



Date of Council Meeting: August 9, 2016

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION**

Subject: Courthouse Square Parking Lot Lease

Staff Contact: Kaj Dentler, Town Manager
Clark Case, Director of Finance of Finance & Administrative Services

Council Action Requested: Authorization to execute a lease with Landmark Commercial Real Estate for 79 parking spaces located on a private lot at the corner of Loudoun Street and Church Street. If approved, Council is also requested to approve an amendment to the Fiscal Year 2017 expenditure budget in order to appropriate \$65,500 of anticipated revenue.

Staff Recommendation: Staff recommends authorization of a lease with Landmark Commercial Real Estate for 79 parking spaces located on a private lot at the corner of Loudoun Street and Church Street. If approved, staff also recommends amending the Fiscal Year 2017 expenditure budget in order to appropriate \$65,500 of anticipated revenue.

Commission Recommendation: None. The Economic Development Commission has not been consulted at this time. In 2015, the Town's Downtown Parking Task Force identified the South East Quadrant of downtown as having the greatest need for additional public parking and recommended that the Town develop a long range plan for creating public parking in this quadrant.

Fiscal Impact: Landmark Commercial Real Estate has agreed to lease the 79 space parking lot to the Town for \$66,400 a year (\$5,540 a month). The County of Loudoun would like to lease 35 of these spaces from the Town to allow for fleet vehicle parking at the same rate charged to the Town by the landlord.

It is anticipated that the full cost of renting the lot and associated expenses will be recovered in revenue from leasing spaces to Loudoun County and from parking space rentals to the general public.

The cost of the parking lot to the Town in Fiscal Year 2017 is anticipated to total \$65,500. This includes the partial year lease (nine months) of \$50,000 and \$15,500 in one-time and partial year operational costs.

Staff is proposing that for Fiscal Year 2017, the Town utilize previously collected "payment in lieu of parking" revenue to fund the one-time site improvements required to comply with the Americans with Disabilities Act (ADA) and Town safety standards.

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Beginning in Fiscal Year 2018, no local tax funding is required if each of the proposed 44 public parking spaces are utilized approximately 3.4 hours of the 9.0 possible daily hours or approximately a 38% utilization rate.

The ongoing full fiscal year recurring cost beginning in Fiscal Year 2018 is estimated to be \$76,600 which will be covered through revenue generated from public parkers and leasing 35 parking spaces to Loudoun County. The remaining 44 spaces are proposed to be made available to the public at the current approved rates of the metered on-street spaces of \$1.50 per hour, Monday through Friday, from 8am to 5pm with no parking charges during the winter holidays (late November through December).

The Fiscal Year 2017 one-time and operational costs associated with the parking lot total \$16,700 and include the following:

- **First-year, one-time site improvements** (\$8,200):
 - Brick repairs on walkway (\$300)
 - Power wash to remove old parking lines and numbers and repaint (\$1,500)
 - Tree pruning (\$700)
 - Asphalt repairs for safety reasons (\$800)
 - Public parking and ADA signage (\$2,400)
 - ADA ramp access to Loudoun Street (\$500)
 - ADA symbols for required parking spaces (\$1,200)
 - Pay station installation (\$800)
- **Parking enforcement** (\$3,100)
- **Lease-to-own pay station** (\$4,200)

The following table reflects the anticipated expenditures and revenue associated with the Courthouse area parking lot. Note that public parking fees are based on the projected daily utilization rate of four hours of the possible nine hours Monday through Friday.

	FY 2017	FY 2018	FY 2019
Revenue:			
Loudoun County 35 Leased Spaces	\$ 22,000	\$ 29,400	\$ 29,400
Public Parking fees	37,000	55,440	55,440
Parking In Lieu Funding*	8,200	-	-
Subtotal	\$ 67,200	\$ 84,840	\$ 84,840
* Parking in Lieu funding has a sufficient balance to cover the expected one-time, site improvements required to comply with ADA and Town Safety requirements.			
Expenditures:			
Parking Lot Lease	\$ 50,000	\$ 66,400	\$ 66,400
Pay Station Lease	4,200	5,600	5,600
Management/Enforcement	3,100	4,600	4,600
One-Time	8,200	-	-
Subtotal	\$ 65,500	\$ 76,600	\$ 76,600
NET Total	\$ 1,700	\$ 8,240	\$ 8,240

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Work Plan Impact: Parking enforcement staff hours will be increased by five hours per week to allow for the additional enforcement needed in this new lot. One-time repairs will be performed in-house by the Department of Public Works and Capital Projects staff. The one-time repairs include brick work on walkway, power washing, repainting of lines and numbers, tree pruning, handicap ramp construction, signage, and asphalt repairs. Routine maintenance of the parking lot is anticipated to be marginal and include landscaping, trash and debris removal, and associated snow removal in the public portion. Loudoun County would be responsible for snow removal on their leased section of the site.

Executive Summary: The private parking lot at the corner of Loudoun Street and Church Street also known as the Courthouse Square parking lot consists of 79 spaces. With this proposed leasing agreement, Loudoun County is anticipated to lease 35 of the 79 spaces to accommodate County-owned fleet vehicles. Loudoun County would have a designated parking section. The remaining 44 spaces would be open for public parking on an hourly, first-come-first-served basis.

It is estimated that each of the 44 public parking spaces need to be occupied an average of four of the nine possible hours each weekday or a 44% utilization rate to be revenue-neutral to the Town in the first 12 months. Fiscal Years 2018 and 2019 would require a lower utilization rate of 38% or 3.4 hours out of nine possible hours daily to be revenue-neutral, since there will no start up one-time costs in the out years.

Included in the recurring operational costs of the parking lot is a pay station for public parkers. The pay station will allow the public to pay for parking using debit and credit cards along with exact cash or coins. Furthermore, in conjunction with the implementation of the Parkmobile payment app this fall for the on-street parking spaces, public parkers would also be able to utilize Parkmobile in order to pay for their parking space.

Background: Currently, the Courthouse Square parking lot is being leased to the Loudoun County government on a month-to-month basis for staff parking. The Town approached the landlord to lease the parking lot as a temporary solution to address daytime public parking concerns in the Courthouse Square area while permanent development plans are being explored.

After looking at parking demands throughout the downtown, the Downtown Parking Task Force felt that the long term plan for addressing the ever-growing need for additional parking capacity requires that additional capacity be created. The area of the downtown that is experiencing the greatest demand on parking is in the South East Quadrant, the area south of East Market Street and east of South King Street. Redevelopment and new construction has led to significant parking shortages near the areas of Market Station, South Street, and Church Street. The on-going growth and redevelopment in this area requires additional parking capacity. Currently the inadequate parking has led to visitors improperly using the County garage or illegally parking in spaces that are reserved for private businesses.

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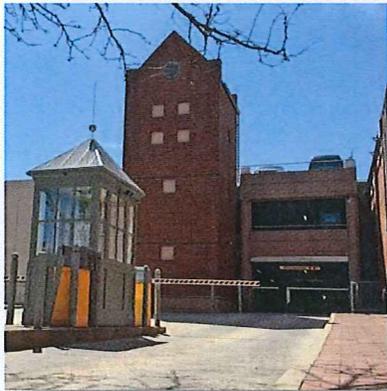
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The Task Force recommended that the Town develop a long range plan to construct a parking garage in this general area. Additional demand forecasting would be needed to predict what capacity the future garage should accommodate, but at the very least, several hundred spaces would be needed. As an interim measure, the lease of the Courthouse Square lot would allow for critically needed public parking that would be fully self-funded through parking and lease fees.

Attachments: (1) Aerial Map of the Courthouse Square Parking Lot
(2) Downtown Parking Task Force – Presented June 8, 2015

DOWNTOWN PARKING TASK FORCE

REPORT OF FINDINGS AND RECOMMENDATIONS



JUNE 8, 2015

TOWN OF LEESBURG
DOWNTOWN PARKING TASK FORCE
REPORT OF FINDINGS AND RECOMMENDATIONS

June 8, 2015

INTRODUCTION:

For many years, the Town of Leesburg has been focused on providing relief to the demand for downtown parking. As the downtown continues to experience growth through the redevelopment of properties and the continued success of restaurants, retail, and business enterprises, the demand for public parking increases. Recognizing the need to address these demands the Town Council initiated the creation of a Downtown Parking Task Force and directed the group to focus on one, critical, overarching question:

“What can be done to incentivize all-day parkers in the downtown to relocate to alternative parking areas that are less convenient so more convenient parking spaces are available for short-term parkers?”

The Council asked that the Task Force explore this issue and provide recommendations for their consideration. The group was asked to report back to the Town Council in early June of 2015.

Task Force Members:

The Task Force was composed of eight Town residents and downtown business owners. The objective was to get a mixture of citizens that would be able to provide different perspectives on the perceptions and realities of parking in the downtown. Four members were selected to represent citizens from each of the Town’s four residential quadrants; two members were selected to represent downtown businesses; one member was selected to represent the Town Planning Commission; and the final representative was selected to represent the Economic Development Commission:

Task Force Membership:

Member:	Representing:
Alicia McFadden	North East Quadrant
Jerry Hill	North West Quadrant
Alexis Felton	South West Quadrant
Richard Smith	South East Quadrant
Paige Buscema	Economic Development Commission
Gigi Robinson	Planning Commission

Kate Armfield	Downtown Business
Carrie Whitmer	Downtown Business

BACKGROUND:

Meetings of the Task Force:

The Task Force held four meetings starting on April 23, 2015.

During their first meeting, the Task Force participated in a walking tour of the downtown parking facilities to experience firsthand the pedestrian environment. The group observed sidewalk conditions, traffic impacts, and distances from parking facilities to destinations.

At their second meeting, the Task Force heard from two guest speakers. Brian Boucher, the Town’s Deputy Director of Planning and Zoning presented the historical context of the current zoning ordinances that pertain to downtown parking. The second speaker was Peter Burnett, who is a local attorney, downtown business owner, and landowner. Mr. Burnett shared downtown parking needs from his perspective.

The third meeting of the Task Force was devoted to discussing parking issues and developing recommendations.

The fourth and final meeting was spent finalizing the recommendations and report to be presented to the Town Council on June 8, 2015.

Existing Conditions:

Parking in the downtown is provided through a combination of on-street parking, public structured parking, public surface parking, and private off-street parking. To better understand the public parking demands of the downtown, Town Staff undertook a major parking data collection program for the month of March 2015. Staff collected data each day of the month, including weekends. The purpose was to gather parking demand and various times throughout the day. For example, occupancy in the Town parking garage was counted four times each day, every week day, and three times a day on the weekend. Each public surface lot and on-street space was counted in the morning and afternoon each week day. An additional two weeks of data was collected in the month of April 2015 for the parking garage and on-street spaces. The results are attached to this report.

The data shows that at no time did parking demand exceed capacity in the Town garage or surface lots for the entire month. On average, the Town’s parking garage was at 56 percent capacity during the workday. The highest demand recorded in the month was at 7pm on Friday, March 13, which was a “First Friday” evening (several hours after Town staff had left for the day). These figures show that parking limitations in the garage are more perception than

reality. Because of this, the Task Force looked closely at how the garage could be made more welcoming to the public.

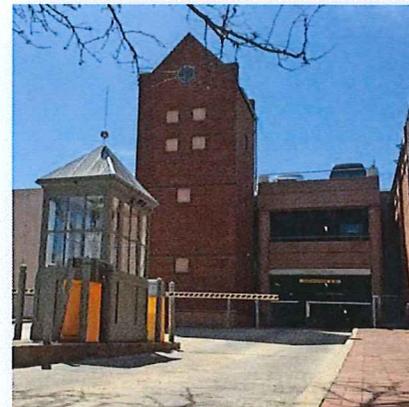
The highest demand for surface parking was in the County-owned Semones Lot. Which is a 68 space lot located near the County Court Complex off of North Street. This lot had an average of 79 percent occupancy during the workday. The County also owns the Pennington Lot which is a 202 space surface lot located off of North Street. This parking lot is used primarily for Court parking, along with some satellite parking for County motor pool vehicles, and had 37 percent weekday occupancy. The Town owns the 106 space Liberty parking lot. This lot had 40 percent weekday occupancy for the month of March.

For several months beginning last fall, the County ran a shuttle bus between the Pennington Parking Lot, the Liberty Street Lot, and the County Government Center. Because of extremely low ridership, the shuttle was eventually discontinued.

Current Parking Facilities:

Town Hall Parking Garage:

- 372 Spaces
- Town Owned
- Open to the public at all times
- Fees- First hour free, second hour free with validation. Hourly rate is \$1.00 from 7am to 7pm. Free to all on nights and weekends. Monthly reserved space (\$60) and unreserved (\$40) permit parking.
- Town staff required to park on top level



County Government Center Parking Garage:

- 290 spaces
- County Owned
- Levels 2-4 are for County staff only from 8am to 5:30pm. First floor of garage reserved for visitors of the Government Center during workday. Open to the public nights and weeknights
- Fees- no charge



Liberty Street Surface Lot:

- 106 Spaces
- Town Owned
- Open to the public at all times
- Fee- no charge



Semones Surface Lot:

- 68 Spaces
- County Owned
- Used for courts during weekdays, open to public on nights and weekends
- Fee- no charge



Pennington Surface Lot:

- 202 Spaces
- County Owned
- Used by courts and county staff on weekdays. Open to the public at all times
- Fee- no charge



On-Street Spaces:

- 148 Spaces
- Two hour maximum parking in all spaces
- Fee-\$1.50 per hour from 8am to 5pm.
Free nights and weekends



RECOMMENDATIONS:

The Task Force understands that solutions to downtown parking issues are complex. Modifications to regulations in one area can have far reaching impacts in other areas. Some changes are simple in nature with limited resources needed to make adjustments while other recommendations may involve significant funding and years of planning. With this in mind, the Task Force developed a wide range of recommendations that are identified for short term and long term implementation.

Short Term Recommendations:

Signage – Being able to efficiently inform visitors of public parking options should be a top priority of any improvement plan. Pursuant to Council direction, the Town is currently in the process of updating the existing way-finding signs to more clearly indicate the locations of free public parking. The Town should evaluate how motorists are directed to public parking options.

Pedestrian Experience – Being able to provide a safe and comfortable pedestrian experience from the public parking facilities to points of interest is a critical component of increasing the use of the surface lots. For example, currently, there is no continuous sidewalk between the Liberty Street Parking Lot and the Town Hall. The sidewalk starts and stops in several locations, handicap ramps are missing or in poor condition, and in several locations where there is sidewalk it is too narrow for two pedestrians to safely pass one another without stepping off the curb.



No sidewalks along Royal Street

Traffic Calming – Ways to lower speed and increase driver awareness should be considered. Options such as speed tables and lowering the 25 mile per hour speed limit should be explored.

Ordinance Modifications – The Town currently has several ordinances that impact downtown parking requirements. Two major ordinances are:

Payment in Lieu – 11.4.3 of the Town Code allows owners/developers of land in the H-1 Overlay District to make a payment to the Town’s parking fund in lieu of providing on-site parking. The current rate charged by the Town per space is \$6,270. This money is to be used for the future creation of off-street parking facilities in the H-1 Overlay District. The Task Force would only recommend keeping the Payment in Lieu program if the Town Council commits to a Capital Improvement Plan project that will increase parking capacity in the downtown. This will allow those paying into the Payment in Lieu program to know how their contribution will be used, and when new parking may be created. It is also recommended that the Payment in Lieu fee structure accurately reflect the true cost of creating parking spaces. The Town should consider increasing the current rate, and to show the Town’s commitment to future parking, the Town government should consider partnering with private developers in the total expense. The Task Force’s recommendation is to increase the payment in lieu fee to the fair market value of creating a new structured parking space. The Town should pay a percentage of this fee, as its commitment to the partnership. This percentage rate would need to be determined by the Town Council. Town staff should provide an annual report to the Town Council showing the balance in the fund.

500 foot Proximity to Public Parking – Any existing building in the B-1 District is not required to provide off-site parking if the property is located within 500 feet of an entrance to a public parking facility. The current ordinance counts all public parking facilities owned by the Town or County, but the County parking garage does not currently allow public parking during business hours. For this reason, the Task Force recommends that the Town eliminate the 500 foot waiver for future properties that may want to count the County garage as meeting their off-street parking requirement. If the County changes their public parking policy, the Town can revisit this modification.

Increase Parking Violation Fees – The current fees for parking at an expired meter is \$10. The cost to pay the meter for the full day is \$12. A higher meter penalty fee would encourage greater compliance. If possible, a graduated fee scale for repeat offenders should also be considered. For example, the third ticket on the same car in a month would be three times the fee paid by a first time violation.

Town Parking Garage – Much of the Task Force discussion centered on the operation of the Town Parking Garage. It was the consensus of the group that significant changes to the garage, both physical and administrative, need to be made to increase the public’s interest in using this facility. The Task Force shared anecdotal comments that the current configuration of the garage feels claustrophobic, poorly lit, uninviting, and poorly signed. It is believed that these

deficiencies deter out of town guests from using this facility to its full potential. To that end, the Task Force offers the following recommendations:

- a) **Make the second and third level of the deck free for all users** – It was the opinion of the Task Force that free parking on the second and third floor would be seen as a very pro-business approach to bringing more customers downtown and into the businesses and restaurants. It was cited that the large shopping centers located outside of the downtown offer abundant free parking. For the downtown to remain competitive with other areas such as the Villages at Leesburg, free, convenient parking must be a component of the downtown.
- b) **Charge for all spaces on the first (street) level** – Because the first floor spaces (level 1A & 1B) are the most convenient, there should be a charge for parking in these spaces. It is recommended that each space have a three hour parking limit to support space turn-over throughout the day. It is further recommended that the price per hour should be the same fee structure as is currently in place in the garage. Each hour would be \$1.00 or users could pay a fraction thereof.
- c) **Eliminate the parking validation program and remove the “first hour free” policy** – by going to a first floor payment system, there is no need for the validation program or free parking. If users of the deck want free parking they can park on the second or third level.
- d) **Remove the ticket booths, gate arms, and ticket machines** – By simplifying the garage’s fee collection system, the parking attendant booths, and related equipment will no longer be needed. This will provide a more welcoming approach to the garage and visitors would then be able to exit onto both Market and Loudoun Streets. Currently, only those with a pass can activate the exit gate arms on the Loudoun side of the garage. The staff who currently collect payments in the booths should be reallocated to provide enhanced parking space enforcement throughout the downtown. The Town may also want to consider reducing the hours of this staff to provide additional cost savings. Consideration should be given



to reusing the parking attendant booths for other uses in Town such as mobile information booths for special events, or visitor information booths in the Town parks.

- e) **Allow for alternative payment systems** – This would include the installation of payment kiosk machines, two on level 1A and two on level 1B. The machines could accept cash, credit, or other payment options. Payment apps such as “Park Mobile” or “Pango” could also be utilized. These declining balance parking fund apps would allow visitors with mobile devices to pay for parking through third party vendors electronically and eliminates the need for cash or credit cards.



Payment App Sign in Alexandria



- f) **Continue to rent personal spaces in the lower level on a monthly basis** – there is a consistent demand for these reserved spaces. Approximately one hundred spaces are currently reserved at a rate of \$60 per space.
- g) **Town staff should be asked to park in the Liberty Street Lot** – Approximately 70 Town employees work in Town Hall. On any given day approximately 60 Town staff vehicles are parked in the garage. Currently, Town staff is required to park on the top level of the garage. The Task Force recommends that staff be relocated to the Liberty Lot to free up space on the top level of the deck that is anticipated to be needed should the Town make the top two levels of the garage free.
- h) **Re-stripe the existing spaces** – A major concern of the current garage is the cramped feel of the spaces. Larger vehicles have an especially hard time parking in the current spaces. Restriping the garage to allow for wider spaces will reduce the total number of parking spaces, but will make the spaces that remain more user friendly and safe.

Several Task Force members remarked that they do not like to bring their cars into the deck for fear getting “dinged” by the opening of car doors.

- i) **Improve lighting** – To encourage more evening use of the garage it is recommended that lighting be increased to provide a safer feel.
- j) **Improve signage** – With the removal of the parking attendant booths and ticket dispensing equipment, there is space to install signage in the center drive lane that could welcome visitors and explain that the top two levels of the garage are free of charge and the most convenient parking is metered on the first floor. Large, easy to read, exterior wall mounted signs should be installed over the entrances to the garage on both the Market Street and Loudoun Street entrances that welcomes visitors to the “Public” and “Free on 2nd and 3rd Levels” parking garage. Additional signage should also be near the exits to the garage that direct drivers to alternative parking facilities if the garage is full.

County Government Center Parking Garage to Allow Public Parking – When opportunities present themselves, especially during County development proposals, the Town should explore ways to get the County to free up space in their garage for public use. Currently County staff fully occupies the County parking garage on Loudoun Street, except for the first floor that is reserved for visitors of the Government Center. If some of their staff parking was relocated to the Pennington Lot, spaces could be provided to the general public.

Drop-off /Pick-up Zones – Similar to what is found at metro stations and airports, the Town should consider people “loading zones” to allow friends and family to drop off and pick up visitors to the downtown. These zones should be located throughout the downtown and be improved with park benches to allow those waiting to be picked up a place to rest. These areas would be especially helpful for those who may not have handicap parking privileges but would benefit from friends or family retrieving a car from a more remote parking area and then coming back to pick up the rest of the party.

Long Term Recommendations:

After looking at parking demands throughout the downtown, the Task Force felt that the long term plan for addressing the ever-growing need for additional parking capacity requires that additional capacity be created. The area of the downtown that is experiencing the greatest demand on parking is in the South East Quadrant, the area south of East Loudoun Street and east of South King Street. Redevelopment and new construction has led to significant parking shortages near the areas of Market Station, South Street, and Church Street. The on-going growth and redevelopment in this area requires additional parking capacity. Currently the inadequate parking has led to visitors improperly using the County garage or illegally parking in spaces that are reserved for private businesses.

The Task Force recommends that the Town develop a long range plan to construct a parking garage in this general area. Additional demand forecasting would be needed to predict what capacity the future garage should accommodate, but at the very least, several hundred spaces would be needed. The Town should look at creative funding opportunities such as working with Loudoun County and private developers to partner in the garage's construction.

The Task Force also feels that there should be a long term strategy for on-street parking space payment collection. Currently the Town only has coin meters in place. New parking payment apps may allow the Town to allow collect payment using that tool. Consideration should also be given to locating payment kiosks throughout the downtown to allow visitors to pay with credit or debit cards. The Task Force understands that such kiosks are not economically viable at the current on-street parking rate structure.

CONCLUSION:

The Town has struggled with parking in the downtown for many years and no single recommendation will solve all the current issues. The recommendations found in this report are provided for the consideration of Town Council with the understanding that in some cases additional research from both a financial and logistical perspective will be needed before determining if a specific recommendation is truly viable. These recommendations represent the Task Force's best attempt at providing fresh and forward thinking solutions to Leesburg's downtown parking limitations. The Task Force feels strongly that Action is Required to address the downtown parking challenges.

The Task Force thanks the Mayor and Town Council for the opportunity to explore these issues and provide recommendations. Once Council members have time to fully review this report, the Task Force would request that a follow up meeting be scheduled where Council and Task Force members can further discuss these recommendations along with implementation strategies. The suggested date for this meeting would be the September 21, 2015 Council Work Session.

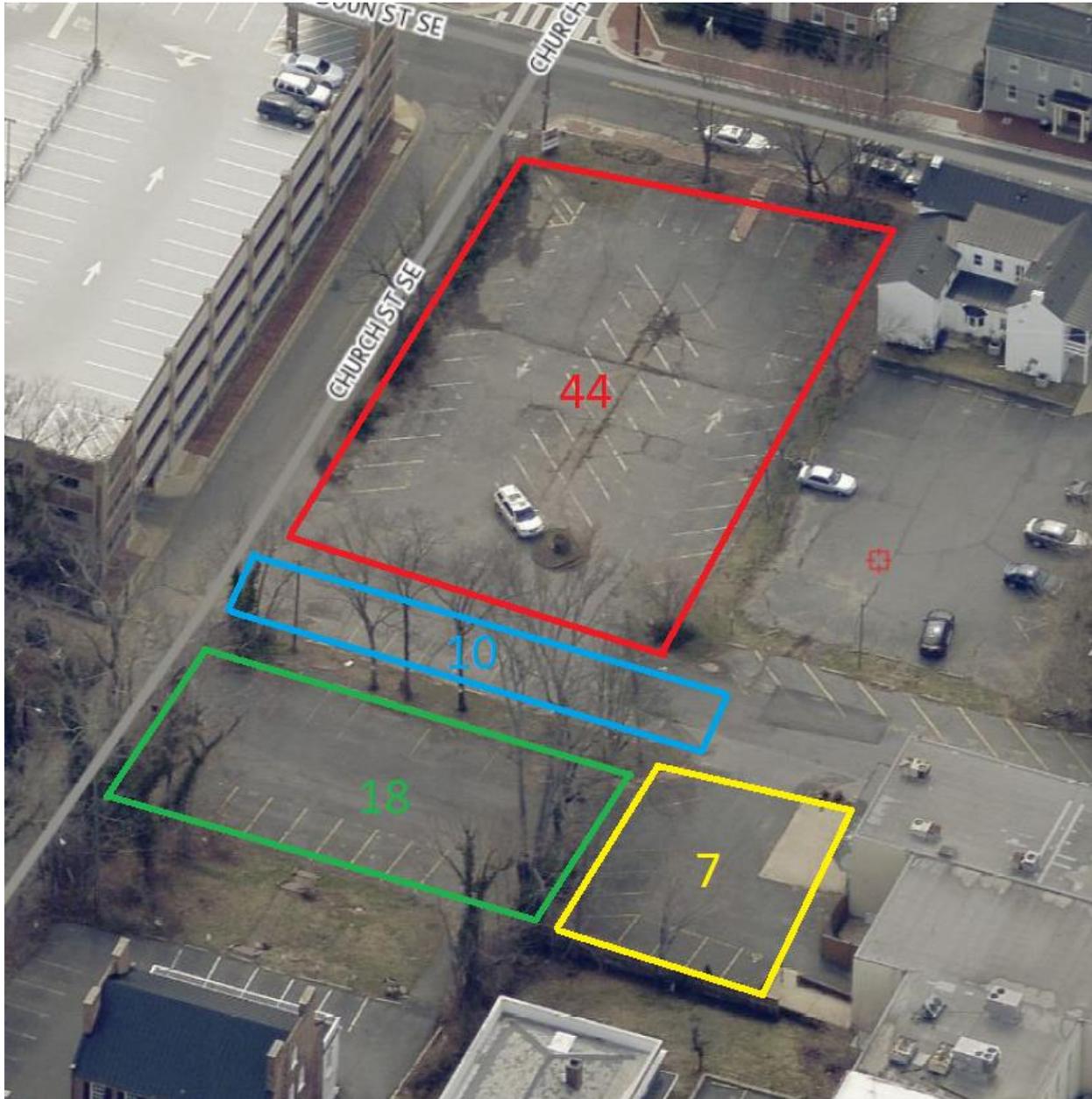
Red: 44 for public parking spots

Blue: 10 spots for Loudoun County

Yellow: 7 spots for Loudoun County

Green: 18 spots for Loudoun County

Total: 79 spots



PRESENTED August 9, 2016

RESOLUTION NO. 2016

ADOPTED August 9, 2016

A RESOLUTION: AUTHORIZING THE TOWN MANAGER TO EXECUTE A SIX-MONTH MINIMUM TERM LEASE WITH LANDMARK COMMERCIAL REAL ESTATE FOR THE COURTHOUSE SQUARE PARKING LOT LOCATED AT THE CORNER OF LOUDOUN STREET AND CHURCH STREET TO PROVIDE PUBLIC PARKING BEGINNING OCTOBER 1, 2016 AND AUTHORIZATION TO AMEND THE FISCAL YEAR 2017 GENERAL FUND BUDGET TO MAKE A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$65,500

WHEREAS, the October 26, 2015 Downtown Parking Task Force Report identified the need for additional public parking in the southeast area of downtown Leesburg;

WHEREAS, the Courthouse Square parking lot located at the corner of Loudoun Street and Church Street is comprised of 79 parking spaces and is currently available to be leased by the Town; and

WHEREAS, the Town agrees to lease 79 parking spaces at the rate of \$70 per space per month for the purpose of providing daytime downtown public parking to help increase parking availability; and

WHEREAS, 35 of the 79 parking spaces will be leased to the County of Loudoun Government as assigned spaces at the same rate of \$70 per space per month for their County-owned vehicles; and

WHEREAS, the remaining 44 of the 79 parking spaces will be made available to the public on a first-come-first-served basis at the same approved rate as the on-street metered parking, Monday through Friday, 8am to 5pm ; and

A RESOLUTION: AUTHORIZING THE TOWN MANAGER TO EXECUTE A LEASE AGREEMENT FOR COURTHOUSE SQUARE PARKLING LOT AND AMEND THE FISCAL YEAR 2017 BUDGET

WHEREAS, the Fiscal Year 2017 budget must be amended and a supplemental appropriation in the amount of \$65,500 deriving from \$57,300 of the anticipated revenue and parking in lieu funding of \$8,200 is required to execute the lease;

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that:

1. Town Manager is authorized to execute a six-month minimum term lease of the Courthouse Square area parking lot with Landmark Commercial Real Estate, in a form approved by the Town Attorney; and

2. Town Manager is authorized to execute a six-month minimum term sub-lease to Loudoun County for the use of 35 spaces of the Courthouse Square parking lot via a lease agreement or memo of understanding; and

3. Fiscal Year 2017 General Fund budget is hereby amended and a supplemental appropriation is made in the amount of \$65,500 deriving from \$57,300 from anticipated parking lot revenue and \$8,200 of the Town's parking in lieu funding for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

PASSED this 9th day of August, 2016.

David S. Butler, Mayor
Town of Leesburg

ATTEST:

Clerk of Council