



Date of Council Meeting: January 12, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Council appointment to the Northern Virginia Transportation Authority's Planning Coordination Advisory Committee

Staff Contact: Keith Markel, Deputy Town Manager

Council Action Requested: Appoint a member of the Town Council to serve as the 2016 representative to the Northern Virginia Transportation Authority's Planning Coordination Advisory Committee.

Staff Recommendation: None

Commission Recommendation: Not Applicable

Fiscal Impact: None

Work Plan Impact: None

Executive Summary: The Northern Virginia Transportation Authority's (NVTA) enabling legislation calls for there to be a Planning Coordination Advisory Committee that serves as an advisory body to the Authority. Each locality within the NVTA is to appoint at least one elected official to serve on the committee.

Background: The Northern Virginia Transportation Authority's (NVTA) Planning Coordination Advisory Committee meets monthly or as work flow requires and provides recommendations on the Authority's planning and programming issues. The committee is supported by NVTA staff. All towns located in any county embraced by the Authority and who receive street maintenance payments under § 33.1-41.1 are to appoint one elected official to serve on the advisory committee for a one year term. Leesburg's 2015 representative was Vice Mayor Kelly Burk. The NVTA staff needs to know who will be representing Leesburg by January 29, 2016. Meetings will begin in February or March.

Attachments: NVTA request letter dated December 10, 2015.



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

December 10, 2015

The Honorable Kristen Umstatt
Mayor, Town of Leesburg
25 West Market Street
Leesburg, Virginia 20176

Reference: Request for 2016 Appointee to Northern Virginia Transportation Authority's Planning Coordination Advisory Committee

Dear Mayor Umstatt:

The Northern Virginia Transportation Authority's enabling legislation, Senate Bill 576, section § 15.2-4837 Formation of advisory committees, stipulates:

The Authority also shall have a planning coordination advisory committee, which shall include, but not be limited to, at least one elected official from each town that is located in any county embraced by the Authority and receives street maintenance payments under § 33.1-41.1.

It is anticipated that the Authority will approved a set of revised Bylaws on January 14, 2016. These revised Bylaws update the organization of the Planning Coordination Advisory Committee (PCAC) as outlined in the enclosed document. The PCAC is composed of one elected official appointed annually by each of the Authority's counties, cities and towns receiving street maintenance payments under § 33.1-41.1. We believe this provides a diverse representation of viewpoints from across the as the Authority fulfils its mission as the regions' preeminent planning, programming and funding authority. A full description of the Committee's charge is attached to provide more guidance. It is anticipated that this Committee will meet monthly, as work flow dictates, beginning in February or March 2016. The Town's 2015 appointment to the PCAC was Vice-Mayor Kelly Burk.

With Authority's expanded role in regional transportation resulting from the passage of HB 2313, we feel it is critical to continue the work of this advisory committee. To accomplish this, we ask that you send your 2016 designee to Monica Backmon, NVT Authority Executive Director (monica.backmon@thenovaaauthority.org), by Friday, January 29, 2016.

Please do not hesitate to contact me, or Ms. Backmon, should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Martin E. Nohe".

Martin E. Nohe
Chairman

Cc: Vice-Chairman Euille

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Planning Coordination and Advisory Committee

Role and Membership

- **Basis.** Code of Virginia §15.2-4837. “The Authority shall have a planning coordination advisory committee, which shall include, but not be limited to at least one elected official from each town that is located in any county embraced by the Authority and receives street maintenance payments under §33.1-41.1.”
- **Bylaws charge.** This committee shall be responsible for advising the Authority of planning and programming recommendations including TransAction, the Six Year Program, the Project Selection Process on projects within the Authority’s adopted revenues.
- **Membership.** The Committee shall consist of five (5) members of the NVTA appointed by the Chairman for staggered two year terms. The members shall include a chairman, vice-chairman, two (2) NVTA committee chairs and an NVTA General Assembly member.
- **Committee leadership.** The Chair and Vice Chair will be appointed by the Chairman of the Authority with the concurrence of the Authority members.
- **Quorum and Voting.** A quorum shall consist of a majority (3) of the committee members. The committee shall strive for consensus when developing recommendations. Approval of recommendations or actions shall require an affirmative vote of a majority of the members present, which shall include at least three jurisdictional representatives in the affirmative.
- **Staff support.** Staff support will be provided by the NVTA staff. As requested by the committee chairman, additional support and participation may be provided by jurisdictional or agency staffs.