

**MINUTES OF A TOWN COUNCIL  
WORK SESSION MEETING  
TOWN OF LURAY, VIRGINIA  
Tuesday, April 28, 2020  
5:30pm**

The Luray Town Council met in a Work Session on Tuesday, April 28, 2020 at 5:30 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were the following present:

Presiding: Mayor Presgraves

Council Present: Ron Vickers  
Jerry Dofflemyer  
Jerry Schiro  
Leroy Lancaster  
Joseph Sours  
Leah Pence (via phone)

Others Present: Steve Burke, Town Manager  
Bryan Chrisman, Assistant Town Manager  
Jason Botkins, Town Attorney (via phone)  
Mary Broyles, Clerk Treasurer  
Danielle Babb, Deputy Clerk Treasurer  
Chief Bow Cook, Luray Police Department

*Due to the threat of transmission of COVID-19 and in recognition of the Governor's Executive Order, this Work Session is closed to the public as provided by the Town's Emergency Ordinance Providing for Continuity of Government of Luray adopted by Town Council on April 13, 2020.*

*This meeting was made available to the public via the  
Town's Facebook page live-streaming broadcast.*

A quorum being present, Mayor Presgraves declared the Council to be in session for the transaction of business. Mayor Presgraves led members in the United States Pledge of Allegiance. The roll was called with all members present. Councilwoman Pence requested to add the discussion of Senior Banners at the end of the meeting.

**UPDATES & DISCUSSION ITEMS**

**COVID-19 Budget Impact**

Town Manager, Steve Burke, presented information regarding the potential impact of COVID-19 on the Town's Budget per Council's request. Mr. Burke discussed potential impact to the current Fiscal Year FY 2020 and upcoming FY 2021 budget. Virginia Municipal League has provided a generalized statewide impact assessment. However, Mr. Burke stated that staff has provided their projections as well. Mr. Burke feels that staff's projections are more realistic than those provided by VML. Town Staff recognized that the main areas of the budget that will be affected are meals and lodging tax revenues. Staff is predicting a potential loss of \$130,000 in revenues for the current fiscal year and as much as \$180,000 in the FY2021 budget year. Mr. Burke assured Council members that staff is taking all measures possible to limit any unnecessary expenses.

Councilman Schiro questioned staff's more moderate predictions regarding the loss of revenues. Mr. Burke stated that it appears the VML analytics are based on large localities with lodging tax as their primary income. Town staff has looked at historic revenue data for March, April, May, and potentially impacts on June's income. Councilman Dofflemyer recognized that staff's figures were likely more reasonable.

Town Council also discussed potential impacts to VDOT revenues. Currently, the town's highway maintenance funds are not in jeopardy and all large projects seem to be on schedule. Councilwoman Pence suggested looking into means of rebating meals and/or lodging taxes. Council Members also discussed the County's authority on shutting down lodging facilities within the town. Attorney, Jason Botkins, stated that the authority is based on the Town's population and Emergency Plan requirements. Mr. Burke stated that the Luray Little League has requested a waiver of the first payment installment for the concession stand agreement due to the suspension of the current season. Council can consider this for a vote at the May meeting.

### **FY 2020-2021 Budget Discussion**

Mr. Steve Burke stated that staff will advertise for the Public Hearing to occur at the May meeting. This will be an electronic meeting and staff will receive public comment in advance.

Councilman Schiro discussed concerns regarding revenue projections and feels staff should be prepared for budget amendments in the coming year. Mr. Schiro said some revenue projections are too aggressive. Council members discussed a possible funding source for a 1% Cost of Living Adjustment. Councilman Schiro expressed that he would like to see something done for the employees; if not a percentage increase then possibly a one-time bonus. Councilman Dofflemyer and Councilwoman Pence agreed, while other Council members preferred to wait until later in the FY2021 Budget to make a determination. Councilman Sours discussed plans to defer capital improvements based on potential revenue loss and asked if any further contingencies are being made. Mr. Burke explained that if events are not permitted during the summer months, then event costs will greatly decrease. Those costs would include staff labor and vendor/materials costs. Councilman Sours would like to see further contingencies in place. Councilman Vickers discussed utility bills and if payments are being made on time or deferred.

Councilwoman Pence addressed the subject of meals and lodging tax. Ms. Pence proposed a separate fund that would allow for the collection and reinvestment of these funds to businesses in need. Town Attorney Botkins stated that a provision of this sort would require action by Council and would be extremely limited on how the funds could be appropriated. Mayor Presgraves said staff and Council would take these suggestions under advisement. Councilman Schiro recognized that while these are unusual times we should be mindful of taking away from our revenue stream. He emphasized that we need to be cautious in these acts because our citizens still expect the same level of service from the Town of Luray.

### **Code Amendment- Chapter 2-Procurement**

Mr. Burke requested Council consider a draft Code Amendment to Chapter 2 of the Town Code related to Procurement. The Town Attorney has developed the draft Amendment based on changes to State Law effective July 1, 2020. Mr. Botkins has recommended that the Town consider adding procedures at the various purchase amounts as shown in the draft included in Council's packet.

### **Imagination Station Proposals**

The Town Council is requested to review the evaluation of proposals for the replacement of Imagination Station Playground. The review committee has provided their recommendation from seven company submittals. Ultimately, the committee has recommended All Recreation's playground design at a cost

of \$300,000. Mr. Burke said that the company has designed a wonderful playground facility for the Town. He noted that Assistant Manager, Bryan Chrisman, has contacted Blue Ridge Bank about the extending the associated financing to a 10 year loan. Council members agreed that the plans look great and acknowledged the efforts that went into the review; however, they feel the project needs to be deferred. Councilman Lancaster suggest looking at doing some maintenance to the existing structure and deferring the project for one year. Councilman Dofflemyer stated that this work would not be wasted and the same company proposals could be reviewed again at a later time. Councilman Vickers inquired about the potential for a phased replacement. Mr. Burke stated that the proposals provide for a clean site for the contractor to begin work. He noted that some of the salvaged equipment could be relocated to Inn Lawn Park.

### **Senior Banners**

Mr. Burke said that the Town has received some requests to display student banners for high school seniors. Unfortunately, he noted that there are more students than poles that have the necessary hardware. Mr. Burke suggested that ground mounted signs might be more feasible. Council members suggested locating the signs at the high school. The amount of banners/signs would be approximately 130 for the senior class members.

### **Announcements and Adjourn**

Councilman Sours stated that with all the adversity surrounding the effects of Covid-19, one positive is the quality of life provided by small towns like Luray. He said that this could be a positive for our community with more folks telecommuting and we could see long term benefits.

With no further business, Mayor Presgraves adjourned meeting of the Luray Town Council at approximately 6:20 p.m.

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Mayor, Barry Presgraves

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Deputy Clerk, Danielle Babb