80,644)	51%
Other	\$ 116,000	\$ 41,648	\$ 49,263	\$ (66,737)	42%
State & Federal Funding	\$ 133,872	\$ 10,432	\$ 108,182	\$ (25,690)	81%
Transfer from Water & Sewer	\$ 1,338,264	\$ -	\$ -	\$ (1,338,264)	0%
TOTAL GF REVENUES	\$ 2,379,386	\$ 116,272	\$ 719,468	\$ (1,659,918)	30%
General Capital Fund					
Transfer from Water & Sewer	\$773,879				
Carry over funds from PY	\$121,785				
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$446,575				
Carry over funds from PY	\$91,324				
TOTAL CAPITAL FUND	\$1,433,563				
Water & Sewer Fund					
Charges for Service	\$3,733,600	\$352,308	\$2,080,218	(\$1,653,382)	56%
W&S Conn Fees	\$20,000	\$0	\$12,750	(\$7,250)	64%
Interest	\$10,000	\$9,303	\$82,019	\$72,019	820%
Misc.	\$2,500	\$0	\$685	(\$1,815)	27%
Funding from Reserves	\$112,075	\$0	\$0	(\$112,075)	0%
TOTAL W&S REVENUES	\$3,878,175	\$361,611	\$2,175,672	(\$1,702,503)	56%
TOTAL REVENUES	\$ 7,691,124	\$ 477,883	\$ 2,895,140	(\$4,795,984)	38%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 635,791	\$ 49,411	\$ 429,226	\$ 206,565	68%
Public Safety	\$ 816,130	\$ 78,092	\$ 479,552	\$ 336,578	59%
Public Works	\$ 529,165	\$ 48,676	\$ 262,083	\$ 267,082	50%
Parks, Rec & Culture	\$ 201,506	\$ 9,813	\$ 75,773	\$ 125,733	38%
Community Development	\$ 196,794	\$ 7,400	\$ 80,869	\$ 115,925	41%
TOTAL GF EXPENDITURES	\$ 2,379,386	\$ 193,392	\$ 1,327,503	\$ 1,051,883	56%
Capital Projects					
PD Equipment*	\$ 50,677	\$ 4,336	\$ 75,726	\$ (25,049)	149%
Greenway Project	\$ 54,438	\$ -	\$ 10,453	\$ 43,985	19%
King Street Extension	\$ 75,649	\$ -	\$ -	\$ 75,649	0%
Sign Program	\$ 300,812	\$ 16,430	\$ 256,326	\$ 44,486	85%
Sidewalks	\$ 71,945	\$ -	\$ 14,315	\$ 57,630	20%
Town Street & Alley Resurfacing	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Land Acquisition & Amenities	\$ 75,000	\$ -	\$ 75,000	\$ -	100%
Playground Equipment	\$ 65,000	\$ -	\$ 52,993	\$ 12,007	82%
Public Works Vehicle *	\$ 42,143	\$ -	\$ 55,319	\$ (13,176)	
Dump Truck	\$ 75,000	\$ -	\$ 63,206	\$ 11,794	84%
Ventrac Mower	\$ 35,000	\$ -	\$ 34,895	\$ 105	100%
Water Line Extension	\$ 145,000	\$ -	\$ -	\$ 145,000	0%
Water Storage Facility*	\$ 100,000	\$ -	\$ 253,115	\$ (153,115)	253%
Water Plant Upgrade	\$ 29,509	\$ -	\$ 23,666	\$ 5,843	80%
Water/Sewer Line Replacement	\$ 263,390	\$ -	\$ 111,791	\$ 151,599	42%
TOTAL CAPITAL PROJECTS	\$ 1,433,563	\$ 20,766	\$ 1,026,805	\$ 406,758	72%
Water & Sewer Fund					
Operating	\$ 705,646	\$ 36,657	\$ 457,657	\$ 247,989	65%
HRRSA	\$ 1,809,265	\$ 161,458	\$ 1,100,470	\$ 708,795	61%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
TOTAL W & S EXPENDITURES	\$ 2,539,911	\$ 198,115	\$ 1,558,127	\$ 981,784	61%
Transfer to General	\$1,338,264				
Transfer to Capital-Water & Sewer	\$0				
Transfer to Reserves	\$0				
TOTAL CAPITAL TRANSFER	\$1,338,264				
TOTAL EXPENDITURES	\$ 7,691,124	\$ 412,273	\$ 3,912,435	\$3,778,689	51%
NET TOTAL		\$65,610	(\$1,017,295)		

*pending budget amendment



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: February 12, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Justin Trout, Chief of Police
SUBJECT:
Resolution of Governing Body for the USDA Community Facilities Grant

SUMMARY STATEMENT

The Resolution of Governing Body is required to apply for the USDA Community Facilities Grant. By adopting the resolution, the town is saying that we will abide by all agreements, documents, and forms when approved for funding.

REVIEW

The town has approved this for past USDA grants. USDA requires this as part of the grant process.

RECOMMENDATION

Staff recommends adoption of the USDA Resolution of Governing Body for the purchase of a police vehicle.

Attachment(s):

**RESOLUTION OF GOVERNING BODY OF
TOWN OF DAYTON**

The Governing Body of the Town of Dayton, consisting of 7 members, in a duly called meeting held on the 12th day of February, 2024, at which a quorum was present **RESOLVED** as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) for police vehicle purchase to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager or Mayor of the Town of Dayton be authorized to execute on behalf of Town Council the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

TOWN OF DAYTON

By: _____

Cary Jackson, Mayor

Attest: _____

Brian J. Borne, Town Manager

CERTIFICATION

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Town of Dayton in a duly assembled meeting on the 12th day of February, 2024.

Christine Wade, Deputy Clerk

Revised 02/05/24



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: February 12, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Christa Hall, Treasurer
SUBJECT: Compensation Study

SUMMARY STATEMENT

To ensure that the Town of Dayton maintains a competitive edge, we need to have the most recent market data available. Conducting a compensation study will assist the Town with ensuring that we are offering our employees a competitive salary and benefit package to ensure stability in our employment force. This will demonstrate the Town's commitment to the professional growth and development of our employees.

REVIEW

The last compensation study conducted for the Town was done in April of 2018. There have been extensive changes to both the Town's employment and to labor market since that time. This study will provide the Town with updated useful information that can be used as a budgeting tool to assist with employee retention.

RECOMMENDATION

Staff and the Personnel Committee recommends approval to authorize the Berkley Group to conduct a Compensation Study for the Town of Dayton at a cost not to exceed \$19,000.

Attachment(s): Work Order 4: Compensation Study



December 6, 2023

Town of Dayton
Attn: Brian Borne, Town Manager
125 Eastview Street
Dayton, VA 22821

RE: Work Order 4: Compensation Study

Dear Mr. Borne:

We are pleased to present the associated scope and fee to conduct a compensation study for the Town of Dayton, VA. The attached scope of work is recommended for a holistic compensation study for approximately 20 positions and 18 full-time and part-time employees. If you or your staff have any questions related to the scope and associated fee, please let me know.

Thank you for the opportunity to work with you and your staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew D. Williams".

Andrew D. Williams, AICP
Chief Executive Officer

I have reviewed the scope and fee for the associated work order and I hereby give the consultant notice to proceed for the work described herein.

Mr. Brian Borne, Town Manager

Date

SCOPE OF WORK

The scope of work for a compensation study for the Town of Dayton, VA includes the following:

Task 1 – Project Management/Meetings with Staff

The Berkley Group will manage the project and consult with Town staff as needed to collect input and information related to the project.

Task 2 - Kick-Off Meeting with Staff

The Berkley Group will facilitate a kick-off meeting with Town staff. The kick-off meeting will finalize the goals, components, market comparators, and timeline of the study. The Berkley Group team will work with Town staff as needed to collect materials, input and information related to the project.

Task 3 - Review of Existing Documents

The Berkley Group will review and understand the job descriptions in Town. We will identify benchmark positions to conduct the pay study.

Task 4 - Gather Market Data via Survey

The Berkley Group will develop and distribute a survey to gather current pay data from comparable public organizations, as approved by the Town, including at least the following components:

- Responding organizations' demographics and basic pay plan features such as type of pay structure, recent increases, and number of employees.
- Pay policies and practices such as PTO, pay increases and other incentives, etc.
- Pay range minimum, midpoint and maximum for each matched job
- Average actual pay for each matched job

This scope of work anticipates that comparable organizations will be finalized during the kick-off meeting.

Task 5 - Analysis

The Berkley Group will compile and analyze the data and compare the results to the current compensation structure, classifications and actual employee pay.

Task 6 – Recommendations

The Berkley Group will recommend adjustments as needed to align with the Town's compensation philosophy, preferred market position, and pay practices. Typical recommendations include adjustments to the pay structure, job classification and actual employee pay based on the market data, internal equity and Town policies, practices, and principles.

Task 7 – Written Report & Presentation

The Berkley Group will prepare a written report for the Town. This report will include an overview of goals, methods, and data that informed the analysis and recommendations. We anticipate that the presentation to the Council will be conducted in-person.

ASSUMPTIONS

1. **Initiation:** The Town will provide up-to-date copies of relevant pay and compensation information, including policies, job descriptions, and organizational chart within one week of a signed notice to proceed.
2. **Contact Person:** The Town will provide a single contact staff that will be responsible for collecting and transmitting data, resources, and other related information to the Berkley Group.

3. **Comparable Organization:** The Berkley Group will survey up to eight (8) comparable organizations. We anticipate that these organizations will be identified at kick-off with staff and any additional organizations will result in a fee (\$500 per organization).
4. **Gathering Market Data:** At a minimum, the Berkley Group will reach out to market comparators three (3) times.
5. **FOIA:** If desired, the Berkley Group will FOIA for comparison data and any related fee will be invoiced to the Town.
6. **Presentation:** This scope includes one (1) presentation to Council. If additional meetings are desired, it will result in an additional fee (\$1,500).
7. **Deliverables:** Deliverables will be provided in digital format to the Town.

SCHEDULE

Beginning no earlier than January 3, 2024, the Berkley Group anticipates this project to be completed within 90 days of the kick-off meeting. *If the work order is not signed and returned within 30 days, the proposed schedule expires, and the Berkley Group may propose a new schedule.*

FEE

The total cost of this project is \$18,082. Project costs will be invoiced on a month-to-month basis. Any lodging and mileage will be reimbursed at the prevailing IRS rate. If the work order is not signed within three (3) months, the proposed fee expires, and the Berkley Group may propose a new fee.

<i>Task #</i>	<i>Task Description</i>	<i>Total</i>
Task 1	Project Management and Meetings with Staff	\$ 2,195
Task 2	Kickoff Meeting	\$ 720
Task 3	Review & Analyze Current Data	\$ 2,400
Task 4	Gather data via Market Survey	\$ 4,800
Task 5	Analyze & Compare Data	\$ 1,920
Task 6	Develop Recommendations	\$ 3,600
Task 7	Develop & Present Findings & Recommendations	\$ 1,920
	Sub Total	\$17,555
	Non-Direct expenses (4%)	\$ 527
	Total	\$18,082



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: February 12, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Meggie Roche, Community & Economic Development Coordinator
SUBJECT: Award for Consultant Services for Downtown Revitalization Grant

SUMMARY STATEMENT

The Project Management Team (PMT) has selected POND & Company as the consultant for the Downtown Revitalization Grant.

REVIEW

Four proposals were received in response to the Town's Request for Proposals for a Downtown Master Plan. Staff scored each proposal using an evaluation matrix and presented the results to the PMT. The PMT determined that POND & Company had the best proposal based on qualifications, timeline, and budget.

RECOMMENDATION

Staff and Project Management Team (PMT) Committee recommend to award POND & Company the contract for the Downtown Revitalization Grant at a cost not to exceed \$50,000 for the creation of a Downtown Master Plan.

Attachment(s):



DAYTON

NORTH DAYTON



Town of Dayton Request for Proposals: Downtown Master Plan

January 29, 2024

Meggie Roche
Community & Economic Development Coordinator
Town of Dayton
mroche@daytonva.us
125 B Eastview Street
Dayton, VA 22821-9520

January 29, 2024

RE: Town of Dayton Request for Proposals: Downtown Master Plan

Ms. Roche and other Members of the Selection Committee,

Downtowns are the heart of communities and a well-defined vision for managed growth is critical for small, rural urban areas like the Town of Dayton (Dayton) to thrive. We understand that the scope of the Town of Dayton Master Plan (Master Plan) is intended to strengthen Dayton’s ability to retain and attract quality investment in the commercial core through a combination of business assistance, recruitment, and property redevelopment initiatives. Recommendations will be tailored to complement Dayton’s stated goals and vision for the area as articulated in the Comprehensive Plan and respect current budgets, staffing, and volunteer resources. The Master Plan will also provide a roadmap that Dayton can use to identify new projects that will generate jobs and improve residents’ quality of life.

To ensure project implementation, Pond has partnered with Greenberg Development Services (GDS) to help identify recommendations that can be implemented immediately as well as those that may require additional time to complete. GDS’ expertise in developing Economic Development Plans for towns similar in size to Dayton is an excellent complement to Pond’s town planning and placemaking experience. While the Master Plan will be rooted in local knowledge, values and priorities identified during the site visits, it will also reflect “best practices” that are currently being used to support rural economic growth.

The Approach we are recommending relies primarily on in-person collaboration with Dayton staff and Project Management Team (Client Team). Multi-day in-person workshops are proposed to ensure all stakeholders’ concerns and ideas are recorded in “real time”. Opportunities that arise during these intense 2-day collaborations can be immediately translated into physical planning concepts, evaluated and refined into the final Master Plan. Virtual workshops will be utilized between in-person sessions to review in-progress materials and to set future agendas.

The Pond Team commits to crafting a Master Plan for Dayton that seamlessly integrates innovative planning and engineering solutions with the unique needs and aspirations of your community. Our pledge is to deliver a forward-looking blueprint that not only addresses current challenges but also lays the foundation for sustainable growth and resilience in the years to come. We offer a responsive, experienced team ready to serve Dayton. If you have any inquiries, please do not hesitate to contact our staff at the emails found below.

Sincerely,

Pond & Company

Tony Catchot, PLA, ASLA
Urban Design | Infrastructure Lead
Tony.Catchot@pondco.com

Lilian Al-Haddad, LEED AP ND
Project Manager
Lilian.AlHaddad@pondco.com

Andrew Kohr, PLA, ASLA
Principal-in-Charge
Andrew.Kohr@pondco.com



Pond, founded in 1965, is a progressive, full-service architecture, engineering, and planning firm serving a myriad of client types throughout the U.S. and globally. This includes many small towns and cities like the Town of Dayton (Dayton).

Our planning approach links economic development, public engagement, and the physical realm. This helps us bridge the gap from vision to reality and help communities realize implementation. Pond’s PLACE Team (Planning, Landscape Architecture, Civil and Environmental Engineering) focuses on celebrating the public realm. We create urban design and long-range plans on a variety of scales—from small area plans in rural areas to large county-wide Unified Development Plans. This collaborative group of progressive, thoughtful, and dedicated professionals has completed over 30 high level city-wide, small area, and downtown plans.

Our experience gives us the best practices and framework needed to make a successful Downtown Master Plan (Master Plan) that is “uniquely Dayton” by:

- **Emphasizing creative methodologies and approaches** in the public engagement process to expand our audience and invite public participation. Pond utilizes education to develop communities and frame projects for successful outcomes.
- **Developing plans that drive implementation** by connecting market realities with physical planning, land use and policy decisions, and community input.
- **Creating living documents that are accessible** to developers, elected officials, and residents. Our documents use graphics and narrative to communicate a compelling story that attracts broad user groups. We believe these approaches have led to Pond being recognized by winning two *Georgia Planning Association’s Outstanding Planning Document* awards.

GREENBERG DEVELOPMENT SERVICES Planning & Economic Development



Pond has strategically partnered with Greenberg Development Services (GDS), a Charlotte, North Carolina based planning firm specializing in economic development and downtown revitalization. GDS’ wealth of small town experience is a great complement to Pond and include:

- Market studies to identify demographic trends and economic characteristics that influence site location decisions.
- Commercial assessments to evaluate business mix and property conditions that impact building utilization and leasing.
- Revitalization plans that include strategies for strengthening existing businesses and attracting new uses to downtown and increasing building utilization.
- Customized workshops for volunteer organizations or local governments in the areas of property development, business recruitment and business retention.

CONTACT INFORMATION

Pond & Company

Tony Catchot, PLA, ASLA
P: 734.368.3432
E: Tony.Catchot@pondco.com

Lilian Al-Haddad LEED AP, ND
P: 641.530.4782
E: Lilian.AlHaddad@pondco.com

ADDRESS

401 Hawthorne Lane,
Suite 110-194
Charlotte, NC 28204

PURPOSE OF THE MASTER PLAN

The Town of Dayton Downtown Master Plan (Master Plan) will be tailored to strengthen Dayton’s ability to retain and attract quality investment in the commercial core through a combination of business assistance, recruitment, property redevelopment initiatives – all supported by a robust vision for the physical future state of main street. Recommendations will be tailored to complement Dayton’s stated goals and vision for the area and respect current budgets, staffing, and volunteer resources. The Master Plan will provide a roadmap that can be used to identify new projects that will generate jobs and improve residents’ quality of life. It will also serve as a tool for securing grants and other funding sources necessary to implement priority projects we identify together during the planning process.

EQUITABLE OUTREACH AND ENGAGEMENT

To deliver a successful Master Plan means giving voice to the community by incorporating structured outreach that brings critical analysis and iterative communication and design thinking into the process and allows for distilling and prioritizing often competing information in real time. Consequently, our approach relies heavily on multi-day workshops where information is extracted, ideas generated, and recommendations developed with Dayton staff and Project Management Team (Client Team) and stakeholders. When in-person engagement is not possible, additional input can be gained through a variety of ways including:

- Media coverage through newspaper, radio, and Dayton’s social media presence.
- Small focus groups and individual interviews with business leaders, property owners, civic and religious organizations, and residents during two on-site visits.
- Follow-up phone calls with those unable to attend on-site meetings.

IMPLEMENTING THE MASTER PLAN

To ensure successful project implementation, the Pond team will identify and prioritize recommendations that can be implemented immediately and those that may require additional time to complete. While rooted in local knowledge, values and priorities identified during the site visits, the Master Plan will also reflect “best practices” that are currently being used to support rural economic growth.

OUR PROCESS

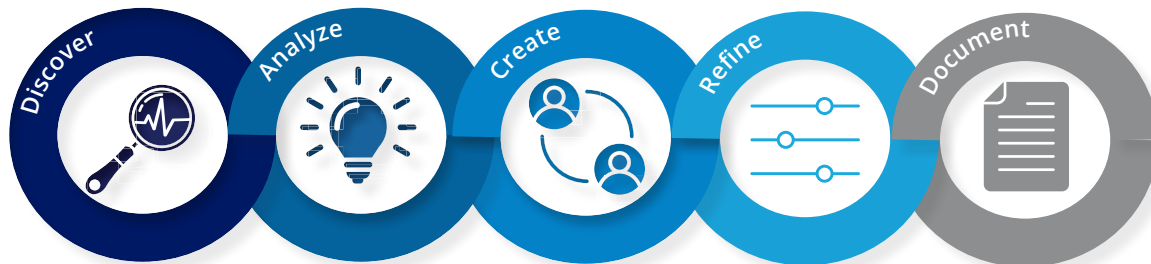
The process we developed for this important assignment is crafted to address the specific needs outlined in the RFP. Each of the 5 tasks builds upon the previous one with success enabled by a robust Client Team and stakeholder engagement to ensure critical buy-in and timely approvals.

Task 1 - Discover

The planning starts with a process of discovery – getting to know the details of Dayton: your goals, aspirations, current challenges, and opportunities for the future state of the downtown area and beyond. This stage helps determine the planning vision and principles that guide decision-making throughout the process.

During this task we will focus on understanding previous planning efforts as well as those running parallel to the current planning effort and determine how best to build on and fold these studies into our work. This means collecting any data not currently available that is relevant to the downtown area and surroundings. This may include projects that are currently in the site planning and approval process or have been approved for construction that may influence the Master Plan.

We will hold a virtual workshop (VW-1) with the Client Team to define logistics, set up future meetings, determine protocols, and review the proposed scope and costs. We will also facilitate a robust discussion to set project expectations, strategic objectives, and desired outcomes from the planning process. Other objectives of this discussion include identifying community participation strategies, establishing planning principles and priorities, as well as understanding the political climate.



Task 2 - Analyze

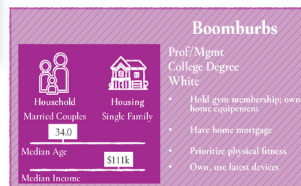
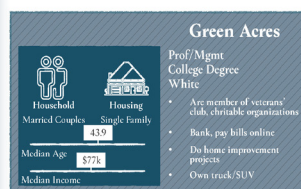
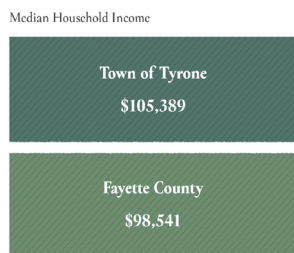
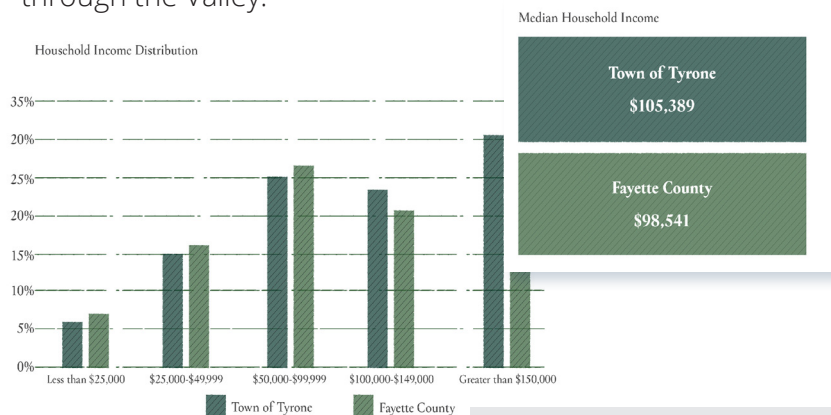
In this task, we will conduct a rigorous analysis of that seeks to understand all aspects of the downtown area and surrounding context. This includes conducting the downtown assessment previously described, reviewing current and proposed land use and zoning, background traffic data, parking inventory and alternative transportation options that connect destinations within downtown and the surrounding community.

1. Downtown Assessment

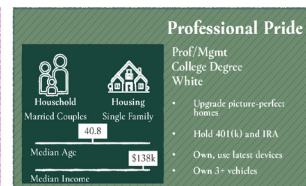
The Downtown Assessment will summarize information regarding Dayton's trade area and findings from an on-site evaluation of local businesses and real estate. It will also summarize relevant demographic and retail sales trends as well as findings from a downtown commercial assessment. Example potential subtasks and products include:

a. Market Analysis

- Summarize key demographic, economic and retail sale indices for the local and regional trade areas based on available data including a summary of relevant lifestyle characteristics that influence shopping behavior and an evaluation of consumer demand.
- Evaluate local and regional "quality of life" attributes (recreation, education, culture etc.) that support residential development or visitor traffic.
- Assess area dining, beverage, and lodging establishments in terms of their ability to capture sales from the region or visitors traveling through the Valley.



Segment	% of Population
1. Green Acres	78%
2. Boomburbs	10%
3. Professional Pride	6%



b. Commercial Assessment

- Evaluate the downtown business district in terms of tenant mix, target markets, business performance, available space, rent and sale prices and property ownership.
- Meet with local developers and real estate brokers to better understand opportunities for new residential or commercial development in the area.
- Interview local businesses and residents regarding their ideas for new businesses or special events.
- Evaluate local and regional commercial centers in terms of their ability to capture sales from residents.
- Identify common property issues that impact utilization or leasing.

c. Physical Analysis

- Study existing downtown access points and thoroughfares relative to wayfinding and vehicular (motorized and non-motorized) and pedestrian circulation.
- Document places of cultural significance to be protected and capitalized on in the Master Plan.
- Assess existing parking inventory in terms of quantity and location.
- Review condition of existing pavements and landscape treatments in terms of quality and condition.
- Assess exiting infrastructure for potential impacts and opportunities to leverage downtown streetscape improvements.

The Pond Team will facilitate an in-person workshop (W-1) with the Client Team to review Information collected and analyzed. Participants will also be lead through a lively discussion designed to gain a clear understanding of the issues and opportunities that must be solved or capitalized on respectively to inform and drive the generation of the Master Plan.

Task 3 - Create

Once a thorough analysis has been conducted and feedback obtained, the Pond Team will begin to generate and test new ideas and concepts of how to re-organize land uses, strengthen connections, and recommend site specific revitalization strategies for addressing the downtown area. Business retention, recruitment, and organizational concepts will also be developed. Through a deliberate process of evaluation, the Client Team will begin selecting those recommendations and physical planning concepts that merit further study and development. Products of this task include:

1. Revitalization Strategy

The Revitalization Strategy will identify both short- and long-range activities that together would help downtown transition to a new market position that can capture a greater share of the local, regional and visitor markets. The Revitalization Strategy will include recommendations for retaining or attracting new businesses, improving building utilization, and events or projects that would increase foot traffic in the downtown area. Example subtasks in the Revitalization Strategy include:

a. Business Retention

- Identify strategies for encouraging entrepreneurial activity.
- Generate list of financial incentives or resources to help new or expanding businesses.
- Recommend actions local businesses could take to increase sales through stronger promotions or events, business skills, new technology or customer services.

b. Business Recruitment

- Identify new business concepts that would strengthen downtown’s current business mix.
- Create a list of activities for accelerating reinvestment in buildings and businesses including new financial or technical incentives or stronger regulations to protect property values.
- Provide examples of inexpensive marketing products that could be used to recruit desired businesses.
- Offer recommendations for resolving property ownership issues that are impacting Dayton’s revitalization efforts.

c. Organizational Capacity

- Provide recommendations for building local capacity to manage a downtown revitalization program.
- Identify activities to improve communication between stakeholders and increase local support for key projects.
- Work with the Client Team to refine recommendations and incorporate project ideas into a realistic plan of work.

2. Draft Master Plan and Catalyst Projects

Host a multi-day in-person workshop (W-2) with the Client Team and other key stakeholders to:

- Identify strengths and weaknesses of the Revitalization Strategy to incorporate into the final recommendations and Master Plan.
- Generate a series of Conceptual Master Plan Alternatives that accurately express ideas and recommendations that retain the unique character of downtown.
- Assess and select the best of ideas and recommendations from the Alternatives and assemble them into a single diagram that will be refined in subsequent tasks as the final Illustrative Master Plan graphic..
- Reconvene workshop participants to Identify a series of Catalyst Projects that can be implemented quickly and at reasonable cost that to spur initial investment in the Master Plan.
- Evaluate products generated above and select the “best of” ideas and recommendations for refinement into a Draft Master Plan and Draft Catalyst Projects.

3 Catalyst Sites Explored for Winder Downtown Master Plan



Overall Strategy Map for Winder Downtown Master Plan

Task 4 - Refine

At this time, the Master Plan takes shape adding specificity to the Revitalization Strategy's recommendations and treatment of the physical elements that constitute downtown. Project Phasing and Ball Park Costs are developed and reviewed to ensure the feasibility of Catalyst Projects funding and implementation. Subtasks include:

- Develop a Draft Master Plan Report Narrative and Illustrations based on direction received in Task 3.
- Update Revitalization Strategy to synchronize with overall Draft Master Plan recommendations.
- Graphically refine the selected Catalyst Projects.
- Assemble a set of Precedent Images to convey the overall planning and design intent of the Draft Master Plan and Catalyst Project.
- Generate Ball Park Cost Estimate for each Catalyst Project.
- Assemble all components into a Draft Master Plan Report.
- Lead virtual workshop (VW-3) with the Client Team and stakeholders to evaluate the Draft Final Master Plan products.

Task 5 - Document

Based on the Client Team's approval of the various planning components, a Final Master Plan Report (Report) is developed that describes the planning process and outcomes. This Report will be of sufficient quality to be used as a general communication and fund raising tool, delivered in both electronic and printed formats. Products and of this task include:

1. Final Illustrative Master Plan

This stage will include a hybrid of hand-drawn and CAD plans, perspective sketches, elevations, and precedent images that clearly illustrate key components of the overall master planning recommendations derived in the tasks described above.

b. Master Plan Report

Summary, in narrative and illustrative form, of key components of the Master Plan process and products.

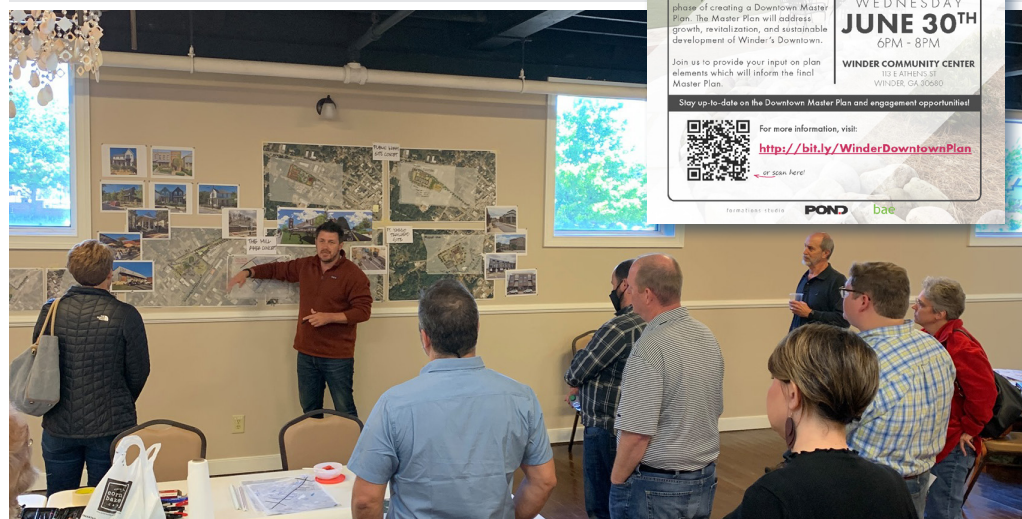
c. Presentation

PowerPoint presentation summarizing the planning and design process and conclusions.

FUNDING

The Pond Team is also able to work with the Client Team to introduce the Master Plan to key stakeholders to gain public support and secure funding from various sources (re: CDBG Business District Revitalization Community Improvement Grant).

Final Workshop presenting Winder Downtown Master Plan



WHY CHOOSE POND & GDS

Pond is honored to collaborate with GDS in crafting a Downtown Master Plan proposal for your consideration. Our firm is confident that the synergy between Pond's proficiency in physical master planning and GDS's extensive experience in formulating revitalization plans for towns will establish a robust and successful partnership. We eagerly anticipate the chance to showcase our capabilities on this exciting project, aspiring to forge an enduring relationship with the Town of Dayton for years to come.

PROJECT MANAGER

Lilian Al-Haddad LEED AP, ND

PRINCIPAL-IN-CHARGE

Andrew Kohr, PLA, ASLA

MOBILITY

Kat Maines, AICP

ECONOMIC DEVELOPMENT

Hilary Greenberg (GDS)*

URBAN DESIGN/
INFRASTRUCTURE LEAD

Tony Catchot, PLA, ASLA

ARCHITECTURE/
REDEVELOPMENT
STRATEGIST

Mitchell Davis,
AIA, LEED AP
BD+C

TRANSPORTATION

Sayre Brennan, AICP, PMP, RSP1



**Subconsultant Team Member*

Lilian AlHaddad, LEED AP ND

Project Manager | Pond

Lilian is a place-maker with over 15 years of professional working experience in the fields of Urban Planning, Urban Design, and Architecture. She has acquired a LEED AP certification in Neighborhood Development with an active research agenda on sustainable planning and smart cities.

Lilian is experienced in project leadership including master planning, urban design, place making, client liaison, and stakeholder/project management. She has proven expertise in a variety of projects on different regional and local sales, including design of city downtowns, residential communities and mixed-use developments on a variety of scales.

PROJECT EXPERIENCE

Tara Boulevard LCI Study, *Project Manager*

Atlanta Regional Commission, Blueprint 2.0, *Project Manager*

Winder Comprehensive Plan and Zoning, *Urban Planner*

Lawrenceville Highway New Zoning District, *Urban Planner*

Buford Highway Master Plan Implementation Strategy, *Urban Planner*

Dothan City Center Block Conceptual Design*, *Urban Planner*

DSM Vision Plan Update, Greater Des Moines Partnership*, *Urban Planner*

City of Marion Hwy 13 and HWY 100 Subarea Plan*, *Urban Planner*

Hawkeye Community College Campus Master Plan*, *Urban Planner*

City of Dubuque Smart Parking and Connectivity Strategy*, *Project Manager*

Metro Community College Sarpy County Site Master Plan*, *Urban Planner*

Northwestern Indiana 2050 Metropolitan Transportation Plan*, *Urban Planner*

University of North Iowa Campus Master Plan*, *Urban Planner*

North Iowa Corridor Regional Strategy*, *Project Manager*

**Project Completed with Prior Firm*

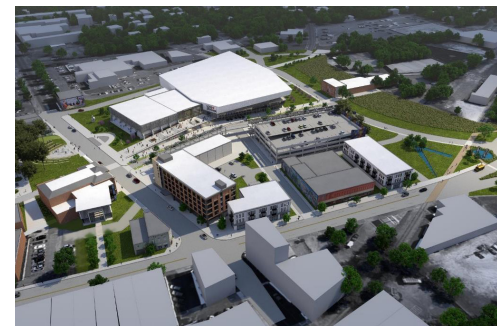


Master, Urban Design,
American Institute of
Beirut, Lebanon, 2011

LEED AP ND #10799458



DSM Vision Plan Update, Greater Des Moines Partnership



Dothan City Center Block Conceptual Design

Hilary Greenberg

Development Services | Greenberg Development Services

Hilary Greenberg is the President of Greenberg Development Services (GDS); a North Carolina-based planning firm with over 25 years of experience working in the field of economic development and downtown revitalization. In addition to preparing economic development plans for downtown business districts and rural communities across the country, Hilary is a regular speaker at state and national conferences and is a regular instructor for Main Street America's Certification Institute. She also is the author of two handbooks for local governments on downtown revitalization published by the NC Main Street and Rural Center.

PROJECT EXPERIENCE

Danville Downtown Market Study & Development Plan, *Senior Planner*

National Association of Realtors Smart Growth Grant, *Senior Planner*

North Carolina Local Capacity Grant, *Senior Planner*

Oceanside Economic Development Strategy, *Senior Planner*

Rural Retreat Market Development Strategy, *Senior Planner*

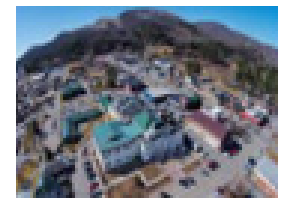


Master, Regional Planning,
University of North
Carolina Chapel Hill

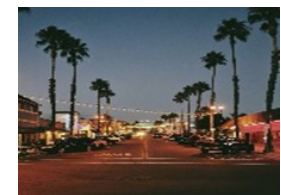
Graduate Certificate, City
Planning, Grand Valley
State College



Danville Downtown Market Study & Development Plan



NAR Smart Growth Grant



Oceanside Economic Development Strategy

EXPERIENCE IN VIRGINIA

GDS has worked with Danville, Rural Retreat, Radford, Bedford, Pulaski, Orange, Galax, Martinsville and Emporia. Ms. Greenberg is a regular speaker at Virginia Main Street conferences and has conducted customized workshops for Main Street managers.

RURAL EXPERIENCE

GDS has considerable experience working with rural communities. Examples of towns under 2,000 in population include: Anthony KS, Chimney Rock, Newland and Littleton NC, Rural Retreat VA, Mifflinburg PA, White Sulphur Springs WV and State Center and Woodbine IA.

RECENT WORKSHOPS & CONFERENCES:

- 2023 Florida Main Street Conference
- 2023 Louisiana Downtown Conference
- 2023 NC Downtown Conference
- 2022 Illinois Main Street Conference
- 2022 Iowa Downtown Conference
- 2022 Missouri Downtown Conference
- 2019 Virginia Downtown Conference

Tony Catchot, PLA, ASLA

Urban Design/Infrastructure | Pond

Tony Catchot leads or plays critical role in the planning and design of a myriad of project types. These include master plans for urban centers of similar character and scale as the Town of Dayton, college and university campuses, urban/suburban mixed-use developments, healthcare, innovation and industrial districts, corporate office parks, and recreation complexes. He is skilled at leading complex planning and design teams and thrives in public engagement.

Tony also serves as Vice Chair for the Parks, Green Spaces and Trails Commission for the Historic City of Norcross, Georgia where he is playing an active role in preparing the new Comprehensive Master Plan.

PROJECT EXPERIENCE

Atlanta Regional Commission, Blueprint 2.0, Planner

City of Guyton Comprehensive Plan, Planner

Effingham County Public Works Yard Master Plan, Project Manager

City of Austin Town Lake, Comprehensive Plan*, Planner

San Antonio Streetscape Redevelopment Plan*, Site Designer

West Stadium Blvd Reconstruction/Bridges Replacement Project*, Planner

City of Norcross Parks Greenspaces and Trails Master Plan, PG&T Commission, PG&T Commission, Vice Chair



BLA, Landscape Architecture, Louisiana State University

BFLA, Leadership Academy, University of Michigan

Landscape Architect, Multiple States #1170

Andrew Kohr, PLA, ASLA

Principal-in-Charge | Pond

Andrew has a passion for community preservation, place “keeping” and good design. In his 17 years of experience, Andrew has worked on a broad range of projects with an emphasis on municipal clients and historic downtowns. He also a successful history of assisting communities with grant funding and implementation. Andrew has spent many years in Virginia including four years while in college.

PROJECT EXPERIENCE

Tyrone Town Center Master Plan, Project Manager

Campbellton Crossroads Master Plan, Project Manager

Downtown Winder Master Plan, Principal

Johns Creek Town Center Master Plan, Project Manager

Stone Mountain Village Forward Master Plan, Landscape Architect/Urban Designer

Atlanta Regional Commission, Blueprint 2.0, Principal

Dunwoody Edge City 2.0, Principal

AeroATL Model Mile, Project Manager

Tara Boulevard Corridor Study, Principal

Smyrna B.O.L.D. Downtown Master Plan Update, Landscape Architect/Urban Designer



MS, Landscape Architecture, Ball State University

BA, Historic Preservation, Mary Washington College

Professional Landscape Architect, Multiple States # 001614

*Project Completed with Prior Firm

Mitchell Davis, AIA, LEED AP BD+C | Architecture/Redevelopment Strategist | Pond

Mitchell, brings strong leadership skills in his role as Director of Urban Design at Pond. He unites project teams around a shared vision, meets even the most aggressively accelerated project schedules, and navigates complex and challenging goals. His strong foundation in experiential branding and design helps clients create immersive environments. Because he understands both the long-range holistic vision and the in-depth technical details, Mitchell partners seamlessly with his clients.



MArch, University of Tennessee
BFA, Interior Design, Art Institute of Atlanta
Registered Architect, Georgia #RA013919
LEED Accredited Professional

Kat Maines, AICP | Mobility | Pond

Kat is a planner who helps communities identify priorities and develop plans with context-sensitive tools and strategies for implementation. Kat brings over eight years of experience with transportation plans, corridor plans, downtown and downtown master plans, walking and biking master plans, trail master plans and feasibility studies, design guidelines, wayfinding, parking studies, and grant writing. Project contexts range from small rural towns to complex urban activity centers. She creates graphically rich plans, with maps, diagrams, and renderings that make change approachable and legible for a wide audience.



MS, City & Regional Planning, Georgia Institute of Technology
BA, Art: Architecture + Urbanism, Smith College

Sayre Brennan, AICP, PMP, RSP1 | Transportation | Pond

Sayre has 14 years of experience as a city planner and project manager. His primary interest is the nexus between land use and transportation. In the public sector, he has worked as a municipal planner for resort cities, rural towns and counties, and a regional planning agency. In the private sector, he has worked as a construction project manager for Class A commercial real estate. He has direct experience with long range/comprehensive planning, zoning administration, zoning map amendments, capital improvement plan management and implementation, and traffic operations.



MBA, University of the People
MPA, University of Utah
Graduate Certificate, Construction Project Management, Columbia Engineering
Graduate Certificate, City Planning, University of Utah
BS, Political Science, Minor City Planning, University of Utah
AICP #31067
PMP #2984036

SCHEDULE & FEE



PROJECT TASKS	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12	WEEK 13	WEEK 14	WEEK 15	WEEK 16	WEEK 17	
TASK 1 - DISCOVER	1	\$5,280																
DELIVERABLES	Planning Vision Project Goals and Objectives					Communication Strategy Workshop Notes												
TASK 2 - ANALYZE			\$8,160	1														
DELIVERABLES	Physical Analysis Summary Diagrams Draft Downtown Assessment Report					Commercial Assessment Report Workshop Notes												
TASK 3 - CREATE						2	\$16,800											
DELIVERABLES	Final Downtown Assessment Report Draft Revitalization Strategy					Conceptual Master Plan Alternatives Draft Catalyst Projects List												
TASK 4 - REFINE												2	\$9,660					
DELIVERABLES	Final Revitalization Strategy Draft Illustrative Master Plan Draft Catalyst Projects Precedent Images					Ball Park Costs Draft Master Plan Report Workshop Notes												
TASK 5 - DOCUMENT																\$8,160	3	
DELIVERABLES	Final Illustrative Master Plan Final Master Plan Report Presentation																	

- X Virtual Workshop (3)
- X In-Person Workshop (2)

Total Cost: \$48,000 (including reimbursable expenses)

Above is the proposed 5-month/17 week Schedule and associated Deliverables and Fees for completing Tasks 1 – 5. As highlighted in this proposal, the Pond Team has great experience working with communities to prepare downtown master plans that have great relevancy to the effort Dayton endeavors to take. Through our work we have developed relationships with regulatory agencies and have access to existing data sources that will prove useful to this master planning effort. Because of this experience, the Pond Team requires less time to collect data, understand its relevancy and application.

DELIVERABLES
A summary of the final deliverables resulting from the interactive process described previously are:

Planning Vision	Draft Illustrative Master Plan
Project Goals and Objectives	Draft Catalyst Projects
Communication Strategy	Precedent Images
Physical Analysis Summary Diagrams	Ball Park Costs
Draft Downtown Assessment Report	Draft Master Plan Report
Commercial Assessment Report	Final Illustrative Master Plan
Final Downtown Assessment Report	Final Catalyst Projects
Draft Revitalization Strategy	Final Master Plan Report
Conceptual Master Plan Alternatives	Presentation
Draft Catalyst Projects List	Workshop(s) Notes
Final Revitalization Strategy	

Stone Mountain Village Forward Master Plan | STONE MOUNTAIN, GA



IMPROVE TRAFFIC + MOBILITY

Improve traffic and mobility by expanding multi-modal infrastructure and improving traffic operations in the village.



EXPECT BETTER CONDITIONS

Maintain the village as a clean downtown business district through a visible cleanliness program, improved aesthetics, and updated infrastructure.



COMMIT TO PRESERVATION

Reserve the historic fabric of the village through innovative partnerships and introduction of character-defining features.



CREATE ATTRACTIONS

Introduce new attractions that improve quality of life for residents and attract and retain visitors.



BUILD PARTNERSHIPS

Improve community relationships between business owners and local government through improved operations, processes, and policies.



ENHANCE PERCEPTION

Enhance the perception of Stone Mountain Village as a business-friendly community which welcomes social, economic, and demographic diversity through new branding, signage, and an implementable economic development strategy.



Pond led this effort to create a village master plan to assist the Stone Mountain Downtown Development Authority to determine a long-term plan for its revitalization and growth. The planning effort includes an in-depth market analysis with a gaps and leakages report to determine where the city should focus its business attraction efforts to increase activity in the village. Another component of the plan is the creation of a Marketing Plan, providing a consistent branding logo and wayfinding strategies to encourage people to visit Stone Mountain Village.

The project team conducted two meetings with the DDA prior to COVID-19, and two rounds of virtual stakeholder and community meetings. Pond used the Pigeonhole Live platform to conduct polling and the Q&A session for the 50+ community attendees. The team used an online survey to gather additional community input, which resulted in 244 responses. Pond created a project website to raise plan awareness and keep the community updated on input opportunities.

The final village master plan includes recommendations on:

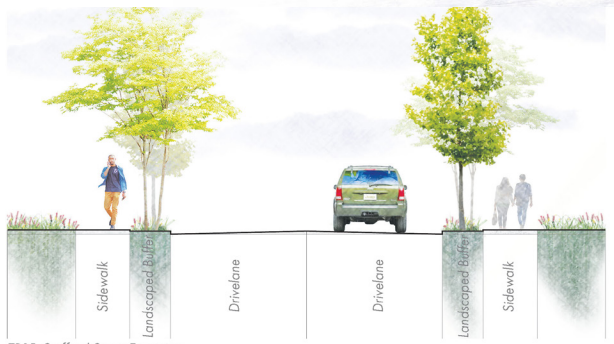
- Destination Anchors
- Market Positioning
- Redevelopment Opportunities & Catalyst Sites
- Mobility & Connectivity
- Wayfinding & Branding
- Community Gathering Spaces & Parks
- Land Use & Design

The City submitted the plan as part of its successful RURAL (Revitalizing Underdeveloped Rural Areas Legislation) Zone application to Georgia DCA, which will provide incentives for job creation, commercial investment, and business activities through state income tax credits.

CLIENT REFERENCE

Alan Peterson | Stone Mountain Downtown Development Authority (Former Director)
 922 Main Street, Stone Mountain, GA, 30083
 281.908.6231
 apeterson@investatlanta.com

Downtown Winder Master Plan | WINDER, GA



TP15. Stafford Street Extension



Pond partnered with the City of Winder in creating a downtown master plan. This plan built on Downtown Winder’s current success by developing consensus on a common vision for the future that is aspirational yet realistic. It also provided an implementation strategy with short, middle, and long-term action steps to ensure the downtown vision is realized over a 10 to 15-year plan horizon. The following elements were integral to creating a successful master plan:

- Market Analysis & Economic Development
- Catalytic/Opportunity Sites for Redevelopment
- Transportation & Mobility
- Historic Preservation & Winder’s History
- Land Use & Zoning
- Parking
- Park & Open Space Improvements
- Streetscapes & Placemaking
- Public Art

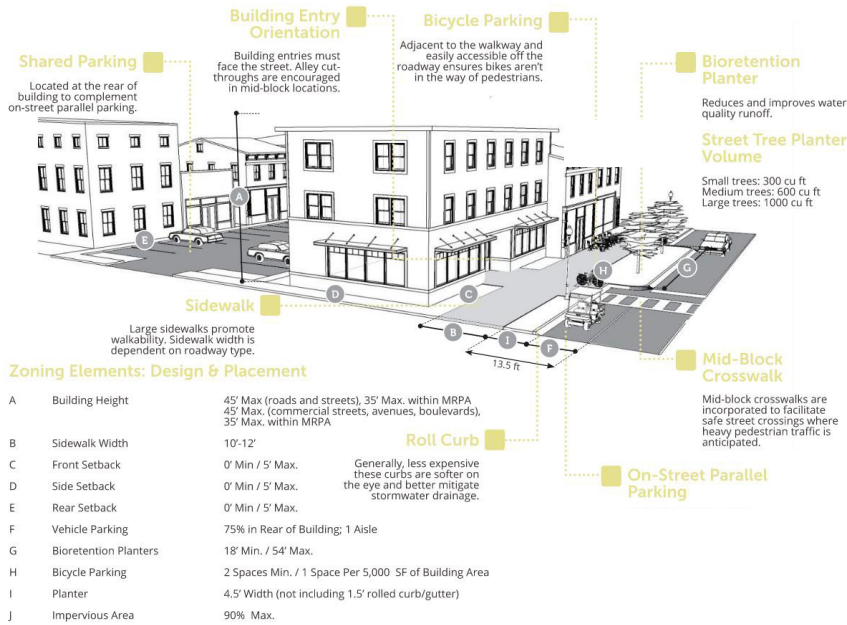
The project team used Social Pinpoint to set up a website for the plan and worked with individual community representatives to share the website via their city websites and distribution networks, including social media and city e-newsletters. The website allowed the project team to begin gathering data through an online survey and an interactive mapping tool, receive iterative feedback by continuing this activity throughout the project and provide master planning material to educate website visitors.

CLIENT REFERENCE

Beth Reynolds | Director of Development Services
 138 Sweetwater Trl, Winder, GA 30680
 678.425.6868
 beth.reynolds@cityofwinder.com

Campbellton Crossroads | CHATTAHOOCHEE HILLS, GEORGIA

COMMUNITY HAMLET DISTRICT: ZONING ELEMENT RECOMMENDATIONS DIAGRAM



Two communities. One historic village. A world of opportunity. The Campbellton Historic Crossroads Village Master Plan emphasized the importance of history with the recognition that planning wisely for future development is necessary to manage change. This project was a multi-jurisdictional project between the cities of Chattahoochee Hills and South Fulton.

The purpose of this project was to manifest the idea of reconstituting old Campbellton and the expansion of it into a larger village while preserving the surrounding rural agrarian quality that draws many to the area to live, work and play. This guiding document is a framework plan that translates the overarching principles, developed through the iterative public process, into clear and implementable recommendations that both communities of Chattahoochee Hills and South Fulton utilize to guide future development.

Ultimately this plan is both a tool and a guidebook to support positive change in Campbellton and subsequently for both Chattahoochee Hills and South Fulton. The focus was to create an overall plan that honors the history and character of the area so when development does come there is a vision framework created by both communities to guide it. A major goal was the creation of opportunities for residents and visitors including business development and employment, easy access to quality everyday goods and services, high quality development and housing, the expansion of recreation, and re-establishing the historic town center as a walkable and vibrant area.

CLIENT REFERENCE

Mike Morton | Community Development Director
6505 Rico Road
Chattahoochee Hills, GA 30268
404.822.6728
mike.morton@chatthillsga.us

Tyrone Town Center Master Plan | TYRONE, GEORGIA



Expanded multi-use path

New tree canopy

Expanded sidewalk

On-street parking

Native plantings

TOWN CENTER PLAN

The Town Center Plan envisions what downtown Tyrone could become within a five to ten year time frame. By taking into account the feedback from residents, elected officials, and community members, the master plan focuses on issues relating to improving mobility, creating and activating open spaces, and sustainable development and preservation.

Improving mobility throughout the Town Center includes trail connections, expanded golf cart paths, and better parking options. These innovations are focused on and around Senoia Road, through improving the corridor and making new connections for commuters and cars.

The activation of open spaces envisions various experiences in downtown Tyrone, the creation of new neighborhood spaces that serve as gathering places, and providing spaces for future generations to enjoy. Development and government look at methods that the town can use to attract businesses and developers, creating a more vibrant and engaged experience for downtown Tyrone. Creative uses are an important focus for developers through providing financing opportunities for developers. The adaptive reuse of existing buildings helps lower overall costs, activates space and helps create a vibrant center of place. Land-use design opens access out of Senoia Road, helping fill gaps between the existing road network.

Improved Mobility Transit Connections Governance & Traffic Sustainable Transportation	Open Space Expanding Sidewalk Neighborhood Spaces Promoting Nature	Development & Preservation Creative Uses Adaptive Reuse Edge Development Infill Development
---	--	--



Pond was selected to assist the Town of Tyrone on their Livable Centers Initiative (LCI) Study. The study acted as a framework to guide the Town, its residents, businesses, and prospective developers as they navigated the opportunities and challenges associated with growth. The study area is comprised of diverse “character areas” with farmsteads to the south and east; aging housing stock to the north, west, and south; and a commercial/civic core that forms a long a bend in Senoia Road. Even within the commercial area you have a more modern mix of commercial architecture and land uses near Shamrock Park that is distinct from the historic fabric of a railroad town surrounding the depot.

This diversity required a team that understands the nuances of smaller communities with tools and a vision that aligns with the community values. Our team helped Tyrone address key issues associated with the master plan.

CLIENT REFERENCE

Phillip Trocquet | Assistant Town Manager
 950 Senoia Road Tyrone, GA 30290
 404.247.2186
 ptrocquet@tyrone.org

Lawrenceville Downtown Master Plan Update | LAWRENCEVILLE, GEORGIA



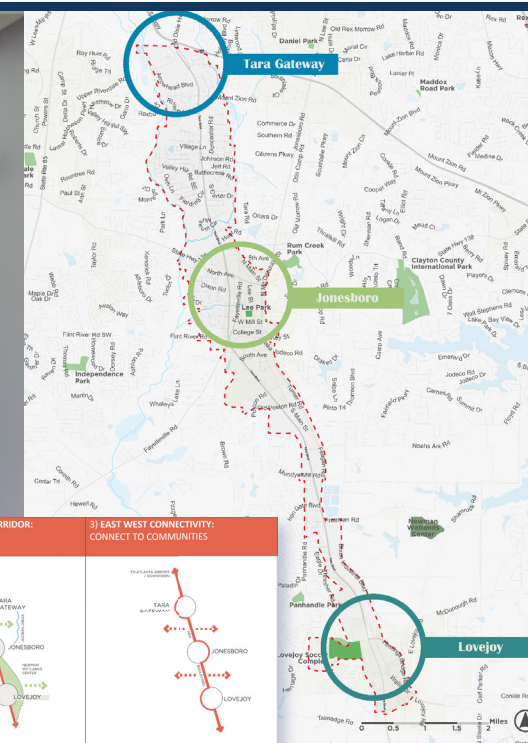
The Atlanta Regional Commission (ARC) grandfathered Lawrenceville's original downtown master plan, created in 2005, into its Livable Centers Initiative (LCI) program. The city conducted subsequent updates to the plan in 2011 and 2017. Pond worked with the city on its plan update, which focused on expanding the current Downtown Lawrenceville LCI boundaries to incorporate destinations and amenities immediately adjacent to the original downtown core, including the Gwinnett Justice & Administration Center (GJAC), Rhodes Jordan Park, the Depot District, and the recently completed College Corridor. The update's focus was identifying projects that will create safe, multi-modal connections between the core and the amenities within the expanded boundaries. The final plan document identifies activity nodes and potential development types, and provided conceptual plans, programming, and a high-level financial feasibility analysis for four catalyst sites.

At the project's onset, Pond established a dedicated project website (planningatpond.com/lawrenceville-lci-update) to provide information about the master plan update and an online survey/interactive mapping exercise to gather input. Additional engagement included stakeholder listening sessions, a virtual community meeting at the beginning of the project, a virtual three-day design workshop, a second in-person open house, two pop up events at local breweries, and several Core Team meetings. The project team used yard signs and sandwich board signs posted around downtown, social media, and fliers distributed by downtown businesses promoting these engagement opportunities.

CLIENT REFERENCE

Chuck Warbington | City Manager
 70 South Clayton Street
 Lawrenceville, GA 30046
 678.407.6650
 Chuck.Warbington@lawrencevillega.org

Tara Boulevard LCI Study | ATLANTA, GEORGIA



Pond is leading this transit oriented project in Clayton County, with a primary focus on crafting a comprehensive vision for the 11-mile stretch of Tara Boulevard from I-675 to Lovejoy, Georgia. An integral facet of this endeavor is the dedicated attention given to three smaller-scale communities nestled within the corridor, each endowed with its distinct character. The project endeavors to tailor its strategy to the specific needs and potentials of these communities, aiming for a nuanced and localized approach.

The plan is intricately designed to capitalize on the unique assets of each community, such as the planned MARTA BRT system, the Flint River, and Jonesboro’s downtown to identify and propose development for 3 catalytic sites within these communities as pivotal points for continuous redevelopment, fostering the overall improvement of each community’s character and functionality.

In essence, while the project addresses the broader corridor, it places significant emphasis on harnessing the distinctive attributes and development potential of Riverdale, Jonesboro, and Lovejoy communities along the route.

CLIENT REFERENCE

Shannon James | Atlanta Aerotropolis Alliance

3800 Camp Creek Parkway, BLD 1400. Atlanta GA, 30331

678.939.4891

s.james@aeroatl.org



DAYTON

NORTH DAYTON

MC PHERSON

DAYTON VIEW

FINDLAY

401 Hawthorne Lane, Suite 110-194
Charlotte, NC 28204

pondco.com



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: February 12, 2024
FROM: Brian Borne, Town Manager
PREPARED BY: Jennifer Reppe, Public Works Supervisor
SUBJECT: Additional Public Works Personnel

SUMMARY STATEMENT

To add additional staff to the Public Works Department to assist with the beautification of the Town and provide additional staff cross-trained in all day-to-day duties.

REVIEW

The total cost to add an employee for the remainder of FY24 is \$26,716, which falls within the remaining budget for this fiscal year. The total cost for FY25 will be approximately \$73,521. The role of Public Works Supervisor entails a lot of administrative duties, and the addition of personnel will allow for the ability to delegate duties and increase cross-training. The ideal candidate would be highly skilled in landscaping.

RECOMMENDATION

Staff and Personnel Committee recommend Council approval of an additional position to Public Works to begin on or around February 26, 2024.



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: February 12, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Christa Hall, Treasurer
SUBJECT: Personnel Policies

SUMMARY STATEMENT

The implementation and revision of several Personnel Policies have been determined necessary by staff.

REVIEW

As the Town did not have certain personnel policies pertaining to snow removal and nepotism, it was determined that such policies were necessary to establish proper and enforceable procedures. The Town does not currently allow for the use of compensatory leave as it was previously prohibited in Virginia; however, as the law has changed and, in an effort, to allow flexibility and provide cost savings to the Town, the policy has been replaced to allow the use of comp time. The revision of the PTO policy was necessary to establish a written policy to serve as reinforcement of the procedures that had been previously done at the Town Manager's discretion. This was at the recommendation of the auditors.

RECOMMENDATION

Staff and the Personnel Committee recommends Council adopt the Snow Removal Policy, the Compensatory Leave Policy, the Nepotism Policy, and the revised PTO Accrual Policy.

Attachment(s): Snow Removal Policy
Compensatory Leave Policy
Nepotism Policy
Revised PTO Accrual Policy

Snow Removal Policy

Adoption date:

Objective

The Town of Dayton desires to establish operations to support snow removal procedures for the Town staff.

Scope

For definition purposes:

Town of Dayton Town Offices business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Normal Public Works hours are Monday through Friday from 7:00 a.m. to 3:30 p.m.

When conditions mandate, snow removal duties may extend past or start before normal Public Works coverage hours. Regular work schedules and duties of all Public Works staff may change to accommodate snow removal.

Snow removal for the Town of Dayton is a critical mission responsibility which falls in the capable hands of the Public Works Department for removal purposes. It is acknowledged the Public Works Department personnel are all classified as mission essential. Snow removal responsibilities and activities are a critical condition of employment for each position within the Public Works, no exceptions. Each position within the Public Works is considered mission essential personnel. This policy is further clarified in the following paragraphs.

To provide a clean approach to all Town facilities and create as safe an environment as possible at all times during snow and ice conditions. Snow removal shall be the responsibility of all Public Works staff members and those others assigned to the Public Works.

The Public Works Supervisor, or such designee, shall coordinate all Public Works staff in snow removal activities.

All Public Works staff members are hereby notified that at any time they may be called upon to help in the removal of snow. Unless he/she has made prior arrangements with the Public Works Supervisor, they are subject to a call-in for snow removal. From the time an employee is called, arrival at the Town of Dayton is expected within one (1) hour, or the time designated by the Public Works Supervisor. This includes reasonable allowances for weather conditions and other uncontrollable or unforeseen circumstances that prevent the employee from arriving within this time frame. Planned authorized PTO use by an employee during snow emergencies will automatically restrict any employee from the possibility of being called in for snow removal duties unless other prior arrangements have been made.

Refusal or failure on the behalf of an employee to show up; uncontrollable or unforeseen circumstances which prevent timely arrival, or the inability of the Public Works Supervisor to contact him/her by phone or by any other previously arranged means, may result in disciplinary action up to and including termination. The Public Works Supervisor will attempt to provide prior notice, if possible, on snow response conditions in order to give the employee an opportunity to alter his/her daily schedule to respond; however, it is the employee's incumbent responsibility and a condition of employment to have alternative proactive arrangements made when called in for snow removal. All employees shall maintain an accurate phone listing with the Town of Dayton or make other arrangements with the Public Works Supervisor whereby they can be contacted. All Public Works employees are subject to a call for snow removal at any time and must prepare themselves for this inevitable consequence.

All employees are expected to provide their own transportation to the Town of Dayton for a snow call-in. In the event of snow falls, employees whose vehicles have become incapacitated shall notify the Public Works Supervisor and arrangements may be made to pick them up. However, this may not always be possible, and it remains the ultimate responsibility of each and every employee to provide their own transportation. In the event an employee's vehicle becomes disabled in transit, the employee will immediately notify the Town of the disability and advise of his/her expected availability.

Also, in the event of large snowfalls, it may be prudent for employees of the Public Works to remain at the Town for periods of time in excess of twelve (12) hours. In this event, employees will be offered a place to sleep. Employees have the option to refuse staying in Town and may elect to leave the Town after their shift, with the approval of the Public Works Supervisor. Leaving the Town does not relieve the employee of his or her responsibility to return on time for their next shift.

Due to the nature of snow call-in, it does not fall within the normal call-in policy guidelines. Rather, all personnel called in for snow call-in will receive regular pay for their normally scheduled shift plus overtime pay for the actual hours worked, at the discretion of the Public Works Supervisor and/or Town Manager. This only applies to employees who have been asked via an unplanned or impromptu phone call to arrive more than one hour prior to his/her regularly scheduled shift. This does not apply to previously arranged shift changes at the discretion of the Public Works Supervisor and/or Town Manager.

Snow removal is the responsibility of ALL Public Works employees. The Public Works Supervisor, or his or her designee, will coordinate removal efforts. As snow accumulates and conditions worsen, additional staff may be called upon to assist, relieve, or supplement the staff on duty. Those called in will be under the direction of the Public Works Supervisor. It will be in the judgement of the Public Works Supervisor, or his or her designee, as to when additional staff is needed to support snow removal efforts.

When conditions warrant, all crew members will participate in snow removal efforts into the morning, afternoon, and/or evening hours, as determined by the Public Works Supervisor.

Length of shifts:

- Due to the fatiguing nature of snow removal and to maintain safety, an employee should not work longer than two (2) hours without a fifteen (15) minute break in a warm environment, with access to bathrooms and hot beverages.
- An employee should not work longer than a twelve (12) hour shift without time off for sleep and/or rest for a period of at least eight hours.

All sleep periods will be scheduled with the permission of the Public Works Supervisor and shall be a minimum of eight hours.

Compensatory Time Policy

Adopted date:

Non-exempt employees, other than law enforcement, receive overtime at a rate of 1 ½ times the employee's regular pay rate for all hours worked over 40 in the normal work week.

Police officers work a schedule of 85.5 hours in a two-week period. The regular pay rate established for such employees is based on 2,223 hours per year. Time worked over 171 hours in a four-week period will be paid at 1 ½ times the employee's regular rate of pay.

At the discretion of the department head and with approval from the Town Manager, compensatory time off at the rate of 1 ½ times may be granted, at the employee's request in lieu of overtime pay for hours worked in excess of the normal work week and must be used or scheduled within the same pay period as accrued.

Exempt employees are not eligible to receive compensation for hours worked over a 40-hour week and will receive full pay for the work week if they work any portion of it. In the event an exempt employee works more than (40) hours in a work week, the employee's supervisor may, but is under no obligation, allow the employee to take compensatory time within a reasonable period. The use of the compensatory time may not unduly disrupt the operations of the Town. Excessive tardiness or failure to work a full day on a regular basis may result in disciplinary action.

Employment of Relatives/Family Members Policy

Adopted date:

The Town of Dayton (herein after the Town) wants to ensure that our practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins.

Individuals will not be hired or promoted into a position that would create a conflict in the Town's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to the Town, such as a department transfer or employment outside the Town, the employees' supervisor will work with the Town Manager and human resources (HR) to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of the Town, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

The Town reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, the Town will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the department head and the Town Manager. Written justification for the exception must be submitted to the Town Manager prior to any employment decisions.

PTO Accrual Rate—added to current PTO Policy

Revision date:

Paid Time Off (PTO) *(revised by Council 7/12/2021)*

The Paid Time Off (PTO) leave plan is a comprehensive program that serves the many diverse needs of employees for time off from work and also includes a short-term disability plan for income protection to cover periods of extended illness or injury.

Paid time off (PTO) time starts at the time of employment by an employee. The rate that PTO is earned is by the length of service the employee has actively worked (based on the hire date), **with the exception of a new hire that is actively enrolled in the Virginia Retirement System (VRS) at the time of hire or at the discretion of the Town Manager. In that event, the new hire will begin accruing PTO based on the employee's VRS enrollment date or such date as approved by the Town Manager.** A cumulative balance of PTO hours may be carried over from one calendar year to the next according to the chart on page 28.

Employees earn PTO on a calendar-year basis (January through December). Each pay period that an employee works, they earn 1/26th of their PTO allowance for the year.

Employees not actively working or employees on leave, and who have exhausted all accrued leave for a calendar year, shall not be eligible to accrue PTO time. During their first year of employment, employees may take up to 40 hours of PTO time off during a calendar year in advance of the accrual for emergency and medical purposes only; however, if employment is terminated or the employee resigns, unless due to reduction of work force, or a work-related injury, or illness, before the time is accrued the balance of leave time will be deducted from the final pay check or the employee will be required to reimburse the Town for the unearned time used.

Paid leave may be requested by the employee only if accrued PTO hours are available for use.

Employees are responsible for maintaining PTO leave balances at adequate levels to ensure that leave taken does not exceed existing balances.

Although PTO is a benefit provided for employees to self-manage time off, its use must be approved in advance by the employee's supervisor. Scheduled PTO leave may be used for any approved purpose, and a request to use such leave should be made by the employee to his or her supervisor no less than five working days in advance. Some departments may require that employees schedule PTO leave further in advance. The supervisor will inform a new employee if a longer advance notice applies. The five-day requirement may be waived by the supervisor in cases of illness, emergency situations or other unforeseen circumstances (unscheduled PTO).

Unscheduled PTO leave will be monitored. The supervisor has the right to request verification of any unscheduled absences by requiring a physician's statement. When an unforeseen need for PTO occurs, an employee shall notify the appropriate supervisor no later than the beginning of the shift. In some departments, earlier notice may be requested. Failure to provide the proper notification or excessive unscheduled leave may result in disciplinary action.

PTO is available for use by the employee only after leave has accrued and may be taken in one-hour increments.

If PTO hours are available for use, the employee is required to use PTO to cover the waiting period before Short Term Disability begins. Accrued PTO leave may be used by the employee to make up the difference between 100% of the employee's normal gross wages and the benefit provided under the Short-Term Disability plan. See paragraph 7.

The employee does not accrue PTO hours for any period of leave-without-pay or any un-paid leave for disciplinary suspension.

Payment for PTO shall not be counted as hours worked for the purposes of calculating overtime. Upon separation of service for any reason, an employee shall be entitled to payment of credited PTO.

PTO Allowance: Regular Full-Time Employees (at PTO anniversary date)

<u>Years of Service</u>	<u>Hours Accrued per Pay Period</u>	<u>Hours Accrued per Year</u>	<u>Carry Over Allowed</u>
1 st	7.08 hours	184 hours	200
2 nd – 5 th	8	208	200
6 th – 9 th year	9.85	256	240
10 th – 15 th year	11.69	304	288
16 th + years	11.69	304	336

Part-Time Employees, Temporary Employees, Contract Employees, and Seasonal Employees are not eligible for PTO benefits.



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: Date of Council Meeting
FROM: Brian J. Borne, Town Manager
PREPARED BY: Meggie Roche, Community & Economic Development Coordinator
SUBJECT: Dayton Crossing Street Name Replacement

SUMMARY STATEMENT

Consideration of change to Dayton Crossing street names. Request to replace Kieffer Street with Ruebush Street.

REVIEW

The following street names were approved at the January 8, 2024 council meeting: Dayton Crossing Drive, Rifetown Street, Blosser Street, Kieffer Street. The use of Kieffer Street was denied by Rockingham County due to duplication elsewhere in the County. A request is being made to replace Kieffer Street with Ruebush Street.

Historical background: The original intended street name, Kieffer Street, drew inspiration from The Ruebush-Kieffer Company, a prominent music publishing company located in Dayton in the late 19th century. The replacement street name, Ruebush Street, draws from the same inspiration.

RECOMMENDATION

Staff recommend approval of the street name Ruebush Street as a replacement to Kieffer Street in the Dayton Crossing Subdivision.

Attachment(s):



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: Date of Council Meeting
FROM: Brian J. Borne, Town Manager
PREPARED BY: Brian J. Borne, Town Manager
SUBJECT: Manager's Report for the Month of January 2024

SUMMARY STATEMENT

Manager's Report for the Month of January 2024

REVIEW

The January 2024 Town Manager's Report is attached. The report includes updates from the Town manager's Office, Police Department, Public Works, Water Department, Treasurer's Office, Community and Economic Development, and Events.

RECOMMENDATION

For information only, no action by Town council is required.

Attachment(s):
January 2024 Town Manager's Report

Town Manager's Report
Brian J. Borne

January 2024

Town Manager's Office:

- Budget Meetings with Departments are complete.
- Attended Buc-ee's Groundbreaking Ceremony, January 30, 2024.
- Met with Sallie Wolfe-Garrison, Rockingham County Commissioner.
- Attended HRMPO Policy Board Meeting, January 18, 2024.
- Stay Interviews with all employees have been completed.

Police Department:

Personnel

- A. Employee recognitions
 - Lieutenant Hooker completed the annual DMV Grant certification meeting.
- B. Training
 - All officers completed Winter RPTG Training and annual qualifications.
 - All officers completed all annual DCJS required trainings.
 - Chief Trout attended the quarterly DCJS training meeting.

Activity Report December 2024

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
533	532	1	2	8	77

Project Updates

- None

Upcoming Events

- None

Items for Consideration

- USDA Grant Resolution

Public Works:

Personnel

- Hired for open Public Works Technician position. Start date will be in February.

Public Works Department Reports

- Jennifer obtained her CDL Learner's Permit and is scheduled for CDL training in February.
- Lukas and Jennifer attended pesticide recertification training.
- Staff repaired a water leak on Summit Street.
- Several snow events in the month of January.

Water Reports

- Water plant produced 51.543 million gallons of water in the month of January.
- No water was purchased from Rockingham County.
- The Town sold 336,524 gallons of water to Rockingham County.
- New motor installed on high service pump at Water Treatment Plant.

Items for Consideration: Additional personnel.

Economic and Community Development:

Economic Development

- Wayfinding Signage: Work on the southern gateway location is progressing. The most recent design is under VDOT review.
- Downtown Revitalization Grant: Responses for the Downtown Master Plan RFP were due on January 29. Four proposals were received. The Project Management Team has chosen POND & Company to be presented at the February 12 council meeting for award.
- Façade Enhancement Grant: UMA received \$6,500 for the remodel of their storefront.

Community Development

- No zoning permits were issued.
- No Certificates of Occupancy were issued.
- No Chicken Keeping application were received.
- No Short-Term Rental Applications were received.
- No applications for a Home Occupations Permit were received.
- Responded to 5 zoning inquiries.
- Staff is working with the Planning Commission on updates to the Town zoning ordinance – specifically landscaping and buffer requirements in commercial zones.
- Staff is working with the Community & Economic Development Committee to develop a food truck policy, temporary use policy, and special event policy.

Events

- The Easter Egg Hunt will be on Saturday, March 30 at 10 am at Sunset Park.
- Registration is open for both the Redbud Spring Festival and Dayton Days Autumn Celebration.
 - Redbud Spring Festival is on Saturday, April 6, 2024.
 - Dayton Days Autumn Celebration is on Saturday, October 5, 2024.
- The Summer Concert schedule will be the same as last year – third Saturdays from May through September.
- The annual events card will be mailed out in February.

Other

- Attended Greater Ashby Business Council Meeting with Brian on January 10.
- Staff has received no applications for the EDA or BZA. The vacancies will remain open until filled.

Treasurer:

- Staff continues to work on a Federal Procurement Policy to come before Council at an upcoming Council meeting.
- All FY23 journal entries and FY23 Capital Carry over has been completed. Changes are reflected on the January 2024 Financial Report.
- Staff continues to work on the FY24 budget amendment & will present at the April Council meeting.
- Surplus property has been listed for sale on the Public Surplus Auction website. We hope to have items disposed of in February.
- Staff mailed out applications for Business License Renewals with a due date of March 1, 2024.
- Town Manager and Town Treasurer began meeting with department heads for FY25 budget preparation. The Capital Improvements Plan (CIP) will be presented at 6:00 p.m. on February 15, 2024 at a Joint Meeting with Planning Commission and Council. A Budget Work Session to discuss the operating budget and priorities will be held on March 11, 2024 at 10:00 a.m.

Town of Dayton
 Budget v. Actual Report
 FY24 PERIOD ENDING 1/31/2024

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 166,500	\$ 935	\$ 168,565	\$ 2,065	101%
Other Local Taxes	\$ 416,250	\$ 44,937	\$ 261,106	\$ (155,144)	63%
Permits, Privilege Fees & Licenses	\$ 500	\$ 59	\$ 1,589	\$ 1,089	318%
Fines & Forfeitures	\$ 42,500	\$ 4,106	\$ 46,157	\$ 3,657	109%
Rev. from use of money & prop.	\$ 500		\$ 250	\$ (250)	50%
Charges for services	\$ 165,000	\$ 14,155	\$ 84,356	\$ (80,644)	51%
Other	\$ 116,000	\$ 41,648	\$ 49,263	\$ (66,737)	42%
State & Federal Funding	\$ 133,872	\$ 10,432	\$ 108,182	\$ (25,690)	81%
Transfer from Water & Sewer	\$ 1,338,264	\$ -	\$ -	\$ (1,338,264)	0%
TOTAL GF REVENUES	\$ 2,379,386	\$ 116,272	\$ 719,468	\$ (1,659,918)	30%
General Capital Fund					
Transfer from Water & Sewer	\$773,879				
Carry over funds from PY	\$121,785				
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$446,575				
Carry over funds from PY	\$91,324				
TOTAL CAPITAL FUND	\$1,433,563				
Water & Sewer Fund					
Charges for Service	\$3,733,600	\$352,308	\$2,080,218	(\$1,653,382)	56%
W&S Conn Fees	\$20,000	\$0	\$12,750	(\$7,250)	64%
Interest	\$10,000	\$9,303	\$82,019	\$72,019	820%
Misc.	\$2,500		\$685	(\$1,815)	27%
Funding from Reserves	\$112,075	\$0	\$0	(\$112,075)	0%
TOTAL W&S REVENUES	\$3,878,175	\$361,611	\$2,175,672	(\$1,702,503)	56%
TOTAL REVENUES	\$ 7,691,124	\$ 477,883	\$ 2,895,140	(\$4,795,984)	38%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 635,791	\$ 49,411	\$ 429,226	\$ 206,565	68%
Public Safety	\$ 816,130	\$ 78,092	\$ 479,552	\$ 336,578	59%
Public Works	\$ 529,165	\$ 48,676	\$ 262,083	\$ 267,082	50%
Parks, Rec & Culture	\$ 201,506	\$ 9,813	\$ 75,773	\$ 125,733	38%
Community Development	\$ 196,794	\$ 7,400	\$ 80,869	\$ 115,925	41%
TOTAL GF EXPENDITURES	\$ 2,379,386	\$ 193,392	\$ 1,327,503	\$ 1,051,883	56%
Capital Projects					
PD Equipment*	\$ 50,677	\$ 4,336	\$ 75,726	\$ (25,049)	149%
Greenway Project	\$ 54,438		\$ 10,453	\$ 43,985	19%
King Street Extension	\$ 75,649	\$ -	\$ -	\$ 75,649	0%
Sign Program	\$ 300,812	\$ 16,430	\$ 256,326	\$ 44,486	85%
Sidewalks	\$ 71,945		\$ 14,315	\$ 57,630	20%
Town Street & Alley Resurfacing	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Land Acquisition & Amenities	\$ 75,000		\$ 75,000	\$ -	100%
Playground Equipment	\$ 65,000		\$ 52,993	\$ 12,007	82%
Public Works Vehicle *	\$ 42,143		\$ 55,319	\$ (13,176)	
Dump Truck	\$ 75,000		\$ 63,206	\$ 11,794	84%
Ventrac Mower	\$ 35,000	\$ -	\$ 34,895	\$ 105	100%
Water Line Extension	\$ 145,000	\$ -	\$ -	\$ 145,000	0%
Water Storage Facility*	\$ 100,000		\$ 253,115	\$ (153,115)	253%
Water Plant Upgrade	\$ 29,509		\$ 23,666	\$ 5,843	80%
Water/Sewer Line Replacement	\$ 263,390		\$ 111,791	\$ 151,599	42%
TOTAL CAPITAL PROJECTS	\$ 1,433,563	\$ 20,766	\$ 1,026,805	\$ 406,758	72%
Water & Sewer Fund					
Operating	\$ 705,646	\$ 36,657	\$ 457,657	\$ 247,989	65%
HRRSA	\$ 1,809,265	\$ 161,458	\$ 1,100,470	\$ 708,795	61%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
TOTAL W & S EXPENDITURES	\$ 2,539,911	\$ 198,115	\$ 1,558,127	\$ 981,784	61%
Transfer to General	\$1,338,264				
Transfer to Capital-Water & Sewer	\$0				
Transfer to Reserves	\$0				
TOTAL CAPITAL TRANSFER	\$1,338,264				
TOTAL EXPENDITURES	\$ 7,691,124	\$ 412,273	\$ 3,912,435	\$3,778,689	51%
NET TOTAL		\$65,610	(\$1,017,295)		

*pending budget amendment