



**Date of Council Meeting:** October 11, 2016

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Bus Transit Service for Fiscal Year 2018

**Staff Contacts:** Jason L. Cournoyer, Budget Officer, Finance and Administrative Services  
Calvin Grow, Transportation Specialist, Public Works and Capital Projects

**Council Action Requested:** Approval 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 2018.

**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:** The net cost of the Town's current level of unique local transit services is estimated to be \$286,700 for Fiscal Year 2018. Local gasoline tax funding from the County of Loudoun has previously been utilized to fund these services. If local gasoline tax funding is no longer available or sufficient to fund the service in Fiscal Year 2018, then an alternative funding source will need to be identified.

The gross anticipated annual cost for the Town's unique transit service is approximately \$328,500. However, this amount is offset by State Operating Assistance grant funding of approximately \$38,200, and by \$3,600 from advertising and rider fare revenue. As a result, the Town's actual cost to have the County of Loudoun provide transit service that is unique to the Town is anticipated to be \$286,700. The Town's estimated Fiscal Year 2018 net cost reflects a decrease of approximately \$5,300 from the Adopted Fiscal Year 2017 budget. The projected savings is primarily attributed to the County of Loudoun Transit Staff implementing efficiency matters reducing the cost associated with the Route 57-Village of Leesburg ADA services for the Town's Saturday service.

**Work Plan Impact:** None. The County of Loudoun manages the contracted service.

**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 Memorandum of Understanding (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 2017 (Route Map Attached):

- **Route 54: Safe-T-Ride-** 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-** Saturdays from 10:00 am to 9:00 pm; and associated ADA para-transit requirements with Route 57 service

**Attachments:** Baseline Transit Routes in Leesburg  
Resolution



## ROUTES 55, 56 & 57

### LEESBURG FIXED ROUTES & SAFETY RIDE

Bus service within the Town of Leesburg with stops at:

- Exeter/Tuscarora
- Rust Library/Ida Lee/County Complex
- Village at Leesburg/Wegmans
- Safety Ride

Monday through Friday  
Route 57—Saturday



[www.loudoun.gov/transit](http://www.loudoun.gov/transit)

**571-258-3464**

#### Contact Information

Customer Service

571-258-3464

Hours: Monday through Friday

5:15 am till 11:00 pm

Loudoun County Staff

703-771-5665

Hours: Monday through Friday

8:30 am till 5:00 pm

#### Passenger Courtesies

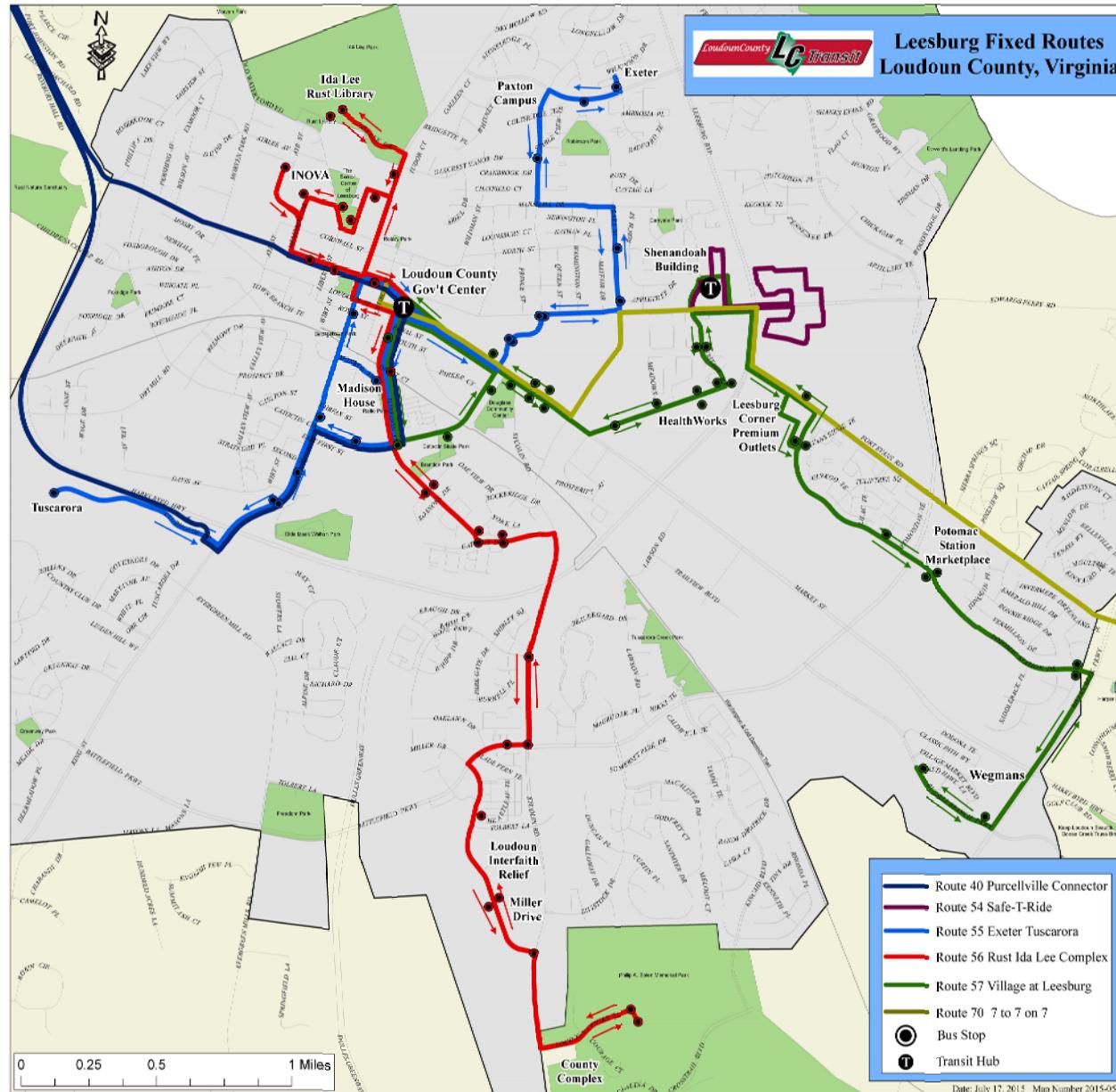
- When using cell phones please be considerate, speak quietly.
- No eating or drinking or food in open containers allowed on the buses.
- No smoking allowed on the buses.
- Headphones are required for portable music and gaming devices.
- It is recommended to be at the bus stop a few minutes early because arrival times are subject to traffic conditions and can vary by 5 to 10 minutes.

#### Loudoun County

Department of Transportation and Capital Infrastructure

1 Harrison Street, SE, MS #69, 4th floor  
Leesburg, VA 20175

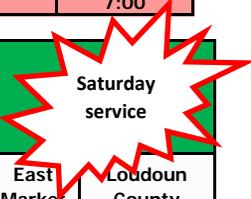
E-mail: [rideshare@loudoun.gov](mailto:rideshare@loudoun.gov)



Route 55 Exeter/Tuscarora—\$1.00 exact change—Weekdays only											
Loudoun County Government Center—Market Street	Leesburg Plaza—NOVA Urgent Care*	Exeter/Fieldstone Apartments	Loudoun County Government Center—Market Street	Market Station—Harrison Street*	Wells Fargo Bank/Catoctin Circle*	Southgate Medical Offices*	Tuscarora Apartments	Rite Aid Pharmacy—South King Street*	Madison House	Leesburg Post Office—Market Street*	Loudoun County Government Center—Market Street
7:00		7:12	7:24				7:33		7:43		7:52
8:00		8:12	8:24				8:33		8:43		8:52
9:00		9:12	9:24				9:33		9:43		9:52
10:00		10:12	10:24				10:33		10:43		10:52
11:00		11:12	11:24				11:33		11:43		11:52
12:00		12:12	12:24				12:33		12:43		12:52
1:00		1:12	1:24				1:33		1:43		1:52
2:00		2:12	2:24				2:33		2:43		2:52
3:00		3:12	3:24				3:33		3:43		3:52
4:00		4:12	4:24				4:33		4:43		4:52
5:00		5:12	5:24				5:33		5:43		5:52
6:00		6:12	6:24				6:33		6:43		6:52

Route 56 Rust Library/Ida Lee/County Complex—\$1.00 exact change—Weekdays only											
Loudoun County Government Center—Market Street	Ida Lee Recreation Center	Rust Library—Front Door	Senior Center of Leesburg*	INOVA Loudoun Hospital (Cornwall)	Loudoun County Government Center—Market Street	Gateway Drive—Bellemeade Apartments	Miller Drive—Probation & Parole Office*	Adult Detention Center*	County Complex—County Garage	Loudoun Interfaith Relief—Miller Drive*	Loudoun County Government Center—Market Street
7:00	7:06	7:08		7:16	7:22	7:28			7:45		8:00
8:00	8:06	8:08		8:16	8:22	8:28			8:45		9:00
9:00	9:06	9:08		9:16	9:22	9:28			9:45		10:00
10:00	10:06	10:08		10:16	10:22	10:28			10:45		11:00
11:00	11:06	11:08		11:16	11:22	11:28			11:45		12:00
12:00	12:06	12:08		12:16	12:22	12:28			12:45		1:00
1:00	1:06	1:08		1:16	1:22	1:28			1:45		2:00
2:00	2:06	2:08		2:16	2:22	2:28			2:45		3:00
3:00	3:06	3:08		3:16	3:22	3:28			3:45		4:00
4:00	4:06	4:08		4:16	4:22	4:28			4:45		5:00
5:00	5:06	5:08		5:16	5:22	5:28			5:45		6:00
6:00	6:06	6:08		6:18	6:22	6:28			6:45		7:00

Route 57 Village at Leesburg/Wegmans—\$1.00 exact change											
Loudoun County Government Center—Market Street	Douglass Community Center*	HealthWorks Building—Ft Evans Road*	Shenandoah Square—Shenandoah Building*	Leesburg Premium Outlet Mall	Potomac Station Marketplace	Wegmans—Village at Leesburg	Home Depot—Ft Evans Road	Shenandoah Square—Shenandoah Building	HealthWorks Building—Manor Apartments*	East Market Street @ Roy Rogers	Loudoun County Government Center—Market Street
7:00				7:18	7:21	7:26	7:42	7:47		7:56	8:00
8:00				8:18	8:21	8:26	8:42	8:47		8:56	9:00
9:00				9:18	9:21	9:26	9:42	9:47		9:56	10:00
10:00				10:18	10:21	10:26	10:42	10:47		10:56	11:00
11:00				11:18	11:21	11:26	11:42	11:47		11:56	12:00
12:00				12:18	12:21	12:26	12:42	12:47		12:56	1:00
1:00				1:18	1:21	1:26	1:42	1:47		1:56	2:00
2:00				2:18	2:21	2:26	2:42	2:47		2:56	3:00
3:00				3:18	3:21	3:26	3:42	3:47		3:56	4:00
4:00				4:18	4:21	4:26	4:42	4:47		4:56	5:00
5:00				5:18	5:21	5:26	5:42	5:47		5:56	6:00
6:00				6:18	6:21	6:26	6:42	6:47		6:56	7:00



The buses will travel to all stops listed on the schedules above. Several of the stops have a determined/set arrival time.

\*The buses will arrive at all of the other stops noted on the schedule sometime between the posted timed stops.



PRESENTED: October 11, 2016

RESOLUTION NO. 2016-\_\_\_

ADOPTED: October 11, 2016

A RESOLUTION: AFFIRMATION OF FISCAL YEAR 2018 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 2018 and at a minimum include:

- Route 54- 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 10:00 am to 9:00 pm on Saturdays.

PASSED this \_\_\_ day of October, 2016.

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David S. Butler, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council