

TOWN OF LEESBURG
Town Hall
25 West Market Street
AGENDA
Town Council Special Meeting
February 8, 2016
6:30 p.m.
Council Chambers

1. **Call to Order**
2. **Appointment/Selection Process for Mayor and/or Council Member (Tab 01)**

MOTION

I move to appoint _____ Mayor of the Town of Leesburg effective January 13, 2016 for a term ending December 31, 2016.

And

MOTION

I move to direct staff to solicit interest from the public for appointment to the vacant Council member seat with appointment to take place at the regularly scheduled _____, 2016 Council Meeting.

OR

MOTION

I move to direct staff to solicit interest from the public for appointment to the vacant mayoral seat with appointment to take place at the regularly scheduled _____, 2016 Council Meeting.

3. **Adjournment**

TOWN OF LEESBURG

Town Hall
25 West Market Street

AGENDA

Town Council Work Session

February 8, 2016

7:30 p.m. (or immediately following Special Meeting)

Council Chambers

1. Items for Discussion

- a. Financial Overview: David Rose, Town's Financial Consultant (*No material*)
- b. Leesburg Police/County Sheriff: Potential Efficiencies (*Tab 02*)
- c. Annexation: Joint Land Management Area (*Tab 03*)

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

3. Information Memorandums

- a. Legislative Agenda Update (*Tab 04*)
- b. Semi-Annual Utility Plant Capacity Report (*Tab 05*)

4. Council Invitations

Feb. 5 – First Friday, 5:30 p.m., Downtown

Feb. 6 – Leonard Grimes: Free Black Champion of Freedom, 2 p.m., Loudoun County Courthouse (18 E. Market Street)

Feb. 15 – President's Day Observance, Town Offices Closed.

Feb. 20 – Ten Dollar Reward, 2 p.m. Loudoun County Courthouse (18 E. Market)

Feb. 21 – Letters from Edgar's Trunk, 2 p.m., Thomas Balch Library

Feb. 27 – Tracking the Flight to Freedom, 2 p.m., Loudoun County Courthouse (18 E. Market)

Mar. 4 – First Friday, 5:30 p.m., Downtown

Mar. 5 – Student Career Fair, 11 a.m. – 2 p.m., TBA

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. 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 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

TOWN OF LEESBURG

Town Hall
25 West Market Street

AGENDA

Town Council Meeting

February 9, 2016

7:30 p.m.

Council Chambers

1. CALL TO ORDER
2. INVOCATION: Council Member Hammler
3. SALUTE TO THE FLAG: Council Member Dunn
4. ROLL CALL
5. MINUTES (*Tab B*)
 - a. Work Session Meeting of January 11, 2016
 - b. Regular Session Meeting of January 12, 2016
 - c. Emergency Electronic Meeting of January 25, 2016
 - d. Emergency Electronic Meeting of January 29, 2016
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
 - a. Proclamation – Black History Month
 - b. Catoctin Elementary School Request
 - c. Presentation – Planning Commission Annual Report
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
 - a. Catoctin Elementary School Request (*Tab 06*)

RESOLUTION

Authorizing the Catoctin Elementary School Fourth Grade Students to Place a Donation Box in the Lobby at Ida Lee Park Recreation Center to Collect Care Packages for Children Receiving Cancer Treatments in Area Hospitals

- b. Reduction of the Performance Guarantee for Public Improvements installed at Oaklawn at Stratford-Landbay D (TLPF-2006-0018) (*Tab 07*)

RESOLUTION

Making a Reduction of the Performance Guarantee for Public Improvements at Oaklawn at Stratford Landbay D (TLPF 2006-0018)

- c. Construction Contract for the Route 15 (South King Street) Widening Phase II project (Tab 08)

RESOLUTION

Awarding the Construction Contract for the Route 15 (South King Street) Widening Phase II Project to General Excavation, Inc. in the Amount of \$5,806,309.50

- d. Professional Airport Planning, Engineering, and Architectural Continuing Services Contract for the Leesburg Executive Airport (Tab 09)

RESOLUTION

Awarding a Professional Airport Planning, Engineering, and Architectural Continuing Services Contract for the Leesburg Executive Airport to Talbert and Bright, Inc.

- e. Contract for Access Control Security on Entrance Gates and Buildings for the Water Pollution Control Facility and the Utility Maintenance Building project (Tab 10)

RESOLUTION

Awarding the Access Control Security Contract for the Water Pollution Control Facility and Utility Maintenance Building Security Fence and Gates Project to CTSI

- f. Art Exhibit by Sharon Saknit (Tab 12)

RESOLUTION

Approval of a Public Art Exhibit at Town Hall by Sharon Saknit

- g. Town Council Consent of Declaration of Local Emergency (Tab 13)

RESOLUTION

Consent for the January 2016 “Declaration of Local Emergency”

10. PUBLIC HEARINGS

- a. TLZM-2015-0009, Village at Leesburg Child Care Center (Tab 14)

ORDINANCE

Approving Concept Plan and Proffer Amendment TLZM 2015-0009 Village at Leesburg Child Care Center, Amending TLZM 2014-0006 to Allow a 4,480 Square Foot Child Care Center in a Portion of Building M in Land Bay B

- b. Loudoun County Courthouse Expansion
i. TLZM 2015-0002 Loudoun County Courthouse Expansion (Tab 15)

ORDINANCE

Approving Concept Plan and Proffer Amendment TLZM 2015-0002 Loudoun County Courthouse Expansion to Allow a 92,000 square foot Courts Expansiion at 2 Church Street, Northeast

- ii. Town Plan Amendment Application TLTA-2015-0001, Pennington Lot Land Use (Tab 16)

RESOLUTION

Adopting Town Plan Amendment TLTA 2015-0001 Amending the Town Plan Land Use Policy Map to Replace the “Low Density Residential” Planned Land Use Category with “Downtown” on the Pennington Lot and Provide Parcel Specific Policy Language for Appropriate Land Use

- iii. TLZM-2015-0003, Pennington Lot Parking Garage (Tab 17)

ORDINANCE

Approving Application TLZM 2015-0003 Pennington Lot Parking Garage to Rezone the Site from R-6 to GC to Allow a Four-Story Garage to Provide Parking for the Courts Complex

- c. Tunnel Lease for Courthouse Expansion Project (Tab 18)

ORDINANCE

Approving and Authorizing a 40-year Lease of a Portion of Real Property Owned by the Town of Leesburg, Virginia to Loudoun County, Virginia, for a Tunnel Underneath Church Street, N.E., to Connect the Existing Courthouse with the Proposed Courthouse Expansion Project

11. RESOLUTIONS AND MOTIONS

- a. Selection of Council Representatives – Joint Meeting with Board of Supervisors, Loudoun Sheriff, and Leesburg Police Chief: Potential Efficiencies (Tab 02)

MOTION

I move to appoint _____ and _____ to meet with representatives of the Sheriff’s Office and the Board of Supervisors to discuss potential efficiencies between the Leesburg Police Department and the Loudoun County Sheriff’s Office.

- b. Airport Rules, Regulations and Minimum Standards (Tab 19)

RESOLUTION

Adopting Revised Rules, Regulations and Minimum Standards for the Leesburg Executive Airport

- c. Town Attorney's -Performance Evaluation and Compensation (No Material)

MOTION

I move that the Town Attorney receive a 3% pay increase as additional compensation in accordance with the Town Attorney's contract.

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.

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>.