



Date of Council Meeting: December 9, 2014

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Bus Transit Service for Fiscal Year 2016

Staff Contacts: Jason L. Cournoyer, Department of Finance and Administrative Services
Keith Markel, Deputy Town Manager

Council Action Requested: Approval by the Town Council is needed to continue with the current level of transit service deemed unique to the Town, and supplemental to the baseline transit service provided by the County of Loudoun for Fiscal Year 2016.

Staff Recommendation: Staff recommends that Town Council continue, at a minimum, the existing level of transit service unique to the Town.

Commission Recommendation: Not Applicable.

Fiscal Impact: There is no fiscal impact associated with the requested action by the Town Council. The estimated cost associated with continuing the existing level of service in Fiscal Year 2016 is approximately \$286,000 which is a decrease of roughly \$80,000 from Fiscal Year 2015. This is due to decreases attributable to first year, start-up cost by the County's transit provider and the extension of the contract with Virginia Regional Transit Authority for July and August 2014.

It should be noted that every additional hour of service beyond the existing level is projected to have an annual cost of approximately \$16,132.

Executive Summary: The Memorandum of Understanding executed by the Town and County of Loudoun in May 2014 requires that the Town Council dictate the level of transit service unique to the Town annually for inclusion in the agreement of service between the transit service provider and the County.

Background: The County became the sole service provider for local fixed route and para-transit services in the County and Town on September 1, 2014 upon the execution of a MOU between the Town and County. As such, the County is responsible for funding and managing the baseline level of transit service within the Town limits.

As part of the MOU, the Town may provide funding to the County for supplemental transit service that is deemed unique to the Town. The Town Council is required to provide the County an approved request for the level of transit service beyond the baseline service provided by the County in order to include the supplemental transit service in the annual agreement of service. The Town is financially committed to provide funding to the County minus applicable state

operating assistance grant funding and revenue derived from fares and advertising, for all associated costs with the transit service.

The Town Council approved the following level of transit and para-transit services for Fiscal Year 2015 from September 1, 2014 to June 30, 2015:

- Safe-T-Ride service operating seven days a week from 7:00 am to 7:00 pm Monday through Friday, and 9:00 am to 6:00 pm on Saturdays and Sundays. No service provided on holidays;
- Route 57- Village at Leesburg/Wegmans from 7:00 am to 6:00 pm on Saturdays; and
- Associated ADA para-transit requirements with Route 57 service on Saturdays from 7:00 am to 6:00 pm.

In order for any supplemental service to be continued to be provided by the County, the Town Council must approve by resolution the level of service for Fiscal Year 2016. Staff recommends that the Fiscal Year 2016 level of transit service to continue at the existing levels. This recommended level of service does not preclude the Town Council from adopting route adjustments, adding additional services and routes, but it does define the minimum level of service to be provided for Fiscal Year 2016.

Attachments: Resolution

PRESENTED: December 9, 2014

RESOLUTION NO. 2014-_____

ADOPTED: December 9, 2014

A RESOLUTION: AFFIRMATION OF FISCAL YEAR 2016 LOCAL FIXED ROUTE
TRANSIT LEVEL OF SERVICE

WHEREAS, the Town and the County of Loudoun executed a Memorandum of Understanding (MOU) in May 2014 regarding the delivery of local fixed route transit service; and

WHEREAS, as part of this MOU, the Town agreed to provide funding, net state operating assistance grant funding and revenue from fares and advertising, to the County of Loudoun for transit service deemed unique to the Town and supplemental to the baseline transit service provided by the County of Loudoun; and

WHEREAS, the Town Council must dictate a level of transit service unique to the Town to be included in the annual agreement of service between the transit service provider and the County.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the existing level of local fixed route transit service be continued for Fiscal Year 2016 and at a minimum include:

- Safe-T-Ride service operating seven days a week, except holidays, from 7:00 am to 7:00 pm Monday through Friday, and 9:00 am to 6:00 pm on Saturdays and Sundays; and
- Route 57- Village at Leesburg/Wegmans and the associated para-transit requirements from 7:00 am to 6:00 pm on Saturdays.

PASSED this 9th day of December, 2014.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council