

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, July 12, 2021
6:00 PM**

AGENDA

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

2. Approval of Minutes for Regular Town Council Meeting of June 14, 2021.

3. Action Items
 - a. Consideration of Revised Façade Grant Application
 - b. Consideration of Ordinance Regulating Yard Sales
 - c. Consideration of Resolution to Adopt the Central Shenandoah Hazard Mitigation Plan 2020 Update
 - d. Consideration of Personnel Policies Revisions

4. Staff Reports
 - a. Town Manager Ms. Lawrence
 - b. Treasurer/Financial Report Ms. Smith
 - c. Police Chief Chief Trout
 - d. Public Works Ms. Lawrence
 - e. Water Ms. Lawrence
 - f. Community Development Ms. Hall
 - g. Economic Development Ms. Lawrence
 - h. Town Attorney Mr. Bowman

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

6. Unfinished Business

7. New Business

8. Public Comment

9. Adjournment

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
June 14, 2021**

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

COUNCIL MEMBERS ABSENT: Emily Estes.

ALSO PRESENT: Angela Lawrence, Town Manager; Jordan Bowman, Town Attorney; Justin Trout, Police Chief; Susan Smith, Town Treasurer; and Christa Hall, Clerk of Council and Community Development Coordinator.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:00 p.m., welcomed guests and acknowledged the significance of Flag Day and its history. He advised that if there is anyone in attendance who wishes to address Council, there is a signup sheet in order to do so. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

APPROVAL OF MINUTES: Councilperson Dyjak made a motion to approve the minutes as written for the Regular Council Meeting of May 10, 2021, and the Public Hearings and Special Called Meeting of June 7, 2021; the motion was seconded by Councilperson Rodgers and approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: ADOPT THE FISCAL YEAR 2020-2021 BUDGET AMENDMENT: Councilperson Dyjak made a motion to adopt the fiscal year 2020-2021 budget amendment as presented and attached. The motion was seconded by Councilperson Seward. Mayor Jackson asked if there was any discussion. Manager Lawrence confirmed the amounts of the ARPA funding and further stated that all the necessary paperwork has already been filed and we are ready to accept the funds when they are available. As there was no additional discussion, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: ADOPT THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2021-2022 TO 2025-2026: Councilperson Dyjak made a motion to adopt the Capital Improvement Program for Fiscal Years 2021-2022 through 2025-2026 as presented. The motion was seconded by Councilperson Mathias. Mayor Jackson asked if there was any discussion. Manager Lawrence added that this was a new process this year that lays out a five year spending plan for Dayton and establishes the Town's priorities and plans for putting aside funds accordingly. As there was no additional discussion, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: ADOPT THE FISCAL YEAR 2021-2022 BUDGET: Councilperson Rodgers made a motion to adopt the fiscal year 2021-2022 budget as presented and attached. The motion was seconded by Councilperson Mathias. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: AUTHORIZE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2021- 2022: Councilperson Seward made a motion to authorize the appropriation of \$7,972,399 for the uses and purposes as generally outlined in the FY 2021-2022 budget. The Treasurer is further authorized to transfer from the Water & Sewer fund and reserves to the General and Capital Funds as necessary and within the amounts budgeted for such purposes effective July 1, 2021. The motion was seconded by Councilperson Rodgers. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: CONSIDERATION OF AMENDMENT TO THE TOWN CODE ORDINANCE TO ADOPT NEWLY PASSED GENERAL ASSEMBLY ACTIONS: Mayor Jackson asked Attorney Bowman to provide a staff report. Mr. Bowman advised that this is an ordinance that the Town Council adopts annually in order to adopt the Virginia State Code updates into the Town Code. Councilperson Hoover made a motion to adopt an Ordinance readopting portions of the State Code as presented. The motion was seconded by Councilperson Dyjak. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE. The Ordinance reads as follows:

AN ORDINANCE READOPTING PORTIONS OF THE STATE CODE

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

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

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

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

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

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

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

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

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

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

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

ACTION ITEM: APPOINTMENTS TO PLANNING COMMISSION, BOARD OF ZONING APPEALS AND ECONOMIC DEVELOPMENT AUTHORITY: Councilperson Seward made a motion to re-appoint Brad Randolph to the Planning Commission for a term to expire June 30, 2025. The motion was seconded by Councilperson Dyjak. Mayor Jackson asked

if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

Councilperson Dyjak made a motion to recommend to the Circuit Court of Rockingham County that Kitty H. Purcell be re-appointed to the Town of Dayton Board of Zoning Appeals for a term to expire June 30, 2026. The motion was seconded by Councilperson Mathias. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

Councilperson Seward made a motion to re-appoint Neil Weldon to the Economic Development Authority for a term to expire July 10, 2025. The motion was seconded by Councilperson Dyjak. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: CONSIDERATION OF REVISED FMLA POLICY: Mayor Jackson asked Manager Lawrence for a staff report. Ms. Lawrence stated that the policy needed to be revised for accuracy. She explained that we are a covered employer under FMLA but due to our Town's size, our employees are not covered under the FMLA policy. However, the Town does offer its own similar policy that does cover the employees. Councilperson Hoover clarified that the Town employees would not see any changes to their benefits as a result of this change, it would just simplify the policy and reduce the amount of paperwork required. Councilperson Mathias asked if this policy will also apply to intermittent illnesses and Manager Lawrence advised that it would. Councilperson Hoover made a motion to approve the FMLA policy as amended. The motion was seconded by Councilperson Mathias. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: CONSIDERATION OF PARKS AND FACILITIES RESERVATION POLICY: Mayor Jackson asked Manager Lawrence for a staff report. Ms. Lawrence stated that the Parks, Recreation & Beautification Committee met in June to review and discuss changes to the policy. She explained that staff and the committee felt that requiring a deposit for shelter rentals would ensure that the shelters were properly maintained and cleaned at the conclusion of each reservation. The Committee decided to waive shelter reservation fees for in-town residents, require a deposit for every reservation, limit the reservation time periods to two per day and limit individuals to two reservations per month.

It was also brought up in an effort to be consistent, that the use of the Assembly Room downstairs in Town Hall had different requirements for individuals and non-profit organizations. It was decided that the same fees/requirements would apply to all in-town residents and non-profits. However, Council will grant some uses to be considered "grandfathered in" and will

allow the Town Manager to make exceptions/changes as appropriate at the Town Manager's discretion.

Councilperson Rodgers made a motion to approve the Parks and Facilities Reservation Policy as presented with the changes outlined in the discussion and the addition of the grandfather clause. Councilperson Hoover seconded the motion. Mayor Jackson asked if there was any discussion. After hearing none, the motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; JACKSON—AYE.

MANAGER'S REPORT

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

Manager Lawrence added that VDOT has been working in the area to resurface and patch some Town roads, which are owned and maintained by VDOT. She explained that this is a new technique that they are trying and while the roads don't look the best, she expects that they will cure over time and blend in better. She is working to improve the communication between VDOT and the Town to ensure that we are given proper notice of upcoming work and road closures. Councilperson Hoover asked if the road resurfacing will make an impact on snow removal and Manager Lawrence answered that there should be no adverse impacts. This matter will be referred back to the Infrastructure Committee for further discussions with VDOT to improve communication and make possible adjustments.

Manager Lawrence also highlighted an item for discussion and/or consideration from her written report pertaining to an ordinance to prohibit sales outside of festivals during Redbud and Dayton Days. She explained that during Redbud, there was a "yard sale" set up along the festival route in which some items for sale could be described as retail items rather than yard sale items and that allowing residents to do so without paying a festival fee or obtaining a permit is not fair to the participating vendors and businesses. Accordingly, staff suggests that the Town work with the attorney to propose an ordinance to address this matter and bring back to the July Council meeting if Council agrees. Councilperson Dyjak stated that he felt it would be prudent and fair and that it goes along with what we were trying to accomplish with adopting the itinerant merchant policy. Council agreed and asked that Manager Lawrence work with the Town attorney to draft an ordinance for consideration at the July meeting.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report and added that the Treasurer's Office was preparing for the end of the fiscal year and upcoming audit.

POLICE REPORT

Chief Justin Trout provided a written report. Chief Trout added that he wished to publicly recognize the recent efforts of Officer Dean and Lieutenant Hooker. They worked a stolen

vehicle case and returned the car along with all goods inside to the owner within 24 hours of the incident report. He advised that he and Lt. Hooker had gone through the Train the Trainer program for the body worn cameras and that all officers will be trained as soon as possible. He further advised that they have begun planning for the National Night Out event that will be held in Sunset Park on Tuesday, August 3rd and they are planning a fun evening for the entire family to encourage community participation.

PUBLIC WORKS REPORT

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence updated Council that we hired two seasonal employees, Kyle Brown and Troy Schiller. They were both hired the day before the Redbud Festival and they both worked the event and will be a great help to the Department during the summer.

WATER DEPARTMENT REPORT

Public Works Supervisor Jennifer Reppe provided a written report. Manager Lawrence added that we were having some communication and programming problems and will be working to remedy those quickly.

COMMUNITY DEVELOPMENT REPORT

Community Development Coordinator Christa Hall provided a written report.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence added that Muddler sponsorships are available and starting to come in. She also gave a presentation of the new website and stated that staff had worked very hard on it. The new website allows for Town businesses to have their own individual business page within our website and Meggie has sent out several requests to the businesses for information to expand their pages. To date, only 18 have submitted entries. Finally, she stated that we were not accepting any more Façade Grant applications for the current fiscal year, but would open that back up after July 1st.

TOWN ATTORNEY REPORT

No report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilperson Dyjak stated that the Redbud Festival was a great success and thanked Meggie Roche and the entire Town staff and Council for making it such a success. The Committee is working with staff to revise the Façade Grant application to include guidelines and deadlines for the upcoming fiscal year. They will bring suggestions back to Council for consideration at the July meeting. He mentioned that the Wayfinding sign committee had its first meeting, which was very productive and had great participation. He stated that he (virtually) along with Angela and Meggie attended a welcome reception in Broadway for the new Chamber president. Finally,

he extended a congratulations to the Cheese Place on their new expanded location at the Dayton Market. Manager Lawrence stated that they were now open Tuesday through Saturday and they are planning a ribbon cutting ceremony sometime in October. Manager Lawrence added to Councilperson Dyjak's report a follow-up to a public comment from the budget public hearing in reference to historic resources. She discussed this with Economic Development Coordinator Meggie Roche and she will review and research the Department of Historic Resources Cost Share Grant and the possibility of updating the Town's historic district map.

FINANCE COMMITTEE REPORT

Councilperson Rodgers stated that there was no report but did issue a thank you to staff and Council for the hard work put into the completion of the budget process.

INFRASTRUCTURE COMMITTEE REPORT

Councilperson Dyjak stated that they had a joint meeting with the Finance Committee to discuss the Water Treatment Plant expansion options and receive clear guidance from the project engineer. He also thanked staff for their efforts on the Mill Street project and the CIP.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilperson Rodgers reported that the Committee recently had a lively but productive meeting and reviewed the reservation policy for parks and facilities. He stated that he was thankful to staff for stepping up and correcting the flower pots downtown and stated that they look awesome. He further stated that summer concerts in the park will begin on July 10th with Kelly May Brown. He reiterated a thank you to staff and that he is glad things are returning to normal and he was proud to be a part of the Town.

PERSONNEL COMMITTEE REPORT

Councilperson Hoover stated there was no report but they would be meeting to work on a new evaluation process for the Town Manager to include setting goals.

POLICE COMMITTEE REPORT

Councilperson Hoover stated that there was no report.

MAYOR AND COUNCIL REPORT

Mayor Jackson thanked the Town staff for their dedication and interest in wanting to make the Town better and thanked Manager Lawrence for establishing a team and successfully leading it. He also thanked all staff, including the new Public Works employees, for their efforts in making Redbud a great event this year. He thanked the Police for their efforts and community policing.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None

CLOSED SESSION

A motion was made by Councilperson Rodgers to convene into closed session in accordance with Section 2.2-3711(A)(7) of the Virginia State Code to consult with legal counsel and be briefed by staff members or consultants about actual or probable litigation pertaining to a Worker's Compensation Claim, where such consultation or briefing in open meeting would adversely affect the local government's negotiating or litigating posture. The motion was seconded by Councilperson Dyjak and carried by a unanimous vote of 6 to 0; the Council recessed the meeting at 6:58 p.m.

OPEN SESSION

A motion to adjourn the closed session was made by Councilperson Dyjak, and seconded by Councilperson Seward, and passed unanimously with a vote of 6-0. The open session reconvened at 7:11 p.m.

CERTIFICATION

Mayor Jackson read the certification with respect to the just-concluded closed session, and to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Town Clerk Hall took a roll call with each Council Member so certifying.

ADJOURNMENT

With there being no further business to come before the Council, Councilperson Hoover made a motion to adjourn, Councilperson Mathias seconded the motion; motion passed unanimously with a 6-0 vote.

The meeting adjourned at 7:12 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk of Council, Christa Hall

ATTACHMENT TO DTC 6.14.21 REGULAR MEETING MINUTES—FY2020-2021 Budget Amendment

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

* Note: Transfers from Water & Sewer Fund to General & Capital Funds are from operating surplus. They are listed as expense in each fund.

**Note: Reflects transfer from reserve (retained earnings) for budgeting purposes. It is not new revenue.

ATTACHMENT TO DTC 6.14.21 REGULAR MEETING MINUTES—FY 2021-2022 Budget

Revenues

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

Expenditures

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

* Note: Transfers from Water & Sewer Fund to General & Capital Funds are from operating surplus. They are listed as expense in each fund.

**Note: Reflects transfer from reserve (retained earnings) for budgeting purposes. It is not new revenue.

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

ATTACHMENT TO DTC 6.14.21 REGULAR MEETING MINUTES

Town Manager

Staff Report

May 2021

Personnel

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

Public Works, Roads, Facilities

1) **Water Plant Upgrade:**

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

2) **Mill Street Project:**

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

American Rescue Plan Act (ARPA)

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

Other

- a) VDOT resurfaced Westview (Mason to Mill) and Summit Streets. We have contacted VDOT regarding quality concerns.

- b) The office will be closed for Juneteenth, which is a state holiday. We follow the state holiday closing schedule.
- c) The office will be closed from 12 – 1 PM on Wednesday, June 16th for a staff lunch.
- d) I participated in interviews for the HRRSA Executive Director position. Sharon Foley is retiring. An announcement will be made in the coming weeks.
- e) The sound and video system for Council chambers has been delayed on the contractor side, but should be installed by the July meeting.
- f) The flower pots and beds are watered on a regular basis and fertilized as needed.

Items for Discussion and/or Consideration

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

Respectfully submitted,

Angela A. Lawrence

DRAFT

Item 3.a.

CONSIDERATION OF REVISED FAÇADE GRANT GUIDELINES AND APPLICATION

Discussion:

The Façade grant was included in the FY22 budget in the amount of \$10,000.

Staff suggested revision to the program to set clear criteria, to make it competitive, and to ensure public funds are spent in the best manner. This resulted in several suggestions, including:

- Accept applications quarterly instead of monthly. This allows more competition and comparison of the projects for which to allocate our limited resources. This fiscal year we will accept applications at the end of August, November, and February; however, starting next fiscal year and going forward we will begin the cycle earlier and accept applications four times a year at the end of each fiscal quarter. This allows businesses to plan their projects and complete them during the fiscal year.
- Include a criteria rating.
- Have the funds administered by the Economic Development Authority (EDA), with the Town Manager & Economic Development Coordinator administering the program. This would allow the EDA to become more involved and allow for monies not spent to be carried over in a separate fund. It also takes away any concern with the Town directly funding private business projects.

Recommendation:

At its meeting on July 2, 2021, the Economic & Community Development Committee recommended the attached program guidelines and application process be approved by Council including the transfer of the program to the EDA.

Staff Recommendation:

Motion to approve the Revised Façade Grant Program including the transfer of funds to the EDA for administration of the program.



Façade Enhancement Grant

DRAFT

Program Objectives

There are no second chances for first impressions. And experts agree that it takes less than a minute for an individual to form their opinion. For many businesses, that first impression starts the moment a potential customer sets eyes on their storefront. What a customer feels when arriving at a store can impact how much they spend, and if they will recommend it to friends.

Creating the impression you want can be challenging and that is the purpose of this program- to help you put your best front forward. The program is intended to:

- Promote the marketability of our business area
- Help building owners attract and retain tenants
- Make our streets more inviting and interesting to walk and shop
- Build civic pride among the community
- Contribute to the quality of life of our residents, workers and visitors

Program Description

The Dayton Town Council allocates funds to the Dayton Economic Development Authority (EDA), who is responsible for dispersing the funds to approved applicants. The grant is a competitive 1:1 matching grant. The minimum amount funded will be no less than \$500 and no greater than \$5,000. The Dayton EDA reserves the right to modify/increase this amount on a case-by-case basis. Allocated funds from the Dayton Town Council are subject to change.

This is a reimbursement based grant – meaning the applicant is responsible for all project costs up front. The applicant will receive their approved funds once the project is complete and proof of payment has been provided.

Grants are available for exterior improvements only and may be used to improve the building provided the façade faces a public access area. The amount of the grant, if any, will be determined by the Dayton Economic Development Authority (EDA) based on the funds available and the number of requests under consideration. The money is a grant not a loan; therefore, you do not have to pay it back.

The Town of Dayton will consider each application equally. The Town will not discriminate based on gender, race, nationality, religion, disability, sexual orientation, medical condition, veteran status, or ancestry.

Application Process

Applications for Fiscal Year 2022 will be due on the following dates:

- August 31, 2021
- November 30, 2021
- February 28, 2022

Applications will be reviewed the following week by the Dayton EDA.

Applications for Fiscal Year 2023 and beyond will be due on a quarterly basis in March, June, September, and December on the last day of the month. Applications will be reviewed the following week by the Dayton EDA.

All applications are reviewed by the Dayton EDA. The decision made by the Dayton EDA will be based on an application review and scoring by a rating system. The Dayton EDA intends to notify applicants of a decision via email and/or letter. The communication will identify the specific elements of the project that have been approved and unapproved for funding. Approved applicants must enter into a contract with the Town that outlines the conditions of funding.

Upon completion of work, the recipient must submit proof of payment (e.g., copies of paid invoices) and complete a final inspection in order to receive reimbursement from the Dayton EDA. Reimbursement checks will be made within thirty days of final inspection.

Approved applicants may request a project extension. Extension requests must be received within 30 days of the original deadline. Extensions are subject to approval by the EDA and may result in a change to the amount of funding awarded.

Program Guidelines

Any commercial property owner, business tenant, or non-profit organization within the Town of Dayton may apply.

Requirements:

- All applications must be submitted and approved prior to beginning the project. Any changes made to the project after the grant is approved require an addendum to the original application and may result in a change to the grant funding originally allocated. Changes may also disqualify funding of the entire project.
- Tenant applicants must have the building owner's written approval in a separate document signed and attached to the application. This document must also state the party who is financially responsible for the improvements.

- “Sweat Equity” will not be reimbursed. If an applicant will be performing physical labor for the project, the cost of materials and supplies can be reimbursed but not the physical labor.
- Projects must comply with all Town and County codes, ordinances, and policies. Tenants and building owners must be in good standing with the Town and County and have no outstanding fees or taxes or a significant history of delinquencies.
- Work must adhere to the plans and renderings approved by the Dayton EDA.
- Should an application be denied, the applicant may reapply in the same fiscal year if aspects are changed to meet the program requirements or if a completely separate project is planned. Minor modifications to approved design may be administratively approved by Town staff provided the façade improvement will remain substantially similar to the approved design and there is no increase in the requested grant funds from the applicant.

Qualified improvements must be visible from public right of way. Qualified improvements include, but are not limited to, the following:

- Painting that provides an entirely new color
- Removal of elements covering any architectural details (ex: vinyl or aluminum siding)
- Restoration of architectural details in historic buildings (ex: cornices or other unique features)
- Installation of new or improved doorways, awnings, shutters or canopies
- Installation of decorative lighting
- Enhancing windows, doors and/or framing visible from the street/public area
- Brick cleaning, repointing, and painting and repair/replacement of stucco, tile, stone elements
- Landscaping (that may include hardscaping) that is creative and visually pleasing. Perennials, shrubs and trees accepted. Annuals and small planters will not be accepted.
- New façade signage in accordance with the Town of Dayton’s sign ordinance
- Removal and replacement of existing free-standing signage in accordance with the Town of Dayton’s sign ordinance

Unqualified improvements include areas not prominently visible from public right of way.

Unqualified improvements include, but are not limited to, the following:

- Roof replacement
- New construction
- Interior improvements
- Equipment or inventory
- Inappropriate cleaning methods, repairs, replacements or alterations
- Installation of vinyl or aluminum siding
- Deferred maintenance or basic cosmetic work (e.g., painting)
- Structural improvements that do not enhance the façade

The Dayton EDA reserves the right to inspect properties anytime during reasonable hours to check on the status of the project.

Applicant and building owner must agree to maintain the façade for a three-year period. If the property is sold, the building owner must convey this information to new owners. If the project is not maintained for three years, the Dayton EDA may request that funds be paid back. The amount of funds paid back will be prorated.

Project Rating System

Committee members will use a rating system for all projects and will ultimately produce scores based on how well each project adheres to the following criteria. Scores will be based on the following (not in order of importance):

1. The project’s potential to retain and attract businesses to strengthen the business community.
2. The aesthetic quality and appropriateness of the design proposal (use of appropriate colors, materials, landscaping/hardscaping, etc.)
3. The potential visual impact of the rehabilitation project, taking into consideration the building, block, streetscape, etc.
4. The comprehensive approach of the design
5. Long-term durability and sustainability of the improvements
6. The historical or architectural impact of the project

Each qualified application will be evaluated based on the criteria below using a rating scale of 1 (poor) to 5 (excellent).

Criteria	Committee Members					
Scale 1 (poor) to 5 (excellent)	A	B	C	D	E	F
1 - Potential to Retain/Attract Business						
2 - Aesthetic Quality						
3 - Visual Impact						
4 - Comprehensive Approach						
5 - Historical/Architectural Significance						
6 - Durability/Sustainability of Improvements						
Total						
Average						
Cumulative Average						



Façade Enhancement Grant Application

Section I: Applicant Information

Applicant name:

Business name:

Mailing Address:

Email Address:

Phone Number:

Property Owners Name and Address (if different from Applicant):

*Reminder: Property owner's written consent must be attached.

Section II: Building Information

Property Address:

Current Building Use:

Number of Businesses in Building:

Number of Employees:

Section III: Project Overview

Please provide an overall description of the entire project.

When will the project begin?

When will the project be completed?

Total Project Cost:

All applicants **MUST** attach the following:

- A copy of the contractor's project estimate that includes each task broken down by cost.
- Photographs clearly showing the existing condition of the building.

Visual renderings of the improvements are not required, but highly encouraged.

Section IV: Applicant Certification

I understand that in order for my request for a façade improvement grant to be approved, I must submit a complete application and follow the Façade Enhancement Grant Guidelines. I also understand that monies are granted on a reimbursement basis following application approval, completion of work, inspection by the Dayton EDA and submission of paid receipts. I also understand that funding awarded is contingent upon the amount remaining in the budget at the time the application is submitted. I understand that any changes made to the project after the grant is approved require an addendum to the original application and may result in a change in the grant funding originally allocated by the Dayton EDA. Changes may also disqualify funding of the entire project.

I certify the accuracy of all information submitted as part of this application.

Applicant Signature

Date

For Office Use Only

Date application received:

Date work approved:

Amount awarded:

Date work completed:

Date work inspected:

Date reimbursement issued:

Other notes:

Item 3.b.

Ordinance Regulating Yard Sales

- During the Redbud Festival this year, there was a “yard sale” set up along the festival route in which some items for sale could be described as retail items rather than yard sale items and that allowing residents to do so without paying a festival fee or obtaining a permit is not fair to the participating vendors and businesses.
- To address a similar issue, last year Council passed an itinerant merchants fee; however, it is difficult to enforce if residents say they are selling personal items.
- At the June Council meeting, an ordinance to prohibit sales outside of festivals during Redbud and Dayton Days was discussed.
- It was Council’s desire for the Town Manager and the Town Attorney to bring an ordinance proposal to Council at the July meeting in order to address this matter.
- On staff’s request, the Town Attorney proposed the attached Ordinance Regulating Yard Sales.

Staff Recommendation:

Council approve a new Chapter 5 of Title 1 of the Town Code of the Town of Dayton-- Ordinance Regulating Yard Sales, as presented.

AN ORDINANCE REGULATING YARD SALES

WHEREAS, Virginia Code Section 15.2-1114 authorizes the Town of Dayton, Virginia to regulate the sale of certain secondhand goods, wares, and merchandise within the Town; and

WHEREAS, the Town Council desires to impose certain reasonable regulations with respect to the sale of goods upon residential properties, commonly known as “yard sales”, within the Town.

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

1. A new Chapter 5 of Title 1 of the Town Code of the Town of Dayton, Virginia, is enacted as follows:

CHAPTER 5 Yard Sales

§ 1-75. Definitions. The following terms, wherever used herein, shall have the respective meanings assigned to them unless the context clearly indicates a different meaning:

Yard Sale means any in-person sale of goods that is (i) upon a property which is primarily used for residential purposes, and (ii) not associated with a home occupation for which a permit has been issued.

Goods means any goods, wares, merchandise or any other personal property capable of being an object of sale as regulated herein.

§ 1-76. Regulations Pertaining to Yard Sales.

- (a) It shall be unlawful for any person to hold a yard sale on a property on which two yard sales have already occurred during the same calendar year.
- (b) Any goods offered for sale at a yard sale must be secondhand or used items owned by persons residing on the premises and shall in no case have been purchased for the purpose of resale. An affidavit or sworn statement may be required for verification purposes.
- (c) No yard sales shall occur on properties bordering Main Street or College Street during Redbud Festival, Dayton Days-Autumn Celebration, or the Dayton Muddler, unless prior written authorization has been obtained from the Town Manager, or his or her designee, which written authorization may be conditioned upon the size of the yard sale, location of the yard sale, parking and traffic considerations, and other relevant considerations.
- (d) No signs advertising any yard sale shall be located within a public right-of-way.

Adopted by the Town Council of the Town of Dayton, Virginia, on this 12th day of July, 2021.

CERTIFICATE

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an Ordinance Regulating Yard Sales as set forth in the Town Code adopted by the Town Council at a meeting held on July 12, 2021. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor				
Dale Rodgers, Vice Mayor				
Bradford Dyjak				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				

Date: July 12th, 2021

[SEAL]

ATTEST: _____
Cary Jackson, Mayor

Christa Hall, Clerk

Resolution to Adopt the Central Shenandoah Hazard Mitigation Plan 2020 Update

- The 2020 Update of the Central Shenandoah Hazard Mitigation Plan (CSHMP) was approved by the Federal Emergency Management Agency (FEMA) contingent upon adoption by the twenty-one local jurisdictions in the Central Shenandoah Region.
- The Federal Disaster Mitigation Act of 2000 requires local governments to develop and adopt hazard mitigation plans in order to be eligible to apply for and receive certain hazard mitigation grant funds.
- In 2005, the original plan was approved by FEMA and adopted by all twenty-one jurisdictions in the Region. The plan was updated in 2013. The 2020 update is the second update of the Plan.
- Periodic updates of the Plan are required. The current update process began in 2019 with meetings of the Plan’s Steering Committee made up of local and state government staff, representatives from the public, private, and non-profit sectors, and interested citizens.
- Each jurisdiction updated their jurisdiction’s mitigation strategies that are included in the plan.
- As part of the update process, public involvement was also included through an on-line survey as well as engagement at community events (prior to the pandemic).
- The 597 page document may be found at https://www.cspdc.org/wp-content/uploads/2021/03/CSHMP_2020_Final-compressed.pdf
- Contents of the Plan include:
 - a ranking of hazards that impact the Region
 - historical information about specific severe weather events
 - broad categories of mitigation strategies for each jurisdiction
 - a regional capabilities assessment

Item 3.c.

Hazard Identification Ranking Results Of The 2020 CSHMP	
Hazard Type	Ranking
Flooding or Dam Failure	Significant
Drought	High
Hurricane	High
Severe Winter Weather	High
Land Subsidence/Karst	Medium
Wind (Tornado, Derecho or Straight-Line Winds)	Medium
Wildfire	Medium
Landslide	Low
Earthquake	Low
Hazardous Materials (Transportation and Industrial)	Medium
Terrorism	Low
Power Outages	Medium

Staff Recommendation:

Council approve the Resolution adopting the Central Shenandoah Hazard Mitigation Plan 2020 Update, as presented.

RESOLUTION OF TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA

Adoption of the Central Shenandoah Hazard Mitigation Plan 2020 Update

WHEREAS, the Dayton Town Council recognizes the threat that natural and man-made hazards pose to people within the Town of Dayton, and

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop and adopt natural hazard mitigation plans in order to receive certain federal assistance and update these plans; and

WHEREAS, the Central Shenandoah Hazard Mitigation Plan (CSHMP) identifies mitigation strategies to reduce or eliminate long-term risk to people and property in our community and in the Central Shenandoah Region from the impacts of future hazards and disasters; and

WHEREAS, the CSHMP Steering Committee representing the 21 local jurisdictions of the Central Shenandoah Planning District convened in order to review the original Plan and study the Region's risks from and vulnerability to natural hazards, and to make recommendations on mitigating the effects of such hazards on the Region; and

WHEREAS, the Steering Committee was provided with a staff support by the Central Shenandoah Planning District Commission; and

WHEREAS, the efforts of the Steering Committee, the staff of the Central Shenandoah Planning District Commission, as well as members of the public, private, and nonprofit sectors, have resulted in the development of the 2020 Update of the Central Shenandoah Hazard Mitigation Plan for the Region; and

WHEREAS, the Central Shenandoah Regional Wildfire Community Protection Plan (CSRWPP) is an annex to the Central Shenandoah Hazard Mitigation Plan and is included in this resolution,

NOW THEREFORE, BE IT RESOLVED by the Dayton Town Council that the Central Shenandoah Hazard Mitigation Plan 2020 Update is hereby approved and adopted for the Town of Dayton .

Adopted: July 12, 2021

TOWN OF DAYTON

By: _____
Cary Jackson, Mayor

CERTIFICATION

I hereby 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 in a duly assembled meeting on the 12th day of July, 2021, upon the following vote:

NAME	AYE	NAY	ABSTAIN	ABSENT
Mayor Cary Jackson				
Vice Mayor Dale Rodgers				
Bradford Dyjak				
Heidi Hoover				
Robert Seward				
Emily Estes				
Susan Mathias				

Christa Hall, Town Clerk

CONSIDERATION OF PERSONNEL POLICY REVISIONS

Discussion:

- The Employee Handbook Section IV. I. Inclement Weather states:
Essential personnel are paid an additional regular rate for the hours worked during such closing provided they are in occupational classes eligible for overtime pay. Essential personnel required to work in excess of the hours in their normally scheduled shift will be paid overtime for excess time worked.

The word “additional” makes the policy difficult to interpret.

- The Employee Handbook Section VII. B. 1. PTO states:
Employees not actively working or employees on leave, and who have exhausted all accrued leave for a calendar year, shall not be eligible to accrue PTO time. Employees may take up to 40 hours of PTO time off during a calendar year in advance of the accrual; however, if employment is terminated or the employee resigns, unless due to reduction of work force, or a work-related injury, or illness, before the time is accrued the balance of leave time will be deducted from the final pay check or the employee will be required to reimburse the Town for the unearned time used.

Paid leave may be requested by the employee only if accrued PTO hours are available for use. Employees are responsible for maintaining PTO leave balances at adequate levels to ensure that leave taken does not exceed existing balances.

The underlined sections seem to contradict each other and make it difficult to interpret.

Committee Recommendation:

At its meeting on July 6, the Personnel Committee reviewed the policy and recommended to Council the policy changes suggested.

Staff Recommendation:

Approve policies as revised (underlined/strikethrough):

Section IV. I. Inclement Weather

Essential personnel are paid an ~~additional~~ regular rate for the hours worked during such closing provided they are in occupational classes eligible for overtime pay.

Section VII. B. 1. PTO

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

Item 4.a.

Town Manager

Staff Report

June 2021

Personnel

- 1) Staff participated in a cookout & team building exercise. It was well received.

Public Works, Roads, Facilities

1) Water Plant Upgrade:

- a) The engineer has scheduled the surveyor and geotech crew; however, the plat and survey have not been received and therefore no negotiation for additional property has occurred yet. Field work should be complete in the coming week. The engineer has received preliminary drawings from the equipment manufacturer this week and is refining the modified project design. The manufacturer is working on their proposal scope and cost.
- b) The engineer has a few options on handling the regular backwash stream. He will meet with the Water Plant Operator on July 8.

2) Mill Street Project:

- a) VDOT conducted the final inspection of the project and asked the contractor to make revisions to several of the handicapped ramps. Those are currently being done.
- b) The contractor is replacing some water line fittings and will patch the pavement.
- c) The contractor is completing work on a fence and sidewalk at Mill & College Streets.
- d) I have not received the final bill to date. I will provide an update at the meeting.

American Rescue Plan Act (ARPA)

- a) We received our first payment by the end of last fiscal year.
- b) We expect to receive the same amount by the end of this fiscal year, but do not have confirmation of a date.

Other

- a) The A/V equipment install has been delayed again as the sound board is back-ordered.
- b) The public works crew has new logo shirts – gray polo and orange reflective that will be worn daily.
- c) HRSSA has hired a new Executive Director. Greg Thomasson is scheduled to begin July 1.

Items for Discussion and/or consideration

Respectfully submitted,

Angela A. Lawrence

Staff Report

Treasurer's Office

June 2021

Personnel:

Activity:

- FY21 ended June 30.
- Financial Reports will be preliminary until after completion of FY21 audit.
- Staff is preparing for preliminary and final FY21 audit. Audit dates are set for July 13th and September 13-15th, 2021.
- Utility bills greater than 60 and 90 days in arrears totals \$4,700: One customer remains with a balance of over \$1,700. It is not determined that anyone on the over 90 day list is a result of the pandemic.
- The Governor's state of emergency declared on May 26, 2020, due to COVID-19 pandemic, ended on June 30, 2021 at 11:59 pm. Utility disconnects will resume August 29, 2021. Additionally, normal late fees, interest charges, and penalties for nonpayment will also resume.

Items for consideration:

None

Respectfully submitted,

Susan Smith

Town of Dayton
 Budget v. Actual Report
 FY21 June

PRELIMINARY

REVENUES

	Budget	MTD June	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 61,162	\$ -	\$ 60,979.45	\$ 182.55	100%
Other Local Taxes	\$ 395,406	\$ 28,848.34	\$ 395,984.49	\$ (578.49)	100%
Permits, Privelage Fees & Licenses	\$ 600	\$ 20.00	\$ 639.74	\$ (39.74)	107%
Fines & Forfeitures	\$ 28,628	\$ 4,949.66	\$ 34,512.35	\$ (5,884.35)	121%
Rev. from use of money & prop.	\$ 2,450	\$ 170.00	\$ 650.00	\$ 1,800.00	27%
Charges for services	\$ 139,370	\$ 23,346.00	\$ 140,147.20	\$ (777.20)	101%
Other	\$ 101,000	\$ 10,298.70	\$ 58,026.09	\$ 42,973.91	57%
CARES Act Funding	\$ -	\$ -	\$ 84,383.71	\$ (84,383.71)	
ARPA	\$ 849,207	\$ 849,207.00	\$ 849,207.00	\$ -	100%
Recovered Costs	\$ 5,000	\$ -	\$ 3,750.00	\$ 1,250.00	75%
State & Federal Funding	\$ 91,949	\$ 25,215.89	\$ 60,795.76	\$ 31,153.24	66%
Transfers In	\$ 319,406	\$ -	\$ -	\$ 319,406.00	
DOJ Grant	\$ 24,754	\$ 22,754.00	\$ 22,754.00	\$ 2,000.00	92%
TOTAL GF REVENUES	\$ 2,018,932	\$ 964,809.59	\$ 1,711,829.79	\$ 307,102.21	85%

General Capital Fund

Transfer from Water & Sewer	\$ 425,000	\$ -	\$ -	\$ 425,000.00	0%
TOTAL GENERAL CAPITAL	\$ 425,000	\$ -	\$ -	\$ 425,000.00	0%

Water & Sewer Fund

Charges for service	\$ 3,742,162	\$ 720,705.26	\$ 4,215,698.34	\$ (473,536.22)	113%
W&S Conn fees	\$ 55,067	\$ -	\$ 41,300.00	\$ 13,766.67	75%
Interest	\$ 52,771	\$ 131.30	\$ 45,231.44	\$ 7,539.77	86%
Misc.	\$ -	\$ -	\$ 4,540.26	\$ (4,540.26)	
TOTAL W&S REVENUES	\$ 3,850,000	\$ 720,836.56	\$ 4,306,770.04	\$ (456,770.04)	112%

	Budget	MTD June	YTD	Variance	
TOTAL REVENUES	\$ 6,293,932	\$ 1,685,646.15	\$ 6,018,599.83	\$ 275,332.17	96%

EXPENDITURES

	Budget	MTD June	YTD	Variance	% Used
General Government	\$ 625,490	\$ 45,998.43	\$ 595,994.25	\$ 29,495.75	95%
Public Safety	\$ 686,997	\$ 112,297.86	\$ 662,973.02	\$ 24,023.98	97%
Public Works	\$ 397,237	\$ 30,036.41	\$ 363,146.13	\$ 34,090.58	91%
Parks, Rec & Culture	\$ 65,000	\$ 8,703.91	\$ 65,552.39	\$ (552.39)	101%
Community Development	\$ 95,000	\$ 18,216.75	\$ 81,182.52	\$ 13,817.48	85%
TOTAL GF EXPENDITURES	\$ 1,869,724	\$ 215,253.36	\$ 1,768,848.31	\$ 100,875.40	95%

Capital Projects

PD Equipment	\$ 41,924	\$ -	\$ 41,924.40	\$ -	100%
Mill Street Project	\$ 368,521	\$ 13,567.53	\$ 69,952.97	\$ 298,568.03	19%
Sign Program	\$ 14,555	\$ 2,812.50	\$ 2,812.50	\$ 11,742.50	19%
TOTAL CAPITAL PROJECTS	\$ 425,000	\$ 16,380.03	\$ 114,689.87	\$ 310,310.53	27%

Operating	\$ 532,000	\$ 57,896.97	\$ 492,511.79	\$ 39,488.21	93%
HRRSA	\$ 1,718,000	\$ 139,574.79	\$ 1,703,797.10	\$ 14,202.90	99%
Transfers Out	\$ 1,699,208	\$ -	\$ -	\$ 1,699,208.00	0%
Water Fund Contingency	\$ 50,000	\$ -	\$ -	\$ 50,000.00	0%
TOTAL W&S EXPENDITURES	\$ 3,999,208	\$ 197,471.76	\$ 2,196,308.89	\$ 1,802,899.11	55%

	Budget	MTD June	YTD	Variance	
TOTAL EXPENDITURES	\$ 6,293,932	\$ 412,725.12	\$ 3,965,157.20	\$ 2,328,774.91	63%

NET TOTAL	\$ (0)	\$ 1,272,921.03	\$ 2,053,442.63		
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Police Department Staff Report June, 2021

1. Personnel

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

A. Employee recognitions

- Lieutenant Hooker and Chief Trout completed BWC train the trainer course and trained all Dayton officers.
- Officers did a great job investigating cases in June. Out of the 7 reportable crimes, 4 have been cleared with the other 3 pending warrant service.
- Officers participated in the Spring Click it or Ticket Campaign.

B. Training

- All officers completed BWC training.
- All officers completed 3rd quarter firearms training.

2. Activity Report June 2021

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations	Parking Violations
598	591	7	0	0	120	0

3. Project Updates

- COPS Hiring Grant was completed and submitted.
- Accreditation is continuing. Proofs are being collected. Chief Franklin will be coming in to conduct an assessment of the Property & Evidence facility in July.
- Chief Trout and other town Chiefs met with Delegate Wilt and Senator Obenshain about the Mental Health crisis and the impact on Town Police Departments.
- 599 Grant was submitted.

4. Upcoming Events

- National Night Planning is in process. National Night will be Tuesday August 3, 2021.

5. Items for Consideration

- None

Respectfully submitted



Justin Trout

**Public Works Staff Report
June 2021**

I. **Personnel:**

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

- Hiring Update: Kyle Brown and Troy Schiller joined the Public Works crew for the summer!!!
- Employee Recognitions: None

II. **Reports:**

- The Mill St. Project is complete!!!!!! All that's left is VDOT final inspection and fixing a few minor issues.
- Fixed two water leaks in Town. One at the intersection of Main St. and Mill St. and the other at Mill St. between College St. and High St. Both were very minor leaks and fixed in just a couple of hours.
- Continuing to paint curbs throughout Town as weather permits.
- Installed new handicap accessible picnic table at Cooks Creek Park.

Respectfully submitted,

Adam Meek

Item 4.e.

**Water Department Staff Report
June 2021**

I. Personnel

Position Title	# of Positions	Filled	Vacant
Lead Water Treatment Operator	1	1	0
P/T- Water Treatment Operator	1	1	0
Water Plant Operator	1	1	0

II. Reports

- Water plant treated 50.3 million gallons of water in the month of June.
- Town purchased 1,427,000 gallons of water from Rockingham County. This number is higher than normal because a filter skid went offline for a few days.
- Replaced meters.
- Continued mapping meters.
- Approved for a grant for a new fluoride scale and scale reader through Community Water Fluoridation Grant Funding Program.
- Working hard to get air compressor fixed. New part ordered 6/28/21.
- Open POs/bills to expect: HACH PO PW 1205 (just 1 item- pH meter); bill from county for water 6/29-6/30; open Master Meter PO from March for items we have not yet received; invoice from Russell?

III. Items for Consideration

- Some type of fan or thermostat for well #2 may be needed; the VFD has been tripping due to overheating.

Respectfully submitted,

Jennifer Reppe

Community Development Staff Report

June 2021

1. Planning and Zoning

- a. Inspected and executed Certificates of Occupancy for new construction.
- b. Reviewed and approved Home Occupations Permits.
- c. Continue to monitor and site various Code violations, including grass & weeds, trash and dumpster violations with noticeable improvements.
- d. Reviewed plans for the installation of 8-10 ft poles with downlight luminaires along the back of the sidewalk in front of Pence Middle School facing Bowman Road.
- e. Discussed potential updates to the soccer field at Blue Ridge Christian School.
- f. Staff is beginning to work with the Planning Commission to prepare for the upcoming Comprehensive Plan Review in 2022. The Planning Commission will meet in July to review and propose a Community Input Survey that will be made available in the fall.
- g. Virtually attended the HRMPO-TAC meeting for June.
- h. Virtually attended the CSPDC Chesapeake Bay TMDL Watershed Implementation Plan Stakeholder Meeting.
- i. Attended VAZO Certified Zoning Administrator Exam Prep Training Courses. There are 3 exams required for the certification. The testing date is October 6, 2021.
- j. Met with Shentel's engineers and representatives, along with other Town staff to discuss the possibility of glofiber coming into Town. The Town Attorney reviewed the proposed Franchise Agreement and made some changes, which were forwarded to Shentel for consideration. We are awaiting a formal application from Shentel to proceed and anticipate this will be set for Public Hearing at the August meeting.
- k. The June Planning Commission meeting was cancelled.

2. Items for Consideration

Upon receipt of a formal application from Shentel (glofiber), staff requests that Council authorize the scheduling and advertising of a Public Hearing for the August Council Meeting.

Respectfully submitted,



Community Development Coordinator

Economic Development Staff Report

June 2021

Business Recruitment, Retention and Relationships

- June business newsletter analytics:
 - 45 opens
 - Top links clicked:
 1. Business Directory
 2. Business Directory – Rocktown History
 3. Business Directory – Submission form
- July business e-newsletter was sent out on 7/1.
- Revised Façade Enhancement Grant based on feedback from the Community & Economic Development Committee
- The date for the next Business Conversation Series has been set for Thursday, August 12. It will be at Town Hall in the Council Chambers at 6:15.
- Attended a Chamber of Commerce meeting to welcome the new president

Events

- Staff met internally, and with the Economic & Community Development Committee to discuss what worked/what didn't work for the Redbud Festival, and start planning for next year. Takeaways for next year include:
 - More tables and shade at Dove Park
 - More tables at Fuzzy Duck Lot
 - Possible bench seating along College Street
 - Communicate earlier with residents about road closures and parking
 - Secure EMS availability
- The next event will be a summer concert at Dove Park on July 10 with Kelly May Brown. The Dayton Ruritans will be selling concessions.
- 88 new vendors have registered for Dayton Days in addition to the 144 confirmed vendors that rolled over from last year.
- The Muddler
 - Staff met with Harrisonburg Police Foundation (HPF) to go over roles and responsibilities leading up to the event
 - There are 280 people registered for the event as of 7/7/21
 - There are 3 event sponsors as of now – many previous sponsors have understandably been reluctant to sponsor this year after a hard year financially due to COVID. This year's beneficiaries are The Dayton Police Department and the Harrisonburg Police Foundation.

Item 4.g.

Marketing

- June website analytics
 - The website had 7,636 page views and 3,134 users
- Because the Town is a silver sponsor with Massanutten, The Town had a banner displayed at their Sumer Jam event on June 3rd

Social Media

- The Town's Facebook page had a people reach of 7,531 (↓49%) and a post engagement of 1,628 (↓49%)
- Event engagement:
 - Dayton Days: 3.9K people responded as either "interested" or "going"

Other

- Attended DHCD Virginia Statewide Business District Resurgence Webinar
- Wayfinding project – The wayfinding task group had its second meeting with Frazier Associates to go over information gathered at the kick-off meeting, and refine the list of destinations that will be included.

Items for consideration or discussion:

- None

Respectfully submitted,

Meggie Roche

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