

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Special Meeting  
April 11, 2016  
7:30 p.m.  
Council Chambers

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1. **Call to Order**
2. **Public Hearing**
  - a. Tax Rate Public Hearing (*Tab 01*)

**ORDINANCE**

Ordaining Chapter 20 (Licenses, Taxation and Miscellaneous Regulations), Article II (Taxation Generally), Section 20-22 (Annual Levy and Rate of Taxes), and Appendix B (Fee Schedule) Setting Tax Rates on Real Estate, Vehicles Used as Mobile Homes or Offices, Tangible Personal Property, Real Estate and Tangible Personal Property of Public Service Corporations, and Setting Utility Water and Sewer Rates for Tax Year 2017

3. **Adjournment**

**AGENDA**

Town Council Work Session  
Immediately following Special Meeting

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1. **Items for Discussion**
  - a. Budget Work Session – Final Mark Up (*No Material*)
2. **Additions to Future Council Meetings (*Tab A*)**
3. **Council Invitations**
  - 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
  - April 29* – Frances Hazel Reid Foresters/Arbor Day Tree Planting, 8 a.m., Frances Hazel Reid
  - May 1* – Sailors in the Holy Land: 1848 American Expedition to the Dead Sea, 2 p.m., Balch Library
  - May 5* – African-American Genealogy, 10 a.m. – 12 p.m., Balch Library
  - May 6* – First Friday, 5:30 p.m., Downtown
  - May 7* – Walking Tour with James Roberts, 9 a.m., Balch Library
  - May 15* – Virginia Women and their Lives, 2 p.m., Balch Library
  - May 17* – Cut from Strong Cloth: Story of Ellen Canavan, 7 p.m., Balch Library
  - May 22* – Clerk’s Office Tour/Courthouse Historic Tour, 6:45 p.m., Balch Library
  - May 26* – Movies in the Park: 101 Dalmations, 7:30 p.m., Ida Lee Park
  - May 30* – Memorial Day – Town offices closed
  - May 30* – Memorial Day Commemoration, 10 a.m., Loudoun County Courthouse

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting

April 12, 2016

7:30 p.m.

Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Council Member Gemmill
3. SALUTE TO THE FLAG: Council Member Fox
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Budget Work Session Minutes of March 12, 2016
  - b. Work Session Minutes of March 28, 2016
  - c. Regular Session Minutes of March 29, 2016
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Proclamation – Marshall Center French Students (St. Cyr-sur-Loire)
  - b. Proclamation – National Day of Prayer
  - c. Proclamation – Earth Day
  - d. Proclamation – Arbor Day
  - e. Proclamation – Library Week (Jim Hershman and Ron Rust)
  - f. Presentation – Environmental Advisory Commission Annual Report (Charles Greenough, Chair)
  - g. Presentation – Economic Development Commission Annual Report (Gwen Pangle and Jim Sisley)
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. MacDowell Proffer Bond (*Tab 02*)

**RESOLUTION**

Authorizing a Performance and Proffer Compliance Agreement and  
Approving a Performance Guarantee for Completion of an On-Site Private  
Sand Containment System and Off-Site Public Road Frontage Improvements  
for the MacDowell Property (TLZM 2013-0005)

10. PUBLIC HEARINGS

- a. TLSE 2015-0014 – Mary’s Day Care (Tab 03)

**RESOLUTION**

Approving TLSE 2015-0014, Mary’s Daycare, a Family Day Home Located on Property Identified as PIN Number 232-17-8888 and Located at 187 Alpine Drive, SE

- b. Adopting Fiscal Year 2017 Budget and Capital Improvements Program (Tab 04)

**ORDINANCE**

Adopting the Budget for Fiscal Year 2017; Making Appropriations for Fiscal Year 2017 for the General Fund, Utilities Fund, Capital Projects Fund, Capital Asset Replacement Fund, and Northern Virginia Transportation Authority (NVTa) Fund; Amendments to the Budget and Supplemental Appropriations by Council Resolution; and Authorizing and Directing the Town Manager to Take All Steps Necessary and Prudent to Effectuate the Implementation of the Ordinance

**RESOLUTION**

Adopting the Fiscal Year 2016-2021 Capital Improvements Program in the Amount of \$106,536,100

11. RESOLUTIONS AND MOTIONS

- a. Refunding Series 2006B General Obligation Bonds (Tab 05)

**RESOLUTION**

Authorizing the Issuance of a General Obligation Refunding Bond

- b. Virginia Retirement System Alternate Contribution Election (Tab 06)

**RESOLUTION**

Electing the Alternate Rate for Virginia Retirement System Employer Contribution

- c. Council’s Rules of Order and Procedure (Tab 07)

**RESOLUTION**

Amending Council’s Rules of Order and Procedure to Permit Closed Meetings to Occur During Committee of the Whole/Council Work Sessions

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
  - a. None.
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>.