

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, April 8, 2024
AGENDA**

Joint Public Hearing – 5:30 PM

1. Call to Order Mayor Jackson
 - a. Roll Call of Town Council Ms. Wade
 - b. Roll Call of Planning Commission Ms. Wade
2. Public Hearing: To hear public comments regarding the proposed Special Use Permit for Black Brother's Painting
3. Adjournment

Special Called Planning Commission Meeting – Following Joint Public Hearing

1. Call to Order Chairman Reznik
2. Item for Consideration--Recommendation to Council regarding Proposed Special Use Permit for Black Brother's Painting
3. Adjournment

Regular Council Meeting – 6 PM

1. Call to Order Mayor Jackson
 - a. Roll Call by Clerk
 - b. Invocation
 - c. Pledge of Allegiance
2. Public Hearing: To hear public comments on the FY24 Budget Amendment
3. Public Hearing: To hear public comments on the FY25 Proposed Budget
4. Approval of Minutes for the Regular Town Council Meeting of March 11, 2024.
5. Action Items*
 - a. Consideration of the FY24 Allocation of Contingency Funds
 - b. Consideration of the FY24 Budget Amendment
 - c. Consideration of the Grants Policy & Procedures
 - d. Consideration of Proposed Special Use Permit for Black Brother's Painting
 - e. Consideration for Approval of the Police Assistance Pact
6. Public Comment

*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.

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

8. Unfinished Business

9. New Business

10. 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/87826162046?pwd=Q0dKZlBGOWJ0UDdXb3dxSkZiWE96Zz09>

Meeting ID: 878 2616 2046

Passcode: 364827

Dial in: 1-301-715-8592

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS, DAYTON TOWN HALL
March 11, 2024**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Bob Wolz, Emily Estes, and Susan Mathias. Pursuant to Virginia Code Section 2.2-3708.3 and the Town’s resolution authorizing electronic participation in Town meetings, Melody Pannell is participating remotely from her residence due to an illness that has prevented her physical attendance.

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 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. Mayor Jackson stated that he was happy to see a few students come out to see how the Town of Dayton works. 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 Dyjak seconded the motion. The motion was approved by a roll call vote of 7-0. The voting recorded as follows: DYJAK—AYE; SEWARD—AYE; PANNEL—AYE; WOLZ—AYE; JACKSON—AYE; MATHIAS—AYE; ESTES—AYE.

ACTION ITEMS: Mayor Jackson stated that there were no action items tonight.

PUBLIC COMMENT: None

MANAGER’S REPORT: Town Manager Brian Borne shared that he attended Virginia Local Government Management Association (VLGMA) conference in Roanoke on February 14th thru the 16th and was surprised by the number of people that were transplants from other places and the people he knew! He shared that the CIP was presented to the Planning Commission on February 15, 2024. He attended the Rocktown History Coffee Hour on February 13th and met with Pastor Ted Schulz at the Shepherd of the Valley Lutheran Church to discuss parking. He stated that the introductory meeting with POND went well. The contract is signed, and everyone is excited about starting on the Downtown Master Plan project. The Silver Lake Trail easements were signed by Leon Rohrer and Melvin Wenger and now all the Town is waiting for is the City of Harrisonburg. He attended a weekly Legislative Update call and attended a monthly Town

Collaboration call and will have these on his calendar for future calls as his schedule allows. Finally, he reviewed the budget timeline, highlighting a March 21st Planning Commission recommendation of the CIP with Council being invited to attend, April 8th Council Meeting to include a Budget Public Hearing, and May 13th final budget adoption so that it is done by the June requirement.

POLICE REPORT: Chief Trout stated that the Council had his report and if they had any questions, he was happy to answer them. Vice Mayor Dyjak asked Chief Trout about the progress of the accreditation. Chief Trout stated that on March 7, 2024, the Dayton Police Department became accredited through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). He explained to all in attendance that only 110 in the state are accredited. It took the department 2 ½ to 3 years to complete the accreditation process. The Town of Dayton is the smallest department in the state to attain this recognition.

TOWN ATTORNEY REPORT: No Report

MAYOR AND COUNCIL REPORTS: Mayor Jackson shared that the Council and staff held a budget work session and that Town Manager Borne will be giving a short summary about the session. He also shared that he would like the Council to participate in the March 21st Planning Commission Meeting to go over the CIP. Vice Mayor Dyjak gave a report for Economic & Community Development and Finance. He said that the Economic and Community Development Committee met last week to talk to some business owners and Town residents about the special event policy and food truck policy. He shared that the Redbud Festival is on April 6th and it is another time for the Town of Dayton to shine. The Town is still looking for volunteers to help with the morning vendor set up and there was possibly room for two or more food vendors. Vice Mayor Dyjak also shared that the Best of the Valley had started again and that a number of Dayton businesses were represented and that he thought that we had the most of any small town! It was time to vote and vote often! He stated as a reminder that the budget public hearing would be held on April 8th. Mayor Jackson asked if Town Manager Borne would like to share the Recap from the Budget Work Session. Manager Borne highlighted the Capital Improvement Plan (CIP).

Mayor Jackson stated that the past 5 years had been difficult, and we can't go back to the same revenue as what it was in 2006. Town Manager Borne stated that normal inflation is about 2% per year. Not including supply chain issues due to Covid or the increasing cost of police cars, equipment, and supplies. Labor costs have drastically increased as there are no more \$8-\$10 per hour jobs. The inflation for the past two decades was likely more than normal and more than 2%. He said he knew there was a lot to discuss, and some difficult conversations were going to be necessary in the future. Councilperson Estes asked Chief Trout if he knew how much the in-car cameras were going to cost and if they would go with the cameras that were purchased for their vests. Chief Trout stated that today's cost was \$109,000 and that they were not the ones that went with the vest cameras but would sync together and work independently from one another. Vice Mayor Dyjak asked if they were the current items reflected in the 2027 CIP and Town Manager Borne stated yes.

Councilperson Seward stated there was no meeting with the Police or Infrastructure.
Councilperson Wolz stated there was no meeting for Parks, Recreation and Beautification.
Councilperson Mathias stated there was no Personnel meeting.

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 6:39 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Brian Borne, Clerk of Council

ATTACHMENT TO DTC 3.11.2024 REGULAR MEETING MINUTES

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%
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				
TOTAL EXPENDITURES	\$ 7,691,124	\$ 441,925	\$ 4,338,544	\$3,352,580	56%
NET TOTAL		\$81,976	(\$919,673)		

*pending budget amendment



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: April 8, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Christa Hall, Treasurer
SUBJECT: FY24 Allocation of Contingency Funds

SUMMARY STATEMENT

The FY24 budget has a total of \$50,000 in contingency funds built into the expenditures for unplanned expenses. The use of contingency funds requires approval by the Town Council.

REVIEW

The FY24 budget has \$25,000 in the General Fund set aside as contingency funds. In conjunction with the FY24 Budget Amendment and to reduce the utilization of reserve funds, it is requested that those contingency funds be allocated towards the purchase of the 2023 Ford Escape.

The FY24 budget has \$25,000 in the Water Fund set aside as contingency funds. In conjunction with the FY24 Budget Amendment and to reduce the utilization of reserve funds, it is requested that those contingency funds be allocated towards the costs associated with the high service pump and refurbished motor.

RECOMMENDATION

Staff and the Finance Committee recommend approval of the use of the FY24 Contingency Funds to be allocated as presented.

Attachment(s): None



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: April 8, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Christa Hall, Treasurer
SUBJECT: FY24 Budget Amendment

SUMMARY STATEMENT

Pursuant to VA Code §15.2-2507, any locality may amend its budget to adjust the aggregate amount to be appropriated during the current fiscal year as shown in the currently adopted budget as prescribed by §15.2-2504. However, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by first holding a public hearing on the amendment.

REVIEW

Following the public hearing, the Town Council intends to consider adoption of an amendment to increase the Town's FY2023-24 budget in the total amount of \$392,671. The increase reflects additional expenses for professional fees related to the interim Town Manager services and recruitment and a compensation study, capital purchases and increased costs for materials, supplies & equipment. The amendment also reflects additional income/use of reserves in the amount of \$392,671 from ARPA & USDA funds and other unanticipated and increased revenue sources.

RECOMMENDATION

Staff and the Finance Committee recommend approval of the FY24 Budget Amendment as presented.

Attachment(s): Proposed FY24 Budget Amendment

**TOWN OF DAYTON, VIRGINIA
PROPOSED BUDGET AMENDMENT FOR
THE FISCAL YEAR
JULY 1, 2023 - June 30, 2024**

	Proposed Budget FY23-24	Proposed Amendment FY23- 24	
Revenues			
<u>General Fund</u>			
General Property Tax	\$ 166,500	\$166,500	
Other Local Tax	\$ 416,250	\$417,260	zoning fees
Other Local Revenues	\$ 324,500	\$298,462	No Muddler revenue
Federal/State Funding	\$ 133,872	<u>\$233,592</u>	ARPA & other grant revenues; Sale of surplus vehicles; VDOT recovery funds
Subtotal GF before transfer	<u>\$ 1,041,122</u>	<u>\$1,115,814</u>	overall increase in GF revenue
Transfer*	\$ 1,338,264	<u>\$1,333,235</u>	overall decrease in transfer from W/S fund
Subtotal GF after transfer	<u>\$ 2,379,386</u>	<u>\$2,449,049</u>	
<u>Capital Fund-General</u>			
Transfer*	\$ 773,789	872,556	Increase reserve funding for LE & PW Vehicles
Carry over from PY	\$ 121,785	121,785	
<u>Water & Sewer Fund</u>			
Funding from Reserves	\$ 112,075	87,406	Interest revenue decreased reserve funding due to revenue increase
<u>Capital Fund - Water & Sewer</u>			
Transfer*	\$ 446,575	611,575	increase reserve funding for land purchase water storage tank
Carry over from PY	\$ 91,324	91,324	
TOTAL REVENUES	<u>\$ 7,691,124</u>	<u>\$8,083,795</u>	OVERALL BUDGET INCREASES \$392,671
Expenditures			
<u>General Fund</u>			
General Government	\$ 635,791	732,454	Vehicle, TM services, recruit, & comp study
Public Safety	\$ 816,130	823,030	equipment expense-offset by ARPA grant funding
Public Works	\$ 529,165	535,265	Equipment
Parks, Recreation & Cultural	\$ 201,506	161,506	Decrease for muddler expenses
Community & Economic Dev	\$ 196,794	<u>\$196,794</u>	OT adjustment, Accreditation service & material & supplies
Subtotal	<u>\$ 2,379,386</u>	<u>\$2,449,049</u>	overall increase in GF expenditures
<u>Capital Fund-General</u>	\$ 895,664	\$994,341	LE & PW vehicles
<u>Water & Sewer Fund</u>			
Water & Sewer Operations	\$ 2,539,911	\$2,604,271	equipment (pump repairs)
Transfer*	\$ 1,338,264	\$1,333,235	
<u>Capital Fund - Water & Sewer</u>	\$ 537,899	<u>\$702,899</u>	land acquisition for water storage tank
TOTAL EXPENDITURES	<u>\$ 7,691,124</u>	<u>\$8,083,795</u>	OVERALL BUDGET INCREASES \$392,671



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: April 8, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Christa Hall, Treasurer
SUBJECT: Grants Policy and Procedures

SUMMARY STATEMENT

During the FY23 audit, Brown Edwards advised the Town that due to the recent ARPA grant opportunities, the Town needed to adopt a form federal funds procurement policy.

REVIEW

The Town of Dayton has developed a Grants Policy and Procedures to assist with the process for applying for and receiving grant funds. Financial policies must be approved and adopted by the Town Council.

RECOMMENDATION

Staff and the Finance Committee recommend the adoption of the Grants Policy and Procedures as presented.

Attachment(s): Grants Policy & Procedures

Town of Dayton

GRANTS POLICY AND PROCEDURES

PURPOSE:

The objective of this policy is to standardize grants (federal, State, and/or local) administered by and/or passed through the Town of Dayton as follows:

- To provide guidelines and procedures for the application and administration of federal, State, and local grants, as well as direct federal or state appropriations / allocations, Municipal Agreements with State agencies, and private sector grants;
- To ensure the Town has the resources and ability to adhere to grant restrictions, covenants, reporting requirements and matching requirements; and
- To clearly assign departmental responsibilities within the Town for all aspects of grant application and management.

Note: All financial assistance and grants will be referred to collectively as “grants”.

APPLICATION PROCEDURE:

To apply for grants from a governmental or private agency, the following guidelines must be met:

The requesting department must obtain approval from the Town Manager’s Office and, if the grant being applied for is over \$75,000, the Town Council **PRIOR** to submitting a grant application. Town matching requirements and continuing costs for grant funded personnel must be specifically communicated. The Town Manager may approve applications up to \$75,000 and the application shall be reported at the next scheduled Town Council meeting. **ALL** grant applications will be signed by the Town Manager.

The requesting department will coordinate as needed with the Treasurer, Human Resources, Legal and any other affected departments to gather information for the application and review any special requirements. At a minimum, discussion should take place regarding the following items:

- Accounting requirements (special funds, accounts, etc.)
- Single Audit / compliance requirements, CFDA #, etc.
- Associated audit fees
- Recurring grant funding
- Continuance of program after grant funding ends
- Matching requirements (specify cash and/or in-kind)
- Reimbursement requirements (source of funds – Fed, State, etc.)
- Reporting requirements (documents requested)
- Staff workload
- Budgetary constraints
- Adherence to required certifications.
- Adherence to administrative requirements

- Purchasing requirements
- Eligible Uses
- Allowable costs and cost principles
- Insurance issues
- Program income sources and requirements (including loans)
- Asset restrictions (for assets purchased with grant funding)
- Any planned consulting services (i.e. grant reporting and application, etc.)
- Plans for pass-through funding to sub-recipients.
- Indirect cost requirements / considerations for pass-through funding
- Davis Bacon, Equal Employment Opportunity Commission (EEOC) and Affirmative Action issues, as well as any other personnel issues
- Non-discrimination requirements
- Analysis should also include any major performance requirements that may exist, such as having written policies and long-term official plans for the program requesting funds. The Town may be required to make official certifications regarding some of the grant requirements. Examples include, but are not limited to, a drug-free workplace, certain lobbying certifications and executive order 11246 (affirmative action). All these requirements and potential long-term commitments should be discussed in advance.

Please see the following sections for more detail regarding recurring and multi-year grants.

Upon approval by the Town Manager and/or Town Council, the requesting department will submit the application and supporting documents to the agency sponsoring the grant.

The requesting department will forward a copy of the completed application to the Treasurer’s Office. These copies should be forwarded to the Treasurer’s Office at the same time the application is submitted to the grantor. In addition, the requesting department will forward any additional grant information as it is obtained throughout the grant process.

If denied: The requesting department must notify the Treasurer’s Office and the Town Manager of the denial on a timely basis and include pertinent details about the denial.

If awarded: The requesting department will notify the Treasurer’s Office and the Town Manager of the award on a timely basis and will forward a copy of the award notification and all-important grant information as outlined below under “Grant Information” section. The requesting department will also notify other departments as needed.

Upon award

The Treasurer will discuss and communicate needs regarding a budget amendment or required Council action. Accounts will be established in the Town’s financial system and communicated with the department for future use in recording revenues and expenses.

Matching funds must be clearly indicated. In the process of preparing the report, the department must coordinate with the Treasurer's Office to determine the source and availability of matching funds.

The Department Head will designate an individual staff member as the grants liaison who will coordinate programmatic requirements and be responsible for working with the Treasurer's Office as needed. In cases where more than one department is responsible for a grant, a lead department shall be designated for accountability.

Recurring Operational and Multi-Year Grants

Documentation for grants that span more than one year will not be reviewed in detail each year unless changes occur. However, departments must coordinate with the Treasurer's Office in regard to continuing funding and budgeting as part of the annual budget process.

Operational grants that recur and are applied for each year will be reviewed annually by the receiving department. Any changes in grant terms, conditions, requirements, reimbursements, etc. must be communicated to the Treasurer's Office and the Town Manager's Office.

For significant operational grants where the Town relies on funding to defray costs of providing services annually, emphasis is placed on maintaining a clear line of communication between town departments, granting agencies, and town management. Management should confer with the Town Council with regards to these operating activities that are dependent upon grant approval so that Council may determine the best use of the Town's funds.

REIMBURSEMENT REQUESTS:

Departments requesting grant funds and administering the projects, along with the Treasurer's assistance, will be responsible for completing all reports related to funding requests and other required periodic reports. The following steps should be taken to request funds:

- Requests should be made for reimbursement according to the grant award requirements.
- Requests should be made to a minimum quarterly even if a longer timeframe is allowed under the grant requirements.
- Quarterly requests should be based upon the standard calendar year quarters and will be due by the last day of the month following the quarter (special timing may be required at fiscal year-end and will be communicated to Departments as needed).
- Requesting department will obtain required documentation of expense, invoice copies, etc.
- Departments must notify the Treasurer PRIOR to preparing reimbursement funding requests.
- The Treasurer will review the funds request and verify expenditures and/or other financial information PRIOR to submission.
- Requesting department will finalize all reimbursement requests AFTER Treasurer's approval.
- Requesting department will send a final copy to Treasurer when request is submitted.

- The Treasurer will notify the requesting department of receipt when funds are received.
- Departments should periodically review and follow up on requests that have not been received and communicate updates to the Treasurer.
- Accounting will also periodically review outstanding requests that have not been received and will communicate information to the requesting department.
- Electronic payment methods and authorizing forms therefore must be completed and approved in advance by the Treasurer.

CASH MANAGEMENT:

Funds awarded will not be in a separate bank account unless specifically required by the grant agreement. Most awards are funded on a reimbursement basis. Care is taken to request reimbursements after expenditures have taken place. From time to time a grant may be awarded in advance; in such cases, interest will be calculated and applied if required by the granting agency.

COMPLIANCE:

The applying Department Head is accountable for all grants within his or her department. The Department Head is responsible for ensuring that all policies and procedures are followed, that activities of the project are completed, that all expenditures related to the project are properly recorded and documented, and that the designated liaison knows how to monitor project funding and ensure that all project expenses are grant eligible according to the grant terms.

The following guidance should be followed as appropriate based on the grant award date to ensure compliance:

- OMB Circular A-133
- OMB Circular A-87
- Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements of State and Local Governments
- 40 CFR
- Specific Grant Program Guidance based on the Grant Award or Grant Program Financial and Compliance Guide
- Applicable Compliance Supplements
- OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR 200)
- Any applicable Sub-recipient MOU and/or Award Document

Grant programs shall comply with all Town of Dayton ordinances, policies, and administrative regulations to the extent that they are not in conflict with Virginia statutes and regulations and/or grant regulations and requirements. The department must use the most conservative policy if the Town’s policies are more restrictive than the grant program requirements.

The Town is prohibited from using federal funds to replace state, local, or Town funds. Existing funds for a project and its activities *may not* be displaced by federal funds and reallocated for other organizational expenses.

Valuation of in-kind match must be fully documented and approved by the Treasurer's Office. Timesheets must properly reflect hours worked on grant activities and must be retained by the department receiving funds. Monies used as a match on another federal grant may not be included as a cost or used to meet matching requirements of any other federally financed program.

All grant requirements will be followed from the granting agency.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

PROGRAM LEVEL REVIEW AND REPORTING:

Each departmental grant liaison must track grant awards and consult with the Treasurer's Office on a regular basis to ensure accuracy in regard to revenue and expenditure postings in the financial system as well as in relation to reimbursement requests and the project timeline. All information for periodic journal entry reclassification or allocation must be delivered to the Treasurer's Office in a timely way to meet quarterly reporting deadlines.

Each department grant liaison must track the grant budget in the project accounting module in the financial system and notify the Treasurer's Office of any needed adjustments. The liaison must also prepare and submit any necessary budget adjustment paperwork with the granting agency.

All program reporting and report submission is the responsibility of the managing department. The grant liaison must prepare all project reporting and ensure that all project reporting requirements and deadlines are met. The liaison must track expiration dates of grants and take appropriate steps well in advance to request extensions, complete final work and payment of final invoices, etc. and communicate this to the Treasurer's Office.

FINANCIAL ACCOUNTING, REVIEW AND REPORTING:

All financial reports and financial report submission is the responsibility of the Treasurer's Office, except as noted below.

- The Police Department prepares the Federal Forfeiture Report, which is reviewed and approved by the Treasurer's Office prior to submission.
- Certain reports require additional information from the managing department for completion by the Treasurer's Office

The Treasurer's Office is responsible for reviewing the General Ledger budget for grants periodically and preparing and/or assisting departmental staff with necessary budget adjustments, including annual rollovers due to fiscal year end budget lapse.

The financial system allows for funds to be maintained in the GL in a way which facilitates reporting, providing for separate reports for each grant award which can provide budget and actual for both revenues and expenditures.

The Town has written and Council-adopted high level fiscal policies which provide a framework for financial and budgeting decisions. The accounting procedures relating to internal control guidelines of the Treasurer's Office are documented by the external auditors yearly.

The Town has a revenue spending policy for programs and activities with multiple revenue sources. The Town will use resources in the following hierarchy: program income (where applicable), federal funds, state funds, debt proceeds, local funds, and Town funds. The Treasurer has the authority to deviate from this policy where it is in the best interests of the Town.

The Town recognizes grant revenues when all applicable eligibility requirements, including time requirements, are met. Resources transmitted to the Town before meeting the eligibility requirements are recorded and reported as unearned revenues.

The Town does not operate under or allocate costs based on an indirect cost plan.

PURCHASING:

Reference is hereby made to the Town of Dayton Procurement Policy. In addition, all grant specific procurement requirements will be followed (i.e. WMBE, DBE, Buy America, Debarred Vendors, Anti-Lobbying, etc.). The department will be responsible for ensuring that proper grant language is included in the project bid solicitation and contract and work with the Treasurer as required.

The department is responsible for the purchasing of supplies, materials, equipment, and service needed for the grant. The department and Treasurer will verify that the vendor providing goods or services in relation to the grant have not been suspended or debarred by the Federal Government. The department is responsible for monitoring and documenting the contractor(s) terms, conditions and specifications of a contract and will review all requests for payment for compliance with Federal procurement policies. The Treasurer's Office is responsible for the payment of invoices and cash disbursing of funds in relation to the contract once approved by the department. All invoices are maintained in the Treasurer's Office.

The following should be established for the grant project and included in the contract:

- The Federal requirements shall be referenced and/or contained,
- Prohibits the award of a subaward, covered contract or any other covered agreement for program administration, goods, services, or any other program purpose with any suspended or debarred party; and
- Requires the Treasurer's Office to determine that entities receiving subawards of any value and procurement contracts equal to or exceeding \$25,000 and their principals are not suspended or debarred and specifies the means that will be used to make that determination. i.e. checking the database located in the System for Award Management (SAM) (password can be obtained from Treasurer's Office), obtaining a certification or inserting a clause in the contract.

CAPITAL ASSETS:

The Treasurer’s Office is responsible for tracking asset purchases (\$5,000 or greater). Grant funded assets are noted as such.

Safeguarding of the physical asset is maintained by the applicable operating department. Departments will track assets below \$5,000 internally as required / if required under the grant award.

The Town’s Treasurer has internal control procedures / guidelines in place for approval and review of financial transactions, including the purchase of assets.

When an asset that is grant funded is disposed of, the applicable agency rules are followed for disposal, with funds being spent for a specific purpose or returned to the agency as required. The granting agency is contacted for clarification as needed.

The Treasurer’s Office conducts periodic inventory (an asset listing is shared with each department for comparison to their own records) to ensure that items are recorded appropriately.

CONFLICTS OF INTEREST:

Reference is hereby made to the Town of Dayton’s Personnel Policy and Procurement Policy. In carrying out the grants function, Town staff must follow Virginia statutes governing conflicts of interest, avoiding both real and perceived conflicts of interest, and must not accept gifts or favors.

AUDITS AND REVIEWS:

Granting agencies may require compliance and/or financial reviews which ensure the proper use of funds received. Upon receipt of such notification of review, the department must immediately notify the Treasurer’s Office. The department, in conjunction with the Treasurer’s Office, will work together as needed to ensure that needs are sufficiently met.

GRANT CLOSE OUT:

The department will be responsible for executing the grant close-out procedures as instructed by the awarding agency and will communicate appropriately with the Treasurer’s Office. If there is a final financial report, or financial information is requested as part of the close-out package, the department must contact the Treasurer’s Office for assistance.

All grants will be closed out in accordance with the grant award agreement. Any unexpended funds for non-continuing grants received in advance should be communicated to the Treasurer’s Office and remitted back to the grantor. Any budget adjustments needed because of the close-out must be communicated to the Treasurer’s Office.

RECORDS RETENTION:

The Town shall maintain all records in compliance with the Records Retention and Disposition Schedule published by the Library of Virginia (LVA), as well as each specific grant agency’s requirements regarding the timeframe for retention after close-out. Each Department is

responsible for maintaining their own records (i.e. check copies, invoices, timesheets, reports, etc.). Electronic or paper copies will also be kept in files in the Treasurer's Office.

Covered Records: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town's expenditure of grant funds on eligible projects, programs, or activities pursuant to the grant award.

Storage: The Town's records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Before a state agency or locality can destroy public records:

- A records officer for your organization must be designated in writing by completing and filing a Records Officer Designation and Responsibilities (RM-25 Form) with the Library of Virginia.
- Records to be destroyed must be covered by a Library of Virginia-approved general or specific records retention and disposition schedule and the retention period for the records must have expired.
- All investigations, litigation, required audits, and Virginia Freedom of Information Act requests must be completed or fulfilled.
- The organization's designated records officer and an approving official must authorize destruction by completing a Certificate of Records Destruction (RM-3 Form) prior to the records being destroyed.

Departmental Responsibilities: Any department or unit of the Town, and its employees, who are responsible for creating or maintaining the covered documents in this policy shall comply with the terms of this policy. Failure to do so may subject the Town to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Treasurer is responsible for identifying the documents that the Town must or should retain and arrange for the proper storage and retrieval of records. The Treasurer shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: The Town is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee's supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Treasurer. The Town prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.



STAFF REPORT

TO: Town Council

VIA: Brian J. Borne, Town Manager

DATE: Date of Council Meeting

FROM: Meggie Roche, Community & Economic Development Coordinator

PREPARED BY: Meggie Roche, Community & Economic Development Coordinator

SUBJECT: Special Use Permit for Black Brother's Painting

SUMMARY STATEMENT

Black Brother's Painting has applied for a Special Use Permit to build an office/workshop combo located at tax map #107D1-15-1A, at the northeast corner of the intersection at Mason Street (Route 257) and Stonecroft Drive in Dayton, VA.

REVIEW

The applicant has requested a Special Use Permit (SUP) on approximately 4.4 acres of property located between South Breeze Estates Subdivision and Route 257 (Mason St). The SUP is for the construction of an office/workshop building for a painting contractor business.

This property is zoned B-1, Conditional. "Conditional" indicates there are proffers associated with this property. The proffers for this property exempt some of the by-right uses and specify design standards. According to the Town Code, a general service painting business is not a by-right use and requires a Special Use Permit.

The office will be 1,800 sq ft, and the workshop will be 2,500 sq ft. The height of the building is 25'. A site plan is included with the application that shows the location of the proposed building. Please note that at this time the applicant is only pursuing Building #2 shown on the site plan – however the other buildings shown could possibly be developed in the future. In addition, the

property and proposed building across the street shown on the site plan were from past plans and left for illustrative purposes only. The portion related to the SUP application is outlined in red.

IF the SUP is recommended and adopted for approval, the applicant is also requesting an amendment to the proffers – specifically the requirement for a brick exterior. The applicant would like to use stone as opposed to brick.

RECOMMENDATION

This property is zoned B-1, Conditional. The conditional zoning status indicates there are proffers associated with this property. The proffers exclude a number of by-right uses for this property. A painting contractor is not a by-right use; thus it was not explicitly excluded in the proffers. For the afore-mentioned reasons, staff recommend approval of the Special Use Permit.

It should also be noted there are several other aspects of the proffers the applicant must comply with including facade materials. The proffers state that 75% of exterior walls be covered with brick. The applicant has requested to use stone instead of brick. Staff recommend approval of this change.

Attachment(s):
Special Use Permit Application
Site Plan
Building Rendering

**TOWN OF DAYTON
APPLICATION FOR
SPECIAL USE PERMIT**

1. The Applicant is the: Owner Other

If "other", then please specify: Purchase of property contingent on approval of special use permit

OWNER

Name: 413 Properties, LLC
Address: 399 Barbee Street
Bridgewater, VA 22812
Telephone Number: 540-820-1679

OCCUPANT

Name: Black Brothers Painting, Inc.
Address: 904 S. High Street Suite B
Harrisonburg, VA 22801
Telephone Number: 540-574-3311

If the applicant is anyone other than the owner, written approval of the owner must be filed with this application.

2. Ownership of this property is evidenced by deed from _____ recorded in deed book number _____ on page number _____, as found in the Office of the Circuit Court of Rockingham County.

3. Location of the property (Please give exact address and/or directions): 4.4 acres
Between the South Breeze Estates subdivision & 257 (Mason Street)
East of Stonecroft Drive

4. Tax Map Number: 107D1-15-1A 5. Zoning District: B-1 Conditional

6. Proposed Use Applied For: Offices & shop space for painting contractor

7. Dimensions and heights of buildings or proposed buildings: Office = 1,800 SF
Shop Space = 2,500 SF Total = 4,300 SF. Building Height = 24'

8. Has a previous application been made for this use? [] YES NO
If YES, give date: _____

9. Current Use: Vacant lot

10. Total Acreage/Lot Size: 4.4 acres

11. It is proposed that the following buildings, additions, or improvements will be constructed: See items #6 & #7 on previous page

12. It is proposed that 2,500 square feet out of the total building area footage of 4,300 square feet will be utilized under this permit;

OR

It is proposed that _____ square feet/acres of the total parcel of _____ square feet/acres will be utilized under this permit.

13. The proposed days and hours of operation of the use are: Monday - Friday
7:00 am - 6:00 pm

14. Please supply an estimate of the traffic impact of the proposed use in relation to its access streets: Approximately 60 vehicle trips per day

15. Briefly discuss how the proposed use and improvements are designed and arranged to fit into the development of the adjacent property and neighborhood and will not be detrimental to the immediate neighborhood:

Materials to be used are compatible with surrounding community structures. Materials include stone & wood siding products

16. Additional Comments: _____

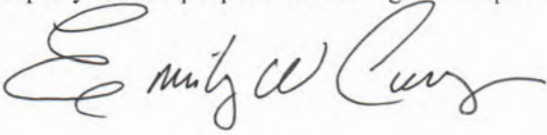
17. A site plan must be submitted with this application. The Zoning Administrator will supply a checklist of the information that is required, which shall include, but is not limited to, the following:

- (a.) Boundaries of the entire area
- (b.) Total area of the property
- (c.) Location and size of all existing and proposed structures (including signs)
- (d.) All required minimum yards and the distances of all existing and proposed structures to the lot lines
- (e.) Public right(s)-of-way, indicating names and/or route numbers
- (f.) Proposed means of ingress and egress to and from the property from a public street
- (g.) Size and location of all existing and proposed off-street parking spaces, indicating minimum distance from the nearest property line(s)
- (h.) Proposed screening, landscaping, and fencing
- (i.) The existing use and zoning designation of adjacent properties

18. Provide the names and complete addresses of all adjacent landowners, including landowners across any road (use an additional sheet if necessary):

NAME	ADDRESS	TAX MAP #
See Attached		

I (we), the undersigned, do hereby certify that the information provided is accurate to the best of my (our) knowledge and hereby apply for a conditional use permit under the provisions of the Code of the Town of Dayton. I (we) understand that, after due notice and public hearing, the Town Council may approve, approve with conditions, or deny this application. I (we) authorize the Town to go upon the property for the purpose of making site inspections.

Applicant(s) Signature(s): 

Date: 3/18/2024

Mailing Address: 399 Barbee Street
Bridgewater, VA 22812

Telephone Number: 540-820-1679

FOR TOWN USE ONLY:

Amount of Fee: \$350 Date Paid: 3/18/2024

Public Hearing Date: April 8, 2024 at 5:30 pm

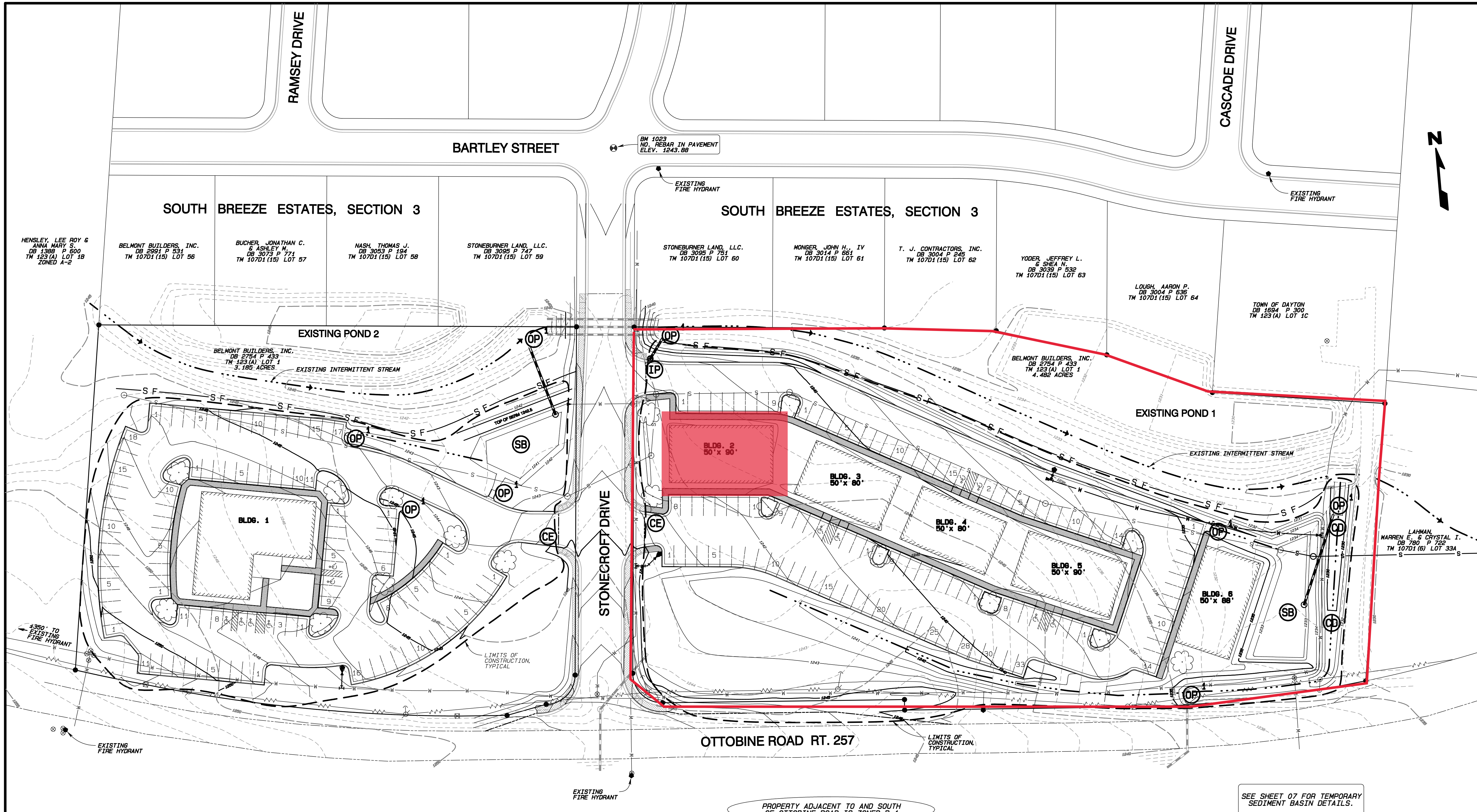
Planning Commission Recommendation:
 APPROVE DENY Date: _____

Town Council Action:
 APPROVE DENY Date: _____

Special Conditions: _____

Zoning Administrator's Signature

Owner Name	address	city	state	zip_code	description	description	description	zoning1	total_acre:	deed	book	deed	page	Parcel Number
LOGODA ALEXANDER PAUL & DINA	141B COLONIAL DR	HARRISONBURG	VA	22801	R B SHANK SB DV;			TOWN	0.662	5275			796	10701-6-33A
MIZELL CLAY A & KIMBERLY F	107 BARTLEY ST	DAYTON	VA	22821	SOUTH BREEZE ESTATES S3 L61;			TOWN	0.289	4545			683	10701-15-61
DAYTON TOWN OF	125B EASTVIEW STREET	DAYTON	VA	22821	DAYTON;			TOWN	0.516	1694			300	123-A-1C
ROADS/RAILROADS ROW					CREATED FOR GIS MAPPING PURPOSES; ROAI				0	0			0	999-A-ROW
WAMPLER JOSEPH W & FAYE W	103 BARTLEY ST	DAYTON	VA	22821	SOUTH BREEZE ESTATES S3 L63;			TOWN	0.295	3549			510	10701-15-63
ODONOHUE DONALD KENT JR & ANNE MCDEVITT ODONOHUE	109 BARTLEY ST	DAYTON	VA	22821	SOUTH BREEZE ESTATES S3 L60;			TOWN	0.357	5104			48	10701-15-60
HAJDASZ PAUL MICHAEL & LISA KIM	105 BARTLEY ST	DAYTON	VA	22821	SOUTH BREEZE ESTATES S3 L62;			TOWN	0.291	4713			795	10701-15-62
GEORGE EDWIN D	101 BARTLEY ST	DAYTON	VA	22821	SOUTH BREEZE ESTATES S3 L64;			TOWN	0.313	3391			155	10701-15-64
ROADS/RAILROADS ROW					CREATED FOR GIS MAPPING PURPOSES; ROAI				0	0			0	999-A-ROW

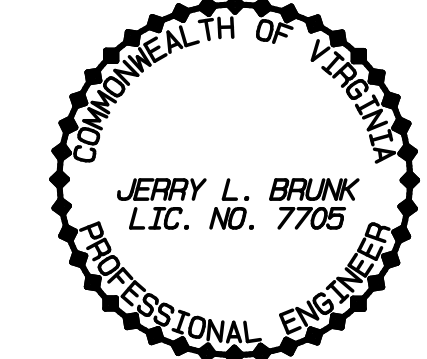


Please note that at this time the applicant is only pursuing Building #2 shown on the site plan (shown in red).

MIKE MILLER, WHO IS CERTIFIED BY THE VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION, IS THE CERTIFIED RESPONSIBLE LAND DISTURBER.

PROPERTY ADJACENT TO AND SOUTH OF OTTOBINE ROAD IS ZONED R-1

SEE SHEET 07 FOR TEMPORARY SEDIMENT BASIN DETAILS.



**OVERALL PLAN
EROSION CONTROL PLAN
SOUTH BREEZE COMMERCIAL AREA
TOWN OF DAYTON
ROCKINGHAM COUNTY, VA.**

BRUNK & HYLTON ENGINEERING, INC. ENGINEERING SURVEYING PLANNING P. O. BOX 7 WEYERS CAVE, VIRGINIA 24486 540 234-9112			DSN: RKH & JLB DATE: FEB. 20, 2008 PLOTTED: APR. 24, 2008	DWG: RKH SCALE: 0 40 80 FT.	FILE: 07055.pro PROJ: 07055 SHEET 2 OF 13
REV	DATE	DESCRIPTION			
2	04-22-08	OWNER'S CHANGES			
1	03-20-08	OWNER'S CHANGES			

NEW COMMERCIAL BUILDING FOR 4:13 PROPERTIES LLC SOUTH BREEZE COMMERCIAL AREA DAYTON VIRGINIA

ARCHITECT:
MILLER CUPP ASSOC., ARCHITECTS, P.C.
1951-A EVELYN BYRD AVENUE
HARRISONBURG, VIRGINIA
22801
TELEPHONE: (540) 434-6044
EMAIL: mcarchitects@verizon.net

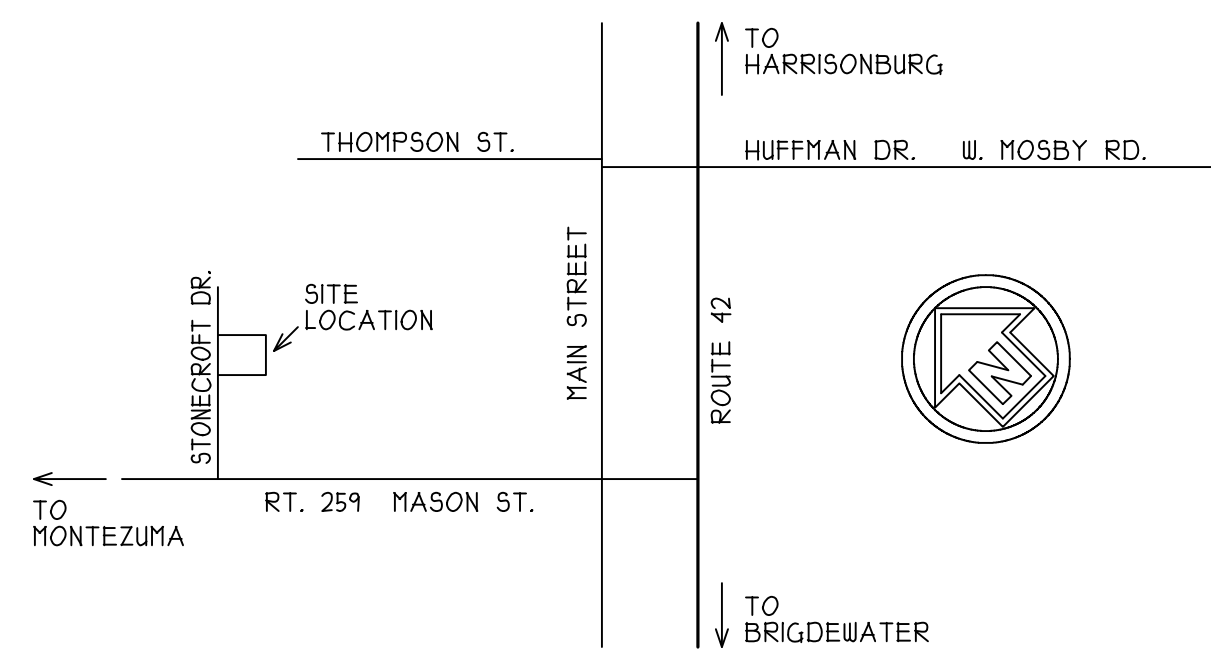
SITE PLANNING CONSULTANT:
BRUNK & HYLTON ENGINEERING, INC.
P.O. BOX 7
WEYERS CAVE, VIRGINIA
24486
TELEPHONE: (540) 234-9112
EMAIL: royce@b-heng.com

MECHANICAL/ELECTRICAL CONSULTANT:

CODE COMPLIANCE:

CODE:	VIRGINIA CONSTRUCTION CODE 2018			
OCCUPANCY:	NON SEPARATED MIXED USE GROUPS B, S-1, & S-2			
CONSTRUCTION CLASSIFICATION:	TYPE VB (COMBUTIBLE UNPROTECTED)			
BUILDING LIMITS:	USE GROUP B:	BUILDING HEIGHT - 40' PER VCC TABLE 504.3	ALLOWABLE STORIES - 2 PER VCC TABLE 504.4	ALLOWABLE AREA - 9,000 S.F. PER VCC TABLE 506.2
	USE GROUP S-1:	BUILDING HEIGHT - 40' PER VCC TABLE 504.3	ALLOWABLE STORIES - 1 PER VCC TABLE 504.4	ALLOWABLE AREA - 9,000 S.F. PER VCC TABLE 506.2
	USE GROUP S-2:	BUILDING HEIGHT - 40' PER VCC TABLE 504.3	ALLOWABLE STORIES - 2 PER VCC TABLE 504.4	ALLOWABLE AREA - 13,500 S.F. PER VCC TABLE 506.2
ACTUAL BUILDING INFO:	BUILDING HEIGHT PER VCC 504.3 - 20'			
	STORIES PER VCC 504.4 - 1 STORY			
	BUILDING AREA PER VCC 504.2 - 4,300 S.F.			
SPRINKLER SYSTEM:	NOT REQUIRED PER VCC 903.			
ALARM SYSTEM:	NOT REQUIRED PER VCC 907.2.2 (LESS THAN 500 OCCUPANTS)			
FIRE BARRIERS:	NONE REQUIRED			
FIRE PARTITIONS:	NONE REQUIRED			
OCCUPANT LOADS:	AREA	S.F./OCCUPANT	TOTAL OCCUPANTS	EXITS
USE GROUP B OFFICE AREA	1,800 S.F.	50 S.F. GROSS PER IBC TABLE 1004.5	36	2 MIN. W/ MAX. 200 FEET TRAVEL DISTANCE PER VCC TABLE 1006.3.2 & 1017.2 (2 PROVIDED)
USE GROUP S-1/5-2 ACCESSORY STORAGE	2,500 S.F.	300 S.F. GROSS PER VCC TABLE 1004.5	9	1 MIN. W/ MAX. 100 FEET TRAVEL DISTANCE PER VCC TABLE 1006.2.1 (1 PROVIDED)
TOTAL BUILDING OCCUPANCY			45	
ACCESSIBILITY FOR DISABLED PERSONS REQUIRED PER VCC 1103.1				
BUILDING CATEGORY:	CATEGORY II PER VCC TABLE 1604.5			
DESIGN FLOOR LOADS:	OFFICE - 50 PSF LIVE LOAD PER VCC TABLE 1607.1 (SLAB-ON-GRADE) STORAGE AREA - 125 P.S.F. LIVE LOAD PER VCC TABLE 1607.1 (SLAB-ON-GRADE) MECHANICAL EQUIPMENT DECK - 60 PSF LIVE LOAD PER VCC TABLE 1607.1			
DESIGN ROOF LOADS:	43 P.S.F. GROUND SNOW LOAD (YIELDS 30 PSF ROOF SNOW LOAD PER VCC 1608.2) 30 P.S.F. LIVE LOAD (OR ROOF SNOW) 20 P.S.F. DEAD LOAD 50 P.S.F. TOTAL LOAD			
WIND DESIGN DATA:	115 M.P.H. (3-SECOND GUST) PER VCC FIGURE 1609, EXPOSURE B PER VCC 1609.4.3			
SEISMIC DESIGN:	SPECTRAL RESPONSE: (S _s)=18% g, (S ₁)=5.5% g			

SITE LOCATION:



PLUMBING FIXTURES:

OCCUPANT LOAD: 23 MALE, 23 FEMALE (MINIMUM REQUIREMENTS PER VCC TABLE 403.1)
WATER CLOSETS: 1 MALE, 1 FEMALE REQUIRED
(MALE & FEMALE: 1 PER 25 UP TO 50 BASED ON BUSINESS - MOST RESTRICTIVE)
LAVATORIES: 1 MALE, 1 FEMALE REQUIRED
(MALE & FEMALE: 1 PER 40 UP TO 80 BASED ON BUSINESS - MOST RESTRICTIVE)
DRINKING FOUNTAINS: 1 REQUIRED PER IPC 410.2 - MORE THAN 15 (HI-LO ADA DRINKING FOUNTAIN PROVIDES 2)
SERVICE SINKS: 1 REQUIRED PER TABLE 403.1 (MORE THAN 15 OCCUPANTS)

ENERGY CODE:

PRESCRIPTIVE PACKAGE FOR ZONE 4 (EXCEPT MARINE) PER VECC/2018 TABLE 402.1.3:
ROOF ATTIC INSULATION: R-38
INSULATION FOR WOOD-FRAMED EXTERIOR WALLS: R-20
INSULATION FOR UNHEATED SLABS: R-10 FOR 24" BELOW SLAB
OPAQUE SWINGING DOORS: R-4.75

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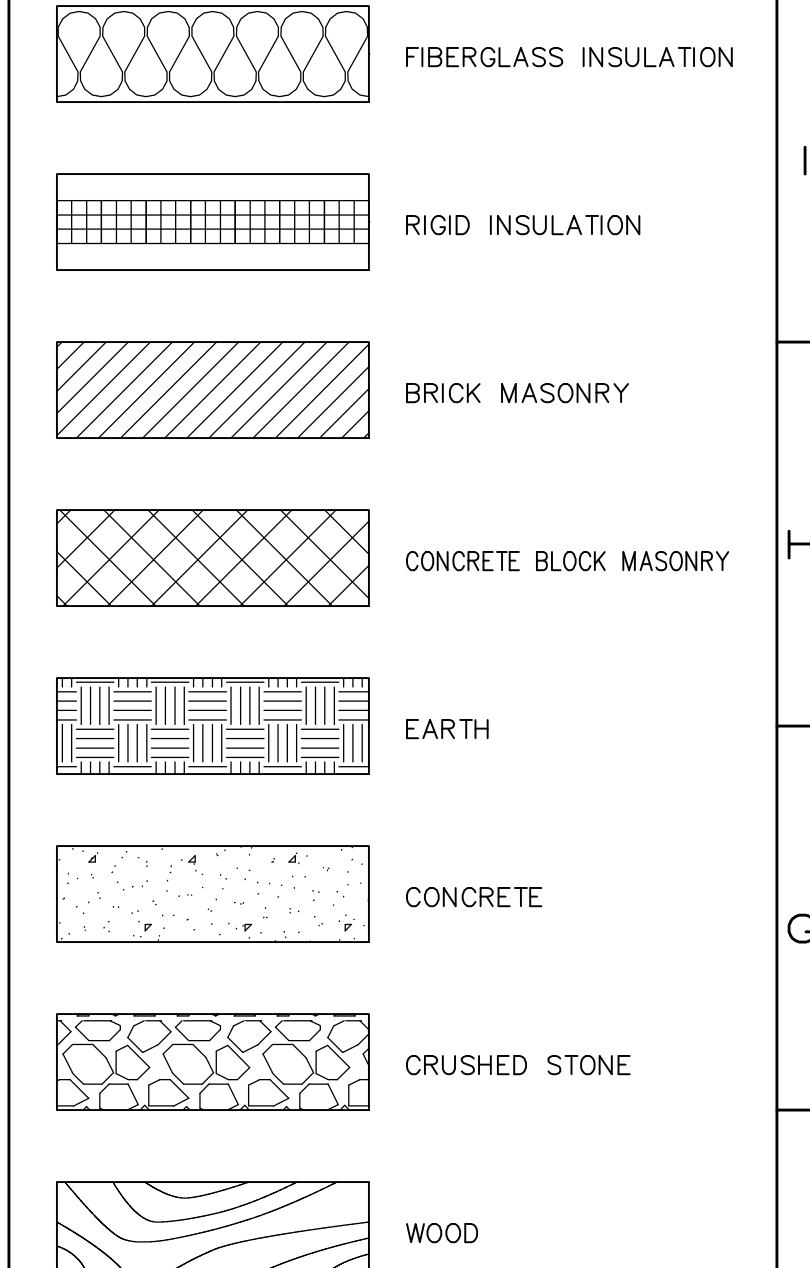
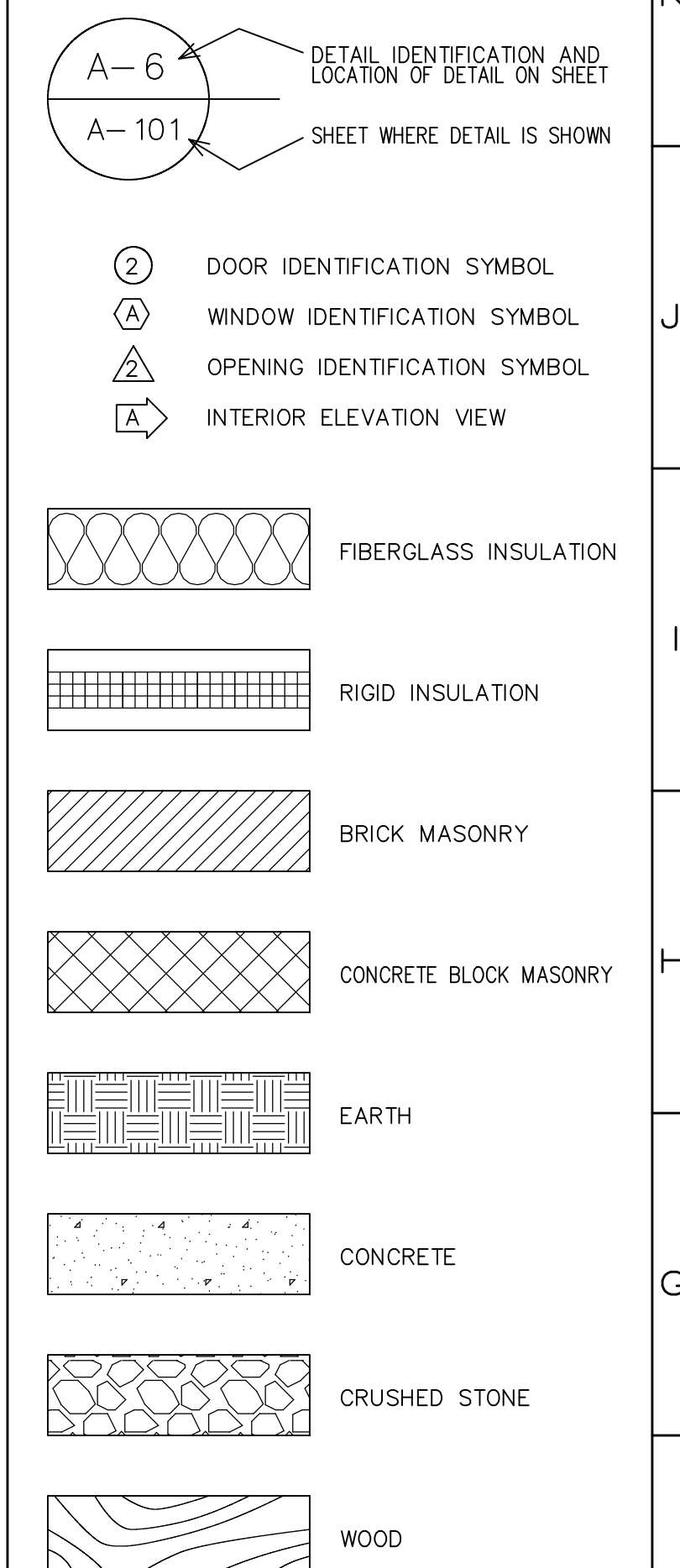
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SET. NO.

TYPICAL ABBREVIATIONS

AB	ANCHOR BOLT
A/C	AIR CONDITIONING
ACT	ACOUSTICAL CEILING TILE
ADA	AMERICANS WITH DISABILITIES ACT
ADJ	ADJACENT
AFF	ABOVE FINISH FLOOR
ALUM	ALUMINUM
ALT	ALTERNATE
APPROX	APPROXIMATE
BD	BOARD
BLDG	BUILDING
BLKG	BLOCKING
BM	BEAM, BENCHMARK
BTM	BOTTOM
BRG	BEARING
BRK	BRICK
BSMT	BASEMENT
BTWN	BETWEEN
CAB	CABINET
CB	CATCH BASIN
CER	CERAMIC
CJ	CONTROL OR CONST. JOINT
CL	CENTER LINE
CLG	CEILING
CMU	CONCRETE MASONRY UNIT
COL	COLUMN
CONC	CONCRETE
CONST	CONSTRUCTION
CONT	CONTINUOUS
CPT	CARPET
CRS	COURSE
CT	CERAMIC TILE
DI	DROP INLET
DIA	DIAMETER
DIM	DIMENSION
DN	DOWN
DS	DOWNSPOUT
DWG	DRAWING
EJ	EXPANSION JOINT
EJC	EXPANSION JOINT COVER
EL	ELEVATION
ELEC	ELECTRICAL
EQUIP	EQUIPMENT
EQUIV	EQUIVALENT
EW	EACH WAY
EW/C	ELECTRIC WATER COOLER
EXST	EXISTING
EXP	EXPANSION
EXT	EXTERIOR
FD	FLOOR DRAIN
FE	FIRE EXTINGUISHER
FIN	FINISH
FLR	FLOOR
FT	FOOT, FEET
FTG	FOOTING
FDN	FOUNDATION
GA	GAUGE, GYPSUM ASSOCIATION
GALV	GALVANIZED
GB	GYPSUM BOARD
GBT	GYPSUM BOARD TILE
GC	GENERAL CONTRACTOR
GEN	GENERAL
GYP	GYPSUM
HC	HANDICAP
HDW	HARDWARE
HT	HEIGHT
HM	HOLLOW METAL
HORIZ	HORIZONTAL
ID	INSIDE DIAMETER
INSUL	INSULATION
INT	INTERIOR
INV	INVERT
IP	INLET PROTECTION
JAN	JANITOR
JST	JOIST
KO	KNOCK OUT
LAB	LABORATORY
LAV	LAVATORY
LH	LEFT HAND
LL	LIVE LOAD
MAX	MAXIMUM
MB	MOP BASIN
MECH	MECHANICAL
MFR	MANUFACTURER
MH	MANHOLE
MIN	MINIMUM
MIR	MIRROR
MISC	MISCELLANEOUS
MO	MASONRY OPENING
MTL	METAL
NIC	NOT IN CONTRACT
NO	NUMBER
NTS	NOT TO SCALE
OA	OUTSIDE AIR
OC	ON CENTER
OD	OUTSIDE DIAMETER
ODD	OVERHEAD OVERHANG
OP	OUTLET PROTECTION
OPNG	OPENING
OPP	OPPOSITE
OSB	ORIENTED STRAND BOARD
PL	PLATE
PLY	PLYWOOD
PR	PAIR
PT	PRESSURE TREATED
PVC	POLYVINYLCHLORIDE
RA	RETURN AIR
RCP	REINFORCED CONCRETE PIPE
RD	ROOF DRAIN
REF	REFRIGERATOR
REQ'D	REQUIRED
REV	REVISION, REVERSE
RH	RIGHT HAND
RM	ROOM
ROW	RIGHT OF WAY
RT	RUBBER TILE
SD	STORM DRAIN
SF	SQUARE FEET
SHT	SHEET
SH	SHIELD
SM	SIMILAR
SPEC	SPECIFICATION
SQ	SQUARE
S&R	SHIELD & ROD
SS	STAINLESS STEEL
STD	STANDARD
STL	STEEL
TB	TACKBOARD
TEL	TELEPHONE
TEMP	TEMPERED, TEMPORARY
T&G	TONGUE & GROOVE
THK	THICK
THRES	THRESHOLD
TV	TELEVISION
TYP	TYPICAL
UL	UNDERWRITERS LABORATORIES
VCT	VINYL COMPOSITION TILE
VERT	VERTICAL
W/	WITH
WC	WATER CLOSET
WD	WOOD
WIN	WINDOW
W/O	WITHOUT
WP	WATERPROOF
WS	WEATHER STRIP
WWF	WELDED WIRE FABRIC

SYMBOLS USED



REVISIONS:

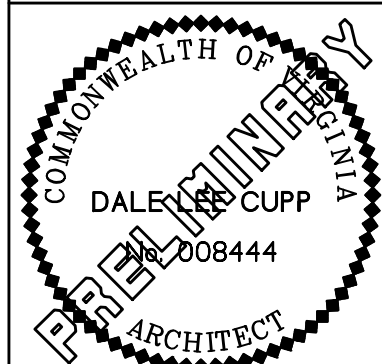
MILLER CUPP ASSOCIATES ARCHITECTS, P.C.
1951-A EVELYN BYRD AVENUE
HARRISONBURG, VA. 22801
PHONE (540) 434-6044
FAX (540) 434-1142

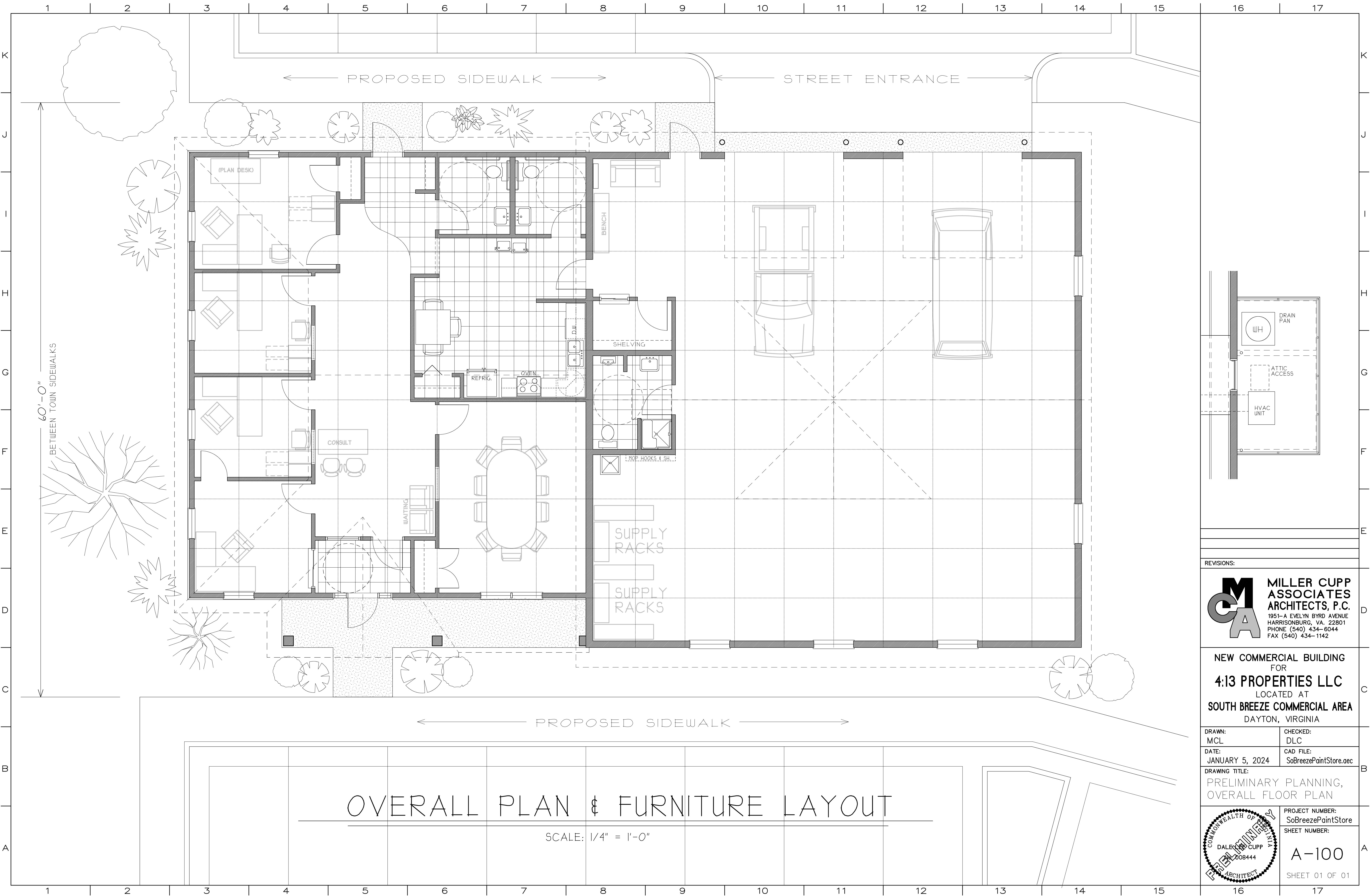
**NEW COMMERCIAL BUILDING FOR
4:13 PROPERTIES LLC
LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
DAYTON, VIRGINIA**

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.occ

DRAWING TITLE:
PROJECT COVER SHEET, CODE COMPLIANCE, CONTENTS

PROJECT NUMBER:
SoBreezePaintStore
SHEET NUMBER:
G-101
SHEET 01 OF 10





60'-0" BETWEEN TOWN SIDEWALKS

← PROPOSED SIDEWALK →

← STREET ENTRANCE →

← PROPOSED SIDEWALK →

OVERALL PLAN & FURNITURE LAYOUT

SCALE: 1/4" = 1'-0"

REVISIONS:

CA MILLER CUPP ASSOCIATES ARCHITECTS, P.C.
 1951-A EVELYN BYRD AVENUE
 HARRISONBURG, VA. 22801
 PHONE (540) 434-6044
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NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

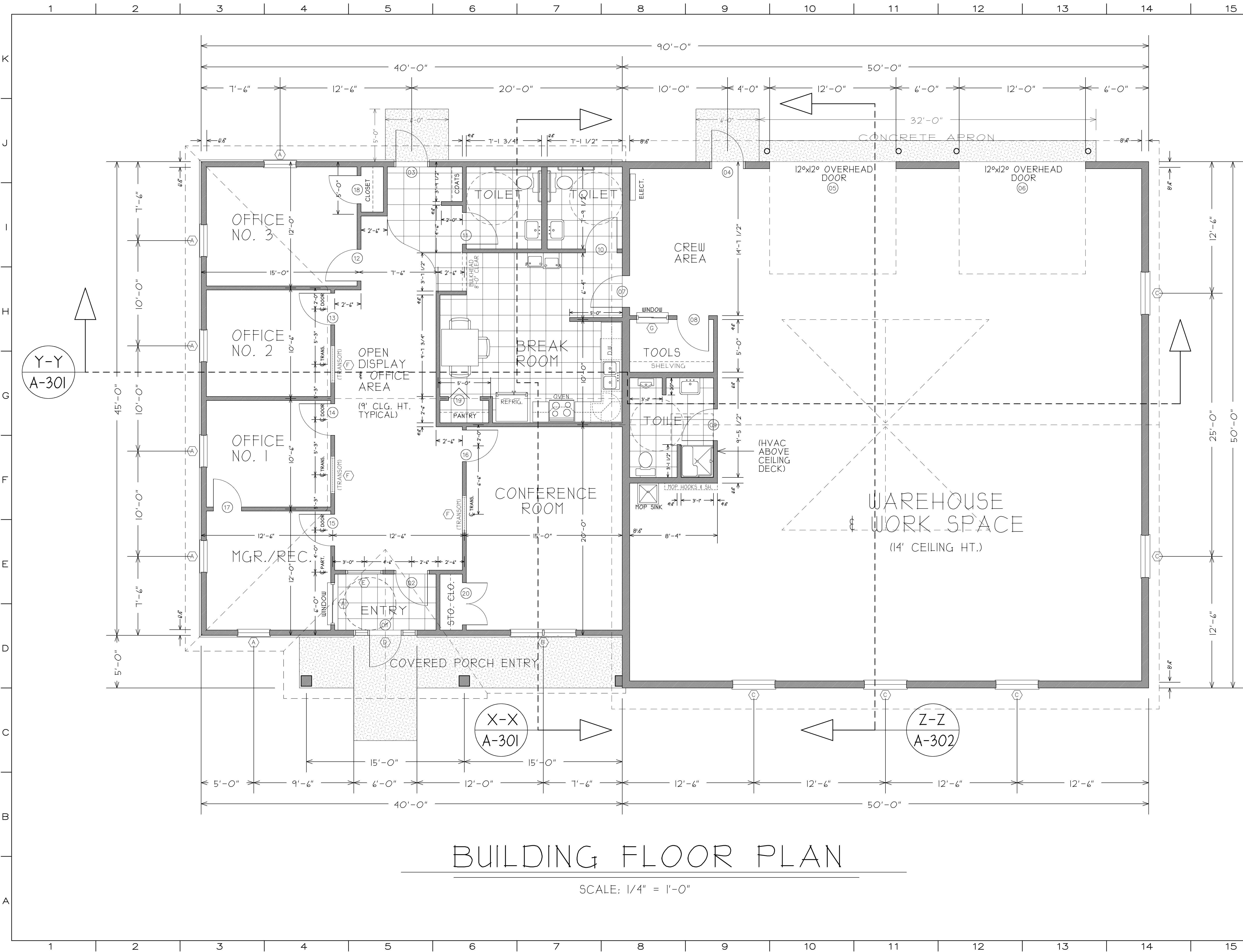
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DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.occ

DRAWING TITLE:
 PRELIMINARY PLANNING,
 OVERALL FLOOR PLAN

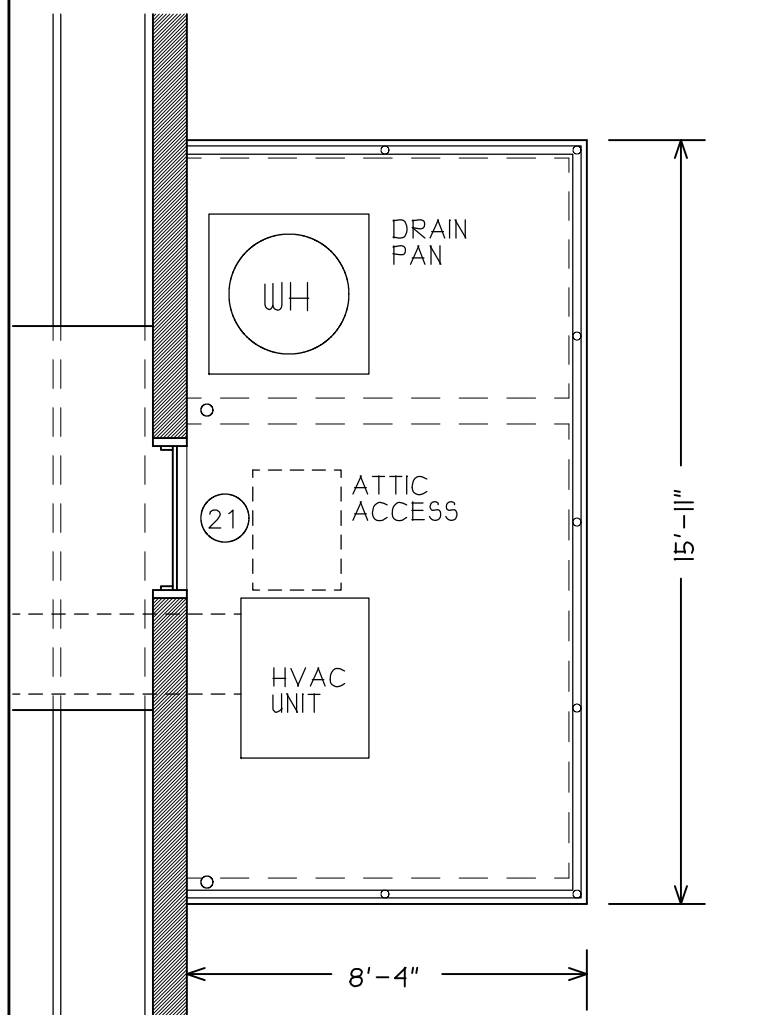
PROJECT NUMBER:
 SoBreezePaintStore

SHEET NUMBER:
A-100
 SHEET 01 OF 01

COMMONWEALTH OF VIRGINIA
 DALEY CUPP
 ARCHITECT



BUILDING DATA:
 USE GROUP B, S-1, & S-2
 CONSTRUCTION TYPE VB
 BUILDING AREAS:
 OFFICE - 1,800 S.F.
 WAREHOUSE - 2,500 S.F.
 TOTAL - 4,300 S.F.



EQUIPMENT PLAN
 ABOVE TOILET

REVISIONS:

CA	MILLER CUPP ASSOCIATES ARCHITECTS, P.C. 1951-A EVELYN BYRD AVENUE HARRISONBURG, VA. 22801 PHONE (540) 434-6044 FAX (540) 434-1142
-----------	--

NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.pec

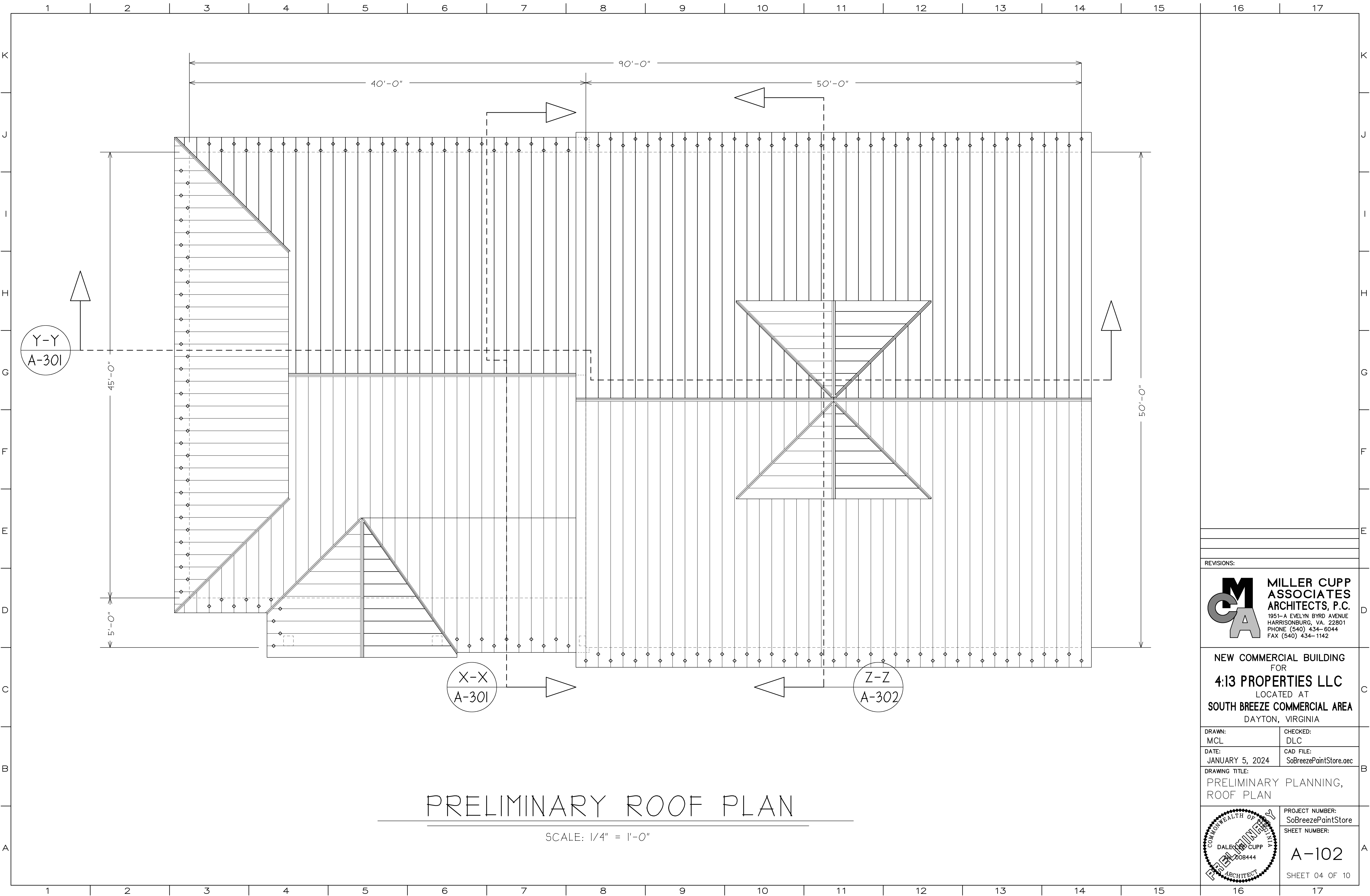
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**BUILDING FLOOR PLAN,
 GENERAL NOTES**

	PROJECT NUMBER: SoBreezePaintStore
	SHEET NUMBER: A-101

SHEET 03 OF 10

BUILDING FLOOR PLAN

SCALE: 1/4" = 1'-0"



PRELIMINARY ROOF PLAN

SCALE: 1/4" = 1'-0"

REVISIONS:

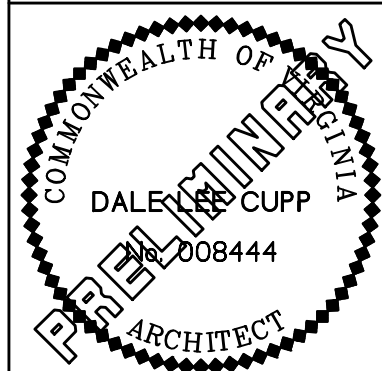
M
CA
A

MILLER CUPP ASSOCIATES ARCHITECTS, P.C.
1951-A EVELYN BYRD AVENUE
HARRISONBURG, VA. 22801
PHONE (540) 434-6044
FAX (540) 434-1142

NEW COMMERCIAL BUILDING
FOR
4:13 PROPERTIES LLC
LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
DAYTON, VIRGINIA

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.pec

DRAWING TITLE:
PRELIMINARY PLANNING,
ROOF PLAN



PROJECT NUMBER:
SoBreezePaintStore
SHEET NUMBER:
A-102
SHEET 04 OF 10



FRONT (SOUTH) ELEVATION

SCALE: 1/4" = 1'-0"



LEFT SIDE (WEST) ELEVATION

SCALE: 1/4" = 1'-0"

REVISIONS:

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 HARRISONBURG, VA. 22801
 PHONE (540) 434-6044
 FAX (540) 434-1142

NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.occ

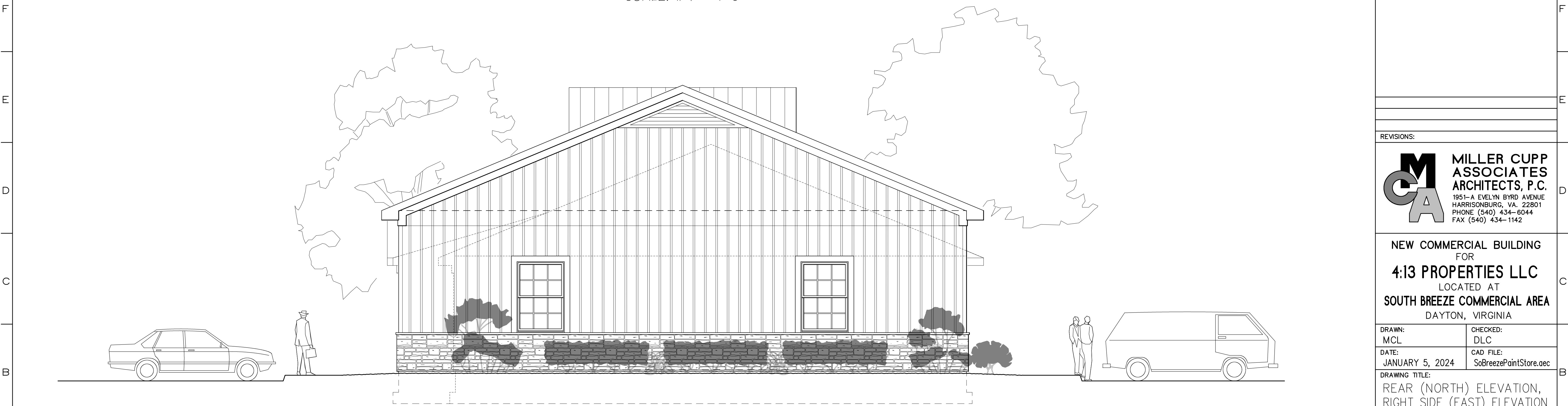
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 FRONT (SOUTH) ELEVATION,
 LEFT SIDE (WEST) ELEVATION

PROJECT NUMBER:
SoBreezePaintStore
 SHEET NUMBER:
A-201
 SHEET 05 OF 10



REAR (NORTH) ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT SIDE (EAST) ELEVATION

SCALE: 1/4" = 1'-0"

REVISIONS:

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 1951-A EVELYN BYRD AVENUE
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 PHONE (540) 434-6044
 FAX (540) 434-1142

NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.occ

DRAWING TITLE:
 REAR (NORTH) ELEVATION,
 RIGHT SIDE (EAST) ELEVATION

PROJECT NUMBER:
 SoBreezePaintStore
 SHEET NUMBER:

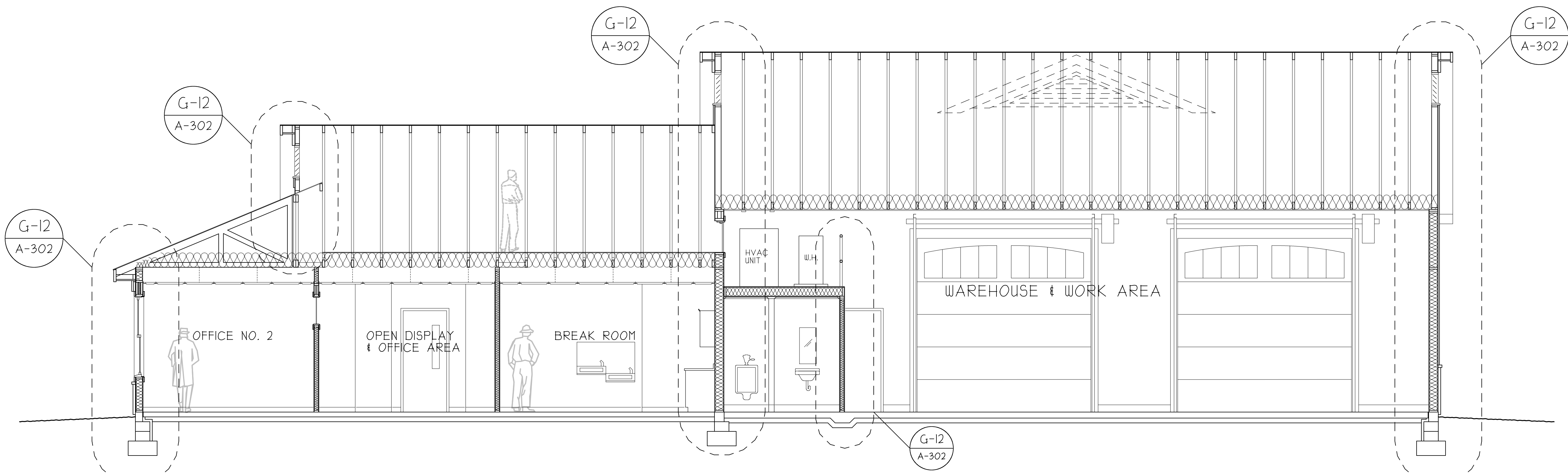


A-202

SHEET 06 OF 10

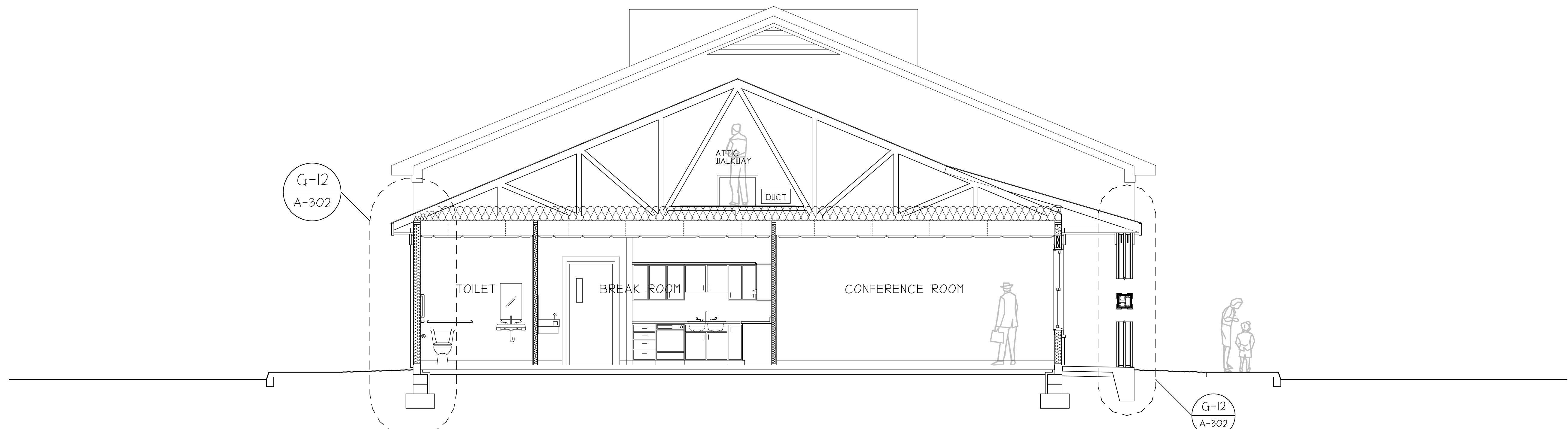
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

K J I H G F E D C B A



BUILDING SECTION Y-Y/A-301

SCALE: 1/4" = 1'-0"



BUILDING SECTION X-X/A-301

SCALE: 1/4" = 1'-0"

REVISIONS:

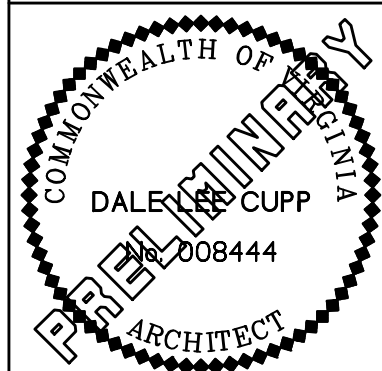
MCA MILLER CUPP ASSOCIATES ARCHITECTS, P.C.
 1951-A EVELYN BYRD AVENUE
 HARRISONBURG, VA. 22801
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NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.occ

DRAWING TITLE:
 BUILDING SECTION X-X/A-301,
 BUILDING SECTION Y-Y/A-301

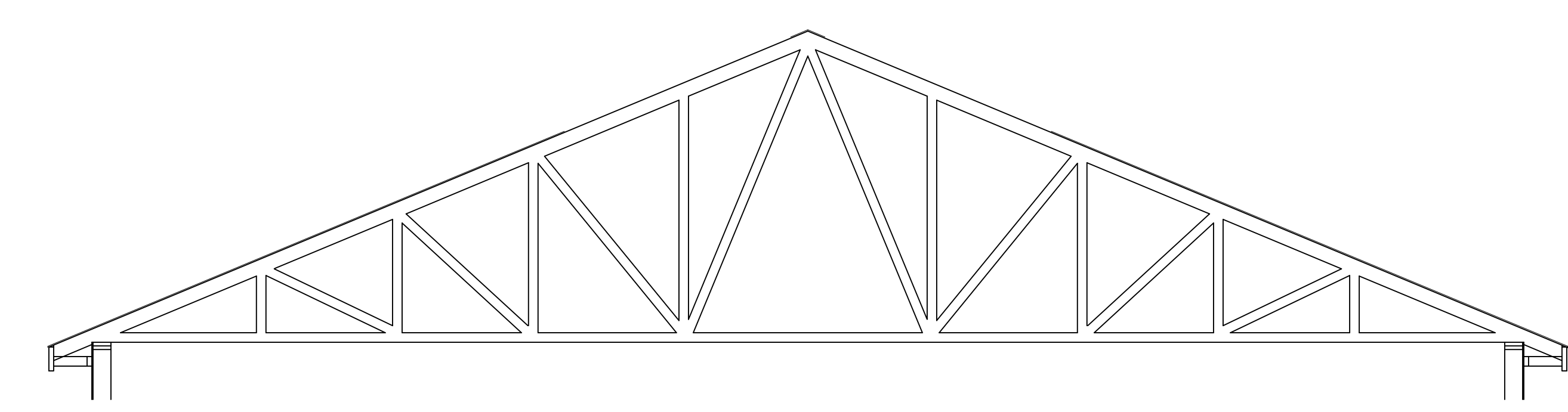
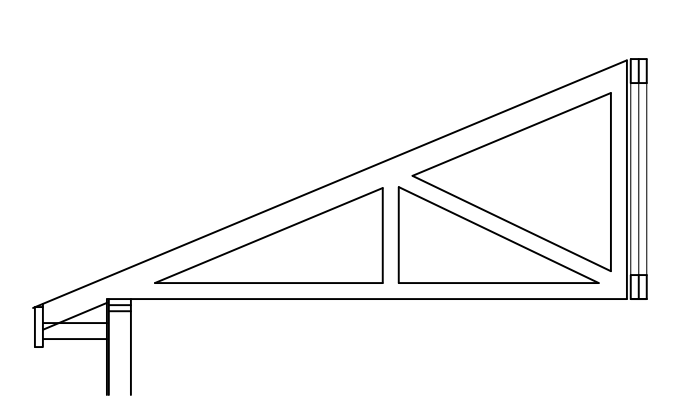
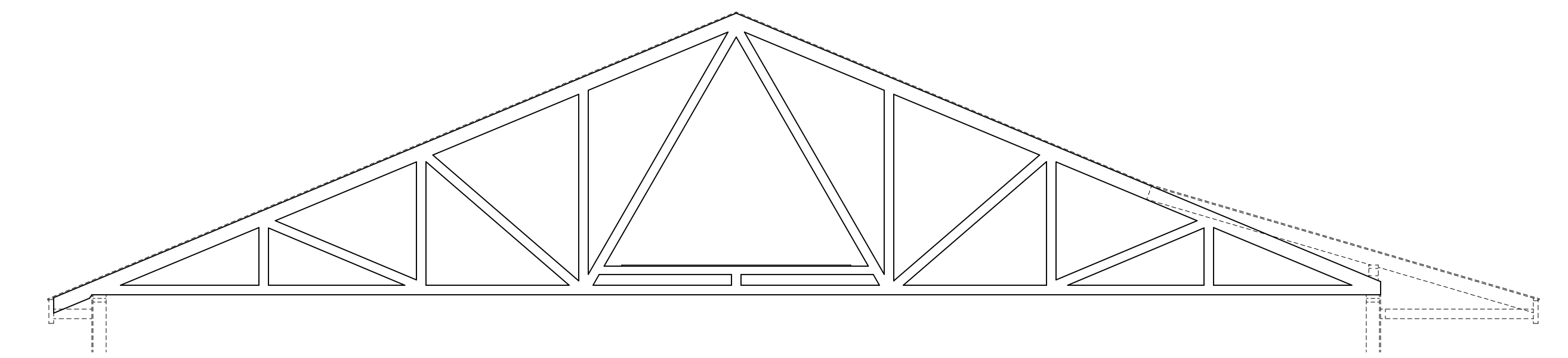
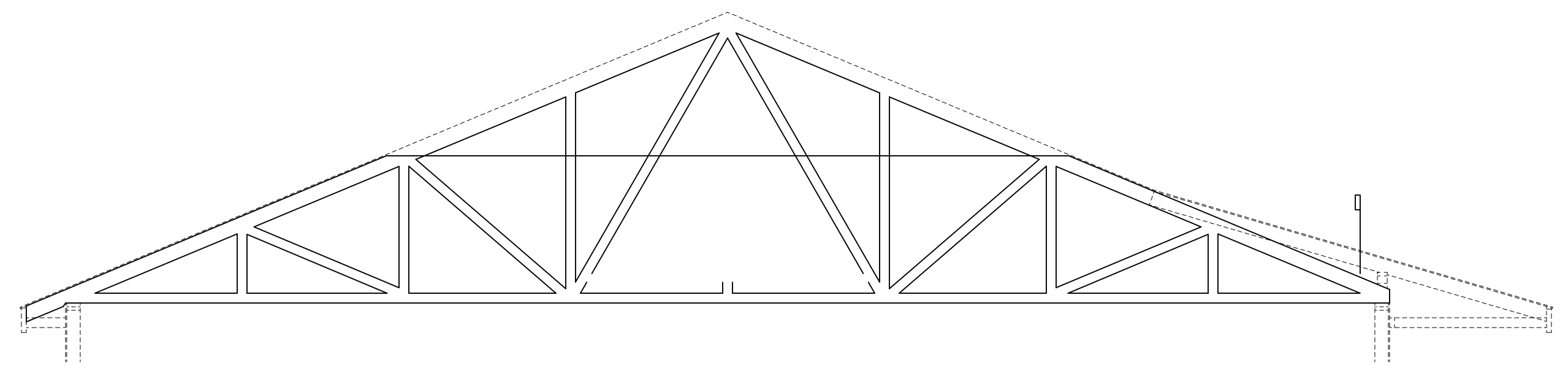
PROJECT NUMBER: SoBreezePaintStore
SHEET NUMBER:



A-301
 SHEET 07 OF 10

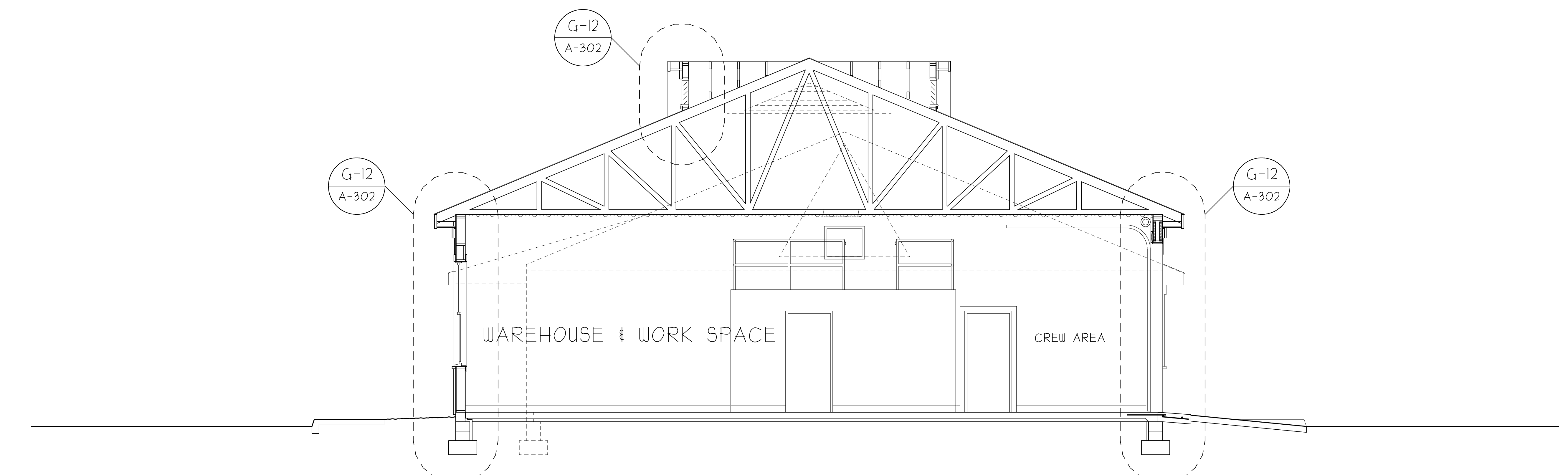
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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17



ROOF TRUSS DIAGRAMS

SCALE: 1/4" = 1'-0"



BUILDING SECTION Z-Z/A-302

SCALE: 1/4" = 1'-0"

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

REVISIONS:

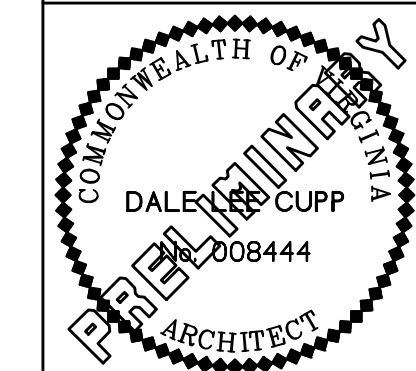
MCA MILLER CUPP ASSOCIATES ARCHITECTS, P.C.
 1951-A EVELYN BYRD AVENUE
 HARRISONBURG, VA. 22801
 PHONE (540) 434-6044
 FAX (540) 434-1142

NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

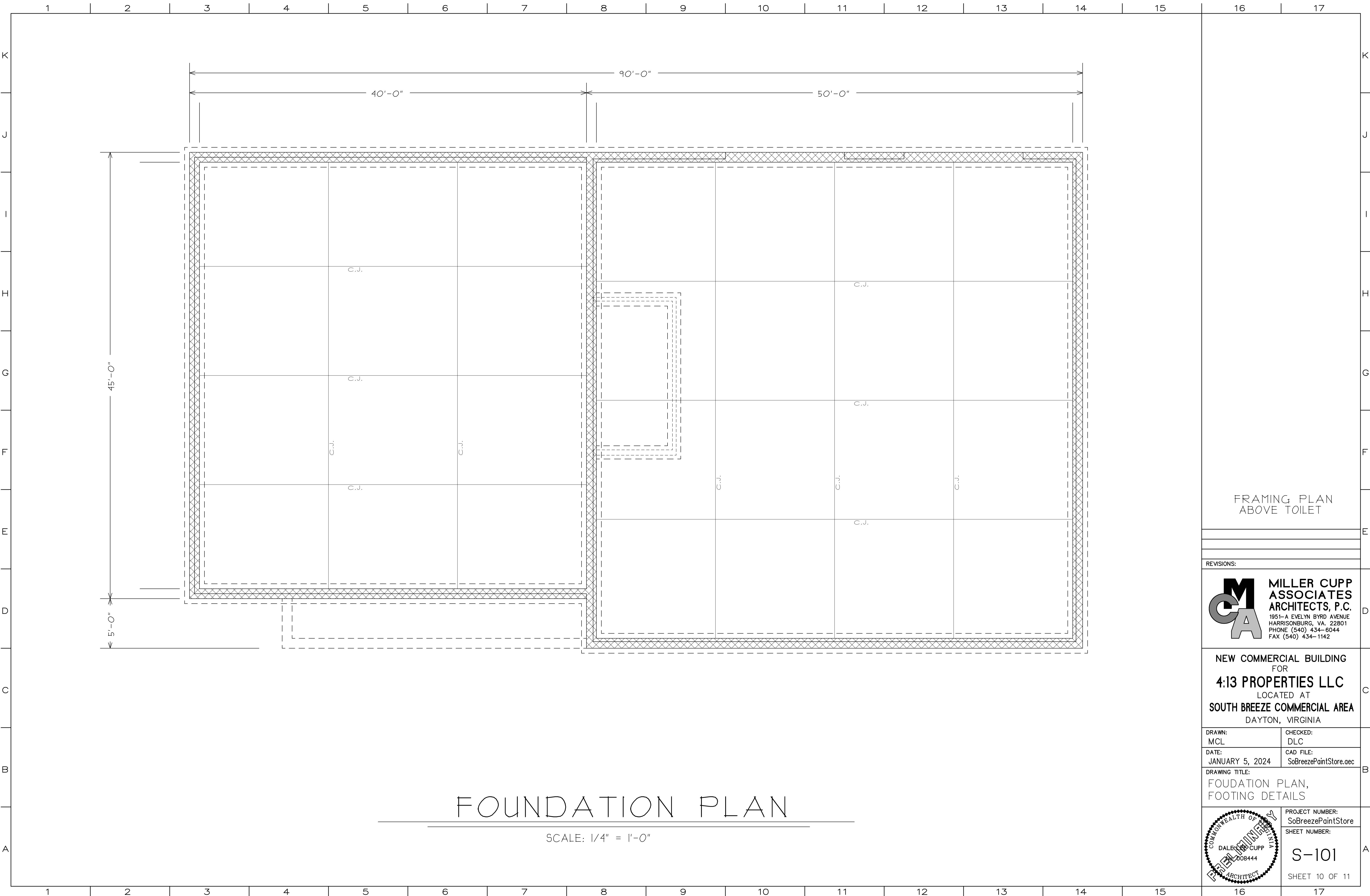
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DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.pec

DRAWING TITLE:
 BUILDING SECTION Z-Z/A-302,
 ROOF TRUSS DIAGRAMS

PROJECT NUMBER:
 SoBreezePaintStore
 SHEET NUMBER:



A-302
 SHEET 08 OF 10



FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

FRAMING PLAN
ABOVE TOILET

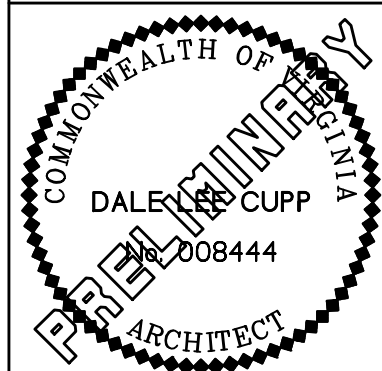
REVISIONS:

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 1951-A EVELYN BYRD AVENUE
 HARRISONBURG, VA. 22801
 PHONE (540) 434-6044
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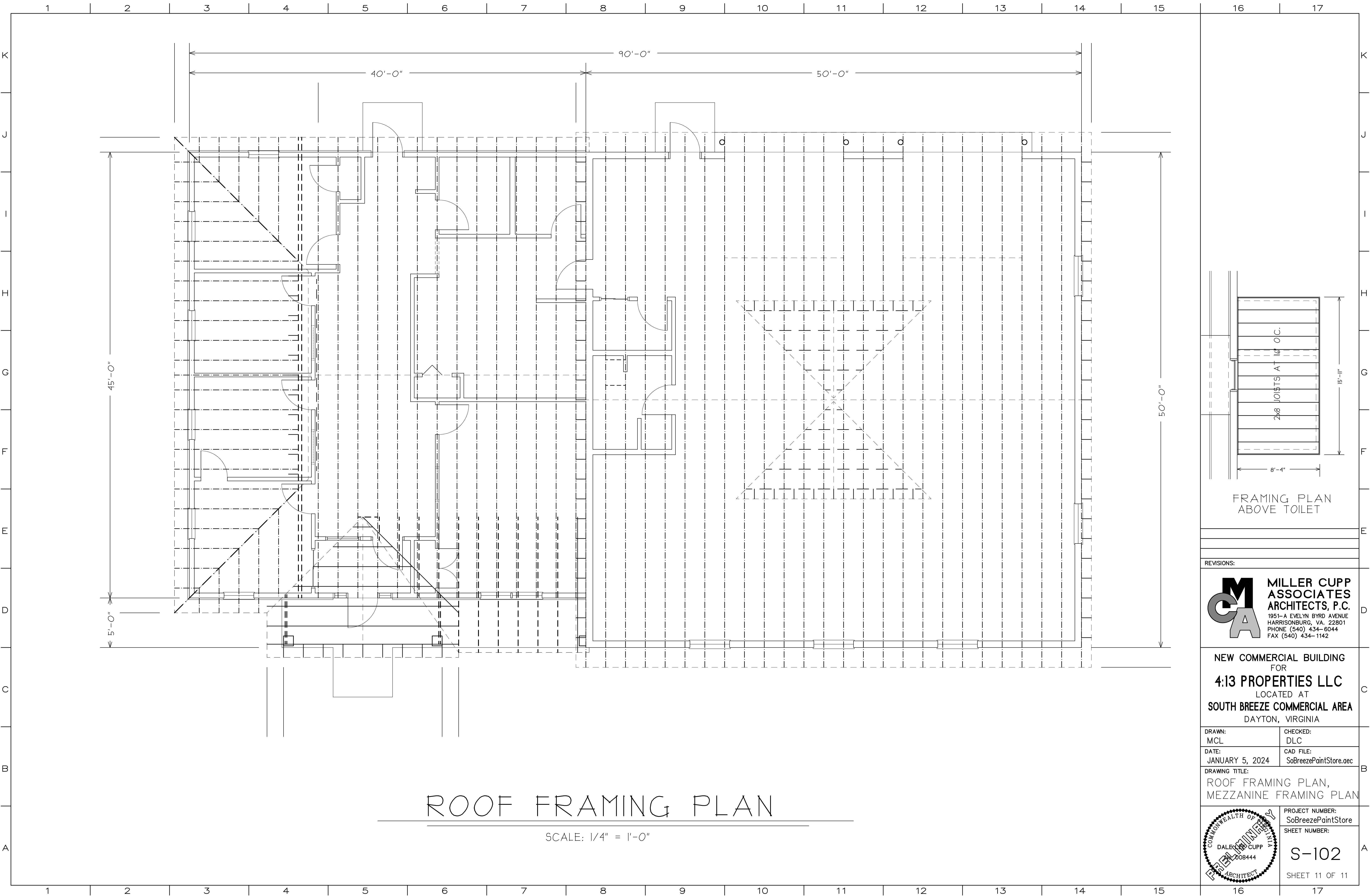
NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.pec

DRAWING TITLE:
 FOUNDATION PLAN,
 FOOTING DETAILS

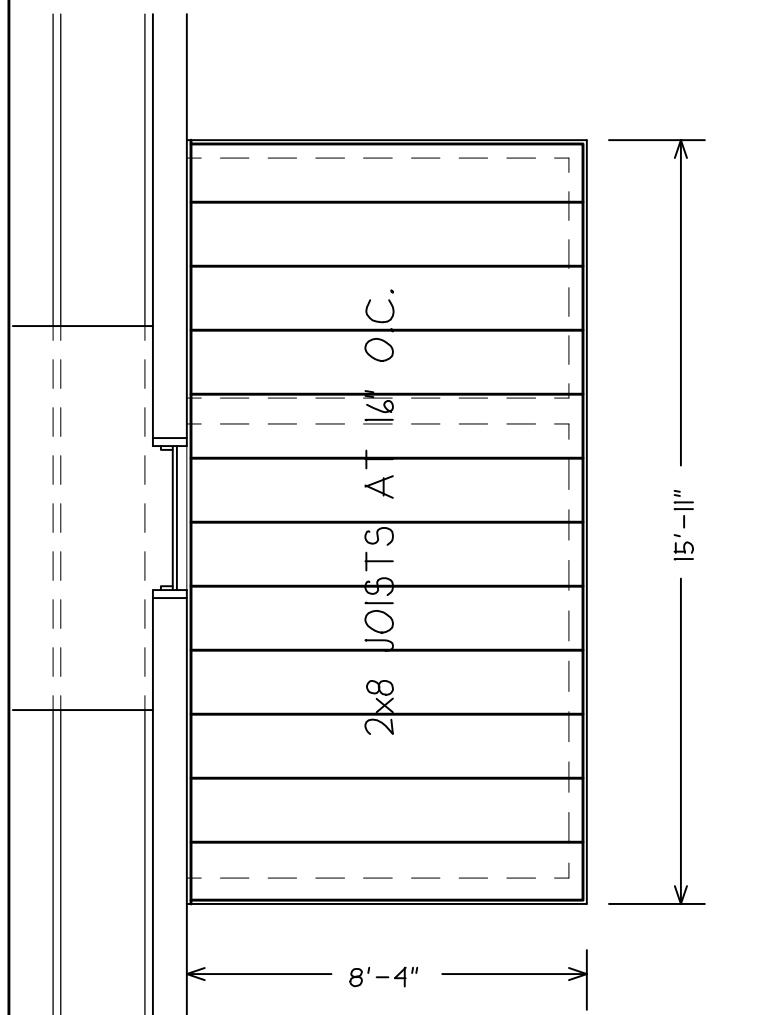


PROJECT NUMBER: SoBreezePaintStore
SHEET NUMBER: S-101
SHEET 10 OF 11



ROOF FRAMING PLAN

SCALE: 1/4" = 1'-0"



FRAMING PLAN ABOVE TOILET

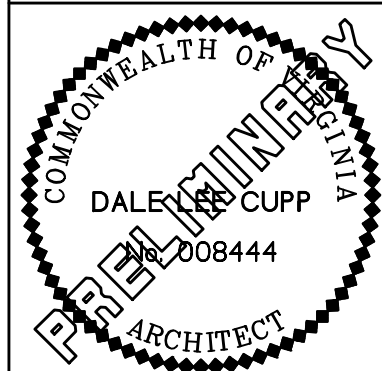
REVISIONS:

MCA MILLER CUPP ASSOCIATES ARCHITECTS, P.C.
 1951-A EVELYN BYRD AVENUE
 HARRISONBURG, VA. 22801
 PHONE (540) 434-6044
 FAX (540) 434-1142

NEW COMMERCIAL BUILDING
 FOR
4:13 PROPERTIES LLC
 LOCATED AT
SOUTH BREEZE COMMERCIAL AREA
 DAYTON, VIRGINIA

DRAWN: MCL	CHECKED: DLC
DATE: JANUARY 5, 2024	CAD FILE: SoBreezePaintStore.occ

DRAWING TITLE:
 ROOF FRAMING PLAN,
 MEZZANINE FRAMING PLAN



PROJECT NUMBER:
SoBreezePaintStore
 SHEET NUMBER:
S-102
 SHEET 11 OF 11



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: April 8, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Justin Trout, Police Chief
SUBJECT: Town Police Assistance Pact

SUMMARY STATEMENT

Allows for Town Police Departments to request assistance for events and incidents that require more manpower from other law enforcement agencies within the County.

REVIEW

The primary purpose of this pact is to ensure that officers from other jurisdictions are vested with police powers when serving the at Town of Dayton events. A secondary purpose is to vest police powers in officers from participating jurisdictions in situations not adequately covered by the countywide mutual aid agreement.

The towns of Bridgewater, Broadway, Elkton, Grottoes, Mt. Crawford, New Market, Shenandoah, and Timberville have already adopted an ordinance approving the Police Assistance Pact.

RECOMMENDATION

Staff requests and recommend Town Council adopt the Police Assistance Pact.

Attachment(s):
Ordinance Adopting a Police Assistance Pact
Police Assistance Pact

AN ORDINANCE ADOPTING A POLICE ASSISTANCE PACT

Whereas, from time to time, Dayton requires assistance in providing police services for Town of Dayton events, and

Whereas, mutual police assistance can be valuable in other situations as well, serving to protect both the public and police officers, and

Whereas, the existing countywide mutual-assistance agreement is a useful but limited tool,

Whereas, the Council believes that the Town should enter into the proposed Police Assistance Pact attached as Exhibit A,

Now, therefore, be it resolved by the Council of the Town of Dayton, Virginia, that the Town Manager is authorized to enter into the attached Police Assistance Pact and is further authorized to make such modifications as he deems to be consistent with the purposes of this resolution.

Mayor

I certify that I am the Clerk of the Town of Dayton, Virginia, and that the foregoing is a true copy of a resolution adopted by the Council of the Town of Dayton, Virginia on April 8, 2024, upon the following vote:

<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>NOT PRESENT</u>	<u>MEMBER</u>
_____	_____	_____	_____	Mr. Jackson
_____	_____	_____	_____	Mr. Dyjak
_____	_____	_____	_____	Mr. Seward
_____	_____	_____	_____	Mr. Wolz
_____	_____	_____	_____	Ms. Pannell
_____	_____	_____	_____	Ms. Estes
_____	_____	_____	_____	Ms. Mathias

POLICE ASSISTANCE PACT

This Pact is made this 8th day of April, 2024, by the Town of Dayton, Virginia, a municipal corporation, and those other parties who have entered into this agreement under Section Seven below.

Whereas, Dayton's initial purpose in proposing this pact was to ensure that officers from other jurisdictions were vested with police powers when serving at Town of Dayton Events, but

Whereas, a secondary purpose has arisen, viz. to vest police powers in officers from participating jurisdictions in situations not adequately covered by the countywide mutual aid agreement (such as when the Rockingham Sheriff or City Police Chief do not create a “task force”),

Now, therefore, the parties agree as follows:

§ 1. Definitions. For purposes of this pact,

- (a) The "Requesting Jurisdiction" is the party which requests police assistance either
 - (i) explicitly or
 - (ii) implicitly, whenever the Harrisonburg-Rockingham Emergency Communications Center dispatches an officer from another jurisdiction to act there.
- (b) The "Assisting Jurisdiction" is the party which provides—or has been requested to provide—police assistance under this pact.

§ 2. Statutory Authority. This pact is an agreement executed pursuant to Virginia Code § 15.2- 1726.

§ 3. Vesting of Officers. Intergovernmental police service and assistance may be provided between the parties during those times of emergency and routine police work when mutual aid is deemed to best serve the interests of each party and its residents. Within the



Requesting Jurisdiction, all police officers from the Assisting Jurisdiction shall have the same powers, rights, privileges, and immunities as officers from the Requesting Jurisdiction itself, including the right to make arrests.

§ 4. Logistics.

- (a) Each party authorizes its police chief (or officer commanding in the chiefs' absence) to direct equipment and police services to a Requesting Jurisdiction. However, nothing in this pact requires an Assisting Jurisdiction to provide any assistance requested. The provision of assistance is always voluntary.
- (b) Police officers from the Assisting Jurisdiction shall be commanded by appropriate authorities in the Requesting Jurisdiction; provided, however, that police officers shall always be subject to the authority of their superiors in the Assisting Jurisdiction.
- (c) An Assisting Jurisdiction may withdraw the aid at any time upon the direction of the Assisting Jurisdiction's police chief (or officer commanding in the chiefs' absence).
- (d) Cooperative police services shall be rendered without charge to the Requesting Jurisdiction during the normal conduct of police business, but an Assisting Jurisdiction may request remuneration for unusual or burdensome costs. In such unusual cases, the parties agree to negotiate in good faith concerning remuneration.
- (e) From time to time, police chiefs of the parties may establish uniform rules and regulations for giving and receiving aid, such regulations to be consistent with the provisions hereof.

§ 5. Liability.

- (a) Property Damage. The Requesting Jurisdiction shall be liable to the Assisting Jurisdiction for any equipment of the Assisting Jurisdiction which may be damaged or destroyed while rendering assistance.
- (b) Third Parties. To the extent allowed by law, the Requesting Jurisdiction shall indemnify the Assisting Jurisdiction against any liability incurred to third parties as a result of assistance provided under this pact. Each party agrees to carry a police liability insurance policy in the minimum amount of three million dollars insuring any Assisting Jurisdiction and its officer when rendering aid to the party.
- (c) Injuries to Officers. When acting under this pact, police officers are employees of their own employers acting within the scope of their employment. Accordingly, each party expects that its own workers' compensation policy will cover its employees even when they are providing assistance under this pact.

§ 6. Absolutes.

- (a) No Obligation. Absent an order from a police officer's superior in his own jurisdiction, nothing in this pact shall create an obligation for an officer to act in another jurisdiction.
- (b) Authority. Every police officer employed by a party to this pact shall have full police powers within the jurisdiction of every other signatory to this pact, though the parties expect their officers to provide assistance only protocols established by this pact or other applicable agreements.
- (c) Other Agreements. This pact shall expand upon previous mutual-aid agreements and shall not supersede or limit them in any way.

(d) Withdrawal. Any party may withdraw from this pact through a resolution adopted by its governing body and communicated to all other parties.

§ 7. Parties. The parties to this pact are the Town of Dayton and any of the following jurisdictions as may have signed below or signed a counterpart within six months hereof: Town of Broadway, Virginia; Town of Bridgewater, Virginia; Town of Elkton, Virginia; Town of Grottoes, Virginia; Town of Mt. Crawford, Virginia; Town of New Market, Virginia; Town of Shenandoah, Virginia; Town of Timberville, Virginia.¹

Agreed, as evidenced by the signatures below.

REMAINDER OF PAGE
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¹ Some of the potential parties listed in this section are not served by Harrisonburg-Rockingham ECC, so it is unlikely that the ECC would dispatch officers from there or to there. Likewise, they are not included in the countywide agreement of July 10, 2013, but the other parties hereto see no reason to deny their participation here.

TOWN OF BRIDGEWATER

By: _____

Title: _____

Date: _____

TOWN OF BROADWAY

By: _____

Title: _____

Date: _____

TOWN OF DAYTON

By: _____

Title: _____

Date: _____

TOWN OF ELKTON

By: _____

Title: _____

Date: _____

TOWN OF GROTTUES

By: _____

Title: _____

Date: _____

TOWN OF MT. CRAWFORD

By: _____

Title: _____

Date: _____

TOWN OF NEW MARKET

By: _____

Title: _____

Date: _____

TOWN OF SHENANDOAH

By: _____

Title: _____

Date: _____

TOWN OF TIMBERVILLE

By: _____

Title: _____

Date: _____

**Town Manager's Report
Brian J. Borne**

March 2024

Town Manager's Office:

- Attended HRRSA Board Meeting, MAR 4, 2024.
- Attended remote Regional Housing Study Consortium Group meeting, March 7, 2024
- Met with Drew Williams, Berkley Group, March 7, 2024.
- Town Council Budget Workshop, March 11, 2024.
- Met with Jordan Bowman, Town Attorney to discuss new permits, ordinances, and fees, MAR 14, 2024.
- All Staff Meeting to review Personnel Policy updates, MAR 14, 2024
- Attended VRSA remote webinar, Ethical Considerations for the Public Sector, MAR 20, 2024
- Attended HRMPO Policy Board Meeting, MAR 21, 2024
- CIP Presented to Planning Commission for recommendation to Council, MAR 21, 2024.
- PMT Meeting w/POND, Dayton Downtown Revitalization Master Plan, MAR 27, 2024
- Attended VRS 4-part Webinar, Introduction to VRS, MAR 19, 21, 26, 28, 2024.
- Attended weekly Legislative Call, on calendar for future calls as schedule allows.
- Attended Monthly Town Collaboration Call (Zoom), MAR 26, 2024.

Police Department:

1. Personnel

A. Employee recognitions

- Officer Earman and Lieutenant Hooker worked with Cargill to assist with an issue. The plan was well written and coordinated.

B. Training

- Chief Trout attended VACP Training Committee Meeting
- Chief Trout attended CSCJTA Executive and Full Board meeting.

2. Activity Report March 2024

Calls for Service	IBR Reports	Arrests	Crashes	Citations
781	3	5	4	174

3. Project Updates
 - The department achieved accreditation on March 7, 2024.
4. Upcoming Events
 - None
5. Items for Consideration
 - Town Police Assistance Pact

Public Works:

I. Personnel

- None

II. Public Works Department Reports

- Staff attended OSHA 10 training.
- Cleared out old gateway signs and prepped beds for new signs
- Staff worked on pruning and prepping landscaping for spring.
- Staff began street sweeping for Redbud and will return to the normal sweeping schedule in May (the second Tuesday of each month).

III. Water Department Reports

- Water plant treated 49.711 million gallons of water in the month of March
- No water was purchased from Rockingham County or sold to the County.
- Received and installed new motor on high service pump 2 at the water plant.

IV. Items for Consideration: None.

Economic and Community Development:

Economic Development

- Wayfinding Signage: Demolition of both existing gateway signs has been completed thanks to Public Works! Installation of the new signs can begin as soon as VDOT permits are approved, as the signs are already fabricated.
- Downtown Revitalization Grant: The Project Management Team had their first meeting with the consultant, POND, on March 27 to make introductions and go over the entire process. The next meeting will be in early May.

Community Development

- Two 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.
- One application for a Special Use Permit was received. See staff report for Black Brother's Painting for more information.
- Responded to 5 zoning inquiries.
- The new food truck and special event policies were introduced to the Planning Commission at the March 21, meeting. Staff continues to work with the Town attorney to fine tune the policies and amend the Town code. The policies will go to the Planning Commission in May for public hearing and anticipate a recommendation at the June Meeting. The policies will go to the Town Council in June for public hearing and anticipate a decision at the July Meeting.

Events

- The Easter Egg Hunt was on Saturday, March 30 at 10 am at Sunset Park. It was attended by approximately 150 people, about half of which were kids. Over 2,500 eggs were hidden in three age groups: 3 years and under, 4-6 years old, and 7-10 years old. All eggs were picked up in approximately 3 minutes, possibly a new record! Thank you to the Easter Bunny for making a special appearance!
- Preparations are underway for the Redbud Festival on April 6!
- Registration is still open for Dayton Days on October 5.

Other

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

Treasurer:

- The FY24 audit dates have been scheduled. Auditors will be on site for the preliminary in June and the full audit will be performed in September, with a completed audit report in November/December.
- Items for Council Consideration (See staff reports):
 - a. Consideration for use of Contingency funds
 - b. FY24 Budget Amendment
 - c. Grant Policy
 - d. FY25 Budget (Public Hearing in April; Consideration in May)

Town of Dayton
 Budget v. Actual Report
 FY24 PERIOD ENDING 3/31/2024

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 166,500		\$ 168,510	\$ 2,010	101%
Other Local Taxes	\$ 416,250	\$ 37,199	\$ 370,217	\$ (46,033)	89%
Permits, Privilege Fees & Licenses	\$ 500	\$ 420	\$ 2,049	\$ 1,549	410%
Fines & Forfeitures	\$ 42,500	\$ 6,101	\$ 55,211	\$ 12,711	130%
Rev. from use of money & prop.	\$ 500	\$ -	\$ 250	\$ (250)	50%
Charges for services	\$ 165,000	\$ 14,188	\$ 112,223	\$ (52,777)	68%
Other	\$ 116,000	\$ 902	\$ 66,400	\$ (49,600)	57%
State & Federal Funding	\$ 133,872	\$ 14,387	\$ 205,379	\$ 71,507	153%
Transfer from Water & Sewer	\$ 1,338,264	\$ -	\$ -	\$ (1,338,264)	0%
TOTAL GF REVENUES	\$ 2,379,386	\$ 73,197	\$ 980,239	\$ (1,399,147)	41%
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	\$343,297	\$2,753,908	(\$979,692)	74%
W&S Conn Fees	\$20,000	\$0	\$12,750	(\$7,250)	64%
Interest	\$10,000	\$5,938	\$93,896	\$83,896	939%
Misc.	\$2,500		\$685	(\$1,815)	27%
Funding from Reserves	\$112,075	\$0	\$0	(\$112,075)	0%
TOTAL W&S REVENUES	\$3,878,175	\$349,235	\$2,861,239	(\$1,016,936)	74%
	Budget	MTD	YTD	Variance	
TOTAL REVENUES	\$ 7,691,124	\$ 422,432	\$ 3,841,478	(\$3,849,646)	50%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 635,791	\$ 47,554	\$ 532,820	\$ 102,971	84%
Public Safety	\$ 816,130	\$ 57,660	\$ 616,886	\$ 199,244	76%
Public Works	\$ 529,165	\$ 25,800	\$ 340,387	\$ 188,778	64%
Parks, Rec & Culture	\$ 201,506	\$ 10,077	\$ 98,304	\$ 103,202	49%
Community Development	\$ 196,794	\$ 6,730	\$ 96,285	\$ 100,509	49%
TOTAL GF EXPENDITURES	\$ 2,379,386	\$ 147,821	\$ 1,684,682	\$ 694,704	71%
Capital Projects					
PD Equipment*	\$ 50,677	\$ -	\$ 114,204	\$ (63,527)	225%
Greenway Project	\$ 54,438	\$ -	\$ 12,601	\$ 41,837	23%
King Street Extension	\$ 75,649	\$ -	\$ -	\$ 75,649	0%
Sign Program	\$ 300,812	\$ -	\$ 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	\$ 8,718.00	\$ 71,924	\$ 3,076	96%
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	\$ 8,718	\$ 1,076,149	\$ 357,414	75%
Water & Sewer Fund					
Operating	\$ 705,646	\$ 31,295	\$ 540,054	\$ 165,592	77%
HRRSA	\$ 1,809,265	\$ 160,190	\$ 1,421,061	\$ 388,204	79%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
TOTAL W & S EXPENDITURES	\$ 2,539,911	\$ 191,485	\$ 1,961,115	\$ 578,796	77%
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	\$ 348,024	\$ 4,721,946	\$2,969,178	61%
NET TOTAL		\$74,408	(\$880,468)		

*pending budget amendment