

Council Chambers, 25 West Market Street, 7:30 p.m. Mayor Umstattd presiding.

Council Members Present: Kelly Burk, David Butler, Thomas Dunn, Marty Martinez, Katie Sheldon Hammler, Kevin Wright and Mayor Umstattd.

Council Members Absent: None.

Staff Present: Town Manager John Wells, Town Attorney Jeanette Irby, Deputy Town Manager Kaj Dentler, Assistant Town Manager Scott Parker, Director of Public Works Tom Mason, Director of Planning and Zoning Susan Berry Hill, Chief of Police Joseph Price, Director of Parks and Recreation Rich Williams, Director of Economic Development Marantha Edwards, Director of Capital Projects Renee LaFollette, Director of Utilities Amy Wyks, Director of Finance Norm Butts, Director of Plan Review Bill Ackman, Deputy Director of Planning and Zoning Brian Boucher, Senior Project Manager Lee Phillips, Library Manager Alexandra Gressitt, Airport Manager Scott Coffman, Information Technology Manager Annie Carlson, Human Resources Manager Karen Dilley, Management Analyst Michael Bruckner, Management Analyst Lisa Haley, Senior Planner Irish Grandfield and Clerk of Council Lee Ann Green

AGENDA**ITEMS**

1. **CALL TO ORDER**
2. **INVOCATION:** Council Member Kevin Wright
3. **SALUTE TO THE FLAG:** Mayor Umstattd
4. **ROLL CALL:** All present
5. **MINUTES**
 - a. Work Session Minutes of January 27, 2014
On a motion by Council Member Martinez, seconded by Vice Mayor Butler, the minutes of the work session meeting of January 27, 2014 were approved with Council Member Hammler's edits by a vote of 7-0.
 - b. Regular Session Minutes of January 28, 2014
On a motion by Council Member Hammler, seconded by Council Member Burk, the minutes of the regular session meeting of January 28, 2014 were approved with Council Member Hammler's edits by a vote of 7-0.
 - c. Work Session Minutes of February 10, 2014
On a motion by Council Member Burk, seconded by Vice Mayor Butler, the minutes of the regular session meeting of February 10, 2014 were approved by a vote of 6-0-1 (Wright abstaining).

6. ADOPTING THE MEETING AGENDA

On the motion of Council Member Martinez, seconded by Vice Mayor Butler, the meeting agenda was approved after moving item 11b after the Petitioner's Section:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstatt

Nay: None

Vote: 7-0

7. PRESENTATIONS

a. Proclamation – Black History Month

On a motion by Council Member Martinez, seconded by Council Member Hammler, the following was proclaimed:

PROCLAMATION

BLACK HISTORY MONTH

FEBRUARY 2014

WHEREAS, in February of 1926, sixty-one years after the ratification of the 13th Amendment to the United States Constitution, Dr. Carter Woodson, a noted historian, desired to recognize the achievements and contributions of Black Americans in this country; and

WHEREAS, the month of February was appropriately chosen to recognize the achievements of Black Americans as it contained the birth anniversaries of Abraham Lincoln and Frederick Douglass; and

WHEREAS, the traditional one-week observance was expanded in 1976 to include the entire month of February; and

WHEREAS, Black History Month allows us to honor the achievements of and celebrate the heritage of Black Americans while recalling the courage of their struggle to achieve equality; and

WHEREAS, historically Black Americans, such as Dr. Martin Luther King, Jr., Harriet Tubman, Rosa Parks, Medgar Evers, Jessie Jackson, Dred Scott, W.E.B. DuBois, and Mary McLeod Bethune have worked to lay the very foundation for the free and diverse society that we as Americans enjoy today; and

WHEREAS, this year marks the 50th anniversary of the signing of the 1964 Civil Rights Act that gave all citizens of the United States equal rights under the law.

THEREFORE, the Mayor and Council of the Town of Leesburg in Virginia hereby proclaim the month of February of the Year 2014 as Black History Month in the Town of Leesburg and urge the citizens of Leesburg to join in recognizing the

contributions made by the Loudoun Chapter of the NAACP and other community organizations to preserve and remember the accomplishments of Black Americans throughout the history of our nation.

PROCLAIMED this 25th day of February 2014.

b. Resolution of Recognition – Loudoun County High School Girl’s Volley Ball Team

On a motion by Council Member Hammler, seconded by Vice Mayor Butler, the following was presented:

RESOLUTION OF RECOGNITION

LOUDOUN COUNTY HIGH SCHOOL GIRL’S VOLLEYBALL

WHEREAS, the Loudoun County High School Girls Volleyball team finished its 2013 season with a 31-0 record; and

WHEREAS, the Lady Raiders won the 4A State Championships for the second year in a row; and

WHEREAS, they received the MaxPreps Xcellent 25 ranking of #12 in the nation; and

WHEREAS, the girl’s volleyball program at Loudoun County High School has also been ranked in the top 10 in the nation by MaxPreps after winning the state championship six times in the past eight years; and

WHEREAS, the team has also maintained a combined 3.90 GPA.

THEREFORE, RESOLVED, the Mayor and Council of the Town of Leesburg in Virginia hereby recognize the achievements of the 2013 Loudoun County High School Girl’s Volleyball team and coaches and commend them on their hard work, dedication and commitment to athletic and academic excellence.

PROCLAIMED this 25th day of February, 2014.

c. Certificates of Recognition- Loudoun County High School Girl’s Volley Ball Team (Individual Players)

On a motion by Council Member Hammler, seconded by Vice Mayor Butler, certificates of recognition were presented to the individual players, managers and coaches of the Loudoun County Girls Volleyball Team.

Players:

Emily Solis
 Hannah Brenneman
 Kelsey Anderson
 Kelsey Slack
 Hannah Vandegrift
 Addi Williams
 Olivia Aycock
 Jane Feddersen
 Maggie Phillips
 Mandy Powers
 Ciara Kain
 Madison Batts
 Taylor Borup
 Rachel Voketaitis
 Rachael Cullen
 Alyssa Paige

Lauren Topper
 Abby Wright

Managers:

Katherine Knobloch
 Meg Carren
 Carlos Tingle

Coaches:

Head Coach Jenica Brown
 Assistant Varsity Coach
 Jarod Brown
 Assistant Coach Sherrilyn
 Hanna
 Assistant Coach Tad Wymer
 Assistant Coach John Brown

- d. Certificate of Recognition – Photoworks 35th Anniversary
On a motion by Council Member Martinez, seconded by Vice Mayor Butler, a Certificate of Recognition was approved in honor of Photoworks 35th anniversary.
- e. Presentation – Civil Air Patrol
 Ltc. Juan Urista, Major Peter Mosely, and Cadet Commander Daniel Corey of the Civil Air Patrol gave presentations about the activities of the Leesburg Civil Air Patrol, which is a federally chartered community service organization. He stated they are chartered for emergency services, aerospace education, and cadet programs.
- f. FY 2015 Proposed Budget and CIP – Including Revised County CIP
 John Wells and the budget team, Norm Butts, Lisa Haley, and Mike Bruckner, presented the proposed FY 2015 Budget and CIP.

Key Points:

- Second year of the two year budget
- Opportunity to reduce the tax rate to \$0.183
- No expenditure reductions
- Includes revised CIP based upon recommendations from the Planning Commission to accelerate the Brown's Meadow and Woodberry Drainage projects
- Reflects a continuation of the long-term plan for sustainability
- Allows for an equalized tax rate for the average homeowner
- Includes funding for Movie Night at Ida Lee Park
- Capital Asset Replacement Funding will occur as part of the budget rather than as supplemental appropriations

- Utility Fund is approximately \$20.1 million and includes assumption of a 3% water and sewer rate increase that was previously approved
- Completed CIP projects include:
 - First phase of the Downtown Improvements – alleyways from the town garage to King Street, improvements to the East End Triangle, improvements have begun along Loudoun Street, and completion of the sidewalk along Church Street from Loudoun to Royal Streets, S.E.
 - Phase III of Lowenbach
 - Extension of Miller Drive
 - South King Street Widening
 - Virts Corner Improvements
 - Installation of the traffic signal at Battlefield Parkway and Plaza Street, NE
 - Improvements along Sycolin Road at Tavistock
 - Several airport projects
- Projects to be substantially completed by June 2015
 - Potomac Crossing Park
 - Right turn lane improvements for Edwards Ferry Road at the bypass
 - Final phases of Lowenbach – Queen, Washington, and the last half of Blue Ridge Avenue
 - Completion of the Sycolin Road widening from the bypass – Hope Parkway to Battlefield Parkway.
 - Perimeter fence for the west side of the airport
- Upcoming issues:
 - Utility Rates
 - Impacts and challenges of the Affordable Care Act
 - Discussion of City Status
 - Funding for Capital Assets
 - Transit service
 - TMDLs/Stormwater management legislative impacts
 - NVTAFunding
 - Loss of gas tax revenue
- Areas of continued emphasis:
 - Maintaining long-term financial stability – stick to the plan
 - Customer service
 - Use of technology and automation
 - Look for additional efficiencies
- New budget document was described – uses Pattern Stream and Adobe Framemaker
- Format and content provide greater accountability
- Residents can submit questions about the budget online
- Budget worksession on March 10, as part of the regular work session, March 11 is the budget public hearing, March 15 Saturday work session, wrap up work session on March 24, with final adoption on April 8.

Council Comments/Questions:

- Does this year's budget, as well as the long-term fiscal plan, allow us to adopt the equalized tax rate of 18.3 cents?
Staff answer: Yes.
- Is there any buffer with an equalized rate to be looking at additional program elements?
Staff answer: Yes. As with any budget, there is always some level of flexibility that we can look toward and, again, we will work with you and the council on that.
- Items of importance for this year's budget – bus service, increases in healthcare costs for employees, loss of gas tax revenue and ways to increase automation
- The addition of Movie Night at Ida Lee will be very popular
- Would like to look into partnership with private organizations for events such as August Court Days
- If the county does not fund the bus service, as requested, will that cause an immediate shortfall at the recommended tax rate?
Staff answer: There is some flexibility of using 30% NVTAF funds for new bus routes and a state grant application has been submitted.
- Would like to explore county services, such as CIP projects, that town taxpayers fund without any benefit within the Town of Leesburg
- Would to know if the maximum expectations for Morven Park's activities have been reflected in the budget – particularly the need for additional staff time.
- Need to work more closely with the county to secure that a portion of taxes paid by town taxpayers come back to the town.
- Appreciate the proposal for an equalized tax rate so that taxes will not increase for the average taxpayer.

8. PETITIONERS

The Petitioner's Section was opened at 8:46 p.m.

Kathie Myers, 18125 Silcott Springs Rd., Purcellville, stated she has spoken before in support of bus shelters in Leesburg and Loudoun County. She stated she is pleased with the new bus shelters and urged the Council to continue to establish new bus shelters. She stated the expansion of the 7 on 7 service to evenings is a very useful addition. She stated bus service on the evenings and weekends is very important for those that rely on bus service. She stated it is important to have a logo or branding for the bus service so that riders can identify the bus service.

Ann Robinson, 125-M Clubhouse Drive, S.W., stated that she would be glad to step aside from the Diversity Task Force so that Gladys Burke could be nominated. She stated she teaches Workforce Development at NVCC. She stated that the bus service is important for the working poor.

Natalia Garrett, 609 Marshall Drive, N.E., stated she works with the Latino community to help them integrate. She invited everyone to work together on every single aspect of the community.

The Petitioner's Section was closed at 8:59 p.m.

9. APPROVAL OF THE CONSENT AGENDA

On a motion by Vice Mayor Butler, seconded by Council Member Wright, the following items were moved for approval as the Consent Agenda:

- a. *Awarding a Construction Contract for the Edwards Ferry Road Waterline Improvements Project*

RESOLUTION 2014-021

Awarding the Construction Contract for the Edwards Ferry Road Waterline Improvements Project to Deborn Construction, Inc., in the Amount of \$131,480.00.

- b. *Awarding a Construction Contract for the Edwards Ferry Right Turn Lane*

RESOLUTION 2014-022

Awarding the Construction Contract for the Edwards Ferry at Route 15 Bypass Right Turn Lane Improvements Project to General Excavation, Inc. in the Amount of \$810,762.00.

- c. *Awarding a Construction Contract for Water Supply Flocc Basin Painting*

RESOLUTION 2014-023

Awarding the Contract for the Flocculation Basin Recoating Project to Eastern Waterproofing Co., Inc., at the Kenneth B. Rollins Water Treatment Plant in the Amount of \$126,290.00

- d. *South King Street Widening Utility Relocation Authorization*

RESOLUTION 2014-024

Authorizing the Town Manager to Execute Agreements for Relocation of Overhead Utilities for the South King Street Widening Phase II Project

The Consent Agenda was approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Wright and Mayor Umstatt

Nay: None

Vote: 6-0-1 (Martinez absent)

10. PUBLIC HEARINGS

- a. *Vacating Right-of-Way on Third Street, S.W.*
The public hearing was opened at 9:09 p.m.

Lee Phillips gave a brief presentation on this public hearing.

Key points:

- Owners on either side have filed an application for consideration of vacating this portion of 3rd Street
- 3rd Street was originally platted in 1909
- Seventy years later, the first house was erected at 713 S. King Street
- In 1996, the town granted the owner of 713 S. King Street permission to park their cars on the right-of-way
- Side property boundaries would move to the centerline of what was 3rd Street.
- Owners on either side would establish an easement for a shared driveway to serve both parcels
- Would be impossible to build a road to current town standards on this right-of-way
- Staff supports vacating this right-of-way

There were no citizens wishing to address this public hearing.

The public hearing was closed at 9:14 p.m.

On a motion by Council Member Dunn, seconded by Vice Mayor Butler, the following was proposed:

ORDINANCE 2014-O-006

Vacating a Portion of 3rd Street, Pursuant to Code of Virginia (1950) as Amended, Sections 15.2-2006 and Conveying the Town's Interest in the Vacated Right-of-Way to Two (2) Abutting Property Owners

Council Comments/Questions:

- No public need for this right-of-way

The motion was approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstatt

Nay: None.

Vote: 7-0

11. RESOLUTIONS AND MOTIONS

- a. Endorsing the Technology and Communication Commission Strategic Plan

On a motion by Council Member Hammler, seconded Vice Mayor Butler, the following was proposed:

MOTION 2014-008

I move that the Town Council accept the Technology and Communication Commission IT Strategic Plan and direct that for each initiative expected to be completed by the end of FY15, an implementation plan be completed and brought

back to Council. The plans to include a fiscal and cost benefit analysis, a review of available alternatives, and a proposed implementation schedule.

Council Comments/Questions:

- Appreciate the hard work of the Technology and Communication Commission

The motion was approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstattd

Nay: None.

Vote: 7-0

b. Naming the Loudoun Street Park Site

On a motion by Council Member Martinez, seconded by Council Member Burk, the following was proposed:

RESOLUTION 2014-025

Naming the Loudoun Street Park Site

Council Comments/Questions:

- An opportunity to recognize a former Vice Mayor who made a great difference in the community
- Vice Mayor Jackson was a dedicated and humble public servant
- Even though not all Council Members supported turning this property into a park, dedicating the park to Vice Mayor Jackson is appropriate

The motion was approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstattd

Nay: None.

Vote: 7-0

c. Diversity Task Force Appointments

On a motion by Council Member Burk, seconded by Council Member Martinez, the following was proposed:

RESOLUTION 2014-027

Making Appointments to the Diversity Task Force

Council Member Comments/Questions:

- Mayor Umstattd nominates Mary Randolph
- Council Member Burk nominates Tammy Carter
- Council Member Hammler nominates Gladys Burke
- Council Member Dunn nominates Greg Hudson
- Council Member Martinez nominates Linda McCray
- Council Member Wright nominates Michelle Vocke

- The NAACP’s representative is Mildred A. Daye
- La Voz’s representative is Maritza Saldana
- INOVA’s representative is Rod Williams
- Vice Mayor Butler will make a nomination at the next Council meeting to allow time for a representative of the Asian community to step forward
- Would like to have been able to appoint everyone that volunteered

The motion was approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstatt

Nay: None.

Vote: 7-0

d. Initiating Code Changes to Eliminate Personal Property Proration

On a motion by Council Member Martinez, seconded by Vice Mayor Butler, the following was proposed:

RESOLUTION 2014-026

To Initiate Town Code Amendments to Eliminate the Proration of Personal Property Taxes; Eliminate the Proration of Motor Vehicle License Fees; to Amend the Due Date for the Payment of Personal Property Taxes from October 5th to May 5th; and to Amend the Date for the Duration of the Motor Vehicle License Year

Council Member Comments/Questions:

- Appreciate the goal of tax simplification and the improvement of customer service in the Finance Department

The motion was approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstatt

Nay: None.

Vote: 7-0

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

- a. None.

14. NEW BUSINESS

- c. None.

15. COUNCIL COMMENTS

Council Member Wright apologized for being unable to attend the last set of Council meetings due to work commitments. He acknowledged China King’s

anniversary and congratulated the Whang family on their 25 years in downtown Leesburg.

Council Member Hammler apologized for missing the last Council meetings. She also apologized for missing China King's anniversary celebration. She stated she appreciated Ms. Myer's bus comments and requested they be sent to the Board of Supervisors and directed for the Transit Summit. She noted that the town received a letter from Sen. Obenshain and asked that staff follow-up on that. She stated she is looking forward to the Keep Leesburg Beautiful Clean Up Day. She questioned whether there might be a way for people to adopt a trail throughout Leesburg so that they can help keep the trails clean of trash and dog waste. She stated she liked the old minutes better that reflected what individuals said. She stated the Annual Report is wonderful and questioned how Council can become more involved in it. She stated an important event is coming up – the Loudoun Free Clinic Gala – with the theme “Springtime in Paris” on March 15. She encouraged everyone to support the free clinic. She offered her condolences to the Seeman family on the passing of Mayor Jane Seeman.

Council Member Martinez stated he was happy to see the Civil Air Patrol's presentation. He encouraged everyone to attend their open house and explore more about what they do. He thanked everyone for voting to name the Loudoun Street park site – Mervin Jackson Park. He apologized for missing the China King anniversary celebration. He stated he enjoyed the response to Council's letter. He stated that Vice Mayor Jackson believed in the town staff and he did not like it when people attacked town staff. He stated that Vice Mayor Jackson respected the efforts of staff to do the best job possible. He offered condolences to the Seeman family on the passing of Mayor Seeman.

Council Member Burk requested that anyone who wants to nominate a teacher for the Shenandoah Teacher of the Year contact either the university or herself. She stated she attended the Chocolates Galore fundraiser for the YMCA. She stated it was a wonderful event for a great organization. She congratulated China King on their 25th anniversary and Photoworks on their 35th anniversary. She expressed sorrow over losing Ben Franklin after 40 years in Leesburg. She offered condolences to the Seeman family on the loss of Mayor Seeman. She stated it is important to record individual votes in the minutes.

Vice Mayor Butler stated there was a mural that someone tried to steal, so that will need to be kept in mind once the mural is installed on the garage. He offered his condolences to the Seeman family on the loss of Mayor Seeman.

16. MAYOR'S COMMENTS

Mayor Umstattd had no comments.

17. MANAGER'S COMMENTS

Mr. Wells had no comments.

18. ADJOURNMENT

On a motion by Council Member Martinez, seconded by Vice Mayor Butler, the meeting was adjourned at 9:38 p.m.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council
2014_tmin0225

Council Chambers, 25 West Market Street, 7:30 p.m. Mayor Kristen C. Umstattd presiding.

Council Members Present: Kelly Burk, David Butler, Thomas Dunn, Katie Sheldon Hammler, Marty Martinez, Kevin Wright and Mayor Umstattd.

Council Members Absent: Council Member Burk arrived at 7:33 p.m.

Staff Present: Town Manager John Wells, Town Attorney Jeanette Irby, Deputy Town Manager Kaj Dentler, Director of Public Works Tom Mason, Director of Finance Norm Butts, Director of Parks and Recreation Rich Williams, Director of Capital Projects Renee LaFollette, Director of Utilities Amy Wyks, Airport Manager Scott Coffman, Deputy Director of Public Works Charles Mumaw, Deputy Director of Capital Projects Tom Brandon, Deputy Director of Parks and Recreation Kate Trask, Management Analyst Lisa Hayley, Management Analyst Michael Bruckner, and Executive Associate I Tara Belote

AGENDA

ITEMS

1. **Work Session Items for Discussion**

a. Mural Project - COPA Introduction of Russ Bennett

Tom O'Neil, Chair of the Commission on Public Art, introduced Russ Bennett, the artist whose mural project was chosen for the town parking garage.

Key Points:

- Made up of small tiles painted by citizens
- Community involvement becomes part of the process

Council Comments/Questions:

- Meeting was held with members of COPA, Mr. Bennett, and staff to begin working on the project
- Please describe a little about your background and other mural projects in other communities.

Speaker answer: Owner of a design/build company as well as manage several arts festivals around the country and manage their artistic design. Served on the Chamber of Commerce and the Planning Commission.

- What is the timeline and how will the theme be decided?
COPA liaison answer: Timeline is work in progress. Project plan elements and milestones are being worked on. Hope is to have it ready by the time of the Arts Festival. Design will be brought before Council for approval. Try to time design approval around the same time that the Parks and Recreation Commission forward design options for the park. May need to form a task force to keep all parties informed.
- Look into fundraising opportunities with those who had supported the park on Loudoun Street.

- Would like to see some representation of the role of women in the history of Leesburg
- What is the mural made of?
Speaker answer: pieces of wood that are painted and sealed. The pieces slide into a frame.
- What is the lifespan?
Speaker answer: With no maintenance – probably 5-10 years.
- What is the oldest mural that you have done?
Speaker answer: Would not be concerned up to ten years. New products to seal the tiles are becoming available
- What are the estimated maintenance costs?
Speaker answer: Maintenance should be a simple coating every four to five years. Base material could be metal, but the painting would not be any better preserved by using metal or synthetics instead of wood
- Community will love getting involved in this project

b. Discussion of Painting Town Water Tanks/Towers

Council Member Dunn stated his idea is not to paint the entire tank/tower, but a portion of it at the widest point.

Council Comments/Questions:

- Possibly have the Arts Commission look into this
- Contact jurisdictions that have painted the towers and find out how much it cost
- Tank on Sycolin Road is on County property – county has denied painting it in the past
- Possibility of projecting an image on the tanks that can be changed as desired

c. Budget Work Session

John Wells stated they will be reviewing the long range plan and the CIP part of the budget.

Key Points:

- 18.3 cents is the equalized rate and is what is proposed
- 19.2 cents is the advertised rate
- Long range plan includes tax rate increases in FY 15, 16, and 17
- Council direction was to attempt to minimize or eliminate the proposed tax rate increases – which has been done for FY 15 and 16 and almost completed for FY 17
- Tax revenue from uncompleted, but approved projects, will more than likely help remove the necessity for a tax increase in FY 17.
- Debt service reserve fund will not be necessary after FY 2021.
- Fiscal policy can be increased to 20% at that time to take care of any long-term cash needs

- Long term plan is working – Council’s direction has removed the necessity for tax rate increases to make debt service payments
- CIP Changes from last year:
 - Potomac Crossing Park was accelerated at mid-year – should go to construction this summer
 - Battlefield Parkway/Rt. 15 to the Greenway delayed a year – right of way authorization from VDOT took much longer than estimated
 - Edwards Ferry Road Right Turn Lane – goes to construction late spring/early summer
 - Lowenbach, Ph. V, delayed due to storm drainage design
 - South King Street Widening, Ph. II – delay due to VDOT right of way authorization
 - Sycolin Road Widening, Ph. IV –moved up because funding is available with VDOT showing it in their six-year CIP. Can move to construction during the active six-year portion of the CIP
 - Chesapeake Bay TMDL project accelerated to FY 2015 since the town was awarded a grant from the Stormwater Assistance Fund
 - Tuscarora Creek Flood Mitigation – delayed because of issues with the residents.
 - Lower Sycolin Sanitary Sewer, Ph. II – schedule extended to combine phase II and phase III into one schedule – will go from the pump station across Sycolin Road to the Petersen property
 - Lowenbach budget increased – primarily because of drainage challenges, pipe size and construction costs due to phasing and increased material costs
 - Rt. 15/Edwards Ferry Road Right Turn Lane – includes NVTA funding
 - Rt. 15/Edwards Ferry Road Interchange – money in FY2015 for the interchange justification report
 - Sycolin Road Widening, Ph. III – budget increased primarily because of bid results. Box culvert needed was larger than originally planned
 - Sycolin Road Widening, Ph. IV – budget increased to show the VDOT funding that was added.
 - Lower Sycolin – increased because both phases were combined into the same project
- New CIP projects added:
 - Skate park renovation
 - Evergreen Mill Road widening – added to CIP so that NVTA funding can be requested – VDOT shows this project in their six-year transportation plan
 - East Market Street at Battlefield Parkway Interchange – moved forward into the six-year plan to begin to request NVTA funding

- Brown's Meadow/Woodberry Drainage – Planning
Commission recommended this project be moved forward into FY 2015
- Water Plant – Carbon feed system
- Completed projects total approximately \$21 million of work
- 31 projects remaining in the CIP

Council Comments/Questions:

- Tax rate doesn't increase, but population has increased. Where do we get to the point where staff is unable to meet the demand?
Staff answer: Just because the tax rate does not increase, it does not mean there is no new revenue. Also, approved projects that have not been completed can be expected to bring in new revenue
- What would the town have to do to get a AAA bond rating?
Staff answer: Based on the new formulas, the town may be able to move up without having to do anything based on the long-term strategic plan. Increasing the unassigned fund balance will also increase the chances of being upgraded.
- Is it better to pay off debt early or increase the unassigned fund balance?
Staff answer: It is a balance – the financial advisors will look at everything and give Council guidance on policy
- Affordability for homeowners is a top priority
- Important to keep an eye on hospitalization cost as this could change
- Need to analyze city status from a tax rate perspective
- Concern about the Capital Asset Replacement Fund in the out-years
- Areas where the town is providing services that the county should be providing
- Want to look at what the county gives the town carefully as some areas the town gets a great deal of assistance – such as transportation improvements
- Explain why a six year plan rather than a shorter time period?
Staff answer: Six year plan ties into VDOT's transportation plan
- Is this the soonest we can do the Brown's Meadow project?
Staff answer: The town has preliminary design – comfortable that the project can be completed within one fiscal year for design and construction
- Do the improvements include moving the park?
Staff answer: No, the amount is for renovation work on the existing site.
- Skate park facility is out of date and in bad shape – concerned about liability.
Staff answer: No technical reason it cannot move forward; however, Council would have to determine where it would go in the CIP and in the town

- Have Parks and Recreation Commission come back with a recommendation on whether to sell the site or renovate the existing skate park.
- Tree Canopy Project – about how many trees can be bought with the money that comes in annually?
Staff answer: Approximately 300 trees at \$250-300 each. Since the Battlefield Parkway project was completed, the town is looking at optional places to increase and enhance the tree canopy
- What can the town do differently with respect to increased costs for storm drainage projects?
Staff answer: staff is mindful to make sure not to oversize the project for the amount of area to be drained; however, new stormwater mandates will require additional water quality improvements that were not figured into original budgets
- Why is the miscellaneous waterline replacements in the CIP and not in operations/maintenance?
Staff answer: In the operating budget, it will be paid for with rates. It is a capital improvement in the sense that lines are being replaced. As a capital project, bonds and cash can be used for financing.
- Can we move the hangar project at the airport up as they will generate income?
Staff answer: Would need to work with FAA and DOAV to see what part of the site work they would help fund – there would not be any participation from either of them for the buildings.
- Would like to know what are we paying in debt service for the terminal? How can we make the terminal a revenue producing facility?
- It is a huge accomplishment to fully complete Battlefield Parkway with the last leg from Rt. 15 to the Dulles Greenway in the fall of 2016.
- How are the Linden Hill residents doing with the removal of their median break?
Staff answer: The new HOA president has been very complimentary regarding the way the intersection functions.
- Why is there overtime included in the budget?
Staff answer: One inspector is an hourly employee and that overtime is for that employee when he is either doing inspections or called in to help with snow removal.
- What is the status of Izaak Walton Park?
Staff answer: The project is in the fifth year of the CIP. The town continues to lease the park at this point, but the bridge belongs to the town.
- Want to commend those who worked on getting grant money for the TMDL project.
- Veteran's Park maybe an opportunity for partnership with the county.
- Question about a four-way stop at North King and North rather than the proffered signal.

Staff answer: This intersection was studied and a four-way stop at the p.m. peak would back northbound traffic past Cornwall and as far as Market Street. This would be a level of service F based on current traffic counts.

- Agree that a decision needs to be made on the Skate Park as soon as possible.
- Presumably the county will have a Chesapeake Bay TMDL project – how will that be funded? Do not want to pay for the project in town and a portion of the project for the county.
- Lower Sycolin Conveyance System, Ph. II – if the primary rate payer will be the Petersen Property, we should know what is happening with this project before spending more money.

Staff answer: Staff should be able to give Council an update before the budget is approved.

- Is the county a consumer for this project?
Staff answer: The county is a consumer for an earlier phase and they have paid.
- The town is not in the Parks and Rec CIP for the county. Would like to request funding for Veteran's Park from the county.
- The county should help fund the turn lane at Edwards Ferry Road and Rt. 15 and other transportation and airport projects as they have regional impact/benefit
- Town needs to be clear with requests to the county for funding
- County is confused by the bus transportation grant assignment
- Glad that the trees planted by the town are compatible with the Journey Through Hallowed Ground tree project

Staff answer: On phase II of the South King Street project, the species has been adjusted so that all the trees will be compatible with their color palette. Some trees were switched around on the Virts Corner project for compatibility as well. Will coordinate with JTHG on the tree plantings for the remainder of Battlefield Parkway.

- The developer for the Barber and Ross site has agreed to use JTHG compatible plantings for the redevelopment
- Are TMDL added costs being broken out on projects?
Staff answer: Each project will have a certain amount of reduction per project and the total will add up to the state mandated limit.
- Need to see why there are different numbers from NVTA and town estimates for the two major interchange projects

2. Additions to Future Council Meetings

Council Member Hammler stated she would like to have certificates of recognition for the Special Olympics Basketball team on making the state level competition.

Vice Mayor Butler stated he needs clarification on whether Morven Park will be on the schedule for March 25. He questioned whether they would need to have a work session on the noise ordinance prior to the public hearing. He asked for a proclamation for Hunger Awareness Month in May. He stated he would like to have a work session on the roles of the Friends of Leesburg Public Art on March 24 to clear up confusion. He requested the two appointments be put on the Consent Agenda for the March 11 meeting.

Council Member Dunn proposed a resolution to stop work on the Morven Park BLA at the March 25th Council meeting. He also requested a resolution to ask the county for funding for parks and recreation be added to the agenda on March 25th.

Tom Mason gave an update on what happened at the County transportation summit with respect to bus service funding. The board agreed to give County staff more time to work on the request. No new date was set for further discussions on the bus service funding request and no action was taken.

John Wells stated he would contact the County Administrator and find out what else is needed from the town so that staff can make a recommendation.

3. Adjournment

On a motion by Council Member Martinez, seconded by Vice Mayor Butler, the meeting was adjourned at 10:13 p.m.

Clerk of Council

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Council Chambers, 25 West Market Street, 7:30 p.m. Mayor Umstattd presiding.

Council Members Present: David Butler, Thomas Dunn, Marty Martinez, Katie Sheldon Hammler, Kevin Wright and Mayor Umstattd.

Council Members Absent: Council Member Burk. Council Member Dunn left at 8:45 p.m.

Staff Present: Town Manager John Wells, Town Attorney Jeanette Irby, Deputy Town Manager Kaj Dentler, Director of Finance Norm Butts, Director of Public Works Tom Mason, Management Analyst Michael Bruckner, Management Analyst Lisa Haley, and Executive Associate I Tara Belote.

AGENDA

ITEMS

1. **CALL TO ORDER**

2. **INVOCATION:** Mayor Umstattd

3. **SALUTE TO THE FLAG:** Council Member Dunn

4. **ROLL CALL:** Showing Council Member Burk absent

5. **MINUTES**

a. Regular Session Minutes of February 11, 2014

On a motion by Vice Mayor Butler, seconded by Council Member Martinez, the minutes of the regular session meeting of February 11, 2014 were approved with edits by a vote of 4-0-1-2 (Burk absent, Hammler/ Wright abstaining)

b. Work Session Minutes of February 24, 2014

On a motion by Council Member Hammler, seconded by Vice Mayor Butler, the minutes of the work session meeting of February 24, 2014 were approved by a vote of 6-0-1 (Burk absent).

6. **ADOPTING THE MEETING AGENDA**

On the motion of Vice Mayor Butler, seconded by Council Member Martinez, the meeting agenda was approved after deleting item 11a as it is no longer needed:

Aye: Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstattd

Nay: None

Vote: 6-0-1 (Burk absent)

7. **PRESENTATIONS**

a. Mobile Hope – Donna Fortier

Ms. Fortier stated that Mobile Hope is meant for the community's youth that are in need of services. She stated these services could be food, clothing, and/or shelter. She stated things that her children take for granted are provided to the community's at risk youth through this program. She stated they also have

a goal of assisting the youth that are aging out of the county's youth programs so that they can get on their feet.

8. PETITIONERS

The Petitioner's Section was opened at 7:52 p.m.

Supervisor Ken Reid, stated a fund has been set up for the ____ family, whose home was destroyed by fire. He directed those interested in donating to the fund for them to his Facebook page. He stated there are serious problems with communication over the bus service discussion. He detailed the information that county staff will need to make a recommendation to the Board of Supervisors.

Ann Robinson, 125 M Clubhouse Drive, congratulated Ms. Fortier on the Mobile Hope presentation. She questioned why there are so many youth in need of help in the community. She stated that lack of public transportation at times that people need to work makes it difficult for the working poor.

The Petitioner's Section was closed at 8:05 p.m.

9. APPROVAL OF THE CONSENT AGENDA

On a motion by Vice Mayor Butler, seconded by Council Member Hammler, the following items were moved for approval as the Consent Agenda:

- a. *Approving a Supplemental Appropriation – VML Insurance Payments for Vehicle Repairs*

RESOLUTION 2014-028

Amending the FY 2014 General Fund Budget and Making a Supplemental Appropriation in the Amount of \$9,000 Resulting from the Receipt of Insurance Payments from VML for Repair to town Vehicles.

- b. *Approving a Supplemental Appropriation – Donation from Presbyterian Church to the Community Outreach Program*

RESOLUTION 2014-029

Approving a Supplemental Appropriation of \$520 Resulting from a Donation to the Community Outreach Program (R.O.C.K.) from Leesburg Presbyterian Church

- c. *Recommending a Candidate for Vacancy on the Board of Zoning Appeals to Circuit Court*

RESOLUTION 2014-030

Recommending a Candidate for Vacancy on the Board of Zoning Appeals to Circuit Court

- d. Supplemental Appropriation of \$5,000 Resulting from a Donation to the Friends of Leesburg Public Arts to Fund the Parking Garage Mural

RESOLUTION 2014-031

Approving a Supplemental Appropriation of \$5,000 Resulting from a Donation to the Friends of Leesburg Public Arts to Fund the Parking Garage Mural

- e. Balch Library Endowment Appointments

MOTION 2014-010

I move to appoint the Honorable Thomas D. Horne as the Town Council's appointee to the Thomas Balch Endowment Board

- f. Making an Amendment to Resolution 2014-027 (Making Appointments to the Diversity Task Force)

MOTION 2014-011

I move to amend Resolution 2014-027 by adding Hasan Ibrahim as an appointee

The Consent Agenda was approved by the following vote:

Aye: Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstatted

Nay: None

Vote: 6-0-1 (Burk absent)

10. PUBLIC HEARINGS

- a. Proposed FY 2015 Budget

The public hearing was opened at 8:06 p.m.

Lisa Haley gave a brief presentation on the proposed FY 2015 budget.

Key points:

- General fund proposed at \$51,317,691 – \$1.9 million increase over 2014 attributable to modest increases in revenue.
- Utilities fund proposed at \$22,000,096.87 - \$1.8 million over 2014 attributable to estimated \$3 million bond issue
- Capital Projects fund \$19,151,370, which is down 0.4%
- \$49.7 million in general fund expenditures
- \$1.5 million in Capital Assets Replacement
- \$87 million total expenditures.

Council Comments/Questions:

- The Utility Fund will be in the red without the bond issue?
Staff answer: The expenses for the utility fund are lower as well as the revenues. If you take out the bond issuance, the capital projects would not be necessary – therefore the operations would not have a deficit.
- Advertised rate is \$0.192 and proposed rate is \$0.183.

- Working towards a goal of equalizing the tax rate
- Capital Asset Replacement fund is a “new” fund; however, we have been using the fund for several years

Ron Campbell, 812 Ft. Macleod Terrace, thanked Council for the appointment to the Technology and Communication Commission. He stated the town staff has done a good job of narrating the budget. He stated there is gap between who lives in Leesburg and who works in Leesburg. He stated the Council should look at initiatives that widen the tax base.

Maria Bergheim, 1108 Huntmaster Terrace, stated there are a lot of homeless people in Leesburg. She questioned what kind of plan Council members have to help Leesburg’s homeless.

Ann Robinson, stated she has been querying the restaurant industry about bus needs; however, she was ill and missed a lot of the discussion regarding the bus scheduling. She volunteered to complete the process by going to more employers and finding out what their employees need.

Tom Stokes, 231 North Street, NE, requested that the drainage project for his neighborhood be accelerated in the CIP as their backyards are a mosquito breeding ground.

Neil Steinberg, 139 Woodberry Road, NE, thanked Council for the wonderful ribbon cutting ceremony for the Leesburg School of Photography/Photoworks. He stated he recognizes that the town’s citizens have many needs. He stated that the Brown’s Meadow development negatively affected the property owners along North Street and Woodberry Road. He stated the mosquito problem is very real for this neighborhood.

Martha Robin, requested the drainage project be moved forward.

Candace, Clubhouse Drive, questioned the increase in the Town Attorney’s budget.

Doris Kidder, requested the drainage project for Brown’s Meadow be moved up in the CIP.

Rachel Remuzzi, 216 Brown’s Meadow Court, stated all the water comes to her back yard. She stated she would like the drainage project to be moved up in the CIP.

Council Comment/Questions:

- It was noted that the Brown’s Meadow Drainage project has been moved up in the CIP as recommended by the Planning Commission.
- The Town Attorney’s office budget increased due to the shifting of two employees from the Capital Projects department to the Town Attorney’s

office to assist with easement acquisition. There is a commensurate reduction in the Capital Projects budget

- It was noted that the Budget Work Session will be held in the lower level of Town Hall on Saturday starting at 9 a.m. and is scheduled to go until 4 p.m.

The public hearing was closed at 8:45 p.m.

11. RESOLUTIONS AND MOTIONS

- a. None.

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

- a. None.

14. NEW BUSINESS

- c. None.

15. COUNCIL COMMENTS

Council Member Dunn had no comments.

Vice Mayor Butler had no comments.

Council Member Martinez stated unfortunately a lot of non-profits have lost funding over the past several years. He stated that the town has a responsibility to help those in need and expressed his desire for a better way to manage that responsibility.

He stated that Council is looking at how to bring good paying jobs for town residents to the town.

Council Member Hammler stated she looks forward to responding to Ms. Bergheim. She stated she appreciates the real world stories of those in need, but there is a policy related to social services and what body has responsibility for that service. She stated she enjoyed the First Friday event and that the Leesburg School of Photography ribbon cutting was a great kick off for this month's events. She stated the Civil War Walking Tour brought out over 100 attendees – 95 of whom were from outside the town and probably stayed for lunch in the town. She thanked staff for attending the transit summit at the county and for coordinating this top priority with county staff. She stated that Marantha Edwards did a fantastic job of speaking to the County's EDAC. She noted that the Technology and Communication Commission is very active working on the online bill pay options. She thanked Supervisor Reid for speaking to Council tonight and for helping those Leesburg residents who have been displaced by a house fire.

Council Member Wright thanked Supervisor Reid for coming to the meeting; however, he stated he questions why they are unclear about the town's position. He

stated that the town is not asking for money – the town is asking for the county to maintain and operate the bus system.

16. MAYOR’S COMMENTS

Mayor Umstattd stated the Loudoun County chapter of Beat the Odds is holding a fundraiser at the Tally Ho on Thursday at 5 p.m. She stated that social services is a county responsibility and when the town tries to donate more money to various causes, the burden is carried by town residents in the form of higher taxes or higher rents. She stated not all residents can afford higher taxes or rent. She stated that Council has to be careful of taking on responsibilities that belong to others. She stated raising taxes can push families on the borderline over the edge into poverty. She stated that the town does not have the luxury of a progressive income tax.

17. MANAGER’S COMMENTS

Mr. Wells had no comments.

18. ADJOURNMENT

On a motion by Council Member Martinez, seconded by Vice Mayor Butler, the meeting was adjourned at 9:00 p.m.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council
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