

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
March 7, 2016  
7:30 p.m.  
Council Chambers

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**1. Items for Discussion**

- a. Council Strategic Priorities - Calendar Year 2016 (*No material*)
- b. Planning Work Plan (*To be delivered Friday*)

**2. Additions to Future Council Meetings (Tab A)**

**3. Information Memorandums**

- a. Grant Opportunities for Park Development (*Tab 02*)
- b. Envision East Market Street Project Progress (*Tab 03*)

**4. Council Invitations**

- Mar. 4* – First Friday, 5:30 p.m., Downtown
- Mar. 5* – Spring Bling Fine Arts/Crafts Fair, 9 a.m. – 4 p.m., Ida Lee Recreation Ctr.
- Mar. 6* – Jane Austen, Edward Knight & Chawton: Commerce and Community, 2 p.m., Thomas Balch Library
- Mar. 12* – Budget Work Session, 9 a.m. – 12 p.m., Council Chambers
- Mar. 19* – Walking Tour of Civil War Leesburg, 10 a.m., Thomas Balch Library
- Mar. 19* – Easter Egg Hunt, 12 p.m., Ida Lee Park grounds
- April 3* – Eagle Marks on American Silver, 2 p.m., Thomas Balch Library
- April 9* – Student Career Expo, 11 a.m., Tuscarora High School (801 N. King St.)
- April 16* – Flower and Garden Festival, 10 a.m. – 6 p.m., Downtown
- April 17* – Flower and Garden Festival, 10 a.m. – 5 p.m., Downtown
- April 17* – Dark Days in our Beloved Country, 2 p.m., Thomas Balch Library
- April 24* – War in the Chesapeake: British Campaigns to Control the Bay 1813-1814
- May 1* – Sailors in the Holy Land: 1848 American Expedition to the Dead Sea, 2 p.m., Thomas Balch Library
- May 5* – African-American Genealogy, 10 a.m. – 12 p.m., Thomas Balch Library
- May 6* – First Friday, 5:30 p.m., Downtown
- May 7* – Walking Tour with James Roberts, 9 a.m., Thomas Balch Library
- May 15* – Virginia Women and their Lives, 2 p.m., Thomas Balch Library
- May 17* – Cut from Strong Cloth: Story of Ellen Canavan, 7 p.m., Thomas Balch Library
- May 22* – Clerk’s Office Tour/Courthouse Historic Tour, 6:45 p.m., Thomas Balch Library
- May 26* – Movies in the Park: 101 Dalmations, 7:30 p.m., Ida Lee Park\
- May 30* – Memorial Day – Town offices closed

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting

March 8, 2016

7:30 p.m.

Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Council Member Fox
3. SALUTE TO THE FLAG: Council Member Martinez
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Regular Session Meeting of February 9, 2016
  - b. Special Session Meeting of February 22, 2016
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Certificate of Recognition – Michael Burnett, Head Coach, Tuscarora High School Varsity Football, NFL’s High School Coach of the Year
  - b. Introduction of Captain Vanessa Grigsby, Interim Chief of Police
  - c. Commission on Public Art Bike Mural Proposal
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Termination of Public Art Agreement with Northland Design and Construction, Inc. for Parking Garage Mural Project (*Tab 04*)

**RESOLUTION**

Termination of Agreement between Town and Artist for the Parking Garage Mural Project

- b. Lease Amendment and Extension Agreement for the Mason Enterprise Center (*Tab 05*)

**RESOLUTION**

Authorizing the Town Manager to Execute a 5-Year Lease Extension Between the Town of Leesburg and Virginia Heritage Properties, LLC, for Occupancy of the Office Building and Related Facilities at 202 Church Street, S.E.

- c. Extension of Board of Zoning Appeals Appointment (Tab 06)

**RESOLUTION**

Recommending Reappointment of Board of Zoning Appeals Appointee to the Circuit Court

- d. Awarding the Contract for the Survivable Remote Site Telephony/Voice Gateway Routers and Audio and Video Project (Tab 07)

**RESOLUTION**

Awarding the Contract for the Survivable Remote Site Telephony/Voice Gateway Routers and Audio and Video Project to DISYS Solutions, Inc., in the Amount of \$96,812.82

- e. Milestone Communications Monopole Permit (Tab 08)

**RESOLUTION**

Approving a 120-Day Time Extension for the Review of Commission Permit Application TLCP 2016-0001, Milestone Communications

- f. Virginia Department of Transportation Fiscal Year 2017 Primary Extension Paving Program Funding Application (Tab 09)

**RESOLUTION**

Application for the Virginia Department of Transportation Fiscal Year 2017 Primary Extension Paving Program Funding

- g. Appropriation Fund Balance for Winter Storm Jonas Cost (Tab 10)

**RESOLUTION**

Appropriating General Fund Unassigned Fund Balance in the Amount of \$645,915 and Utilities Fund Unassigned Fund Balance of \$50,516 for Emergency Response Costs for Winter Storm Jonas Above the Amounts Provided in the Approved Fiscal Year 2016 Operating Budgets

- h. Assigning Fiscal Year 2015 General Fund's Unassigned Fund Balance to the Capital Asset Replacement Fund and the Debt Service Reserve (Tab 11)

**RESOLUTION**

Assigning General Fund Unassigned Fund Balance in the Amount of \$1,945,863 for Capital Asset Replacement Fund and Accumulating Funds for Debt Service Reserve

- i. Making an Appointment to the Technology and Communication Commission (Burk)(Tab 12)

**RESOLUTION**

Making an Appointment to the Technology and Communication Commission (Teena Clayton)

10. PUBLIC HEARINGS

- a. Proffer Amendment and Special Exception Application – Airpark/Gelman (Tab 13)

**ORDINANCE**

Approving TLZM 2016-0001, Airpark-Gelman, for a Rezoning (Proffer Amendment) to Allow Expanded I-1 Uses at 741 Miller Drive

**RESOLUTION**

Approving Special Exception TLSE 2015-0012, Airpark-Gelman, for a Plumbing Supply Company at an Existing Facility at 741 Miller Drive

- b. Fiscal Year 2017 Budget (Tab 14)
- c. Amending the Town Code – Alcohol in the Right of Way and Authorize Consumption in Additional Town Facilities (Tab 15)

**ORDINANCE**

To Amend and Reordain Chapter 24 (Offenses and Miscellaneous Provisions), Article V (Offenses Against Public Peace and Order), Division 1 (Generally), Section 24-184 (Public Profanity and Intoxication) of the Leesburg Town Code by Adding New Sections 24-185 (Consumption or Service of Alcohol Without License) and 24-186 (Alcohol Permitted on Public Property; Exceptions for Outdoor Dining, Special Events, Etc.), to Allow Alcohol to be Served and Consumed on Designated Areas of Public Property Under Limited Circumstances and When Issued an Outdoor Dining or Special Event Permit by the Town

11. RESOLUTIONS AND MOTIONS

- a. Employee Health Insurance (Tab 16)

**RESOLUTION**

Enter an Adoption Agreement for Employee Health Benefits with the Local Choice

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS
  - a. None.
14. NEW BUSINESS
  - a. None.
15. COUNCIL COMMENTS
16. MAYOR'S COMMENTS
17. MANAGER'S COMMENTS
18. CLOSED SESSION
19. ADJOURNMENT

ASSISTED LISTENING SYSTEM

Is available at the meeting. If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to participate in this meeting, please contact the Clerk of Council at 703-771-2733. Three days notice is requested. Thank you.

## **REGULARLY SCHEDULED COUNCIL MEETINGS**

Citizens are invited to attend and participate in Town Council meetings. The petitioner's portion of the meeting and scheduled public hearings offer the public two opportunities to present their views to the Council during its meeting.

### **Petitioners**

The petitioners' portion of the Council agenda is the first item taken up by the Council following proclamations and certificates of appreciation. This part of the meeting affords individuals the opportunity to address the Council on any matter not scheduled for a public hearing. Prior to the meeting, those citizens wishing to speak should sign the Clerk's Register on the podium at the front of the Chambers. The Mayor will announce the availability of the sign-up sheet at the beginning of all regular meetings. Petitioners' presentations should be limited to five minutes.

### **Public Hearings**

Certain items of Town business can only be conducted after the Town Council conducts an advertised public hearing. Certain major issues affecting the town's government can also be scheduled for public hearing at the option of the Council. Adoption of the town budget, rezonings, special exceptions and amendments to the Town's subdivision and zoning ordinances all require a public hearing.

### **Decorum**

A person addressing the Council as a petitioner, or during a public hearing, should advance to the podium when recognized by the Mayor and state his or her name and address. Persons should also indicate whether they are representing anyone other than themselves. After the presentation or comments, the Mayor or members of Council may have questions of the petitioner. Decorum will be maintained. Statements, which are demeaning or defamatory to members of the public, the staff or the Council, are inappropriate and out of order.

## **OTHER COUNCIL MEETINGS**

### **Work Sessions/Committee of the Whole**

Council may elect to place an item on the Tuesday night meeting agenda for action. Items will only be added to the agenda if agreed to by a majority of Council present.

### **Closed Sessions**

Under certain circumstances, the Virginia Freedom of Information Act permits the Town Council to meet in a session where the public is excluded. This may be a discussion of personnel matters, legal matters, the acquisition or sale of property and other selected topics. The Council can only go into closed session from a public session and the notice must cite the specific statutory authority to go into closed session and also indicate the general topic to be discussed. Only those matters in the adopted motion to go into closed session can be discussed at that time.

## **TOWN COUNCIL AGENDA MATERIALS**

Generally, all items on the regular Council agenda have been first considered at the Council Committee of the Whole. Individual council members, however, can request full Council action on an item considered, but not reported out of committee.

Materials previously distributed to the Council on Thursday are available to citizens on request from the Clerk's Office. Citizens may also provide the Clerk of Council with an e-mail address or self-addressed, stamped envelopes and Council agendas will be provided to the citizens without further charge. For more information, call the Clerk's Office at (703) 771-2733 during normal business hours or e-mail at [clerk@leesburgva.gov](mailto:clerk@leesburgva.gov).

Meeting agenda packets are available for public inspection in the lobby of Town Hall on Thursdays prior to the scheduled meeting. Council agendas can also be viewed on the town's World Wide Web site at <http://www.leesburgva.gov>.