



TOWN COUNCIL WORK SESSION

Monday, July 20, 2015 @ 7:00pm
Front Royal Administration Building

Town/Staff Related Issues:

1. Transportation Plan – *Director of Planning/ Zoning*
2. 2015 Recreational Trails Program (RTP) Grant Application for Criser Road Trail –
Director of Planning & Zoning
3. Purchase of 2015 Police Motorcycle – *Chief of Police*
4. Purchase of Replacement Police Vehicles – *Chief of Police*
5. First Phase of Proposed Revisions to Chapter 158 of Town Code Addressing Town Parking
Violations, Fines and Procedures - *Chief of Police/Town Attorney*
6. APPA Deed's Scholarship Program/Budget Amendment – *Director of Finance*
7. Continued Discussion of 1st Street Traffic Analysis – *Town Manager*

Council/Mayor Related Items

8. Discussion of Sign Ordinance – *Councilman Connolly*
9. Continued Discussion of the Front Royal Enterprise Zone – *Mayor Darr*
10. Trail Maintenance – *Councilman Hrbek/ Councilman Tewalt*
11. Community Development – *Councilman Hrbek and Tewalt*
12. Council Discussion/Goals (*time permitting*)
13. Closed Meeting – Award of Public Contract

Motion to Go Into Closed Meeting

I move that Council convene and go into Closed Meeting for the purpose of discussion of the award of a public contract involving the expenditure of public funds for the replacement of the Criser Road Bridge at the intersection of Criser Road and Route 522 South, including interviews of bidders or offerors offering engineering services to the Town, these bidders or offerors being AMT Consulting Engineers, and Mattern & Craig Engineers, and discussion of the terms or scope of such contract, where discussion in an Open Session would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2- 3711. A. 29. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion [*At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:*]

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

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Town of Front Royal, Virginia Work Session Agenda Form

Date: July 20, 2015

Agenda Item: Discussion of Transportation Planning
Director of Planning & Zoning

Summary: Following the joint meeting with the EDA and Warren County, Town Council requested to hold a future work session to discuss transportation projects in the Town. The purpose of this work session agenda item is to overview with Town Council both existing transportation projects and possible future transportation projects that could be included in future Comprehensive Plan Updates and future Capital Improvement Plans.

The attached documents with this coverage include a draft index of transportation projects and a draft transportation map. The projects are broken down into local projects (Town of Front Royal established) and other projects found on the 2035 SUATS Transportation Plan. Also included is a draft map showing trail and bikepaths. Many of the projects have been discussed in the past, but several have been added in consideration of future development or enhancement needs to existing roads. The location of future new roads is based on a combination of factors related primarily to physical topography, existing uses, property lines and approved plans. The plan emphasizes projects that would improve interconnectivity, walkability, safety, and/or economic development. For information purposes, the Warren County Transportation Plan and 2035 VDOT SUATS Plan are attached.

Council Discussion: This agenda item is scheduled for a work session review on 07/20/2015.

Staff Evaluation: Planning & Zoning Staff will be available at the work session for questions and will provide an overview of the draft projects.

Legal Evaluation: The Town Attorney will be available at the work session for questions.

Town Manager: The Town Manager will be available at the work session for questions.

Budget/Funding: N/A

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)



INDEX OF LOCAL FRONT ROYAL TRANSPORTATION PROJECTS

DRAFT

#	PROJECT	BEGINS	ENDS	DESCRIPTION
1	LEACH RUN PARKWAY, P1	John Marshall Highway	Happy Creek Road	Construction of a new 4-lane collector road with a divided median to serve future growth and improve north/south mobility in the Town.
2	LEACH RUN PARKWAY, P2	Happy Creek Rd.	Shenandoah Shores Road	Realignment of Shenandoah Shores Road with Leach Run Parkway to serve future growth and improve north/south mobility in the Town. Construction of a railroad fly-over crossing.
3	EAST-WEST CONNECTOR	Shenandoah Shores Road	8 th Street	Construction of a 4-lane collector road to serve future growth and improve east/west mobility in the Town. At-grade railroad crossing and improvement of 8 th Street and Manassas Avenue.
4	WEST MAIN ST. EXTENSION	End of W. Main	Kendrick Lane	Construction of a new road to serve future redevelopment of the Avtex Property and improve interconnectivity of the Town. Will improve future police service response time and reduce congestion on Royal and Virginia Avenues. Design should minimize cut-through traffic into adjacent residential neighborhoods.
5	WILLIAMS STREET EXTENSION	End of Williams Street	Westminster Drive Extension	Construction of a new road to improve mobility for existing citizens and to better interconnect future development.
6	WESTMINSTER DRIVE EXTENSION	End of Westminster Drive	Vista Ridge Court	Construction of a new road to improve mobility for existing citizens and to better interconnect future development. Bike Lanes recommended for southern portion.
7	HEPTAD CONNECTOR WEST	Lewis Street Extension	Westminster Drive	Construction of a new road to connect new development with Westminster Drive. Will improve accessibility to public schools and help reduce traffic congestion on John Marshall Highway.
8	HEPTAD CONNECTOR EAST	Westminster Drive	Happy Ridge Drive	Construction of a new road to interconnect existing and new neighborhoods. Extension of Ewell Street to Westminster Drive Extension is an alternative route.
9	LEWIS STREET EXTENSION	End of Lewis Street	Leach Run Parkway	New road construction that would interconnect Lewis Street with the HEPTAD development and Leach Run Parkway.

10	STUART-ODEN DRIVE EXTENSIONS	End of Stuart Dr.	Oden Street & Happy Creek Road	Construction of two new roads to interconnect new in-fill development.
11	ODEN CONNECTOR EAST	Leach Run Parkway/Lewis Street Ext.	Leach Run Parkway/Oden Street	Construction of a service road that will interconnect heavier traffic uses, including a planned hospital, public school, and commercial development.
12	ROYAL LANE EXTENSION	End of Royal Lane	Remount Road	Extension of Royal Lane to Remount Road to reduce congestion on John Marshall Highway and improve accessibility for existing and future in-fill development.
13	KENDRICK LN. EXTENSION	Strasburg Road	Kendrick Lane	Would interconnect with Warren County's planned western by-pass. This would allow better accessibility to town businesses and reduce congestion on the N. Fork and S. Fork bridges. Anticipated for long-term development or to accommodate high traffic users at Avtex.
14	SOUTH STREET	S Royal Ave.	Commerce Ave.	Streetscape improvements to enhance aesthetics & pedestrian mobility while accommodating heavy traffic.
15	SOUTH ROYAL AVENUE	South Street	Town Boundary	Streetscape improvements to enhance aesthetics & pedestrian mobility while accommodating heavy traffic.
16	W MAIN STREET	Royal Ave.	West Main St. Extension	Streetscape improvements to enhance aesthetics & pedestrian mobility. Identify any needed improvements within existing right-of-way.
17	DOWNTOWN	Royal	Commerce	Streetscape improvements to enhance aesthetics & pedestrian mobility. Includes Main & Jackson Streets and connecting side streets.
18	KENDRICK LN.	Avtex Entrance	N Shenandoah Avenue	Improvements to Kendrick Lane to include pedestrian facilities and to connect Avtex with the existing sidewalk network in town. Evaluate improvements to accommodate additional capacity for Avtex redevelopment.
19	PROGRESS DR. EXTENSION	End of Progress Dr.	East/West Connector	To reduce congestion at the intersection of the East/West Connector and Shenandoah Shores Road and improve accessibility by interconnection of future development with existing development and services/schools.
20	MARY'S SHADY LANE COLLECTOR	East/West Connector	Mary Shady's Lane north of FRLP property	To serve as the north/south collector route within the FRLP properties and to provide service to existing users of the existing private road. An alternative location may be on the western side of FRLP property with the realignment of Mary's Shady Lane as it traverses under I-66.

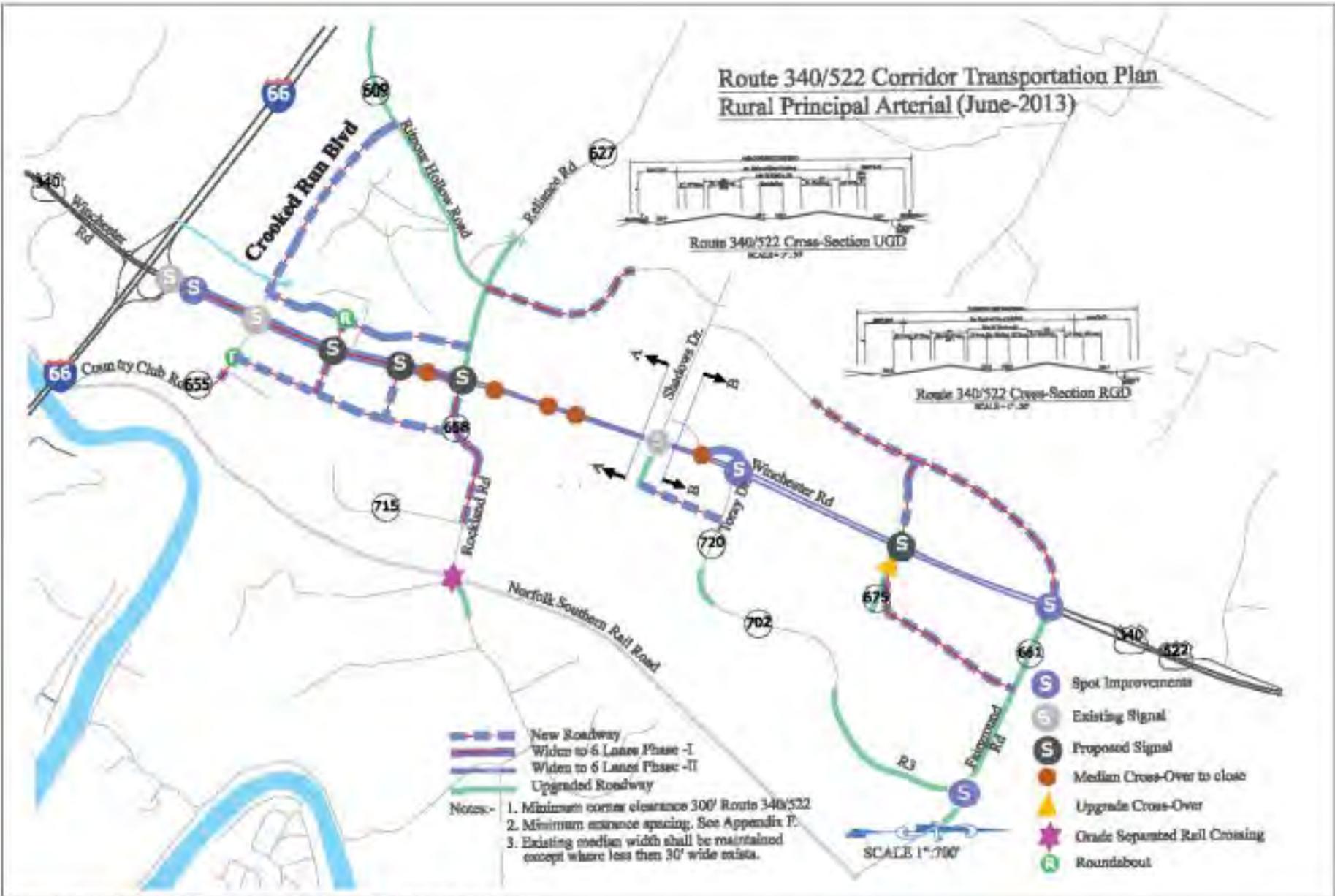
21	FRLP CONNECTOR #1	Mary Shady's Lane Collector	Eastern boundary of FRLP property	An interconnecting local street between FRLP property and future development to the east towards Shenandoah Shores Road. Location based on topographic considerations but may vary on final design.
22	FRLP CONNECTOR #2	Mary Shady's Lane Collector	Eastern boundary of FRLP property	An interconnecting local street between FRLP property and future development to the east towards Shenandoah Shores Road. Location based on topographic considerations but may vary on final design.
23	FRLP CONNECTOR #3	Mary Shady's Lane Collector	Western boundary of FRLP property	An interconnecting local street between FRLP property and future development to the west towards the river. Location based on topographic considerations but may vary on final design.
--	--	--	--	# 24-29 Reserved for future project identification
30	6 TH ST./COMMERCE AVE. INTERSECTION	--	--	Pedestrian and general traffic safety improvements.
31	N ROYAL AVE./COMMERCE AVE. INTERSECTION	--	--	Pedestrian and general traffic safety improvements. Enhance to improve capacity.
32	STONEWALL DR./COMMERCE AVE. INTERSECTION	--	--	Pedestrian and general traffic safety improvements.
33	WATER ST./COMMERCE AVE. INTERSECTION	--	--	Pedestrian and general traffic safety improvements.
34	SHENANDOAH AVE./KENDRICK LN. INTERSECTION	--	--	Pedestrian and general traffic safety improvements. Enhance to improve capacity.
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INDEX OF VDOT 2035 SUATS TRANSPORTATION PROJECTS (FRONT ROYAL)

#	PROJECT	STARTING	ENDING
104	US ROUTE 340/522	N Fork Shenandoah River	I-66
105	JOHN MARSHAL HWY.	ECL Front Royal	VA 79
111	I-66	I-81	Fauquier Co. Line
112	US RT. 340	I-66	VA. 658
115	STRASBURG ROAD	VA 626	WCL of Front Royal (east)
117	US 522	SCL Front Royal	VA 604
136	RT 340/522 S FORK BRIDGE	18 th Street	NCL of Front Royal
137	RT 340/522 S FORK BRIDGE	NCL Front Royal	Strasburg Road
138	STRASBURG ROAD	WCL of Front Royal	US 340/522
139	SHENANDOAH AVENUE	Strasburg Road	old NCL of Front Royal
140	S ROYAL AVE	South Street	Main Street
141	N ROYAL AVE	Main Street	6 th Street
142	N ROYAL AVE	6 th Street	8 th Street
143	N ROYAL AVE	8 th Street	Commerce Ave
144	N ROYAL AVE	Commerce Street	14 th Street
145	14 TH STREET	N Royal Ave	Shenandoah Ave
146	SHENANDOAH AVE	14 th Street	15 th Street
147	SHENANDOAH AVE	15 th Street	18 th Street
148	KENDRICK LANE	Shenandoah Ave	6 th Street
149	SHENANDOAH AVE	Kendrick Lane	12 th Street

150	SHENANDOAH AVE	12 th Street	13 th Street
151	6 TH STREET	Bel Air Ave	Happy Creek Road
152	W MAIN STREET	Luray Ave	N Royal Ave
153	HAPPY CREEK RD	Leach Run Parkway	ECL Front Royal
154	REMOUNT ROAD	Criser Road	SCL Front Royal
155	W MAIN STREET	Viscose Ave	North Street
156	WESTERN BYPASS	VA 619	VA 55
164	JOHN MARSHALL HWY	Commerce Ave	ECL Front Royal
165	HAPPY CREEK ROAD	6 th Street	VA 606
158	INTX. SHENANDOAH AVE/14 TH STREET	--	--
159	INTX. VA 55/COMMERCE AVE	--	--
162	INTX. LEACH RUN PARKWAY/HAPPY CREEK ROAD	--	--
163	INTX. I-66/EXISTING VA 606 OVERPASS	--	--

Route 340/522 Corridor Transportation Plan Rural Principal Arterial (June-2013)



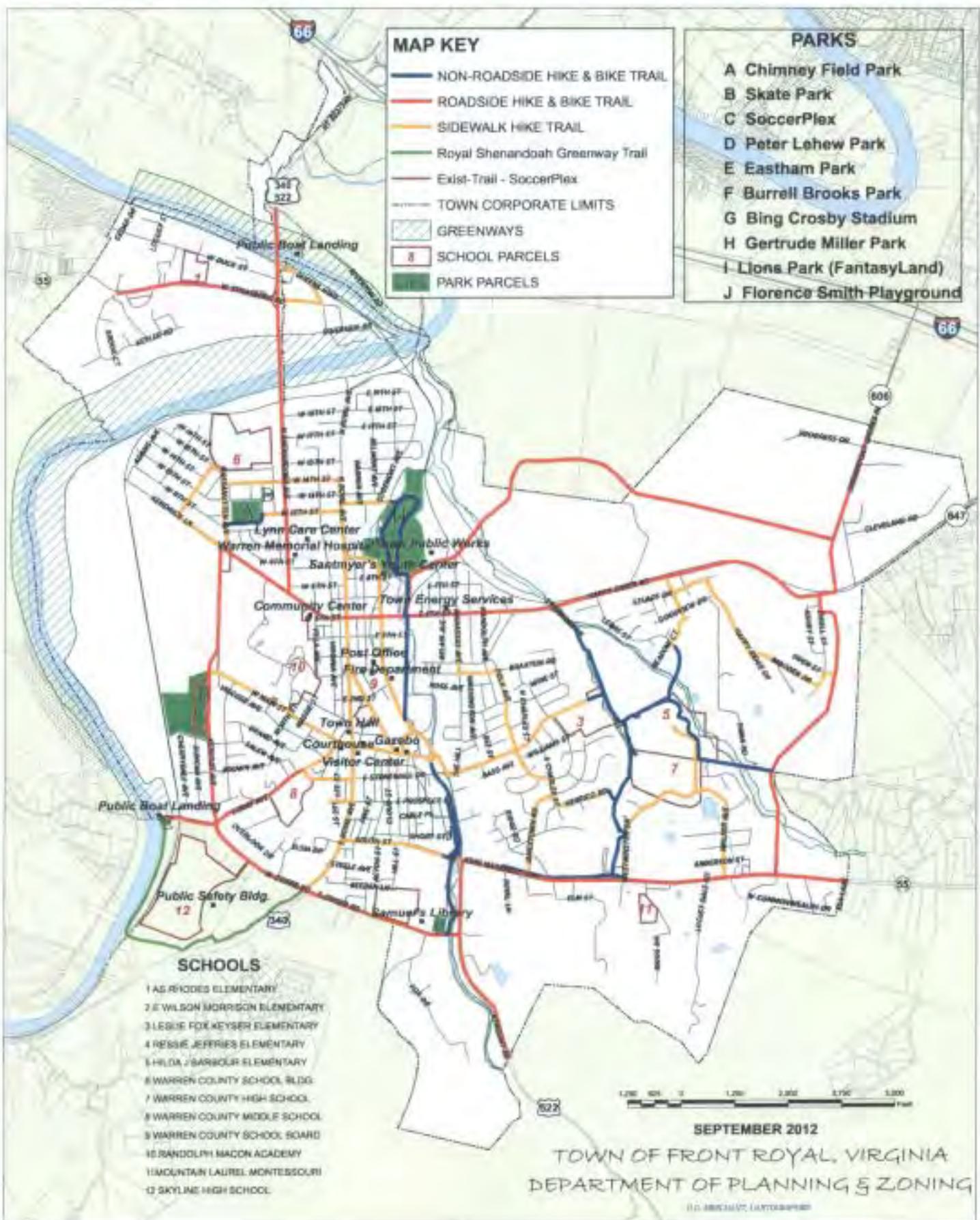


2015 TRANSPORTATION PLAN



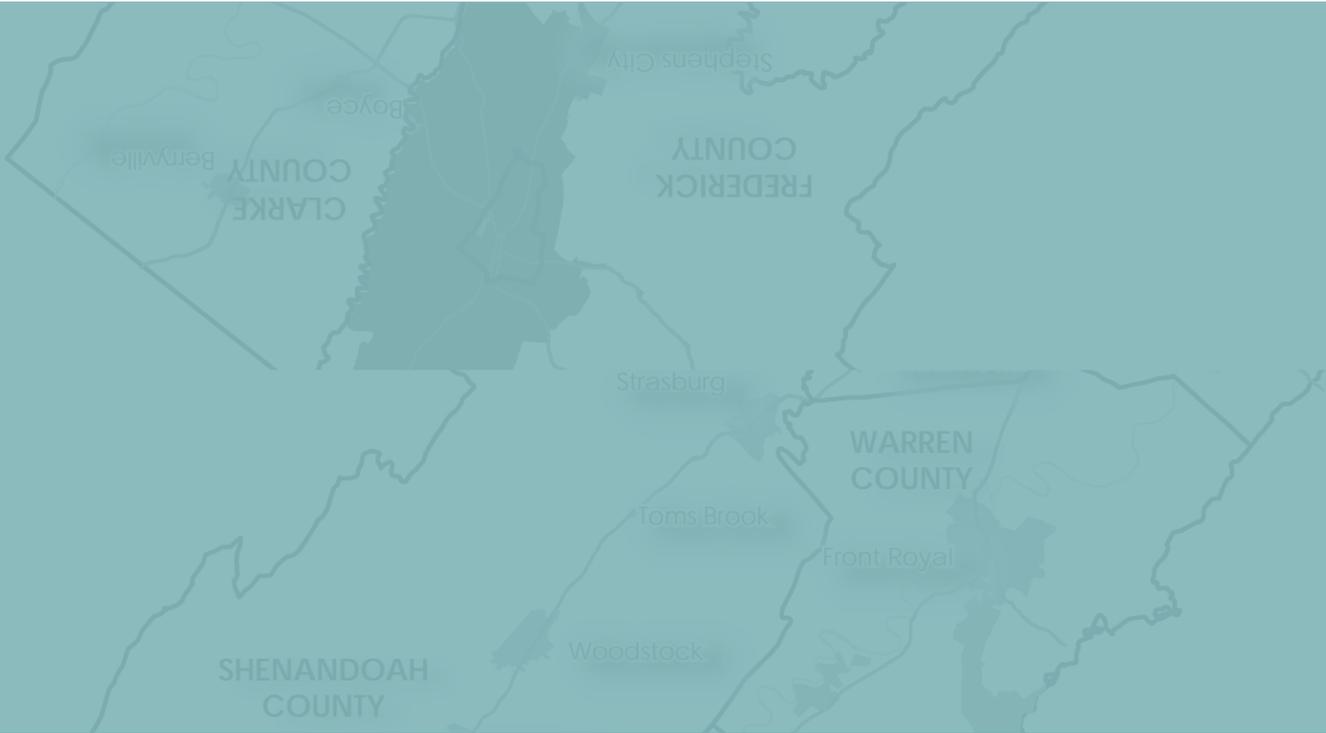


TRAILS AND BIKEPATHS





Please visit the VDOT website to find additional information regarding this and other important transportation initiatives in your area.
www.flpdc7.state.va.us
www.virginiaidot.org



NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION
 2035 Rural Long Range Transportation Plan



NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

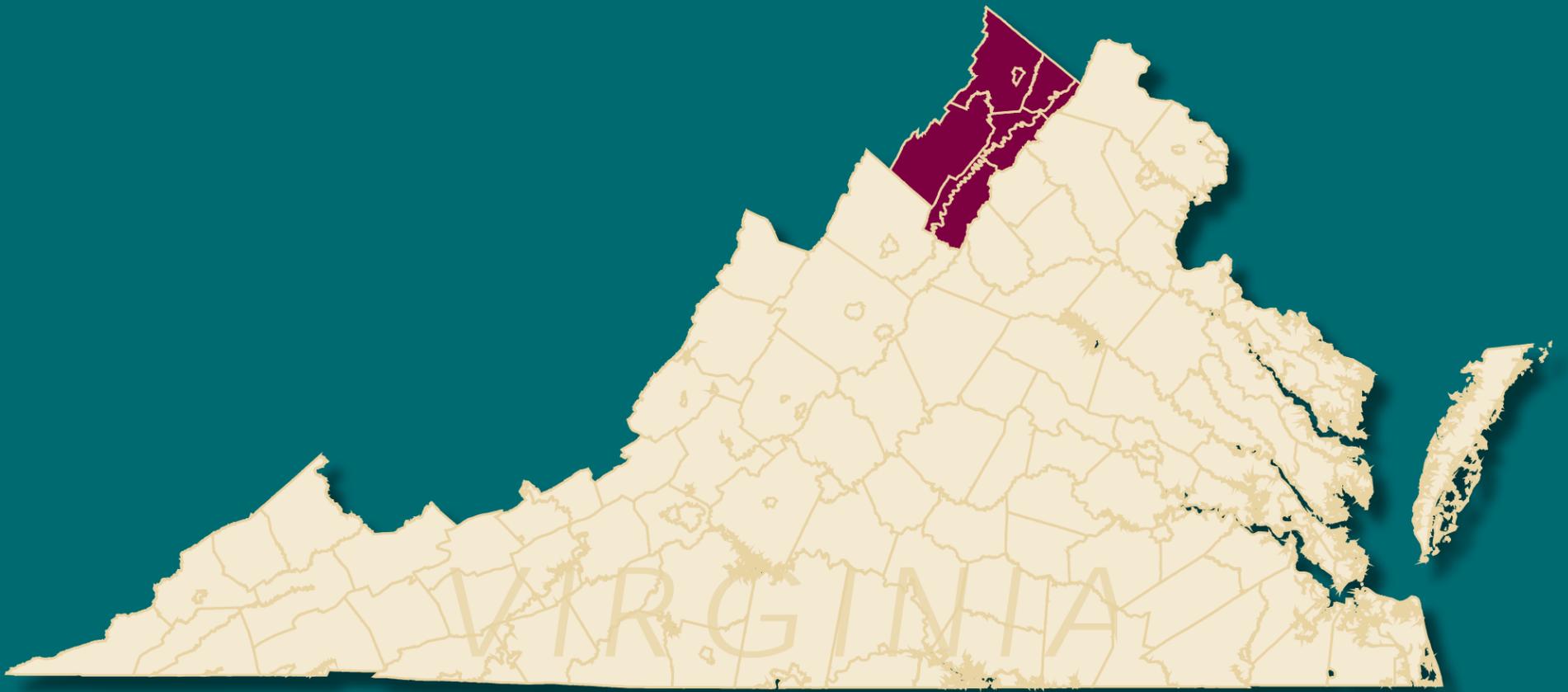


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PLAN ADOPTION

REFERENCES

INTRODUCTION & PURPOSE

The Transportation and Mobility Planning Division (TMPD) of the Virginia Department of Transportation (VDOT) has worked with other modal agencies to develop *VTrans 2035*, the Commonwealth's multi-modal long range plan and a more detailed subset report known as the *2035 Surface Transportation Plan*. The highway element of the *2035 Surface Transportation Plan* includes proposed improvements on Virginia's federal functionally classified roadways. This *Rural Long Range Transportation Plan* is one piece of the 2035 Plan. VDOT, Virginia's Planning District Commissions (PDCs), and the local governments they represent are partners in the development of this new initiative to create regional transportation plans in rural and small urban areas that complement those in Virginia's metropolitan areas.

The transportation system within the rural areas for each region was evaluated, and a range of transportation improvements - roadway, rail, transit, air, bicycle, and pedestrian - are recommended that can best satisfy existing and future needs. Some of the PDCs contain urbanized areas whose transportation needs are coordinated by a metropolitan planning organization (MPO). In the case of the Northern Shenandoah Valley Regional Commission (NSVRC), much of the region is rural, however, the Winchester-Frederick Metropolitan Planning Organization (Win-Fred MPO) conducts the transportation planning for the City of Winchester, Stephens City, and the immediately adjacent urbanized areas of Frederick County. The Win-Fred MPO is responsible for developing a long-range transportation plan for the MPO area: the 2035 Fiscally Constrained Long Range Transportation Plan, which is a separate component of the 2035 Surface Transportation Plan. For the purposes of this Plan, only the transportation network outside of the MPO is analyzed and addressed in this report.



Each rural regional plan has a horizon year of 2035 and addresses the anticipated impacts of population and employment growth upon the transportation system. This plan will be reviewed and updated as needed. Each rural plan was developed as a vision plan, addressing all needs of the transportation system studied regardless of anticipated funding availability. It is envisioned that each regional plan will be used as a basis to identify transportation funding priorities. Additional details on topics discussed in this plan can be found in the Technical Report.

STUDY APPROACH

- Development of regional transportation goals and objectives,
- Public involvement,
- Data compilation and collection,
- Data analysis,
- Identification of transportation deficiencies and recommendations, and
- Environmental overview.

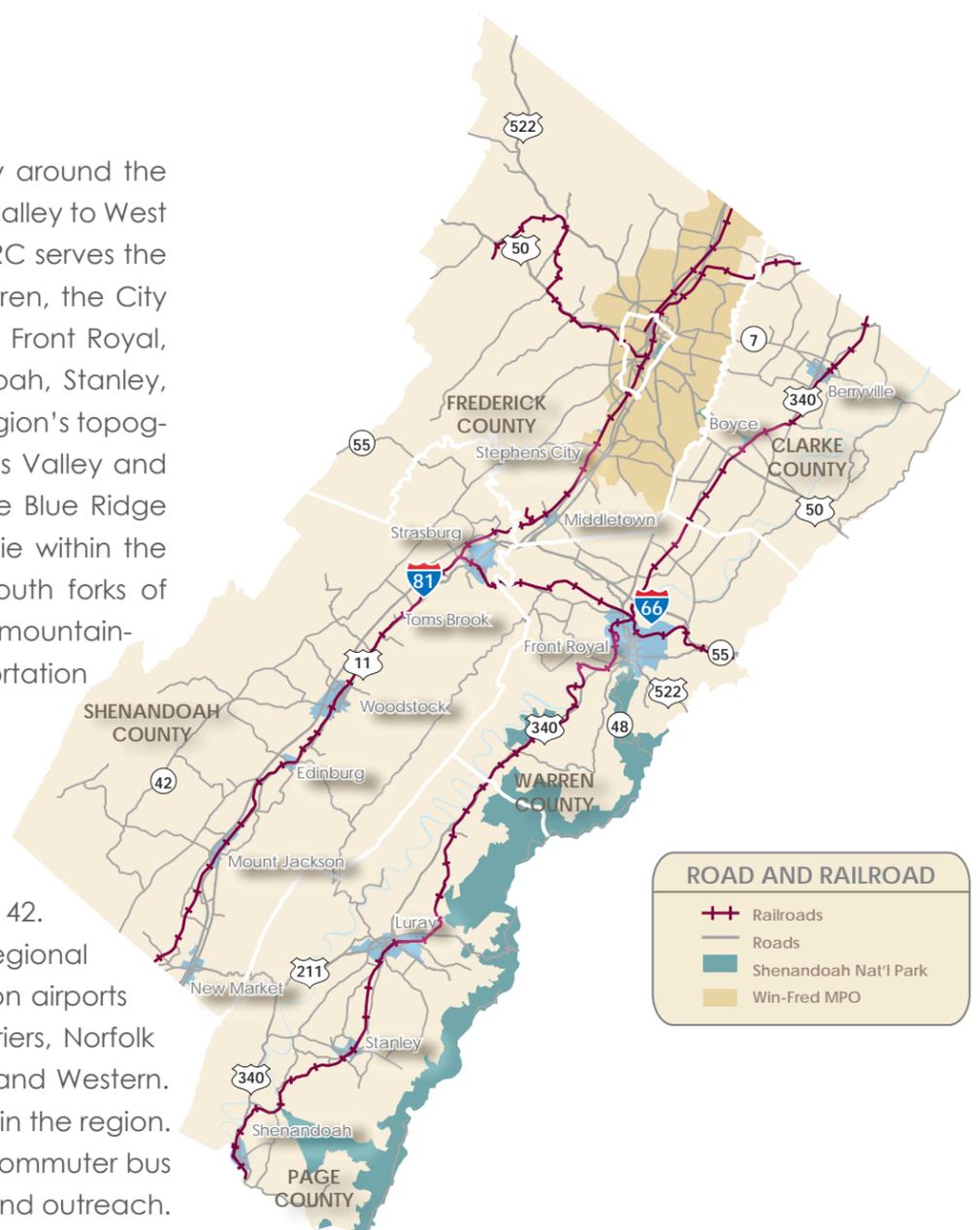
OVERVIEW OF THE REGION

Description and Function of the Northern Shenandoah Valley Regional Commission

The Northern Shenandoah Valley region contains the valley around the Shenandoah River and the Allegheny Mountains west of the valley to West Virginia and the Blue Ridge Mountains to the east. The NSVRC serves the Counties of Clarke, Frederick, Page, Shenandoah, and Warren, the City of Winchester, and the Towns of Berryville, Boyce, Edinburg, Front Royal, Luray, Middletown, Mount Jackson, New Market, Shenandoah, Stanley, Stephens City, Strasburg, Toms Brook, and Woodstock. The region's topography is varied. The majority of the area lies within Virginia's Valley and Ridge Physiographic Province with a small portion within the Blue Ridge Physiographic Province. Most of the cities and the towns lie within the Shenandoah Valley along the tributaries and north and south forks of the Shenandoah River. The surrounding rural areas are very mountainous with narrow valleys. The Valley has been a major transportation corridor and agricultural region for hundreds of years.

Summary of Transportation Network

I-66 and I-81 pass through the region. Primary east-west corridors include US 50, US 211, VA 7, and VA 55. The main north-south corridors are US 11, US 17, US 340, US 522, and VA 42. Public transportation in the region is provided by Virginia Regional Transit and Winchester Transit. There are four general aviation airports in the region. Within the NSV, there are two Class I rail carriers, Norfolk Southern and CSX, and one Class III carrier, the Winchester and Western. There are ten official VDOT maintained park and ride lots within the region. The RideSmart program promotes carpools, van pools, and commuter bus services through ride-sharing promotion, matching services, and outreach. Passenger rail service is not currently available in the region.



Goals and Objectives

Needs for each regional plan were developed based on regional and statewide goals and objectives. Similar concepts within the goals of the PDCs were found and used to shape common regional long range plan goals (at right) to address rural transportation planning across the Commonwealth. A basic goal for all transportation programs in Virginia is the provision for the effective, safe, and efficient movement of people and goods. The plan for the NSV was developed with this primary goal in mind, along with other goals including consideration for environmental issues and local travel desires. Each PDC developed transportation goals and objectives that were used to guide the development of the Regional Long Range Transportation Plan for their area. Rural transportation planning in the NSV is guided by a technical advisory committee. The committee, with support from the NSVRC, established goals and objectives in order to address particular transportation concerns within the region:

- GOAL 1** Incorporate the established Goals and Objectives from Commission jurisdictions.
- GOAL 2** Establish and maintain long term regional transportation priorities in recognition of the different viewpoints of local jurisdictions, to enable regional decision-making/consensus.
- GOAL 3** Build on the Northern Shenandoah Valley's historical role as transportation corridor having many crossroad communities and marketplaces by improving the regional transportation system to service both local and through traffic for Winchester City, the Towns of Berryville, Boyce, Edinburg, Front Royal, Luray, Middletown, New Market, Mt. Jackson, Shenandoah, Stanley, Stephens City, Strasburg, Toms Brook, Woodstock, villages and rural destinations in the unincorporated areas of the Counties of Clarke, Frederick, Page, Shenandoah and Warren.
- GOAL 4** Anticipate the growth of the industrial market and the growth of the Inland Port through transportation improvements that manage industrial access and increase freight rail service.
- GOAL 5** Provide a safe and efficient road system within the Northern Shenandoah Valley.
- GOAL 6** Encourage growth in town, city and urban-services areas providing adequate and convenient parking and a connected system of sidewalks and walking paths.
- GOAL 7** Encourage the use of alternate modes of transportation to that of the single occupancy vehicle for routine trips such as walking, bicycling, ridesharing, commuter pooling, and public transit, with connections to commercial air and rail services.
- GOAL 8** Provide a transportation network that is sensitive to the region's environment.
- GOAL 9** Provide land use patterns that maximize the efficiency of the transportation network.



Common Rural Long Range Plan Goals

In addition to the regional goals, a number of goals have been developed to address rural transportation planning across the Commonwealth. These were developed using input from each of the 20 PDCs in Virginia that include rural areas within their boundaries. These goals are consistent with those of *VTrans 2035*:

- GOAL 1** Enhance the connectivity of the existing transportation network within and between regions across all modes for both people and freight.
- GOAL 2** Provide a safe and secure transportation system.
- GOAL 3** Support and improve the economic vitality of the individual regions by providing access to economic opportunities, such as industrial access or recreational travel and tourism, as well as enhancing intermodal connectivity.
- GOAL 4** Ensure continued quality of life during project development and implementation by considering natural, historic, and community environments, including special populations.
- GOAL 5** Preserve the existing transportation network and promote efficient system management in order to promote access and mobility for both people and freight.
- GOAL 6** Encourage land use and transportation coordination, including but not limited to, development of procedures or mechanisms to incorporate all modes, while engaging the private sector.

DEMOGRAPHIC AND LAND USE TRENDS

Relationship of Land Use and Development to Transportation

Rural counties throughout the Commonwealth and in the Northern Shenandoah Valley are working either to seek new economic growth and diversification or to balance growth, while striving to preserve the rural character of the landscape. Most of the land in these counties is in agricultural or forested use, with more intensive land use in the towns and village centers. There is a broad spectrum of the amount of growth and land use changes occurring throughout the Commonwealth and in the NSV, based particularly on proximity to urban areas. Many of the rural counties throughout the Commonwealth are trying to direct any new growth towards existing towns, village centers, or

service districts in order to provide services and to continue to address the needs of residents as well as maintain a general agricultural setting. As the population fluctuates, either through in- or out-migration or shifting within the region, the needs of the communities - including education, health care, social services, employment, and transportation - shift and fluctuate as well. Land use and development changes that particularly affect transportation in rural areas include, but are not limited to, school consolidation, loss or gain of a major employer, movement of younger sectors of the population to more urban areas, retirement community development, and growth of bedroom-community type developments for nearby urban areas.

Most of the land in these counties is in agricultural or forested use, with more intensive land use in the towns and village centers.

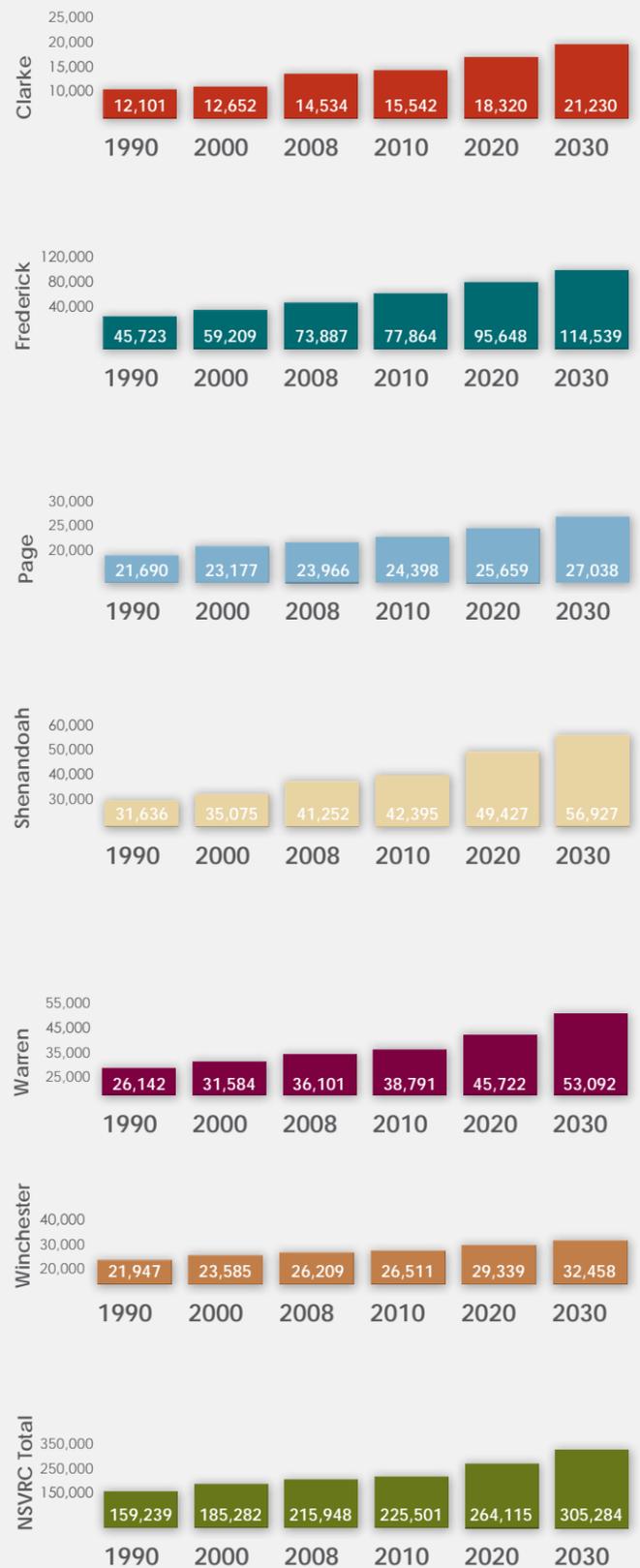
Several factors have affected land use in the Northern Shenandoah Valley: changes in population within the region itself, and the location of two interstate corridors within the region, I-66 and I-81. Frederick and Warren Counties have experienced the most growth in the region, which is projected to continue. This growth has already affected land use, which is expected to continue and to affect future travel demand on the regional roadway network. In addition, due to the steep slopes in some parts of the region, development has almost exclusively concentrated in these areas in the valleys. This trend could affect future land use in these areas and could intensify travel demand on the roadway network. Development along both I-66 and I-81 has intensified, which can affect access to and mobility on the transportation network.

Population Trends

The Northern Shenandoah Valley had an estimated population of 215,948 in 2008 (Weldon, 2009). Population in most of the region has increased steadily in the last twenty years, with Frederick County experiencing the greatest increase. Only the population in Page County increased less than 10% between 2000 and 2008. These trends are projected to remain the same through 2030. Population in the Northern Shenandoah Valley is projected to grow by over 40% by 2030.



Total Population Over Time



Source: US Census, 1990; Weldon 2009; VEC, 2009.

Population trends have implications for the transportation network of any geographic area. Improvements to the network are needed because mobility and safety are affected by increases in population. In the case of the NSV, increasing pressure on the network has already resulted in changes to the network such as additional capacity demands on the roadways and additional demand for public transportation and travel demand management services. The region has also experienced growth in through traffic, particularly along I-66 and I-81.

Disadvantaged groups studied include low-income, minority, elderly, and people with disabilities, as defined by the US Census.



Demographic Trends

Disadvantaged population groups were studied in order to determine if there are any gaps or deficiencies in the transportation network that could affect these groups. Disadvantaged groups studied include the elderly, persons with disabilities, persons with low-income, and minorities, as defined by the US Census. According to the 2000 US Census, all of the jurisdictions had a minority population percentage lower than that of the state (29.9%). In 2000, only Page County and the City of Winchester had low-income populations above the state percentage of 9.6%. The portion of the population with disabilities in Page and Warren Counties and the City of Winchester is above the state percentage of 18.1%. All of the jurisdictions, except Frederick County, have elderly populations in a higher proportion than the state in 2000 (11.2%).

Transportation Implications

US Census data from 2000 were reviewed at the block group level in order to provide enough detail to assess possible areas of service expansion for fixed-route and demand-responsive transit. Any segment of the population without a vehicle available, which can include the elderly, people with disabilities, and low-income groups, are more dependent on demand-responsive transit in a rural area than in urban areas. This is due to the smaller network of fixed transit routes in rural areas when compared to urban areas. The NSVRC, in conjunction with the Virginia Department of Rail and Public Transportation's (DRPT) statewide effort, recently completed a Coordinated Human Service Mobility (CHSM) Plan that assessed the mobility needs of these target populations. Certain needs are being identified throughout the state such as limited demand-responsive transit service, limited fixed-route service, determination of a single point of contact for providers, and funding constraints. Some of these needs were also identified in the Northern Shenandoah Valley.

All of the jurisdictions, except Frederick County, have elderly populations in a higher proportion than the state in 2000 (11.2%)

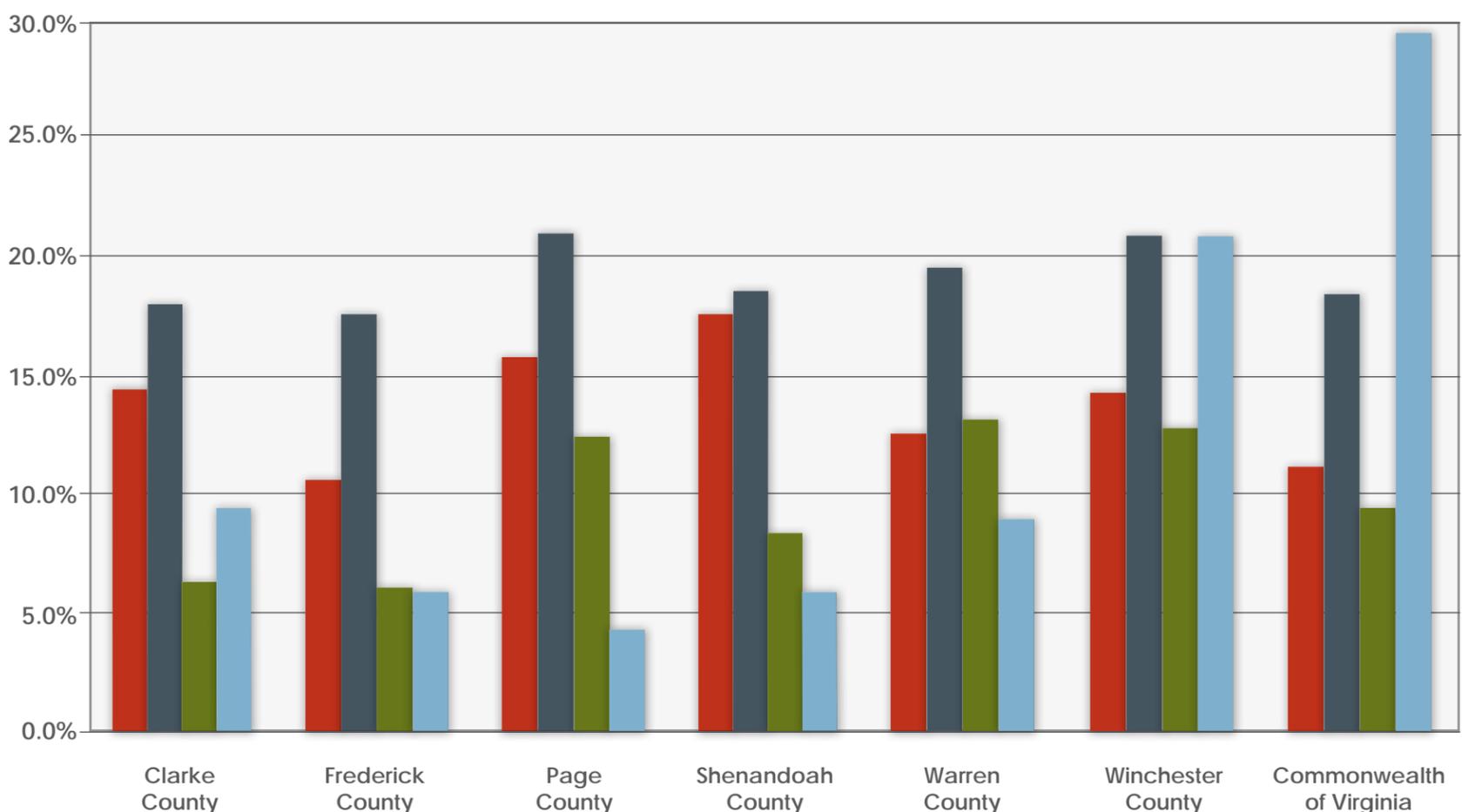
LEGEND

- Elderly
- Disability
- Low-Income
- Minority

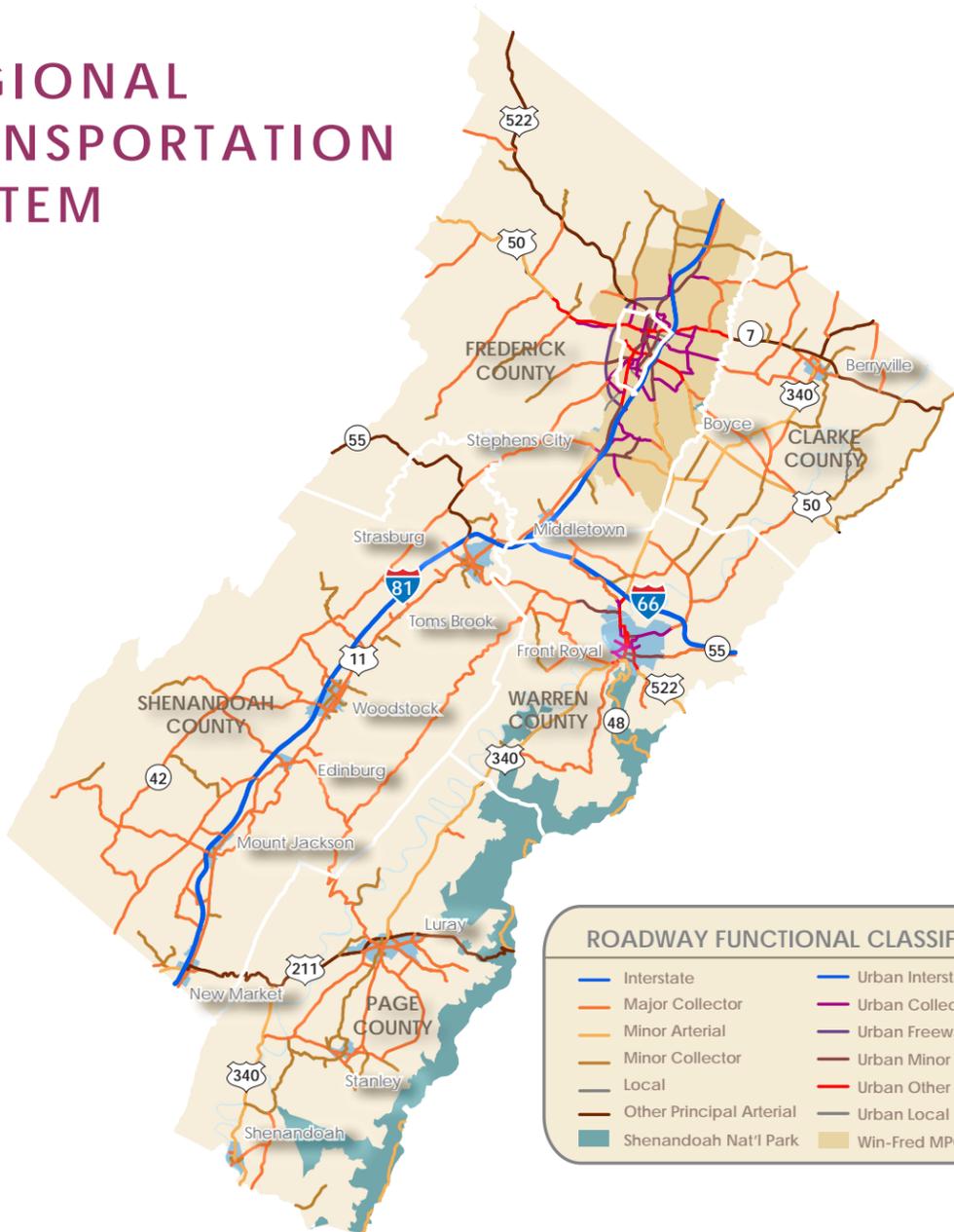


Source: US Census, 2000. Note: People with disabilities is based on the population over 5 years of age. Low-income is a percentage of the population for whom poverty is determined.

Elderly, Disability, Low-Income, and Minority Populations in the Northern Shenandoah Valley



REGIONAL TRANSPORTATION SYSTEM



Each mode of travel – roadways, public transportation, rail, bicycle and pedestrian facilities, and airports – has been independently analyzed for both current and forecasted conditions.

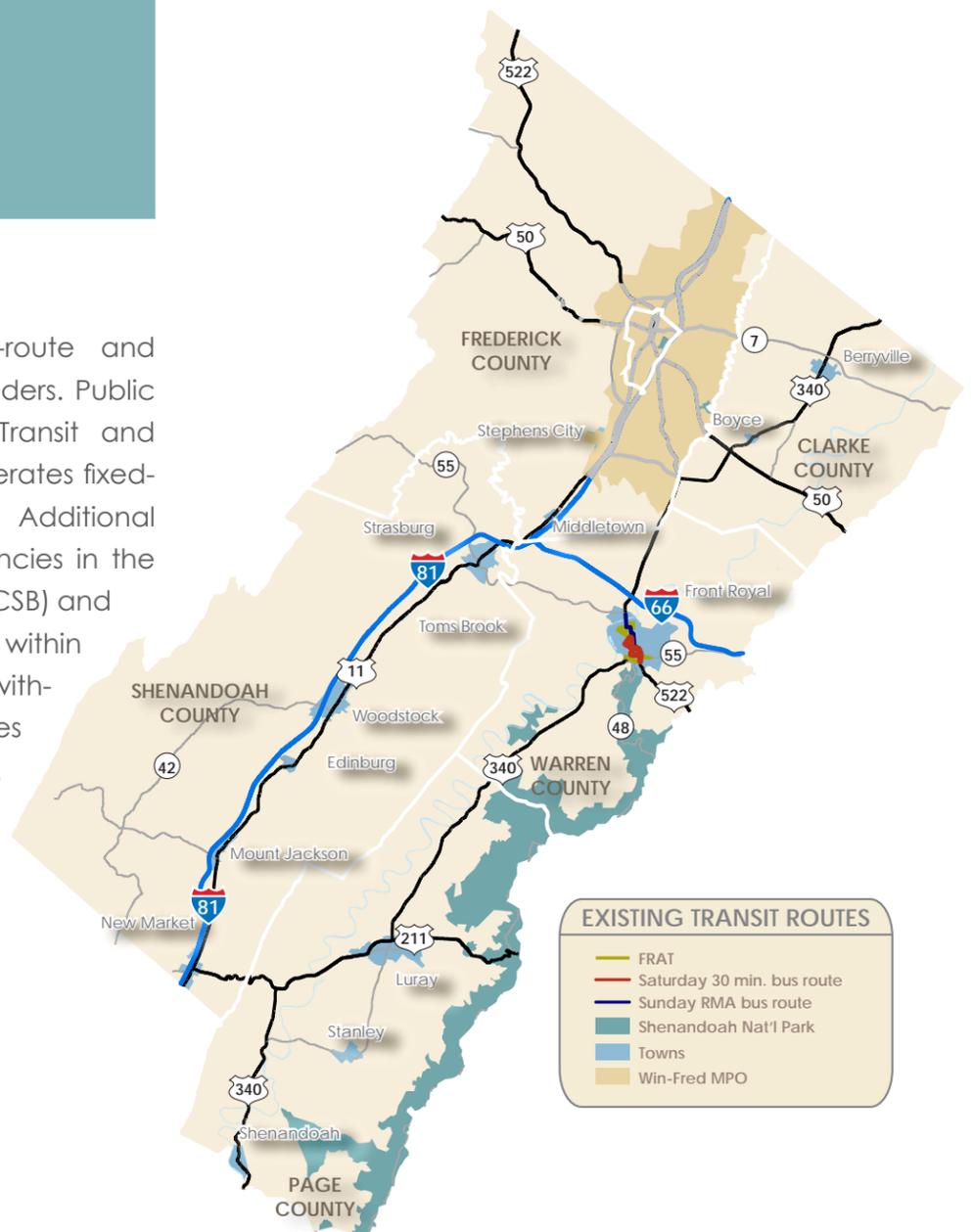
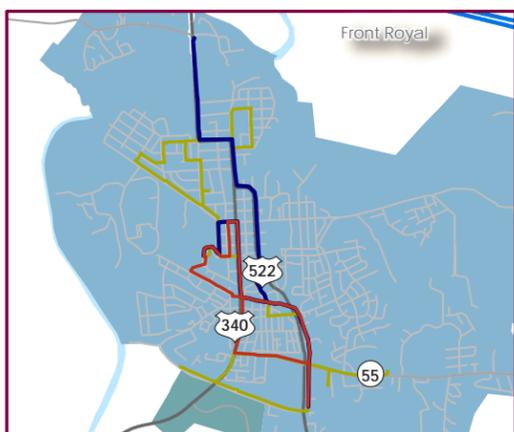
Roadways

The NSV is served by a number of interstates and major US highways (adjacent map). I-81 passes through the center of the region, traveling north-east to southwest through Frederick, Warren, and Shenandoah Counties. I-66 passes through the Manassas Gap into Warren County and terminates at I-81 at the Frederick County line. Primary east-west corridors include US 50, US 211, VA 7, and VA 55. The main north-south corridors are US 11, US 17, US 340, US 522, and VA 42. I-81 and I-66 are two of the key truck freight corridors in the Commonwealth. I-66 is also a major commuter route into Northern Virginia.

Public transportation in the region is provided by Winchester Transit and Virginia Regional Transit (VRT).

Public Transportation

Public transportation includes public transit, both fixed-route and demand-responsive, volunteer transportation, and private providers. Public transportation in the region is provided by Winchester Transit and Virginia Regional Transit (VRT). Winchester Transit currently operates fixed-route and demand-responsive service only within the MPO. Additional demand-responsive transit is provided by social service agencies in the region, including the Northwestern Community Service Board (CSB) and the Shenandoah Area Agency on Aging (AAA). VRT operates within Clarke, Frederick, Page, and Warren Counties. VRT operates within Clarke, Frederick, Page, and Warren Counties. VRT operates fixed-route service as Front Royal Area Transit (adjacent map). VRT also provides demand-responsive service in Clarke and Frederick Counties.





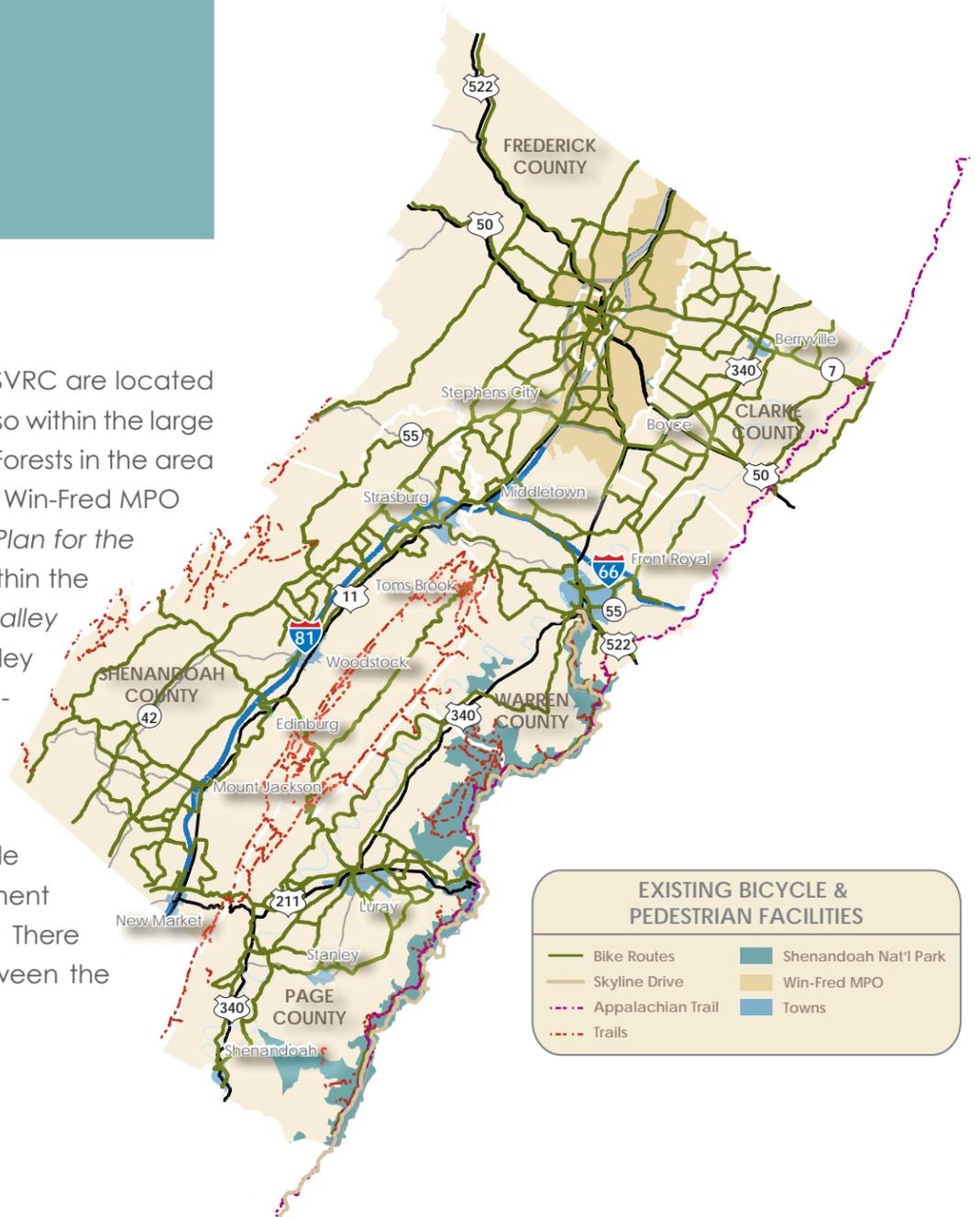
Airports

There are four general aviation airports located in the NSVRC (adjacent map). Luray Caverns Airport in Page County and Winchester Regional Airport in Frederick County are both classified as general aviation regional airports. Front Royal-Warren County Airport is classified as a general aviation community airport and New Market Airport in Shenandoah County is classified as a local airport. The *Virginia Air Transportation System Plan Update* analyzes past growth rates in based aircraft and projects future average annual growth rates for based aircraft at all airports (DOAV, 2003). Between 1990 and 2000, based aircraft at Winchester Regional grew by 1.7%. At New Market, based aircraft grew by 1.9% and grew by 0.3% at Front Royal-Warren County. Luray Caverns lost based aircraft at a rate of 0.9% between 1990 and 2000.

There are four general aviation airports located in the NSVRC.

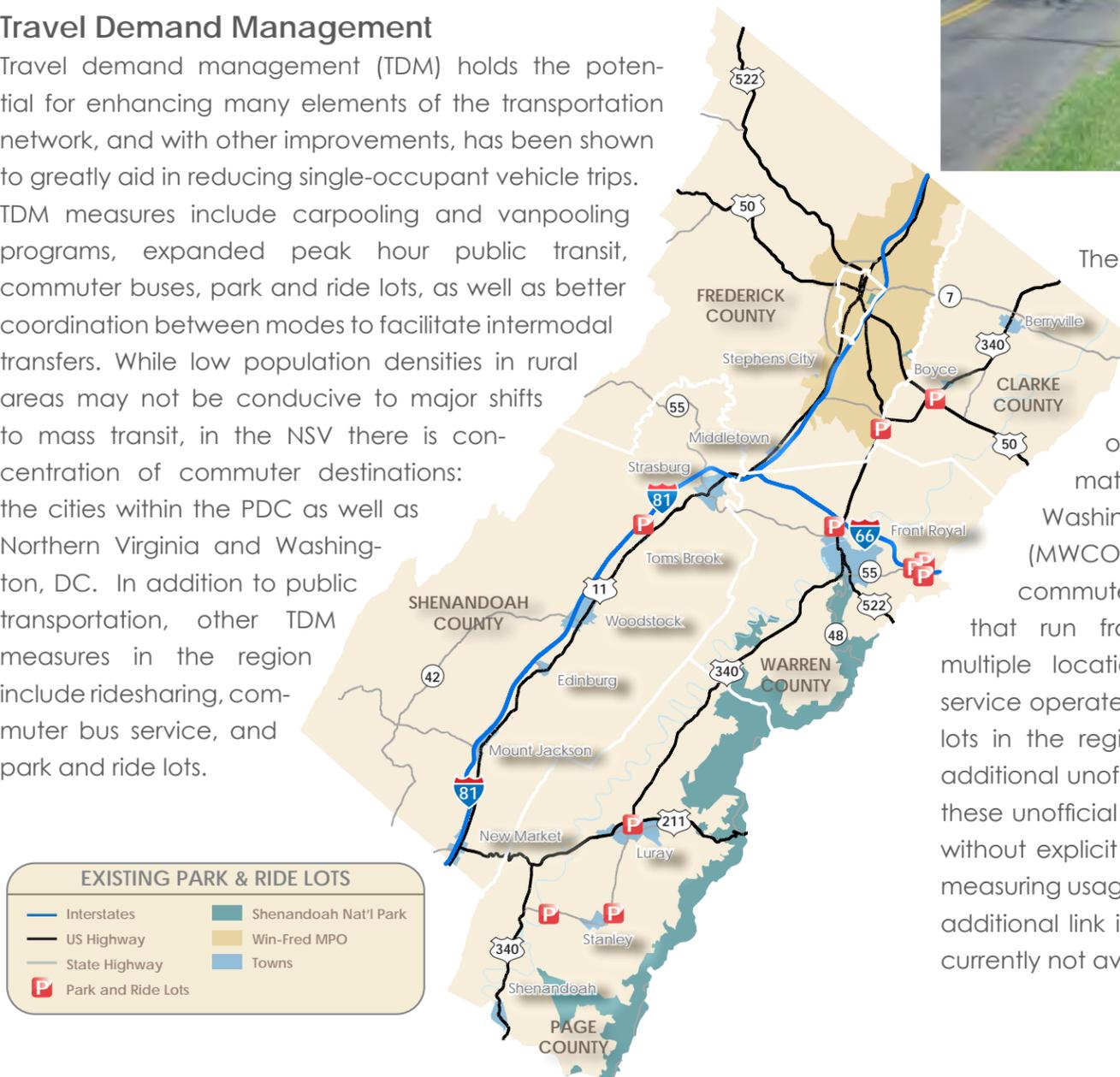
Bicycle and Pedestrian Facilities

The existing bicycle and pedestrian facilities within the NSVRC are located throughout the region (adjacent map). Hiking trails are also within the large tracts of the George Washington and Jefferson National Forests in the area and national and state parks throughout the region. The Win-Fred MPO recently completed the *Bicycle and Pedestrian Mobility Plan for the Win-Fred MPO*, which addresses the geographic area within the MPO. *Walking and Wheeling the Northern Shenandoah Valley* was completed for the NSVRC and the Shenandoah Valley Battlefields Foundation in 2004. The types of facilities needed in the NSVRC were broken down into three groups, regional projects, town to town projects, and local projects (NSVRC, 2004). Within the individual jurisdictions, including all of the counties and cities, expansion of bicycle and pedestrian facilities is being encouraged in development of new roadways or while upgrading existing roadways. There is also a desire to coordinate facility development between the counties and the cities and towns that lie within them.



Travel Demand Management

Travel demand management (TDM) holds the potential for enhancing many elements of the transportation network, and with other improvements, has been shown to greatly aid in reducing single-occupant vehicle trips. TDM measures include carpooling and vanpooling programs, expanded peak hour public transit, commuter buses, park and ride lots, as well as better coordination between modes to facilitate intermodal transfers. While low population densities in rural areas may not be conducive to major shifts to mass transit, in the NSV there is concentration of commuter destinations: the cities within the PDC as well as Northern Virginia and Washington, DC. In addition to public transportation, other TDM measures in the region include ridesharing, commuter bus service, and park and ride lots.



The NSVRC administers the RideSmart Program that works to promote carpools, van pools, and commuter bus services through ride-sharing promotion, matching services, and outreach. The service includes carpool matching through the Metropolitan Washington Council of Governments (MWCOC). Valley Connector is a system of commuter routes that include motor coaches that run from Strasburg and Front Royal to multiple locations within Northern Virginia. Van service operates from Front maintained park and ride lots in the region (adjacent map). There are likely additional unofficial lots in the region. However, since these unofficial lots are generally used by commuters without explicit permission from the private lot owner, measuring usage is difficult. Passenger rail service is an additional link in travel demand management but is currently not available in the region.

There are ten VDOT maintained park and ride lots in the region.

Goods Movement

The movement in the region is by both truck and rail services. The Class I rail lines in the region are owned by CSX and Norfolk Southern. The CSX line connects to the CSX National Gateway Corridor north of Washington, DC. Norfolk Southern's Crescent Corridor has two mainlines running north to south in the Commonwealth. The Shenandoah line generally parallels I-81 and lies within the NSV region. There is also a key connection between the two mainlines that parallels I-66 in the region as well. The trains on the Shenandoah line are intermodal, general merchandise, and auto trains (DRPT, Virginia, 2008). There are on-going improvements to the Crescent Corridor to expand freight rail operations while continuing to serve existing passenger rail service. An increase in the transfer of freight from truck to rail will occur, however I-81 is still expected to be a key freight corridor.

There is one Class III or shortline railroad in the region. The Winchester and Western is the oldest short line in the Commonwealth and operates between Gore (in western Frederick County) and Winchester and from Winchester north to Hagerstown, Maryland (DRPT, Draft, 2008). The Winchester and Western interchanges with CSX and with Norfolk Southern.

Truck freight primarily utilizes I-66, I-81, US 11, US 17, US 50, US 340, VA 7, and VA 42. I-81 is one of the primary truck freight corridors on the eastern seaboard. A tiered Environmental Impact Statement (EIS) process has been used for to address the needs and deficiencies of the I-81 corridor.

The Virginia Inland Port (VIP) is located in Front Royal in Warren County one mile from I-66 and 5 miles from I-81. It is one of four state owned port facilities and is a US Customs designated port of entry. The facility contains a Norfolk Southern rail yard that connects to the Crescent Corridor. Cargo from the three terminals in Hampton Roads is transferred to the VIP essentially to bring the ports closer to their markets.

Land Use

The location and extent of land use and development throughout the region is reviewed as a part of traffic analysis. Changes in existing land use and geographic shifts of land use and development can have a long-term effect on traffic forecasts and demand on the transportation network. The land use in the region varies widely from almost exclusive agricultural and forested land uses in the mountains along the edges of all the counties, to more intensive residential and commercial development within the Shenandoah Valley itself. There are large parcels of National Forests and Parks in the region, including the George Washington and Jefferson National Forests and Shenandoah National Park.

TRANSPORTATION SYSTEM PERFORMANCE & RECOMMENDATIONS

Roadways

Roadway analysis focused on safety, geometry and structure, and congestion. Through the review of available data, input at public meetings, and information provided by local and regional officials, the NSVRC, in conjunction with the local jurisdictions, prepared a list of priority locations. The priority study location list is based on roadway performance measures, safety considerations, or a combination of the two. Some priority locations had current improvement recommendations from recent studies and required no further analysis. Other priority locations required a

new or updated analysis. Within the NSV, 46 priority locations were analyzed; recommendations for these locations are identified separately in the list of recommendations that follow. Nineteen of these locations were identified for assessment of congestion concerns, while the remaining 27 were analyzed for safety. The safety assessment locations were identified using safety and crash database information, and input from local officials and the public. A more detailed discussion of all deficiencies and recommendations with planning-level cost estimates is located in the Technical Report.

Higher priorities were given to those roadways with potential geometric concerns that also carried higher levels of traffic.

Bridge Deficiency Summary

Bridge Sufficiency Rating	Functionally Obsolete			Structural Deficiency		
	REPLACE	UPGRADE/REPAIR	80+	REPLACE	UPGRADE/REPAIR	80+
Clarke	0	8	1	0	1	0
Frederick*	0	18	11	2	1	0
Page	0	23	2	9	2	1
Shenandoah	3	34	20	16	3	0
Warren	3	13	4	4	4	0
NSVRC Total	6	96	38	31	11	1

*Outside of MPO



1. Safety

The roadway safety assessments identified deficiencies such as sight distance and visibility, access management, and inadequate signage. Recommendations were developed for both intersections and segments throughout the region. The recommendations are identified by jurisdiction. More detailed deficiency data appear in the Technical Report.

2. Operations and Maintenance

a. Geometric Weaknesses

Roadways and intersections with geometric deficiencies such as substandard lane width, shoulder width, or horizontal and vertical curvature, were identified from the VDOT Statewide Planning System (SPS) database. Higher priorities were given to those roadways with potential geometric concerns that also carried higher levels of traffic. Recommendations to address these needs are identified by jurisdiction. More detailed deficiency data appear in the Technical Report.

b. Bridge Condition

Current bridge sufficiency ratings were reviewed and those structures with a rating of less than 50 were considered deficient and in need of structural upgrade or replacement. These appear in a separate table by jurisdiction.

3. Capacity

Level of service analyses were performed on all functionally classified roadways in the CSPD to assess current and projected year 2035 operations. In addition, analyses were conducted for intersections identified by the NSVRC and local governments as priority study locations. The recommendations to address the deficient locations are identified as congestion or safety, by jurisdiction. Current Day, Mid-Term, and Long-Term recommendations were combined in the tables and maps.

Deficiencies in the forecast year were noted for the functionally classified roadway network. Forecasted deficiencies are applicable only to anticipated mobility performance measures, since it is not possible to forecast safety issues or geometric and structural deficiencies.

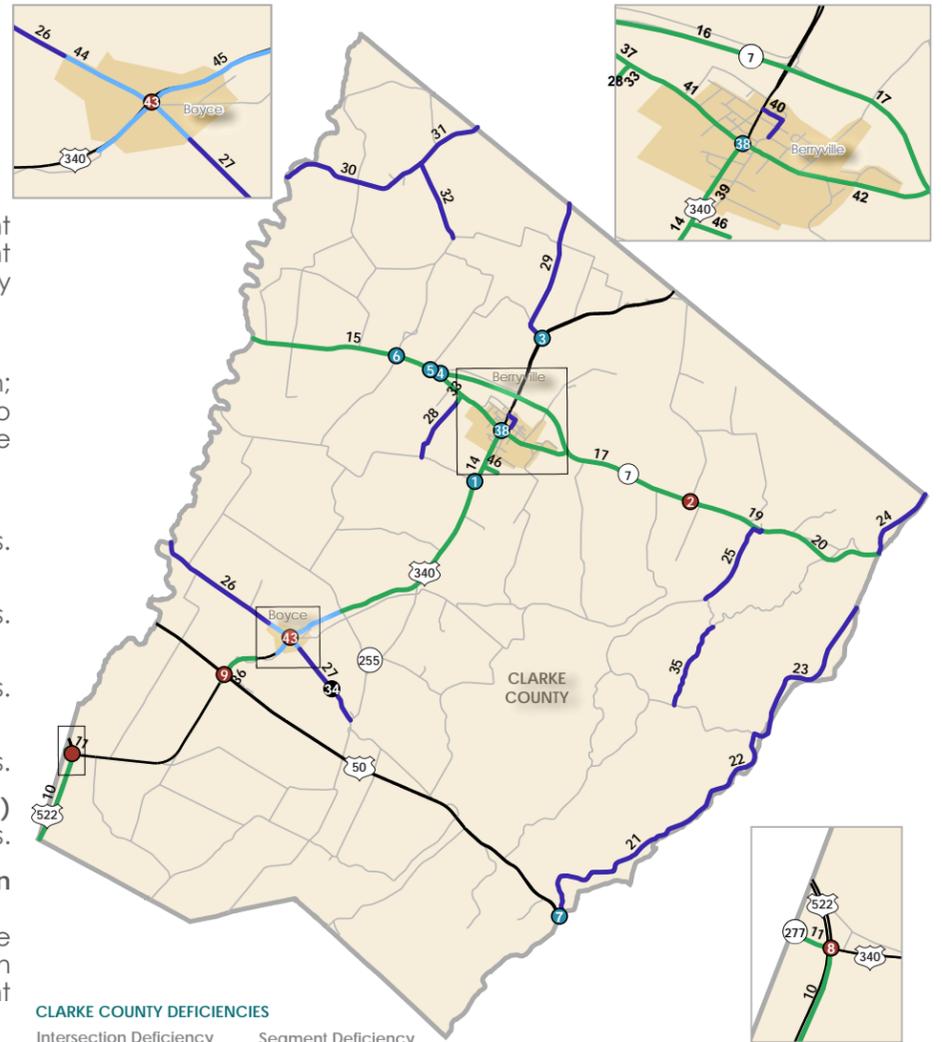


ROADWAY SYSTEM DEFICIENCIES

- Intersection Deficiency
 - Operation Deficiency
 - Safety Deficiency
 - Both Deficiencies
 - Other Deficiencies
- Segment Deficiency
 - Operation Deficiency
 - Safety Deficiency
 - Geometric Deficiency
 - Both Operation and Safety Deficiency

CLARKE COUNTY RECOMMENDATIONS

- 1 US 340 at VA 657 (Senseny Rd.)**
Short-term add stop bars to minor approaches and refresh pavement markings; Mid-term add northbound left turn lane and southbound right turn lane; Long-term monitor crashes to see if horizontal realignment may be warranted.
- 2 VA 7 (Harry Byrd Hwy.)/VA 612 (Shepherds Mill Rd.)**
Short-term access management and eliminate dip on westbound approach; Mid-term widen VA 612 approach; Long-term upgrade intersection to current design standards, including left and right turn lanes and signalize intersection.
- 3 US 340 (Lord Fairfax Hwy.)/VA 611 (Summit Point Rd.)**
Deficiency with low priority. Continue to monitor for potential improvements.
- 4 VA 7 (Harry Flood Byrd Hwy./Berryville Pike)/VA 7 BUS (W. Main St.)**
Deficiency with low priority. Continue to monitor for potential improvements.
- 5 VA 7 (Berryville Pike)/VA 653**
Deficiency with low priority. Continue to monitor for potential improvements.
- 6 VA 7 (Berryville Pike)/VA 632 (Triple J Rd./Crums Church Rd.)**
Deficiency with low priority. Continue to monitor for potential improvements.
- 7 US 17/US 50 (John S. Mosby Hwy.)/VA 601 (Blue Ridge Mountain Rd.)**
Deficiency with low priority. Continue to monitor for potential improvements.
- 8 VA 277 (Double Tollgate/Lord Fairfax Hwy.) at US 340/522 (Stonewall Jackson Hwy.)**
Short-term access management; Mid-term provide turn lanes to Double Tollgate Road; Long-term widen east-west roadway to allow for two through lanes in each direction through intersection, provide separate left and right turn bays, and modify signal phasing.
- 9 US 340 /US 17/50**
Short-term access management, add "Left Turn Signal" signs on all mast arms, convert northbound free-right movement to signal control; Mid-term widen US 340 to two through lanes, construct dual lefts for southbound and westbound left turns, and monitor traffic volumes to determine whether an interchange is warranted.
- 10 US 340 from 0.13 M. S. US 522/VA 277 to US 522/VA 277**
Long-term widen to urban six-lane roadway with median.
- 11 VA 277 (Fairfax Pike) from Frederick Co. Line to US 340/522**
Long-term widen to urban four-lane roadway with median.
- 12 US 340 (Lord Fairfax Hwy.) from VA 620 to VA 255**
Long-term add turn lanes at key intersections along corridor.
- 13 US 340 (Lord Fairfax Hwy.) from VA 255 to VA 657**
Long-term add turn lanes at key intersections along corridor.
- 14 US 340 (Lord Fairfax Hwy.) from VA 657 to SCL of Berryville**
Long-term add turn lanes at key intersections along corridor.
- 15 VA 7 (Harry Flood Byrd Hwy.) from Frederick Co. Line to VA 7 BUS W.**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 16 VA 7 (Harry Flood Byrd Hwy.) from VA 7 BUS W. to US 340**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 17 VA 7 (Harry Flood Byrd Hwy.) from US 340 to VA 612 E.**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 18 VA 7 (Harry Flood Byrd Hwy.) from VA 612 E. to VA 603**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 19 VA 7 (Harry Flood Byrd Hwy.) from VA 603 to VA 606**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 20 VA 7 (Harry Flood Byrd Hwy.) from VA 606 to Loudoun Co. Line**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies and perform regional travel pattern study to identify locations of potential Park & Ride lots.
- 21 VA 601 (Blue Ridge Mountain Rd.) from US 50 to 4.5 M. N. US 50**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 22 VA 601 (Blue Ridge Mountain Rd.) from 4.5 M. N. US 50 to VA 605**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 23 VA 601 (Blue Ridge Mountain Rd.) from VA 605 to Loudoun Co. Line**
Long-term continue to monitor for potential improvements to address safety, geometric and capacity deficiencies such as reconstruction of the roadway within the existing cross-section, adding shoulders or implementing spot-specific treatments.
- 24 VA 601 (Raven Rocks Rd.) from Loudoun Co. Line to West Virginia State Line**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 25 VA 606 (River Rd.) from VA 607 to VA 7**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.



CLARKE COUNTY DEFICIENCIES

● Intersection Deficiency	■ Segment Deficiency
● Operation Deficiency	■ Operation Deficiency
● Safety Deficiency	■ Safety Deficiency
● Both Deficiencies	■ Geometric Deficiency
● Other Deficiency	■ Both Operation & Safety Deficiency

- 26 VA 723 (Old Winchester Rd.) from Frederick Co. Line to NCL of Boyce**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 27 VA 723 (Main St.) from SCL of Boyce to VA 255 N.**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 28 VA 636 (Westwood Rd.) from 0.45 M. S. of VA 7 BUS to VA 657**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 29 VA 611 (Summit Point Rd.) from US 340 to West Virginia State Line**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 30 VA 761 (Old Charles Town Rd.) from Frederick Co. Line to VA 632**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 31 VA 761 (Old Charles Town Rd.) from VA 632 to West Virginia State Line**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 32 VA 632 (Crums Church Rd.) from VA 639 to VA 761**
Long-term continue to monitor for potential improvements to address safety, geometric, and capacity deficiencies.
- 33 VA 636 (Westwood Rd.) from VA 7 BUS to 0.45 M. S. of VA 7 BUS**
Mid-term widen roadway to three-lane urban standards.
- 34 VA 723 (Millwood Rd.) at bridge over Page Brook between Millwood and Boyce**
Mid-term replace bridge.
- 35 VA 604 (Ebenezer Rd.) from VA 605 (Morgan's Mill Rd.) to VA 607 (Saw Mill Hill Rd.)**
Mid-term reconstruct roadway to standards, including larger culvert sizes.
- 36 US 340 from .12 M. S. US 50/17 to 0.75 M. N. US 50/17**
Mid-term widen roadway to four-lane rural standards.
- 37 VA 7 BUS (W. Main St.) from VA 7 W. to WCL of Berryville**
Mid-term widen roadway to three-lane urban standards.
- 38 US 340 (Lord Fairfax Hwy.)/VA 7 BUS (W. Main St.)**
Deficiency with low priority. Continue to monitor for potential improvements. (Berryville)
- 39 US 340 (Lord Fairfax Hwy.) from SCL of Berryville to VA 7 BUS**
Long-term add turn lanes at key intersections along corridor.

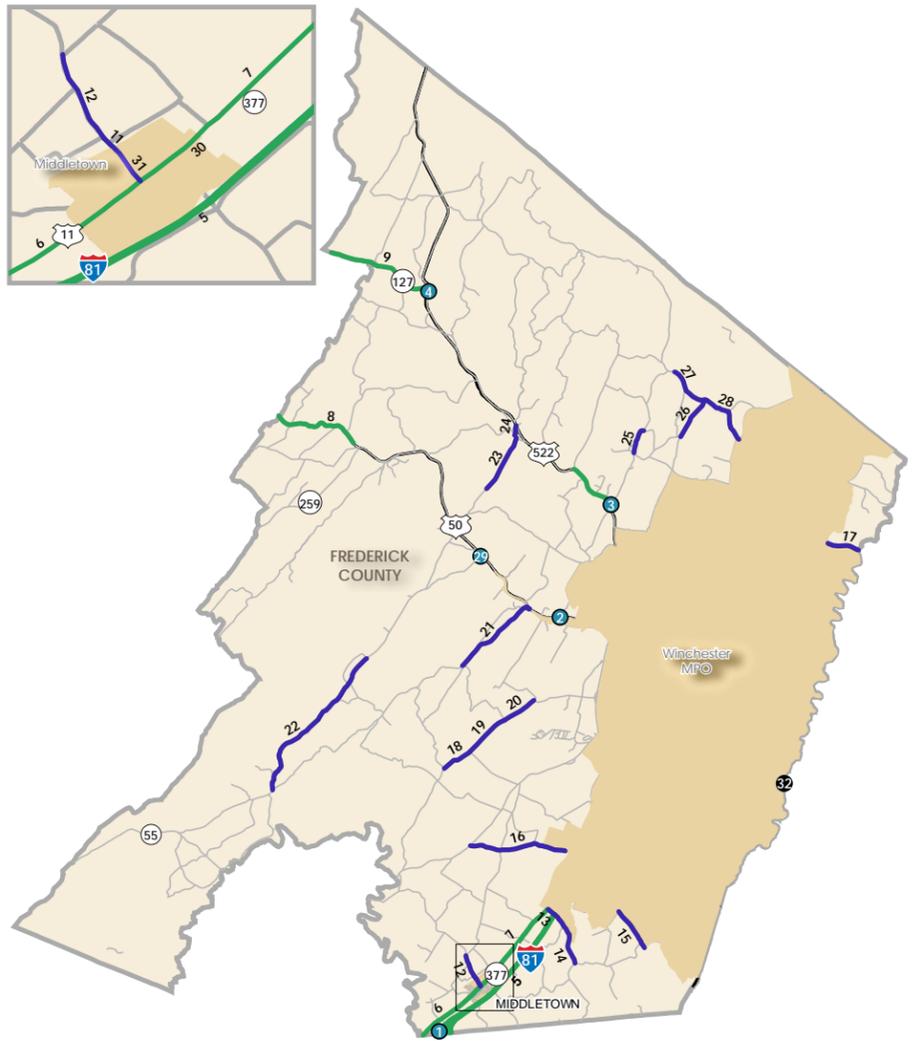
CLARKE COUNTY RECOMMENDATIONS (continued)

- 40** VA T-616 (N. Church St.) from VA T-1005 to US 340 N.
Long-term widen to urban two-lane roadway (including full-width lanes and shoulders). (Berryville)
- 41** VA 7 BUS (W. Main St.) from WCL of Berryville to US 340
Mid-term widen roadway to three-lane urban standards. (Berryville)
- 42** VA 7 BUS (E. Main St.) from US 340 to VA 7 E.
Mid-term widen roadway to three-lane urban standards. (Berryville)
- 43** US 340/VA 723 (Main St.)
Short-term add stop bars to minor approaches and widen Main Street at intersection to provide left turn lanes; Long-term signalize intersection. (Boyce)
- 44** VA 723 from WCL of Boyce to ECL of Boyce
Short-term refresh pavement markings; Mid-term perform traffic study to develop solutions for the corridor and address left turn conflict issues. (Boyce)
- 45** US 340 from VA 688 N. to VA 620
Short-term improve drainage; Long-term reconstruct roadway to rural two-lane standards with turn lanes at key intersections along corridor. (Boyce)
- 46** Jack Enders Blvd. from Western Terminus to US 340
Mid-term extend existing urban section from its existing terminus to US 340.

FREDERICK COUNTY RECOMMENDATIONS

- 1** I-81 at Southbound merge from I-66
Long-term improve interchange (project in environmental stage).
- 2** US 50 (Northwestern Pike)/VA 654
Deficiency with low priority. Continue to monitor for potential improvements.
- 3** US 522 (N. Frederick Pike)/VA 654 (Cedar Grove Rd.)
Deficiency with low priority. Continue to monitor for potential improvements.
- 4** US 522 (N. Frederick Pike)/VA 127 (Bloomery Parkway)
Deficiency with low priority. Continue to monitor for potential improvements.
- 5** I-81 from Warren Co. Line/I-66 to Winchester MPO
Long-term widen to rural six-lane roadway with median (project in environmental stage).

- 6** US 11 (Valley Pike) from Warren Co. Line to SCL of Middletown
Long-term adjacent segment of I-81 is to be widened, monitor this segment for need of capacity improvements.
- 7** US 11 (Valley Pike) from NCL of Middletown to VA 735
Long-term adjacent segment of I-81 is to be widened, monitor this segment for need of capacity improvements.
- 8** US 50 (Northwestern Pike) from West Virginia State Line to .29 M. E. of VA 703
Long-term widen to rural four-lane roadway with median.
- 9** VA 127 (Bloomery Parkway) from West Virginia State Line to US 522
Deficiency with low priority. Continue to monitor for potential improvements.
- 10** US 522 (N. Frederick Pike) from VA 608 N. to VA 654
Long-term widen to rural four-lane roadway standards to match adjacent segments.
- 11** VA 627 (Chapel Rd.) from VA 635 N. to WCL of Middletown
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 12** VA 627 (Chapel Rd.) from VA 625 N. to VA 635 N.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 13** VA 735 (Salem Church Rd.) from US 11 to 0.51 M. E. US 11
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 14** VA 735 (Salem Church Rd.) from 0.51 M. E. US 11 to VA 636 N.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 15** VA 641 (Double Church Rd.) from VA 636 S. to VA 640
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 16** VA 631 (Marlboro Rd.) from VA 628 to VA 648
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 17** VA 761 (Old Charlestown Rd.) from VA 666 E. to Clarke Co. Line
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 18** VA 622 (Cedar Creek Grade) from VA 618 to VA 732
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 19** VA 622 (Cedar Creek Grade) from VA 732 to VA 619
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).



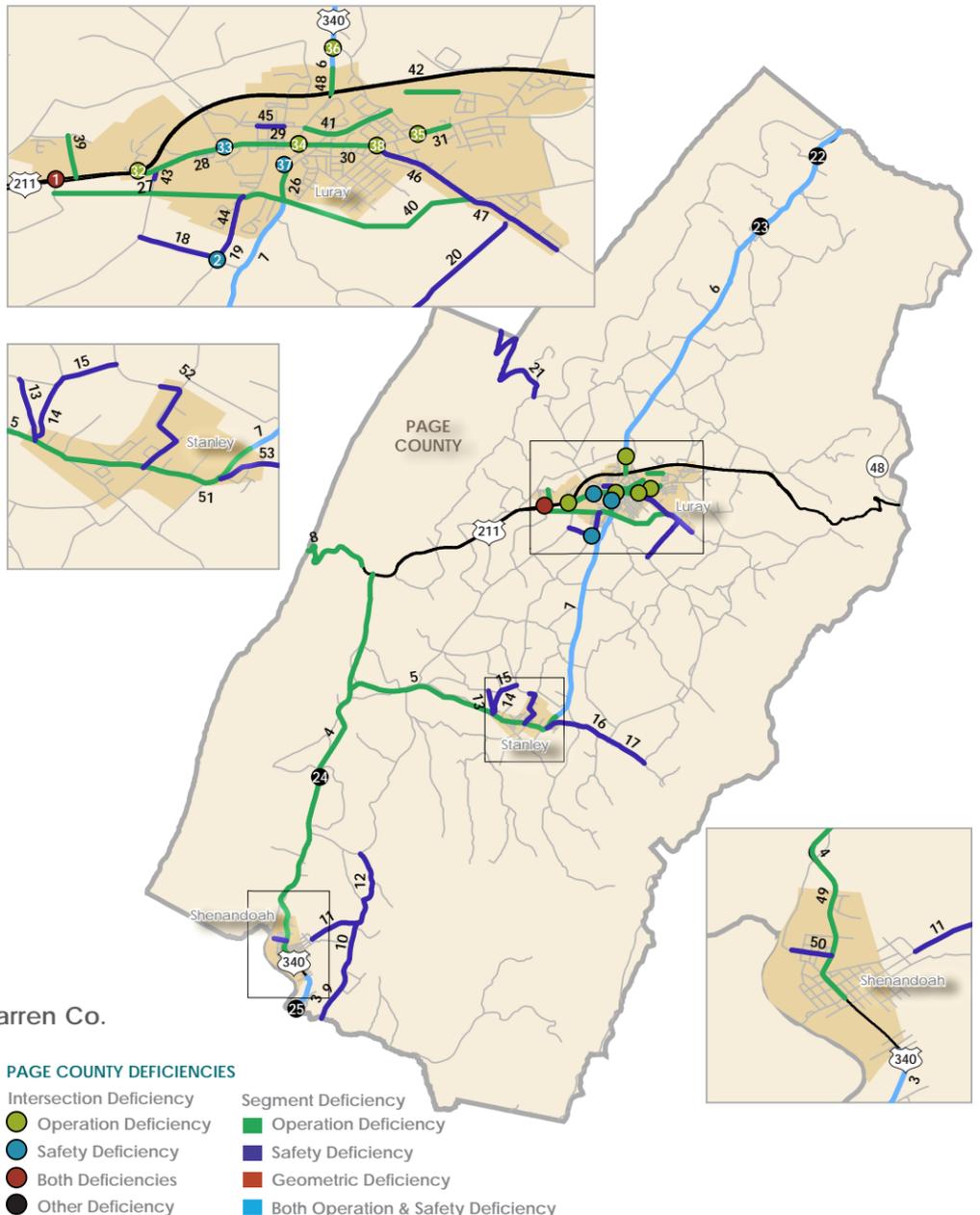
FREDERICK COUNTY DEFICIENCIES

● Intersection Deficiency	■ Segment Deficiency
● Operation Deficiency	■ Operation Deficiency
● Safety Deficiency	■ Safety Deficiency
● Both Deficiencies	■ Geometric Deficiency
● Other Deficiency	■ Both Operation & Safety Deficiency

- 20** VA 622 (Cedar Creek Grade) from VA 619 to VA 620
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 21** VA 608 (Wardensville Grade) from VA 616 S. to US 50 S.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 22** VA 600 (Back Mountain Rd.) from VA 608 N. to VA 612 N.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 23** VA 600 (Hayfield Rd.) from 1.06 M. N.E. VA 679 to VA 684 S.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 24** VA 600 (Siler Lane) from VA 684 N. to US 522
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 25** VA 654 (Cedar Grove Rd.) from VA 677 to VA 730
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 26** VA 739 (Apple Pie Ridge Rd.) from VA 677 to VA 671
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 27** VA 671 (Green Spring Rd.) from VA 654 E. to VA 676
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 28** VA 671 (Green Spring Rd.) from VA 676 to VA 661
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 29** US 50 (Northwestern Pike)/VA 614 (Back Mountain Rd.)
Short-term maintenance and move minor approach stop bar forward, relocate "Stop Ahead" sign, add "Watch for Turning Vehicles Sign" for westbound approach, and add centerline in crossover; Long-term lengthen existing eastbound right turn lane taper.
- 30** US 11 (Valley Pike) from SCL of Middletown to NCL of Middletown
Long-term adjacent segment of I-81 is to be widened, monitor this segment for need of capacity improvements. (Middletown)
- 31** VA T-1107 (Chapel Rd.) from WCL of Middletown to US 11 S.
Long-term widen to urban two-lane roadway. (Middletown)
- 32** VA 723/Bridge over Opequon Creek
Short-term replace bridge.

PAGE COUNTY RECOMMENDATIONS

- 1 US 211/VA 644 (Big Oak Rd.)**
Short-term lengthen eastbound right turn bay and refresh pavement markings; Long-term signalize intersection when warranted.
- 2 VA 638 (Mill Creek Rd.)/VA 639 (Lakewood Rd.)**
Short-term convert intersections to three-way stop; Long term realign north intersection to the south intersection and convert intersection to four-way stop control, widen all approaches to twelve-foot lanes, add left turn lanes on all approaches, and improve vertical alignment under railroad overpass.
- 3 US 340 from Rockingham Co. Line to SCL of Shenandoah**
Short-term add "Watch for Turning Vehicles" signs along corridor in advance of major intersections and commercial areas; Long-term upgrade horizontal and vertical alignment to current standards, including full-width lanes and shoulders.
- 4 US 340 from NCL of Shenandoah to US 211**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 5 US 340 BUS from US 340 to VA 636**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 6 US 340 from NCL of Luray to Warren Co. Line**
Short-term add "Watch for Turning Vehicles" signs along corridor in advance of major intersections and commercial areas; Long-term upgrade horizontal and vertical alignment to current standards, including full-width lanes and shoulders.
- 7 US 340 BUS from ECL of Stanley to SCL of Luray**
Short-term add "Watch for Turning Vehicles" signs along corridor in advance of major intersections and commercial areas; Long-term upgrade horizontal and vertical alignment to current standards, including full-width lanes and shoulders.
- 8 US 211 from Shenandoah Co. Line to .16 M. W. US 340**
Long-term widen to rural four-lane roadway with median.
- 9 VA 603 (Fleeburg Rd.) from Rockingham Co. Line to VA 681**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 10 VA 603 (Fleeburg Rd.) from VA 681 to VA 602**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 11 VA 602 (Corner Town Rd.) from VA 711 to VA 603 N.**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 12 VA 602 from VA 603 N. to VA 650**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 13 VA 622 from VA 635 to US 340 BUS**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 14 VA T- 760 (Forrest Dr.) from VA 622 to VA 635**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 15 VA 635 (Forest Rd.) from VA 760 to VA 638**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 16 VA 689 (Ida Rd.) from VA 611 S. to VA 624 N.**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 17 VA 611 (Kite Hollow Rd.) from VA 689 S. to VA 628**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 18 VA 639 (Lakewood Dr) from VA 616 to VA 638**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 19 VA 638 (Mill Creek Rd.) from VA 639 N. to SCL of Luray**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 20 VA 689 (Antioch Rd.) from SCL of Luray to VA 642**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 21 VA 675 from Shenandoah Co. Line to VA 615 S.**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 22 US 340 at Bridge over Compton Creek, 1 mile S. of Warren Co.**
Short-term replace bridge.
- 23 US 340 at Bridge over Norfolk Southern Railroad, ~3.5 M. S. of Warren Co.**
Short-term replace bridge.
- 24 US 340 at Bridge over Cub Run near VA 613**
Short-term replace bridge.
- 25 VA 605/Bridge over Naked Creek, near Rockingham Co. Line**
Short-term replace bridge.
- 26 US 340 (Virginia Ave.) from SCL of Luray to Hawksbill St.**
Deficiency with low priority. Continue to monitor for potential improvements. (Luray)
- 27 US 211 BUS (W. Main St.) from US 211 to Leaksville Rd.**
Deficiency with low priority. Continue to monitor for potential improvements. (Luray)
- 28 US 211 BUS (W. Main St.) from Leaksville Rd. to Lee St.**
Deficiency with low priority. Continue to monitor for potential improvements. (Luray)
- 29 US 211 BUS (W. Main St.) from Lee St. to US 340 BUS**
Deficiency with low priority. Continue to monitor for potential improvements. (Luray)
- 30 US 211 BUS (E. Main St.) from US 340 BUS to Reservoir Ave.**
Deficiency with low priority. Continue to monitor for potential improvements. (Luray)
- 31 US 211 BUS (E. Main St.) from Collins Rd. to Smith St.**
Deficiency with low priority. Continue to monitor for potential improvements. (Luray)
- 32 Main St./US 211 Bypass**
Long-term perform a signal warrant study and install new traffic signal, add eastbound right turn lane with taper. (Luray)
- 33 Main St./Bixlers Ferry Rd.**
Long-term improve intersection geometry, which requires further study to identify specific improvements. (Luray)
- 34 Main St./Broad St.**
Restrict on-street parking during peak hours on all four approaches of the intersection. (Luray)
- 35 Main St./Collins Ave.**
Long-term add turn lanes, which requires further study to identify specific improvements. (Luray)
- 36 US 340/Collins Ave.**
Long-term add southbound deceleration lane with taper. (Luray)
- 37 Virginia Ave./Hawksbill Creek**
Long-term replace bridge and upgrade approaches to standards. (Luray)
- 38 Reservoir Ave./Main St.**
Long-term widen Reservoir Avenue approach to two lanes to provide additional capacity at intersection and conduct further study to identify specific improvements. (Luray)

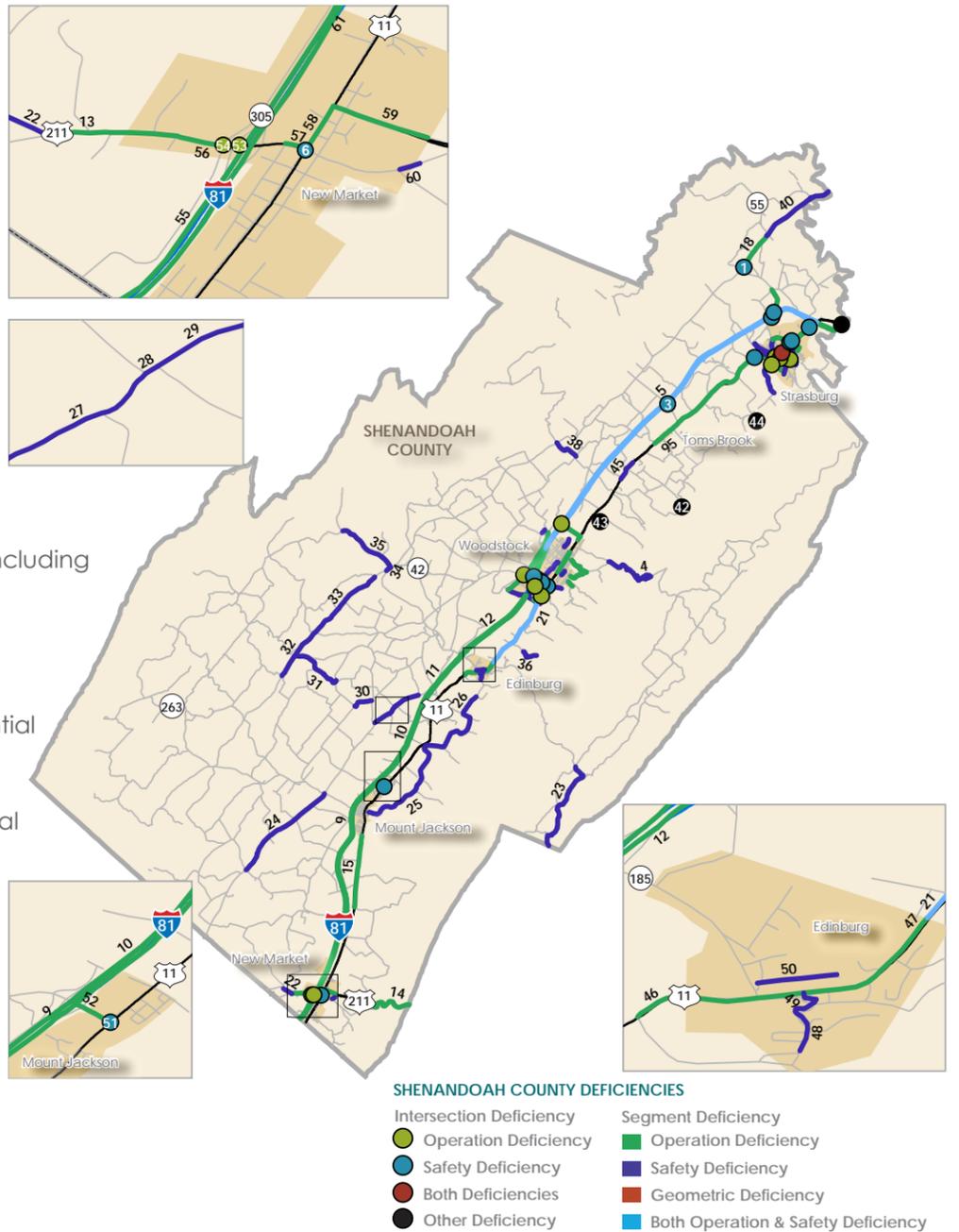


PAGE COUNTY RECOMMENDATIONS (continued)

- 39** **New Connector Roadway from VA 647 to US 211**
Long-term construct roadway on new alignment to two-lane urban standards. (Luray)
- 40** **Southwestern Connector Roadway from VA 644 to Fairview Rd.**
Long-term construct roadway on new alignment to two-lane urban standards. (Luray)
- 41** **Northeastern Connector Roadway from Mechanic St. to Collins Ave.**
Long-term construct roadway on new alignment to two-lane urban standards as an alternative roadway to Main Street. (Luray)
- 42** **New Industrial Access Rd. from Collins Ave. to Stoney Brook Lane**
Long-term construct roadway on new alignment to two-lane urban standards and provide parallel access to Main Street for Industrial Park. (Luray)
- 43** **Leaksville Rd. from SCL to Main St.**
Mid-term reconstruct roadway to three-lane rural standards to provide for center turn lane. (Luray)
- 44** **Court St. from SCL to Court St. Extension**
Long-term reconstruct roadway to two-lane urban/rural standards and conduct further study to define specific limits of urban versus rural roadway improvements. (Luray)
- 45** **Mechanic St. from Lee St. to Hawksbill St.**
Long-term reconstruct roadway to two-lane urban standards. (Luray)
- 46** **Reservoir Ave. from Main St. to Fairview Rd.**
Long-term reconstruct roadway to two-lane urban standards. (Luray)
- 47** **Fairview Rd. from Reservoir Ave. to ECL**
Long-term reconstruct roadway to two-lane urban standards. (Luray)
- 48** **US 340 from US 211 Bypass to NCL of Luray**
Long-term widen to four-lane rural divided standards. (Luray)
- 49** **US 340 from VA T-602 to NCL of Shenandoah**
Long-term widen to urban four-lane roadway with median. (Shenandoah)
- 50** **VA T- 683 (Junior Ave.) from US 340 to VA 683**
Long-term widen to urban two-lane roadway. (Shenandoah)
- 51** **US 340 BUS from VA 636 to ECL of Stanley**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders). (Stanley)
- 52** **VA T- 638 (Aylor Grubbs Ave) from US 340 BUS W. to NCL of Stanley**
Long-term widen to urban two-lane roadway. (Stanley)
- 53** **VA T- 689 (Kite Hollow Rd.) from VA 624 N. to US 340 BUS**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders). (Stanley)
- 13** **VA 211 (W. Old Cross Rd.) from VA 728 to WCL of New Market**
Long-term widen to rural four-lane roadway with median.
- 14** **US 211 (Lee Hwy.) from VA 834 to Page Co. Line**
Long-term widen to rural four-lane roadway with median.
- 15** **US 11 (Old Valley Pike) from VA 620 to SCL of Mount Jackson**
Long-term widen to urban four-lane roadway with median.
- 16** **US 11 (Main St.) from NCL of Woodstock to VA 664**
Long-term widen to urban four-lane roadway with median.
- 17** **US 11 (Main St.) from NCL Toms Brook to SCL of Strasburg**
Long-term widen to urban four-lane roadway with median.
- 18** **VA 55 (John Marshall Hwy.) from VA 628 W. to VA 623**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 19** **VA 55 (John Marshall Hwy.) from VA 622 to I-81**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 20** **I-81 from US 11 to Warren Co. Line**
Long-term widen to rural six-lane roadway with median (ongoing EIS study will further define improvements).
- 21** **US 11 (Main St.) from NCL of Edinburg to SCL of Woodstock**
Long-term widen to urban four-lane roadway with median.
- 22** **VA 953 from VA 211 to VA 728**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 23** **VA 675 from VA 678 Middle Intersection to Page Co. Line**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 24** **VA 614 from VA 42 N. to VA 263**
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 25** **VA 698 (Red Banks Rd.) from VA 707 to ECL of Mount Jackson**
Long-term reconstruct road to address geometric deficiencies (10-foot lanes).
- 26** **VA 698 (Palmyra Church Rd.) from VA 822 to VA 707**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).

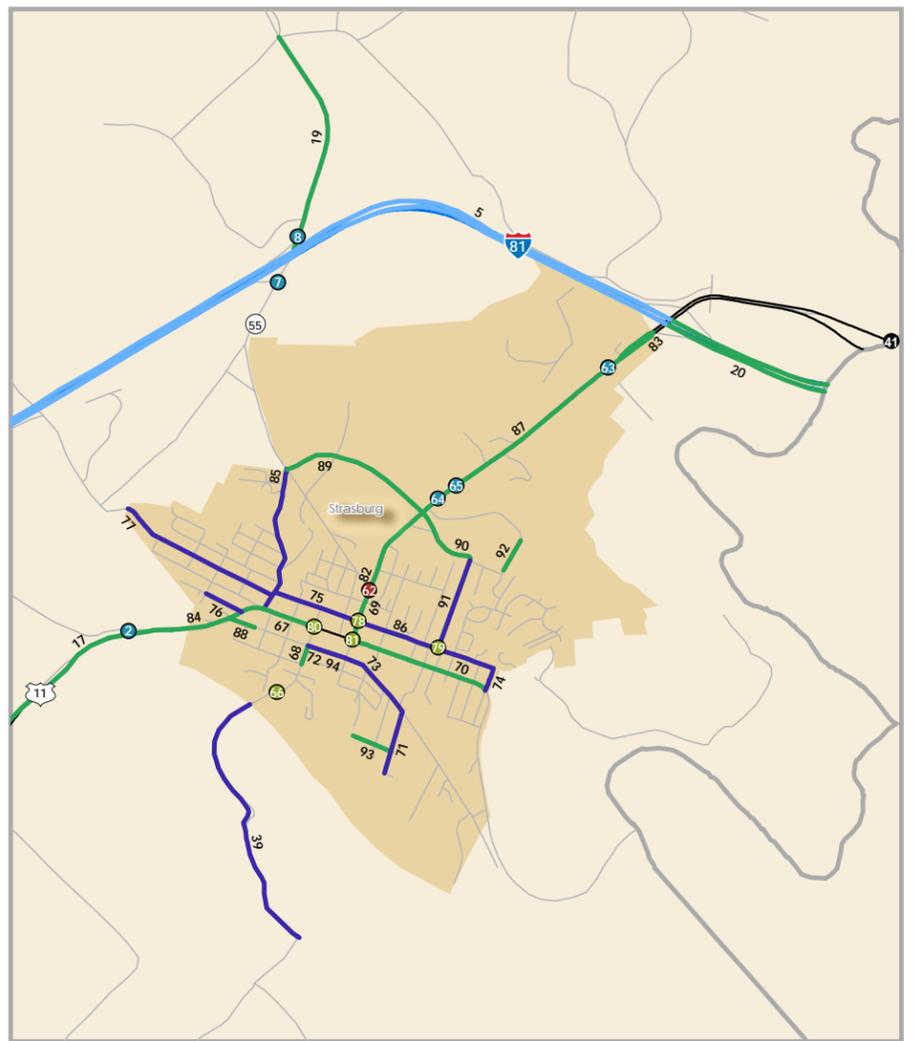
SHENANDOAH COUNTY RECOMMENDATIONS

- 1** **VA 55 (John Marshall Hwy.)/VA 623**
Mid-term realign Hockman Road to tie into Back Road and close intersection on VA 55; Long-term realign VA 55 to the north of dairy farm and construct roadway to standards.
- 2** **US 11/VA 639 (Green Acres Rd.)**
Short-term prohibit right turns from minor approach and sign VA 639 to inform and guide traffic to VA 757 and VA 601 to reach US 11.
- 3** **I-81 Northbound off-ramp (exit 291)/VA 651 (Mount Olive Rd.)**
Short-term modify northwest corner of intersection to accommodate turning truck traffic; Mid-term signalize intersection for safety; Long-term reconstruct interchange (project in environmental stage).
- 4** **VA 758 (Woodstock Tower Rd.) from VA 665 (Mill Rd.) to Top of mountain (E.)**
Short-term improve guardrails and implement spot improvements, including pullouts at scenic locations.
- 5** **I-81 from WCL of Woodstock to US 11**
Long-term reconstruct roadway (project in environmental stage).
- 6** **US 11/Old Cross Rd. (VA 211)**
Deficiency with low priority. Continue to monitor for potential improvements.
- 7** **VA 55 (John Marshall Hwy.)/I-81 ramps (S.)**
Deficiency with low priority. Continue to monitor for potential improvements.
- 8** **VA 55 (John Marshall Hwy.)/I-81 ramps (N.)**
Deficiency with low priority. Continue to monitor for potential improvements.
- 9** **I-81 from VA 730 to VA 292**
Long-term reconstruct roadway (project in environmental stage).
- 10** **I-81 from VA 292 to VA 614**
Long-term reconstruct roadway (project in environmental stage).
- 11** **I-81 from VA 614 to VA 185**
Long-term reconstruct roadway (project in environmental stage).
- 12** **I-81 from VA 185 to SCL of Woodstock**
Long-term reconstruct roadway (project in environmental stage).



SHENANDOAH COUNTY RECOMMENDATIONS (continued)

- 27** VA 614 (S. Middle Rd.) from VA 707 S. to VA 708 S.
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 28** VA 614 (S. Middle Rd.) from VA 708 S. to VA 708 N.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 29** VA 614 (S. Middle Rd.) from VA 708 N. to VA 693
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 30** VA 710 from VA 707 S. to VA 703 N.
Long-term reconstruct road to address geometric deficiencies (10-foot lanes).
- 31** VA 709 from VA 709 N. to VA 42 S.
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 32** VA 42 from VA 711 to VA 691
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 33** VA 42 from VA 691 to VA 779
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 34** VA 675 from VA 608 to VA 42 E.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 35** VA 675 from VA 749 to VA 608
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 36** VA 673 from .53 M. E. US 11 to Dead End
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 37** VA 676 from VA 816 to VA 604 W.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 38** VA 600 (Zepp Rd.) from VA 623 to VA 652 N.
Long-term reconstruct road to address geometric deficiencies (10-foot lanes).
- 39** VA 648 (Sandy Hook Rd.) from SCL of Strasburg to 1.23 M. S. of SCL of Strasburg
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 40** VA 628 from Frederick Co. Line to VA 55 N.
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 41** US 11/Bridge over Cedar Creek
Short-term replace bridge.
- 42** VA 600/Bridge over N. Fork Shenandoah River
Mid-term replace bridge.
- 43** VA 663/Bridge over N. Fork Shenandoah River
Short-term replace bridge.
- 44** VA 744/Bridge over N. Fork Shenandoah River
Short-term replace bridge.
- 45** US 11 from 0.10 M. S. VA 625 to VA 740
Short-term reconstruct roadway to three-lane standards and improve drainage.
- 46** US 11 (Old Valley Pike) from SCL of Edinburg to VA 675 N.
Long-term widen to urban four-lane roadway with median. (Edinburg)
- 47** US 11 (Main St.) from VA 675 N. to NCL of Edinburg
Long-term widen to urban four-lane roadway with median. (Edinburg)
- 48** VA T- 1419 (Palmyra Rd.) from VA 760 to VA 1417
Long-term reconstruct road to address geometric deficiencies (11-foot lanes). (Edinburg)
- 49** VA T- 760 (Water St.) from US 11 to VA 1419
Long-term reconstruct road to address geometric deficiencies (11-foot lanes). (Edinburg)
- 50** VA T- 1402 (N. High St.) from VA 675 to .30 M. E. VA 675
Long-term reconstruct road to address geometric deficiencies (11-foot lanes). (Edinburg)
- 51** US 11/VA 292
Deficiency with low priority. Continue to monitor for potential improvements. (Mount Jackson)
- 52** VA 292 from I-81 to US 11
Long-term widen to urban four-lane roadway with median. (Mount Jackson)
- 53** US 211/I-81 Southbound off ramp
Long-term install signal and reconstruct interchange (project in environmental stage). (New Market)
- 54** US 211/VA 305/VA 619
Long-term install "Do Not Block Intersection" signs after adjacent intersection is signalized. (New Market)



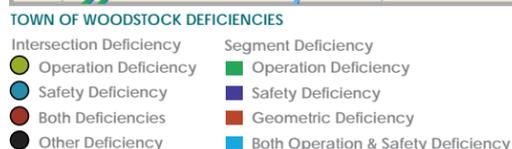
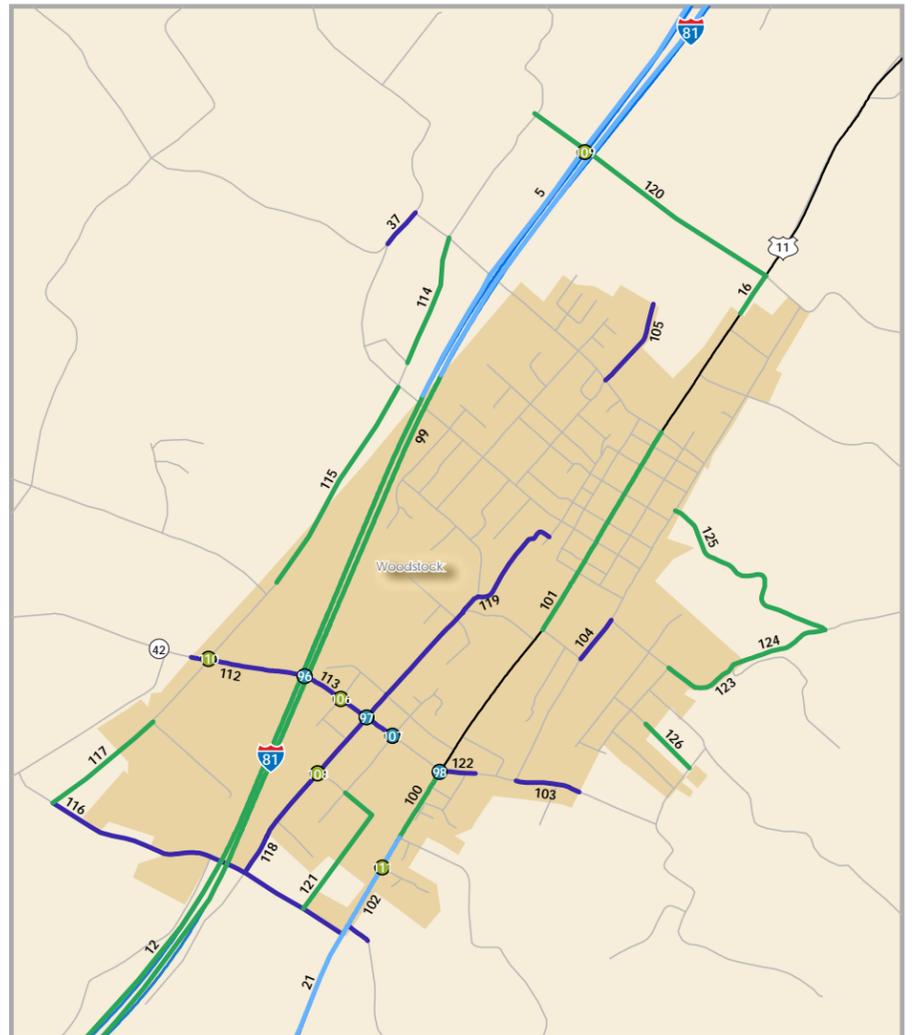
TOWN OF STRASBURG DEFICIENCIES

- | | |
|---------------------------|--------------------------------------|
| ● Intersection Deficiency | ■ Segment Deficiency |
| ● Operation Deficiency | ■ Operation Deficiency |
| ● Safety Deficiency | ■ Safety Deficiency |
| ● Both Deficiencies | ■ Geometric Deficiency |
| ● Other Deficiency | ■ Both Operation & Safety Deficiency |

- 55** I-81 from Rockingham Co. Line to US 211/VA 211
Long-term reconstruct road to rural six-lane standards (project in environmental stage). (New Market)
- 56** VA 211 (W. Old Cross Rd.) from WCL of New Market to VA 305
Long-term widen to urban four-lane roadway with median. (New Market)
- 57** VA 211 (W. Old Cross Rd.) from VA T-1003 to US 11 S.
Long-term widen to urban four-lane roadway with median. (New Market)
- 58** US 11 (Congress St.) from VA T-1002 (Southern Intersection with US 211) to US 211 N.
Long-term upgrade to urban three-lane roadway. (New Market)
- 59** US 211 (Lee Hwy.) from US 11 N. to ECL of New Market
Long-term upgrade to urban three-lane roadway. (New Market)
- 60** VA T- 1002 (Old Cross Rd.) from VA T-735 to ECL of New Market
Long-term widen to urban four-lane roadway with median. (New Market)
- 61** I-81 from US 211/VA 211 to VA 730
Long-term reconstruct roadway (project in environmental stage). (New Market)
- 62** US 11 (N. Massanutten Hwy.)/VA 55 (John Marshall Hwy.)
Short-term restripe northbound approach to a ten-foot left turn lane and a twelve-foot through lane; Mid-term signalize intersection, add separate eastbound right turn bay, and coordinate signal with adjacent signals on Massanutten from US 11 to King Street. (Strasburg)
- 63** US 11 (Old Valley Pike)/Radio St/Ion Rd.
Long-term monitor for need of additional improvements (intersection recently upgraded with a signal and access management). (Strasburg)
- 64** US 11/Shopping Center Rd. (N.)
Mid-term install street lights and convert north access for shopping center to a right in-right out intersection and divert left turns to south entrance when south entrance is signalized; Long-term evaluate further widening of US 11. (Strasburg)
- 65** US 11/Shopping Center Rd. (S.)
Mid-term install signal and street lights; Long-term evaluate further need to widen US 11. (Strasburg)
- 66** VA 648 (Holliday St.)/Strasburg High School
Mid-term monitor Holliday Street/South Queen Street intersection for signal warrants; Long-term further study needed to widen Holliday Street or develop a second crossing over the river as a secondary access to the schools. (Strasburg)
- 67** US 11 (Stover Ave.) from Capon St. to Holiday St.
Long-term construct US 11/VA 55 bypass and monitor traffic flows following construction. (Strasburg)
- 68** Holiday St. from Queen St. to High St.
Long-term further study needed to widen Holliday Street. (Strasburg)

SHENANDOAH COUNTY RECOMMENDATIONS (continued)

- 69 US 11 (Massanutten St.) from King St. to VA 55 N.**
Long-term construct US 11/VA 55 bypass and monitor traffic flows following construction. (Strasburg)
- 70 VA 55 (King St.) from US 11 (Massanutten St.) to Eberly St.**
Long-term construct US 11/VA 55 bypass and monitor traffic flows following construction. (Strasburg)
- 71 Aileen Ave. from Queen St. to Dead End**
Long-term reconstruct to urban two-lane standards (including full-width lanes and shoulders). (Strasburg)
- 72 Queen St. from Holliday St. to 0.085 Mi. W. of S. Massanutten St.**
Long-term reconstruct to urban two-lane standards (including full-width lanes and shoulders). (Strasburg)
- 73 Queen St. from S. Massanutten St. to Aileen Ave.**
Long-term reconstruct to urban two-lane standards (including full-width lanes and shoulders). (Strasburg)
- 74 Eberly St. from VA 55 to Washington St.**
Long-term reconstruct to urban two-lane standards (including full-width lanes and shoulders). (Strasburg)
- 75 Washington St. from Massanutten St. to Capon St.**
Long-term reconstruct to urban two-lane standards (including full-width lanes and shoulders). (Strasburg)
- 76 Orchard St. from US 11 to Third St.**
Long-term reconstruct road to address geometric deficiencies (10-foot lanes). (Strasburg)
- 77 A St. from Capon St. to WCL of Strasburg**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes). (Strasburg)
- 78 Massanutten St./Washington St.**
Short-term install traffic signal and coordinate with existing signals on Massanutten Street from US 11 to King Street. (Strasburg)
- 79 Crim Drive/Washington St.**
Mid-term realign and signalize intersection. (Strasburg)
- 80 King St./Holliday St.**
Mid-term provide southbound and eastbound right turn lanes along with northbound and westbound left turn lanes by eliminating on-street parking and adjust signal timing to coordinate with signals on King Street. (Strasburg)
- 81 King St./Massanutten St.**
Mid-term adjust signal timing for this intersection to coordinate with signals on King Street. (Strasburg)
- 82 Massanutten St. from VA 55 (John Marshall Hwy.) to E. Thompson St.**
Short-term eliminate on-street parking and restripe roadway to provide a center turn lane; Long-term widen to urban two-lane roadway. (Strasburg)
- 83 Massanutten St. from E. Thompson St. to Lee St.**
Short-term widen roadway to three lanes to provide for a center turn lane; Long-term reconstruct to urban four-lane standards. (Strasburg)
- 84 U.S. Route 11 (Stover Ave.) from WCL to Capon St.**
Short-term restripe roadway to provide a center turn lane. (Strasburg)
- 85 Capon St. from King St. to VA 55 (John Marshall Hwy.)**
Long-term reconstruct roadway to two-lane urban standards. (Strasburg)
- 86 Washington St. from Massanutten St. to Eberly St.**
Long-term reconstruct roadway to two-lane urban standards. (Strasburg)
- 87 US 11 (Massanutten St.) from Lee St. to NCL of Strasburg**
Long-term reconstruct to urban four-lane standards. (Strasburg)
- 88 Queen St. Extension from Sharp St. to US 11 (Stover Ave.)**
Mid-term extend Queen Street from Sharp Street to Stover Avenue as a two-lane urban facility. (Strasburg)
- 89 US 11 & VA 55 Bypass from Capon/VA 55 Intersection to Massanutten/Crystal Lane Intersection**
Mid-term construct bypass as a two-lane urban facility. (Strasburg)
- 90 Eastern Bypass from Massanutten/Crystal Lane Intersection to Northern Terminus of Crim Lane**
Mid-term construct bypass as a two-lane urban facility. (Strasburg)
- 91 Crim Drive from Washington St. to Northern Terminus**
Long-term reconstruct roadway to two-lane urban standards. (Strasburg)
- 92 Dickerson Lane Extension from Northern Terminus of Dickerson Lane to Eastern Terminus of Crystal Lane**
Mid-term extend roadway to connect to Crystal Lane as a two-lane urban facility. (Strasburg)
- 93 New Access Rd. from Aileen Ave. to High School Parking Facility**
Mid-term construct new roadway as a two-lane urban facility. (Strasburg)
- 94 Queen St. from 0.085 Mi. W. of S. Massanutten St. to S. Massanutten St.**
Short-term reconstruct roadway to two-lane urban standards. (Strasburg)
- 95 US 11 (Old Valley Pike) from VA 653 S. to NCL of Toms Brook**
Long-term upgrade to urban three-lane roadway. (Toms Brook)
- 96 I-81/VA 42**
Short-term apply access management and sign westbound left turn lanes to indicate access to Wal-Mart versus Lowes; Mid-term construct parallel access roads from Minor Road; Long-term reconstruct interchange (project in environmental stage). (Woodstock)
- 97 VA 42 (W. Reservoir Rd.)/Ox Rd.**
Add northbound left turn lane. Continue to monitor for potential improvements after northbound left turn lane is added. (Woodstock)
- 98 VA 42 (W. Reservoir Rd.)/US 11 (Main St.)**
Deficiency with low priority. Continue to monitor for potential improvements. (Woodstock)
- 99 I-81 from Southern Corporate Limits of Woodstock to Western Corporate Limits of Woodstock**
Long-term reconstruct road to rural six-lane standards (project in environmental stage). (Woodstock)
- 100 US 11 (Main St.) from Lakeview Drive to W. Reservoir Drive**
Long-term upgrade to urban four-lane roadway. (Woodstock)
- 101 US 11 (Main St.) from Indian Spring Rd. to W. N. St.**
Long-term upgrade to urban four-lane roadway. (Woodstock)
- 102 US 11 (Main St.) from SCL of Woodstock to Lakeview Drive**
Long-term upgrade to urban four-lane roadway. (Woodstock)
- 103 E. Reservoir Rd. from ECL of Woodstock to Water St.**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes). (Woodstock)
- 104 Water St. from Indian Spring Rd. to Hollingsworth Rd.**
Long-term reconstruct to urban two-lane standards. (Woodstock)
- 105 Lee St. from N. St. to NCL of Woodstock**
Long-term reconstruct road to address geometric deficiencies (11-foot lanes). (Woodstock)
- 106 VA 42 (Reservoir Rd.)/Motel Drive**
Long-term perform signal study and install signal when warranted. (Woodstock)
- 107 Susan Avenue/VA 42 (Reservoir Rd.)**
Long-term construct island to prohibit northbound left turns and through movements. (Woodstock)
- 108 Ox Rd./Falcon Drive**
Long-term add a westbound right turn lane, a northbound right turn lane, and a southbound left turn lane. (Woodstock)
- 109 New Interchange on I-81 N. Side of Woodstock**
Long-term construct new interchange on I-81 providing access to VA 676, VA 604, VA 642, and US 11 (further study required to define specific improvements). (Woodstock)

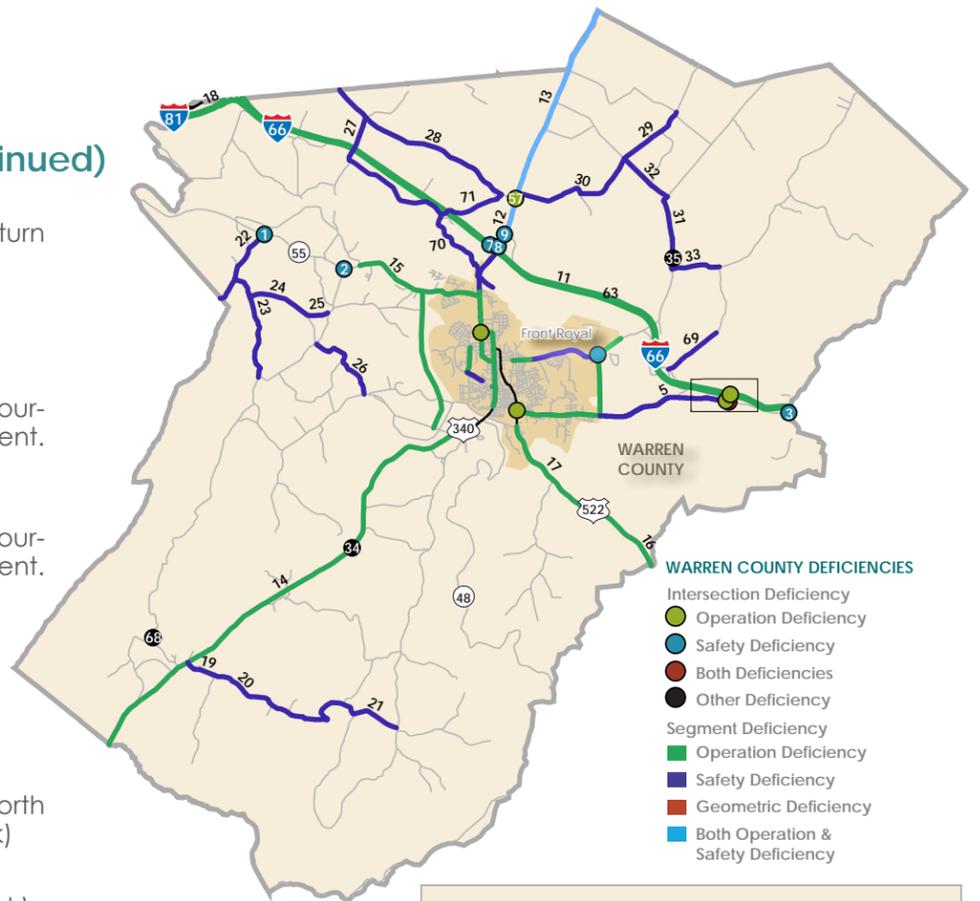


SHENANDOAH COUNTY RECOMMENDATIONS (continued)

- 110** VA 42 (Reservoir Rd.)/Hisey Ave.
Mid-term construct southbound left turn lane and northbound right turn lane. (Woodstock)
- 111** US 11/Lora Drive (1,500 ft N. of Hoover Rd.)
Mid-term signalize intersection. (Woodstock)
- 112** VA 42 (Reservoir Rd.) from WCL of Woodstock to I-81 W.
Long-term improve and widen VA 42 from current configuration to four-lane urban divided standards and implement access management. (Woodstock)
- 113** VA 42 (Reservoir Rd.) from I-81 W. to Susan Ave.
Long-term improve and widen VA 42 from current configuration to four-lane urban divided standards and implement access management. (Woodstock)
- 114** Hisey Ave. Extension (N.) from Hisey Ave. to N. St.
Long-term extend Hisey Avenue from current northern terminus to North Street and construct extension to rural two-lane standards. (Woodstock)
- 115** Hisey Ave. Extension (Central) from Hisey Ave. to Spring St.
Long-term extend Hisey Avenue from current northern terminus to North Street and construct extension to rural two-lane standards. (Woodstock)
- 116** Hoover Rd. from Hisey Ave. Extension to Water St. Extension
Long-term reconstruct roadway to two-lane rural standards. (Woodstock)
- 117** Hisey Ave. (S.) from Hisey Ave. to Hoover Rd.
Long-term extend Hisey Avenue from current northern terminus to North Street and construct extension to rural two-lane standards. (Woodstock)
- 118** Ox Rd. from Hoover Rd. to Park Ave.
Long-term reconstruct roadway to two-lane rural standards. (Woodstock)
- 119** Massanutten Heights from Ox Rd. to Commerce St.
Long-term reconstruct roadway to two-lane rural standards. (Woodstock)
- 120** New Connector Roadway from VA 676 to Main St./Moose Rd. Intersection
Long-term construct roadway on new alignment to two-lane rural standards. (Woodstock)
- 121** Proposed Central High School Access Rd. from School Complex to Hoover Rd.
Long-term provide additional access to the school for improved circulation. (Woodstock)
- 122** E. Reservoir Rd. from US 11 to 0.133 M. E. US 11
Mid-term reconstruct approach to standards. (Woodstock)
- 123** VA 667 (Lupton Rd.) from Hollingsworth St. to VA 668 (French Woods Rd.)
Mid-term reconstruct roadway to standards. (Woodstock)
- 124** VA 668 (French Woods Rd.) from VA 667 (Lupton Rd.) to VA 758 (Cemetery Rd.)
Mid-term reconstruct roadway to standards. (Woodstock)
- 125** VA 758 (Cemetery Rd.) from S. Water St. to VA 668 (French Woods Rd.)
Mid-term reconstruct roadway to standards. (Woodstock)
- 126** Indian Spring Rd. from Jackson St. to Hollingsworth Rd.
Long-term construct east extension of Indian Spring Road on new alignment at two-lane rural standards. (Woodstock)

WARREN COUNTY RECOMMENDATIONS

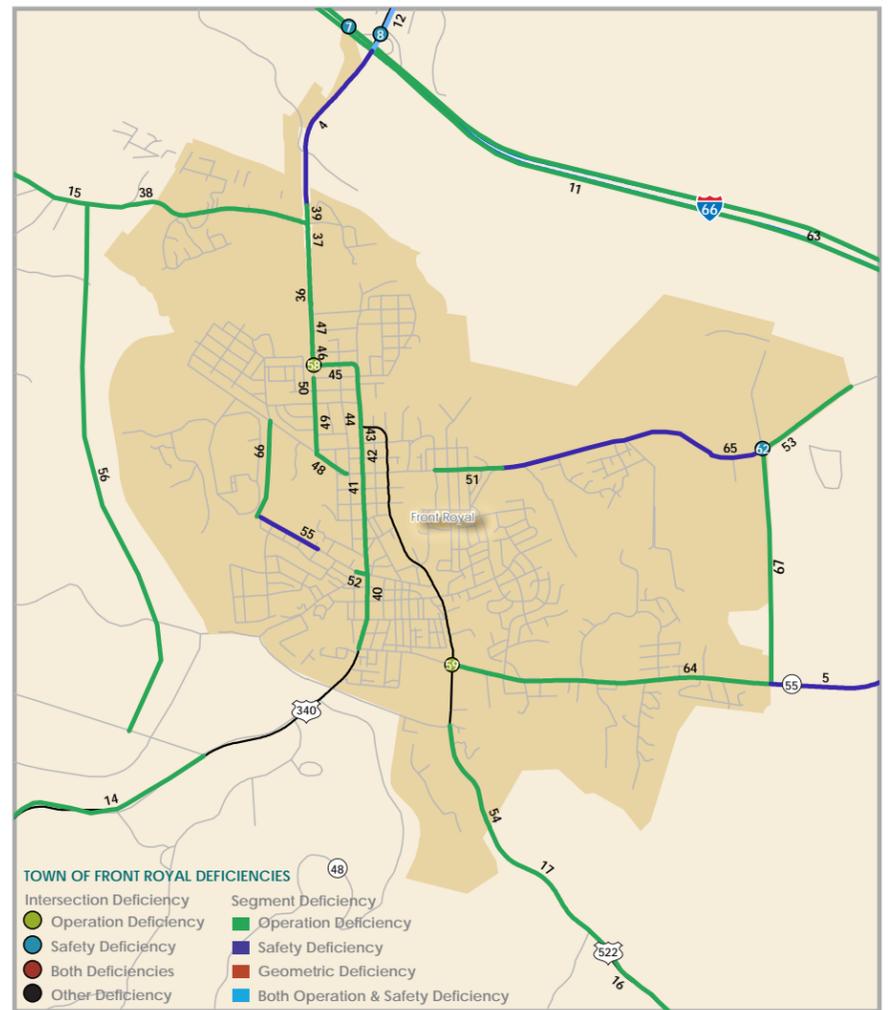
- 1** VA 55 (Strasburg Rd.) at VA 678 (Fort Valley Rd.)/VA 610 (Bucks Mill Rd.)
Short-term add stop bar to VA 678 approach; Mid-term add westbound left turn bay and eastbound right turn bay.
- 2** VA 55 (Strasburg Rd.)/VA 626 (Totten Rd.)
Short-term add stop bar to VA 626 approach; Mid-term widen VA 626 to twelve-foot lanes and add westbound left turn lane to separate turning traffic; Long-term realign roadway to the west to correct horizontal/vertical curve.
- 3** VA 55 (John Marshall Hwy.)/VA 638 (Freezeland Rd./Fiery Run Rd.)
Short-term reconstruct roadway to standards; Mid-term widen VA 55 approaches to accommodate left and right turn lanes, widen Fiery Run Road and Freezeland Road to twelve-foot lanes; Long-term monitor for need of a signal.
- 4** US340/522 from N. Fork Shenandoah River to I-66
Short-term perform study to determine safety improvements along this corridor, such as signalizing key intersections or reducing speed limit; Mid-term provide locations for mid-block U-turns south of VDOT Park & Ride lot.
- 5** VA 55 (John Marshall Hwy.) from ECL Front Royal to VA 79
Short-term reduce speed limit from 55 to 45 mph; Long-term widen VA 55 to four-lane rural standards.
- 6** VA 79 from VA 55 (John Marshall Hwy.) to I-66
Short-term review signal timing plans; Long-term widen to four-lane rural standards, add westbound I-66 to southbound VA 79 loop ramp, realign eastbound ramps to single signalized intersection, and add second eastbound left turn lane and convert southbound right into a free flow right turn movement at VA 55 and VA 79 junction.
- 7** I-66 at Exit 6 Westbound Onramp Merge-point/Bridge
Deficiency with low priority. Continue to monitor for potential improvements.



- 8** US 340 (Winchester (N.))
Deficiency with low priority. Continue to monitor for potential improvements.
- 9** US 340 (Winchester Rd.)/VA 655 (Country Club Rd.)
Deficiency with low priority. Continue to monitor for potential improvements.
- 10** VA 55 (John Marshall Hwy.)/VA 79
Lengthen southbound right turn lane. Continue to monitor for additional improvements after lengthening turn bay.
- 11** I-66 from I-81 Northbound Onramp to Fauquier Co. Line
Long-term widen to rural six-lane roadway with median.
- 12** US 340 from I-66 to VA 658
Short-term reduce speed limit from 55 to 45 mph; Mid-term add street lighting, reflectors, and puppy tracks at intersections in commercial strip and apply access management; Long-term widen to rural six-lane roadway with median.
- 13** US 340 from VA 658 to Clarke Co. Line
Mid-term add street lighting, reflectors, and apply access management; Long-term widen to rural six-lane roadway with median.
- 14** US 340 from Page Co. Line to VA 619
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 15** VA 55 (Strasburg Rd.) from VA 626 E. to WCL of Front Royal
Long-term widen to rural four-lane roadway with median.
- 16** US 522 (Zachary Taylor Ave.) from Rappahannock Co. Line to VA 604
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 17** US 522 (Zachary Taylor Ave.) from VA 604 to SCL of Front Royal
Long-term widen to rural four-lane roadway with median.
- 18** I-81 from Shenandoah Co. Line to Frederick Co. Line/I-66
Long-term reconstruct road to rural six-lane standards (project in environmental stage).
- 19** VA 613 (Bentonville-Browntown Rd.) from US 340 E. to VA 630
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 20** VA 613 (Bentonville-Browntown Rd.) from VA 630 to VA 738
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 21** VA 613 (Bentonville-Browntown Rd.) from VA 738 to VA 649
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 22** VA 678 (Fort Valley Rd.) from Shenandoah Co. Line to VA55
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 23** VA 619 (Mountain Rd.) from VA 678 to VA 626
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 24** VA 615 from VA 660 to VA 619
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 25** VA 660 from VA 626 to VA 615
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).

WARREN COUNTY RECOMMENDATIONS (continued)

- 26** VA 615 from VA 619 S. to VA 626 E.
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 27** VA 637 (River Rd.) from VA 626 to VA 627
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 28** VA 627 from Frederick Co. Line to VA 609
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 29** VA 658 (Rockland Rd.) from VA 639 W. to VA 661
Long-term reconstruct road to address geometric deficiencies (11-foot lanes).
- 30** VA 658 (Rockland Rd.) from VA 661 to US 522
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 31** VA 624 (Morgan Ford Rd.) from VA 661 to VA 643
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 32** VA 661 (Fairground Rd.) from VA 658 to VA 624
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 33** VA 643 from VA 624 to VA 603
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders).
- 34** US 340/Bridge over Gooney Creek
Short-term replace bridge.
- 35** VA 624 (Morgan Ford Rd.)/Bridge over Shenandoah River (Structure 6019)
Short-term replace bridge.
- 36** US 340/522 (S. Fork Bridge) from 18th St. to New NCL of Front Royal
Long-term widen bridge to standards to provide five-lane section plus bike/pedestrian lanes. (Front Royal)
- 37** US 340/522 (S. Fork Bridge) from New NCL of Front Royal to Strasburg Rd.
Long-term widen bridge to standards to provide five-lane section plus bike/pedestrian lanes. (Front Royal)
- 38** VA 55 (Strasburg Rd.) from WCL of Front Royal to US 340/522
Long-term widen to rural four-lane roadway with median. (Front Royal)
- 39** US 522 (Shenandoah Ave.) from VA 55 W. to Old NCL of Front Royal
Long-term widen to rural four-lane roadway with median. (Front Royal)
- 40** US 340 (S. Royal Ave.) from S. St. to E. Main St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 41** US 340 (N. Royal Ave.) from E. Main St. to Sixth St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 42** US 340 (N. Royal Ave.) from Sixth St. to Eighth St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 43** US 340 (N. Royal Ave.) from Eighth St. to Commerce St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 44** US 340 (N. Royal Ave.) from Commerce St. to 14th St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 45** US 522 (14th St.) from N. Royal Ave. to Shenandoah Ave.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 46** US 522 (Shenandoah Ave.) from 14th St. to 15th St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 47** US 522 (Shenandoah Ave.) from 15th St. to 18th St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 48** VA 4006 (Kendrick Lane) from Shenandoah Avenue to 6th St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 49** VA 4010 (Shenandoah Ave.) from Kendrick Lane to 12th St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 50** VA 4010 (Shenandoah Ave.) from 12th St. to 13th St.
Long-term upgrade to urban four-lane roadway. (Front Royal)
- 51** VA 4006 (6th St.) from Bel Air Ave. to Happy Creek Rd.
Deficiency with low priority. Continue to monitor for potential improvements. (Front Royal)
- 52** VA 4004 (W. Main St.) from Luray Ave. to N. Royal Ave.
Deficiency with low priority. Continue to monitor for potential improvements. (Front Royal)
- 53** VA 4006 (Happy Creek Rd.) from Leach Run Parkway to ECL of Front Royal
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders). (Front Royal)
- 54** US 522 (Chester Gap Rd.) from SCL of Front Royal to Criser Rd.
Long-term widen to rural four-lane roadway with median. (Front Royal)
- 55** VA 4004 (W. Main St.) from Viscose Ave. to N. Ave.
Long-term reconstruct road to address geometric deficiencies (including full-width lanes and shoulders). (Front Royal)



- 56** Western Bypass from VA 619 to VA 55
Long-term construct new roadway to two-lane rural standards. (Front Royal)
- 57** US 340/522 at Reliance Rd./Rockland Rd.
Long-term realign Rockland Road and install traffic signal. (Front Royal)
- 58** US 340/522/14th St.
Long-term add second westbound right turn lane and modify signal timing. (Front Royal)
- 59** VA 55/Commerce Ave.
Long-term realign intersection to increase intersection spacing and install traffic signal. (Front Royal)
- 60** VA 55/Dismal Hollow Rd.
Long-term realign intersection to increase intersection spacing and install traffic signal. (Front Royal)
- 61** I-66/VA 79
Long-term modify existing interchange configuration from a diamond ramp to a loop ramp for the westbound to southbound movement. (Front Royal)
- 62** Leach Run Pkwy./Happy Creek Rd.
Mid-term construct Happy Creek Road interchange to eliminate at-grade railroad crossing. (Front Royal)
- 63** I-66/the Existing VA 606 Overpass
Long-term construct a diamond interchange to connect with an improved VA 606. (Front Royal)
- 64** VA 55 Widening from Commerce Ave. to ECL Front Royal
Long-term widen VA 55 to four-lane urban divided standards. (Front Royal)
- 65** VA 647 (Happy Creek Rd.) from 6th St. to VA 606
Short-term reconstruct roadway to two-lane urban standards; Long-term realign Happy Creek Road and Sixth Street intersection. (Front Royal)
- 66** New Local Connector Roadway from Kerfoot Ave. to Massanutten Ave.
Long-term construct new roadway to two-lane urban standards. (Front Royal)
- 67** Leach Run Pkwy. from VA 606 to VA 55
Long-term construct roadway to four-lane urban divided standards on existing or new alignment and construct interchange to eliminate at-grade railroad crossing. (Front Royal)
- 68** VA 613 (Indian Hollow Road) at bridge over South Fork Shenandoah River
Short-term replace bridge.
- 69** VA 603 (Oregon Hollow Road) from VA 647 (Dismal Hollow Road) to Khyber Pass Road and Rockwood Lane
Long-term widen roadway and shoulders.
- 70** VA 637 (Guard Hill Road) from 0.3 miles East of US 522 to VA 626 (North River Road)
Long-term upgrade roadway to include lane widening, spot alignment improvements, and drainage improvements.
- 71** VA 609 (Rittenour Hollow Road) from VA 637 (Guard Hill Road) to VA 627 (Reliance Road)
Long-term upgrade roadway to include lane widening, spot alignment improvements, and drainage improvements.



The airports in the NSV are expected to continue to be important to the transportation network in the future.

Public Transportation

One set of deficiencies and recommendations (base year and forecast year) was developed for the public transportation component of the Plan. Deficiencies and recommendations were compiled primarily from the CHSM Plan (DRPT, *Northern Shenandoah*, 2008) and from the VRT transit development plan (VRT, 2009). The CHSM Plan resulted mainly in strategies to address deficiencies. These strategies include:

- Continue to support capital needs of coordinated human service and public transportation providers;
- Expand availability of demand-response and specialized transportation services to provide additional trips for older adults, people with disabilities, and people with lower incomes;
- Build coordination among existing public transportation and human service transportation providers;
- Expand outreach and information on available transportation options in the region, including establishment of a centralized point of access;
- Provide flexible transportation options and more specialized one-to-one services through expanded use of volunteers;
- Establish or expand programs that train customers, human service agency staff, medical facility personnel, and others in the use and availability of transportation services;

The VRT has developed a long-range plan for transit services for the region and is pursuing expanded service with local jurisdictions.

- Establish a ride-sharing program for long-distance medical transportation;
- Expand access to taxi and other private transportation operators;
- Implement new public transportation services or operate existing public transit services on more frequent basis;
- Bring new funding partners to public transit/human service transportation; and
- Provide targeted shuttle services to access employment opportunities.

The VRT has developed a long-range plan for transit services for the region and is pursuing expanded service with local jurisdictions. The transit development plan includes service and capital improvement recommendations. Changes in the service within the region could include expanded flexible (deviated) fixed route service in all of the counties.

The review of disadvantaged population groups determined that there is access to fixed-route or public demand-responsive service by most of these populations. However, the population in western Frederick County and Shenandoah County have very little access to public transportation.

Airports

The airports in the NSV are expected to continue to be important to the transportation network in the future. The *Virginia Air Transportation System Plan Update* forecasts future (2020) growth of operations and aircraft based at airports. In the NSV, the plan projects growth of 1.9% of based aircraft at Winchester Regional Airport, 0.5% growth at New Market, 0.9% at Front Royal-Warren County, and no growth at Luray Caverns (VADOA, 2003).

Goods Movement

The transfer of some goods shipments from roadway to rail has the potential to strengthen rail freight services offered, while also reducing the number of long-haul tractor-trailers trips and preserving or possibly enhancing roadway Level-of-Service (LOS). This transfer is possible when rail sidings are available both at the origin and destination of the goods. Even with this transfer, short-distance truck shipments are still necessary between the shipper and the siding. The key freight corridors will continue to include: I-66, I-81, US 11, US 17, US 50, US 340, VA 7, and VA 42.

There are currently improvements proposed for the Norfolk Southern Crescent Corridor (DRPT, *Virginia*, 2008). Added capacity along both the Shenandoah line, that parallels I-81, and the Piedmont line, that parallels US 29 east of the region, is expected to transfer more truck shipments from I-81 to this rail corridor. For Class III carriers, the greatest identified need in the *Virginia Statewide Rail Plan* is to "improve all railroads to meet Federal Railroad Administration Class 2 track standards for freight and Class 4 track standards for passenger trains" (DRPT, *Virginia*, 2008). These improvements are expected to take twenty years to complete.



Land Use and Future Growth

Future land use and potential future growth areas were reviewed and identified by the PDC in conjunction with the individual jurisdictions. These areas were used in the analysis of the roadway network to review existing traffic forecasts for the individual roadways and to produce new forecasts. The analysis was then used to prepare the recommendations. Due to the regional topography and the location of the George Washington and Jefferson National forests and the widespread presence of agriculture in the region, the land use in the much of the region is not expected to change. Based on the comprehensive plans of the individual jurisdictions, future land use is to remain well-balanced with centralized areas of new and in-fill development so that the setting of the existing land uses stay within their rural character. The jurisdictions are also working to coordinate future land use development between the counties and the towns and cities that lie within their individual boundaries. Preserving open space is one of the highest priorities of the jurisdictions, as well as designating village centers for growth and focusing future growth and development where utilities and services already exist.

Future land use and potential future growth areas were reviewed and identified by the rural technical committee in conjunction with the individual jurisdictions.



Bicycle and Pedestrian Facilities

Determination of the need for bikeways and pedestrian facilities is dependent on several factors. One is to define areas for development that have numerous trip generators and attractors, such as neighborhoods, parks, schools, and shopping areas. Another factor in development is the determination of areas appropriate for extensions of existing routes and paths to provide better links between facilities. Analysis is more qualitative than quantitative in nature with recommendations closely aligned with local desires.

The primary source of recommendations was the individual jurisdictions' comprehensive plans and *Walking and Wheeling the Northern Shenandoah Valley*. The regional plan, as well as comprehensive plans, land use plans, or bicycle plans of all the counties, endorse the concept of pedestrian and bicycle facilities. The facilities recommended in *Walking and Wheeling* include: a Regional Project - US 340 Front Royal to Luray; a Town to Town Project - US 11 Corridor; and a Local Project - Winchester (Shenandoah University Area) (NSVRC, 2004).

Travel Demand Management

In rural areas, low residential densities and dispersed work destinations are generally not conducive to high public transportation use. However, the region does have concentration of work destinations in the cities within the region, as well as in Northern Virginia and Washington, DC. Decreases in single-occupant vehicle trips are possible within the valley and on heavily traveled commuter routes, particularly I-66, I-81, US 11, US 50, US 340, VA 7, and VA 55.

The individual services of RideSmart will be important tools for decreasing single-occupant vehicle trips, particularly during the peak hour. Park and ride lots in the region are also expected to maintain their importance to the commuting population.



PLAN ADOPTION

The 2035 Rural Long Range Transportation Plan for the NSVRC was adopted by the Regional Commission on August XX, 2011. This Plan will serve as a long term strategy for the transportation network of the region and as a component of the *2035 Surface Transportation Plan*. Projects can be prioritized for funding based on the recommendations that have been identified. Further information on this Plan and the *2035 Surface Transportation Plan* and *VTrans 2035* can be found at www.vdot.virginia.gov.

In rural areas, low residential densities and dispersed work destinations are generally not conducive to high public transportation use.



REFERENCES

Northern Shenandoah Valley Regional Commission, *Walking and Wheeling the Northern Shenandoah Valley*. Front Royal, VA: NSVRC, 2004.

U.S. Department of Commerce, Bureau of the Census, SF3, 1990, 2000.

Virginia Department of Aviation, *The Virginia Air Transportation System Plan Update: 2003 Technical Report*. Richmond, VA: DOAV, 2003.

Virginia Department of Rail and Public Transportation, *Northern Shenandoah Valley Regional Commission Coordinated Human Service Mobility Plan*. Richmond, VA: DRPT, 2008.

Virginia Department of Rail and Public Transportation, *Virginia Statewide Rail Plan - Draft*. Richmond, VA: DRPT, 2008.

Virginia Employment Commission, *Population Projections by Gender, Age, and Race/Ethnicity*, www.vec.virginia.gov. Richmond, VA: VEC, 2009.

Virginia Regional Transit, *Six Year Transit Development Plan (2008-2013)*. Purcellville, Virginia: VRT, 2009.

Weldon Cooper Center for Public Service, University of Virginia, *Population Estimates for Virginia Localities, Planning Districts, and Metropolitan Areas: Final 2007 and Provisional 2008*. Charlottesville, VA: Weldon Cooper Center for Public Service, January 2009.

2

Town of Front Royal, Virginia Work Session Agenda Form

Date: July 20, 2015

Agenda Item: 2015 Recreational Trails Program (RTP) Grant Application – Criser Road Trail
Director of Planning & Zoning

Summary: The Virginia Department of Conservation and Recreation (DCR) has a grant deadline approaching soon for its Recreational Trails Program (RTP). The Town qualifies to apply for this grant program, which has approximately 1.4 million dollars available throughout the Commonwealth of Virginia for recreational trail projects. Projects are required to have a project cost of between 100,000 (min.) and 250,000 (max.) and the grant requires a 20% minimum match.

The Town recently applied for two MAP-21 TAP grants through the Virginia Department of Transportation (VDOT). This included the Westminister Drive Sidewalk Project that was approved, and the Criser Road Trail Project that was not approved. Resubmission of the Criser Road Trail Project can take place at the end of the year. The RTP is another option of funding for the Town to consider.

Unlike the TAP Map-21 grant program, an RTP grant requires that some of the match include a cash contribution. Therefore, the local cash would have to be allotted towards the project along with in-kind labor. An example budget under the RTP grant application might be as follows based on a 200K project budget.

Example RTP Budget – Criser Road Trail (\$200,000 total Project Cost)

In-Kind Labor (Town Staff):	\$39,000 (19.5%)
Local Contribution:	\$15,000 (7.5%)
RTP Contribution:	\$146,000 (73%)

Council Discussion: This is being brought to Town Council to determine if there is consensus on Town Council to submit for this grant application, and/or other future grant applications for the Criser Road Trail Project.

Staff Evaluation: Planning & Zoning Staff will be available at the work session for questions.

Legal Evaluation: The Town Attorney will be available at the work session for questions.

Town Manager: The Town Attorney will be available at the work session for questions.

Budget/Funding: \$10,000+

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)





CRISER ROAD - Hike & Bike Trail

Town of Front Royal, Virginia



PART OF THE
Royal Shenandoah Greenway



Virginia Recreational Trails Program

The Recreational Trails Program (RTP) is an 80-20, matching reimbursement program established for the purposes of providing and maintaining recreational trails. It is funded through the Federal Highway Administration (FHWA), which establishes a program for allocating funds to the States for recreational trails. The state agency responsible for administering the program in Virginia is the Department of Conservation and Recreation (DCR).

Funding may be provided to city governments, county governments or other government entities but must consider guidance from the Virginia Recreational Trails Program Advisory Committee. Non-profits partnering with governmental bodies are also eligible to compete for funding.

Program requirements mandate that 30% of the trail program funds be used for motorized recreational trail uses, 30% for non-motorized recreational trails and 40% for trails with the greatest number of compatible recreational purposes and/or those that provide for innovative recreational trail corridor sharing (multiple-use trails).

The RTP is a reimbursement program, meaning that the applicant should be capable of financing the project while requesting periodic reimbursements. All project applications must have a 20% (minimum) applicant match in total cost.

Planning proposals, gap analysis, and feasibility studies are not eligible for funding through this program.

RTP funding is for projects that are primarily recreational in nature rather than serving a more utilitarian transportation function.

Funding award request amounts are limited to a minimum of not less than \$100,000 (minimum total project costs \$125,000) and no more than \$250,000 (minimum total project cost \$312,500).

Projects are selected and recommended for funding through a competitive call for applications. Projects recommended for funding must complete an environmental analysis in accordance with the National Environmental Policy Act and at a minimum compliance with the Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990: Floodplain Management and Wetlands Protection. A Federal Consistency Determination in accordance with the Coastal Zone Management Act may also be required.

The RTP Application deadline for the 2015 RTP grant cycle is 6 August 2015. RTP applications must be received at **DCR no later than 4:00PM** on, Thursday, 6 August 2015. Applicants are responsible for effecting delivery by the deadline; late submissions will be rejected without consideration.

3



Town of Front Royal, Virginia Work Session Agenda Form

Date: July 20, 2015

Agenda Item: Purchase of a 2015 Victory Commander 1 Police Motorcycle

Summary: The Police Department is requesting Council's approval to purchase a 2015 Victory Commander 1 Police Motorcycle. This vehicle will replace the 2007 Harley Davidson Motorcycle currently being utilized by the Traffic Enforcement / Motor Officers.

This is a Sole Source Procurement. See the attached documentations.

Council Discussion:

Staff Evaluation: See attached documents.

Budget/Funding: The purchase cost for the complete, duty ready motorcycle from the Victory manufacturer, located in Tucson, Arizona is \$31,972.95. As part of the purchase, Victory is also offering \$6000.00 trade-in value for the existing 2007 Harley Davidson. With trade-in, the out-of-pocket expenditure would be \$25,872.95. The Police Department currently has funds totaling \$30,000 in the Asset Forfeiture Account (#1610-7001) that has been allocated for the purchase of a Victory motorcycle. No funding would be required from the town's budget.

Legal Evaluation:

Staff Recommendations: Request Council's approval for the purchase of the Victory Motorcycle.

Town Manager Recommendation:

Council Recommendation:

Additional Work Session Regular Meeting No Action

Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session



MEMORANDUM

Date: June 30, 2015
To: Tina Presley, Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Police Department Motorcycle

The Virginia Public Procurement Act (VPPA) details the public policies pertaining to governmental procurement from nongovernmental sources, to include governmental procurement that may or may not result in monetary consideration for either party. The VPPA applies whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.

A sole source purchase procedure is contained within the Town's Purchasing Manual. The wording in the manual is based on the VPPA, which states:

§ 2.2-4303. Methods of procurement

E.

Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The public body shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded.

This notice shall be posted on the Department of General Services' central electronic procurement website or other appropriate websites, and in addition, public bodies may publish in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

A sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation; thus distinguishing it from a proprietary purchase where the product required is restricted to the manufacturer(s) stipulated, but is sold through distributors and competition between them can be obtained.

Sole source justification is based on these questions:

Why is this the only product or service that can meet the needs of the department?

•

Why is this vendor the only practicably available source from which to obtain this product or service?

•

Why is the price considered reasonable?

•

Have efforts been made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers?

The last question is not relevant in this case, as there is no public funding being used for the purchase.

I have discussed this purchase several times with both Chief Shiflett and Capt. Nicewarner. I have informed them that under the guidelines set forth in the VPPA, the purchase of the Victory brand motorcycle would be considered a sole source. In the June 19, 2015 memo to Chief Shiflett from Capt. Nicewarner, all of the questions I noted above pertaining to justification of a sole source purchase have been thoroughly answered.

If the Town Council determines that we should move forward with this purchase, I would place notice of the award on both the Town's website and on the Department of General Services website, eVA.



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 EAST JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

NORMAN SHIFLETT
Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

To: Norman Shiflett, Chief of Police

From: Kevin Nicewarner, Captain *KN*

Date: June 19, 2015

Subject: Purchase Request - 2015 Victory Commander 1 Police Motorcycle

I would like to request the purchase of a 2015 Victory Commander 1 Police Motorcycle for use by our Traffic Enforcement / Motor Unit. As you are aware, previous Administrative staff and Motor Officers have spent many hours researching the best motorcycle option for our department. Over the past two years, the search was narrowed down to the Harley Davidson and Victory Police Motorcycles.

Our department implemented a Motorcycle Patrol division in 2007 and purchased a 2007 Harley Davidson FLHTPI Electra Glide. Over the next several years, the Traffic/Motorcycle Patrol Division was very proactive in enforcement, reducing motor vehicle crashes and fostering greater traffic safety within our community. In recent years, due to increased staffing shortages and continued mechanical problems with the current Harley Davidson, the assigned Motor Officers have been apprehensive in driving it due to safety concerns. With the department now reaching full staffing as of March, we have reassigned MPO Bill Lawson from regular shift patrol duties, back to a Traffic Enforcement / Motor Officer.

I have spoken in depth with MPO Lawson and Sgt. Kevin Foltz regarding their opinion for the best motorcycle option for our department. Both, without hesitation feel Victory Police Motorcycles is safer, provides more operator comfort, and is easier to maintain. I have been in touch with Victory and obtained a written quote of \$31,872.95 for the purchase of a complete duty ready 2015 Commander 1 motorcycle. Victory has also provided the attached Sole Source Letter, outlining the specifications needed that only this vendor offers. Those specs include:

- Five year unlimited mile warranty
- Delivered completely up fit and ready for service, including installation of departmental supplied equipment.
- Exclusive built in Tip Over technology for over safety
- Laser identification engine badging
- No other supplier to purchase Victory Police Motorcycles from

Victory also offers a two day technical training for up to two auto mechanics free of charge. Transportation, hotel and per diem would be at the cost of the Town of Front Royal. I feel this training would be imperative if we would not be outsourcing all maintenance after the purchase.

As a price comparison, I also determined the costs associated with purchasing a 2014 Harley Davison FLHTP Electra Glide from the Virginia State Contract. The cost for the motorcycle and installed emergency equipment from the dealership would be \$29,541.15. With that purchase, the town would also incur the cost to purchase and install departmental insignia and graphics (approximately \$400.00). The Town Shop auto mechanics would also be responsible for the installation of all supplied departmental equipment after delivery.

We currently have funds totaling \$30,000 in our Asset Forfeiture Account allocated for the purchase of a Victory Motorcycle. After speaking with Mike Shultz, a sales representative for Victory Police Motorcycles on numerous occasions, they have also provided an option for trade-in of our current 2007 Harley Davidson. After providing Mr. Shultz with all the necessary information and photographs of the existing Harley Davidson, Victory is offering \$6000.00 trade-in value. If accepted, the out-of-pocket expenditure to purchase the new Victory would be \$25,872.95. Victory would pick up the trade-in motorcycle at the time of delivery of the new one. The extra \$4100 in the allocated funds, would allow for covering the per diem and transportation expenses of the auto mechanic training, Motor Officer Certification training and purchase of the additional uniform requirements that will be needed for the additional Traffic Enforcement Officer position, coming available in August 2015.

RECEIVED
JUN 18 2015

BY: *Chief M.A. Sheffield*
Approve



VICTORY POLICE MOTORCYCLES

*Where Enhancing Officer
Safety is Priority ONE!*



*If riding a Victory is work,
bring on the overtime!*

"SOLE SOURCE LETTER"

Front Royal VA Police Department
24 West Main St.
Front Royal, VA 22630

Dear Captain Nicewarner:

Victory Police Motorcycles is the exclusive provider of Victory Police Motorcycles offering the only five year unlimited mile warranty, delivered completely up fit and ready for service. All Victory Police Motorcycles are built to the customer's specifications with the requested emergency equipment.

All Victory Police Motorcycles have the exclusive built in Tip Over technology placing Victory Police Motorcycles as the benchmark in Officer Safety. Forged Steel Engine/Crash Bars, exclusive Escort light package, full Length Protective Skid Plate, exclusive pinned and fixed floorboards for officer protection of feet and ankles.

All Victory Police Motorcycles are built exclusively by Victory Police Motorcycles for Law enforcement agencies and offer industry leading Law Enforcement features and the Only Law Enforcement Motorcycle that comes complete duty ready even with the Departments equipment installed and functioning such as Radios, Radar, Video and helmet interfaces.

Engine badging, we are the only company that offers laser identification badging on the engine with a badge, department name and vehicle number for additional vehicle ID/security. There is no other supplier or Company in which to purchase these Victory Police Motorcycles from.

Sincerely,

Nita Buckner
Nita L. Buckner
CEO

Victory Police Motorcycles
1400 S. Alvernon, Tucson, AZ 85711

sales@victorypolice motorcycles.com
www.VictoryPoliceMotorcycles.com

(520) 770-9500
FAX: (520) 382-6349



www.VictoryPoliceMotorcycles.com

VICTORY POLICE MOTORCYCLE ORDER SHEET

	Description	Qty	Part Number	Add	LE Price	Extension	
1	Continental 1 Tearing Speed All Black 2015 Race 120R	3		Base	\$25,981.00	\$25,981.00	
2	ALL BLUE LIGHTING	1		Base	\$0.00	\$0.00	
3	Base bike features						
4	All Black Paint	0		Base	\$0.00	Base Price	
5	Stock 10" clear windshield Adjustable	0	etc	Base	\$279.00	Base Price	
6	Standard size mobile top box and mounts	0	VPMMOBT	Base	\$1,520.00	Base Price	
7	Sean AMP	0		Base	\$390.00	Base Price	
8	Sean/PA speaker With Holster Mount	0	TSASKYT	Base	\$180.00	Base Price	
9	Dual battery kit with built in tender	0	TYDQALB	Base	\$275.00	Base Price	
10	110 vac port for dual battery charger	0		Base	\$52.00	Base Price	
11	Aux battery monitor	0		Base	\$82.00	Base Price	
12	Top Box keyed to bike lock	0		Base	\$0.00	Base Price	
13	12VDC External power port-radar gun-etc	0	12VDCPTEX	Base	\$28.00	Base Price	
14	12VDC Internal power port-cell phones-computers-flashlight	0	12VDCPATIN	Base	\$28.00	Base Price	
15	Turn/Hail/brake light bar top rear of Top Box	0		Base	\$160.00	Base Price	
16	Palo LED lights front of fairing pair of red/blue	0		Base	\$352.00	Base Price	
17	LED Lights 4 side lights and 2 rear lights Top Box	0		Base	\$380.00	Base Price	
18	Blue LED light bars rear (license plate)	0		Base	\$90.00	Base Price	
19	Dash LED's E-lights (red),headlight off (amber),aux power on (green)	0		Base	\$70.00	Base Price	
20	Rear facing fender LED red/blue lights with brackets	0		Base	\$197.00	Base Price	
21	Saddle bag protection bars chrome with flip over protection	0	VPMBRCH	Base	\$625.00	Base Price	
22	Forged front highway bar kit	0	2878326	Base	\$615.00	Base Price	
23	Engine protection skid plate	0	VPMSEKD	Base	\$250.00	Base Price	
24	Floor board protectors 1/4" thick	0	VPMFBP	Base	\$120.00	Base Price	
25	Handle bar switches (emergency lights/siren)	0		Base	\$187.00	Base Price	
26	Handle bar brackets for switches (powder coat)	0		Base	\$125.00	Base Price	
27	Windshield Brow LED Lights	0		Base	\$635.00	Base Price	
28	2" Pullback Handle Bars with Radio Tab	0		Base	\$385.00	Base Price	
29	Engine Guard Lights	0		Base	\$385.00	Base Price	
30	Sneak Mode Lights Out	0		Base	\$295.00	Base Price	
31	Keyless MC Operation	0		Base	\$375.00	Base Price	
32	Escort Light Package Includes Front Fender Turn Signals	0		Base	\$625.00	Base Price	
33	Cruise/radio switch brackets (powder coat)	0		Base	\$34.00	Base Price	
34	Palo 45 Degree Engine Guard Red/Blue Lights	0		Base	\$200.00	Base Price	
35	Hardware and brackets and Police Harnesses	0		Base	\$325.00	Base Price	
36	Ignition relocation to right handle bar	0		Base	\$05.00	Base Price	
37	Off Road Switch	0		Base	\$73.00	Base Price	
38	Headlight off switch	0		Base	\$10.00	Base Price	
39	Standard features on the motorcycle						
40	12vdc power port in fairing	0		STD	\$0.00	Included	
41	Weather band radio with AM/FM	0		STD	\$0.00	Included	
42	Cell phone charger	0		STD	\$0.00	Included	
43	Electronics cruise control	0		STD	\$0.00	Included	
44	Adjustable rear air suspension	0		STD	\$0.00	Included	
45	Adjustable front brake lever	0		STD	\$0.00	Included	
46	Stainless steel braided brake lines	0		STD	\$0.00	Included	
47	Dual floating brake rotors with front ABS brakes	0		STD	\$0.00	Included	
48	Single floating brake rotor with rear ABS brakes	0		STD	\$0.00	Included	
49	Adjustable foot controls	0		STD	\$0.00	Included	
50	Locking hard saddlebags	0		STD	\$0.00	Included	
51	Freedom 106 cubic inch direct fuel injected motor	0		STD	\$0.00	Included	
52	Oil/air cooled motor with oil cooler	0		STD	\$0.00	Included	
53	Overhead cams with roller rockers and 4 valves per cylinder	0		STD	\$0.00	Included	
54	6 speed over drive transmission	0		STD	\$0.00	Included	
55	LCD information center miles, time, temp, fuel range, gear, etc.	0		STD	\$0.00	Included	
56	Inverted cartridge front forks	0		STD	\$0.00	Included	
57	Heavy duty 48 AMP charging system	0		STD	\$0.00	Included	
58	Locking gas cap	0		STD	\$0.00	Included	
59					\$25,981.00	Base Price	
60	Appearance						
61	Artwork setup/design (required for paint or decals)	1		Add	\$150.00	\$150.00	
62	All white paint	0	VPM1WHT	Add	\$1,100.00	\$0.00	
63	Stealth package	0		Add	\$2,800.00	\$0.00	

	Description	Qty	Part Number	Add	LE Price	Extension
143	11" Clear Blade	0				\$0.00
144	CE Windshield 16" C1	0	VPM95727-2	Add	\$258.00	\$0.00
145	Smoked windshield with top lip 10"	0	2876884	Add	\$159.00	\$0.00
146	Smoked windshield with top lip 11"	0	2877258	Add	\$201.00	\$0.00
147	C1 Tall windshield 19" C1	0	2875828	Add	\$250.00	\$0.00
148	Motorcycle electric Reverse Kit	0	2878073	Add	\$1,699.00	\$0.00
149	Victory commander Series Bike covers	0	2850010	Add	\$179.00	\$0.00
150				Sub Total		\$451.00
151	Performance					
152	Stage one performance exhaust	0	2878037	Add	\$695.00	\$0.00
153	Power Commander with Dyno tune	0		Add	\$379.00	\$0.00
154	Stage two cam kit	0		Add	\$2,293.00	\$0.00
155		0				\$0.00
156	Centrihug wheel balancer (Set 2 Front and 1 Rear)	1	MV-100-106	Add	\$289.95	\$289.95
157				Sub Total		\$289.95
158	Radar					
159	Kustom Signal Raptor moving radar kit	0	RapMVRD	Quote	\$0.00	\$0.00
160	Stalker Moving radar kit	0	STM9	Quote	\$0.00	\$0.00
161	MPH Bee II Moto Ka-band dual antenna radar package	0		Quote	\$0.00	\$0.00
162	MPH Ranger X-Band dual antenna radar package	0		Quote	\$0.00	\$0.00
163	Kustom Signals Pro Laser 4 band held	0	LPRVC	Quote	\$0.00	\$0.00
164	Stalker Lidar LR hand held	0		Quote	\$0.00	\$0.00
165	VPM Moving radar installation kit (required for radar install)	1		Add	\$250.00	\$250.00
166	Radar gun holster mounting bracket on Engine Guard	0	VPMRGNL	Add	\$155.00	\$0.00
167	Hand held radar holster (need make and model)	0		Quote	\$194.00	\$0.00
168				Sub Total		\$250.00
169	Communication					
170	Motorola two way radio kit	0	Motorola	Quote	\$0.00	\$0.00
171	Vertex two way radio kit	0	Vertex	Quote	\$0.00	\$0.00
172	Mobile two way radio antenna mount (rear of top box)	1		Add	\$58.00	\$58.00
173	PTT/PA switch bracket	1		Add	\$20.00	\$20.00
174	SetCom helmet kit (does not include motorcycle harness)	1	SetCom	Quote	\$850.00	\$850.00
175	SetCom motorcycle harness Customer Supplied	1	SetCom	Quote	\$900.00	\$900.00
176	PVP helmet kit (does not include motorcycle harness)	0	PVP	Quote	\$0.00	\$0.00
177	PVP motorcycle harness (does not include helmet kit)	0	PVP	Quote	\$0.00	\$0.00
178	Internal police radio speaker kit inside fairing with on/off	0		Add	\$140.00	\$0.00
179	VPM police mobile radio installation kit (Required for radio install)	0	VPM	Add	\$250.00	\$0.00
180	CB radio kit built in (escort duty)	0		Add	\$1,113.00	\$0.00
181	Helmet Switch Headset	0		Add	\$0.00	\$0.00
182	Motor School	0		Add	\$0.00	\$0.00
183				Sub Total		\$1,828.00
184	Video					
185	Kustom Signals road warrior motorcycle video package	0		Quote	\$0.00	\$0.00
186	Colban motorcycle video package	0		Quote	\$0.00	\$0.00
187	L3 motorcycle video package	0		Quote	\$0.00	\$0.00
188	Digital Safety Technologies motorcycle video package	0		Quote	\$0.00	\$0.00
189	VPM Video equipment installation kit (required for video install)	1		Add	\$250.00	\$250.00
190				Sub Total		\$250.00
191	Shipping					
192	Shipping/Freight (FOB Tucson)	1	VPM9RT	Add	\$800.00	\$800.00
193	Standard features on the motorcycle			Grand Total		\$31,872.95
194	Per bike cost (if all configured the same)					\$31,872.95
195						
196	Department Front Royal PD VA 6-18-2013					
197	Name					
198	Address					
199	Phone					
200	Signature					
201	Date					
202	Any items sent to VPM for install MUST include an Itemized Packing list					
203	Agency equipment to be installed		Make		Model	
204	Mobile radio					
205	Moving Radar					
206	Hand Held Radar					
207	Video					
208	SetCom PTT/PA Motorcycle harness					
209	Computer/Printer					
210	Other (Please provide list)					
211						
212	For VPM to order Radar, Radio, Video and Communications equipment					
213	The agency must contact vendor and discuss requirements and send VPM copy of quote for ordering					
214				Form Date	1/1/2015	

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Town of Front Royal, Virginia Work Session Agenda Form

Date: July 20, 2015

Agenda Item: Purchase of Replacement Police Vehicles**Summary:** Request is being made for the purchase and replacement of two vehicles to be used within the Patrol Division of the Police Department. Two 2016 Ford Interceptor Utility vehicles would replace a 2011 Ford Crown Victoria cruiser with 98,000 miles and a 2011 Ford Crown Victoria with 106,000 miles that are currently assigned to the Patrol Division.**Council Discussion:****Staff Evaluation:****Budget/Funding:** The total cost associated with the initial purchase for the two vehicles totals \$60,786.60. Funds totaling \$78,850.00 exist in the Motor Vehicles budget (Acct. #47005). The remaining funds, totaling \$18,063.40, would be utilized to purchase the needed equipment for both vehicles (i.e. emergency lighting, prisoner transport, utility console, radio communication system, weapons mount, exterior graphics, etc.). The initial purchase price of each vehicle was obtained from the current Virginia State Contract, which includes the needed options allowed under the contract and delivery.**Legal Evaluation:****Staff Recommendations:** Request approval for purchase of two Ford Interceptor Utility vehicles.**Town Manager Recommendation:****Council Recommendation:**

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

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Town of Front Royal, Virginia Work Session Agenda Form

Date: July 20, 2015

Agenda Item: First phase of proposed revisions to Chapter 158 of Town Code addressing Town parking violations, fines and procedures.

Summary: Requesting amendment of Town Code Section 158-27 regarding the time limit and procedure for paying or contesting parking tickets (Notice Of Violation "NOV") by expanding the time for paying or contesting NOVs from 48 hours to seven (7) days, by providing for the doubling of fines if not paid or contested within seven days of the date of issuance of the notice of violation, and by providing a procedure for contesting NOVs in General District Court. Requesting amendment of Town Code Section 158-53 to revise the parking ordinance violation schedule of fines.

Council Discussion: Town Council is asked to consider proposed revisions to sections of Town Code Chapter 158 addressing Town parking violations, fines and procedures.

Staff Evaluation: The Town Manager and Town police officers will be available for questions.

Budget/Funding: N/A

Legal Evaluation: The Town Attorney will be available for legal questions.

Staff Recommendations:

Police Department administration recommends that revisions be made to sections of Town Code Chapter 158 addressing Town parking violations, fines and procedures.

Town Manager Recommendation:

The Town Manager recommends revisions be made to sections of Town Code Chapter 158 addressing Town parking violations, fines and procedures.

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

TOWN OF FRONT ROYAL PARKING VIOLATIONS

Violation	Code	Fine	Double Fine*
Parking in Handicapped Space	158-1	\$100.00	\$200.00
Parking on Sidewalk	158-16(A)(1)	\$25.00	\$50.00
Interfering with Driveway	158-16(A)(2)	\$25.00	\$50.00
Parking within an intersection	158-16(A)(3)	\$25.00	\$50.00
Parking within 15' of fire hydrant	158-16(A)(4)	\$25.00	\$50.00
Parking on a crosswalk	158-16(A)(5)	\$25.00	\$50.00
Parking within 20' of corner/crosswalk	158-16(A)(6)	\$25.00	\$50.00
Parking within 30' of stop sign/ traffic signal	158-16(A)(7)	\$25.00	\$50.00
Parking within 50' of railroad grade crossing	158-16(A)(9)	\$25.00	\$50.00
Double Parking	158-16(A)(12)	\$25.00	\$50.00
Parking upon a bridge	158-16(A)(13)	\$25.00	\$50.00
Official Sign prohibiting parking / yellow paint	158-16(A)(14)	\$25.00	\$50.00
Parking in Fire Lane	158-16(A)(15)	\$25.00	\$50.00
Failure to park right wheels to curb	158-16(A)(16)	\$25.00	\$50.00
Parking trucks, trailers (residential)	158-19.1(B)	\$25.00	\$50.00
Stopping on highway / Obstructing traffic	158-21	\$25.00	\$50.00
Failure to display current VA plates	158-26(A)	\$25.00	\$50.00
Parking inoperative vehicle over 10 days	158-26(B)	\$25.00	\$50.00
Failure to display Town auto sticker	160-10(D)	\$25.00	\$50.00
Invalid State Inspection		\$25.00	\$50.00

* If fine not paid or contested within seven (7) days of the date of issuance of the notice of violation.

158-27 ENFORCEMENT; VIOLATIONS AND PENALTIES

A. It shall be the duty of the police officers of the Town, ~~acting in accordance with instructions issued by the Town Manager,~~ in the event that a vehicle is found ~~parking~~ parked in violation of a Town ordinance, ~~other than a parking meter violation,~~ to attach to the vehicle in question a notice to the ~~registered~~ owner ~~or operator~~ thereof that such vehicle ~~has been~~ was parked in violation of a Town ordinance, and instructing such owner ~~or operator~~ as follows:

1. ~~Uncontested~~ ~~If contest of a notice of violation is waived,~~ payment of said parking violation may be made in person or by mail to the Treasurer of the Town of Front Royal in the amount provided by law and indicated on the face of the notice of violation. ~~Said p~~Payment shall be made within ~~forty-eight (48)~~ ~~seven (7) hours~~ ~~days~~ from the date of issuance of the notice of violation.

2. The vehicle owner ~~or operator~~ may contest ~~the a~~ notice of violation by submitting a written notice of violation contest form ~~to notifying the Town Treasurer's office or the~~ Front Royal Police Department within ~~forty-eight (48) hours~~ ~~seven (7) days~~ from the date of issuance of the notice of violation. A court date and time ~~shall will~~ be provided to those persons wishing to contesting a violation.

3. Failure to ~~contest or pay without or~~ contest within seven (7) days ~~shall will~~ result in the doubling of the fine indicated on the notice of violation ~~issuance of a summons by the town to the registered owner of said vehicle requiring him or her to appear in court and answer to said violation.~~

B. ~~The Clerk of the General District Court for Warren County will be provided with copies of Notice of all~~ notice of violation contest contested cases forms shall be given in writing by the town to the Clerk of the General District Court.

158-53 UNIFORM FINES AND COSTS FOR ~~TRAFFIC AND~~ PARKING VIOLATIONS

~~For any Fines assessed for parking in violation of Town parking ordinances shall be in accordance with the following fine schedule listed below where such violation does not result in an accident, a driver may enter a written appearance, waiver of court hearing, plea of guilty, pay fines and costs as provided below:~~

Description of Violation	Ordinance	Fine	Processing Fee	Total
Parking on sidewalk	158-16(A)(1)	\$20.00	\$30.00	\$50.00
Interfering with driveway	158-16(A)(2)	\$20.00	\$30.00	\$50.00
Parking within an intersection	158-16(A)(3)	\$20.00	\$30.00	\$50.00
Parking within 15 ft. of fire hyd.	158-16(A)(4)	\$20.00	\$30.00	\$50.00
Parking on a crosswalk	158-16(A)(5)	\$20.00	\$30.00	\$50.00
Parking within 20 ft. of a corner	158-16(A)(6)	\$20.00	\$30.00	\$50.00
Parking in a Restricted Zone	158-16(A)(8)	\$20.00	\$30.00	\$50.00
Parking near Fire Station	158-16(A)(10)	\$20.00	\$30.00	\$50.00
Double Parking	158-16(A)(12)	\$20.00	\$30.00	\$50.00
Parking upon a bridge	158-16(A)(13)	\$20.00	\$30.00	\$50.00
Parking violation of official sign	158-16(A)(14)	\$20.00	\$30.00	\$50.00
Parking in Fire Lane	158-16(A)(15)	\$20.00	\$30.00	\$50.00
Parking in Loading Zones	158-18	\$20.00	\$30.00	\$50.00
Parking on Highway	158-21	\$20.00	\$30.00	\$50.00
Obstructing Traffic	158-21	\$20.00	\$30.00	\$50.00
Parking in Handicap Space	158-1	\$150.00	\$30.00	\$180.00
Failure display current Va. Plates	46.2-600(state)	\$25.00	\$30.00	\$55.00
Failure to display Town auto license sticker	160-1	\$25.00	\$30.00	\$55.00

~~(Ord. No. 12-01 Added Entire Section 9-10-01 Effective Upon Passage)~~

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Town of Front Royal, Virginia Work Session Agenda Form

Date: July 20, 2015

Agenda Item: APPA DEED's Scholarship Program - Budget Amendment

Summary: American Public Power Association (APPA) has established the Demonstration of Energy & Efficiency ("DEED") program with the purpose to sponsor and conduct activities related to energy innovation with scholarships and grants to college students. As an APPA member, the Town of Front Royal has an opportunity to sponsor students to assist publicly owned utilities in maintaining high quality and economical energy services to their consumers.

Council Discussion:

Staff Evaluation: Andre Slonopas, a graduate student with UVA, choose the Town to sponsor him through the DEED's program on a research grant to study "Cost Effective High Efficiency Solar Cells". The following is a brief project description by Mr. Slonopas: "There is great interest in the solar cells due to the potential of a cost effective and renewable energy conversion and harvesting. I am currently working on cheap disposition method of a solar cell junction, I propose creating a multijunction with another cost effective deposition technique. A multijunction allows for higher solar cell efficiency, while at the same time a cost effective method of manufacturing. While solar cells may not completely eliminate the traditional energy generation, renewable energy sources hold a prominent potential for energy independent self sufficient communities"

Budget/Funding: The project is funded through APPA DEED's Program and Mr. Slonopas was awarded a \$4,000 research grant along with an additional \$1,000 available to attend public power/APPA approved conferences. As a sponsor, The Town will be dispersing the funds to him from APPA as he reaches certain milestones and requirements throughout the project.

Budget Amendment:

9401-3410209	Reimbursements	\$5,000.00
9401-5428	Community Relations	\$5,000.00

Legal Evaluation: N/A

Staff Recommendations: Staff recommends a budget amendment to the Energy Services department to receive the funds from APPA to disburse to Andrea Slonpais according to APPA's guidelines and requirements.

Town Manager Recommendation:

Council Recommendation:

Additional Work Session Regular Meeting No Action
Consensus Poll on Action: ___(Aye) ___(Nay)

Work Session

Demonstration of Energy & Efficiency Developments (DEED) Scholarship Agreement
Town of Front Royal, Front Royal, VA
Student Research Grant: *Cost Effective High Efficiency Solar Cells*
CS-2015

WHEREAS, the Board of Directors of the American Public Power Association (hereinafter "APPA") has established the Demonstration of Energy & Efficiency Developments ("DEED") program with the purpose to sponsor and conduct activities related to energy innovation, which would assist local publicly owned electric/energy utilities in maintaining high quality and economical energy services to their consumers; and

WHEREAS, Andre Stonopas, hereinafter "student," has submitted through the Town of Front Royal, Front Royal, VA (hereinafter "sponsoring utility") a student research grant proposal, with data including a project description and schedule, together with supporting technical material; and

WHEREAS, the DEED Board of Directors has found the proposed student research grant to be meritorious and worthy of a DEED scholarship from APPA/DEED, it is agreed that:

1. Funding. On receipt of an invoice, payment of scholarship funds will be made by APPA/DEED, in the following manner, to the sponsoring utility for disbursement to the student:
 - a. \$1,800 will be paid when the scholarship contract agreement is executed
 - b. \$1,300 when the student is half-way through the student research grant, as determined by the utility sponsor, and an acceptable summary of the student's accomplishments are approved by the DEED Administrator; and
 - c. \$1,500 will be paid upon satisfactory completion of the student research grant and receipt of the final deliverables and two-page summary abstract.
 - d. Student research grants include travel expenses of up to a maximum of \$1,000 for a student to attend an APPA conference or APPA approved conference (such as an APPA member State Association or Joint Action Agency conference) within 12 months of the student completing the student research grant. The DEED Administrator must approve the student's travel arrangements. The student must submit original, itemized expense

receipts after the conference in order to be reimbursed. Appropriate expenses include: conference registration fees, transportation fees (parking, taxi, air fare), hotel stay, and meals. No alcohol or entertainment expenses will be reimbursed.

- a. DEED scholarships will not fund administration or overhead unless approved in advance by the DEED Program Director.

2. **Project and Project Personnel.** The student research grant to be undertaken by the student will be *Cost Effective High Efficiency Solar Cells* as more fully described in the proposal appended hereto as part of this agreement. The proposal, as well as the document "DEED Student Research Grant Requirements" which includes a checklist of requirements to complete the DEED Student Research Grant and instructions for completing a summary abstract and final report, are incorporated herein by reference and made a part of this Agreement. In the event of a discrepancy, this Agreement takes precedence.

3. **Utility Coordinator.** It is understood that the utility coordinator on this research grant is:

Joe Walter, Director, Energy Services, Town of Front Royal, Front Royal, VA

4. **Responsibilities.** It is the responsibility of the sponsoring utility to:

- (a) be a current DEED member at the time of sponsorship;
- (b) maintain DEED membership throughout the project term;
- (c) make payments to the student in accordance with federal and state tax regulations;
- (d) Review the student's project update when the work is 50% completed, in the form of a summary according to directions in the document "DEED Student Research Grant Requirements." This project update will be posted to the DEED project database, located on APPA's website for viewing by DEED members;
- (e) submit electronic copies of project photos taken during the course of the scholarship term to DEED@PublicPower.org. Photos may be used by APPA/DEED for promotional purposes and grantee grants non-exclusive rights to APPA/DEED for use of submitted photos; and
- (f) supervise completion of the project, by 05/2016, in a diligent and professional manner.

5. **Project Changes.** The student shall promptly notify the sponsoring utility and DEED of any and all proposed major project changes, including any acceleration or deceleration in the time of performance of the work.

6. **Termination.** The student shall not terminate the project except for good cause. If DEED finds that the student has terminated the project without good cause, then all project deliverables developed to date will be delivered and the student will forfeit any balance of the scholarship.

7. **Press release.** Press releases and other public dissemination of information by the student/sponsoring utility shall acknowledge DEED support of the project.

8. **Reports.** The student, under the mentorship of the sponsoring utility, shall prepare and submit to APPA: (1) an acceptable final report relating to the conduct and results of the approved project, (2) a summary abstract as described by APPA, and (3) any other deliverable as described in the student's scholarship proposal.

9. **Limited License.** The Student hereby grants APPA a nonexclusive, royalty-free, perpetual, worldwide, irrevocable license to use, copy, publish, create derivative works, distribute, market and support, in all mediums including APPA's website, all information, materials and work product, including reports, abstracts, documentation, and other deliverables, created pursuant to this Agreement (collectively, the "Work"). Any software programs developed by the student during the course of the project, or substantially modified for use in the project shall be supplied to APPA.

10. **Indemnifications.** It is understood that this DEED scholarship agreement is not a joint venture and that the student/sponsoring utility is not an agent of APPA/DEED. Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.

IN WITNESS WHEREOF, the parties hereto have executed this contract, effective as of the

7th day of July, 2015.

American Public Power Association, DEED Program

Print Name: Michele Suddleson

Signature: Michele Suddleson

Title: DEED Program Director

Date: 7/7/2015

Town of Front Royal, Front Royal, VA

Print Name: Joe Waltz

Title: Director, Energy Services

Signature: Joe Waltz

Date: 7/15

Student Contact Information:

Name: Audie Stenopas

Signature: [Signature]

Date: 30/6/2015

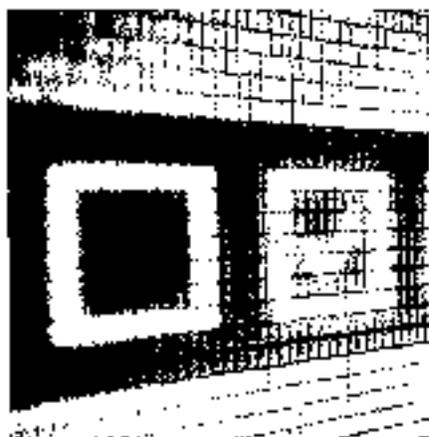
University: University of Virginia

Student's Address: 949 Glenwood Station Ln 302

Charlottesville, VA 22901

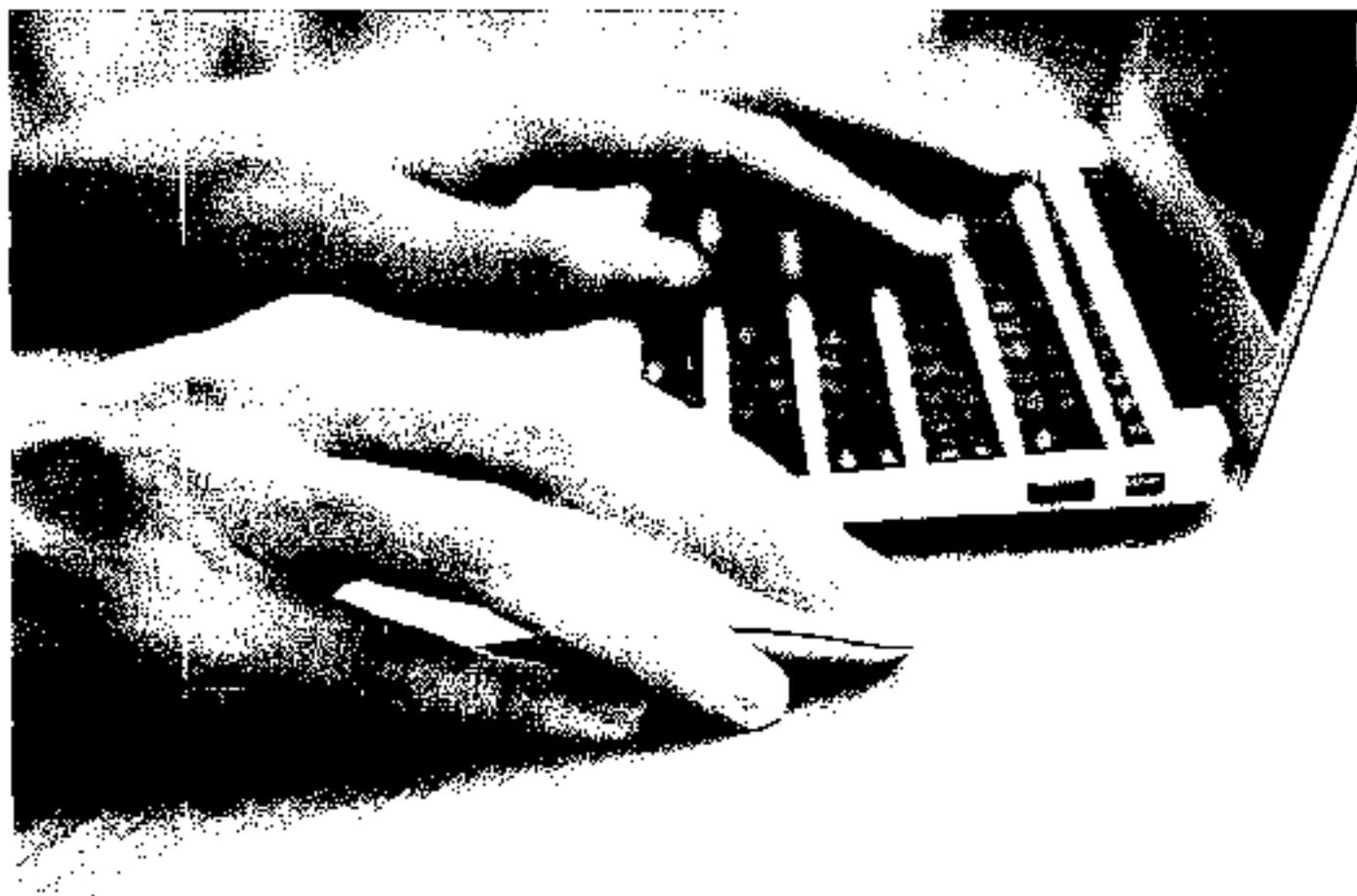
E-mail address: ast1wd@virginia.edu

Telephone: 740-704-7305



Scholarship

Quick Start Guide and FAQs



Overview

DFED uses a web-based management system that includes an online scholarship application. We have kept the application process simple so utilities and students with limited resources can apply for funding quickly and easily. The following instructions will help get you started.

The Department of Energy & Efficiency Development (DEED) program is dedicated to improving the operations and services of public power utilities by supporting and demonstrating its members' innovative activities through resource, funding and education. Goals of the scholarship program are to introduce students to career opportunities in public power, support students entering technical programs and majors in short supply and high demand by the utility industry, and to provide assistance to DEED members that sponsor scholarships.

A key benefit of utility membership in DEED is the ability to apply for an intern to work at your utility using DEED scholarship funding. Students may also apply for DEED scholarships directly, although in most cases they will need a DEED member to endorse their application.

Who Can Apply?

Depending on the scholarship, a student or over 18-year-old may apply for scholarship funding. Students who apply must be accepted or enrolled in a **full-time** vocational school or accredited college or university. This includes high school seniors through graduate students. Utility applicants must submit a student to the program manager. Only students may apply for the Technical Design Project and Educational Scholarships.

Contact Information

DEED Website

www.PublicPower.org/DEED

Scholarship Website

<http://tinyurl.com/APPASchol>

Email

DEED@PublicPower.org

Phone

(202) 467-2942 or 2960

When Can I Apply?

There are two deadlines to apply each year, Feb. 15 and Oct. 15. The web-based application is available beginning at least two months before the application deadline. Login credentials will not be provided one week prior to the application deadline.

How Much Funding May I Obtain?

The amount of funding depends on the scholarship. Scholarships for \$2,000, \$4,000, and \$5,000 are available.

Four Types of Scholarships Available

DEED offers four types of scholarships to full-time students accepted or enrolled in vocational schools or accredited colleges and universities, encompassing high school seniors through graduate students. They are: educational scholarships, student research grants, student internships and technical design projects. The scholarships are designed to create public power-focused learning opportunities for DEED scholarship recipients and to foster mentoring opportunities between scholarship recipients and staff at DEED-member utilities.

The scholarships support energy-focused research projects, senior technical design projects, utility internships, and students studying in technical programs and majors in short supply and high demand by the utility industry.

How Can I Apply?

New Applicants

First-time users of the web-based system must:

1. Contact DEED@PublicPower.org to obtain login information for the application website no later than seven days before the application deadline. You will need to provide your contact information including email, phone and address, date of graduation, and utility sponsor (if applicable). DEED staff will then send you instructions to apply, a username and password to enter the scholarship application site, and the contact details of the requested utility sponsor (if applicable).
2. Log in to website: mya.com/APPASchol, using your username and password, select the appropriate application, and proceed.

Applicants with existing login credentials may begin a new application as soon as the funding cycle opens.

1. Log in to the scholarship application site at mya.com/APPASchol. It will open to your home page titled Application Station.
2. Review your contact and organization information and make any necessary updates.
3. To start a new application, select "Apply" in the left-hand navigation bar.
4. Read the application instructions, select the appropriate application, proceed and proceed.

We recommend all applicants review the funding area of the DEED website at www.PublicPower.org/DEED for the most up-to-date scholarship instructions and requirements.

Student Tips

Applicants may not apply for more than one DEED scholarship at a time.

1. Do not overestimate and anticipate delays.
 - Contact DEED@publicpower.org to obtain login credentials early. By doing so, you will be able to obtain enough time to deal with unexpected delays.
2. Be respectful of the sponsoring utility's time and communicate with them in a professional manner.
 - Contact the utility no later than two weeks before the application deadline.
3. Type the answers into a Word document (to check for spelling and grammatical errors) and then paste the file into the online application or use Chrome/Firefox (which have a spellcheck utility).
4. Be prepared. Have the application and required documents submitted by the application deadline.
 - Applications and required documents not received by the deadline **will not** be reviewed.

Application Process and Timeline

Applications submitted by the deadline will be reviewed for completeness, and complete applications will not be reviewed by the DEED board.

Complete applications are forwarded to American Public Power Association (APPA) staff for review and evaluation. After APPA staff reviews the application, it is forwarded to the DEED board of directors for review.

The DEED board meets twice a year to discuss and vote on applications. DEED board decisions are final. Applicants are notified of the board's decision by phone within 10 business days of the board meeting. Prior to receiving any scholarship funds, each student and his or her sponsoring utility must complete, sign and return a scholarship agreement. Educational institutions follow a different process.

DEED Scholarship Types

Educational Scholarships

Provide funding to support the education of students working toward technical careers that are in short supply and high demand by electric utilities.

- Targets high school seniors and undergraduate students pursuing an associate degree that could lead to an electric utility career.
- Target of 10 awards annually.
- Must be a full-time student at a vocational school, accredited college or university in the United States.
- Applications must be submitted to DEED by the required deadline.
- Transcript of student's academic record must be mailed directly to APPA by the authorizing entity by the required deadline. Transcripts issued to students are not acceptable.
- \$2,000 per scholarship paid directly to student's university.
- Requires DEED member sponsorship letter.

Student Research Grants

These paid internships provide work experience at a DEED member electric utility.

- Targets undergraduate & graduate students.
- Combined target of 10 internships and student research grants annually.
- Must be a full-time student at a vocational school, accredited college or university in the United States.
- Applications must be submitted to DEED by the required deadline.
- Transcript of student's academic record must be mailed directly to APPA by the authorizing entity by the required deadline. Transcripts issued to students are not acceptable.
- \$4,000 plus up to \$1,000 in travel funds to attend applicable conference.
- DEED pays utility, utility pays student.
- Mid-point report, final report and abstract are required.
- Requires DEED member sponsorship letter.

Student Research Grants

These student grants provide funding to support research in an energy-related project sponsored by a member utility.

- Targets undergraduate & graduate students.
- Combined target of 10 internships and student research grants annually.
- Must be a full-time student at a vocational school, accredited college or university in the United States.
- Applications must be submitted to DEED by the required deadline.
- Transcript of student's academic record must be mailed directly to APPA by the authorizing entity by the required deadline. Transcripts issued to students are not acceptable.
- \$4,000 plus up to \$1,000 in travel funds to attend applicable conference.
- DEED pays utility, utility pays student.
- Mid-point report, final report and abstract are required.
- Requires DEED member sponsorship letter.

Technical Design Projects

Provides funding to support students working on a technical project of interest to electric utilities.

- Targets college juniors, seniors and graduate students; especially those working on a senior technical design project.
- At least one project awarded annually.
- Must be a full-time student at an accredited college or university in the United States.
- Applications must be submitted to DEED by the required deadline.
- Transcript of student's academic record must be mailed directly to APPA by the authorizing entity by the required deadline. Transcripts issued to students are not acceptable.
- \$6,000 paid directly to student by DEED.
- Up to \$3,000 in travel funds to share project results at APPA's Engineering & Operations Technical Conference.
- Mid-point report, final report and abstract are required.

Frequently Asked Questions

I need funds to help pay for college. Can a DEED scholarship help?

All of our scholarships provide funding. Some require the student to do work (i.e., our student research grant, internship and technical design project scholarships). Our educational scholarship is designed to help fund the education of a student pursuing a degree that could lead to an electricity career and does not require the student to work on a separate project.

I want to do energy research. Which DEED scholarship should I apply for?

You could apply for a student research grant or internship if the research is technical or you are planning to work on a senior project; you could also apply for DEED's technical design project.

What are the responsibilities of the DEED member sponsor/mentor?

- Must remain a DEED Member while the scholarship is active
- Act as a mentor and resource to the student
- Provide student with knowledge of career opportunities in public power
- Review the student's research and provide feedback
- Distribute funding to the student from DEED (only for the student internship and student research grant)
- Agree to at least one of the following:
 - Provide an opportunity for the student to shadow an employee
 - Share information by conducting a tour and briefing at the sponsor's utility
 - Invite the student to assist and participate in special events at the utility, such as programs during public power week or at local schools
 - Provide a mentor to the recipient who can share information on career opportunities

How do I find a DEED member to sponsor my scholarship application?

A list of DEED members are found on the website. Go to www.PublicPower.org/DEED and choose the DEED member tab. We recommend selecting a utility that is close to where you will be located during the time frame of the scholarship. Once you have chosen a utility, email DEED at DEED@PublicPower.org and request contact details for that utility.

Am I responsible for contacting the utility for sponsorship?

Yes, as the applicant it is your responsibility to contact the utility after you receive the contact details from DEED personnel. If you have an inquiry about the utility when first contact, please contact DEED's public power.org with an additional utility name and we will provide you with their contact details.

What are the student and utility requirements for DEED scholarships?

The requirements for DEED scholarships can be found in the DEED Policy Manual and on the DEED website. Go to www.PublicPower.org/DEED, choose the funding tab, then select the link to DEED Project Reporting Requirements.

What is the length of a DEED scholarship?

We leave the time frame of the scholarship up to the student and his or her utility sponsor or university adviser in the case of the technical design project. The student must coordinate the time frame and all other aspects of the research, internship or project with the utility sponsor/utility adviser. The time frame will depend on the work the student will be doing. For example, the student might work on an internship full-time during the summer or part-time over the course of one or two semesters.

How do you suggest I choose a project or topic for a student research grant, internship or technical design project?

Any topic that would be of interest to an electric utility, such as reliability, safety, security, energy efficiency, generation, distribution, telecommunications, and conservation, would make an appropriate topic. The best is to discuss something in coordination with your DEED-member sponsor or your university adviser in the case of the technical design project. See what topics are of interest to them. Consider research that would be useful to the specific utility or the electric industry in general.

What happens after I submit my application?

After the deadline, each application is reviewed by an American Public Power Association staff member. This review is then given to the DEED board of directors. The 17 member board of directors reviews each application and inputs to vote on the applications. DEED program staff notify applicants about the board's decision via phone call and/or letter. The entire utility takes two to three months from the application deadline.

FAQs Related to the Web-Based Application System

What is the "Dashboard"?

The Dashboard is the area on the web-based application system that allows scholarship recipients to see the status of applications and contact information we have for you on file.

Is there a spell checker in the application software?

There is no spell checker, but the Google Chrome browser has spell check.

How do I get an authorized signature from my sponsoring utility?

If you are a student and need your utility sponsor's signature for your application, it's best to meet your sponsor in person. If you are unable to meet the utility in person for the authorized signature, mail or scan and email the signature form (included in the web-based application) with a copy of your proposed application to the utility. Have the utility sign the form and mail or scan and email it back to you so you may upload it into your application.

I do not have a scanner to upload my authorized signatures. What do I do?

In the left-hand navigation bar, you will see a "Fax to File" button. This feature enables you to convert hard copy documents to a digital format so they may be uploaded into your scholarship

application. You will fax documents you wish to convert to a toll-free number. The converted documents will be available to download to your computer in pdf format. You may then upload the document in the appropriate field within your application.

When I select "Save as Draft" I am ejected from the application. What do I do?

Every time you save an application, you will be taken to a save confirmation page. This confirmation page verifies that your work was actually saved. You may return to work on your application at any time before submitting. If you wish to return immediately to your application, select "Continue" on the save confirmation page.

When I choose Enter to move to the next question I am ejected from the application. What do I do?

Pushing the Enter button on your keyboard will automatically save your application and take you to a save confirmation page. If you wish to immediately return to your application, choose "Continue" on the save confirmation page. If you do not wish to save your application, you can simply choose the Tab key of your keyboard to move to the next question.



The American Public Power Association
1875 Connecticut Avenue, NW
Suite 1200
Washington, DC 20009-5715
202 467 2900

www.PublicPower.org

DEED Scholarship Requirements - Student Research Grant

Contract Agreement: After the sponsoring utility receives the award notification letter and contract, an authorized person from the utility and the student must sign the contract and upload it to DEED's scholarship management system for DEED's signature and effective date. An executed hard copy of the Agreement will be sent to the utility sponsor and student.

Scholarship Payments:

- The utility sponsor shall submit invoices to the DEED administrator for payment. All invoices must include the title of the scholarship project and the name of the student. All checks will be made payable to the utility. The utility will generate payments to the student.
- Payment will be made in three parts. \$1,000 will be released once the signed contract agreements are returned to APPA. A second payment of \$1,500 will be released when the student is halfway through the research project and a written summary of project accomplishments has been approved by the utility and DEED administrator. The final \$1,500 will be paid upon satisfactory completion of the project, including submission of a final report, summary abstract and any other deliverables promised in the application. The final invoice may be submitted at the same time as the final reports/deliverables.
- Although \$1,000 is paid at the initiation of a project, \$1,500 once the project is 50 percent complete, and \$1,500 when the project is completed, it is up to the discretion of the utility project manager to determine amounts for disbursement. It is the responsibility of the utility to make payments to the student in accordance with federal and state tax regulations.
- **Travel Reimbursement:** Student Research Grants include travel reimbursement up to \$1,000 to enable students to attend an APPA approved conference, such as educational conferences sponsored by APPA, its member state associations, or joint actions agencies. Students should work with their utility sponsor and the DEED administrator to determine which conference would make the best fit for them. Conference travel must be completed within 12 months of finishing their DEED scholarship. APPA will reimburse the utility for the student's travel expenses up to \$1,000. Expenses may include meeting registration, transportation, lodging, and meal expenses. No alcohol or entertainment expenses will be paid. The utility must submit an invoice for the expenses to be paid along with receipts.

Student/Utility Relationship:

- DEED sponsors are intended to be a resource and mentor to the students they sponsor. To provide the scholarship recipient with more knowledge of career opportunities in public power, the utility sponsor and student scholarship recipient agree to at least one of the following:
 - The utility will provide an opportunity for the student to shadow an employee on staff.
 - The utility will share information on the electric utility industry and career opportunities in public power with the recipient, such as by conducting a tour and briefing at the sponsor's utility.
 - The utility will offer the recipient an opportunity to assist and participate in special events the utility hosts such as programs during Public Power Week or at local schools.
- The utility project manager should have, at minimum, monthly contact with the student and be kept informed of the status of the project. The utility sponsor must approve all the student's work/reports before forwarding to the DEED administrator. Over the course of the scholarship any significant changes to the scope of the project, start date, completion date, etc. must be reported immediately to the DEED administrator.

Reporting and Deliverables:

- The student must submit a brief summary when the project is 50 percent complete. The summary abstract instructions on page 2 may be used for this report.
- The student must complete a satisfactory summary abstract once their project is complete. Instructions are on page 2.
- The student must complete a satisfactory final report once their project is complete. Instructions are on page 3-4.
- Final reports, abstracts and any other deliverable promised in the project application must be reviewed and approved by the utility before being sent to the DEED administrator.
- All reporting for the DEED scholarship (mid-point report, abstract, final report) must be submitted through DEED's scholarship management system, the same platform where the application was submitted. Use this link: https://nyurl.com/APPA_Schol_log_in, and upload required documents.

Student Career Assistance from DEED:

DEED Scholarship Requirements - Student Research Grant

- In order to assist students in considering career opportunities in public power APPA developed the website www.careersinpublicpower.org. Use this resource to gain information about opportunities to work in the electric utility industry. It contains helpful information regarding energy related jobs in public power.
- After the satisfactory final report and summary abstract have been received by APPA, the student is eligible to run a free employment wanted advertisement in APPA's daily and weekly newsletters. Contact DEED@PublicPower.org for details.
- Students may also take advantage of APPA's Career's website at <http://careers.publicpower.org>, to post a resume or view job openings at public power utilities across the country.

Summary Abstract Instructions:

All DEED scholarship recipients are required to complete a Summary Abstract for their projects. These will be posted to the online DEED project database. The purpose of the abstract is to inform staff at other public power utilities about your experiences and the project's results. We more often learn from our mistakes than our successes, so be honest about the outcome of the project.

An electronic version of the abstract is required. This may be submitted through the DEED scholarship management system, the same platform where your application was submitted. Log in at <http://myurl.com/APPA/Schol> to upload your abstract. Please provide complete information for each section, however keep in mind that the document length should not exceed two pages. The information required for the abstract includes:

Project Title • The official project title, as submitted in the original proposal to the DEED board of directors.

Dates Begun and Ended • The project term as submitted in the original proposal to the DEED board of directors, or as subsequently adjusted and agreed to by the DEED administrator.

Date Scholarship Awarded • The month and year the DEED board awarded the scholarship.

Purpose of Project • A two or three sentence summary of why the project was undertaken.

Utility Name and Address • Name and address of sponsoring utility. Include other participants under additional notes.

Educational Institution Name and Address • Name and address of sponsoring college or university.

Student Name/Supervisory Personnel • Include information on all people participating in the project.

Project Subject Areas • These topics/key words will help DEED members locate your project using the DEED Project Database. Include as many subjects as you think appropriate. Examples include: air quality, batteries, cable, demand-side management, environment, HVAC, load forecasting, performance management, reliability, safety, SCADA, turbines, and voltage control.

Problem Statement • Explain the problem the project is attempting to solve.

Project Description • Describe the project including methodology and how you expected the project to solve the problem stated above.

Summary of Results • Explain the outcome of the project, whether you feel you were successful, and whether the results will contribute to a solution.

Final Report Instructions:

DEED Scholarship Requirements - Student Research Grant

According to Section J of the DEED Policy Manual (revised November 28, 2012), student research grants recipients are required to submit, within three months of project completion, a "detailed final report on their work, describing activities, costs, bibliography, achievements, problems, results, and recommendations." The final \$1,500 payment will be released once the report is approved by the DEED Administrator.

An electronic version of the final report is required. Log in to DEED's scholarship management system, the same platform where the scholarship application was submitted at <http://tinyurl.com/APPASchol>, to upload your final report.

The information required for the final report is described below. A satisfactory final report should include a complete history of the project/internship – background information on the utility and reasons why the project was undertaken, the problem(s) to be solved and why this particular solution was chosen over others. In writing your report, recognize that we more often learn from our mistakes than our successes, so be honest about your experiences and the outcome. Recognize that a candid analysis and description of the work undertaken is of greatest value to future researchers who can benefit from your lessons learned. Please provide thorough documentation for each section described below.

Keep in mind that the purpose of both the final report and abstract is to educate staff at other public utilities about your experiences, whether the outcome is considered successful or not. A simply written and candid report is desired and most useful to future researchers; an inaccurate, unsubstantial, and needlessly wordy "glossing over" or exaggeration of what really happened is a disservice to all future researchers who would benefit from your lessons learned.

Project Title • The official project title as submitted in the original proposal to the DEED board.

General Overview • Provide an explanation of the applicability of the project to others and alternatives available (if known), problems that arose during the course of the project and how they were resolved, a discussion of whether the intended goals were achieved (and if not, why not), and recommendations regarding any new technology/technique tested during the course of the project.

Purpose • Thoroughly describe why the project was undertaken. Explain the problem the project was intended to solve.

Utility Name and Address • Name and address of sponsoring utility (include other participants under "Additional Notes")

Utility Description • Include sponsoring utility's size (i.e., number of customers per class), annual load per class, services offered (i.e., electric, water, etc.), generation resources, and other relevant information.

Key Personnel & Phone Numbers • List personnel from sponsoring utility as well as others who worked on the project. Describe the responsibilities each person had during the project/internship.

Description • Thoroughly describe the scope of the project/internship.

Diagram • Not all projects lend themselves to use of a diagram, but many do. The diagram can be a flow chart, schematic, drawing, graph, or other pictorial that will add to readers' understanding of the project. Include the diagrams in the final report and if possible also include them separately as an EPS or TIFF file.

Dates • Describe the project's term as submitted in the original DEED proposal, and if applicable, as subsequently adjusted and agreed upon by the DEED administrator. Also provide information on the events that caused each change in the project's term.

Alternatives • Thoroughly describe all known alternatives to the project. To the extent known, for each alternative, include information on the scope of research needed for the project alternative, costs, etc. Include an explanation on why the chosen path was taken.

Results to Date • Thoroughly describe what has occurred on the project up to the time of completion. Include all relevant data resulting from the project.

DEED Scholarship Requirements - Student Research Grant

Status • The status of the project when the DEED scholarship was concluded.

Applicability • Thoroughly explain how others might use the results of the project. In particular, explain if there are public power systems (those of a particular size, with particular generation type, with high distribution losses, etc.) that might find the results especially useful.

Future Plans • If applicable, provide information about continued or tangential work planned, whether to be conducted by you or another party. If none is planned, discuss, why not.

Equipment • List equipment, if any, purchased and/or used for this project. For each piece of equipment where applicable, include information on its efficiency, and why it was chosen over another brand/size/model, and how it performed.

Budget • Develop funding and cost sections. Under funding on an annual basis, list all organizations that contributed funds to the project (both monetary and in kind), including the host utility. Under the "Costs" section, provide annual information about what was spent on the project for hardware, labor, etc.

It is important to break down the budget as much as possible so others can see the itemized costs. You may include a budgeted and actual figure for each item under costs. The totals for funding and costs should be the same. If the figures are different, please explain why. A complete budget should show all sources of funding and compare funding totals with each actual versus budgeted costs for each piece of equipment, consultant fees, utility staff time, etc.

Additional Notes • Include additional information about the project that is important to know, but does not fit into any of the previous categories.

References • Include a list of publications consulted for the project and any publications or papers resulting from the project. A bibliography, if available, should be attached.

Contact DEED program staff, at DEED@PublicPower.org or 202-467-2942 with any questions related to completing DEED scholarship requirements.

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Town of Front Royal, Virginia Work Session Agenda Form

Date: July 20, 2015

Agenda Item: West 1st Street - Traffic Analysis

Summary: The residents of West 1st Street submitted a petition requesting the speed limit on their street be reduced to 20 mph due to concerns about traffic volume and speeding. Staff have also received a similar concern from a property owner on Massie Street. Our Police Department and Environmental Services staff have monitored the street to evaluate existing conditions.

Council Discussion: Council is requested to evaluate the traffic study results.

Staff Evaluation: Our Police Department conducted numerous, prolonged radar enforcement efforts following the complaint. The Police radar study identified significant road volume but did not identify a speed issue.

<u>Date/Time</u>	<u>Total Vehicles</u>	<u>Avg Speed</u>	<u>Highest Speed</u>
May 12 - 0800 to 0845	40	21.07 mph	29 (2x)
May 12 - 1435 to 1535	66	22.44 mph	30 (2x)
May 13 - 1515 to 1615	97	21.97 mph	33 (1x)
May 24 - 1345 to 1445	48	21.91 mph	31 (1x)
May 28 - 1545 to 1645	66	21.75 mph	32 (1x)

Digital traffic monitors were also placed on the pavement of West 1st Street from May 22 through May 29 by our Environmental Services staff. Again, the traffic study identified a high traffic volume (AADT of 469 (WB) and 601 (EB)) with peak volume occurring in the 3:00 pm to 4:00 pm time period. The average speed for westbound traffic was 25 mph with 12.2% of traffic exceeding the posted speed limit. The average speed for eastbound traffic was 25 mph with 13.6% of traffic exceeding the posted speed limit.

Based upon FHWA and VDOT standards, the posted speed limit is justified.

Budget/Funding: The Finance Director will be available to address fiscal issues.

Legal Evaluation: The Town Attorney will be available to address legal issues.

Staff Recommendations: Staff recommend maintaining the posted speed limit and continue traffic enforcement on West 1st Street.

Town Manager Recommendation: The Town Manager agrees with staff's recommendation.

Council Recommendation:

- Additional Work Session
 Regular Meeting
 No Action
 Consensus Poll on Action: ___(Aye) ___(Nay)



10

THIS AGREEMENT is made and entered into this _____ day of _____, 2013, by and between THE TOWN OF FRONT ROYAL, VIRGINIA, a Municipal Corporation organized, Chartered, and existing under the laws of the Commonwealth of Virginia, ("the Town"), and THE BOISSEAU FAMILY LLC, a Virginia limited liability company, ("LLC 1"), THE BOISSEAU FAMILY, L.C. II, a Virginia limited liability company ("LLC 2"), and ROYAL PLAZA ASSOCIATES, a Virginia limited partnership ("RPA").

WHEREAS, the Town desires to acquire a permanent easement over and across other property owned by LLC 1 & LLC 2, for the construction of a bicycle and walking trail, together with a temporary construction easement surrounding such permanent easement, and to add LLC 1, LLC 2, and RPA to the Town's liability insurance as an "additional insureds", if the Town's insurance carrier permits, as to the said bicycle and walking trail; and

WHEREAS, RPA has a leasehold interest in the entirety of the Royal Plaza Shopping Center property and hereby joins in this Contract for the sole purpose of consenting to the easements being granted herein across the Royal Plaza Shopping Center property; and

WHEREAS, the Town desires to acquire, in fee simple, a parcel of real estate near Remount Road (U. S. Route 522) owned by LLC 2; and

WHEREAS, the Town desires to acquire, in fee simple, a small parcel of real estate near Commerce Avenue owned by LLC 2.

NOW, THEREFORE, WITNESSETH that the parties covenant and agree as follows:

1. LLC 1 and LLC 2 agree:

(a) A deed of easement will be granted and conveyed from LLC 1 and LLC 2 to the Town for a permanent easement appurtenant, which shall run with LLC1 and LLC 2's land, together with a temporary construction easement not to exceed five (5) years measured from the date said deed of easement is recorded, all as depicted on a plat titled "Happy Creek Trail System, Plat Showing Proposed Ingress-Egress Easements and Temporary Construction Easements, Prepared for the Town of Front Royal", prepared by Darryl G. Merchant, Land Surveyor, dated 23 September, 2009, revised 13 July, 2010, a copy of which is attached hereto and incorporated herein;

(b) A special warranty deed conveying a fee simple interest to the Town will be granted and conveyed from LLC 2 for a parcel of land containing 1.2916 acres, more or less, near Remeunt Road (U. S. Route 522), as shown on that plat titled "Plat Showing Parcel A1, Town of Front Royal, LR 01-1293, And the Land of The Boisseau Family L.C. II, Et Al", prepared by Darryl G. Merchant, Land Surveyor, dated 23 July 2010, Revised 31 August 2010, (the "Criser Plat") a copy of which is attached hereto and incorporated herein; provided, however, LLC 2 reserves to itself, its successors and assigns, a fifteen foot (15') wide access easement on that portion of said parcel marked "15' Wide Access Easement Reserved By The Boisseau Family L.C. II, Et Al (4.161 Sq. Ft.)";

(c) A special warranty deed conveying a fee simple interest to the Town from LLC 2 for a small parcel of land containing 0.0841 of an acre near Commerce Avenue, and depicted on a plat titled "Plat Showing 0.0841 Acre Parcel of Land as

Shown On The Subdivision Plat of A Portion of The Paul W. Racacille Estate As Recorded in Slide 180 1F, prepared by Darryl G. Merchant, Land Surveyor, dated September 23, 2009, a copy of which is attached hereto and incorporated herein.

2. Provided that the Town's liability insurance carrier consents thereto, the Town agrees to add each of LLC 1, LLC 2, and RPA, and each of their respective successors and assigns, to the Town's policy of liability insurance as "additional insureds", effective on the day that construction of the walking and bike trail is concluded, at no expense to LLC 1, LLC 2 or to RPA. Further, the Town agrees that the entirety of the contemplated bicycle and walking trails to be constructed by the Town and located within the easement granted herein on the shopping center property shall be lighted to a minimum average of foot candle level of two (2) from dusk to dawn. The Town further agrees to clear and keep maintained and cleared of brush and debris once per year the contemplated bicycle and walking trail to be constructed by the Town within the easement granted herein, in the area from the trail to Happy Creek. The Town further agrees to cut, once, the scrub trees and brush, and to clear thoroughly, once, the area of trash between U. S. Route 522 and Happy Creek, and to relocate, once, any beavers that have built a dam, after execution of this agreement. It is further agreed by the Town that if the Town should decide to construct a sidewalk on the east side of Happy Creek, the Town will not assess LLC 1, LLC 2, or RPA for any of the costs of construction thereof. Further, the Town agrees that if the Virginia Department of Highways constructs a more modern bridge on Criser Road, LLC 1, LLC2, and RPA will not be assessed for the costs of construction thereof. It is understood and agreed by all

parties that the provisions of Virginia Code § 29.1-509 are intended to be made a part of and incorporated by reference into this Contract.

5. Subject to complete compliance with the requirements of Section 15.2-2106, *et seq.*, of the Code of Virginia, 1950, as amended, and, especially a three-fourths (3/4ths) majority vote of the elected Members of the Town Council to approve such conveyance, the Town agrees that it will convey to LLC 1 the fee simple interest, with Special Warranty of title, to that certain parcel of land approximately eighty feet (80') in width and designated as "Parcel A-1" as depicted on the Criser Plat by Darryl G. Merchant, Land Surveyor, dated 23 July 2010, Revised 31 August 2010, a copy of which is attached hereto and incorporated herein by reference (the "Criser Plat"). The Town further agrees to relocate, at its cost, the power pole that is in the center of Parcel A-1. Provided, however, that the Town shall reserve unto itself a permanent easement of 50 ft. depth and 80 ft. width on Criser Road marked on said Criser Plat "Hereby Reserved By The Town Of Front Royal For Public Street Use (4,000sq. Ft.)", which shall run with the land, for utility installation and maintenance of same, as well as for ingress, egress and regress, over, across, and through said realty. No improvements or structures may be constructed, placed, or erected by LLC 1, LLC 2, RPA, or any of their successors or assigns, on the easement reserved by the Town which would in any manner or at any time interfere with the Town's use of its reserved easement; provided, however, that this sentence shall not prevent LLC 1, LLC 2, RPA, and/or any of their successors or assigns from asphalt-paving said reserved easement, provided the same is done to the public street standards of the Town of Front Royal.

4. **IT IS UNDERSTOOD AND AGREED** by the parties that the Town will require anyone at any time in the future who constructs a bridge leading from U. S. Route 522 (Reinour Road) to serve the properties of LLC 1, LLC 2, and/or RPA, their successors and assigns, to construct such bridge directly across U. S. Route 522 from one of the existing entrances to what is currently the properties of Gateway Shopping Center, so that one traffic light serves both the bridge and one of the said existing entrances of what is currently Gateway Shopping Center.

5. **IT IS UNDERSTOOD AND AGREED** by the parties that the obligations set forth in Paragraph (3) above are a condition precedent to the parties' other obligations as provided for in this Contract. In the event that the Town fails, for any reason whatsoever, to approve this Contract in complete compliance with the requirements of §15.2-2100 *et seq.* of the Code of Virginia as set forth in Paragraph (3) above, this Contract shall be void and of no effect, and the parties shall have no further obligation to one another under this Contract whatsoever.

IN WITNESS WHEREOF the Town Council of the Town of Front Royal, Virginia, has caused this Contract to be executed on its behalf by Timothy W. Darr, its duly elected Mayor, and to have its official seal hereunto affixed and attested to by Jennifer L. Berry, its Clerk, all in accordance with a Motion approving this Contract adopted on _____, 2013, a true copy of an extract of the official Minutes of the Regular Meeting of said Council, being attached hereto and incorporated herein:

AND IN WITNESS WHEREOF The Boisseau Family, L.C. and The Boisseau Family, L.C. II have caused this instrument to be executed by RICHARD W. BOISSEAU, III, its Manager;

AND IN WITNESS THEREOF, for the sole purpose of consenting to the easements granted in this Contract across the shopping center property, Royal Plaza Associates has caused this instrument to be executed by GEORGE C. STUCKEY, Manager of Stuckey Associates, LLC, itself the General Partner of Royal Plaza Associates.

THIS INSTRUMENT was executed in duplicate by all of the foregoing persons on _____ day of 2013, with one (1) copy to the Town, one (1) copy to Richard W. Boisseau, III, and one copy to George C. Stuckey

TOWN OF FRONT ROYAL, VIRGINIA

BY:

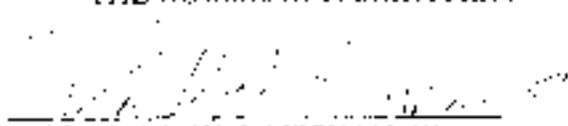
TIMOTHY W. DARR, MAYOR _____

ATTESTED TO:

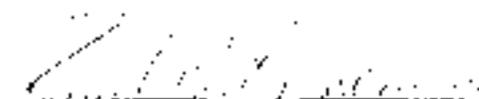
JENNIFER L. BERRY, CLERK _____

THE BOISSEAU FAMILY, L.C.

BY:

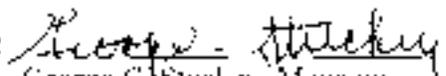

RICHARD W. BOISSEAU, III
MANAGER

THE BOISSEAU FAMILY, L.C. II

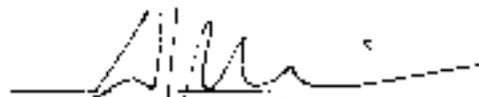
BY: 
RICHARD W. BOISSEAU III
MANAGER

ROYAL PLAZA ASSOCIATES

By: STUCKEY ASSOCIATES, LLC
General Partner

By: 
George C. Stuckey, Manager

APPROVED AS TO FORM:


Douglas W. Napier, Town Attorney

ROYAL SHENANDOAH GREENWAY

TRAIL MAINTENANCE

MOWING: The Criser Road section of the trail is mowed and trimmed once a week to once every 10 days as needed. The remaining trail from E. Main Street to South Street is mowed on a weekly basis when the bypass is mowed. The trail from behind the gym to Criser Road is edge mowed using a 72" mower where possible.

TRASH: The trash cans on the trail are emptied once a week and the trail is walked for ground trash at the same time. Ground trash is also picked up prior to mowing if necessary which means that the ground trash is checked twice a week.

ONCE A YEAR CLEARING: Last year we cleared the trail of brush to the bank from behind BB&T Bank to Criser Road in October. This is one season's growth and is mostly locust sprouts of less than one inch in diameter. Last year we limbed up the trees where the growth was low. Deadfall and poison ivy are removed when seen. During the fall cleanup the entire length of the trail is also trimmed with a weed eater to remove grassy growth to the bank edge.

MOWING ALONG REMOUNT: At this time the only mowing along the Remount Road side of the creek has been standard ROW mowing along the roadside itself.

TREE STEWARDS: The Tree Stewards are also active on the trail in addition to the work that is done at the Arboretum. They have had work sessions to remove invasive species and cut vines out of trees, clear poison ivy, cut low hanging or broken limbs and monitor the general health of the trees. There have also been workshops to identify native tree species along the trail.

SNOW REMOVAL: Snow removal on the trail is performed by the Water and Sewer Maintenance Division using a John Deere Gator utility vehicle equipped with a snow blade. Also snow blowers and shovels are used.

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**TOWN OF FRONT
EMPLOYMENT OPPORTUNITY**

COMMUNITY DEVELOPMENT DIRECTOR

(Salary - Negotiable)

The Town of Front Royal is seeking a motivated individual to focus our marketing and economic development programs to achieve community development. The right person for this newly established position will serve as our expert to refine our marketing strategy to attract visitors and businesses. This dynamic individual will identify catalyst economic opportunities and incentive programs for the Town to pursue. Questions about this position that reports directly to our Mayor and Town Council should be directed to the Town Manager at (540) 635-8007. The position is open until we find the right fit; first review of applications will be January 2, 2014. If you are interested in the challenge to set the course of economic prosperity in our Town, please submit your letter of interest, resume, and five references of your abilities to:

Town Manager
Town of Front Royal
PO Box 1560
Front Royal VA 22630

**Job Description for an Economic/Business Development Person
for Front Royal, VA, prepared by the Loud Fairfax Small Business Development Center**

"This job description was developed using job description examples from around the country(both small towns and larger cities). It is as complete as I could make it, but there may be areas that the Town of Front Royal will want to add to it. I have about 20 job descriptions that we can pull additional points from."

GENERAL PURPOSE

Develops and implements plans and programs fostering the redevelopment of downtown and strengthening the overall Front Royal business climate. Plans include marketing, communications, promotional activities, and assisting with the development of physical improvements to Front Royal business property.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Initiates in formulating and/or updating the revitalization program for the Central Business District and the Front Royal business community (as a whole) as a means to promote positive economic development.

Initiates and develops efforts to implement a Front Royal business Master Plan as well as other projects and programs that foster Front Royal development and redevelopment.

Serves as city staff liaison and/or organizer of various Front Royal festivals and events.

Provides business development assistance, such as finding locations and design assistance.

Develop and implement programs and procedures regarding business recruitment, retention and expansion including the regular contacts to promote success of the Front royal businesses community.

Assembles, assesses, and monitors Front Royal business activity, including building permits, business licenses, property transfers, and facade improvements, and makes recommendations regarding such.

Coordinates the implementation of the Front royal business program with standing committees, special committees and task forces.

Develops collateral marketing materials and public information about Front Royal business development to promote public acceptance and support for the program. Participates actively with Front Royal merchants and property owners regarding the business development program.

Maintains active contact with state, regional, and national entities supporting the Front Royal business program.

Identifies and maintains inventories of physical, economic, and human resources appropriate for application to the Front Royal business development program.

Determines financial resources needed to support the program. Manages the program's finances and financial records with regard to revenues and expenditures.

Develops a cooperative relationship between the Warren county Economic Development Authority, the Chamber of Commerce, and governmental and commercial entities involved in developing Front Royal business community.

Assists individual tenants or property owners with physical improvement projects through personal consultation or by obtaining and supervising professional design consultants. Assists in locating appropriate contractors and materials and supervises construction. Provides advice on necessary financial mechanisms.

Assesses the management capacity of Front Royal organizations and encourages improvement in the ability to undertake joint activities such as promotions, advertising, uniform store hours, special events, business recruiting, parking, and other similar issues.

Assess the management capacity and capabilities of Front Royal organizations and civic groups to undertake joint activities with an eye toward encouraging a cooperative climate and working relationship among downtown businesses, organizations, City committees and local public officials and to assist in the recruitment of volunteers for various committees and events.

Work effectively with volunteers and others involved in Front Royal business related projects, understand the importance of volunteer involvement, and play an active role in coordinating and utilizing this important resource. Support various committees by preparing agendas, taking notes and producing minutes for the group if requested to do so.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) The program director should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, planning, business administration, public administration, retailing, volunteer or non-profit administration, architecture, historic preservation, and/or small business development.

(B) Five (5) years of experience in community development initiatives; or

(C) The equivalent combination of education and related work experience may be considered.

(D) Governmental experience helpful.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of historic preservation philosophy and techniques.
- Considerable organizational, problem solving, and multi-tasking skills.
- Ability to establish effective working relationships with Front Royal business owners, city staff, project managers, agency officials, planning officials and the general public
- Extensive knowledge of planning programs and processes.
- Extensive knowledge of community development programs, including block grants and tax increment financing districts.
- Ability to prepare and analyze comprehensive and technical reports and data. Skill in the use of Microsoft Office software for word processing, spreadsheet, and presentation purposes and in the use of desktop publishing and web page software. Should be proficient in the use of social media, i.e. Facebook, Twitter, LinkedIn and web site development.
- Skill in communicating both orally and in writing with the ability to provide concise and articulate reports and presentations to a variety of audiences.

Executive Director - Culpeper Renaissance

Posted April 21, 2015

Position Details	
Type	Full Time
Offered By	Culpeper Renaissance, Inc. 127 W Davis Street Culpeper, Virginia
Salary	\$50,000 plus benefits and bonuses
Deadline	05/08/2015
For More Information	Name: Jeff Sadler Title: Interim Director Phone: 804-400-6872 culpeperrenaissanceinc@gmail.com http://www.crihiring.com

Culpeper Renaissance, Inc. a Great American Main Street Award winning downtown revitalization organization, is currently searching for a Full-Time Executive Director. The successful candidate will have experience in fundraising, project management, community economic development, as well superior communication skills and excellent interpersonal relationship skills.

Duties

Maintaining and improving effective CRI operations and activities:

- Manage a staff of two staff employees.
- Write grants and other proposals to obtain funding for priority projects.
- Develop fundraising plans, materials and presentations and work to develop relationships with current or potential donors.
- Work with Board and volunteers to raise a minimum of \$25,000 in private donations.
- Oversee and be responsible for all financial transactions.
- Ensure Fiscal Policy is followed at all times
- Maintain a strong volunteer program
- Maintain regular business hours, in addition to evening, morning and weekend events.

- Work with the Special Events Coordinator to plan and execute several community events and that the events meet the goals set forth in the workplan.
- Ensure that the Board of Directors and all Committees and their members are fully engaged and have all the resources necessary to their success
- Provide administrative support for board meetings and activities to include preparation of meeting materials, scheduling, communication and documentation, Expanding the revitalization in areas around the conventional retail district.
- Work with the ER committee and other community stakeholders to develop and implement new business niches appropriate to Culpeper, VA.
- Market the tools for rehabbing blighted and underused properties (grants and design assistance).
- Research and advocate for "best practices" regulation reform.
- Develop and oversee the implementation of new and more effective ways to fill vacant spaces, especially non-traditional or light industrial spaces.
- Work with Town and volunteers to provide input for Master Plan. Maintaining current success of traditional retail district
- Actively engage stakeholders and collecting community input.
- Use input to inform activities to foster retail traffic.
- Assist in maintaining the organization's web pages, social media, outreach, and promotions and other communications materials
- Inform CRI members of all developments affecting the organization, downtown business district and Culpeper in general.
- Provide and market germane educational opportunities for Culpeper businesses. Providing vision and leadership to organization and community at large
- Develop a strong, goal-led workplan and budget.
- Manage the implementation of work plan items of the Board and/or committees
- Maintain data management system to track the process and progress of all activities.
- Builds strong and productive working relationships with appropriate public agencies at the local and state level
- Provide quality customer service to members, the general public and all other work contacts
- Communicate with downtown merchants' organizations, Town of Culpeper, Culpeper County and Chamber of Commerce, and Virginia Main Street on CRI program activities and goals, assist with joint promotional events and festivals.
- Develop and conduct ongoing public awareness and education programs to foster appreciation of the community's historic and architectural assets, buy local, and other aspects of Culpeper's unique market position, as well as the mission, goals and objectives of CRI
- Actively use public speaking opportunities, media interviews, community education workshops, and other personal appearances to keep the public informed of the services and accomplishments of the organization
- Attend trainings conferences, and meetings to stay current with Virginia and National Main Street programs and downtown best practices.

- Perform other duties as assigned by the Culpeper Renaissance, Inc Board of Directors.

Qualifications

JOB KNOWLEDGE AND SKILLS REQUIRED:

- Bachelor's degree and or equivalent in one or more of these career fields: marketing and or public relations, economic development, community planning, public administration, business management, historic preservation
- Excellent verbal and written business communication skills as demonstrated by prior job experience (i.e. publications, presentations, proposals and reports)
- Demonstrable competency with computers and office software including QuickBooks, Microsoft Office, and design software
- A career history that clearly demonstrates competency employing the above listed essential duties, with particular attention to successful fundraising campaigns, place-based economic restructuring and community partnership development

OTHER:

- Must be able to work flexible hours including nights and weekends as necessary
- Travel is required

How to Apply

Visit www.crhiring.com and send a resume and letter of application to culpeperrenaissanceinc@gmail.com

Town of Warrenton Seeking an Economic Development Manager

Background

The Warrenton Town Council has voted to hire an Economic Development Manager who will work with the Fauquier County Department of Economic Development to nurture the Warrenton economy. Warrenton is a vibrant community, with a thriving downtown, an active and diverse business community and a strong and committed town leadership.

Warrenton has not had an Economic Development Director, full or part time, for several years. While the Fauquier County Department of Economic Development assists the Town, County and Town officials agree that Warrenton needs its own economic development specialist, and both have agreed that the person should reside in and work with the County Department of Economic Development.

Job Description

The Warrenton Economic Development Manager would be physically located in the offices of the Fauquier Department of Economic Development at 35 Culpeper St in Warrenton, and would report to and receive assistance and direction from the Fauquier Director of Economic Development, but would be accountable to the Town for his/her performance. The Economic Development Manager, in cooperation with the County Director of Economic Development, would craft performance measures for the short, medium and longer term, which would then be proposed to the Town leadership for approval. Regular reports on those measures would then be required.

Activities of the Economic Development Manager would include:

- Work closely with the Fauquier County Director of Economic Development to begin crafting a strategic approach to economic development for the Town and to further develop, and enhance the Town's image;
- Launch a business visitation program with Warrenton businesses;
- Identify likely candidates to fill empty storefronts throughout Warrenton;
- Work in close partnership with the Fauquier Business Development Coordinator to identify and contact prospective businesses to attract to Warrenton;
- Meet with developers, land owners, realtors, etc. to assess proposals for new projects;
- Work with County officials and others to solidify partnerships and a team approach to economic development in Warrenton;
- Develop an inventory of existing businesses and available properties;
- Manage efforts to attract more tourists to Warrenton, through advertising, special events and other creative means, all in close cooperation with the Fauquier Tourism Coordinator;
- Develop ideas for generating additional funds in support of the Town's economic development programs;

- Develop a good working relationship with top executives, Town and County government officials, peers in neighboring communities, federal officials, the public and the press;
- Manage, in close cooperation with the Economic Development Department, the budget created by the Town.

Logistics and Compensation

The initial commitment from the Town will likely be for a one or two year trial period. At the end of the trial period, and based upon performance, along with recommendations from the Town ED Manager and the County ED Director, the Town's leadership will decide as to future functions and funding.

The Department of Economic Development and the Town are both open to a variety of employment arrangements. The compensation range is \$40,000 to \$75,000, commensurate with experience. As many as three rounds of interviews may be conducted.

Interested Parties should send the following:

- **Cover letter and resume**
- **Minimum of three relevant references with email and phone numbers**
- **Writing Sample**

Successful candidates would have:

- At least 3 years of relevant work experience
- Degree from a four year educational institution (or equivalent work experience)
- Experience working at or with businesses/familiarity with business practices
- Knowledge of local government
- Familiarity with Warrenton and/or Northern Virginia area
- Good interpersonal skills
- Good writing skills

Please send your information (which must be received by COB on 12-15-14) to:

Fauquier County Department of Economic Development
 Attn: Economic Development Manager Position
 35 Culpeper St.
 Warrenton, VA 20186

Or by email to: Miles.Friedman@Fauquiercounty.gov

DDA Director/Main Street Program Manager

Job Description

Position Description:

Under the supervision of the Downtown Development Authority (DDA) Board of Directors through the Chair of the Board, the DDA Director/Main Street Program Manager is responsible for overseeing the planning, directing, coordinating and performing of the activities associated with the City's DDA Plan and the Main Street program. The oversight activities are to be done with an emphasis on downtown revitalization within the context of historic preservation and economic development.

The Director is expected to devote his/her full-time energies, abilities and talents to this position. He/She shall be available or otherwise conducting DDA/Main Street program business during regular business hours (usually 8:30 am to 5:00 pm weekdays). His/Her duties require him/her to be regularly present in downtown Portland for promotional events, many of which occur during the evenings and weekends. He/She shall report the activities and events of the Main Street Program to the City Council during their regular meetings.

Reasonable reallocation of a reduction of regular weekday hours may be allowed when these other obligations are heavy, pursuant to the approval of the Chairperson of the DDA Board of Directors. Other time off (annual vacation time, holidays, etc.) may be arranged by mutual agreement between the DDA Board of Directors and the individual. Notification of unplanned absences (personal or family illnesses, funeral leave, etc.) shall be called in to the City Hall.

The DDA Director/Main Street Program Manager functions with considerable independence on a day-to-day basis in performing in job-related activities and is held accountable for results. She/he has responsibility for a broad range of functions including but not limited to:

- Implementation of the Main Street program
- Support of the DDA Plan activities with City Department Heads and City Manager.
- Representation of the Main Street program within the community as well as regionally and nationally

Representative Duties and Responsibilities

1. Based on the DDA's studies and with the involvement of various downtown interest groups, develop an action plan for implementing a downtown revitalization program focused on historic preservation/design, economic development, promotion and organization.
2. Become thoroughly familiar with all persons, institutions and regulations directly or indirectly involved in the downtown commercial district and develop strategies for maximizing the community's human and economic resources.

DDA Director/Main Street Program Manager Job Description

Representative Duties and Responsibilities continued

3. Develop and conduct continuing public awareness and education programs designed to enhance appreciation of the downtown's architecture, history, green space and other amenities and to foster an understanding of the DDA's goals and objectives. As a part of this, keep the program constantly in the public eye locally through the use of cable TV, public speaking engagements and media interviews.
4. Develop and maintain data systems to track the process and progress of projects giving consideration to the use of the Main Street Work Plan system. This tracking also consists of maintaining information on each individual building in the downtown area, including photographs, its historic value, square footage, current use, and rental rate, if applicable, and tracking changes in use and appearance and information of job creation and business retention.
5. Be responsible for all administrative aspects of operating the office including record keeping, budget development and monitoring, report preparation as required by the City, the DDA Board of Directors and the Main Street program. This task also involves working with the City Clerk on the preparation of DDA Board of Directors and Committee meeting agendas, Treasurer's reports, taking of the minutes of these meetings and posting notices of those meetings in accordance with the Open Meetings Act of Michigan.

The DDA Director/Main Street administrator is responsible for ensuring minutes are kept of all Main Street program committees and as such may take notes and produce minutes as requested.

There is no clerical position to support him/her in carrying out these responsibilities.

6. Develop and implement programs and procedures regarding business recruitment, retention and expansion including the regular contacts to promote success of the businesses and the DDA program. This activity also involves the Economic Restructuring Committee.
7. Be responsible for implementation of capital improvement projects that have been approved by the DDA Board and by the City Council, as appropriate, including preparing and issuing Requests for Proposals (RFPs) and Requests for Quotes/Qualifications (RFQs) and/or writing grant applications and then managing the project through completion including receipt of "as built" plans as appropriate. This activity may involve the Design Committee and/or the City Manager.

DDA Director/Main Street Program Manager Job Description

Representative Duties and Responsibilities continued

8. Assist individual tenants and/or property owners with physical improvement projects through personal consultation, obtaining professional design consultants and assisting in locating appropriate contractors and funding as needed. This activity also involves the Design Committee and Façade Improvement Program.
9. Work with appropriate public and private agencies at the local and state levels to obtain necessary funding for design assistance, building rehabilitation, parking and public improvements. This activity also involves the Design Committee and Façade Improvement Program.
10. Assist in the coordination of joint promotional events such as seasonal festivals, concerts, sidewalk sales, and parades with other organizations located in or involved with the downtown area with the goal of improving the quality and excitement of events to attract people to the downtown area. This activity also involves the Promotions and Marketing Committee.
11. Assess the management capacity and capabilities of downtown organizations and civic groups to undertake joint activities with an eye toward encouraging a cooperative climate and working relationship among downtown businesses, organizations, City committees and local public officials and to assist in the recruitment of volunteers for various committees and events. This activity also involves the Organization and Finance Committee.
12. Work effectively with volunteers and others involved in downtown related projects, understand the importance of volunteer involvement, and play an active role in coordinating and utilizing this important resource. Support various committees by preparing agendas, taking notes and producing minutes for the group if requested to do so. This activity involves the various Main Street Committees.
13. Produce a monthly newsletter, keeping businesses and individuals in the DDA district up to date on activities of the Main Street program.
14. Undertake such other duties as may be determined by the DDA Board from time to time.

Essential Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed herein are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

DDA Director/Main Street Program Manager Job Description

Essential Knowledge, Skills, Abilities and Minimum Qualifications continued

- * Minimum education and experience attainment includes a Bachelor's degree in urban planning, marketing, public or business administration or similar relevant field of study; or experience in responsible position involving similar job duties; or a combination of education and experience.
- * Knowledge of basic business management procedures and practices to effectively control the DDA financial operations within budget and policy guidelines.
- * Skill in the use of Microsoft Office software for word processing, spreadsheet, and presentation purposes and in the use of desktop publishing and web page software.
- * Skill in developing and using effective public relations and community promotion techniques.
- * Skill in communicating both orally and in writing with the ability to provide concise and articulate reports and presentations to a variety of audiences.
- * Skill in building and maintaining effective working relationships with public officials, business owners, landlords, various professionals, community groups and the general public along with the ability to influence others to work cooperatively for larger goals and the common good of the City.
- * Ability to effectively meet all deadlines.

Physical Demands and Work Environment

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee is routinely required to communicate with others, on the telephone and via email. The employee is frequently required to create and review computer documents and sit for long periods of time at a computer. She/he is frequently required to travel to other locations, drive a car, stand, walk and climb stairs. She/he is occasionally required to stoop, kneel, crouch and must occasionally lift and/or move items of light to moderate weight. While performing the duties of this position, the employee works primarily in an office-type setting. Other settings include various business settings from retail to service to street side. The noise level in the work environment is typically low but can range from moderate to high depending on location.

Its population as of the 2010 census was 15,465.

Job Description - Executive Director/Downtown Manager

If you would like to print this job description please click [HERE](#) for a pdf version.

Submit your resume by email to: executivesearch@downtownbataviany.com.

This job description is a summary of the job duties and requirements that are essential to the evaluation of the job. It is not intended to be complete in detail. Individuals classified on the job are expected to perform all the details involved and, on occasion, may be required to perform functions to a higher or lower skill level not included in this description.

JOB TITLE:

Executive Director/Downtown Manager – Business Improvement District, Batavia, NY

POSITION SUMMARY:

The B.I.D. Executive Director/Downtown Manager is responsible for the overall administration, financial management and day-to-day activities of the B.I.D. Reports to and works with the Board of Directors to establish the organization's future direction. Performs all related duties assigned by the Board and BID committees. Has an understanding of issues confronting BID business owners and property owners. The manager of this position must be imaginative, well organized, personable and capable of functioning effectively and independently.

DUTIES AND RESPONSIBILITIES:

Management Skills

- Daily administrative functions for BID board of directors, committees, and membership
- Provide Leadership in the continued development of the BID's established "Four Pillars" (a) Business Development (b) Design (c) Promotion (d) Organization.
- Understands the issues confronting downtown businesses and property owners and works to correct them
 - Coordinates and schedules board and committee meetings and activities
 - Supervises all office personnel and volunteers
 - Liaison to the municipality and other community agencies

- Organize the functions of the BID office, BID employees, media and member communication.
- Partner with other existing community agencies/groups such as The Chamber of Commerce, GCEJC, Holland Land Office, GO ART for strong area wide promotion of our community and the BID
- Provides leadership in the development of the association's statement of vision, mission, goals and the corresponding strategies, business plans and budgets to achieve them.
 - Performs all other duties as assigned by the Board.

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Business Development/Design

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- Develops, promotes, educates and implements incentive programs and works to attract new businesses and the community to the BID.
 - Facilitates community and façade improvement grants
 - Coordination of planning and implementation of economic development
 - Retention and recruitment of new businesses
 - Revitalization programs – marketing of commercial properties and programs
 - Education/workshops
 - Consultant to retail/business and downtown development

Marketing/Promotion/Fund Raising

- Develops and maintains a highly visible role in the community, with an emphasis on key partnerships and relationship building to benefit the BID.
- Designs, implements and maintains a strategic marketing plan designed to positively promote the BID within the community.
 - Researches, applies for and obtains improvement grants that will benefit the BID.
- Organizes and coordinates special events designed to attract consumers to the shopping district, improve community awareness and to promote business development.
- Assists in the overall planning and implementation of the BID's mission, marketing strategies, public relations and branding of the organization.
 - Maintains an inventory of all available commercial sites within the BID.
 - Community and façade improvement grants
 - Solicit sponsorships and vendor fees for downtown events
 - Oversees creation of materials
 - Obtains sponsorships and raise funds for events

Communications

- Communication, coordination, retention and management of the BID's current membership.
- Increase the visibility of the BID to the public and private sector through public speaking, community involvement, governmental relationships and education.

- Provides accurate, effective, timely and comprehensive communications, both written and verbal.
 - Prepares agendas and supportive materials to the Board, committee members and volunteers
 - Prepares press releases and feature articles.
 - Promotes all of the BID's annual events on the local and regional outlets.
- Develops strategies for effective communications with downtown businesses and the community.
 - Oversees development of media programming

Communications (Cont'd)

- Fosters a strong relationship with members through communicating and promoting the value of their membership.

Financial

- Creates and presents annual report
- Prepares and presents annual budget and work plans to the Board and committees for approval.
 - Manages daily financial matters in conjunction with board treasurer.
- Prepares all of the required materials for annual financial reviews, state/federal tax and sales tax returns.
- Maintain and improve the financial integrity of the BID through budget planning, programs and events, fund raisers, sponsorships, strategic planning and grant writing.

Technical

- Requires comprehensive knowledge of Microsoft Office application, Quick Books, maintenance of social media and website presence.
 - Oversees the administration of a well-managed database

Physical Requirements & Work Environment

Work involves sedentary to light work in an office setting, out in the community or at event locations. There are occasional needs to stand, stoop, walk, sit, lift (up to 25 pounds) and perform similar actions during the course of the workday.

The BID is a 501(c)(3) nonprofit organization

Will consider all qualified applicants without regard to race, color, religious creed, ancestry, national origin, age or sex.





The population was 86,793 as of the 2010 census

VICTORIA MAIN STREET MANAGER JOB DESCRIPTION

Mission of the Victoria Texas Main Street Program

- Develop a community partnership between public and private stakeholders in unity with existing organization to create a renaissance in historic downtown Victoria.
- Encourage investment by developing and retaining new businesses and tourism through re-establishment of a varied and energetic retail economy in the historic business district.
- Capitalize on the momentum of downtown enhancement to showcase Victoria's unique architectural heritage
- Reinvent the business climate using new marketing and business opportunities promoting the visionary use of all Main Street Program area properties.
- Enhance and promote the walkability, shopability, livability and overall quality of life for those who live, work and play in downtown Victoria.

Victoria
Main Street Program
120 S. Main, Suite 150
Victoria, TX 77901

VictoriaMainStreet.org

QUALIFICATIONS:

Board of Directors

Lois L. Bance
President

Larry Clark
Vice President

Amy Moody
Appointee to the
Executive Board

John Gill
Treasurer

Constance Filley Johnson
Secretary

Gary Davidson
John Kisulas, Ph.D.
Juan Noguez
Frank Reeves
Lynn Serrano
Deborah A. Gully

Ex-Officio Members:

Budgett: Dore
Gare Harns
Dale Fowles
Janet Mayfield
Dorese Ramage
Kandy Vinton
Thomas Yantis

Advisory Board

Scotty Hurdge, Chairman
Robert Briggs
C. W. "Daggy" Hopkins
Kelly Park
Sharon Soren
Brian Walker

1. Bachelor's degree and (4) years experience in administration, management and implementation of community development programs and/or economic development programs. Master's degree preferred.
2. Knowledge about downtown revitalization, redevelopment, financing, marketing, growth issues and technologies.
3. Prior working experience with downtown development initiatives strongly preferred.
4. Prior working experience with nonprofit organizations, local governments, and state agencies preferred.
5. Demonstrated ability to get along with people and maintain the Victoria Texas Main Street Program positive image, very important.
6. Must be capable of adapting to flexible hours during special projects.
7. Must have basic computer skills, including processing with Microsoft Office, Excel, PowerPoint and publications software.
8. Must be able to organize time and tasks, assessing priorities and exercising self discipline to follow through in all work assignments.
9. Demonstrated speaking and writing skills to project the positive and professional image of Victoria Texas Main Street Program in all required correspondence, i.e. annual membership campaign, thank you letters to all donors, etc.
10. Must be able to manage/evaluate one administrative assistant and provide effective work for volunteers.
11. Prior success in grant proposal development and management of grants/reporting a plus



**Victoria
Main Street Program**
130 S. Main, Suite 150
Victoria, TX 77901

VictoriaMainStreet.org

Board of Directors

Louise Buchanan
President

Larry Clark
Vice President

Amy Moody
Appointed to the
Executive Board

John Bell
Treasurer

Constance Filley Johnson
Secretary

Gary Danner
Ieta Kiehlus, Ph.D.
Irene Kunkler
Frank Reyes
Linda Serna
Patricia A. Tally

Ex Officio Members:

Kathleen Hise
Gary Hurns
Julie Fowler
Janet Myfield
Denise Ruedger
Randy Vivian
Thomas Yorks

Advisory Board:

Robby Burdge, Chairman
Robert Briggs
C.A. "Honey" Dupkins
Kelly Park
Sharon Steen
Lance Walker

DUTIES AND RESPONSIBILITIES

General responsibilities:

As executive director, provides overall leadership, direction and administration of the programs and services provided by Victoria Texas Main Street Program. The executive director shall act as a duly authorized representative of the board in all matters.

Board:

1. Represents the organization at board meetings.
2. Provides information and reports about organization operations.
3. Seeks and provides advice and direction in conjunction with the board.
4. Carries out directives of the board and communicates appropriate board information to the public, including the media. Acknowledges that the President is the official spokesperson of the organization and strives to provide an opportunity for the President or the President's designee, such as the event's or activities' chair to speak directly with the media.
5. Actively participate in educating, training and continually guiding the four committees of the program to accomplish their goals.
6. Works with the board to develop and implement strategies for economic development and historic preservation in the program area.

Financial:

1. Monitors, manages, and evaluates the fiscal performance of Victoria Texas Main Street Program to assure quality service within budgeted expenditures.
2. Develops the annual capital and operating budget for Victoria Texas Main Street Program and monitors the receipts and expenditures with the board.
3. Supervises the business affairs of Victoria Texas Main Street Program to assure that its funds are expended to the best advantage possible.
4. Represents Victoria Texas Main Street Program in business negotiations; enters into business agreements/contracts on behalf of Victoria Texas Main Street Program with the President, who officially signs all agreements/contracts.

Planning:

1. In conjunction with the board, develops, implements, assesses, and communicates strategic plans, including short-, medium-, and long-range goals for Victoria Texas Main Street Program, to ensure that community and organizational needs are being met.
2. Develops and monitors annual operation/strategic plans.
3. Structures economic opportunities through the reuse of existing buildings in the program area attract new business and develop viable marketplace enterprises



**Victoria
Main Street Program**
120 S. Main, Suite 150
Victoria, TX 77901

VictoriaMainStreet.org

Board of Directors

Lynne Huff, Ph.D.
President

Larry Clark
Vice-President

Amy Mackay
Appointed to the
Executive Board

John Brall
Treasurer

Christiane E. Lej Johnson
Secretary

Corey Dierksen
John Kozlus, Ph.D.
Jan Ramirez
Frank Reyes
Lidia Serrate
Patricia A. Tally

Ex Officio Members:

Redgette Bice
Cory Harts
Dale Lewis
Janet Mayfield
Debbie Rempel
Randy Vivian
Thomas Yates

Advisory Board:

Robby Bredge, Chairman
Robert Priggs
C.H. "Becky" Hopkins
Kelly Park
Sharon Steen
Helen Walker

Community Affairs:

1. Serves as liaison between the organization and the community, with charitable and other organizations, legislative bodies, and regulatory agencies
2. Promotes a positive organizational and personal image; is available to the public and media and maintains contacts with individuals important to Victoria Texas Main Street Program.
3. Stays abreast of downtown development/ needs and shifts, recommends and implements modifications to meet changing needs; manages government relations.
4. Fulfills the requirements for the Texas Main Street Program to retain the status of urban main street city. Attends the state main street meetings and annual workshops to fulfill requirements.
5. Organizes downtown interests in a unified manner.
6. Develops new and enhances existing economic opportunities in the downtown.
7. Encourages and assists in the reuse of existing buildings and under-utilized space
8. Develops public/private partnerships with public officials, retailers, real estate professionals and community groups.
9. Analyzes community resources and develops strategies for achieving goals.
10. Trains and motivates volunteers that serve as Directors, in committee or volunteering
11. Develops and maintains working databases of stakeholders and volunteers
12. Develop and publish appropriate communications with stakeholders, Board of Directors, volunteers and the broader community (newsletters, etc.)
13. Presents reports to City Council and other commission, committees and boards as needed.

Interpersonal:

1. Demonstrates the ability to communicate orally with the board, the public and government agencies.
2. Demonstrates the ability to communicate effectively in written form.
3. Provides the leadership/ Image required for Victoria Texas Main Street Program.

The Executive Director shall address all other responsibilities pertaining to Victoria Texas Main Street Program, Inc.

ADA COMPLIANCE:

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work but may involve some lifting, carrying, pushing/pulling or objects and materials of moderate weight (5-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination and oral communications ability.

Environmental Factors: Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, electrical currents or traffic hazards

The Victoria Texas Main Street Program is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Victoria Texas Main Street Program will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to disclose any potential accommodations with the employer.

The population was 10,545 at the 2010 census

DOWNTOWN MANAGER Job Description

The Downtown Canandaigua Business Management Association, Inc. (aka "the BID") is a non-profit organization created under Article 19A of the New York General Municipal Law to promote, beautify and improve historic downtown Canandaigua. There are more than 100 businesses and 700 employees within the boundaries of the Business Improvement District.

The position of Downtown Manager is established by the By-Laws of the Downtown Canandaigua Business Management Association (aka "The BID"). The Downtown Manager is employed by, and shall be annually evaluated by, the BID Board of Directors which consists of 11 volunteers representing downtown property owners, merchants, and residents, as well as elected officials.

Responsibilities:

The Downtown Manager serves as the Chief Executive Officer of the organization and is responsible for the following:

- Implementation of all policies developed by the BID Board of Directors
- Administration of the day to day operations of the organization including hiring and supervising all other employees or contract services employed by the organization.
- Maintain a visible presence in the District and maintain direct, personal and written communication with the merchants and property owners
- Represent the organization and advocate for its interest in relation to the City of Canandaigua and other outside agencies
- Reporting as needed to the Board of Directors and the Canandaigua City at regular monthly meetings and issuing an Annual Report to the full membership of the organization.

The Downtown Manager serves in ex-officio capacity on the Board of Directors and all committees of the Board:

- **Budget and Finance**
The Downtown Manager will work with the Budget and Finance Committee in reviewing financial reports, preparing an annual budget, and making recommendations with respect to the financial affairs of the organization.
- **Capital Improvement/Maintenance**
The Downtown Manager will work with the Capital Improvement and Maintenance Committee to oversee a program of planning for services and public area improvements and amenities and enhanced maintenance services within the District, and shall seek sources for funding including grants, for the implementation of the same. This includes but is not limited to the following areas of the District:
 - o Streets, sidewalks, and alleyways
 - o Crosswalks
 - o Benches, bicyclist racks, and garbage receptacles
 - o Municipal parking lots and the Farmers Market Pavilion
 - o The Commons Parks, including management of activities occurring at the Maxion Stage
 - o Hanging flower baskets
 - o Kiosks

- **Public Relations & Promotions**

The Downtown Manager will work with the Public Relations & Promotions Committee to oversee the implementation of actions to enhance the image of downtown, and to foster communications between the District and City government, the Chamber of Commerce and other appropriate agencies. This includes maintaining the BID website and social media. The committee shall also oversee the implementation of a coordinated program of promotional campaigns and events designed to attract shoppers to the District. This includes but is not limited to the current events:

- Arts & Music Festival
- Taste of the Finger Lakes
- Summer Concert Series at the Commons
- Fall Into Canandaigua
- Santa's House in the Commons

- **Recruitment**

The Downtown Manager will work the Recruitment Committee to oversee the implementation of a marketing program designed to initiate new retail, office and residential investment in the District, and to assure the continued occupancy of existing businesses.

Minimum Qualifications:

The Downtown Manager shall hold a Bachelor's Degree in a related field and two years relevant experience, or five years experience in Downtown Management, or an equivalent combination of education and experience to indicate capacity for effective administration. Preference shall be given to candidates possessing certification in Downtown Management.

Hours:

The position is a salaried, part-time position, with varying seasonal demand and requiring some evening and weekend work. Weekly average is anticipated as ~20 hours per week.

Compensation:

The annual salary for 2014 has been established as \$20,000.



As of July 1, 2013,
the city's
population was
estimated to be
20,713

Ashland Main Street Association Executive Director Job Description

Position Overview

The Executive Director (ED) of Ashland Main Street Association (AMSA) will coordinate, facilitate, promote, and advance the revitalization of a vibrant, economically viable downtown district through the use of the Virginia Main Street 4-Point Approach - Design, Economic Restructuring, Organization, and Promotion. The ED will serve as a visionary, listener, and collaborator with various civic and professional constituents in the community, particularly downtown business owners. The ED will adapt to the ever-changing needs of Ashland's historic downtown, implementing historic preservation ethics, encouraging cooperative efforts between individuals and groups to accomplish project goals. The ED is responsible for being "the face" of Ashland Main Street Association and working to develop relationships between AMSA and community partners. The ED represents the community locally, regionally, and nationally. Compensation is currently \$20,000 annually based on 20 hours per week, with growth potential to full time based on funding.

Reporting Lines:

The ED will be accountable to the AMSA Board of Directors through the President of the Board.

General Duties:

- Along with the Treasurer, creates and manages the annual budget
- Manages administrative duties of the organization
- Coordinates an annual work plan with the four board committee chairs
- Receives and forwards to appropriate committee chairs or Town staff, as applicable, inquiries from prospective downtown investors, developers and business owners
- Works closely with Town officials to align goals and objectives
- Works with the Board of Directors to meet fundraising goals
- Coordinates events, projects and beautification initiatives

Qualifications and Experience

- The ED must be a creative, energetic, well-organized, self-motivated individual able to lead a variety of stakeholders
- Four-year degree from an accredited college or university in business, administration, management, or related concentration required
- At least three years of experience in nonprofit management, small business development, marketing & public relations, historic preservation, fundraising, or Main Street experience
- Excellent public speaking, writing, and relationship-building skills
- Strong computer skills including word processing and spreadsheet applications
- Organizational & computer skills and basic website management experience
- Marketing & advertising skills desired
- Supervisory skills are desired
- Knowledge of downtown public and private issues desired
- Historic preservation skills desired
- Valid Virginia Driver's license and own or have regular access to a vehicle

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in an office setting; some outdoor work is required. Hand-eye coordination is necessary to operate computers and other office equipment. While performing the duties of the job, the employee is frequently required to talk or hear as well as stand or walk. The employee must occasionally lift and/or move up to 25 pounds.

Position Objectives

Allocation of Time

Programming & Events – 30%

Marketing & Promotion – 30%

Fundraising – 30%

Finance & Administration – 10%

Four-Point Philosophy

Design

The ED will approach design issues as a means to create and preserve an attractive downtown Ashland – one that is pedestrian friendly and functional, while maintaining historical significance true to the area, thus making it a highly desirable area by consumers, businesses, and building owners. This may come in the form of aesthetic incentive programs, clean-up days, readapting underutilized spaces or funding exterior enhancements through donations. The ED will also further town-established design guidelines through education and outreach to downtown stakeholders.

Economic Development

The ED will approach economic restructuring issues as a means to retain existing businesses, and attract new or expanding businesses to downtown Ashland by utilizing pertinent data, providing economic and real estate information, giving tours to potential investors and directing them to the appropriate town staff. The ED will promote town and EDA economic incentives, recruit appropriate businesses for existing buildings, maximize underutilized space, encourage appropriate in-fill development, identify nontraditional funding sources for small businesses and providing business educational opportunities for the downtown community.

Organization

The ED will help to identify interested and responsible board and committee members, recruit volunteers, recognize volunteer and donor contributions, and will coordinate annual education for board and committee members on the Main Street approach. He or she will approach office administration as a means to facilitate and maintain pertinent information to keep the Main Street program moving smoothly and to appropriately archive documents and developing a database for the program. The ED will provide monthly and quarterly reports for Virginia Main Street office, record changes downtown, lead budget preparation, and work with the treasurer to collect and distribute money. Working with the Organization Committee Chair, the ED will help to create an annual donor communications plan and to facilitate annual fundraising activities with the Organization Committee Chair. The ED is expected to understand best practices in ethical fundraising and donor stewardship.

Promotion

The ED will approach promotions/festivals as a means to increase foot traffic and awareness of downtown Ashland, give businesses exposure, and market downtown attractions and organizations. He or she will work with existing event organizations as well as work with the Organization committee to establish an annual fundraising event (see Organization). The ED will work with Promotion Committee Chair to increase public awareness and understanding of Ashland Main Street Association's mission and goals through multi-media channels, to obtain political support, to build valuable relationships and network to further the cause of Main Street. This may be accomplished through serving as AMSA liaison at various meetings and functions, participating in regional activities, publishing press releases, website updates and taking on speaking engagements.



VERNON, TEXAS

CITY OF VERNON MAIN STREET MANAGER JOB DESCRIPTION

As of the 2010
Census had a
population of
11,062.

General Program Description

The purpose of the commercial revitalization effort is to develop and implement a strategy for economic development and historic preservation in the downtown business district.

There are four general work elements that guide this approach to downtown revitalization:

- Organization of downtown interests in a unified manner working towards common end objectives.
- Approaching historic preservation and design issues, a means to create or preserve an attractive and sympathetic physical setting, and using proper preservation techniques.
- Coordination of promotional activities to attract new economic life and develop new vigor in the community.
- Structuring of economic opportunities through reuse of existing buildings and underutilized space, attracting new business opportunities and development of viable marketplace enterprises.

Definition of Position

The Main Street manager is responsible for analyzing, synthesizing and developing revitalization strategies and recommendations in consultation with the appropriate official and advisory bodies and coordinating their implementation to achieve project goals. This process will be carried out by the city employee under the model of the national Main Street Four Point ApproachSM of the National Trust Main Street Center and in conjunction with the Texas Main Street Program of the Texas Historical Commission.

Duties to be Performed

- Familiarizing public officials, teachers, community groups, the general public, etc., with the nature and objectives of this effort.
- Make historic preservation education and projects a priority for downtown.
- Interpreting previous studies and reports that analyze community resources and to develop a strategy for achieving revitalization goals. Developing a preservation plan for the restoration and reuse of historic buildings in the area.

- Working cooperatively with the local community to develop and implement a local action plan and timetable including public and private activities
- Implementing local objectives through the development of revitalization tools, such as rehabilitation programs, existing state and federal funding sources and grant opportunities, administration procedures, political mechanisms, legal tools, etc., as appropriate.
- Assisting individual merchants and property owners with design and construction of physical restoration projects. (Architectural design and construction skills are not required. A team of design professionals is on staff with the Texas Main Street Program office in Austin, TX.)
- Assisting and coordinating downtown promotional events/activities through the planning, design and implementation stages.
- Developing economic strategies to increase retailing in the downtown, attracting new users into existing facilities and expanding market opportunities.
- Preparing and maintaining a continuing record of the program through photographs (before and after) and/or slides, files on the building, business recruitment, promotions, monthly reports, etc.
- Acting as a data and information source for this community
- Develop and maintain contacts with media sources to disseminate program information to the general public.

Environmental/Hazard Demands of Job Functions

- 25% of work time in travel; majority work time indoors, sometimes required to move vehicles/ objects.
- Work exposure primarily dry atmosphere with some use of cleaning supplies/abrasives and solvents (degreasing agents).
- Physical demands of job require some lifting, pulling, carrying and pushing of objects – approximately 15 pounds.
- Physical demands of the job required include: bending, simple grasping, finger/manual dexterity, standing, walking, twisting upper body, stooping, and hearing.

Position Qualifications

The Main Street manager should have an undergraduate degree or equivalent experience in a similar capacity. The manager must understand the issues involved in commercial revitalization from the various points of view of merchants, public agencies, property owners and community organizations. The manager must have writing ability and excellent verbal communication skills enabling the manager to articulate local program goals in group situations and on a one-to-one basis.

The manager must be an energetic, self-motivated, imaginative and accomplished organizer capable of functioning effectively in an independent situation, while maintaining a sense of the overall goals of the commercial revitalization project.

Administrative Framework/Accountability

The Main Street manager will work in the provided office reporting directly to the city manager and/or designate or in some cases, to the advisory board who will function as the supervisor of the program.

The Main Street manager will perform complex and responsible work and enjoy considerable latitude in discharging duties, exercising independent judgment and discretion in carrying out day-to-day responsibilities. The Manager will participate in budget preparation and other matters related to the program.

Attributes of a successful Main Street Manager

A successful program manager MUST:

- Have excellent interpersonal skills
- Have a sense of entrepreneurship and be a self-starter.
- Understand and be able to work with city government.
- Have an ability to communicate, both individually and to groups.
- Have an appreciation and understanding of community involvement.
- Be success oriented and a motivator.
- Be smart and humble enough to accept and overcome areas in his or her background that are weak.
- Be personable, persevering and patient.

The population was 12,326 at the 2010 census

Cambridge Main Street Executive Director Job Description/Work Objectives:

The Executive Director of Cambridge Main Street coordinates economic development activities within downtown Cambridge, Maryland with a goal of bringing more people with spendable income to the downtown district. This person functions as the program manager for the Cambridge Main Street program and reports to the president of the board of directors.

He/She is responsible for the development, conduct, execution and documentation of the Main Street program. The Executive Director is the principal on-site staff person responsible for coordinating all project activities locally as well as for representing the community regionally as appropriate.

Full Range of Duties to be Performed:

- Coordinate activity of Main Street Program committees, ensuring that communication between committees is well established, assist committees with development and implementation of work plan items
- Manage all administrative aspects of the Main Street Program, including purchasing, record keeping, budget development and accounting.
- Prepare all reports required by the coordinating Main Street Program and other key funders and administrators
- Develop and conduct ongoing public awareness programs designed to enhance appreciation of the downtown businesses, to foster an understanding of the Main Street program's goals and objectives, and to keep the program highly visible in the community.
- Assist individual tenants or property owners with physical improvement projects through personal consultation, or by obtaining expert assistance and/or providing guidance on financial mechanisms for physical improvements.
- Encourage and coordinate joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management and so on.
- Encourage a cooperative climate between Main Street's interests and local public officials and help build strong and productive working relationships with appropriate public agencies at the local and state levels. Encourage a cooperative climate with other key organizations and companies, with focused attention to our special relationship with

The Hyatt Regency Chesapeake Bay Resort.

Advise Main Street's merchants on Main Street program activities and goals and assist in the coordination of joint promotional events that attract people to the Main Street district and/or earn revenue for the program.

Oversee fundraising planning and implementation, including identifying resource requirements, cultivating funding sources, submitting proposals, and administering fundraising records and documentation.

The Executive Director supervises any necessary temporary or permanent employees, as well as professional consultants. He/she participates in personnel and project evaluations. The executive director maintains local Main Street Program records and reports, establishes technical resource files and libraries, and prepares regular reports as needed.

The Executive Director should have education and five or more years experience in one or more of the following areas: economics, finance, public relations, planning, business administration, public administration, fundraising, marketing, community organizing, nonprofit administration, volunteer coordination, and/or small business development. He/she should be sensitive to design and preservation issues. He/she must have excellent public speaking and conflict resolution skills and understand the issues confronting business people, property owners, public agencies and community organizations. The Manager must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation. Successful grant writing and administration experience is desired. Excellent verbal and written communication skills are important. Supervisory skills are desirable.

Submit resume, cover letter with salary requirements and three references by October 24 to Search Committee, Cambridge Main Street, 505 Poplar Street, Suite 300, Cambridge, MD 21613.

As of the 2010 census, the town had a population of 7,511



Downtown Economic Development Director and Main Street Program Executive Director Job Description

JOB TITLE: Downtown Director

DEPARTMENT: Economic Development

JOB SUMMARY:

The director coordinates activities within the Braselton downtown or commercial district revitalization program that utilizes historic preservation as an integral foundation for downtown economic development. He/she is responsible for the development, conduct, execution and documentation of the Main Street program. The program director is the principal on-site staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally and nationally as appropriate. In addition, the program director should help guide the organization as its objectives evolve.

MAJOR DUTIES:

The director should carry out the following tasks:

- Coordinate the activity of the Main Street program committees, ensuring that communication among committees is well established; assist committee volunteers with implementation of work plan items.
- Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development, accounting, preparing all reports required by the state Main Street program and by the National Main Street Center, assisting with the preparation of reports to funding agencies, and supervising employees or consultants.
- Develop, in conjunction with the Braselton DDA board members, downtown economic development strategies that are based on historic preservation and utilize the community's human and economic resources. Become familiar with all persons and groups directly and indirectly involved in the downtown. Mindful of the roles of various downtown interest groups, assist the Braselton DDA board members and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization/management; and economic restructuring/development.

- Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown's assets and to foster an understanding of the Main Street program's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Assist individual tenants or property owners with physical improvement projects through personal consultation or by obtaining and supervising professional design consultants; assist in locating appropriate contractors and materials; when possible, participate in construction supervision; provide advice and guidance on necessary financial mechanisms for physical improvements.
- Assess the management capacity of major downtown organizations and encourage improvements in the downtown community's ability to carry out joint activities such as promotional events, advertising, appropriate store hours, special events, business assistance, business recruitment, parking management, and so on. Provide advice and information on successful downtown management. Encourage a cooperative climate among downtown interests and local public officials.
- Advise downtown merchants' organizations retail committees on Main Street program activities and goals; help coordinate joint promotional events, such as festivals or business promotions, to improve the quality and success of events and attract people to downtown; work closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
- Help build strong and productive relationships with appropriate public agencies at the local and state levels.
- Utilizing the Main Street program, format, develop and maintain data systems to track the progress of the local Main Street program. These systems should include economic monitoring, individual building files, photographic documentation of physical changes, and statistics on job creation and business retention.
- Represent the community to important constituencies at the local, state, and national levels. Speak effectively on the program's directions and work, mindful of the need to improve state and national economic development policies as they relate to commercial districts.

KNOWLEDGE REQUIRED BY THE POSITION:

The program director should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, planning, business administration, public administration, retailing, volunteer or non-profit administration, architecture, historic preservation, and/or small business development. The program director must be sensitive to design and preservation issues and must understand the issues confronting downtown business people, property owners, public agencies, and community organizations. The director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent environment. Excellent written and verbal communication skills are essential. Supervisory skills are desirable.

SUPERVISORY CONTROLS:

The Town Manager assigns work in terms of very general instructions.

GUIDELINES:

Include town and department policies and procedures and town codes and ordinances. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY:

The work consists of varied administrative and secretarial duties. The variety of tasks and frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT:

The purpose of this is to provide administrative and secretarial support to the Town Manager, DDA and BVBA. Successful performance in this position facilitates department relations, downtown economic development and affects the image of the town.

PERSONAL CONTACTS:

Contacts are typically with department heads, other town employees, elected and appointed officials, local, county and state officials, Chambers of Commerce, real estate professionals, land owners, business representatives and the general public.

PURPOSE OF CONTACTS

Contacts are typically to give and exchange information, resolve problems and provide services.

PHYSICAL DEMANDS:

The work is typically performed while sitting at a desk or table, standing or walking although outside work is required upon occasion. The employee occasionally lifts light to moderate objects.

WORK ENVIRONMENT:

The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

The director supervises any necessary temporary or permanent employees, as well as professional consultants. He/she participates in personnel and project evaluations. The program director maintains local Main Street program records and reports, establishes technical resource files and libraries, and prepares regular reports for the state Main Street program and the National Main Street Center. The program director monitors the annual program budget and maintains financial records.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of college or the equivalent
- Sufficient experience to understand the basic principles relevant to major duties of the position, usually associated with having had a similar position for two years or more.

PAY & BENEFITS:

This is a part time position of at least 20 hours per week without benefits. Hours will go to a minimum of 32 hours per week at such time as the Town of Braselton receives the Mainstreet Designation and the position may become eligible for full time benefits. Hourly rate range is \$ 7-27 depending on qualifications

HOW TO APPLY:

No phone calls will be taken. A cover letter, application, resume and list of three professional references must be mailed, hand delivered or emailed and received by

Nan Edwards
Finance and Human Resources
Post Office Box 206
4982 Highway 53
Braselton, GA 30517
nedwards@braselton.net

The Town of Braselton is an Equal Opportunity Employer

As of the 2010
census, the city had
a total population
of 118,032

Hamilton District Main Street Manager

Job Description

JOB TITLE: Main Street Manager

CLASSIFICATION: Exempt

SUPERVISOR'S TITLE: Vice President, Allentown Initiatives

SALARY LEVEL: Based on qualifications

ESSENTIAL FUNCTIONS

The Main Street Manager serves as the key liaison to the merchants, business and property owners and residents of downtown Allentown in support of the Hamilton District Main Street Program. The goal of the program is to implement a long-term, sustainable strategy for the city's Central Business District. Responsibilities include the daily operation and management of the Hamilton District Main Street Program through committee development following the Main Street Approach™.

JOB DUTIES:

1. Implements the Hamilton District Main Street Program (HDMSP) strategic plan in association with the HDMSP Board of Directors and its five committees.
 - a. Reports to the Vice President, Allentown Initiatives and to the HDMSP board of directors.
 - b. Organizes and implements the Hamilton District 5-Year Strategic Plan.
 - c. Maintains communication between all committees and sub-committees.
2. Organizes and facilitates public meetings and committee meetings in support of the program.
3. Markets the Hamilton District Main Street Program and its activities and businesses.
 - a. Serves as a resource for entrepreneurship and small business development.
 - b. Provides individual merchants and property owners with business assistance initiatives such as design and construction restoration.
 - c. Coordinates social media for Hamilton District Program and its committees.
4. Works in collaboration with community groups on special events, festivals, community projects and other promotional events within the district as determined in consultation with supervisor and the HDMSP Board.
5. Serves as the City of Allentown liaison on projects and programs pertaining to the Hamilton District.
6. Works with business owners, community groups, residents and others to identify and resolve issues facing the district as determined in consultation with supervisor and the HDMSP Board.

7. Facilitates partnerships and collaborations among businesses, community groups, residents and public officials as determined in consultation with supervisor and the HDMSP Board.
8. Assists with planning and development of new programs and initiatives.
9. Prepares program reports for funding sources and tracks and reports data for the Hamilton District on an on-going basis
10. Assists in fundraising efforts in support of program goals and objectives.
11. Presents monthly reports on HDMSP activities at the Board of Director meetings.
12. Serves as an ex-officio member on the Board and all committees
13. Performs other duties as required

WORKING CONDITIONS

On-Site Work Location:

840 Hamilton Street, Allentown PA 18101

Off-site work in the community, predominately within the Hamilton District.

Other: Out-of-town and overnight travel for training, etc.

JOB QUALIFICATIONS:

- Bachelor's degree required with a minimum of three years experience in a marketing related event planning or community organizing field
- Knowledge of community and economic development issues and programs on the local, regional and state level.
- Business experience, as well as, experience with urban design and historic preservation is preferred.
- Excellent communication skills candidates must be able to speak effectively to wide range of constituencies, including but not limited to, small business owners, corporate executives, public officials, etc.
- Desired knowledge and skills include leadership, interpersonal, administrative, communication, grant writing, and report preparation skills as well as a broad understanding of public policy and business development.
- Candidate should be outgoing, energetic, positive, self-motivated, creative and well organized. Desired computer skills include proficiency with MS Office applications, as well as working knowledge of basic graphic design programs and online communication tools, including e-newsletter programs, and other social networking programs.
- City of Allentown residency required.
- Bilingual proficiency (Spanish and English) is a plus.
- Personal vehicle or access to independent transportation required
- Valid driver's license and good driving record required.
- Proof of motor vehicle insurance (for use of personal vehicle) required.
- Successful passage of pre-placement physical and pre-employment drug screen required.
- Criminal record check required.

According to the U.S. Census Bureau's estimate, the city had a population of almost 379,577 at the end of 2013.

JOB DESCRIPTION **Downtown Arlington Management Corporation**

Position Title: President and CEO
Reports To: The Board of Directors
Supervises: One part-time employee, all contractors hired by DAMC

Position Summary

The purpose of the President and CEO position is to lead, facilitate and motivate personnel and stakeholders to accomplish our vision and Master Plan for Downtown Arlington.

The President and CEO acts as the Chief Executive Officer of the Organization. Subject to the direction of the Board of Directors, the President and CEO supervise, directs and manages day-to-day business and management of the organization. The President and CEO has other duties and powers as may be conferred by the Board of Directors. The President and CEO makes day-to-day management decisions necessary and/or appropriate for the effective and efficient management of the organization.

The overall goal of the position is fulfillment of the Downtown Arlington mission statement: to enhance and promote Downtown Arlington as a unique, authentic and vibrant downtown experience.

Essential Tasks and Responsibilities:

Leadership and Planning

- Provide leadership in the implementation and enhancement of strategic action plans that include concise measurable objectives and goals consistent with the Contract for Services with the City of Arlington and the organization's mission statement.
- Ensure that all requirements of the management contract with the City of Arlington are fulfilled in a timely and professional manner.
- Develop additional funding sources to augment the organization's contract revenues.
- Serve as the organization's chief spokesperson and primary advocate representing the organization with media, government agencies, other downtown and community organizations, and other public and private entities.
- Stay abreast of developments in the downtown revitalization industry. Research successful downtown management and economic development programs, and introduce new ideas to further the development of the organization.
- Facilitate consistent, informative communication and effective outreach to the organization's Board of Directors, property and business owners, government agencies.

and other constituents. Create awareness and build consensus for the District's activities, programs, and services.

- Oversee the planning, implementation, and follow-up of Board and Committee meetings, focus groups, presentations, and special events. Oversee the coordination of Board agendas, meetings, minutes, and correspondence.

Advocacy, Administration and Management

- Recruit, manage and train a qualified staff to carry out the organization's programs and to accomplish the organization's objectives.
- Oversee the creation, organization, and implementation of administrative, management and financial systems, which maximize the organization's operating efficiency and accountability.
- Oversee the development and execution of customer service programs.
- Prepare annual organization and individual project and program budgets. Monitor budget variances and facilitate regular budget and other finance-related reports.
- Oversee the preparation and distribution of monthly, quarterly, and/or annual reports analyzing the progress of organization project, programs and operations.
- Research, negotiate, monitor and manage all contracts on behalf of the organization.
- Maintain a strong understanding of zoning, development and City policies affecting Downtown Arlington's development goals.
- Monitor and guide appropriate advocacy positions that could impact public policy and actions affecting Downtown Arlington.
- Maintain strong working relationships with elected officials, key City staff and City boards and commissions to ensure needed access and credibility in all advocacy efforts.
- Any other tasks assigned by the Board of Directors relevant to achieving the objectives and the purpose of the position.
- Establish and maintain strong working relationships with the Arlington Police Department leadership to ensure on-going support and involvement in public safety objectives.

Image, Communications and Economic Development

- Develop and effectively communicate the district's brand, messages and image both within the Downtown Arlington community and in the greater marketplace.
- Define economic development priorities and opportunities for the district, and facilitate appropriate action or response on behalf of the organization and/or the district.
- Build partnerships in the community and with sponsors to creatively fund additional marketing and event efforts for the district.
- Provide leadership and support to the Marketing Committee and support staff to ensure the achievement of marketing goals and objectives.

Position Specifications

Education: Minimum of a Bachelor's Degree in related field.

Experiences: Minimum of ten years downtown management experience within a city population of 100,000+, and/or within a Downtown District with an annual budget of no less than \$200,000+. Experience with the formation and/or operation of a property based assessment district preferred. Five to ten years of management experience including direct oversight of administration, financial and service delivery systems, and staff resources. Background in marketing, planning, economic development or redevelopment a plus. Experience working with a public sector environment. Background dealing with the media and extensive public speaking experience.

Knowledge and Skills:

- Creative, entrepreneurial leader, able to articulate and implement a clear vision for the organization.
- Skilled consensus builder, able to work well within the framework of a complex and politically sensitive public-private sector environment, with a broad cross section of personalities.
- In-depth understanding of the wide range of issues facing business improvement districts in North America, as well as a working knowledge of successful programs in other districts that have addressed these issues.

SALARY AND BENEFITS

Commensurate with experience; full medical, dental benefits, disability and life insurance.

POSITION ENVIRONMENT

The Downtown Arlington Management Corporation is committed to complying with State and Federal laws which include Fair Employment Practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

Send resume to:
Dr. Moody Alexander
Downtown Arlington Management Corporation
312 S. Mesquite St., Suite 110
Arlington, TX 76010
ken@downtownarlington.org

The population was 59,466 at the 2010 census

Executive Director - CDDA

Position Details	
Type	Full Time
Offered By	Cheyenne Downtown Development Authority (CDDA/Main Street) Cheyenne, Wyoming
Salary	Approx. salary range \$50,000- \$80,000 annual. Benefits negotiable
Deadline	Open until filled
For More Information	Name: Mary Randolph Title: Director

The Cheyenne DDA/Main Street executive Director coordinates activity within a downtown revitalization program which utilizes business retention, business recruitment coupled with historic preservation as integral foundations for downtown economic development. He/she is responsible for the development, conduct, execution and documentation of the goals of the Cheyenne DDA/MS program. The director is the principal inside staff person responsible for coordinating all project activities locally as well as for representing the community regionally and nationally as appropriate. In addition, the Director should help guide the organization as it grows and as its objectives evolve. The Director represents the DDA/Main Street at the organization's events and community business activities and functions, which will include evening and weekend appearances and participation.

Qualifications

General. The successful applicant shall be of good moral character, be enthusiastic and creative, be a problem solver and a self-starter who takes initiative.

Education and Experience. A four-year degree from an accredited college or university is required. Demonstrated administrative experience is essential. Experience in working with Main Street or economic development agencies is also preferred.

The Director should have education and/or experience in one or more of the following areas: economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration and/or small business development. He/She must be sensitive to design and preservation

issues. The Director must understand the issues confronting downtown business owners, property owners, public agencies and community organizations. The Director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation. Excellent verbal and written communication skills are essential. Director must have a working knowledge of computer programs such as Microsoft Office, Quicken and social media sources such as Web Page, Facebook, Constant Contact, etc.

How to Apply

E-mail or mail resume and supporting materials to:

Cheyenne Downtown Development Authority/Main Street, 1601 Capital Avenue Cheyenne, WY 82001

E-mail: administrative@cdedaandcheyanne.com

Add links Application Materials: Provide three professional references with contact information.

Personal interviews of selected applicants will be conducted as deemed appropriate by the employer.

It is the policy of the CDDA/Main Street to provide equal employment opportunities for all qualified individuals including those with disabilities. The CDDA/Main Street will provide whatever accommodation it seems reasonable to enable such qualified individuals to perform the essential functions of the job. Positions with the CDDA/Main Street may require a criminal background investigation and credit history (otherwise known as an investigative consumer report). If you are being considered for a position with the CDDA/Main Street, this may be part of a pre-employment job offer and must be satisfactorily completed prior to hire.

The CDDA/Main Street reserves the right to reject all applications.

<http://www.cityofpilotpoint.org>

The population was
3,856 at the 2010
census

Main Street Director Job Description:

BRIEF DESCRIPTION:

The Main Street Director shall facilitate the revitalization of a vibrant, economically viable Main Street District (MSD) and Downtown Historic District (DHD) through the use of the Main Street 4-Point Approach - Design, Economic Restructuring, Organization/Marketing, and Promotions/Festivals and serving as the Economic Development operational liaison and provide administrative assistance to Economic Development Consultant(s) (EDC) as required. Adapts approach to the ever-changing needs of the Pilot Point, implementing historic preservation ethics, encouraging cooperative efforts between individuals and groups to accomplish project goals, serves as liaison between the Main Street Advisory Board, related committees, sub-committees, City Manager, and City Council, serves as the city representative on the Pilot Point Economic Development Corporation Executive Board and other civic and community boards or organizations, as assigned.

ESSENTIAL FUNCTIONS:

The Main Street Director's responsibilities will vary greatly from year to year, and will be determined by the changing needs of the Pilot Point, as well as direction from the Main Street Advisory Board, committees, and City Manager. Great latitude is given as to what projects will be undertaken, and where the emphasis will be placed. They may include, but are not limited to, the following.

- A. **General:** Organizing, marketing, promoting Main Street District (MSD) and Downtown Historic District (DHD) revitalization and development efforts, including use of festivals, events, and activities to draw attention to the downtown area, maintain the Main Street segment of the city webpage, maintaining a current list of available properties and ownership, and communicating with the downtown merchants and Main Street Advisory Board to assist in coordinating business recruiting efforts, raising funds, recruiting volunteers, community support, and increasing regional awareness, etc. Providing administrative support for the EDC Executive Board and Consultant(s), including but not limited to compiling list of available properties and costs, answering and directing calls

for service and interest in local properties, updating of the EDC webpage, and other administratively related EDC functions as assigned by the City Manager.

- H. **Design:** Approach design issues as a means to create and preserve an attractive MSD one that is pedestrian friendly and functional, while maintaining historical significance true to the area, and enhancing the atmosphere thus making it a highly desirable area by consumers, businesses, and building owners. An additional end result of design projects should be to create an incentive for private owners to improve their properties, and be a regional draw. Assist owners citywide when guidance is sought on how to visually improve their investment, in a manner consistent with Pilot Point's history. These goals may be accomplished in any number of ways: beautification projects, landscaping, streetscaping, architectural elements, public art, decorations, signage & building guidelines, obtaining and disbursing grant money, etc.
- C. **Economic Restructuring:** Approach MSD, DEID, and EDC economic restructuring issues as a means to retain existing businesses, assist and coordinate downtown efforts with the Pilot Point Economic Development Corporation to attract new or expanding businesses to Pilot Point. This may be accomplished in any number of ways: providing pertinent data, economic, and real estate information to potential investors; providing economic incentives, retooling appropriate businesses for existing buildings, maximizing underutilized space, encouraging building of new structures, low interest loan programs, point and sign grants, other assistance programs, providing business educational opportunities, market analysis, developing tourism, etc.
- D. **Organization and Planning:** Approach organization issues as a means to find interested and responsible board and committee members, recruit volunteers for projects, recognize volunteer contributions, annual education for board and committee members on the Main Street approach; and providing an annual review of Main Street and EDC by-laws, and a Main Street and EDC 1-year and 5-year Strategic Work Plans, etc.
- E. **Marketing:** Approach marketing issues as a means to get the news out to the region about businesses in the Pilot Point, progress being made in area, activities held downtown, etc. This may be accomplished through the use of press releases, advertisements in the printed media, radio, television, interviews, and web sites, coordinate cooperative advertising opportunities, etc.
- F. **Promotion/Festivals:** Approach promotions/festivals as a means to increase foot traffic and awareness of the historic MSD and DEID, give businesses exposure, to create special memories for the younger generation (so they will have an attachment to the Pilot Point, and as adults will want to preserve it), lead and manage efforts for all MSD and DEID festival and special events, etc.
- G. **Public Relations:** Approach public relations as a means to foster public awareness and understanding of Main Street's mission and goals, to obtain public support, to build valuable relationships and network to further the cause of Main Street. This may be accomplished through attending meetings and functions, participating in regional

activities, taking on responsibilities within other organizations, speaking engagements, etc.

- H. **Office Administration:** Approach office administration as a means to facilitate and maintain pertinent information to keep the Main Street program and EDC administrative functions moving smoothly. This may be accomplished through developing and posting agendas, taking and posting minutes, preparing for meetings, copying documentation, follow-up on meeting discussions, monitoring progress of activities, monthly and quarterly reports for state, recording changes downtown, budget preparation, record keeping, collecting money, distributing money, purchase orders, award applications, grant applications, etc.

REQUIRED EDUCATION, DEGREES

Bachelor's degree in Business, Marketing, Public Administration, Political Science, Public Relations, Urban Planning, or other related field from an accredited college or university - OR - an equivalent combination of education and experience.

CERTIFICATES, AND/OR LICENSES:

Must possess a Valid Texas Driver's License

EXPERIENCE, TRAINING KNOWLEDGE AND SKILLS:

- A. **Experience:** Three to five years progressive experience in community development, downtown development, historic preservation, recreation and special events, grant writing and administration or related experience.
- B. **Knowledge:** Knowledge of municipal administration, organization, function and service, community development and recreation principles, with emphasis on knowledge necessary to successfully coordinate community activities and functions. Understanding of downtown management, strategic planning, recreation and leisure activities, historic preservation, as well as festival and event planning.
- C. **Abilities:** Ability to select, develop, organize, motivate, train, supervise and evaluate staff; maintain strong working relationships with local officials, boards and commissions, media, community leaders, business owners and the general public; execute city policies and procedures.
- D. **Skills:** Strong writer, and oral skills, understanding and applying for grant opportunities to leverage local funds, works well under pressure and produces results in a timely manner, works well with the public, department heads, and general workforce, communicates effectively with City Manager, City Council, and City Staff, the media and business groups, maintaining composure, displaying a helpful attitude and professional demeanor in all circumstances both in person, via telephone and via email; proficient with PowerPoint, Excel, and Word.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

Work is primarily performed in a standard office environment and involves sitting, standing, walking, and bending for extended periods of time, and must be able to safely lift and carry materials and objects up to forty (40) pounds; occasional work is performed in outdoor environment that may include inclement weather.

SALARY AND BENEFITS:

Salary based on experience and qualifications. Benefits include Texas Municipal Retirement System; paid vacation and sick leave; medical, dental and life insurance. EOE - The City of Pilot Point is an Equal Opportunity Employer of Qualified Individuals.

SIGNATURE, REVIEW, AND COMMENTS:

I have reviewed this job description and find it to be an accurate description of the demands of this position.

_____	_____	_____
Name of Employee	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date
Comments: _____	_____	_____
_____	_____	_____
_____	_____	_____

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs and requirements of the job change.

Hillsboro, OR

As of the census of 2010, there were 91,611 people, 33,289 households, and 22,440 families residing in the city.

Downtown Hillsboro is the heart of the Hillsboro community, serving as the primary civic gathering spot in the city. HHDP's Executive Director will build a foundation of success to lead the continued revitalization of Hillsboro's 172-year-old downtown. The HHDP is a newly formed 501(c)(3) organization. This position will be best filled by a true Jack (or Jill) of all trades capable of managing complexity and a comprehensive approach to program and partnership development. The successful candidate will:

- Work independently and with the HHDP Board of Directors, Program Partners, and Volunteer Task Forces to cultivate a more active, vibrant and sustainable downtown.
- Focus on 4 strategic areas: business recruitment, marketing and promotion, capacity building, and design and preservation.
- Manage the day-to-day operation of the non-profit HHDP guided by annual goals and work plans.
- Support HHDP task forces, projects and partners.

Duties

Develop the capacity of the non-profit HHDP (a 501(c)(3)) to implement volunteer-based, locally driven projects in downtown Hillsboro. Act as the point person for downtown Hillsboro on a range of issues and build relationships with property owners, business owners, elected officials, developers, professionals and downtown stakeholders. Advocate for the vision of a more active, vibrant and sustainable downtown as an asset to Hillsboro and the Portland Metro Region. Sustain program funding through renewal of the Downtown FID, programmatic support from partners and through grant writing. Anticipated Results: Support the organizational goals as defined by board or directors (examples):

- Encourage rehab/adaptive reuse projects
- Business recruitment
- Encourage the addition of residential capacity downtown
- Support new construction projects related downtown
- Develop programs that activate downtown
- Expanded community support of HHDP and Downtown
- Increased level of community building downtown as the community gathers and coalesces around a shared sense of identity and shared vision for the future of downtown
- Develop a more active and sustainable non-profit HHDP to implement further change
- Develop and implement a plan for sustainable funding for the organization
- Promote the organizations events, programs and projects using multiple vehicles including traditional media, public relations and social media.

Qualifications

The successful candidate should have at least four (4) years education and/or experience in one or more of the following areas: architecture, historic preservation, economics, public relations, promotions and special event coordination, design, journalism, planning, business administration, public administration, retail management, volunteer or nonprofit administration and/or small business development. They must be sensitive to design and preservation issues. They must understand issues confronting downtown business people, property owners, public agencies and community organizations. The successful candidate must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation. They must have the ability to build and maintain a team of motivated volunteers. Excellent verbal and written communication skills are essential. Marketing experience or demonstration of a strong grasp of basic marketing concepts is required. Supervisory skills are desirable. Some travel required. Previous staff experience working for a Main StreetTM organization, another type of downtown organization, or a volunteer-based nonprofit organization a plus.

How to Apply

As a response to this job posting please submit your resume, one page cover letter, and answers to the following questions to: Historic Hillsboro Downtown Partnership, P.O. Box 4270, Hillsboro OR 97123 Or via email to: denzischeller@gmail.com before May 1st, 2015.

1. Share with us your experience leading a nonprofit focused on community building, place making and/or downtown revitalization. (Please limit your response to no more than 350 words)
2. Please share with us your approach and experience to building partnerships with organizational partners, stakeholders and volunteers. (Please limit your response to no more than 350 words)
3. Please share with us your experience managing volunteers and a budget. (Please limit your response to no more than 350 words)
4. Please share with us your experience working on a redevelopment project and the role you played in the success of this project. (Please limit your response to no more than 350 words).
5. Please share with us three examples of business recruitment that you would use in downtown Hillsboro. (Please limit your response to no more than 350 words)
6. Please share with us an example of your experience in grant writing or grant management. (Please limit your response to no more than 350 words).

Type	Full Time
Offered By	Historic Hillsboro Downtown Partnership

	PO Box 4279 Hillsboro, Oregon
Salary	\$50,000 - \$70,000
Deadline	06/01/2015
For More Information:	Name: Deniz Scheller denizscheller@gmail.com http://

Downtown Hillsboro is the heart of the Hillsboro community, serving as the primary civic gathering spot in the city. Hillsboro's Executive Director will build a foundation of success to lead the continued revitalization of Hillsboro's 1/2 year old downtown. The Executive Director is a newly formed 501(c)(3) organization. This position will be best filled by a true Jack of all trades capable of managing complexity and a

**Northside Leadership Conference
Main Street Director
Position Description**

Purpose

To support the revitalization of individual neighborhoods and the Northside as a whole by assisting businesses and business districts in accord with the Main Street 4-point model.

Authority

This position will

- report directly to the Executive Director
- work in collaboration with other staff
- work closely with Main Street business organizations
- work in close cooperation with the staff of the Northside Community Development Fund
- from time to time supervise interns

Responsibilities

Program:

- Develop and strengthen the capacity of the neighborhood Main Street organization and assist in developing and implementing a practical revitalization strategy incorporating the Main Street model
- Assist in developing the revitalization plan for the business districts
- Develop implementation plans for business districts
- Maintain strong relationships with business and property owners
- Serve as liaison for property owners, agents and prospective business tenants
- Recruit prospective business tenants that enhance the retail mix of the district
- Assist existing businesses that enhance the retail mix of the district
- Identify and assist in securing resources for business and property owners for facade renovations, business expansion or acquisition
- Educate business and property owners in quality design with an emphasis on historic preservation
- Develop and present marketing events, programs or materials that increase the customer base of the district and enhance the retail mix
- Research and interpret market data to guide business recruitment and marketing efforts
- Assess commercial real estate project opportunities and feasibility
- Develop project concept and market analysis for commercial real estate projects
- Assist NSLC Real Estate Development staff in commercial real estate development projects as needed

- Work in cooperation with the Northside Community Development Fund through referrals and marketing of available lending products
- Work cooperatively with other NSLC staff to increase program impacts and efficiencies

Administration:

- Maintain and update property inventory database
- Maintain well-organized project files
- Provide activity and project reports as required
- Secure appropriate documentation for all expenditures and activities
- Provide accurate financial information and assist Finance Director in producing reports
- Develop annual workplan with member neighborhoods
- Assist in preparation of funding proposals and reports

Other:

- Such other duties as may, from time to time, be assigned

Qualifications

- Bachelor's Degree
- Minimum 2 yrs successful experience in community development or equivalent field.
- Experience with business development preferred
- Experience or education in historic preservation preferred
- Strong written and oral communication skills
- Strong computer skills
- Demonstrated ability to work successfully with grassroots community-based organizations and businesses

Compensation

- Annual salary range \$30,000 to \$45,000 commensurate with experience
- Medical, disability and life insurance coverage for employee and available to family member
- Paid vacation, holiday and sick leave
- Opportunity to participate in motivated savings/investment plan

Resumes and cover letters must be submitted by January 23, 2015 via email only to resumes@npsb.org

Revised 2015

The population was 26,686 at the 2010 census [2] and the city was the center of an urbanized area of 75,702

CITY OF ANDERSON
POSITION DESCRIPTION
DOWNTOWN MANAGER
(Temporary)

GENERAL PURPOSE

Develops and implements plans and programs fostering the redevelopment of downtown and strengthening the downtown business climate. Plans include marketing, communications, promotional activities, and assisting with the development of physical improvements to downtown property.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Assistant City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Initiates in formulating and updating the revitalization program for the Central Business District as a means to promote positive economic development.

Initiates and develops efforts to implement the Downtown Master Plan as well as other projects and programs that foster downtown development and redevelopment.

Administers the facade grant program involving the restoration or physical modifications to the downtown building facades.

Serves as city staff liaison and/or organizer of various downtown festivals and events, including but not limited to the Soiree, Chili Cook-Off, etc.

Administers and monitors the tax increment financing district program, as well as developing plans and budgets utilizing TIF funds that correspond to the Downtown Master Plan.

Provides business development assistance, such as finding locations and design assistance.

Assembles, assesses, and monitors downtown business activity, including building permits, business licenses, property transfers, and facade improvements, and makes recommendations regarding such.

Coordinates the implementation of the downtown program with standing committees, special committees, and task forces.

Develops collateral marketing materials and public information about downtown development to promote public acceptance and support for the program. Participates actively with downtown merchants and property owners regarding the Downtown Program.

Maintains active contact with state, regional, and national entities supporting the downtown program.

Identifies and maintains inventories of physical, economic, and human resources appropriate for application in the downtown development program.

Determines financial resources needed to support the program. Manages the program's finances and financial records with regard to revenues and expenditures.

Develops a cooperative relationship between the Anderson County Development Partnership, the Chamber of Commerce, and governmental and commercial entities involved in developing downtown and the Central Business District.

Assists individual tenants or property owners with physical improvement projects through personal consultation or by obtaining and supervising professional design consultants. Assists in locating appropriate contractors and materials and supervises construction. Provides advice on necessary financial mechanisms.

Assesses the management capacity of downtown organizations and encourages improvement in the ability to undertake joint activities such as promotions, advertising, uniform store hours, special events, business recruiting, parking, and other similar issues.

PERIPHERAL DUTIES

Serves as a member of various employee committees as assigned

Fills in for other positions in the department.

Performs other related duties as required

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in urban planning, marketing, business, public administration or a closely related field, and
- (B) Five (5) years of experience in community development initiatives; or
- (C) The equivalent combination of education and related work experience may be considered.
- (D) Governmental experience helpful.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of historic preservation philosophy and techniques.
- Excellent verbal and written communications skills.
- Considerable organizational, problem solving, and multi-tasking skills.
- Ability to establish effective working relationships with downtown business owners, city staff, project managers, agency officials, planning officials and the general public.

- Extensive knowledge of planning programs and processes.
- Extensive knowledge of community development programs, including block grants and tax increment financing districts.
- Working knowledge of personal computers.
- Skill in the operation of the listed tools and equipment.
- Ability to prepare and analyze comprehensive and technical reports and data.

SPECIAL REQUIREMENTS

Valid SC Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; motor vehicle; calculator; phone; typewriter; copy and fax machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described is representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the needs of the employer and requirements of the job change.



Downtown Development Coordinator
Job Description
Salary Range (\$40K - \$46K)

Job Summary: This position reports to the Marketing and PR manager with dotted line to the Economic and Community Development Director, working to revitalize and redevelop the City's downtown to foster growth. The Downtown Coordinator works to create a strengthened business climate, assists with the development and implementation of physical improvements to downtown properties, and serves as the primary fundraising and sponsorship manager for events and programs which require City funding.

Major Duties:

- Builds, fosters and maintains professional relationships with local merchants; assists tenants and property owners; meets with perspective clients; leverages this network to gain input on the City's strategic planning in the areas of economic development, tourism and marketing that can be communicated back to the Economic Development team.
- Assists with the development and implementation of strategies to attract businesses to the downtown district of the City; participates in development project negotiations as deemed appropriate by the Department Director.
- Develops and maintains inventory of downtown businesses.
- Works with City planning department to make recommendations for downtown design, signage, traffic management, pedestrian walkability, bike connectivity and related infrastructure factors.
- Reports to the Marketing and Public Relations Manager with dotted line to the Director of Community and Economic Development to support Downtown Development Authority administrative functions.
- Creates partnerships with the business community.
- Serves as the primary fund raising manager for all City events and programs requiring financial support from both the local and regional business community.
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of real estate principles and practices, zoning, land use, availability of vacant property and buildings in the local market.
- Knowledge of the City's zoning ordinances and land use plans.
- Knowledge of development regulations concerning land use.
- Knowledge of economic development and business retention and recruitment.
- Knowledge of downtown development trends, principles and practices.
- Knowledge of general office procedures, policies and equipment.
- Knowledge of City's history and demographics.
- Skill in dealing with the public and private enterprises.
- Skill in oral and written communication.



Downtown Development Coordinator

Job Description

Salary Range (\$40K - \$46K)

- Ability to operate and utilize computer systems, software, and the internet in the performance of duties;
- Ability to network and develop relationships with the business community at large;
- Ability to coordinate and manage a number of projects simultaneously using effective time management and problem solving techniques;
- Ability to work independently and follow through on assignments with minimal direction;
- Ability to write reports clearly and in a professional manner while conveying technical information to the general public;
- Ability to establish and maintain effective working relationships with departmental personnel, City personnel and the public.

Supervisory Controls: The position is under direct supervision of the Economic and Community Development Director.

Guidelines: Guidelines include land use laws, real estate law, state and federal laws, City codes, City and departmental rules and regulations, and City ordinances, policies and procedures. These guidelines require judgment, selection and interpretation in application.

Complexity: Work requires analysis and judgment in accomplishing diverse duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

Scope and Effect: The purpose of this position is to lead revitalization and redevelop efforts in the City's downtown, assist with the development and implementation of physical improvements to downtown properties, and serve as the primary fundraising and sponsorship manager for events and programs which require City funding.

Personal Contacts: Contacts are typically with coworkers, local merchants, event organizers, the general public, and other public and private entities.

Purpose of Contacts: Contacts are typically to give and exchange information, solve problems and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk with intermittent standing or walking, but may require pulling, carrying, stooping and kneeling during special events. The employee occasionally lifts objects. The work may include occasional exposure to hot, cold or inclement weather. The employee uses tools or equipment requiring dexterity.



Downtown Development Coordinator
Job Description
Salary Range (\$40K - \$46K)

Work Environment: The work is typically performed in the office and in the community.

Supervisory and Management Responsibility: None

Minimum Qualifications:

Bachelor's Degree with coursework in Business, Economics, Management, Urban and Regional Planning, or Economic Development; five (5) years of progressively experience in planning, community development or economic development; valid State of Georgia Driver's License; equivalent combination of education and experience.

Retreat Goals directly impacted by this position:

- Marketing
- Culture
- Downtown Square
- Entry Points of the City/Gateways
- Zoning
- Amenities

To apply, please send resume and cover letter to tracy.tullis@lawrencevillega.gov or mail to:

City of Lawrenceville
Attn: Tracy Tullis
70 South Clayton Street
Lawrenceville, Ga 30046



Blissfield DDA/Main Street Program

Historic Depot
105 N. Linn Street
Blissfield, MI 49728

Phone: (517) 485-3642
mainstreet@blissfieldmi.org

Job Description

JOB TITLE: Main Street Manager

REPORTS TO: Blissfield DDA/Main Street Program Board

SUMMARY

The Main Street Manager is responsible for creating and managing programs and projects that meet the objectives and goals of the Blissfield DDA/Main Street Program Board. The Main Street Manager is essential in the economic revitalization of the Central Business District utilizing the Main Street approach. The Main Street Manager promotes excellence in design, good business practices, and compliance with city, county, state, and federal regulations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Main Street Manager's duties will encompass a variety of tasks as determined by the Blissfield DDA/Main Street Program Board. Annual evaluations will be based on defined goals and objectives agreed upon by the Main Street Manager and the Blissfield DDA/Main Street Program Board.

The Main Street Manager will be responsible for the following:

- Be knowledgeable on the Main Street four point approach to economic development.
- Work with the Blissfield DDA/Main Street Program Board to implement and direct the program.
- Direct efforts to recruit businesses, retain and expand existing businesses, and provide information, expertise, and appropriate referrals to business owners.
- Direct efforts to market the Blissfield DDA/Main Street Program Board to outside businesses by working with developers and building owners to enhance the quality of retail and commercial space.
- Develop funding sources for expansion and development of the Blissfield DDA/Main Street Program by creating fundraising and sponsorship packages.
- Create and implement a program of regular, monthly contact with existing and new businesses in downtown Blissfield to foster support and participation in the Blissfield DDA/Main Street Program.
- Facilitate the inter-organizational cooperation and synchronization of all activities and development efforts between existing and new interest groups that impact the health of the Blissfield DDA/Main Street Program.

Blissfield DDA/Main Street Program Board of Directors
Bob Valdez (Chairperson), Gwen Bush, Mike Gurtler, Jeff Jubly, Bob Mahoney,
Eric Slesher and Lynn Southward

- Work directly with the community to enhance the Blissfield DDA/Main Street Program.
- Attend all Blissfield DDA/Main Street Program Board and Main Street Committee meetings. Attendance at Village Council meetings is also required on a monthly basis.
- Work with the Blissfield Village Treasurer and any required financial personnel to maintain the finances of the Blissfield DDA/Main Street Program.
- Work with the Blissfield DDA/Main Street Program Board and various committees to develop and implement an annual work plan upon which the program will operate.
- Provide assistance and management, as an ex-officio member, of all Main Street Committees.
- Manage recruitment, evaluation and retention of volunteers, including members of the four Main Street Committees, special project volunteers, and short-term volunteers.
- Produce press releases and maintain good relationships with the various media in Blissfield and surrounding areas.
- Write, edit, and publish informational brochures, information packets, and fliers.
- Prepare necessary reports, summaries, and research papers.
- Maintain all files and records pertaining to the Blissfield DDA/Main Street Program, including an annual report on work accomplished and future goals.
- Create a weekly update for the Blissfield DDA/Main Street Program that includes updates on all work plan projects, as well as an outlook for what will be accomplished in the next week.
- Work the necessary hours to staff and execute various Blissfield DDA/Main Street Program events and fundraisers.
- Work and coordinate with various personnel from the Village to complete projects.
- The position is a 9 am until 5 pm job; hours beyond 9 am until 5 pm will be required, which may include holidays and weekends.
- Perform other duties as may be assigned from time to time by the Blissfield DDA/Main Street Program Board.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all jobs that may be performed by such a person. Other duties, clerical or otherwise, may be required.

QUALIFICATIONS

Education:

This job requires knowledge equivalent to that which normally would be acquired by completing a four-year college degree program such as a Bachelor's of Arts or Bachelor's of Science in one or more of the following areas: historic preservation, economic development, event planning, fundraising, retailing, marketing, design, volunteer management, nonprofit or DDA management, grant writing, and small business development.

Experience:

Performance of this job recommends 3 – 5 years of experience in a related field or demonstrated knowledge of principles and practices pertaining to or of more of the following areas: historic preservation, economic development, event planning, fundraising, retailing, marketing, design, volunteer management, non-profit or DDA management, grant writing, and small business development.

Exceptional public speaking and oral and written communication skills are required.

Must have general computer skills and be proficient in word processing and spreadsheet applications.

A three month performance evaluation will be conducted upon hire. After that a one performance evaluation will be completed upon employee's hiring anniversary date.

CERTIFICATION OR LICENSURE

A National Main Street Certification is desired.

A valid Michigan driver's license is required.