



Date of Council Meeting: August 10, 2015

## Information Memorandum

### TOWN OF LEESBURG TOWN COUNCIL MEETING

**Subject:** Standing Residential Traffic Committee

**Staff Contact:** Thomas A. Mason, P.E., Assistant Town Manager  
Calvin K. Grow, Transportation Engineer

**Council Action Requested:** Information only. No action requested.

**Staff Recommendation:** None

**Commission Recommendation:** Not Applicable.

**Fiscal Impact:** None

**Work Plan Impact:** No Impact

**Executive Summary:** Town Council requested information on the membership, committee structure and duties of the Standing Residential Traffic Committee (SRTC). These organizational items were originally established by Resolution #2001-17 and adopted on February 13, 2001. It was updated in Ordinance 2014-0-012 and adopted on April 22, 2014 (see attached).

**Background:** The membership of the SRTC currently consists of:

- Seven (7) members who shall be residents of the Town and appointed by the Town Council.
- One (1) Planning Commission representative.
- One (1) representative from the Public Works Department
- One (1) Town Planner
- One (1) Leesburg Police representative
- One (1) Fire and Rescue representative

The representatives shall be nominated by their respective organizations. The Town Council shall ensure that all Town quadrants are represented among Council appointed members. A Town Council member is also appointed as the non-voting Council Member Liaison.

The members that serve on the SRTC do not receive compensation (see attached memo dated February 23, 2015 for more information regarding compensation).

SRTC duties and powers are:

- a. The Standing Residential Traffic Committee serves to provide recommendations to the Town Council for residential traffic calming, pedestrian safety and other issues regarding traffic and transportation.
- b. Evaluate traffic calming requests and issues forwarded by Town staff.
- c. Determine, when needed, the level of resident support for proposed traffic calming projects.
- d. Forward recommendations on residential traffic management to the Town Council.
- e. Respond to other requests for recommendations on traffic or transportation issues referred to the Committee by the Town Council.

**Attachments:** Ordinance No. 2014-O-012, dated April 22, 2014  
Memo from Keith Markel to Town Council, dated February 23, 2015

The Town of  
**Leesburg,  
Virginia**

PRESENTED: April 22, 2014

ORDINANCE NO. 2014-O-012

ADOPTED: April 22, 2014

AN ORDINANCE: AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE V (BOARDS AND COMMISSIONS), DIVISION 1 (GENERALLY), SECTION 2-193 (MEMBERSHIP), SECTION 2-195 (DUTIES), SECTION 2-197 (COMPENSATION), SECTION 2-198 (COUNCILMANIC LIAISON); AND DIVISION 2 (SPECIFIC BOARDS AND COMMISSIONS), SECTION 2-228 (LEESBURG TECHNOLOGY AND COMMUNICATIONS COMMISSION) AND ADDING 2-232 (LEESBURG STANDING RESIDENTIAL TRAFFIC COMMITTEE)

WHEREAS, Code of Virginia of 1950, as amended, Section 15.2-1411 authorizes the governing body of any locality to appoint and compensate advisory boards, commissions and committees; and

WHEREAS, the Leesburg Town Code, Chapter 2, Article V, Divisions 1 and 2 establish and define certain boards, commissions and committees to advise the Town Council; and

WHEREAS, the Leesburg Town Council wishes to further define the duties of certain commissions; increase the compensation for members of boards and commissions; make corrections to the language within this chapter; and add the Leesburg Standing Residential Traffic Committee as a committee defined within the Town Code.

THEREFORE, ORDAINED by the Council of the Town of Leesburg in Virginia as follows:

**Division 1 (Generally)**

**Sec. 2-193. Membership.**

- (a) Unless specifically noted, each board and commission shall consist of seven members who shall be residents of the town or town business owners (as allowed by law) and appointed by the town council.
- (b) The term of board and commission members, unless specifically noted, shall correspond to the official tenure of the town councilmember term who nominated them, but shall continue after the end of the term until a replacement is appointed.

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- (c) An appointment to fill a vacancy shall be for the unexpired term.
- (d) In all cases, except as specified in the state code, at least four members of any board or commission shall be residents of the town.
- (e) A person may not be a member of more than two boards, commissions, or committees at the same time.

**Sec. 2-195. Duties.**

- (a) The board/commission shall elect its chair annually. The commission shall elect annually the officers it deems necessary. Elections are encouraged to occur between January and March.
- (b) The chair shall report any attendance problems to the town council, which has the authority to require a member to resign. Attendance problems include, but are not limited to, if the said member is absent from three consecutive meetings.
- (c) The board/commission shall meet monthly or more often as necessary upon the call of the chair or two or more members.
- (d) The board/commission shall provide at least annually a report to the town council on the activities and accomplishments of the board/commission.
- (e) The board/commission shall adopt rules/bylaws governing the conduct of its business and meetings.
- (f) The board/commission shall be knowledgeable of the requirements of the state Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.), State and Local Government Conflict of Interests Act (Code of Virginia, § 2.2-3100 et seq.) requirements, and the town's board and commission handbook.
- (g) Unless otherwise noted, all actions of boards and commissions shall be subject to town council approval.
- (h) The chair, or his designee, shall provide to the clerk of town council key events/actions from each meeting which shall be provided to town council in a summary format monthly reporting on board and commission activities.

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- (i) The board/commission shall assist in and carry out such other duties as may be assigned by the town council.

**Sec. 2-197. Compensation.**

- (a) Compensation for the mayor and councilmembers, after July 1, 2013, shall be \$16,200.00 and \$15,600.00 per annum, respectively, payable in equal monthly installments.
- (b) Unless specifically noted, compensation for the chair and of members of boards and commissions, exclusive of the councilmanic liaison, shall be \$1350.00 and \$61200.00 per annum, payable in equal monthly installments.
- (c) To be compensated, every board and commission member must present themselves with proper identification to the appropriate town department and must complete and submit all federal and state payroll tax withholding forms, as required by law.

**Sec. 2-198. Councilmanic liaison.**

- (a) At the biannual organizational meeting of the council, members may nominate a liaison to each board and commission.
- (b) The role of the councilmanic liaison shall be as follows:
  - (1) Councilmanic liaisons are non-voting members who provide a link between the board or commission and the town council.
  - (2) Councilmanic liaisons serve as resources for relating relevant town council actions to the board or commission and for sharing relevant board or commission matters to the town council.
  - (3) Councilmanic liaisons are encouraged to attend advisory group meetings and/or communicate regularly with group members and remain current on all activities of the advisory group so that they can be accessible to members or provide information on behalf of the town council.
  - (4) Recognizing the numerous other duties and roles of councilmembers that may generate regular conflicts, councilmanic liaison attendance at board and commission meetings is not mandatory for councilmembers, but liaisons are

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~~expected to attend meetings at least quarterly and communicate monthly with the board, commission, or committee chair. but if a councilmanic liaison is unable to attend a board or commission meeting, it is expected that the councilmanic liaison will use best efforts to find a substitute council member to attend in his or her stead.~~

## **Division 2. Specific Boards and Commissions**

### **Sec. 2-225. Leesburg Parks and Recreation Commission.**

- (6) To serve as liaison between the town council and board of supervisors to ensure that Leesburg ~~citizens~~ residents receive county recreation facilities and services comparable with the level of need and services made available to other parts of the county.
- (7) To remain acutely aware of the latest developments and trends in parks and recreation development and service delivery.

### **Sec. 2-228. Leesburg Technology and Communications Commission.**

- (a) *Created and established.* The Leesburg Technology and Communications Commission is hereby established and created.
- (b) *Powers and duties.* The Leesburg Technology and Communications Commission makes recommendations to the town council for the efficient, economical, and productive use of technology and telecommunications for the town's ~~citizens~~ residents and businesses.
- (c) *Additional powers and duties.* The following shall be additional powers and duties of the Leesburg Technology and Communications Commission:
  - (1) To make recommendations regarding the operation, staffing, maintenance, capital improvements and funding of the department of information technology.
  - (2) To maintain a continuous oversight and review of cable system operations and advise the town on grantee's compliance with the terms of its contract.
  - (3) ~~To encourage the use of access channels among the widest range of institutions,~~

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~~groups and individuals and to monitor grantee's access policies and practices, including charges for these services, to ensure compliance with chapter 9, article X of this Code.~~

- (4) To develop and maintain a town technology plan including ~~To encourage and make~~ recommendations on the ~~on~~ utilization and enhancements to the town's public ~~access~~ communications media, especially utilizing cell phones, the Internet, and other public computer-based technologies. ~~channels and Internet websites.~~

**Sec. 2-232. Leesburg Standing Residential Traffic Committee**

- (a) Duties. The Standing Residential Traffic Committee serves to provide recommendations to the Town Council for residential traffic calming, pedestrian safety, and other issues regarding traffic and transportation.
- (b) Compensation. Members of the Leesburg Standing Residential Traffic Committee shall not receive compensation.
- (c) Members. In addition to seven appointed members as outlined in Division 1 of this article, the Standing Residential Traffic Committee shall have five additional members, including one each from the Leesburg Department of Public Works, Leesburg Police Department, Loudoun County Fire & Rescue, Leesburg Planning Commission, and a Town Planner, nominated by their respective organizations. No person may serve as more than one representative at one time. The Town Council shall ensure that all Town quadrants are represented among Town representatives on the Committee. All Town representatives shall be town residents.
- (d) Additional powers and duties. The following shall be additional powers and duties of the Standing Residential Traffic Committee:
- a. Evaluate traffic calming requests and issues forwarded by town staff.
  - b. Determine, when needed, the level of resident support for proposed traffic calming projects.
  - c. Forward recommendations on residential traffic management to the Town Council.
  - d. Respond to other requests for recommendations on traffic or transportation

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issues referred to the Committee by the Town Council.

**SECTION II.** All prior ordinances in conflict herewith are hereby repealed.

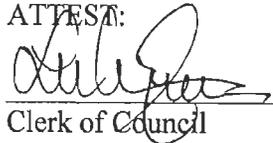
**SECTION III.** Severability. If a court of competent jurisdiction declares any provision of this ordinance invalid, the decision shall not affect the validity of the ordinance as a whole or any remaining provisions of the Leesburg Town Code.

**SECTION IV.** This ordinance shall be effective upon its adoption.

PASSED this 22<sup>nd</sup> day of April, 2014.

  
Kristen C. Umstatt, Mayor  
Town of Leesburg

ATTEST:

  
Clerk of Council



Date of Council Meeting: February 23, 2015

**TOWN OF LEESBURG  
TOWN COUNCIL WORK SESSION**

**Subject:** Standing Residential Traffic Committee

**Staff Contacts:** Keith Markel, Deputy Town Manager

**Council Action Requested:** Informational Item – No Action Requested

**Staff Recommendation:** None

**Commission Recommendation:** Not Applicable

**Fiscal Impact:** If the Standing Residential Traffic Committee was reclassified as a Commission, the cost would be \$8,550 to fund the stipends for the members.

**Executive Summary:** At the request of Councilmember Hammler, staff was asked to provide information on the possible reclassification of the Standing Residential Traffic Committee from a “Committee” to a “Commission”.

**Background:** At Councilmember Hammler’s request, staff has researched the issue of reclassifying the Standing residential Traffic Committee (SRTC) to a Town Commission.

The SRTC was established by Town resolution in February of 2001. In April 2014, the SRTC was fully codified into the Town Code by ordinance. The group meets at 7:00pm on the 1<sup>st</sup> Monday of every month. As a committee, members do not get financial compensation for their service to the Town.

Staff has talked with Elizabeth Whiting, the longtime Chair of the committee, and Sandy Kane who is the Vice Chair. Neither of them felt there was a need to reclassify the committee to a commission at this time. The staff liaison to the committee is also not aware of any request by a member of the committee to reclassify the group. Ms. Kane said that she would be happy to add this as an agenda discussion at an upcoming SRTC meeting if the Town Council would like to pursue this issue. She is also willing to attend a Council work session if needed.

The issue of reclassifying the SRTC was last formally discussed at their November 2, 2009 meeting by Ned Kiley. Mr. Kiley felt that the group should expand their review to all traffic and transportation related issues not just residential traffic issues. However, Chairwoman Whiting spoke in favor of the existing committee structure which was successful. After discussion on these topics, a motion was made by committee member Kiley to set up a meeting between the committee and the Town Council to discuss expansion of the SRTC jurisdiction to all transportation network related issues with the Town. The motion failed with a vote of 2-6-1 and no further action was taken.

**Attachments:** None