

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday March 11, 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 February 12, 2024.
3. Action Items*
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/84852026042?pwd=endhcU5kYXRrdW9UZVliL3REaFY4dz09>

Meeting ID: 848 5202 6042

Passcode: 604254

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
February 12, 2024**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Bob Wolz, Emily Estes, and Susan Mathias. Melody Pannell arrived at 6:13 p.m.

COUNCIL MEMBERS ABSENT: None

ALSO PRESENT: Jordan Bowman, Town Attorney; Brian Borne, Town Manager; Police Chief Justin Trout, Christine Wade, Deputy Clerk; Meggie Roche, Economic & Community Development Coordinator; Jennifer Reppe, Public Works Supervisor 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. Ms. Wade called the roll for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the minutes as written for the Regular Council Meeting of January 8, 2024. Councilperson Wolz moved, and Councilperson Seward seconded the motion. The motion passed with an all-in favor vote of 6-0 with one person absent.

ACTION ITEM: Mayor Jackson stated that the first action item on the agenda is the resolution of Governing body for the USDA Community Facilities Grant. The resolution of the 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. Mayor Jackson asked for a staff report from Chief Trout. Chief Trout stated that the USDA requires this as part of the grant and this grant will go towards the purchase of a new police vehicle. Mayor Jackson asked for a motion to adopt the USDA Resolution of a Governing Body for the purchase of a police vehicle. Vice-Mayor Dyjak so moved, and Councilperson Mathias 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; ESTES—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—AYE; PANNELL—ABSENT.

ACTION ITEM: Next item is the consideration of an award for consultant services for the Downtown Revitalization Grant. Mayor Jackson asked Meggie Roche, Economic & Community Development Coordinator for a staff report. Ms. Roche stated that there were four proposals that were received for the RFP for the creation of the Downtown Master Plan. Each proposal was independently evaluated and scored by staff. POND consulting company had the highest score unanimously by staff. The proposal was presented to the project management team which accepted the staff's recommendation to go with POND. Staff also checked POND's references and were

able to speak with three localities that had previously worked with POND. All three had incredibly positive reviews and indicated that POND was able to effectively incorporate local input, meet deadlines and develop realistic projects. Ms. Roche stated that they were happy with all the proposals received, but especially POND's, so it is staff's recommendation to award the contract to POND. Mayor Jackson thanked Ms. Roche for the report and asked for a motion to award POND the contract for the Downtown Revitalization Grant at a cost not to exceed \$50,000 for the creation of a Downtown Master Plan. Vice-Mayor Dyjak so moved, and Councilperson Wolz seconded. The motion was approved by an all-in favor vote of 6-0, with one member absent.

ACTION ITEM: Mayor Jackson realized he skipped over an action item so he announced that they would be going back to agenda item 'b'. He stated that to ensure that the Town of Dayton maintains a competitive edge, we need to have the most recent market data available. He stated it was a very difficult climate out there and we want to make sure that the staff members are compensated as they should be. He asked for a staff report from the Town Manager, Mr. Borne. Town Manager Borne stated that the last compensation study conducted for the Town was done in April of 2018. Typically, they are done every couple of years. There have been changes to both the Town's employment and to the 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. He said staff and the Personnel Committee recommend approval for the Berkley Group to conduct a Compensation study for the Town of Dayton at a cost not to exceed \$19,000. Mayor Jackson asked for a motion to approve the Berkley Group to conduct a Compensation Study for the Town of Dayton at a cost not to exceed \$19,000. Councilperson Mathias so moved and Councilperson Wolz seconded. The motion was approved by a roll call vote of 5-0 with one member absent and one member abstaining. The voting recorded as follows: DYJAK—AYE; SEWARD—AYE; ESTES—ABSTAIN; WOLZ—AYE; JACKSON—AYE; MATHIAS—AYE; PANNELL—ABSENT.

ACTION ITEM: Mayor Jackson stated that the next action item is the consideration of adding another employee to the Public Works Department. This position is already in our organizational chart, but it is not currently funded. With the former Public Works Supervisor leaving to go to another locality, the water treatment plant operator agreed to move into the Supervisor role. We have hired one employee that took the "spot", as in number count of the vacant spot from Adam Meek's position. So, hiring this employee is for one that is already in our organizational chart, but not funded. He asked Town Manager Borne if he wanted to provide a report, and Mr. Borne agreed with Mayor Jackson and stated that it was just to back fill the position that Adam Meek left. Mayor Jackson then asked for a motion to approve the hiring of an additional staff member who was already on the organizational chart, just unfunded. Vice-Mayor Dyjak so moved, and Councilperson Estes seconded. The motion was approved by an all-in favor vote of 6-0 with one member absent.

ACTION ITEM: Mayor Jackson stated that the next action item is the implementation and revision of several Personnel Policies that have been determined necessary by staff. He then asked Town Manager Borne for a staff report. Mr. Borne stated that staff was looking to establish and revise several policies, one being the snow removal policy. This policy would set some standards

for snow removal and the overtime that might be required for that. It sets hours they can work, mandates breaks, how they are on call and the notification process. The expectations are now clear and in writing on the policies for employees. Next is the Compensatory Time Policy, which previously Virginia did not allow comp time, but now the laws have changed. This is a policy that states if you work over 40 hours, you have the option of taking comp time or overtime. This is only for non-exempt employees. It provides an added benefit for employees, giving them the option for time off or paid time and savings for the Town. The Nepotism Policy spells out exactly who as a family member can or cannot be hired. If you are in a supervisory role, you cannot have a family member that you would supervise. But if they work in a different department and you do not supervise them, then they can work. The PTO Accrual rate was brought up in the audit. We needed to formalize a policy. Mayor Jackson asked for motion to approve the Snow Removal Policy, the Compensatory Leave Policy, the Nepotism Policy, and the revised PTO Accrual Policy. Councilperson Mathias said for the record that the Committee did meet and recommend them to the Council. Councilperson Estes moved and Councilperson Mathias seconded. The motion was approved by an all-in favor vote of 6-0 with one member absent.

ACTION ITEM: Mayor Jackson stated that the last action item for tonight is the approval of a change to the Dayton Crossing Street names. The Dayton Crossing Street names were approved at the January 8, 2024, meeting. 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. Mayor Jackson asked for a motion to approve the street name Ruebush Street as a replacement for Kieffer Street in the Dayton Crossing Subdivision. Vice-Mayor Dyjak moved, and Councilperson Mathias seconded. The motion was approved by an all-in favor vote of 7-0.

PUBLIC COMMENT: Fire Chief Joshua Shank for the Bridgewater Volunteer Fire Company was recognized to speak. He wanted to thank Chief Trout and the Dayton Police Dept for helping with the Armentrout funeral procession. He wanted to come in tonight and introduce himself and watch to see how things were done and to let Council know that if they needed anything he was more than willing to help. There have been questions in the past concerning water management and if there was a major fire, would that be something that would affect the budget negatively. He stated that the Department would work to the best of their abilities, and they are here to build friendships and partnerships.

MANAGER'S REPORT: Town Manager Brian Borne wished a Happy Lundi Gras to everyone, as today is Lundi Gras, the day before Mardi Gras. He stated that he attended his first Harrisonburg/Rockingham Metropolitan Planning Organization meeting and has had their orientation. He will be attending Virginia Local Government Management Association in Roanoke on Wednesday, February 14 to Friday, February 16, 2024. He is looking forward to networking with other local management officials there. He shared that the budget meetings with the departments for the fiscal year 25 budget are complete. He thinks things are going well and the staff has been extremely helpful. The CIP will be presented to the Planning Commission and the Council on Thursday, February 15 at a joint meeting. Councilperson Estes asked if the meeting could be recorded since she will not be in attendance. Manager Borne said yes since it was a joint meeting with the Council and to review the CIP, that it could be recorded. The

Planning Commission meetings typically are not. He said that the stay interviews with all the employees have been completed. He stated that he met with Sallie Wolfe-Garrison, the Rockingham County Commissioner and he attended the Buc-ee's Groundbreaking ceremony on January 30th, 2024. Finally, he reviewed the budget timeline.

POLICE REPORT: Chief Justin Trout stated that the Council had his report and if they had any questions, he was happy to answer. Tonight, he wanted to share and present some officer recognition. This year was unique in that both awards went to the same officer. He recognized and presented Officer Earman with two awards, the Officer of the Year award and the Investigator of the year award. Chief Trout stated that Officer Earman had worked for the Town of Dayton for the past 16 months, was a phenomenal officer who works hard and goes above and beyond. He has investigated fifteen crashes, made over eight hundred traffic stops, investigated over thirty-five and had twelve reported to the state police for FBI statistics with 100% clearance rate.

TOWN ATTORNEY REPORT: No Report

MAYOR AND COUNCIL REPORTS: Vice Mayor Dyjak gave a report for Economic & Community Development and Finance. He said that the Economic and Community Development met last week, and they were excited for the Downtown Revitalization Grant. He also mentioned that the wayfinding signage should be finished soon. During the meeting, staff and committee discussed and brought forth some changes and amendments to the food truck and vendor policy and special event policy. They are planning to have a public meeting with a public input session in early March to talk about the potential changes and give an update on the Downtown Revitalization Plan.

Councilperson Seward stated there was no meeting with the Police or Infrastructure.

Councilperson Wolz reported on Parks, Recreation and Beautification and stated that there was a meeting on January 7th. He reported that the greenway trail lights were completed, and work had begun on the Silver Lake nature trail. He stated the Ms. Reppe, Public Works Supervisor, was working on revamping and improving the landscaping beds throughout Dayton and trying to create a better maintenance plan for it. He then asked Ms. Roche, Economic and Development Coordinator if she wanted to share. Ms. Roche proceeded to share that the Muddler was not coming back, that it is being replaced with a brand new 5k event and the Town is partnering with VA Momentum for this new event, and it would be taking place on September 21st. Details are still being worked out to determine a theme and name for it. Councilperson Wolz stated there were a variety of reasons for going in this direction such as the amount of staff involvement and items that were used for the Muddler were breaking and needing to be replaced. The committee thought the new event would be better for the local businesses. Mayor Jackson added that it is the same day as our last concert series so they are planning to have some things around for the people so they can go right into the last concert with a bang. Mayor Jackson asked Councilperson Wolz about the electricity on the greenway. Mr. Wolz said there are lights and electricity now on the greenway for Town use and for decorations. Ms. Roche added that businesses and residents would be able to sponsor a Christmas display in that area. She related the vision of the Christmas displays to that of Staunton's Gypsy Hill Park, but on a much smaller scale.

Mayor Jackson asked Councilperson Mathias for a Personnel report. She stated that they did meet on January 31st. They discussed the multiple policy clarifications, and she said that Councilperson Pannell and herself were able to get feedback and recommendations on wording and to get them moving forward. There would be more items coming on which they are currently working.

Mayor Jackson stated that he was happy to see a few students come out to see how the Town of Dayton works, some of it being procedure things and some of it being action items like those that were discussed tonight.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn. Councilperson Wolz seconded the motion and it passed unanimously. The meeting was adjourned at 6:31 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Brian Borne, Clerk of Council

ATTACHMENT TO DTC 2.12.2024 REGULAR MEETING MINUTES

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 five 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	\$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

Town Manager's Report
Brian J. Borne
February 2024

Town Manager's Office:

- HRMPO, New Board Member Orientation.
- SAT, FEB 10 visited a few Downtown Businesses: Fab Refurbs, Mini Mart, Karen's Prissy Country Girl, Rustic Oracle, Hopeful Things, Mane Street Salon.
- Attended Rocktown History Coffee Mill, met Penny Imeson, Executive Director.
- Attended VLGMA conference in Roanoke.
- Introductory meeting with POND Staff to discuss Downtown Master Plan project.
- CIP Presented to Planning Commission, FEB 15, 2024.
- Attended weekly Legislative Call, on calendar for future calls as schedule allows.
- Met with Pastor Ted Schulz, Shepherd of the Valley Lutheran Church regarding parking.
- Silver Lake Nature Trail easements signed with Leon Rohrer and Melvin Wenger.
- Lunch at Dayton Tavern with James Inman, former NC colleague now with McGill and Greg Kelly, Roanoke Office.
- Attended Monthly Town Collaboration Call (Zoom).

Police Department:

1. Personnel

A. Employee recognitions

- Officer Earman received Traffic Officer of the Year and Investigator of the year.

B. Training

- Officers Cacciapaglia, Earman, and Hevener completed Breath Tech Operator Recertification.
- Officer Cacciapaglia completed the NJCPA Leading Without Rank Course.
- Officer Hevener taught Driving for CSCJTA Academy class.
- Chief Trout taught Defensive Tactics for CSCJTA Academy class.
- Chief Trout met with the Governor's Office about Law Enforcement initiatives.

2. Activity Report February 2024

Calls for Service	IBR Reports	Arrests	Crashes	Citations
705	3	3	3	123

3. Project Updates

- March 7, 2024, the department goes before the VALEAC board for accreditation.

4. Upcoming Events

- None

5. Items for Consideration

- None

Public Works:

Personnel

- 0 vacant positions

Public Works Department Reports

- Jesse and Aron started this month, and they are a great addition to the Staff.
- Jennifer obtained her Class B CDL license.
- Staff are registered for OSHA training next month through VRSA.
- Staff is continuing to get equipment ready for spring.

Water Department Reports

- Water Plant produced 48.471 million gallons of water in the month of February.
- No water was purchased from the County or sold to the County.
- Staff began work on the new lead and copper rule revisions implemented by VDH. This is a big project that will be due in October.

Items for Consideration: None.

Economic and Community Development:

Economic Development

- Wayfinding Signage: A location and design for the southern gateway sign has been decided on that satisfies both VDOT and the City of Harrisonburg. The VDOT permit must be amended and approved before construction. Public works will begin demolition of both existing gateway signs in March to prepare for the new signs.
- Downtown Revitalization Grant: Staff had an initial meeting with POND to discuss the first steps of the process. Contract negotiations are currently underway.

Community Development

- Two zoning permits were issued.
- Two Certificates of Occupancy were issued.
- One Chicken Keeping application was received.

- No Short-Term Rental Applications were received.
- No applications for a Home Occupations Permit were received.
- Responded to 7 zoning inquiries.
- Staff is working with the Community & Economic Development Committee to develop a food truck policy and special event policy. Drafts of these policies were sent out in the business e-newsletter on February 27. There will be a public Community & Economic Development Committee on March 6 to hear feedback from businesses and interested parties on the proposed policies. The new policies are scheduled to be presented to Planning Commission and Town Council on March 21, at which time there will be a public hearing.

Events

- The Easter Egg Hunt will be on Saturday, March 30 at 10 am at Sunset Park. There will be over 2,000 eggs hid among three age categories: 3 years and under, 4-6 years old, and 7-10 years old.
- Registration is open for both the Redbud Spring Festival and Dayton Days Autumn Celebration.
 - Redbud Spring Festival is on Saturday, April 6, 2024. Registrations for arts & crafts vendors are FULL. We are still accepting food vendors.
 - Staff are seeking volunteers to help with morning set-up.
 - Apart from the vendors- the redbud festival will also feature live entertainment at Dove Park, a beer garden and picnic area at Dove Park, ducky races at Cook's Creek Park, antique car cruise-in at Rocktown History, kid's activities at Cook's Creek Park, and horse drawn carriage rides through downtown.
 - 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.
 - May 18: Little Walter & The Convictions
 - June 15: Nothin' Fancy
 - July 20: Rewind VA
 - August 17: Standing Room Only
 - September 21: The Goodson Band
- Staff are working with VA Momentum to plan the new Dayton 5k event on September 21 to coincide with our last summer concert.

Other

- Staff have received no applications for the EDA or BZA. The vacancies will remain open until filled.

Treasurer:

- A Federal Procurement Policy will be brought to the Council for consideration at the April or May meeting.
- The Treasurer attended Brown Edwards annual State and Local Government Forum in Charlottesville on February 27th.
- The FY24 budget amendment is being finalized & will be presented at a Public Hearing during the April Council meeting along with a request for Council consideration.
- Surplus property has been sold and picked up. Proceeds totaled \$7,962.
- FY25 Budget Preparations continue. The Capital Improvements Plan (CIP) was presented on February 15, 2024, to the Planning Commission. The Planning Commission will meet again on March 21, 2024, to make a recommendation to Council on the CIP. The Finance Committee will meet on March 4, 2024, to review and discuss the FY24 Budget Amendment and the FY25 Proposed Budget. There will be a Council Work Session to discuss the operating budget and priorities on March 11, 2024 at 10:00 a.m. There will be a Public Hearing on the Budget at the April 8, 2024 Council meeting and ask for Council consideration at the May 13th meeting.

Town of Dayton
 Budget v. Actual Report
 FY24 PERIOD ENDING 2/29/2024

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 166,500	\$ 20	\$ 168,510	\$ 2,010	101%
Other Local Taxes	\$ 416,250	\$ 71,907	\$ 332,843	\$ (83,407)	80%
Permits, Privilege Fees & Licenses	\$ 500	\$ 40	\$ 1,629	\$ 1,129	326%
Fines & Forfeitures	\$ 42,500	\$ 2,954	\$ 49,111	\$ 6,611	116%
Rev. from use of money & prop.	\$ 500	\$ -	\$ 250	\$ (250)	50%
Charges for services	\$ 165,000	\$ 13,679	\$ 98,035	\$ (66,965)	59%
Other	\$ 116,000	\$ 16,235	\$ 65,497	\$ (50,503)	56%
State & Federal Funding	\$ 133,872	\$ 82,735	\$ 190,992	\$ 57,120	143%
Transfer from Water & Sewer	\$ 1,338,264	\$ -	\$ -	\$ (1,338,264)	0%
TOTAL GF REVENUES	\$ 2,379,386	\$ 187,570	\$ 906,867	\$ (1,472,519)	38%
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	\$330,393	\$2,410,611	(\$1,322,989)	65%
W&S Conn Fees	\$20,000	\$0	\$12,750	(\$7,250)	64%
Interest	\$10,000	\$5,938	\$87,958	\$77,958	880%
Misc.	\$2,500		\$685	(\$1,815)	27%
Funding from Reserves	\$112,075	\$0	\$0	(\$112,075)	0%
TOTAL W&S REVENUES	\$3,878,175	\$336,331	\$2,512,004	(\$1,366,171)	65%
	Budget	MTD	YTD	Variance	
TOTAL REVENUES	\$ 7,691,124	\$ 523,901	\$ 3,418,871	(\$4,272,253)	44%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 635,791	\$ 52,483	\$ 481,708	\$ 154,083	76%
Public Safety	\$ 816,130	\$ 70,725	\$ 557,383	\$ 258,747	68%
Public Works	\$ 529,165	\$ 36,784	\$ 299,278	\$ 229,887	57%
Parks, Rec & Culture	\$ 201,506	\$ 11,130	\$ 86,903	\$ 114,603	43%
Community Development	\$ 196,794	\$ 8,508	\$ 89,377	\$ 107,417	45%
TOTAL GF EXPENDITURES	\$ 2,379,386	\$ 179,630	\$ 1,514,649	\$ 864,737	64%
Capital Projects					
PD Equipment*	\$ 50,677	\$ 43,521	\$ 112,341	\$ (61,664)	222%
Greenway Project	\$ 54,438	\$ 2,148	\$ 12,601	\$ 41,837	23%
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	\$ 62,099	\$ 1,065,568	\$ 367,995	74%
Water & Sewer Fund					
Operating	\$ 705,646	\$ 39,794	\$ 499,011	\$ 206,635	71%
HRRSA	\$ 1,809,265	\$ 160,402	\$ 1,259,316	\$ 549,949	70%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
TOTAL W & S EXPENDITURES	\$ 2,539,911	\$ 200,196	\$ 1,758,327	\$ 781,584	69%
Transfer to General	\$1,338,264				
Transfer to Capital-Water & Sewer	\$0				
Transfer to Reserves	\$0				
TOTAL CAPITAL TRANSFER	\$1,338,264				
	Budget	MTD	YTD	Variance	
TOTAL EXPENDITURES	\$ 7,691,124	\$ 441,925	\$ 4,338,544	\$3,352,580	56%
NET TOTAL		\$81,976	(\$919,673)		

*pending budget amendment