

**VPRA Decision Brief**  
**Approval of Northern Virginia Branch Office**  
**April 24, 2023**

**Issue:** VPRA is requesting the Board to approve a branch office location in the northern Virginia region.

**Facts:** Article 2 of the VPRA Bylaws requires VPRA to maintain principal offices in Richmond, Virginia, and allows VPRA to establish branch offices within the Commonwealth in such locations as may be approved by this Board. Through DRPT, VPRA currently has access to limited office space in Alexandria, Virginia, which VPRA has quickly outgrown. VPRA staff has located a potential branch office at 1800 Diagonal Road in Alexandria, Virginia that meets the needs of VPRA, and staff has negotiated a lease, the commercial terms of which were briefed to this Board on April 24, 2023 in closed session.

**Recommendation:** Approve the establishment of a VPRA branch office in the northern Virginia region.

**Action Required by VPRA:** Approve the establishment of the branch office by majority vote.

**Options:** Approve. Deny. Defer.