



**Date of Council Meeting:** May 13, 2014

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** **A.** Approving a Memorandum of Understanding (MOU) between the County of Loudoun and the Town of Leesburg regarding Fixed-Route Transit Service and Procurement; and **B.** Extending the term of the Agreement for Operation of Transit Service with Virginia Regional Transit (VRT) for two (2) months.

**Staff Contact:** John Wells, Town Manger  
Thomas A. Mason, P.E., Director of Public Works.

**Recommendation:** That the Town Council approve and authorize the Town Manger to sign the Draft MOU with Loudoun County for Fixed-Route Transit Service in the Town and authorize the Town Manger to sign a two (2) month extension (July 1, 2014 to September 1, 2014) of the current agreement with VRT for Transit Service in the Town of Leesburg.

**Issue:** At the April 16, 2014 Business Meeting of the Loudoun County Board of Supervisors the Board approved a motion to assume responsibility for the local fixed-route and paratransit route system serving the Town of Leesburg and directed staff to pursue a single contract covering both the County and Town of Leesburg service areas. The Board also adopted the local fixed-route service delivery plan proposed by County staff and further directed staff to develop a MOU with the Town memorializing baseline routes, funding levels and levels of service within the Town service area. In addition, the Board authorized a two (2) month extension to September 1, 2014 of the County's existing contract with VRT to allow sufficient time to review, award and implement a new single contract for fixed-route and paratransit service in the County including the Town of Leesburg.

**Fiscal Analysis:** This item may impact the FY2015 budget for fixed-route bus service. The cost of the new County contract has not been released and the grant funds anticipated from the Virginia Department of Rail and Public Transit are not finalized because the State budget for FY2015 has not been approved by the General Assembly.

**Background:** Attached is a draft MOU between the Town and the County as identified above. The fixed-route and paratransit services that will be provided by the County within the Leesburg service area are the basis for the MOU and are consistent with the Mayor's letter to Chairman Scott York dated December 10, 2014 and the Town Manager's letter to County Administrator Tim Hemstreet dated April 2, 2014. These are included in Attachment #3 of the MOU. The Town will pay the County for bus services that are unique to the Town and beyond the basic level of service provided by the County. These are currently the Safe-T-Ride, and Saturday service on the route between downtown Leesburg and the Outlet Center (AKA Trolley Route) and its associated paratransit service. A table showing the cost of the Town funded service is attached to the Town Manger's letter included in Attachment #3 of the MOU.

**Attachments:** Resolution; Draft MOU (with its 3 Attachments)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF LOUDOUN, VIRGINIA, AND THE TOWN  
OF LEESBURG, VIRGINIA, REGARDING LOCAL FIXED-ROUTE  
TRANSIT SERVICE AND PROCUREMENT**

THIS MEMORANDUM OF UNDERSTANDING, (“MOU”), is effective this \_\_\_\_ day of \_\_\_\_\_, 2014, (the “Effective Date”), by and between the Town of Leesburg, Virginia (“Town”), and the County of Loudoun, Virginia, (“County”):

WHEREAS, the County of Loudoun, Virginia, (“County”) is a political subdivision of the Commonwealth of Virginia, and the Board of Supervisors of Loudoun County (“Board”) is the governing body of that County; and

WHEREAS, the Town of Leesburg, Virginia, (“Town”) is a municipal corporation of the Commonwealth of Virginia, and the Leesburg Town Council (“Council”) is the governing body of the Town; and

WHEREAS, at its April 16, 2014 Business Meeting, the Board directed County staff to continue discussions with the Town related to the future provision of the Town’s local fixed-route and paratransit service and to develop a MOU with the Town to memorialize the established baseline routes, funding levels and levels of service within the Town service area (Attachment 1); and

WHEREAS, the County has issued a solicitation seeking proposals from offerors for the provision of fixed route and paratransit services in the County and Town; and

WHEREAS, the County is the sole service provider for the public fixed route and paratransit services in the County and Town; and

WHEREAS, this MOU was executed by the Town Manager on behalf of the Town pursuant to Town Resolution \_\_\_\_\_;

WHEREAS, this MOU was executed by the County Administrator on behalf of the County pursuant to County Resolution \_\_\_\_\_;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises herein, the Town and County agree as follows:

1. The County will enter into and administer an Agreement for Service for the provision of local fixed-route and paratransit services with planned commencement date of September 1, 2014 in the County and the Town.
2. The County’s current and future transit plans will establish the baseline of service.

3. The County will be the applicant and designated recipient of all state grant funds beyond FY2015 and for the duration of the fixed route and paratransit service provided by the County. For FY2015 state grant awards designated for the Town service will be re-directed to the County less a prorated amount received by the Town for the expenses the Town has incurred for services provided by the Town from July 1, 2014 through August 30, 2014.

4. The County's FY 2015 and subsequent comprehensive Transit Development Plan (TDP) updates will include planning for all County managed services, inclusive of those routes operating within the Town. The estimated costs and funding sources for the services which are unique to the Town will be included in financial section of the TDP.

5. No specialized vehicles (i.e. trolleys) will be required for the provision of the baseline level of service in the Town or County.

6. The Town endorses the proposed baseline routes as reflected in Figure 1: "Proposed Leesburg Service Plan" of the "Leesburg Route Refinement Analysis Technical Memorandum" dated February 11, 2014. (Attachment 2).

7. Bus stop locations and signage on the baseline routes within the Town limits will be mutually agreed upon by County and Town staff, with the Town being responsible for installation of bus stop signs in public road rights-of-way within the Town of Leesburg corporate limits.

8. a. The Town is financially committed to provide funding, in FY2015, net state operating assistance and revenue from fares and advertising, to the County for the following bus services that are unique to the Town:

- Safe-T-Ride
- Saturday Service on the route between downtown Leesburg and the Outlet Center
- Paratransit Service required in conjunction with the Saturday Service on the route between downtown Leesburg and the Outlet Center

b. The County will invoice the Town quarterly for the costs of the bus services identified above, net state operating assistance and revenue from fares and advertising. The Town will pay said invoice within 30 days of receipt.

c. Beyond FY2015, any mutually agreed upon future services as well as those referenced above, will be funded by the Town, net state operating assistance and revenue from fares and advertising.

9. Bus services that are unique to the Town, and mutually agreed upon by the Town and County, will be included in the Agreement for Service between the County and its contractor for fixed route and paratransit service.

10. As provided above in Section 8(c), the Town will remain responsible for the fiscal impact of the services that are unique and agreed to by the Town, over and above the baseline recommended level of service. If the service costs for the services that are unique to the Town,

and mutually agreed upon by the Town and County, are higher than projected, the County will invoice the Town for the overage and the Town will remit the difference in funding within 30 days of receipt of the County's invoice. (Attachment 3).

11. The Safe-T-Ride Service, as a service that is unique to the Town, may utilize a vehicle and bus stop sign branding program that is different from the other vehicles and bus stop signs used to provide service on the baseline routes. With consent of the County, the Town may work directly with the contractor on all unique branding. The costs associated with the Safe-T-Ride branding program will be the responsibility of the Town. Apart from any unique branding program for the Safe-T-Ride Service, the County will ensure that vehicles providing Safe-T-Ride Service will be so identified in the destination signage.

12. Maintenance and Repairs.

a. Routine Maintenance. The routine maintenance associated with the bus stop signs and shelters, including those belonging to the Town, will be the responsibility of the County. For bus stop areas and bus stop signs, routine maintenance includes daily visual inspections for graffiti and trash. For bus shelters, routine maintenance includes daily visual inspections of the shelter structure, shelter pad area, and lighting.

b. Repairs. For repairs related to bus shelters located within the Town corporate boundaries, the County contract administrator will coordinate with the Town Director of Public Works or his/her designee to address and/or fund any repairs. If the Town requests the County and its contractor repair any bus shelters located in the Town corporate boundaries, the County will invoice the Town for the costs of the repairs. The Town will pay said invoice within 30 days of receipt.

13. The Town will retain ownership of Town-owned bus stop signs and shelters within the Town, and will insure that any federal interest in these assets is extinguished through the Virginia Department of Rail and Public Transportation. Any shelter or bus stop sign repairs above routine maintenance will be the responsibility of the Town.

14. The ownership and maintenance of shelters and bus stop signs located on private property will be determined by County and Town staff on a case by case basis.

15. The Town shall be named as an "additional insured" on all liability insurance policies provided by the County's contracted service provider.

16. This MOU shall be governed in all respects by the law of the Commonwealth of Virginia.

**(SIGNATURE PAGES TO FOLLOW)**

**TOWN OF LEESBURG, VIRGINIA**  
**a municipal corporation**

\_\_\_\_\_  
John A. Wells  
Town Manager

\_\_\_\_\_  
Date

COMMONWEALTH OF VIRGINIA  
COUNTY OF LOUDOUN

The foregoing Memorandum of Understanding was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2014, by John A. Wells, as Town Manager of the Town of Leesburg, Virginia, a municipal corporation.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_

**COUNTY OF LOUDOUN, VIRGINIA**  
**a political subdivision**

\_\_\_\_\_  
Tim Hemstreet  
County Administrator

\_\_\_\_\_  
Date

COMMONWEALTH OF VIRGINIA  
COUNTY OF LOUDOUN

The foregoing Memorandum of Understanding was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, 2014, by Tim Hemstreet, County Administrator of the County of Loudoun, Virginia, a political subdivision of the Commonwealth of Virginia.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
ATTACHMENT LISTING**

1. Board of Supervisors Action Item #3; April 3, 2014 Board of Supervisors Business Meeting
2. Figure1: Proposed Leesburg Service Plan-“Leesburg Route Refinement Analysis Technical Memorandum” dated February 11, 2014
3. April 2, 2014 Letter from Leesburg Town Manager to County Administrator

Date of Meeting: April 16, 2014

# 3

**BOARD OF SUPERVISORS  
ACTION ITEM**

**SUBJECT:** Local Fixed-Route Transit Service and Procurement

**ELECTION DISTRICT:** Countywide

**CRITICAL ACTION DATE:** April 16, 2014

**STAFF CONTACTS:** Kathleen Leidich, Transportation and Capital Infrastructure  
Nancy Gourley, Transportation and Capital Infrastructure  
Joe Kroboth, III, Transportation and Capital Infrastructure  
Jason Cournoyer, Management & Financial Services  
Ben Mays, Management & Financial Services

**PURPOSE:** To obtain Board direction on local fixed-route transit service related items: contracting options; provision of service within the Town of Leesburg and overall system funding.

**RECOMMENDATION:** Staff recommends that the Board of Supervisors (Board) assume administrative, planning, financial and operational responsibility for local fixed-route transit services in the designated urban areas of the county, including Leesburg; that the procurement for local fixed-route transit operating services be a single operator contract; the Board adopt the recommended local fixed-route transit service delivery plan and the County enter into a Memorandum of Understanding with the Town of Leesburg to memorialize the established baseline routes, funding levels and levels of service within the Town service area. Staff further recommends that the Board authorize the Purchasing Agent to award a two month extension of the existing contract for Local Fixed Urban Route Transit Service in the amount of \$664,140 resulting in a new contract total of \$3,652,766.

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**BACKGROUND:** As directed on December 4, 2013 and at the Transit Summit on March 10, 2014, Staff continues to develop and coordinate the procurement of local fixed-route transit services, and to continue discussions with the Town of Leesburg related to future provision of the Town's local fixed route and paratransit service. Coordination meetings continue between County and Town staff to develop a recommended service plan, evaluate the budget impacts and identify tasks needed to implement the service under a new operating contract in FY 2015.

County Staff, with assistance from a consulting firm reviewed the ridership characteristics within the Town and developed a recommended system of routes for discussion with Town Staff. During the various coordination meetings, County and Town Staff have reached consensus to

recommend a service delivery plan that meets the Town criteria as it relates to comparable service between the incorporated and unincorporated areas of the County. Following the meetings, Town Staff confirmed their agreement with a proposed service plan and committed to a transfer of funds to support the service during FY 2015.

**ISSUES:** For Board consideration, there are four (4) main issues associated with this item.

**1. Assume Responsibility for Leesburg Transit Services:** The fundamental issue is the Board must determine their willingness to assume financial and operational responsibility for the local fixed-route transit services within the Town of Leesburg. The processes and remaining issues identified within this item assume the Board will affirm their willingness to do so. There is a projected FY 2015 cost to assume the local fixed-route transit service of approximately \$340,000.

**2. Baseline Routes and Comparable Level of Service:** The Town of Leesburg's December 10, 2013 letter requested transit service within the Town should be at a level equal to that provided in Ashburn, Sterling or Countryside. With the assistance of a consultant, Staff established a series of transit related measures of service (MOS) to evaluate the existing level of service within the Town, and establish comparable service, consistent with the request from the Town. MOS were determined by identifying the local bus service and 2010 socioeconomic data respective to each area. Transit measures documented in this analysis are included in the following table:

Base Averages	Annualized Service Area Measures					
	Service Hours per Person	Service Hours per Job	Service Hours per Square Mile	Service Miles per Person	Service Miles per Job	Service Miles per Square Mile
Ashburn	0.08	0.29	270	1.69	5.80	5,375
Broad Run	0.16	0.15	280	3.13	2.82	5,393
Sterling	0.22	0.45	986	3.70	7.65	16,813
Average	0.15	0.30	512	2.84	5.42	9,194
<b>Leesburg Scenarios</b>						
Existing Route Structure	0.32	0.65	1,163	4.09	8.30	14,944
Recommended Service Plan	0.28	0.57	1,032	3.80	7.71	13,888

**3. Procurement:** The procurement process for the local fixed-route and ADA compliant paratransit bus service is currently underway. The Request for Proposals was advertised February 12, 2014. The proposal submission deadline was March 24, 2014. The new service is planned to be under contract and in operation by July 1, 2014. The emergency contract with the current service provider expires June 30, 2014 and staff is requesting a 60 day contract extension with this item to allow time to develop a memorandum of understanding with the Town of Leesburg, and allow the

successful proposer adequate time to procure buses, and employ and train staff. It is staff's intent to present an item to the Board in July 2014 for an award of a new contracted service to begin September 1, 2014.

4. Memorandum of Understanding (MOU): A MOU is recommended to solidify the terms of agreement between the Town and the County. As determined by both County and Town, staff proposes the following items as a minimum for inclusion in the MOU:

- Town endorsement of the proposed Leesburg routes,
- Town funding plan to support the proposed Leesburg routes,
- Town endorsement of the single contract option covering both the County and the Town for the procurement of local fixed-route transit service,
- Agreement that County transit plans will establish the baseline of service,
- Agreement that the County will be the designated recipient for all state grant funds in the future and that the FY 2015 state grant awards designate for the Town service are to be re-directed to the County,
- Agreement that the FY 2015 comprehensive Transit Development Plan (TDP) update will include planning for all County managed services, inclusive of those routes operating within Leesburg,
- Ownership/maintenance of the bus stop signs and shelters, and
- Town shall be responsible for the fiscal impact for weekend or unique service level over and above the baseline recommended service.

**FISCAL IMPACT:** The Town of Leesburg's proposal to have the County manage the baseline transit services within the Town limits results in the County funding two additional routes. The County proposed and the Town agreed upon baseline local fixed transit routes includes three fixed-routes as well as providing ADA compliant paratransit services.

The County FY 2015 Adopted Fiscal Plan includes a total appropriation for urban local fixed-route transit services within the Town of Leesburg of \$500,480 which includes local gasoline tax revenue of \$379,639 that is comprised of \$359,639 for two routes within the Town limits as well as a contribution of \$20,000 toward the operations of the Safe-T-Ride route; estimated State Operating Assistance Grant funding of \$84,805 and revenue from fares and advertising of \$36,036. The County proposed baseline transit service within the Town limits has a projected operating cost of \$960,960. The two additional routes that the County would be responsible for will be eligible for State Operating Assistance Grant funding due to the fact that the Town included these routes within their FY 2015 State grant application for which additional State grant funding of \$84,805 as well as fare/advertising revenue of \$36,036 is anticipated. It is further recommended that the contribution of \$20,000 for the Safe-T-Ride be reallocated for the purpose of funding these additional two local fixed transit routes. As a result, the remaining gap in funding under the new proposed agreement would be \$339,639.

It should be noted that the Town of Leesburg is solely fiscally responsible for operating costs of \$400,400 for the proposed routes beyond the identified baseline transit service routes as

described. Given that these routes will be eligible for State grant funding and revenue will be yielded from fares and advertising, the Town is projected to provide funding of \$315,916 to the County and will be responsible for any funding gaps as a result of unrealized revenue.

There is sufficient fund balance of \$2,255,621 from unallocated/unreserved local gasoline tax revenue in the Transportation District Fund that could be used to cover the estimated funding gap of \$339,639. If previous year fund balance is utilized, the projected FY 2015 year-end balance would be \$1,915,982. The following summary table reflects the total local fixed-route transit service within the Town of Leesburg, including the baseline routes and the Town's supplemental routes.

<b>Revenues</b>	
State Operating Assistance Grant Funding	\$ 249,689
Misc. Revenue (Advertising/ Fares)	\$ 76,476
Projected Town Funding	\$ 315,916
County FY 2015 Proposed Budget	\$ 379,639
<b>Revenue Subtotal</b>	<b>\$ 1,021,721</b>
<b>Expenditures</b>	
County Proposed Routes	\$ 960,960
Leesburg Supplemental Routes	\$ 400,400
<b>Expenditures Subtotal</b>	<b>\$ 1,361,360</b>
<b>Additional County FY 2015 Funding Required</b>	<b>\$ 339,639</b>

**ALTERNATIVES:** The Board could choose not to assume the financial and operational responsibility of provision of fixed-route and paratransit services within the Town limits. Further, if the service is not assumed by the County, the Board could pursue another contract option for the procurement of local fixed-route transit service or could direct staff to take another course of action.

**DRAFT MOTIONS:**

1. I move that the Board of Supervisors assume additional administrative, planning, financial, and operational responsibility for the local fixed-routes and paratransit route system serving the Town of Leesburg, effective July 1, 2014; approve a budget adjustment of \$339,639 to appropriate local gasoline tax revenue fund balance within the Transportation District Fund to fully fund local fixed-route transit services and direct staff to pursue the single contract option covering both the County and Town of Leesburg service areas.

AND

I further move to adopt the local fixed-route service delivery plan as proposed by the Department of Transportation and Capital Infrastructure as recommended in this April 16, 2014 Staff Report and direct staff to develop a memorandum of understanding with the Town of Leesburg to memorialize the established baseline routes, funding levels and levels of service within the Town of Leesburg service area.

AND

I further move that the Board authorize the Purchasing Agent to award a two month extension of the existing contract for Local Fixed Urban Route Transit Service in the amount of \$664,140 resulting in a new contract total of \$3,652,766.

OR

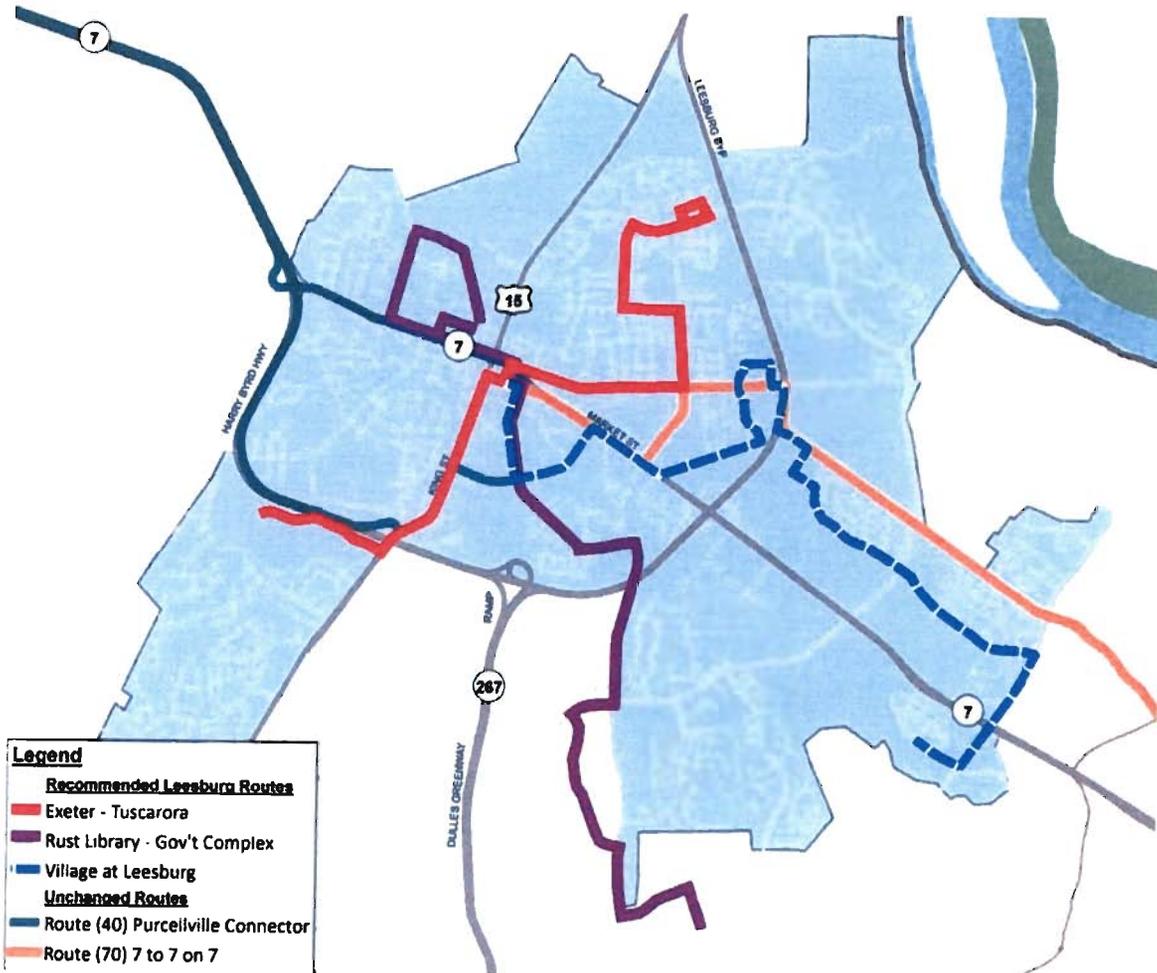
2. I move and alternate motion.

**ATTACHMENTS:**

1. April 2, 2014 Letter from Town of Leesburg
2. Map of County proposed baseline local-fixed-routes within the Town of Leesburg

Figure 1 shows the proposed service plan.

Figure 1: Proposed Leesburg Service Plan





JOHN WELLS  
Town Manager

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25 West Market Street ■ 20176 ■ 703-771-2700 ■ Fax: 703-771-2727 ■ [jwells@leesburgva.gov](mailto:jwells@leesburgva.gov) ■ [www.leesburgva.gov](http://www.leesburgva.gov)

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April 2, 2014

Mr. Tim Hemstreet, County Administrator  
County of Loudoun  
1 Harrison Street, S.E.  
Leesburg, Virginia 20175

Dear Mr. Hemstreet: *Tim*

Please extend my appreciation to your staff for meeting with Town staff on March 27, 2014, to discuss the provision of bus transit service by the County of Loudoun within the corporate limits of Leesburg. Per your request, this correspondence confirms the Town of Leesburg's position and related financial support.

Town Position - The Town's position remains the same as the attached letter dated December 10, 2013, from Mayor Kristen Umstattd. Specifically, the Town believes the County is responsible for the provision of public bus transit services. As a result, the Town will pay for only the bus service that exceeds the base level of service provided in unincorporated areas of the County such as Ashburn, Countryside, and Sterling.

As such, the Town remains financially committed to provide local funding to the County of Loudoun for the following bus services in Leesburg as follows:

- The Town will pay for the Safe-T-Ride as this service is unique to Leesburg.
- The Town will pay for Saturday service on the route between downtown and the Outlet Center.
- The Town will pay for the paratransit service required in conjunction with the Saturday service on the route between downtown and the Outlet Center.

Support for County Proposed Service - Town staff supports the proposed route structure for Leesburg service, as shown in the attached Figure 1, dated February 11, 2014. We are also in agreement with the metrics used to compare the base level of service in Sterling as provided by County staff in the attached Table 1: Base Measures of Service with Leesburg Route Structure, dated February 11, 2014.

Summary of Financial Support from Town - The Town will provide the costs of the above services, net state operating assistance and revenue from fares or advertising. Based on current cost and revenue estimates, the additional funding support to the County for Leesburg bus service for FY 2015 is outlined below. The details of our assumptions are contained in the attached table. We understand that the figures are estimates and will change, depending on cost of service, service hours, state operating assistance funding and fare and advertising revenue. If service costs are higher, or if state operating assistance or fare and advertising revenue are lower, the Town will provide the difference in funding.

\$176,176\* Additional state operating assistance funding from the Commonwealth for Leesburg service, not included in the County's application.

\$315,916\* Local tax funding from the Town of Leesburg

\$492,092\* Total new funding to the County

\* *Estimated*

State Operating Assistance - For FY 2015, all state operating assistance funds will be redirected to the County. For FY 2016 and subsequent years, the County will make the state application for the entire system and be the designated recipient for all state operating assistance funds. The Town's contribution will be calculated based on the cost of the above outlined services, state operating assistance and other revenue.

Discontinuation of the "Trolley" - Town staff supports converting the existing Trolley route into a regular bus route.

Ownership and Maintenance of Bus Stop Signs and Bus Shelters - The Town will work with the County to "defederalize" the bus stop signs and bus shelters located within the Town. Town staff believes the operator of the bus service should be responsible for maintaining the signs and shelters in good repair. We will work with the County to determine ownership and management of these facilities, understanding that there are permission issues related to the bus shelters located on private property.

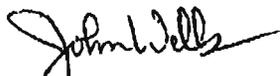
In conclusion, the Town maintains its position that public transit service in the corporate limits of Leesburg is the responsibility of the County of Loudoun with the exception of the Safe-T-Ride program, the Saturday service between the Outlet Center and the downtown, and the Saturday paratransit service. The Town is committed to pay the County the local funding required in Fiscal Year 2015 for these unique service needs.

As a result, I recommend that the County of Loudoun proceed with one bus transit contract that includes such service in the Town of Leesburg. The contract should be managed by the County of Loudoun, and the Town will provide the necessary financial support for the unique services desired in Leesburg.

If you are in agreement, I recommend we proceed with a memorandum of agreement to formalize accordingly, dependent on final cost and revenue projections.

On behalf of the Town, thank you for working with the Town on this important public service. Please let me know if you have any questions, and I look forward to hearing back from you.

Sincerely,

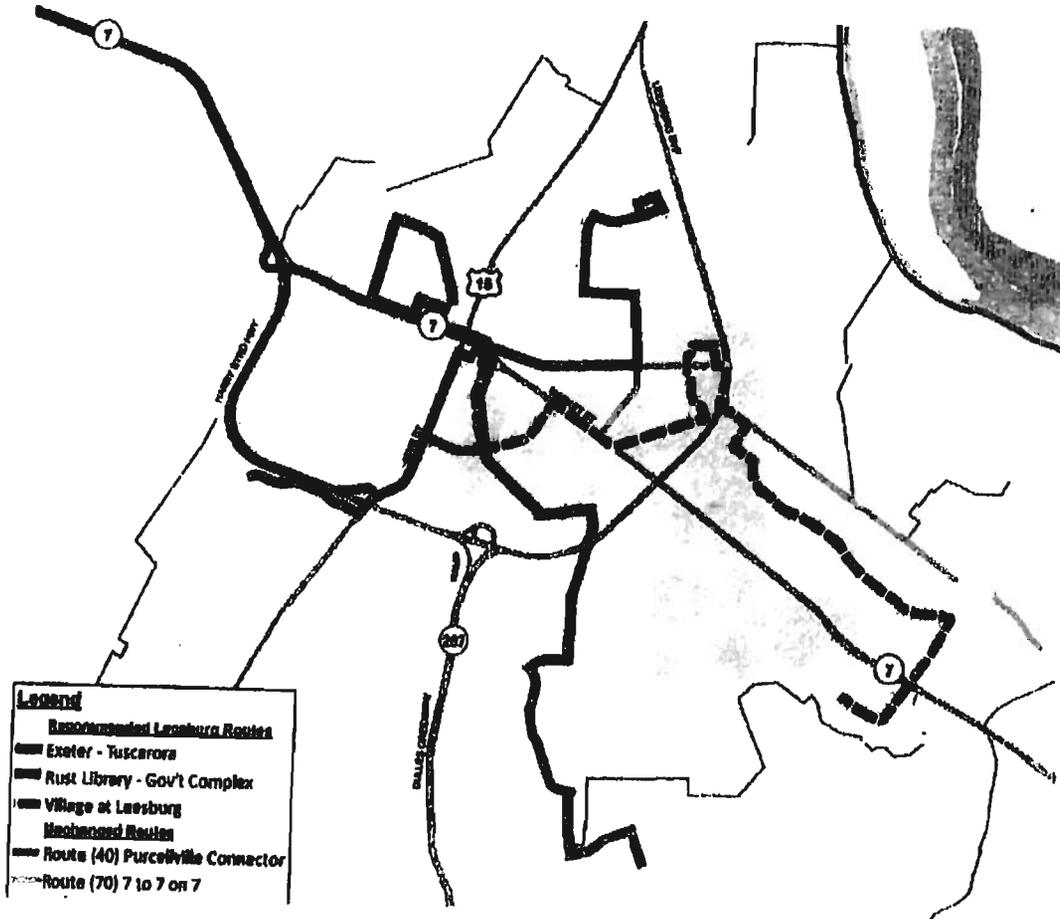


John Wells

Town Manager

Figure 1 shows the proposed service plan.

Figure 1: Proposed Leesburg Service Plan



**Cost of Town Funded Service**

<i>Route</i>	<i>Annual Service Hours</i>	<i>Annual Cost (\$77/hr)</i>	<i>Grant Funding (20%)</i>	<i>Other Revenue (5%)</i>	<i>Town Local Tax (75%)</i>
East (Saturday)	572	\$ 44,044	\$ 8,809	\$ 2,202	\$ 33,033
Safe-T-Ride	3,120	\$ 240,240	\$ 48,048	\$ -	\$ 192,192
Safe-T-Ride (Weekend)	936	\$ 72,072	\$ 14,414	\$ -	\$ 57,658
ADA On Demand	572	\$ 44,044	\$ 8,809	\$ 2,202	\$ 33,033
	<b>5,200</b>	<b>\$ 400,400</b>	<b>\$ 80,080</b>	<b>\$ 4,404</b>	<b>\$ 315,916</b>

**Cost of County Funded Service Not Included in County's State Grant Applications**

<i>Route</i>	<i>Annual Service Hours</i>	<i>Annual Cost (\$77/hr)</i>	<i>Grant Funding (20%)</i>	<i>Other Revenue (5%)</i>	<i>Town Local Tax (75%)</i>
North	3,120	\$ 240,240	\$ 48,048	\$ 12,012	\$ -
East	3,120	\$ 240,240	\$ 48,048	\$ 12,012	\$ -
	<b>6,240</b>	<b>\$ 480,480</b>	<b>\$ 96,096</b>	<b>\$ 24,024</b>	<b>\$ -</b>

	<i>State Grant</i>	<i>Town Funding</i>
<b>Total New Funding to County</b>	<b>\$ 176,176</b>	<b>\$ 315,916</b>



Kristen C. Umstatt  
Mayor

David S. Butler  
Vice Mayor

Council Members

Kevin D. Wright      Thomas S. Dunn, II  
Katie Sheldon Hammler      Kelly Burk  
Fernando "Marty" Martinez

25 West Market Street, Leesburg, VA 20175    (703) 771-2733 / (703) 771-2727 fax    council@leesburgva.gov    www.leesburgva.gov

December 10, 2013

The Honorable Scott York  
Chairman  
Loudoun County Board of Supervisors  
1 Harrison Street, SE  
Leesburg, VA 20175

**RE: Bus Service Funding in FY 2015 and Future Years**

Dear Chairman York,

On Monday, December 9, 2013, the Leesburg Town Council discussed the issue of funding bus service within the Town of Leesburg in FY 2015 and beyond. Our discussion began with the presumption that Loudoun County is responsible for providing the same level of service to all County residents, whether they live within a town or not. Our conclusion is that the Town of Leesburg should pay for only the bus service that exceeds the base level of service provided in unincorporated areas of the County, such as Ashburn, Countryside and Sterling.

Our proposed financial commitment for the local funding of the Leesburg bus service is outlined below:

- The Town of Leesburg will pay for the Safe-T-Ride, as this service is unique to the Town of Leesburg.
- The Town of Leesburg may pay for Saturday service on the route between downtown and the Outlet Center, if ridership numbers warrant such service.
- Loudoun County should pay for fixed route service within and around the Town of Leesburg, providing the same level of service as in unincorporated areas of the County.
- Loudoun County should pay for the ADA/On-Demand service within the Town, as this service falls under the County's responsibility to provide residents with access to social services.

We recognize that this funding formula departs from past years as well as the FY 2014 funding. We view FY 2014 as a unique situation requiring an emergency response and believe that the loss of the federal rural transit program funding necessitates a new formula moving forward.

Sincerely,

Kristen C. Umstatt  
Mayor

THANK YOU!