



TOWN COUNCIL REGULAR WORK SESSION

Monday, January 5, 2026 @ 6:00PM

Town Hall Conference Room

View meeting online LIVE at <https://www.frontroyalva.com/673/Town-Hall-Live>

1. Roll Call
2. CLOSED MEETING
3. ACTION ITEMS
 - A. Set Order of Business for 2026 Regular Council Meetings
 - B. Appointments of Council Members to Various Committees
 - Scholarship Committee
 - Finance/Audit Committee
 - Joint Town/County Transportation Committee
 - C. Annual Approval of the Remote Participation by Electronic Means Policy
4. NEW BUSINESS
 - A. FY27 Budgetary Items for Review – *BJ Wilson*
 - B. FY26 Budget Amendment for Grant Award Operation Ceasefire Forensic and Analytical Technology – *BJ Wilson*
5. UNFINISHED BUSINESS
 - A. Request for a Two (2) Year Extension of the Automated Systems Speed Enforcement Systems Agreement with Blue Line Solutions LLC— *Joe Petty/Chief Whited*
 - B. Retail Strategies Agreement Renewal – *Joe Petty*
 - C. Repayment of Economic Development Access Grant – *Joe Petty*
 - D. Request to Vacate a Portion of the Unimproved Alley Between W. 13th & 14th Streets – *Joe Petty*
6. LIAISON COMMITTEE MEETING ITEMS FOR JANUARY 15th
7. Adjourn



CLOSED MEETING AGENDA STATEMENT

Meeting Date: January 5, 2026

Item# 02

MOTION ON TO GO INTO CLOSED MEETING

[to be approved by affirmative recorded vote, with motion set forth in detail in the minutes. Council may take action in open session following closed meeting].

I move that Town Council convene a closed meeting, pursuant to Sections 2.2-3711 and 2.2-3712 of the Code of Virginia, for the following purpose:

- 1) pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, more specifically, Downes, Trustee v. Town of Front Royal, and,
- 2) pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, more specifically, the insolvency and disposition of assets of the Industrial Development Authority of the Town of Front Royal and the County of Warren, 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 Act 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.

Moved _____ Seconded _____

Wood _____ Veitenthal _____ Sealock _____ Rappaport _____ Ingram _____ DeDomenico-Payne _____



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item# 03A

Agenda Item: Set Order of Business for 2026 Regular Council Meetings

Summary: Pursuant to Town Code Chapter 4-19, Council is requested to approve the Order of Business for regular council meeting agendas for the calendar year 2026. Below is excerpt from Town Code and the current Order of Business.

4-19 ORDER OF BUSINESS; PLACEMENT/APPROVAL OF ITEMS ON AGENDAS

1. At the first regular meeting of Town Council, Town Council, by majority vote of a quorum of all members of Council, shall decide upon the order of business for all regular meetings of Town Council for that upcoming calendar year. The order of business shall be reduced to writing and certified by the Mayor and Clerk of Town Council.

1. MOMENT OF SILENCE
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
5. ADDITION/DELETION OF ITEMS FROM THE AGENDA (*REQUIRES UNANIMOUS VOTE*) AND/OR REVISION TO ORDER OF BUSINESS (*REQUIRES MAJORITY VOTE*)
6. RECOGNITIONS/AWARDS/REPORTS/PRESENTATIONS –
7. PUBLIC HEARINGS
8. PUBLIC COMMENTS NOT RELATED TO PUBLIC HEARINGS
9. REPORTS
 - A. Report of Town Manager
 - B. Report of Councilmembers
 - C. Report of the Mayor
10. CONSENT AGENDA ITEMS
11. BUSINESS ITEMS
12. ADJOURN

Budget/Funding: None

Meetings: None

Proposed Motion:

- 1) I move that Council approve the order of business for regular Council meetings for 2026 as presented.
- 2) I move that Council amend the order of business for regular Council meetings for 2026 by_____.

Moved _____ Seconded _____

Wood _____ Veitenthal _____ Sealock _____ Rappaport _____ Ingram _____ DeDomenico-Payne _____



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item# 03B

Agenda Item: Appointments of Council Members to Various Committees

Summary: Council is requested to appoint members of Council to the following boards and committees. All terms end December 31, 2026.

- 2026 Audit and Finance Committee (*Sealock and Rappaport served in 2025*)
 - o two council members
- 2026 Town Scholarship Committee (*Veitenthal and Ingram served in 2025*)
 - o two council members
- 2026 Joint Town/County Transportation/Infrastructure Committee
 - o Two councilmembers (*Rappaport and Wood served in 2025*)

Budget/Funding: None

Meetings: None

Proposed Motion:

1) I move that Council approve the following appointments, said terms to expire December 31, 2026.

- 2026 Audit and Finance Committee _____ and _____
o two council members
- 2026 Town Scholarship Committee _____ and _____
o two council members
- 2026 Joint Town/County Transportation/Infrastructure Committee ____ and ____
o Two council members

Moved _____ *Seconded* _____

Wood _____ *Veitenthal* _____ *Sealock* _____ *Rappaport* _____ *Ingram* _____ *DeDomenico-Payne* _____



REGULAR WORK SESSION ACTION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item# 03C

Agenda Item: Annual Approval of the Remote Participation by Electronic Means Policy

Summary: Pursuant to Town Code Chapter 4-1.1.B., Council is requested to readopt the Town's Remote Participation by Electronic Means Policy for the calendar year 2026 as presented. Attached is the ordinance that contains the policy.

Budget/Funding: None

Meetings: None

Proposed Motion:

1) I move that Council readopt the Town's Remote Participation by Electronic Means Policy for the calendar year 2026 as presented.

Moved _____ *Seconded* _____

Wood _____ *Veitenthal* _____ *Sealock* _____ *Rappaport* _____ *Ingram* _____ *DeDomenico-Payne* _____

4-1.1 INDIVIDUAL MEMBER REMOTE PARTICIPATION BY ELECTRONIC MEANS

- A. Pursuant to Chapter 37, Virginia Freedom of Information Act, Code of Virginia § 2.2-3708.3, individual members of Town Council, and, for purposes of remote participation only, being a member of the Town's governing body, the Mayor, may use remote participation instead of attending a public meeting in person, if in advance of the public meeting, the member or Mayor notifies the Mayor, or Vice Mayor in the absence of the Mayor, that:
1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of Town Council who is a person with a disability as defined in Virginia Code § 51.5-40.1 and who uses remote participation counts toward the quorum as if the member was physically present; or
 2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. "Caregiver" means an adult who provides care for a person with a disability as defined in Virginia Code § 51.5-40.1. A caregiver shall be either related by blood, marriage, or adoption to, or the legally appointed guardian of, the person with a disability for whom he is caring. For purposes of determining whether a quorum is physically assembled, an individual member of Town Council who is a caregiver for a person with a disability and who uses remote participation counts toward the quorum as if the member was physically present; or
 3. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. The member may not use remote participation due to personal matters more than two (2) meetings per calendar year or twenty-five (25) percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.
- If participation by a member through electronic communication means is approved, Council shall cause to be recorded in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved, Council shall also include in its minutes the fact that the member participated through electronic communication means due to a: (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance, or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance, or (iii) the specific nature of the personal matter cited by the member.
- A member's participation from a remote location shall be approved unless such participation would violate this remote participation policy. If the member's participation from a remote location is challenged, Council shall vote whether to allow such participation. If a member's participation from a remote location is disapproved because such participation would violate this remote participation policy, such disapproval shall be recorded in the minutes with specificity.
- B. This ordinance, creates Town Council's policy for remote participation by electronic means as allowed by the Virginia Freedom of Information Act, Code of Virginia § 2.2-3708.3(D). Town Council shall at least once annually, adopt or readopt a remote participation policy by recorded vote.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item# 04A

Agenda Item: FY27 Budgetary Items for Review

Summary: Staff is providing council with a list of items that may be included in the FY27 budget prior to being incorporated into the FY2027 proposed budget.

Budget/Funding: These items may be incorporated into the FY2027 budget.

Staff Recommendation: Staff recommends for council to review the listed items and provide staff with feedback and/or possible concerns, which will give staff an opportunity to prioritize budgetary items and provide additional information regarding items.

FY27 Budgetary Items

**Highlighted items will likely be deferred for the future and are not planned to be included in the FY27 proposed budget at this time*

***Additional items are anticipated to be deferred in order to provide a balanced proposed budget*

STAFFING/SALARY CHANGES (OPERATING EXPENSE)		
Department	Description	Budget Impact
ALL	Estimated 21% Medical Insurance Increase (Based on statewide increase provided by consultant)	\$ 390,255.00
ALL	2.5% C.O.L.A. (Implement Jan 2027)	\$ 181,720.00
ALL	1% Average Merit (Implement Oct 2026)	\$ 143,935.00
ALL	VRS Increase	TBD
Fleet Maintenance	Part-time Office/Inventory Assistant	\$ 30,000.00
Town Attorney	Part-time Position	\$ 35,000.00
General Properties	Additional Part-time Maintenance Worker (Mainly weekends)	\$ 12,000.00
Police	Speed Camera/Records Part-Time Certified Officer	\$ 35,000.00
Police	2 Additional Sworn Officers (Original Department Request 6 New Officers)	\$ 168,000.00
Police	4 Additional Sworn Officers	\$ 336,000.00
Waste Water Treatment Plant	Swing Shift Operator	\$ 50,000.00

SERVICES (OPERATING EXPENSE)

Department	Description	Budget Impact
Council	Drug Court (Year 5 of 10)	\$ 50,000.00
Council	Town Scholarships	\$ 3,000.00
Clerk of Council	Civic Plus Agenda Management	\$ 9,900.00
Information Technology	Central Square Software (Final Year)	\$ 75,585.00
Information Technology	Univerus Software Annual Subscription Fee	\$ 218,996.00
Police	Forensic Academy Training (3 month training program)	\$ 8,500.00
Planning & Zoning	Condemnation Expense	\$ 25,000.00
Planning & Zoning	GIS Software Maintenance Service Contract	\$ 13,000.00
Special Events	July 4th Fireworks	\$ 17,000.00
Special Events	Gazebo Movie Nights	\$ 2,000.00
Special Events	Holly Jolly Trolley Tours	\$ 500.00
FREDA	Seed Money	\$ 50,000.00
FREDA	Retail Strategies Year 3	\$ 55,000.00
Traffic Signalization	Replace 5 UPS Systems for traffic signals	\$ 25,000.00
Horticulture	ACES Hazardous Tree Removal	\$ 10,000.00
Horticulture	Tree Purchases	\$ 6,000.00
Horticulture	Yearly Tree Canopy (Year 3 of 5) - ACES Project	\$ 5,000.00
Water Plant	Regulatory Compliance PFAS & Lead/Copper Requirements (Year 2 of 2)	\$ 25,000.00
Water Plant	Impingement & Entrainment Study - Water Intakes - Plan needed by August 2031	\$ 100,000.00
Water Line Maintenance	Leak Detection	\$ 60,000.00
Water Line Maintenance	Large Meter Testing	\$ 25,000.00
Solid Waste	Brush Grinding Services	\$ 50,000.00
Highway Maintenance	Stormsewer Survey Mapping (Year 3 of 4)	\$ 100,000.00
Horticulture	Appalachian Trail Connector (Year 1 of ??) - ACES Project	\$ 5,000.00
Horticulture	Large Tree Removal Gazebo - ACES Project	\$ 25,000.00
Horticulture	Gazebo Tree Renovation (Year 1 of 2) - ACES Project	\$ 25,000.00
Horticulture	Main Street Tree Renovation (Year 1 of 4) - ACES Project	\$ 15,000.00

MACHINERY & EQUIPMENT (CAPITAL PROJECTS)

Department	Description	Budget Impact
Police	Body Worn Cameras & In Car Camera Lease (Year 2 of 5)	\$ 48,005.00
Horticulture	Small Tractor with Front End Loader (Year 1 of 2)	\$ 21,000.00
Water Plant	Purchase Ventrac Hillside Mower (Remote Mower for dam upkeep)	\$ 65,000.00
W/S, Solid Waste, Streets	Replace 1988 Track Loader (Year 2 of 2)	\$ 250,000.00
W/S Line Maintenance	4" Diesel Self Priming Pump	\$ 35,000.00
Water Line Maintenance	Wach's Valve Turning Machine (Year 1 of 2)	\$ 100,000.00
Sewer Line Maintenance	Ques Camera Equipment Replacement (Year 2 of 2)	\$ 80,000.00
Highway Maintenance	Salt Spreader Replacement (Year 3 of 5)	\$ 40,000.00
Inspections	Storage Cabinets for Site Plans/As Builts (Year 2 of 2)	\$ 20,000.00
Inspections	Utility Line Pipe Locator	\$ 11,000.00
Horticulture	Tandem Dump Trailer	\$ 18,000.00
Horticulture	Replace Chipper (Year 1 of 3)	\$ 40,000.00
Solid Waste	Dump Bed with Tipper for #662	\$ 50,000.00
Highway Maintenance	Replace #760 2002 Caterpillar Backhoe 420D Year 1 of 2	\$ 90,000.00

VEHICLES (CAPITAL PROJECTS)

Department	Description	Budget Impact
Police	2 Additional Police Vehicles	\$ 160,000.00
Solid Waste	Replace#661 - 2012 International 7600 (Year ? - Replacement Cost Depends on Truck Type)	\$ 200,000.00
Highway Maintenance	Replace #769 Single Axle Dump Truck 2005 GMC C7500 (Year 1 of 2)	\$ 90,000.00
Highway Maintenance	Relace#769 Single Axle Dump Truck (2005GMC C7500 Dumptruck) Year 1 of 3	\$ 40,000.00
Highway Maintenance	Replace#738 - 2002 Chevrolet 2500HD Pickup	\$ 50,000.00
Highway Maintenance	Replace #725 Crew Cab Truck (2008 Ford F250) Year 1 of 2	\$ 50,000.00

BUILDINGS & STRUCTURES (CAPITAL PROJECTS)

Department	Description	Budget Impact
Fleet Maintenance	Replace lift from existing part of building, 20+ years old	\$ 26,000.00
Energy Services	Paving of Energy Service Parking Lot (Year 1 of 2)	\$ 75,000.00
Energy Services	AMI Estimated Debt Service	\$ 200,000.00
General Properties	Public Works - Outside Building Repairs (Year 2 of 2)	\$ 50,000.00
General Properties	Public Works Backup Generator including Fleet Maintenance (Year 1 of 3)	\$ 55,000.00
General Properties	Town Hall Air Conditioner Replacement to Include Heat	\$ 50,000.00
Highway Maintenance	Salt Storage Building Upgrades (Year 1 of 2)	\$ 60,000.00
General Properties	Town Hall Rehabilitation Carpet Replacement	\$ 60,000.00
Fleet Maintenance	Vehicle & Equipment Wash Bay (Year 1 of 4)	\$ 80,000.00

INFRASTRUCTURE (CAPITAL PROJECTS)

Department	Description	Budget Impact
Energy Services	Happy Creek Substation (Year 2 of 5)	\$ 200,000.00
Energy Services	Line Extensions for upcoming subdivisions	\$ 200,000.00
Water Treatment Plant	Enrix Traveling Screen Replacement (North & South screens) (Year 4 of 4)	\$ 75,000.00
Water Treatment Plant	Raw Water River Pump motor & Switch Gear (Year 3 of 3)	\$ 100,000.00
Water Treatment Plant	Repair of Old Raw Water Settling Basins (Year 2 of 4)	\$ 75,000.00
Water Treatment Plant	Maintenance Pre Settling Basin (Year 1 of 4)	\$ 75,000.00
Water Line Maintenance	Company 1 Fire Dept Meter Vault	\$ 45,000.00
Water Line Maintenance	Waterline Upgrade N Royal Ave (E 6th St to Academy Dr) - Primary Paving Plan	\$ 336,000.00
Water Line Maintenance	Waterline Upgrade Oak St (Luray Ave to Cherry St)	\$ 165,000.00
Highway Maintenance	Primary Paving Plan (E 6th St to Academy Dr)	\$ 98,575.00
Highway Maintenance	Secondary Paving- Oak St (Includes Curb & Sidewalk)	\$ 143,026.00
Highway Maintenance	Secondary Paving- W. 8th St (Includes Curb & Sidewalk)	\$ 107,610.00
Highway Maintenance	Secondary Paving- Virginia Ave (Includes Curb & Sidewalk)	\$ 215,008.00
Highway Maintenance	Additional Funds for Criser Road Sidewalk	\$ 117,000.00
Highway Maintenance	Additional Funds for Shenandoah Ave Streelights	\$ 532,000.00
Highway Maintenance	Royal Lane Markings	TBD
Water Treatment Plant	Clearwell repairs Year (1 of 9) - Waiting on financing approval from VDH	\$ 200,000.00
Water Treatment Plant	4-H Pump Station Upgrade (Year 1 of 5) - Waiting on financing approval from VDH	\$ 300,000.00
Water Treatment Plant	SCADA Phase 3 Upgrade (Year 1 of 2)	\$ 200,000.00
Waste Water Treatment Plant	Final Clarifiers Weir Covers	\$ 2,750,000.00
Waste Water Treatment Plant	Safety Upgrades	TBD
Water Line Maintenance	Waterline Upgrade Kendrick Ln (N Shenandoah to Massanutten)	\$ 340,000.00
Water Line Maintenance	Waterline Upgrade Kendrick Ln (Massanutten to Adams Ave)	\$ 580,000.00
Water Line Maintenance	Waterline Upgrade Steele Ave Interconnection	\$ 253,000.00
Water Line Maintenance	Waterline Upgrade Royal Plaza Interconnection	\$ 566,000.00
Water Line Maintenance	Waterline Upgrade Jamestown Interconnection	\$ 199,000.00
Water Line Maintenance	Waterline Upgrade Oakridge Interconnection	\$ 95,000.00
Water Line Maintenance	Waterline Upgrade Jamestown Rd (JMH to Cul-De-Sac)	\$ 608,000.00
Highway Maintenance	Secondary Paving- Kendrick Ln (Includes Curb & Sidewalk)	\$ 704,296.00
Highway Maintenance	Secondary Paving- Jamestown Rd (Includes Curb & Sidewalk)	\$ 463,606.00

DEBT SERVICE (CAPITAL PROJECTS)		
Department	Description	Budget Impact
Waste Water Treatment Plant	Centrifuge - Potential Debt Service up to \$7,960,000 for 25 Years	\$ 458,000.00
Waste Water Treatment Plant	Riverton Pump Station - Potential Debt Service \$1,800,000 for 25 Years	\$ 103,370.00
Special Project Fund	Paid to Warren County for VRA Bond on Leach Run Parkway (Ends 2035)	\$ 148,370.00
Fleet Maintenance Building	Webster Bank 4.345% 20 Year Note Ends 3/1/2043	\$ 184,522.00
Police Dept Building	United Bank 1.87% 10 Year Note with 30 Year Amortization (Refinance \$6.1 Million March 2031)	\$ 369,675.00
Police	US Bank - Year 7 of 10 for Radio System (Debt Ends Nov 2028)	\$ 65,305.00
Sewer Line Maintenance	Home Trust Bank Flush Truck Lease (Ends 12/1/2031)	\$ 77,800.00
Water Treatment Plant	VRA 2014 Bond - 4.6% Ends 10/1/2026	\$ 757,863.00
Water Treatment Plant	VRA 2014 Bond - 4% Ends 10/1/2034	\$ 205,144.00
Waste Water Treatment Plant	VRA 2014 Bond - 0% Ends 9/1/2037	\$ 1,968,880.00
Highway Maintenance	Atlantic Union Bank 2.46% - Street Sweeper Loan (Ends 4/28/2027)	\$ 26,685.00



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item #04B

Agenda Item: FY26 Budget Amendment for Grant Award Operation Ceasefire Forensic and Analytical Technology

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of \$110,143.00 to receive funds from the Virginia Department of Criminal Justice Services' Operation Ceasefire Forensic and Analytical Technology Grant Program. The program provides funds to support a wide variety of successful initiatives aimed at disrupting and eliminating local cycles of violence across the Commonwealth.

The Town of Front Royal Police Department will use the grant funds to purchase technology equipment for rapid, accurate, 3D documentation of crime scenes and crash sites, allowing the ability to create a "digital twin" for forensic analysis, evidence preservation, and court presentation.

Budget/Funding: 1000-3310010	General Fund Grant Proceeds	\$110,143.00
3103-47001	Police Investigations Equipment	\$110,143.00

Staff Recommendation: Staff recommends to approve as presented.

560361 - Innovative Technologies for Forensic and Analytical Excellence

Grant Details

Funding Opportunity:	560082-2026 Operation Ceasefire Forensic and Analytical Technology
Funding Opportunity Due Date:	Oct 10, 2025 5:00 PM
Program Area:	Operation Ceasefire Grant Fund
Status:	Awarded
Project Start Date:	
Project End:	

Contact Information

Primary Contact Information

Name:	Major	Zachary	Michael	King	Suffix
	Salutation	First Name	Middle Name	Last Name	
Title*:	Major				
Email*:	zking@frontroyalva.com				
Address*:	900 Monroe Avenue				
	Front Royal	Virginia	22630	Zip +4	
	City	State/Province	Postal Code/Zip		
Phone*:	(540) 635-2111		Ext.		
	Phone				
	###-###-####				
Fax:	###-###-####				

Organization Information

Federal ID Number*:	546001299
Organization Name*:	Front Royal, Town
Organization Type*:	Town Government
SAM Validation:	Yes
SAM Expiration Date:	2026-05-21
SAM Status:	Active
SAM Exclusion Flag:	
SAM Type:	
Private Expiration Date:	
Organization Website:	For example: http://www.dcss.virginia.gov
Address*:	Town of Front Royal
	16 N. Royal Avenue

Front Royal Virginia 22630 Zip +4
City State/Province Postal Code/Zip

Phone*: (540) 635-7799 Ext.
###-###-####

Fax: ###-###-####

Faith Based Organization*: No

FIPS Code (Only Required for Local Government): 369-Front Royal

Face Sheet

Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 10th,6th
Choose all that apply.

Best Practice?: For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*: WARREN CO
Choose all that apply.

Click [here](#) to see if you are certified.

Certified Crime Prevention Community?* No

Type of Application*: New

Check the box(s) that best describes the applicant service area.

Community Setting*: Rural

In this space, provide a short description of the project.

Brief Project Overview*:

The Front Royal Police Department (FRPD) proposes a technology acquisition project to strengthen its ability to proactively prevent crime and conduct efficient forensic investigations, particularly for violent and gun-related offenses. This initiative addresses critical capability gaps by securing advanced forensic and biometric equipment. The ultimate objective is to enhance community safety by reducing gun and violent crimes, improving investigative efficiency, ensuring accurate evidence preservation, and holding dangerous offenders accountable.

Project Director

Name: Prefix Zachary M King Suffix
First Name Middle Name Last Name

Title*: Major

Address*: 900 Monroe Avenue
Address Line 2

Front Royal Virginia 22630 2935
City State Zip Code +4

Phone Number*: 540-635-2111

Fax Number:

Email Address*: zking@frontroyalva.com

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Project Administrator

Name: Prefix Brian M Whited Suffix
First Name Middle Name Last Name

Title*: Chief

Address*: 900 Monroe Avenue

Address Line 2

Front Royal Virginia 22630 2935
City State Zip Code +4

Phone Number*: 540-635-2111

Fax Number:

Email Address*: bwhited@frontroyalva.com

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Finance Officer

Name: Prefix Billy Middle Name Wilson
First Name Last Name

Title*: Finance Director/Assistant Town Manager

Address*: 102 E. Main Street

Address Line 2

Front Royal Virginia 22630 2935
City State Zip Code +4

Phone Number*: 540-635-9877

Fax Number:

Email Address*: bwilson@frontroyalva.com

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Lobbying and Debarment (2025)

Lobbying and Debarment Certification

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Certification*: Yes

Project Administrator*: Brian Whited
First Name Last Name

Chief 10/10/2025
Title Date

Project Narrative Form

Project Narrative

Demonstration of Need*:

Uploaded as an attachment

Project Description*:

Uploaded as an attachment

Service Area Demographic/Target Population:

Service Area/ Target Population:

Uploaded as an attachment

Sustainment Plan:

Uploaded as an attachment

Status Reports

Claims

Goals and Objectives

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity?: Yes

Goals and Objectives

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
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Uploaded as an attachment

Uploaded as an attachment

Contract Amendments

Site Visits

Contract

Encumbrances

Encumbrances

Status	Compliance Date	Description	Due Date	Hold Payment
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No Data for Table

Correspondence

Correspondence

Flag	Type	Date Sent	Date Time Sent	To	From	Subject	Message	Attachment	Attachment	Attachment	Attachment	Attachment
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No Data for Table

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?: Yes

Equipment

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
Leica BLK360 laser scanner	\$59,755.00	1	\$59,755.00	\$0.00	\$0.00	\$59,755.00	\$0.00	\$0.00	\$59,755.00
Leica Zeno FLX100 GPS	\$9,641.00	1	\$9,641.00	\$0.00	\$0.00	\$9,641.00	\$0.00	\$0.00	\$9,641.00
Rofin Flare Plus V2 Alternate Light Source Kit	\$14,611.35	1	\$14,611.35	\$0.00	\$0.00	\$14,611.35	\$0.00	\$0.00	\$14,611.35
			\$84,007.35	\$0.00	\$0.00	\$84,007.35	\$0.00	\$0.00	\$84,007.35

Equipment Description and Justification

Equipment Item	Description of Equipment	Justification for Equipment
Leica BLK360 laser scanner	Uploaded as attachment	Uploaded as attachment
Leica Zeno FLX100 GPS	Uploaded as attachment	Uploaded as attachment
Rofin Flare Plus V2 Alternate Light Source Kit	Uploaded as attachment	Uploaded as attachment

Additional Documentation

Description	File Name	Type	Size	Upload Date
Equipment Description and Justification - FRPD	OCG Equipment Justification.pdf	pdf	91 KB	12/09/2025 06:45 PM

Equipment Totals

DCJS FUNDS

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$84,007.35

Match Funds

Cash Match:	\$0.00
In-Kind Match:	\$0.00

Equipment Total

TOTAL:	\$84,007.35
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Closeout

Closeout Tasks

Category	Task	Anticipated Completion Date	Status	Completed Date	Description
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No Data for Table

Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested?*: Yes

Supplies & Other Expenses

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
Nikon D850 DSLR Camera	\$2,299.95	6	\$13,799.70	\$0.00	\$0.00	\$13,799.70	\$0.00	\$0.00	\$13,799.70
Nikon SB5000 External Flash	\$439.00	5	\$2,195.00	\$0.00	\$0.00	\$2,195.00	\$0.00	\$0.00	\$2,195.00
Sirchie Advanced Laser Trajectory Kit #LFT200	\$840.95	2	\$1,681.90	\$0.00	\$0.00	\$1,681.90	\$0.00	\$0.00	\$1,681.90
Sirchie SEARCH Tactical Master Latent Print Kit	\$888.06	6	\$5,328.36	\$0.00	\$0.00	\$5,328.36	\$0.00	\$0.00	\$5,328.36
Mobile Fingerprint Identification System	\$3,130.00	1	\$3,130.00	\$0.00	\$0.00	\$3,130.00	\$0.00	\$0.00	\$3,130.00
			\$26,134.96	\$0.00	\$0.00	\$26,134.96	\$0.00	\$0.00	\$26,134.96

Supply/Item Requested Description and Justification

Supply/Item	Description of Supply/Item	Justification for Supply/Item
Nikon D850 DSLR Camera	Uploaded as an attachment	Uploaded as an attachment
Nikon SB5000 External Flash	Uploaded as an attachment	Uploaded as an attachment
Sirchie Advanced Laser Trajectory Kit #LFT200	Uploaded as an attachment	Uploaded as an attachment
Sirchie SEARCH Tactical Master Latent Print Kit	Uploaded as an attachment	Uploaded as an attachment
Mobile Fingerprint Identification System	Uploaded as an attachment	Uploaded as an attachment

Supplies & Other Expenses Totals

DCJS FUNDS

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$26,134.96

Match Funds

Cash Match:	\$0.00
In-Kind Match:	\$0.00

Supplies & Other Expenses Total

TOTAL:	\$26,134.96
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Attachments

Attachments Required?

Are additional attachments required by the funding opportunity?*: Yes

Attachments

Description	File Name	Type	Size	Upload Date
Goals and Objectives - FRPD	OCG Goals and Objectives.pdf	pdf	90 KB	12/09/2025 06:45 PM
Memo from Town Manager authorizing signatory authority	OCG Authorization Memo.pdf	pdf	126 KB	12/09/2025 06:45 PM
OCG Equipment Description and Justification - FRPD	OCG Equipment Justification.pdf	pdf	91 KB	12/09/2025 06:45 PM

Budget

Budget

Budget Categories	Federal	State	Special	Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$84,008.00	\$84,008.00
Supplies/Other	\$0.00	\$0.00	\$26,135.00	\$26,135.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$110,143.00	\$110,143.00

Funds From Other Sources

Source	Amount
No Data for Table	

Contract Document

Signed SOGA

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Original SOGA	✓	Original SOGA				
Revised SOGA		Revised SOGA				
Revised SOGA #2		Revised SOGA #2				

Award Package

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
Original Award Package	✓	Original Award Package				
Revised Award Package		Revised Award Package				
Revised Award Package #2		Revised Award Package #2				

Authority Delegation

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
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Additional Documentation

Description	File Name	Type	Size	Upload Date
No files attached.				

Authority Certification

Authority Certification

Authorized Individual*:

Brian

Whited

First NameLast Name

Chief10/10/2025

TitleDate

Operation Ceasefire – Equipment Justification Tables

Front Royal Police Department

1. Equipment Item	Leica BLK360 Laser Scanner
2. Cost per Item	\$59,755.00
3. Number of Items	1
4. Total Cost	\$59,755.00
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$59,755.00
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$59,755.00
11. Description of Equipment	A high-precision laser scanner used to digitally document crime and accident scenes with centimeter-level accuracy. Includes software and accessories. A quote has been obtained from vendor.
12. Justification for Equipment	Will significantly reduce processing time and improve scene reconstruction accuracy for major incidents, including shootings and homicides.

1. Equipment Item	Leica Zeno FLX100 GPS
2. Cost per Item	\$9,641.00
3. Number of Items	1
4. Total Cost	\$9,641.00
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$9,641.00
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$9,641.00
11. Description of Equipment	A GPS-enabled pole system used in conjunction with the Leica BLK360 to enhance scene measurement accuracy. A quote has been obtained from vendor.
12. Justification for Equipment	Enables pinpoint evidence location documentation, contributing to better court presentations and criminal prosecutions.

Operation Ceasefire – Equipment Justification Tables
Front Royal Police Department

1. Equipment Item	Rofin Flare Plus V2 Alternate Light Source Kit
2. Cost per Item	\$14,611.35
3. Number of Items	1
4. Total Cost	\$14,611.35
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$14,611.35
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$14,611.35
11. Description of Equipment	A multi-head alternate light source (ALS) kit used to detect hidden evidence like gunshot residue, bodily fluids, and latent prints. A quote has been obtained from vendor.
12. Justification for Equipment	Essential for uncovering invisible evidence in violent crime and shooting scenes, improving evidence collection and case solvability.

Operation Ceasefire – Project Goals and Objectives

Front Royal Police Department

Goal Number	Goal	Objective	Activities	Month in Which Implementation Step Occurs
1	Enhance FRPD's ability to document violent crime and shooting scenes with precision and efficiency	Acquire and deploy Leica BLK360 laser scanner and Leica FLX100 GPS unit	Submit purchase order; Train detectives; Field deployment	January–March 2026
1		Achieve full integration of Leica equipment in 90% of violent crime scenes by end of Year 1	Evaluate usage; Conduct refresher training; Identify gaps	April–December 2026
1		Reduce average scene processing time by 30% by end of Year 2	Compare historical case data vs post-deployment stats	January–December 2027
2	Improve FRPD's ability to detect and recover latent evidence during crime scene processing	Deploy Rofin Flare ALS kit and updated Sirchie latent print kits to all criminal detectives	Order and issue equipment; Conduct usage training	January–March 2026
2		Document use of ALS in scenes involving suspected gun discharge by end of Year 1	Scene report evaluations; Perform progress reviews	April–December 2026
2		Recover and preserve latent prints in 50% more cases compared to baseline 2025 data	Compare print recovery rates pre- and post-deployment	Throughout 2027

Operation Ceasefire – Project Goals and Objectives

Front Royal Police Department

Goal Number	Goal	Objective	Activities	Month in Which Implementation Step Occurs
3	Improve photographic documentation and ballistic trajectory analysis in violent crimes	Replace outdated Nikon D7200s with Nikon D850 DSLR cameras and SB5000 flash systems	Procure and issue updated cameras/flash; Provide usage training	January–March 2026
3		Use Nikon and trajectory kits to complete full ballistic scene documentation in 80% of shooting cases	Scene checklist audits; Perform quality assurance reviews	April 2026 – December 2027
4	Enhance rapid field identification of firearm/violent offenders through mobile biometrics	Acquire and deploy mobile Rapid ID fingerprint device	Purchase device; Conduct officer training	January–March 2026
4		Increase identification of prohibited firearm possessors via Rapid ID in Year 1	Monitor usage and compare historical case data	April–December 2026
4		Increase field identification rate of unknown armed subjects in Year 2	Compare baseline field ID stats to post-deployment stats	January–December 2027



TOWN OF FRONT ROYAL

Town Managers Office

102 East Main Street
Front Royal, VA 22630
540-635-8007

JOSEPH W. PETTY

Town Manager

To: Chief Brian Whited, Front Royal Police Department

From: Joseph Petty, Town Manager

Cc: BJ Wilson, Assistant Town Manager/Director of Finance
Major Zachary King, Front Royal Police Department

Date: October 10, 2025

RE: Operation Ceasefire Grant (OCG) for Forensic and Analytical Technology

The Front Royal Police Department is preparing to apply for an Operation Ceasefire Grant (OCG) through the Virginia Department of Criminal Justice Services. The following individuals have been designated to specific roles for the grant process.

Project Director: Major Zachary King, Front Royal Police Department

Provide the name and contact information for the person who will have day-to-day responsibility for managing the project, and who will be the contact if DCJS needs project-related information.

Project Administrator: Chief Brian Whited, Front Royal Police Department

List the person who has authority to formally commit the organization to comply with all the terms of the grant application. This must be the city, county, or town manager or the chief elected officer of the locality, such as the Mayor or Chair of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign and signs the grant application, provide a copy of the letter and memorandum or other document by which the signing authority was delegated.

Finance Officer: BJ Wilson, Assistant Town Manager/Director of Finance

List the individual who will be responsible for fiscal management of the funds.

Note: Appropriate internal controls necessitate three separate individuals fill the roles of the Project Director, Project Administrator, and Finance Officer. Confirm that the information provided is up to date.

Attachments: Contact Information

Town of Front Royal
Operation Ceasefire Grant (OCG) Contact Information

Project Director:

Major Zachary King
Front Royal Police Department
900 Monroe Avenue
Front Royal, VA 22630
540-635-2111
zking@frontroyalva.com

Project Administrator:

Chief Brian Whited
Front Royal Police Department
900 Monroe Avenue
Front Royal, VA 22630
540-635-2111
bwhited@frontroyalva.com

Finance Officer:

BJ Wilson
Assistant Town Manager/Director of Finance
102 E. Main Street
Front Royal, VA 22630
540-635-7799
bwilson@frontroyalva.com

Operation Ceasefire – Equipment Justification Tables
Front Royal Police Department

1. Equipment Item	Leica BLK360 Laser Scanner
2. Cost per Item	\$59,755.00
3. Number of Items	1
4. Total Cost	\$59,755.00
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$59,755.00
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$59,755.00
11. Description of Equipment	A high-precision laser scanner used to digitally document crime and accident scenes with centimeter-level accuracy. Includes software and accessories. A quote has been obtained from vendor.
12. Justification for Equipment	Will significantly reduce processing time and improve scene reconstruction accuracy for major incidents, including shootings and homicides.

1. Equipment Item	Leica Zeno FLX100 GPS
2. Cost per Item	\$9,641.00
3. Number of Items	1
4. Total Cost	\$9,641.00
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$9,641.00
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$9,641.00
11. Description of Equipment	A GPS-enabled pole system used in conjunction with the Leica BLK360 to enhance scene measurement accuracy. A quote has been obtained from vendor.
12. Justification for Equipment	Enables pinpoint evidence location documentation, contributing to better court presentations and criminal prosecutions.

Operation Ceasefire – Equipment Justification Tables
Front Royal Police Department

1. Equipment Item	Rofin Flare Plus V2 Alternate Light Source Kit
2. Cost per Item	\$14,611.35
3. Number of Items	1
4. Total Cost	\$14,611.35
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$14,611.35
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$14,611.35
11. Description of Equipment	A multi-head alternate light source (ALS) kit used to detect hidden evidence like gunshot residue, bodily fluids, and latent prints. A quote has been obtained from vendor.
12. Justification for Equipment	Essential for uncovering invisible evidence in violent crime and shooting scenes, improving evidence collection and case solvability.

Operation Ceasefire – Supplies Justification Tables
Front Royal Police Department

1. Supply Item	Nikon D850 DSLR Camera
2. Cost per Item	\$2,299.95
3. Number of Items	6
4. Total Cost	\$13,799.70
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$13,799.70
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$13,799.70
11. Description of Supply	Professional-grade DSLR cameras for capturing high-resolution images of crime scenes and evidence. A quote has been obtained from vendor.
12. Justification for Supply	Replaces outdated cameras no longer manufactured, ensuring crisp evidence documentation and long-term reliability in scene photography.

1. Supply Item	Nikon SB5000 External Flash
2. Cost per Item	\$439.00
3. Number of Items	5
4. Total Cost	\$2,195.00
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$2,195.00
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$2,195.00
11. Description of Supply	External camera flash units to enhance forensic photography in low-light and detail-dependent conditions. A quote has been obtained from vendor.
12. Justification for Supply	Allows for consistent, high-quality scene documentation in all lighting conditions, aiding in accurate photographic representation of evidence.

1. Supply Item	Sirchie Advanced Laser Trajectory Kit #LFT200
2. Cost per Item	\$840.95
3. Number of Items	2
4. Total Cost	\$1,681.90
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$1,681.90
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00

Operation Ceasefire – Supplies Justification Tables
Front Royal Police Department

10. Equipment Total	\$1,681.90
11. Description of Supply	Trajectory analysis kit used to reconstruct shooting scenes by measuring bullet paths and angles. A quote has been obtained from vendor.
12. Justification for Supply	Enhances FRPD's ability to accurately reconstruct shooting incidents, including officer-involved shootings and drive-by crimes.

1. Supply Item	Sirchie SEARCH Tactical Master Latent Print Kit
2. Cost per Item	\$888.06
3. Number of Items	6
4. Total Cost	\$5,328.36
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$5,328.36
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$5,328.36
11. Description of Supply	Comprehensive latent print kits for identifying and lifting fingerprints at crime scenes. A quote has been obtained from vendor.
12. Justification for Supply	Provides detectives with standardized tools to collect latent prints, addressing current inconsistencies and equipment shortages.

1. Supply Item	Mobile Fingerprint Identification System
2. Cost per Item	\$3,130.00
3. Number of Items	1
4. Total Cost	\$3,130.00
5. Federal Funds	\$0.00
6. State Funds	\$0.00
7. Special Funds	\$3,130.00
8. Cash Match	\$0.00
9. In-Kind Match	\$0.00
10. Equipment Total	\$3,130.00
11. Description of Supply	Mobile biometric Rapid ID device for field identification of suspects using fingerprint scans. A quote has been obtained from vendor.
12. Justification for Supply	Enables officers to identify armed individuals in the field, potentially removing firearms from prohibited possessors before crimes occur.

Operation Ceasefire: Project Overview & Implementation

Need Statement

Front Royal, Virginia, is a town covering a geographical area of 9.5 square miles with a population of approximately 15,400 residents as of 2023. Front Royal is considered the gateway to Skyline Drive and Shenandoah National Park and is a growing tourist destination, thanks in large part to the variety of outdoors activities, restaurants, and shops available to visitors. The Front Royal Police Department (FRPD), a small department of 39 sworn officers, five of whom are detectives, are tasked with protecting the town's 15,000 residents and countless tourists.

Despite being a recreational destination with serene vistas, Front Royal, like any other community, is not invulnerable to violent crime. Between September 2020 to September 2025, a total of 294 people were victimized in Front Royal for a variety of Group A violent crimes, not including two homicides- one in 2024 and one in 2025 (See Table 1). This number does not include victimless crimes, such as known weapon law violations in Front Royal, which have occurred 131 times over the last five years. While crime rates fluctuate year-to-year, data shows that violent crime continues to persist in Front Royal. Between 2020 and 2025, a sampling of violent-natured and firearms-related calls show a total of 852 violent offenses were reported to Front Royal Police (See Table 2).

It is well documented that national crime rates- except for homicide- are often under-reported, and the numbers represented here are anticipated to be higher than what is shown. While no police department can feasibly eradicate violent crime entirely, action can be taken to enhance proactive measures in response to violent crime. Additionally, police departments can optimize their response to violent crime scenes to increase criminal apprehension and improve criminal prosecutions. Utilizing the latest technology to augment these proactive measures and responses is an important step in reaching these goals. As such, it is the mission of the Front Royal Police Department to make this community one of the safest in Virginia for residents and visitors alike, and the acquisition of state-of-the-art forensic and biometric technology is one-way FRPD intends to accomplish this mission.

Group A Violent Crime Type(s)	Total Number of Victims Sep. 2020-Sep. 2025	Total Number of Offenders Sep. 2020-Sep. 2025
Aggravated assault	63	57
Homicide	2	2
Rape	106	89
Robbery	14	13
Arson	7	6
Intimidation	145	129
Kidnapping/Abduction	25	28
Weapon law violations	N/A	131
<i>*Statistics compiled from FBI Crime Data Explorer</i>		

Table 1

Violent Crimes by Nature	2025	2024	2023	2022	2021	2020	Total
Assault (Simple & Aggravated)	80	103	124	108	124	128	667
Robbery	1	3	3	0	6	5	18
Burglary	1	1	1	0	2	0	5
Homicide	1	1	0	0	0	0	2
Shooting	0	2	0	0	4	2	8
Shots Fired	21	20	22	20	23	27	133
Stabbing	2	4	3	2	3	5	19
<i>*Statistics compiled from FRPD RMS</i>							852

Table 2

While a full strategic assessment has not been completed due to time constraints, the department's ongoing response to violent crime scenes has made it clear that enhanced equipment is essential. Currently, the Front Royal Police Department has no specialized forensic or computer-assisted technology which can accurately document an entire crime scene with 2 cm level accuracy. The department currently utilizes analog equipment to take measurements, such as tape measures, a measuring wheel, and one laser measuring tool. The department also has one dated trajectory kit which lacks some components. Due to this, measuring entire scenes with a high degree of accuracy- along with each item of evidence within the scene- is a time-consuming and labor-intensive task, often requiring more detectives assist with manual measuring than could be accomplished using a single Leica laser scanner and Leica GPS pole.

Currently, each FRPD detective is assigned one handheld Sirchie Blue Maxx UV light. The light assigned to each detective has limited power and emits only a small portion of ultraviolet light wavelengths, meaning that some forensic evidence may go undetected since detectives are not utilizing broader UV wavelengths to conduct scene searches. Additionally, FRPD has limited fingerprint kit equipment which is piecemealed together and distributed

among detectives. There is no consistency between latent print kits, which often lack required powders, brushes, and lifting materials. Lastly, FRPD currently has six dated Nikon D7200 DSLR cameras which Nikon no longer manufactures. These equipment deficiencies, when coupled with ample violent crime rates and only five criminal detectives, create a strain on personnel and departmental resources.

Project Description

The proposed project is intended to provide a rapid, comprehensive response to violent and gun-related crime by enhancing law enforcement's ability to quickly identify valuable forensic evidence and accurately document violent crime and death scenes. It is also intended to rapidly identify criminal offenders in the field who are otherwise prohibited from possessing firearms and most likely to commit violent crimes, ostensibly stopping violent crime before it can occur.

FRPD intends to carry out this project goal by acquiring technology designed to deliver fast, accurate crime scene documentation and reconstruction for later presentation in criminal proceedings as evidence. The required technology to implement this project includes a Leica BLK360 laser scanner and Leica FLX 100 Plus, which will be used to scan, measure, and document highly accurate replications of crime scenes. The plan also requires a Ronin Flare 8-head alternate light source (ALS) kit, Sirchie laser trajectory kits, Sirchie latent print kits, and Nikon D850 DSLR cameras along with Nikon SB5000 flash equipment.

In a proactive attempt to identify armed criminals in the field who refuse to identify themselves, and who officers otherwise have no other way to identify, the proposed project also includes the acquisition of a mobile Rapid ID device. This will allow officers to run fingerprint-based AFIS searches of armed and detained subjects to ascertain whether such non-compliant subjects are prohibited from possessing a firearm, ostensibly removing guns from the hands of dangerous criminals.

Once violent crime has been committed, a rapid and efficient response to the crime scene is needed. To ensure Front Royal detectives accomplish this, they will utilize the Leica BLK360 in conjunction with the Leica FLX 100 Plus to accurately and faithfully document the crime scene as it was found and without disturbing any

evidence at the scene. This 3D-rendering capability will be enhanced using high-resolution photography, which will be captured using Nikon D850 DSLR cameras and Nikon SB5000 camera flash equipment.

For shooting scenes, the needed Nikon cameras and flashes will also be used in conjunction with Sirchie laser trajectory kits and Ronin ALS kits to document ballistics information and to uncover and document hidden evidence, such as gunshot and primer residue- evidence which is invisible to the naked eye without the assistance of alternate light sources.

The Ronin Flare ALS kit can also be used in conjunction with specialized ultraviolet fingerprint powder to uncover difficult-to-find latent prints at crime scenes. As with other crime scenes, the Nikon D850 cameras and SB5000 flash equipment will be used to accurately document fingerprint evidence both in crime scenes and on tangible evidence. This will allow detectives to immortalize fingerprint evidence prior to manually lifting fingerprints using traditional techniques, such as lift tape. This ensures evidence is preserved, even if traditional methods to collect latent print evidence fail.

The Leica BLK360 scanner and FLX100 GPS pole, when used in conjunction with the Ronin ALS kit, updated Sirchie trajectory and fingerprint kits, and updated Nikon cameras, will give Front Royal detectives an unprecedented ability to process, document, and immortalize violent crime, death, and shooting scenes- a capability the department does not currently possess. Furthermore, after implementation of the proposed project and using mobile Rapid ID, frontline officers on the street will have the ability to identify criminals prohibited from possessing firearms and potentially remove guns from the hands of dangerous criminals before they ever have the opportunity to do harm.

To date, FRPD does not have budgetary allocations for specialized forensic equipment, such as the items being sought for this project. Only a modest equipment budget of \$3,500 exists for the Criminal Investigation Division, which is used to replace or acquire new equipment within the budgetary constraints. This proposed project will undoubtedly enhance the ability of FRPD personnel to rapidly identify violent criminals and prepare highly professional crime scene documentation and reconstructions for presentation in criminal proceedings, ensuring dangerous criminals are held accountable for their actions.

Project Implementation

The Front Royal Police Department has the established infrastructure, personnel, and procurement policies in place to ensure successful implementation of this equipment-based project. The department adheres to all Town of Front Royal and procurement guidelines to ensure proper fiscal accountability and compliance.

Upon grant award, the department will initiate purchasing procedures through its Finance and Purchasing Divisions, following internal purchasing thresholds, competitive quote requirements, and approval workflows. Staff members are experienced in managing state-funded grant purchases and ensuring timely acquisition, inventory tracking, and reporting.

Given the straightforward nature of this project, implementation will begin immediately upon award notification and proceed in accordance with the project timeline and budget.

Sustainment Plan

To ensure this project is sustainable for the Front Royal Police Department and community, only equipment quotes which had permanent licensing costs were sought from vendors. This was done to eliminate annual licensing costs and fees associated with necessary software to utilize the equipment.

The equipment acquired will come with a standard or extended warranty coverage lasting between 1 and 5 years, which includes maintenance, parts replacement, and technical support. These warranty periods will ensure that the equipment remains operational and compliant with manufacturer specifications without placing an immediate financial burden on the agency. Warranty documents and service terms will be retained on file for audit and compliance purposes. Once the warranty period expires, the department will assume responsibility for all ongoing repairs and maintenance. These costs will be funded through the operating budget, utilizing the Police Supplies and Repairs and Maintenance accounts to ensure there is no disruption in equipment usage.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 15, 2025

Brian Whited
Chief
900 Monroe Avenue
Front Royal, Virginia 22630

RE: 560082-2026 Operation Ceasefire Forensic and Analytical Technology

Dear Brian Whited:

We are pleased to inform you that your organization has been awarded a grant under the funding opportunity listed above. Your DCJS grant award number is **560361** and was approved for a total budget of **\$110,143**, through state funding. The project period is **1/1/2026** through **12/31/2027**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. Please review these materials carefully. In addition, there may be Encumbrances, action items related to your grant award, that require your immediate attention. If applicable, these must be addressed and submitted through the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov>.

We are committed to supporting you throughout the life of your grant and are available to assist in any way to help ensure your project's success. To formally accept the award and its conditions, please sign the enclosed Statement of Grant Award/Acceptance (SOGA) and return it electronically within 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Jennifer Quitiquit** at **804-363-6027** or via email at **Jennifer.Quitiquit@dcjs.virginia.gov**.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson H. Miller".

Jackson Miller
Director

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

560082-2026 Operation Ceasefire Forensic and Analytical Technology

DCJS Grant Information

Please note grant awards are contingent on the availability of funding.

Subgrantee:	Front Royal, Town	DCJS Grant Number:	560361
UEI Number:	N7VQXJM58JP6	Indirect Cost Rate*:	%
Grant Start Date:	1/1/2026	Grant End Date:	12/31/2027

Award Amounts

State General Funds:	\$ 0
State Special Funds:	\$110,143
Local Match:	\$ 0
TOTAL BUDGET:	\$110,143

Authorized Officials

Project Director	Project Administrator	Finance Officer
Zachary King Major 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 zking@frontroyalva.com	Brian Whited Chief 900 Monroe Avenue Front Royal, Virginia 22630 540-635-2111 bwhited@frontroyalva.com	Billy Wilson Finance Director/Assistant Town Manager 102 East Main Street Front Royal, Virginia 22630 540-635-9877 bwilson@frontroyalva.com

*If applicable, please indicate your ICR in the space provided and attach written documentation.

As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award. If there has been a change in an authorized official, cross out the information on the document and write the new contact information. Do not electronically alter this document.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item: 05A

Agenda Item: Request for a Two (2) Year Extension of the Automated Systems Speed Enforcement Systems Agreement with Blue Line Solutions LLC

Summary: Council is requested to approve a two-year extension of the Automated Systems Speed Enforcement Systems Contract Agreement with Blue Line Solutions LLC.

For the last two years, the Town has contracted with Blue Line Solutions, LLC for the deployment of speed cameras for school zone speed enforcement during drop off and pickup hours in four (4) school zones [Warren County Middle School, Skyline Middle School, A.S. Rhodes Elementary School and Ressie Jeffries Elementary School]. The contract will terminate in March 2026 unless extended by the Town. The contract terms provide for extension of the contract for an additional two (2) year terms at the sole option of the Town.

On December 1, 2025, Town Council held a work session to discuss the potential impacts of the program. Staff has provided statistics for the year-over-year data comparison.

Budget/Funding: N/A

Staff Recommendation: Council may take desired action.

FRONT ROYAL, VA Y.O.Y. VIOLATION COMPARISON (2024 vs. 2025)

	MARCH			APRIL			MAY			JUNE			JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			TOTAL		
	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION	2024	2025	REDUCTION
A.S. RHODES ES	159	59	62.9%	109	84	22.9%	170	97	42.9%	-	-	0.0%	-	-	0.0%	87	75	13.8%	309	104	66.3%	151	275	-82.1%	78	47	39.7%	1,063	741	30.3%
RESSIE JEFFRIES ES	1,203	526	56.3%	689	430	37.6%	835	395	52.7%	-	-	0.0%	-	-	0.0%	734	597	18.7%	893	642	28.1%	1,003	721	28.1%	450	392	12.9%	5,807	3,703	36.2%
SKYLINE MS	214	164	23.4%	138	134	2.9%	142	89	37.3%	-	-	0.0%	-	-	0.0%	46	70	-52.2%	146	158	-8.2%	292	173	40.8%	144	112	22.2%	1,122	900	19.8%
WARREN MS	560	390	30.4%	548	295	46.2%	680	409	39.9%	-	-	0.0%	-	-	0.0%	501	433	13.6%	678	546	19.5%	625	643	-2.9%	353	272	22.9%	3,945	2,988	24.3%
TOTALS	2,136	1,139	46.7%	1,484	943	36.5%	1,827	990	45.8%	-	-	0.0%	-	-	0.0%	1,368	1,175	14.1%	2,026	1,450	28.4%	2,071	1,812	12.5%	1,025	823	19.7%	11,937	8,332	30.2%

*JAN, FEB, DEC not listed due to enforcement starting in March (3/18/24) and report generated before the end of Decemeber

*PLEASE NOTE THESE ARE VIOLATIONS, NOT CITATIONS ISSUED

ADDED MONTHS (NO COMPARISON)				
	Dec '24	Jan '25	Feb '25	TOTALS
A.S. RHODES ES	82	812	898	1,792
RESSIE JEFFRIES ES	461	667	562	1,690
SKYLINE MS	140	174	163	477
WARREN MS	327	436	379	1,142
TOTALS	1,010	2,089	2,002	5,101

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AN AGREEMENT BETWEEN

BLUE LINE SOLUTIONS, LLC.

AND

TOWN OF FRONT ROYAL, VIRGINIA



TRUEBLUE™
SPEED ENFORCEMENT | **SCHOOL ZONE**



AUTOMATED SPEED ENFORCEMENT SYSTEM AGREEMENT

THIS AGREEMENT is made this 24th day of October, 2023, by and between **Blue Line Solutions, LLC** (herein "BLS"), and the **Town of Front Royal, Virginia** (herein "Municipality"), within the Commonwealth of Virginia.

RECITATIONS

WHEREAS, the General Assembly of the Commonwealth of Virginia has authorized localities to enact ordinances to monitor, enforce and penalize violations of school zone and highway construction zone speed limits; and

WHEREAS, BLS has the legal possession and processes referred to collectively as the "Automated Speed Enforcement System" (herein "ASE" or "ASE System") and the "Manned Photo Laser System" (herein "MPL" or "MPL System"); and

WHEREAS, Municipality desires to use the ASE and MPL Systems to monitor excessive speeding infractions and other potential traffic violations, issue traffic notices of violations and evaluate traffic movement and safety, affirms it has no other such equipment or service provider, and has the right, power and authority to execute this Agreement; and

WHEREAS, Municipality relies on its duly-elected or appointed Chief or Sheriff for law enforcement functions, including speed and traffic enforcement, to include school zones and highway construction safety zones; and

WHEREAS, the Municipality has been a party to researching and instituting this additional enforcement and is included as a party to this agreement due to its role as the Municipality agency authorized to enforce this state code and Municipality ordinance;

NOW THEREFORE, the parties agree:

As used in this Agreement, the following words and terms shall apply:

"Agency" means national, federal, state or local law enforcement agency within the municipality charged with its law enforcement functions. This includes, but is not limited to any: Police Office or Department, Sheriff's Office or Department, Department of Public Safety, State Police Department, Highway Patrol, Ranger, etc.

"ASE System" or "APSE System" means Automated, Stationary Photo Speed Enforcement System, described as photographic traffic monitoring devices capable of accurately detecting a traffic infraction and recording such data with images of such vehicle.



"MPL System" means Manned Photo Laser System, described as photographic traffic monitoring equipment capable of accurately detecting a traffic infraction and recording such data with images of such vehicle.

"Municipality" means, any form of self-governing body or jurisdiction, incorporated or unincorporated, charged with the execution of duties for a specific locality as granted by national and/or regional laws within the United States. These include, but are not limited to a: hamlet; village; borough (boro), town, township, city, precinct, district, parish, county, or state.

"Notice of Liability" means a written notification or summons to the registered owner of a motor vehicle that is issued by a competent state or authorized law enforcement agency or by a court of competent jurisdiction relating to a violation that involves the motor vehicle owned by that registered owner as evidenced by the ASE and MPL System.

"Person" or "Persons" means any individual, partnership, joint venture, corporation, trust, unincorporated association, governmental authority or political subdivision thereof or any other form of entity.

"Violation" means failure to obey an applicable traffic law or regulation, including, without limitation, operating a motor vehicle in excess of the posted speed limit.

1. BLS AGREES TO PROVIDE:

The scope of work identified in Exhibit A.

2. MUNICIPALITY AGREES TO PROVIDE:

The scope of work identified in Exhibit B.

3. TERM AND TERMINATION

- a. The term of this Agreement shall be for 2 (two) years beginning on the date of the first notice of a liability is issued and payable and may be automatically extended for additional 2 (two) year periods at the sole option of Municipality. Either party may terminate this Agreement at the expiration of any term by providing written notice of its intent not to extend the Agreement at least thirty (30) days prior to the expiration of the current term.

Either party shall have the right to terminate this Agreement by written notice:

- i) At any time during the term of this Agreement without cause and with 30-day notice, provided however, (a) if the Municipality terminates the Agreement prior to the expiration of the initial two (2) year term, the Municipality shall pay the applicable costs set forth in Exhibit C(2); and (b) the Municipality shall not terminate this Agreement without cause in the first year of the term;



- ii) If applicable law is changed so as to prohibit or substantially interfere with the operation or feasibility of either the ASE or MPL Systems or the parties' obligations under this Agreement;
 - iii) For cause, by either party where the other party fails in any material way to perform its obligations under this Agreement. Termination under this subsection may occur if the terminating party notifies the other party of its intent to terminate, stating the specific grounds therefore, and the other party fails to cure the default within sixty (60) days after receiving notice.
- b. Upon any termination of this Agreement, the parties recognize that BLS and Agency will use best efforts to continue to process any and all pending and legitimate traffic law Violations. Accordingly, the parties shall have the following obligations which continue during the termination process: Municipality shall cease using the ASE and MPL Systems, shall allow BLS to retrieve all equipment to BLS within a reasonable time not to exceed 60 days, and shall not generate further images to be processed. Unless reasonably agreed upon otherwise by both parties, BLS and the Agency shall continue to process all images and Violations that occurred before termination in accordance with this Agreement and BLS shall be entitled to all Fees (as described in Exhibit C) specified in the Agreement as if the Agreement were still in effect.
- c. Notwithstanding any provision to the contrary this Agreement terminates automatically upon a determination by any Court of jurisdiction, State or Federal, that the ASE and MPL Systems or the underlying infractions are unconstitutional, illegal, or otherwise prohibited. Any legislative act, State or Federal, which prohibits the use of the ASE and MPL Systems or the enforcement of the underlying infractions, shall also automatically terminate this agreement.
- d. Notwithstanding any provision to the contrary this Agreement terminates automatically upon a determination by any Court of jurisdiction, State or Federal, that the ASE System or the underlying Infraction are unconstitutional, illegal or otherwise prohibited. Any legislative act, State or Federal, which prohibits the use of the ASE System or the enforcement of the underlying infraction, shall also automatically terminate this agreement.

4. ASSIGNMENT AND EFFECT OF AGREEMENT

Neither party may assign all or any portion of this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed; provided, however, the Municipality hereby acknowledges that the performance of BLS's equipment and obligations pursuant to this Agreement require a significant investment by BLS, and that, in order to finance such investment, BLS may be required to enter into certain agreements or arrangements with financial institutions or other similar



entities. The Municipality hereby agrees that BLS shall have the right to assign or pledge its rights under this Agreement in connection with any financing subject to the Municipality's prior written approval, which approval shall not be unreasonably withheld or delayed. The Municipality further agrees that in the event BLS provides written notice to the Municipality that it intends to assign or pledge its rights pursuant to this Agreement, and in the event that the Municipality fails to provide such approval or fails to object within thirty (30) days after its receipt of such notice from BLS, then BLS shall be free to effect such transaction.

This Agreement shall inure to the benefit of and be binding upon all of the parties hereto and their respective executors, administrators, successors and assigns as permitted by law.

5. FEES AND PAYMENT

The Municipality shall pay BLS for all equipment, services and maintenance based on the Service Fee schedule indicated in Exhibit C.

BLS shall collect and accumulate all payments to Municipality on a monthly basis and provide proper payment to Municipality on or before the 15th day of the following month. The Municipality shall defer all payments to BLS in order to provide a transparent audit process for all payment collected.

6. AVAILABILITY OF INFORMATION

BLS agrees that all relevant information obtained by BLS through operation of the ASE and MPL Systems shall be made available to the Agency at any time during BLS's normal working hours upon reasonable notice, excluding trade secrets and other confidential or proprietary information not reasonably necessary for the prosecution of Notices of Liability or the fulfillment of BLS's obligations to Municipality under this Agreement.

7. CONFIDENTIAL INFORMATION

No information provided by BLS to Municipality will be of a confidential nature, unless specifically designated in writing as proprietary and confidential by BLS; however, nothing in this paragraph shall be construed contrary to the terms and provisions of any the "Virginia Freedom of Information Act" or similar laws, insofar as they may be applicable.

8. OWNERSHIP OF SYSTEM

It is understood by the Municipality that the ASE and MPL Systems and all associated hardware and software being provided by BLS is, and shall remain, the sole property of BLS, unless separately procured by Municipality. The ASE and MPL Systems are being provided to Municipality only pursuant to the terms of this Agreement. Municipality agrees that it shall not make any modifications to BLS's equipment, nor disassemble or perform any type or reverse engineering to the ASE and MPL Systems, nor infringe on any property or patent rights, nor cause or allow any other Person to do any of the foregoing. The parties agree that upon termination of this Agreement for any reason, BLS shall remove all easily removable equipment previously provided, except parts and equipment that have been installed, such as concrete footings and pads, poles and posts, and trenched utilities, or as otherwise agreed upon.



9. LEGAL COMPLIANCE

Municipality shall at all times comply with all federal, state, and local laws, ordinances, and regulations. Municipality acknowledges that, based on representations by BLS, it reasonably believes that the ASE and MPL Systems and associated summons procedures comply with federal, state, and local laws and ordinances.

10. INDEMNIFICATION

The Municipality shall at all times comply with all federal, state and local laws, ordinances and regulations. The Municipality acknowledges that they reasonably believe the ASE System and associated citation procedures comply with federal, state, and local laws and ordinances. The Municipality shall comply with the manufacturers procedures and recommendations for operation of the ASE System equipment.

BLS shall indemnify and hold harmless the Municipality against any claims arising from negligence or willful misconduct of BLS, its officers and directors, agents, attorneys, and employees.

11. LIMITED LIABILITY

Notwithstanding anything to the contrary in this Agreement, neither party shall be liable to the other, by reason of any representation or express or implied warranty, condition or other term or any duty at common or civil law, for any indirect, incidental, special, lost profits or consequential damages, however caused and on any theory of liability arising out of or relating to this Agreement.

12. FORCE MAJEURE

Neither party will be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control. Such causes may include but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, unusually severe weather, epidemics, strikes, or governmental authority approval delays or denials. The party whose performance is affected agrees to notify the other promptly of the existence and nature of any delay.

13. CORRESPONDENCE BETWEEN PARTIES

All notices required to be given under this Agreement shall be deemed provided upon the date postmarked when mailed by first class mail, or by registered mail, and addressed to the proper party at the address set forth in Section 21 below.

14. DISPUTE RESOLUTION

Both parties desire all disputes arising out of or in connection with this Agreement to be resolved through good-faith negotiations between the parties, and to be followed, if necessary, by professionally assisted mediation within 45 days. Any such mediator must be acceptable to each party. The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to attempt to



reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and remain confidential. Each party will bear its own costs in the mediation and will equally share the fees and expenses of the mediator.

15. ADDITIONAL SERVICES

Additional systems and services provided by BLS may be added to this Agreement by mutual consent of the parties. In the event the Municipality agrees to contract for other services provided by BLS or companies owned by Blue Line Holdings, LLC whether or not associated with the program herein, Municipality authorize BLS to withdraw invoiced amounts on a one-time basis, or monthly basis, whichever is chosen by the Municipality, as payment for products/services, subject to review and approval by the Municipality. Such services may include but are not limited to Automated License Plate Recognition Systems, Surveillance Cameras, Video Management Systems, or other related technologies.

16. VALIDITY AND CONSTRUCTION OF TERMS

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision and all remaining provisions of this Agreement shall remain in full force and effect.

17. ENTIRE AGREEMENT

This Agreement replaces any previous agreements and discussions and constitutes the entire agreement between the parties with respect to the subject matters herein. No amendments, modifications, or alterations of the terms herein shall be binding unless the same is in writing and duly executed by the parties.

18. AUDIT RIGHTS

Each party shall have the right to audit the records of the other party pertaining to the Summons issued pursuant to this Agreement solely for the purpose of verifying the accuracy of payments, if any, payable pursuant to this Agreement. Any such audit shall be conducted upon not less than forty-eight hours' notice, at mutually convenient times. The cost of any such audit shall be borne by the party requesting the audit. No audit shall violate the privacy rights of any individual.

19. COVENANT OF FURTHER ASSURANCES

All parties to this Agreement shall, upon request, perform any and all acts and execute and deliver any and all certificates, instruments, and other documents that may be necessary or appropriate to carry out any of the terms, conditions, and provisions hereto or to carry out the intent of this Agreement.

20. NO AGENCY

The relationship between the parties shall be that of independent contractors, and the employees, agents and servants of either party shall in no event be considered to be employees, agents, or servants of the other party. This Agreement shall not create an agency relationship between BLS and Municipality and



neither party may incur any debts or liabilities or obligations on behalf of the other party, except as specifically provided herein.

21. NOTICES

Any notices or demand which under the terms of this Agreement or under any law shall be in writing shall be made by personal service, first class mail, or by certified or registered mail to the parties

at the following address:

Notices to Blue Line Solutions:

Mark Hutchinson, CEO
4411 Oakwood Dr.
Chattanooga, TN 37416

Notices to Town of Front Royal:

Joseph Waltz, Town Manager
102 E. Main Street
Front Royal, Virginia 22630

22. COMPLIANCE WITH LAWS

Nothing contained in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is a conflict between any term, condition or provision of this Agreement and any present or future statute, law, ordinance or regulation contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law, provided it is consistent with the intent of the parties as expressed in this Agreement.

23. PUBLIC INFORMATION & EDUCATION (PI&E)

BLS agrees to work with the Municipality toward implementation of a public information & education program preceding any enforcement. Such efforts will include press releases for TV, radio, newspaper, and internet, social media posts (content), & dissemination of information through the Municipality School System.

24. COOPERATIVE PROCUREMENT AGREEMENT

This agreement follows notice of cooperative procurement advertised by Wythe County, Virginia. Other Virginia local governments (counties, cities, towns) may, at their option, enter into agreement with *Blue Line Solutions, LLC* under the terms of this contract, which may be modified to the unique circumstances of each local government.

COOPERATIVE PROCUREMENT NOTICE: This solicitation is a cooperative procurement. Pursuant to Virginia Code Section §2.2-4304, any resultant contract from this solicitation may be extended to any public agency or body in the Commonwealth of Virginia to permit those public agencies or bodies to purchase at contract prices, in accordance with the terms and conditions and specifications of this solicitation.

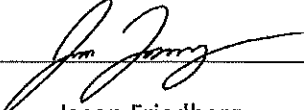


25. STATE LAW TO APPLY

This Agreement shall be construed under and in accordance with the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date accepted by the Customer.

Blue Line Solutions, LLC.


By: Jason Friedberg

Town of Front Royal, Virginia


Town Manager

Approved and authorized this 24 day of October, 2023.

Approved as to Form

Town Attorney



Exhibit A

BLS Obligations and Scope of Work

1. BLS at the request of Municipality shall perform an analysis on selected roadways to determine potential Violation rates and assess the most suitable locations for the ASE and MPL System equipment.
2. BLS shall provide the quantities of ASE and MPL System equipment as indicated on **Exhibit D**. From time to time, the parties may agree to add or subtract the number of ASE and MPL Systems to be provided and may modify the location(s) without penalty or additional cost to the Municipality if the parties agree in writing.
3. BLS shall provide an automated, web-based processing program for all valid Notices of Liability including image processing, mailing of the Initial Notice and a Reminder Notice, printing and mailing costs. The program shall be conducted in a timely manner to comply with any applicable statute of limitation for filing Notices of Liability. Subject to the approval and authorization from Agency, each Notice shall be delivered by First Class mail to the registered owner within the agreed or statutory period. Additional Notices or collections notifications may be delivered by First Class, Certified Mail-Return Receipt Requested, or by process servers for additional compensation to BLS as agreed by parties.
4. BLS shall provide reasonably available vehicle registration information necessary to issue Notices of Liability resulting from the ASE and MPL Systems, assuming BLS is authorized to receive such registration data, at no additional cost to the Municipality.
5. BLS shall provide the Agency with an Evidence Package to include a set of images with related documentation for each notice of violation contested.
6. BLS shall provide necessary training for persons designated by the Municipality and the Agency, and provide reasonable public relations resources to Municipality.
7. BLS shall maintain files with regular updates of specific Notices of Liability issued and shall update the status of all accounts based on the disposition information provided by General District Court, indicating payments received, Notices of Liability outstanding, and cases otherwise closed, dismissed or resolved.
8. BLS shall provide to the Agency a monthly report of ASE and MPL Systems results within fifteen days of the end of each calendar month. The report shall include the following information:
 - a. Total number of Violation events.
 - b. Total number of actionable Violation events.
 - c. Total number of Notices of Liability issued.
 - d. Total number of Notices of Liability paid.



- e. Such reports on ongoing operations as are required, or such other reports and documents as are mutually agreed upon between BLS and the Municipality.

BLS shall also provide a copy of the bank statement each month as part of the monthly reporting to Agency.

9. BLS shall provide all routine maintenance of ASE and MPL Systems equipment and timely respond to equipment repairs.
10. BLS will provide services and data for public information & education (PI&E) campaigns beginning thirty (30) days prior to the Thirty-Day warning period addressed in 11, below, and deployment of any school zone and/or construction zone enforcement program. BLS will continue to assist the agency with ongoing PI&E through the life of the program.
11. BLS will provide one (1) Thirty-Day warning period at no charge to municipality as part of this agreement. Additional warning periods, as requested by municipality, will be subject to the fees per Exhibit C.
12. BLS will provide data and reporting information as required by Virginia Code § 46.2882.1.B.9. for filing the report to the Department of State Police by January 15 of each year.
13. BLS will at all times comply with the non-disclosure of personal information requirements of §46.2-822.1 (7).



Exhibit B

Municipality Obligations and Scope of Work

1. The Agency shall ensure the programs and their enforcement procedures comply with all applicable law, and/or policies.
2. The Municipality agrees to direct its Agencies and departments to work with BLS with respect to required system and program implementation to the best of their ability and provide reasonable access to Municipality's personnel and facilities in order to permit BLS and the Municipality to fulfill the obligations under this Agreement.
3. The Municipality agrees to use due diligence in working with BLS in securing all necessary permits or other documentation necessary to operate ASE and MPL Systems under its control. Further, if ASE systems are operated in school zones or construction zones, Municipality shall also assist BLS in obtaining any other permits or authorizations from the appropriate school district, Department of Transportation, Municipality or other government agency, as applicable, for operation in such locations. Municipality shall provide any necessary permits at no cost to BLS.
4. The Municipality will make available to BLS their Public Works Department, Electricians, or other staff to determine locations of poles, placement of poles, gaining access to electricity hookup, etc. needed. Municipality will obtain all Municipality, state, and Municipality or special permits needed for placement of poles, electricity or any other service needed for the installation and usage of the ASE System.
5. The Municipality shall issue a letter to BLS showing its authorized use for pole identified for ASE System to be mounted.
6. The Agency shall ensure that each ASE and MPL System shall be in place and operating in areas of speed safety concern, barring unusual downtime for maintenance, weather, act of God or court order.
7. The Municipality shall diligently prosecute each valid Notice of Liability and make a reasonable effort to collect all fines. Further, the Municipality shall automatically transmit an electronic file in an agreed format to BLS with monthly updates of all Notice of Liability disposition information provided by the Municipality indicating payments received or cases otherwise closed, dismissed or resolved for contested violations.
8. The Agency shall cause an authorized officer of the agency to carefully review each potential Violation captured by the ASE and MPL System and shall transmit an electronic signature to each Notice of Liability approved by Municipality.
9. The Municipality hereby acknowledges and agrees that the decision to issue a Notice of Liability shall be the sole, unilateral and exclusive decision of the authorized officer in such officer's sole discretion, and in no event shall BLS have the ability or authorization to make a Notice of Liability decision.



10. The Municipality has available a judge or hearing officer and court facilities to schedule and hear disputed citations.
11. The Municipality shall provide customary fine collection services for all final dispositions for contested violations. The Municipality agrees to reasonably pursue payments of valid Notices of Liability.
12. The Agency shall complete and sign any necessary letters to NLETS authorizing BLS to retrieve vehicle data records for processing.
13. As necessary, Agency shall provide assistance to BLS in obtaining access to vehicle ownership records data, and if requested, provide a letter and support for BLS to use with appropriate licensing bureau agencies indicating that BLS is acting as an authorized agent of Municipality for the purposes of accessing vehicle ownership information on behalf of Municipality.
14. If the Agency operates the ASE systems in school zones, Agency shall supply BLS with appropriate school schedules and times for pre and ongoing programming of cameras and other system equipment for use, as provided by the school system. The Municipality and/or the Agency shall also notify BLS of any unscheduled school closings or disruptions in normal schedule. This includes early dismissals, snow days, school cancellations, etc. BLS shall wait one business day to process any violations received, so as to ensure adequate time is given for any potential such notification. The Agency shall have the ability to turn off the ASE System during unpermitted use periods, and may make a written request for BLS to turn off the ASE System during unpermitted time periods.
15. The Municipality shall promptly reimburse BLS for negligent or intentional damage to the ASE and MPL System caused by Municipality, its employees, or authorized agents.
16. The Municipality shall provide a project manager or other designated individual with authority to execute Municipality's responsibilities under the Agreement.
17. The Municipality shall be responsible for reporting unpaid citations to the Department of Revenue in accordance with statutory requirements, if applicable. BLS will assume this responsibility on written authority provided by the Municipality.
18. The Agency will notify BLS of any changes in the Agency's authorized point of contact personnel for purposes of CJIS access and compliance.
19. The Municipality agrees to operate all ASE systems as per Exhibit E.
20. The Municipality agrees to provide and maintain current all information requested on Attachment A.



Exhibit C

Virginia Service Fees

Virginia Code authorizes collection of a civil penalty up to \$100 for speeding violations of 10 miles per-hour or more in school and construction zones. The Municipality agrees to pay BLS a fee of \$20.00 per violation event processed which will be subtracted from the Municipality's gross receipts of paid summonses. Fee(s) as itemized below, and as modified by the March 31, 2023 letter addressed to "Chief or Sheriff" (Attachment B), include:

1. Blue Line Solutions, turn-key Automated Speed Enforcement System for all ASE and MPL Systems equipment, including;
 - a. Installation, infrastructure including; Communications and wireless integration
 - b. Ongoing service and maintenance
 - c. All website and Call Center Support.
 - d. Citation issuance and mailing; first mailed notice, second reminder mailed notice.
 - e. e. Processing Services
 - i. BLS shall provide processing services, which will include the following:
 1. Summons processing of speeding violations
 2. Agency summons approval process
 3. Summons Mailing
 4. Returned Mail
 5. Change of Address (COA) lookup
 6. COA Summons Reissue
 - ii. Affidavit process as defined in Code of Virginia §46.2-882.1, Section 3
 - iii. Affidavit process as defined in Code of Virginia §46.2-882.1, Section 5 "a notice of (i) the summoned person's ability to rebut the presumption that he was the operator of the vehicle at the time of the alleged violation through the filing of an affidavit as provided in subdivision 3".
 - iv. Reports as required by §46.2-882., Section 9



v. Payment Services for collections of summons payments

1. Call Center Support
2. Mail Center Support
3. Web Payment Support
4. vi. Court Liaison Services
 1. Evidential case information on each contested summons
 2. Assistance with establishment of court process
2. Costs associated with the ASE System installation, infrastructure, development, and implementation are recovered/amortized equally and monthly by BLS over the initial term of this agreement from net revenue generated and apportioned to BLS under this revenue sharing agreement. In the event the agreement is terminated by the Municipality as allowed by Section 3.a.(i), prior to the end of the initial term of this agreement and, hence, the full recovery/amortization of above stated costs by BLS, the Municipality will be responsible for the balance.

The parties agree the cost of installation, infrastructure, development, and implementation of the ASE System is \$75,000 per installed ASE System zone(s), and upon early termination under Section 3.a.(i) prior to the end of the initial term of this agreement. Full payment of all such costs will be due within ninety (90) days after the date of early termination.

3. Additional Warning Periods

BLS will provide one (1) Thirty-Day warning period at no charge to Municipality as part of this agreement. The fee for additional warnings shall be \$25.00 per processed warning and shall be subtracted from the Municipality's gross receipts of paid summonses.

4. Additional & Special Reporting Requests

Additional requests for special reports or additional information beyond the scope of this agreement may be subject to additional fees.

5. Violation Information Sheet

Optional: BLS will make available a Violation Information Sheet (VIS) for mailing with Violations. The VIS will include general information about the automated speed enforcement program, the varying methods in which it is administered and traffic related statistics to validate the need for the program. The fee for this service will be \$2.50 per mailed Violation and shall be subtracted from the Municipality's gross receipts. ☐ Place X in box if declined.



6. Fees Charged to Violators

A credit card convenience fee of \$5.90 to be charged to the violator using a credit card (unless prohibited by state statute) for Violation payment processed manually for phone payments. Such convenience fees shall be collected by BLS during payment of Violation and shall not be shared with Municipality or included in Municipality's share of Revenue.

7. Pricing Alteration

This pricing may be changed by agreement of both parties in the event the General Assembly changes allowable charges by statute.

COPY



Exhibit D

Number and Locations of ASE and MPL System Equipment

1. The number of ASE and MPL Systems, as well as the locations for equipment installation will be determined after a careful analysis by the Municipality, the Agency and BLS personnel, considering traffic dynamics, volume, and safety assessments on the Municipality's roadways. Based upon such analysis, BLS and the Municipality have determined the following:
 - a. (8) ASE System(s) will be provided: Unit quantity may be changed without contract amendment.
 - b. (0) MPL System(s) will be provided: Unit quantity may be changed without contract amendment.

2. Radar Feedback Signs

BLS will provide and install radar speed signs for ASE System to be utilized in school zones, where permitted by law. BLS will provide service/maintenance on the signs throughout the term of this agreement. The signs will be installed at the discretion on BLS, and as per approved site construction plans, generally one (1) per ASE System. Notwithstanding the foregoing, the parties agree that the Municipality shall be responsible for assisting BLS in the placement, service, installation and obtaining any regulatory approval related thereto.

3. Automated License Plate Recognition (ALPR) Cameras

After thirty (30) days of automated speed enforcement operation, BLS may choose to provide Automated License Plate Recognition (ALPR) cameras as the number of ASE Systems under this agreement, at no additional charge to the Municipality, as long as this agreement remains in effect, and provided that Municipality operates each ASE system for the maximum time and at the minimum enforceable speed as allowed by law. Such ALPR cameras must be installed as part of the ASE infrastructure. Additional ALPR systems may be purchased as described in Section 15 of this agreement.

4. Expert Witness

BLS shall provide an expert witness as reasonably necessary to establish judicial notice for contested Violations to establish the accuracy and technical operations of the ASE and MPL Systems.



Exhibit E

Automated Speed Enforcement (ASE) System Operations

1. Operating Times

Municipality agrees that ASE Systems will be operated in designated areas for the maximum time permitted by law.

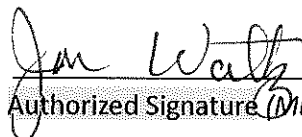
2. Operating Speeds

Municipality agrees that ASE Systems will be operated in designated areas at the minimum enforceable speed limit permitted by law.

3. School Zone Flasher Schedule

As outlined in Exhibit B-14

Agreed to this date: 10/24/23

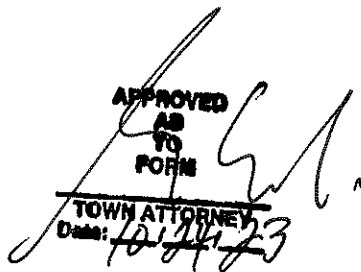

Authorized Signature (Municipality)

10/24/23
Date


Signature

10-03-2023
Date

Blue Line Solutions, LLC
4411 Oakwood Dr.
Chattanooga, TN 37416


APPROVED
AS TO
FORM
TOWN ATTORNEY
Date: 10/24/23



Attachment A

Blue Line Solutions, LLC
3903 Volunteer Dr., Suite 400
Chattanooga, TN 37418
423.333.0490



AGENCY: _____
AGENCY CONTACT: _____
CONTACT NUMBER: _____
ADDRESS: _____
DATE VERIFIED: _____
SIGNATURE: _____

The information requested below is vital for the speed enforcement program. We ask that you fill out the form below to ensure that Blue Line Solutions provides the exact data required for each school zone where there will be enforcement and reporting.
Please contact and visit the schools to ensure school zone times and posted speed limits are correct.

School Name: _____						
Street Name	Number of Lanes	Posted Speed Limit	School Zone Speed Limit	Enforcement Speed	School Zone Times	Comments
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____

School Name: _____						
Street Name	Number of Lanes	Posted Speed Limit	School Zone Speed Limit	Enforcement Speed	School Zone Times	Comments
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____

School Name: _____						
Street Name	Number of Lanes	Posted Speed Limit	School Zone Speed Limit	Enforcement Speed	School Zone Times	Comments
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____

School Name: _____						
Street Name	Number of Lanes	Posted Speed Limit	School Zone Speed Limit	Enforcement Speed	School Zone Times	Comments
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____
					Morning: _____ Afternoon: _____	Bell Times: _____ Mid-Day Enforcement: _____

TRUEBLUE
SPEED ENFORCEMENT | SCHOOL ZONE

School Zone Speed Study Verification Form - Rev. 01/12/2023

TRUEBLUE

Initial of Authorized Signature 



Attachment B



BLUE LINE SOLUTIONS, LLC

3903 VOLUNTEER DR, SUITE 400

CHATTANOOGA, TN. 37416

March 31, 2023

Dear Chief or Sheriff,

On behalf of Blue Line Solutions, LLC (BLS). I would like to thank you for reviewing our TrueBlue™ automated enforcement program. During discussions with the county/city administration, we understand there were some questions about the processing fee stated in the proposal materials and contract. I would like to take the opportunity to respond to the question.

Question:

If the City, County or Town issues a number of citations, accruing a fee for each processed citation, and payments of those citations are insufficient such that the revenue does not cover the processing fees, will the locality owe the difference?

Answer:

No. If such revenue is not sufficient to pay the fees accrued in each month, they will carry over to the following month. However, if the program is concluded, and the county still has unpaid accrued fees, BLS will NOT invoice, nor ask for payment of the non-paid fees.

It is not the goal of BLS to place the locality in a position to pay BLS for any uncollected fee. BLS will NEVER send the city, county, or town an invoice regarding these fees, ever. It is our goal to be a long-term partner with a focus on reducing the number of speeding vehicles traveling through school zones and construction zones throughout the locality.

If you have any questions, please feel free to reach out to me. I can be reached at 423.333.0490 or by email at mark@bluelinesolutions.org

Sincerely,

Mark Hutchinson
Founder & CEO



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item: 05B

Agenda Item: Retail Strategies Agreement Renewal

Summary: In October 2024, Town Council approved a contract with Retail Strategies in the amount of \$55,000 for a period of one year with the option to renew for two additional one-year periods; total amount including optional renewals equals \$165,000 for a period of three years. The contract was signed and executed on December 14, 2024.

On December 1, 2025, Senior Director Michael Warsaw and Retail Development Coordinator Jimmy Pritchett provided an end of year update on their activities for economic development and recruitment.

On December 8, 2025, Town Council approved the option of renewal with Retail Strategies in the amount of \$55,000. It is recommended that moving forward there will be meetings with representation from Town Council and FREDa during meetings with Retail Strategies over the next year. The representative can be the same, or rotating individuals, to ensure active participation.

Budget/Funding: N/A

Staff Recommendation: As meetings with Retail Strategies are scheduled, staff will coordinate with Council to see who may be available to attend.



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item: 05C

Agenda Item: Repayment of Economic Development Access Grant

Summary: On December 7, 2016, the Commonwealth Transportation Board approved a \$650,000 Economic Development Access Grant to assist the Town of Front Royal with the construction of a portion of the West Main Street Connector for the ITFederal LLC development. The Commonwealth of Virginia Department of Transportation has requested the Town of Front Royal to repay \$565,582.56 for the Economic Development Access Grant.

The Town of Front Royal was unable to requisition the full grant amount of \$650,000 because the project has not been able to be completed, due to issues caused by the construction of the ITFederal LLC property.

Terms of the Economic Development Access Grant required the Town to provide documentation for at least \$3,250,000 of eligible capital outlay. In June 2016, the Town was led to believe by Jennifer McDonald, the Executive Director of the Front Royal/Warren County Economic Development Authority (EDA), that ITFederal LLC would invest in a new facility, land, and equipment totaling approximately \$40 million and bring 600 new jobs to the area.

Without having the consent of the Town of Front Royal, on February 27, 2017, Jennifer McDonald representing the EDA signed a first amendment to deed of trust for ITFederal LLC to reduce the Construction Target from \$5 million to \$2 million; resulting in the Economic Development Access Grant capital outlay requirements not being able to be met.

The Town has budgeted \$216,665 annually for fiscal years 2023-2025 to set aside funds totaling approximately \$650,000 in anticipation of repayment of the grant funding. In addition, the Town has paid approximately \$5,000 annually since fiscal year 2017-2018 for a letter of credit, as required by the terms of the grant, to ensure that the Town meet's its obligations for the grant funding.

In July 2025 the Town paid the first portion of the reimbursement totaling \$426,233.04. On December 16, 2025, VDOT provided written notice for the remaining balance.

Budget/Funding: 9130-R47982, Special Project Fund – Local Connector Road, \$106,558.26

Staff Recommendation: Staff recommends Town Council to approve repayment to the Commonwealth of Virginia Department of Transportation for the Economic Access Grant in the amount of \$106,558.26 at the January 12, 2026, work session.

Appendix A Revision 1

Date: 7/25/2025

Project Number: ECON-112-170 UPC: 110324 CFDA # N/A Locality: Town of Front Royal

Project Location ZIP+4: 22630-2908	Locality UEI #: N7VQXJM58JP6	Locality Address (incl ZIP+4): 102 E. Main St. Front Royal, VA 22630-3337
Project Narrative		
Work Description:	Economic Access Project for the Town of Front Royal to extend Main Street from Kendrick Lane to site access for IT Federal.	
From:	Kendrick Lane	
To:	800' SW of Kendrick Lane	
Locality Project Manager Contact info:	Joe Petty (540) 635-8007	jpetty@frontroyalva.com
Department Project Coordinator Contact Info:	Kim Cameron (540) 332-7886	Kim.Cameron@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0.00	\$0	\$565,173.89	\$565,173.89
Estimated VDOT Project Expenses	\$0.00	\$0	\$408.67	\$408.67
Estimated Total Project Costs	\$0.00	\$0	\$565,582.56	\$565,582.56

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering						
Total PE						\$0.00
Right of Way & Utilities						
Total RW						\$0.00
Construction	\$500,000.00	Economic Development Access	0%	\$0.00	\$500,000.00	
	\$65,582.56	Economic Development Access	50%	\$32,791.28	\$32,791.28	
Total CN	\$565,582.56			\$32,791.28	\$532,791.28	\$532,382.61
Total Estimated Cost	\$565,582.56			\$32,791.28	\$532,791.28	\$532,382.61

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$532,791.28
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and share of VDOT Expenses)	\$532,382.61

Project Financing					
Economic Development Access	Economic Development Access State Match	Economic Development Access Local Match			Aggregate Allocations
\$500,000.00	\$32,791.28	\$32,791.28			\$565,582.56

Payment Schedule		
4/8/2025	12/7/2025	
\$426,233.02	\$106,558.26	

Program and Project Specific Funding Requirements	
- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and the Economic Development Access Program Guide - Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program. - All right-of-way, environmental assessments (other than SERP, if applicable) and remediation, and utility adjustments shall be provided at no cost to VDOT. - This is a limited funds project. Financing of any eligible costs in excess of \$650,000 and all ineligible costs as determined by the DEPARTMENT pursuant to the DEPARTMENT's current policy and procedure in administration of the Economic Development Access Program Guide will be borne 100% percent by the LOCALITY. - The LOCALITY shall provide up to \$150,000 in matching funds, as necessary, to fulfill project funding obligations. The LOCALITY has opted to retain the required matching funds and expenditure of these matching funds shall be documented by the DEPARTMENT at such time as the maximum \$500,000 unmatched Economic Development Access Program funding has been exceeded or expended. - Project costs, eligible for reimbursement under the DEPARTMENT's current policy and procedure in administration of the Economic Development Access Program shall be satisfactorily documented by the DEPARTMENT prior to processing reimbursement to the LOCALITY. - Upon receiving an invoice from the DEPARTMENT, the LOCALITY shall make payments to VDOT as shown in the Payment Schedule above. - VDOT has billed and received \$0 from the LOCALITY for this Project as of 7/25/2025. - In the event that during the extended bonded period, the LOCALITY can document sufficient capital investment by an eligible establishment, the LOCALITY may request a refund of any reimbursements made to the DEPARTMENT. Such request may be granted if funds are available and on a first come, first served basis in competition with applications for economic development access funds from other localities. - This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.	

This attachment is certified and made an official attachment to this document by the parties to this agreement.

 8.28.2025
Authorized Locality Official and Date

Authorized VDOT Official and Date



COMMONWEALTH *of* VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND VIRGINIA 2321 2000

Stephen C. Brich, P.E.
COMMISSIONER

December 16, 2025

Town of Front Royal
Mr. B.J. Wilson
Director of Finance
Town of Front Royal
102 E. Main Street
Front Royal, VA 22730

RE: Cancellation Request & Final Bill – Town of Front Royal Economic
Access Project-IT Federal, ECON-112-170, UPC 110324

Dear Mr. Wilson:

We have received the locality's signed Final Bill Appendix A on 8/28/25 and the previous payment of \$ 426,233.02. The remaining amount due is: **\$106,558.26**. Please find attached the executed copy of the Final Bill for your records.

Please reference **"Economic Access – IT Federal – Front Royal, UPC 110324"** on the memo line of the check and remit payment as noted below within 30 days:

\$106,558.26 Total Amount of Repayment Due Currently

Please make check payable to: Treasurer of Virginia

Send payment to: VDOT
Staunton District Office
Attention: Kim Cameron, LAP Program Manager
811 Commerce Road
Staunton, Virginia 24401

If you have any questions concerning this letter invoice, please do not hesitate to contact me.

Sincerely,

Kim Cameron, PE
LAP Program Manager

Enclosure: Final Bill for 110324

Cc: Joe Petty, Town Manager
George Sonnett, Jr., Town Attorney
Terry Short, LAD Director
Jonathan Liss, LAD Program Mgr.
Michael Fulcher, District PID

COPY



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 5, 2026

Item: 05D

Agenda Item: Request to Vacate a portion of the unimproved alley between W. 13th & 14th Streets.

Summary: The applicant, West Brown, is requesting to vacate an 1,800 square foot portion of the unimproved alley between W. 13th & 14th Streets.

Council held a work session on December 8, 2025. Following the discussion, Council requested additional time at to review prior to revisiting the item at the January 5, 2026, work session.

Staff comments and historic aerial images have been provided.

Budget/Funding: N/A

Staff Recommendation: Advertise for a public hearing on January 26, 2026. Following the first public hearing, Council may deny the application, may postpone action and appoint viewers to view the public way and report any inconvenience that would result from granting application, or may approve the application and pursue the sale of the property.

#2500472



VACATION OF STREETS AND ALLEYS and OTHER TOWN RIGHTS-OF-WAYS APPLICATION

APPLICANT INFORMATION

(please print)

Name West Brown

Mailing Address 160 Walnut Drive
Front Royal, Va. 22630

Phone # [REDACTED] E-mail [REDACTED]

VACATION INFORMATION

Description (please select all that apply)

☐ Street/Portion of Street

☒ Alley/Portion of Alley

☐ Other (please specify) _____

Location

Along the west line of Lot 35 Blk. 57 Front Royal and Riverton IMP. Co.

141 W. 13th St.

Reason for request This Portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 w 13th St in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the back yard.

☒ **Current Plat Attached Showing Property to be Vacated**

Applicant's Signature West M. Brown Date 9/17/25

Completed application shall be returned by mail or delivery to:

Planning and Zoning Office, Town Hall, 102 E. Main Street, P.O. Box 1560, Front Royal, VA 22630

Additional Information: Planning and Zoning (540)635-8007, Monday-Friday, 8:00am – 4:30m

RECEIVED
SEP 17 2025
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

Revised
05/1/2025



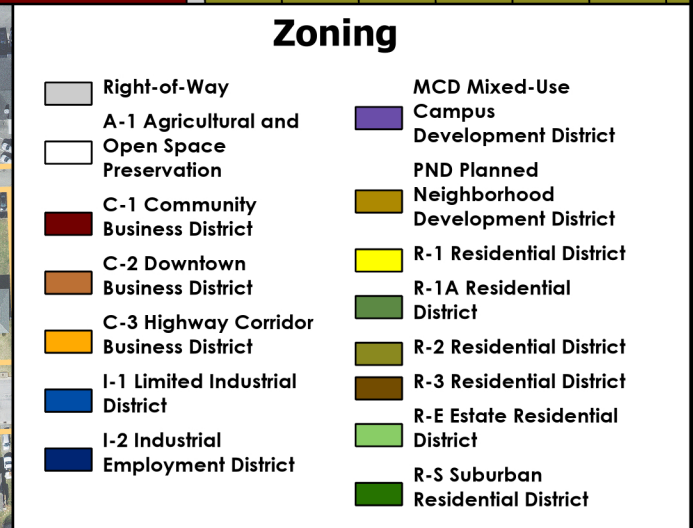
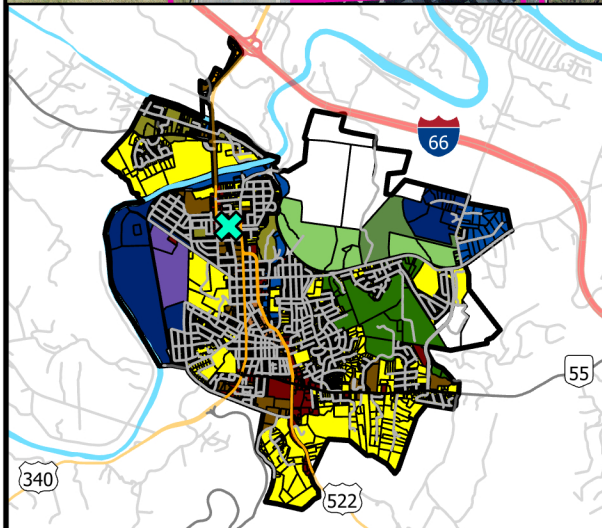
Town of Front Royal

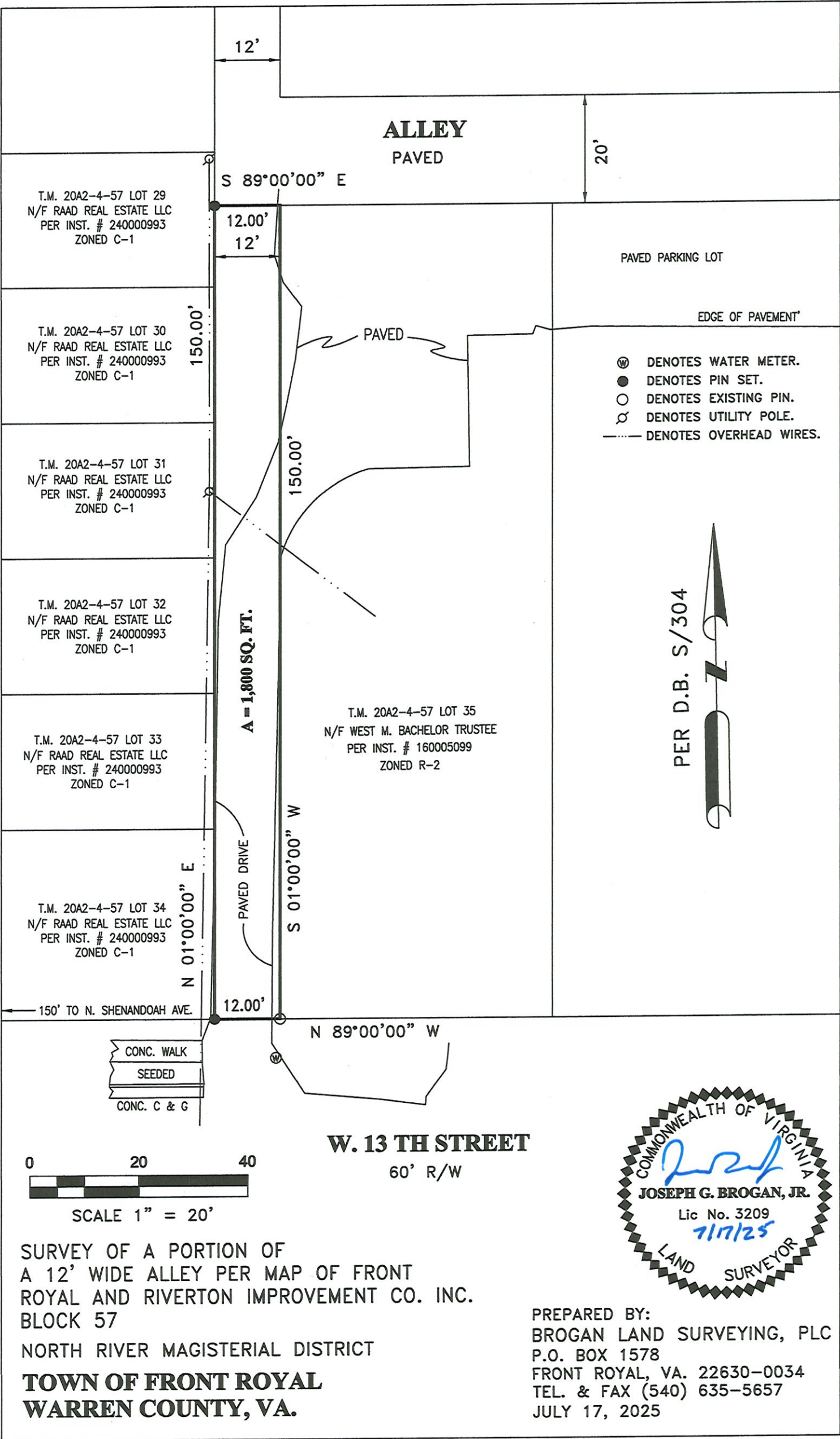
Location Map



Purpose: Alley Vacation
Applicant: West Brown

TM: Not Applicable
W 13th Street
File #2500472







Date: 10/30/2025

Permit #: 2500472

Permit Date: 09/17/2025

Review Date: 09/17/2025

Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways

Review Type: Department of Public Works Review

Target Date:

Scheduled Time: 00:00

Completed Date:

Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co.
Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.

Review Status: Complete

Assigned To: Robert B. Boyer

Time In: 00:00

Time Out: 00:00

Hours: 0.0

Notes

Public Works has no existing utilities in the portion of the alleyway; there's overhead electric lines that run through the alleyway.

10/07/2025

It looks like the resident along W. 13th St has been using part of this for a driveway and Melting Pot is using it for employee parking on the back side along the other alleyway, so they have it blocked from both sides.

Property Information

Parcel#: 20A2 457 35

BACHELOR ROBERT & WEST M TRUSTEE

141 W 13TH ST

Zoning: R-2Lot: 35Block: 57

BACHELOR ROBERT & WEST M TRUSTEE

160 WALNUT DR

FRONT ROYAL, VA 22630



Date: 10/30/2025

Permit #: 2500472

Permit Date: 09/17/2025

Review Date: 09/17/2025

Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways

Review Type: Department of Public Works Review

Target Date:

Scheduled Time: 00:00

Completed Date:

Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co.
Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.

Review Status: Complete

Assigned To: Steve Scheulen

Time In: 00:00

Time Out: 00:00

Hours: 0.0

Notes

10/07/2025 There are no underground utilities. Overhead electric present. No conflict.

Property Information

Parcel#: 20A2 457 35

BACHELOR ROBERT & WEST M TRUSTEE
141 W 13TH ST

Zoning: R-2Lot: 35Block: 57

BACHELOR ROBERT & WEST M TRUSTEE
160 WALNUT DR
FRONT ROYAL, VA 22630



Date: 10/30/2025

Permit #: 2500472

Permit Date: 09/17/2025

Review Date: 09/17/2025

Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways

Review Type: Department of Energy Services Review

Target Date: 10/01/2025

Scheduled Time: 00:00

Completed Date:

Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co.
Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.

Review Status: Complete

Assigned To: Mary Lynn

Time In: 00:00

Time Out: 00:00

Hours: 0.0

Notes

09/18/2025 If approved, a dedicated utility easement should be recorded and maintained to preserve access to existing utility poles & overhead utility lines.

Property Information

Parcel#: 20A2 457 35

BACHELOR ROBERT & WEST M TRUSTEE

141 W 13TH ST

Zoning: R-2Lot: 35Block: 57

BACHELOR ROBERT & WEST M TRUSTEE

160 WALNUT DR

FRONT ROYAL, VA 22630



Date: 10/30/2025

Permit #: 2500472

Permit Date: 09/17/2025

Review Date: 09/17/2025

Permit Type: Vacation of Alleys, Streets & Rights-Of-Ways

Review Type: Department of Planning and Zoning Review

Target Date: 10/01/2025

Scheduled Time: 00:00

Completed Date:

Description: Location: Along the west line of Lot 35 Blk. 57 Front Royal and Riverton Imp Co.
Reason for Request: This portion of the alley dead ends to a grassy hill causing vehicles to cross over onto 141 W 13th St. in order to continue forward. This creates dangerous scenarios for the residents at 141, with children and pets playing in the backyard.

Review Status: Pending

Assigned To: John Ware

Time In: 00:00

Time Out: 00:00

Hours: 0.0

Notes

10/17/2025 Land Value Worksheet has been uploaded.
With overhead utility lines running the length of the Alley and existing utility poles present, access would be very limited if the vacation would be granted.

10/30/2025 Recommend that the 12-foot Alley be paved its entire length and width to accommodate better vehicular access from the 20-Foot Alley and W. 13th Street. If the Vacation is granted, recommend a Lot Consolidation be submitted to combine the Alley with the adjacent Lot (TM 20A2-4-57-35).

Property Information

Parcel#: 20A2 457 35

BACHELOR ROBERT & WEST M TRUSTEE

141 W 13TH ST

BACHELOR ROBERT & WEST M TRUSTEE

160 WALNUT DR

FRONT ROYAL, VA 22630

< Dec 31, 2002 >

1985 1997 2002 2005 2006 2007 2008 2010 2011 2013 2017 2020 2021 2022 2024 2025



< Apr 30, 2007 >

1985 1997 2002 2005 2006 2007 2008 2010 2011 2013 2017 2020 2021 2022 2024 2025



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< Jun 12, 2025 >

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COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: January 5, 2025

Item# 06

Agenda Item: Liaison Committee Meeting Items for January 15, 2026

Summary: Council is requested to suggest items to be added to the Liaison Committee Meeting Agenda scheduled for January 15th in the Town Hall at 6:00pm. Attached is the Liaison Committee Meeting Agenda from October. The minutes from that meeting were not available before publication of the agenda.

Council is also requested to appoint someone to attend the meeting with the Mayor.

Below are suggestions:

- Update on Well Ordinance.
- Discussion on Economic Development
- Shenandoah Battlefield Foundation Update
- Joint Tourism Discussion

Budget/Funding: None

Staff Recommendation: Council takes desired action.



**AGENDA TOWN/COUNTY LIAISON
COMMITTEE MEETING - Minutes**
Board Room – Warren County Government Center, 220 North
Commerce Avenue
Thursday, October 16, 2025, at 6:30 PM



Present from the County: Jerome K. Butler, Chair-Supervisor (Happy Creek District); Richard A. Jamieson, Supervisor (North River District); Bradley Gotshall, County Administrator

Present from the Town: Lori A. Cockrell, Mayor; Joshua L. Ingram, Councilman; Joe Petty, Town Manager

Call to Order:

Mr. Butler called the meeting to order at 6:30 PM

Joint Transportation/Infrastructure Subcommittee Update – Town:

Mayor Cockrell stated that they have not met for the last few months, however, Mr. Petty did have a few updates he wanted to add after checking in. Mr. Petty stated that they have been discussing some of the South Street-Smart Scale projects and will be meeting with VDOT in the coming weeks to get further updates and proof that the projects are moving forward. Additionally, Council Member Rappaport mentioned at one of the last meetings that they were talking about turn lanes on Commerce Avenue and he will be following up with the Staunton office to see if they have any updates regarding some of the left turn lanes on Commerce Avenue; those intersections being the two turn lanes outside of the Government center at 2nd and 3rd street.

Tourism – Town:

Mayor Cockrell that since 1993, the Town of Front Royal has funded and managed the Front Royal – Warren County Visitor's Center on Main Street and has always promoted our community's tourism assets within the Town & County. In 2017 the County adopted the increased Transient Occupancy Tax (TOT) to assist in funding tourism activities and outreach. Then the Town & County created a joint tourism advisory committee to assist with supporting tourism programming and marketing. This committee helped with enhancing the community wayfinding, Shenandoah Spirits Trail, Civil War Trails, and regional partnerships. Later in 2020, there was a joint effort to determine the future of tourism in Front Royal – Warren County. After meeting with the committee, it was decided to move forward with the option to execute an RFP to contract out the operations with both the Town & County financially contributing to the effort. The contract was later awarded to JLL, then in early 2023, the Town of Front Royal withdrew its interest in the contract. Shortly after, the County provided written notice to the Town with the intention of operating a County Tourism Department. Beginning July 1, 2023, the Town and County have been funding their own Tourism Departments and Activities. Now with two separate departments, there are now two websites, two social media pages, two budgets, and still only one Visitor's Center. In the presentations for tourism in 2020 there was an "In-House" option in which the Town or County would manage the Tourism activities with both localities financially contributing to the effort. The collaborative initiative would meet regularly with an advisory committee made up of community stakeholders from tourism related businesses or organizations. Currently, the Town has a director managing tourism efforts and the Visitor's Center operations which is fully funded by the Town of Front Royal. This includes promoting tourism in both the Town & County areas, as we understand visitors do not recognize our jurisdictional boundaries. This work has led to a robust social media following, attracting new visits to the Visitor's Center, and strengthening new and existing tourism partnerships. The current Town Tourism Director and staff continue to build upon the growth and awareness from the original collaboration from the Town & County which started in 2017. And with a renewed effort to work together our community can benefit from greater emphasis on tourism by collaborating on planning and finances. Then asked if there is any interest by the Town & County to identify ways to collaborate once again on a joint tourism program to promote our community as a destination, emphasizing that the Town wanted to add this to the Liaison meeting to recognize that the visitor center promotes things in the town and county, and asked if this was something the County wished to entertain.

Mr. Butler stated, speaking for himself, that it was a smart move to have a concerted effort on both the town and the County. Dr. Jamieson stated that conceptually it's sensible, and as far as the general question of whether there is an interest in identifying ways to collaborate, he believes that it would be a yes across the Board. He then stated that approximately six months ago, he made a presentation about kickstarting Economic Development and agreed that people outside of this area don't discern the difference between the Warren County and Front Royal and if the separation is preserved, then there will

be consequences and two organizations are going to end up being less than one working together. There is also going to be merit in considering human resources and money capital, and there are opportunities to share that instead of duplicating it with a lot of consideration to be made for capital projects that are tourism related.

Mayor Cockrell then discussed the next potential steps such as staff from the town and county getting together or having Ms. Lizzie Lewis meet with the Tourism Committee. Mr. Petty stated that staff could put forth a draft based on this discussion.

Mr. Gotshall echoed Mr. Petty's sentiment and asked if the intention to move forward is to have two separate involvements with Economic Development and Tourism or is there an interest in looking at those concepts together, emphasizing that it would be good for staff to get some direction on that so staff can work on proper recommendations. Dr. Jamieson suggested that the Town Council and the Board of Supervisors need to determine what the strategy will be and then hand it over to staff for implementation, and that it's a good idea for members of the Board and Council to create proposals for circulation and discussion.

Mr. Ingram stated that there is a need to have some type of platform to come up with a baseline or outline of what both parties wish to discuss, and agrees that the strategy should come from the Council and Board, emphasizing the need for a tangible outline that can be done sooner rather than later and wants to ensure that this gets started on the right foot.

Taxes – Town

Mayor Cockrell stated that this topic has been the subject of previous liaison meetings regarding the delay in receiving tax information which results in moving the deadline for receiving payment. The localities need time once the tax books are received to import data, process information, proof the mailings, then coordinate the actual mailing of tax bills. Following the discussions from previous meetings, in March 2024, the Town proactively amended the Code to move the tax payment due date to June 20, the County's remains on June 5 with penalties and interest having been extended multiple times over the last several years. On March 27, 2025, the Commissioner of the Revenue provided the Town with real estate values to assist with budget preparation and equalization of the tax rate due to the reassessment. The Town set their tax rate on April 28, and the County set their tax rate on April 1, 2025. On May 12, 2025, the Town received the real estate tax books from the Commissioner of the Revenue with a decrease in value, resulting in a decrease in revenue of approximately \$472,000 for the Town. The Town is requesting a joint meeting with members from the Town Council & County Board of Supervisors, the Treasurer, the Commissioner of the Revenue, and any recommended staff to refine the process of receiving the tax books that would allow enough time to appropriately budget and send notices to taxpayers.

Mr. Butler presented Ms. Sours, who stated that it is always a rush to get the tax books done. Their office tries to prepare and have everything ready by the time the tax rates are set. The issue is during a reassessment year and due to delays in that in 2023 and 2025, their office does not get those records on time, and estimates cannot be produced correctly.

Mayor Cockrell asked if the Commissioner has any ability to emphasize to the Reassessment firm that the books need to be completed sooner. Ms. Sours stated that per the contract, they are supposed to have it complete by December 31st and further emphasized that this was a new Reassessment firm and also new software.

Mr. Ingram commented on the decreased revenue of almost \$500,000 in the Town's budget, stating that it was contentious amongst what the tax rates will be set as, and that it was tough given the circumstances of lowering their taxes only to receive the news of the decreased revenue shortly after.

Dr. Jamieson stated that this appears to be an administrative issue that is affecting the process and there is a recognized issue with the town and the county. He then suggested if both parties need to get together and discuss this further and wants the internal process to be as fast as possible.

Mayor Cockrell presented Mr. Wilson who stated that this has been going on for several years and one of the things being looked at was when the tax rates were set and if they were late then that would cause the delay. Ms. Sours then emphasized that the tax rates were set earlier this year in April, however, due to the reassessment, the office was not ready.

Town of Front Royal Farms Property – Town

Mayor Cockrell stated that the Town's Farm Property is approximately 103 acres and is used for a variety of both public and private operations. Currently the Farm is used for a solar power array, Energy Services Department facility, white goods/metal drop off, recycling containers, yard waste drop off area and mulch, public safety training area, and general storage space. Most of the property is open space and the Town contracts hay cutting services on the property. The Farm currently provides multiple

services to both Town and County residents. These services include metal items that can be dropped off for free at the site, which the Town delivers to Winchester every 2-3 weeks and receives money for the scrap. White Goods (appliances) that can be dropped off for free similar to the scrap metal. Goods that contain freon require a \$15 ticket to be purchased at Town Hall. Town residents can also schedule these items to be picked up on the curd as part of the On-Call Collection Program, fees may apply. Yard Waste items can be dropped off for free, and mulch is also available at no cost, though must be loaded by themselves. Commercial loads of yard waste are charged by the sizes large (\$50) & small (\$25) and tickets must be purchased at Town Hall. The Town used to grind the yard waste with our staff and equipment; however, given the age of the grinder and staff training it has become more feasible to hire a contractor to grind the waste during the year. The proposed FY26 budget includes \$50,000 for grinding services. On June 9, 2025, at the Work Session, Town Council recommended reviewing the following two options further.

Preferred Option 1: Reduction in Tipping Fees

- Currently the County charges tipping fees for the Town of Front Royal to drop off Town residential refuse. The proposed FY26 budget includes \$270,000.00 for tipping fees. In lieu of charging a fee to County residents to drop off yard waste at the Farm, the Town may receive a reduced rate of tipping fees. This credit will need to be discussed and approved by the County prior to implementing the option. The rate can be set per County resident drop off and deducted from the monthly payment for tipping fees.

Preferred Option 2: County Resident Yard Waste Fee

- Implement a \$15.00 fee for County residents to drop off yard waste at the farm with a similar process to freon and Commercial Yard Waste Tickets. Before taking effect there may be some notification required to begin informing County residents of the change and that tickets shall be purchased at Town Hall.

After discussion and clarifications, Mr. Butler and Dr. Jamieson agreed that the second option would be the most likely option that the remaining Board members would gravitate toward.

Mr. Ingram emphasized that the intent is for this to pay for itself and the thought process that went into these ideas were whittled down to these two from several with the understanding that we're both Town and County Residents, and that costs have increased for everyone.

Fiscal Impact Model Update – Town

Mayor Cockrell stated that during the Liaison Meeting on January 30, 2025, there was a discussion regarding the model used for proffers associated with rezoning applications. It was determined at the meeting that a new analysis needs to be completed, the estimate is around \$100,000. Upon further discussion no additional Town services were needed for the updated scope of services.

Dr. Jamieson commented that at present there is no model and Mayor Cockrell stated that there are functioning numbers, but they are outdated. Mr. Petty then stated that when he left the county, it is believed that it was on a computer and that it is a dated program.

Mr. Gotshall stated that the county is in possession of the computer in question, but the proffer is a newer concept for him, and while the laptop is available, the county is unable to access the program that the report is contained in. The county has gotten a quote from another firm to update this model at approximately \$50,000 - \$60,000.

For the sake of public clarity, Mayor Cockrell stated that there was a housing development that was being proposed to come to the town and they had started selecting numbers for proffers, and it was determined that the numbers were outdated after meeting with members from the school board, specifically with a large discrepancy with the cost of the new elementary school.

Mr. Ingram stated that the situation can be convoluted, and if a developer comes into the area, they go to the county to get these numbers to determine the cost as far as the fiscal impacts for public services, fire and rescue, school's etc. and emphasized that neither the Board nor Council has any control over how that process is generated or executed.

Dr. Jamieson introduced the North River School Board representative, Ms. Melanie Salins, who stated that this is something she has been trying to get updated for a couple of years. The school system has updated their numbers and had been 20 years old and were harming the proffer ask. The schools submitted the updated number to the county some time ago, and that it was her understanding that the numbers for the proffer calculations still have not been updated. She emphasized that it does leave the schools lacking, there is room in High Schools and Middle Schools, but the Elementary Schools are at an over capacity. Therefore, if there is a new development then that will increase those numbers and there will be a need to build a new elementary

school.

Mr. Gotshall stated that from what he understands from this, the last update that was done to the model was in 2018, but that model is locked to the degree that the County is not able to update it. Dr. Jamieson stated that there is a “do to” item which is to research the world of fiscal impact models and to broaden the overall research as there may be open-source versions and public access.

Water Conservation Enforcement During Drought Conditions – Out of Town Users – Town

Mayor Cockrell emphasized that when the Town is in a voluntary, mandatory, or emergency water restrictions in the town limits, that can be enforced within those limits, however they are looking for a clearer path forward with enforcing those restrictions to businesses and residents in the County that also use water from the Town. She then introduced Mr. Robert Boyer who stated that in the parameters of the restrictions, it applies to both residential and commercial.

Mr. Ingram stated that 2022 and 2023 were the first time in town history that they had this level of mandatory water restrictions in consecutive years. And this specific discussion was brought about after receiving complaints from several town residents asking if the mandatory water restrictions apply to them, then why aren't County businesses and residents under the same restriction if they receive water from the town, and in terms of the industry out in the corridor, there is nothing that would impact any production.

Mr. Petty noted that this discussion is really about the town and the county getting together to discuss whether there is any legal means to ensure that the County is on board and working through that process to ensure that the town can enforce water restrictions in times of conservation.

Dr. Jamieson stated that from his point of view, that when a situation is related to water and scarcity then everyone needs to participate, and he will try to communicate about them and bring them up in terms of everyone pitching in when it comes from the town water plant.

McKay Springs – Town

Mayor Cockrell stated that since 2004, the Town of Front Royal and the County of Warren have been partners in the McKay Springs property, which is supported by December 21, 2004, Memorandum of Understanding then later updated in 2011. The goal of this partnership was to make roadway improvements with VDOT and to market and sell economically viable properties. Additionally, the Town & County wanted to retain the rights to potentially utilize the McKay Spring as a potable water source if the need ever arises and designate a perpetual preservation easement surrounding the former Robert McKay Jr. home site. This property has been the subject of previous liaison meetings, of which ownership, boundary adjustments, and prospective development have been discussed. However, nothing has been done with the property and it still remains vacant which is counter to #7 in the MOU stating, *“The County and Town will jointly market the resulting jointly owned land for sale and development to commercial developers and incorporate the remaining elements of the former Robert McKay, Jr. house into the eventual development of the site, to respect and recognize the historic value and significance of the remains of the house...”* In June 2025, the County authorized the establishment of a Homesteaders Market to operate on the County-owned parcel. The Town is seeking an update on the progress of the operation, and its impact on commercial viability or jointly owned parcels.

Mr. Petty stated he has made many presentations regarding the property in the past during liaison meetings, had prospective buyers and received numerous calls about it, and further stated that the town and the county have spent significant time and money but agreements between the town and county could not be made to sell it. He then emphasized the need to do “something”, stating that it has been dormant for a long time and has provided no community benefit nor marketing nor preservations.

Dr. Jamieson stated that earlier in the Spring, he had made a presentation to the Board that involved Homestead Activities as Economic Kickstarters and was contacted almost immediately by individuals in the homesteader community. Additionally, the Board of Supervisors passed an authorization to use the two acres that the County owns for a Homestead Farm stand. This was a non-permanent arrangement and nothing about buildings or anything that could not be vacated. However, there was a V-DOT roadblock with the entrance already there and the expectation that it could be utilized for this, but VDOT move the requirement for an exit to be moved quite a way down the road. More recently, he has been in communication with one of his constituents about the Battlefields Foundation's interest in the property and asked if the town and the board would be interested in hearing what that foundation would have to say. Mayor Cockrell stated that she will bring this up to the town council to see if there is any interest

Discussion of Economic Development – County

Dr. Jamieson stated that this is to discuss the potential of joint collaboration in regard to Economic Development between the Town of Front Royal and County of Warren. He commented that, from his perspective, Economic Development is a broader category, and tourism is an aspect of that and then emphasized the complications of the EDA scandal and the current work and the EDA is doing, and their potential to be very contributory to Economic Development. Additionally, Dr. Jamieson discussed the Institutional Landscape, stating that the town and the county have shared partnership dynamics and on the topic of tourism, there are independent marketing efforts and human resources duplicated, and digital marketing costs duplicated. He has proposed to the other board members that they contemplate the statement of need and project objectives such as institutional integration, analysis, and evaluating the optimal roles for the EDA within legal constraints and analyzing possible cooperation models between the town and the county. Citing that Warren County's Economic Development situation is not a normal case, he has proposed the idea of engaging a strategic planning consultant to coordinate with the town and the county and help bring the two together, then asked if there is any interest in cost sharing for this project. The strategic planner could help both entities with the "brass tacks" of the collaboration and insights on concepts and concrete steps.

Mayor Cockrell stated that for many years, the Front Royal – Warren County EDA was very successful but over time the town had back away more and halted appointing people to that board, in part due to there were people with the town that felt that the EDA was focusing more on what was going on in the County and not in the town, all prior to the scandal. During the time period in 2020, the town went to the Virginia Legislature to allow the town to start its own Industrial Development Authority and the intention behind that was rooted in fear that the Warren County would have to dissolve its EDA and would not be effective or efficient. In terms of cost sharing, Mayor Cockrell stated that she will put that on an upcoming work session and ask but personally thinks that it's something work looking in to.

Well Water Proposal for Industrial Well Water Prohibition Ordinance – County

Dr. Jamieson stated that he has proposed a Warren County Groundwater Protection Ordinance and referenced a recent article from the Northern Virginia Daily regarding the stress that the water table is under in the Shenandoah Valley. He then emphasized that groundwater is the source of our lives, the economy, and quality of life and it is already under strain. The proposed ordinance is a proactive forward-looking ordinance that is aimed at protecting groundwater resources from industrial scale use. Industrial business being defined as, "any facility or operation that uses water for a manufacturing processing fabrication or assembly cooling systems, not limited to server cooling equipment, cooling facility climate control, industrial cleansing, rinsing, any non-domestic or non-agricultural." This is aimed at not enabling industrial scale water extraction from Warren County.

Mayor Cockrell stated that this is fully a county decision and emphasized that this would give the town more of a decision of whether or not to approve industrial water usage or not because it would force industrial users to use the town's water or not. It will put the town in a position where it will be the sole provider for water, and the town will also decide who that water is provided for.

Dr. Jamieson then emphasized that this an explicit admission that certain kinds of Economic Development isn't actually beneficial in the long term and that this is not an Economic Development killer, but that was it being proposed is better is best for the long-term benefit of residents in the county, especially those what rely on groundwater.

Mr. Ingram stated that he took this as county action, and that most of the town citizens and businesses are using town water and agrees that this is a proactive approach emphasizing well drilling, aquifers being impacted that is becoming more noticeable, and something that needs to be addressed now before more serious effects occur.

Next Meeting – Thursday, January 15, 2026, at 6:00 PM in the Council Chambers at Town Hall