

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
AGENDA**

July 12, 2016

6:00 p.m.

**Loudoun County Government Center
1 Harrison Street, S.E., Leesburg, VA
Board Room**

Committee Members:

Matthew Letourneau, Chair

Phyllis Randall - Tony Buffington - Ralph Buona - Koran Saines

**Proposed for Consent*

1. Monthly Department of Economic Development Report (Information)

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

2. *CONTRACT AWARD/Lovettsville Park Road Improvements (Action)

Election District: Catocin

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

**3. *CONTRACT AWARD AND FY 2017 CAPITAL IMPROVEMENT PROGRAM
AMENDMENT/Construction of Stone Ridge II Park and Ride Lot (Action)**

Election District: Dulles

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Dan Csizmar, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

**4. CONTRACT AWARD AND FY 2017 CAPITAL IMPROVEMENT PROGRAM
AMENDMENT /Construction of Tall Cedars Parkway between Gum Spring and
Pinebrook Road (Action)**

Election District: Dulles

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Dan Csizmar, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

5. ***CONTRACT AWARD/Construction of the Kirkpatrick Fire and Rescue Station**
(Action)
Election District: Blue Ridge
Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement
6. ***CONTRACT RENEWAL/On Call Site Civil Design Services** (Action)
Election District: Countywide
Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement
7. ***CONTRACT RENEWAL/On Call Geotechnical Engineering and Soil Scientists Services** (Action)
Election District: Countywide
Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement
8. ***AWARD AUTHORITY INCREASE/Architectural and Engineering Services for the Phase III Expansion of the Courts Complex** (Action)
Election District: Leesburg
Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement
9. ***AWARD AUTHORITY INCREASE/Modular Office Systems**
Election District: Countywide
Staff Contacts: Ernest Brown, General Services
Andy Bollinger, General Services
Philip Butterfass, Finance and Procurement
10. ***Contract Award Authority During Summer Recess** (Action)
Election District: Countywide
Staff Contacts: Cheryl Middleton, Finance and Procurement
John Sandy, County Administration
Ernest Brown, General Services
11. **Quarterly Report/Upcoming Contracts – 1st Quarter, FY 2017** (Information)
Election District: Countywide
Staff Contacts: Cheryl Middleton, Finance and Procurement
John Sandy, County Administration

12. Quarterly Report/Capital Projects – 4th Quarter, FY 2016 (Information)

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure

13. FY 2017 Capital Improvement Program Amendment/Fire and Rescue Training Command Competency Lab (Action)

Election District: Catoclin

Staff Contacts: Julie Crim, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure
W. Keith Brower, Chief of the Combined Fire & Rescue System

14. *FY 2017 Capital Improvement Program Amendment/Cash Proffers for Town of Hillsboro Traffic Calming and Pedestrian Safety Project (Action)

Election District: Blue Ridge

Staff Contacts: Peter Malgieri, Transportation and Capital Infrastructure
Susan Glass, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure

15. Department of Parks, Recreation and Community Services Fee Policy (Action)

Election District: Countywide

Staff Contacts: Robert Middaugh, County Administration
Steve Torpy, Parks, Recreation and Community Services
Karen Sheets, Parks, Recreation and Community Services

16. Draft Scope of Work for Non-Profit Needs (Action)

Election District: Countywide

Staff Contacts: Liz Weaver, Department of Management and Budget
Erin McLellan, Department of Management and Budget

17. Non-Profit Grant Process Overview and Follow Up (Action)

Election District: Countywide

Staff Contacts: Erin McLellan, Department of Management and Budget
Liz Weaver, Department of Management and Budget

18. FY 2018 Budget Outlook and Guidance (Information)

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget
Tim Hemstreet, County Administration

**19. Monthly Report/Implementation of the Enterprise Resource Planning (ERP) System
(Information)**

Election District: Countywide

Staff Contacts: John Sandy, County Administration
Wendy Wickens, Information Technology
Penny Newquist, Finance and Procurement
Vince Marchesano, Vivad Technologies, LLC

Next Regular Meeting: September 13, 2016

If you require a reasonable accommodation for any type of disability in order to participate in the Finance/Government Operations and Economic Development Committee Meeting, please contact the Office of the County administrator at 703-777-0200/TTY-711. At least one business day of advance notice is requested; some accommodations may require more than one day of notice. FM Assistive Listening System is available at the meeting.

**BOARD OF SUPERVISORS
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AGENDA SUMMARY**

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6:00 p.m.

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Board Room**

Committee Members:

Matthew Letourneau, Chair

Phyllis Randall - Tony Buffington - Ralph Buona - Koran Saines

**Proposed for Consent*

1. Monthly Department of Economic Development Report (Information)

The Department of Economic Development's monthly statistical report shows leading economic indicators for Loudoun County and key department performance indicators. The director will also report on key economic development activities that have occurred since the June 2016 meeting.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

2. *CONTRACT AWARD/Lovettsville Park Road Improvements (Action)

On May 23, 2016, staff received bids for Construction of Lovettsville Community Park Road Improvements. Three (3) lump sum bids were received as follows:

1. Jefferson Asphalt Products Company in the amount of \$1,090,434.30
2. Jeffrey stack Inc. in the amount of \$1,951,454.73
3. Finley Asphalt and Sealing in the amount of \$2,082,693.90

The scope of work includes clearing and grubbing, excavation, pavement, curb and gutter, storm sewer, extending sanitary sewer utilities, utility relocation, permanent Storm Water Management (SWM), erosion and sediment control, temporary and permanent signage, pavement markings, and road construction. The project requires compliance with all applicable permits and other regulations, including environmental control and permits and coordination with the Town of Lovettsville. Once complete, this Project will be turned over to the Virginia Department of Transportation for operations and maintenance.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for the Construction of Lovettsville Community Park Road Improvements to Jefferson Asphalt Products Company in the amount of \$1,090,434.30.

Election District: Catoctin

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure

Mike Angel, Finance and Procurement

**3. *CONTRACT AWARD AND FY 2017 CAPITAL IMPROVEMENT PROGRAM
AMENDMENT/Construction of Stone Ridge II Park and Ride Lot (Action)**

On May 16, 2016, staff received bids for Construction of Stone Ridge II Park and Ride. Four (4) lump sum bids were received as follows:

1. Phillips Construction, LLC in the amount of \$3,372,742
2. Tavares Concrete Company, Inc. in the amount of \$3,698,915
3. Jeffrey Stack, Inc. in the amount of \$3,851,102
4. Fort Myer Construction Corp in the amount of \$6,036,849

The purpose of this contract is to obtain the services of a qualified general contractor to construct the Stone Ridge II Park and Ride Facility. The site for the park and ride is located at 24281 Millstream Drive in Aldie, Virginia between Stone Carver Drive to the east and Tall Cedars Pkwy to the south.

The project scope includes the construction of two hundred ninety two (292) standard parking spaces, eight (8) The Americans with Disabilities Act (ADA) compliant parking spaces, an entrance and exit to interface with Millstream Drive, asphalt and concrete pavement sections, three bus bays with a staging area, three transit shelters, benches, a bike locker, signage, pavement markings, sidewalk and concrete pedestrian plaza, curb and gutter, utility coordination and associated infrastructure.

An amendment to the FY 2017 CIP and budget is required in order to transfer additional funding from the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Stone Ridge Park and Ride Lot project.

Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award the contract for the Construction of Stone Ridge II Park and Ride to Phillips Construction, LLC in the amount of \$3,372,742.

Election District: Dulles

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Dan Csizmar, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

**4. *CONTRACT AWARD AND FY 2017 CAPITAL IMPROVEMENT PROGRAM
AMENDMENT/Construction of Tall Cedars Parkway between Gum Spring and
Pinebrook Road (Action)**

On May 11, 2016, staff received bids for Construction of Tall Cedars Parkway. Five (5) lump sum bids were received as follows:

1. Phillips Construction, LLC in the amount of \$7,498,475.28
2. William A. Hazel, Inc. in the amount of \$7,845,811.78
3. Allan Myers in the amount of \$7,949,777.00
4. Shirley, LLC in the amount of \$9,290,851.00

5. Ardent Company, LLC in the amount of \$9,292,980.00

The scope of work includes four lane roadway construction, intersection, signal improvements and utility coordination and requires compliance with all applicable permits, regulations, including environmental control and permits. Once complete, this road will be turned over to the Virginia Department of Transportation for operations and maintenance.

The lowest bid for the Tall Cedars Parkway project was higher than original estimates for the project. When factoring in contingency and third party costs, the overall project requires supplemental funding to fully fund the construction phase.

An amendment to the FY 2017 CIP and budget is required in order to transfer additional funding from the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Tall Cedars Parkway project. If the Board chooses to not appropriate the use of proffer funding for the project, then the County will not have sufficient funding available to complete construction of the Tall Cedars Parkway project

Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award the contract for the Construction of Tall Cedars Parkway to Phillips Construction, LLC in the amount of \$7,498,475.28.

Election District: Dulles

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
 Melissa Tello, Transportation and Capital Infrastructure
 Dan Csizmar, Transportation and Capital Infrastructure
 Mike Angel, Finance and Procurement

5. *CONTRACT AWARD/Construction of the Kirkpatrick Fire and Rescue Station (Action)

Invitation for Bid No. 358 was issued on April 25, 2016 for the Construction of the Kirkpatrick West Fire & Rescue Station. Eight (8) bids were received on May 26, 2016 as follows:

Name	Bid Price
Gardiner & Gardiner Contracting Inc. ¹	\$5,999,000
Warner Construction	\$7,316,800
Sorenson Gross Company	\$7,326,000
Keller Brothers Inc.	\$7,787,600
Dustin Construction Inc.	\$7,847,000
Callas Contractors Inc.	\$7,959,000
Lantz Construction Company	\$7,985,000
FHP Tectonics Corporation	\$8,097,000
¹ Bid withdrawn due to clerical error allowable by VA Code.	

Warner Construction was deemed to be the lowest responsive and responsible bidder in the amount of \$7,316,800. (The bid submitted by Gardiner & Gardiner Contracting, Inc. was withdrawn by the bidder due to a clerical error as permitted by the Code of Virginia section 2.2-4330.)

The new Kirkpatrick West Fire & Rescue facility is approximately 17,874 SF. The Project includes the construction of a one (1) story structure including four (4) apparatus bays, apparatus support spaces, bunk rooms, administrative offices, shower and locker areas, kitchen and dining, and an office for the Loudoun County Sheriff.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award a contract for the Construction of the Kirkpatrick West Fire & Rescue Station to Warner Construction in the estimated amount of \$7,316,800. The remaining unspent, unencumbered balance in the project account is \$11,526,569, which is sufficient for the construction contract award, the construction contingency, and other required third party

Election District: Blue Ridge

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

6. *CONTRACT RENEWAL/On Call Site Civil Design Services (Action)

At the June 9, 2015 meeting, the Finance/Government Operations and Economic Development Committee voted 4-0-1 (with Supervisor Williams absent for the vote) to recommend to the Board of supervisors that the Purchasing Agent be authorized to award the On Call Site/Civil Design Services. Upon evaluation of the proposals received, contracts were awarded to Dewberry Consultants, LLC, J2 Engineering, Inc., and Gordon in the estimated amount of \$4,000,000. The County uses these contracts to professional engineering services to design projects required to maintain, improve, or expand the County's infrastructure in support of the approved Capital Facilities Improvement Program. However, they are available to support any County design requirements. It is important to note that an individual task order for civil engineering services issued as a result of these contracts may not exceed \$2,000,000. The current contract period ends on July 30, 2016. Funding for this contract would come from project appropriations in the Capital fund, the Department of Transportation & Capital Infrastructure's operational budget, and/or Proffer funds subject to appropriation by the Board. No additional appropriations are being requested for this contract award.

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

7. *CONTRACT RENEWAL/On Call Geotechnical Engineering and Soil Scientists Services (Action)

On August 19, 2015, the County awarded one-year contracts for the On Call Geotechnical Engineering and Soil Scientists Services contracts with GeoConcepts Engineering, Inc., ECS Mid-Atlantic, LLC and Triad Engineering, Inc. in the estimated amount of \$450,000 as a result of Request for Proposal No. RFQ-184. Because of the volume of roadway and transportation projects in the County, the Board Supervisors approved an award authority increase for a new contract total of \$1,050,000 for a new estimated amount of \$1,500,000 on January 12, 2016. The County uses these contracts to provide the County with as-needed professional geotechnical engineering and construction testing/inspection services in support of the approved Capital Improvement Program (CIP). However, they are available to support any County geotechnical requirements. The current contract period ends on August 18, 2016. Funding for this contract would come from project appropriations in the Capital fund, the Department of Transportation & Capital Infrastructure's operational budget, and/or Proffer funds subject to appropriation by the Board. No additional appropriations are being requested for this contract award.

Election District: Countywide

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

8. *AWARD AUTHORITY INCREASE/Architectural and Engineering Services for the Phase II Expansion of the Courts Complex (Action)

The purpose of this item is to increase the award authority of the Architectural and Engineering Services for the Phase III Expansion of the Courts Complex by \$700,000. Request for Proposal (RFP) No. QQ-01782 was issued on March 29, 2013 for Architectural & Engineering Services for the Phase III Expansion of the Courts Complex. Twelve (12) proposals were received on May 2, 2013 and evaluated by the Proposal Analysis Group (PAG). At their October 16, 2013 Business Meeting, the Board of Supervisors approved the award of the design contract in the estimated amount of \$5,690,461. The contract's scope of work includes all architectural and engineering services for the design and construction administration for a structured parking garage at the current Pennington Parking Lot site, new construction of an 92,000 GSF Courts building at the Church Street Parking Lot site and renovation to the existing Courts buildings at 18 and 20 East Market Street while maintaining Courts operations throughout the project. Sufficient funding is available in the Courts Complex Phase III Design capital project.

Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) authorize the Purchasing Agent to increase the award authority for the Architectural & Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., by \$700,000 for a new total amount of \$7,648,807.

Election District: Leesburg

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

9. *AWARD AUTHORITY INCREASE/Modular Office Systems (Action)

On October 12, 2012, Fairfax County, on behalf of participants in the Metropolitan Washington Council of Governments and other state and local jurisdictions located throughout the United States, awarded contracts to multiple vendors for Office Furniture and related Services and Solutions as a result of a Request for Proposal. This contract allows for vendors to provide pricing based on national sales volume, not local sales volume.

The County has been a participant with this contract since January 3, 2013. The current contract expires December 31, 2016 with four additional one-year renewal options available. On February 11, 2016, the Finance/Government Operations and Economic Development Committee (FGOEDC) authorized the Purchasing Agent to increase the award authority for this contract in the amount of \$1,000,000, for a new total of \$1,900,000 to complete the following projects.

- the Department of Economic Development relocation to Loudoun Station;
- the County Attorney's Office expansion;
- reconfiguration of various departments on the Government Center's 4th floor;
- the Department of Transportation and Capital Infrastructure's relocation to 101 Blue Seal Drive;

To date approximately \$1,857,012 has been spent under the current contract period. Staff needs to increase the current award authority of \$1,900,000 by an additional \$550,000, for a total award authority of \$2,450,000 to complete the following funded projects:

- Reconfiguration of the Department of Building and Development Service Center
- the Procurement Office relocation;
- the Treasurer's Office expansion;
- Reconfiguration and renovation of various departments in County facilities.

Staff recommends the FGOEDC authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000, for a new total of \$2,450,000.

Election District: Countywide

Staff Contacts: Ernest Brown, General Services
Andy Bollinger, General Services
Philip Butterfass, Finance and Procurement

10. *Contract Award Authority During Summer Recess (Action)

The Board of Supervisors (Board) and Standing Committees are taking recess during the month of August 2016. As the County's business continues during the Board's summer recess, there may be contracts and leases that will need to be awarded. The Board of Supervisors has traditionally authorized staff to award contracts that cannot be delayed until the first meeting in September provided sufficient funding is available. Staff will provide a report to the Finance/Government Operations and Economic Development Committee (FGOEDC) as to the contracts and leases awarded during this time frame at its September meeting. As proposed by staff, contracts that are not fully funded would not be eligible for award under this temporary authority. Staff recommends that the FGOEDC recommend that the Board authorize the

County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting. Staff further recommends that the FGOEDC recommend that the Board authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting.

Election District: Countywide
Staff Contacts: Cheryl Middleton, Finance and Procurement
John Sandy, County Administration
Ernest Brown, General Services

11. Quarterly Report/Upcoming Contracts – 1st Quarter, FY 2017 (Information)

Since 2009, staff has provided a report of upcoming projects to the Finance/Government Operations and Economic Development Committee (FGOEDC) on a quarterly basis at the Committee's request. This report provides information on projects that exceed \$1 million and/or contracts that affect service delivery and would require future action by the FGOEDC and the Board of Supervisors (Board). This item is intended to provide advance notice of these major items to the Committee members and an opportunity to ask questions of staff and request specific information that they would like to see in the future action items. Attachment 1 provides information on contracts that will require action by the FGOEDC during the first quarter of FY 2017. Attachment 2 provides information on contracts that are expected to require action by the FGOEDC during the second quarter of FY 2017. These items will subsequently be forwarded to the full Board for final action.

Election District: Countywide
Staff Contacts: Cheryl Middleton, Finance and Procurement
John Sandy, County Administration

12. Quarterly Report/Capital Projects – 4th Quarter, FY 2016 (Information)

The Finance/Government Operations and Economic Development Committee has requested a quarterly update on key capital improvement projects which reports on the progress of various stages of pre-design, design, land acquisition and construction. This information item presents a quarterly report for the fourth quarter of FY 2016 and covers the months of April, May and June 2016.

Election District: Countywide
Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure

13. FY 2017 Capital Improvement Program Amendment/Fire and Rescue Training Command Competency Lab (Action)

This item requests an amendment to the FY 2017 Capital Improvement Program (CIP) in order to appropriate funds for Fire and Rescue Training Command Competency Lab. Staff

recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend that the Board of Supervisors amend the FY 2017 CIP and budget to appropriate \$287,880.70 in the Public Facilities Fund and transfer that amount to the Capital Fund, and transfer \$173,385.17 within the Capital Fund from the completed and operational Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87).

Election District: Catoctin

Staff Contacts: Julie Crim, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure
W. Keith Brower, Chief of the Combined Fire & Rescue System

14. *FY 2017 Capital Improvement Program Amendment/Cash Proffers for Town of Hillsboro Traffic Calming and Pedestrian Safety Project (Action)

An amendment to the FY 2017 Capital Improvement Program (CIP) is required in order to appropriate additional funds for the Town of Hillsboro Traffic Calming and Pedestrian Safety project. Staff recommends that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2017 CIP and budget to appropriate \$482,149 in cash proffers in the Public Facilities Fund and transfer that amount through the Transportation District Fund to the Capital Fund in order to provide supplemental funding for road improvements to Route 9 in the Town of Hillsboro. Appropriate cash proffer contributions have been identified to provide supplemental capital funding to the Town of Hillsboro's Traffic Calming and Pedestrian Safety project. Zoning Administration staff issued cash proffer determinations indicating the cash proffers requested are appropriate for the proposed use. Please be advised, one of the cash proffer accounts totaling \$24,480 may be appealed by the current landowner. In the event an appeal is filed, staff will execute a budget adjustment for \$24,480 on a future Administrative Items Report for Board of Supervisors approval once the appeal has been completed, dropped, or final resolution has been obtained.

Election District: Blue Ridge

Staff Contacts: Peter Malgieri, Transportation and Capital Infrastructure
Susan Glass, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure

15. Department of Parks, Recreation and Community Services Fee Policy (Action)

There are a wide range of programs that are offered by PRCS to our citizens; the cost of many of these programs is offset in full or in part by fees. Historically, these fees and/or fee recovery rates have been set during the annual budget process where applicable. It has become apparent over the last few years that to meet the changing needs of the community or market conditions it is essential for PRCS to have a comprehensive Board of Supervisors approved process and policy on setting fees. This concept was supported by an external study done by Management Partners who looked at the Claude Moore Recreation Center and other county pool fees and operations. In addition to a fee setting policy the item recommends a pilot program for a reduced fee for participants in the County After School Activities (CASA) program who receive free or reduced school lunches. Staff recommends that the Finance/Government Operations and Economic Development

Committee forward to the full Board of Supervisors a recommendation for the adoption of the proposed Department of Parks, Recreation and Community Services fee policy, which allows for certain fee and operational decisions to be made at the Department level consistent with Board approved policy guidance.

Election District: Countywide
Staff Contacts: Robert Middaugh, County Administration
Steve Torpy, Parks, Recreation and Community Services
Karen Sheets, Parks, Recreation and Community Services

16. Draft Scope of Work for Non-Profit Needs (Action)

At the March 24, 2016 FY 2017 budget worksession, the Board of Supervisors approved a motion to conduct a non-profit needs assessment based on the needs of clients served by County human services departments and non-profits in order to identify client unmet needs, gaps, and duplications in County services to clients. A total of \$75,000 (\$50,000 included in FY 2017 budget and \$25,000 as a match from Claude Moore Foundation) was allocated for this assessment. This item will provide a draft scope of work for the needs assessment for review and consideration by Committee members.

Election District: Countywide
Staff Contacts: Liz Weaver, Department of Management and Budget
Erin McLellan, Department of Management and Budget

17. Non-Profit Grant Process Overview and Follow Up (Action)

At the June 23, 2016 business meeting, the Board of Supervisors approved the recommended funding allocations for the FY 2017 non-profit grant process. During the consideration of the item, the Board requested additional information regarding the process that is used to determine the specific allocations to each agency. This item will provide an overview and relevant background information of the non-profit grant review and allocation process and will specifically address the questions raised by the Board. The item will also provide staff recommendations on how to allocate the remaining \$51,274 in unallocated funds to non-profits.

Election District: Countywide
Staff Contacts: Liz Weaver, Department of Management and Budget
Erin McLellan, Department of Management and Budget

18. FY 2018 Budget Outlook and Guidance (Information)

Each year the FGOEDC and the Board provide the County Administrator with budget guidance so that the Department of Management and Budget has policy parameters for the preparation of the Administrator's Proposed Budget. Initial budget guidance from the FGOEDC is received in the fall and is subsequently confirmed by the Board. The Board also has an opportunity to update its budget guidance after the year-end closeout in December or January. This allows for the presentation of the schools budget request as well as a more up-to-date financial outlook to be included in the discussion of budget guidance.

In July each year, the FGOEDC begins a discussion of priorities and areas of focus which staff will spend the summer and fall refining and bringing back to the FGOEDC to gain further direction and guidance. The planning for FY 2018 has begun with staff in preparation for this process. It is anticipated that the first set of forecasts on the estimated available revenue in FY 2018 will be provided to the Committee at its October meeting and the full Board at the second business meeting in October at which time the County and School Division will be anticipating guidance from the Board on financial and policy parameters as well as priorities that will guide staff in shaping the Proposed Budget.

Staff has prepared an overview of current service level challenges and other concerns that may impact the budget development process as well as an economic outlook so that the Committee may begin the process of discussing priorities that will lead to budget guidance for the County Administrator.

Election District: Countywide
Staff Contacts: Erin McLellan, Management and Budget
Tim Hemstreet, County Administration

19. Monthly Report/Implementation of the Enterprise Resource Planning (ERP) System
(Information)

Loudoun County Government and Loudoun County Public Schools began a three-phase implementation of a new ERP System in January 2012. Implementation of Phase 2: Oracle Human Capital Management (HCM – human resources and payroll modules), started on January 10, 2014. However, due to the system integrator's failure to meet critical milestones, the project was paused on November 6, 2015. Oracle Consulting Services has been retained to provide system integration and project management services, and Phase 2 was restarted on Monday, May 9, 2016. An update will be provided during the July meeting.

Election District: Countywide
Staff Contacts: John Sandy, County Administration
Wendy Wickens, Information Technology
Penny Newquist, Finance and Procurement
Vince Marchesano, Vivad Technologies, LLC

Next Regular Meeting: September 13, 2016

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Date of Meeting: July 12, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS
AND ECONOMIC DEVELOPMENT COMMITTEE
INFORMATION ITEM**

SUBJECT: Monthly Department of Economic Development Report

ELECTION DISTRICT: Countywide

STAFF CONTACT: Buddy Rizer, Executive Director, Economic Development

PURPOSE: The purpose of this item is for the Department of Economic Development (DED) to report on leading economic indicators, key performance indicators and DED initiatives.

BACKGROUND: Each month, DED submits a report which shows leading economic indicators and key performance indicators. At the Finance/Government Operations and Economic Development Committee meeting, staff will provide a verbal briefing of DED activities. Below are selected highlights.

DED has successfully accomplished a three-year effort to relocate our office to the heart of one of Loudoun's prime commercial districts. On June 27 DED opened for business at 43777 Central Station Drive in Ashburn's Loudoun Station development. Viewable from the new office are Dulles Airport, the Metro Silver Line, and Data Center Alley, a few of the many drivers of Loudoun's fast-growing economy. The location of DED's office, in new Class A office space adjacent to the Ashburn Station, will serve to enhance Loudoun's business recruitment and retention efforts.

DED's recruitment and retention efforts included an advertising campaign in the Washington Business Journal and local newspapers highlighting Loudoun's new #LoudounPossible theme. The objective is to raise awareness of the possibilities afforded to businesses that choose to locate or expand in Loudoun. DED will build on this theme with social media, articles and interviews throughout FY 17. The Board and the Loudoun business community are encouraged to personalize and amplify this message as opportunities arise.

ISSUES: There are no issues associated with this Information Item.

FISCAL IMPACT: There is no fiscal impact associated with this Information Item.

ATTACHMENT:

1. May FY 2016 Monthly Statistical Report

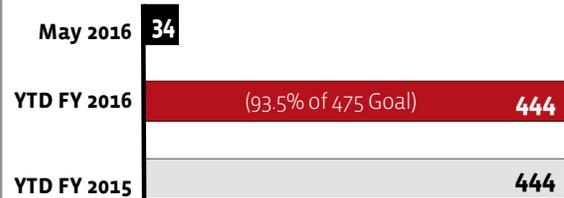


Investment

FY16 Wins	64
Estimated Investment by Wins	\$2.25 B
Jobs Created/Retained by Wins	2,412



Visits to Existing Businesses

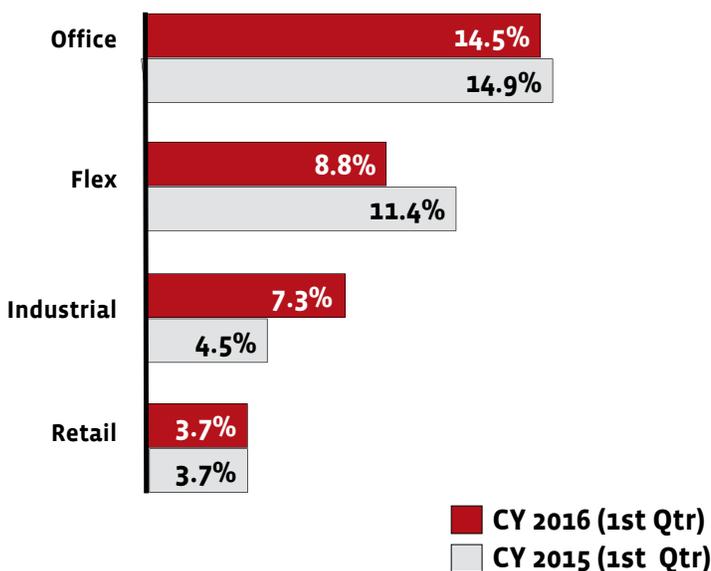


Internet Activity

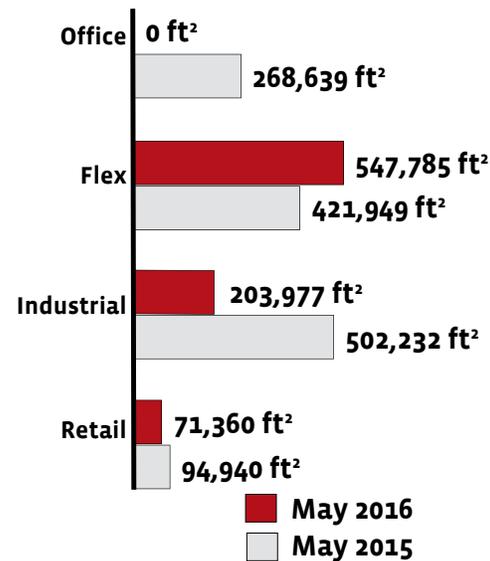
Website Visits FY16 (DED)	36,499	DED Facebook Subscribers	8,450
FY16 Goal	37,000	Loudoun Farms Facebook Subscribers	10,570
FY16 Goal Attainment	98.6%	DED Twitter Followers	5,200
Website Visits FY16 (Loudoun Farms)	56,389	Loudoun Farms Twitter Followers	3,180
FY16 Goal	50,000	Loudoun Small Biz Twitter Followers	2,887
FY16 Goal Attainment	112.8%	DED LinkedIn Subscribers	795



Commercial Vacancy Rates



Commercial Building Permits



Source: Costar; Loudoun County Dept. Bldg. and Dev.



Hotel Revenue



Source: Visit Loudoun



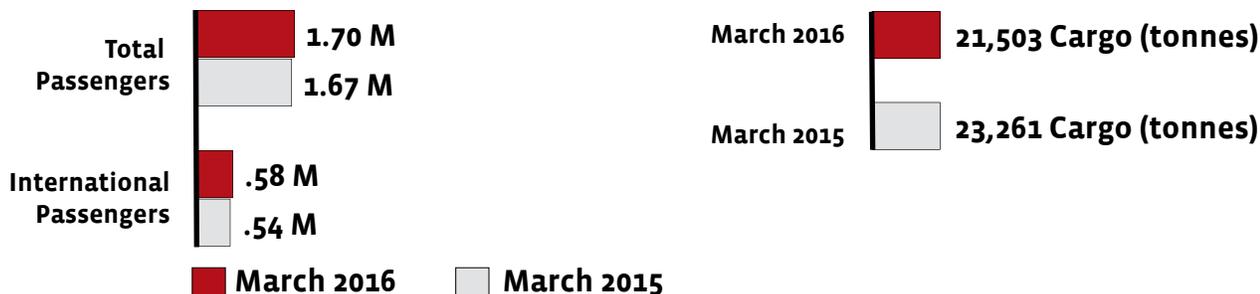
Retail Sales



Source: Virginia Dept. Taxation



Dulles International Airport



Source: Metropolitan Washington Airports Authority



Unemployment Rates



Source: Virginia Employment Commission

Date of Meeting: July 12, 2016

2

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT AWARD/Construction of Lovettsville District Park Road Improvements**

ELECTION DISTRICT: Catoctin

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

PURPOSE: To award a contract for the construction of Lovettsville District Park Road Improvements.

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award the contract for the construction of Lovettsville District Park Road Improvements to Jefferson Asphalt Products Company in the amount of \$1,090,434.

BACKGROUND: Invitation for Bid No. RFQ-391 was issued on April 22, 2016, for the Construction of Lovettsville District Park Road Improvements Project. Three (3) bids were received on May 23, 2016 as shown below. The lowest responsive and responsible bid was submitted by Jefferson Asphalt Products Company in the amount of \$1,090,434.

Firm	Bid Amount	Rank
Jefferson Asphalt Products Company	\$1,090,434	1st
Jeffrey Stack Inc.	\$1,951,455	2nd
Allan Myers	\$2,082,694	3rd

The purpose of this contract is to obtain the services of a qualified general contractor to construct road improvements at the intersection of Lovettsville Road and Milltown Road and construct an entrance to the future Lovettsville District Park.

The scope of work includes clearing and grubbing, excavation, pavement, curb and gutter,

storm sewer, extending sanitary sewer utilities, utility relocation, permanent Storm Water Management (SWM), erosion and sediment control, temporary and permanent signage, pavement markings, and road construction. The project requires compliance with all applicable permits and other regulations, including environmental control and permits and coordination with the Town of Lovettsville. Once complete, this Project will be turned over to the Virginia Department of Transportation for operations and maintenance.

ISSUES: The construction of the Lovettsville District Park Road Improvements project initiates activities required for the construction of the Lovettsville Park including providing necessary access to the park. The construction plans for the project were approved in May 2014. The park road construction duration is estimated at 196 days. Management of traffic movement during construction will be coordinated by the contractor. The construction of the Phase I park improvements will occur after the road improvements are completed in summer 2017. Phase II of the park development will involve construction of the remaining improvements in a future year when funds become available.

FISCAL IMPACT: Sufficient funding is appropriated in the Lovettsville District Park account in the Capital Fund to award the construction contract for the park road improvements totaling \$1,090,434. The account includes \$9,000,000 in general obligation bond proceeds and \$408,517 in local gasoline tax revenue. The remaining unspent, unencumbered balance in the project totals \$8,322,745. After the road improvements are complete, the remaining balance in the account will be used to construct Phase I of the Lovettsville District Park.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to award the contract for Construction of Lovettsville District Park Road Improvements to Jefferson Asphalt Products Company in the total estimated amount of \$1,090,434.
2. Do not recommend the award authority and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for Construction of Lovettsville District Park Road Improvements to Jefferson Asphalt Products Company in the total estimated amount of \$1,090,434.

OR

2. I move an alternate motion.

Date of Meeting: July 12, 2016

3

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT AWARD AND FY 2017 CAPITAL
IMPROVEMENT PROGRAM AMENDMENT/
Construction of Stone Ridge II Park and Ride Project**

ELECTION DISTRICT: Dulles

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Daniel Csizmar, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

PURPOSE: To award a contract for the Construction of Stone Ridge II Park and Ride project and to amend the FY 2017 Capital Improvement Program (CIP) and budget by approving a budget adjustment to appropriate and transfer \$425,000 in cash proffers in the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Construction of the Stone Ridge II Park and Ride project.

RECOMMENDATION: **Staff** recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award the contract for the Construction of Stone Ridge II Park and Ride project to Phillips Construction, LLC in the amount of \$3,372,742, and amend the FY 2017 CIP and budget to appropriate and transfer \$425,000 in cash proffers in the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Construction of Stone Ridge II Park and Ride project.

BACKGROUND: Invitation for Bid No. RFQ-391 was issued on April 11, 2016, for the Construction of Stone Ridge II Park and Ride Project. Four (4) bids were received on May 16, 2016 as shown below. The lowest responsive and responsible bid was submitted by Phillips Construction, LLC in the amount of \$3,372,742.

Firm	Bid Amount	Rank
Phillips Construction, LLC	\$3,372,742	1st
Tavares Concrete Company, Inc.	\$3,698,915	2nd
Jeffrey Stack, Inc.	\$3,851,102	3rd
Fort Myer Construction Corp	\$6,036,850	4th

The purpose of this contract is to obtain the services of a qualified general contractor to construct the Stone Ridge II Park and Ride Facility. The site for the park and ride is located at 24281 Millstream Drive in Aldie, Virginia between Stone Carver Drive to the east and Tall Cedars Parkway to the south.

The project scope includes the construction of 292 standard parking spaces, eight Americans with Disabilities Act (ADA) compliant parking spaces, an entrance and exit to interface with Millstream Drive, asphalt and concrete pavement sections, three bus bays with a staging area, three transit shelters, benches, a bike locker, signage, pavement markings, sidewalk and concrete pedestrian plaza, curb and gutter, utility coordination and associated infrastructure.

ISSUES: The construction of the Stone Ridge II Park and Ride project provides for needed park and ride facilities in the Dulles District. The construction plans were approved on December 18, 2015, with the project duration of 270 calendar days from the Notice to Proceed.

The lowest bid for the project was higher than original estimates for the project. A subsurface investigation during design encountered shallow rock throughout the entire site requiring blasting and removal beyond what was anticipated in the original project estimates. When factoring in contingency and third party costs, the overall project requires supplemental funding to fully fund the construction phase.

An amendment to the FY 2017 CIP and budget is required in order to transfer additional funding from the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Stone Ridge II Park and Ride project.

FISCAL IMPACT: Sufficient funding is appropriated in the Stone Ridge II Park and Ride account in the Capital Fund to award the construction contract totaling \$3,372,742.20. The project account includes \$500,000 in transit bus fee revenue and \$3,000,000 in cash proffer revenue. The remaining unspent, unencumbered balance in the project totals \$3,375,570.

This amount is not sufficient to provide project contingency funding and third party costs. Third party costs are encumbered at the same time as the construction, creating the need for additional funding to cover these costs.

Staff has requested, and received, cash proffer determinations for the following proffers which can be used to provide additional funding to the Stone Ridge II Park and Ride project:

Table 1. Cash Proffers Available to Fund the Stone Ridge Park and Ride

Application Name	Application Number	Sequence Number	Total Funding
CD Smith	ZMAP 2002-0003	99066684	\$2,544,417

Zoning Administration staff issued a cash proffer determination (ZCOR 2014-0142) indicating the cash proffers requested are appropriate for the proposed use. If approved by the Board, staff will prepare a budget adjustment to appropriate \$425,000 in cash proffers in the Public Facilities Fund, as shown in Table 1, and transfer that amount through the Transportation District Fund to the Capital Fund for the Stone Ridge Park and Ride Lot project.

It is important to note that the County is anticipating the award of Interstate 66 Toll Lane revenues totaling \$1,120,000 for this project. Once the County obtains official notification of receipt of the toll lane revenue funding, an amendment to the FY 2017 CIP and budget will be brought to the Board of Supervisors to appropriate the toll revenue funding for the Stone Ridge Park and Ride project. This award will then allow any excess cash proffer funds to be transferred to another project or be returned to the Public Facilities fund to be programmed on future capital projects in the Dulles area.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to award the contract for Construction of Stone Ridge II Park and Ride project to Phillips Construction, LLC in the amount of \$3,372,742.
2. Do not recommend the contract award and direct staff on how to proceed.
3. The Board may choose to recommend the transfer of some, none or all of the requested \$425,000 in cash proffer funding for the project. If the Board does not fully fund the request, staff would have to identify other sources of proposed funding for the project.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for Construction of Stone Ridge II Park and Ride project to Phillips Construction, LLC in the amount of \$3,372,742.

I further move that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2017 Capital Improvement Program and budget by directing staff to execute a budget adjustment to appropriate and transfer

\$425,000 in cash proffers in the Public Facilities Fund, transferring that amount through the Transportation District Fund to the Capital Fund for the construction of the Stone Ridge Park and Ride project.

OR

2. I move an alternate motion.

ATTACHMENT:

1. ZCOR-2014-0142, Proffer Determination Regarding the Use of Cash Proffers to Fund the Stone Ridge Park and Ride Lot

COUNTY OF LOUDOUN

DEPARTMENT OF PLANNING AND ZONING

MEMORANDUM

DATE: August 12, 2014

TO: Daniel Csizmar, Capital Budget Manager, Department of Transportation and Capital Infrastructure

FROM: Kelly Griffin, Proffer Auditor 

SUBJECT: Use of Cash Proffers to Fund FY 2015 Stone Ridge Park and Ride Lot

This correspondence is sent in response to your memorandum, dated July 22, 2014, in which you requested a determination regarding the use of the proffer funds listed in the table below for a Park and Ride Lot in the Stone Ridge development in the FY 2015 Capital Improvements Program ("CIP") budget. This project proposes to provide funding to construct a 350 space Park and Ride Lot in the Stone Ridge development.

The following table summarizes the appropriateness of the use of the requested funds; a detailed analysis of each proffer fund is included in this cash proffer determination. Please be advised that I cannot guarantee the listed funds have not been disbursed or obligated to other projects.

APPLICATION #	APPLICATION NAME	SEQ #	BALANCE	APPROPRIATE ?
ZMAP-2002-0003	CD Smith	99066684	\$2,384,420.77	Y
ZMAP-2003-0007	Graham Flynn Biggers	99065973	\$2,192,990.08	Y
ZMAP-2004-0020	East Gate One	99066957	\$1,623,684.04	Y

Request: The Department of Transportation and Capital Infrastructure requests the use of \$1,880,304.85 of the CD Smith Proffer V.A account, LMIS Sequence #99066684, to fund the construction of a Park and Ride Lot in the Stone Ridge development in the FY 2015 CIP. The Loudoun County Board of Supervisors approved ZMAP-2002-0003 on October 11, 2005 subject to the Proffer Statement dated October 11, 2005, the Concept Development Plan dated May 2004, revised through May 12, 2005 and the findings of approval contained in the October 11, 2005 staff report. As stated in the proffer text below, Proffer V.A. provides that, prior to issuance of the zoning permit for each market rate residential unit, the Owner shall pay a capital facility contribution in the amount of \$21,662.89.

V. **CAPITAL FACILITIES/RECREATION AND OPEN SPACE/TREE PRESERVATION**

A. **Capital Facilities Contributions**

The Owner shall pay Loudoun County a one-time capital facility cash contribution in the amount of TWENTY ONE THOUSAND SIX HUNDRED SIXTY TWO AND 89/100 DOLLARS (\$21,662.89) for each market rate unit (the "Capital Facilities Contribution") constructed on the Property. The Capital Facilities Contribution shall be paid prior to issuance of the zoning permit for each market rate residential unit. The amount of the Capital Facilities Contribution shall escalate in accordance with the Consumer Price Index from the base year of 2004.

Determination: The use of these funds as proposed is appropriate. Historically, Capital Facilities Contributions have been allocated for uses located in the same planning subarea. The Stone Ridge Park and Ride Lot will be located on PIN# 204-35-4604 (see Attachment 1, Vicinity Map). The CD Smith development and PIN# 204-35-4604 are both located in the Dulles Community Planning Area; therefore, it is appropriate to use the requested funds for the construction of the 350 space Park and Ride Lot in the FY 2015 CIP Budget.

To date, the applicant has contributed \$2,383,835.76 this proffer is partially fulfilled. The proffer account has earned \$585 in interest; \$0 has been disbursed resulting in a current balance of \$2,384,420.76. The current remaining balance, plus all additional contributions and interest earned in this account, may be used for the proposed 350 space park and ride lot located in the Stone Ridge development. Please be advised that I cannot guarantee the listed funds have not been disbursed or obligated to other projects.

Request: The Department of Transportation and Capital Infrastructure requests the use of \$311,997.25 of the Graham Flynn Biggers Proffer V.A account, LMIS Sequence #99065973, to fund the construction of a Park and Ride Lot in the Stone Ridge development in the FY 2015 CIP. The Loudoun County Board of Supervisors approved ZMAP-2003-0007 on November 1, 2004 subject to the Proffer Statement dated December 16, 2003 and revised through June 25, 2004; and letter of clarification dated October 22, 2004; with the findings. As stated in the proffer text below, Proffer V.A., as clarified, provides that, prior to issuance of the zoning permit for each residential unit, the Owner shall pay a capital facility contribution in the amount of \$14,227.62.

V. CAPITAL FACILITIES/RECREATION AND OPEN SPACE/TREE PRESERVATION

A. Capital Facilities Contributions

Owner shall pay to the County a Capital Facilities Contribution in the amount of Fourteen Thousand Two Hundred Twenty Seven and 62/100 Dollars (\$14,227.62) for each residential unit constructed on the Property (Capital Facilities Contribution"). The Capital Facilities Contribution shall be paid prior to the issuance of the zoning permit for each such residential unit. The per unit cash contributions proffered in this paragraph shall be adjusted annually in accordance with the CPI published by the Bureau of Labor Statistics, U.S. Department of Labor, beginning one year from the approval date of the rezoning of the Property with 2004 as the base year.

Determination: The use of these funds as proposed is appropriate. Historically, Capital Facilities Contributions have been allocated for uses located in the same planning subarea. The Stone Ridge Park and Ride Lot will be located on PIN# 204-35-4604 (see Attachment 1, Vicinity Map). The Graham Flynn Biggers development and PIN# 204-35-4604 are both located in the Dulles Community Planning Area; therefore, it is appropriate to use the requested funds for the construction of the 350 space Park and Ride Lot in the FY 2015 CIP Budget.

To date, the applicant has contributed \$2,191,114.98; this proffer is partially fulfilled. The proffer account has earned \$1,875 in interest; \$0 has been disbursed resulting in a current balance of \$2,192,990. The current remaining balance, plus all additional contributions and interest earned in this account, may be used for the proposed 350 space park and ride lot located in the Stone Ridge development. Please be advised that I cannot guarantee the listed funds have not been disbursed or obligated to other projects.

Request: The Department of Transportation and Capital Infrastructure requests the use of \$1,007,697.90 of the East Gate One Proffer III.A account, LMIS Sequence #99066957, to fund the construction of a Park and Ride Lot in the Stone Ridge development in the FY 2015 CIP. The Loudoun County Board of Supervisors approved ZMAP-2004-0020 on February 21, 2006 subject to the Letter of Clarification dated February 16, 2006, the Proffer Statement dated October 31, 2005, revised through February 13, 2006, the Rezoning Plat dated November 22, 2004, revised through January 27, 2006, and the modification request to reduce yard requirements. As stated in the proffer text below, Proffer III.A. provides that, at the time of issuance of the zoning permit for a residential unit, the Owner shall pay a capital facility contribution in the amount of \$4,966 to be used for capital improvements in the Dulles Community Planning Area.

III. CAPITAL FACILITIES

A. CONTRIBUTION

The Applicants will provide, at the time of issuance of each zoning permit for a residential unit on the Property, a one-time cash contribution in the amount of \$4,966 per unit. Said contributions are to be used for capital improvement projects within the Dulles Community Planning Area, as the boundary of said planning area exists at date of these proffers as shown in the Revised General Plan.

Determination: The use of these funds as proposed is appropriate. The Dulles Community Planning Area boundary was created with the 2001 Revised General Plan and such boundary remains the same as of the date of this letter. The Stone Ridge Park and Ride Lot will be located on PIN# 204-35-4604 (see Attachment 1, Vicinity Map). The East Gate One development and PIN# 204-35-4604 are both located in the Dulles Community Planning Area; therefore, it is appropriate to use the requested funds for the construction of the 350 space Park and Ride Lot in the FY 2015 CIP Budget.

To date, the applicant has contributed \$1,622,263.50; this proffer is partially fulfilled. The proffer account has earned \$1421 in interest; \$0 has been disbursed resulting in a current balance of \$1,623,684. The current remaining balance, plus all additional contributions and interest earned in this account, may be used for the proposed 350 space park and ride lot located in the Stone Ridge development. It is noted that ZCOR-2014-0115, which was issued on June 24, 2014, authorized the use of these funds for the East Gate Park and Ride lot and lighted athletic field. Please be advised that I cannot guarantee the listed funds have not been disbursed or obligated to other projects.

PLEASE NOTE: This opinion is valid only as of this date, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Zoning Ordinance and other County Ordinance requirements. This opinion is based upon the proffers as they exist today, August 12, 2014 and such proffers may be amended by a subsequent Zoning Concept Plan Amendment. This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator or any other official with respect to any other property. No person may rely upon this determination with respect to any property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the proffer conditions attached to a rezoning or amendment to the zoning map, may appeal said decision within thirty days to the Board of Supervisors in strict accordance with Section 15.2-2301 of the *Code of Virginia*. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Supervisors may be obtained by visiting the Loudoun County Government Center, 1 Harrison St. S.E., Second Floor, Customer Service, Leesburg, VA. Two copies of the completed application must be submitted to the Department of Building and Development Customer Service counter with the fee payment of \$350.00 within 30 days from the date of this letter.

If you have any questions concerning this correspondence, you may contact me via email (kelly.griffin@loudoun.gov) or call me at 703-771-5219.

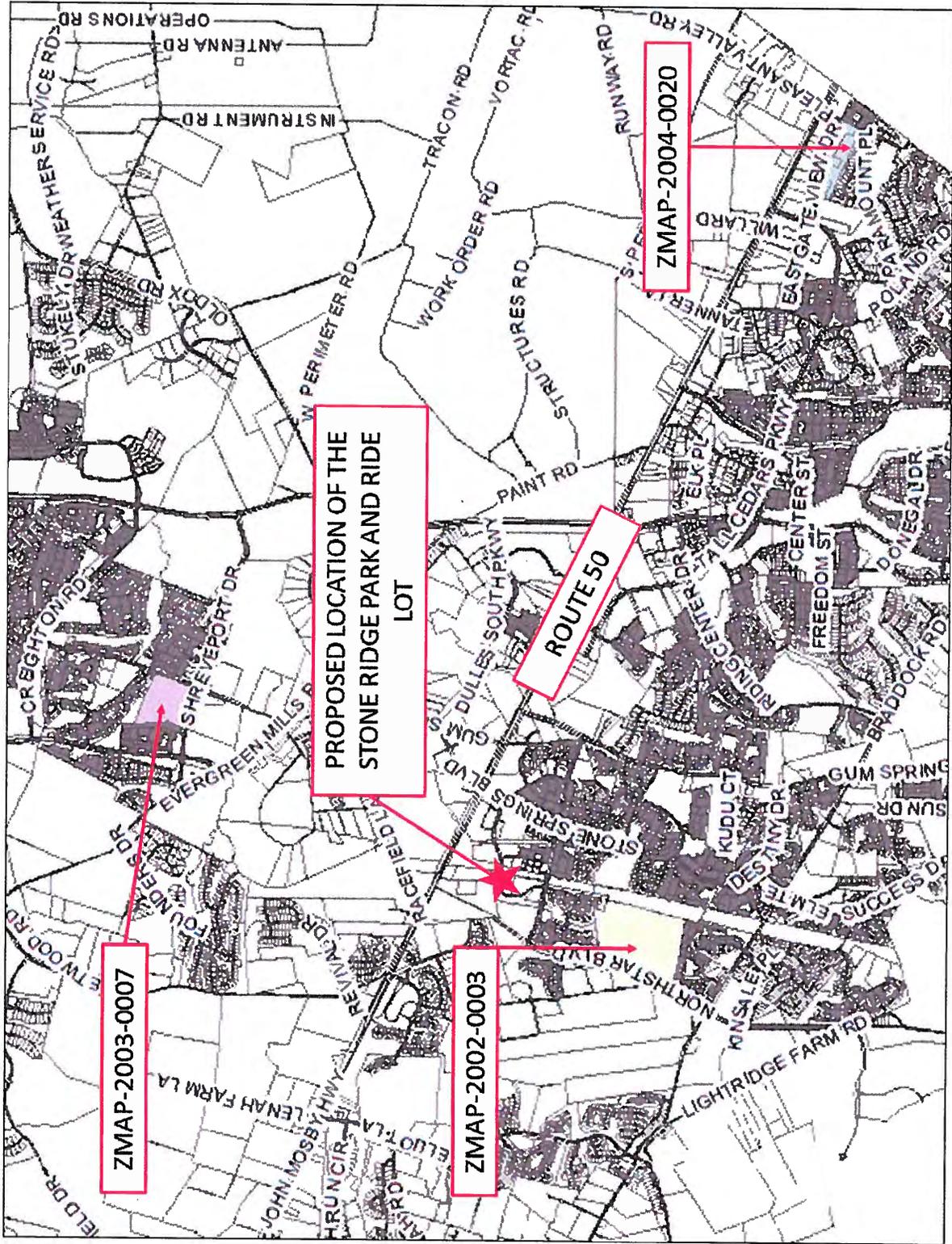
Attachments: Attachment 1: Vicinity Map

Cc via email: Nicole Dozier, Zoning Administrator
Scott York, Chairman At-Large
Robin Bartok, Staff Aide to Chairman York
Matthew Letourneau, Dulles District Supervisor
Tom Parker, Dulles District Supervisor Aide
Amanda McLaughlin, Dulles District Supervisor Aide
Charles Yudd, Assistant County Administrator
Joe Kroboth, Director, DTCI
Paul Brown, Deputy Director, DTCI
Jason Cournoyer, Budget Analyst, Management and Financial Services
Susan Glass, Program Manager, DTCI
Julie Pastor, FAICP, Director, Department of Planning & Zoning
Amy Kresge, Proffer Manager
Erin McLellan, Budget Officer

Cc via US Mail: M/I Homes of DC LLC & KB Home Virginia, Property Owner
Comstock Homes, Property Owner
East Gate One Homeowners Association, Inc., Property Owner
Pulte Homes, Property Owner
Richmond American, Property Owner
NVR MS Cavalier Loudoun LLC, Property Owner
Brambleton Community Association, Property Owner
Dulles Farms Community Assocn Inc., Property Owner

Attachment 1
VICINITY MAP

CASH PROFFER FUNDS REQUESTED FOR THE STONE RIDGE PARK AND RIDE LOT



Date of Meeting: July 12, 2016

4

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT AWARD AND FY 2017 CAPITAL
IMPROVEMENT PROGRAM AMENDMENT/
Construction of Tall Cedars Parkway between Gum
Spring and Pinebrook Road**

ELECTION DISTRICT: Dulles

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Dan Csizmar, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

PURPOSE: To award a contract for the construction of Tall Cedars Parkway between Gum Spring and Pinebrook Road and to amend the FY 2017 Capital Improvement Program (CIP) and budget by approving a budget adjustment to appropriate and transfer \$1,512,512.72 in cash proffers in the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Tall Cedars Parkway project.

RECOMMENDATION: **Staff** recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award the contract for the construction of Tall Cedars Parkway between Gum Spring and Pinebrook Road to Phillips Construction, LLC in the amount of \$7,498,475, and to amend the FY 2017 CIP and budget to appropriate and transfer \$1,512,512.72 in cash proffers in the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Tall Cedars Parkway between Pinebrook Road and Gum Spring Road project.

BACKGROUND: Invitation for Bid No. RFQ-360 was issued on April 5, 2016, for the Construction of Tall Cedars Parkway Project. Five bids were received on May 11, 2016 as shown below. The lowest responsive and responsible bid was submitted by Phillips Construction, LLC in the amount of \$7,498,475

Firm	Bid Amount	Rank
Phillips Construction, LLC	\$7,498,475	1st
William A. Hazel, Inc.	\$7,845,811	2nd
Allan Myers	\$7,949,777	3rd
Shirley, LLC	\$9,290,851	4th
Ardent Company, LLC	\$9,898,980	5th

The purpose of this contract is to construct a new segment of Tall Cedars Parkway between Pinebrook Road and Gum Springs Road in Aldie. The scope of work includes four lane roadway construction, intersection, signal improvements and utility coordination and requires compliance with all applicable permits, regulations, including environmental control and permits. Once complete, this road will be turned over to the Virginia Department of Transportation for operations and maintenance.

ISSUES: The construction of the Tall Cedars Parkway project provides for an important roadway segment in the Dulles District. The construction plans for the project were approved in June 2015. At current estimates, the construction duration is estimated at 548 days, or 18 months.

The lowest bid for the Tall Cedars Parkway project was higher than original estimates for the project. When factoring in contingency and third party costs, the overall project requires supplemental funding to fully fund the construction phase.

An amendment to the FY 2017 CIP and budget is required in order to transfer additional funding from the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Tall Cedars Parkway project. If the Board chooses to not appropriate the use of proffer funding for the project, the County will not have sufficient funding available to complete construction of the Tall Cedars Parkway project.

FISCAL IMPACT: Appropriations in the Tall Cedars Parkway account includes \$11,675,818 in cash proffer revenue. The remaining unspent, unencumbered balance in the project totals \$7,637,053. While this amount is sufficient to award the construction contract in the amount of \$7,498,475, it is not sufficient to provide for required construction administration services, third party services and project contingency funding.

Staff has requested, and received, cash proffer determinations for the following proffers which can be used to provide additional funding to the Tall Cedars Parkway project:

Table 1. Cash Proffers Available to Fund Improvements to Tall Cedars Parkway

Application Name	Application Number	Sequence Number	Total Funding
Providence Glen	ZMAP 2002-0023	99066056	\$46,068.52
White Oak Crest	ZMAP 2006-0008	99071272	\$148,799.20
Marbury	ZMAP 2005-0013	99067411	\$1,317,645.00
Total			\$1,512,512.72

Zoning Administration staff issued a cash proffer determination (ZCOR 2016-0094) indicating the cash proffers requested are appropriate for the proposed use. If approved by the Board, staff will prepare a budget adjustment to appropriate \$1,512,512.72 in road cash proffers in the Public Facilities Fund, as shown in Table 1, and transfer that amount through the Transportation District Fund to the Capital Fund for the Tall Cedars Parkway project.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to award the contract for Construction of Tall Cedars Parkway to Phillips Construction, LLC in the amount of \$7,498,475.
2. Do not recommend the award authority and direct staff on how to proceed.
3. The Board may choose to recommend the transfer of some, none or all of the requested \$1,512,512.72 funding for the Tall Cedars Parkway project. If the Board does not fully fund the request, staff would have to identify other sources of proposed funding for the project.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for Construction of Tall Cedars Parkway between Gum Spring and Pinebrook Road to Phillips Construction, LLC in the amount of \$7,498,475.28.

I further move the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2017 Capital Improvement Program

and budget by directing staff to execute a budget adjustment to appropriate \$1,512,512.72 in cash proffers in the Public Facilities Fund, transferring that amount through the Transportation District Fund, to the Capital Fund to fully fund the construction of Tall Cedars Parkway between Pinebrook Road and Gum Spring Road.

OR

2. I move an alternate motion.

ATTACHMENT:

1. ZCOR-2016-0094, Proffer Determination Regarding the Use of Providence Glen, White Oak Crest and Marbury Cash Proffer Funds for the Construction of Tall Cedars Parkway.

County of Loudoun
Department of Planning and Zoning
MEMORANDUM

DATE: June 3, 2016

TO: Susan Glass, Program Manager, Department of Transportation and Capital Infrastructure (DTCI)

FROM: Amy Kresge, Proffer Program Manager *AK*

SUBJECT: **ZCOR 2016-0094, Proffer Determination Regarding the Use of Providence Glen, White Oak Crest and Marbury Cash Proffer Funds for the Construction of Tall Cedars Parkway**

This correspondence is sent in response to your May 25, 2016, memorandums to Mark Stultz, Zoning Administrator, and myself, which requested proffer determinations concerning the use of specific cash proffer funds received from the developers of Providence Glen, White Oak Crest and Marbury to provide supplemental funding for the construction of Tall Cedars Parkway. The Tall Cedars Parkway project will construct a four lane, median divided roadway between Gum Spring Road and Pinebrook Road.

The following table summarizes the appropriateness of the use of the requested funds. Please be advised that the requested funds may be eligible for use on other County projects and final appropriation of proffer funds shall be as directed by the Board of Supervisors.

APPLICATION #	APPLICATION NAME	SEQ #	BALANCE	APPROPRIATE
ZMAP 2002-0023	Providence Glen	99066056	\$46,068.52	Yes
ZMAP 2006-0008	White Oak Crest	99071272	\$148,799.20	Yes
ZMAP 2005-0013	Marbury	99067411	\$ 1,317,645.00	Yes

Request: DTCI requests the use of all funds contributed pursuant to Providence Glen Proffer IV.C., LMIS Sequence #99066056/Oracle Award #Y00735, to fund construction of Tall Cedars Parkway between Gum Spring Road and Pinebrook Road.

The Loudoun County Board of Supervisors approved ZMAP 2002-0023, Providence Glen, on October 5, 2004, subject to the Proffer Statement dated July 13, 2004, and the memorandum of clarification dated September 27, 2004. As stated in the proffer text below, Proffer IV.C. provided for a transit and regional road contribution in the amount of \$500.00 per market rate residential unit to be used for regional transit or regional road improvements in the vicinity of the Property as determined by the County.

ZCOR 2016-0094

C. Transit and Regional Road Contribution.

In addition to the dedication of right-of-way along the Gum Springs Road frontage of the Property referenced in Paragraph IV.B.1.b. above, the Owner shall pay to the County, at the time of issuance of each zoning permit for the market rate residential units constructed on the Property, Five Hundred and 00/100 Dollars (\$500.00) per market rate residential unit to be used for regional transit or regional road improvements in the vicinity of the Property as determined by the County. This cash contribution shall escalate in accordance with the Consumer Price Index ("CPI") from a base year of 2004.

\$46,068.52 has been contributed pursuant to Providence Glen Proffer IV.C.; the proffer is fulfilled. \$0 has been dispersed from this proffer account resulting in a current balance of \$46,068.52.

Determination: It is appropriate to use the current balance in LMIS Sequence #99066056/Oracle Award #Y00735 to fund the construction of Tall Cedars Parkway between Gum Spring Road and Pinebrook Road. The funds contributed pursuant to Proffer IV.C. of ZMAP 2002-0023 are to be used for regional transit or regional road improvements in the vicinity of Providence Glen. The phrase "in the vicinity" has been defined in previous proffer determinations to mean within the same Planning Subarea as the development where the funds were contributed. Because the boundary of ZMAP 2002-0023, Providence Glen, and the segment of Tall Cedars Parkway to be constructed are both located in the Dulles Planning Subarea, it is appropriate to use the funds contained in LMIS Sequence #99066056/Oracle Award #Y00735 to fund the construction of Tall Cedars Parkway between Gum Spring Road and Pinebrook Road (See attached Vicinity Map).

Request: DTCI requests the use of all funds contributed pursuant to White Oak Crest Proffer 10, LMIS Sequence #99071272/Oracle Award #Y01132, to fund construction of Tall Cedars Parkway between Gum Spring Road and Pinebrook Road.

The Loudoun County Board of Supervisors approved ZMAP 2006-0008, White Oak Crest, on June 13, 2007, subject to the Proffer Statement dated May 29, 2007. As stated in the proffer text below, Proffer 10 provided for a cash contribution to be used at the County's discretion for regional road improvements within the Dulles Community Planning Area, as defined by the RGP (Revised General Plan).

10. CASH CONTRIBUTIONS FOR REGIONAL ROAD IMPROVEMENTS

The Applicant shall make a cash contribution to the County, prior to the issuance of the Zoning Permit for each residential dwelling unit, in the amount of \$5,000.00, to be used at the County's discretion for regional road improvements within the Dulles Community Planning Area, as defined by the RGP. This contribution shall escalate on an annual basis, with a base year of 2007 beginning one year after zoning approval and be adjusted

Susan Glass
June 3, 2016
Page 3 of 4

effective January 1st of each year thereafter, based on the CPI as published by the Bureau of Labor Statistics, U.S. Department of Labor, for the Washington-Baltimore, MD-VA-DC-WV Consolidated Metropolitan Statistical Area.

To date, \$148,799.20 has been contributed pursuant to White Oak Crest Proffer 10; the proffer is partially fulfilled. \$0 has been dispersed from this proffer account resulting in a current balance of \$148,799.20.

Determination: Tall Cedars Parkway between Gum Spring Road and Pinebrook Road is a regional road improvement that is located within the Dulles Community Planning Area, as defined by the Revised General Plan. Therefore, it is appropriate to use the current balance, as well as future contributions, in LMIS Sequence #99071272/Oracle Award #Y01132 to fund the construction of Tall Cedars Parkway between Gum Spring Road and Pinebrook Road (See attached Vicinity Map and Suburban Community Boundaries Map).

Request: DTCI requests the use of all funds contributed pursuant to Marbury Proffer 4.b.ii.(c), LMIS Sequence #99067411/Oracle Award #Y01204, to fund construction of Tall Cedars Parkway between Gum Spring Road and Pinebrook Road.

The Loudoun County Board of Supervisors approved ZMAP 2005-0013, Marbury, on September 5, 2006, subject to the Proffer Statement dated August 29, 2006. As stated in the proffer text below, Proffer 4.b.ii.(c) provided for a one-time regional road contribution of \$1,057,500.00 for road improvements in the Dulles South planning area.

(c) Regional Road Contribution. Provide a one-time cash contribution in the amount of One Million Fifty-seven Thousand Five Hundred and 00/100 Dollars (\$1,057,500.00) to Loudoun County for road improvements in the Dulles South planning area. Said contribution shall escalate in accordance with the changes in the CPI (see Proffer 10);

On February 5, 2016, Allied Marbury contributed \$1,317,645.00 in fulfillment of Marbury Proffer 4.b.ii.(c). \$0 has been dispersed from this proffer account resulting in a current balance of \$1,317,645.00.

Determination: It is appropriate to use the current balance in LMIS Sequence #99067411/Oracle Award #Y01204 to fund the construction of Tall Cedars Parkway between Gum Spring Road and Pinebrook Road. The proffer text states that the contribution shall be used for road improvements in the Dulles South planning area of the County. The Marbury development and the proposed road improvement are both located in the former Dulles South Planning Area and the current Dulles Planning Subarea. (See attached Vicinity Map and former Dulles South Planning Area Base Map).

Susan Glass
June 3, 2016
Page 4 of 4

PLEASE NOTE: This opinion is valid only as of this date, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Zoning Ordinance and other County Ordinance requirements. This opinion is based upon the proffers as they exist as of the date of this letter and such proffers may be amended by a subsequent Zoning Concept Plan Amendment.

This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator or any other official with respect to any other property. No person may rely upon this determination with respect to any property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the proffer conditions attached to a rezoning or amendment to the zoning map, may appeal said decision within thirty (30) days to the Board of Supervisors in strict accordance with Section 15.2-2301 of the *Code of Virginia*. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Supervisors may be obtained by visiting the Loudoun County Government Center, 1 Harrison St. S.E., Second Floor, Customer Service, Leesburg, VA. Two copies of the completed application must be submitted to the Department of Building and Development Customer Service counter with the fee payment of \$350.00 within 30 days from the date of this letter.

If you have any questions concerning this correspondence, you may call me at 703-737-8890 or contact me via email: amy.kresge@loudoun.gov.

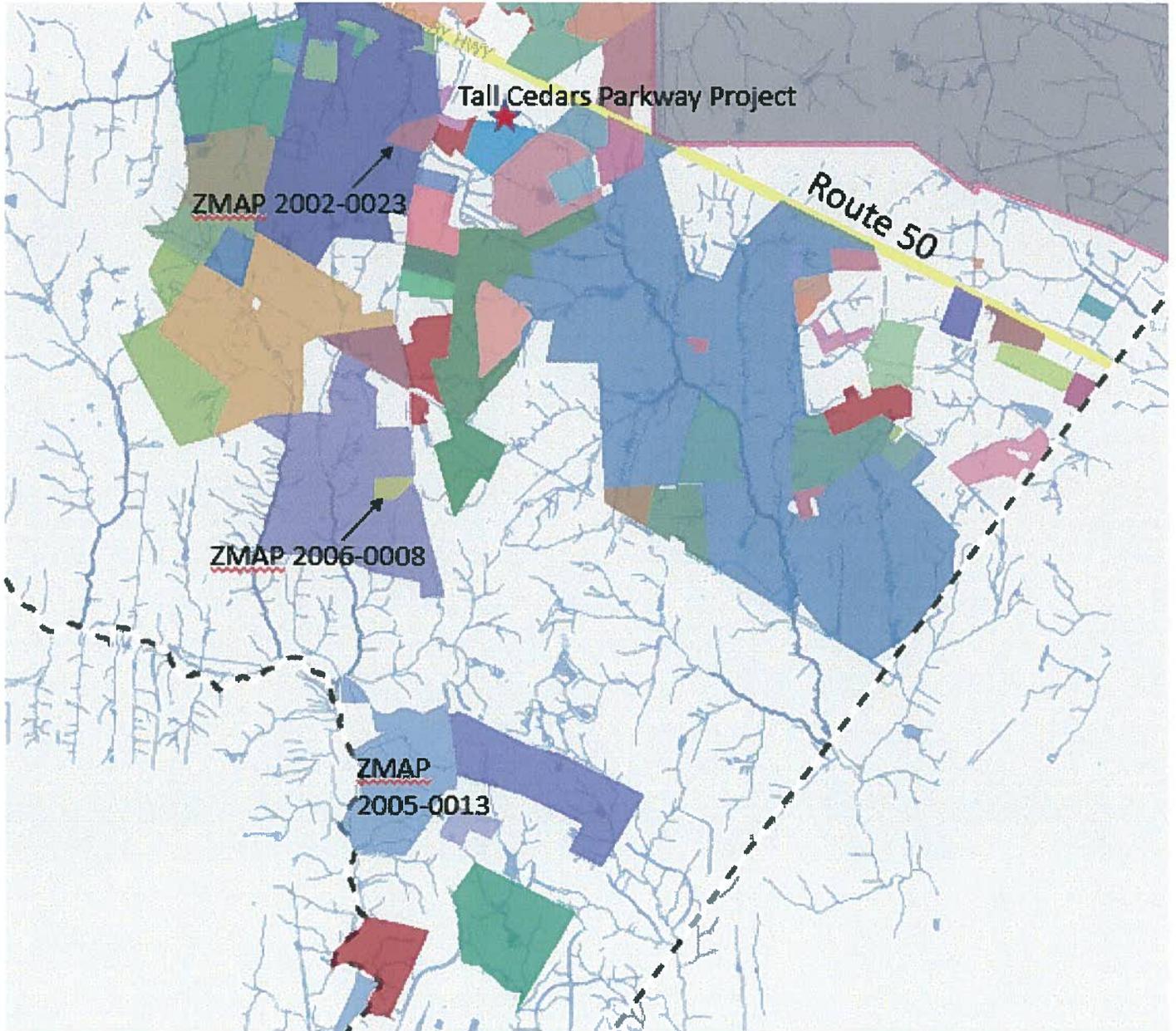
Attachments: Vicinity Map
Suburban Community Boundaries Map
Dulles South Planning Area Base Map

cc via email: Phyllis J. Randall, Chair, Board of Supervisors
Matthew F. Letourneau, Dulles District Supervisor
Tony R. Buffington Jr., Blue Ridge District Supervisor
Dan Csizmar, Capital Budget Manager, DTCI
Peter Malgieri, Transportation Capital Budget Specialist, DTCI
Melissa Tello, Construction Program Manager, DTCI
Ricky W. Barker, AICP, Director, Planning and Zoning
Mark Stultz, Zoning Administrator

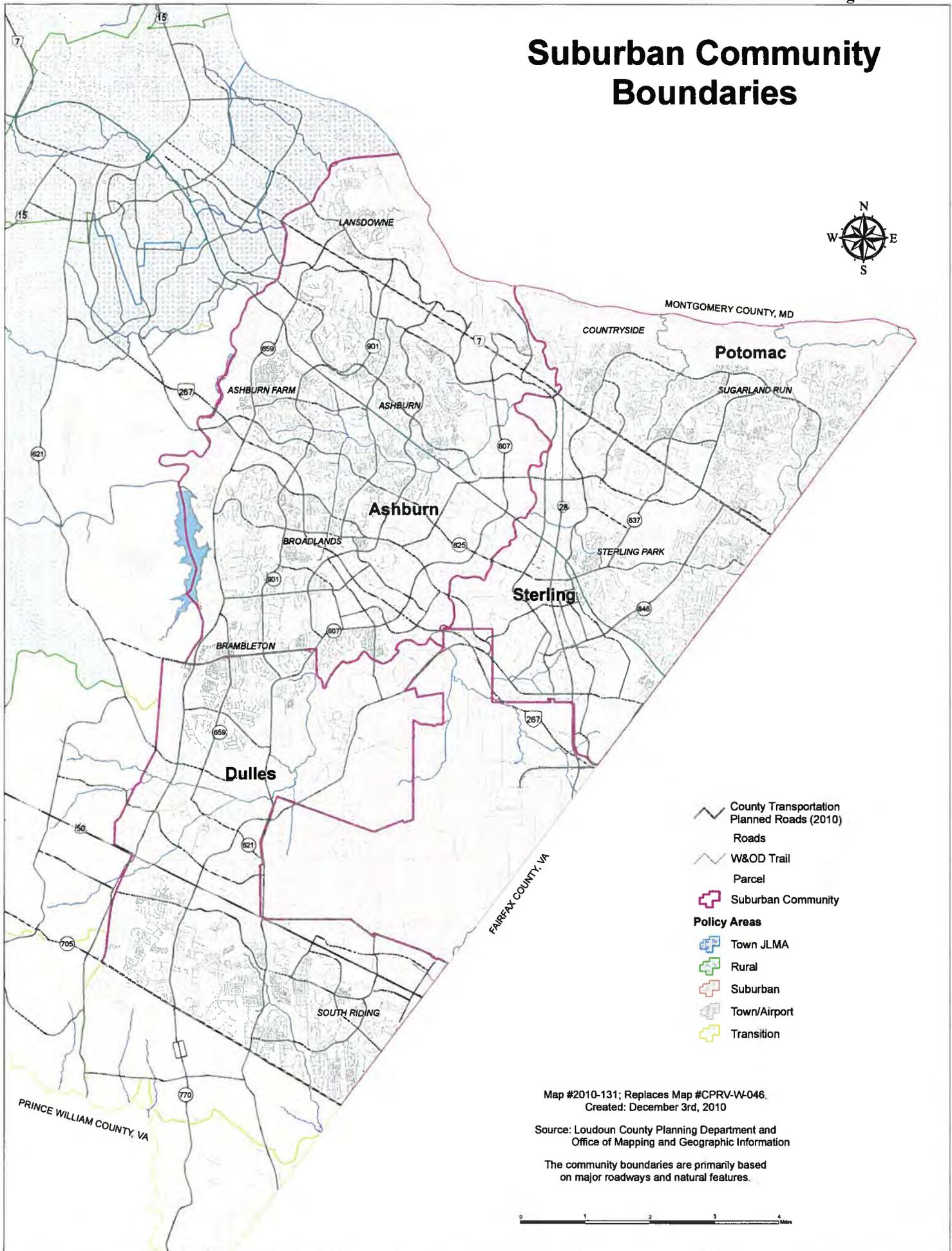
cc via U.S. Mail: Providence Glen HOA
Dulles Farms Community Association Inc.
Marbury HOA

VICINITY MAP

Cash Proffer Funds from ZMAP 2002-0023, ZMAP 2006-0008 and ZMAP 2005-0013 for Tall Cedars Parkway between Gum Spring Road and Pinebrook Road



Suburban Community Boundaries



- County Transportation Planned Roads (2010)
- Roads
- W&OD Trail
- Parcel
- Suburban Community
- Policy Areas**
- Town JLMA
- Rural
- Suburban
- Town/Airport
- Transition

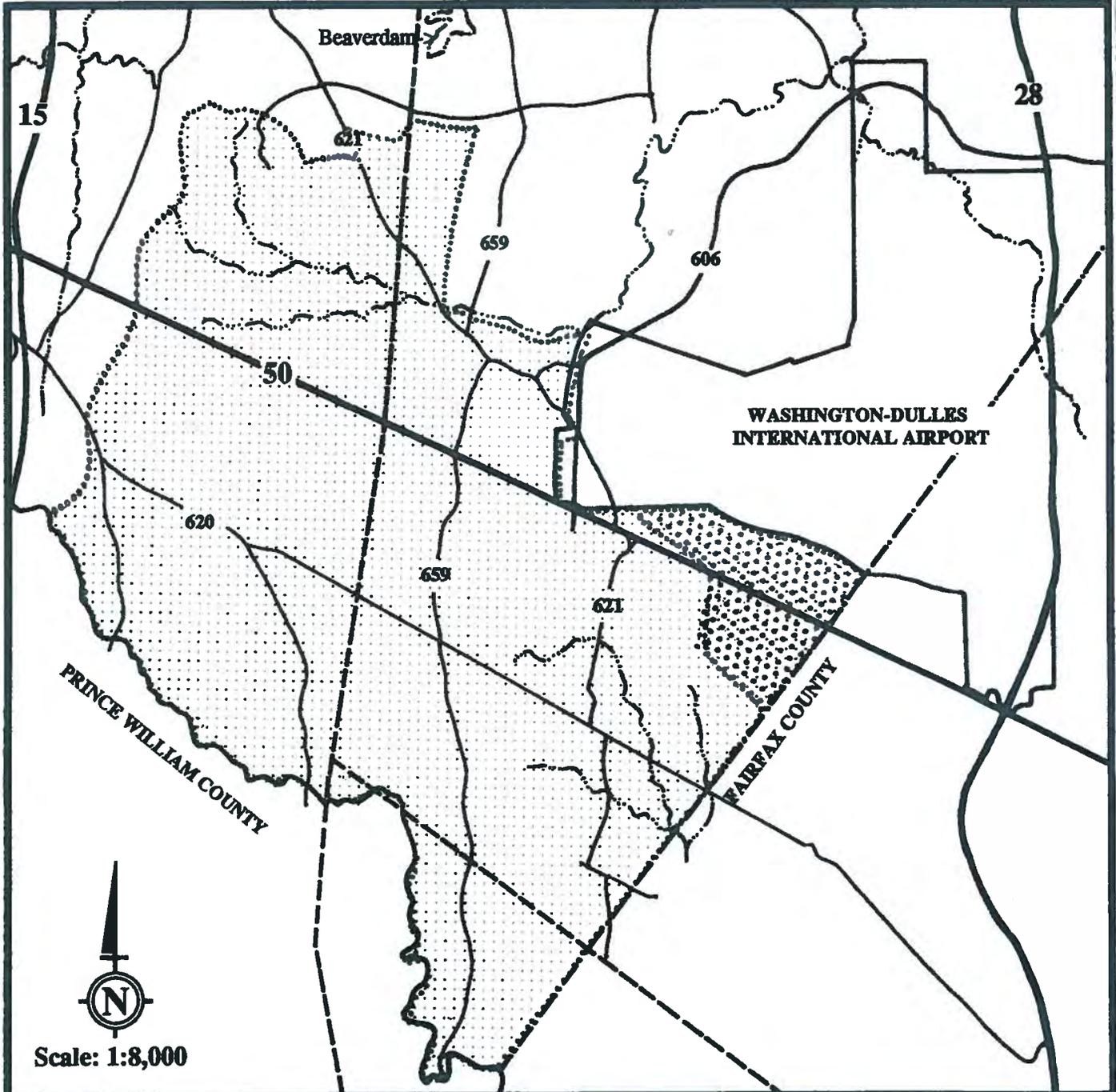
Map #2010-131; Replaces Map #CPRV-W-046.
Created: December 3rd, 2010

Source: Loudoun County Planning Department and
Office of Mapping and Geographic Information

The community boundaries are primarily based
on major roadways and natural features.



Dulles South Planning Area Base Map



Dulles South Planning Area

----- Power Line



Cub Run

(The Cub Run Area Management Plan Policies continue to apply to this area.)

Figure 2.

Date of Meeting: July 12, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT AWARD/Construction of the Kirkpatrick Fire and Rescue Station**

ELECTION DISTRICT: Blue Ridge

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

PURPOSE: To award a contract for the construction of the Kirkpatrick Fire and Rescue Station.

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to award a contract for the Construction of the Kirkpatrick Fire and Rescue Station to Warner Construction in the estimated amount of \$7,316,800.

BACKGROUND: Invitation for Bid No. 358 was issued on April 25, 2016 for the Construction of the Kirkpatrick Fire and Rescue Station. Eight bids were received on May 26, 2016 with Warner Construction being the lowest responsive and responsible bidder in the amount of \$7,316,800. The bid submitted by Gardiner & Gardiner Contracting, Inc. was withdrawn by the bidder due to a clerical error as permitted by the Code of Virginia section 2.2-4330. The eight bids were as follows:

Name	Bid Price
Gardiner & Gardiner Contracting Inc. ¹	\$5,999,000
Warner Construction	\$7,316,800
Sorenson Gross Company	\$7,326,000
Keller Brothers Inc.	\$7,787,600
Dustin Construction Inc.	\$7,847,000
Callas Contractors Inc.	\$7,959,000
Lantz Construction Company	\$7,985,000
FHP Tectonics Corporation	\$8,097,000

¹ Bid withdrawn due to clerical error allowable by VA Code.

The new Kirkpatrick Fire and Rescue facility is approximately 17,874 square feet. The Project includes the construction of a one story structure including four apparatus bays, apparatus support spaces, bunk rooms, administrative offices, shower and locker areas, kitchen and dining, and an office for the Loudoun County Sheriff. Construction is anticipated to be substantially complete by November 2017.

ISSUES: The construction and staffing of a fire and rescue station in the Kirkpatrick West area of the County will provide an improved response time to emergencies to a rapidly growing section of the County. Currently, fire and rescue services to this area are provided out of the Dulles South and Aldie stations. Once built, the station will provide 24/7 staffing for an engine, tanker, and ambulance. Building and staffing this new station could potentially improve the Insurance Service Office rating for this area of the County, which could also have a favorable impact on homeowner insurance rates.

FISCAL IMPACT: Sufficient funding is appropriated in the Kirkpatrick Fire and Rescue Station project in the Capital Fund to award the construction contract to Warner Construction in the estimated amount of \$7,316,800. This project is funded with \$2,500,000 in local tax funds and \$10,430,000 in cash proffers. The remaining unspent, unencumbered balance in the project account is \$11,526,569, which is sufficient for the construction contract award, the construction contingency, and other required third party costs.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to award a contract for the Construction of the Kirkpatrick Fire and Rescue Station to Warner Construction in the estimated amount of \$7,316,800.
2. Do not recommend award of contract and direct staff on how to proceed

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award a contract for the Construction of the Kirkpatrick Fire and Rescue Station to Warner Construction in the estimated amount of \$7,316,800.

OR

2. I move an alternate motion.

ATTACHMENT:

1. *Capital Improvement Program: FY 2016 Adopted Fiscal Plan, page 10-61.*

Kirkpatrick Fire and Rescue Station

Project Description – C02048

This project provides funding to design and construct an approximately 18,500 square foot fire station in the Dulles Planning Subarea of the County south of Braddock Road and west of Gum Spring Road. The Station is planned to be located on a 5 acre portion of a 15 acre site proffered to the County as part of the Kirkpatrick West rezoning (ZMAP-2002-0001).

The facility will include apparatus bays, bunkroom facilities, a training/break room, restrooms, showers, food preparation and dining areas, laundry and decontamination areas, supply storage, a gear/hose drying area, a breathing apparatus air compressor room, fitness room, offices and a repair shop.

Funding Plan

This project is funded with local tax funding and cash proffers. Land will be acquired via proffer from Kirkpatrick West, ZMAP-2002-0001.



	Prior							6 Year	Future	Project
Capital (\$ in 1000s)	Alloc.	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	FY's	Total
Professional Services	-	1,835	-	-	-	-	-	1,835	-	1,835
Construction	-	665	7,995	-	-	-	-	8,660	-	8,660
Furniture, Fixtures & Equip	-	-	2,435	-	-	-	-	2,435	-	2,435
Total Cost	-	2,500	10,430	-	-	-	-	12,930	-	12,930
Local Tax Funding	-	2,500	-	-	-	-	-	2,500	-	2,500
GO Bonds	-	-	-	-	-	-	-	-	-	-
Lease Revenue Financing	-	-	-	-	-	-	-	-	-	-
Proffers (Cash)	-	-	10,430	-	-	-	-	10,430	-	10,430
Local Gasoline Tax	-	-	-	-	-	-	-	-	-	-
Total Financing	-	2,500	10,430	-	-	-	-	12,930	-	12,930

Operating Impact (\$ in 1000s)	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
FTE	-	-	34	-	-	-	33.55
Personnel	-	-	1,255	2,509	2,584	2,662	9,010
O&M	-	-	826	469	474	478	2,247
Debt Service	-	-	-	-	-	-	-
Total Impact	-	-	2,081	2,978	3,058	3,140	11,257

Date of Meeting: July 12, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT RENEWAL/On Call Site Civil Design Services**

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

PURPOSE: To renew the contracts for the On Call Site Civil Design Services.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew contracts for the On Call Site/Civil Design Services to Dewberry Consultants, LLC, J2 Engineers, Inc., and Gordon in the estimated amount of \$4,000,000.

BACKGROUND: On June 17, 2015, the Board authorized the Purchasing Agent to award one-year contracts for Site/Civil Design Services to Dewberry Consultants, LLC, J2 Engineers, Inc., and Gordon in the total estimated amount of \$4,000,000.

The purpose of these contracts is to provide the County with as-needed professional engineering services to design projects required to maintain, improve, or expand the County's infrastructure in support of the approved Capital Improvement Program (CIP). However, they are available to support any County design requirements. Uses of this contract have included: designing and permitting of community park projects; performing studies that analyze building location alternatives on upcoming CIP projects; performing due diligence research for potential property acquisitions; providing field survey services; performing environmental assessments; and preparing site plan addenda for minor County facility additions. It is important to note that an individual task order for civil engineering services issued as a result of these contracts may not exceed \$2,500,000. Projects are assigned on a rotating basis to ensure that each company gets an equal amount of work in the duration of this contract pursuant to Code of Virginia §2.2-4303.1. Staff is satisfied with the work provided by the contractors.

ISSUES: The current contract period ended on June 30, 2016. Staff recommends that the Board authorize the first of four one-year renewal options for the period of July 1, 2016 through June 30, 2017.

If these contracts are not renewed, the design of essential transportation improvement projects would have to be procured by separate formal competitive negotiations. This would severely impact staff resources and possibly add a three-month lead time to many projects.

FISCAL IMPACT: The County estimates spending \$4,000,000 on the On Call Site Civil Design Services during the first contract renewal. Funding for this contract period is derived from Board adopted appropriations within the Capital Fund, the Department of Transportation and Capital Infrastructure's operational budget, and/or Proffer Funds. No additional appropriations are requested for this contract renewal. The estimated award authority is based upon the anticipated requirements to support the approved County CIP during the contract period.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to renew the contracts for Site Civil Design Services to Dewberry Consultants, LLC, J2 Engineers, Inc., and Gordon in the estimated amount of \$4,000,000.
2. Do not recommend the contract renewals and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for Site Civil Design Services to Dewberry Consultants, LLC, J2 Engineers, Inc., and Gordon in the estimated amount of \$4,000,000.

OR

2. I move an alternate motion.

Date of Meeting: July 12, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT RENEWAL/On Call
Geotechnical Engineering and Soil Scientists Services**

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

PURPOSE: To renew the contracts for the On Call Geotechnical Engineering and Soil Scientists Services.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew the contracts for the On Call Geotechnical Engineering and Soil Scientists Services with GeoConcepts Engineering, Inc., ECS Mid-Atlantic, LLC and Triad Engineering, Inc. in the amount of \$1,500,000.

BACKGROUND: The primary purpose of these contracts is to provide the County with as-needed professional geotechnical engineering and construction testing/inspection services in support of the approved Capital Improvement Program (CIP). However, they are available to support any County geotechnical requirements. Examples of the type of services that may be provided under these contracts:

Geotechnical engineering services included but are not limited to:

- Feasibility Studies;
- Preliminary soils review and classifications, including evaluation of Karst topography;
- Review and development of number of borings, location and depth, before commencing geotechnical investigation;
- Detailed soils/site investigations to include but not limited to borings/test pits, soil classification, stratification, and recommended soil bearing capacity;
- Determination of ground water levels

- Preparation of reports summarizing findings from investigations, including construction recommendations regarding excavation, fill and backfill, cut and fill and foundation system, pavement, and slab design recommendations;
- Development or review of Division 2 specifications (site work), with recommendations to the County
- Review of geotechnical reports prepared by others and certification of acceptance as the Geotechnical Engineer of record; and
- Additional Geotechnical engineering services as directed

Field Testing services included but are not limited to:

- Soil compaction testing and inspection;
- Subgrade stripping and proof rolling inspection
- Foundation inspection;
- Reinforcement steel and formwork inspection;
- Concrete placement testing and inspection;
- Sample and cylinder pick up;
- Asphalt placement testing and inspection;
- Mortar sampling testing and inspection;
- Structural steel bolting, plumbness and visual weld inspection; and
- Pre cast concrete inspection

Lab testing services included but are not limited to:

- Concrete cylinder compression test;
- Mortar cube and grout cylinder compression test;
- Concrete core preparation and compression test;
- Concrete block preparation and compression test;
- Concrete mix verification;
- Mortar mix verification;
- Soil moisture content determination;
- Attenberg limits and gradation;
- Standard and Modified Proctors (ASTM D-698 & 1557 or AASHTO T-99); and
- Additional laboratory and materials testing services as directed

Projects are assigned on a rotating basis to ensure that each company gets an equal amount of work in the duration of this contract pursuant to Code of Virginia §2.2-4303.1. Staff is satisfied with the work provided by the contractors. The current contract period ends on August 18, 2016. Staff recommends that the Board authorize staff to exercise the first of four renewal options under this contract for the period of August 19, 2016 through August 18, 2017.

ISSUES: Historically, the On Call Geotechnical Engineering and Soil Scientists Services contract has been used to investigate site conditions and to verify material performance on

County CIP building projects. With the addition of numerous road projects to the County CIP, the use of this contract is being expanded to include site investigations for road design. By using the On Call Geotechnical Engineering and Soil Scientist Services contract on road projects instead of subcontracting geotechnical services through the On Call Roadway Transportation Design Services contract, contract award authority is preserved on the On Call Roadway Transportation Design Services contract for road design. Ultimately, this arrangement helps streamline the time needed to design multiple road projects concurrently by maximizing the use of the On Call Roadway Transportation Design Services contract and reducing the number of road projects needing to go through the more time consuming Request for Proposal process to procure design services. Furthermore, if these contracts are not renewed, the geotechnical engineering and soil scientist services of CIP building projects and numerous road projects would have to be procured by separate formal competitive negotiations, or in the case of road projects subcontracted through On Call Roadway Transportation Design Services. This would severely impact staff resources and possibly add some lead time to many projects.

FISCAL IMPACT: The County estimates spending \$1,500,000 on geotechnical engineering and soil scientist support services during the contract period. Funding for this contract would come from project appropriations in the Capital Fund, the Department of Transportation and Capital Infrastructure's operating budget, and/or Proffer funds subject to appropriation by the Board. No additional appropriations are being requested for this contract award. The estimated award authority is based upon the anticipated requirements to support the approved County CIP during the contract period.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to renew the contracts for On Call Geotechnical Engineering and Soil Scientists Services with GeoConcepts Engineering, Inc., ECS Mid-Atlantic, LLC and Triad Engineering, Inc. in the estimated amount of \$1,500,000.
2. Do not recommend the contract renewal and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors that the Purchasing Agent be authorized to renew the contracts for On Call Geotechnical Engineering and Soil Scientists Services with GeoConcepts Engineering, Inc., ECS Mid-Atlantic, LLC and Triad Engineering, Inc. in the estimated amount of \$1,500,000.

OR

2. I move an alternate motion.

Date of Meeting: July 12, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **AWARD AUTHORITY INCREASE/Architectural and Engineering Services for the Phase III Expansion of the Courts Complex**

ELECTION DISTRICT: Leesburg

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

PURPOSE: To increase the award authority of the Architectural and Engineering Services for the Phase III Expansion of the Courts Complex by \$700,000.

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) authorize the Purchasing Agent to increase the award authority for the Architectural and Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., by \$700,000 for a new total amount of \$7,648,807.

BACKGROUND: Request for Proposal No. QQ-01782 was issued on March 29, 2013 for Architectural and Engineering Services for the Phase III Expansion of the Courts Complex. Twelve proposals were received on May 2, 2013 and evaluated by the Proposal Analysis Group (PAG). Based on the recommendation of the PAG, four firms were interviewed and Dewberry Architects, Inc. was determined to be the top ranked firm. At their October 16, 2013 Business Meeting, the Board of Supervisors approved the award of the design contract in the estimated amount of \$5,690,461.

The contract's scope of work includes all architectural and engineering services for the design and construction administration for a structured parking garage at the current Pennington Parking Lot site, new construction of an 92,000 gross square feet (GSF) Courts building at the Church Street Parking Lot site and renovation to the existing Courts buildings at 18 and 20 East Market Street while maintaining Courts operations throughout the project.

ISSUES:

The Town of Leesburg Board of Architectural Review (BAR) process: The Loudoun County Courthouse Expansion-Phase III began with expectations that the BAR would have an active interest in this project, as would the citizens of the Town of Leesburg. All efforts were made to identify the schedule impact this would have and an overall project process schedule was created by DTCI staff with input from Town of Leesburg staff. Early meetings were held with Town of Leesburg staff, who indicated that they would cooperate in the process to create efficiencies. Part of this process included simultaneous review of site and building to reduce overall time frame (and with that a reduction of escalation of construction costs.)

The design team worked with the Courts, stakeholders and DTCI staff to create a functional building within the County's budget. In execution, this proved more difficult than initially considered. Throughout the re-zoning, plan amendment and BAR process many issues associated with the critical review of the design arose, which created extra effort for the design team. The BAR process required extensive redesign of the building. These changes had an impact on civil, structural, mechanical, plumbing, fire protection, security, and other building systems.

The increased cost to courthouse construction alone, due to the increased complexity of the new courthouse building design as requested by the BAR, has exceeded \$1.6 million. Changes included providing gable roofs in lieu of a flat roof, building envelope modifications to include building projections and recesses, added brick banding, thickened walls at the base of the building, added site design, and site structures as examples. The landscape design associated with this proposed building is still under review by the Town of Leesburg BAR and may continue as the construction documents are produced. These requests generated design and re-design efforts, which have impacted the initial design fee.

The Town of Leesburg Rezoning and Plan Amendment Process: The rezoning and plan amendment process required the design team to make revisions to the site plans and structures with each new site plan submittal. Again, these requested changes from the Town have added to the design effort and have impacted the design fee. These changes had to be made within a very short time period so new designs could be ready for following presentations to the Planning Commission and Town Council.

In addition, the Town requested that the Designer study over 150 acres of land feeding into the existing storm water management system in the area of the new Pennington Parking Structure, Semones Lot, and Courthouse. The design team was required to solve existing upstream and downstream issues of both flooding and storm water capacity in several areas of downtown as part of the approval of this project. In several instances, after designing a working solution, the design team was asked to redesign different approaches by the Town of Leesburg staff reviewers.

Another impact has been the addition of the 4th level and redesign of the parking garage. This has become an area of a significant comment and the need for additional requirements. The Leesburg Town Council approval of the Pennington Lot rezoning, required several additional design revisions. These revisions included redesign of the Storm Water Management System, custom designed storm water structures, several design options for the Pennington Parking Structure envelope, unanticipated security measures to the 4th deck of the parking structure, several site plan design options, and additional lighting design analyses.

The estimated total additional construction costs related to Town Council and Planning Commission requests exceeds \$3 million. To address these issues and the BAR-related issues, the design contract awarded to Dewberry Architects has been increased by \$1,258,345 under staff authority. An additional \$700,000 is anticipated to be needed to complete the project design.

FISCAL IMPACT: Sufficient funding is available in the Courts Complex Phase III Design project account in the Capital Fund to increase the contract award authority by \$700,000 for a new award authority amount of \$7,648,807. Current design appropriations total \$9,326,000 consisting of lease revenue bond proceeds and local tax funds. The current unencumbered balance for design services totals \$1,412,096, which is sufficient to increase the design contract award authority by \$700,000.

ALTERNATIVES:

1. Authorize the Purchasing Agent to increase the award authority for the Architectural and Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., by \$700,000 for a new total amount of \$7,648,807.
2. Do not authorize the award authority increase and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee authorize the Purchasing Agent to increase the award authority for the Architectural and Engineering Services for the Phase III Expansion of the Courts Complex to Dewberry Architects, Inc., by \$700,000 for a new total amount of \$7,648,807.

OR

2. I move an alternative motion.

Date of Meeting: July 12, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **AWARD AUTHORITY INCREASE/Modular Office Systems**

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Ernest Brown, General Services
 Andy Bollinger, General Services
 Philip Butterfass, Finance and Procurement

PURPOSE: To increase the contract award authority of the current Modular Office System contract.

RECOMMENDATION: Staff recommends the Finance/Government Operations and Economic Development Committee (FGOEDC) authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000, for a new total of \$2,450,000.

BACKGROUND: On October 12, 2012, Fairfax County, on behalf of participants in the Metropolitan Washington Council of Governments and other state and local jurisdictions located throughout the United States, awarded contracts to multiple vendors for Office Furniture and related Services and Solutions as a result of a Request for Proposal. This contract allows for vendors to provide pricing based on national sales volume, not local sales volume.

The County has been a participant with this contract since January 3, 2013. The current contract expires December 31, 2016 with four additional one-year renewal options available.

On February 11, 2016, the Finance/Government Operations and Economic Development Committee (FGOEDC) authorized the Purchasing Agent to increase the award authority for this contract in the amount of \$1,000,000, for a new total of \$1,900,000 to complete the following projects:

- Relocation of the Department of Economic Development to Loudoun Station;
- Expansion of the County Attorney's Office;

- Reconfiguration of various departments on the Government Center's 4th floor; and
- Relocation of the Department of Transportation and Capital Infrastructure to 101 Blue Seal Drive;

To date approximately \$1,857,012 has been expended under the current contract period.

Staff needs to increase the current award authority of \$1,900,000 by an additional \$550,000, for a total award authority of \$2,450,000 to complete the following funded projects:

- Reconfiguration of the Department of Building and Development Service Center;
- Relocation of the Department of Finance and Procurement, Procurement Division ;
- Expansion of the Treasurer's Office;
- Relocations of the Department of Management and Budget; and
- Reconfiguration and renovation of various departments in County facilities.

The contract provides for the purchase and installation of modular office systems for newly constructed buildings, renovated buildings, leased buildings, modifications and work station reconfiguration resulting from programmatic changes. It also provides for freestanding furniture, chairs, benches, desks, bookcases and other office furniture.

ISSUES: The County uses modular office systems extensively to satisfy programmatic needs by creating efficient and flexible office environments. A majority of County facilities use modular office systems in both owned and leased space. When new space is furnished or existing space remodeled, the primary means of outfitting is to use modular office systems because it is appropriate, functional and cost effective for the majority of staff positions. The increased contract award authority is essential to provide modular office systems when required due to relocations, programmatic changes or the addition of new staff.

This increase requires approval of the FGOEDC as the contract authority was previously authorized by the FGOEDC and the Board of Supervisors (Board). Per the Procurement Resolution, if a contract was awarded, renewed, or amended by the Board, any increases above 25% of the original award require approval by the FGOEDC. This requested increase represents a nearly 29% increase above the original award.

FISCAL IMPACT: Sufficient funding is available in the Department of General Services Adopted FY 2017 operating budget and Board adopted appropriations to the Capital Fund to cover the \$550,000 increase in the award authority. No additional funding is being requested with this item.

ALTERNATIVES:

1. Authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000 for a new total of \$2,450,000.

2. Do not authorize the contract award authority increase and direct staff how to proceed. However, this alternative is not recommended by staff since it could delay projects.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee authorize the Purchasing Agent to increase the award authority of the contract for Modular Office Systems in the amount of \$550,000 for a new total of \$2,450,000.

OR

2. I move an alternate motion.

Date of Meeting: July 12, 2016

#10

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: Contract Award Authority During Summer Recess

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Cheryl Middleton, Finance and Procurement
John Sandy, County Administration
Ernest Brown, General Services

PURPOSE: To seek authorization to award any contracts or leases that occur during the Board of Supervisors' (Board) August recess.

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend that the Board of Supervisors (Board) authorize the County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting. Staff further recommends that the FGOEDC recommend that the Board authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting.

BACKGROUND: The Board and Standing Committees are taking recess during the month of August 2016. As the County's business continues during the Board's summer recess, there may be contracts and leases that will need to be awarded. The Board has traditionally authorized staff to award contracts that cannot be delayed until the first meeting in September provided sufficient funding is available. Staff will provide a report to the FGOEDC regarding the contracts and leases awarded during this time frame at its September 13, 2016 meeting. As proposed by staff, contracts that are not fully funded would not be eligible for award under this temporary authority.

ISSUES: This action will allow staff to continue to work as needed so that contracts may commence and/or not be delayed as a result of the Board's summer recess. It is anticipated that the contracts contained in Attachment 1 will require action between July 22, 2016 and September 13, 2016. It is possible that other urgent or unforeseen contracts will be required during the summer recess. At this time, no leases are expected to require action during the Board's summer

recess. Following the summer recess, staff will report the results of these proposed contracts as well as any other contract or leases awarded during the recess the FGOEDC at the September 13, 2106 meeting.

FISCAL IMPACT: As proposed by staff, contracts not fully funded would not be eligible for award under this temporary authority.

ALTERNATIVES:

1. Recommend to the Board authorize the County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting as well as authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 FGOEDC meeting.
2. The FGOEDC may recommend the Board direct staff to hold all awards until after the recess. This option is not recommended as it could cause significant delays in service delivery.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the County Administrator be authorized, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 Finance/Government Operations and Economic Development Committee meeting.

AND

I further move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the County Administrator be authorized, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2016 Finance/Government Operations and Economic Development Committee meeting.

OR

2. I move an alternate motion.

ATTACHMENT:

1. Contracts Requiring Action During Summer Recess

Contracts Requiring Action During Summer Recess

1. **Contract Award: Construction of the Scott Jenkins Memorial Park Phase II**

Reference: FY 2016 Adopted Budget, Volume 2, Page 10-41

Description: The Department of Transportation and Capital Infrastructure will obtain the services of a qualified General Contractor to construct improvements to the Scott Jenkins Memorial Park is located off East Colonial Highway - 1.3 miles west of intersection with Route 9 in Hamilton Virginia 20158. Construction for Phase I of Scott Jenkins Memorial Park is complete and includes a 250 space commuter parking lot, (1) large baseball field, a 60 space parking lot, a restroom building, trails, and pavilion. The Phase II areas were rough graded as part of Phase I.

Scott Jenkins Memorial Park Phase II entails the construction of (1) soccer field, (3) small baseball fields, concession stand, two (2) pavilions, and parking lot addition providing approximately 190 parking spaces. The General Contractor shall be responsible for safety and security of neighboring residents, Loudoun County staff, and the general public throughout the project construction phase.

Estimated Cost: \$1,400,000

Funding Source: Local Tax Funding

Reason for August Award: The Invitation for Bid was issued on June 7, 2016 with bids being due on July 19, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

2. **Contract Award: Install Generator Switchgear at 801 Sycolin Road**

Reference: NA

Description: The Department of General Services will obtain the services of a qualified Contractor to provide and install an automatic transfer switch between the two generators providing back-up power for the County's facility at 801 Sycolin Road, Leesburg, VA 20175. This facility, located in the Town of Leesburg, houses the ongoing operations of the County's Emergency Operations Center and the Emergency Communications Center (911 answering point), which operate on a 24/7/365 basis.

Estimated Cost: \$500,000

Funding Source: Capital Asset Preservation Program

Reason for August Award: The Invitation for Bid is planned to be issued in on July 82016 with bids being due on August 8, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 30 day delay in awarding the

construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Ernest Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

3. Contract Award: Job Order Contract (JOC) for the Maintenance and Repair of Stormwater Infrastructure, Paving and Other Site Work

Reference: NA

Description: The Department of General Services intends award contracts for the Job Order Contract (JOC) for Maintenance and Repair of Stormwater Infrastructure, Paving and other Site Work. A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The scope of work of these contracts includes countywide maintenance, repair and replacement of stormwater infrastructure on an as-needed basis at various Loudoun County facilities.

Estimated Cost: \$4,000,000

Funding Source: Funding is available in the operating budgets of the Department of General Services and in the Department of Parks, Recreation and Community Services; and in the Capital Asset Preservation Program and the Capital Improvement Program.

Reason for August Award: The Invitation for Bid is planned to be issued on June 27, 2016 with bids being due on July 29, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Ernest Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

4. Contract Award: Job Order Contract (JOC) for Paving, Surfacing and Site Work

Reference: NA

Description: The Department of General Services intends award contracts for the Job Order Contract (JOC) for Paving, Surfacing and Sitework. A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The scope of work of these contracts includes countywide maintenance, repair and replacement of infrastructure on an as-needed basis at various Loudoun County facilities

Estimated Cost: \$4,000,000

Funding Source: Funding is available in the operating budgets of the Department of General Services and in the Department of Parks, Recreation and Community Services; and in the Capital Asset Preservation Program and the Capital Improvement Program.

Reason for August Award: The Invitation for Bid is planned to be issued on June 27, 2016 with bids being due on July 28, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Ernest Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

5. **Construction of Traffic Signals at Braddock Road-Riding Center Drive Intersection and Gloucester Parkway-Smith Switch Intersection**

Reference: N/A

Description: The Department of Transportation and Capital Infrastructure will obtain the services of a qualified contractor to construct traffic signals, pavement markings, signage, and pedestrian facilities at two (2) intersections in Loudoun County: Signal #1 at Braddock Road (Route 620) and Riding Center Drive (NIS) and Signal #2 at Gloucester Parkway (Route 2150) and Smith Switch Road (Route 1950)/Ashby Ponds Boulevard. Both signals and associated improvements are per the approved plans contained herein and per Virginia Department of Transportation (VDOT) standards. The work included in this IFB is to be accepted by VDOT and incorporated into the VDOT maintained system of roads.

Estimated Cost: \$570,000

Funding Source: Braddock Road/Riding Center Drive Intersection is funded with a combination of local gasoline tax funding and cash proffers. Gloucester Parkway/Smith Switch Road/Ashby Ponds Boulevard Intersection is funded cash proffers.

Reason for August Award: The Invitation for Bid was issued on June 22, 2016 with bids being due on July 28, 2016. Awarding this contract during the Board of Supervisors Summer Recess will prevent an approximately 45 day delay in awarding the construction contract. Otherwise the contract could not be awarded until the September 15, 2016 Board of Supervisors Meeting.

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Mike Angel, Finance and Procurement

Date of Meeting: July 12, 2016

11

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
INFORMATION ITEM**

SUBJECT: Quarterly Report/Upcoming Contracts in 1st Quarter-FY 2017

ELECTION DISTRICT: Countywide

STAFF CONTACTS: Cheryl L. Middleton, Finance and Procurement
John Sandy, County Administration

PURPOSE: To inform the Finance/Government Operations and Economic Development Committee (FGOEDC) of projects that exceed \$1 million and/or contracts that affect service delivery and would require future action by the FGOEDC and the Board of Supervisors (Board).

BACKGROUND: Since 2009, staff has provided a report of upcoming projects to the FGOEDC on a quarterly basis at the Committee’s request. This report provides information on projects that exceed \$1 million and/or contracts that affect service delivery and would require future action by the FGOEDC and the Board. This item is intended to provide advance notice of these major items to the Committee members and an opportunity to ask questions of staff and request specific information that they would like to see in the future action items.

Attachment 1 provides information on contracts that will require action by the FGOEDC during the first quarter of FY 2017. Attachment 2 provides information on contracts that are expected to require action by the FGOEDC during the second quarter of FY 2017. These items will subsequently be forwarded to the full Board for final action.

ATTACHMENTS:

1. Upcoming Contracts/Projects in FY 2017 Q1
2. Upcoming Contracts/Projects in FY 2017 Q2

Upcoming Contracts/Projects in FY 2017 Q1

1. Contract Award/ Construction of the Scott Jenkins Memorial Park Phase II

Reference: FY 2016 Adopted Budget, Volume 2; Page 10-41

Description: The Department of Transportation and Capital Infrastructure will obtain the services of a qualified General Contractor to construct improvements to the Scott Jenkins Memorial Park is located off East Colonial Highway - 1.3 miles west of intersection with Route 9 in Hamilton. Construction for Phase I of Scott Jenkins Memorial Park is complete and includes a 250 space commuter parking lot, (1) large baseball field, a 60 space parking lot, a restroom building, trails, and pavilion. The Phase II areas were rough graded as part of Phase I.

Scott Jenkins Memorial Park Phase II entails the construction of (1) soccer field, (3) small baseball fields, concession stand, two (2) pavilions, and parking lot addition providing approximately 190 parking spaces. The General Contractor shall be responsible for safety and security of neighboring residents, Loudoun County staff, and the general public throughout the project construction phase.

Estimated Cost: \$1,400,000

Funding Source: Local Tax Funding

Estimated Committee Action Date: August 2016

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

2. Contract Award/ New Comprehensive Plan for Loudoun County

Reference: FY 2017 Adopted Fiscal Plan

Description: The Comprehensive Plan is the community-based vision for Loudoun County's future and is the land use policy document adopted by the Board. Plan policies guide the Board's land use development decisions and are the foundation for service plans, economic development, and other strategies; and for regulatory tools such as the Zoning and Subdivision ordinances. The Code of Virginia §15.2-2223 specifies that a comprehensive plan for the physical development of the territory within locality's jurisdiction be provided and that every governing body shall adopt a comprehensive plan for the territory under its jurisdiction within the Commonwealth.

The comprehensive plan is designed to guide the future actions of a community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the local government. This includes guidance on how to make decisions on public and private land development proposals, the expenditure of public funds, and how to address pressing issues such as farmland preservation or the redevelopment of older areas. Most plans are written to provide direction over a 10- to 20-year period after plan

adoption. However, plans should receive a considered review and possible update every five years.

Request for Proposal 399 for Loudoun County's New Comprehensive Plan was issued April 29, 2016 and two proposals were received on June 1, 2016. These proposals are under evaluation by a Proposal Analysis Group consisting of County staff from the Department of Planning and Zoning and the Department of Transportation and Capital Infrastructure. It is anticipated that an initial contract award will be made in August under staff authority, not to exceed \$400,000.

Estimated Cost: \$1,800,000

Funding Source: Department of Planning and Zoning Operational Budget

Estimated Committee Action Date: September 2016

Staff Contacts: Ricky Barker, Director, Planning and Zoning
Christopher Garcia, Planning and Zoning
Christopher Bresley, Finance and Procurement

3. **Contract Renewal/Construction Support Services**

Reference: NA

Description: The Department of Transportation and Capital Infrastructure intends renew these contracts for Construction Support Services for the second, one year renewal option. The County uses these contracts to provide construction support services for various projects contained in the County's Capital Improvements Program. These projects include both horizontal (buildings, etc.) and vertical construction (roads, etc.). However, they are available to support any County construction support requirement.

Estimated Cost: \$4,000,000

Funding Source: Funding for this contract would come from various sources, including but not limited to the Capital Fund, the Capital Asset Preservation Program, the Department of Transportation and Capital Infrastructure FY 2017 operational budget, and the Department of General Services FY 2017 operational budget. The estimated award authority is based upon the anticipated requirements to support the CIP during the contract period.

Estimated Committee Action Date: September 2016

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure
Christopher Bresley, Finance and Procurement

4. **Contract Renewal/Job Order Contract for General Construction Work**

Reference: FY 2017 Adopted Budget

Description: The Department of General Services intends award contracts for the Job Order Contract (JOC) for General Construction Work for one year with two, one year renewal options. A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The scope of work of these contracts includes countywide repair, alteration,

construction, maintenance, rehabilitation, demolition and construction of infrastructure and buildings on an as-needed basis at various Loudoun County facilities

Estimated Cost: \$4,000,000

Funding Source: Funding is available in the operating budgets of the Department of General Services and in the Department of Parks, Recreation and Community Services; and in the Capital Asset Preservation Program and the Capital Improvement Program.

Estimated Committee Action Date: September 2016

Staff Contacts: Ernie Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

Upcoming Contracts/Projects in FY 2017 Q2**Title: Contract Award/Architectural & Engineering Services for the Aldie Fire Station**

Department: Transportation and Capital Infrastructure

Estimated Value: \$2,000,000

Anticipated Meeting Date: October 2016

Title: Contract Award/Construction of the Pennington Lot Parking Garage

Department: Transportation and Capital Infrastructure

Estimated Value: \$15,000,000

Anticipated Meeting Date: October 2016

Title: Contract Award/Construction of Improvements to the Edgar Tillet Park

Department: Transportation and Capital Infrastructure

Estimated Value: \$1,700,000

Anticipated Meeting Date: October 2016

Title: Contract Award/Architectural Services

Department: Transportation and Capital Infrastructure

Estimated Value: \$4,000,000

Anticipated Meeting Date: October 2016

Title: Contract Renewal/Operation of the Youth Shelter

Department: Family Services

Estimated Value: \$1,645,000

Anticipated Meeting Date: October 2016

Title: Contract Award/Construction of the Round Hill Group Home

Department: Transportation and Capital Infrastructure

Estimated Value: \$1,250,000

Anticipated Meeting Date: November 2016

Title: Contract Award/Construction of Mooreview Parkway

Department: Transportation and Capital Infrastructure

Estimated Value: \$5,000,000

Anticipated Meeting Date: November 2016

Title: Contract Award/Claude Moore Park, Trailside & Woodgrove Park Restrooms

Department: Transportation and Capital Infrastructure

Estimated Value: \$850,000

Anticipated Meeting Date: December 2016

Title: Contract Renewal/Commissioning Services

Department: Transportation and Capital Infrastructure

Estimated Value: \$2,000,000

Anticipated Meeting Date: December 2016

Title: Contract Award/Electronic Health Records

Department: MHSADS

Estimated Value: \$1,700,000

Anticipated Meeting Date: December 2016

Title: Contract Award/Construction of Claiborne Parkway

Department: Transportation and Capital Infrastructure

Estimated Value: \$5,300,000

Anticipated Meeting Date: December 2016

Date of Meeting: July 12, 2016

#12

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
INFORMATION ITEM**

SUBJECT: Quarterly Report/Capital Improvement Projects – 4th Quarter, FY 2016

ELECTION DISTRICT: Countywide

STAFF CONTACTS: Joe Kroboth, Transportation and Capital Infrastructure
Mark Hoffman, Transportation and Capital Infrastructure
Melissa Tello, Transportation and Capital Infrastructure

PURPOSE: To provide the Finance/Government Operations and Economic Development Committee (FGOEDC) a quarterly update on key capital improvements projects in various stages of pre-design, design, land acquisition and construction.

BACKGROUND: The FGOEDC has requested a quarterly update on key capital improvement projects which reports on the progress of various stages, including pre-design, design, land acquisition and construction activities. This information item represents a quarterly report for the fourth quarter of FY 2016 and covers the months of April, May and June 2016. Information on capital projects currently under development is provided in Attachment 1: Project Status Report. The key points of this report are summarized below.

PROJECTS COMPLETED: There were two projects completed during the 4th Quarter of FY 2016.

- *Pleasant Valley Drive & Braddock Road Intersection (May 2016)* – This project was administered by the Virginia Department of Transportation (VDOT). The project was awarded to the design-build team of WBCM/Fort Myer Construction. The project construction was completed this quarter (May 2016).
- *Brockman Lane Emergency Gate (June 2016)* – This project design and constructed a new automated emergency access gate in the Algonkian district. While not in the adopted Capital Improvement Plan (CIP), this project was important for multi-jurisdictional emergency response between Loudoun and Fairfax Counties. The project construction was completed this quarter (June 2016).

PROJECT MILESTONES MET: The following projects achieved significant milestones during the 4th Quarter of FY 2016:

- *Allder School Road Improvements (June 2016)* – This project designs and paves Allder School Road (Route 711) from Woodgrove Road (Route 719) to Hillsboro Road (Route 690). The scope includes a bridge over the South Fork of the Catoctin Creek. In this quarter, land acquisition was completed on June 15, 2016 and the right-of-way is clear for construction.
- *Animal Services Facility (May 2016)* – This project provides for the design and construction of a 25,000 square foot animal services facility to replace the existing County Animal Services Facility in Waterford. In this quarter, on May 19, 2016, the Board of Supervisors (Board) approved the contract award for facility design to Animal Arts Design Studios. A scoping meeting was held on June 3, 2016 with the Department of Transportation and Capital Infrastructure (DTCI) and Animal Services staff to initiate the design process.
- *Belmont Ridge Road Improvements Truro Parish Drive to Croson Lane (April, June 2016)* - This project provides for the design and construction of two additional lanes to Belmont Ridge Road from Truro Parish Drive to Croson Lane. The project includes the installation of a traffic signal at the Belmont Ridge Road/Croson Lane intersection. In this quarter, on April 21, 2016, the Board approved the contract award for the signal construction to Ardent Company, LLC. A pre-construction conference was held and Notice to Proceed was issued on June 15, 2016. The signal construction duration is planned for six months.
- *Claiborne Parkway (April 2016)* - This project constructs Claiborne Parkway as a four lane median divided road between Ryan Road and Croson Lane. In this quarter, the Preliminary Engineering Study was received from Columbia Gas and was reviewed. The Board approved the contract award for Columbia Gas at its June 23, 2016 meeting and the execution of the agreement followed. Next quarter, coordination with Columbia Gas will continue for their mobilization onsite in Fall 2016, staff will research opportunities for supplemental funding required for construction based on the cost of the gas line relocation contract, the draft Invitation for Bid (IFB) and construction documents for the project will be finalized for construction bid advertisement as soon as possible upon verification of the commencement of Columbia Gas' relocation activities. Assuming no delays with Columbia Gas' relocation work, a late Winter 2017/early Spring 2017 construction start is planned for the road construction. A 16 month construction duration is planned thus delaying construction completion to Summer 2018, weather pending.
- *Dulles Rail, Silver Line Extension* – In this quarter, Capital Rail Constructors (CRC) initiated construction operations in Loudoun County, including clearing and grubbing for both the Loudoun Gateway (Route 606) and the Ashburn Station (Route 772). Maintenance of traffic plans have been implemented on the Greenway in preparation for the widening at the Ashburn Station. CRC is mobilizing to initiate utility infrastructure installation. The DTCI has organized construction coordination meetings between CRC

and adjacent developers (Gramercy District and Moorefield Station). During this quarter, a schedule of regular weekly construction coordination meetings was established and will carry through until completion.

- *George Washington Boulevard Overpass (April 2016)* – This project provides for the design, right-of-way acquisition and construction of George Washington Boulevard over Harry Byrd Highway (Route 7) with connection to Russell Branch Parkway south of Route 7. This is a Virginia Department of Transportation (VDOT) administered design-bid-build project. The project is in the design phase and is 30% complete. In this quarter, the Preliminary Field Inspection was held on April 7, 2016 with Value Engineering (VE) process ongoing through April and May. In the next quarter, a risk assessment VE Study is planned. The design phase completion is now planned for Spring 2018; it was previously reported for Fall 2018.
- *Gloucester Parkway/Smith Switch Road/Ashby Ponds Boulevard Intersection (June 2016)* – This project includes the traffic signal warrant study, design and construction of a new traffic signal at Gloucester Parkway and Smith Switch Road/Ashby Ponds Boulevard. In this quarter, the Invitation for Bid (IFB) for construction was issued on June 22, 2016 with bids due in July 2016. In the next quarter, construction bids will be evaluated and presented to the Board for contract award. Construction phase completion is planned for Spring 2017.
- *Hal & Berni Hanson Regional Park (April 2016)* – This project provides for the design and construction of a regional park on Evergreen Mills Road in the Dulles planning subarea. The park will include active and passive recreational amenities to include up to 17 athletic fields, recreational trails, park offices, a nature center, picnic pavilions, maintenance shops, and associated infrastructure such as parking and restrooms. In this quarter, on April 21, 2016, the Board approved the contract award for facility design to Lose & Associates. A design kick-off meeting was held on May 3, 2016 to initiate the project.
- *Loudoun County Parkway & Center Street Intersection (June 2016)* – The purpose of this project is to conduct a study to determine safety improvements to mitigate angle crashes at the intersection of Loudoun County Parkway and Center Street. The FY16 Adopted Fiscal Plan provided funding for design and construction in the amount of \$600,000. In this quarter, design was completed in May 2016 and the Invitation for Bid (IFB) for construction was drafted. The IFB was issued on July 5, 2016 with bids due in August 2016. In the next quarter, construction bids will be evaluated and presented to the FGOEDC and Board for contract award. Construction phase completion is planned for Spring 2017.
- *Route 772 Connector Bridge (April, May 2016)* – This project funds the design of the Route 772 Connector Bridge which connects Croson Lane on the western side of the Greenway to Shellhorn Road on the eastern side of the Greenway. The bridge is an integral connection to provide access to the planned parking garages for the Dulles Metrorail Station. In this quarter, on April 21, 2016, the Board awarded a design-build contract to

Shirley Contracting Company, LLC in the amount of \$16,563,160 and Notice to Proceed was issued on May 13, 2016. Additionally this quarter, the County and design-build team hosted a stakeholder meeting for coordination with adjacent development and the design-build team is proceeding through the 120 day scope validation period for the project. In the next quarter, the scope validation will be complete, the project baseline schedule will be reviewed and preliminary design activities will begin. Construction completion is planned for Winter 2018.

- *Sterling Boulevard Beautification (May 2016)* – This project provides for the construction of sidewalks along the south side of East Holly Avenue between Sterling Boulevard and North Emery Drive. VDOT is administering the sidewalk construction. In this quarter, VDOT executed a construction contract on May 11, 2016 and issued its contractor a notice to proceed date of June 20, 2016. Construction completion is expected in Summer 2016.
- *Sterling Boulevard Extended (May 2016)* – This project provides for the construction of Sterling Boulevard from Moran Road to Pacific Boulevard. In this quarter, a public information meeting was held on May 26, 2016 to receive public comment on the proposed project. In the next quarter, an item will be prepared for the Board of Supervisors to endorse the proposed road alignment. Design phase completion is anticipated in Spring 2017.
- *Stone Ridge Park & Ride Lot (April 2016)* – This project provides funding to design and construct a 300 + space lot on a County owned five acre site on proffered land in the Stone Ridge development. In this quarter, the Invitation for Bid (IFB) for construction was issued on April 11, 2016 and bids were received on May 16, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. In the next quarter, an item will be presented to the FGOEDC and Board of Supervisors for contract award and will include supplemental funding proposal, pre-construction submittals will be prepared and a Notice to Proceed will be issued. A 9 month construction duration is planned with completion anticipated in Summer 2017 which is a delay from Spring 2017 as previously reported; this delay is based on the need for supplemental funding.
- *Tall Cedars Parkway – Pinebrook Road to Gum Spring Road (April 2016)* – This project designs and constructs the missing 4 lane segment of Tall Cedars Parkway between Pinebrook Road and Gum Spring Road. In this quarter, the Invitation for Bid (IFB) for construction was issued on April 4, 2016 and bids were received on May 11, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. In the next quarter, the construction contract will be presented for the FGOEDC and Board approval and will include supplemental funding proposal, pre-construction submittals will be prepared and a Notice to Proceed will be issued. An 18 month construction duration is planned with completion anticipated in Spring 2018 which is a delay from Winter 2018 as previously reported; this delay is based on the need for supplemental funding.

- *Tall Cedars Parkway and Poland Road Intersection (April, June 2016)* – This project includes the installation of a new traffic signal and a westbound turn-lane on Tall Cedars Parkway to southbound Poland Road. Traffic Signal Plan was approved by VDOT on February 10, 2014, and re-approved on May 14, 2015. The Construction Plan and Profiles (CPAP) was approved on April 18, 2014. In this quarter, on April 21, 2016, the Board approved the contract award for the signal construction to Ardent Company, LLC. A pre-construction conference was held and Notice to Proceed was issued on June 15, 2016. The signal construction duration is planned for six months with planned completion in Winter 2016; this is a delay from the previously reported completion of Fall 2016.
- *Traffic Signal Emergency Backup Power Systems (May 2016)* – This project provides funding to equip specific, high priority traffic volume intersections in the County with backup, emergency power to keep key traffic signals in operation in the event of a prolonged widespread power outage. DTCI developed a scope of work to address the requirements for the 42 intersections identified by County public safety team. In this quarter, the final technical memorandum that documents an updated list of priority traffic signals to receive backup generators in the event of a widespread power outage and recommends equipment purchase was finalized and was delivered to General Services for equipment procurement. In the next quarter, General Services will prepare for the procurement of the identified equipment including a truck and battery back-up units for ongoing operations and maintenance.
- *Woodgrove High School/Fields Farm Park Road (May 2016)* - This project provides for the design and construction of a two-lane road connecting Woodgrove High School to Route 690 through the County owned Field Farm property. On May 24, 2016 a public information meeting was held to receive public comment on the proposed project.

PROJECTS DELAYED: Projects delays are induced into a project schedule due to a variety of issues, many of which are unforeseeable or beyond control of the County staff or County Government. The following projects are delayed, pending final determinations of the particular issue causing the delay:

- *Bles Park Restrooms* - This project provides funding to install a public restroom building in Bles Park. In this quarter, DTCI staff reviewed and approved updated shop drawings provided by the pre-manufactured restroom vendor, Smith-Midland, and Smith-Midland began building fabrication and preparation of a building permit application. Due to additional coordination necessary to finalize the shop drawings, construction completion has been delayed from Summer 2016 to Fall 2016.
- *Claiborne Parkway* - This project constructs Claiborne Parkway as a four lane median divided road between Ryan Road and Croson Lane. In this quarter, the Preliminary Engineering Study was received from Columbia Gas and was reviewed. The Board approved the contract award for Columbia Gas at its June 23, 2016 meeting and the execution of the agreement followed. Next quarter, coordination with Columbia Gas will

continue for their mobilization onsite in Fall 2016, staff will research opportunities for supplemental funding required for construction based on the cost of the gas line relocation contract, the draft Invitation for Bid (IFB) and construction documents for the project will be finalized for construction bid advertisement as soon as possible upon verification of the commencement of Columbia Gas' relocation activities. Assuming no delays with Columbia Gas' relocation work, a late Winter 2017/early Spring 2017 construction start is planned for the road construction. A 16 month construction duration is planned thus delaying construction completion to Summer 2018, weather pending.

- *Lovettsville Community Center* – This project designs and constructs a replacement community center on the site of the current community center to provide a modern building while maintaining facility operations during construction. The Board at its December 2, 2015 business meeting approved the addition of \$1.5M in FY15 Fund Balance to add senior and fitness rooms to the new community center building and to renovate and enlarge the pool house. In this quarter, additional coordination was required between the design architect, LSY, DTCI staff, and Parks, Recreation and Community Services (PRCS) staff to reorient the senior and fitness rooms within the community center to best meet PRCS programming requirements. This additional coordination has delayed design completion from Summer 2016 from Fall 2016.
- *Lyndora Park Restrooms* -- This project provides funding to install a public restroom building in Lyndora Park. In this quarter, DTCI staff reviewed and approved updated shop drawings provided by the pre-manufactured restroom vendor, Smith-Midland, and Smith-Midland began preparation of a building permit application. Due to additional coordination necessary to finalize the shop drawings, construction completion has been delayed from Summer 2016 to Fall 2016.
- *Metro Parking Structures* – This project provide funding to construct commuter parking garages at the Loudoun Gateway and Ashburn stations along the Metro silver line. At its December 9, 2015 public hearing, the Board approved a Comprehensive Agreement with Comstock to construct and operate the Ashburn North commuter garage. In this quarter, the Board voted (8-0-1) at its May 19, 2016 business meeting to terminate negotiations with Nexus Properties to deliver the Ashburn South and Loudoun Gateway commuter parking garages. The County is now pursuing a self-perform option through design-build procurement to construct the parking garages. With this change in construction procurement, the design completion milestone previously anticipated in Summer 2016 has changed to a design-build procurement completion milestone anticipated in Spring 2017. Construction completion of the parking garages is anticipated in Summer 2019.
- *Riverside Parkway – Loudoun County Parkway to Lexington* – This project provides for the design, right-of-way acquisition, and construction of Riverside Parkway from Lexington Drive and Smith Circle to Loudoun County Parkway. This project is being designed as a four-lane urban major collector with divided median, associated turn lanes and shared use path. In this quarter, DTCI staff and its design consultant, RDA, continue to work with Dominion Power, Verizon, and Loudoun Water to coordinate utility

relocation designs within the road corridor. Due to slow responses by Dominion Power and Verizon to provide utility relocation designs, completion of the road plans have been delayed. Design completion has been delayed from Spring 2016 to Fall 2016.

- *Round Hill Developmental Services Group Residence* - This project designs and constructs a 3,400 square foot four to five bed, barrier free group residence on a County-owned parcel in Round Hill. Due to a need to re-evaluate the HVAC and electrical components of the residence design to bring the project within budget, design completion has been delayed from Spring 2016 to Summer 2016.
- *Sterling Library* – This project relocates the Sterling Library to a storefront or office space location in the Sterling Community in order to renovate its current location to become a larger Sterling Community Center. This project is part of the Board's adopted Sterling Public Facilities Master Plan. Marion Construction, Inc. was awarded the construction contract in December 2015. In this quarter, wall framing and wall and ceiling rough-in activities were underway. Coordination for the landlord-provided roof top air handling units and power is ongoing as required by the terms of the lease and has created delay to the project schedule. As a result, to date, the contractor has been awarded 96 additional days and the delays are ongoing. A previously reported delay in lease commencement directly delays the library opening from September 1, 2016 to October 15, 2016 per the lease, however, the overall project completion has been delayed to Fall 2016. Additional delays are anticipated and are being managed/evaluated by DTCI staff.
- *Stone Ridge Park & Ride Lot* – This project provides funding to design and construct a 300+ space lot on a County owned five acre site on proffered land in the Stone Ridge development. In this quarter, the Invitation for Bid (IFB) for construction was issued on April 11, 2016 and bids were received on May 16, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. In the next quarter, the construction contract will be presented for FGOEDC and Board approval and will include supplemental funding proposal, pre-construction submittals will be prepared and a Notice to Proceed will be issued. A 9 month construction duration is planned with completion anticipated in Summer 2017 which is a delay from Spring 2017 as previously reported; this delay is based on the need for supplemental funding.
- *Tall Cedars Parkway – Pinebrook Road to Gum Spring Road* – This project designs and constructs the missing 4 lane segment of Tall Cedars Parkway between Pinebrook Road and Gum Spring Road. In this quarter, the Invitation for Bid (IFB) for construction was issued on April 4, 2016 and bids were received on May 11, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. In the next quarter, the construction contract will be presented for FGOEDC and Board approval and will include supplemental funding proposal, pre-construction submittals will be prepared and a Notice to Proceed will be issued. An 18 month construction duration is planned with completion anticipated in Spring 2018 which is a delay from Winter 2018 as previously reported; this delay is based on the need for supplemental funding.

- *Tall Cedars Parkway and Poland Road Intersection* – This project includes the installation of a new traffic signal and a westbound turn-lane on Tall Cedars Parkway to southbound Poland Road. Traffic Signal Plan was approved by VDOT on February 10, 2014, and re-approved on May 14, 2015. The Construction Plan and Profiles (CPAP) was approved on April 18, 2014. In this quarter, on April 21, 2016, the Board approved the contract award for the signal construction to Ardent Company, LLC. A pre-construction conference was held and Notice to Proceed was issued on June 15, 2016. The signal construction duration is planned for six months with planned completion in Winter 2016; this is a delay from the previously reported completion of Fall 2016.
- *Waxpool Road – Unbridled Way to Faulkner Parkway* – The project funds the design and construction to widen Waxpool Road (Route 625) from Unbridled Way to Faulkner Parkway. The section of Waxpool Road west of Ashburn Village Boulevard and the traffic signal was completed in September 2014 and the signal went into full operation September 2014. The section of Waxpool Road east of Ashburn Village Boulevard has been delayed due to required utility coordination and relocation identified during construction. In this quarter, the two utility easements were finalized with GI TC Ashburn and Intergate Ashburn. A Public Hearing is still necessary before the assignment of utility easements can be finalized for the project which is planned for July 13, 2016. Based on the delay in utility easements, winterization measures were put in place this past winter. In the next quarter, the utility relocation work is planned to begin, pending easement coordination, and availability of the providers' relocation services planned for 90-120 days. Following the relocation work, paving, striping and punch list will occur to complete the road construction; an additional winter shut down may be required based on the completion of the utility relocation thus further delaying the project to completion Spring or Summer of 2017.
- *Woodgrove High School/Field Farm Park Road* – This project provides for the design and construction of a two-lane road connecting Woodgrove High School to Route 690 through the County owned Field Farm property. In this quarter, DTCI staff met Loudoun County Public School (LCPS) staff on May 24, 2016 to review the proposed road alignment to coordinate the design of the Woodgrove HS second entrance. Based on this meeting, LCPS staff requested DTCI to increase the scope of the project to design and construct the second entrance into Woodgrove High School and not just terminate the road improvements at the LCPS lease line. This addition to the project scope has delayed design completion from Summer 2016 to Spring 2017.

PROJECTS REQUIRING SUPPLEMENTAL FUNDING: Three projects require supplemental funding.

- *Claiborne Parkway* - This project constructs Claiborne Parkway as a four lane median divided road between Ryan Road and Croson Lane. In this quarter, the Preliminary Engineering Study was received from Columbia Gas and was reviewed. The Board approved the contract award for Columbia Gas at its June 23, 2016 meeting and the

execution of the agreement followed. Next quarter, coordination with Columbia Gas will continue for their mobilization onsite in Fall 2016, staff will research opportunities for supplemental funding required for construction based on the cost of the gas line relocation contract and will be prepared with a supplemental funding proposal to coincide with the construction contract award. Staff is reviewing state revenue sharing balances from other projects that may be available to cover this funding shortfall.

- *Stone Ridge Park & Ride Lot* - This project funds the design and construction of a 300 space park and ride lot in the Stone Ridge community. In this quarter, the Invitation for Bid (IFB) for construction was issued on April 11, 2016 and bids were received on May 16, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. In the next quarter, the construction contract will be presented for FGOEDC and Board approval and will include supplemental funding proposal. The County is anticipating the award of Interstate 66 Toll Lane revenues totaling \$1,120,000 for this project. Once the County obtains official notification of receipt of the toll lane revenue funding, an amendment to the FY 2017 CIP and budget will be brought to the Board of Supervisors to appropriate the toll revenue funding for the Stone Ridge Park and Ride project. The CTB is expected to approve the funding award at its' July 2016 meeting.
- *Tall Cedars Parkway – Pinebrook Road to Gum Spring Road* – This project designs and constructs the missing 4 lane segment of Tall Cedars Parkway between Pinebrook Road and Gum Spring Road. In this quarter, the Invitation for Bid (IFB) for construction was issued on April 4, 2016 and bids were received on May 11, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. In the next quarter, the construction contract will be presented for FGOEDC and Board approval and will include supplemental funding proposal.

ISSUES: Five issues of concern warrant mention in this item, they are:

Project Related Correspondence: Periodically, during the previous quarter, staff provides capital project related information to the full Board to report on project status or give notice upon reaching a specific project milestone. Memoranda and email notices provided to the Board during the previous quarter are included as Attachment 2.

Land Acquisition Process: The County Attorney's Office and DTIC are working on revising the land acquisition process. The goal is to get appraisals and enter into option contracts with owners early in the design process. In addition, staff will begin the process for eminent domain in sufficient time to accommodate the start date for the procurement process. Even after a certificate of take is filed, staff will continue to work with property owners to reach an amicable settlement. The filing of the certificate assure ownership of property, but does not settle the compensation to be paid to the property owner. Staff anticipates that most eminent domain cases will be settled.

Capital Project Process and Procurement: In this quarter staff from the DTCI and Procurement appeared before the FGOEDC to discuss the processes for developing both facility and transportation capital projects. The discussion included a review of the state code provisions regarding the award of architecture and engineering services contracts.

Summary of Capital Improvement Projects Completed: With each quarter's report, beginning in January 2016 with the Board of Supervisor's term, a list of completed projects will be provided. The list will include General Government and School Capital Improvement Projects and provide the total funding amount by category.

The following General Government and School Capital Improvement Projects have been completed since January 2016, at a total Capital Project Funding amount of \$4,277,314.

General Government (\$5,401,671):

1. Brambleton District Park – East
2. Franklin Park Rectangular Field Lighting Phase II
3. Mirror Ridge Group Residence
4. Pleasant Valley Drive & Braddock Road Intersection
5. Brockman Lane Emergency Gate

Schools (\$0):

No School Capital Improvement Projects have been completed since January 2016.

ATTACHMENTS:

1. Capital Projects Quarterly Report
2. Correspondence to full Board on Capital Projects related information



PROJECT INFORMATION

Project Report	CAPITAL IMPROVEMENT PROGRAM - CAPITAL PROJECT REPORT
Department Mission	The Department of Transportation & Capital Infrastructure implements the Board of Supervisors' vision and direction while protecting the County's interests and financial resources through planning, administration, management and coordination of transportation services and capital infrastructure projects. The Department manages all facets of the Capital Improvement Program in providing safe, functional, cost effective, energy efficient and environmentally sustainable facilities that serve the citizens and employees of Loudoun County. The Department ensures the County develops public facilities that meet or exceed all federal, state, and local codes and Board of Supervisors' policies.

Report Period	4th Quarter FY 2016
Active Capital Project Budget Total	\$875,515,775
Department Director	Joe Kroboth, DTCI 703.771.5107 Joe.Kroboth@loudoun.gov
Capital Planning, Budget and Policy Division	Daniel Csizmar, DTCI 703.771.5997 Daniel.Csizmar@loudoun.gov
Capital Budget Analyst	Julie Crim, DTCI 703.737.8657 Julie.Crim@loudoun.gov
Capital Budget Analyst	Peter Malgieri, DTCI 703.737.8240 Peter.Malgieri@loudoun.gov
Capital Budget Accountant	Harvey Cornwell, DTCI 703.737.8901 Harvey.Cornwell@loudoun.gov

PROJECT BUDGET & SCHEDULE

Current Active Capital Budgets by Functional CIP Area	
Administration	\$0
General Government	\$50,867,950
Public Safety	\$166,525,240
Parks, Recreation & Culture	\$114,220,035
Health & Welfare	\$3,620,000
Transportation	\$540,282,550
Total Active CIP Budgets:	\$875,515,775
Total Active CIP Projects:	228

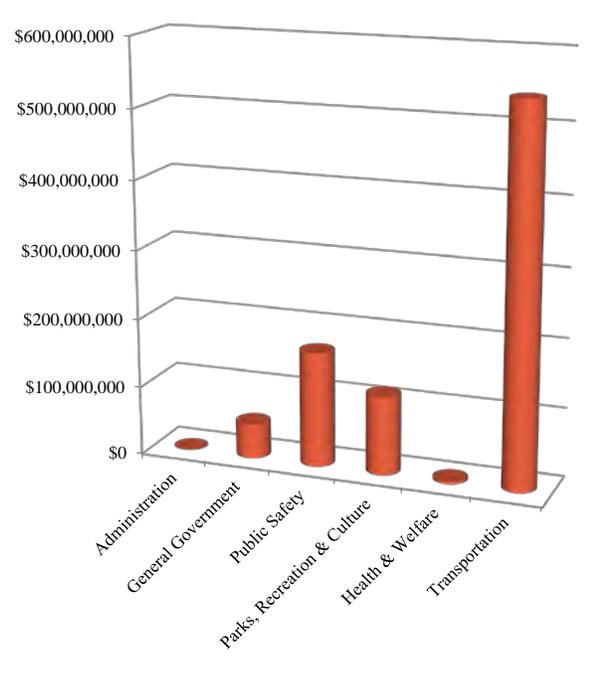


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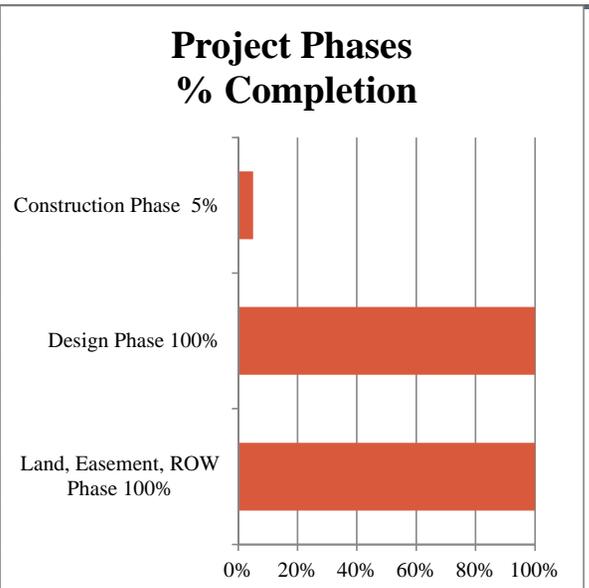


PROJECT INFORMATION

Project Name	ALLDER SCHOOL ROAD IMPROVEMENTS
Project Description	The project designs and paves Allder School Road (Route 711) from Woodgrove Road (Route 719) to Hillsboro Road (Route 690). The scope includes a bridge over the South Fork of the Catoctin Creek.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Kent Marrs, DTCI 571.258.3182 Kent.Marrs@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,233,425
Construction	\$6,711,125
FFE	\$0
Land	\$451,000
Proffered Land	\$0
Total Project Cost:	\$8,395,550
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 5%	5%
FFE Phase	N/A
Construction Phase Completion:	Summer 2018
Project Revenue(s)	
Lease Revenue Financing	\$6,617,000
Local Tax Funding	\$1,778,550
Total Revenue	\$8,395,550

**Project Status Update:**

In this quarter, the last easement needed for right of way clearance was recorded on June 15, 2016. Land acquisition is complete. Tree clearing to facilitate utility relocation was initiated on March 9, 2016 and completed on April 20, 2016. Verizon updated their relocation cost estimate and their purchase order was updated to reflect the current cost. All Verizon easements have been recorded. Negotiations are ongoing with Dominion to determine the extent of electrical relocation work to be done by Dominion and the amount to be done by the road construction contractor. Cost savings will likely be realized if the road construction contractor can perform some of the electrical relocation work. In the next quarter, Verizon relocation work is anticipated to begin and negotiations will continue with Dominion on how electrical relocation work will be performed. The Invitation for Bid (IFB) for road construction will likely be issued in Fall 2016 if negotiations with Dominion are successful. The construction phase is anticipated to be complete by Summer 2018.

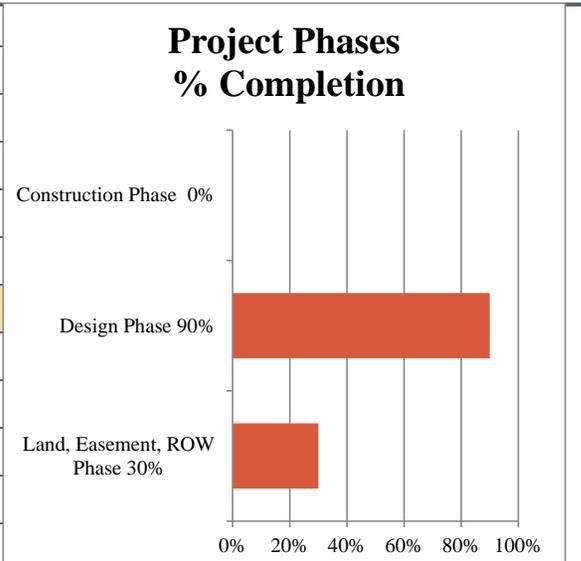


PROJECT INFORMATION

Project Name	BELMONT RIDGE ROAD IMPROVEMENTS - GLOUCESTER TO HAY
Project Description	This project provides for VDOT to administer a design-build project for the widening of Belmont Ridge Road from Gloucester Parkway to Hay Road from two lanes to a four lane divided road section. The project includes a bridge over the W&OD trail.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Ashburn
Supervisor	Buona

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$2,100,000
Design/Build	\$45,915,800
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$48,015,800
Project Phase Progress:	
Land, Easement, ROW Phase	30%
Design Phase	90%
Construction Phase	0%
FFE Phase	N/A
Design/Build Completion:	Fall 2018
Project Revenue(s)	
General Obligation Bonds	\$2,100,000
Local Tax Funding	\$13,000,000
Revenue Sharing	\$1,831,400
Cash Proffers	\$279,000
NVTA 2014 70% Regional Funds	\$20,000,000
NVTA 2014 30% Local Funds	\$10,805,400
Total Revenue	\$48,015,800



Project Status Update:

This is a VDOT Administered design-build project awarded to the Dewberry/Shirley Contracting team. The project is in the design phase and in this quarter, final design plans, permitting and ROW acquisition have advanced. VDOT approved right-of-way plans on April 25, 2016. Fifteen out of 24 appraisals have been approved by VDOT. Three offers have been made. NOVA Parks has agreed to provide the easements needed for the project at no cost. DTCI has been working with Zoning Administration to request proffered/conditioned right-of-way and easements. The project requires vacation of existing recorded open space easement on the Chase at Belmont. Wetland and stream mitigation credits have been purchased. In the next quarter, these activities will continue and utility relocation will begin. Final project completion remains Fall 2018.

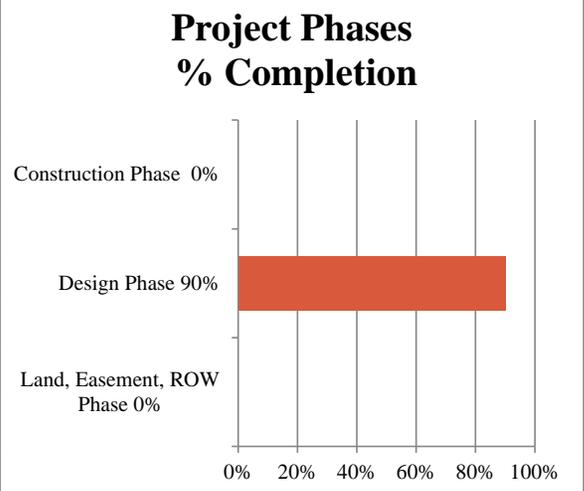


PROJECT INFORMATION

Project Name	BELMONT RIDGE ROAD IMPROVEMENTS TRURO PARISH TO CROSON
Project Description	This project provides for the design and construction of two additional lanes to Belmont Ridge Road from Truro Parish Drive to Croson Lane.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Broad Run, Blue Ridge, Dulles
Supervisor	Meyer, Buffington, Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$2,229,900
Construction	\$18,933,100
FFE	\$0
Land	\$1,700,000
Proffered Land	\$0
Total Project Cost:	\$22,863,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 90%	90%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Fall 2016
Project Revenue(s)	
GO Bonds	\$1,080,000
Local Tax Funding	\$1,000,000
Cash Proffers	\$1,283,000
NVTA 70% (Regional)	\$19,500,000
Total Revenue	\$22,863,000



Project Status Update:

In addition to road improvements, this project includes the installation of a traffic signal at the Belmont Ridge Road/Croson Lane intersection. Since the signal design is complete and approved by the Virginia Department of Transportation (VDOT), the signal will be constructed ahead of the road improvements. In this quarter, on April 21, 2016, the Board approved the contract award for the signal construction to Ardent Company, LLC. A pre-construction conference was held and Notice to Proceed was issued on June 15, 2016. The signal construction duration is planned for six months. Department of Transportation and Capital Infrastructure (DTCI) staff and the design consultant, Dewberry, continue to coordinate utility relocation design for the road project with Dominion Power and Verizon. Dewberry also submitted 90% design plans to VDOT and Building & Development on April 6, 2016. DTCI staff and Dewberry continue to communicate with affected HOAs on design issues and to discuss land acquisition needs. Title is being ordered and Dewberry is preparing easement and dedication plats. In the next quarter, the design will continue toward 100%, utility relocation coordination will continue, and land acquisition discussions will continue with affected property owners. Completion of the design phase is anticipated for Fall 2016.

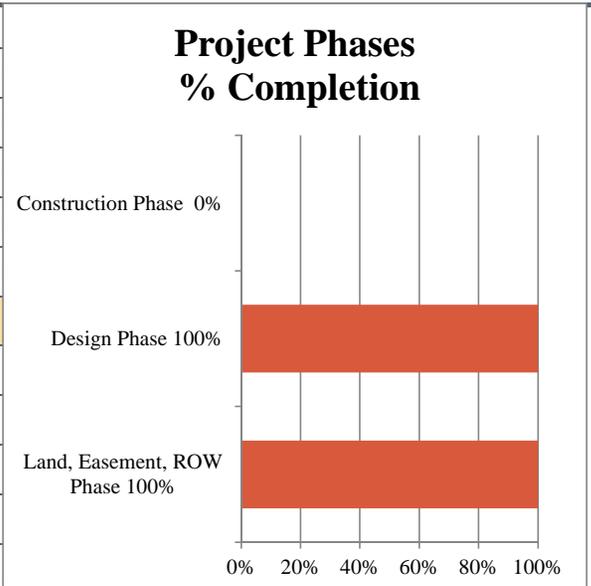


PROJECT INFORMATION

Project Name	CLAIBORNE PARKWAY
Project Description	This project constructs Claiborne Parkway as a four lane median divided road between Ryan Road and Croson Lane.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Gary Pozzouli, DTCI 571.258.3380 Gary.Pozzouli@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$716,500
Construction	\$6,912,170
FFE	\$0
Land	\$156,780
Proffered Land	\$0
Total Project Cost:	\$7,785,450
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Completion:	Summer 2018
Project Revenue(s)	
State Revenue Sharing	\$3,400,000
Gas Tax	\$3,400,000
Cash Proffers	\$985,450
Total Revenue	\$7,785,450



Project Status Update:

In this quarter, the Preliminary Engineering Study was received from Columbia Gas and was reviewed. The Board approved the contract award for Columbia Gas at its June 23, 2016 meeting and the execution of the agreement followed. Next quarter, coordination with Columbia Gas will continue for their mobilization onsite in Fall 2016, staff will research opportunities for supplemental funding required for construction based on the cost of the gas line relocation contract, the draft Invitation for Bid (IFB) and construction documents for the project will be finalized for construction bid advertisement as soon as possible upon verification of the commencement of Columbia Gas' relocation activities. Assuming no delays with Columbia Gas' relocation work, a late Winter 2017/early Spring 2017 construction start is planned for the road construction. A 16 month construction duration is planned thus delaying construction completion to Summer 2018, weather pending.

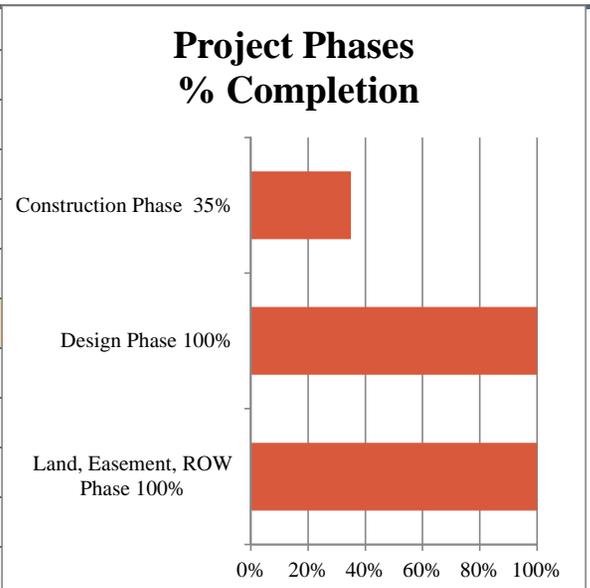


PROJECT INFORMATION

Project Name	CROSON LANE - OLD RYAN ROAD TO ROUTE 772 METRO STATION
Project Description	This project provides for the construction of Croson Lane from Old Ryan Road to the future Route 772 Metro Station. The road will be designed and constructed to VDOT standards and will become part of the VDOT system for maintenance.
Project Type	Roads & Bridges
Project Phase Funding	Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	McKinley Jones, DTCI 571.258.3611 McKinley.Jones@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$433,600
Construction	\$5,219,900
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$5,653,500
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 35%	35%
FFE Phase	N/A
Construction Phase Completion:	Spring 2017
Project Revenue(s)	
Local Tax Funding	\$200,000
Local Tax Funding-Roads	\$600,000
Cash Proffers	\$4,853,500
Total Revenue	\$5,653,500



Project Status Update:

William A. Hazel, Inc. began construction in December 2015. In this quarter, earthwork continued and underground utility work began on the project. The contractor was awarded 6 weather days in this quarter. In the next quarter, earthwork and underground utility work will continue and curb and gutter work will begin. Construction completion is anticipated for Spring 2017.

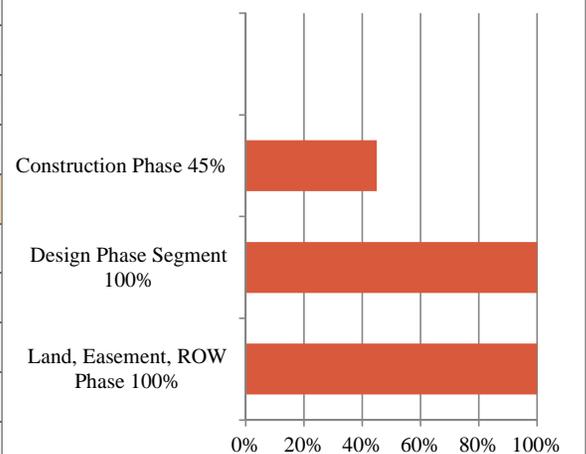


PROJECT INFORMATION

Project Name	CROSSTRAIL BOULEVARD - SEGMENT A2
Project Description	The project entails the design and construction of Crosstrail Boulevard Segment A2. Segment A2 is from Claudia Drive to Sycolin Road. Crosstrail Boulevard is proposed as a four lane divided highway.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Kent Marrs, DTCI 571.258.3182 Kent.Marrs@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget*	
Design	\$1,584,000
Construction	\$16,847,420
FFE	\$0
Land	\$1,327,080
Proffered Land	\$0
Total Project Cost:	\$19,758,500
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase Segment 100%	100%
Construction Phase 45%	45%
FFE Phase	N/A
Construction Completion:	Summer 2018
Project Revenue(s)*	
Lease Revenue Financing	\$18,164,000
NVTA 70% Local Funds	\$1,594,500
Revenue Total	\$19,758,500

Project Phases
% Completion

Project Status Update:

Fort Myer Construction Corporation began construction in June 2015. In this quarter, blasting for excavation and storm water pipe work activities continued. Installation of storm structures follows earthwork in areas as they are available, progressing generally from the Segment A1 area toward Sycolin Road. Concurrently, final close out of the work on the Segment A1 nears completion by Branch Highways, Inc. In the next quarter, blasting and mass excavation will continue throughout this first year of construction. Construction completion is anticipated for Summer 2018.

*Design budget for Segment A2 was funded in Segment A1.

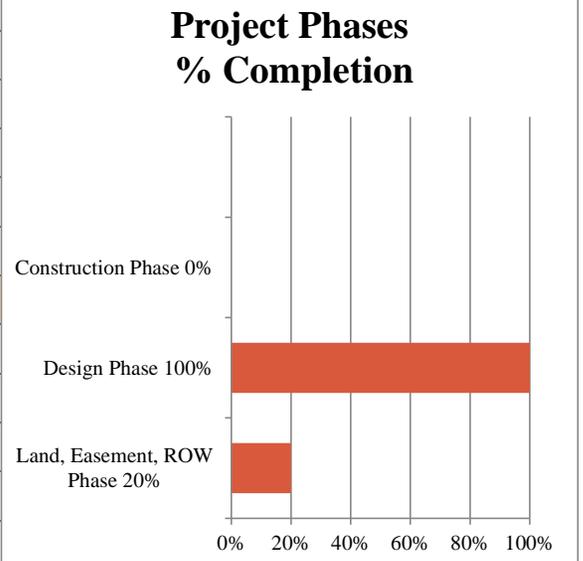


PROJECT INFORMATION

Project Name	CROSSTRAIL BOULEVARD - SEGMENT B
Project Description	The project entails the design and construction of Crosstrail Boulevard Segment B. Segment B is from Kincaid Boulevard to Russell Branch Parkway. Crosstrail Boulevard is proposed as a four lane divided highway. Appropriations for right-of-way acquisition are planned in FY 2017 with construction appropriations in FY 2019.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget*	
Design	\$0
Construction	\$0
FFE	\$0
Land	\$0
Profferd Land	\$0
Total Project Cost:	\$0
Project Phase Progress:	
Land, Easement, ROW Phase 20%	20%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Land Acquisition Phase Completion:	Summer/Fall 2016
Project Revenue(s)*	
Lease Revenue Financing	\$0
Local Tax Funding	\$0
Revenue Total	\$0



Project Status Update:

A Memorandum of Agreement (MOA) between the Tuscarora Crossing applicant, Hunter Lee Center and the Loudoun County Zoning Administrator outlines Hunter Lee Center's proffer obligation to acquire right-of-way for this section of Crosstrail Boulevard. The MOA states Hunter Lee Center will attempt to acquire right-of-way for six months following the approval of the road plans or until September 1, 2016, whichever comes first. In this quarter, DTCI staff and the design consultant, Dewberry, continued to work with the Town of Leesburg to get the 100% road plans approved. VDOT and Building & Development (B&D) have approved the 100% road plans. DTCI staff is working with Hunter Lee Center representative to assist in right-of-way acquisition. In the next quarter approval of the 100% plans by the Town is anticipated and Hunter Lee Center will continue to pursue right-of-way acquisition, with an anticipated completion date of Summer/Fall 2016.

*Design budget for Segment B was funded in Segment A1.

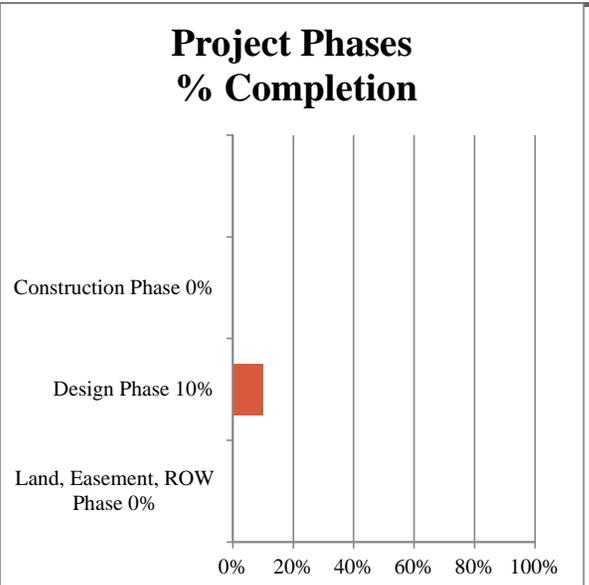


PROJECT INFORMATION

Project Name	FARMWELL ROAD WIDENING - SMITH SWITCH TO ASHBURN ROAD
Project Description	This project provides for the design, right-of-way acquisition and widening of Farmwell Road from Smith Switch to Ashburn Road. The project will widen the existing road to a six-lane urban major collector.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Bruce Thornberry, DTCI 703-737-8821 Bruce.Thornberry@loudoun.gov
Election District	Ashburn, Broad Run
Supervisor	Buona, Meyer

PROJECT BUDGET & SCHEDULE

Budget*	
Design	\$2,468,860
Construction	\$5,145,140
FFE	\$0
Land	\$250,000
Proffered Land	\$0
Total Project Cost:	\$7,864,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 10%	10%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Winter 2018
Project Revenue(s)*	
Revenue Sharing	\$3,500,000
NVTA 30% (Local)	\$3,500,000
Cash Proffers	\$864,000
Revenue Total	\$7,864,000



Project Status Update:

In this quarter, the design consultant, Wallace Montgomery, completed the road corridor field survey and continued utility designation work and assessing environmental conditions. Wallace Montgomery also prepared a safety study of the Estate Place and Farmwell Road intersection as directed by the Board of Supervisors at its March 17, 2016 business meeting. In the next quarter, Wallace Montgomery will prepare 30% design plans and DTCI staff will report back to the Board on the Estate Place and Farmwell Road intersection safety study with suggested recommendations. Completion of the design phase is anticipated for Winter 2018.

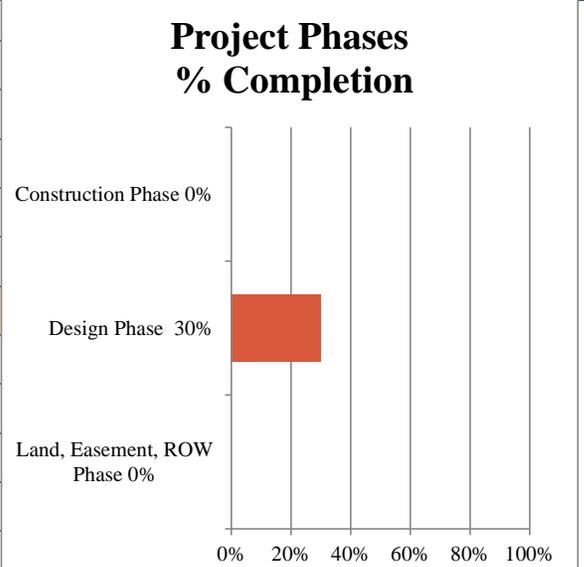


PROJECT INFORMATION

Project Name	GEORGE WASHINGTON BOULEVARD OVERPASS
Project Description	This project provides for the design, right-of-way acquisition and construction of George Washington Boulevard over Harry Byrd Highway (Route 7) with connection to Russell Branch Parkway south of Route 7. VDOT will administer the design and construction of this project.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Algonkian
Supervisor	Volpe

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$1,367,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,367,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 30%	30%
Construction Phase 0%	0%



Design Phase Completion: Spring 2018

Project Revenue(s)

RSTP Grant	\$1,367,000
Total Revenue	\$1,367,000

Project Status Update:

This is a Virginia Department of Transportation (VDOT) administered design-bid-build project. The project is in the design phase and is 30% complete. In this quarter, the Preliminary Field Inspection was held on April 7, 2016 with Value Engineering (VE) process ongoing through April and May. In the next quarter, a risk assessment VE Study is planned. The design phase completion is now planned for Spring 2018; it was previously reported for Fall 2018.

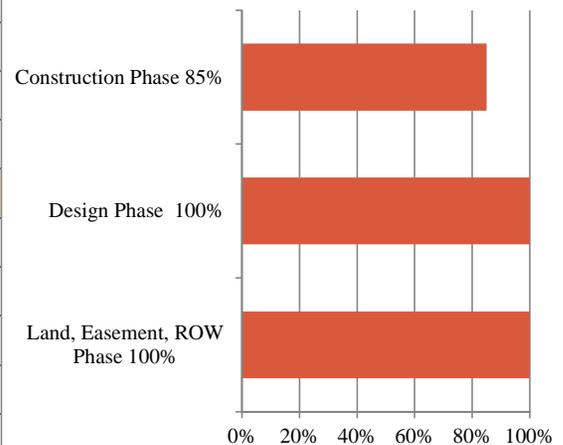


PROJECT INFORMATION

Project Name	GLOUCESTER PARKWAY
Project Description	This project designs and constructs a four-lane missing link of Gloucester Parkway between Loudoun County Parkway and Pacific Boulevard. This project is being administered by VDOT as a design-build project.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$31,000,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$31,000,000
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 85%	85%
Construction Phase Completion:	Summer 2016

Project Phases
% Completion

Project Revenue(s)	
Local Tax Funding	\$31,000,000
Total Revenue	\$31,000,000

Project Status Update:

This is a VDOT Administered project awarded to the design-build team of Dewberry/Shirley Contracting. Construction work is underway and is 85% complete. In this quarter, bridge barriers and fencing, storm drains, curb and gutter and base paving and signal activities were underway. In the next quarter, paving, pavement marking, signage, seeding and punch list will occur. The project completion is scheduled for August 2016. A Ribbon cutting ceremony scheduled for July 28, 2016.

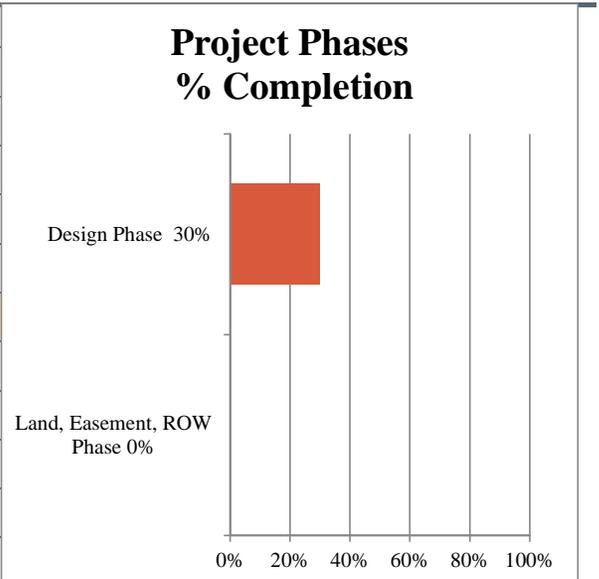


PROJECT INFORMATION

Project Name	METRO PARKING STRUCTURES
Project Description	This project provides funding to construct commuter parking garages at the Loudoun Gateway and Ashburn stations along the Metro silver line.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase
Program Department Contact	Joe Kroboth, DTCI 703.771.5107 Joe.Kroboth@loudoun.gov
DTCI Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$2,981,800
Construction	\$130,018,200
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$133,000,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 30%	30%
Construction Phase 0%	0%
Design-Build Procurement Phase Completion:	Spring 2017
Project Revenue(s)	
Local Tax Funding	\$3,000,000
Lease Revenue Bonds	\$130,000,000
Total Revenue	\$133,000,000



Project Status Update:

At its December 9, 2015 public hearing, the Board of Supervisors approved a Comprehensive Agreement with Comstock to construct and operate the Ashburn North commuter garage. In this quarter, the Board of Supervisors voted (8-0-1) at its May 19, 2016 business meeting to terminate negotiations with Nexus Properties to deliver the Ashburn South and Loudoun Gateway commuter parking garages. DTCI and Procurement are now working to develop a solicitation to request design-build proposals to deliver the two commuter parking garages. DTCI has assembled a design team led by Grimm & Parker Architects to prepare design-build bridging documents necessary for the solicitation and to prepare and submit site plan documents. Award of a design-build contract is planned in Spring 2017 as well as site plan approvals. Construction completion of the parking garages is anticipated in Summer 2019.

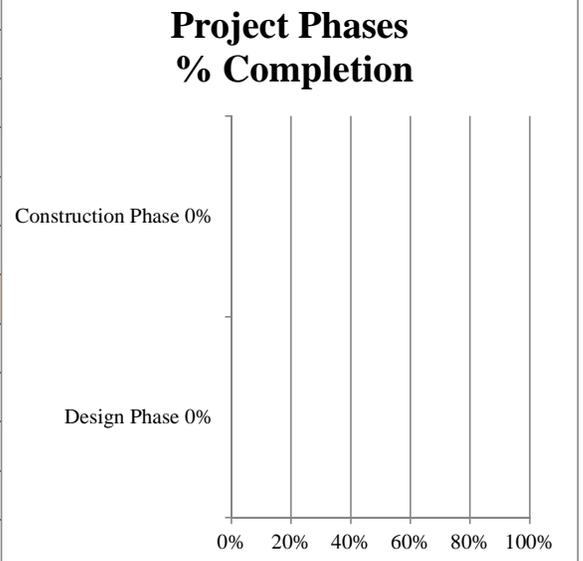


PROJECT INFORMATION

Project Name	MOOREFIELD BOULEVARD - CROSON LANE TO METRO CENTER DRIVE
Project Description	This project provides for the planning, design, right-of-way acquisition and construction of Moorefield Boulevard from Croson Lane to Metro Center Drive.
Project Type	Roads & Bridges
Project Phase Funding	Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Gary Pozzouli, DTCI 571.258.3380 Gary.Pozzouli@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$0
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$0
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase	N/A
Phase Completion:	
Project Revenue(s)	
Local Tax Funding	\$0
Cash Proffers	\$0
Total Revenue	\$0



Project Status Update:

This project's scope of work and budget have been incorporated into the design-build contract being solicited by the County for the Route 772 Connector Bridge. The project's detailed status and budget are reported with the Route 772 Connector Bridge project.

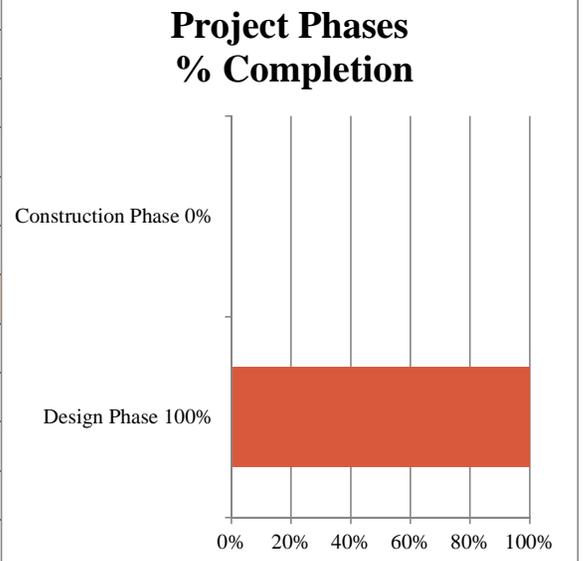


PROJECT INFORMATION

Project Name	MOOREVIEW PARKWAY
Project Description	This project constructs the segment of Mooreview Parkway between Croson Lane and Old Ryan Road. This segment is an important link for access to Moorefield Station Elementary School, Moorefield Community Park and the future Metro-Rail Station.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	McKinley Jones, DTCI 571-258-3611 McKinley.Jones@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$694,250
Construction	\$7,405,750
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$8,100,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Winter 2018
Project Revenue(s)	
Local Tax Funding	\$6,300,000
Gas Tax	\$1,800,000
Total Revenue	\$8,100,000



Project Status Update:

In January 2016, the Board of Supervisors approved an agreement with Atapco Properties for Atapco to construct the Old Ryan Road portion of the project. William A. Hazel, Inc. is constructing the work for Atapco which is currently underway. In this quarter, Columbia Gas has handled administrative activities to order materials for the gas line relocation work, the Invitation for Bid (IFB) has been updated for review. In the next quarter, Columbia Gas is scheduled to begin five weeks of relocation work onsite in early September, completing in October 2016. The IFB will be issued as soon as possible upon verification of the commencement of Columbia Gas' relocation activities. Assuming no delays with Columbia Gas' relocation work, a late Winter 2017 construction start is planned for the road construction. A 12 month construction duration is planned thus delaying construction completion to Winter 2018, weather pending.

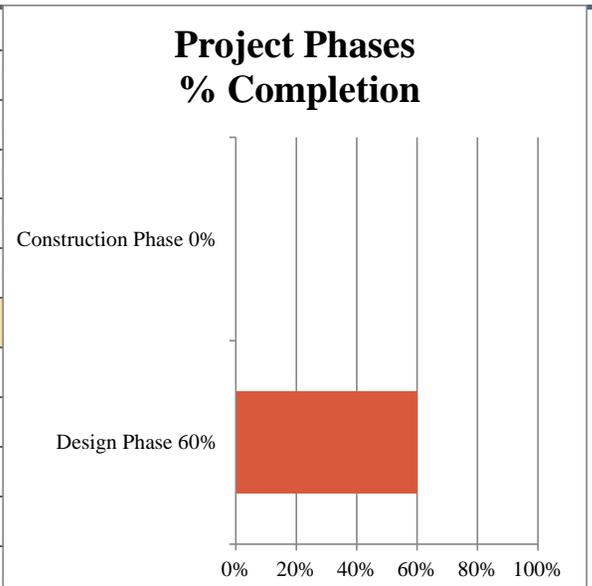


PROJECT INFORMATION

Project Name	NORTHSTAR BOULEVARD - ROUTE 50 TO TALL CEDARS PARKWAY
Project Description	This project provides for the planning, design, right-of-way acquisition and construction of a minor arterial roadway from John Mosby Highway (Route 50) to Tall Cedars
Project Type	Roads & Bridges
Project Phase Funding	Design Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$4,250,000
Construction	\$182,000
FFE	\$0
Land	\$1,000,000
Proffered Land	\$0
Total Project Cost:	\$5,432,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 60%	60%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Winter 2017
Project Revenue(s)	
Revenue Sharing	\$2,350,000
NVTA 30% (Local)	\$2,350,000
Cash Proffers	\$732,000
Total Revenue	\$5,432,000



Project Status Update:

In this quarter, the design consultant, J2 Engineers, submitted on April 11, 2016 Floodplain Alteration plans to Building & Development and bridge plans to VDOT. On April 25, 2016, DTCI staff and J2 Engineers met with VDOT to review the 60% road plans. As a result of this meeting, J2 Engineers provided supplemental information to VDOT in May 2016 to allow completion of the 60% road plan review. In the next quarter, VDOT 60% road plan comments are expected and 90% road plans will be initiated with an anticipated date for design completion of Winter 2017. An item will also be prepared next quarter for the Board of Supervisors to endorse the proposed road design.

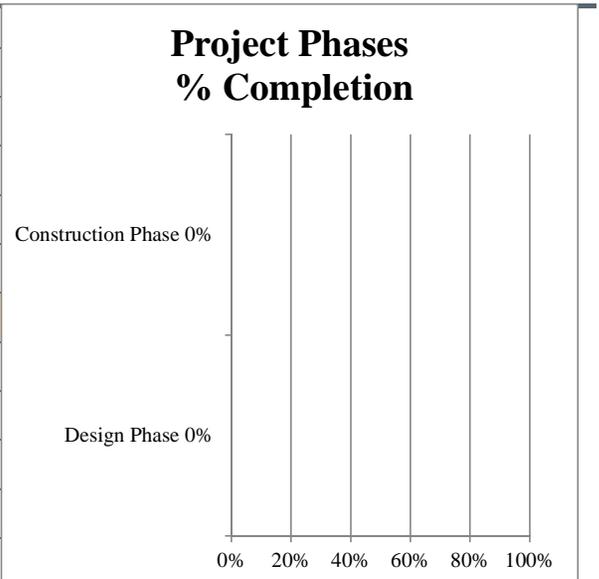


PROJECT INFORMATION

Project Name	NORTHSTAR BOULEVARD - SHREVEPORT DRIVE TO ROUTE 50
Project Description	This project provides for the planning, design, right-of-way acquisition and construction of a minor arterial roadway from Shreveport Drive to Route 50.
Project Type	Roads & Bridges
Project Phase Funding	Deign Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$5,000,000
Construction	\$4,459,000
FFE	\$0
Land	\$2,000,000
Proffered Land	\$0
Total Project Cost:	\$11,459,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$3,300,000
Revenue Sharing	\$3,200,000
NVTA 70% (Regional)	\$204,000
NVTA 30% (Local)	\$4,755,000
Total Revenue	\$11,459,000



Project Status Update:

In this quarter, County staff met on May 18, 2016 with a representative of the Brambleton developer and several key property owners within the road corridor to discuss road alignment constraints and options. Further development of alignment options is necessary to progress land acquisition discussions. In the next quarter, DTCI will issue a purchase order to a task order road design firm to prepare preliminary alignment options. Once a suitable alignment is developed, a Request for Proposal (RFP) will be issued to solicit proposals from engineering consultants to prepare detailed design documents. Land acquisition discussions will continue as the road alignment is developed.

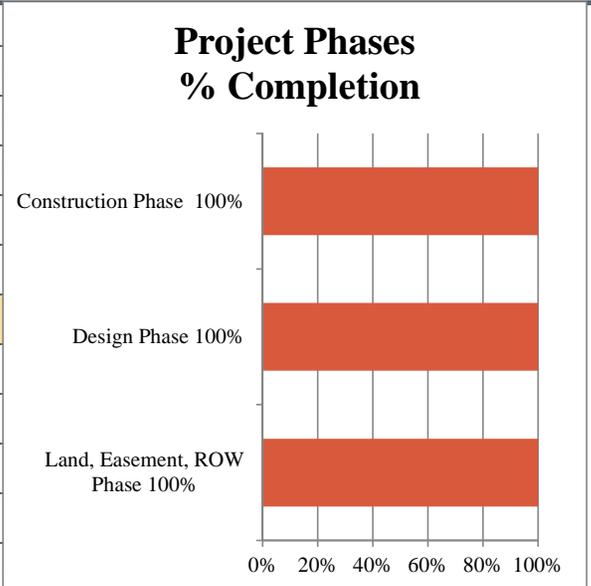


PROJECT INFORMATION

Project Name	PLEASANT VALLEY DRIVE & BRADDOCK ROAD INTERSECTION
Project Description	This project designs and constructs a roundabout at the intersection of Pleasant Valley Drive and Braddock Road in Fairfax County. This project is being administered by VDOT as a design-build project.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Fairfax County Project Adjacent to Dulles District
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,000,000
Construction	\$200,000
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$1,200,000
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 100%	100%
FFE Phase	N/A
Construction Phase Completion:	Spring 2016
Project Revenue(s)	
Gas Tax	\$1,000,000
State Revenue Sharing	\$200,000
Revenue Total	\$1,200,000



Project Status Update:

This project is a VDOT Administered project awarded to the design-build team of WBCM/Fort Myer Construction. The project construction was completed this quarter in May 2016.

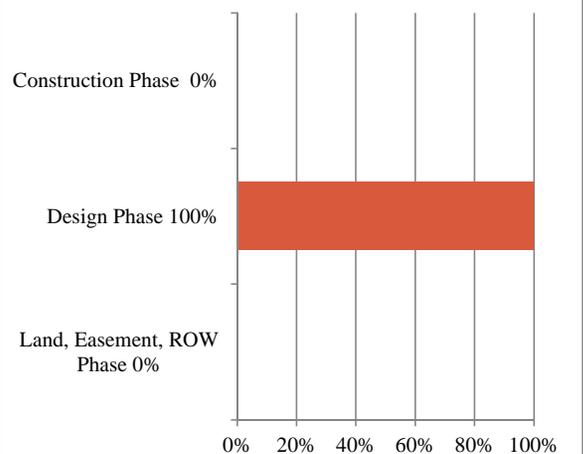


PROJECT INFORMATION

Project Name	RIVERSIDE PARKWAY - LEXINGTON DRIVE TO JANELIA FARM
Project Description	This provides funding for the construction of a four-lane divided roadway from Lexington Drive to Janelia Farm.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Bruce Thornberry, DTCI 703-737-8821 Bruce.Thornberry@loudoun.gov
Election District	Algonkian, Ashburn
Supervisor	Volpe, Buona

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$350,000
Construction	\$3,400,000
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$3,750,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Summer 2018
Project Revenue(s)	
Local Tax Funding	\$3,750,000
Revenue Total	\$3,750,000

Project Phases
% Completion

Project Status Update:

At its December 2, 2015 business meeting, the Board of Supervisors approved a reimbursement agreement with One Loudoun Holdings, LLC to have their contractor, Shirley Construction, construct the Riverside Parkway improvements as part of the Route 7/Ashburn Village Boulevard interchange project. The agreement has been signed by all parties. In this quarter, a Traffic Maintenance Plan for the planned traffic signal was approved by VDOT on May 27, 2016. Right of way from Howard Hughes Medical Institute (HHMI) was conveyed on June 22, 2016. In the next quarter, Shirley Construction will begin work on the Riverside Parkway improvements as part of the overall Route 7/Ashburn Village Boulevard interchange project. Completion of the overall project is anticipated Summer 2018.

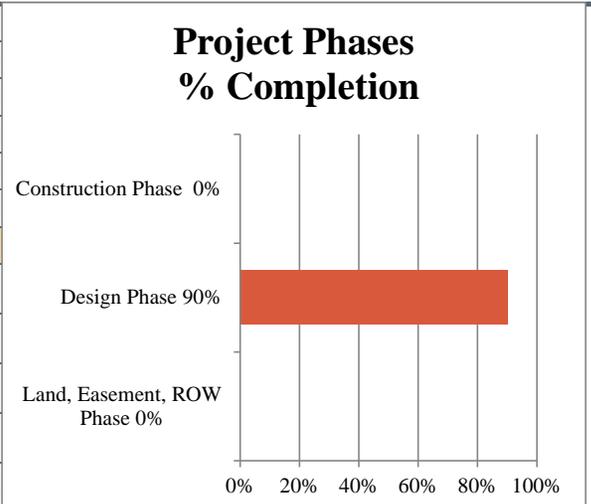


PROJECT INFORMATION

Project Name	RIVERSIDE PARKWAY - LOUDOUN COUNTY PARKWAY TO LEXINGTON
Project Description	This project funds the design and construction of a 4 lane divided road segment between Loudoun County Parkway and Lexington Drive, a new Loudoun Water main along Smith Circle, and a temporary traffic signal at Loudoun County Parkway and George Washington Boulevard.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Bruce Thornberry, DTCI 703.737.8821 Bruce.Thornberry@loudoun.gov
Election District	Algonkian
Supervisor	Volpe

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,625,700
Construction	\$12,048,700
FFE	\$0
Land	\$1,500,000
Proffered Land	\$0
Total Project Cost:	\$15,174,400
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 90%	90%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Fall 2016
Project Revenue(s)	
Cash Proffers	\$1,762,100
Revenue Sharing	\$7,412,300
NVTA 30% (Local)	\$6,000,000
Revenue Total	\$15,174,400



Project Status Update:

In this quarter, the design consultant, Rinker Design Associates (RDA), progressed the road design to 90%. Draft easement and dedication plats have been prepared. Department of Transportation and Capital Infrastructure (DTCI) staff and RDA continue to work with Dominion Power, Verizon, and Loudoun Water to coordinate utility relocation designs within the road corridor. Once the final utility designs are coordinated with the 90% design plans, the draft plats will be finalized for submission to Building & Development (B&D). Agreement negotiations continued between the County and Loudoun Water to have the County reimburse Loudoun Water to install a new Smith Circle water line. The water line design is at approximately 60%. In the next quarter, the 90% road plans will be submitted to B&D and Virginia Department of Transportation (VDOT), draft easement and dedication plats will be submitted to B&D, land acquisition will commence, and negotiations will continue between the County and Loudoun Water on the Smith Circle water line. Staff is also working with VDOT to address issues raised by VDOT regarding the use of revenue sharing funds for the water line portion of the project. Completion of the design phase is planned for Fall 2016 which is a delay from Spring 2016 as previously reported; this delay is based on the need for additional utility relocation design coordination.

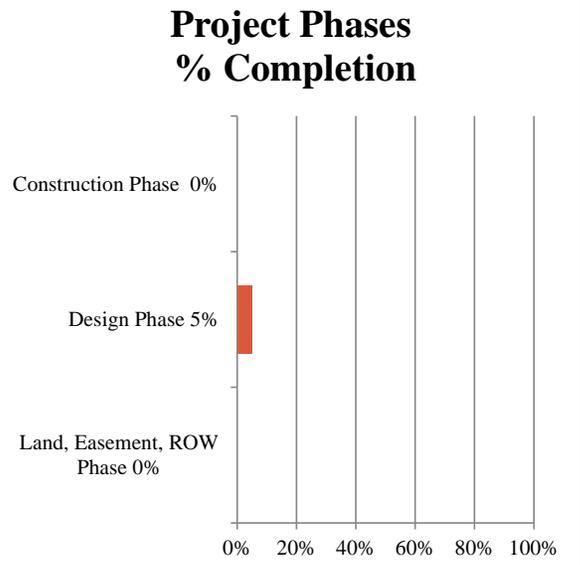


PROJECT INFORMATION

Project Name	ROUTE 15 BYPASS AT EDWARDS FERRY ROAD
Project Description	This project provides for funding for traffic engineering and an Interchange Justification Report (IJR) for an interchange at the Route 15 Bypass and Edwards Ferry Road in the Town of Leesburg. This project is being administered by the Town of Leesburg.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase
Program Department Contact	Tom Brandon, Town of Leesburg 703.737.6067 tbrandon@leesburgva.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Leesburg
Supervisor	Umstatt

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$1,000,000
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$1,000,000
Project Development Schedule	
Land, Easement, ROW Phase 0%	0%
Design Phase 5%	5%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Fall 2017
Project Revenue(s)	
NVTA 70% (Regional)	\$1,000,000
Total Revenue	\$1,000,000



Project Status Update:

The Town of Leesburg has executed an agreement with Virginia Department of Transportation (VDOT) to administer this project on the Town's behalf. The Town has also executed a reimbursement agreement with Northern Virginia Transportation Authority (NVTA). In this quarter, traffic modeling was completed and submitted to VDOT, preliminary interchange alternative concepts were developed and are undergoing review, and preparation of National Environmental Policy Act (NEPA) documents are ongoing. In the next quarter, traffic analysis and the interchange alternative concepts will be finalized. A Public Information Meeting to review the interchange alternatives is anticipated in Fall 2016. The Town anticipates the design process being completed in Fall 2017.

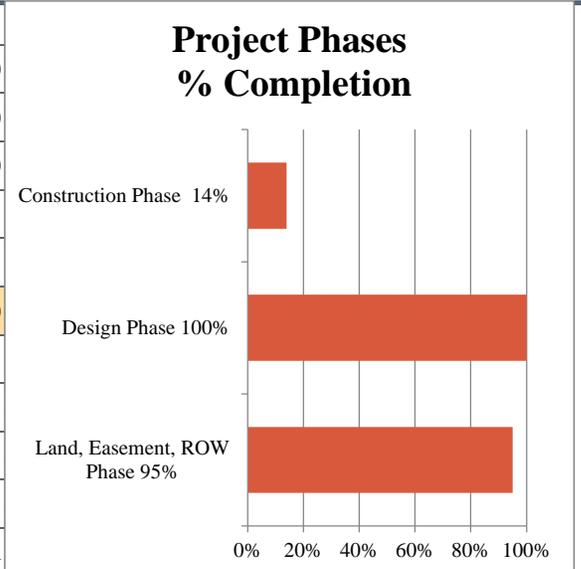


PROJECT INFORMATION

Project Name	ROUTE 606 WIDENING
Project Description	This project provides funding for preliminary engineering, design and construction of two additional lanes to widen Route 606 to four lanes from Evergreen Mills Road to the Dulles Greenway. This project is a joint partnership between Loudoun County, MWAA and VDOT to jointly fund the improvements.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Dulles, Blue Ridge
Supervisor	Letourneau, Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$31,711,750
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$31,711,750
Project Development Schedule	
Land, Easement, ROW Phase	95%
Design Phase	100%
Construction Phase	14%
FFE Phase	N/A
Construction Phase Completion:	Summer 2018
Project Revenue(s)	
Lease Revenue Financing	\$21,790,650
Cash Proffers	\$1,166,350
RSTP	\$8,754,750
Total Revenue	\$31,711,750



Project Status Update:

This is a VDOT Administered design-build contract awarded to the Dewberry/Shirley Contracting team. Construction commenced in September 2015. In this quarter, bridge substructure for the southbound bridge over Horsepen Dam Emergency Spillway, box culvert extension at Horsepen Dam Primary Spillway, triple box culvert at Cabin Branch, storm drainage pipe, grading and water main relocation activities were underway. These same activities will continue in the next quarter. The construction phase is anticipated to be completed by Summer 2018 for the total project. Intersection improvements for Route 606 and Loudoun County Parkway will be complete in the Fall of 2017.

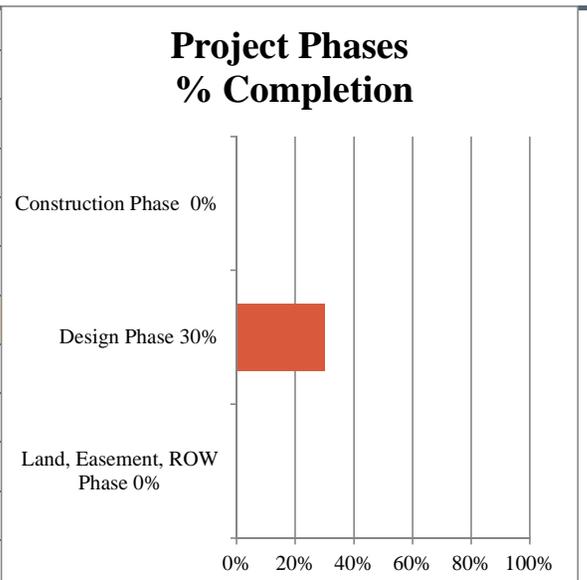


PROJECT INFORMATION

Project Name	ROUTE 772 CONNECTOR BRIDGE
Project Description	This project funds the design of the Route 772 Connector Bridge which connects Croson Lane on the western side of the Greenway to Shellhorn Road on the eastern side of the Greenway. The bridge is an integral connection to provide access to the planned parking garages for the Dulles Metrorail Station.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Gary Pozzouli, DTCI 571.258.3380 Gary.Pozzouli@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,051,750
Construction	\$25,226,600
FFE	\$0
Land	\$250,000
Proffered Land	\$0
Total Project Cost:	\$26,528,350
Project Phase Progress:	
Land, Easement, ROW Phase	0%
Design Phase	30%
Construction Phase	0%
FFE Phase	N/A
Design/Build Completion:	Winter 2018



Project Revenue(s)	
Gas Tax	\$2,896,000
Local Tax Funding	\$2,925,000
Cash Proffers	\$2,498,000
Lease Revenue Financing	\$18,209,350
Revenue Total	\$26,528,350

Project Status Update:

In this quarter, on April 21, 2016, the Board awarded a design-build contract to Shirley Contracting Company, LLC in the amount of \$16,563,160 and Notice to Proceed was issued on May 13, 2016. Additionally this quarter, the County and design-build team hosted a stakeholder meeting for coordination with adjacent development and the design-build team is proceeding through the 120 day scope validation period for the project. In the next quarter, the scope validation will be complete, the project baseline schedule will be reviewed and preliminary design activities will begin. Construction completion is planned for Winter 2018.

*The Moorefield Boulevard - the contract for the construction of Moorefield Boulevard was awarded to Shirley Contracting Company, LLC as part of the Route 772 Connector Bridge Design-Build contract.

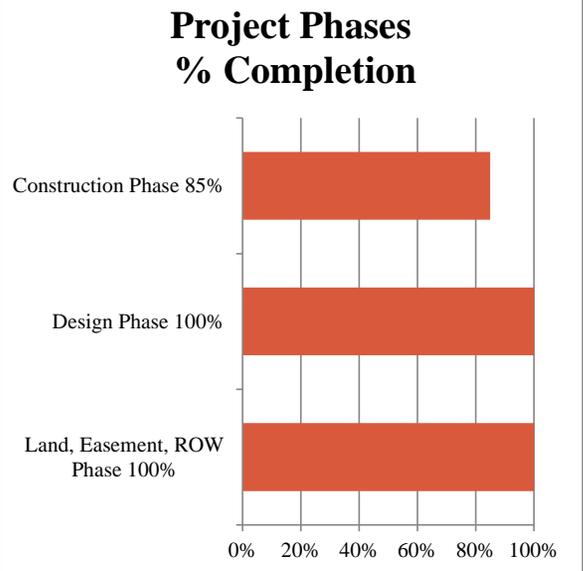


PROJECT INFORMATION

Project Name	RUSSELL BRANCH PARKWAY - ASHBURN RD TO ASHBURN VILLAGE BLVD
Project Description	This project funds the design and construction for the missing segment of Russell Branch Parkway between Ashburn Road and Ashburn Village Boulevard.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Gary Pozzouli, DTCI 571.258.3380 Gary.Pozzouli@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$794,800
Construction	\$5,566,500
FFE	\$0
Land	\$51,100
Proffered Land	\$0
Total Project Cost:	\$6,412,400
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 85%	85%
FFE Phase	N/A
Construction Phase Completion:	Summer 2016

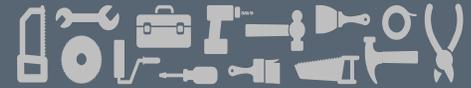


Project Revenue(s)

Local Tax Funding	\$650,000
Gas Tax	\$2,364,400
Cash Proffers	\$3,398,000
Revenue Total	\$6,412,400

Project Status Update:

William A Hazel, Inc. was awarded the contract for construction in January 2015 and work is ongoing. In this quarter, fine grading, traffic signal and intersection construction activities were underway. On April 21, 2016, the Board approved supplemental funding required for the completion of the project and work has continued. In the next quarter, the box culvert will be complete as well as final work at the intersections including signal activities and paving for punch list. Construction completion is planned for late July.

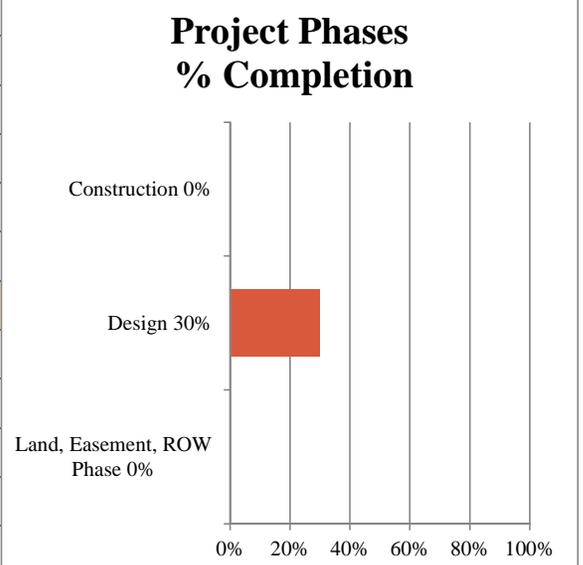


PROJECT INFORMATION

Project Name	STERLING BOULEVARD EXTENSION
Project Description	This project provides for the design, right-of-way acquisition and construction of Sterling Boulevard from Pacific Boulevard to Moran Road (Route 634). The project is a four lane urban major connector with divided median, associated turn lanes and shared used path. It will conform to VDOT standards for future assignment to the VDOT system for maintenance.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Bruce Thornberry, DTCI 703-737-8821 Bruce.Thornberry@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,841,850
Construction	\$10,313,600
FFE	\$0
Land	\$1,945,200
Proffered Land	\$0
Total Project Cost:	\$14,100,650
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design 30%	30%
Construction 0%	0%
FFE Phase	N/A
Design Phase Completion:	Spring 2017
Project Revenue(s)	
Revenue Sharing	\$4,950,000
NVTA 30% (Local)	\$7,315,650
Land Sale	\$135,000
Local Tax Funding	\$1,700,000
Total Revenue	\$14,100,650

**Project Status Update:**

In this quarter, the 30% design plans were submitted to VDOT and Building & Development on May 5, 2016 and a Public Information Meeting was held on May 26, 2016 to review the 30% road plans. Several property owners in the project corridor attended the Public Information Meeting and provided feedback to Department of Transportation and Capital Infrastructure (DTCI) staff on land acquisition issues. DTCI staff and the design consultant, ATCS, are reviewing potential design modifications based on feedback provided at the Public Information Meeting. In the next quarter, comments to the 30% design plans are anticipated and discussions will continue with affected property owners regarding land acquisition. The design phase completion is anticipated in Spring 2017.

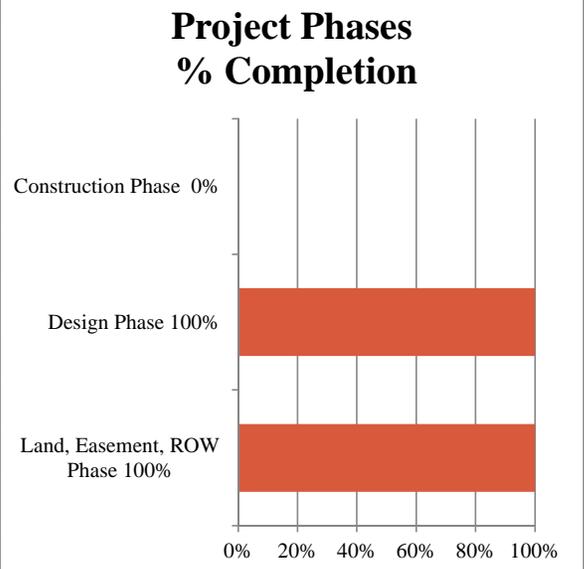


PROJECT INFORMATION

Project Name	TALL CEDARS PARKWAY - PINEBROOK ROAD TO GUM SPRING ROAD
Project Description	This project designs and constructs the missing 4 lane segment of Tall Cedars Parkway between Pinebrook Road and Gum Spring Road.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Elnour Adam, DTCI 571.258.3122 Elnour.Adam@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$944,200
Construction	\$7,456,850
FFE	\$0
Land	\$3,274,750
Proffered Land	\$0
Total Project Cost:	\$11,675,800
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Spring 2018
Project Revenue(s)	
Cash Proffers	\$11,675,800
Revenue Total	\$11,675,800



Project Status Update:

In this quarter, the Invitation for Bid (IFB) for construction was issued on April 4, 2016 and bids were received on May 11, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. In the next quarter, an item will be presented to the Finance/Government Operations and Economic Development Committee (FGOEDC) and Board of Supervisors for contract award and will include supplemental funding proposal, pre-construction submittals will be prepared and a Notice to Proceed will be issued. An 18 month construction duration is planned with completion anticipated in Spring 2018 which is a delay from Winter 2018 as previously reported; this delay is based on the need for supplemental funding.

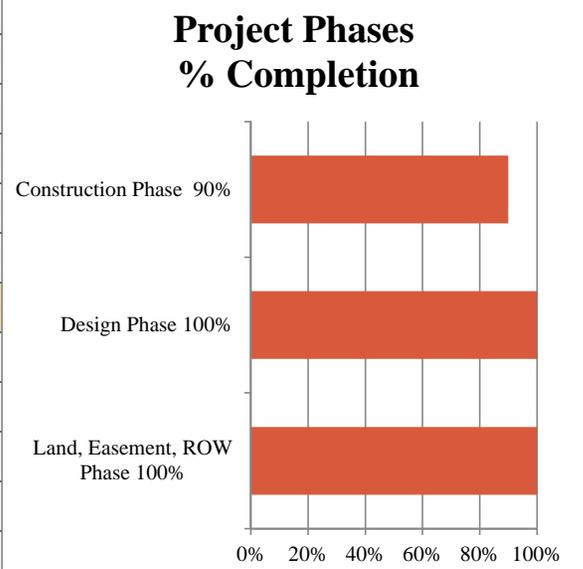


PROJECT INFORMATION

Project Name	WAXPOOL ROAD - UNBRIDLED WAY TO FAULKNER PARKWAY
Project Description	The project funds the design and construction to widen Waxpool Road (Route 625) from Unbridled Way to Faulkner Parkway.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Kent Marrs, DTCI 571.258.3182 Kent.Marrs@loudoun.gov
Election District	Ashburn, Broad Run
Supervisor	Buona, Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$800,750
Construction	\$4,675,250
FFE	\$0
Land	\$10,000
Proffered Land	\$0
Total Project Cost:	\$5,486,000
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 90%	90%
FFE Phase	N/A
Construction Phase Completion:	Spring 2017



Project Revenue(s)	
State Capital Assistance	\$1,500,000
Gas Tax	\$1,500,000
Cash Proffers	\$2,486,000
Revenue Total	\$5,486,000

Project Status Update:

The section of Waxpool Road west of Ashburn Village Boulevard and the traffic signal was completed in September 2014 and the signal went into full operation September 2014. The section of Waxpool Road east of Ashburn Village Boulevard has been delayed due to required utility coordination and relocation identified during construction. In this quarter, the two utility easements were finalized with GI TC Ashburn and Intergate Ashburn. A Public Hearing is still necessary before the assignment of utility easements can be finalized for the project which is planned for July 13, 2016. Based on the delay in utility easements, winterization measures were put in place this past winter. In the next quarter, the utility relocation work is planned to begin, pending easement coordination, and availability of the providers' relocation services planned for 90-120 days. Following the relocation work, paving, striping and punch list will occur to complete the road construction; an additional winter shut down may be required based on the completion of the utility relocation thus further delaying the project to completion Spring or Summer of 2017.

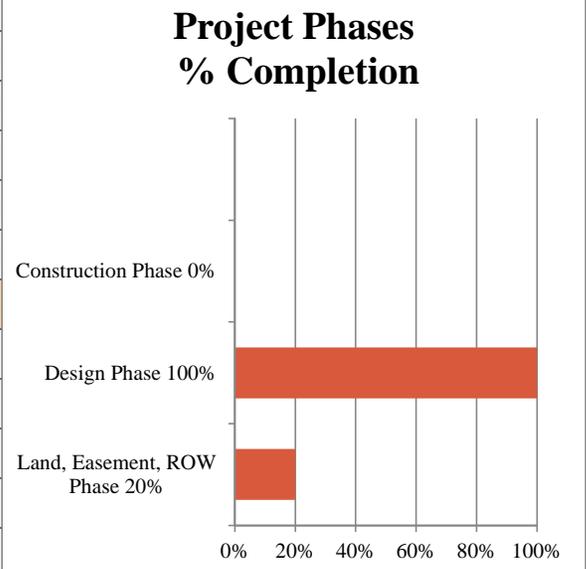


PROJECT INFORMATION

Project Name	WAXPOOL ROAD AT PACIFIC AND BRODERICK
Project Description	The project funds the design and construction on intersection improvements and turn lanes at Waxpool Road (Route 625) and Pacific and Broderick.
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Kelly Griffin, DTCI 703.737.8299 Kelly.Griffin@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,211,800
Construction	\$6,188,200
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$7,400,000
Project Phase Progress:	
Land, Easement, ROW Phase 20%	20%
Design Phase 100%	100%
Construction Phase 0%	0%



Land Acquisition Phase Completion: Fall 2016

Project Revenue(s)

Cash Proffers	\$1,950,000
State Revenue Sharing	\$3,200,000
Gas Tax	\$2,250,000
Revenue Total	\$7,400,000

Project Status Update:

In this quarter, discussions with commercial land owners continued for the acquisition of easements and right-of-way and the County Attorney's Office continued deed preparation. Department of Transportation and Capital Infrastructure (DTCI) staff is working with Virginia Department of Transportation (VDOT) staff to acquire nutrient credits required for the project. In the next quarter, land acquisition will continue and DTCI staff and design consultant, Dewberry, will continue coordination with utility providers to schedule relocation work. The land acquisition phase is planned for completion Fall 2016.

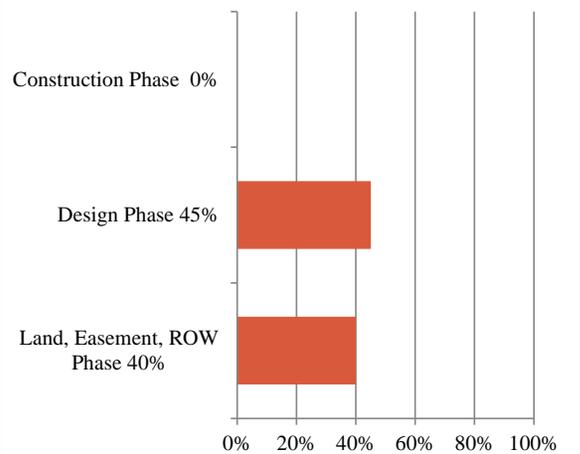


PROJECT INFORMATION

Project Name	WOODGROVE HIGH SCHOOL/FIELDS FARM PARK ROAD
Project Description	The project provides funding to design and construct a two-lane road connecting Woodgrove High School to Route 690 through the County owned Fields Farm park
Project Type	Roads & Bridges
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$815,900
Construction	\$2,178,500
FFE	\$0
Land	\$820,600
Proffered Land	\$0
Total Project Cost:	\$3,815,000
Project Phase Progress:	
Land, Easement, ROW Phase	40%
Design Phase	45%
Construction Phase	0%
FFE Phase	N/A
Design Phase Completion:	Spring 2017
Project Revenue(s)	
Lease Revenue Financing	\$3,815,000
Revenue Total	\$3,815,000

Project Phases
% Completion

Project Status Update:

In this quarter, a Public information Meeting was held on May 24, 2016 to review the proposed road alignment and Department of Transportation and Capital Infrastructure (DTCI) staff met with LCPS staff on May 26, 2016 to coordinate the design of the Woodgrove HS second entrance. The design consultant, Dewberry, is finalizing 90% design plans. DTCI staff met with Town of Purcellville staff and Mr. Fields to continue discussions regarding the annexation of Mr. Field's property into the Town. Land acquisition continued for other right-of-way required for the project. In the next quarter, 90% design plans will be submitted to Virginia Department of Transportation (VDOT) and Building & Development, DTCI staff will continue design coordination with LCPS staff, and land acquisition will continue as well as annexation discussions with Mr. Fields and the Town. Completion of the design phase is anticipated in Spring 2017 which is a delay from Summer 2016; this delay is a result of LCPS requesting the County to incorporate the design and construction of the entire Woodgrove HS entrance road into the project, not just upto the school lease line.

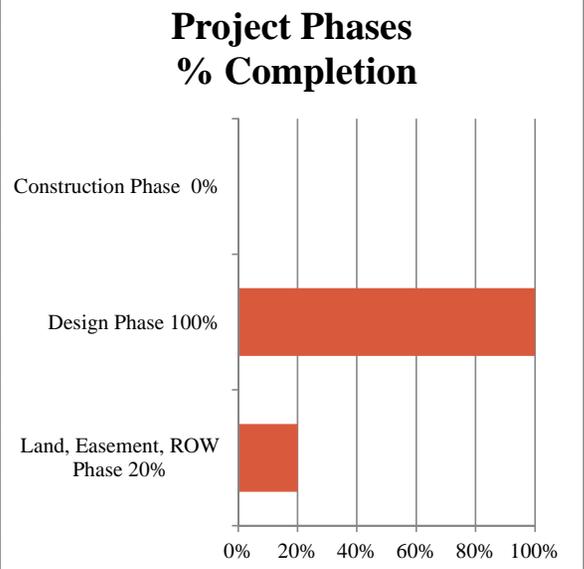


PROJECT INFORMATION

Project Name	ASHBURN ROAD SIDEWALKS
Project Description	This project provides funding to design and construct a sidewalk along the eastern side of Ashburn Road between Partlow Road and the W&OD Trail.
Project Type	Sidewalks & Trails
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Eloisa Thring, DTCI 571.258.3526 Eloisa.Thring@loudoun.gov
DTCI Contact	Eloisa Thring, DTCI 571.258.3526 Eloisa.Thring@loudoun.gov
Election District	Ashburn
Supervisor	Buona

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$638,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$638,000
Project Phase Progress:	
Land, Easement, ROW Phase 20%	20%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Land Acquisition Phase Completion:	Fall 2016
Project Revenue(s)	
Local Tax Funding	\$638,000
Total Revenue	\$638,000

**Project Status Update:**

In this quarter, Right of Way dedication and easement plats were in second submission review with Building & Development (B&D), comments were addressed and discussions with some property owners and appraisal work began. In the next quarter, plat approval is expected, deeds will be prepared and it is anticipated land acquisition activities will be finalized by Fall 2016. The development of the Invitation for Bid (IFB) for construction will follow.

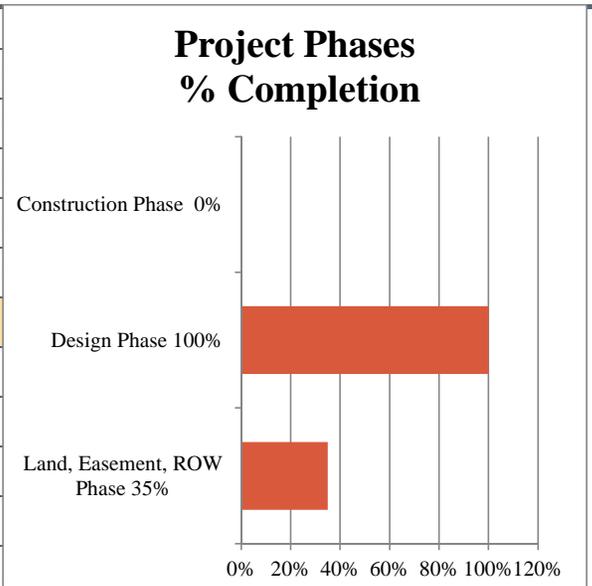


PROJECT INFORMATION

Project Name	ROUND HILL TO FRANKLIN PARK TRAIL
Project Description	This project designs and constructs a mixed use trail from the center of the Town of Round Hill to Franklin Park.
Project Type	Sidewalks & Trails
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Kelly Griffin, DTCI 703.737.8299 Kelly.Griffin@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$640,650
Construction	\$1,999,300
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$2,639,950
Project Phase Progress:	
Land, Easement, ROW Phase 35%	35%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Land Acquisition Phase Completion:	Fall 2016
Project Revenue(s)	
MAP-21 Funding	\$1,441,200
Local Tax Funding Match	\$952,450
Gas Tax	\$246,300
Total Revenue	\$2,639,950



Project Status Update:

In this quarter, meetings occurred between Department of Transportation and Capital Infrastructure (DTCI) staff, its land acquisition consultant, Diversified Property Services, and land owners to review land acquisition terms, and the County Attorney's Office continued deed preparation for easements and right of way dedication needed on 29 parcels. In the next quarter, land acquisition will continue, with planned completion in Fall 2016.

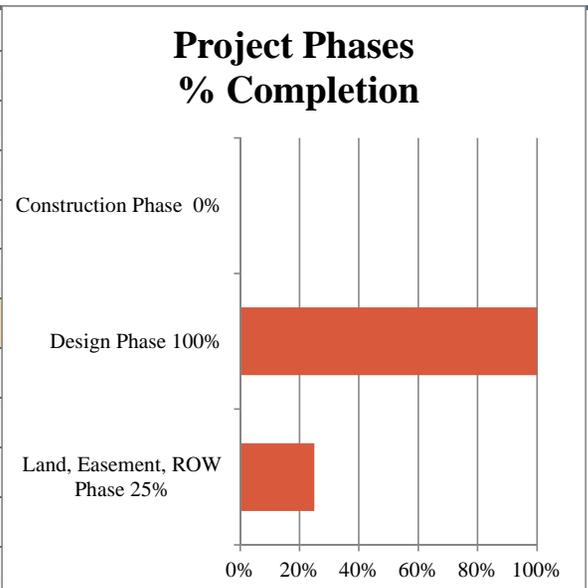


PROJECT INFORMATION

Project Name	STERLING AREA SIDEWALKS
Project Description	The Board of Supervisors approved \$260,100 for sidewalk improvements in the Sterling area of Loudoun County.
Project Type	Sidewalks & Trails
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Eloisa Thring, DTCI 571.258.3526 Eloisa.Thring@loudoun.gov
DTCI Contact	Eloisa Thring, DTCI 571.258.3526 Eloisa.Thring@loudoun.gov
Election District	Sterling
Supervisor	Saines

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$0
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$0
Project Phase Progress:	
Land, Easement, ROW Phase 25%	25%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Land Acquisition Phase Completion:	Fall 2016
Project Revenue(s)	
Proceeds from Sale of Land	\$0
Total Revenue	\$0



Project Status Update:

Three individual sidewalk projects were created and a total transfer of \$121,648 was made from the Sterling Area Sidewalks Fund for the design of sidewalk improvements along Greenthorn Avenue, Sugarland Road, and Woodson Drive. In this quarter, dedication and easement plats were submitted to the Department of Building & Development (B&D) and land acquisition activities commenced. Among the affected properties are four condominium associations which require different consideration for land acquisition process; staff is working with the County Attorney's Office on next steps. Additionally this quarter, the Invitation for Bid (IFB) was drafted. In the next quarter, land acquisition activities will continue and the IFB will be finalized and issued once all Right of Way has been secured. The land acquisition phase is anticipated to be completed by Fall 2016.

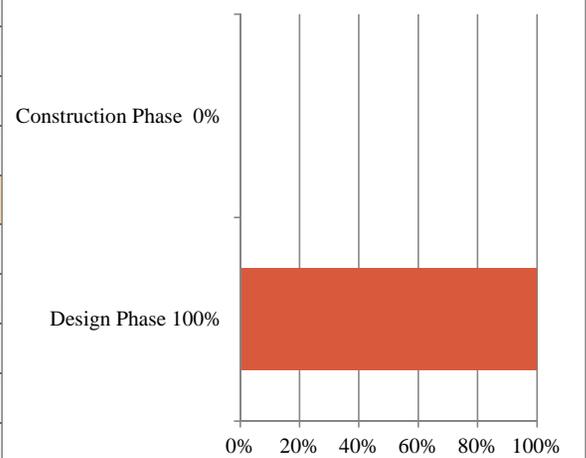


PROJECT INFORMATION

Project Name	STERLING BOULEVARD BEAUTIFICATION
Project Description	This project installs landscaping along both sides of Sterling Boulevard between Route 7 and E. Holly Avenue. In addition, the project scope includes constructing sidewalk and crosswalk connections to provide safe pedestrian movements.
Project Type	Sidewalks & Trails
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Ronald Mallory, DTCI 703.737.8398 Ronald.Mallory@loudoun.gov
Election District	Sterling
Supervisor	Saines

PROJECT BUDGET & SCHEDULE

Budget	
Design	In-Kind Work
Construction	\$286,500
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$286,500
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Summer 2016
Project Revenue(s)	
MAP-21 Funds	\$120,000
Sterling Foundation Cash Match	\$21,500
Local Gasoline Tax	\$145,000
Total Revenue	\$286,500

Project Phases
% Completion

Project Status Update:

The Virginia Department of Transportation (VDOT) is administering the sidewalk construction. In this quarter, VDOT executed a construction contract on May 11, 2016 and issued a June 20, 2016 notice to proceed to its contractor. In the next quarter, sidewalk construction will proceed. Construction completion is expected in Summer 2016.

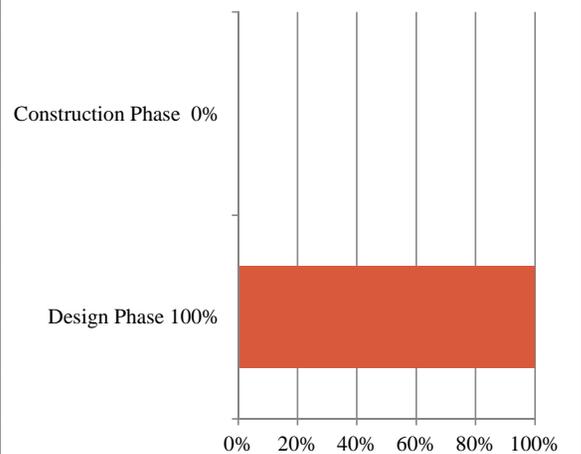


PROJECT INFORMATION

Project Name	STERLING BOULEVARD SIDEWALK
Project Description	This project provides funding to design and construct a missing sidewalk link along the western side of Sterling Boulevard between the Washington & Old Dominion Trail and the Chase Heritage Apartments.
Project Type	Sidewalks & Trails
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
Election District	Sterling
Supervisor	Saines

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$47,400
Construction	\$0
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$47,400
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
Gas Tax	\$47,400
Total Revenue	\$47,400

Project Phases
% Completion

Project Status Update:

Loudoun Water will coordinate and install this portion of sidewalk with its water line project in this same location at no cost to the County. The Budget and Revenue information shown above is based on the County's original budget for this project. In this quarter, Loudoun Water's contractor, Garney Companies, has continued with pipe installation through the project area. Construction completion is planned for Fall 2016 with the sidewalk installation scheduled to occur in Summer 2016.

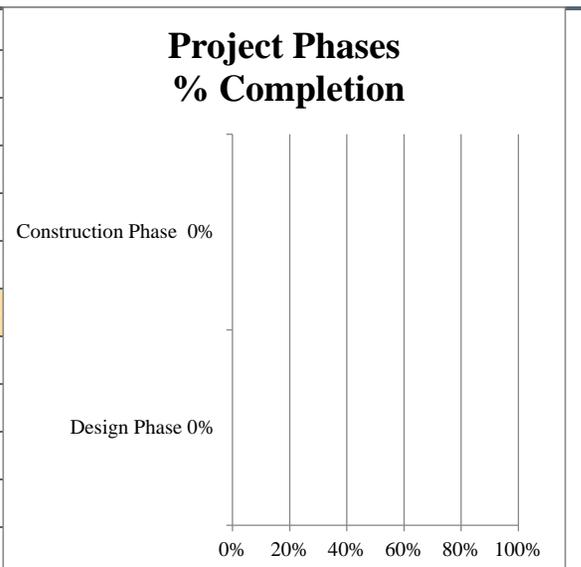


PROJECT INFORMATION

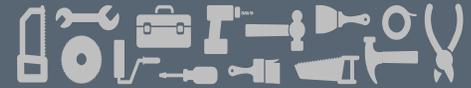
Project Name	LEESBURG PARK & RIDE LOT
Project Description	This project provides funding to design and construct a minimum of 300 surface park and ride lot spaces on a site to be acquired near the Town of Leesburg.
Project Type	Transit Projects
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Leesburg
Supervisor	Umstatted

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$710,000
Construction	\$2,810,650
FFE	\$240,000
Land	\$1,000,000
Proffered Land	\$0
Total Project Cost:	\$4,760,650
Project Phase Progress:	
Land, Easement, ROW Phase	0%
Design Phase	0%
Construction Phase	0%
FFE Phase	N/A
Design Phase Completion	TBD
Project Revenue(s)	
CMAQ Funds	\$2,260,650
Cash Proffers	\$1,500,000
NVTA 70% Funds	\$1,000,000
Revenue Total	\$4,760,650

**Project Status Update:**

The Board of Supervisors at its December 2, 2015 business meeting reviewed an updated proposal during closed session from the developer who responded to the April 2015 Leesburg Park & Ride Request for Interest. The Board directed DTCI staff and the County Attorney's Office to finalize contract terms with the developer. In this quarter, DTCI staff and the County Attorney's Office continued contract negotiations with the developer. In the next quarter, it is anticipated an item will be presented to the Board for contract approval.

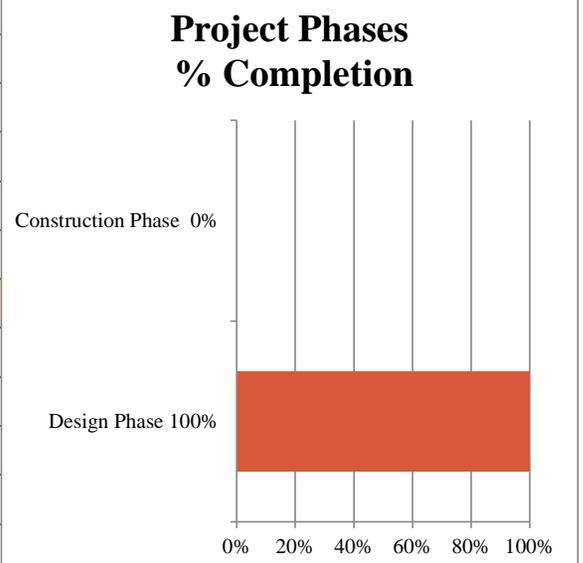


PROJECT INFORMATION

Project Name	STONE RIDGE PARK & RIDE LOT
Project Description	This project provides funding to design and construct a 300 + space lot on a County owned five acre site on proffered land in the Stone Ridge development.
Project Type	Transit Projects
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Elnour Adam, DTCI 571.258.3122 Elnour.Adam@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$124,430
Construction	\$3,375,570
FFE	\$0
Land	\$0
Proffered Land	\$2,195,400
Total Project Cost:	\$5,695,400
Project Phase Progress:	
Land, Easement, ROW Phase 0%	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion	Summer 2017



Project Revenue(s)	
Transit Bus Fees	\$500,000
Cash Proffers	\$3,000,000
Land Proffers	\$2,195,400
Revenue Total	\$5,695,400

Project Status Update:

In this quarter, the Invitation for Bid (IFB) for construction was issued on April 11, 2016 and bids were received on May 16, 2016. The bids exceeded the available project funding and staff researched options for supplemental funding. The County is anticipating the award of Interstate 66 Toll Lane revenues totaling \$1,120,000 for this project. Once the County obtains official notification of receipt of the toll lane revenue funding, an amendment to the FY 2017 CIP and budget will be brought to the Board of Supervisors to appropriate the toll revenue funding for the Stone Ridge Park and Ride project. In the next quarter, an item will be presented to the Finance/Government Operations and Economic Development Committee (FGOEDC) and Board of Supervisors for contract award and will include supplemental funding proposal, pre-construction submittals will be prepared and a Notice to Proceed will be issued. A 9 month construction duration is planned with completion anticipated in Summer 2017 which is a delay from Spring 2017 as previously reported; this delay is based on the need for supplemental funding. The CTB is expected to approve the funding award at its' July 2016 meeting.

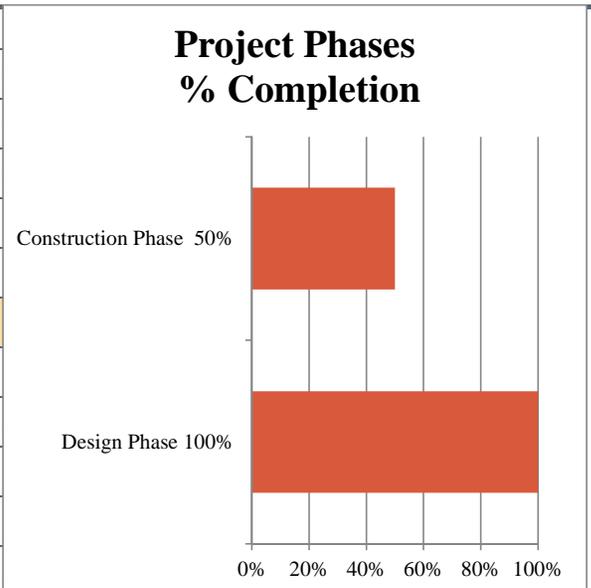


PROJECT INFORMATION

Project Name	BELMONT RIDGE ROAD AT TRURO PARISH DRIVE INTERSECTION
Project Description	This project designs a traffic signal to be installed at Belmont Ridge and Truro Parish Drive.
Project Type	Interchanges & Intersections
Project Phase Funding	Design
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Broad Run, Blue Ridge
Supervisor	Meyer, Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$29,950
Construction	\$0
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$29,950
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 50%	50%
FFE Phase	N/A
Construction Phase Completion:	Spring/Summer 2016
Project Revenue(s)	
Gas Tax	\$29,950
Revenue Total	\$29,950



Project Status Update:

Signal design is 100% complete and approved plans have been provided to Goose Creek Estates LLC (Lennar/Brookfield) for installation in conjunction with the Belmont Ridge Road widening project between Broadlands Boulevard and Truro Parish Drive. The County provided the signal plans to Goose Creek Estates pursuant to a reimbursement agreement approved by the Board of Supervisors on February 14, 2012. Construction of the road widening project began June 2, 2014 and has encountered delays due to these factors: plan revisions, utility relocation and acquisition of additional easements. Substantial completion of the road improvements is now expected in August 2016. Installation of the Belmont Ridge Road/Truro Parish Drive traffic signal is scheduled to be completed by August 2016. In the next quarter, installation of the traffic signal should begin and construction of the road improvements will continue.

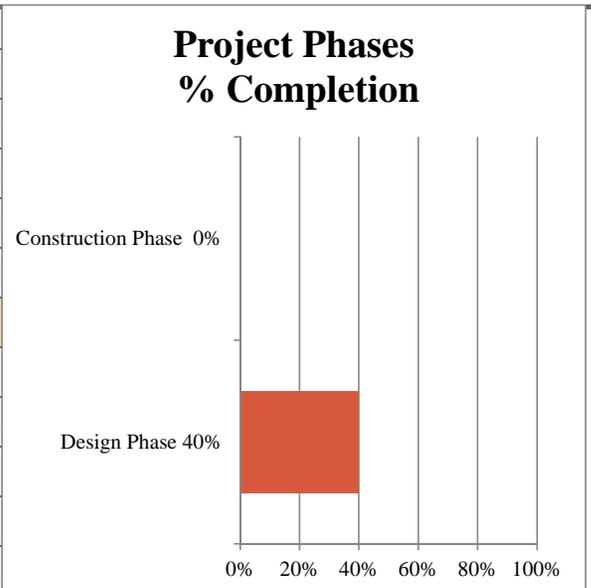


PROJECT INFORMATION

Project Name	EDGEWATER STREET & POLAND ROAD INTERSECTION
Project Description	This project provides for the construction of a permanent roundabout at the intersection of Edgewater Street and Poland Road. This project will be administered by VDOT.
Project Type	Interchanges & Intersections
Project Phase Funding	Design
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$950,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$950,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 40%	40%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Spring 2017
Project Revenue(s)	
Local Tax Funding	\$950,000
Revenue Total	\$950,000



Project Status Update:

This is a VDOT administered project. The project is currently in the design phase with an anticipated completion of Winter 2017. In this quarter, plans for the Public Hearing have been submitted. In the next quarter, a July Project Day is planned and public involvement with impacted Home Owners Association (HOA) and property owners will occur.

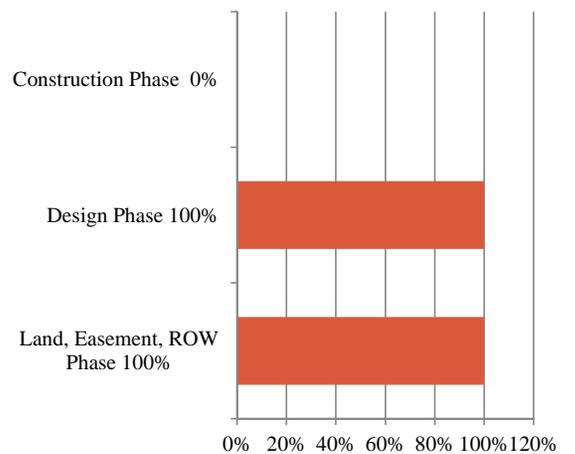


PROJECT INFORMATION

Project Name	GLOUCESTER PKWY/SMITH SWITCH RD/ASHBY PONDS BLVD INTERSECTION
Project Description	This project includes the traffic signal warrant study, design and construction of a new traffic signal at Gloucester Parkway and Smith Switch Road/Ashby Ponds Boulevard.
Project Type	Interchanges & Intersections
Project Phase Funding	Study, Design, Construction
Program Department Contact	Melissa Tello, DTTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTTCI Contact	Melissa Tello, DTTCI 703.737.8054 Melissa.Tello@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Study and Design	\$94,200
Construction	\$384,400
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$478,600
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Spring 2017
Project Revenue(s)	
Cash Proffers	\$478,600
Revenue Total	\$478,600

Project Phases
% Completion

Project Status Update:

In this quarter, the Invitation for Bid (IFB) for construction was issued on June 22, 2016 with bids due in July 2016. In the next quarter, construction bids will be evaluated and an item will be presented to the Finance/Government Operations and Economic Development Committee and Board of Supervisors for contract award. Construction phase completion is planned for Spring 2017.

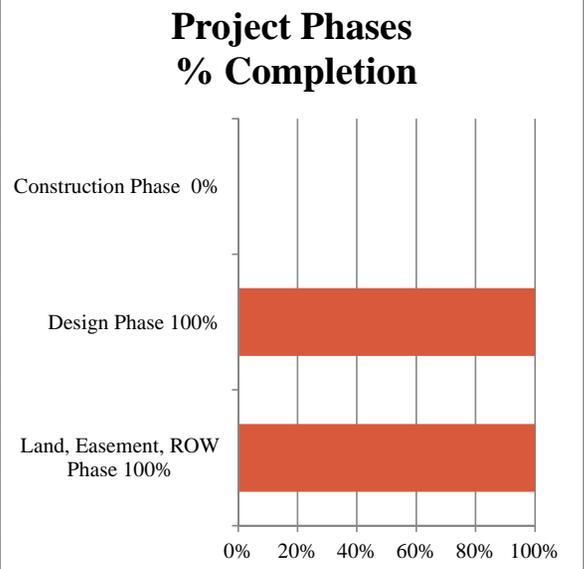


PROJECT INFORMATION

Project Name	LOUDOUN COUNTY PARKWAY & CENTER STREET INTERSECTION
Project Description	The purpose of this project is to conduct a study to determine safety improvements to mitigate angle crashes at the intersection of Loudoun County Parkway and Center Street.
Project Type	Interchanges & Intersections
Project Phase Funding	Study, Design, Construction
Program Department Contact	Melissa Tello, DTIC 703.737.8054 Melissa.Tello@loudoun.gov
DTIC Contact	Melissa Tello, DTIC 703.737.8054 Melissa.Tello@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$129,700
Construction	\$470,300
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$600,000
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Spring 2017
Project Revenue(s)	
Local Tax	\$600,000
Revenue Total	\$600,000



Project Status Update:

The FY16 Adopted Fiscal Plan provided funding for design and construction in the amount of \$600,000. In this quarter, design was completed in May 2016 and the Invitation for Bid (IFB) for construction was drafted. The IFB was issued on July 5, 2016 with bids due in August 2016. In the next quarter, construction bids will be evaluated and an item will be presented to the Finance/Government Operations and Economic Development Committee and Board of Supervisors for contract award. Construction phase completion is planned for Spring 2017.

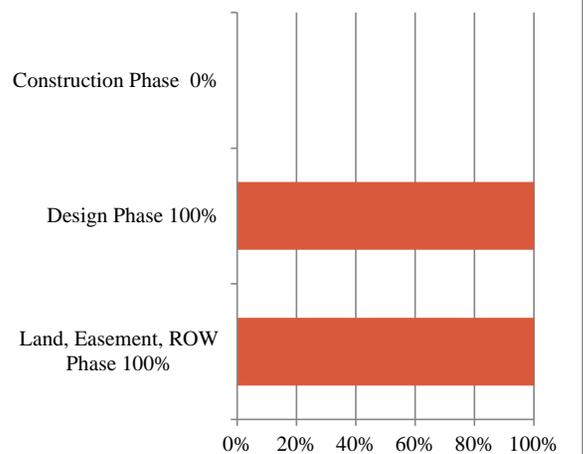


PROJECT INFORMATION

Project Name	NORTHSTAR BOULEVARD AND RYAN ROAD INTERSECTION
Project Description	This project includes the installation of a new traffic signal at Northstar Boulevard and Ryan Road.
Project Type	Interchanges & Intersections
Project Phase Funding	Design, Construction
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$175,000
Construction	\$359,700
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$534,700
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
Gas Tax	\$405,000
Cash Proffers	\$129,700
Revenue Total	\$534,700

Project Phases
% Completion

Project Status Update:

Under a proffer, the developer (Brambleton LLC) is responsible for building the turn lane associated with this project. The County will fund the traffic signal installation. Virginia Department of Transportation (VDOT) approved traffic signal plans on 10/30/2014. Right of Way acquisition is complete and the Board of Supervisors approved construction funding. In this quarter, the Department of Transportation and Capital Infrastructure (DTCI) continued to work with Brambleton LLC to coordinate signal construction timing with the right turn lane installation and has received a proposal from Brambleton to construct the signal in furtherance of their proffer. Next quarter, staff will prepare an item to the Board for approval. The construction phase is anticipated for completion of Fall 2016.

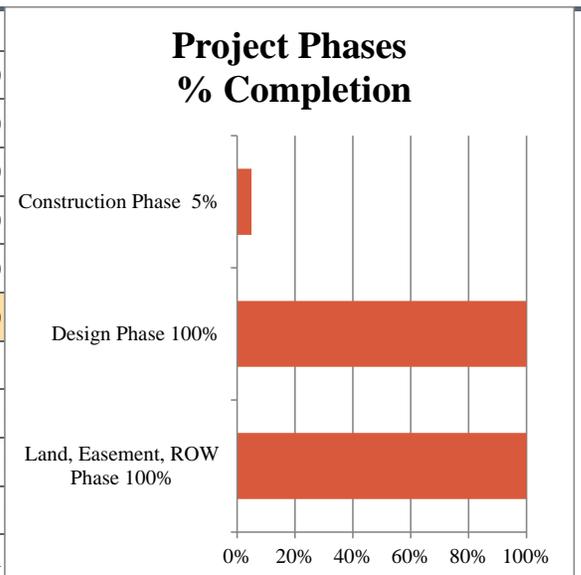


PROJECT INFORMATION

Project Name	ROUTE 7/ASHBURN VILLAGE BOULEVARD INTERCHANGE
Project Description	This project provides cash proffers to the developer of One Loudoun to off-set the costs of utility relocation, storm water management, wetlands mitigation, permitting costs and traffic management plans at the intersection of Route 7 and Ashburn Village Boulevard.
Project Type	Interchanges & Intersections
Project Phase Funding	Construction
Program Department Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
DTCI Contact	Susan Glass, DTCI 703.777.0251 Susan.Glass@loudoun.gov
Election District	Ashburn, Broad Run
Supervisor	Buona, Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$607,300
Construction	\$6,419,200
FFE	\$0
Land	\$226,950
Proffered Land	\$0
Total Project Cost:	\$7,253,450
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 5%	5%
FFE Phase	N/A
Construction Phase Completion:	Summer 2018
Project Revenue(s)	
Cash Proffers	\$7,085,000
Interest on Investment	\$68,450
Reimbursement	\$100,000
Revenue Total	\$7,253,450

**Project Status Update:**

This project is a proffered project by the One Loudoun development. In this quarter, clearing and grubbing has been completed, bridge support piers are currently under construction as well as large stormwater culverts. Earthwork operations have also commenced this quarter. In the next quarter, these construction activities will continue. Construction completion is planned for Summer 2018.

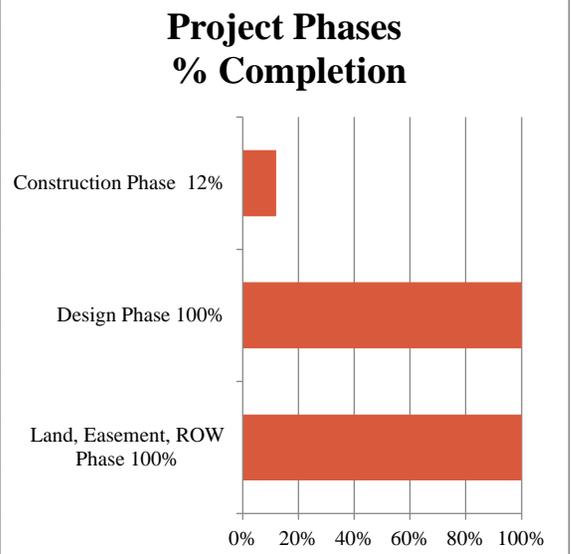


PROJECT INFORMATION

Project Name	ROUTE 7/ROUTE 659 INTERCHANGE & WIDENING TO GLOUCESTER
Project Description	This project provides for the design and construction of an interchange at the intersection of Route 7 and Route 659 (Belmont Ridge Road).
Project Type	Interchanges & Intersections
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Don Bredice, DTCI 703.737.8298 Don.Bredice@loudoun.gov
Election District	Ashburn
Supervisor	Buona

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$6,728,600
Construction	\$66,197,850
FFE	\$0
Land	\$203,350
Proffered Land	\$0
Total Project Cost:	\$73,129,800
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 12%	12%
FFE Phase	N/A
Construction Phase Completion:	Summer 2018
Project Revenue(s)	
State Capital Assistance	\$60,686,450
GO Bonds	\$4,500,000
Cash Proffers	\$5,579,550
Loudoun Water Reimbursement	\$1,063,800
Federal Funds	\$1,300,000
Revenue Total	\$73,129,800



Project Status Update:

Utility relocation work began by Washington Gas in December 2014 and continues. Utility relocation work by Dominion Virginia Power and Verizon has followed. Shirley Contracting began work in September 2015, however delays in the utility relocation efforts are resulting in delays to roadway construction. The utilities along Route 7 are anticipated to be relocated by July 2016. In this quarter, Shirley completed box culvert construction, blasting for earthwork has continued and bridge pile, fill operations and temporary traffic signal work has begun. Additionally this quarter, the project team assessed the impact of the utility delay and has reviewed options for recovery of the project schedule. In the next quarter, fill operations over the box culvert will occur, the bridge piles will continue and all utilities will be complete. The construction phase is anticipated for completion in Summer 2018.

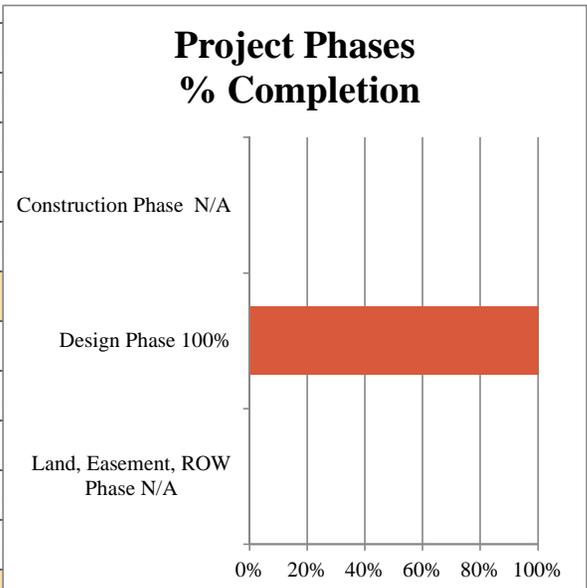


PROJECT INFORMATION

Project Name	ROUTE 7/ROUTE 690 INTERCHANGE
Project Description	The project funds an Interchange Justification Report and preliminary engineering for an interchange at Route 7 and Route 690 in Purcellville.
Project Type	Interchanges & Intersections
Project Phase Funding	Preliminary Engineering
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,500,000
Construction	\$0
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,500,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/a
Design Phase 100%	100%
Construction Phase N/A	N/A
FFE Phase	N/A
Design Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$1,500,000
Revenue Total	\$1,500,000



Project Status Update:

Currently, this project is only funded to prepare the design to 30%. The design consultant, Dewberry, submitted 30% design plans to B&D and VDOT on September 14, 2015 and addressed comments. In the Adopted FY17 Budget, the Board of Supervisors funded \$4.0M in FY17 to proceed design to 100%. In the next quarter, Dewberry's purchase order will be amended to fund the remaining design, 60% design plans will be initiated, and a schedule will be prepared for completing the design.



PROJECT INFORMATION

Project Name	TALL CEDARS PARKWAY AND POLAND ROAD INTERSECTION
Project Description	This project includes the installation of a new traffic signal and a westbound turn-lane on Tall Cedars Parkway to southbound Poland Road.
Project Type	Interchanges & Intersections
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
DTCI Contact	Elnour Adam, DTCI 571.258.3122 Elnour.Adam@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget		<h3>Project Phases % Completion</h3> <table border="1"> <caption>Project Phases % Completion Data</caption> <thead> <tr> <th>Phase</th> <th>% Completion</th> </tr> </thead> <tbody> <tr> <td>Construction Phase</td> <td>0%</td> </tr> <tr> <td>Design Phase</td> <td>100%</td> </tr> <tr> <td>Land, Easement, ROW Phase</td> <td>100%</td> </tr> </tbody> </table>	Phase	% Completion	Construction Phase	0%	Design Phase	100%	Land, Easement, ROW Phase	100%
Phase	% Completion									
Construction Phase	0%									
Design Phase	100%									
Land, Easement, ROW Phase	100%									
Design	\$87,520									
Construction	\$602,480									
FFE	\$0									
Land										
Proffered Land										
Total Project Cost:	\$690,000									
Project Phase Progress:										
Land, Easement, ROW Phase 100%	100%									
Design Phase 100%	100%									
Construction Phase 0%	0%									
FFE Phase	N/A									
Construction Phase Completion:	Winter 2016									
Project Revenue(s)										
Cash Proffers	\$690,000									
Revenue Total	\$690,000									

Project Status Update:

Traffic Signal Plan was approved by VDOT on February 10, 2014, and re-approved on May 14, 2015. The Construction Plan and Profiles (CPAP) was approved on April 18, 2014. In this quarter, on April 21, 2016, the Board approved the contract award for the signal construction to Ardent Company, LLC. A pre-construction conference was held and Notice to Proceed was issued on June 15, 2016. The signal construction duration is planned for six months with planned completion in Winter 2016; this is a delay from the previously reported completion of Fall 2016.

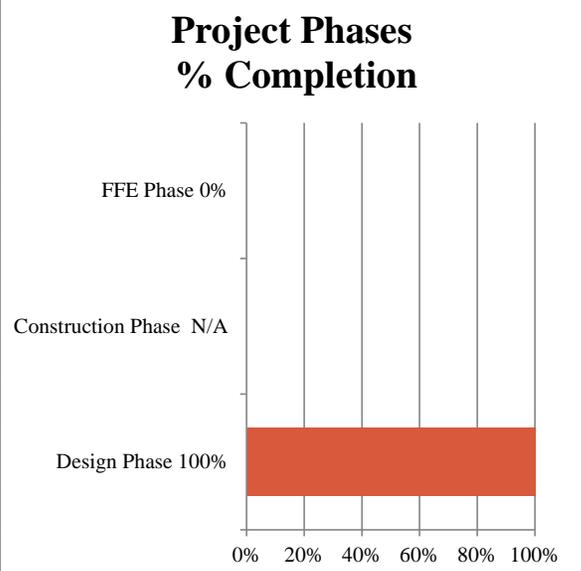


PROJECT INFORMATION

Project Name	TRAFFIC SIGNAL EMERGENCY BACKUP POWER SYSTEMS
Project Description	This project provides funding to equip specific, high priority traffic volume intersections in the County with backup, emergency power to keep key traffic signals in operation in the event of a prolonged widespread power outage.
Project Type	Interchanges & Intersections
Project Phase Funding	Design
Program Department Contact	Eloisa Thring, DTCI 571.258.3526 Eloisa.Thring@loudoun.gov
DTCI Contact	Eloisa Thring, DTCI 571.258.3526 Eloisa.Thring@loudoun.gov
Election District	Countywide
Supervisor	Countywide

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$90,950
Construction	\$774,050
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$865,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase N/A	N/A
FFE Phase 0%	0%
Design Phase Completion:	Spring 2016
Project Revenue(s)	
Gas Tax	\$865,000
Revenue Total	\$865,000



Project Status Update:

The Department of Transportation and Capital Infrastructure (DTCI) developed a scope of work to address the requirements for the 42 intersections identified by County public safety team. In this quarter, the final technical memorandum that documents an updated list of priority traffic signals to receive backup generators in the event of a widespread power outage and recommends equipment purchase was finalized and was delivered to General Services for equipment procurement. In the next quarter, General Services will prepare for the procurement of the identified equipment including a truck and battery back-up units for ongoing operations and maintenance.

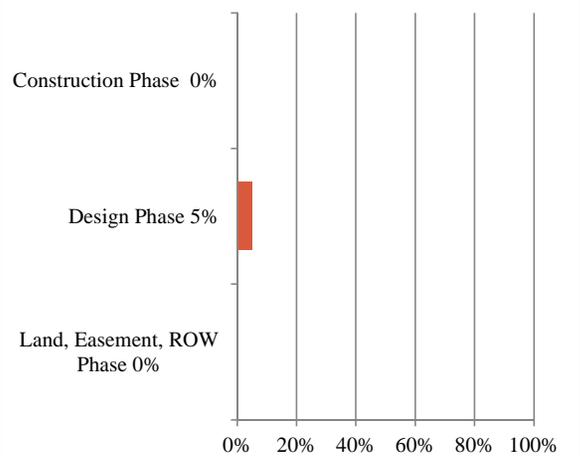


PROJECT INFORMATION

Project Name	WAXPOOL ROAD & LOUDOUN COUNTY PARKWAY INTERSECTION
Project Description	This project provides for the planning, design, right-of-way acquisition and construction of intersection improvements at Loudoun County Parkway and Waxpool Road.
Project Type	Interchanges & Intersections
Project Phase Funding	Design Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Kelly Griffin, DTCI 703.737.8299 Kelly.Griffin@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,000,000
Construction	\$235,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,235,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 5%	5%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Summer 2017
Project Revenue(s)	
Cash Proffers	\$1,235,000
Revenue Total	\$1,235,000

Project Phases
% Completion

Project Status Update:

In this quarter, the design consultant, Dewberry, surveyed the project area and continued environmental assessments. Department of Transportation and Capital Infrastructure (DTCI) staff contacted developer representative to coordinate the intersection improvements with developments proposed on adjacent properties. In the next quarter, Dewberry will proceed with 30% design plans.

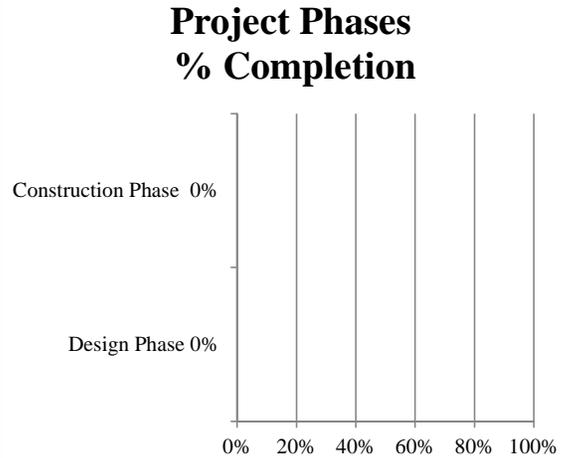


PROJECT INFORMATION

Project Name	ANIMAL SERVICES FACILITY
Project Description	This project funds the design and construction of a 25,000 square foot animal services facility to replace the existing County Animal Services facility in Waterford.
Project Type	Public Safety
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Nina Stively, Animal Services 703.771.5456 Nina.Stively@loudoun.gov
DTCI Contact	Sandy Hunter, DTCI 571.258.3034 Sandy.Hunter@loudoun.gov
Election District	Catocin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$2,050,000
Construction	\$11,755,000
FFE	\$1,690,000
Land	\$3,119,890
Proffered Land	\$0
Total Project Cost:	\$18,614,890
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	TBD
Project Revenue(s)	
General Obligation Bonds	\$15,370,000
Local Tax Funding	\$3,244,890
Total Revenue	\$18,614,890

**Project Status Update:**

In this quarter, the Board of Supervisors awarded the architectural and engineering services contract to Animal Arts Design Studios at its May 19, 2016 business meeting. On June 3, 2016, Animal Arts Design Studios held a project scoping meeting with Department of Transportation and Capital Infrastructure (DTCI) and Animal Services staff. Animal Arts Design Studios and its design team has initiated the site survey and is researching the location of adjacent utilities. In the next quarter, a design schedule will be prepared and the facility design will continue.

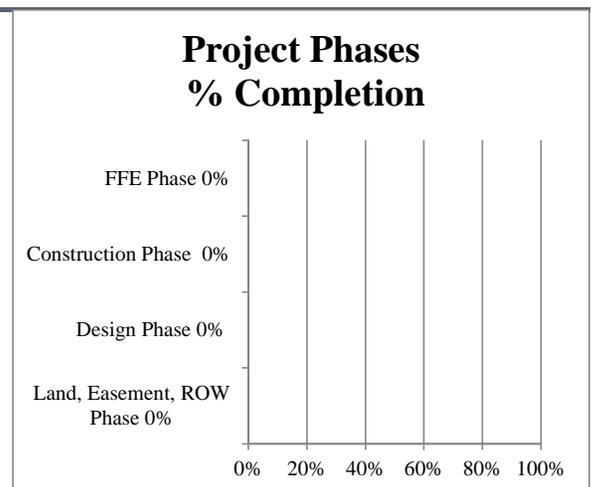


PROJECT INFORMATION

Project Name	ALDIE FIRE & RESCUE STATION
Project Description	This project constructs a 15,000 square feet Fire and Rescue Station in the Aldie area. Located along the Route 50 corridor this station will replace the existing Aldie Fire & Rescue Station.
Project Type	Public Safety Facilities
Project Phase Funding	Land Acquisition Phase, Design Phase, Construction Phase
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
DTCI Contact	Peter Hargreaves, DTCI 703.771.5564 Peter.Hargreaves@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$876,640
Construction	\$7,893,380
FFE	\$1,500,000
Land	\$4,589,550
Proffered Land	\$0
Total Project Cost:	\$14,859,570
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	Summer 2018
Project Revenue(s)	
General Obligation Bonds	\$9,504,555
Local Tax Funding	\$5,355,015
Total Revenue	\$14,859,570

**Project Status Update:**

In this quarter, a Request for Proposal (RFP) to solicit architectural and engineering services was issued on May 25, 2016 and proposals were received on June 28, 2016. In the next quarter, the Proposal Analysis Group (PAG) will review and rank the proposals, interview the higher ranked firms, and select the top rated firm. Fee negotiations with the top ranked firm will follow. Design contract award is anticipated in Fall 2016.

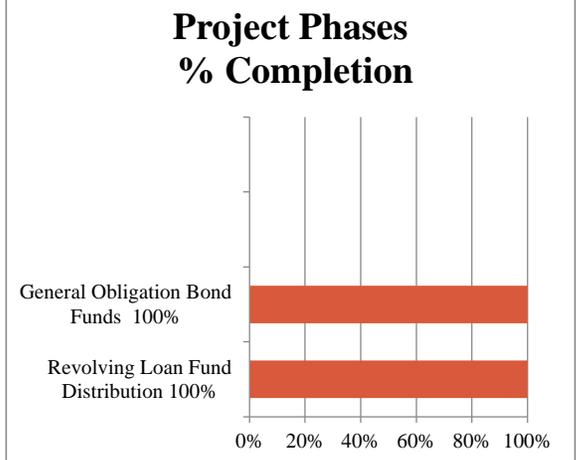


PROJECT INFORMATION

Project Name	ASHBURN VOLUNTEER FIRE & RESCUE STATION RENOVATION
Project Description	This project provides a financial contribution from the County to the Ashburn Volunteer Fire and Rescue company towards the cost of the Company's station renovation project.
Project Type	Public Safety Facilities
Project Phase Funding	Capital Contribution
Program Department Contact	John Sandy, County Administration 703.771.5962 John.Sandy@loudoun.gov
DFREM Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Computer Equipment & Furnishings	\$200,000
Capital Contribution	\$3,650,000
Revolving Loan Fund	\$2,400,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$6,250,000
Project Phase Progress:	
Revolving Loan Fund Distribution 100%	100%
General Obligation Bond Funds 100%	100%



Project Completion: Summer 2016

Project Revenue(s)

General Obligation Bond Funds	\$3,620,560
Local Tax Funding	\$229,440
Revolving Loan Fund	\$2,400,000
Total Revenue	\$6,250,000

Project Status Update:

The Department of Management and Financial Services has developed an agreement with the Ashburn Volunteer Fire and Rescue Company (AVFRC) to distribute \$2,400,000 in approved Revolving Loan funds and establish a reimbursement process for the approved \$3,650,000 in General Obligation Bond financing for the Ashburn Fire and Rescue Station Renovation Project. Revolving Loan funds were distributed and received by the company in May 2014. General Obligation Bonds were sold to support this project on June 17, 2014 and are available under the reimbursement agreement. The AVFRC submitted a request for supplemental funding in the amount of \$1,835,000 for the Board's consideration in the FY 2016 Capital Improvement Program. The Board adopted a CIP Amendment to provide \$200,000 in the FY 2016 CIP for the Department of Fire, Rescue, and Emergency Management (DFREM) to purchase furniture and equipment for career staff and complete IT improvements. In this quarter, AVFRC continued to work with the contractor to address punchlist items. In the next quarter, it is anticipated all punchlist items will be addressed and the project will reach final acceptance.

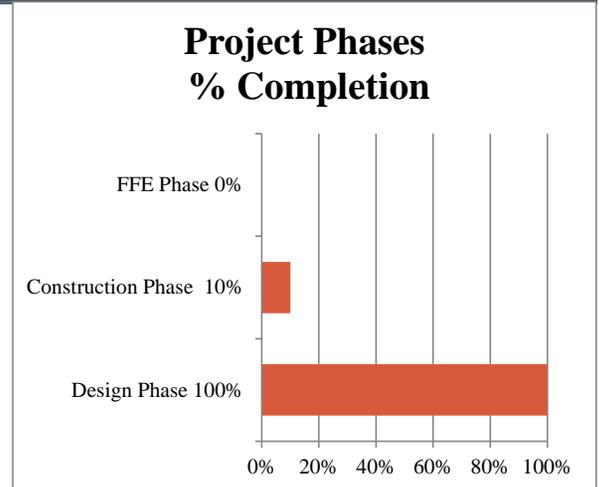


PROJECT INFORMATION

Project Name	ASHBURN SHERIFF STATION
Project Description	This project designs and constructs an 18,000 square foot Sheriff's Station on a county-owned site in the One Loudoun community to serve the greater Ashburn area.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Robert Buckman, Sheriff's Office 703.777.0154 Robert.Buckman@loudoun.gov
DTCI Contact	Nicholas Brown, DTCI 571.258.3435 Nicholas.Brown@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,529,830
Construction	\$9,350,170
FFE	\$840,000
Land	\$3,119,890
Proffered Land	\$0
Total Project Cost:	\$14,839,890
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 10%	10%
FFE Phase 0%	0%
Construction Phase Completion:	Summer 2017
Project Revenue(s)	
Cash Proffers	\$11,720,000
Lease Revenue Financing	\$432,145
Local Tax Funding	\$2,687,745
Total Revenue	\$14,839,890

**Project Status Update:**

Callas Contractors began construction activities in March 2016. In this quarter, a Ground Breaking Ceremony was held on April 25, 2016, the contractor mobilized onsite, installed erosion and sediment controls, cleared and rough graded the site and the building pad and began building foundations. The contractor was awarded 6 weather days in this quarter. In the next quarter, CMU foundation walls, building underground electrical and plumbing, slabs and masonry walls will begin. Additionally, water, sewer, storm water and geothermal well infrastructure will begin with fine grading of the site. The construction duration is approximately 16 months and completion is planned for Summer 2017.



PROJECT INFORMATION

Project Name	COURTS PHASE III
Project Description	This project provides for the design of a new 92,000 square foot courthouse building to house the General District Court and Court administrative support programs. Construction phase funding is included in the FY 2015 CIP to include parking and renovation of the existing Courthouse.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Joe Kroboth, DTCI 703.771.5107 Joe.Kroboth@loudoun.gov
DTCI Contact	Peter Hargreaves, DTCI 703.771.5564 Peter.Hargreaves@loudoun.gov
Election District	Leesburg
Supervisor	Umstatttd

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$9,326,696
Construction	\$0
FFE	\$0
Land	\$500,000
Proffered Land	\$0
Total Project Cost:	\$9,826,696

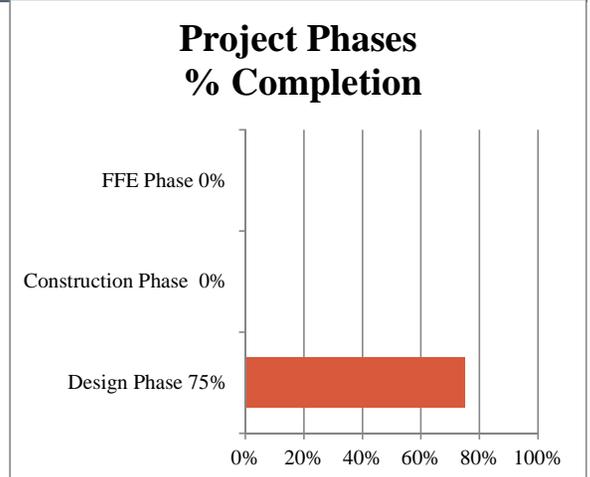
Project Phase Progress:

Land, Easement, ROW Phase N/A	N/A
Design Phase 75%	75%
Construction Phase 0%	0%
FFE Phase 0%	0%

Design Phase Completion: Spring 2017

Project Revenue(s)

Lease Revenue Financing	\$7,300,000
Local Tax funding	\$2,526,695
Total Revenue	\$9,826,695



Project Status Update:

In this quarter, design of the courthouse building progressed toward 75%. Department of Transportation and Capital Infrastructure (DTCI) staff is working with the Leesburg Board of Architectural Review (BAR) to get one last Certificates of Appropriateness (COAs) for the courthouse grounds. In the next quarter, receipt of 75% courthouse plans is expected. The design phase is anticipated for completion in Spring 2017. Since the new courthouse building cannot be constructed until the Pennington lot parking structure is completed, issuance of an Invitation for Bid (IFB) for the courthouse building is anticipated in Summer 2018 with construction start anticipated in Fall 2018.



PROJECT INFORMATION

Project Name	COURTS PHASE III STRUCTURED PARKING FACILITY
Project Description	This project provides for the design of a new structured parking facility on the Pennington Lot to support the new General District Courthouse. Construction phase funding is included in the FY 2015 CIP.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Joe Kroboth, DTCI 703.771.5107 Joe.Kroboth@loudoun.gov
DTCI Contact	Peter Hargreaves, DTCI 703.771.5564 Peter.Hargreaves@loudoun.gov
Election District	Leesburg
Supervisor	Umstatt

PROJECT BUDGET & SCHEDULE

Budget

Design	\$0
Construction	\$13,000,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$13,000,000

Project Phase Progress:

Land, Easement, ROW Phase N/A	N/A
Design Phase 75%	75%
Construction Phase 0%	0%
FFE Phase 0%	0%

Design Phase Completion: Summer 2016

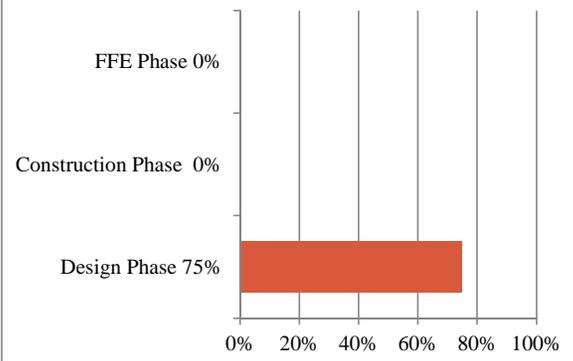
Project Revenue(s)

Lease Revenue Financing	\$13,000,000
Local Tax funding	\$0
Total Revenue	\$13,000,000

Project Status Update:

In this quarter, the Pennington lot parking structure design progressed toward 100% and the Pennington lot site plan was processed through the Town of Leesburg Department of Plan Review. In the next quarter, the Pennington lot site plan approval is expected and an Invitation for Bid (IFB) will be advertised for the parking structure construction.

Project Phases % Completion



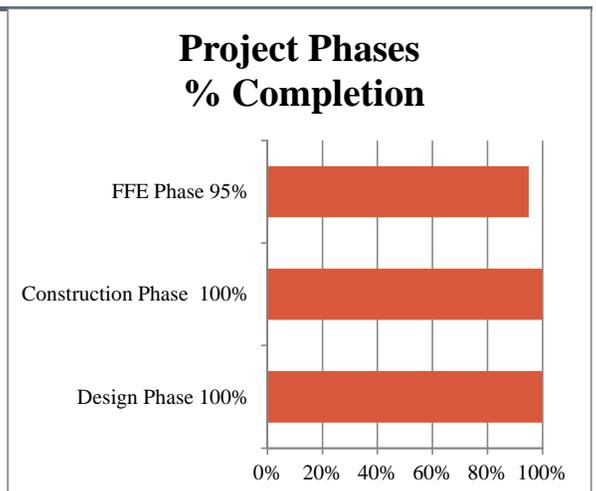


PROJECT INFORMATION

Project Name	FIRE & RESCUE TRAINING PROP LOTS
Project Description	This project designs and constructs training props to simulate a range of fire and rescue emergency situations to train staff.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
DTCI Contact	Nicholas Brown, DTCI 571.258.3435 Nicholas.Brown@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$493,235
Construction	\$1,467,890
FFE	\$142,420
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$2,103,545
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 100%	100%
FFE Phase 95%	95%
FFE Phase Completion:	TBD
Project Revenue(s)	
Cash Proffers	\$2,074,000
Local Tax Funding	\$29,545
Total Revenue	\$2,103,545

**Project Status Update:**

In this quarter, there was no additional work on the project as final notification from Washington Metropolitan Area Transit Authority (WMATA) is pending. The County awaits notification from WMATA of rail car availability as the project is now within the delivery timeframe identified by WMATA. Department of Transportation and Capital Infrastructure (DTCI) staff is continually communicating with WMATA to provide a delivery date. WMATA is awaiting new rail cars to be delivered and placed in service to provide a pool of surplus rail cars to make one available to the County.

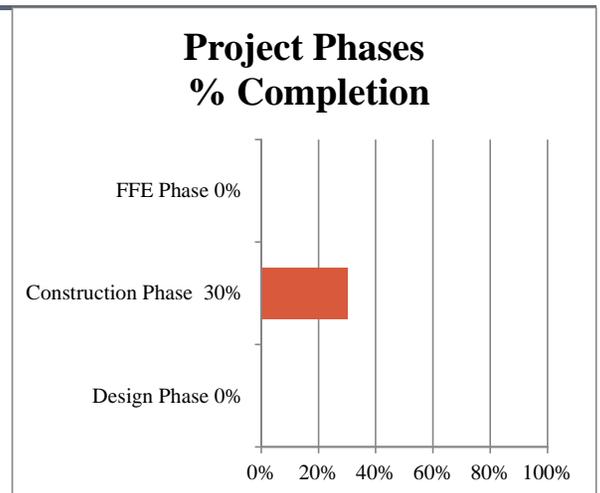


PROJECT INFORMATION

Project Name	FIRE STATION ALERTING SYSTEMS
Project Description	This project upgrades existing older stations with new incident alerting technology. Stations scheduled to be upgraded include: Dulles South PSC, Hamilton, Philomont, Loudoun Rescue-Leesburg, Sterling and Leesburg Fire.
Project Type	Public Safety Facilities
Project Phase Funding	Construction
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
Project Contact	Kevin Wright, DFREM 703.777.0434 Kevin.Wright@loudoun.gov
Election District	Catoctin, Blue Ridge, Leesburg, Sterling, Dulles
Supervisor	Higgins, Buffington, Umstadd, Saines, Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$0
FFE	\$740,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$740,000
Project Phase Progress:	
Land, Easement, ROW Phase	N/A
Design Phase	0%
Construction Phase	30%
FFE Phase	0%
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
Local Tax Funding	\$740,000
Total Revenue	\$740,000



Project Status Update:

In this quarter, system installation was completed at the Dulles South Public Safety Center (PSC). Improvements to facility infrastructure was initiated at the Philomont Fire Station and Hamilton PSC in preparation for alerting system installation. In the next quarter, alerting system installation work will begin at Philomont Fire Station, Hamilton PSC, Loudoun County Rescue Station in Leesburg, and Cascades PSC. System installations are expected to be near completion by Fall 2016.

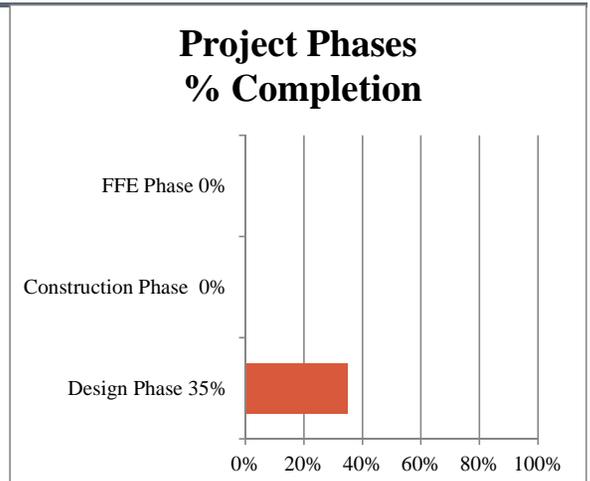


PROJECT INFORMATION

Project Name	JUVENILE DETENTION CENTER
Project Description	This project designs and constructs a new 40-bed Juvenile Detention Center on the Government Support Center site off of Sycolin Road in Leesburg.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Hope Stonerook, Family Services 703.771.5388 Hope.Stonerook@loudoun.gov
DTCI Contact	Sandy Hunter, DTCI 571.258.3034 Sandy.Hunter@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,108,000
Construction	\$11,248,930
FFE	\$55,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$12,411,930
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 35%	35%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	Fall 2016
Project Revenue(s)	
Lease Revenue Financing	\$12,015,000
State Grant	\$396,930
Revenue Total	\$12,411,930

**Project Status Update:**

In this quarter, facility design continued. In the next quarter, the facility site will be surveyed and the Site Plan will be prepared. The design phase is planned for completion Fall 2016.

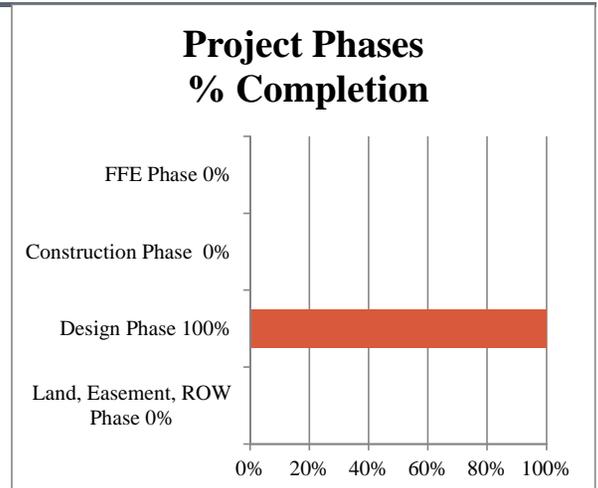


PROJECT INFORMATION

Project Name	KIRKPATRICK FIRE & RESCUE STATION
Project Description	This project provides funding to design and construct a new 13,000 - 15,000 square foot Fire & Rescue Station in the Dulles Planning Subarea of the County on a proffered 5-acre site south of Braddock Road and west of Loudoun County Parkway.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
DTCI Contact	Nicholas Brown, DTCI 571.258.3435 Nicholas.Brown@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,970,000
Construction	\$8,860,000
FFE	\$2,100,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$12,930,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase 0%	0%
Construction Phase Completion:	Winter 2017
Project Revenue(s)	
Local Tax Funding	\$2,500,000
Cash Proffers	\$10,430,000
Total Revenue	\$12,930,000



Project Status Update:

In this quarter, the Invitation for Bid (IFB) for construction was issued on April 25, 2016, bids were received May 26, 2016 and have been evaluated. In the next quarter, an item will be presented to the Finance/Government Operations and Economic Development Committee (FGOEDC) and Board of Supervisors for contract award, pre-construction submittals will be prepared and a Notice to Proceed will be issued. An approximately 15 month construction duration is planned with completion anticipated Winter 2017.

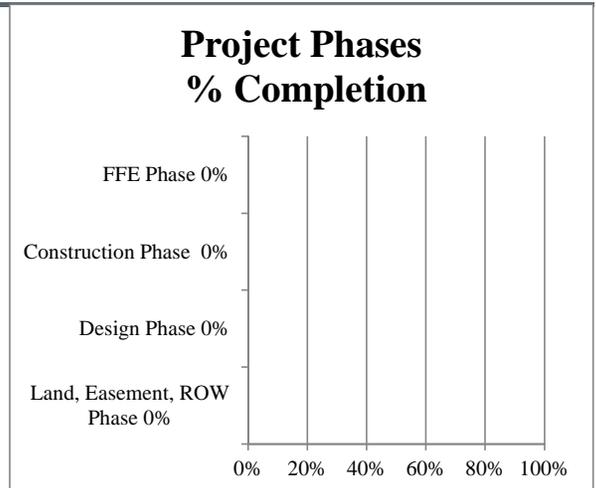


PROJECT INFORMATION

Project Name	LOVETTSVILLE FIRE STATION REPLACEMENT
Project Description	This project provides the funding for the first phase to replace the Lovettsville Fire & Rescue Station. The first phase stabilizes the current site with acceptable crew quarters and furnishing. Design and construction phase funding are planned for FY 2017.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
Project Contact	Kevin Wright, DFREM 703.777.0434 Kevin.Wright@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$420,000
Construction	\$580,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,000,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$1,000,000
Total Revenue	\$1,000,000



Project Status Update:

Over the last several months, the Department of Fire, Rescue, and Emergency Management (DFREM) has met with leadership of Lovettsville Volunteer Fire Company (LVFC) to review studies outlining the type of improvements needed for staff to continue working out of current or temporary facilities and possible locations for the new permanent facility. In this quarter, DFREM requested LVFC to formally communicate its preferred development concept so arrangements can begin on land use applications and facility design. In the next quarter, a response from LVFC is expected and DTCI staff will work with DFREM staff to develop a scope of work for architectural and engineering services necessary to develop any temporary and permanent facilities. Since funding for this project needs November 2016 referendum approval, facility design is expected to begin the third quarter for FY17 (Winter 2017).

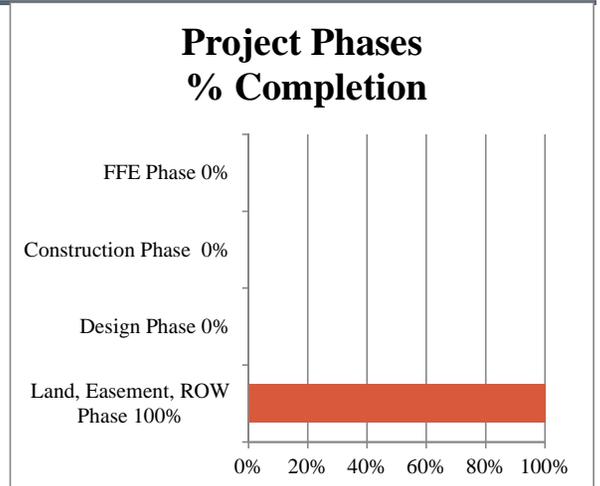


PROJECT INFORMATION

Project Name	LUCKETTS FIRE & RESCUE STATION REPLACEMENT
Project Description	This project provides funding to design and construct a 15,000 square foot fire and rescue station to replace the existing Lucketts Volunteer Fire and Rescue Station.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
DTCI Contact	Kiran Parikh, DTCI 703.737.8022 Kiran.Parikh@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,370,000
Construction	\$7,920,000
FFE	\$2,200,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$11,490,000
Project Phase Progress:	
Land, Easement, ROW Phase	100%
Design Phase	0%
Construction Phase	0%
FFE Phase	0%
Design Phase Completion:	TBD
Project Revenue(s)	
General Obligation Bonds	\$11,490,000
Total Revenue	\$11,490,000



Project Status Update:

In this quarter, Department of Transportation and Capital Infrastructure (DTCI) staff has met with Department of Fire, Rescue, and Emergency Management (DFREM) staff to verify the programming requirements for the replacement station and to finalize the project's scope of work. In the next quarter, a Purchase Order (PO) will be issued to a task order design consultant to begin design of the replacement station.

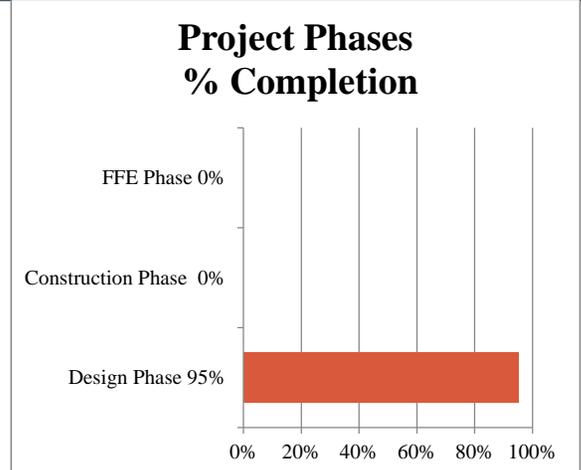


PROJECT INFORMATION

Project Name	PUBLIC SAFETY FIRING RANGE
Project Description	This project designs and constructs an indoor firing range facility to provide firearms training for public safety staff. The indoor facility will be constructed on a developer proffered land site owned by the County.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Bev Tate, Sheriff's Office 571.258.3864 Bev.Tate@loudoun.gov
DTCI Contact	Peter Hargreaves, DTCI 703.771.5564 Peter.Hargreaves@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,990,000
Construction	\$18,940,890
FFE	\$369,110
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$21,300,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	0%
Design Phase 95%	95%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	Fall 2016
Project Revenue(s)	
Lease Revenue Financing	\$16,000,000
Local Tax Funding	\$5,300,000
Revenue Total	\$21,300,000

**Project Status Update:**

In this quarter, a drinking water supply well was installed on site and tested, the design consultant, Clark Nexsen, continued site plan preparation for the Firing Range site, and continued survey and design for the left turn lane addition on southbound Evergreen Mills Road to eastbound Shreve Mill Road as required by the facility's Special Exception (SPEX) Conditions of Approval. In the next quarter, Site Plan will be submitted to Building and Development (B&D) for review. The design phase is planned for completion Fall 2016.

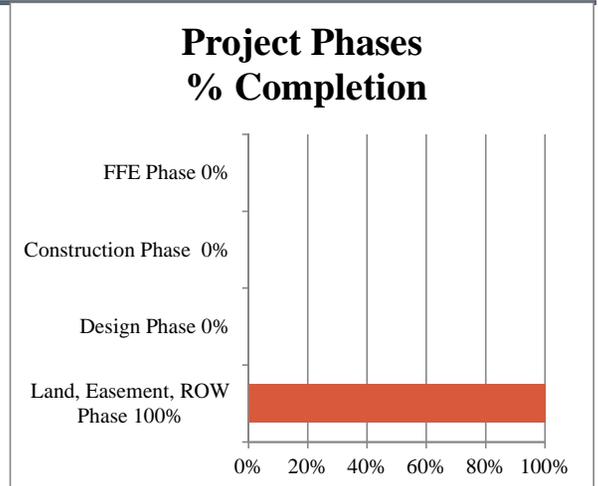


PROJECT INFORMATION

Project Name	STERLING FIRE AND RESCUE STATION REPLACEMENT
Project Description	This project provides funding to design and construct a new 22,000 square foot replacement station for the Sterling Volunteer Fire and Rescue Companies.
Project Type	Public Safety Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
DTCI Contact	Peter Hargreaves, DTCI 703.771.5564 Peter.Hargreaves@loudoun.gov
Election District	Sterling
Supervisor	Saines

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$2,225,000
Construction	\$12,746,000
FFE	\$1,250,000
Land	\$2,200,000
Proffered Land	\$0
Total Project Cost:	\$18,421,000
Project Phase Progress:	
Land, Easement, ROW Phase	100%
Design Phase	0%
Construction Phase	0%
FFE Phase	0%
Design Phase Completion:	Fall 2017
Project Revenue(s)	
General Obligation Bonds	\$16,480,000
Cash Proffers	\$1,941,000
Total Revenue	\$18,421,000



Project Status Update:

In this quarter, attorneys for the Sterling Volunteer Fire Company and Sterling Volunteer Rescue Company continued to work with the County Attorney's Office on an ownership agreement for the new facility and land. Design on the new facility will begin when an agreement is finalized. Design is anticipated to begin Summer 2016.

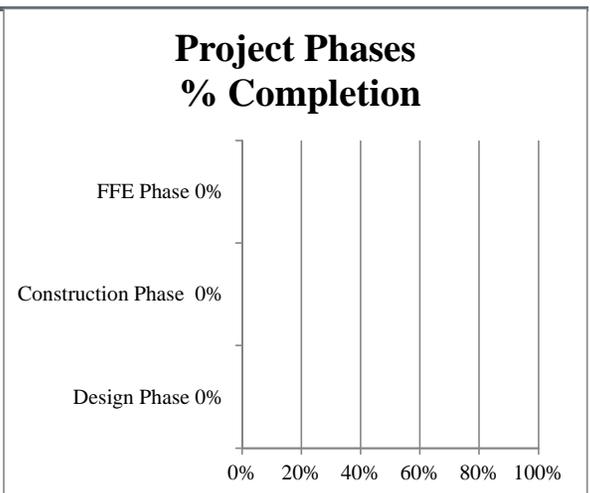


PROJECT INFORMATION

Project Name	TRAFFIC SIGNAL PREEMPTION DEVICES
Project Description	This project provides funding to equip seventy-six key intersections in the County with traffic signal preemption devices.
Project Type	Public Safety Facilities
Project Phase Funding	Construction
Program Department Contact	Keith Brower, Chief, DFREM 703.777.0435 Keith.Brower@loudoun.gov
Project Contact	Kevin Wright, DFREM 703.777.0434 Kevin.Wright@loudoun.gov
Election District	Countywide
Supervisor	Countywide

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$0
Alterations to Signals	\$1,570,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,570,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase 0%	0%
Construction Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$1,570,000
Total Revenue	\$1,570,000



Project Status Update:

In this quarter, the Department of Fire, Rescue, and Emergency Management (DFREM) was finalizing a scope of work for the work group formed for this project. The work group will be responsible for determining the system type, intersection priorities, policies and procedures. In the next quarter, DFREM will convene the group of stakeholders and county staff to discuss the project and distribute System Informational Bulletin to solicit interested parties. DFREM's Intent is to kick the project off in earnest in the first quarter of FY17.

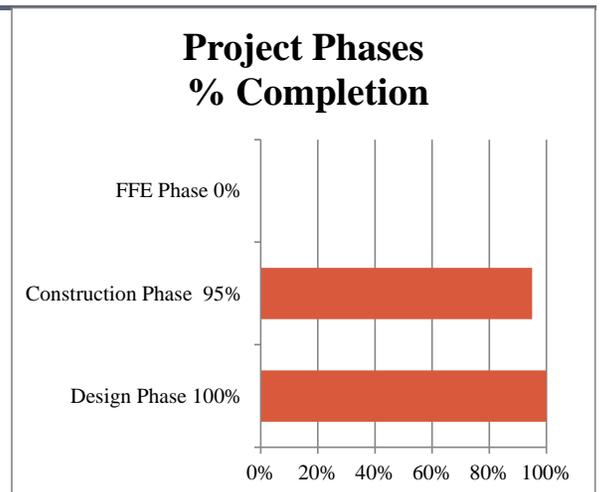


PROJECT INFORMATION

Project Name	WESTERN LOUDOUN SHERIFF STATION
Project Description	This project designs and constructs an 8,700 square feet Sheriff Station on a county-owned site adjacent to the Town of Round Hill to serve western Loudoun County.
Project Type	Public Safety Facilities
Project Phase Funding	Construction Phase
Program Department Contact	Robert Buckman, Sheriff's Office 703.777.0154 Robert.Buckman@loudoun.gov
DTCI Contact	Robert Edwards, DTCI 703.771.5320 Robert.Edwards@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,423,880
Construction	\$5,231,120
FFE	\$280,000
Land	\$1,232,720
Proffered Land	\$0
Total Project Cost:	\$8,167,720
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 95%	95%
FFE Phase 0%	0%
Construction Phase Completion:	Summer 2016
Project Revenue(s)	
General Obligation Bonds	\$7,904,600
Local Tax Funding	\$263,120
Total Revenue	\$8,167,720

**Project Status Update:**

A contract was awarded to Lantz Construction Company of Winchester Inc. in Winter 2015 and work is ongoing. In this quarter, building finishes and sitework were completed, training for systems is ongoing as are commissioning activities. The contractor was awarded 5 weather days in this quarter. In the next quarter, final training and punchlist will occur with Substantial Completion planned in July 2016. Furniture installation will begin following completion with a 90 day duration. Facility opening will be coordinated with the Sheriff's Office.

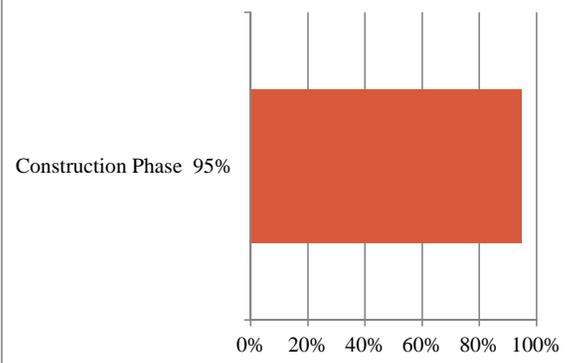


PROJECT INFORMATION

Project Name	ATHLETIC FIELD IMPROVEMENTS
Project Description	This project funds turf and irrigation upgrades to 25 athletic fields at Elementary and Middle school sites throughout the County to improve playing field conditions.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Construction Phase
Program Department Contact	Steve Torpy, PRCS 703.777.0345 Steve.Torpy@loudoun.gov
Project Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
Election District	Countywide
Supervisor	Countywide

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$0
Construction	\$2,100,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$2,100,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase N/A	N/A
Construction Phase 95%	95%
FFE Phase	N/A
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
General Obligation Bonds	\$2,100,000
Total Revenue	\$2,100,000

Project Phases
% Completion

Project Status Update:

In this quarter, field renovation was completed at Creighton's Corner Elementary School and field renovation work began at Arcola Elementary and Dominion Trail Elementary Schools. New transformers need to be installed at Creighton's Corner and Ashburn Elementary Schools to facilitate power requirements. In the next quarter, PRCS staff will coordinate between its electrical contractor and Dominion and NOVEC Power to have the new transformers installed. Projects are on schedule and budget for completion by December 2016.

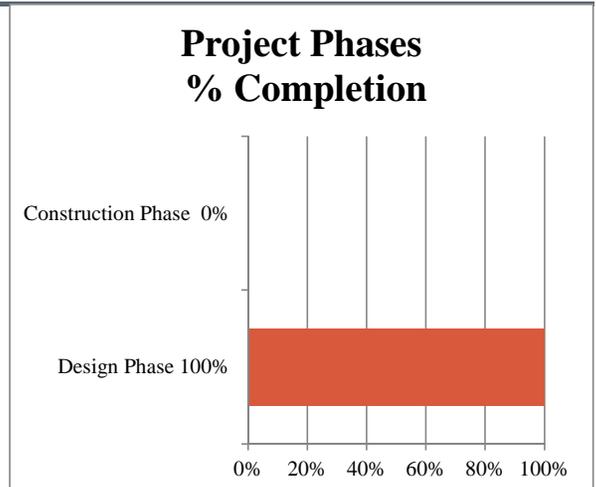


PROJECT INFORMATION

Project Name	BLES PARK RESTROOMS
Project Description	This project provides funding to install a public restroom building in Bles Park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Bill Clark, DTCI 703.737.8822 Bill.Clark@loudoun.gov
Election District	Algonkian
Supervisor	Volpe

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$65,000
Construction	\$216,435
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$281,435
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
Cash Proffers	\$281,435
Revenue Total	\$281,435



Project Status Update:

In this quarter, Department of Transportation and Capital Infrastructure (DTCI) staff reviewed and approved updated shop drawings provided by the pre-manufactured restroom vendor, Smith-Midland, and Smith-Midland began building fabrication and preparation of a building permit application. In the next quarter, Smith-Midland will submit the building permit application to Building & Development (B&D) and a delivery schedule will be established. Construction completion is planned for Fall 2016.

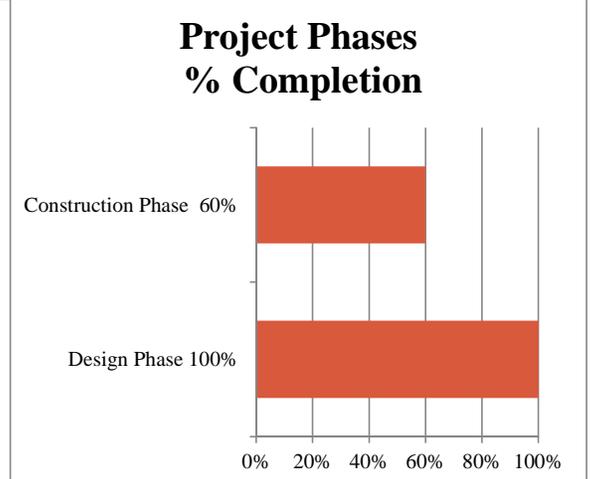


PROJECT INFORMATION

Project Name	BRAMBLETON DISTRICT PARK - WEST
Project Description	This project designs and constructs a District Park which will consist of nine athletic fields on approximately 26 acres east and 33 acres west of Belmont Ridge Road (Route 659) in the Brambleton community. This page reports on the Western portion of the overall project.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Nicholas Brown, DTCI 571.258.3435 Nicholas.Brown@loudoun.gov
Election District	Dulles, Blue Ridge
Supervisor	Letourneau, Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$589,010
Construction	\$7,935,890
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$8,524,900
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 60%	60%
FFE Phase	N/A
Construction Completion (West):	Fall 2016
Project Revenue(s)	
Cash Proffers	\$8,174,900
Local Tax Funding	\$350,000
Revenue Total	\$8,524,900



Project Status Update:

FHP Techtonics began work in December 2015. In this quarter, supplemental funding was approved by the Board on May 19, 2016 for required contingency and availability fees for the onsite irrigation. Additionally this quarter, athletic field fencing and light pole installation was underway, pump and haul facilities were installed and grading work was underway. The contractor was awarded 12 weather days in this quarter and 16 days for rock encountered during light pole installation. In the next quarter, grading of the parking lot will occur as will asphalt paving, the installation of the restroom/concession facilities and completion of the athletic field lighting and landscaping. Construction completion is planned for Fall 2016.

*Budget and Revenue listed includes design and construction for the Eastern and Western Park projects combined. The Eastern portion of the Park has been completed.

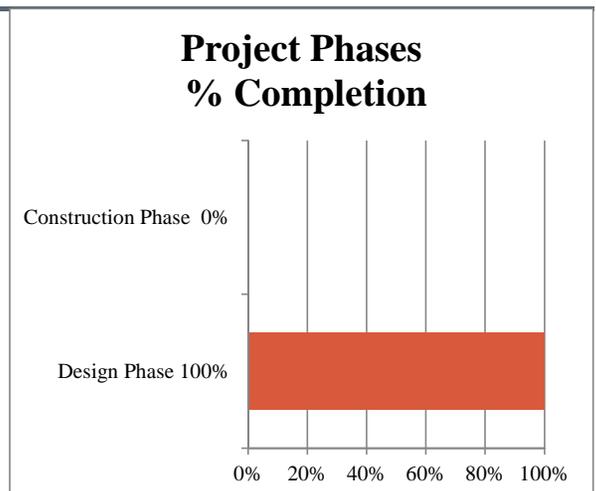


PROJECT INFORMATION

Project Name	CLAUDE MOORE PARK RESTROOMS & LIGHTS
Project Description	This project funds the installation of a public restroom building in Claude Moore Park and lights a football field in the active recreation area.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
Election District	Sterling
Supervisor	Saines

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$100,000
Construction	\$360,505
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$460,505
Project Phase Progress:	
Land, Easement, ROW Phase 30%	30%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	TBD
Project Revenue(s)	
Cash Proffers	\$460,505
Revenue Total	\$460,505



Project Status Update:

In this quarter, an Invitation for Bid (IFB) was drafted to advertise the procurement and installation of the restroom and concession building at this location along with two other park sites. Easement documents for a sanitary sewer easement onto Park View HS was reviewed with Loudoun County Public School (LCPS) staff and is being updated for final submission. In the next quarter, the IFB will be finalized and advertised. Upon award, the Department of Transportation and Capital Infrastructure (DTCI) will work with the successful contractor to develop a construction schedule to complete the project. After contract award, DTCI will work with Parks, Recreation, and Community Services (PRCS) to determine if adequate funding exists for additional field lighting.

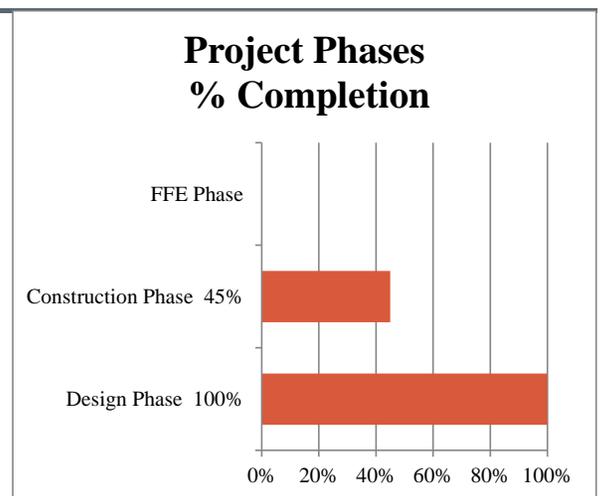


PROJECT INFORMATION

Project Name	DULLES SOUTH MULTIPURPOSE CENTER PHASE II
Project Description	This project provides for the design and construction of an approximately 80,000 square foot addition to the Dulles South Multipurpose Center. The program includes recreation and fitness areas, program facilities and an aquatics center.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Bill Clark, DTCI 703.737.8822 Bill.Clark@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

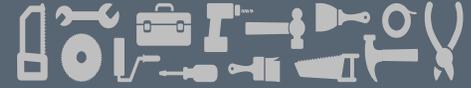
PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,534,445
Construction	\$39,635,555
FFE	\$1,250,000
Land	
Proffered Land	
Total Project Cost:	\$42,420,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 45%	45%
FFE Phase	0%
Construction Phase Completion:	Spring 2017
Project Revenue(s)	
General Obligation Bonds	\$23,155,000
Cash Proffers	\$19,265,000
Total Revenue	\$42,420,000



Project Status Update:

Forrester Construction Company was awarded the contract for construction in June 2015. In this quarter, on April 26, 2016 a Topping Out Ceremony was held as the steel structure was completed. Also this quarter, roof decking and roofing were underway and exterior wall construction began. The contractor was awarded 5 weather days in this quarter. In the next quarter, concrete masonry unit (CMU) walls and split face block will begin, roofing will be completed, the upper deck pours will occur and preliminary mechanical, electrical and plumbing will begin as well as work on the pool plaster and parking lot. Construction completion is planned for Spring 2017.

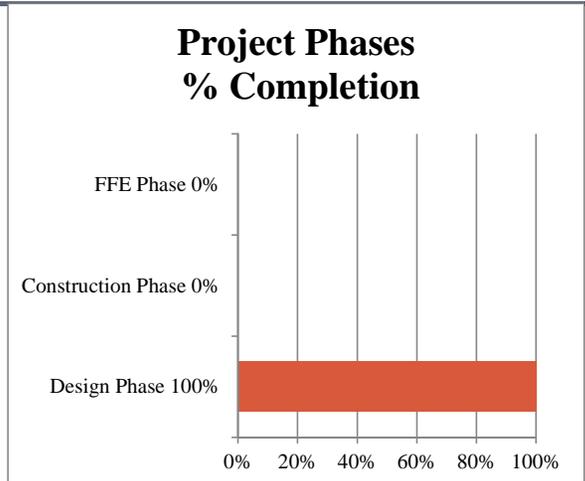


PROJECT INFORMATION

Project Name	EDGAR TILLET MEMORIAL PARK
Project Description	This project provides funding to add a public restroom building, concessions, additional parking, trails and a playground to Edgar Tillett Memorial Park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Kiran Parikh, DTCI 703.737.8022 Kiran.Parikh@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$451,565
Construction	\$1,919,725
FFE	\$8,115
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$2,379,405
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase 0%	0%
Construction Phase Completion:	Spring 2017
Project Revenue(s)	
Cash Proffers	\$2,379,405
Revenue Total	\$2,379,405

**Project Status Update:**

In this quarter, bid documents and a draft Invitation for Bid (IFB) were finalized. Although bid documents are complete, the project will not be advertised until Summer 2016 and construction will not begin until Fall 2016. Deferment of bidding and construction are necessary since construction is occurring at nearby Brambleton Park West to upgrade the baseball fields and add athletic lights from Fall 2015 through Summer 2016. Brambleton Park West will be shut down during this construction period and PRCS needs to keep Edgar Tillett Park fully operational during the period to meet field demands. Once the Brambleton Park West improvements are complete and operational (targeted for Fall 2016), Edgar Tillett Park will be shut down to construct the proposed improvements. Construction completion is planned for Spring 2017.

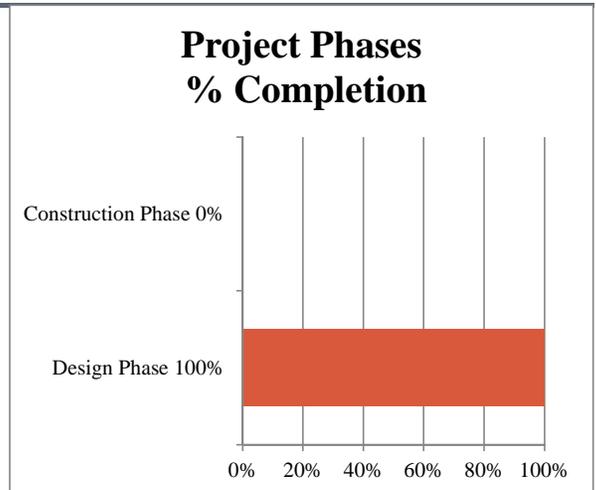


PROJECT INFORMATION

Project Name	E.E. LAKE STORE
Project Description	This projects converts the EE Lake General Store into a Bluemont Area Welcome Center. The Bluemont Citizens Association in partnership with the Loudoun County Department of Parks, Recreation and Community Services will open the center to the public providing hikers and bikers a rest stop. The project adds public restroom facilities to the building.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Melissa Tello, DTCI 703.737.8054 Melissa.Tello@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$164,080
Construction	\$481,220
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$645,300
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Spring 2017
Project Revenue(s)	
MAP-21 Funding	\$400,000
Local Tax Funding	\$200,000
TOT Funding	\$45,300
Total Revenue	\$645,300



Project Status Update:

An Invitation for Bid (IFB) was re-issued on March 8, 2016. In this quarter, bids were received on April 13, 2016 and were under evaluation with the County and Virginia Department of Transportation (VDOT) as required by the project's MAP-21 funding. In the next quarter, bid review with VDOT will continue until approval is provided for contract award. A 9 month construction duration is planned. This project was previously reported with construction completion in Fall 2016, however based on the receipt of no bids with the initial IFB and the re-issuance of the IFB in March 2016 and VDOT review of the bids upon receipt, construction is planned for completion in Spring 2017.

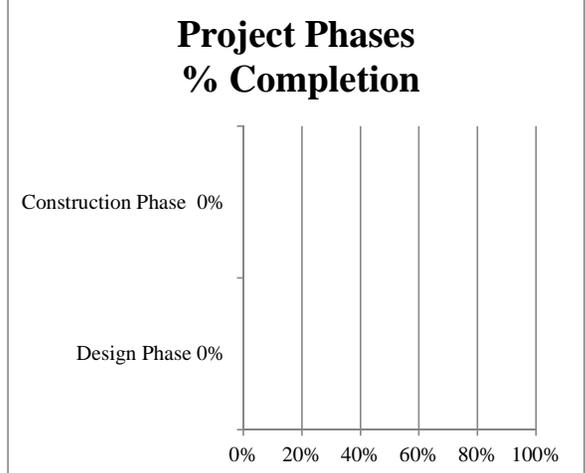


PROJECT INFORMATION

Project Name	FIELDS FARM PARK - ULYFL STADIUM AND SOFTBALL FIELD LIGHTS
Project Description	This project funds the development of a football stadium at Fields Farm Park and lights at the softball fields. These amenities will be developed through an agreement between Loudoun County and the Upper Loudoun Youth Football League.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Greg Barnes, DTCI 571.258.3447 Greg.Barnes@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,560,000
Construction - Stadium	\$0
Construction - Softball Lights	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,560,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$1,560,000
Total Revenue	\$1,560,000



Project Status Update:

On March 16, 2015, the President of Upper Loudoun Youth Football League (ULYFL) notified Parks, Recreation and Community Services that ULYFL exercised its right to terminate the Memorandum of Understanding (MOU) to design and construct the Fields Farm Park football stadium. The Board of Supervisors was notified of this action via a memorandum in July 2015. The Department of Transportation and Capital Infrastructure (DTCI) is working with Parks, Recreation, and Community Services (PRCS) to develop a new conceptual plan for the County to fully develop the Fields Farm Park as a County project. Funding for detailed design and construction is projected in FY21 and FY22, respectively in the adopted FY17 county budget.

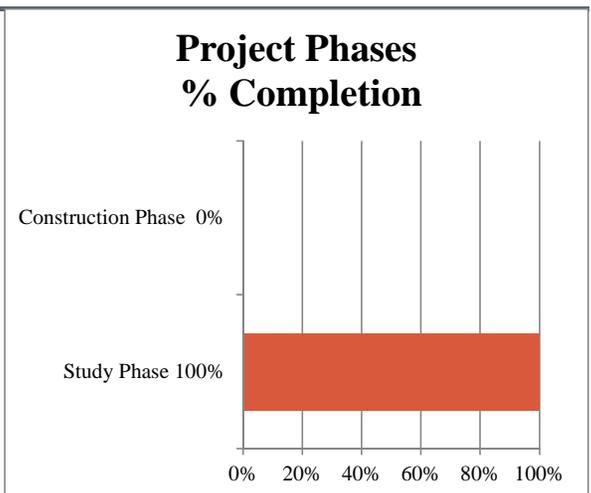


PROJECT INFORMATION

Project Name	FRANKLIN PARK TO PURCELLVILLE TRAIL
Project Description	This project provides funding to develop a trail alignment and preliminary design for a recreation trail from Franklin Park to the Town of Purcellville.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Study Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Ron Mallory, DTCI 703.737.8398 Ron.Mallory@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$520,000
Construction	\$0
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$520,000
Project Phase Progress:	
Land, Easement, ROW Phase 0%	0%
Study Phase 100%	100%
Construction Phase 0%	0%
FFE Phase 0%	0%
Study Phase Completion:	Fall 2015
Project Revenue(s)	
Local Tax Funding	\$520,000
Total Revenue	\$520,000

**Project Status Update:**

In September 2015, the design consultant, Dewberry, developed three preliminary alignments for a trail originating at Franklin Park and terminating at the Purcellville town limits. In this quarter, Department of Transportation and Capital Infrastructure (DTCI) staff reviewed the alignment options and narrowed the potential options to two. In the next quarter, DTCI staff will schedule a Public Information meeting to obtain public comment on the proposed trail alignments. After receiving public comment, DTCI staff will prepare an item for a future Board of Supervisor's meeting to obtain endorsement of the preferred alignment. This project only funds the preparation of an alignment study and preliminary design. Funding for final design and construction is projected for FY22 in the adopted FY17 county budget.

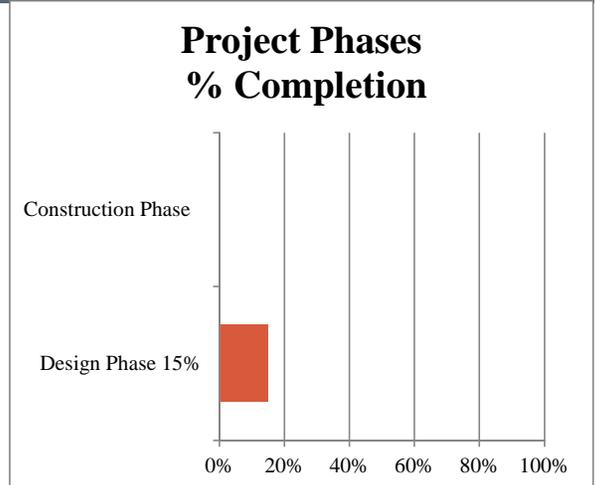


PROJECT INFORMATION

Project Name	HAL & BERNI HANSON REGIONAL PARK
Project Description	This project funds the design phase of the 157-acre Hal and Berni Hanson Regional Park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Kiran Parikh, DTCI 703.737.8022 Kiran.Parikh@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$5,962,620
Construction	\$2,700
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$5,965,320
Project Phase Progress:	
Land, Easement, ROW Phase	N/A
Design Phase 15%	15%
Construction Phase	0%
FFE Phase	N/A
Design Phase Completion:	Fall 2017
Project Revenue(s)	
Cash Proffers	\$5,875,165
Local Tax Funding	\$90,155
Total Revenue	\$5,965,320



Project Status Update:

In this quarter, the Board of Supervisors at its April 21, 2016 business meeting awarded a contract to Lose & Associates to design the park and associated infrastructure. A design kick-off meeting was held on May 3, 2016. Subsequent meetings between Lose & Associates, Department of Transportation and Capital Infrastructure (DTCI) staff, and Parks, Recreation, and Community Services (PRCS) staff were held to verify the park program and to develop an updated concept plan. In the next quarter, the design team will begin development of the 30% design plans. The design phase is anticipated for completion of Fall 2017.

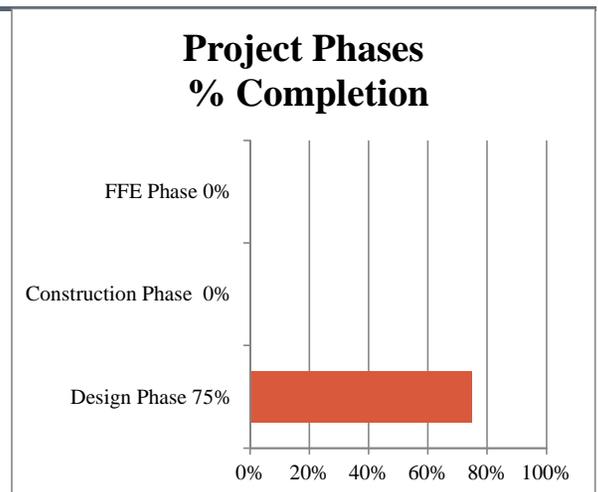


PROJECT INFORMATION

Project Name	LOVETTSVILLE COMMUNITY CENTER
Project Description	This project provides for the design and construction of a new community center building in the Town of Lovettsville to replace the current building.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Sandy Hunter, DTCI 571.258.3034 Sandy.Hunter@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,016,505
Construction	\$6,161,495
FFE	\$202,000
Land	
Proffered Land	
Total Project Cost:	\$7,380,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 75%	75%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	Fall 2016
Project Revenue(s)	
Lease Revenue Financing	\$5,380,000
Local Tax Funding	\$2,000,000
Revenue Total	\$7,380,000



Project Status Update:

The Board of Supervisors at its December 2, 2015 business meeting allocated \$1.5M in FY15 Fund Balance to the project to add senior and fitness rooms to proposed community center and to renovate and enlarge the existing pool house. In this quarter, DTCI staff has worked with the design consultant, LSY, to incorporate these changes into the design and a revised 75% design package is being prepared. In the next quarter, LSY will submit a revised 75% design package for review and then advance the design toward 100%. Completion of the design phase is anticipated in Fall 2016, which is a delay from Summer 2016.

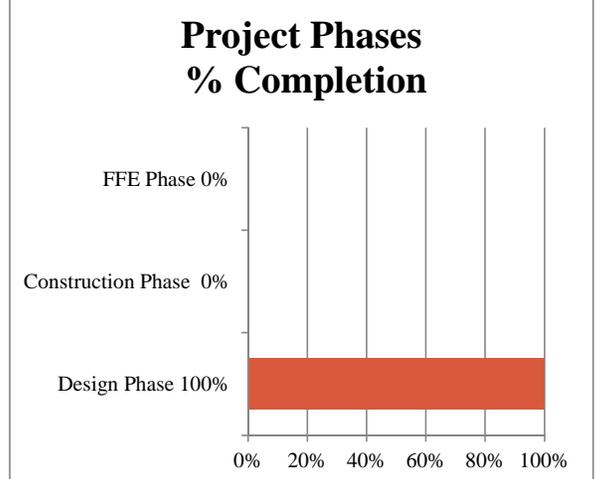


PROJECT INFORMATION

Project Name	LOVETTSVILLE DISTRICT PARK ROAD IMPROVEMENTS
Project Description	This project provides for the design and construction of intersection improvements to the East Broad Way, Lovettsville Road, and Milltown Road intersection adjacent to Lovettsville Park. The project also provides a right turn lane from Milltown Road to Lovettsville Road and from Milltown Road into the park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Don Bredice, DTCI 703.737.8298 Don.Bredice@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

* Budget	
Design	\$0
Construction	\$0
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$0
Project Phase Progress:	
Land, Easement, ROW Phase 100%	100%
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase 0%	0%
Construction Phase Completion:	Spring 2017
Project Revenue(s)	
Lease Revenue Financing	\$0
Gas Tax	\$0
Total Revenue	\$0



Project Status Update:

In this quarter, an Invitation for Bid (IFB) was issued on April 22, 2016 and bids were received on May 23, 2016. Dominion began utility pole relocation in June 2016. In the next quarter, an item will be presented to the Finance/Government Operations and Economic Development Committee (FGOEDC) and Board of Supervisors for contract award, a Kick Off Meeting will occur, and Notice to Proceed will be issued. Construction is planned for approximately 6.5 months.

*Design and construction budget for the road improvements is funded in the Lovettsville Park project.

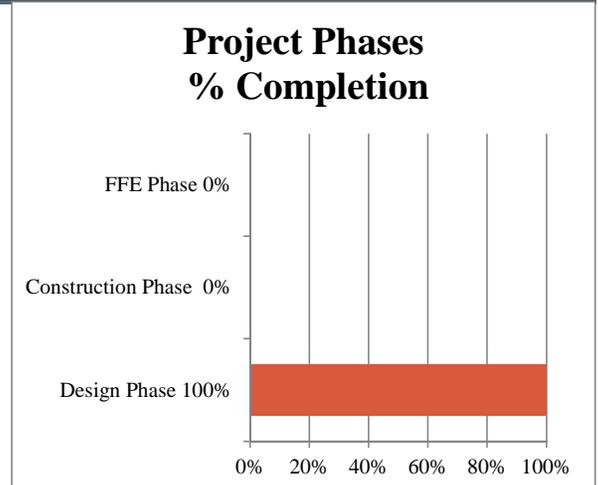


PROJECT INFORMATION

Project Name	LOVETTSVILLE DISTRICT PARK
Project Description	This project provides for the design and construction of a District Park to serve the Lovettsville area on a 91-acre County-owned site. The park will contain seven athletic fields, restrooms, concessions, maintenance facilities and an equestrian area.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Kelly Griffin, DTCI 703.737.8299 Kelly.Griffin@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$871,520
Construction	\$8,537,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$9,408,520
Project Phase Progress:	
Land, Easement, ROW Phase	90%
Design Phase	100%
Construction Phase	0%
FFE Phase	0%
Design Phase Completion:	Spring 2016
Project Revenue(s)	
Lease Revenue Financing	\$9,000,000
Gas Tax	\$408,520
Total Revenue	\$9,408,520



Project Status Update:

Park design is complete and final site plan approval is pending execution of a shared parking agreement between the County and LCPS. Consistent with the park Special Exception conditions, the road improvements will be constructed prior to the park improvements. In this quarter, stream credits were procured, the shared parking agreement was completed, and negotiation of a water and sewer ownership and maintenance agreement with the Town of Lovettsville continued. In the next quarter, final site plan approval will be received. As previously reported, the estimated cost to construct the park improvements is over the available budget. To deal with Park budget shortfall, park construction will be broken into two (2) phases. Phase 1 of the park development will involve construction of the access road through the park, installation of utilities, and construction of three (3) to four (4) athletic fields. Construction of the Phase 1 improvements will occur after the road improvements are completed. Phase 2 of the park development will involve construction of the remaining improvements in a future year when funds become available.

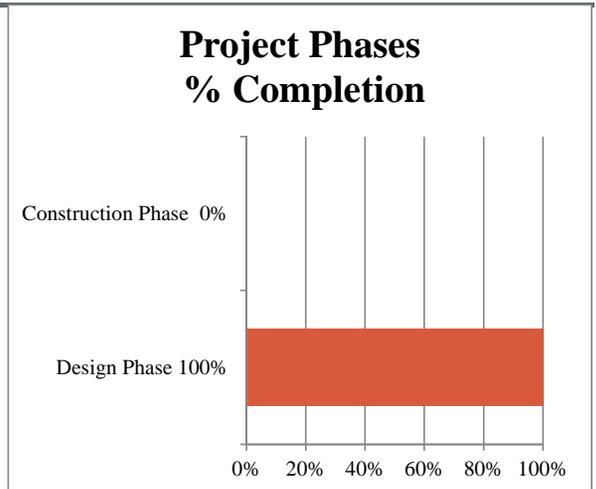


PROJECT INFORMATION

Project Name	LYNDORA PARK RESTROOMS
Project Description	This project funds the installation of a public restroom building in Lyndora Park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Bill Clark, DTCI 703.737.8822 Bill.Clark@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$55,000
Construction	\$195,000
FFE	\$0
Land	\$0
Proffered Land	\$285,000
Total Project Cost:	\$535,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
Cash Proffers	\$250,000
Land Proffers	\$285,000
Revenue Total	\$535,000

**Project Status Update:**

In this quarter, Department of Transportation and Capital Infrastructure (DTCI) staff reviewed and approved updated shop drawings provided by the pre-manufactured restroom vendor, Smith-Midland, and Smith-Midland began preparation of a building permit application. In the next quarter, Smith-Midland will begin building fabrication, submit the building permit application to Building & Development (B&D), and establish a delivery schedule. Construction completion is planned for Fall 2016, which is a delay from Summer 2016.

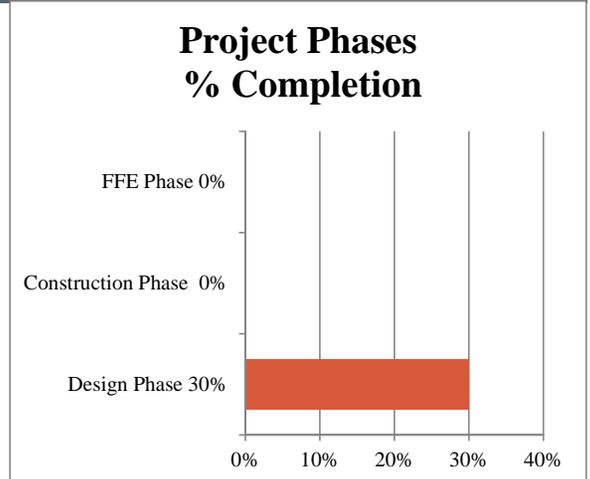


PROJECT INFORMATION

Project Name	MOOREFIELD STATION COMMUNITY PARK
Project Description	This project designs and constructs a Community Park co-located on the same site as the Moorefield Elementary School site. The community park will contain two rectangular fields, one diamond field, field lighting, trail and sidewalk network, public restrooms and concessions, and parking.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Kelly Griffin, DTCI 703.737.8299 Kelly.Griffin@loudoun.gov
Election District	Dulles
Supervisor	Letourneau

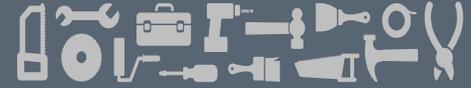
PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,100,000
Construction	\$5,990,000
FFE	\$400,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$7,490,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 30%	30%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	Fall 2016
Project Revenue(s)	
Cash Proffers	\$7,490,000
Total Revenue	\$7,490,000



Project Status Update:

In this quarter, the design consultant, J2 Engineers, submitted 50% design plans on June 16, 2016 for review. In the next quarter, the park site plan will be submitted to Building & Development (B&D), and design will proceed toward 100%. The initial site survey revealed a large soil stockpile of approximately 60,000 cubic yards on the parcel and based on land records, aerial photographs, and interviews with developers in the area, the soil was stockpiled by the developer who deeded the parcel to County. The stockpiled soil was intended for use on future projects in the area. Stockpiled soil samples indicate it has poor engineering properties and cannot be used for the park athletic field construction or construction of the adjacent Mooreview Parkway road project. Based on a title review by the County Attorney's Office, the County accepted the soil pile when the property was conveyed by the developer who no longer exists. Instead of removing the soil from the site at an approximate cost of \$1 million, J2 Engineers is integrating the soil into the park design in a manner so it will not adversely affect the athletic fields at approximately half the removal cost. An updated park construction cost estimate is pending to determine if additional funding is still required to address the soil stockpile. Design completion is anticipated in Fall 2016.

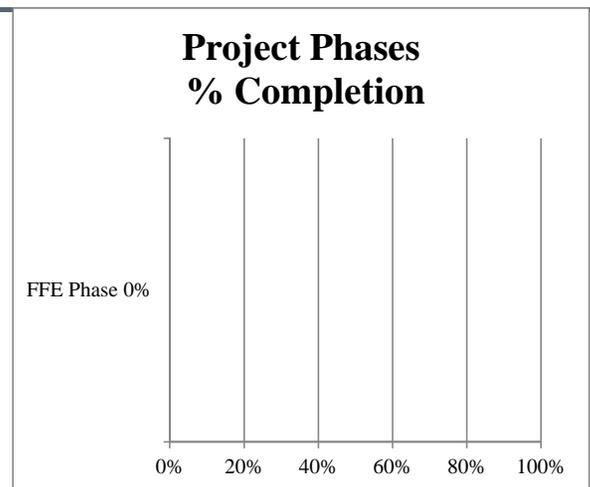


PROJECT INFORMATION

Project Name	POTOMAC GREEN COMMUNITY PARK
Project Description	This project provides funding to provide furnishings and equipment at the Potomac Green Community Park. The park is being constructed by a developer as an in-kind proffer and the 28-acre park site was proffered to the County.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Ron Mallory, DTCI 703.737.8398 Ron.Mallory@loudoun.gov
Election District	Broad Run
Supervisor	Meyer

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$800,000
Construction	\$1,984,005
FFE	\$465,995
Land	
Proffered Land	
Total Project Cost:	\$3,250,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 95%	95%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	Summer 2016
Project Revenue(s)	
Cash Proffers	\$3,250,000
Total Revenue	\$3,250,000



Project Status Update:

This project is a developer (Miller & Smith-One Loudoun) initiated park for construction of ball fields. Construction began on the required proffered improvements in August 2014 by the developer and was substantially complete by the end of 2014. Funding in the amount of \$1.75 million is included in the Adopted FY16 Fiscal Plan to allow DTCI to complete the park in its entirety to meet PRCS standards. In this quarter, the design consultant, Gordon, submitted a 95% design set on May 26, 2016 for review and the site plan second submission was submitted to Building & Development on June 6, 2016. In the next quarter, the 100% design plans will be submitted and site plan approval is anticipated.

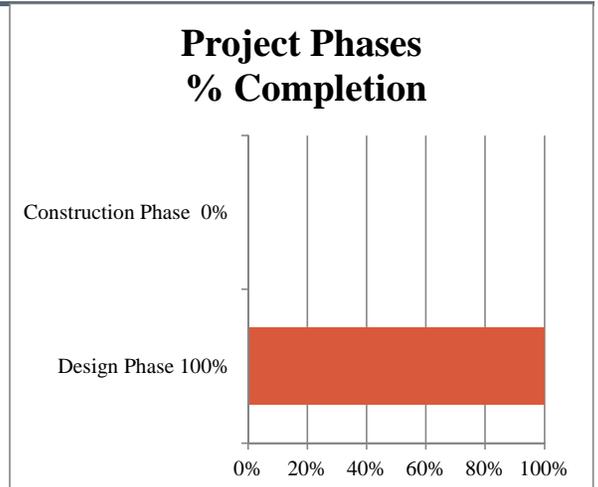


PROJECT INFORMATION

Project Name	SCOTT JENKINS MEMORIAL PARK - PHASE II
Project Description	This project constructs Phase II park amenities which include three small baseball fields, one rectangular athletic field, associated parking, public restrooms and concessions to serve the park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$542,095
Construction	\$5,039,010
FFE	\$0
Land	\$303,895
Proffered Land	\$603,000
Total Project Cost:	\$6,488,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	Winter 2017
Project Revenue(s)	
Local Tax Funding	\$4,885,000
Gasoline Tax	\$1,000,000
Land Proffers	\$603,000
Total Revenue	\$6,488,000

**Project Status Update:**

In this quarter, an Invitation For Bid (IFB) was advertised on June 7, 2016. In the next quarter, bids will be received and items will be prepared for the Finance/Government Operations and Economic Development Committee (FGOEDC) and the Board of Supervisors for contract award. Construction is anticipated to begin late Summer 2016.

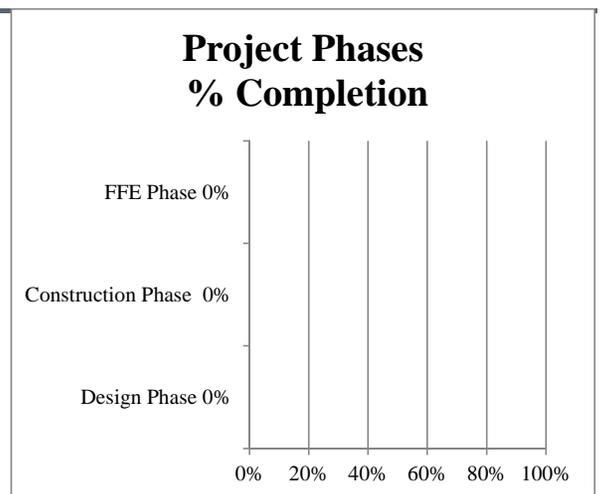


PROJECT INFORMATION

Project Name	STERLING COMMUNITY CENTER
Project Description	This project provides for the renovation of the community center building including the expansion of community center programming in the current Sterling Library space.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Sandy Hunter, DTCI 571.258.3034 Sandy.Hunter@loudoun.gov
Election District	Sterling
Supervisor	Saines

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,730,000
Construction	\$13,229,045
FFE	\$542,955
Land	
Proffered Land	
Total Project Cost:	\$15,502,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 0%	0%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	TBD
Project Revenue(s)	
General Obligation Bonds	\$11,582,000
Cash Proffers	\$3,920,000
Revenue Total	\$15,502,000



Project Status Update:

In this quarter, Department of Transportation and Capital Infrastructure (DTCI) staff continued discussions with a task order design consultant in order to issue a purchase order for design services. DTCI staff also contacted the owner of the property adjacent to the community center about potential acquisition. A closed session item is scheduled for the Board's July 5, 2016 business meeting to consider acquisition of the property to more cost effectively address parking needs of the community center. If directed by the Board, DTCI staff will initiate due diligence research on the adjacent property. In the next quarter, DTCI staff will complete due diligence research and prepare an item to the Board with recommendations on the acquisition. Development of the project scope of work and issuance of a purchase order to the task order design consultant will occur after the Board decides on the property acquisition.

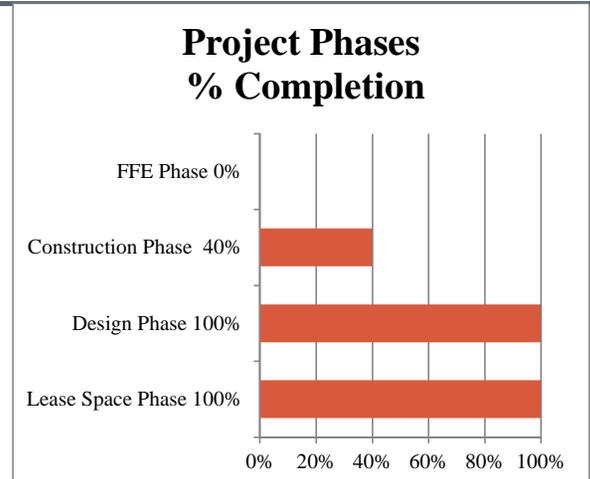


PROJECT INFORMATION

Project Name	STERLING LIBRARY
Project Description	This project relocates the Sterling Library to a storefront or office space location in the Sterling Community in order to renovate its current location to become a larger Sterling Community Center. This project is part of the Board's adopted Sterling Public Facilities Master Plan.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Chang Liu, Library Services 703.771.5235 Chang.Liu@loudoun.gov
DTCI Contact	McKinley Jones, DTCI 571.258.3611 McKinley.Jones@loudoun.gov
Election District	Sterling
Supervisor	Saines

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$2,150,580
Construction	\$3,374,420
FFE	\$975,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$6,500,000
Project Phase Progress:	
Lease Space Phase 100%	100%
Design Phase 100%	100%
Construction Phase 40%	40%
FFE Phase 0%	0%
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
General Obligation Bonds	\$4,850,000
Cash Proffers	\$1,650,000
Total Revenue	\$6,500,000

**Project Status Update:**

Marion Construction, Inc. was awarded the construction contract in December 2015. In this quarter, wall framing and wall and ceiling rough-in activities were underway. Coordination for the landlord-provided roof top air handling units and power is ongoing as required by the terms of the lease and has created delay to the project schedule. As a result, to date, the contractor has been awarded 96 additional days and the delays are ongoing. A previously reported delay in lease commencement directly delays the library opening from September 1, 2016 to October 15, 2016 per the lease, however, the overall project completion has been delayed to Fall 2016. Additional delays are anticipated and are being managed/evaluated by Department of Transportation and Capital Infrastructure (DTCI) staff.

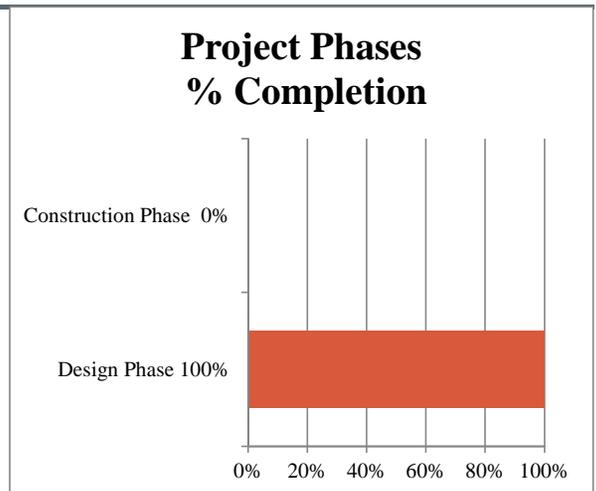


PROJECT INFORMATION

Project Name	TRAILSIDE PARK RESTROOMS
Project Description	This project funds the installation of a public restroom building in Trailside Park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
Election District	Ashburn
Supervisor	Buona

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$55,000
Construction	\$220,030
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$275,030
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	TBD
Project Revenue(s)	
Cash Proffers	\$275,030
Revenue Total	\$275,030

**Project Status Update:**

In this quarter, an Invitation for Bid (IFB) was drafted to advertise the procurement and installation of the restroom building at this location along with two other park sites. In the next quarter, the IFB will be finalized and advertised. Upon award, the Department of Transportation and Capital Infrastructure (DTCI) will work with the successful contractor to develop a construction schedule to complete the project.

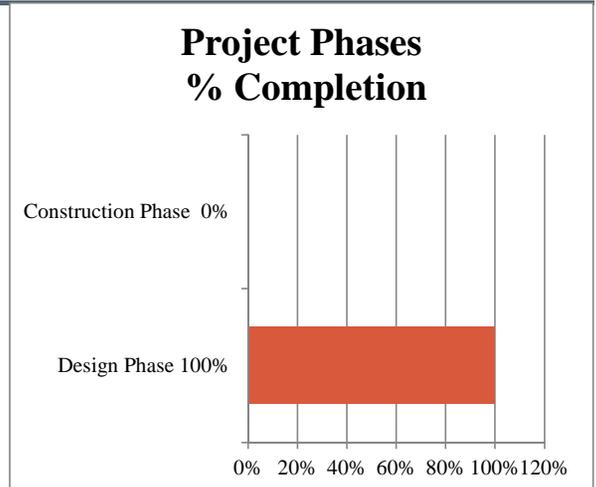


PROJECT INFORMATION

Project Name	WOODGROVE PARK RESTROOMS
Project Description	This project provides funds for the installation of a public restroom building in Woodgrove Park.
Project Type	Parks, Recreation and Culture Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Novak, PRCS 703.737.8992 Mark.Novak@loudoun.gov
DTCI Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$86,440
Construction	\$298,080
FFE	\$0
Land	
Proffered Land	
Total Project Cost:	\$384,520
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$384,520
Total Revenue	\$384,520



Project Status Update:

In this quarter, an Invitation for Bid (IFB) was drafted to advertise the procurement and installation of the restroom and concession building at this location along with two other park sites. In the next quarter, the IFB will be finalized and advertised. Upon award, the Department of Transportation and Capital Infrastructure (DTCI) will work with the successful contractor to develop a construction schedule to complete the project.

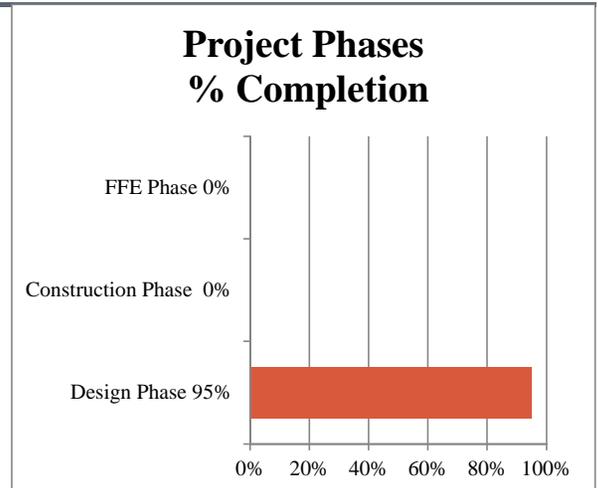


PROJECT INFORMATION

Project Name	ROUND HILL DEVELOPMENTAL SERVICES GROUP RESIDENCE
Project Description	This project designs a group residence for construction on a proffered site located 17394 Arrowood Place in the Villages at Round Hill.
Project Type	Health & Welfare Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Joseph Wilson, MHSADS 703.771.5406 Joseph.P.Wilson@loudoun.gov
DTCI Contact	Kiran Parikh, DTCI 703.737.8022 Kiran.Parikh@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$126,190
Construction	\$1,250,000
FFE	\$243,810
Land	
Proffered Land	
Total Project Cost:	\$1,620,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 95%	95%
Construction Phase 0%	0%
FFE Phase 0%	0%
Design Phase Completion:	Summer 2016
Project Revenue(s)	
Local Tax Funding	\$120,000
Lease Revenue Financing	\$1,500,000
Total Revenue	\$1,620,000



Project Status Update:

In this quarter, the design consultant, HGA, submitted 95% design plans on May 4, 2016 that were reviewed by Department of Transportation and Capital Infrastructure (DTCI) and Mental Health, Substance Abuse, and Developmental Services (MHSADS) staff and comments were provided to HGA to complete the design. In the next quarter, 100% plans will be completed and an Invitation for Bid (IFB) will be prepared to advertise the project. Due to a need to re-evaluate the HVAC and electrical components of the residence design to bring the project within budget, design completion has been delayed from Spring 2016 to Summer 2016.

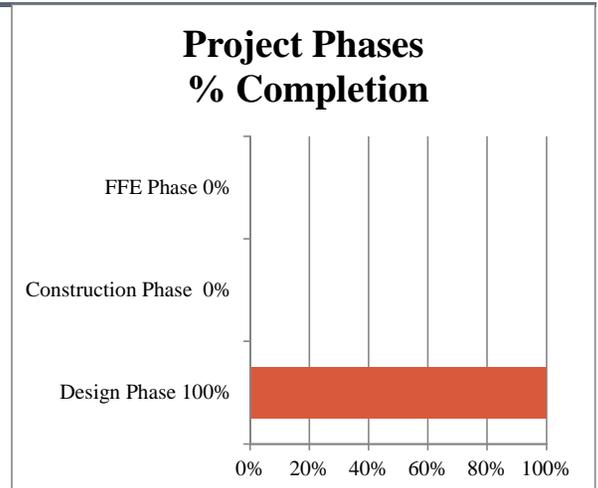


PROJECT INFORMATION

Project Name	YOUTH SHELTER RENOVATION
Project Description	This project provides funding to renovate the original County Youth Shelter located at the Government Support Center site off of Sycolin Road in Leesburg.
Project Type	Health & Welfare Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Ellen Grunewald, Family Services 703.771.5873 Ellen.Grunewald@loudoun.gov
DTCI Contact	Bill Clark, DTCI 703.737.8822 Bill.Clark@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

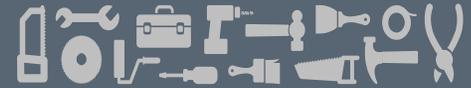
PROJECT BUDGET & SCHEDULE

Budget	
Design	\$280,000
Construction	\$1,700,000
FFE	\$20,000
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$2,000,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 0%	0%
FFE Phase 0%	0%
Construction Phase Completion:	Summer 2017
Project Revenue(s)	
Lease Revenue Financing	\$2,000,000
Total Revenue	\$2,000,000



Project Status Update:

In this quarter, the Invitation for Bid (IFB) for construction was issued on April 11, 2016, bids were received on May 12, 2016 and a contract was awarded to Sorenson Gross Company in the amount of \$1,444,000 on June 21, 2016. In the next quarter, a Kick Off Meeting will be scheduled, preconstruction submittals will be prepared and Notice to Proceed will be issued. An approximately 10 month construction duration is planned with completion scheduled for Summer 2017.

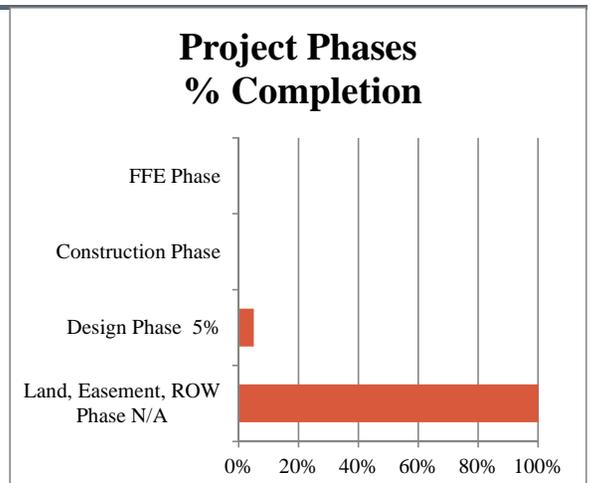


PROJECT INFORMATION

Project Name	CONSOLIDATED SHOPS & WAREHOUSE
Project Description	This project acquired two-building on Miller Drive in Leesburg totaling 176,250 square feet to provide long term warehouse space and consolidated shops for the County's Department of General Services. The facility will be phased in development through FY 2020.
Project Type	General Government Facilities
Project Phase Funding	Construction
Program Department Contact	Ernest Brown, General Services 703.737.8924 Ernest.Brown@loudoun.gov
Project Contact	Ernest Brown, General Services 703.737.8924 Ernest.Brown@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design Phase	\$0
Construction	\$6,667,490
FFE	\$0
Land	\$24,532,510
Proffered Land	\$0
Total Project Cost:	\$31,200,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	100%
Design Phase 5%	5%
Construction Phase	0%
FFE Phase	0%
Design Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$10,200,000
Lease Revenue Financing	\$21,000,000
Total Revenue	\$31,200,000



Project Status Update:

In this quarter, Planning and Programming continued for 751 Miller Drive, Public Safety Warehouse. Construction is planned to begin in October 2016 with completion by July 2017. In this quarter and continuing into next quarter, minor changes will be made to 750 Miller Drive to better utilize small amounts of vacant space for County purposes and temporary needs. The two largest tenants will not vacate until at least 2018. Planning for major renovation should begin by the end of 2017.

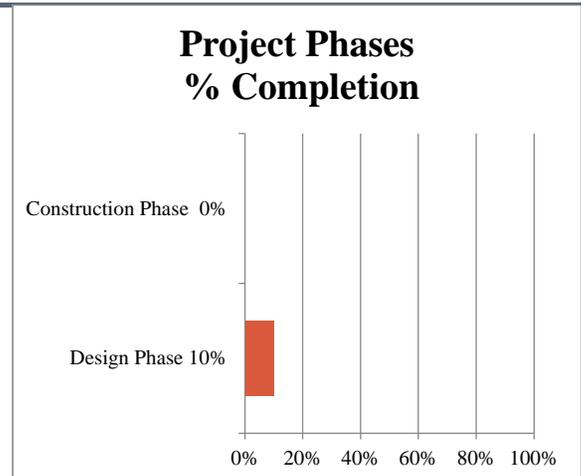


PROJECT INFORMATION

Project Name	HOWARDSVILLE COMMUNITY WASTEWATER SYSTEM
Project Description	This project funds the design and construction of a community wastewater treatment facility to serve the Howardsville community, pending action by the Board of Supervisors to establish a Howardsville Service District.
Project Type	General Government Facilities
Project Phase Funding	Design Phase
Program Department Contact	Ernest Brown, General Services 703.737.8924 Ernest.Brown@loudoun.gov
Project Contact	Alan Brewer, General Services 571.258.3444 Alan.Brewer@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$275,000
Construction	\$1,320,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,595,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 10%	10%
Construction Phase 0%	0%
FFE Phase	N/A
Construction Phase Completion:	TBD
Project Revenue(s)	
Local Tax Funding	\$1,595,000
Total Revenue	\$1,595,000



Project Status Update:

The Department of General Services (DGS) continued their work to identify a sustainable wastewater solution for Howardsville. During this quarter, staff provided a project update to the County Attorney's office and identified a "potential" parcel within Howardsville to place a wastewater treatment system. DGS worked with the Department of Transportation and Capital Infrastructure and the Office of the County Attorney to obtain Right of Entry approval for due diligence work needed, which includes an ALTA survey. An appraiser has been hired to identify the potential easement costs for land to be used for an onsite sewage disposal system (drainfield) adjacent to Howardsville. In the next quarter, staff will complete their site work for the potential wastewater treatment system and continue work to pursue a mass drainfield site.

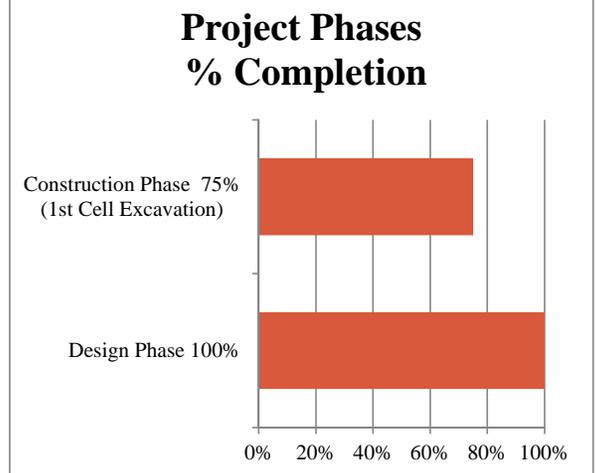


PROJECT INFORMATION

Project Name	LANDFILL RECLAMATION PROJECT
Project Description	This project is a reclamation project to remediate the oldest landfill cell which will eliminate environmental liabilities and increase capacity at the landfill.
Project Type	General Government Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Ernest Brown, General Services 703.737.8924 Ernest.Brown@loudoun.gov
Project Contact	Mike Fairbanks, General Services 703.777.0168 Mike.Fairbanks@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$1,582,595
Construction	\$12,404,210
FFE	\$1,513,195
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$15,500,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 75% (1st Cell Excavation)	75%
FFE Phase	N/A
Construction Phase Completion (1st Cell):	Spring 2017
Project Revenue(s)	
Lease Revenue Financing	\$15,500,000
Total Revenue	\$15,500,000



Project Status Update:

The County Landfill Reclamation Project completed the permitting and design stage and is now in its 2nd season of reclamation excavation. In February 2015, the contract was awarded to Atlantic Construction and Materials Co. and work is on-going. The Department of Environmental Quality issued a permit to the County for the project on March 20, 2015. Atlantic Construction and Materials Co., began reclamation activities on April 2, 2015. In this quarter, the contractor resumed excavation operations on March 16, 2016 after a planned seasonal shut-down. While the 5-6 year excavation is approximately 27% complete, the first milestone is the excavation of future Cell R1, the first cell to be relined, which is approximately 75% complete and has a target completion date of Spring 2017.

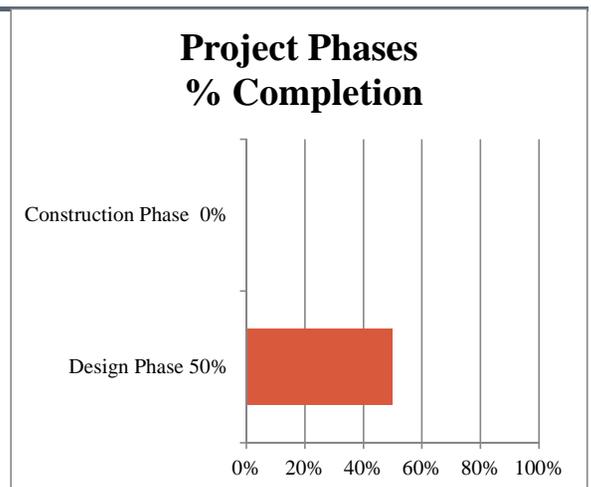


PROJECT INFORMATION

Project Name	TOWN OF HILLSBORO WATER SYSTEM
Project Description	This project provides funding and project management support to assist the Town of Hillsboro to abandon the spring source for its municipal water system and replace and rebuild its infrastructure to deliver potable water to its residents.
Project Type	General Government Facilities
Project Phase Funding	Construction Phase
Program Department Contact	Ernest Brown, General Services 703.737.8924 Ernest.Brown@loudoun.gov
DTCI Contact	Randy Williford, General Services 703.737.8686 Randy.Williford@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$32,000
Payment to the Town	\$1,313,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$1,345,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 50%	50%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	Fall 2016
Project Revenue(s)	
Proceeds from Sale of Land	\$1,145,000
Local Tax Funding	\$200,000
Total Revenue	\$1,345,000



Project Status Update:

(Water) The Town of Hillsboro is managing this project and has hired Hazen and Sawyer as their design engineer. The Town anticipates the water system design will be 90% and ready for bid in September and be sent out for bid. In this quarter, the following activities occurred: plans were developed for the waterline alignment, survey work has been completed, site design and preparation of the well lot easement plat was completed, architectural design of the well house was developed and reviewed, and the Town continues to work on civil, mechanical and process design. Hydro-fracking of the current municipal well was completed and the Town reported that results showed minimal improvement. The Town's Engineer and the Virginia Department of Health have recommended the Town identify an additional water source. (Wastewater) The Town submitted an application for community wastewater project assistance to the Department of General Services. The Town also held several meetings with County staff on the pending Boundary Line Adjustment; pending in-town road project, and the wastewater community program.

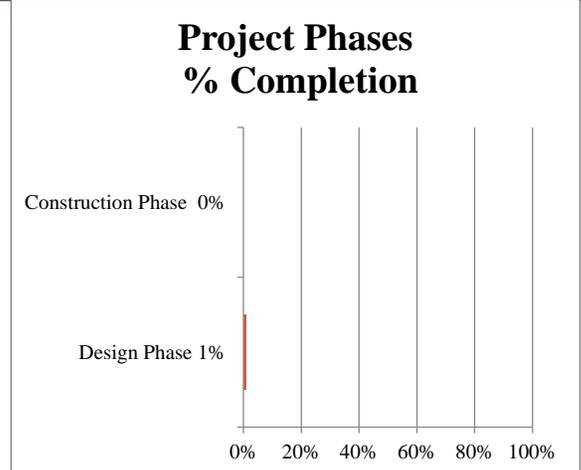


PROJECT INFORMATION

Project Name	WATERFORD MILL
Project Description	This project provides for landscaping and scenic beautification along Virginia Scenic Byways at the Waterford Old School site.
Project Type	General Government Facilities
Project Phase Funding	Design Phase, Construction Phase
Program Department Contact	Mark Hoffman, DTCI 703.771.5323 Mark.Hoffman@loudoun.gov
DTCI Contact	Kiran Parikh, DTCI 703.737.8022 Kiran.Parikh@loudoun.gov
Election District	Catoctin
Supervisor	Higgins

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$310,750
Construction	\$642,200
Utilities	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$952,950
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 1%	1%
Construction Phase 0%	0%
FFE Phase	N/A
Design Phase Completion:	TBD
Project Revenue(s)	
MAP-21 Funds	\$762,350
Waterford Foundation Cash Match	\$35,450
Local Tax Funding	\$11,450
2008 Assessed Value of Mill	\$143,700
Total Revenue	\$952,950

**Project Status Update:**

In the this quarter, Department of Transportation and Capital Infrastructure (DTCI) staff worked with the Waterford Foundation to finalize a design services Request for Proposal (RFP) and Procurement staff forwarded the RFP to Virginia Department of Transportation (VDOT) for review as required by the Transportation Alternatives program funding this project. In the next quarter, it is anticipated that VDOT will complete its review and provide comments on the RFP. After VDOT's RFP comments are addressed, Procurement will advertise the RFP.

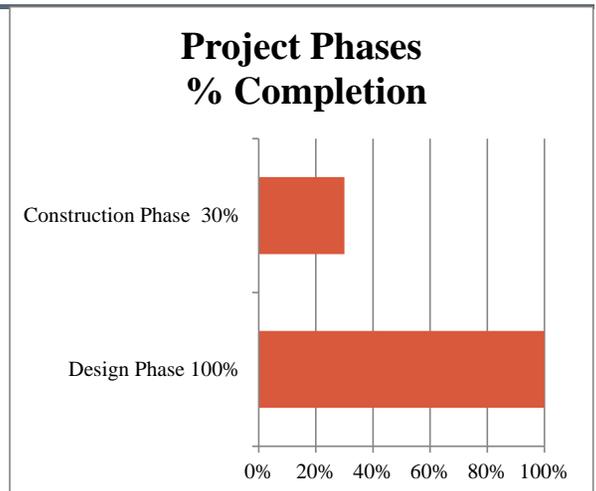


PROJECT INFORMATION

Project Name	WILLISVILLE COMMUNITY WASTEWATER SYSTEM
Project Description	This project funds the extension of wastewater treatment service to three properties in the Willisville community with failing septic systems. The three properties will be connected to the Willisville Community Wastewater Treatment Facility operated by
Project Type	General Government Facilities
Project Phase Funding	Construction Phase
Program Department Contact	Ernest Brown, General Services 703.737.8924 Ernest.Brown@loudoun.gov
Project Contact	Alan Brewer, General Services 571.258.3444 Alan.Brewer@loudoun.gov
Election District	Blue Ridge
Supervisor	Buffington

PROJECT BUDGET & SCHEDULE

Budget	
Design	\$250,000
Construction	\$25,000
FFE	\$0
Land	\$0
Proffered Land	\$0
Total Project Cost:	\$275,000
Project Phase Progress:	
Land, Easement, ROW Phase N/A	N/A
Design Phase 100%	100%
Construction Phase 30%	30%
FFE Phase	N/A
Construction Phase Completion:	Fall 2016
Project Revenue(s)	
Local Tax Funding	\$275,000
Total Revenue	\$275,000



Project Status Update:

The Department of General Services continues to coordinate efforts with Loudoun Water (LW) to complete the extension of wastewater infrastructure to the three identified properties. LW as per the Service Agreement manages the project. In this quarter, the following activities took place: review & approval of product submittals, materials placed into fabrication and electrical supply work on site was completed. It is anticipated that construction work will begin in June. In the next quarter, it is anticipated that construction, site restoration work and the final as-built/force main survey will be completed. Willisville property owners impacted have been routinely updated on project progress.

Tello, Melissa

From: Kroboth, Joe
Sent: Thursday, June 02, 2016 11:20 AM
To: Randall, Phyllis; Letourneau, Matt; Buffington, Tony; Meyer, Ron
Cc: Hemstreet, Tim; Yudd, Charles; Tello, Melissa
Subject: Intersection of Belmont Ridge Road and Northstar Boulevard - Temporary Signing and Marking Improvements Schedule
Attachments: Prelim Construction Schedule 05-31-16.pdf

Chair Randall and Board Members:

Attached for your information is a tentative schedule from our contractor to complete the temporary improvements at the intersection of Belmont Ridge Road and Northstar Boulevard.

This schedule is subject to impact by weather as the markings can only be placed until ideal weather conditions.

If this schedule is adjusted we will advise accordingly.

Please let me know if you have any questions or need additional information.

Joe Kroboth, III, PE, LS, Director
Department of Transportation & Capital Infrastructure
Loudoun County, Virginia
Joe.Kroboth@Loudoun.Gov
Phone: 703-771-5107
Fax: 703-737-8513



ATTACHMENT 2



F.H. PASCHEN, S.N. NIELSEN & ASSOCIATES LLC
GENERAL CONTRACTORS

Preliminary Schedule

Northstar Blvd / Belmont Ridge Pavement Markings

SW16-FHP-0025

May 31, 2016

June 8, 2016

Receipt of Purchase Order

June 9, 2016 – June 24, 2016

Award / execution of subcontracts

Obtain insurance certificates

June 9, 2016 – June 23, 2016

Obtain VDOT bond / submit application for LUP

June 24, 2016 – July 8, 2016

VDOT permit review

Issuance of VDOT permit

July 11, 2016

Set (3) traffic signs at intersection one week in advance of work

July 18, 2016- July 29, 2016

Place detour signage

Complete Phases 1 thru 5

Remove temporary signage

Demobilize

7700 Leesburg Pike, Suite 244. ■ Falls Church, VA 22043
PHONE (703) 245-0280 ■ FAX (703) 245-0281
www.fhпасchen.com

Date of Meeting: July 12, 2016

13

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: FY 2017 Capital Improvement Program Amendment/Fire and Rescue Training Command Competency Lab

ELECTION DISTRICT: Catoctin

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Julie Crim, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure
W. Keith Brower, Chief of the Combined Fire & Rescue System

PURPOSE: To amend the FY 2017 Capital Improvement Program (CIP) and budget to appropriate \$287,880.70 in the Public Facilities Fund (cash proffers) and transfer that amount to the Capital Fund, and to transfer \$173,385.17 within the Capital Fund from the completed Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87).

RECOMMENDATION: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend that the Board of Supervisors (Board) amend the FY 2017 CIP and budget to appropriate \$287,880.70 in the Public Facilities Fund and transfer that amount to the Capital Fund, and transfer \$173,385.17 within the Capital Fund from the completed and operational Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87).

BACKGROUND: The Fire and Rescue Command Competency Lab Renovation project consists of converting the old Emergency Communications Center (ECC) space, located in the basement of the current Fire and Rescue Training Academy at 16600 Courage Court in Leesburg, to a Command Competency Lab. The Command Competency Lab will enhance the training level and proficiency of the operational officers within the Department of Fire and Rescue. Design of this lab has been completed.

The Loudoun County Combined Fire and Rescue System (LC-CFRS) utilizes both career and volunteer command management on emergency incidents. In order to ensure that a progressive and competent incident management structure exists and is functioning adequately, the LC-CFRS Training Division has been tasked with developing and implementing a command competencies

program to build, reinforce and evaluate officer command abilities. This program will utilize computer technology simulations from nationally accepted software programs to aide in conducting this training. This funding is needed to develop and maintain, through a qualifications and proficiency-based training approach, command level personnel who are proficient in functioning as emergency incident managers throughout Loudoun County.

ISSUES: An amendment to the FY 2017 CIP is required in order to appropriate funds for the Fire and Rescue Training Command Competency Lab project. If the Board chooses to not appropriate the cash proffer funding, or transfer the local tax funding for the project, then the project will not be able to award a construction contract to develop the Competency Lab. The cash proffers would remain in the Public Facilities Fund, will potentially be programmed for use on other projects in the CIP, and will not be used for the project as requested. The unspent local tax funding balance will be transferred from the completed Ashburn Volunteer Fire Department Renovation project within the Capital Fund to the CIP Contingency project for use on another project in the CIP.

The FY 2016 CIP appropriated \$200,000 to purchase furnishings and DIT equipment for the Ashburn Volunteer Fire Department Project. At the conclusion of the project, a balance remains and is available for transfer to other projects or the CIP contingency account.

On February 17, 2016, Zoning Administration issued a cash proffer determination, ZCOR-2015-0211, regarding the appropriateness of using certain proffer funds for the construction of the Fire and Rescue Training Command Competency Lab project. The cash proffer account approved for use on the project is outlined in Table 1.

Table 1. Cash Proffer Funding Provided for the Fire and Rescue Training Command Competency Lab

Application Name	Application Number	Sequence Number	Total Request
Evergreen Rural Village	ZMAP-2002-0002	99066330	\$287,880.70
Total			\$287,880.70

FISCAL IMPACT: The cost estimate to construct the Fire and Rescue Training Command Competency Lab is \$417,405. Appropriate cash proffer contributions have been identified to provide capital funding to the Fire and Rescue Training Command Competency Lab project. Zoning Administration staff issued cash proffer determination (ZCOR-2015-0211) indicating the cash proffer requested is appropriate for the proposed use. The current balance in the cash proffer account associated with the Evergreen Rural Village cash contribution totals \$287,880.70. If approved by the Board, staff will prepare a budget adjustment to appropriate \$287,880.70 in cash proffers in the Public Facilities Fund, as shown in Table 1, and transfer that amount to the Capital Fund, and transfer \$173,385.17 within the Capital Fund from the completed and operational Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project (\$461,265.87). The additional funding requested for appropriation and transfer above the \$417,405 is needed as project contingency.

ALTERNATIVES: The Board may choose to recommend the appropriation and transfer some, all or none of the recommended \$461,265.87 for the Fire and Rescue Training Command Competency Lab project.

DRAFT MOTIONS:

1. I move the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2017 Capital Improvement Program and budget, and direct staff to execute a budget adjustment to appropriate \$287,880.70 in cash proffers from ZCOR-2015-0211, Evergreen Rural Village, in the Public Facilities Fund and transfer that amount to the Capital Fund, and to transfer \$173,385.17 within the Capital Fund from the Ashburn Volunteer Fire Department Renovation project to the Fire and Rescue Training Command Competency Lab project.

OR

2. I move an alternate motion.

ATTACHMENT:

1. ZCOR-2015-0211, Cash Proffer Determination – Use of Evergreen Rural Village Proffer funds for conversion of the old Emergency Call Center (ECC) space in order to develop a Training Command Competency Lab.

CORRESPONDENCE SUMMARY

DATE: February 17, 2016

CORRESPONDENCE NUMBER: ZCOR-2015-0211

SUBJECT: Request from DTCI to use Evergreen Rural Village, Cash Proffer funds for the Leesburg ECC Training Center Renovation

1993 Ordinance Reference Numbers: N/A

1972 Ordinance Reference Numbers: N/A

Other Applicable Reference Numbers: ZMAP-2002-0002*
(LSDO/FSM/ZMAP/SPEX)

Applicable Tax Map/PIN Numbers:

Election District: Blue Ridge
Catocin

Correspondence Summary: The table below lists the appropriateness of certain cash proffers for the FY 2017 Proposed Capital Improvement Program (CIP) budget to renovate the ECC Training Center.

ZMAP #	Seq. #	Project Name	Balance	Appropriateness
ZMAP-2002-0002	99066330	Evergreen Rural Village	\$288,863.47	Yes

PROPERTY OWNER:
Martins Chase Homeowners Association, Inc.
4443 Brookfield Corporate Drive
Chantilly, VA 20151

Author: Marisa Whitacre

*Indicates where to file

Is this a determination? Check one: Yes No

ZCOR 2015-0211

County of Loudoun
Department of Planning and Zoning
MEMORANDUM

DATE: February 17, 2016

TO: Daniel Csizmar, Capital Budget Manager, Department of Transportation and Capital Infrastructure (DTCI)

FROM: Marisa Whitacre, Proffer Specialists *mw*

SUBJECT: Request for Proffer Determination to Use Evergreen Rural Village, Cash Proffer funds for the Leesburg ECC Training Center Renovation

This correspondence is sent in response to your November 30, 2015, memorandum, as revised by a memorandum dated December 23, 2015, and received December 28, 2015, to Tim Hemstreet, County Administrator and Mark Stultz, Zoning Administrator which requested a proffer determination concerning the use of a specific cash proffer received from the developers of Evergreen Rural Village, Stonewall Hybrid Energy Park, and Woodland to fund the Leesburg ECC Training Center Renovation in support of the FY 2017 Proposed Capital Improvement Program (CIP) budget.

Request: DTCI requests \$275,500.98 for the Leesburg ECC Training Center Renovation consists of the conversion of the old Emergency Call Center (ECC) space located in the basement of the current Fire and Rescue training center in Leesburg at 16600 Courage Court (PIN: 191-16-9866). The vacated space is needed to develop a Training Command Competency Lab for Fire, Rescue and Emergency Services.

Determination: The proffer funds for Evergreen Rural Village LMIS Sequence #99066330/Oracle Award #Y00129 (current balance \$288,863.47) are appropriate to be used for the Leesburg ECC Training Center Renovation project. Please be advised that I cannot guarantee that the requested funds have not been disbursed or obligated to other projects.

On June 2, 2003, the Board of Supervisors approved the zoning map amendment application for Evergreen Rural Village, ZMAP-2002-0002, subject to the Proffer Statement dated February 28, 2003, and the Letter of Clarification dated May 23, 2003. As stated in the text below, Letter of Clarification Proffer 38 provided for a one-time cash contribution in the amount of \$9,323.43 per unit at the time of issuance of each zoning permit for the principal residential dwelling unit on each lot.

Daniel Csizmar
February 17, 2016
Page 2 of 3

38. Capital Facility Contribution. The Applicant will provide, at the time of issuance of each zoning permit for the principal residential dwelling unit on each lot, a one-time cash contribution in the amount of \$9,323.43 per unit. This contribution shall escalate on an annual basis from the base year of 2003 and change effective each January 1 thereafter, based on the Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor, for the Washington-Baltimore, MD-VA-DC-WV Consolidated Metropolitan Statistical Area (CPI). These contributions shall be used for capital improvement projects for schools and/or other County government capital improvement projects.

The proffer text states that the capital facility contributions shall be used for capital improvement projects for schools and/or other County government capital improvement projects. Proffered capital facility contributions are used by the County to fund the development of capital facilities within the same Planning Subarea as the zoning map amendment application. The boundary of ZMAP 2002-0002 is located within two subareas—the Leesburg and Ashburn Planning Subareas. As the proposed ECC Training Center Renovation is located in the Leesburg Planning Subarea, it is appropriate to use the requested cash proffer funds (LMIS Sequence #99066330/Oracle Award #Y00129) for this project.

To date, \$3,357,251.45 has been collected pursuant to Evergreen Rural Village Letter of Clarification Proffer 38; the proffer is partially fulfilled. The current balance is \$288,863.47.

PLEASE NOTE: This opinion is valid only as of this date, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Zoning Ordinance and other County Ordinance requirements. This opinion is based upon the proffers as they exist as of the date of this letter and such proffers may be amended by a subsequent Zoning Concept Plan Amendment.

This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator or any other official with respect to any other property. No person may rely upon this determination with respect to any property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the proffer conditions attached to a rezoning or amendment to the zoning map, may appeal said decision within thirty (30) days to the Board of Supervisors in strict accordance with Section 15.2-2301 of the *Code of Virginia*. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Supervisors may be obtained by visiting the Loudoun County Government Center, 1 Harrison St. S.E., Second Floor, Customer Service, Leesburg, VA. Two copies of the completed application must be submitted to the Department of Building and Development Customer Service counter with the fee payment of \$350.00 within 30 days from the date of this letter.

If you have any questions concerning this correspondence, you may call me at 703-737-8211 or contact me via email: marisa.whitacre@loudoun.gov.

Daniel Csizmar
February 17, 2016
Page 3 of 3

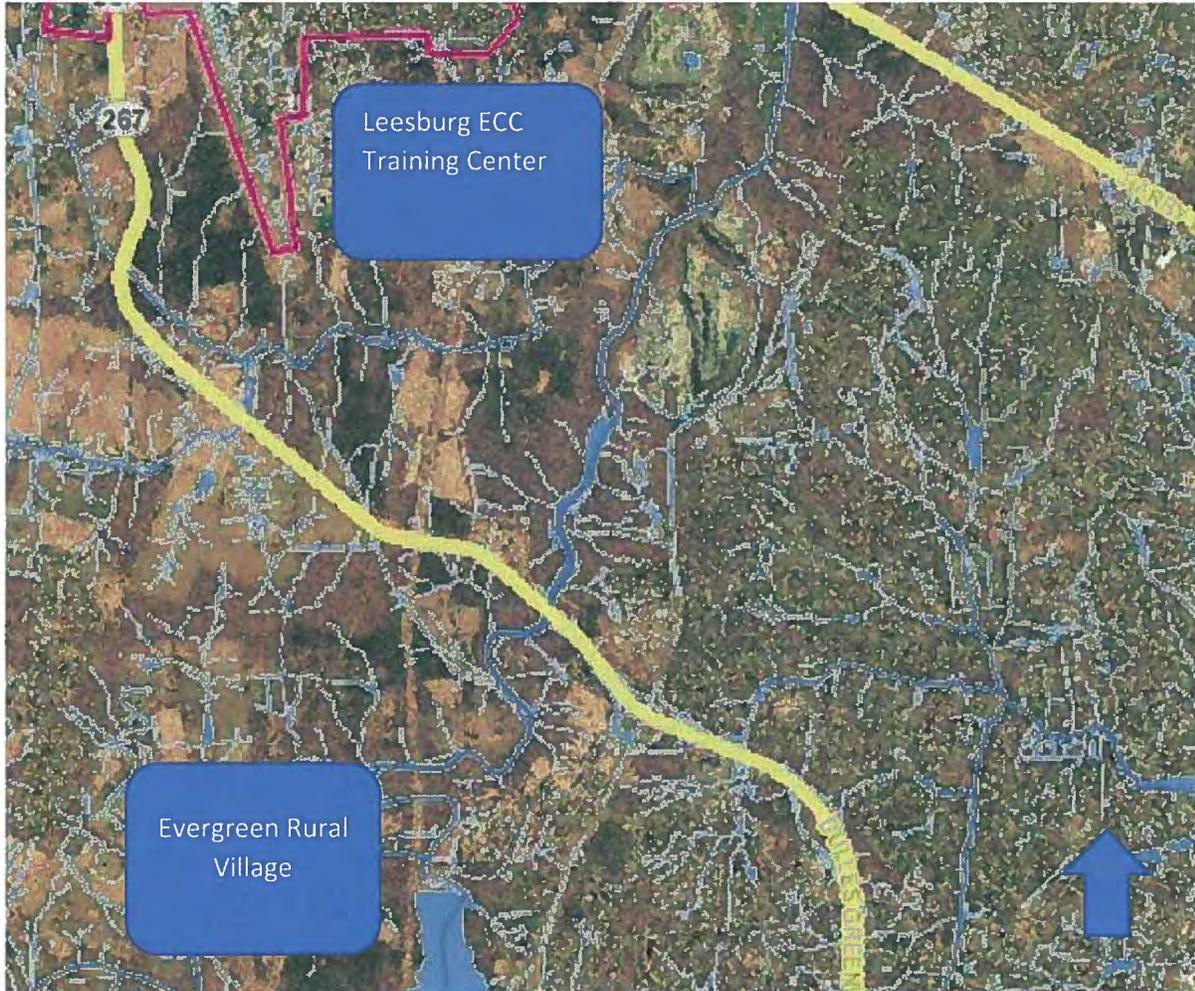
Attachment: Vicinity Map

Cc via email: Phyllis Randall, Chair, Board of Supervisors
Tony Buffington, Jr., Blue Ridge District Supervisor
Geary Higgins, Catoctin District Supervisor
Ricky W. Barker, AICP, Director, Planning and Zoning
Joe Kroboth, Director, DTCI
Erin McLellan, Director, Management and Budget
Mark Stultz, Zoning Administrator
Amy Kresge, Proffer Program Manager
Julie Crim, Capital Budget Specialist, DTCI

cc via U.S. Mail: Martins Chase Homeowners Association, Inc.

Leesburg ECC Training Center Renovation

Vicinity Map



Date of Meeting: July 12, 2016

#14

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS
AND ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: FY 2017 Capital Improvement Program Amendment/ Cash Proffers for Route 9 Traffic Calming and Pedestrian Safety Improvements

ELECTION DISTRICT: Blue Ridge

CRITICAL ACTION DATE: July 12, 2016

STAFF CONTACTS: Peter Malgieri, Transportation and Capital Infrastructure
Susan Glass, Transportation and Capital Infrastructure
Joe Kroboth, Transportation and Capital Infrastructure

PURPOSE: To amend the FY 2017 Capital Improvement Program (CIP) and budget by approving a budget adjustment to appropriate and transfer \$482,332.62 in cash proffers in the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Route 9 Traffic Calming and Pedestrian Safety capital project.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors (Board) amend the FY 2017 CIP and budget to appropriate and transfer \$482,332.62 in cash proffers in the Public Facilities Fund, through the Transportation District Fund, to the Capital Fund for the Route 9 Traffic Calming and Pedestrian Safety capital project in FY 2017.

BACKGROUND: Each year, the County solicits capital project funding requests from Towns within the County for facilities owned by, or located within, the Town but operated by the County, or for local pedestrian and transportation related improvements that benefit the County.

The Town of Hillsboro submitted a request to the County for funding to support the Route 9 Traffic Calming and Pedestrian Safety Project for inclusion in Loudoun County's FY 2017 – FY 2022 CIP. The request would provide funding to construct "interior" traffic calming and pedestrian safety improvements along Route 9 in the Town of Hillsboro between Route 690 and Stony Point Road. The entire project is planned to include complete reconstruction of Route 9 in Hillsboro, two roundabouts and the addition of underground storm water drainage facilities and burial of overhead utilities – which must be constructed within the same narrow right-of-way as the water lines and wastewater pipes.

As part of the FY 2017 budget development process, the Board approved the use of \$1,900,000 in State Revenue Sharing and \$2,900,000 in NVTA 30% Local funding for a total \$4,800,000 in FY 2018 for construction of the “interior” traffic calming and pedestrian improvements along Route 9 between Route 690 and Stony Point Road.

With the requested funding, the County, Town and the Virginia Department of Transportation (VDOT) and working together to develop a funding plan and project schedule to provide for the installation of utilities, storm water facilities and drinking water and wastewater pipe installation beneath Route 9, simultaneously along with the installation of surface traffic calming measures, sidewalks, and safe on-street parking at one time. This will allow for Route 9 construction activities to occur at one-time, rather than several different times that would cause continued disruptions to traffic along Route 9 and the Town’s residents.

To date, the County has provided a total of \$3,345,000 to the Town of Hillsboro to assist in the Town’s efforts on the aforementioned drinking water and wastewater pipe installation, exclusive of the road funding to be provided in FY 2018. The water and wastewater funding includes the following prior appropriations:

- In FY 2011, the County allocated \$200,000 in local tax funding for a feasibility study for the wastewater project, preliminary engineering for the Town’s water project, and funding to draw a new well. Of this amount, \$158,175.83 has been transferred to the Town, and \$9,824.17 is encumbered to be transferred to the Town. \$32,000 was budgeted for engineering services and has not been spent.
- In FY 2015, the County provided \$1,145,000 from the proceeds from the sale of the Sterling Annex facility to help pay for an infrastructure project in coordination with the Virginia Department of Health to address the significant public health risk associated with the Town’s water system.
- In FY 2016, the County provided \$2,000,000 in local tax funding to assist in the construction of wastewater lines along Route 9 in conjunction with VDOT road project.

VDOT is working in conjunction with County staff and the Town’s consultant to develop the total cost estimate for the water/wastewater line installation and the road improvement project along Route 9. A new Standard Project Agreement is being developed for the project by VDOT. VDOT and the Town have requested that the County review available cash proffers that could be provided for the project to help fund the combined water/wastewater and road improvements. County staff has identified the following proffers totaling \$482,332.62 that may be applied to the Route 9 project in the Town of Hillsboro:

Table 1. Cash Proffer Funding for the Route 9 Improvements Project

APPLICATION #	APPLICATION NAME	SEQ #	PROFFER/CONDITION DESCRIPTION	BALANCE
SPEX-2006-0022	WESTERN HIGH SCHOOL AT FIELDS FARM	99068651	\$136,407 FOR REGIONAL ROAD CONTRIBUTIONS - RT 690 / RT 9 ROUNDABOUT	\$138,359.97
SBRD-2002-0122	WINDING CREEK	99064422	\$261,000.00 CASH FOR RT. 9 IMPROVEMENTS	\$319,492.65
ZMAP-1996-0010	SCHMIDT FARM	98011714	TRANSPORTATION IMPROVEMENTS	\$24,480.00
				\$482,332.62

Zoning Administration issued ZCOR-2016-0055 on May 24, 2016, authorizing the use of the cash proffers related to Schmidt Farm for the Route 9 project, and ZCOR-2016-0057 on May 17, 2016, authorizing the use of cash proffers related to the Western High School Transportation Cash Contributions.

Staff obtained confirmation from the Department of Building and Development that the Winding Creek funds can be used for improvements to Route 9, but paragraph 6 of the cash contribution agreement states that the Director of Building and Development must certify that a contract for improvements has been awarded by VDOT or that the improvements are already complete before the funds can be released. Staff believes that a Standard Project Agreement for the Route 9 project developed by VDOT would suffice as a contract being awarded by VDOT to release these funds for the Route 9 project.

ISSUES: An amendment to the FY 2017 CIP and budget is required in order to transfer additional funds from the Public Facilities Fund through the Transportation District Fund to the Capital Fund for the Route 9 Traffic Calming and Pedestrian Safety project. If the Board chooses to not appropriate the use of proffer funding for the project, then the County will not be able to provide additional funding to the Route 9 Traffic Calming project, which may result in a funding shortfall for the overall project.

FISCAL IMPACT: Zoning Administration staff issued a cash proffer determinations (ZCOR 2016-0055 and ZCOR-2016-0057) indicating the cash proffers requested are appropriate for the proposed use. If approved by the Board, staff will prepare a budget adjustment to appropriate \$482,332.62 in cash proffers in the Public Facilities Fund, as shown in Table 1, and transfer that amount through the Transportation District Fund to the Capital Fund for the Route 9 Traffic Calming and Pedestrian Safety project.

ALTERNATIVES: The Board may choose to recommend the transfer of some, none or all of the requested \$482,332.62 funding for the road capital project. If the Board does not fully fund the request, staff, VDOT and the Town would have to identify other sources of proposed funding for the

project.

DRAFT MOTIONS:

1. I move the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2017 Capital Improvement Program and budget by appropriating \$482,332.62 in cash proffers in the Public Facilities Fund, as shown in Table 1 of the July 12, 2016 Action Item, and transfer that amount through the Transportation District Fund to the Capital Fund to fund the construction of Route 9 Traffic Calming and Pedestrian improvements in the Town of Hillsboro.

OR

2. I move an alternate motion.

ATTACHMENTS:

1. ZCOR 2016-0055, Cash Proffer Determination Regarding the Use of Cash Proffer Funds for Design and Construction of Improvements to Route 9 in Hillsboro.
2. ZCOR 2016-0057, Cash Proffer Determination Regarding the Use of Western High School Transportation Cash Contributions for Design and Construction of Improvements to Route 9 in Hillsboro.

CORRESPONDENCE SUMMARY

DATE: May 24, 2016

CORRESPONDENCE NUMBER: ZCOR-2016-0055

SUBJECT: **Cash Proffer Funds for Design and Construction of Improvements to Route 9 in Hillsboro**

1993 Ordinance Reference Numbers:

1972 Ordinance Reference Numbers:

Other Applicable Reference Numbers: ZMAP-1996-0010*

Correspondence Summary:

It is appropriate to use the requested cash proffer (LMIS Sequence #98011714, Oracle Award #Y00639) that was contributed by the developer of Schmidt Farm for the design and construction of improvements to Route 9 in Hillsboro.

PROPERTY OWNERS:

Richard & Katherine Borowski R/S
15976 Charter House Ln
Purcellville, VA 20132

Peter & Mary Cantrell-Kehoe R/S
15971 Charter House Ln
Purcellville, VA 20132

Terrance & Kathleen Shaughnessy R/S
15932 Charter House Ln
Purcellville, VA 20132

Mark W Nicolini
15933 Charter House Ln
Purcellville, VA 20132

Norman D & Deanne L Weinberg R/S
37575 Chartwell Ln
Purcellville, VA 20132

Rhett Rudolph Krulla ET UX
37481 Chartwell Ln
Purcellville, VA 20132

David D & Sheila G VanVleet
37433 Chartwell Ln
Purcellville, VA 20132

Michael Goggin & Deirdre Shupe R/S
37390 Chartwell Ln
Purcellville, VA 20132

James J & Lois A Sippel R/S
37430 Chartwell Ln
Purcellville, VA 20132

Diane & Daniel Fisher R/S
37488 Chartwell Ln
Purcellville, VA 20132

Milton E & Maryann Koerner
37576 Chartwell Ln
Purcellville, VA 20132

Christopher & Kristen Gilbert R/S
37601 Chartwell Ln
Purcellville, VA 20132

Torrance & Margaret Shelton R/S
37594 Chartwell Ln
Purcellville, VA 20132

Roger C & Rosemarie B Reinhardt
37491 Koerner Ln
Purcellville, VA 20132

Jerry S & Lina T Lamora
37449 Koerner Ln
Purcellville, VA 20132

John E & Valerie B McCormick
37431 Koerner Ln
Purcellville, VA 20132

Author: Marisa Whitacre

*Indicates where to file

Is this a determination? Check one: Yes No

COUNTY OF LOUDOUN
DEPARTMENT OF PLANNING AND ZONING
MEMORANDUM

DATE: May 24, 2016

TO: Susan Glass, Program Manager, Department of Transportation and Capital Infrastructure (DTCI)

FROM: Marisa Whitacre, Proffer Specialist MW

SUBJECT: ZCOR-2016-0055, Cash Proffer Funds for Design and Construction of Improvements to Route 9 in Hillsboro

I am writing in response to your memo, dated April 12, 2016, in which you requested the use of \$24,480 in cash proffer contributions made by the developer of Schmidt Farm to partially fund the design and construction of improvements to Route 9 in Hillsboro between Hillsboro Road (Route 690) and Stony Point Road (Route 719). The project includes roundabouts where Route 9 intersects with Hillsboro Road and Stony Point Road (see attached Vicinity Map). I reviewed the requested proffer contribution and find that it is appropriate to use the funds for the proposed project.

The Zoning Map Amendment application for Schmidt Farm, ZMAP 1996-0010, was approved by the Board of Supervisors on September 17, 1997 subject to the rezoning plat dated November 6, 1996, and revised through August 18, 1997, and the proffer statement dated August 18, 1997.

Proffer 2 of ZMAP 1996-0010 requires the Applicant to provide a cash contribution in the amount of \$1,500 for each residential dwelling unit constructed to be used by the County for transportation improvements in the vicinity of the Subject Property.

2. The Applicant shall contribute \$1,500.00 for each residential dwelling unit constructed on the Subject Property. The residential unit contribution shall be made at such time as zoning permits are issued for the construction of each residential unit. Such contribution shall be held and administered by the County and shall be used for transportation improvements in the vicinity of the Subject Property. The cash contribution shall escalate on a yearly basis based on the Consumer Price Index (CPI). The "base year" shall be 1998 with adjustment each January 1 thereafter.

To date, \$24,480 has been collected pursuant to Schmidt Farm Proffer 2; the proffer is fulfilled. \$0.00 has been distributed. Thus, the current balance of this proffer account is \$24,480 (LMIS sequence #98011714, Oracle Award #Y00639).

The proffer text states that the contributions shall be used for transportation improvements in the vicinity of the Subject Property. The phrase "in the vicinity" has been defined in previous proffer determinations to mean within the same Planning Subarea as the development from which the funds were contributed. Schmidt Farm is located in the Route 7 West Planning Subarea. The improvements

to Route 9 are located within two subareas—the Route 7 West and Northwest Planning Subareas. As the proposed improvements to Route 9 include design and construction of a roundabout at the Route 690/Route 9 intersection partially within the

Route 7 West Planning Subarea, it is appropriate to use the current balance of the Schmidt Farm Proffer 2 account for design and construction of improvements to Route 9 in Hillsboro.

Please be advised that the requested funds may be eligible for use on other County projects and final appropriation of proffer funds shall be as directed by the Board of Supervisors.

PLEASE NOTE: This opinion is valid only as of this date, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Zoning Ordinance and other County Ordinance requirements. This opinion is based upon the proffers as they exist the date of this letter, and such proffers may be amended by a subsequent Zoning Concept Plan Amendment.

This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator or any other official with respect to any other property. No person may rely upon this determination with respect to any property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the proffer conditions attached to a rezoning or amendment to the zoning map, may appeal said decision within thirty (30) days to the Board of Supervisors in strict accordance with Section 15.2-2301 of the Code of Virginia. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Supervisors may be obtained by visiting the Loudoun County Government Center, 1 Harrison St. S.E., Second Floor, Customer Service, Leesburg, VA. Two copies of the completed application must be submitted to the Department of Building and Development Customer Service counter with the fee payment of \$350.00 within 30 days from the date of this letter.

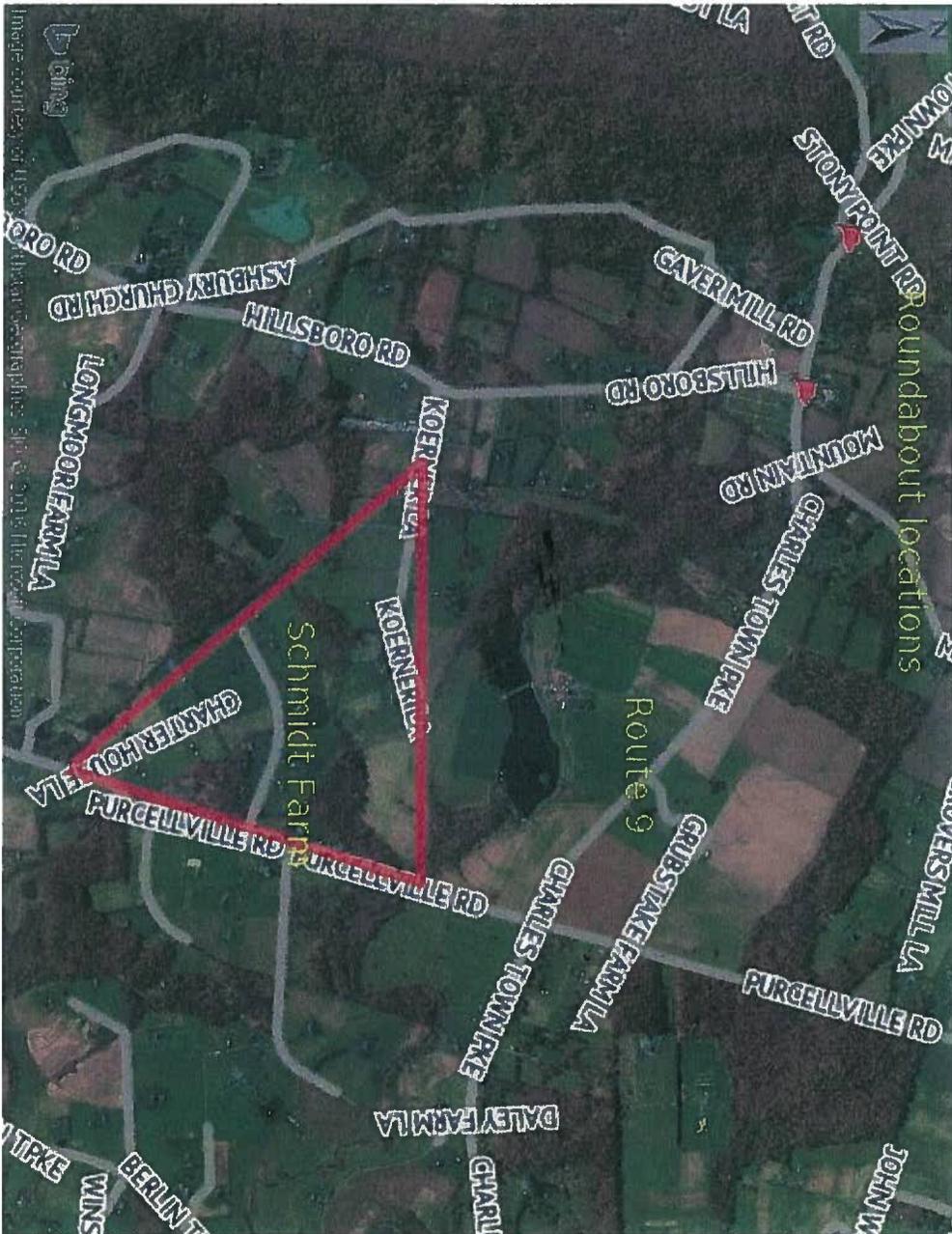
If you have any questions regarding this correspondence, please contact me at (703) 737-8211 or by email at marisa.whitacre@loudoun.gov.

Attachment: Vicinity Map

cc via email: Phyllis J. Randall, Chair, Board of Supervisors
Tony Buffington Jr., Blue Ridge District Supervisor
Charles Yudd, Assistant County Administrator
Kenny Young, Assistant County Administrator
Ricky W. Barker, AICP, Director, Planning and Zoning
Mark Stultz, Zoning Administrator, Planning and Zoning
Joe Kroboth, Director, Transportation and Capital Infrastructure
Dan Csizmar, Capital Budget Manager, Transportation and Capital Infrastructure
Amy Kresge, Proffer Program Manager, Planning and Zoning

cc via U.S. Mail: Property Owners

Schmidt Farm
ZCOR 2016-0055
Vicinity Map



CORRESPONDENCE SUMMARY

DATE: May 17, 2016

CORRESPONDENCE NUMBER: ZCOR-2016-0057

SUBJECT: Use of Western High School Transportation Cash Contributions for Design and Construction of Improvements to Route 9 in Hillsboro

1993 Ordinance Reference Numbers:

1972 Ordinance Reference Numbers:

Other Applicable Reference Numbers: SPEX-2006-0022*

Correspondence Summary:

It is appropriate to use the requested cash contributions (LMIS Sequence #99068650, Oracle Award #Y00766 and LMIS Sequence #99068651, Oracle Award #Y00767) contributed by Loudoun County Public Schools in accordance with SPEX-2006-0022, Western High School at Fields Farm, for the design and construction of improvements to Route 9 in Hillsboro.

PROPERTY OWNERS:

Loudoun County Board of Supervisors
PO Box 7000 MSC 01
Leesburg, VA 20177

Town of Purcellville
221 S Nursery Avenue
Purcellville, VA 20132

Author: Marisa Whitacre

*Indicates where to file

Is this a determination? Check one: Yes No

COUNTY OF LOUDOUN
DEPARTMENT OF PLANNING AND ZONING
MEMORANDUM

DATE: May 17, 2016

TO: Susan Glass, Program Manager, Department of Transportation and Capital Infrastructure (DTCI)

FROM: Marisa Whitacre, Proffer Specialist *MW*

SUBJECT: ZCOR-2016-0057, Use of Western High School Transportation Cash Contributions for Design and Construction of Improvements to Route 9 in Hillsboro

I am writing in response to your memo, dated April 12, 2016, in which you requested the use of \$237,066.60 total in cash contributions from two accounts under SPEX 2006-0022, Western High School at Fields Farm, to partially fund the design and construction of improvements to Route 9 in Hillsboro between Hillsboro Road (Route 690) and Stony Point Road (Route 719). The project includes roundabouts where Route 9 intersects with Hillsboro Road and Stony Point Road. I reviewed the requested cash contributions and find that it is appropriate to use these funds for the proposed project.

The Special Exception application for the Western High School at Fields Farm, SPEX 2006-0022, was approved by the Board of Supervisors on June 5, 2007 subject to the Special Exception Conditions of Approval dated June 5, 2007.

Condition 3 of SPEX 2006-0022 requires the Applicant to provide a cash contribution in the amount of \$97,500 as a Fair Share Contribution for the Route 690/Route 9 roundabout or other intersection improvement and \$136,407 as a Regional road contribution, anticipated for use with the Route 690/Route 9 roundabout.

3. *Transportation Improvements.*

Roadway improvements to occur prior to issuance of a Certificate of Occupancy are:

- *Allder School Road and school entrance – Westbound left turn lane*
- *Allder School Road and Route 611 – Eastbound right turn lane*
- *Allder School Road and Route 690 – Single Lane Roundabout*
- *Route 690 and Route 9 – Contribute \$97,500 as a Fair Share Contribution for roundabout or other intersection improvement*
- *Regional road contribution (\$136,407) – anticipated for use with Route 690/Route 9 roundabout.*

Susan Glass
May 17, 2016
Page 2

The County received both transportation cash contributions on May 12, 2009, fulfilling the cash contribution portions of Condition 3. The Fair Share Contribution of \$97,500.00 has accrued \$1,356.46 in interest and \$0.00 has been distributed. Thus, the current balance of this condition account is \$98,856.46 (LMIS sequence #99068650, Oracle Award #Y00766).

The Regional road contribution of \$136,407.00 has accrued \$1,897.76 in interest and \$0.00 has been distributed. Thus, the current balance of this condition account is \$138,304.76 (LMIS sequence #99068651, Oracle Award #Y00767).

As noted above, the condition text states that the Fair Share Contribution is to be used for the Route 690/Route 9 roundabout or other intersection improvement and the Regional road contribution is anticipated for use with the Route 690/Route 9 roundabout. As the Route 9 improvement project in Hillsboro includes the Route 690/Route 9 roundabout specified in Condition 3, it is appropriate to use the current balances, plus future accrued interest, in the Western High School Condition 3 accounts for the design and construction of improvements to Route 9 in Hillsboro.

Please be advised that the requested funds may be eligible for use on other County projects and final appropriation of special exception condition funds shall be as directed by the Board of Supervisors.

PLEASE NOTE: This opinion is valid only as of this date, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Zoning Ordinance and other County Ordinance requirements. This opinion is based upon the special exception conditions as they exist as of the date of this letter, and such special exception conditions may be amended by a subsequent Special Exception.

This determination applies solely to the referenced property and is not binding upon the County, the Zoning Administrator or any other official with respect to any other property. No person may rely upon this determination with respect to any property other than the referenced property.

Please be advised that any person aggrieved, or any officer, department or agency of Loudoun County affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the special exception conditions attached to a special exception application, may appeal said decision within thirty (30) days to the Board of Zoning Appeals in strict accordance with Section 15.2-2311 of the *Code of Virginia*. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Zoning Appeals may be obtained by visiting the Loudoun County Government Center, 1 Harrison St. S.E., Second Floor, Customer Service, Leesburg, VA. Two copies of the completed application must be submitted to the Department of Building and Development Customer Service counter with the fee payment of \$350.00 within 30 days from the date of this letter.

If you have any questions regarding this correspondence, please contact me at (703) 737-8211 or by email at marisa.whitacre@loudoun.gov.

cc via email: Phyllis J. Randall, Chair, Board of Supervisors
Tony Buffington Jr., Blue Ridge District Supervisor
Charles Yudd, Assistant County Administrator
Kenny Young, Assistant County Administrator
Ricky W. Barker, AICP, Director, Planning and Zoning
Mark Stultz, Zoning Administrator, Planning and Zoning
Joe Kroboth, Director, Transportation and Capital Infrastructure
Dan Csizmar, Capital Budget Manager, Transportation and Capital Infrastructure
Amy Kresge, Proffer Program Manager, Planning and Zoning

cc via U.S. Mail: Loudoun County Board of Supervisors
Town of Purcellville

Meeting Date: July 12, 2016

15

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: Department of Parks, Recreation and Community Services Fee Policy

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: At the pleasure of the Board

STAFF CONTACTS: Robert Middaugh, County Administration
Steve Torpy, Parks, Recreation and Community Services
Karen Sheets, Parks, Recreation and Community Services

PURPOSE: To make recommendations for the establishment of a fee policy for the Department of Parks, Recreation and Community Services and to begin a pilot program for a reduced fee for participants in the County After School Activities (CASA) program who receive free or reduced school lunches.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee forward to the Board of Supervisors (Board) a recommendation for the adoption of the proposed Department of Parks, Recreation and Community Services (PRCS) fee policy, which allows for certain fee and operational decisions to be made at the Department level within adopted Board policy guidelines.

In addition, staff recommends the endorsement of a pilot program for reduced fees for the CASA program based on a student's qualification for the Free and Reduced Lunch Program and authorize the addition of 2.20 FTE to open CASA sites at two additional elementary schools. Personnel and related expenditures will be revenue-generating and off set expenses.

BACKGROUND: PRCS has been providing programs for the citizens of Loudoun County for nearly 50 years. There are a wide range of programs offered to the citizens; the cost of many of these programs is offset in full or part by fees. Historically, these fees and/or fee recovery rates have been set during the annual budget process where applicable. It has become apparent over the last few years that there is an essential need to be able to set fees or adjust programs to meet the changing needs of the community or market conditions. Staff believes a new process and policy on setting fees is needed to enable the flexibility to address these needs.

Current Fee-Setting Practices and Recommended Fee Policy

As programs have been added and facilities opened, PRCS' fee structure and revenue recovery mandates have evolved somewhat inconsistently. Select programs and/or facilities have a Board-endorsed revenue recovery rate; others such as special events and drop in activities do not. Some recovery rates are based on metrics and analysis. The methodology for setting fees in the proposed fee policy is based on demand, meeting program goals and objectives, success rates, benchmarking analysis, market trends, and best practices.

Table 1 provides a list of programs and/or facilities that currently have established revenue recovery rates:

Table 1. Current Programs and Facilities with Revenue Recovery Rates

Program/Facility	Recovery Rate¹
CASA	118.4%
Pre-School and Child Care	
Instructor-based Programs	120%
Claude Moore Recreation Center	100%
Adult Sports	100%
Youth Sports Fees	\$12.50/sport/season
Camps	107%
Trips	120%

In an effort to analyze the Department's fee-setting process, PRCS contracted with Management Partners to conduct a marketing and fee study of recreational pool facilities. The scope of service was to review the current fee structure, policies, and cost recovery for Claude Moore Recreation Center, the planned Dulles South Multipurpose Center, and Round Hill Aquatics Center as well as Franklin Park and Lovettsville Community Center Outdoor Pools. This study included analysis of all expenditures and revenue and the current fee structure, as well as benchmarking the County against five local jurisdictions. Included in this comparison were any discount rates or promotional rates.

The study clarified two of the main issues that PRCS needs to overcome with its fee-setting practices. The first identified issue was the lack of a defined process used to establish or change a fee. Currently, PRCS suggests potential fee changes to the Board either during the proposed budget process or with separate action items. As there is currently no adopted policy on the establishment of fees, it has been the practice of PRCS to request Board approval for the establishment of and changes for each fee. The second identified issue is the restrictions this type of fee-setting puts on PRCS to utilize its programs and facilities in a manner that promotes the Department and its programs effectively.

¹ The portion of recovered revenues over and above 100 percent is based on the indirect costs of operating the program as directed through the Board of Supervisor's policy and based upon the U.S. Office of Management and Budget (OMB) Circular A-87 – *Cost Principles for State, Local, and Indian Tribal Governments*.

PRCS is requesting the ability to promote programs by having the option to offer promotional sales such as offering reduced membership rates seasonally, free pool admission passes or free recreation center admissions as a way to increase visibility and attendance. For example, the Claude Moore Recreation Center is a program that has never been able to be fully staffed because it has not met the 100 percent revenue offset. Therefore, if the Recreation Center is not generating enough revenue, then hiring enough staff is restricted. If given the opportunity to allow for seasonal promotions, giveaways, or free passes, staff believes, as proven in other jurisdictions, that the Recreation Center would have a better opportunity to meet the 100 percent revenue recovery and have the facility fully staffed. This is due to the increased number of patrons anticipated to come to the recreation center and/or purchase a pass. Added flexibility in fee setting will offer more opportunities to attract customers.

PRCS has a significant number of programs with a wide variety of fees. If a fee policy for all programs was adopted it would clearly articulate the Board's policy which would be beneficial in attracting additional customers to all program sites. This approach also makes it easier to adjust fees during the year or to set fees for new programs or community needs.

Staff has developed a proposed tiered fee schedule that categorizes PRCS programs and establishes recovery ranges. These suggested tiers match the current fee recovery rates that are already in place. This structure will give staff the ability to more effectively adjust fees to the market conditions, manage demand, set new program fees that occur during a fiscal year without the need to seek Board approval for each item, and act more nimbly in the management of its programs and facilities.

The proposed tier structure is based on a model used by Arlington County. Each tier is defined by both the programs meeting its criteria as well as a revenue recovery range. This structure is dynamic and establishes criteria so that when new programs are created, the fee-setting guidelines can be applied and a fee established without having to return to the Board. When setting or adjusting a specific fee, the range would be used to establish that fee set within a specific tier. The policy anticipates that Loudoun fees would be competitive with the region. This structure is summarized below; more detail can be found in Attachment 1.

Table 2. Proposed Tiered Recovery Rates within the Proposed PRCS Fee Recovery Policy (Description and types of programs in each tier is included in Attachment 1)

Tier	Recovery Rate
Mostly Individual (programs or activities that develop a person's specific skills and ability or licensed programs)	100-120%
Individual/Community (programs that bring groups or individuals together for activities, events or personal growth)	50-100%
Youth Enrichment (focused on developmental opportunities for youth)	20-50%
Mostly Community (programs and activities that connect the community through these events which are often co-sponsored)	0-50%
Self-Directed (activities that people do on their own using county facilities)	0%
Program Assistance (pilot program) (pilot program for the CASA program during the 2016/17 school year)	25% or 50% discount
Loudoun County Government Employees ² (Includes Constitutional and State employees) (free admission to recreation centers for employees and in county rates for all employees)	0% Admission to Recreation Centers

Many jurisdictions set a cost recovery percentage for their parks and recreation programs and services. According to a study done by Arlington County, on average, parks and recreation departments nationally recover 34 percent of their operating expenditures through fees and charges. In northern Virginia, Loudoun is on the higher end of cost recovery for the department; at the end of FY 2015, PRCS' cost recovery rate was 52 percent. PRCS is not requesting to change current recovery rates but to have the ability to create consistency and flexibility in its operations.

Additionally, the relevant fee recommendations from the Management Partners study have been incorporated into the tiers. They are summarized in Attachment 2.

Pilot Program for Low Income Children Tier

The above tier table includes a category entitled, "Program Assistance." The mission of PRCS is to provide programming to County residents, and in developing the analysis of its programs and rate structure, it has become evident the current approach to cost recovery has created instances where low income residents cannot access programs due to the cost. PRCS does not believe that income should be a determining factor in the ability to participate in recreation and other PRCS

² Loudoun County Government full time and part time regular employees, State and Constitutional Officers, would have free admission to Recreation Centers. Employees living out of the County would pay the in County rate for all programs and activities.

programs and is proposing a pilot program to address the inequity in access for its current Children's After School Activities (CASA) program. CASA has continued to be one of the Department's most successful and popular programs.

The Department is currently going through a national accreditation process with the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) with 151 standards. One of the mandatory standards to meet is that PRCS must proactively extend programs and services to residents who may be underserved in the community. PRCS must also identify and address barriers such as: financial, social, mental, physical, geographic, and cultural. To this end, PRCS desires to make programs accessible to more citizens. While PRCS serves thousands of residents and non-residents, it cannot claim to make accommodations for those citizens who cannot afford to participate in recreation programming due to the fees.

The CASA program is operated at 45 locations; 43 are in elementary school sites and two are located at community center sites. It was originally created in 1983 to provide structured, supervised recreational opportunities for school age children, who might have otherwise been latch-key children. The program has expanded from four original sites to 45 sites. During the first two decades of operation, the program generated revenue to cover 100 percent of its direct operating costs. In FY 2005, the Board directed that the program should recover 109 percent of its direct operating costs. In FY 2011, this rate was increased to 116 percent, and in FY 2014, it was increased to 118.4 percent. Satisfying the revenue recovery rates meant that fees for the program had to increase to the current rate of \$325.00 per month.

These recovery rates were interpreted at the time to be site-specific, meaning that if one elementary school site could not support enrollment to cover 118.4 percent of its costs, then the program would cease to operate at that school. Over the years, as fees increased, a growing number of low income households were no longer able to afford the program. In areas such as Sterling and Algonkian as well as some of the more rural areas, the CASA programs did not have significant enrollments and were closed.

While some site-specific CASA programs could not meet the 118.4 percent recovery rate, the CASA program overall has been recovering approximately 130 percent of its costs. FY 2015 ended with an actual 133 percent recovery rate. This level of recovery was due to several factors including budgeting at an 85 percent fill rate which was historically what the program was budgeted for. In many sites, the fill rate is 100 percent with a waiting list which drives the recovery percentage higher.

During FY 2014, the Board added an additional CASA pre-registration week that was restricted to low income residents; ensuring an opportunity to register for any open spots in the program for low income residents. In both years this pre-registration period was offered, only one student was registered. This indicates to staff that it is the fee that limits registration of low income students.

To increase accessibility of children's program to all income levels, staff is proposing a pilot program that would establish reduced rates for CASA based on a student's eligibility for the Free

and Reduced Lunch Program. Creating affordable programs and managing the cost recovery at the program level instead of at the site level will allow for these programs to be operated in those areas of the County where need is currently high and not currently available. PRCS would also like to proactively extend the CASA program to children who may be underserved. To implement this tier of the fee policy, staff is proposing to conduct a pilot program for one year that would introduce a rate structure that offers discounted fees for CASA based on the student's qualification for the Free and Reduced Lunch Program.

In the FY 2015-2016 School year, Loudoun County Public Schools (LCPS) had approximately 6,576 elementary school-aged students on free and reduced lunches, according to an October 31, 2015, report (Attachment 4). To apply for a reduction in fees for CASA, families must show proof of eligibility in the Free and Reduced Lunch Program and complete the simple PRCS Program Assistance Application. The new fee structure is not meant to impact, and will likely not impact, the program's overall mandated recovery rate of 118.4 percent given the program's current over recovery.

Under the proposed pilot program, if a child qualifies for free lunch, he or she would receive a 50 percent reduction in fees; if a child qualifies for reduced lunch, he or she would receive a 25 percent reduction in fees. These reduction rates were developed by looking at three other jurisdictions to benchmark average fee reduction rates. In the Town of Leesburg, the fee reduction rate is 50 percent for eligible programs; the City of Alexandria's reduction varies from 40 to 70 percent for eligible programs; and Arlington County's program reduction is 25 to 50 percent. Fairfax and Prince William Counties have Foundations that support participant scholarships.

For this pilot program, PRCS is suggesting a Fall 2016, start for the one year period. To be successful, the pilot program would attract unserved or underserved populations while meeting criteria set for the entire program which includes; building self-confidence and self-esteem, learning to develop their talents and learning the importance of community involvement and cultural awareness. If the program is successful maintaining the minimum enrollment of 18 children per site and continues to meet the recovery rate of 118.4 percent, PRCS would recommend to expand the program to offer fee reductions to additional eligible programs such as Preschool; Child Care; and swim lessons at Round Hill Aquatic Center, Franklin Park Pool, Lovettsville Pool, Claude Moore Recreation Center and the soon to open Dulles South Multipurpose Center. PRCS would also like to expand the program to serve more families of all ages in the future.

PRCS will report the pilot program results to the Board when sufficient data has been gathered to determine the programs level of success and any fiscal impacts.

Loudoun County Employee Tier

PRCS would like to eliminate the admission fees at Recreation Centers for Loudoun County employees and their immediate families. Other local jurisdictions have similar programs for their employees. The Department of Human Resources has indicated this tier can be used as a

recruitment and retention tool as well as to complement its already substantial wellness programming. This is consistent with the Board's mission and values which identifies enhancing the general health and well-being of citizens, including staff, as well as recognizing that the employees are the organization's primary resource and that the County places a high priority on personnel and professional success of County employees. It is also recommended that employees living outside the County would pay the resident rate for any programs or activities, classes and special events offered by PRCS.

ISSUES: Historically the Board has set the cost recovery program percentages for programs and facilities such as CASA, Facility Use Fees, Claude Moore Recreation Center fees, Sports League Fees, and Youth Sports User Fees.

It is recognized that this is not an efficient process to return to the Board to request any fee change. Staff is requesting that the Board allow the Director of PRCS the flexibility to set fees within the parameters of the policy. If it is determined, through benchmarking studies, that the parameters have become no longer competitive, the Director would have the ability to adjust those parameters using an established mechanism such as a market study. The Department would adopt a fee structure model that would review all fees biennially. In cases of significant changes to the parameters, staff would bring these changes to the Board for consideration. All these areas are addressed within the proposed fee policy (Attachment 1).

The policy also allows for the Director to give special reduced rates and to use other marketing tools to increase foot traffic and encourage more citizens to participate in programs and activities. The policy will also provide PRCS with the ability to utilize the programs and facilities as not only ways to deliver service, but also as marketing tools for programs and facilities. The Department is often asked to promote its programs or facilities with community groups, other County agencies or at community programs. The flexibility to give a reduced rate or a free trial or pass will be a positive marketing tool for and will likely drive cost recovery percentages higher. In addition, PRCS will continue to review all fees annually during the budget process.

FISCAL IMPACT: The proposed fee policy will not have an impact on budgeted revenue recovery percentage. The FY 2017 Adopted Budget for PRCS was prepared with the revenue recovery rates as described in Table 1 above. It is anticipated that more flexible fee-setting practices will attract additional customers.

As stated previously, the CASA program is budgeted to recover 118.4 percent of its expenditures. Over the past three fiscal years, the program has recovered between 130 and 140 percent of its cost. Incorporating fee reductions for children who qualify for the Free and Reduced Lunch Program will not impact the 118.4 percent budgeted cost recovery rate. If the pilot program is successful and fully implemented at all CASA sites, as waiting lists and program enrollment begin to include a mix of full- and partial-fee participants, the actual recovery rate for the program will come back in line with the budgeted 118.4 percent. Staff will monitor the recovery rate to ensure it is maintained.

As part of the pilot program, staff requests the Board authorize 2.20 FTE for operating the CASA program at two additional school sites. These FTE will be revenue-generating. These positions, like all CASA positions, generate revenue and will therefore require no additional local tax funding. Staff is recommending that all programs with revenue recovery rates are managed at the program level and not the program site level.

Table 3. Recovery Rates for CASA

Fiscal Year	Recovery Rate	Monthly Fee	Average No. of Enrollments
FY 2014 Actual	137%	\$321	1,863
FY 2015 Actual	133%	\$325	1,926
FY 2016 Projected	135%	\$325	1,981
FY 2017 Adopted	118.4%	\$325; \$162.50 for Free lunch students; or \$243.75 for Reduced lunch students	2,035

If all the additional students who enroll at the new sites qualified for a 50 percent reduction in fees and enrollment at all other sites remained similar to previous years, the budgeted revenue recovery rate of 118.4 percent will still be reached.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Board adopt the proposed Fee Cost Recovery Policy for the Department of Parks, Recreation and Community Services as provided in Attachment 1 of the July 12, 2016 Action Item.

I further move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Board endorse the creation of a pilot program with a reduced fee structure for the County After School Activities program, based on a student's qualification in the Free and Reduced Lunch Program.

I further move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Board authorize an additional 2.20 FTE for the County After School Activities program to open two new elementary school sites.

OR

2. I move an alternate motion.

ATTACHMENTS:

1. Department of Parks, Recreation and Community Services Proposed Fee Policy

2. Fee Recommendations from the Management Partners Fee Study, endorsed by PRCS
3. PRCS 2010 Adopted Fee Schedule
4. LCPS Elementary Schools Free and Reduced Lunch Program

Department of Parks, Recreation and Community Services

Fee Cost Recovery Policy

Loudoun County Parks, Recreation and Community Services (PRCS) sets fees and charges in relation to the established budget goals, market conditions, benchmarking, demand, cost recovery targets, and industry trends. Many of the programs offered by PRCS gain cost recovery through user fees, and in some cases, a combination of user fees, grants, and donations. Different types of programs require a different level of cost recovery and all fees and charges shall be assessed in accordance with the following program cost recovery model.

Programs that are fee based will have a fee recovery of a specified percentage of direct costs of that program or service.

Tier	Recovery Rate	Description	List of Program Examples in Tier
Mostly Individual	100-120%	This tier represent programs or activities that develop a person's skill level in various classes, programs and activities.	Fitness and health classes, swim lessons, CASA, summer camps, sports skill development, dance instructional classes, licensed child care and preschool programs and trips.
Individual/Community	50-100%	This tier represents programs or activities that bring individuals together at a facility that offers various activities for personal growth.	Claude Moore Recreation Center's various classes and programs and memberships and entrance fees, outside swimming pool entrance fees, Franklin Park Art Center performances. This also would include STEM programs.
Youth Enrichment	20-50%	This tier represents programs that are focused on developmental opportunities for the youth.	YAS, Youth in Government Day, Claude Moore Recreation Center Teen Night, Adaptive Recreation Summer Camp program and adult programs.
Mostly Community	0-50%	This tier represents programs or activities that connect people together with community events (and often have co-sponsored events.)	Walking Clubs, book clubs, scout programs, Youth Fest, Bluemont and Lucketts Fair and Fourth of July Events. Also includes senior center memberships and health clinics.
Self-Directed	0%	This tier represents activities that people do on their own using county facilities.	Walking, biking, horse riding on trails, tennis courts, playgrounds, and open access to parks.
Program Assistance (pilot program)	25% or 50% discount	This tier represents programs that would be available to people who cannot afford to take advantage of programs and activities.	Pilot program for CASA for school year 2016/2017.

Tier	Recovery Rate	Description	List of Program Examples in Tier
Loudoun County Government Employees¹ (Includes Constitutional and State employees)	0% Admission to Recreation Centers	<p>This tier is for current Loudoun County employees and their immediate families:</p> <ul style="list-style-type: none"> Loudoun County Government full time and part time regular employees, State and Constitutional Officers would get free admission for themselves and their family members to Recreation Centers. (Arlington County gives employees a 50% discount, Fairfax County gives a 35% discount off of the Rec Center fast pass, Leesburg gives free access to Ida Lee to both employees and their family members, and Montgomery County MD and Prince William County gives their employees a 20% discount.) All Loudoun County employees would pay the in-county rate to participate in PRCS programs and activities, even if they live outside the County. (Currently employees living out of County pay the out of County rate of 150%). 	Recreation Center Admission and the resident rate programs, activities, classes, etc. for those employees living outside of the county.

Department of Parks, Recreation and Community Services Marketing and Fee Study Proposed Recommendations

The following is a list of recommendations made by Management Partners' Marketing and Fee Study of the Department of Parks, Recreation and Community Service's Lovettsville Community Center Pool, Franklin Park Pool, Claude Moore Recreation Center and the Round Hill Aquatic Center.

- Increase Lovettsville swim class fees from \$56 to \$60/class.
- Eliminate the pool weekday fee and charge the weekend fee rate for all admissions at the Lovettsville Pool and Franklin Park pools.
- Eliminate the pool rate structure for children under the age of two.
- Eliminate the pool non-resident rate structure for children under the age of two.
- Eliminate the outdoor pool non-resident weekday rates and charge the current weekend rate for all admissions.
- Increase the daily fees for adults from \$5.50 to \$6.00 at CMRC.
- Increase the daily fees for youth and seniors from \$2.75 to \$4.00 at CMRC.
- Increase the youth and senior 25-visit admission pass from \$85.00 to \$93.00 at CMRC.
- Eliminate the commercial fee structure for CMRC rentals.
- Reduce CMRC room rental rates as detailed in the rental chart.

Rental Type	Current Fees Per Hour	Peer Average	Leesburg	Difference Peer Average	Fee Adjustment	Recommended Fee
Dance/Aerobic	\$80.00	\$73.33	\$75.00	8.3%	(6.3%)	\$75.00
Catering	\$51.00	\$60.00	N/A	(17.7%)	(11.8%)	\$45.00
Gymnasium	\$144.00	\$101.25	\$115.00	29.7%	(20.1)	\$115.0
Half	\$87.00	\$61.25	\$65.00	29.6%	(8.0%)	\$80.00
Multi-Purpose	\$94.00	\$70.00	\$60.00	26.0%	(26.0	\$70.00
Half Multi-Purpose	\$51.00	\$43.75	\$35.00	14.0%	(12.0 %)	\$45.00
Childcare Space/	\$38.00	\$37.50	N/A	0.0%	5.0%	\$40.00

- PRCS will continue to review fees annually during the budget process.



Swimming Pools

Franklin Park Pool

May 29-June 18 June 19-September 5
 M-F 4:00 p.m.-8:00 p.m. Every Day
 Sa-Su 11:00 a.m.-8:00 p.m. 11:00 a.m.-8:00 p.m.

Daily Admission M-F		Sat-Sun/Holidays
Under 2	\$1.50	\$2.50
(Plastic Training Pants Required)		
Youth and Seniors	\$4.50	\$5.50
Adults	\$5.00	\$6.00
After 6:00 p.m.	\$2.50	\$3.50

10 Admissions Punch Card Pool Passes
 Youth and Seniors \$46.00
 Adults \$49.00

25 Admissions Punch Card Pool Passes
 Youth and Seniors \$108.75
 Adults \$118.75

Lovettsville Community Pool

May 29-June 18 June 19-September 5
 M-Th 4:00 p.m.-7:00 p.m. M-Th 11:00 a.m.-7:00 p.m.
 F 4:00 p.m.-7:00 p.m. F 11:00 a.m.-6:30 p.m.
 Sa-Su 12:00 p.m.-6:30 p.m. Sa-Su 12:00 p.m.-6:30 p.m.
 Memorial Day, July 4th, and Labor Day
 12:00 p.m.-6:30 p.m.

Daily Admission		Sat-Sun/Holidays
Under 2	\$0.50	\$1.00
Youth and Seniors	\$3.50	\$4.00
Adults	\$4.00	\$4.50
After 6:00 p.m.	\$1.50	\$2.00

Admission Punch Card
 Adults (10 Admissions) \$35.00
 Youth and Seniors (20 Admissions) \$75.00



Senior Centers

Annual Membership

Residents \$25.00
 Non-Residents \$37.50

Drop-In

Resident \$2.00
 Non-Resident \$3.00



Outdoor Facilities

Fees the same for Commercial and Non-Commercial Customers unless otherwise noted.

Single Field per day \$117
 (lighted, unlighted or sportsplex field)

Single Field per day—Commercial \$176

Facility Supervisors \$20/hr
 (2 hour minimum)

In-Line Hockey Rink \$57/hr

Sand Volleyball
 Commercial Customer \$44/hr
 Non-Commercial Customer \$30/hr

Special Use / Field Prep Charges \$85
 Charges per field per occurrence

Event Field 9:00 — ½ hr before close
 CMP Lanesville Heritage Area \$187
 Franklin Park Meadow \$187
 Vestal Gap Road \$187

Event Field
9:00 – 2:00 or 3:00-½ hr before close
 CMP Lanesville Heritage Are \$94
 Franklin Park Meadow \$94
 Vestal Gap Road \$94

Belson Grill Rental
 (Franklin Park)
 Less than 5 hrs. \$33
 More than 5 hrs. \$59

Pavilions
Small
 Ashburn Park, Lansdowne Park #1, Philomont CC, Potomac Lakes Sportsplex
9:00 a.m.—½ hr before close \$112
9:00-2:00 or 3:00-½ hr before close \$76

Medium
 Briarpatch Park, Claude Moore Park, Lansdowne Park #2, Lucketts CC, Mickie Gordon Park, Sterling CC
9:00 a.m.—½ hr before close \$117
9:00-2:00 or 3:00-½ hr before close \$79

Large
 Claude Moore Park #2, Douglass CC, Franklin Park Hillsboro, Franklin Park Rotary, Loudoun Valley CC
9:00 a.m.—½ hr before close \$127
9:00-2:00 or 3:00-½ hr before close \$86

Gazebo(9:00-1/2 hr before close) \$112
 Gazebo (9:00-2:00 or 3:00-½hr before close) \$74

Loudoun County Department of Parks, Recreation, and Community Services

215 Depot Court, S.E.
 Leesburg, VA 20175

703-777-0343

Rental Fees and Admission Prices

Effective July 1, 2010



For more information about our programs and facilities, please visit our website:

www.loudoun.gov/prcs

Indoor Facilities

Facility use agreement must be complete and fees received at time of booking.

A fee of 50% will be added to all rentals for non-county residents.

Various facilities are available at community centers, senior centers and parks for use at the following fees. All hours reserved must include set up and take down time. All after-hour rentals must include a Facility Supervisor.

Rate Definitions:

Commercial Rate: Applies to businesses and companies as well as individuals/organizations charging a fee.

Non-Commercial Rate: Applies to community groups, churches and individuals not charging a fee.

Classrooms

Commercial Customer	\$38/hr
Non-Commercial Customer	\$20/hr

Facility Supervisors

(lighted facilities & after hours)

Commercial & Non-Commercial Customer	\$20/hr
--------------------------------------	---------

* 2 hour minimum

Gymnasium + Gym-Size Multipurpose Rooms

Commercial Customer	\$94/hr
Non-Commercial Customer	\$57/hr

Large Commercial Kitchens

Commercial Customer	\$80/hr
Non-Commercial Customer	\$51/hr

Small Kitchens

Commercial Customer	\$38/hr
Non-Commercial Customer	\$30/hr

Multi-Purpose Room

Commercial Customer	\$57/hr
Non-Commercial Customer	\$38/hr

Set Up/Take Down

Commercial & Non-Commercial Customer	\$38/hr
--------------------------------------	---------



Franklin Park Performing and Visual Arts Center

540-338-7973



Rentals may have additional fees and optional services. Call for details and availability.

Auditorium Rental

Performance:

Residents & Non-Profits
\$2.50 per seat booked
(50 Seat Minimum)

County For-Profits
\$300 per hour
(3 hour minimum)

Non-Performance:

Residents & Non-Profits
\$75 per hour
(3 hour minimum)

County For-Profits
\$200 per hour
(3 hour minimum)

Rehearsal:

Residents & Non-Profits
\$50 per 3 hour block + applicable facility fees

Gallery Rental

Residents & Non-Profits
\$100 per week
(3 week minimum)

County For-Profits
\$200 per week
(3 week minimum)

Lobby Rental

Residents & Non-Profits
\$50 per hour
(2 hour minimum)

County For-Profits
\$100 per hour
(2 hour minimum)

Green Room and Dressing Rooms

Green Room Only

Residents & Non-Profits
\$13 per hour
(2 hour minimum)

County For-Profits
\$26 per hour
(3 hour minimum)

Green Room and Two Dressing Rooms

Residents & Non-Profits
\$26 per hour
(2 hour minimum)

County For-Profits
\$52 per hour
(2 hour minimum)

Heritage Farm Museum of Loudoun County

571-258-3800



Admission

Children (Ages 2-12)	\$3.00
Adults (Ages 13-55)	\$5.00
Seniors	\$4.00

Call for information about space rentals (Indoor Facility Fees apply), birthday parties, and special group events.

Claude Moore Recreation Center

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Gymnasium

Commercial Customer	\$216/hr
Non-Commercial Customer	\$144/hr

Half of Gymnasium

Commercial Customer	\$130/hr
Non-Commercial Customer	\$87/hr

Multi-Purpose Room

Commercial Customer	\$140/hr
Non-Commercial Customer	\$94/hr

Half of Multi-Purpose Room

Commercial Customer	\$75/hr
Non-Commercial Customer	\$51/hr

Catering Kitchens

Commercial Customer	\$75/hr
Non-Commercial Customer	\$51/hr

Dance/Aerobics Studio

Commercial Customer	\$123/hr
Non-Commercial Customer	\$80/hr

Childcare Space

Commercial Customer	\$57/hr
Non-Commercial Customer	\$38/hr

Daily Admission

Adult	\$5.50	<u>25 Admissions</u>	
Youth/Senior	\$3.75	Adult	\$120
		Youth/Senior	\$85

Annual Pass

Single Adult	\$550
Two Adults (Family)	\$850
Dependent (Family)	\$140
Family Membership	\$1,000
Dependent (Single)	\$400
Seniors	\$400
Senior Couple (Household)	\$620



571-258-3600

Loudoun County Public Schools						Total Students
School Nutrition Official Free/Reduce Percentage by School						
October 31, 2015						
Code	School Name	Membership	Free	Reduced	Free & Reduced %	
0510	Aldie ES	132	16	2	13	
0150	Algonkian ES	501	51	10	12	
0610	Arcola ES	874	31	22	6	
0170	Ashburn ES	661	51	38	13	
0220	Ball's Bluff ES	638	131	37	26	
0650	Banneker ES	158	49	3	32	
0300	Belmont Station ES	748	24	11	4	
0450	Buffalo Trail ES	1,048	65	21	8	
0460	Cardinal Ridge ES	920	35	12	5	
0710	Catoctin ES	523	91	14	20	
0840	Cedar Lane ES	721	126	39	22	
0160	Cool Spring ES	612	153	24	28	
0890	Countryside ES	733	176	42	29	
0540	Creighton's Corner ES	1,301	54	22	5	
1000	Discovery ES	868	94	49	16	
0470	Dominion Trail ES	677	104	28	19	
0730	Emerick ES	505	46	15	12	
0190	Evergreen Mill ES	640	199	51	39	
0970	Forest Grove ES	582	268	62	56	
0091	Frances Hazel Reid ES	714	204	29	32	
0530	Frederick Douglass ES	742	187	61	33	
0720	Guilford ES	554	353	77	77	
0230	Hamilton ES	169	7	2	5	
0110	Hillsboro ES	94	10	3	13	
0400	Hillside ES	643	14	12	4	
0820	Horizon ES	669	47	17	9	
0960	Hutchison Farm ES	788	46	19	8	
0600	Kenneth Culbert ES	450	28	6	7	
0080	Leesburg ES	566	121	27	26	
0430	Legacy ES	1,131	19	8	2	
0560	Liberty ES	1,007	70	34	10	
0290	Lincoln ES	132	4	2	4	
0860	Little River ES	780	13	5	2	
0780	Lovettsville	548	49	10	10	
0500	Lowes Island ES	666	16	21	5	
0130	Lucketts ES	299	63	3	22	
0070	Meadowland ES	460	139	41	39	
0910	Mill Run ES	880	12	6	2	
0380	Moorefield Station ES	1,129	38	16	4	
0980	Mountain View ES	576	59	11	12	
0270	Newton-Lee ES	835	29	5	4	
0340	Pinebrook ES	888	52	28	9	
0250	Potowmack ES	642	165	35	31	
0040	Rolling Ridge ES	649	322	95	64	
0550	Rosa Lee Carter ES	1,063	36	29	6	
0180	Round Hill ES	551	26	20	8	
0240	Sanders Corner ES	643	54	20	11	
0870	Seldens Landing ES	819	51	22	8	
0690	Sterling ES	515	237	45	54	

0350	Steuart W. Weller ES	893	136	45	20
0010	Sugarland ES	547	348	57	74
0750	Sully ES	510	333	55	76
0280	Sycolin Creek ES	676	15	4	2
0950	Tolbert ES	740	104	29	17
0700	Waterford ES	144	4	0	2
Total			10,154	2,892	17

Sources:

35954

5175

1401

6576

Notes:

13%

0.04%

Membership and Attendance Summary Reports, Information Management LCPS, October 2015

Eligibility Count History Per School, Café Enterprise, October 31, 2015

USDA does recognize rounding.

Students attending Monroe Tech are reflected in their home school.

Date of Meeting: July 12, 2016

16

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: Draft Scope of Work for Non-Profit Needs Assessment

ELECTION DISTRICT: Countywide.

CRITICAL ACTION DATE: At the pleasure of the Board.

STAFF CONTACTS: Liz Weaver, Management and Budget
Erin McLellan, Management and Budget

PURPOSE: The purpose of this item is to present a draft scope of work for a non-profit needs assessment to the Finance Government Operations and Economic Development Committee (FGOEDC) for its review and recommendation to the full Board of Supervisors.

RECOMMENDATIONS: Staff recommends that the FGOEDC recommend that the Board of Supervisors approve the scope of work and direct staff to proceed with a procurement process to obtain a contract vendor to conduct a non-profit needs assessment with the Claude Moore Foundation as a funding partner.

BACKGROUND: Each fiscal year, the County provides funding through grants to non-profit organizations providing services in specific Board-identified areas of need. Each year the requests exceed available funding. As a result, Board members have raised questions on whether non-profit grant funding levels are appropriate to adequately provide for the needs of Loudoun County residents receiving services from non-profit organizations.

During the FY 2017 budget work sessions, the Board of Supervisors approved a motion to conduct a non-profit needs assessment and allocate a total of \$75,000 (\$50,000 included in FY 2017 Adopted Budget; \$25,000 as a match from Claude Moore Foundation) for this purpose. Specifically, the motion provided:

“that the Board of Supervisors authorize the expenditure of \$50,000 as part of the FY17 budget, for the purpose of conducting a needs assessment based on the needs of clients served by the Department of Mental Health, Substance Abuse and Developmental Services, the Department of Family Services, the Health Department, the Department of Community Corrections, the Juvenile Court Service’s Unit, County funded non-profits, and other

County human services departments in order to identify client unmet needs, gaps, and duplications in County services to clients.

Supervisor Volpe further moved that the Loudoun County Board of Supervisors accept \$25,000 from the Claude Moore Charitable Foundation as a matching grant for this needs assessment project.”

This motion passed 8-0-0-1, with Chair Randall abstaining.

ISSUES: Staff has developed the following draft scope of work for the non-profit needs assessment based on the motion adopted. The scope of work includes assessment objectives, a statement of work, a list of deliverables, and the anticipated process and timeline.

Objectives

The purpose of the non-profit needs assessment is to identify the following:

1. Client service needs where neither the County nor non-profits are currently providing services.
2. Client service need needs where there are insufficient resources currently provided to meet those needs.
3. Determine whether current funding levels for the non-profit grant process are consistent with identified needs.
4. Service needs that are currently provided by the County that could be provided more efficiently and effectively by an existing non-profit organization.
5. Areas of duplication in services among County human services agencies and non-profit organizations serving Loudoun County residents.

The assessment will also provide recommendations on how the County human services agencies and Non-Profit organizations can make improvements which would:

1. Reduce duplication of service provision among non-profit organizations and County human services agencies.
2. Consider re-deployment and/or increases in current and future resources to better align with and meet client service needs.
3. Leverage Loudoun’s non-profit sector in creating a complete and effective continuum of services.

Statement of Work

This analysis will provide the following:

- Identify client service needs that are not provided by the County or the non-profit community.

- Assess needs of the clients served by County human service agencies, including the Department of Mental Health, Substance Abuse, and Developmental Services, the Department of Family Services, the Health Department, the Department of Community Corrections, the Juvenile Court Service's Unit, County funded non-profits, and other County human services departments.
- Identify unmet needs, gaps, and duplications in County and non-profit services provided to clients.
- Consider whether there are services provided by the County that can more effectively and efficiently be provided by non-profit organizations.
- Evaluate whether County non-profit grant funding levels are appropriate to address the level of needs assessed.

Deliverables

The following table provides a complete list and description of all project deliverables:

Deliverable	Description
Draft Report	The consultant will provide a draft product which will include the analysis and recommendations. The draft will be circulated among the project team for review and feedback.
Final Report	The final report will include revisions identified during the review process. The final product will be distributed to the Board and a presentation will be required of the consultant to the Board.

Assessment Process and Timeline

The Department of Management and Budget will assemble and lead a multi-Departmental project team made up of County Human Service agencies, procurement staff, and the Claude Moore Charitable Foundation. Staff anticipates that a consultant will be selected to conduct the assessment in the fall of 2016, with the assessment completion and presentation date expected in early 2017.

Funding Partner: Claude Moore Charitable Foundation

As a funding partner, the Claude Moore Charitable Foundation recommends that the Board consider broadening the scope of the analysis to include a comprehensive needs assessment of non-profits serving Loudoun County residents rather than limiting the assessment to existing County funded non-profits. The purpose of the broader scope is to identify all of the funding gaps and unmet needs within the County's non-profit community so that contributors or partners beyond the County government (e.g. business community, private foundations, etc.) understand the extent of this need in Loudoun County and as a result have the opportunity to contribute resources towards meeting those needs. Without the broadened scope, the County will receive more limited information that may not be as useful or effective in accomplishing the intended objectives of both the County and the Claude Moore Charitable Foundation.

FISCAL IMPACT: \$50,000 was appropriated by the Board as part of the FY 2017 Adopted Budget. Additionally, the Claude Moore Foundation has offered \$25,000 as a match to bring the total funding for this assessment to \$75,000.

ALTERNATIVES: The Finance/Government Operations and Economic Development Committee could make amendments to the proposed draft scope of work.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors **approve** the recommended draft scope of work for the non-profit needs assessment.

OR

2. I move an alternate motion.

Date of Meeting: July 12, 2016

17

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: Non-Profit Grant Process Overview and Follow Up

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: At the pleasure of the Board.

STAFF CONTACTS: Liz Weaver, Management and Budget
Erin McLellan, Management and Budget

PURPOSE: The purpose of this item is provide an overview and relevant background information of the non-profit grant review and allocation process. Additionally, staff has provided options on allocation of the remaining grant funds to non-profits.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend allocation of the remaining non-profit grant funds to the Board of Supervisors consistent with the policy discussions at the Committee.

BACKGROUND: At its June 23, 2016, Business Meeting, the Board of Supervisors approved the recommended funding allocations for the FY 2017 non-profit grant process. During discussion of the item, the Board requested additional information regarding the application evaluation process and the methodology used to allocate funds to Areas of Need. This item outlines the Board's process used to administer the non-profit grant process and addresses specific questions raised by the Board during the June 23 Business Meeting.

ISSUES: Each fiscal year, the County provides grant funding to non-profit organizations through a competitive application process. The process includes the following steps:

Funding Allocations for Areas of Need

During the annual budget process, the Board of Supervisors determines the overall funding amount budgeted for the non-profit grant process as well as the proposed funding allocations for each of the Areas of Need. For FY 2016 and FY 2017, the Board has adopted a three percent increase to the overall budget for the non-profit grant program to account for inflation. The Board has an opportunity to make adjustments to either the overall funding amount or the weighted allocations

during budget work sessions. The Board has maintained its ability to make changes to the overall allocations and the allocation for each category in order to strategically fund the Areas of Need or category that most closely align with their priorities.

Eligibility

Each year, non-profit grant applications are solicited from March 1 to April 1. As part of the application, applicants must apply to only one of five Areas of Need, which they self-select on the application form. The Areas of Needs were created by the Board in 2013 as part of a shift in the focus on the non-profit funding process to a needs-based grant program with a defined funding limit.

The five Areas of Need are:

- Health and Related Services – Provides funds to non-profits providing general medical, mental health and/or disability, dental, speech and hearing services, and related support services including prenatal care, infant wellness, and prescription pick up, assisted living support, independent living support, and hospice services.
- Hunger and Homeless Mitigation – Provides shelter and/or food pantry supplies to Loudoun residents.
- Emergency Services – Provides responsive services to Loudoun residents in emergency/disaster situations or domestic violence situations and basic services such as food, shelter, and clothing.
- Administrative Services – Provides administrative or clearing house services for other non-profit organizations in the County.
- Recreation and Culture – Provides recreation activities or cultural events for Loudoun residents.

The intent behind creation of the Areas of Need was to ensure that awards to non-profit organizations were considered in areas identified as priorities by the Board and to reduce the political influence on the process. Applicants are restricted to applying to only one Area of Need in order to avoid complication of the review and funding award process. Allowing non-profit organizations to apply for multiple Areas of Need has the potential to result in multiple submissions for each Area of Need to increase the chances of funding, which would create a more complicated process for staff to administer.

In addition to providing a program or service in one of the above detailed Areas of Need, the applicant must meet the following eligibility criteria:

- Be a certified non-profit by the Internal Revenue Service.
- Have a mission consistent with the County's overall mission.
- Present a documented need for the organization's program or service.
- Show demonstrated positive results for the program or service.
- Show that they provide a direct benefit to Loudoun residents.

- Demonstrate that the program or service enhances County functions.
- Show documented efforts by the organization to secure funding from other sources.
- Demonstrate that the organization has the administrative resources to administer funds and to implement and oversee the program or service.

These criteria were established to ensure that County funds are allocated to established non-profit organizations that have the ability to provide the desired level of service in the most efficient manner and have the greatest impact.

Review and Scoring Process

Each application is reviewed and evaluated by an interdepartmental committee that includes senior staff representatives from the Department of Family Services, the Department of Mental Health, Substance Abuse, and Developmental Services, the Health Department, the Department of Parks, Recreation, and Community Services, and the Department of Management and Budget. Committee members evaluate the applications on the services provided, mission, and demonstration of need (referred to as the Program Review) as well as economic impact and other financial indicators (referred to as the Financial Review). The Program Review of the application is conducted by the representatives from departments listed above and the Financial Review of the applications is conducted by the Department of Management and Budget. This review team was created in order to utilize the expertise of subject matter experts in evaluating the grant proposals programmatically and also utilizing Department of Management and Budget staff to analyze the fiscal health of the organization to ensure County funds are invested appropriately.

Within the guidelines approved by the Board, specific criteria exist that guide the interdepartmental committee in fairly reviewing each application. There are four main areas of evaluation within the application:

1. Service and mission of the organization, which makes up 20 percent of the score;
2. Demonstration of need for the service within the community, at 30 percent of the overall score;
3. Adequate management and administration resources, which makes up 20 percent of the score; and,
4. Financial health and economic impact, which comprises 30 percent of the score. Once the scores are available, they are averaged for each applicant to come up with the final scores.

Reasons for an application to have a low score can range from incomplete applications to being scored lower overall in both the program and financial reviews.

Recommended Allocation of Funds

By Board policy, based on the final scores, the applicants are ranked relative to each other in the top, middle or bottom 33 percent for each Area of Need. Funding allocation recommendations are then based on the following criteria as established by the Board of Supervisors:

- Top 33 percent - Organizations ranked in the top 33 percent within each Area of Need are recommended for a five percent increase over the FY 2016 funding amount (assuming they received funding in FY 2016). New applicants and/or those not recommended in FY 2016 that ranked in the top 33 percent are recommended for \$5,000. New applicants ranked outside the top 33 percent are not recommended for funding.
- Middle 33 percent - Organizations ranked in the middle 33 percent are recommended for level funding (assuming they received funding in FY 2016).
- Bottom 33 percent - Organizations ranked in the bottom 33 percent are recommended for a five percent decrease from FY 2016 funding amount (assuming they received funding in FY 2016).

This ranking system may be restrictive with regard to the amount of funding allocated to a particular Area of Need if the number of applicants is limited. A lower number of applicants results in less applicants falling into each of the top, middle, or bottom categories. The Board could adopt a different ranking method and utilize point thresholds rather than percent allocations. Under this method, ranking would not be influenced by how other non-profits in the same category scored. For example, all applicants receiving a score above 70 (out of 100) would receive a 5% increase, regardless of how other applicants scored in their category. This method, like the established ranking method, would still be subject to over expenditure due to the volume and quality of actual applications received in an area of need with already established funding limits.

The Board-established 5% increase and 5% reduction limits on the program are a direct result of the zero-sum nature of the non-profit funding in any given year as is the use of relative rankings. The funds allocated are finite and as such, in order to give funding to a new organization, funding must be reduced from another organization. Organizations are limited to only a 5% increase year over year in order to allow other new organizations to have a chance at obtaining funding. The Board was intentionally deliberate about these limits in order to fund the largest number of non-profits and remain within the overall funding allocation.

The Board could choose to alter the award limits to allow additional funding for new organizations, either by widening the eligibility to both the top and middle 33 percent or by widening the recommended reductions for previously awarded organizations to include a 5% decrease for both the bottom and middle 33 percent. Either of these methods would allow for a greater award than \$5,000 for new organizations, which is one concern that has been expressed by the Board.

If the Board elected to widen the eligibility of new applicants to include \$5,000 for both the top and middle categories, the following eight additional new applicants would receive funding in FY 2017.

Table 1: New Non-Profit Organizations in Middle Tier

Area of Need	Organization	Allocation Amount
Emergency Services	Crossroads Jobs Inc.	\$5,000
Emergency Services	The Salvation Army	\$5,000
Emergency Services	Women Giving Back	\$5,000
Health and Related Services	The Arc of Loudoun at the Paxton Campus	\$5,000
Health and Related Services	Tree of Life Ministries Inc.	\$5,000
Recreation and Culture	Journey Through Hallowed Ground	\$5,000
Recreation and Culture	Liberty's Promise	\$5,000
Recreation and Culture	Morven Park	\$5,000
Total		\$40,000

Board Consideration of Funding Recommendations

After the internal review and scoring, applications are brought to the Board of Supervisors for final approval in the Administrative Items Report. This method of Board approval was implemented because it was believed that the process improvements would result in less need for discussion and debate. Board members are notified two weeks in advance of the item coming forward so that they can plan to review in the event that any Board member wishes to request that the item be discussed rather than approved as part of the consent agenda.

FISCAL IMPACT: If the Board chose to approve funding for the eight additional new non-profit organizations in the Middle Tier, the total cost would equal \$40,000. Funds are available within the FY 2017 Non-Profit Grant budget.

ALTERNATIVES: The Finance/Government Operations and Economic Development Committee could make alternative recommendations on how to allocate the remaining non-profit grant funds and alter the non-profit funding policies for FY 2018.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors **approve** a \$5,000 award to the eight new non-profit organizations listed in Table 1 out of the allocated FY 2017 non-profit grant funding.

OR

2. I move an alternate motion.

ATTACHMENTS:

1. FY 2017 Non-Profit Grant Application Form
2. October 16, 2013 Item #13j, Finance/Government Services and Operations Committee Report: Budget Process and Timeline for Non-Profit Funding



County of Loudoun, Virginia Non-Profit Organizations FY 2017 Funding Application

The County's FY 2017 Proposed Budget includes funds that can be allocated to non-profit organizations that provide services with a direct benefit to Loudoun County residents. Funding allocations are given to non-profit organizations that provide programs/services in five Areas of Need through a competitive application process. Allocations are subject to an annual review and decision process, and allocations may be subject to reduction or discontinuation by the Board of Supervisors. An allocation one year does not guarantee future allocations.

Qualifications for Receiving Funding

All non-profits applying for funding should identify a specific program or service to which the funding will be dedicated. This program/service must fall into one of the five Areas of Need described below.

Areas of Need

- **Health and Related Services**, including:
 - General Medical – provides medical services to Loudoun residents.
 - Mental Health and/or Disability – provides services to Loudoun residents related to living with mental illness or disability, including counseling, referrals, transportation, and other services.
 - Dental – provides dental services to Loudoun residents.
 - Speech and Hearing Services – provides services for Loudoun residents related to speech and deaf or hard of hearing.
 - Related – provides supportive services including prenatal care, infant wellness, prescription pick-up, assisted transportation, assistance with basic tasks, independent living support, and hospice services.
- **Hunger and Homeless Mitigation** – provides shelter and/or food pantry supplies to Loudoun residents.
- **Emergency Services** – provides responsive services to Loudoun residents in emergency/disaster situations or domestic violence and basic services such as food, shelter, and clothing.
- **Administrative Services** – provides administrative or clearing house services for other non-profit organizations in the County.
- **Recreation and Culture** – provides recreation activities or cultural events for Loudoun residents.

In addition to providing a program/service in one of the above detailed Areas of Need, the applicant will be evaluated by the following criteria.

- The organization is a certified non-profit by the Internal Revenue Service.
- The organization's mission is consistent with the County's overall mission.
- There is documented need for the organization's program or service.
- There are demonstrated positive results for the program or service.
- The program or service provides a direct benefit to Loudoun residents.
- The program or service enhances County functions.
- There are documented efforts by the organization to secure funding from other sources.
- The organization has the administrative resources to administer funds and to implement/oversee the program or service.

To be eligible for funding, organizations must be a tax-exempt private, non-profit 501(c) 3 or public sector organization and provide services in the areas outlined above.

Application Process

The application period will be from Tuesday, March 1, 2016, through Friday, April 1, 2016. All applications must be received by 5:00 p.m. on April 1. Incomplete or late applications will not be accepted and will therefore not be eligible for funding.

To be considered for funding, organizations must provide services in an Area of Need as outlined above. Please note that an organization can apply for funding in one Area of Need only.



**County of Loudoun, Virginia
Non-Profit Organizations
FY 2017 Funding Application**

Application Preparation

The application that follows these instructions can be filled out electronically. In addition to the completed application, supplemental information is also required.

Here is a list of all the sections included in the application form:

- Instructions
- Part I - Organizational Information
- Part II - Agency Services
- Part III - Financial Information
- Part IV - Staff Salaries
- Part V - Electronic Deposit Form/ACH Enrollment Form - This is a separate Word document. This form can be completed if your preferred method of payment is electronic transfer (pending funding approval). Enrollment in direct deposit is optional but highly recommended. This form can be accessed at -

<https://www.loudoun.gov/DocumentCenter/View/118875>

The completed application and supplemental information should be provided in the following manner via email:

- Attachment 1: Completed application (this Excel file with tabs Part I, Part II, Part III, and Part IV completed)
- Attachment 2 (in the following order):
 - Strategic Plan
 - Most recent audited financial statement, including notes
 - Current year financial report
 - Most recent completed IRS Form 990
- Attachment 3 (in the following order)
 - Verification of IRS status
 - List of Board of Directors
 - Names, qualifications, and experience of management staff
- Attachment 4 - ACH Enrollment Form (optional)

Application Submittal

Applicants are requested to submit the application and related materials electronically as four separate attachments via e-mail to ***beena.chundevalel@loudoun.gov***. For the e-mail, please use the following subject line:

Application for FY 2017 Loudoun County Grant Funding: Your Organization's Name

If sending multiple e-mails due to attachment size, please use above subject line followed by: ***1 of 4, 2 of 4, etc.***

Organizations unable to submit electronically should forward three (3) copies each of the completed application and of related materials by mail or in person to the following address:

Beena Chundevalel, Senior Management Analyst
Department of Management and Budget
MSC #43
1 Harrison Street, SE, 4th Floor, P.O. Box 7000
Leesburg, VA 20177-7000



County of Loudoun, Virginia
Non-Profit Organizations
FY 2017 Funding Application

Timeline

At the conclusion of the application period, all applications will be reviewed by a team of County staff, and recommendations will be made to the Board of Supervisors for funding decisions. Prior to the beginning of FY 2017, the Board of Supervisors will formally approve funding amounts to each non-profit. At that time, applicants will be informed of their funding award as applicable.

All organizations approved for funding must complete a Memorandum of Understanding prepared by the County and signed by the appropriate authority for the organization. Funds will be distributed in two installments for FY 2017 (July 1, 2016 - June 30, 2017). The second installment of funds will be contingent upon the organization submitting to the County a mid-year report.

Part I. Organizational Information

Organization Name					
Organization Address		Street address	City	State	Zip
Phone		Fax			
Website		Federal Tax ID #			
Contact Person		First name	Last name	Title	
		Phone number	E-mail address		
Program/Service for which funding is requested					
Area of Need					
First Time Applicant?		Yes/No			
FY 2016 Funding Award Amount			FY 2017 Funding Request Amount		
Year of Founding					
Years program/service has operated in Loudoun County/served Loudoun County residents					

1. The County's mission is:

"Our mission is to conscientiously serve our community and our citizens in a dynamic world; to protect and enhance the general health, safety and well-being; to attract and nurture talented people in a work environment which will inspire us to serve the public with integrity, creativity, high standards and respect; to make the most of our resources; to create, foster and maintain the best possible quality of life; to invest in tomorrow. In carrying out this mission, the life we envision for our community is rich and full of promise. We envision citizens proud of their community and the accomplishments of their government."

What is your organization's mission? How does it relate to the County's mission?

Part I. Organizational Information

2. What are your major organizational milestones?

Part II. Agency Services (Insert additional lines as needed)

1. Describe the program/service for which you are applying for County funds including the program or service’s key goals. How does the program or service provide a direct benefit to Loudoun residents? How will the funds be used?

2. Why does your organization provide this program or service? What is the documented need for it? What County function(s) does this program/service enhance?

3. How does your organization identify its customer base? What methodology is used to determine the number of unduplicated clients? For direct service organizations as applicable, describe your referral process.

Part II. Agency Services (Insert additional lines as needed)

4. Respond as applicable: How many referrals did your organization receive from the County over the last 24 months (March 2014 to February 2016)? Of those referrals, how many were served by your organization?

5. Please describe the method of measuring target goals. Show the demonstrated positive results of this program or service through at least three performance measures.

6. With what Loudoun County Government departments do you collaborate to bring services to Loudoun residents? With what other organizations do you collaborate?

Part II. Agency Services (Insert additional lines as needed)

7. Describe how your organization utilizes volunteer services.

8. What other funding resources is your organization utilizing to fund the identified program/service? Include requests that have been submitted, considered, and awarded.

9. Explain how your organization does use or will use Loudoun County funding as leverage to obtain funding from other sources.

Part II. Agency Services (Insert additional lines as needed)

10. *For currently funded organizations only:* What would be the impact to the County Government if your organization did not receive funding in FY 2017? What would be the impact to the County Government if your organization did not offer this program/service to its residents?

11. *For new applicants/applicants not currently funded only:* What will be the impact of receiving funding be on your program/service?

Part III. Financial Information

Fiscal Year start (mm/dd)
Fiscal Year end (mm/dd)

Operating Revenue	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Estimated
County of Loudoun	\$ -	\$ -	\$ -	\$ -
Non-Profit Grant				
Transient Occupancy Tax (TOT/"Hotel Motel Tax") Funds				
Gas Tax Funds				
Community Services Block Grant (CSBG)				
Community Development Block Grant (CDBG)				
Other County Revenue Sources				
Contractual Funds				
Other Designated Funds				
Other Local Governments				
State Government				
Federal Government				
Contributions/Fundraising				
Program Service Revenue				
Other Funding				
Total Operating Revenue	\$ -	\$ -	\$ -	\$ -

Non-Operating Revenue

Operating Expenses

Salaries and Wages				
Fringe Benefits and Payroll Taxes				
Total Personnel				
Occupancy (rent/lease/mortgage)				
Telecommunications				
Postage				
Printing/Copying				
Equipment Purchase/Lease and Maintenance				
Travel				
Professional Development				
Office Supplies				
Professional Services				
Dues and Subscriptions				
Depreciation				
Other				
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -

Employees and Clients

Number of Full-Time Equivalent Employees
Number of Unduplicated Clients
Loudoun County Resident Number of Unduplicated Clients

Part V. ACH ENROLLMENT AND CHANGE FORM FOR SUPPLIERS

Please fill out the separate Word document for electronic deposits. The form can be accessed at:

<https://www.loudoun.gov/DocumentCenter/View/118875>

Date of Meeting: October 16, 2013

#13j

**BOARD OF SUPERVISORS
ACTION ITEM**

SUBJECT: FINANCE/GOVERNMENT SERVICES & OPERATIONS
COMMITTEE REPORT: Budget Process and Timeline for
Non-Profit Funding

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: October 16, 2013

STAFF CONTACTS: Julie Grandfield, Assistant County Administrator
Ben Mays, Management & Financial Services
Falayi Adu, Management & Financial Services

RECOMMENDATIONS:

Committee: On October 8, 2013, the Finance/Government Services and Operations Committee voted 4-0-1 (York absent) to recommend to the Board of Supervisors that the Board reaffirm the process for a needs-based grant program with a defined funding limit for Intergovernmental and Non-Profit Organizations, as approved by the Board on July 17, 2013; that this grant program follow the revised process and timeline outlined in this item; that the Areas of Need be consolidated from 10 areas to five as listed in this item; that the annual application process allow for organizations to apply for only one Areas of Need; and that groups applying for funds should fit into the definition provided in that category.

Staff: Staff concurs with the Committee's recommendation..

BACKGROUND: In 2012 the Contractual, Intergovernmental, and Non-Profit Organizations grant application, review and award process was revised to improve efficiency and ensure effective use of available resources. Improvements included an earlier Notice of Funding availability and submission deadline to allow more time for review, encouraging electronic submission of applications to improve process efficiency, and adding an analysis of key financial ratios and economic impact to the scoring criteria.

At the June 5, 2013 Board of Supervisors business meeting, Supervisor Letourneau initiated an item and moved that the Board direct the Finance/Government Services and Operations Committee to review this process further, with the intention of shifting the focus to a needs-based grant program with a defined funding limit (Motion passed 9-0). The intent of the initiative is to ensure that awards are considered only in areas identified as priorities by the Board of

Supervisors, and to remove individual appropriations from the budget process, which can often become time consuming and influenced by political considerations.

The revamped program would set forth a short list of “Areas of Need” in the County. Areas of Need are to be identified and approved by the full Board in September each year (typically during fiscal guidance), along with relative weighting of each area. During the budget process, an overall funding amount for non-profit organizations would be set. Funding would then be allocated to the identified Areas of Need, based on the pre-approved weighting. Following the Board’s guidance on the total amount of funding available, organizations would apply for funds and final awards would be subject to the amount of available funding. Staff would determine awards using the existing methodology, which includes review, scoring, and ranking of applications by an internal Review Committee made up of subject matter experts, and an analysis of each applicant’s financial ratios, trends, and economic impact by the Budget Office. The Board would then approve these appropriations as part of an Administrative Items Report.

On July 17, 2013, the Board of Supervisors voted unanimously to approve the July 9, 2013 recommendation of the Finance/Government Services and Operations Committee to direct that:

- a. staff prepare a process establishing Areas of Need categories under which non-profit applicants must fall in order to receive county funding and that groups can qualify for more than one Area of Need and more than one grant;
- b. that the Areas of Need are General Medical, Speech and Hearing, Dental, Women and Children, Mental Health and/or Disability, Homelessness, Emergency Services, Food Pantry, Administrative, and Recreation and Culture;
- c. that Areas of Need may be granted a funding amount annually during the Board budget process, though the Board may elect to set a zero funding amount for any category;
- d. That staff would continue to review non-profit applications in each Area of Need and bring back recommendations for grants to the full Board as an administrative item separate from the Board budget process;
- e. that the Economic Development category in non-profit funding be moved to another budget category unrelated to this process;
- f. that non-profit funding applicants list how much they receive in other county funding, resources, or staff time;
- g. that staff identify services currently performed by FY14 county funded non-profits that Loudoun County would likely have to provide if funding was not continued; and
- h. that staff develop a process and timeline to be presented to the Finance/Government Services and Operations Committee in September.

ISSUES: Staff recommends the process and timeline described below based on recent experience with process implementation. This includes changes to the timeline for non-profit funding decisions and applications, consolidating the Areas of Need and limiting applicants to one Area of Need. The modifications are intended to enhance transparency and streamline the application, review, and award process.

1) **Timeline**—Staff recommends modifying the application schedule so that applications are accepted after budget deliberations have concluded. The table below shows the recommended sequence for consideration of non-profit funding as part of the budget process.

Timeframe	Event
September	FGSO Committee selects and makes recommendation to BOS on Areas of Need to receive funding and relative distribution of total funding across Areas of Need for upcoming fiscal year
September	BOS votes on Areas of Need to receive funding and relative distribution for upcoming fiscal year
February – March	BOS provides guidance on total amount of funding available for non-profit grants during budget work sessions
March	Publication of Notice of Funding Availability for non-profit grants, based on approved Areas of Need (first week in March)
April	Grant applications due to Budget Office (first week in April)
April	BOS adopts Appropriations Resolution, including total funding and allocation of defined amounts to each Area of Need for non-profit grants
April – May	Applications reviewed by internal Review Committee and Budget Office
May	Staff compiles results of scoring, ranking, and funding recommendations for individual organizations and forwards to BOS as an Administrative Item
May-July	BOS approves allocation of specific grant amounts to successful organizations, up to the total amount appropriated, as part of an Administrative Items Report.

- Item continues on next page -

2) **Consolidating the Areas of Need**—Staff recommends consolidating the original 10 Areas of Need into the 5 outlined below. This combines all health related services together and combines hunger and homelessness mitigation.

AREA OF NEED	Proposed % of Funding
1 Health and Related Services , including: <ul style="list-style-type: none"> • <u>General Medical</u> - provides medical services to Loudoun residents. • <u>Mental Health and/or Disability</u> - provides services to Loudoun residents related to living with mental illness or disability, including counseling, referrals, transportation, and other services. • <u>Dental</u> - provides dental services to Loudoun residents. • <u>Speech and Hearing Services</u>- provides services for Loudoun residents related to speech and deaf or hard of hearing issues. • <u>Related</u> - provides supportive services including prenatal care, infant wellness, prescription pick-up, assisted transportation, assistance with basic tasks, independent living support, and hospice services. 	60%
2 Hunger and Homelessness Mitigation - provides shelter and/or food pantry supply services to Loudoun residents.	7%
3 Emergency Services - provides responsive services to Loudoun residents in emergency/disaster situations., domestic violence, basic services such as food, shelter, and clothing	20%
4 Administrative Services - provides administrative or clearinghouse services for other non-profit organizations in the county.	8%
5 Recreation and Culture - provides recreation activities or cultural events for Loudoun residents.	5%
TOTAL	100%

3) **Limiting Applicants to One Area of Need**—Staff recommends limiting organizations to applying for, and potentially receiving funding from, only one Area of Need, based primarily on an organization’s principal service type. Inviting organizations to apply for, and potentially receive funding from, more than one Area of Need has the potential to complicate the application, review, and funding award process. In that scenario, applicants could apply for as many Areas of Need as possible, perhaps with the perception that such an approach enhances the probability of approval and level of funding. Consequently, during review, every organization’s application would need to be reviewed against each Area of Need applied for to determine eligibility, and scored separately against other applicants within each Area of Need. A multifaceted award process, with applicants potentially receiving funding from multiple Area of Need funding sources, would further add to the time required to manage the process.

FISCAL IMPACT: It is expected that the process for reviewing and awarding funding according to the ‘Areas of Need’ would not require additional staff resources, if applicants are limited to only applying for one area of need.

DRAFT MOTION:

1. I move the recommendation of the Finance/Government Services and Operations Committee that the Board of Supervisors reaffirm the process for a needs-based grant program with a defined funding limit for Intergovernmental and Non-Profit Organizations, as approved by the Board on July 17, 2013.

I further move the recommendation of the Finance/Government Services and Operations Committee that this grant program follow the revised process and timeline outlined in this item.

I further move the recommendation of the Finance/Government Services and Operations Committee that the Areas of Need be consolidated from 10 areas to 5 areas, as outlined in this item, and that the annual application process allow for organizations to apply for funding in one Area of Need only.

OR

2. I move an alternate motion.

ATTACHMENT:

Services Provided by Non-Profit Organizations

ATTACHMENT

Services provided by Non-Profit Organizations

The following table describes services provided to Loudoun residents by Non-Profit Organizations that were funded in FY 2014.

Organization	Services	Measures	County likely to have to provide if funding not continued
American Red Cross in the National Capital Region	Responds to dispatches from the Fire and Rescue and the Office of Emergency Management to assist people affected by fire, flood or other emergencies. Provides the staging for immediate food, shelter, clothing, medicine and mental health counseling as needed.	In FY 12, the Red Cross responded to 16 emergencies, assisting 37 individuals; in FY11 Red Cross responded to 28 emergencies assisting over 100 individuals.	Yes
	Promotes self-sufficiency through Community Disaster Education.	In FY12 over 560 Loudoun residents participated in its “Be Red Cross Ready” program, free of charge, to learn the fundamentals of “sheltering in place”, what constitutes an emergency preparedness kit and how to develop a workable plan for family members in an emergency.	Yes
	Armed Forces Emergency Services	In FY12, the Red Cross volunteers provided emergency communications, financial assistance and illness and death notifications to 64 military families in the Loudoun community. In FY11 and FY10 209 and 56 military families received these services.	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	Provides Health and Safety Services to train and prepare the community for emergencies.	In FY12 over 5,500, Loudoun citizens and more than 4,000 in FY11, were trained and certified in the areas of CPR/First Aid, Aquatics and Water Safety and Care Giving.	BOS discretion
Blue Ridge Speech and Hearing Center	Therapeutic Services: speech therapists and occupational therapists that provide services primarily to special needs children under the age of 10, the majority of those being pre-school aged children. These children often have autism, developmental delay, cognitive impairment or an autism spectrum disorder.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 1,141 FY 2012: 860	BOS discretion
	Audiological Services: services are provided to all ages, including newborns that have failed a hearing test at the hospital and extending through senior citizens that come in for hearing devices. Contract to provide services to Loudoun County Public School children that need hearing evaluations.	Provides free hearing aids to Loudoun County Public School children as needed. For FY 2011-12, Blue Ridge provided \$28,000 worth of services to the 212 children referred by LCPS. Provides services at a reduced rates (varies, but approximately a 15-20% discount).	BOS discretion
	Collaboration with Loudoun Free Clinic and Loudoun Community Health Center: Clients referred by these two partner nonprofits are automatically eligible for free services at Blue Ridge Speech & Hearing Center.	None available at this time	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Brain Injury Services	Provides individuals who have experienced a brain injury with specialized support services including medical, vocational, transportation, social, recreational, financial, and other needs the consumer identifies.	In the last three years, BIS has served annually over 60 individuals and their families in Loudoun County, not including the pediatric program.	BOS discretion
Capital Caring	Provides care for those facing life-limiting illness through direct support of patients and families, public education, and public advocacy.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 625 FY 2012: 679	Yes
	Provides bereavement counseling to patients and families.	Included above	BOS discretion
ENDependence Center of Northern Virginia	Provides Independent Living (IL) services: Information and Referral, Peer Counseling, Advocacy, and IL Skills Training. In addition to these four core services, other services as requested by “consumer direction” include job searching, completing forms to obtain health and social security benefits, advocacy for services and civil rights.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 58 FY 2012: 78	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Friends of Loudoun Mental Health	Provides rental subsidies to Mental Health, Substance Abuse, and Developmental Services MHSADS consumers.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 20 FY 2012: 21	Yes
	Provides one-time gifts to people disabled by mental illnesses, who are receiving professional care from MHSADS, and are in need of temporary financial help – money for rental security deposit, money for utility deposit or to help pay one-month’s rent when the costs of other basic necessities overwhelms their finances.	None available at this time	BOS discretion
	Manages the finances of MHSADS consumers who are not able to handle their own money due to being disabled by mental illnesses or who are required by the Social Security Administration to have a representative payee in order to receive their monthly allocations.	None available at this time	Yes
Help for Others	Aids families and individuals during the Thanksgiving and Christmas Holidays. Low-income eligible clients receive food boxes for Thanksgiving dinner and gifts, clothing, toys and food for Christmas.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 3,100 FY 2012: 3,300	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
INMED Partnerships for Children	Provides intensive, long-term perinatal home visiting and case management for families at highest risk for poor outcomes in child health, development, safety and academic success. Program improves pregnancy, birth and child health outcomes; promotes and monitors children's optimal physical, emotional, cognitive and social development; strengthens parenting skills to prevent child abuse and neglect; and guides families to achieve personal family strengthening goals.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 774 FY 2012: 569	Yes
	Provides Family Homelessness Prevention program, an intensive home-based case management program to prevent homelessness among low-income families at imminent risk of losing their homes by strengthening their personal, financial and vocational capacity and by connecting them to supportive services that help them maintain housing stability.		Yes
Legal Services of Northern Virginia	Provides free civil legal services for low-income residents, including Family Law, Public Benefits Claims, Employment Law, Housing Law, Access to Health Care, Consumer Law, Elder Law, Child Advocacy, AIDS/HIV Issues.	FY 2012: 506 cases (benefitting 1,303 household members), including 226 family law cases, 80 housing cases, 72 public benefit cases, 49 miscellaneous cases.	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Loudoun Cares	Information & Referral Telephone Helpline: provides information and assistance in both English and Spanish, about health and human services available to Loudoun County residents.	FY 2012: 2,500 callers	Yes
	Claude Moore Community Builders: provides meaningful volunteer opportunities for high school youth, and 2) increased volunteer support for Loudoun's nonprofits.		BOS discretion
	Multi-tenant Nonprofit Center: provides reduced rents and shared services for Loudoun non-profits that will save money and promote collaboration.		BOS discretion
	NEW Faith Winter Fuel Fund: prevention of utility cutoffs and the facilitation of reconnections	Loudoun Cares has given \$64,000 for this purpose to Loudoun County Government via the Department of Family Services.	Yes
Loudoun Citizens for Social Justice/Loudoun Abused Women's Shelter	LAWS 24-hour Crisis Hotline: Trained staff and volunteers answer the crisis line to provide immediate access to crisis intervention and information.	In FY 2012, LAWS answered 902 crisis calls.	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
	LAWS Emergency Shelter: Women and children fleeing danger are provided with shelter, clothing, food, emergency services, case management, and other supportive services.	In FY 2012, the Shelter provided shelter to 43 women and 50 children. 1,989 bed nights were provided.	Yes
	LAWS Domestic Violence Counseling and Services: Victims of domestic violence receive counseling and support groups to help them deal with the trauma of experiencing abuse.	In FY 2012, 421 adult victims were provided counseling, advocacy, and support groups.	Yes
	LAWS Legal Services: Women are offered free legal representation for obtaining protective orders. LAWS also has a family law practice to represent income-eligible women in matters of custody, support, and divorce.	In FY 2012, LAWS Legal Services served 327 women.	BOS discretion
	LAWS Sexual Assault Services: Victims of adult sexual assault and childhood sexual abuse are provided crisis services that include hospital accompaniment for SANE exams, advocacy with the criminal justice system, court accompaniment, counseling, and support groups.	In FY 2012, LAWS Sexual Assault Services provided services to 138 adult victims.	BOS discretion
	LAWS Youth & Children's Services: Children and adolescents who have experienced domestic violence and/or sexual abuse are provided with counseling, support groups, and advocacy services.	In FY 2012, 201 children were served.	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
	LAWS Hispanic Services: LAWS has one bilingual staff member dedicated to working with Spanish-speaking victims of abuse to assure that all LAWS' services are made available to clients with Limited English Proficiency.	In FY 2012, LAWS served 136 Spanish-speaking victims.	BOS discretion
	LAWS Teen Violence Prevention Program: Educational presentations and peer awareness projects are made available throughout the County to middle and high school students regarding violence prevention and healthy relationship education.	In FY 2012, prevention services were provided to 2,111 youth.	Yes
	Loudoun Child Advocacy Center (CAC): The CAC provides a safe, child-friendly location for forensic interviews of children who are, or are suspected to be, victims of child sexual abuse. The CAC coordinates services for the children and their non-offending family members.	In FY 2012, the CAC served 147 children.	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
HealthWorks for Northern Virginia (Loudoun Community Health Center)	Primary medical and preventive care; pediatrics; prenatal and obstetric care; a CLIA-waved diagnostic laboratory, EKG and spirometry; urgent medical care; 24-hour coverage; family planning services; HIV patient care; immunizations; gynecological care; mental health and substance abuse counseling; hearing and vision screening; prescription assistance; case management and health education.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 4,293 FY 2012: 5,702	Yes
	Provide access doe adult dental patients through a well-recognized referral program.		BOS discretion
	Assist patients with specialist referrals, transportation, translation services and access to various social services.		BOS discretion
Loudoun Free Clinic	Provides quality health care services at no cost to low-income, uninsured adults.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 1,540 FY 2012: 1,251	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
Loudoun Interfaith Relief	Emergency Food Distribution program: provides any size household with a three day supply of food sufficient to prepare three well balanced meals. Each household is eligible to receive this service twice a month. USDA commodities are also distributed monthly to qualifying households.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 13,099 FY 2012: 13,103	Yes
	Extended Care Program: provides food on a weekly basis for a family in more desperate situations (loss of the family income due to illness or job cuts) This program is also designed for the terminally ill, mentally ill or for senior citizens.	Included above	Yes
	Food for Thought program offers information and tools to promote self-sufficiency.	Included above	BOS discretion
Loudoun Volunteer Caregivers	Supportive Services: includes grocery shopping, prescription pick-up, food pick-up from Loudoun Interfaith Relief, help in care receivers' homes, such as respite sitting for full-time family caregivers, help with paper work, and simple home repairs.	FY11: 208 clients FY12: 197 clients	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued												
	Assisted Medical Transportation: includes medical appointments, dialysis treatment transportation, cancer treatments. Door-through-door transportation for Loudoun's home-bound seniors and disabled adults.	FY11: 2,230 trips FY12: 1,920 trips	BOS discretion												
	Personal Money Management: representative payees and benefits checkup.	FY11: 21 clients FY12: 36 clients	BOS discretion												
Northern Virginia Dental Clinic	Provides access to comprehensive oral health care services to low-income, uninsured, and underserved adult residents of Loudoun County. Eligibility of all County residents is determined by the Loudoun Free Clinic (LFC) and Northern Virginia Family Services (NVFS). Only those individuals deemed eligible and referred by LFC and NVFS are accepted into the NVDC program.	<table border="1"> <thead> <tr> <th data-bbox="1087 737 1325 769">Service Periods</th> <th data-bbox="1325 737 1430 769">FY11</th> <th data-bbox="1430 737 1535 769">FY12</th> </tr> </thead> <tbody> <tr> <td data-bbox="1087 802 1325 834">New Patients</td> <td data-bbox="1325 802 1430 834">402</td> <td data-bbox="1430 802 1535 834">460</td> </tr> <tr> <td data-bbox="1087 867 1325 899">Emergencies</td> <td data-bbox="1325 867 1430 899">99</td> <td data-bbox="1430 867 1535 899">113</td> </tr> <tr> <td data-bbox="1087 932 1325 964">Return Visits/Other</td> <td data-bbox="1325 932 1430 964">1,845</td> <td data-bbox="1430 932 1535 964">2,517</td> </tr> </tbody> </table>	Service Periods	FY11	FY12	New Patients	402	460	Emergencies	99	113	Return Visits/Other	1,845	2,517	Yes
Service Periods	FY11	FY12													
New Patients	402	460													
Emergencies	99	113													
Return Visits/Other	1,845	2,517													

Organization	Services	Measures	County likely to have to provide if funding not continued
Northern Virginia Family Service	Loudoun Accessible Medication Program (LAMP) serves residents who have no health insurance, whose income level is at or below 200 percent of FPL, and who require medication for an ongoing chronic illness. Program participants cannot qualify for any government prescription program (Medicaid, Veteran's Administration, or any state or local drug coverage programs), nor can they have any current prescription drug coverage. Referrals from Loudoun Community Health Center (LCHC) medical staff and community non-profits serving low-income individuals.	In FY12, LAMP assisted 862 clients access 2,959 free prescriptions valued at over \$1.6 million, for an average savings of \$1,856 per client.	Yes
	Early Head Start Loudoun: child development and parent education program for families at or below Federal Poverty Guidelines. EHS enrolls pregnant mothers and/or children between birth and 35 months.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 195 FY 2012: 385	BOS discretion
Northern Virginia Resource Center for Deaf & Hard of Hearing Persons	Provides personal consultations with individuals who are deaf or have hearing loss to provide information and referral to resources, information sharing with county agencies and organization, support group meetings on coping with hearing loss.	Not available	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	Educational programs- prevention of hearing loss, strategies for living with a hearing loss or deafness, aging with hearing loss, communication strategies for individuals who are deaf or have hearing loss, strategies to assist their friends, family, co-workers and others to better communicate, technology solutions for people with hearing loss, and individually-designed programs at the request of county agencies, organizations, and residents.	Not available	BOS discretion
The Good Shepherd Alliance	Provides intensive services that seek to identify the root causes of homelessness and poverty and by providing assistance to families to step their way back to stability. Serve individuals suffering many common problems that can cause homelessness such as job loss, mental illnesses including depression, drug or alcohol abuse, family loss or divorce among others.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 2,191 FY 2012: 2,565	Yes
Loudoun Literacy Council	LLC offers both Adult Literacy and Family Literacy Programs. Adult Literacy provides classes for English Language Learners (ELL) and Individualized Tutoring to meet the specific needs of those who require reading and writing instruction; or those who require specialized assistance in English Language Learning, basic literacy, citizenship or GED preparation.	Loudoun County resident number of unduplicated clients (<i>includes all services</i>): FY 2011: 1,283 FY 2012: 1,078	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Loudoun Museum	Offers permanent and changing exhibits on the history of Loudoun County and its inhabitants. Offers educational programs to students that support and supplement the curriculum of the Loudoun County Public Schools, as well as programs for life-long learners of all ages.	Loudoun County resident number of unduplicated clients <i>(includes all services):</i> FY 2011: 1,035 FY 2012: 869	BOS discretion
Loudoun Symphony Association	Four full symphony concerts from October through May, with free admission to all youth age 12 and under, discounts for seniors, and free tickets to all concerts distributed through Loudoun County Family Services.	Loudoun County resident number of unduplicated clients <i>(includes all services):</i> FY 2011: 3,500 FY 2012: 3,700	BOS discretion
	A large outdoor community concert.		BOS discretion
	Two chamber music concerts per season at the Franklin Park Performing Arts Center.		BOS discretion
	Up to ten interactive educational “In-School” concert programs at elementary schools in the county.		BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	The Loudoun Symphony Youth Orchestra, serving talented young musicians and presenting two full concerts per year. Need-based scholarships are provided to all who request them.		BOS discretion
	The Loudoun Symphony String Workshop, open to students of all ages and ability levels at no cost and with no audition requirements, presenting 3 mini-concerts per season.		BOS discretion
Loudoun Youth	Youth Advisory Council: a 10 month youth-development and leadership program conducted in partnership with Loudoun County PRCS. The group meets twice a month to work on special events for their peers and engage in community service projects.	Loudoun County resident number of unduplicated clients <i>(includes all services):</i> FY 2011: 3,500 FY 2012: 3,500	Yes
	Youth Fest/Battle of the Bands: an annual event, hosted every June in partnership with PRCS and YAC. Event brings youth together for a day of live music, interactive exhibits and education on community agencies. Youth Fest is preceded by 4 Battle of the Band Friday nights which allow local youth bands to audition for Youth Fest.		BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	<p>Step Up Loudoun! Forum for middle and high school youth to vocalize the issues they feel are facing Loudoun's youth and community. Conducted in partnership with PRCS, ACOY, and LCPS. Over the years, it has evolved from a discussion about issues to project teams implementing solutions to issues. The program begins in January and ends with a community event in April where youth showcase their projects and are evaluated for awards.</p>		Yes
	<p>Leadership Loudoun Youth (LLY) is a summer week-long program that introduces high school youth to leadership skills and exposes them to the cultural, economic and governmental influences in the county. It is conducted in partnership with Leadership Loudoun. The class combines leadership and teamwork sessions with tours and interactive discussions with community leaders.</p>		Yes
	<p>Rock the Runway (RTR): a youth fashion event and fundraiser for Loudoun Youth.</p>		BOS discretion

Date of Meeting: July 12, 2016

#18

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS & ECONOMIC DEVELOPMENT COMMITTEE
INFORMATION ITEM**

SUBJECT: FY 2018 Budget Outlook and Guidance

ELECTION DISTRICT: Countywide

STAFF CONTACT: Tim Hemstreet, County Administrator
Erin McLellan, Department of Management & Budget

PURPOSE: The purpose of this item is to begin the planning process for and discussions of the FY 2018 Proposed Budget. This item is the first in a series of items that will be coming before the Finance/Government Operations and Economic Development Committee (FGOEDC) and the Board of Supervisors (Board) throughout the budget development process.

BACKGROUND:

In July each year, the FGOEDC begins a discussion of priorities and areas of focus for the annual budget development process that staff will spend the summer and fall considering and bringing back to the FGOEDC to gain further direction and guidance. Initial budget guidance from the FGOEDC, which generally includes tax rate parameters as well as identification of Board priorities, is received in the fall and is subsequently confirmed by the Board in January. January guidance allows the Board to consider its budget guidance after the prior year-end closeout is reported in December or January as well as the schools budget request, and to receive a more up-to-date financial outlook.

The planning for FY 2018 has begun with staff in preparation for this guidance. It is anticipated that the first set of forecasts on the estimated available revenue in FY 2018 will be provided to the Committee at its October meeting and the full Board at the second business meeting in October, at which time the County and School Division will be anticipating guidance from the Board on financial and policy parameters as well as priorities that will guide staff in shaping the Proposed Budget.

Board direction on priorities will assist staff in prioritizing and refining the large number of requests that are elevated through the internal County Government budget development process. An early discussion of priorities or focus areas for the upcoming year will allow Department of Management and Budget (DMB) staff and County Administration time to work with departments to determine current levels of service or deficiencies in areas that the Board has targeted and to develop issue discussions that can return to the Board during budget development for more clarity and refinement.

In the absence of Board direction on priorities, staff will likely prioritize those areas in which known current service level challenges already exist and need to be addressed through adjustments to the budget or through a reallocation of resources from another area of the County Government. In addition, a focus on Board priorities, regardless of potential new funding availability, allows the Board to lead budget development forward in a strategic way that will provide both direction on potential enhancement areas if new funding is available or potential reduction areas if new funding is not available. As priorities are

discussed and refined through the summer and fall, staff confidence in revenue and expenditure forecasts will concurrently increase and further refinement of the priorities can be tied more closely to funding availability.

ISSUES: There are currently several areas in which staff has already identified issues that are affecting departments' abilities to maintain current or required service levels. The issues discussed below are likely not a complete list of the service level deficiencies or challenges that will be explored during the FY 2018 budget development process.

In order to establish a framework to monitor these issues going forward and provide departments with measures and benchmarks by which to tell their service story to the Board and the public, staff is considering the creation of department service plans. Service plans would describe the current or required level of each of a department's service lines, the measures and metrics associated with those services, as well as potential enhanced levels of service. Service plans were used in the early 1990s (and some are still maintained in some form) by the County to show how changes in population and demand are tied to resource levels. These plans provided a guide by which base budget adjustments to maintain current service levels could be anticipated and justified. Service plans also assisted the Board both in times of revenue availability to enhance services as well as when revenue was reduced to determine priorities for funding. The process of re-establishing service plans could begin during FY 2017 with the larger departments and/or those that have significant service maintenance issues. Service plans take a significant amount of time to develop and as such service plans for all departments would likely not be accomplished until the beginning of the FY 2020 budget development process; however, beginning with larger and/or service level challenged departments would ensure that the most critical service plans would be in place for the FY 2019 budget development process.

Current Service Level Areas of Concern: Below is a brief description of current service level challenges and areas in which staff will likely be bringing forward budget requests in FY 2018.

1. Department of Family Services – Caseloads in several units within the Department of Family Services, most notably Benefits and Child and Adult Protective Services, have increased over the last decade as population has grown, resulting in some of the highest caseloads per case worker in the region. Although the Department has received some new positions in these strained units over the last few years, relief has not been achieved due to continual vacancies, additional state and federal mandates, and case complexities that require greater staff time and effort. Some progress has been made specifically in the Benefits caseloads, although relief has not been fully achieved. It is unclear at this point if the addition of more staff will actually have the effect of decreasing caseloads or if maintaining filled positions is challenging due to the pay Loudoun is able to offer in these positions compared to other jurisdictions. It is likely that increased staffing may well benefit overall workload.
2. Department of Mental Health, Substance Abuse and Developmental Services (MHSADS) – Similar to other jurisdictions, the County has experienced a surge in drug-related overdoses from heroin and other opioids in recent years. Drug addiction and overdoses have created challenges in service delivery for the County's health and welfare departments as well as its public safety departments. As part of the FY 2017 Adopted Budget, the Department received additional staffing for the Adult Detention Center, where clinicians address both serious mental illness and substance abuse disorders within the County's detention facility. This enhancement to MHSADS' service level will help to address the prison population's substance abuse challenges, but more resources and a strategically constructed, interdepartmental program are required by the Department to tackle the countywide epidemic beyond the filter of law enforcement. Effective

July 1, 2016, the central point of entry for services definition expanded to include the population with developmental disabilities in addition to intellectual disabilities. MHSADS is responsible for assessing service needs and waiver eligibility for the county population with developmental and intellectual disabilities the service impacts of this change will need to be further explored during budget preparation. In addition, demand for services such as employment and day support, services for infants and toddlers with developmental delays and for psychiatry (which have been extremely difficult to procure) and outpatient therapy services have continued to increase and stretch the department's resources.

MHSADS requires additional infrastructure to support services. In recent years, MHSADS business operations has increased span of human resource functions, including duties related to on boarding staff, employee relations, FMLA management, and ongoing recruitment activities for hard to fill positions. The MHSADS budget and finance branch has absorbed complex reimbursement functions with rules that are more restrictive and diverse across payer sources. The department requires appropriate support staff to assure provision of services to the individuals for whom the mandate exists and to monitor compliance with federal, state and local regulations.

3. Department of Transportation and Capital Infrastructure – Beginning in FY 2019, all local gasoline tax revenue will be diverted from County uses to the Washington Metropolitan Area Transit Authority. Local gasoline tax supports \$9.1 million of a total \$21.3 million for the County's transit operations, including Metro Connections, long-haul service, and local fixed route service. While the County must begin the process of weaning its operations off local gasoline tax, further discussion is needed on the strategy for addressing this funding gap, which could include the identification of new revenue sources or a reduction/discontinuation of some services.
4. Department of Fire and Rescue (LCFR) – In FY 2015 the Loudoun County Combined Fire Rescue System (LC-CFRS) was created to better integrate career and volunteer fire and rescue efforts in the County. Despite an aggressive volunteer recruitment program, the need for additional career staffing has dominated budget discussions over the last several years. There are two reasons for this. First, increases to career minimum staff has occurred at several station locations in order to keep up with service delivery demand brought on by population growth and development within the County. In some instances, this increase has been planned and budgeted to ensure the availability of new personnel coincident with the opening of a new station or service. In other instances, career staffing has been requested on an emergency basis, usually the result of a crisis situation where the number of available volunteer personnel is insufficient to ensure shift coverage of apparatus.

Second, as these staffing requests are addressed, additional new staffing, known as "hybrid staffing" have been added to ensure the maintenance of minimum daily staffing levels when personnel take leave, attend mandatory training, recover from injuries, fulfill military duty or separate from County employment. Hybrid staffing is based upon the concept of a staffing factor, which simply means for each individual employee is hired, a percentage of another FTE is needed in order to build the sufficient reserve of employees needed to "back fill" vacancies caused by the factors listed above. From 1999 to 2010, LCFR did not use a staffing factor (as is done nationwide) to compute the total number of employees needed, thus hybrid staffing is still "catching up." As the pressures on the LC-CFRS have grown, available hybrid staffing has often been overtaken by emergency staffing requests where volunteers can no longer guarantee coverage and the need to address vacancies due to the limited flexibility of filling positions through recruit schools. As a result of not being able to have a true hybrid staffing model,

overtime usage by the Department has increased. Prior to FY 2016, the overtime budget for the Department was not routinely increased as staffing increased; this has resulted in another significant pressure on the personnel budget of the Department. The Department does not carry a large number of vacancies at any given time, so its ability to absorb overtime costs is limited. Staff will be analyzing the LCFR staffing factor to assist in determining the appropriate levels of overtime budget needed for maintenance of the Department's current level of service as well as ways in which overtime can be mitigated. In the meantime, LCFR continues to experience budget and staffing needs related to new facilities, i.e., the opening of the Kirkpatrick Farms station.

5. Department of Finance and Procurement – The Department of Finance and Procurement is responsible for the acquisition of goods and services for all County departments and agencies as well as for capital projects. The Procurement Division's staff of five contracting officers and one senior buyer are responsible for handing over 600 active contracts and processing new solicitations. This workload increases as the County Government grows, adding and expanding service levels and capital projects, as well as when more departments choose to provide their services through contracts rather than in-house staff. During its June meeting, the FGOEDC engaged in a discussion related to the procurement process for capital projects, and staff indicated at that time that additional resources for the Procurement Division would allow the County to better manage active contracts and new solicitations and keep pace with the current level of demand from the organization.
6. Department of Information Technology – The growth in the number of County users and facilities coupled with rapid changes in technology and major system upgrades and replacements have resulted in year-over-year increases in the operating budget of the Department of Information Technology. Staff expects that increases to the base budget of the Department will be required in FY 2018, similar to the last few years, to fund existing contracts for licensing and hardware/software maintenance as well as to maintain replacement schedules and provide support services to the organization. In addition, there are a few larger technology related decisions or costs (some as a result of recently implemented enterprise systems) that will likely affect the FY 2018 budget. Continuing costs associated with implementation of the County's ERP system and the new Computer Aided Dispatch (CAD) system including software and hardware maintenance, offsite hosting (ERP only) and ongoing contractual services will affect upcoming budgets. Additionally, both the County's primary and secondary data centers are located in facilities that are aging. This presents a significant risk to ongoing County operations. Staff is investigating opportunities for moving both the primary and secondary centers to data centers with a local presence as well as additional U.S. presence for disaster resiliency. The County will also need to consider its options for the upgrade or migration of Microsoft Office as the time approaches to either re-institute the County's enterprise license or move to Office 365, which is a cloud-based option. Both options have fiscal and operational impacts that will need to be examined. Staff is currently developing an RFP for a County-wide technology staffing review that will help inform the decisions necessary to ensure that currently implemented and upcoming/future technology related needs are staffed, operated and financed in the most effective and efficient way. This information may be available for the development of the FY 2018 budget.

Other Challenges and Service Gaps: There are other concerns that are known at this time and, though they are not necessarily affecting current service levels, they are creating gaps in the County's ability to continue to improve internal support of service delivery. Additionally, some of the items listed below could be associated with Board priority areas. This list is not exhaustive and more of these types of concerns will likely be put forward by departments during the FY 2018 budget process.

- General Government:
 - Grants management and coordination – Currently the County lacks resources that can be completely dedicated to diversifying the County’s revenue streams to relieve pressure on local tax funding. One area that the Board has begun to identify and that staff has seen an increased need for is in grants identification, application and coordination. This need was raised through the internal budget process last year however greater needs existed dealing with maintaining current service levels, and as such, this request was not included in the Proposed Budget. Pressure from departments for assistance in this area has increased the level of importance of this need. Staff will continue to assess the need for dedicated grants resources and some level of funding and staffing may be included in the Proposed Budget.
 - Maintenance of current infrastructure – Three issues are present with current County infrastructure: 1) the County is beginning to experience the needs associated with aging facilities (one example is described above regarding Information Technology), ; 2) the growth of County population and subsequently the growth in County Government has presented a space issue; and 3) even though approximately 80 percent of the Department of General Services’ services are provided through outsourcing, as facility needs increase, the need for staff to effectively manage contractors and perform immediate triage has also increased. Existing staff will not be able to maintain the current level of service and quality control due to the increase in facilities and increased maintenance demand of the aging infrastructure. The Department of General Services is currently developing a space plan that will come to the Board for approval, but financial implications exist associated with the need for more space as well as the need to renovate existing space to fit new needs and address needed safety and security upgrades. The County’s (and the School Division’s) Capital Asset Preservation Program (CAPP) budgets are also proving to be less than adequate to keep up with the needs that arise from both aging facilities and the growth in number of facilities around the County. These issues may exert pressure on the budget development process for FY 2018.
 - Classification and Compensation Study and potential future impacts – In FY 2017 the Board considered expenditures related to a comprehensive study of the County’s classification and compensation system. The first phase of the study has begun at Board direction with current FY 2016 budgetary resources; however, the second phase of the study will also require resources, and staff will be looking to identify fund balance in FY 2017 for this purpose. The larger issue, however, will be how to fund changes in the system long term. Staff anticipates that recurring funds will need to be set aside as part of the FY 2018 and FY 2019 budget processes so that when and if the Board chooses to make changes to the classification and compensation of County employees adequate resources will already be built into the personnel budget. Human Resources has indicated that the fiscal impact of any potential changes is unknown at this time; however, staff will continue to analyze the potential of building up a backstop that would prevent a large swing in personnel budget needed in a single year.
 - Management and coordination of public affairs and communications – The public affairs and communications functions of the organization have been identified in previous budget discussions as a potential vulnerable area. The Office of Public Affairs and Communications within the Office of the County Administrator has only 7.80 FTE. The Office handles the bulk of routine and emergency public information and communication

activities, digital communication platforms, constituent services, accessibility services, Board and Planning Commission broadcasting operations, and media interactions for the entire County Government. In addition, the Office coordinates countywide internal communication activities with all departments. On average, the Office responds to thousands of requests for service from the public and county departments each month. The Office continues to examine ways to gain efficiencies by decentralization of some of these functions, particularly through the public safety agencies as well as by leveraging modern communication technology; however, a strong need still exists in the overall management of this function. It is possible that requests may be renewed in this area in the coming budget development process.

- Human Services

- Domestic violence –Several years ago, a number of county and state agencies created the Domestic Abuse Response Team (DART) to target domestic violence issues. The team is composed of front-line staff and mid-level managers and meets monthly to review cases and to identify service gaps. They are guided by the DV Steering Committee which is composed of department directors of the thirteen agencies in the County that comprises the County’s domestic violence system. The Steering Committee meets quarterly to address any policy issues and/or any problem areas raised by DART. The Coordinated Community Response (CCR) and both groups have the strong and active support and participation of the two Juvenile and Domestic Relations Court Judges. The efforts of these combined individuals and agencies over the last decade have resulted in many improvements to Loudoun’s response to domestic violence crimes, including re-written policies and procedures, training for law enforcement and other responding personnel, dedicated DV court dockets, automatic 60-day review hearings for all DV probationers to report on probation compliance, the recent institutionalization of a lethality assessment protocol (LAP) (which is a nationally recognized evidence-based strategy to help prevent domestic homicides) and other changes. However, the number of domestic violence calls continues to rise and there have been several recent homicides in which a number of agencies such as Family Services, the County Attorney’s Office and the Child Advocacy Center played significant roles in the safety, protection and placement of surviving children. Staff of the Juvenile Court Services Unit indicate that there is an increase in domestic issues in one-parent families and in violence towards parents. If this issue becomes one of the identified issues under the Board’s strategic plan, additional resources may be evaluated in the area.
- Health Department Local Administration – Staff is currently beginning to study a potential recommendation to shift from state administration of the Health Department to local administration. The Health Department currently consists of both state and county employees and a state budget, local budget and cooperative (shared) budget. This means that the Health Department has many State and County positions performing the same job. Additionally, Loudoun County provides funds that remain in Loudoun outside of the cooperative budget to fund 28 County employees and associated non-personnel costs. As a result, Health Department staff is responsible for maintaining and complying with dual State and County technology systems, and human resource, procurement and payment policies and procedures. This can result in duplication and administrative inefficiencies which may have an impact on service provision. Additionally, this creates personnel related challenges because of differences in compensation and Fair Labor Standards Act (FLSA) determinations between State and County employees performing the same

function. Transition to local administration would likely have a fiscal impact that would need to be discussed with the Board.

- Non-Profit Funding – During the FY 2017 budget process, the Board identified the area of the County’s support to non-profits as a discussion that would be included in the FY 2018 process. The Board has directed a needs assessment that will likely be conducted during the early fall. Findings from this study may impact the level of funding or mechanism of funding for non-profits.
- Public Safety
 - During FY 2016, the Sheriff’s Office has been piloting a Body Worn Camera program. The cameras are being piloted to be utilized as a tool to improve law enforcement interactions with the public, build community trust, strengthen accountability and transparency, and increase the safety of sworn personnel. This program currently utilizes 45 cameras in field operations. Further discussion of the policy, legal, operational and cost implications of expansion of this program will likely be an issue the Sheriff will bring forward during the budget process. As the Sheriff’s Office evaluates its ability to move forward with this as well as other technology programs (including the new CAD system, eCitation devices, and in-cruiser systems), it is anticipated that the Sheriff’s Office will request positions to manage and implement department technology projects, systems, and maintenance.
 - Currently staff from the Sheriff’s Office, Animal Services, and Fire Rescue are working on a consolidation of the emergency dispatch functions under one office. If this public safety improvement is implemented there may be a potential fiscal impact related to the standing-up of this function. Staff will continue to work on this project and bring any needs through the budget process if necessary.
- Opening and Operation of Planned Infrastructure Projects – There are approximately six new/renovated capital facilities projected to begin operations in FY 2018. These facilities will require approximately 139.19 FTE and \$11.4 million of net operating expenditures in the FY 2018 budget. New facilities requiring operational resources include the Brambleton Library, Dulles Multipurpose Center Phases II and III, Kirkpatrick Fire and Rescue Station, Public Safety Firing Range, Ashburn Sheriff’s Substation, and Stone Ridge Park and Ride Lot.
- Internal Administrative Support – As was the case in FY 2017, maintaining current service levels may require administrative and other support positions. Over the last decade, with such high population growth year over year, most of the focus of adding positions in the budget process has been around positions that are more operational in nature and more direct service oriented. As programs have expanded to keep up with population growth, internal support of those programs has sometimes been secondary. In FY 2017, several administrative support positions were approved which further supports the County’s ability to maintain current services to citizens.

In addition to the service level and other issues raised above, there are economic pressures that will also affect the development of the FY 2018 budget. The following is a current outlook that staff will continue to monitor and update during the process. The current economic outlook is very similar to the one presented last year (with the exception of a slightly improved real property picture for FY 2018), namely continued slow economic growth for the current and next two years.

World Economy: The International Monetary Fund (IMF), the Organization for Economic Cooperation and Development (OECD), and the World Bank have lowered their prior projections of global economic growth for 2016; and they project only modest improvement at best in 2017. A survey of their analyses indicates the following:

- Worldwide economic output grew at about 3.0 percent in 2015. Expected growth in 2016 ranges from 2.4 percent to 3.2 percent, and growth in 2017 is expected to be only slightly better.
- Low commodity prices and outflows of financial capital are adversely affecting many developing economies (e.g., Brazil, Venezuela); and China is attempting to reduce its reliance on exports to expand its economy (now among the largest in the world) in favor of domestic consumption. This transition is occurring in the presence of a huge excess of debt-financed industrial capacity, which has contributed to volatility in Chinese and global financial markets.
- None of these organizations is predicting that a global recession will occur over the next two years, but all acknowledge the major risks to the current outlook. One of those risks is the recent United Kingdom decision to exit the European Union. Thus far, the main consequence of this action has been increased volatility in financial markets. However, if businesses delay planned investments in new plant and equipment until the future trade arrangements between Britain and the EU are clarified, an economic recession could result.

U.S. Economy: The June 2016 Wall Street Journal survey of U.S. economic forecasts shows average expected real GDP growth in 2016 of 2.0 percent (compared to 2.6 percent projected six months ago). The same survey shows average expected growth in 2017 and 2018 of 2.3 percent and 2.2 percent, respectively. None of the survey participants is projecting an economic recession within the next year, but they estimate the chances of such an event to be 1-in-5 as compared to 1-in-10 a year ago. Following are brief summaries of major segments of the national economy:

- *Housing Market:* Since the 2008-2009 recession, the rates of both household formation and homeownership have declined significantly from pre-recession levels. Consequently, sales of existing homes and construction of new homes fell sharply after the recession, which was triggered by the collapse of housing prices and a sharp decline in mortgage lending. Sales of existing homes sales are now close to the 5.3 million per year value that preceded the housing bubble¹. However, construction of new homes in 2016 is running at an annual rate of 1.2 million units, an increase of about 11 percent over 2015 but well below the 1.5 million per year pace associated with the traditional rate of household formation. The June 2016 Wall Street Journal survey calls for a 7 percent increase in new home construction to 1.3 million units in 2017. Home ownership is the single, largest determinant in preventing families from becoming impoverished.
- *Labor Market:* Although the increase in May 2016 was a disappointing 38,000 jobs, payroll employment continues to increase, and the U.S. unemployment rate declined to 4.7 percent.

¹ Sales of existing units rose from 5.3 million in 2001 to more than 7 million units in 2005 as the U.S. Housing market over heated. (Source: HUD, Historical Data Table 7 from the National Association of Realtors)

However, the May jobs number was impacted by the Verizon strike. Meanwhile, the Labor Department reports that the number of job openings in April was 5.8 million, a very high number. In addition, the Labor Department's index of inflation-adjusted compensation per hour for the first quarter of 2016 was nearly 2 percent higher than it was a year earlier. The June Wall Street Journal survey projects that monthly job growth in 2016 will average 155,000, which is below the 199,000 pace in the December 2015 survey.

- *Financial Markets:* Since last August, financial markets have exhibited increased volatility in asset prices. The August episode coincided with a large correction in the Chinese stock market and the revaluation of China's currency. The latest dip in U.S. equity markets followed the UK vote to exit the European Union. Nevertheless, both the DOW and the S&P 500 stock indexes remain at high levels; and U.S. interest rates are still at historically low levels, as the Federal Reserve's monetary policy remains accommodative to support further improvement in the labor market.

State and Local Economy: The state and local economies are exhibiting faster job growth in 2015 versus the previous two years now that federal discretionary spending has stabilized after declining for several years. Highlights of the state and local economic environments are summarized below.

- *State Revenue Outlook:* April 2016 payroll employment in Virginia was 2.1 percent higher than in April 2015. However, the Department of Finance reports that General Fund tax receipts for the first 11 months of FY16 are running 1.9 percent above year-ago levels versus an expected increase of 3.2 percent. Lower than expected payroll withholding and sales tax revenue are the two largest contributors to the shortfall. The June 2016 presentation by the Secretary of Finance cited employment data showing that much of the recent growth in Professional and Business Services ("PBS") employment in Virginia was disproportionately in "Administrative and Support" jobs, which tend to be lower paying (<http://sfc.virginia.gov/committee.shtml>). The data also suggested that the higher-paying PBS job categories are experiencing low rates of wage increase². June revenues of \$2.4 billion would be required to meet the fiscal year budget estimate, which is \$300 million or 14 percent above the revenues realized in June 2015. By July 4, if the Comptroller determines that revenues from the three principal sources—individual withholding, corporate income tax, and sales tax—are more than 1 percent (or \$169 million) below the budget estimate, the Governor will be required to re-forecast the budget outlook for FY17 and report results to the General Assembly by September 1.
- *Unemployment:* Loudoun County's unemployment rate continues to rank among the lowest in Virginia and nationwide. In April 2016, the unemployment rate in Loudoun was 2.0 percent below the national rate. April 2016 unemployment rate was 2.7 percent in Loudoun, as compared to 3.9 percent in Virginia and 4.7 percent nationally. This statistic may be somewhat misleading

² Payroll employment figures represent a tally of jobs irrespective of whether the jobs are full-time or part-time. If recent increases in payroll employment are more heavily skewed towards part-time employment, the impact of job growth on household income will be diminished.

as underemployment remains a significant issue in contrast to high housing costs for both ownership and rentals.

- *Job Growth:* The latest available data on payroll employment within Loudoun extends through December 2015. In the fourth quarter of 2015, there were 8,775 (or 5.8 percent) more payroll employees in the County than were here in the fourth quarter of 2014. This compares to growth of only 1.5 percent in 2014 versus 2013. Almost 40 percent of these additional jobs were in the Professional and Business Services category, which increased by 3,400. (Some of this increase could be due to professional services required by the two large construction projects currently underway in Loudoun—the Silver Line and the Panda-Stonewall Energy project). 2015 fourth-quarter payroll employment in the Washington, DC, region also exhibited an increase of 2.2 percent. The improving employment picture should bolster the local housing market.
- *Residential Real Estate Market:* Dulles Area Association of Realtors (DAAR) reports a 6.8 percent increase in the number of closed sales of existing homes in Loudoun during the first five months of 2016 as compared to the same period a year ago. DAAR characterizes the current market as a seller's market since active inventory is lower than it was a year ago, and the May median days on the market of 11 was 9 days fewer than for May 2015. The median sale price in May 2016 was also up 2.5 percent versus a year earlier, the ninth consecutive month of price gains. Although median sale price is not a perfect indicator of the overall annual rate of market appreciation, the reported upward tendency supports the current expectation of modest price appreciation in 2016 in the FY 2017 Adopted Budget³. New home construction measured on a 12-month moving average basis increased fairly steadily from the fall of 2010 to a peak of roughly 400 units per month in January 2014. Since then, the pace has lessened to about 300 units per month since early 2015. This pace is sufficient to meet the currently projected growth in the number of households during 2016 and 2017, but continued improvement in the regional economy and job market could generate some additional demand from individuals who have delayed purchasing a home. However, permitting activity in the first four months of 2016 is actually running slightly below the 300 per month rate.
- *Commercial Property Market:* In 2015, Loudoun realized approximately \$690 million of new investment in commercial and industrial real property, following \$580 million in 2014. These amounts are significantly higher than the average annual value of \$290 million experienced during 2011-2013. Investment in commercial and industrial property appears to be holding steady with substantial contributions by data center development. The County currently has 9 million square feet of data center space either currently in operation (approximately 6 million square feet) or slated to be developed. In addition, although technically classified as public utility property, construction has begun on Panda Energy's \$640 million Stonewall Power Project. Once

³ The annual real property assessment must assign a value to all of the approximate 124,000 residential properties in the County. The several thousand homes which are sold in a given year may not be a representative sample of all residential properties in the County, so the behavior of the sample average price or median price may over- or understate the countywide average rate of appreciation, which is assumed to be 1 percent in the FY 2017 Budget.

completed this facility should increase the value of utility property in the County by nearly 40 percent.

FISCAL IMPACT: As the County continues to add as many as 11,000 new residents per year, demand for services continues to increase. Maintenance of current service levels each year results in additions to the budget both in terms of operating funding and staffing. The revenue outlook currently being developed by staff appears at this point to be similar to the position the County was in at this time last year; however, at this point in the planning process staff confidence in the revenue forecasts is relatively low. A forecast of expenditure needs in FY 2018 is also under development at this point. DMB will continue to work with departments to assess the resources needed to maintain current service levels as well as areas where it may be beneficial to enhance services to align with Board priorities. As Board priorities and direction are discussed, staff will return to the Committee over the coming months with more specific impact and needs for FY 2018 and seek guidance from the Committee and Board that can be weighed against resource availability as revenue forecast confidence increases.

Date of Meeting: July 12, 2016

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**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
INFORMATION ITEM**

SUBJECT: Monthly Report/Implementation of the Enterprise Resource Planning (ERP) Project

ELECTION DISTRICT: Countywide

STAFF CONTACTS: John Sandy, County Administration
Wendy Wickens, Information Technology
Penny Newquist, Finance and Procurement
Vince Marchesano, Vivad Technologies, LLC

PURPOSE: To provide an update on the status of the County's Enterprise Resource Planning (ERP) system implementation.

BACKGROUND: The Loudoun County Government (Loudoun) and Loudoun County Public Schools (LCPS) began implementation of a new Enterprise Resource Planning (ERP) commercial off-the-shelf (COTS) system in January 2012 as part of a larger program to replace three core financial systems [i.e., ERP, Computer Aided Mass Appraisal (CAMA), and Integrated Tax Revenue (ITR)]. This action was based on an independent assessment of Loudoun's legacy financial, human resources, and taxation systems, as well as the future replacement of those systems. The ITR and CAMA systems are successfully implemented and fully operational.

On November 2, 2011, the Loudoun Board of Supervisors (the Board) authorized the negotiation of a contract to implement ORACLE eBusiness Suite (EBS) as the ERP System for Loudoun and LCPS. The resulting contract included EBS licensed software and implementation services for the ERP system, which were to be deployed in three phases, as detailed below.

- *Phase 1: Financials, Procurement, Grants, and Document Management:*
 - *Duration:* January 2012 – July 1, 2013
 - *Status:* COMPLETE
- *Phase 2: Human Capital Management (HCM) Applications (HR and Payroll)*
 - *Duration:* January 2014 – TBD
 - *Status:* Paused in November 2015 and Restarted in May 2016
- *Phase 3: Advanced Procurement*
 - *Duration:* November 2013 – May 2014
 - *Status:* COMPLETE

Phase 1 and Phase 3 were implemented and are currently operational. Phase 2 was placed on hold in August 2015 after Application Software Technology (AST), the previous system integrator, was notified (July 2015) that they were in material breach of the contract due to multiple failed test events and missed implementation dates. As part of the negotiated settlement terms with AST, which began on May 9, 2016, Oracle America Corporation, Inc. (Oracle) started completion of the Phase 2 HCM implementation for Loudoun and LCPS.

ISSUES: This item provides a monthly update from the Department of Finance and Procurement and the Department of Information Technology on the current implementation of the ERP system.

The Client Manager, Vince Marchesano, and Loudoun staff will be present to discuss details and answer questions.

Phase 2 Human Resources and Payroll

In January 2015, Loudoun engaged Oracle to perform a comprehensive assessment of the failed Phase 2 implementation and to recommend a road map to best move the project forward. Based on the outcome of the assessment, Loudoun and the previous system integrator determined that Oracle, as the owner of the software, was the most suitable system integrator to complete the Phase 2 implementation. As a result, Loudoun authorized Oracle to begin the implementation on May 9, 2016.

On Thursday, June 23, 2016, the Board authorized the County Administrator and the County Attorney to finalize and execute a settlement agreement with the previous system integrator. In addition, the Board authorized the County Administrator or the Purchasing Agent to accept and execute the assignment of the System Agreement (QQ-01540-1) between the County and AST to Oracle to complete the Phase 2 implementation per contract US-TOMA-012015 (including its Schedules and Oracle Ordering Document(s)). Furthermore, the Board approved the appropriation of \$4,775,527, which includes a 10% contingency amount, from the FY 2016 General Fund balance to complete the Phase 2 implementation.

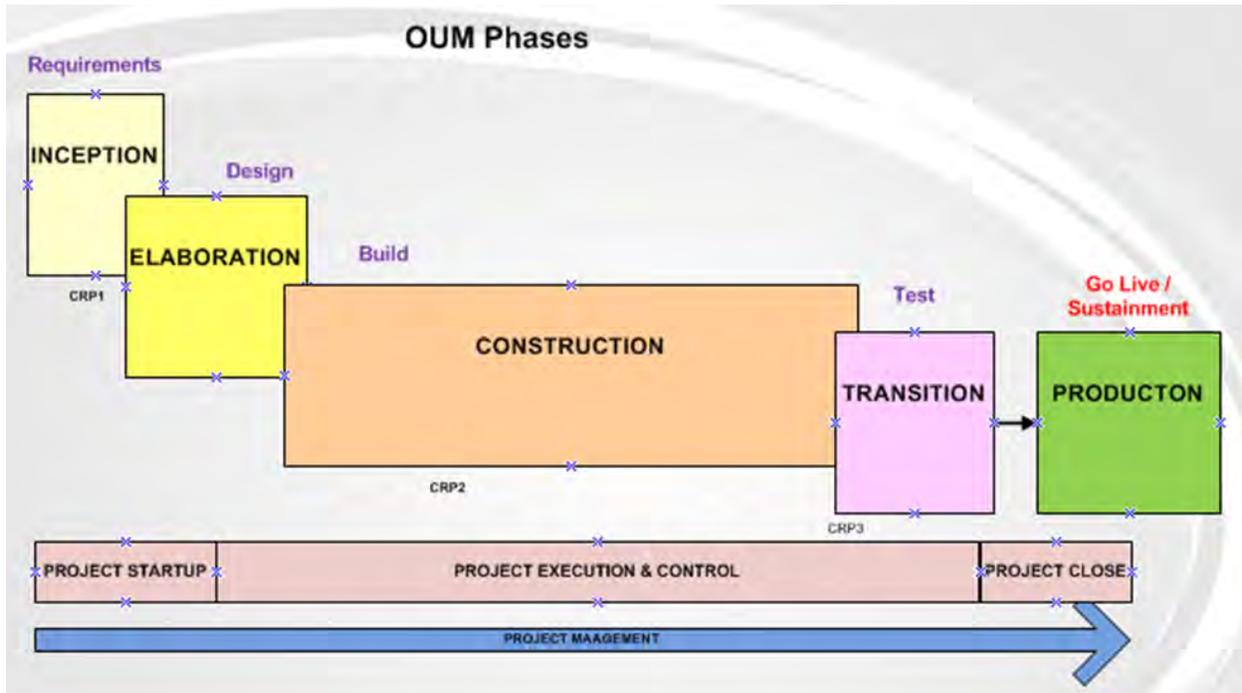
Phase 2 Implementation Reactivation

The Phase 2 implementation with Oracle started on May 9, 2016. Oracle is currently onsite providing project management and system integration services. Additionally, the Business Transformation Office (BTO), providing operational and strategic management support to Loudoun and LCPS, and Client Management, providing project communication across and among Loudoun and LCPS and the Oracle's project team and Executive leadership, have been established. Loudoun is currently soliciting responses for Independent Verification and Validation (IV&V) to provide project management review and technical review services.

Approach

Oracle's approach to successfully completing the Phase 2 implementation is based on the standard Oracle Unified Method (OUM - Oracle's methodology for deploying Oracle-based business

solutions). To maximize efficiencies, Oracle further structured this implementation into two distinct sub-phases – Phase 2 A: Inception and Elaboration and Phase 2B: Construction, Transition, and Production.



During Phase 2A, Oracle, Loudoun, and LCPS will collaboratively review all business requirements to (a) determine whether they are still applicable after the failed implementation and to ensure that they are clearly defined; (b) determine whether the requirements can be met leveraging standard, out-of-the-box Oracle functionality (i.e., a “fit”) or if a change to a business process or a customization is required to meet the requirement (i.e., a “gap”); and (c) determine what design/build can be reused from the previous implementation, if any. These activities will further result in a scope of work, solution design, and test plans.

The overall Phase 2 timeline will be defined based on the outputs from the Inception and Elaboration Phase (i.e., the level of effort to build solution). Notwithstanding, Oracle estimates that Phase 2A will consume approximately one third of the project duration.

During Phase 2B, Oracle will build the solution, data will be converted, Loudoun and LCPS will validate the build, and other tasks in preparation for Go-Live will occur (i.e., testing, change management activities, including communications, training, documentation, post production support planning, etc.).

Phase 2 is now scheduled to go-live in July 2017, as reflected in *Attachment 1: Oracle Phase 2 Project Timeline*.

Status

Per the realigned project plan (which will be baselined pending Loudoun's approval), the project is on schedule to go-live in July 2017. The overall project is currently 9% complete, and the status of key project activities and milestones, by phase, are detailed below.

- **Inception Phase:**

- *Completed Activities and Milestones:*

- Complete and Validate Requirements (Requirements Traceability Matrix - RTM – Loudoun and LCPS)
- Complete and Validate the CEMLI Catalog (Loudoun and LCPS)
- Analyze the RTM (Loudoun and LCPS)
- Conference Room Pilot (CRP) 1 (Loudoun and LCPS)
- Baseline the RTM (Loudoun and LCPS)
- Analyze the CEMLI Catalog (Loudoun and LCPS)
- Baseline the CEMLI Catalog (Loudoun and LCPS)

- *Delayed Activities and Milestones:*

- Project Startup/ Framework / Governance:

- *Percent Complete:* 90%
- *Scheduled Completion Date:* June 30, 2016

**Note: OCS and Loudoun Project Management does not deem this delay to have an impact on the overall project schedule and does not foresee this delay as a risk to the project.*

- **Elaboration Phase:**

- *In Progress Activities and Milestones:*

- Setup and Configuration Documents (Loudoun and LCPS)
 - *Percent Complete:* 25%
 - *Scheduled Completion Date:* August 3, 2016
- Data Mapping (Loudoun and LCPS)
 - *Percent Complete:* 30%
 - *Scheduled Completion Date:* August 3, 2016

There are currently no risk or issues that Oracle's and Loudoun's project management deem to be an impact to the overall project

FISCAL IMPACT: Currently \$6.2 million (including encumbrances) is available to the ERP project in the Capital Fund. The cost for Oracle to complete the Phase 2 implementation is estimated at \$9,389,468. After a settlement agreement with previous implementer is executed and performed, a deficit of \$3,836,579 will remain to complete implementation of Phase 2 by Oracle, which the Board has addressed by appropriating \$4,775,527 from FY 2016 General Fund Balance.

Project Startup
 5/9/16

