

**DAYTON TOWN COUNCIL
SPECIAL MEETING MINUTES
April 24, 2019**

COUNCIL MEMBERS PRESENT: Mayor Sam Lee, Todd Collier, Jeff Daly, Zachary Fletchall, Cary Jackson, Robert Ohgren, and Tara Worthy

ALSO PRESENT: Joseph S. Paxton, Interim Town Superintendent; Daniel Hanlon, Chief of Police; Russell Bailey, Public Works Supervisor, Susan Smith, Deputy Treasurer/Zoning Administrator, and Michael Betts, Marketing and Events Coordinator.

CALL TO ORDER: Mayor Lee called the meeting to order at 6:00 p.m.

Mr. Jackson arrived at 6:02 p.m.

DISCUSSION - AMENDMENT TO FY18-19 BUDGET AND PROPOSED FY 19-20 BUDGET

Interim Town Superintendent Paxton distributed a summary of the proposed budget and several amendments to the FY 2018-2019 budget. The amendments are necessary to properly reflect the transfer from the Water & Sewer Fund to the General and Capital Funds for the current year, and to adjust the funds appropriated to several functions in the General Fund to reflect actual expenditures. The primary reasons for the adjustments within the General fund are to account for the higher than expected professional, legal and accounting fees in the General Government function, and to more accurately reflect the distribution of expenses in the Public Works and Recreation functions. There is no change in the total level of expenditures authorized for FY 2018-2019.

Mr. Paxton then provided Council with an overview of the proposed FY 2019-2020 budget, which was outlined in his memorandum to Council dated April 18, 2019.

There was considerable discussion regarding 24-hour coverage for police service in the Town. Mr. Paxton noted that it requires a minimum of 5 officers for the Town to provide this coverage with the Chief working primarily daylight Monday to Friday and the other four officers working alternating two-man twelve hour shifts. As long as all officers are on duty for their shift the Town has 24-hour coverage. The budget as proposed includes funding for five positions. He noted that with time off for training and leave there are shifts that will need to either be covered by the Chief, with over time/part-time or by mutual aid. Adding the sixth officer will reduce the amount of time that shifts will be required to be filled through mutual aid. He pointed out that there is no funding in the budget for the sixth position and that either additional revenues will need to be raised or on-going expenditures reduced in other areas to offset the increased cost.

Chief Hanlon discussed the impacts using a five-person law enforcement staff and Council reviewed the email that he had provided with information on various shift options for five and six positions.

Mr. Paxton also noted that the part-time officer position that is stationed three days per week at Pence Middle School during the school year is not included for funding in the coming year. He noted that the Town has for a number of years paid 100% of the cost for an officer to work at Pence and the recently closed Dayton Learning Center. Dayton is the only town in the County to provide this service for a school in its jurisdiction. Broadway, Elkton, Grottoes and Timberville have County schools within their jurisdiction. The County Sheriff's office provides school resource officers (SROs) for each high school district in partnership with the County school system.

ADVERTISEMENT OF FY 2019-2020 BUDGET

On motion by Councilman Collier, seconded by Vice Mayor Daly and carried by a roll call vote of 6-1, voting recorded as follows: LEE – AYE; COLLIER – AYE; DALY – AYE; FLETCHALL – AYE; JACKSON – NO; OHGREN – AYE; WORTHY – AYE; the Council authorized the advertisement of the budget as recommended by the Interim Town Superintendent and reviewed by the Finance Committee as follows:

**Town of Dayton, Virginia
PROPOSED BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2019,**

The proposed budget synopsis is prepared and published for public information and fiscal planning purposes only. The inclusion in this budget of any item or items does not constitute an obligation or commitment on the part of the Dayton Town Council to appropriate any funds for that item or purpose. The budget consists of the estimates and requests of the officers and department heads submitted to the Interim Town Superintendent, and the Town Council's proposed level of funding those requests.

Council will hold a public hearing to receive public comment on these recommendations on May 13, 2019, at a meeting commencing at 6:00 p.m. at the Dayton Municipal Building, 125 Eastview Street, Dayton VA 22841. This public hearing is being held pursuant to section 15.2-2506, Code of Virginia, 1950, as amended. All citizens of the Town are invited and encouraged to attend and provide Council with written or oral comments, and ask questions concerning the proposed FY2019-20 budget, within reasonable time limits that are established by Council.

A copy of the proposed budget and ordinance changes may be inspected by the public during normal business hours at the Town Municipal Building, 125 Eastview Street, Dayton, and is available on the website at www.daytonva.us.

	FY 18	FY 19	FY 19	FY 19	FY 20
	<u>Actual</u>	<u>Budget</u>	<u>Amendment</u>	<u>Revised Budget</u>	<u>Proposed</u>
Revenues:					
General Fund					
General Property Taxes	\$ 117,467	\$ 120,500	\$ -	\$ 120,500	\$ 118,500
Other Local Taxes	\$ 450,665	\$ 446,300	\$ -	\$ 446,300	\$ 441,100
Other Local Revenue	\$ 311,960	\$ 279,901	\$ -	\$ 279,901	\$ 276,440
Federal/State Funding	\$ 49,135	\$ 245,000	\$ -	\$ 245,000	\$ 70,000
Transfers	\$ 1,202,245	\$ 1,343,885	\$ -	\$ 1,343,885	\$ 973,876
Sub-total - General Fund	\$ 2,131,471	\$ 2,435,586	\$ -	\$ 2,435,586	\$ 1,879,916
Capital Fund	\$ -	\$ 600,197	\$ -	\$ 600,197	\$ 205,000
Water & Sewer Fund	\$ 3,684,902	\$ 3,871,594	\$ 380,990	\$ 4,252,584	\$ 3,701,000
Total Revenues	\$ 5,816,373	\$ 6,907,377	\$ 380,990	\$ 7,288,367	\$ 5,785,916

Expenditures:

General Fund

General Government	\$ 788,612	\$ 657,728	\$ 160,000	\$ 817,728	\$ 620,128
Public Safety	\$ 721,982	\$ 728,146	\$ -	\$ 728,146	\$ 557,676
Public Works	\$ 224,177	\$ 727,984	\$ (270,200)	\$ 457,784	\$ 387,807
Parks, Recreation & Cultural	\$ 368,535	\$ 186,026	\$ -	\$ 186,026	\$ 159,768
Community Development	\$ 85,124	\$ 115,602	\$ 110,000	\$ 225,602	\$ 154,538
Debt Service	\$ 26,350	\$ 20,100	\$ 200	\$ 20,300	\$ -
Sub-total - General Fund	\$ 2,214,779	\$ 2,435,586	\$ -	\$ 2,435,586	\$ 1,879,916
Capital Fund	\$ 1,454	\$ 600,197	\$ -	\$ 600,197	\$ 205,000
Water & Sewer Fund	\$ 3,475,682	\$ 3,871,594	\$ 380,990	\$ 4,252,584	\$ 3,701,000
Total Expenditures	\$ 5,691,915	\$ 6,907,377	\$ 380,990	\$ 7,288,367	\$ 5,785,916

There is no change in property tax rate proposed for the coming calendar year. Property taxes are levied for each one hundred dollars of assessed value as of January 1. Property is assessed at fair market value. Tax rates are effective January 1, 2019.

The Dayton Town Council will meet on Monday, June 10, 2019 at the Dayton Municipal Building to consider adoption of the budget for fiscal year 2019-20.

By order of the Town Council of Dayton, Virginia

Vice Mayor Daly left the meeting at 7:59 p.m.

CLOSED SESSION

Interim Town Superintendent Paxton requested a closed session to discuss the employment of specific local government employees and to discuss the appointment of a specific public official, on motion by Councilman Ohgren was seconded by Councilwoman Worthy and carried by a roll call vote of 6 to 0, voting recorded as follows: LEE – AYE; COLLIER – AYE; DALY – ABSENT; FLETCHALL – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE; the Council recessed the meeting at 8:00 p.m. to 8:15 p.m., for a closed meeting in accordance with Section 2.2-3711(A)(1)- Discussion of the performance and employment of specific local government personnel, and the discussion of the appointment of a specific public official.

Return to open session 8:15 p.m.

CERTIFICATION RESOLUTION

WHEREAS, the Dayton Town Council has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Dayton Town Council that such Closed Meeting was conducted in conformity with Virginia law:

On motion by Councilman Collier, seconded by Councilman Fletchall and carried by a roll call vote of 6 to 0, voting recorded as follows: LEE – AYE; COLLIER – AYE; DALY – ABSENT; FLETCHALL – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE; Council returned to regular session and certified that with respect to the just-concluded closed session, and to the best of each member's knowledge, (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.

ADJOURNMENT

With there being no further business to come before the Council, Councilman Ohgren made a motion to adjourn, and seconded by Councilman Jackson and the motion passed unanimously.

The meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Mayor, Sam Lee

Clerk, Joseph S. Paxton