

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, May 13, 2024
6:00 P.M.
AGENDA**

- 1) Call to Order Mayor Jackson
 - a) Roll Call by Clerk
 - b) Invocation
 - c) Pledge of Allegiance
 - d) Proclamation of “National Bike Month”
 - e) Proclamation of “Virginia Police Week- May 12-18” & “Peace Officers Memorial Day” on May 15.
 - f) Proclamation of “National Municipal Clerks Week- May 5-11”

- 2) Approval of Minutes for Regular Town Council Meeting & Joint Public Hearing of April 8, 2024

- 3) Action Items*
 - a) Adoption of Capital Improvement Plan Fiscal Years 2025-2029
 - b) Ordinance Adopting the Fiscal Year 2024-2025 Budget, Setting Tax Rates, & Appropriating of Funds

- 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
 - a) Council Work Session Discussion

- 8) Closed Session as authorized by Virginia Code Section 2.2-3711(A)(8) to consult with legal counsel retained by the Town regarding specific legal matters requiring the provision of legal advice by such counsel. The subject matter of the closed session is legal matters related to real property.

- 9) Adjournment

*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.

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/88490159790?pwd=MytSWk43cSt5MDNMQjdaNzQwc2Zzdz09>

Meeting ID: 884 9015 9790

Passcode: 636887

Dial in: 1-301-715-8592



PROCLAMATION Designating May as “National Bike Month ”

WHEREAS, the month of May has been designated "National Bike Month" to promote public awareness of bicycle safety and education among cyclists and motorists; and

WHEREAS, the Town of Dayton supports and encourages the use of bicycles as nonmotorized transportation for travel, exercise and recreation through its commitment to enhance roadways and road access; and

WHEREAS, in 2011, the Board of Supervisors established and appointed a committed and diverse group of citizens to the Rockingham County Bicycling Advisory Committee to advise the Board on the promotion, planning and implementation of bicycle and other non-motorized transportation; and

WHEREAS, on October 26, 2016, the Board of Supervisors adopted a County Bicycle and Pedestrian Plan, which provides a framework for enhancing the safety and attractiveness of walking and biking throughout Rockingham County; and

WHEREAS, the Town of Dayton is committed to bicycling and non-motorized transportation as demonstrated by investments in trails and sidewalk repairs and extensions such as the Greenway Trail, and the pending Bicycle and Pedestrian Plan; and

WHEREAS, numerous visiting cyclists travel to Rockingham County and Dayton to ride the beautiful, scenic roads and to participate in numerous bicycling-related races contributing substantially to the local economy, restaurants, motels and other similar businesses; and

WHEREAS, this was initially formed as a celebrated idea by the League of American Cyclists, Bike Month is now regarded as a national event. We join the League in celebrating the vibrant and active community of cyclists in Dayton.

NOW, THEREFORE, BE IT PROCLAIMED, by the Dayton Town Council and on behalf of the residents that May is "National Bike Month" in Dayton, and that the Council encourages cyclists and motorists to **SHARE THE ROAD** and maintain safe transportation corridors in our community and the Shenandoah Valley.

This 13th day of May, 2024

Mayor Cary A. Jackson

Attest: _____
Clerk of Council



**PROCLAMATION DECLARING THE WEEK OF
MAY 12-18 as VIRGINIA POLICE WEEK
AND MAY 15 AS PEACE OFFICERS MEMORIAL DAY**

WHEREAS, in 1962, President John F. Kennedy signed the first proclamation recognizing May 15th as Peace Officers Memorial Day and the week in which it falls as National Police Week; and

WHEREAS, police officers throughout the Commonwealth of Virginia, including our valiant Town of Dayton police officers, work tirelessly to protect and serve residents across the Commonwealth, enforce our laws, and keep our neighborhoods, schools, and families safe; and

WHEREAS, police officers report for duty aware of the sacrifices they may be called upon to make and risk their lives each and every day in order to safeguard the public and enforce the laws of the Commonwealth; and

WHEREAS, we reflect upon the selfless dedication and bravery of our local, state, and other public sector police, as our safety and well-being is promoted by their dedication to maintaining peace and security in our communities; and

WHEREAS, Virginia Police Week and Peace Officers Memorial Day are opportunities to honor officers who have fallen in the line of duty, and recognize the sacrifices made by the families of those officers and the families of those who continue to protect and serve our communities;

NOW, THEREFORE, BE IT PROCLAIMED that I, Cary A. Jackson, Mayor of the Town of Dayton, Virginia and on behalf of the Dayton Town Council and the citizens of Dayton, do hereby recognize May 12-18th, as **Virginia Police Week and May 15th as Peace Officers Memorial Day** in the Town of Dayton, and I call this observance to the attention of all our residents.

This 13th day of May, 2024

Mayor Cary A. Jackson

Attest: _____
Clerk of Council



Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
May 5 - 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time-honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Cary A. Jackson, Mayor of the Town of Dayton, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Christine Wade and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

This 13th day of May 2024

Mayor Cary A. Jackson

Attest: _____

DAYTON TOWN COUNCIL AND PLANNING COMISSION
JOINT PUBLIC HEARING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
April 8, 2024

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

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

COUNCIL MEMBERS ABSENT: None

PLANNING COMMISSION MEMBERS PRESENT: Chairman Lauren Reznik, Aaron Swindle, Bradford Dyjak, and Jeremy Holland

PLANNING COMMISSION MEMBERS ABSENT: Colton Shifflett

ALSO PRESENT: Brian Borne Town Manager; Jordan Bowman, Town Attorney; Police Chief Justin Trout; Christa Hall, Treasurer; Christine Wade, Deputy Clerk; and Meggie Roche, Economic Development Coordinator. Also present was the applicant.

Mayor Jackson stated that this was a public hearing to hear comments regarding the application for a Special Use Permit for Black Brother’s Painting. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. He then asked for a staff report from Ms. Roche, Economic Development Coordinator.

As there were no public comments made, Mayor Jackson adjourned the public hearing at 5:34 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Brian Borne, Clerk of Council

DAYTON TOWN COUNCIL
COUNCIL CHAMBERS, DAYTON TOWN HALL
April 8, 2024

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

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; Christa Hall, Treasurer and Jennifer Reppe, Public Works Supervisor.

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. He reminded everyone that there were multiple sign-up sheets for the multiple public hearings tonight. Ms. Wade called the roll for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance.

PUBLIC HEARING: Mayor Jackson opened the first public hearing at 6:02 p.m. and asked for a staff report from Town Manager Borne on the FY24 Budget Amendment. Mr. Borne stated that the FY24 Budget Amendment is pursuant to VA Code 15.2-2507 that gives the Town authority to adjust the budget. The budget amendment is to consider adoption of increasing the Town's Fiscal Year 2023-2024 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, and equipment. The amendment also reflects additional income/use of reserves in the amount of \$392,671 from ARPA and USDA funds and other unanticipated and increased revenue sources. Staff and Finance Committee recommend approval of the FY24 budget amendment as presented.

PUBLIC COMMENT: Mayor Jackson recognized Tom Reznik of 55 Stover Street in Dayton to speak. Mr. Reznik thanked the Mayor and Council for allowing him to speak. He gave some background information on himself and then stated that he wanted to ask the Town to consider looking at a possible hazardous issue at the back of the properties on Stover Street. He stated it was basically the Town's alley way to Ashby Street. Mayor Jackson thanked Mr. Reznick for sharing and reminded him that they do not respond to public comments but that he would have staff reach out to him. Mayor Jackson closed the first public hearing at 6:09 p.m.

PUBLIC HEARING: Mayor Jackson then opened the second public hearing to hear public comments on the FY25 proposed budget at 6:09 p.m. and asked Town Manager Borne for a staff report. Mr. Borne shared a presentation of the FY24 budget. Mayor Jackson thanked Mr. Borne

and staff for their hard work. Since there were no public comments, Mayor Jackson closed the public hearing at 6:44 p.m. The FY25 Budget will be considered at the May 13, 2024 meeting.

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the minutes as written for the Regular Council Meeting of March 11, 2024. Councilperson Estes moved, and Councilperson Dyjak seconded the motion. The motion was approved by an all-in favor vote of 7-0.

ACTION ITEMS: Mayor Jackson stated that the first action item on the agenda was the Consideration of the FY24 Allocation of Contingency Funds. 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 Dayton Town Council. The Fiscal Year 24 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. Staff and the Finance Committee recommend approval of the use of the FY24 Contingency Funds to be allocated as presented. Mayor Jackson asked for a motion to approve the allocation of contingency funds for FY24 as presented. Councilperson Dyjak so moved, and Councilperson Mathias seconded. The motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and WOLZ—AYE

ACTION ITEMS: Next action item is the Consideration of the Fiscal Year 24 Budget Amendment. Pursuant to VA Code §15.2-2507, any locality may amend its budget to adjust the aggregate amount to be appropriated during the current 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. With the public hearing concluded, 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. Staff and the Finance Committee recommend that the funds be appropriated for the FY24 budget. Mayor Jackson asked for a motion to approve the FY24 Budget Amendment as presented and for the funds to be appropriated for the FY24 budget. Councilperson Dyjak so moved and Councilperson Pannell seconded. The motion was passed by a roll call vote of 7 to 0, the voting recorded as follows: JACKSON—AYE; SEWARD—AYE; MATHIAS—AYE; PANNELL—AYE; WOLZ—AYE; DYJAK—AYE; and ESTES—AYE

**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	\$233,592	ARPA & other grant revenues; Sale of surplus vehicles; VDOT recovery funds
Subtotal GF before transfer	\$ 1,041,122	\$1,115,814	overall increase in GF revenue
Transfer*	\$ 1,338,264	\$1,333,235	overall decrease in transfer from W/S fund
Subtotal GF after transfer	\$ 2,379,386	\$2,449,049	
<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	\$ 3,766,100	3,850,100	Interest revenue
	\$ 112,075	87,406	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	\$ 7,691,124	\$8,083,795	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	\$196,794	OT adjustment, Accreditation service & material & supplies
Subtotal	\$ 2,379,386	\$2,449,049	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	\$702,899	land acquisition for water storage tank
TOTAL EXPENDITURES	\$ 7,691,124	\$8,083,795	OVERALL BUDGET INCREASES \$392,671

ACTION ITEMS: Next action item is the Consideration of the Grants, Policy, and Procedures. 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. 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. Mayor Jackson asked for a motion to adopt the Grants Policy and Procedures as presented. Councilperson Estes so moved, and Councilperson Mathias seconded. The motion passed with an all-in favor vote of 7-0.

ACTION ITEMS: Next action item is consideration of the Proposed Special Use Permit for Black Brothers Painting. A public hearing was held earlier this evening and Mayor Jackson asked Councilperson Dyjak for the recommendation from Dayton Planning Commission. Councilperson Dyjak stated that the Planning Commission unanimously recommended approving the special use permit and then made the motion that first, the council find that the use is appropriate and consistent with the character of the zoning district and the location is consistent with the comprehensive plan and that the council will grant a special use permit for the proposed use of structure as it will further the town's objectives as expressed in Section 30-3 of the Town Zoning Code. He further moved that the Council approves the SUP for Black Brother's Painting at parcel TM #107D1-15-1A for construction of an office/workshop building for a painting contractor business consistent with the plans for Building 2 as submitted with the conditions that the rear parking area be screened from the residential area with sufficient evergreen trees planted at least six feet in height in a single row parallel to the property boundary line as approved by the zoning administrator and prior to the issuance of certificate of occupancy. Councilperson Mathias seconded the motion. The motion was passed by a roll call vote of 7 to 0, the voting recorded as follows: JACKSON—AYE; SEWARD—AYE; MATHIAS—AYE; PANNELL—AYE; WOLZ—AYE; DYJAK—AYE; and ESTES—AYE

Councilperson Dyjak stated that the next motion is based on the recommendation of the planning commission after the dually conducted public hearing and as requested by the applicant, to amend the existing B-1C zoning condition proffers relating to stonework and allowing that to be substituted for brickwork. The requirement would be for 75% of the facade to be covered in stonework for this and all future buildings on the lot. Councilperson Mathias seconded the motion. The motion was passed by a roll call vote of 7 to 0, the voting recorded as follows: JACKSON—AYE; SEWARD—AYE; MATHIAS—AYE; PANNELL—AYE; WOLZ—AYE; DYJAK—AYE; and ESTES—AYE

ACTION ITEMS: Next action item is consideration for the approval of the Police Assistance Pact. Mayor Jackson shared that the primary purpose of this pact is to ensure that officers from other jurisdictions are vested with police powers when serving at the 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. He then asked Chief Trout if he had anything to add or share. Chief Trout reiterated the fact that this pact is to help other localities with police assistance. He must call in other localities to help when we

do festivals and right now, we are down an officer that is on family leave for the birth of his first child. Mayor Jackson asked for a motion to adopt the Grants Policy and Procedures as presented. Councilperson Seward so moved, and Councilperson Estes seconded. The motion was passed by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; WOLZ—AYE; ESTES—AYE; JACKSON—AYE; SEWARD—AYE; MATHIAS—AYE; and PANNELL—AYE

PUBLIC COMMENT: None

MANAGER’S REPORT: Town Manager Brian Borne shared first that he attended his first Redbud Festival. It is a very good event and he said that it went off like clockwork and that was due to the fact of how well the staff operates and organizes the event. He stated that he wanted to take this opportunity to commend those that work so effortlessly in the background doing things. Most people don’t realize how much it takes to pull off an event like this. He wanted to thank Meggie and Christine for being the horses behind this event. They take care of all the planning and organizing of this event, they work with the vendors, scheduling entertainment, and food trucks. They take care of everything. It is all hands-on deck, so all staff participate and help. They are ready to go at 6 am and happy to be there. Mr. Borne said he didn’t want to forget Jennifer and all the Public Works team that are a tremendous part of running the festival. He wanted to specifically thank Jennifer Reppe for jumping in the creek for the ducky races. He wanted to let the police know that he was thankful for them too, that they kept everyone safe, and traffic controlled and functioning. He stated that Christa and her team also helped, with the taking in of money and checks and dispersing checks. The community volunteers that helped throughout the day. He was able to go around and talk to vendors and visit some downtown merchants, every place looked busy! He reminded us that these events are tools to use to get shoppers downtown. Town Manager Borne shared that there was an all staff meeting to go over to go over personnel policy updates on March 14. On March 21st the CIP was presented to the Planning commission for recommendation to the Council and they did recommend moving forward with that. The Project Management Team (PMT) had a remote meeting with POND for the Downtown Master Plan on March 27. 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. We heard back from the City of Harrisonburg on The Silver Lake Trail easements and are ready to move forward for approval.

POLICE REPORT: Chief Trout stated that the Council had his report and if they had any questions, he was happy to answer them.

TOWN ATTORNEY REPORT: No Report

MAYOR AND COUNCIL REPORTS: Mayor Jackson asked Vice Mayor Dyjak to share about Economic and Community Development and Finance. Vice Mayor Dyjak stated that he wanted to echo all the comments that Town Manager Borne said. He thanked all those involved in making the Redbud festival happen. It was a day for the Town of Dayton to shine and shine

they did even with the blustery wind! He reminded that the Best of the Valley was still going on and that a number of Dayton businesses were represented, it was time to vote and vote often! He thanked Town Manager Borne for presenting the budget and Ms. Hall for all the work she did behind the scenes to make it happen.

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 Mathias seconded the motion and it passed unanimously. The meeting was adjourned at 7:07 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Brian Borne, Clerk of Council

ATTACHMENT TO DTC 4.8.2024 REGULAR MEETING MINUTES

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



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: May 13, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Brian J. Borne, Town Manager
SUBJECT: Proposed Fiscal Year 2025 Budget Approval

SUMMARY STATEMENT

The proposed Budget for the Fiscal Year Ending 2025 was brought before the Town Council for a Public Hearing by Brian J. Borne, Town Manager on Monday, April 8, 2024 at their Regular Council Meeting. A presentation of the proposed FY 25 budget was given.

REVIEW

In developing the FY 25 Budget brought forward to affect services and operations, several principles were used during the conceptualization of this recommended Budget:

- Realistic assumptions for revenue and expenditure estimates that matched reoccurring revenues with expenditures, as a basis of budget recommendations.
- Strategies sought to balance citizen interests for public safety, staff views on facility, infrastructure and service sustainment, and employee wellbeing without placing additional financial burdens on our citizenry, merchants, and industry; and,
- Preserving Fund Balance for future capital outlays, improvements, and contingencies.

The Manager's recommended Budget decreases by approximately \$343,095 from FY 2024 with the *total General Fund budget of \$2,608,710 and Water & Sewer budget of \$4,363,990. General Fund Capital projects total \$258,000 and Water & Sewer Capital projects total \$510,000* for a

total Capital Budget of **\$768,000**, *\$452,454 less than the FY 2024 CIP*. The total *FY 25 Town of Dayton Budget is \$7,740,700*. This spending plan proposes maintaining the current general fund ad valorem tax rate of 0.08 cents per \$100 and other fee and rate revisions are summarized in the respective sections of this Message.

The Public Hearing was held to hear public comment on the FY 25 Proposed Budget. There were no public comments, and the Public Hearing was closed.

RECOMMENDATION

The Town Manager requests the Council consider approval of the proposed FY 25 Budget presented.

Attachment(s):
Manager's Budget Message



Cary Jackson, Mayor
Brian J. Borne, Town Manager
Christa Hall, Treasurer
Justin Trout, Police Chief
Jordan Bowman, Town Attorney
125 Eastview Street
Dayton, VA 22821
540-879-2241
www.daytonva.us

May 13, 2024

Dear Honorable Mayor and Town Council:

This letter hereby transmits the proposed Budget for the Fiscal Year Ending **2025** to the Mayor and Town Council of the Town of Dayton.

The preparation of the annual Budget is one of the major responsibilities conferred by law upon managers in Virginia. Town staff has thoughtfully sought to assist in this responsibility of quantifying the cost-of-service delivery focusing on the most urgent of those requirements.

In developing the Town's spending plan to affect services and operations, several principles were used during the conceptualization of this recommended Budget:

- Realistic assumptions for revenue and expenditure estimates that matched reoccurring revenues with expenditures, as a basis of budget recommendations.
- Strategies sought to balance citizen interests for public safety, staff views on facility, infrastructure and service sustainment, and employee wellbeing without placing additional financial burdens on our citizenry, merchants, and industry; and,
- Preserving Fund Balance for future capital outlays, improvements, and contingencies.

The major challenges driving this budget planning and expenditure reconciliation process were:

- Ensure the Town's budget maintains a healthy balance between revenue and expenditures at the current tax rate to maintain financial stability.
- Implement practices to maintain adequate reserve funds to address emergencies and economic downturns without disrupting essential services.
- Implement policy, practices, and programs to retain and recruit talented staff.
- Addressing additional staff needs to meet current and projected service demands.
- Deferral of various capital projects, equipment, and personnel.

The Manager's recommended Budget decreases by approximately \$343,095* from FY 2024 with the *total General Fund budget of \$2,608,710 and Water & Sewer budget of \$4,363,990. General Fund Capital projects total \$258,000 and Water & Sewer Capital projects total \$510,000* for a total Capital Budget of **\$768,000**, \$452,454 less than the FY 2024 CIP. The total FY 25 Town of Dayton Budget is **\$7,740,700**. This spending plan proposes maintaining the current general fund ad valorem tax rate of 0.08 cents per \$100 and other fee and rate revisions are summarized in the respective sections of this Message.

The Governing Body possesses the great responsibility of being stewards of Town funds as well as ensuring policies are implemented that foster a vibrant and healthy community. Your direction sets the tone for how the Town may progress and in collaboration with our management team and your feedback, a clear set of priorities that can be fulfilled. The Budget encompasses several recommendations that will foster work force stability, address deferred maintenance challenges, and deploy projects that enhance our community and the quality of life in Dayton.

**The original \$348,124 was reduced by \$5,029 to \$343,095 due to the reduced FY 24 Budget Amendment required from \$397,700 to \$392,671. A reduction of \$5,029.*

GENERAL FUND

The Town takes great pride and shows its commitment to providing the services and quality of life to our residents with progression of four previously approved projects as follows:

Water Treatment Plant Upgrade: The approximately \$3.5 million project will significantly increase the amount of water the Town can produce. The new plant can filter up to 3 million gallons per day with its upgraded system. It features two brand new filtration systems, and just one of those new filtration systems can produce more than the three filtration systems combined that were in the old plant.

This project was approved by the Town Council in September 2021. The groundbreaking ceremony was held on May 4, 2022, and the ribbon cutting ceremony was held on May 12, 2023. The previous plant had been operational for over 20 years and could no longer keep up with the water usage demand. The Town decided to pursue this project to provide a more efficient service to its residents and businesses. ARPA funds were instrumental in funding this project without the Town of Dayton taking on debt.

Playground Equipment: The Town replaced the aging playground equipment at Sunset Park in 2023 to provide a safe and fun outdoor recreation opportunity for children. The new equipment maintained the signature purple color, hence the popular nickname “The Purple Park.” The equipment was purchased for \$51,836. A ribbon cutting ceremony was held at the Town’s fall bonfire on October 21, 2023.

Wayfinding Signage: The first phase of wayfinding signage was completed in 2023 with directional signs around town. The new signs draw attention to destinations around town and help guide visitors through town in an efficient manner. New gateway signs will be installed in Spring 2024. The new gateway sign designs will be reflective of Dayton’s character and complimented by new landscaping. The total project cost was \$289,000, funded by a combination of grants and Town funds. The Town received a USDA Community Facilities Grant for \$25,000 and the Rockingham County Tourism Grant for \$50,000. The Town funded the remaining \$214,000 of the project. The project is expected to be completed by June 30, 2024.

Downtown Master Plan: The Town is in the process of creating a Downtown Master Plan, thanks to a \$50,000 grant from Virginia’s Department of Housing & Community Development. The Master Plan will identify specific projects that will be a catalyst in the revitalization of the downtown district. A Project Management Team (PMT) consisting of business owners, residents, Rockingham County staff, and Town staff has been assembled to contribute to the process. The PMT will be working with the consultant, POND & Company, on the creation of the plan. POND was chosen as the consultant following a competitive bid process in which the Town received four responses total. POND was not only the lowest bidder but was determined to be the most qualified. The plan has an expected completion date of October 2024.

The proposed budget also includes the addition of one full-time position, Administrative Assistant to assist the Treasurer’s office with the front desk, accounts receivable, payable and to address the segregation of duties noted in the annual audit. The position will allow some re-organization of staff to bring the needed assistance to our Community and Economic Development Department.

Town employees continue to remain our single greatest asset. Included is funding for the Town’s merit program on a sliding scale based on performance of 0-3%, a COLA of 3% and a 2.5% increase for Police Officers per the Career Development Plan (CDP) requirements. A classification and compensation study

will help guide the Town in preparation of the FY 2026 budget. The study ensures that our position salary table is comparable to the surrounding market.

Maintaining existing facilities is a priority and the proposed FY 2025 Budget continues to address many maintenance issues. The replacement of needed equipment in Public Works to continue providing essential services; landscape improvements to Dove Park, around the new gateway signs; computer and software upgrades to enhance efficiency; and continued revitalization efforts in the downtown area are included and recommended for funding.

The total General Fund Budget is \$2,608,710. The proposed FY 2025 Budget being recommended has been balanced through the strategic use of reserve funds and current revenues.

WATER AND SEWER

The proposed budget for the Water and Sewer Fund for FY 2025 is \$4,363,990. The Town has committed to a financial plan that allows for an annual 3% increase in the water and sewer rates to provide adequate funding for the rising costs associated with providing water and to maintain treatment and distribution infrastructure for current and future customers. In FY 2024 property was purchased for the new 2.5-million-gallon water storage facility. Funding is included in the FY 2025 Capital Improvement Projects (CIP) for the design and engineering of the new facility. This expanded water storage capacity will ensure meeting the demands for service for Cargill and the anticipated positive economic development and growth in Dayton. The Town believes it is prudent to ensure adequate resources are available for construction and is looking ahead at the anticipated resources needed to fund construction. Anticipated cost of the new water storage facility is \$5 million and noted in the CIP for FY 2026.

Water and Sewer connection fees will be increased on July 1, 2024, by 12.5% (\$500.00 respectively) based on comparable market rates.

Efforts are underway to renew our existing infrastructure. Maintenance, repair, and replacement of old and deteriorated segments of the water distribution and sewer collection system are ongoing to ensure system viability. The proposed budget includes funding to continue these efforts.

WASTE COLLECTION

Waste Collection fees will increase due to the annual increase prescribed in Waste Management's contract and the Consumer Price Index (CPI). The increased cost of \$19.00 to \$22.00 is to offset the costs billed by Waste Management and for weekly yard waste collection, and monthly bulk item collection. To continue these services at the current level, a new truck is necessary, which is included in the Capital Budget.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) typically covers a five-year period, with the first year adopted as the Capital Budget. The Capital Budget decreases by \$452,454 from FY24 with the total proposed FY25 Capital Budget of \$768,000. Funding shown in subsequent years is not immediately committed, but reflects the estimated funding needed in the future for various facilities, projects, initiatives, and equipment. The purpose of the Capital Improvement Program (CIP) is to allow the Town of Dayton to examine its current resources and determine what future resources it needs. This is helpful for determining not only how much funding is needed but also when such funding is needed.

The FY25 Capital Budget funding for water and sewer projects includes Phase 1 work for Well #5/Mini Plant (\$25,000), design and engineering for the new water storage facility (\$350,000) and the replacement of a well & high service pump (\$135,000) essential to providing water service to Dayton. Water and Sewer capital projects proposed for funding in the CIP total \$510,000. Capital Budget funding for the general

fund includes equipment; truck replacement (\$130,000) used for yard waste and other public works related operations, mower replacement (\$18,000), skid steer replacement (\$60,000), and downtown revitalization efforts (master plan \$50,000) which will be reimbursable through the DHCD grant. General Fund capital projects proposed for funding in the CIP total \$258,000.

CONCLUSION

The Town of Dayton will continue to stay focused on the long-term goal of making Dayton a desirable place to live, work, and invest. Town services and infrastructure will be maintained and developed as the community grows and develops. With the extensive planning within our water and sewer department, Dayton is preparing itself to meet all residential and industrial development needs. Ready and able to meet these needs puts Dayton in an excellent position to grow our Town. The decisions we make now will lay the foundation for our future and we need to do so with a sound plan and unified voice.

Our continued focus on upkeep and enhancement of the downtown and community-wide resources through partnerships and proper planning will allow Dayton to grow and flourish. Over time, we will not only change the physical landscape, but also implement standards that are not required, but expected. By reestablishing community pride, Dayton will continue to blossom as the place we proudly call home.

I thank you for the opportunity to present this budget and I look forward to seeing Dayton's potential realized to the fullest. I, along with our staff, will work diligently throughout the remainder of the Budget process to achieve the priorities of the Mayor and Town Council for the upcoming Fiscal Year.

Respectfully,



Brian J. Borne, Town Manager



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STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: May 13, 2024
FROM: Brian J. Borne, Town Manager
PREPARED BY: Christa Hall, Treasurer
SUBJECT: FY25 Budget and FY25-29 Capital Improvement Plan

SUMMARY STATEMENT

VA Code §15.2-2503, requires the governing body of each locality to prepare and approve a budget for informative and fiscal planning purposes.

REVIEW

On April 8, 2024, a Public Hearing was conducted to hear citizen comments on the FY25 Budget proposed by the Town Manager for the Town of Dayton. The proper advertisements were made.

On March 21, 2024, the Dayton Planning Commission reviewed the proposed FY25-29 Capital Improvement Plan and recommended approval of the plan to the Town Council.

RECOMMENDATIONS

Staff and the Finance Committee recommend the following:

1. Approval of an Ordinance Adopting the FY 2024-2025 Budget in the total amount of \$7,740,700, Setting Tax Rates, and Appropriating Funds for the Town of Dayton, Virginia. of the FY25 Budget Amendment as presented.
2. Approval of the FY25-29 Capital Improvement Plan as presented.

Attachment(s): FY25 Budget Ordinance
FY25-29 CIP

**AN ORDINANCE
ADOPTING THE FISCAL YEAR 2024-2025 BUDGET, SETTING TAX
RATES, AND APPROPRIATING FUNDS
FOR THE TOWN OF DAYTON, VIRGINIA**

WHEREAS, Virginia Code Section 15.2-2503 requires the governing body of each locality in the Commonwealth of Virginia to prepare and approve a budget for informative and fiscal planning purposes only; and

WHEREAS, the Town Council for the Town of Dayton, Virginia has prepared a budget for the fiscal year 2024-2025, a copy of which is attached hereto as **Exhibit A** (the “Budget”), and has duly advertised and held a public hearing on the Budget as required by law; and

WHEREAS, the Town Council is also required by law to appropriate the funds as set forth in the Budget prior to expending such funds, and to set the tax rates for the calendar year 2024.

NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:

1. The Budget is hereby adopted and approved in the total amount of \$7,740,700 and as set forth in more detail on Exhibit A.
2. The monies described in the Budget are appropriated in the total amount of \$7,740,700 for the uses and purposes generally outlined in the Budget. Such authorized uses and purposes may include, but shall not be required to include the payment of monetary bonuses to Town employees within the amounts budgeted and after further consultation with the Town Council. The Treasurer is further authorized to transfer from the Water & Sewer Fund to the General and Capital Funds such funds as necessary and within the amounts budgeted.
3. All tax rates for the calendar year 2024 are unchanged from those rates previously set for calendar year 2023. The real estate tax rate for calendar year 2024 shall continue to be \$0.08 for each one hundred dollars of assessed value as of January 1, 2024.
4. The monthly refuse collection fees for residential and commercial refuse during fiscal year 2024-2025 shall be \$22.00 per month. Water and Sewer monthly fees shall increase 3% respectively. Water and Sewer connection fees shall increase \$500 each respectively. All other fees imposed by the Town shall continue without change in full force and effect until further action by the Town Council.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an Ordinance Adopting the Fiscal Year 2024-2025 Budget, Setting Tax Rates, and Appropriating Funds for the Town of Dayton adopted by the Town Council at a meeting held on May 13, 2024. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor				
Bradford Dyjak, Vice Mayor				
Emily Estes				
Susan Mathias				
Melody Pannell				
Robert Seward				
Robert Wolz				

Date: May 13, 2024

[SEAL]

ATTEST: _____
Cary Jackson, Mayor

Brian Borne, Clerk

Exhibit A: Fiscal Year 2024-2025 Budget

Revenues

General Fund	
General Property Tax	\$166,500
Other Local Tax	\$426,750
Other Local Revenue	\$337,842
Federal/State Funding	\$121,200
Transfer for budgeting purposes	\$1,556,418
Water & Sewer Fund	\$4,019,450
Transfer from Reserves	\$1,112,540
Total Revenues	\$7,740,700

Expenditures

General Fund	
General Government	\$798,505
Public Safety	\$822,775
Public Works	\$627,555
Parks, Recreation & Cultural	\$168,303
Community & Economic Development	\$191,572
Capital (General)	\$258,000
Water & Sewer Fund	
Operations	\$2,807,572
Transfer for budgeting purposes	\$1,556,418
Capital (Water)	\$510,000
Total Expenditures	\$7,740,700

The proposed budget reflects the following: a 3% increase to water/sewer rates and an increase of \$500/each for water & sewer connection fees as authorized by Virginia Code Sections 15.2-2143 and 15.2-2122; an increase to \$22/month for refuse collection; an increase to \$25 for accessory building and sign zoning permit fees, and the establishment of a \$50 special event permit fee and a temporary use permit fee of \$25, all as authorized by Virginia Code Section 15.2-2286; and adoption of a Business and Professional Occupancy License (BPOL) tax subclassification for mobile food vendors, who shall pay a BPOL tax of \$50 per year.



STAFF REPORT

TO: Town Council
VIA: Brian J. Borne, Town Manager
DATE: Date of Council Meeting
FROM: Brian J. Borne, Town Manager
PREPARED BY: Brian J. Borne, Town Manger
SUBJECT: April 2024 Town Manager's Report

SUMMARY STATEMENT

Town Manager's April 2024 Report.

REVIEW

The Town Manager's Report outlines personnel, activities, project updates, upcoming events, and items for consideration monthly.

RECOMMENDATION

Town Manager's Report for April 2024 as presented.

Attachment(s):
Town Manager's Report for April 2024

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

April 2024

Town Manager's Office:

- Attended Managers' Luncheon, APR 5.
- Attended Redbud Festival, APR 6.
- Attended Greater Ashby Business Council/Chamber, Rocktown History, APR 10.
- Met with VDOT, Don Komara, Jeremy Mason with Jennifer Reppe, Public Works Supervisor, to discuss wildflower plantings in HWY 42 median.
- Met with Sardar Hamad, Postmaster with Meggie Roche, Community & Economic Development, APR 11, regarding sidewalk mailboxes/on street parking.
- Attended Harrisonburg-Rockingham Bike Walk Summit, APR 12.
- Personnel Committee Meeting, APR 15, 7:30 a.m.
- Attended HRMPO Policy Board Meeting, APR 18.
- Met with VDOT Don Komara, Jeremy Mason, Leon Rhorer, and Cheryl Lyon, APR 19, regarding Linhoss Bridge widening project, Silver Lake Mill.
- Attended weekly Legislative Call, as schedule allows.
- Attended Monthly Town Collaboration Call (Zoom), APR 23.
- Met with Dana Fenner, Jeremy Harold, Jennifer Reppe, APR 23, regarding wildflower plantings in HWY 42 median.

Police Department:

1. Personnel

A. Employee recognitions

- All officers assisted with Redbud Festival.
- All officers assisted with moving shifts around for shift coverage while down an officer.

B. Training

- All officers completed Spring RPTG Training.
- Chief Trout attended the Bridgewater College MCI preparation meeting.

2. Activity Report April 2024

Calls for Service	IBR Reports	Arrests	Crashes	Citations
521	3	1	5	128

3. Project Updates

- Preparing the 2024 Police Survey.

4. Upcoming Events

- None

5. Items for Consideration

- None

Public Works:

I. Personnel

- N/A

II. Public Works Department Reports

- Huge thank you to Blue Ridge Christian School and Turner Ashby students for their services! They did a great job pulling weeds and mulching the Town parks.
- Staff attended the VRWA April Conference in Roanoke.
- Staff cleaned the backwash waste pit at the water treatment plant.
- Staff continued manhole inspections and a few areas were addressed.
- Staff contributed to a successful Redbud event.
- Mowing season has begun.

III. Water Production Reports

- Water plant produced 51.855 million gallons of water in the month of April.
- No water was purchased from the County or sold to the County.

IV. Items for Consideration: None.

Economic and Community Development:

Economic Development

- Wayfinding Signage: The VDOT permits for the new gateway signs have been approved and installation is scheduled for May 6.
- Downtown Revitalization Grant: The Project Management Team will have their first workshop with POND in early May.

Community Development

- One zoning permits was 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.
- A Special Use Permit application was received from Histan Services for a farm supply retail store and electrical and plumbing services at 3101 John Wayland Hwy. It is tentatively scheduled for a public hearing and consideration from planning commission and council on June 10.
- A Special Use Permit application was received from Virginia Quilt Museum to locate in the Silver Lake Mill Building. It is tentatively scheduled for a public hearing and consideration from planning commission on June 10.
- There will be no Planning Commission meeting on May 16 due to lack of quorum. The Special Events, Food Truck, and Temporary Use policies have been delayed to June.

Events

- The Redbud Festival on April 6 was an overall success! Staff met to discuss areas for improvement and what went well. Thank you Public Works and Police for all of the event support!
- Registration is still open for Dayton Days on October 5.
- Food trucks have been scheduled for all 5 Summer Concerts – thank you Christine!
- Staff met with VA Momentum to discuss plans for the September 21st 5k.

Other

- The Summer residential newsletter will go out at the end of May (which is earlier than usual) and will cover June, July and August.
- Staff has received no applications for the EDA or BZA. The vacancies will remain open until filled.
- Attended Greater Ashby Business Council meeting at Rocktown History on April 10.
- Met with Historic Triangle Meeting on April 24. Kelli Weaver with Virginia Tourism was also there to discuss marketing grant opportunities for tourism related organizations.

Treasurer:

- The FY25 Budget was presented at a Public Hearing on April 8, 2024. No public comment was received. It will be presented to Council for consideration on May 13, 2024.
- The FY25-29 CIP was presented to the Planning Commission at their March meeting. The Commission made a recommendation to Council that the CIP be adopted. It will be presented to Council for consideration on May 13, 2024.
- Preparation for the preliminary FY24 audit has begun.
- Attended a VRSA Human Resources Roundtable
- Attended a 2-day Course: LE Grant Writing 101
- Items for Council Consideration (See staff reports):
 - a. FY25 Budget
 - b. FY25-29 CIP

Town of Dayton
 Budget v. Actual Report
 FY24 PERIOD ENDING 4/30/2024

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 166,500	\$ -	\$ 168,510	\$ 2,010	101%
Other Local Taxes	\$ 417,260	\$ 39,796	\$ 410,012	\$ (7,248)	98%
Permits, Privilege Fees & Licenses	\$ 1,500	\$ 448	\$ 2,497	\$ 997	166%
Fines & Forfeitures	\$ 48,500	\$ 4,670	\$ 59,881	\$ 11,381	123%
Rev. from use of money & prop.	\$ 500	\$ -	\$ 250	\$ (250)	50%
Charges for services	\$ 165,000	\$ 14,021	\$ 126,244	\$ (38,756)	77%
Other	\$ 82,962	\$ 14,154	\$ 80,553	\$ (2,409)	97%
State & Federal Funding	\$ 233,592	\$ 5,125	\$ 210,504	\$ (23,088)	90%
Transfer from Water & Sewer	\$ 1,333,235	\$ -	\$ -	\$ (1,333,235)	0%
TOTAL GF REVENUES	\$ 2,449,049	\$ 78,214	\$ 1,058,451	\$ (1,390,598)	43%
General Capital Fund					
Transfer from Water & Sewer	\$872,556				
Carry over funds from PY	\$121,785				
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$611,575				
Carry over funds from PY	\$91,324				
TOTAL CAPITAL FUND	\$1,697,240				
Water & Sewer Fund					
Charges for Service	\$3,733,600	\$316,216	\$3,070,124	(\$663,476)	82%
W&S Conn Fees	\$20,000	\$15,025	\$27,775	\$7,775	139%
Interest	\$94,000	\$27,866	\$121,762	\$27,762	130%
Misc.	\$2,500		\$685	(\$1,815)	27%
Funding from Reserves	\$87,406	\$0	\$0	(\$87,406)	0%
TOTAL W&S REVENUES	\$3,937,506	\$359,107	\$3,220,346	(\$717,160)	82%
	Budget	MTD	YTD	Variance	
TOTAL REVENUES	\$ 8,083,795	\$ 437,320	\$ 4,278,797	(\$3,804,998)	53%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 757,454	\$ 43,033	\$ 575,853	\$ 181,601	76%
Public Safety	\$ 823,030	\$ 59,660	\$ 676,546	\$ 146,484	82%
Public Works	\$ 510,265	\$ 49,477	\$ 390,245	\$ 120,020	76%
Parks, Rec & Culture	\$ 161,506	\$ 11,010	\$ 109,472	\$ 52,034	68%
Community Development	\$ 196,794	\$ 15,718	\$ 112,003	\$ 84,791	57%
TOTAL GF EXPENDITURES	\$ 2,449,049	\$ 178,898	\$ 1,864,119	\$ 584,930	76%
Capital Projects					
PD Equipment	\$ 136,177	\$ 14,427	\$ 128,631	\$ 7,546	94%
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	\$ 55,320	\$ -	\$ 55,319	\$ 1	100%
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	\$ 265,000	\$ -	\$ 253,115	\$ 11,885	96%
Water Plant Upgrade	\$ 29,509	\$ -	\$ 23,666	\$ 5,843	80%
Water/Sewer Line Replacement	\$ 263,390	\$ -	\$ 111,791	\$ 151,599	42%
TOTAL CAPITAL PROJECTS	\$ 1,697,240	\$ 14,427	\$ 1,081,858	\$ 615,382	64%
Water & Sewer Fund					
Operating	\$ 795,006	\$ 81,688	\$ 623,299	\$ 171,707	78%
HRRSA	\$ 1,809,265	\$ 161,815	\$ 1,581,321	\$ 227,944	87%
Water Fund Contingency	\$ -	\$ -	\$ -	\$ -	0%
TOTAL W & S EXPENDITURES	\$ 2,604,271	\$ 243,503	\$ 2,204,620	\$ 399,651	85%
Transfer to General	\$1,333,235				
Transfer to Capital-Water & Sewer	\$0				
Transfer to Reserves	\$0				
TOTAL CAPITAL TRANSFER	\$1,333,235				
	Budget	MTD	YTD	Variance	
TOTAL EXPENDITURES	\$ 8,083,795	\$ 436,828	\$ 5,150,597	\$2,933,198	64%
NET TOTAL		\$492	(\$871,800)		