

Town of Leesburg ADA Transition Plan

Improving
Access to Public
Right-of-Ways
and Facilities



Kate Trask
ADA/504 Coordinator
Town of Leesburg
ktrask@leesburgva.gov
703.737.7144

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The Town of Leesburg ADA Transition Plan

Improving Access to Public Right-of-Ways and Facilities

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Introduction

A Transition Plan is a formal public document that outlines the Town of Leesburg’s plan for the removal of non-compliant barriers, adhering to the guidelines of the Americans with Disabilities Act (ADA), Title II, and Section 504 of the Rehabilitation Act. The Plan identifies steps that will be taken, provides a fluid schedule to achieve compliance, and an estimated budget to accomplish this. It is important to note that the Plan is a working document identifying current barriers that are ever-changing in both scope and scale.

This ADA Transition Plan for facilities, and public right-of-way (sidewalks, intersections, and curb ramps) within the Town serves as an addendum to the [Leesburg Self-Evaluation and Transition Plan Executive Summary](#) update conducted by Disability Access Consultants, who were contracted by the Town in 2019 to measure compliance with the American with Disabilities Act, Title II. The focus of the Self-evaluation was an assessment of the Town’s services, programs, and activities. The ADA Transition Plan – Improving Access to Public Right-of-Ways and Facilities, often referred to simply as the Transition Plan throughout this document, outlines the steps necessary to apply the findings of the Self-evaluation and remove physical barriers to make facilities and right-of-ways accessible to persons with disabilities.

Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act prohibit state and local governments from discrimination against persons with disabilities. Accommodating the disability community is essential to equitable and effective customer service, accessibility, and a better quality of life for all residents.

It is important to understand that Leesburg’s ADA Transition Plan – Improving Access to Public Right-of-Ways and Facilities denotes even the smallest barrier, such as a floor mat that needs to be removed, or a small tree limb to be trimmed. The large number of barriers noted reflects the thoroughness of the audit conducted and the detail in documentation.

“The Town of Leesburg has demonstrated a commitment from the highest level of leadership that has permeated throughout the levels of town government to provide equal access to its programs, services, and activities for persons with disabilities. This commitment is evident throughout the organizational structure and is demonstrated by its outreach efforts, involvement of the community and stakeholders, development of accessibility policies and practices for effective communication, website accessibility, social media, service animals, staff training, development, and postings of required notices and accommodations to include persons with disabilities along with the construction and remodeling of facilities and public right-of-ways.”

“The results from the ADA/504 Self-evaluation and Transition Plan demonstrate that the Town has achieved substantial ADA and Section 504 compliance and identifies a minimal number of areas to improve accessibility.”

(Excerpted from [Leesburg Self-Evaluation and Transition Plan Executive Summary](#). pp.59)

Background

Self-evaluation:

The Town has conducted an updated ADA/504 Self-evaluation of programs, services, and activities to identify any potential programmatic barriers and a process to identify any physical barriers. The ADA has five separate titles and the Self-evaluation and Transition Plan focus on Title II, Public Services: State and Local Government.

ADA titles include:

- Title I: Employment
- Title II: Public Services: State and Local Government
- Title III: Public Accommodations and Services Operated by Private Entities
- Title IV: Telecommunications
- Title V: Miscellaneous Provisions

As noted in the [Leesburg Self-Evaluation and Transition Plan Executive Summary](#), 2019-2020, “The purpose of the Town of Leesburg Americans with Disabilities Act (ADA) Title II and Section 504 (504) Self-evaluation is to document the results of the Town of Leesburg’s review of access to programs, services, activities, events, facilities, parks, and public right-of-ways by persons with disabilities in order to determine if any discriminatory or potentially discriminatory practices, policies, or procedures exist that may deny access for persons with disabilities. The Self-evaluation contains findings and recommendations based on the ADA/504 review of the Town of Leesburg and includes a review of potential programmatic and physical barriers that may deny access for persons with disabilities.”

Disability Access Consultants, LLC, has created a database (DACTrak) listing both compliant and non-complaint findings throughout the Town’s facilities, Parks, and Right-of-Ways. Using the features available in the DACTrak accessibility management software, the Town can generate compliance assessment reports that provide the information to help evaluate, prioritize, and develop the necessary method and timeline of barrier removal. A more complete description of what this management software provides can be found in the Executive Summary. The DACTrak reports and database are the foundation to the ever-changing Transition Plan updates.

Public Input:

Public input is a key element in the development of the Transition Plan. The Town conducted public and town staff input opportunities as described in the public input portion of the [Leesburg Self-Evaluation and Transition Plan Executive Summary](#). As additional input is received, the ADA Coordinator or designated person is responsible for evaluating and incorporating updates into the evolving Transition Plan as appropriate.

Requirements:

The ADA requires any public agency with more than 50 employees to make a plan available to the public outlining, the steps necessary to make its facilities and public right-of-ways accessible to persons with disabilities.

The basic steps necessary include:

1. Identifying physical obstacles or barriers in Town’s facilities and right-of-ways that limit accessibility to individuals with disabilities.
2. Describe improvements/methods that will be used to remove barriers.
3. Specify the schedule for taking the steps necessary to achieve compliance and identify steps that will be taken during each year of the transition period.
4. Indicate the official responsible for implementation.

For additional information regarding requirements and guidelines, please reference § 35.105 and § 35.150 of the ADA: <https://www.ada.gov> .

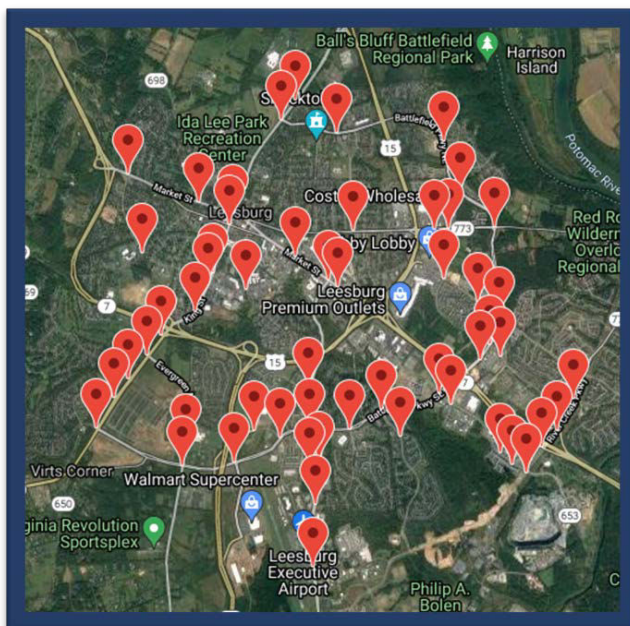
Section 1: Public Right of Ways

Identifying Barriers

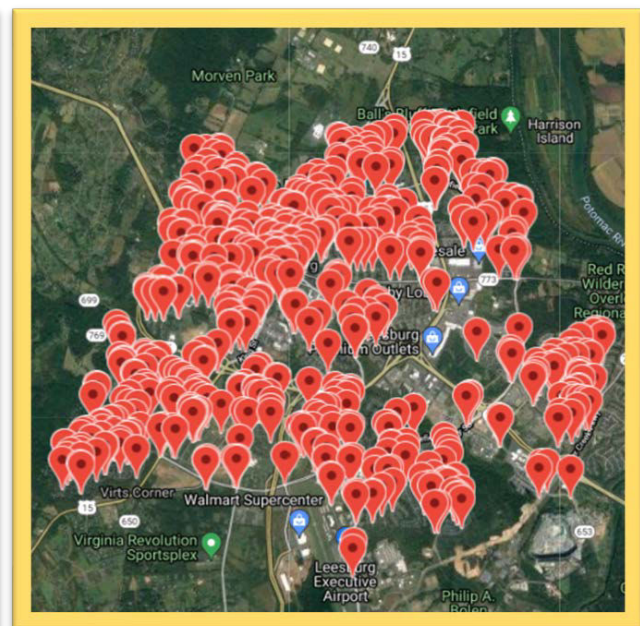
The scope of this portion of the *Town of Leesburg ADA Transition Plan – Improving Access to Public Right-of-Ways and Facilities* is to identify the physical barriers to accessibility of the Town’s public sidewalks, curb ramps, and intersections. Transit stops within the Town of Leesburg fall under the responsibility of the County of Loudoun, detailed in the memorandum provided in Appendix A. The Town of Leesburg worked with Disability Access Consultants (DAC) who provided the assessment of 56 intersections, over 160 miles of sidewalk, and 1,942 curb ramps.

The data collection to identify barriers will be used in the planning for upgrades immediately and in the future, depending on a variety of variables, which will be discussed in the Priority portion of this section. During the assessment of accessibility issues, DAC field personnel noted over 33,000 non-compliant findings throughout the assessed locations. Although this number is very large, much of the barriers are minor and can be easily and/or inexpensively removed. Noncompliance was based on the U.S. Access Board’s 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in Public Rights-of-Way (PROWAG). The Virginia Department of Transportation adheres to PROWAG.

Intersection Barriers Map:



Sidewalk and Curb Ramp Barriers Map:



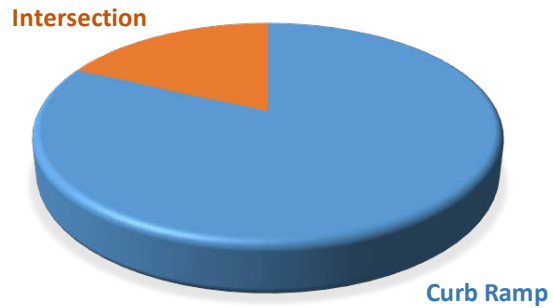
The data collected to identify and track the physical barriers has been documented in DACTrak through mapping, photographs, non-compliant findings, and classification of the assessed area. The mapping feature with GPS coordinates and GIS compatibility, created by Disability Access Consultants, provides data points for sidewalk, curb ramp, and intersection non-compliant findings collected throughout the town. Identifying physical obstacles using this feature provides the Town a tool to better evaluate the location of barriers that limit accessibility to Town facilities, schools, transportation, commercial, or residential areas.

The following tables, charts, and photo examples of barriers show a snapshot of the reports available outlining all findings based on the collected ROW data. A full report of a Compliance Summary is provided in Appendices B & C.

Intersection Compliance Summary:

Form Type	Total Count	Total Compliant	Total Non-Compliant
Curb Ramp	256	6	250
Intersection	55	0	55

TOTAL NON-COMPLIANT

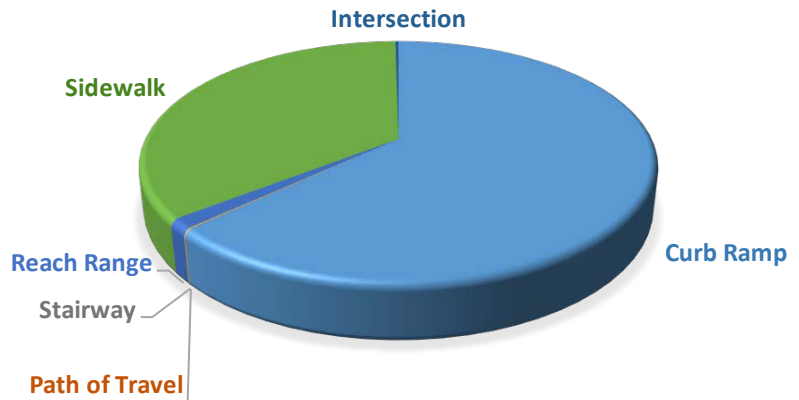


Noted in the above pie graph; the majority of non-compliance within intersections is curb ramp related.

Sidewalk and Curb Ramp Compliance Summary:

Form Type	Total Count	Total Compliant	Total Non-Compliant
Curb Ramp	1942	6	1936
Path of Travel	1	0	1
Stairway	2	0	2
Reach Range	47	6	41
Sidewalk	1084	1	1083
Intersection	7	0	7

TOTAL NON-COMPLIANT



Noted in the above pie graph; the majority of non-compliance within sidewalks and curb ramps (separate from intersections) is curb ramp related.

Examples of Sidewalk and Curb Ramp Barriers to Accessibility in the Town of Leesburg



Wirt Street SW: The change in elevation is greater than the recommended value.



Meherrin Terrace SW: The cross slope is greater than allowed. The slope at the top landing is greater than allowed. The curb ramp does not provide a detectable warning surface which includes truncated domes.



East Market Street: The slope at the top landing is greater than allowed. There are no detectable warnings.



Catocin Circle SW: There is not enough top landing clear length.



Loudoun Street SW: Sidewalk width at the obstruction is not compliant. Sidewalk cross slope is not compliant.



Prospect Drive SW: A section of sidewalk is missing and consists of dirt, grass or gravel.

The most common barrier identified on sidewalks is a non-compliant elevation change. There are 19,786 total findings for sidewalks. Of the 8,794 curb ramp barrier findings, most are associated with slope compliance, detectable warning deficiencies, or landing size. It is important to note that many elements have multiple barriers. For example, one curb ramp may have several non-compliant findings.

Examples of Intersection Barriers to Accessibility in the Town of Leesburg



Battlefield & Potomac Drive:
Depth of detectable warning
not compliant. Push button
height, color, and location are
not compliant.



Kincaid Blvd SE & Patrice Drive SE:
The width of the crosswalk is not
compliant.



East Market Street & Fort Evans
Road: There is not enough clear
ground space at the push button
and is not at least 10 feet from
other pedestrian signals.



Catoctin Circle & Harrison Street:
The transition from the bottom
of the curb ramp to the walk,
gutter, or street is abrupt.



Catoctin Circle & Harrison Street:
No locator tone, vibro-tactile
indication, or speak walk message
at the signal. The push button
distance is not compliant.



Russell Branch Parkway & Village
Market Boulevard: The intersection
walking surface change in level
height is not compliant. The traffic
stop bars are not at the minimum
of 4 feet from the crosswalk.

There are 4,742 total findings for intersections. Intersection curb ramp barriers consist of 1,054 of the total findings. The remaining 3,688 intersection findings consist of various barriers such as, push button, crosswalk, and signage non-compliance. The distance of the push button to the crosswalks, height and reach of the push button, and width of crosswalk are all examples of intersection barriers.

Prioritization

As the Town of Leesburg works to develop a plan to address the identified barriers for ADA compliance in public right-of-ways, the Town has a criterion to prioritize the removal of obstacles to accessibility. The chart below is a portion of the priority assignment process. A complete Priority Criteria chart is provided in Appendix D. To prioritize needs, the Town collected information regarding the findings of non-compliance (noted below as possible reasons for priority assignment) and assignment categories based on location, complaint, and access. Based on available data, the Town identified pedestrian public right-of-ways that lie within areas classified as; Title II program access, Transportation Hubs, Historic District, Commercial, or Residential. Citizen complaints or requests are also identified and are an assigned category.

Criteria for prioritizing barrier removal were developed using Title II regulations §35.150(d)(2):

If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

Priority Criteria for Sidewalks, Curb Ramps, and Intersections		
#	Priorities	Possible Reason (not all inclusive)
1)	Safety hazard	Cross slopes > 4%; sidewalk < 36"; no curb ramp; trip hazard > 1/2" H; 1" W; no detectable warning
2)	Easy, inexpensive correction by staff	General ongoing maintenance: protruding objects; encroachment; signage; striping
3)	Minimal repair expense by staff/contractor	Reach range for signal push button; replace DW; ponding/trip/crack repair
4)	High repair expense requiring some design work, possible contractor	Replace curb ramp/ landing/ sidewalks (including sidewalks between 36" and 48" to meet VDOT requirements)
5)	Requires design work and potentially a CIP	Missing sidewalk; not signalized; requires land rights
6)	Existing CIP (current or identified)	Identified as whole or in part of a Town's CIP
7)	Currently under construction	Developer built and to be released to Town
8)	No barriers found	At the time of evaluation, no barriers found

The complete prioritization chart and priority guidelines can be found in Appendices D & E.

Timeline of Completion

Determined Completion Date	Assignment Category
7/1/2023 Top Priority	1 Complaint
7/1/2025 Three Year Plan	2 Program Access
7/1/2027 Five Year Plan	3 Transportation Hub
7/1/2032 Ten Year Plan	4 Historic District
7/1/2037 Fifteen Year Plan	5 Commercial
7/1/2042 Twenty Year Plan	6 Residential
7/1/2047 Twenty-five Year Plan	
<i>Date of CIP completion</i>	
<i>Date of construction completion</i>	

The above example is a portion of the Barrier Removal Timeline of Completion for sidewalks, curb ramps, and intersections.

Using the Barrier Removal Timeline of Completion and Priority Criteria, a projected date of completion is determined. It is important to understand that this is an estimated completion date, as there are a variety of factors that can affect the timeline. As a working document, the Transition Plan will continually be updated as barrier removal projects are completed, adjusted, or removed from the schedule. The chart below shows a location with a non-compliant finding; an Assignment Category 5 (commercial area) and a Priority 3 (minimal repair expense by staff or contractor) determines the projected completion date of 7/1/2032 (ten-year plan).

Facility	Category	Location	Finding	Projected	Priority (1-8)	Assignment
Battlefield Parkway NE & 605 Potomac Station Drive- Battlefield Parkway NE & 605 Potomac Station Drive Leesburg, VA 20175	Curb Ramps	Exterior	Depth of detectable warnings is not compliant.	7/1/2032	3	5

The complete Barrier Removal Timeline of Completion for Sidewalks, Curb Ramps, and Intersections is provided in Appendix F.

Removal of Barriers

Stated in the Town's Self-evaluation and Transition Plan Executive Summary; the Town's Transition Plan is an implementation plan that will incorporate priorities identified by the public and staff, concerns or complaints, prevalence of use by persons with disabilities, current remodeling and construction projects, funding sources, resources, and other variables related to the removal of physical barriers.

One of the primary functions of the Town is to provide safe and accessible pedestrian access. The DACTrak reports identify the noncompliant barriers that may deny access to goods and services, the proposed method to remove the barrier, the identity of the responsible person to oversee the implementation of the plan, and the projected schedule for removal of structural barriers.

The barriers identified in the non-compliant findings are compiled and recommendations are made for the removal of each barrier. The top five recommendations in curb ramp findings are noted in the chart below showing the most common recommendations as slope, surface contrast, and side flare compliancy.

Top 5 Recommendations in Curb Ramp Findings	
Recommended Improvement	Number of Locations
Provide a compliant curb ramp. Provide a surface that contrasts with the adjacent sidewalk, and compliant in slope and side flares.	471
Provide a top landing surface that does not exceed the maximum slope and cross slope and has enough clear length. Provide a sufficient maneuvering clearance that does not accumulate water.	252
Provide a compliant counter slope of the adjoining gutter/road surface. Ensure the change in elevation is within the recommended height.	206
Provide compliant detectable warnings.	147
Patch the transition area at the top and/or bottom of the curb ramp so that the transition is flush and free of abrupt changes.	68



The Town of Leesburg continually updates public right-of-ways, revising the DACTrak data with the improvements made. These before and after photos show a project completion of the W Market Street sidewalk stairs; a removal of several barriers including in part a non-compliant handrail and no other means of vertical access.



Section 2: Town of Leesburg Facilities and Parks

Identifying Barriers

The scope of this portion of the ADA Transition Plan is to identify the physical barriers to accessibility of the Town's facilities and parks. Facilities and Parks in this plan includes Town buildings, parks, park structures, and their access (i.e., parking lots and paths of travel). A complete list of facilities and parks can be found within the Compliance Summary in Appendix G. Like the Public Right-of-Ways section of this Transition Plan, The Town of Leesburg worked with Disability Access Consultants who provided the assessment of all Town of Leesburg parks and facilities. The data collected to identify and track the physical barriers has been documented through location, photographs, non-compliant findings, and classification of the assessed area. The list of assessed elements can be found under Category within the Compliance Summary report for facilities and parks. During the site evaluations of the buildings, all portions of exterior and interior features that are open to the public were evaluated. The assessment identified physical barriers in each facility that limit accessibility based on the 2010 ADA accessibility guidelines.



Town of Leesburg Town Hall



Town of Leesburg Freedom Park

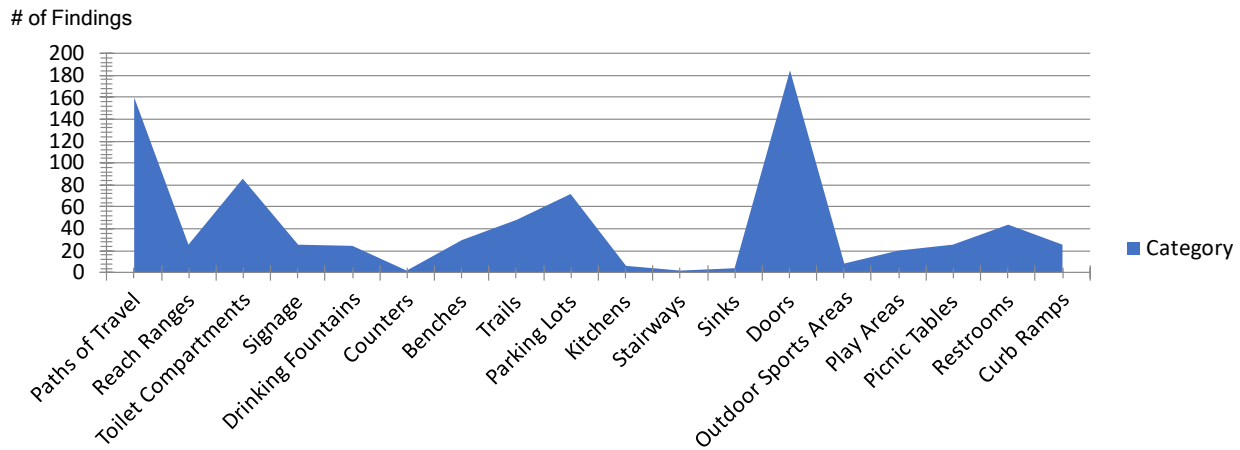
It is important to note that although the charts and graphs on the next page are separated between parks and facilities, the most common non-compliant findings are similar with restrooms and doors having the most barriers identified in both reports.

The following graph is a summary of non-complaint findings sorted by each evaluated category for the parks, which includes all Town Parks except Ida Lee Park. Ida Lee Park has been included in the facilities portion of this report.

Town Parks

Brandon Park, Carrvale Park, Catocin Park, Edwards Landing Park, Foxridge Park, Freedom Park, Georgetown Park, Greenway Park, Mervin Jackson Park, Olde Izaak Walton Park, Potomac Crossing Park, Raflo Park, Robinson Park, Rose Garden, Rotary Park, Tuscarora Park, and Veterans Park.

(Town Parks continued)



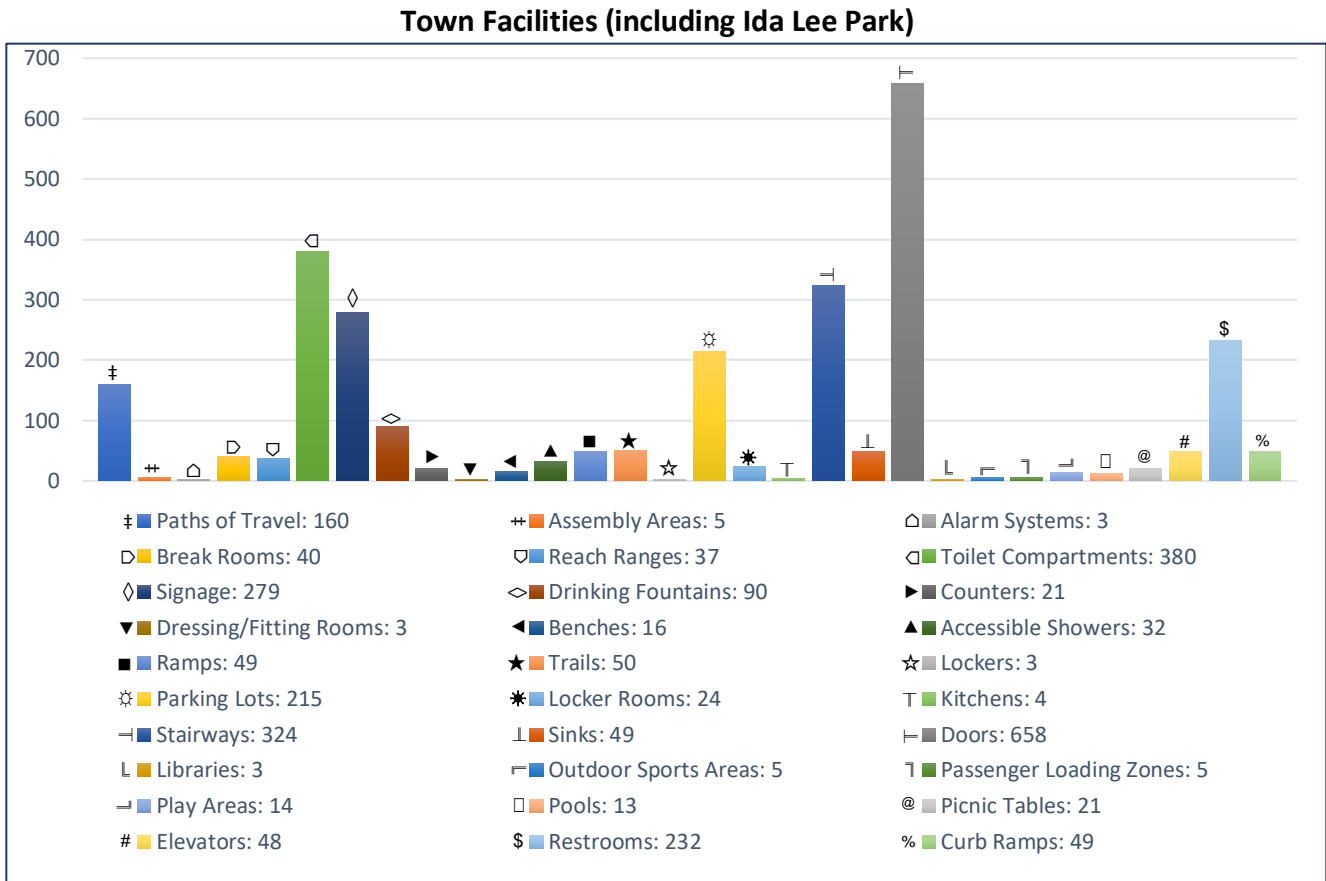
The most common identified barriers within the parks are noted in the chart below.

Town Parks

Three categories with the highest number of non-compliant findings:		
Category	Number of Findings	Most Common Findings
Doors	185	There is less than the required latch side clearance on the push and/or pull side of the door.
		There is not enough clear floor space provided at the push and/or pull side of the door.
		The bottom door or gate does not provide a smooth surface on the push side extending the full width of the door or gate.
Paths of Travel	160	There are cross slopes greater than allowed on the primary path of travel.
		There are slopes greater than allowed maximum slope on the primary path of travel.
		There is a change in elevation greater than recommended value.
Toilet Compartments and Restrooms (including portable toilets)	130	The grab bar is not at the correct height.
		The distance from the back wall to the front of the grab bar is less than required.
		There is not a minimum of 60 inches of clearance around the water closet measured perpendicular from the side wall.

The next graph is a summary of non-complaint findings sorted by each evaluated category for Town facilities including Ida Lee Park:

The next graph is a summary of non-complaint findings sorted by each evaluated category for Town facilities including Ida Lee Park:



Town facilities incorporates town buildings, parking lots, garages, and other structures, as well as interior and exterior paths of travel.

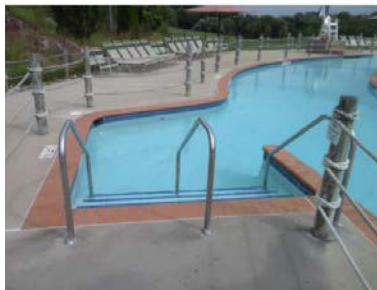
Three categories with the highest number of non-compliant findings:		
Category	Number of Findings	Most Common Findings
Doors	658	The door opening force for this door is greater than allowed. An unstable floor mat is provided at the door landing. There is not enough clear floor space on the pull side of the door.
Toilet Compartments and Restrooms	612	The toilet is not located in a space which provides the minimum required distance from a fixture, or the minimum required clear space from a wall at the wide side. Supply lines are not wrapped at the lavatory. The bottom edge of the mirror is not at the correct height.
Stairways	324	The handrails are not mounted at the required height. The top handrail extension is not the required length beyond top riser. The bottom handrail doesn't extend the depth of one stair tread beyond the bottom step.

The large number of facilities evaluated using the same categories, guidelines, and processes provides continuity when identifying barriers amongst the vastly different facilities. Below are some examples of the variety of facilities assessed. A complete list can be found in Appendix G.

Recreational buildings, pools, parks, and pavilions



Ida Lee Recreation Center



AVSAC Outdoor Pool

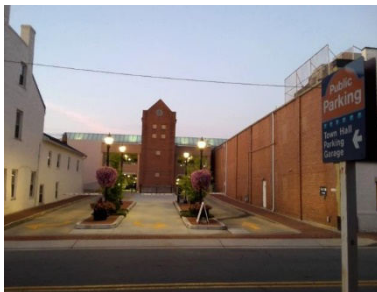


Freedom Park Pavilion

Parking lots, parking garages, and paths of travel



Madison Parking Lot



Town Parking Garage



Access to Liberty Parking Lot

Town buildings for the public and service



Thomas Balch Library



Leesburg Executive Airport



Leesburg Police Station

Town buildings for staff, maintenance, and equipment



Utility Pump Station



Town Maintenance Building



Water Treatment Plant

Prioritization

Like the prioritization process described for Public Right-of-Ways, the Town collected information identifying barriers and prioritized the removal of these barriers based on their location, how each is categorized, and priority level. The complete Priority Criteria and Guidelines can be found in Appendix H. Based on available data, the Town identified eight different assigned categories with safety and citizen complaints or requests as the top two. The Town of Leesburg reserves the right to modify barrier removal priorities to accommodate community requests, changes in compliance of the assessed location, programs, and funding opportunities or constraints.

#	Priorities
1)	Approach and Entrance
2)	Path of Travel
3)	Public Services
4)	Parking
5)	Restrooms
6)	Meeting/Assembly/Waiting
7)	Staff Only
8)	Other Items

#	Locations
A)	Access to Town Government
B)	Access Town Recreation & Programs
C)	Access to Town Services & Utilities
D)	Operations & Administration
E)	Staff Only Facility

#	Assignment Category
1)	Safety Hazard
2)	Citizen Complaint or request
3)	Easy, inexpensive correction by staff
4)	Minimal repair expense by staff/contractor
5)	High repair expense requiring some design work, possible contractor
6)	Requires design work and potentially a CIP
7)	Currently under construction /Existing CIP (current or identified)
8)	No barriers found

Timeline of Completion

The Town of Leesburg will accomplish barrier removal in its facilities and parks based on the available data and using the matrix of priority level, location, and assignment category. A barrier removal timeline for completion has been developed. This completion timeline can be found in Appendix I. The Town of Leesburg’s ADA Coordinator will be responsible for ensuring a schedule for barrier removal continues to be updated as the fluid Transition Plan progresses.

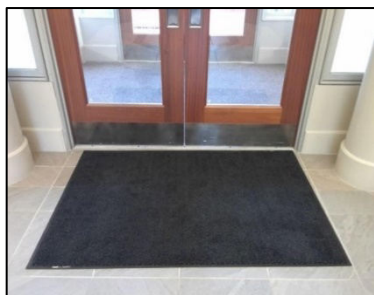
A portion of the Barrier Removal Timeline of Completion for Town facilities and parks:

Priority Levels for Completion Timeline: Date will be determined by the latest year within below ranges									
High: 0-5 yrs.	‡	Medium: 5-10 yrs.	Ⓛ	Low: 10-20yrs	◇	Construction Date	△	N/A	★
Location	Priority	Assignment Category							
		1	2	3	4	5	6	7	
B) Access Town Recreation & Programs	(1) Approach and Entrance	‡ Safety Hazard	‡ Citizen Complaint or request	‡ Easy, inexpensive correction by staff	‡ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	Ⓛ ◇ Requires design work and potentially a CIP	△ Currently under construction	
B) Access Town Recreation & Programs	(2) Path of Travel	‡ Safety Hazard	‡ Citizen Complaint or request	‡ Easy, inexpensive correction by staff	‡ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	Ⓛ ◇ Requires design work and potentially a CIP	△ Currently under construction	
B) Access Town Recreation & Programs	(3) Public Services	‡ Safety Hazard	‡ Citizen Complaint or request	‡ Easy, inexpensive correction by staff	Ⓛ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	Ⓛ ◇ Requires design work and potentially a CIP	△ Currently under construction	
B) Access Town Recreation & Programs	(4) Parking	‡ Safety Hazard	‡ Citizen Complaint or request	‡ Easy, inexpensive correction by staff	Ⓛ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	Ⓛ ◇ Requires design work and potentially a CIP	△ Currently under construction	
B) Access Town Recreation & Programs	(5) Restrooms	‡ Safety Hazard	‡ Citizen Complaint or request	‡ Easy, inexpensive correction by staff	Ⓛ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	Ⓛ ◇ Requires design work and potentially a CIP	△ Currently under construction	

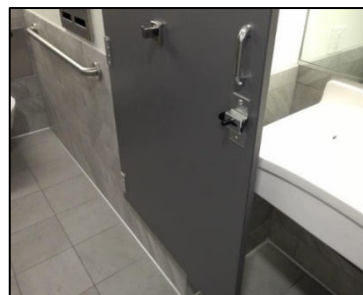
See Appendix I for the Barrier Removal Timeline of Completion for Town Facilities and Parks.

Removal of Barriers

The barrier removal strategy incorporates flexibility in the process allowing the Town to respond to new opportunities and constraints as they arise. The Transition Plan’s DACTrak data will continually change to reflect this. The removal of barriers can be as simple as cutting down a tree limb that obstructs an entrance, removing an obstacle, or adjusting the pressure of a door.



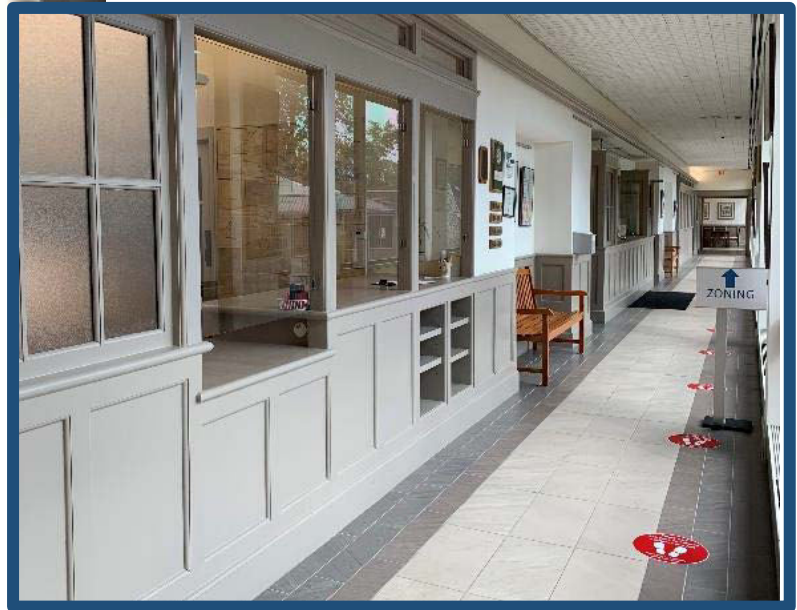
Example of a simple fix: An unstable floor mat is provided.
Recommendation: Provide compliant floor mat.



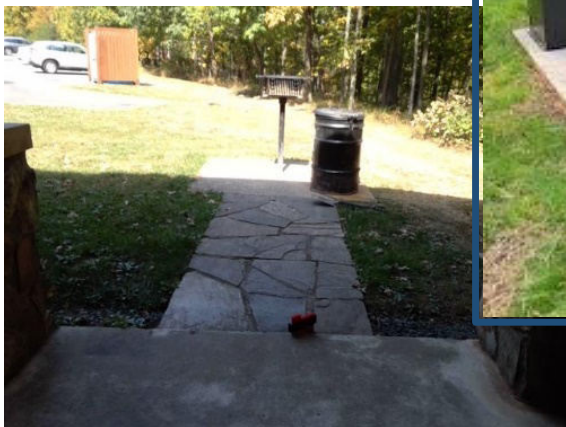
Example of a more complex fix: The opening width of doorway is less than required.
Recommendation: Re-configure restroom



The Town of Leesburg continually updates public facilities, revising the DACTrak compliance data with the improvements made. These before and after photos show a project completed at Town Hall, providing a Planning Review counter at a compliant height.



An accessible cement grill pad was completed at Edwards Landing Park, meeting ADA compliant standards, and providing accessibility.



Budget

The Leesburg Town Council adopts an annual budget for a fiscal year that runs from July 1 to June 30. The budget is prepared and presented by town staff. For each budget cycle, staff proposes enhancements for the operating budget, puts forward new capital projects for the CIP, and addresses key factors affecting the Town, such as failing infrastructure, public interest, inflation, staffing levels, and new development.

The Town of Leesburg's Capital Improvements Program (CIP) has an ongoing town-wide project which addresses ADA compliancy. The multi-year project is for design and construction of miscellaneous improvements to roadways, trails, sidewalks, and facilities, to meet the requirements of the Americans with Disabilities Act (ADA). This work involves enhancing curb ramps and crosswalks, eliminating trip hazards, improving facility access, and other related projects. The Town-wide project's funding source is general obligation bonds with planned uses including project management, design and engineering, and construction.

The annual operating budget for the department of Public Works includes approximately \$90,000 for curb cut repairs and \$72,000 for trip hazards within public right-of-way and pedestrian access routes to public buildings.

The ADA operating budget has allocated approximately \$50,000 annually to include management services, architect and engineering services, staff training, and recreational supplies (i.e., accessible picnic table). This is the primary funding for accommodation resources.

Estimated Cost:

The estimated cost for implementing this Transition Plan is noted within the DACTrak data base system used to track non-compliant findings. Recommendations for barrier removal methods, and the costs associated with them, are provided:

Category	Item	Finding	Recommendation	Costing Info	Estimated Cost
Curb Ramps	Curb Ramp - Cross Slope	The cross slope is greater than allowed.	Provide a compliant curb ramp.	Install curb ramp	\$1,300.00
Sidewalks	Vehicular Traffic Cross Slope	Cross slope at vehicular traffic is not compliant.	Repave the surface to provide a compliant cross slope.	Repave surface	\$1,092.00
Sidewalks	Crosswalks and Detectable Warnings	There are no detectable warnings where the pedestrian route crosses vehicular traffic.	Provide detectable warnings.	Install compliant detectable warnings	\$190.00

It is important to note that the costs are approximate and can vary greatly depending on the circumstance of the finding, and the current cost of supplies and labor. As each finding is evaluated, the actual cost will be updated within the DACTrak system.

Next Steps

The Town of Leesburg will monitor progress, track implementation, improvements, and upgrades, as well as schedule evaluations as the removal of barriers evolves. The Town will determine a reasonable timeline to re-evaluate its ADA compliancy, by means of self-evaluation. The Town will actively update the removal of barriers data in DACTrak and provide revised Compliance Summary Reports annually, within the Transition Plan appendices, to inform both staff and the community that progress is being made. The Town will continue to communicate internally, across departments, educating and updating staff and the public on the status of progress. The Town of Leesburg reserves the right to modify barrier removal priorities to accommodate community requests, changes in compliance of the assessed location, programs, and funding opportunities or constraints. The removal of physical barriers remains a priority within the Town of Leesburg, to create an inclusive environment for all residents, personnel, and visitors alike.

Contact Information

Town Manager's Office

25 West Market Street

Leesburg, VA 20176

(703) 771-2700

Kaj Dentler, Town Manager

kdentler@leesburgva.gov

Keith Markel, Deputy Town Manager

kmarkel@leesburgva.gov

ADA Coordinator

Kate Trask, ADA/504 Coordinator

Deputy Director, Parks & Recreation Department

50 Ida Lee Drive, NW

Leesburg, VA 20176

(703) 737-7144

ktrask@leesburgva.gov

ADA Committee

Kara Rodriguez, Public Information Officer

Town Manager's Office

(703) 669-1425 · krodriguez@leesburgva.gov

Jon Cleaves, Parks Superintendent

Parks & Recreation Department

(703) 737-7147 · jcleaves@leesburgva.gov

Josh Didawick, HR Director

Human Resources Department

(703) 771-2707 · jdidawick@leesburgva.gov

Vanessa Grigsby, Major/Deputy Chief of Police

Police Department

(703) 771-4508 · vgrigsby@leesburgva.gov

Chris Kohr, Assistant Director of Operations

Public Works Department

(703) 771-2745 · ckohr@leesburgva.gov

Mike McDonald, Sergeant/ADA Related Matters

Police Department

(703) 771-4514 · mmcdonald@leesburgva.gov

Christine Newton, Deputy Town Attorney

Town Attorney's Office

(703) 737-7175 · cnewton@leesburgva.gov

Appendix A: Loudoun County Bus Stops Memorandum

County of Loudoun

Department of Transportation and Capital Infrastructure

MEMORANDUM

DATE: 6/6/14

TO: John Wells, Town Manager
Town of Leesburg

FROM: Kathy Leidich
Transportation Planning & Operations Division

SUBJECT: Memorandum of Understanding between the County of Loudoun, Virginia and the Town of Leesburg, Virginia, regarding local fixed-route transit service and procurement

John,

Attached, please find two signed MOU originals along with the supporting documentation.

If you have any questions or need any additional information, please let me know.

Thanks!!

ATTACHMENTS

1. Memorandum of Understanding
2. Supporting Documents

**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 21 day of MM, 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 the unanimous approval of the MOU by the Town Council at its May 13, 2014 Business Meeting (Resolution #2014-058);

WHEREAS, this MOU was executed by the County Administrator on behalf of the County pursuant to unanimous approval of the MOU by the County Board of Supervisors at its May 21, 2014 Business Meeting (Consent Agenda Item 05);

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 the 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
John A. Wells
Town Manager

5/29/14
Date

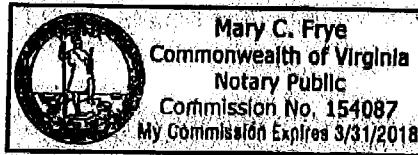
COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN

The foregoing Memorandum of Understanding was acknowledged before me on this 29 day of May, 2014, by John A. Wells, as Town Manager of the Town of Leesburg, Virginia, a municipal corporation.

Mary C. Frye
Notary Public

My Commission expires:

3/31/2018



COUNTY OF LOUDOUN, VIRGINIA
a political subdivision

Tim Hemstreet

Tim Hemstreet
County Administrator

5/31/14

Date

COMMONWEALTH OF VIRGINIA
COUNTY OF LOUDOUN

The foregoing Memorandum of Understanding was acknowledged before me on this 30th day of May, 2014, by Tim Hemstreet, County Administrator of the County of Loudoun, Virginia, a political subdivision of the Commonwealth of Virginia.

Eileen Hall-Tobey

Notary Public

My Commission expires:

July 31, 2015

**MEMORANDUM OF UNDERSTANDING
ATTACHMENT LISTING**

1. Board of Supervisors Action Item #3; April 16, 2014 Board of Supervisors Business Meeting
2. Figure 1: 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

The Town of
**Leesburg,
Virginia**

PRESENTED: May 13, 2014

RESOLUTION NO. 2014-058

ADOPTED: May 13, 2014

A RESOLUTION: APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF LEESBURG AND THE COUNTY OF LOUDOUN REGARDING FIXED-ROUTE TRANSIT SERVICE AND APPROVING A TWO (2) MONTH TIME EXTENSION OF THE VIRGINIA REGIONAL TRANSIT (VRT) AGREEMENT FOR THE CURRENT FIXED-ROUTE TRANSIT SERVICE

WHEREAS, the Town Council has concluded that Loudoun County is responsible for providing the same level of bus service to all County residents whether they live within a town or not; and

WHEREAS, the Town Council has further concluded that the Town of Leesburg should pay for only the bus service that exceeds the base level of service provided in the unincorporated areas of the County; and

WHEREAS, 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; and

WHEREAS, 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; and

WHEREAS, 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; and

A RESOLUTION: APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TOWN OF LEESBURG AND THE COUNTY OF LOUDOUN REGARDING FIXED-ROUTE TRANSIT SERVICE AND APPROVING A TWO (2) MONTH TIME EXTENSION OF THE VIRGINIA REGIONAL TRANSIT (VRT) AGREEMENT FOR THE CURRENT FIXED ROUTE TRANSIT SERVICE

WHEREAS, 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, 2013 and the Town Manager's letter to County Administrator Tim Hemstreet dated April 2, 2014; and

WHEREAS, 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; and


WHEREAS, a two (2) month extension of the current VRT agreement for fixed-route transit service is needed since the County fixed-route bus service will not start until September 1, 2014.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

SECTION 1. The Town Manger is authorized to sign the MOU between the Town of Leesburg and the County of Loudoun regarding fixed-route transit service in a form approved by the Town Attorney.

SECTION 2. The Town Manger is authorized to sign a two (2) month extension to September 1, 2014 of the current VRT agreement for fixed-route transit service within the Town of Leesburg.

PASSED this 13th day of May, 2014.


Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST

Clerk of Council
P:\Resolutions\2014\0513 Bus Service MOU.docx



Loudoun County, Virginia

www.loudoun.gov

Office of the County Administrator

1 Harrison Street, S.E., 5th Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 777-0200 • Fax (703) 777-0325


At a business meeting of the Board of Supervisors of Loudoun County, Virginia, held in the County Government Center, Board of Supervisors' Meeting Room, 1 Harrison St., S.E., Leesburg, Virginia, on Wednesday, May 21, 2014 at 4:00 p.m.

IN RE: LOCAL FIXED-ROUTE TRANSIT SERVICE AND PROCUREMENT
MEMORANDUM OF UNDERSTANDING (COUNTYWIDE)

Mr. Buona moved that the Board of Supervisors authorize the County Administrator to execute the proposed Memorandum of Understanding (MOU) (Attachment 1 of the May 21, 2014 Staff Report) between the County and the Town of Leesburg to memorialize the established baseline routes, funding levels and levels of service within the Town service area.

Seconded by Mr. Reid.

Voting on the Motion: Supervisors Buona, Clarke, Delgaudio, Higgins, Letourneau, Reid, Williams and York - Yes; None - No; Supervisor Volpe - Absent for the Vote.


DEPUTY CLERK FOR THE LOUDOUN
COUNTY BOARD OF SUPERVISORS

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.

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

ATTACHMENT 1

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:

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
Leesburg Scenarios						
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.

Revenues	
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
Revenue Subtotal	\$ 1,021,721
Expenditures	
County Proposed Routes	\$ 960,960
Leesburg Supplemental Routes	\$ 400,400
Expenditures Subtotal	\$ 1,361,360
Additional County FY 2015 Funding Required	\$ 339,639

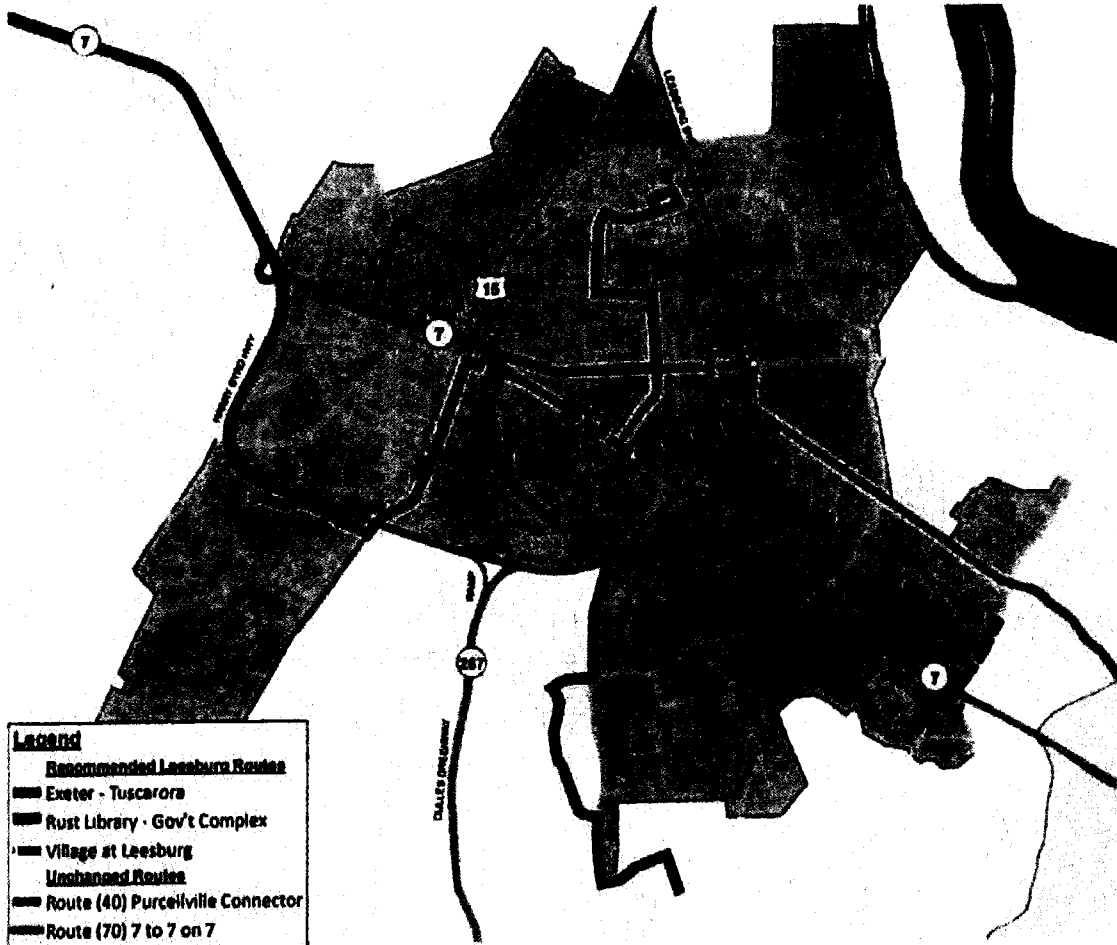
ALTERNATIVES: The Board could choose not to assume the financial and operational responsibility of provision of fixed-route and paratransit services within the Town limits. Further, if the service is not assumed by the County, the Board could pursue another contract option for the procurement of local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

Figure 1 shows the proposed service plan.

Figure 1: Proposed Leesburg Service Plan





JOHN WELLS
Town Manager

25 West Market Street • 20176 • 703-771-2700 • Fax: 703-771-2727 • jwells@leesburgva.gov • www.leesburgva.gov

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 Umstadt. 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.

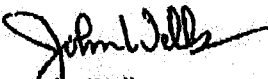
In conclusion, the Town maintains its position that public transit service in the corporate limits of Leesburg is the responsibility of the County of Loudoun with the exception of the Safe-T-Ride program, the Saturday service between the Outlet Center and the downtown, and the Saturday paratransit service.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

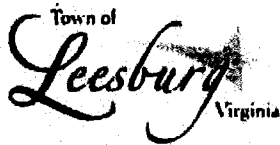
As a result, I recommend that the County of Loudoun proceed with one bus transit contract that includes such service in the Town of Leesburg. The contract should be managed by the County of Loudoun, and the Town will provide the necessary financial support for the unique services desired in Leesburg.

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



Kristen C. Umstattd
Mayor

David S. Butler
Vic 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,

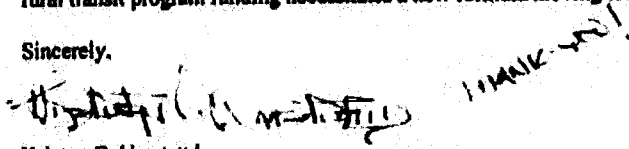
On Monday, December 9, 2013, the Leesburg Town Council discussed the issue of funding bus service within the Town of Leesburg in FY 2015 and beyond. Our discussion began with the presumption that Loudoun County is responsible for providing the same level of service to all County residents, whether they 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. Umstattd
Mayor

Hometown of the 21st Century

Appendix B: Compliance Summary Report-Sidewalks & Curb Ramps

Intake Type	Total Count	Total Compliant	Total Non-Compliant
Curb Ramp	1942	6	1936
Path of Travel	1	0	1
Stairway	2	0	2
Picnic Table	1	0	1
Reach Range	47	6	41
Sidewalk	1084	1	1083
Intersection	7	0	7

Facilities Included in this Report

- Akan Street - Coubertin Drive to Athena Drive -
10/2/2019
- Akan Street - Coubertin Drive to Marathon Drive -
10/2/2019
- Allman Way SW - Greenway Drive SW to Lawford
Drive SW - 8/29/2019
- Alpine Drive SE - Dalhart Drive SE to Evergreen
Mills Road SE - 9/12/2019
- Alpine Drive SE - Elia Court SE to Alpine Drive SE -
9/11/2019
- Alpine Drive SE - Elia Court SE to Max Court SE -
9/9/2019
- Alpine Drive SE - Max Court SE to Muffin Court SE
- 9/10/2019
- Alpine Drive SE - Muffin Court SE to Dalhart Drive
SE - 9/10/2019
- Amber Court NE - Stoneledge Place NE to Cul-De-
Sac - 10/16/2019
- Andover Court NE - Harrison Street NE to Cul-De-
Sac - 8/26/2019
- Anne Street SW - Dry Mill Road SW to Cul-De-Sac
- North - 9/7/2019
- Anne Street SW - Dry Mill Road SW to Cul-De-Sac
- South - 9/9/2019
- Anthony Court SE - Kenneth Place SE to Cul-De-
Sac - 3/9/2020
- Appletree Drive NE - Birch Street NE to Marshall
Drive NE - 10/14/2019
- Appletree Drive NE - Plaza Street NE to Birch
Street NE - 10/13/2019
- Archon Alley - Coubertin Drive to Marathon Drive -
10/3/2019
- Ariel Drive NE - Oakcrest Manor Drive NE to Cul-

De-Sac - 10/2/2019
Artaine Court - Menlow Drive NE to Cul-De-Sac -
11/8/2019
Ashford Court NE - Southview Place NE to Cul-De-
Sac - 10/26/2019
Ashton Drive SW - Catocin Circle SW to Newhall
Place SW - 9/5/2019
Athena Drive - Akan Street to Akan Street -
10/2/2019
Athena Drive - Akan Street to Laconian Street -
10/3/2019
Athena Drive - Akan Street to Themis Street -
10/3/2019
Athena Drive - Themis Street to Odyssey Park
Drive - 10/3/2019
Aurora Court NE - Bonnie Ridge Drive NE to Cul-
De-Sac - 11/12/2019
Autumn Willow Way - Marshall Drive NE to
Newington Place NE - 10/4/2019
Ayr Street NW - Old Waterford Road NW to End -
9/24/2019
Ayr Street NW - W Market Street to Cornwall
Street NW - 8/21/2019
Ayr Street SW - Loudoun Street SW to W Market
Street - 8/22/2019
Ayrlee Avenue NW - Fairview Street NW to Morven
Park Road NW - 9/19/2019
Ayrlee Avenue NW - Morvan Park Road NW to Old
Waterford Road NW - 9/20/2019
Babson Circle SW - Bradfield Drive SW to Cul-De-
Sac - 9/2/2019
Balch Springs Circle SE - Alpine Drive SE to Alpine
Drive SE - 9/12/2019
Balderstone Court NE - Menlow Drive NE to Cul-
De-Sac - 11/10/2019

Balls Bluff Road NE - Battlefield Parkway NE to
Cannon Court NE - 10/29/2019

Balls Bluff Road NE - Battlefield Parkway NE to
Featherstone Lane NE - 10/29/2019

Balls Bluff Road NE - Cannon Court NE to Musket
Court NE - 10/29/2019

Balls Bluff Road NE - Featherstone Lane NE to Cul-
De-Sac - 10/29/2019

Balls Bluff Road NE - Musket Court NE to Cul-De-
Sac - 10/29/2019

Barbara Court NE - Ariel Drive NE to Cul-De-Sac -
10/1/2019

Barksdale Drive NE - Balls Bluff Road NE to Duff
Road NE - 10/30/2019

Barksdale Drive NE - Balls Bluff Road NE to
Jennifer Court NE - 10/30/2019

Barksdale Drive NE - Duff Road NE to Candlewood
Place NE - 10/30/2019

Barksdale Drive NE - Jennifer Court NE to Cul-De-
Sac - 10/30/2019

Barnwick Court NE - Menlow Drive NE to Cul-De-
Sac - 11/8/2019

Battlefield Parkway - Edwards Ferry Road NE to
Potomac Station Drive - East Side - 4/6/2020

Battlefield Parkway - Potomac Station Drive to
Edwards Ferry Road NE - West Side - 4/6/2020

Battlefield Parkway NE - Balls Bluff Road NE to
Route 15 - 11/6/2019

Battlefield Parkway NE - Edwards Ferry Road NE to
Smarrts Lane NE - 11/6/2019

Battlefield Parkway NE - Fieldstone Drive to N King
Street - 10/28/2019

Battlefield Parkway NE - Fieldstone Drive to Route
15 - 10/28/2019

Battlefield Parkway NE - Potomac Station Drive to

E Market Street - 11/20/2019
Battlefield Parkway NE - Smartts Lane NE to Balls
Bluff Road NE - 11/6/2019
Battlefield Parkway SE - Evergreen Mill Road SE to
262 Masons Lane SE - North Side - 10/1/2019
Battlefield Parkway SE - Evergreen Mill Road SE to
Dulles Greenway Highway Entrance - 9/30/2019
Battlefield Parkway SE - Oaklawn Drive SE to
Sycolin Road SE - 10/5/2019
Battlefield Parkway SE - Russell Branch Parkway to
E Market Street - 3/14/2020
Battlefield Parkway SE - Russell Branch Parkway to
Sycolin Road SE - South Side - 3/14/2020
Battlefield Parkway SE - S King Street to 262
Masons Lane SE - 10/1/2019
Battlefield Parkway SE - Shiloh Place SE to Russell
Branch Parkway - North Side - 3/14/2020
Battlefield Parkway SE - Sycolin Road SE to Shiloh
Place SE - North Side - 3/14/2020
Battlefield Parkway SE - Trimble Plaza SE to Dulles
Highway - 10/4/2019
Battlefield Parkway SE - Trimble Plaza SE to
Oaklawn Drive SE - 10/4/2019
Belleville Drive NE - Menlow Drive NE to River
Creek Parkway - 11/8/2019
Bellview Court NE - Cul-De-Sac to Cul-De-Sac -
10/25/2019
Belmont Drive SW - Catocin Circle SW to Cul-De-
Sac - 9/11/2019
Belmont Drive SW - Catocin Circle SW to Valley
View Avenue SW - 9/4/2019
Belmont Drive SW - Valley View Avenue SW to
Prospect Drive SW - 9/4/2019
Belmont Place SW - Belmont Drive SW to Cul-De-
Sac - 8/30/2019

Bethal Court SW - Lawford Drive SW to Cul-De-Sac
- 8/29/2019

Binns Court SW - Meade Drive SW to Cul-De-Sac -
8/20/2019

Birch Street NE - Marshall Drive NE to Appletree
Drive NE - 10/13/2019

Blue Ridge Avenue NE - Prince Steeet NE to
Washington Street NE - 10/5/2019

Blue Seal Drive SE - Miller Drive SE to Cul-De-Sac
- 10/8/2019

Bluff Court NE - Barksdale Drive NE to Cul-De-Sac
- 10/30/2019

Bonnie Ridge Drive NE - Potomac Station Drive to
Harper Park Middle School - 11/15/2019

Bonnie Ridge Drive NE - Potomac Station Drive to
Tonquin Place NE - 11/14/2019

Bonnie Ridge Drive NE - Tonquin Place NE to Cul-
De-Sac - 11/12/2019

Bournville Court SE - Alpine Drive SE to Cul-De-
Sac - 9/28/2019

Bow Lake Place NE - Bonnie Ridge Drive NE to Cul-
De-Sac - 11/15/2019

Bradfield Drive SW - Country Club Drive SW to
Nickels Place SW - 9/3/2019

Bradfield Drive SW - Nickels Place SW to Hawling
Place SW - 9/2/2019

Brian Thomas Court SE - Patrice Drive SE to Cul-
De-Sac - 3/10/2020

Bridgette Place NE - N King Street to Whitney Place
NE - 10/23/2019

Brindley Place SW - Moore Place SW to Cul-De-Sac
- 8/26/2019

Brown Roan Drive SE - Miller Drive SE to Oaklawn
Drive SE - 10/4/2019

Browns Meadow Court NE - North Street NE to Cul-

De-Sac - 8/26/2019
Brumsey Court SW - Harle Place SW to Cul-De-Sac
- 8/23/2019
Buchanan Court SE - Santmyer Drive SE to Cul-De-
Sac - 3/16/2020
Bulge Court NE - Featherstone Lane NE to Cul-De-
Sac - 10/26/2019
Burnell Place SE - Cul-De-Sac to Hope Parkway -
West Side - 4/3/2020
Burnell Place SE - Hope Parkway to Cul-De-Sac -
East Side - 4/4/2020
Burrows Court NE - Longfellow Drive NE to Cul-De-
Sac - 10/25/2019
Burt Court NE - Featherstone Lane NE to Cul-De-
Sac - 10/26/2019
Campbell Court NE - Cul-De-Sac to Cul-De-Sac -
10/29/2019
Candlewood Place NE - Skanks Evans Road NE to
Cul-De-Sac - 11/1/2019
Cannon Court NE - Balls Bluff Road NE to Cul-De-
Sac - 10/29/2019
Carlton Street SW - Catocin Street SW to Cul-De-
Sac - 9/11/2019
Casla Court SE - Kenneth Place SE to Cul-De-Sac -
3/11/2020
Catesby Court SW - Meade Drive SW to Cul-De-Sac
- 8/20/2019
Catocin Circle NE - Battlefield Parkway NE to Blue
Ridge Avenue NE - 10/5/2019
Catocin Circle NE - Battlefield Parkway NE to Cul-
De-Sac - 10/25/2019
Catocin Circle NE - Blue Ridge Avenue NE to
Edwards Ferry Road NE - 10/5/2019
Catocin Circle NE - E Market Street to Edwards
Ferry Road NE - 11/25/2019

Catoctin Circle SE - E Market Street to Harrison Street SE - 11/24/2019

Catoctin Circle SE - Harrison Street SE to S King Street - 11/25/2019

Catoctin Circle SW - Childrens Center Road to W Market Street - 9/6/2019

Catoctin Circle SW - Rosemeade Place SW to Childrens Center Road SW - 9/6/2019

Catoctin Circle SW - Rosemeade Place SW to Dry Mill Road SW - 9/6/2019

Catoctin Circle SW - S King Street to Dry Mill Road SW - 9/16/2019

Catskill Court NE - Wood Edge Drive NE to Cul-De-Sac - 11/2/2019

Cattail Lane NE - Plaza Street NE to Cul-De-Sac - 10/7/2019

Cedargrove Place SW - Deermeadow Place SW to Cul-De-Sac - 8/27/2019

Chadfield Way NE - Battlefield Parkway NE to Stoneledge Place NE - 10/23/2019

Chadfield Way NE - Battlefield Parkway NE to Whitney Place NE - 10/16/2019

Chancellor Street SW - Country Club Drive SW to Cul-De-Sac - 9/6/2019

Chatfield Court NE - Wildman Street NE to Cul-De-Sac - 10/1/2019

Chaucer Place NE - Oakcrest Manor Drive NE to Cul-De-Sac - 10/1/2019

Cherry Lane NE - Edwards Ferry Road NE to End - 10/11/2019

Chickasaw Place NE - Woods Edge Drive NE to Cul-De-Sac - 11/4/2019

Childrens Center Road SW - Catoctin Circle SW to Harry Byrd Highway - 9/7/2019

Chimney Court NE - Stoneledge Place NE to Cul-

De-Sac - 10/16/2019
Church Street NE - Edwards Ferry Road NE to
North Street NE - 8/26/2019
Church Street NE - North Street NE to End -
8/26/2019
Church Street SE - Loudoun Street SE to E Market
Street - 8/26/2019
Church Street SE - Loudoun Street SE to South
Street SE - 8/27/2019
Church Street SE - South Street SE to End -
8/27/2019
Clagett Street SW - Norris Court SW to Cul-De-Sac
- 9/7/2019
Clagett Street SW - Norris Court SW to Lantern Hill
Lane - 9/7/2019
Clairmont Court NE - Stoneledge Place NE to Cul-
De-Sac - 10/16/2019
Claude Court SE - Shana Drive SE to Cul-De-Sac -
9/11/2019
Clubhouse Drive SW - S King Street to Cul-De-Sac
- 9/7/2019
Clymer Court NE - Heritage Way NE to Cul-De-Sac
- 10/14/2019
Colleen Court NE - Cul-De-Sac to Cul-De-Sac -
10/23/2019
Compass Creek Parkway SE - Battlefield Parkway
SE to North of 19360 Compass Creek Parkway -
10/1/2019
Cornwall Street NE - North King Street to Slack
Lane NE - 8/26/2019
Cornwall Street NW - Ayr Street NW to Liberty
Street NW - 8/24/2019
Cornwall Street NW - Liberty Street NW to N King
Street - 8/24/2019
Coubertin Drive - Laconian Street to Athena Drive -

10/3/2019

Coubertin Drive - Laconian Street to Odyssey Park Drive - 10/3/2019

Country Club Drive SW - Bradfield Drive SW to Janney Street SW - 9/5/2019

Country Club Drive SW - Bradfield Drive SW to Maryanne Avenue SW - 9/5/2019

Country Club Drive SW - Janney Street SW to Cul-De-Sac - 9/6/2019

Country Club Drive SW - Maryanne Avenue SW to S King Street - 9/3/2019

Courier Court NE - Barksdale Drive NE to Cul-De-Sac - 10/28/2019

Cranbrook Drive NE - Chaucer Place NE to Wildman Street NE - 10/1/2019

Cranwell Place SW - Hague Drive SW to Cul-De-Sac - 8/22/2019

Crestwood Street SW - Catocin Circle SW to Carlton Street SW - 9/12/2019

Crestwood Street SW - Valley View Avenue to Catocin Circle SW - 9/13/2019

Crosstrail Boulevard - End to Potomac Station Drive - West Side - 4/8/2020

Crosstrail Boulevard - Potomac Station Drive to End - East Side - 4/8/2020

Curtin Place SE - Tavistock Drive SE to Cul-De-Sac - 3/13/2020

Dailey Place SW - Country Club Drive SW to Cul-De-Sac - 9/3/2019

Dalhart Drive SE - Alpine Drive SE to Alpine Drive SE - 9/12/2019

Daniels Street NW - Ayr Street NW to Cul-De-Sac - 9/24/2019

Davis Avenue SW - S King Street to Valley View Avenue SW - 9/10/2019

Davis Avenue SW - Valley View Avenue SW to Lee Avenue SW - 9/12/2019

Deer Path Avenue SW - Foxridge Drive SW to Cul-De-Sac - 9/9/2019

Deermeadow Drive SW - Meade Drive SW to Cul-De-Sac - 8/27/2019

Depot Court - Harrison Street SE to Cul-De-Sac - 8/28/2019

Diskin Place SW - Meade Drive SW to Cul-De-Sac - 8/20/2019

Dodd Court NW - Dodd Drive NW to Cul-De-Sac - 9/20/2019

Dodd Drive NW - Wilson Avenue NW to Ayrlee Avenue NW - 9/20/2019

Donaldson Lane SW - Dry Mill Road SW to Cul-De-Sac - 9/10/2019

Dry Hollow Road - N King Street to End - 10/28/2019

Dry Mill Drive SW - Rock Spring Drive SW to Catoctin Circle SW - 8/30/2019

Dry Mill Road SW - Donaldson Lane SW to Harry Byrd Highway - 9/10/2019

Dry Mill Road SW - Donaldson Lane SW to Wage Drive SW - 9/10/2019

Dry Mill Road SW - Lee Avenue SW to Catoctin Circle SW - 9/10/2019

Dry Mill Road SW - Rock Spring Drive SW to Loudoun Street SW - 8/30/2019

Dry Mill Road SW - Wage Drive SW to Lee Avenue SW - 9/10/2019

Duff Road NE - Balls Bluff Road NE to Campbell Court NE - 11/1/2019

Duncan Place SE - Tavistock Drive SE to Cul-De-Sac - 3/13/2020

Duvall Court SE - East Cul-De-Sac Towest Cul-De-

Sac - South Side - 4/4/2020
Duvall Court SE - West Cul-De-Sac to East Cul-De-Sac - North Side - 4/4/2020
E Market Street - Catocin Circle SE to Church Street NE - 11/21/2019
E Market Street - N King Street to Church Street NE - 10/12/2019
E Market Street - Prosperity Avenue SE to Catocin Circle NE - 11/23/2019
Edward Ferry Road NE - Plaza Street NE to Heritage Way NE - 10/14/2019
Edwards Ferry Road NE - Battlefield Parkway NE to Howitzer Terrace NE - 11/7/2019
Edwards Ferry Road NE - Church Street NE to Harrison Street NE - 10/11/2019
Edwards Ferry Road NE - Harrison Street NE to Plaza Street NE - 10/11/2019
Edwards Ferry Road NE - Heritage Way NE to Route 15 - 10/14/2019
Edwards Ferry Road NE - Howitzer Terrace NE to Route 15 - 11/7/2019
Elia Court SE - Alpine Drive SE to Cul-De-Sac - 9/9/2019
Elkridge Way NE - Whitney Place NE to Colleen Court NE - 10/23/2019
Ellerslie Court SE - Kenneth Place SE to Cul-De-Sac - 3/9/2020
Emerald Hill Drive NE - Vista Ridge Drive NE to Sentinel Drive NE - 11/12/2019
Emmet Court SW - Wagann Street SW to Cul-De-Sac - 9/9/2019
English Court SW - Lawford Drive SW to Cul-De-Sac - 8/28/2019
Evard Court SW - Donaldson Lane SW to Cul-De-Sac - 9/10/2019

Evergreen Mill Road SE - Battlefield Parkway SE to
Heritage High School - East Side - 9/28/2019
Evergreen Mill Road SE - Wallace Drive SE to
Alpine Drive SE - 9/9/2019
Evergreen Mill Road SE - Wallace Drive SE to S
King Street - 9/9/2019
Evergreen Mills Road SE - Alpine Drive SE to
Battlefield Parkway SE - 9/28/2019
Exmoor Court NW - Ayrlee Avenue NW to Cul-De-
Sac - 9/20/2019
Fairfield Way SW - Meade Drive SW to Cedargrove
Place SW - 8/28/2019
Fairleigh Court NE - Shanks Evans Road NE to Cul-
De-Sac - 11/1/2019
Fairview Street NW - W Market Street to Old
Waterford Road - 9/17/2019
Featherstone Lane NE - Balls Bluff Road NE to Cul-
De-Sac - 10/28/2019
Featherstone Lane NE - Barksdale Drive NE to Balls
Bluff Road NE - 10/28/2019
Fenland Place NE - Sentinel Drive NE to Revelstore
Terrace NE - 11/11/2019
Field Court NE - Barksdale Drive NE to Cul-De-Sac
- 10/28/2019
First Street SW - S King Street to Wirt Street SW -
9/10/2019
Flag Court NE - Hunton Place NE to Cul-De-Sac -
11/2/2019
Forbes Court NE - Heritage Way NE to Cul-De-Sac -
10/15/2019
Fort Evans Road NE - Battlefield Parkway NE to
Route 15 - 11/20/2019
Fort Evans Road NE - Cul-De-Sac to East Market
Street - South Side - 4/8/2020
Fort Evans Road NE - East Market Street to Cul-De-

Sac - North Side - 4/8/2020
Fort Evans Road NE - River Creek Road NE to Vista
Ridge Drive NE - 11/19/2019
Fort Evans Road NE - Vista Ridge Drive NE to
Battlefield Parkway NE - 11/19/2019
Fort Evans Road SE - East Market Street to Fox
Chapel Apartments - East Side - 4/9/2020
Fort Evans Road SE - Fox Chapel Apartments to
East Market Street - West Side - 4/9/2020
Fort Macleod Terrace NE - Fenland Place NE to End
- 11/11/2019
Foster Place SW - Country Club Drive SW to Cul-
De-Sac - 9/6/2019
Fountain Hall Court NE - Larch Valley Court NE to
Cul-De-Sac - 11/14/2019
Fox Trot Way NW - Lake View Way NW to Cul-De-
Sac - 9/19/2019
Foxborough Drive SW - Catocin Circle SW to River
Fays Drive SW - 9/6/2019
Foxridge Drive SW - Catocin Circle SW to Deer
Path Avenue SW - 9/7/2019
Foxtail Circle NE - Catocin Circle NE to Catocin
Circle NE - 10/25/2019
Franklin Court SW - Clagett Street SW to Cul-De-
Sac - 9/6/2019
Gaines Court SW - Moore Place SW to Cul-De-Sac -
8/21/2019
Galloway Drive SE - Duncan Place SE to Tavistock
Drive SE - 3/13/2020
Garrison Court NE - Cul-De-Sac to Cul-De-Sac -
10/29/2019
Georgetown Court NE - Oakcrest Manor Drive NE
to Cul-De-Sac - 10/1/2019
Godfrey Court SE - Santmyer Drive SE to Cul-De-
Sac - 3/12/2020

Governors Drive SW - S King Street to Tuscarora Drive SW - 9/4/2019
Governors Drive SW - Tuscarora Drive SW to Country Club Drive SW - 9/5/2019
Grafton Way NE - Stoneledge Place NE to Catoctin Circle NE - 10/23/2019
Graywood Way NE - Shanks Evans Road NE to Hunton Place NE - 11/2/2019
Greenmont Way NE - Bridgette Place NE to Elkridge Way NE - 10/23/2019
Greenway Drive SW - S King Street to Sheridan Way SW - 8/30/2019
Greenway Drive SW - Sheridan Way SW to Meade Drive SW - 8/29/2019
Gunpowder Court SE - Sandy Landing Drive SE to Cul-De-Sac - 3/11/2020
Hague Drive SW - Meade Drive SW to Hawling Place SW - 8/24/2019
Hallyard Court SE - Tavistock Drive SE to Cul-De-Sac - 3/16/2020
Hanberry Court NE - Marshall Drive NE to Cul-De-Sac - 10/2/2019
Hardy Court NE - Tonquin Place NE to Cul-De-Sac - 11/12/2019
Harle Place SW - Brumsey Court SW to Cul-De-Sac - 8/27/2019
Harle Place SW - Meade Drive SW to Brumsey Court SW - 8/24/2019
Harrison Street NE - North Street NE to Edwards Ferry Road NE - 8/26/2019
Harrison Street SE - Catoctin Circle SE to Gateway Drive SE - East Side - 4/4/2020
Harrison Street SE - Catoctin Circle SE to Loudoun Street SE - 8/28/2019
Harrison Street SE - E Market Street to Loudoun

Street SE - 10/12/2019
Harrison Street SE - Gateway Drive SE to Catoctin
Circle SE - West Side - 4/4/2020
Hartford Court - Tennessee Drive NE to Cul-De-Sac
- 11/5/2019
Haversack Court NE - Featherstone Lane NE to Cul-
De-Sac - 10/26/2019
Hawks Run Court SE - Winterberry Drive SE to Cul-
De-Sac - 3/9/2020
Hawling Place SW - Bradfield Drive SW to 1202
Hawling Place SW - 9/2/2019
Hawling Place SW - Bradfield Drive SW to Cul-De-
Sac - 9/2/2019
Heritage Way NE - Edwards Ferry Road NE to Cul-
De-Sac - 10/15/2019
Heritage Way NE - Edwards Ferry Road NE to Fort
Evans Road NE - East Side - 4/9/2020
Heritage Way NE - Fort Evans Road NE to Edwards
Ferry Road NE - West Side - 4/9/2020
Higham Court NE - Marshall Drive NE to Cul-De-
Sac - 10/3/2019
Hillview Place SW - Meade Drive SW to 621 Meade
Drive SW - 8/22/2019
Hope Parkway - Baish Drive SE to Sycolin Road -
North Side - 4/3/2020
Hope Parkway - Sycolin Road to Baish Drive SE -
South Side - 4/3/2020
Hope Parkway SE - Miller Drive SE to Baish Drive
SE - 10/5/2019
Hume Court SW - Brindley Place SW to Cul-De-Sac
- 8/27/2019
Huntfield Court NE - Longfellow Drive NE to Cul-
De-Sac - 10/26/2019
Hunton Place NE - Battlefield Parkway NE to Cul-
De-Sac - 11/4/2019

Ida Lee Drive NW - N King Street to Recreation
Center - 9/28/2019

Invermere Drive NE - Mt Holly Place NE to Sentinel
Drive NE - 11/11/2019

Itasca Way NE - Chicksaw Place NE to Battlefield
Parkway NE - 11/2/2019

Jacob Court SW - Woodlea Drive SW to Cul-De-Sac
- 8/20/2019

James Rifle Court NE - Balls Bluff Road NE to Cul-
De-Sac - 10/29/2019

Janney Street SW - Country Club Drive SW to
Clagett Street SW - 9/6/2019

Jennifer Court NE - Barksdale Drive NE to Cul-De-
Sac - 10/28/2019

Jennings Court SE - East Cul-De-Sac to West Cul-
De-Sac - South Side - 4/4/2020

Jennings Court SE - West Cul-De-Sac to East Cul-
De-Sac - North Side - 4/4/2020

Kellys Ford Plaza SE - Miller Drive SE to Battlefield
Parkway SE - 10/7/2019

Kendra Terrace NE - Valemount Terrace NE to
Revelstore Terrace NE - 11/12/2019

Kenneth Place SE - Kincaid Boulevard SE to Cul-
De-Sac - 3/11/2020

Kenneth Place SE - Rhonda Place SE to Kincaid
Boulevard SE - 3/10/2020

Keystone Drive - Russell Branch Parkway to Cul-
De-Sac - East Side - 4/11/2020

Keystone Drive - Russell Branch Parkway to Cul-
De-Sac - West Side - 4/11/2020

Kincaid Boulevard SE - Kenneth Drive SE to 200
Feet South of Rhonda Place SE - 3/11/2020

Kincaid Boulevard SE - Kenneth Drive SE to
Battlefield Parkway SE - 3/12/2020

Kinnaird Terrace NE - Tenaya Way NE to Belleville

Drive NE - 11/10/2019
Kristin Court SE - Patrice Drive SE to Cul-De-Sac -
3/10/2020
Lacey Court SW - Moore Place SW to Cul-De-Sac -
8/20/2019
Lackawanna Way NE - Woods Edge Drive NE to
Tinsman Drive NE - 11/4/2019
Laconian Street - Coubertin Drive to Athena Drive -
10/3/2019
Laconian Street - Coubertin Drive to Marathon
Drive - 10/3/2019
Lafayette Terrace SW - Dry Mill Road SW to Cul-
De-Sac - 9/2/2019
Lake View Way NW - Fairview Street NW to Locust
Knoll Drive NW - 9/18/2019
Lake View Way NW - Ayrlee Avenue NW to Cul-De-
Sac - 9/19/2019
Lake View Way NW - Fairview Street NW to Ayrlee
Avenue NW - 9/19/2019
Lake View Way NW - Locust Knoll Drive NW to Cul-
De-Sac - 9/19/2019
Larch Valley Court NE - Cul-De-Sac to Cul-De-Sac -
11/14/2019
Lark Song Court SE - Tina Drive SE to Cul-De-Sac -
3/9/2020
Lassiter Way - Loudoun Street SW to West Market
Street - East Side - 4/11/2020
Lassiter Way - Loudoun Street SW to West Market
Street - West Side - 4/11/2020
Lasswell Court - Hawling Place SW to Cul-De-Sac -
8/22/2019
Lawford Drive SW - Allman Way SW to Cul-De-Sac
- 8/28/2019
Lawford Drive SW - Meade Drive SW to Allman
Way SW - 8/28/2019

Lawnhill Court SW - Meade Drive SW to Cul-De-Sac
- 8/26/2019

Lee Avenue SW - Dry Mill Road SW to Davis
Avenue SW - 9/9/2019

Lennon Court SE - Tavistock Drive SE to Cul-De-
Sac - 3/16/2020

Lester Court NE - Cattail Lane NE to Cul-De-Sac -
10/9/2019

Liberty Street NW - Cornwall Street NW to North
Street NW - 8/22/2019

Liberty Street NW - W Market Street to Cornwall
Street NW - 8/22/2019

Liberty Street SW - W Market Street to Past Royal
Street SW - 8/29/2019

Lismore Terrace NE - Moultrie Terrace NE to End -
11/10/2019

Locust Knoll Drive NW - Fairview Street NW to Lake
View Way NW - 9/19/2019

Longfellow Drive NE - Catocin Circle NE to
Bellview Court NE - 10/28/2019

Loudoun Street SE - S King Street to E Market
Street - 10/12/2019

Loudoun Street SW - Ayr Street SW to S King
Street - 8/22/2019

Loudoun Street SW - Morven Park Road SW to Ayr
Street SW - 8/22/2019

Loudoun Street SW - W Market Street to Morven
Park Road SW - 8/22/2019

Lounsbury Court NE - Woodberry Road NE to Cul-
De-Sac - 10/3/2019

Macalister Drive SE - Tavistock Drive SE to
Santmyer Drive SE - South - 3/16/2020

Madison Court SE - Monroe Street SE to Cul-De-
Sac - 8/19/2019

Magruder Place SE - Lawson Road SE to Cul-De-

Sac - 3/17/2020

Marathon Drive - Akan Street to Kalaris Place -
10/2/2019

Marathon Drive - Akan Street to S King Street -
10/2/2019

Marlow Street SW - Crestwood Street SW to
Crestwood Street SW - 9/16/2019

Marshall Drive NE - Plaza Street NE to End -
10/13/2019

Marshall Drive NE - Wildman Street NE to Cul-De-
Sac - 10/2/2019

Marshall Drive NE - Wildman Street NE to Plaza
Street NE - 10/3/2019

Maryanne Avenue SW - Country Club Drive SW to
Tuscarora Drive SW - 9/4/2019

Masons Lane SE - Battlefield Parkway SE to Masons
Lane SE - 10/1/2019

Masons Lane SE - Masons Lane SE to Cul-De-Sac -
10/1/2019

Masons Lane SE - Masons Lane SE to S King Street
- North Side - 10/1/2019

Max Court SE - Alpine Drive SE to Cul-De-Sac -
9/10/2019

Maximillian Court SW - End to End - 8/29/2019

Mayfair Drive NE - Marshall Drive NE to Edwards
Ferry Road NE - 10/7/2019

Meade Drive SW - Hague Drive SW to Lawnhill
Court SW - 8/24/2019

Meade Drive SW - Hillview Place SW to Cranwell
Place SW - 8/22/2019

Meade Drive SW - Hillview Place SW to Hague
Drive SW - 8/22/2019

Meade Drive SW - Lawnhill Court SW to S King
Street - 8/26/2019

Meadowbrook Court SW - Fairfield Way SW to Cul-

De-Sac - 8/27/2019
Meherrin Terrace SW - Town Branch Terrace SW to
Loudoun Street SW - 8/28/2019
Melody Court SE - Macalister Drive SE to Cul-De-
Sac - 3/11/2020
Memorial Drive NW - W Market Street to Gibson
Street NW - 8/21/2019
Menlow Drive NE - Fort Evans Road NE to River
Creek Parkway NE - 11/8/2019
Michael Patrick Court SE - Patrice Drive SE to Cul-
De-Sac - 3/10/2020
Miller Drive SE - Blue Seal Drive SE to Sycolin Road
SE - 10/8/2019
Miller Drive SE - Hope Parkway SE to Battlefield
Parkway SE - North Side - 10/5/2019
Miller Drive SE - Hope Parkway SE to Battlefield
Parkway SE - South Side - 10/7/2019
Miller Drive SE - Tolbert Lane SE to Battlefield
Parkway SE - 10/7/2019
Miller Drive SE - Tolbert Lane SE to Blue Seal Drive
SE - 10/7/2019
Mindy Court SE - Alpine Drive SE to Cul-De-Sac -
9/10/2019
Monroe Street SE - S King Street to Cul-De-Sac -
8/19/2019
Montauk Court NE - Tennessee Drive NE to Cul-De-
Sac - 11/5/2019
Moore Place SW - Salyor Way SW to Cul-De-Sac -
8/26/2019
Moore Place SW - Warner Court SW to Salyor Way
SW - 8/21/2019
Moore Place SW - Woodlea Drive SW to Warner
Court SW - 8/21/2019
Morvan Park Court NW - Morvan Park Road NW to
Cul-De-Sac - 9/24/2019

Morvan Park Road NW - Ayrlee Avenue NW to
Morvan Park Court NW - 9/24/2019

Morvan Park Road NW - Morvan Park Court NW to
Old Waterford Road NW - 9/24/2019

Morvan Park Road NW - William Street NW to
Ayrlee Avenue NW - 9/24/2019

Morven Park Road NW - W Market Street to William
Street NW - 9/24/2019

Morven Park Road SW - Loudoun Street SW to End
- 8/29/2019

Mosby Drive SW - Morven Park Road SW to Cul-
De-Sac - 9/16/2019

Moultrie Terrace NE - Kinnaird Terrace NE to Cul-
De-Sac - 11/10/2019

Mount Holly Place NE - Emerald Hill Drive NE to
Cul-De-Sac - 11/12/2019

Moxley Drive NE - Vista Ridge Drive NE to Tonquin
Place NE - 11/11/2019

Muffin Court SE - Alpine Drive SE to Cul-De-Sac -
9/10/2019

Musket Court NE - Balls Bluff Road NE to Cul-De-
Sac - 10/29/2019

N King Street - Dry Hollow Road to Route 15 -
10/4/2019

N King Street - Oakcrest Manor Drive to Dry Hollow
Road - 10/4/2019

N King Street - Union Street NW to E Market Street
- 8/20/2019

N King Street - Union Street NW to Oakcrest Manor
Drive NE - 10/2/2019

Nashville Place - Tennessee Drive NE to Petrel
Terrace - 11/5/2019

Nathan Place NE - Mayfair Drive NE to Cul-De-Sac
- 10/4/2019

Natural Terrace - Pastoral Place to Pastoral Place -

9/11/2019

Nelson Court NE - Heritage Way NE to Cul-De-Sac
- 10/15/2019

Neville Court SE - Sandy Landing Drive SE to Cul-
De-Sac - 3/11/2020

Newhall Place SW - Wingate Place SW to Cul-De-
Sac - 9/5/2019

Newington Place NE - Mayfair Drive NE to Cul-De-
Sac - 10/4/2019

Nickels Drive SW - Bradfield Drive SW to Cul-De-
Sac - 9/2/2019

Nickels Place SW - Bradfield Drive SW to Cul-De-
Sac - 9/2/2019

Niven Court SW - Sheridan Way SW to Cul-De-Sac
- 8/29/2019

Normandy Drive NW - Fairview Street NW to
Phillips Drive - 9/17/2019

Norris Court SW - Clagett Street SW to Cul-De-Sac
- 9/7/2019

North Street NE - N King Street to Wildman Street
NE - 8/24/2019

North Street NE - Wildman Street NE to Cherry
Lane NE - 10/9/2019

North Street NW - North King Street to Wirt Street
NW - 8/23/2019

North Street NW - Wirt Street NW to Liberty Street
NW - 8/23/2019

Oakcrest Manor Drive NE - N King Street to
Catocin Circle NE - 9/30/2019

Oaklawn Drive SE - Brown Roan Drive SE to Great
Laurel Square SE - 10/4/2019

Oaklawn Drive SE - Brown Roan Drive SE to Hope
Parkway SE - 10/4/2019

Oaklawn Drive SE - Great Laurel Square SE to
Battlefield Parkway SE - 10/5/2019

Occoquan Terrace SW - Meherrin Terrace SW to
Cul-De-Sac - 8/29/2019

Octorora Place NE - Cul-De-Sac to Cul-De-Sac -
11/5/2019

Odyssey Park Drive - Marathon Drive to Coubertin
Drive - 10/3/2019

Old English Court SW - S King Street to Cul-De-Sac
- 8/19/2019

Old Waterford Road NW - Ayr Street NW to Morven
Park Road NW - 9/28/2019

Old Waterford Road NW - Morven Park Road NW to
Fairview Street NW - 9/28/2019

Old Waterford Road NW - North Street NW to Ayr
Street NW - 9/28/2019

Orr Circle SW - Country Club Drive SW to Cul-De-
Sac - 9/4/2019

Paddock Court NW - Locust Knoll Drive NW to Cul-
De-Sac - 9/18/2019

Parker Court SE - Catoctin Circle SE to South
Street SE - 11/24/2019

Parkgate Drive SE - Burnell Place SE to Hope
Parkway - West Side - 4/3/2020

Parkgate Drive SE - Hope Parkway to Burnell Place
SE - East Side - 4/3/2020

Pastoral Place - Valley View Avenue SW to Cul-De-
Sac - 9/11/2019

Pathway Place SW - Allman Way SW to Cul-De-Sac
- 8/30/2019

Patrice Drive SE - Kincaid Boulevard SE- South to
Kincaid Boulevard SE - North - 3/10/2020

Patterson Court NW - Old Waterford Road NW to
Cul-De-Sac - 9/24/2019

Periwinkle Way SW - Clagett Street SW to Clagett
Street SW - 9/7/2019

Pershing Avenue NW - W Market Street to Cul-De-

Sac - 9/20/2019
Pheasant Place SW - Greenway Drive SW to Cul-
De-Sac - 8/30/2019
Philips Court - Phillips Drive to End - 9/17/2019
Phillips Drive - Fairview Street NW to Fairview
Street NW - 9/18/2019
Plaza Street NE - Battlefield Parkway NE to
Marshall Drive NE - 10/10/2019
Plaza Street NE - E Market Street to Edwards Ferry
Road NE - 11/21/2019
Plaza Street NE - Marshall Drive NE to Edwards
Ferry Road NE - 10/10/2019
Plaza Street SE - Rockbridge Drive SE to E Market
Street - 11/25/2019
Potomac Station Drive - Battlefield Parkway NE to
Sycamore Hill Drive NE - 11/19/2019
Potomac Station Drive - River Creek Parkway to
Valemount Terrace NE - 11/16/2019
Potomac Station Drive - Sycamore Hill Drive NE to
Fort Evans Road NE - 11/19/2019
Potomac Station Drive - Tonquin Place NE to
Battlefield Parkway NE - 11/16/2019
Potomac Station Drive - Valemount Terrace NE to
Tonquin Place NE - 11/16/2019
Powhatan Court NE - Woods Edge Drive NE to Cul-
De-Sac - 11/2/2019
Primrose Court SW - Tearose Place SW to Cul-De-
Sac - 9/4/2019
Prince Street NE - Blue Ridge Avenue NE to
Edwards Ferry Road NE - 10/5/2019
Prince Street NE - North Street NE to Blue Ridge
Avenue NE - 10/5/2019
Princeton Court NE - Tennessee Drive NE to Cul-
De-Sac - 11/5/2019
Principal Drummond Way SE - Plaza Street SE to

Sycolin Road SE - South Side - 4/9/2020
Principal Drummond Way SE - Sycolin Road SE to
Plaza Street SE - North Side - 4/9/2020
Prospect Drive SW - Belmont Drive SW to Belmont
Drive SW - 9/4/2019
Prospect Place SW - Prospect Drive SW to Catoctin
Circle SW - 9/2/2019
Prosperity Avenue SE - East Market Street to Fox
Chapel Apartments - East Side - 4/9/2020
Prosperity Avenue SE - Fox Chapel Apartments to
East Market Street - West Side - 4/9/2020
Queen Street NE - Blue Ridge Avenue NE to
Edwards Ferry Road NE - 10/7/2019
Queen Street NE - North Street NE to Blue Ridge
Avenue NE - 10/7/2019
Randi Drive SE - Kenneth Place SE to Kincaid
Boulevard SE - 3/11/2020
Redbud Lane NE - Appletree Drive NE to Cherry
Lane NE - 10/13/2019
Revelstore Terrace NE - End to End - 11/12/2019
Revere Court NE - Huton Place NE to Cul-De-Sac -
11/1/2019
Rhonda Place SE - Kincaid Boulevard SE to Cul-De-
Sac - 3/9/2020
Richard Drive SE - Alpine Drive SE to Alpine Drive
SE - 9/12/2019
Riding Trail Court NW - Fairview Street NW to Cul-
De-Sac - 9/18/2019
Rivanna Terrace SW - Town Branch Terrace to End -
8/29/2019
River Frays Drive SW - Wingate Place SW to
Newhall Place SW - 9/5/2019
Rock Spring Drive SW - Dry Mill Road SW to Cul-
De-Sac - 9/2/2019
Rollins Drive SW - Country Club Drive SW to Ward

Circle SW - 9/3/2019
Rollins Drive SW - Ward Circle SW to Country Club
Drive SW - 9/3/2019
Rollins Place SW - Country Club Drive SW to Cul-
De-Sac - 9/3/2019
Rosebrook Court NW - Fairview Street NW to Cul-
De-Sac - 9/18/2019
Rosemeade Place SW - Catocin Circle SW to Cul-
De-Sac - 9/5/2019
Roy Court SE - Shana Drive SE to Cul-De-Sac -
9/11/2019
Royal Street SE - Harrison Street SE to End -
8/26/2019
Royal Street SE - S King Street to Church Street
SE - 8/27/2019
Royal Street SW - S King Street to Wirt Street SW
- 8/27/2019
Royal Street SW - Wirt Street SW to Liberty Street
SW - 8/27/2019
Rozier Court SW - Shadetree Way SW to Cul-De-
Sac - 8/30/2019
Russell Branch Parkway - Battlefield Parkway to
Crosstrail Boulevard - North Side - 4/6/2020
Russell Branch Parkway - Crosstrail Boulevard to
Battlefield Parkway - South Side - 4/6/2020
Russell Branch Parkway - Crosstrail Boulevard to
Golf Club Road - North Side - 4/11/2020
Russell Branch Parkway - Golf Club Road to
Crosstrail Boulevard - South Side - 4/11/2020
Rust Drive NE - Plaza Street NE to Cattail Lane NE
- 10/9/2019
S King Street - Catocin Circle SW to Harry Byrd
Highway - 9/12/2019
S King Street - Catocin Circle SW to Old English
Court SW - 9/11/2019

S King Street - Country Club Drive SW to
Governors Drive SW - 8/31/2019

S King Street - Country Club Drive SW to Meade
Drive SW - 8/31/2019

S King Street - Governors Drive SW to Clubhouse
Drive SW - 9/4/2019

S King Street - Meade Drive SW to 1405 S King
Street - 8/31/2019

S King Street - Old English Court SW to W Market
Street - 8/19/2019

Saddleback Place NE - Potomac Station Drive to
Bow Lake Place NE - 11/15/2019

Salyor Way SW - Harle Place SW to Moore Place
SW - 8/23/2019

Sandpoint Court NE - Bow Lake Place NE to Cul-
De-Sac - 11/15/2019

Sandy Landing Drive SE - Melody Court SE to
Kenneth Place SE - 3/11/2020

Santmyer Drive SE - Macalister Drive SE - North to
Curtin Place SE - 3/17/2020

Seaton Court SE - Santmyer Drive SE to Cul-De-
Sac - 3/12/2020

Second Street SW - S King Street to Wirt Street
SW - 9/10/2019

Sentinel Drive NE - Fort Evans Road NE to
Vermillion Drive NE - 11/10/2019

Shadetree Way SW - Lawford Drive SW to
Greenway Drive SW - 8/30/2019

Shana Drive SE - Alpine Drive SE to Alpine Drive
SE - 9/11/2019

Shanks Evans Road NE - Battlefield Parkway NE to
Potomac Crossing Park - 11/2/2019

Shenandoah Street SE - Cul-De-Sac to Harrison
Street SE - South Side - 4/11/2020

Shenandoah Street SE - Harrison Street SE to Cul-

De-Sac - North Side - 4/11/2020
Sheridan Way SW - Lawford Drive SW to Greenway
Drive SW - 8/29/2019
Sherry Ann Court SE - Patrice Drive SE to Cul-De-
Sac - 3/10/2020
Shiloh Place SE - Battlefield Parkway SE to Cul-De-
Sac - 3/17/2020
Slack Lane NE - North Street NE to Cornwall Street
NE - 8/24/2019
Smartts Lane NE - Battlefield Parkway NE to Cul-
De-Sac - 11/1/2019
Smartts Lane NE - Battlefield Parkway NE to End -
11/1/2019
Snowden Court SW - Foxborough Drive SW to Cul-
De-Sac - 9/6/2019
Solitude Court SE - Battlefield Parkway SE to Cul-
De-Sac - 3/12/2020
South Street SE - Church Street SE to Catocin
Circle SE - 8/27/2019
South Street SW - S King Street to Wirt Street SW
- 8/19/2019
Southview Place NE - Catocin Place NE to Cul-De-
Sac - 10/23/2019
Spirit Court NE - Sundrum Place NE to Cul-De-Sac
- 11/8/2019
Stone Court NE - Barksdale Drive NE to Cul-De-Sac
- 10/26/2019
Stoneledge Place NE - Cul-De-Sac to Cul-De-Sac -
10/26/2019
Stowers Lane SE - Wallace Drive SE to Cul-De-Sac
- 9/9/2019
Stratford Place SW - Valley View Avenue SW to
Crestwood Street SW - 9/13/2019
Stratford Place SW - Valley View Avenue SW to
Cul-De-Sac - 9/12/2019

Stribling Court SW - Diskin Place SW to Cul-De-Sac
- 8/20/2019

Sundrum Place NE - Menlow Drive NE to Cul-De-
Sac - 11/8/2019

Sweet William Court SE - Kincaid Boulevard SE to
Cul-De-Sac - 3/9/2020

Sycolin Road - Battlefield Parkway to Hope Parkway
- West Side - 4/2/2020

Sycolin Road - Battlefield Parkway to Tavistock
Drive - East Side - 4/2/2020

Sycolin Road - Hope Parkway to Battlefield Parkway
- East Side - 4/2/2020

Sycolin Road - Hope Parkway to Rockbridge Drive
SE - West Side - 4/3/2020

Sycolin Road - Rockbridge Drive SE to Hope
Parkway - East Side - 4/3/2020

Sycolin Road - Tavistock Drive to Tolbert Lane -
West Side - 4/2/2020

Sycolin Road - Tolbert Lane to Battlefield Parkway -
West Side - 4/2/2020

Sycolin Road SE - End to East Market Street - East
Side - 4/9/2020

Sycolin Road SE - End to East Market Street - West
Side - 4/9/2020

Sycolin Road SE - Loudoun Center Place to 20028
VA-643 - West Side - 10/8/2019

Sycolin Road SE - Miller Drive SE to 1002 Sycolin
Road SE - 10/8/2019

Sycolin Road SE - Tavistock Drive SE to Miller Drive
SE - 10/8/2019

Talmadge Court SE - Galloway Drive SE to Cul-De-
Sac - 3/16/2020

Tavistock Drive SE - Battlefield Parkway SE to
Macalister Drive SE - East Side - 3/13/2020

Tavistock Drive SE - Burnside Terrace SE to

Battlefield Parkway SE - West Side - 3/13/2020
Tavistock Drive SE - Lennon Court SE to Burnside
Terrace SE - West Side - 3/13/2020
Tavistock Drive SE - Macalister Drive SE to Lennon
Court SE - East Side - 3/13/2020
Tavistock Drive SE - Sycolin Drive SE to Tall Oaks
Square SE - 10/8/2019
Taymount Terrace NE - Moultrie Terrace NE to
Lismore Terrace NE - 11/10/2019
Tearose Place SW - Rosemeade Place SW to Cul-
De-Sac - 9/2/2019
Tenaya Way NE - Menlow Drive NE to Belleville
Drive NE - 11/7/2019
Tennessee Drive NE - Battlefield Parkway NE to
Montauk Court NE - 11/5/2019
Themis Street - Athena Drive to Athena Drive -
10/3/2019
Thistle Way NE - Whitney Place NE to Greenmont
Way NE - 10/23/2019
Tina Drive SE - Kenneth Place SE to Rhonda Place
SE - 3/9/2020
Tinsman Drive NE - Woods Edge Drive NE to
Octorora Place NE - 11/5/2019
Tolbert Lane SE - Evergreen Mill Road SE to Cul-
De-Sac - 9/28/2019
Tolbert Lane SE - Sycolin Road SE to Miller Drive
SE - 3/17/2020
Tolbert Lane SE - Sycolin Road SE to Roundabout -
3/16/2020
Tomworth Court NE - Skanks Evans Road NE to
Cul-De-Sac - 11/1/2019
Tonquin Place NE - Potomac Station Drive to Cul-
De-Sac - 11/11/2019
Town Branch Terrace SW - Dry Mill Road SW to
Maximillion Court SW - 8/29/2019

Tracey Court NE - Oakcrest Manor Drive NE to Cul-
De-Sac - 10/1/2019

Trimble Plaza SE - Battlefield Parkway SE to Miller
Drive SE - 10/4/2019

Tudor Court NE - Oakcrest Manor Drive NE to Cul-
De-Sac - 10/1/2019

Tuscarora Drive SW - Cul-De-Sac to Cul-De-Sac -
9/4/2019

Union Street NW - N King Street to Wirt Street NW
- 8/20/2019

Valemount Terrace NE - Fenland Place NE to
Kendra Terrace NE - 11/12/2019

Valemount Terrace NE - Kendra Terrace NE to
Potomac Station Drive - 11/12/2019

Valley View Avenue SW - Catocin Circle SW to End
- North - 9/13/2019

Valley View Avenue SW - Catocin Circle SW to End
- South - 9/13/2019

Valley View Avenue SW - Davis Avenue SW to End
- North - 9/10/2019

Valley View Avenue SW - Davis Avenue SW to End
- South - 9/10/2019

Valley View Avenue SW - Dry Mill Road SW to
Prospect Drive SW - 8/30/2019

Vermillion Drive NE - Bonnie Ridge Drive NE to
Tonquin Place NE - 11/14/2019

Vista Ridge Drive NE - Fort Evans Road NE to
Bonnie Ridge Drive NE - 11/11/2019

W Market Street - Ayr Street NW to N King Street -
8/21/2019

W Market Street - Catocin Circle SW to Harry Byrd
Highway - 9/28/2019

W Market Street - Fairfax Street NW to Morven
Park Road NW - 9/17/2019

W Market Street - Morven Park Road NW to Ayr

Street NW - 8/21/2019
Wagann Street - Wage Drive SW to Anne Street
SW - 9/7/2019
Wage Drive SW - Dry Mill Road SW to Cul-De-Sac -
9/9/2019
Wage Drive SW - Dry Mill Road SW to Wagann
Street - 9/7/2019
Wallace Drive SE - Evergreen Mill Road SE to
Alpine Drive SE - 9/9/2019
Ward Circle SW - Rollins Drive SW to Cul-De-Sac -
9/3/2019
Warner Court SW - Moore Place SW to Cul-De-Sac
- 8/21/2019
Washington Street NE - Blue Ridge Avenue NE to
Edwards Ferry Road NE - 10/7/2019
Washington Street NE - Nathan Place NE to Blue
Ridge Avenue NE - 10/7/2019
White Place SW - Country Club Drive SW to Cul-
De-Sac - 9/4/2019
Whitehorse Court SW - Cul-De-Sac to Cul-De-Sac -
9/7/2019
Whitney Place NE - Cul-De-Sac to Cul-De-Sac -
10/15/2019
Wild Turkey Way SW - Childrens Center Way SW to
Whitehorse Court SW - 9/6/2019
Wildman Street NE - North Street NE to End -
10/2/2019
William Street NW - Morven Park Road NW to Cul-
De-Sac - 9/24/2019
Wilson Avenue NW - W Market Street to End -
9/28/2019
Wingate Place SW - Cul-De-Sac to Cul-De-Sac -
9/5/2019
Wingtip Court SW - Pheasant Place SW to Cul-De-
Sac - 8/29/2019

Winterberry Drive SE - Kenneth Place SE to
Rhonda Place SE - 3/9/2020
Wirt Street NW - Union Street NW to W Market
Street - 8/20/2019
Wirt Street SW - Davis Street SW to First Street
SW - 9/10/2019
Wirt Street SW - W Market Street to South Street
SW - 8/29/2019
Wolfe Court SW - Diskin Place SW to Cul-De-Sac -
8/20/2019
Woodberry Road NE - Marshall Drive NE to
Edwards Ferry Road NE - 10/3/2019
Woodbridge Court NE - Shanks Evans Road NE to
Cul-De-Sac - 11/1/2019
Woodfield Terrace NE - Battlefield Parkway NE to
End - 11/5/2019
Woodlea Drive SW - Meade Drive SW to 1516
Woodlea Drive SW - 8/21/2019
Woods Edge Drive NE - Battlefield Parkway NE to
Hunton Place NE - 11/4/2019
Wythe Court NE - Heritage Way NE to Cul-De-Sac -
10/15/2019

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Appendix C: Compliance Summary Report-Intersections

Intake Type	Total Count	Total Compliant	Total Non-Compliant
Curb Ramp	256	6	250
Intersection	55	0	55

Facilities Included in this Report

- Battlefield Parkway NE & 605 Potomac Station Drive - 11/20/2019
- Battlefield Parkway NE & Edward Ferry Road NE - 11/6/2019
- Battlefield Parkway NE & Fort Evans Road NE - 11/20/2019
- Battlefield Parkway NE & Plaza Street NE - 10/10/2019
- Battlefield Parkway NE & Potomac Station Drive - 11/16/2019
- Battlefield Parkway NE & Shanks Evans Road NE - 11/2/2019
- Battlefield Parkway NE & Tennessee Drive NE - 11/2/2019
- Battlefield Parkway SE & Compass Creek Parkway SE - 10/1/2019
- Battlefield Parkway SE & Evergreen Mill Road SE - 9/28/2019
- Battlefield Parkway SE & Kincaid Boulevard SE - 3/12/2020
- Battlefield Parkway SE & Miller Drive SE - 10/7/2019
- Battlefield Parkway SE & Russell Branch Parkway SE - 3/17/2020
- Battlefield Parkway SE & Tavistock Drive SE - 3/14/2020
- Catoctin Circle & Harris Street SE - 8/28/2019
- Catoctin Circle SW & Dry Mill Road SW - 8/30/2019
- Crosstrail Boulevard & East Market Street North Entrance - 4/8/2020
- Crosstrail Boulevard & East Market Street South Entrance - 4/8/2020
- Crosstrail Boulevard & Russell Branch Parkway -

4/8/2020

E Market Street & Plaza Street NE - 11/22/2019
E Market Street & Catoctin Circle NE - 11/22/2019
E Market Street & Fort Evans Road SE -
11/22/2019
Edwards Ferry Road NE & 1008 Edwards Ferry
Road NE - 11/7/2019
Edwards Ferry Road NE & 1085 Edwards Ferry
Road NE - 11/7/2019
Edwards Ferry Road NE & Heritage Way NE -
10/14/2019
Edwards Ferry Road NE & Plaza Street NE -
10/10/2019
Evergreen Mill Road SE & Tolbert Lane SE -
9/28/2019
Fort Evans Road NE & Potomac Station Drive -
11/20/2019
Fort Evans Road NE & Sycamore Hill Drive -
11/20/2019
Hope Parkway SE & Miller Drive SE - 10/5/2019
Kincaid Boulevard SE & Patrice Drive SE - North -
3/12/2020
N King Street & Battlefield Parkway NE -
10/4/2019
N King Street & Dry Hollow Road - 10/4/2019
N King Street & W Market Street - 8/20/2019
Potomac Station Drive & 667 Potomac Station
Drive - 11/16/2019
River Creek Parkway & Potomac Station Drive -
11/15/2019
Russell Branch Parkway & Balch Drive SE -
4/6/2020
Russell Branch Parkway & Lowes Entrance -
4/6/2020
Russell Branch Parkway & Village Market Boulevard

- 4/6/2020
S King Street & Catoctin Circle SW - 9/11/2019
S King Street & Clubhouse Drive SW - 9/9/2019
S King Street & Country Club Drive SW -
8/31/2019
S King Street & Davis Avenue SW - 9/11/2019
S King Street & Fairfax Street SE - 9/11/2019
S King Street & Governors Drive SW - 8/31/2019
S King Street & Greenway Drive SW - 8/30/2019
S King Street & Loudoun Street SE - 8/19/2019
S King Street & Meade Drive SW - 8/31/2019
Sycolin Road & Battlefield Parkway - 4/2/2020
Sycolin Road & Hope Parkway - 4/2/2020
Sycolin Road & Tavistock Drive - 4/2/2020
Sycolin Road & Tolbert Lane - 4/2/2020
Sycolin Road SE & Loudoun Center Place -
10/8/2019
Tolbert Lane SE & Cornerstone Church - 3/16/2020
W Market Street & Catoctin Circle SW - 9/6/2019
West Market Street & Memorial Drive NW -
8/21/2019

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Appendix D:

Priority Criteria-Sidewalks, Curb Ramps, Intersections

Priority Criteria for Sidewalks, Curb Ramps, and Intersections		
#	<u>Priorities</u>	<u>Possible Reason (not all inclusive)</u>
1)	Safety hazard	Cross slopes > 4%; sidewalk < 36"; no curb ramp; trip hazard > 1/2" H; 1" W; no detectable warning
2)	Easy, inexpensive correction by staff	General ongoing maintenance: protruding objects; encroachment; signage; striping
3)	Minimal repair expense by staff/contractor	Reach range for signal push button; replace DW; ponding/trip/crack repair
4)	High repair expense requiring some design work, possible contractor	Replace curb ramp/ landing/ sidewalk/ sidewalks between 36" and 48" to meet VDOT requirements
5)	Requires design work and potentially a CIP	Missing sidewalk; not signalized; requires land rights
6)	Existing CIP (current or identified)	Identified as whole or in part of a Town's CIP
7)	Currently under construction	Developer built and to be released to Town
8)	No barriers found	At the time of evaluation, no barriers found
#	<u>Assignment Category</u>	
1)	Citizen Complaint or request	
2)	Title II program access (government, schools, emergency, health) rights-of-way adjacent to property	
3)	Transportation hubs (safety ride, commuter lots, public parking, school walk-zones; <i>not bus stops</i>)	
4)	Downtown Historic District	
5)	Commercial areas	
6)	Residential areas	
7)	Other	

Appendix E: Guidelines for Priority Criteria-Sidewalks, Curb Ramps, Intersections

Priority Criteria Guidelines		
Sidewalks, Curb Ramps, and Intersections		
#	<u>Priorities</u>	<u>Guideline/Definition</u>
1)	Safety hazard	A barrier is considered a safety hazard when the cross slope is greater than 4%; the width of sidewalk is less than 36"; no curb ramp exists; a tripping hazard greater than 1/2" H, 1" W exists; there is no detectable warning; a permanent obstruction blocking sidewalk access exists; or an area has otherwise been deemed unsafe by Town staff based on an incident or injury.
2)	Easy, inexpensive correction by staff	The removal of a barrier is considered an easy and/or inexpensive correction by staff when the finding has been identified as general or ongoing maintenance; the removal of protruding objects that are a temporary obstruction, trimming trees, shrubs, or other encroachment; signage; striping; or any other repairs noted by staff as minor.
3)	Minimal repair expense by staff/contractor	The removal of a barrier is considered to be a minimal repair expense by Town staff or contractor when the finding notes a non-compliant reach range for a signal push button; the replacement of a detectible warning; ponding on sidewalk; a trip hazard not prioritized above; crack repair that does not require complete replacement; or any other repairs noted by staff as a minimal repair expense and does not fall under Priority 2.
4)	High repair expense requiring some design work, possible contractor	A high repair expense requiring some design work, a possible contractor, or a considerable number of staff hours is required to remove barriers such as, replacement of curb ramps, landings, signals, or sidewalks, including sidewalks greater than ADA Standard of 36" but less than the 48" VDOT standard. Replacement is often required when findings noted consist of heaving, sinking, gaps, or large elevation changes.
5)	Requires design work and potentially a CIP	This Priority is assigned when the removal of a barrier requires design work and potentially a CIP. Examples of this type of finding are; when a sidewalk is missing; an intersection is not signalized; or the project requires land rights.
6)	Existing CIP (current or identified)	The location of a barrier falls within an existing CIP, whether it is a current or identified project, or as whole or in part of a Town's CIP; and the barrier will be removed or no longer applicable upon the completion of the project.
7)	Currently under construction	Developer built and to be released to Town or currently under construction by the Town itself. The barrier will be removed or no longer applicable upon the completion of the project.
8)	No barriers found	At the time of evaluation, no barriers found

Assignment Category Guidelines: Sidewalks, Curb Ramps, and Intersections

#	<u>Assignment Category</u>
1)	Citizen Complaint or request: This assignment category is used when a citizen has filed a complaint (written or verbal) noting an accessibility concern regarding a sidewalk, curb ramp, or intersection; or informed Town staff of a known accident or injury at the site.
2)	Title II program access (government, schools, emergency, health): This assignment category is assigned when the barrier noted is within a right-of-way adjacent to a government property, emergency, health facility, or other property with Title II programs.
3)	Transportation hubs (safety ride, commuter lots, public parking, school walk zones; <i>not bus stops</i>): This assignment category is used when the barrier noted is adjacent to commuter or public parking lots, including park & rides, or within a school walk-zone.
4)	Downtown Historic District: This assignment category is referenced when the barrier is within Leesburg's Downtown Old and Historic District. Please refer to the Leesburg Old and Historic District map for details, which can be found at: www.leesburgva.gov
5)	Commercial areas: This assignment category is assigned when the barrier is within a couple of blocks from commercial buildings such as retail, grocery, major employers, restaurants, and other public buildings.
6)	Residential areas: The residential areas of the Town that are non-commercial areas, with single or multi-family homes are assigned this category.
7)	Other: All other areas not assigned to an assignment category above.

Appendix F:

Barrier Removal Timeline for Sidewalks, Curb Ramps, and Intersections		
Priority	Assignment Category	Determined Completion Date
1 (safety hazard)	1 (Complaint)	7/1/2023 (top priority)
1 (safety hazard)	2 (program access)	7/1/2025 (three year plan)
1 (safety hazard)	3 (transportation hub)	7/1/2025 (three year plan)
1 (safety hazard)	4 (Historic District)	7/1/2027 (five year plan)
1 (safety hazard)	5 (commercial)	7/1/2032 (ten year plan)
1 (safety hazard)	6 (residential)	7/1/2032 (ten year plan)
2 (staff correction)	1 (Complaint)	7/1/2023 (top priority)
2 (staff correction)	2 (program access)	7/1/2025 (three year plan)
2 (staff correction)	3 (transportation hub)	7/1/2025 (three year plan)
2 (staff correction)	4 (Historic District)	7/1/2025 (three year plan)
2 (staff correction)	5 (commercial)	7/1/2027 (five year plan)
2 (staff correction)	6 (residential)	7/1/2032 (ten year plan)
3 (minimal expense)	1 (Complaint)	7/1/2023 (top priority)
3 (minimal expense)	2 (program access)	7/1/2027 (five year plan)
3 (minimal expense)	3 (transportation hub)	7/1/2027 (five year plan)
3 (minimal expense)	4 (Historic District)	7/1/2027 (five year plan)
3 (minimal expense)	5 (commercial)	7/1/2032 (ten year plan)
3 (minimal expense)	6 (residential)	7/1/2032 (ten year plan)
4 (high expense)	1 (Complaint)	7/1/2027 (five year plan)
4 (high expense)	2 (program access)	7/1/2032 (ten year plan)
4 (high expense)	3 (transportation hub)	7/1/2037 (fifteen year plan)
4 (high expense)	4 (Historic District)	7/1/2037 (fifteen year plan)
4 (high expense)	5 (commercial)	7/1/2042 (twenty year plan)
4 (high expense)	6 (residential)	7/1/2042 (twenty year plan)
5 (design/possible CIP)	1 (Complaint)	7/1/2032 (ten year plan)
5 (design/possible CIP)	2 (program access)	7/1/2037 (fifteen year plan)
5 (design/possible CIP)	3 (transportation hub)	7/1/2042 (twenty year plan)
5 (design/possible CIP)	4 (Historic District)	7/1/2042 (twenty year plan)
5 (design/possible CIP)	5 (commercial)	7/1/2047 (twenty-five year plan)
5 (design/possible CIP)	6 (residential)	7/1/2047 (twenty-five year plan)
6 (existing CIP)	1 (Complaint)	*date of CIP completion
6 (existing CIP)	2 (program access)	*date of CIP completion
6 (existing CIP)	3 (transportation hub)	*date of CIP completion
6 (existing CIP)	4 (Historic District)	*date of CIP completion
6 (existing CIP)	5 (commercial)	*date of CIP completion
6 (existing CIP)	6 (residential)	*date of CIP completion
7 (construction)	1 (Complaint)	*date of construction completion
7 (construction)	2 (program access)	*date of construction completion
7 (construction)	3 (transportation hub)	*date of construction completion
7 (construction)	4 (Historic District)	*date of construction completion
7 (construction)	5 (commercial)	*date of construction completion
7 (construction)	6 (residential)	*date of construction completion
8 (no barriers found)	1 (Complaint)	N/A
8 (no barriers found)	2 (program access)	N/A
8 (no barriers found)	3 (transportation hub)	N/A
8 (no barriers found)	4 (Historic District)	N/A
8 (no barriers found)	5 (commercial)	N/A
8 (no barriers found)	6 (residential)	N/A

Appendix G: Compliance Summary Report-Facilities & Parks

Intake Type	Total Count	Total Compliant	Total Non-Compliant
Counter	21	5	16
Passenger Loading Zone	2	0	2
Parking Lot	29	0	29
Door	353	39	314
Curb Ramp	23	0	23
Path of Travel	201	37	164
Ramp	4	0	4
Elevator	7	0	7
Stairway	62	6	56
Restroom	72	0	72
Assembly Area	4	0	4
Play Area	10	2	8
Locker Room	10	0	10
Signage	293	15	278
Library	1	0	1
ATM	1	1	0
Alarm System	10	7	3
Accessible Shower	10	0	10
Outdoor Sports Area	12	0	12
Pool	5	0	5
Break Room	23	8	15
Picnic Table	33	6	27

Intake Type	Total Count	Total Compliant	Total Non-Compliant
Locker	3	0	3
Sink	13	0	13
Reach Range	58	23	35
Drinking Fountain	39	1	38
Bench	58	24	34
Toilet Compartment	77	1	76
Dressing/Fitting Room	1	0	1
Trail	11	0	11
Exhibit	3	3	0
Kitchen	2	0	2
On Street Parking	1	1	0

Facilities Included in this Report

A.V. Symington Aquatics Center - 8/31/2019
 Brandon Park - 9/13/2019
 Carrvale Park - 9/14/2019
 Catoctin Park - 9/14/2019
Church Street Parking Lot - 9/24/2019
 Edwards Landing Park - 9/27/2019
 Foxridge Park - 9/13/2019
 Freedom Park - 9/26/2019
George Mason Enterprise Center - 9/27/2019
 Georgetown Park - 9/14/2019
 Greenway Park - 9/14/2019
Ida Lee Park Recreation Center - 9/16/2019
Leesburg Executive Airport - 9/23/2019
 Liberty Street Parking - 9/24/2019
 Loudoun Museum - 9/25/2019
 Madison Parking Lot - 9/24/2019
 Mervin Jackson Park - 9/24/2019
 Olde Izaak Walton Park - 9/27/2019
 Police Department - 9/24/2019
 Potomac Crossing Park - 9/27/2019
 Raflo Park - 9/13/2019
 Robinson Park - 9/14/2019
 Rose Garden - 9/24/2019
 Rotary Park - 9/13/2019
Sycolin Community Cemetery - 9/24/2019
 Thomas Balch Library - 9/23/2019
Town Equipment Maintenance Facility - 9/25/2019
 Town Garage Parking - 9/24/2019
 Town Hall - 9/24/2019
 Tuscarora Park - 9/25/2019
Utility Lines Maintenance Facility - 9/26/2019
Utility Pump Station Route 643 - 9/27/2019
Veterans Park - 9/16/2019

Water Pollution Control - 9/26/2019
Water Treatment Plant - 9/26/2019

Prepared Using

Appendix H: Priority Criteria-Facilities & Parks

Priority Criteria for Facilities			
#	Priorities	#	Locations
1)	Approach and Entrance	A)	Access to Town Government
2)	Path of Travel	B)	Access Town Recreation & Programs
3)	Public Services	C)	Access to Town Services & Utilities
4)	Parking	D)	Operations & Administration
5)	Restrooms	E)	Staff Only Facility
6)	Meeting/Assembly/Waiting		
7)	Staff Only		
8)	Other Items		
#	Assignment Category		
1)	Safety Hazard		
2)	Citizen Complaint or request		
3)	Easy, inexpensive correction by staff		
4)	Minimal repair expense by staff/contractor		
5)	High repair expense requiring some design work, possible contractor		
6)	Requires design work and potentially a CIP		
7)	Currently under construction /Existing CIP (current or identified)		
8)	No barriers found		

Completion Timeline: Date will be determined by the latest year within below ranges					
High: 0-5 yrs. ‡	Medium: 5-10 yrs. Ⓛ	Low: 10-20yrs ◇	Construction Date △	N/A	★

E) Staff Only	(5) Restrooms	⚠	★ Citizen Complaint or request	ℒ Easy, inexpensive correction by staff	ℒ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	◇ Requires design work and potentially a CIP	🏠 Currently under construction
E) Staff Only	(6) Meeting/Assembly/Waiting	⚠	★ Citizen Complaint or request	ℒ Easy, inexpensive correction by staff	ℒ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	◇ Requires design work and potentially a CIP	🏠 Currently under construction
E) Staff Only	(7) Staff Only Area	ℒ	★ Citizen Complaint or request	ℒ Easy, inexpensive correction by staff	◇ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	◇ Requires design work and potentially a CIP	🏠 Currently under construction
E) Staff Only	(8) Other Items	ℒ	★ Citizen Complaint or request	◇ Easy, inexpensive correction by staff	◇ Minimal repair expense by staff/contractor	High repair expense requiring some design work, possible contractor	◇ Requires design work and potentially a CIP	🏠 Currently under construction

High	Barriers in this category will be evaluated by whether the non-compliance is deemed a safety hazard, there is a public or town complaint, a high level of use with a max timeline of 2028	1-5 years						
Medium	Barriers in this category will primarily be evaluated by level of use/need with a max timeline of 2033	5-10 years						
Low	Barriers in this category will primarily be evaluated by level of use/need with a max timeline of 2043	10-20+ years						
Barrier removal during planned construction	This date is pre-determined by a planned or ongoing project with a date of completion.	at the time of completion						
N/A	N/A	N/A						