



**TOWN COUNCIL RETREAT/REGULAR WORK
SESSION Monday, April 13, 2026 @ 6:00PM
Town Hall Conference Room**

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

6:00PM RETREAT BEGINS

7:00PM Roll Call for Work Session

1. MOU Between the Smithsonian and Town of Front Royal

2. Presentation from AMP for Resolution for 2026 Power Pool Agreement (Virtual)

3. NEW BUSINESS

- A. Police Department Purchase of 3D Laser Scanner Software & Equipment Package- *Michelle Campbell*
- B. Advertisement for FY26-27 Appropriation Ordinance – *BJ Wilson*
- C. FY26 Budget Amendment- Sale of Tubgrinder- *BJ Wilson*
- D. Alley Vacation Updates Between E. 5th Street and Happy Creek- *Joe Petty* (No Coversheet)

4. Adjourn



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 13, 2026

Item # 01

Agenda Item: MOU between the Smithsonian and Town of Front Royal

Summary: The Town of Front owns property south of town limits on Remount Road consisting of 6.84-acres. The property was originally purchased by the Town from the Royal Water Company in 1902 for a potential municipal water source. However, the Town has since sourced its water from the Shenandoah River though still retains the property and potential alternative water source.

The Smithsonian owns and operates the SCBI headquartered in Warren County, which plays a leading role in the Smithsonian's global efforts to save wildlife species from extinction and train future generations of conservationists.

Following recent discussions, the Town and the Smithsonian have expressed interest in ensuring the conservation, ecological restoration, and preservation of the property, including the maintenance of Sloan Creek Pond as an alternative water source. Therefore, we have proposed a potential partnership to work together as described in the attached MOU.

Budget/Funding: N/A

Staff Recommendation: Council may consider entering into agreement with the Smithsonian.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SMITHSONIAN INSTITUTION
AND
THE TOWN OF FRONT ROYAL, VIRGINIA**

This Memorandum of Understanding (“MOU”), effective this day of April, 2026 (“Effective Date”), is entered into by and between the Smithsonian Institution (“the Smithsonian”), on behalf of the Smithsonian’s National Zoo & Conservation Biology Institute (“SCBI”), a non-profit trust instrumentality of the United States created in 1846 by an act of the United States Congress, having an address of 600 Maryland Avenue SW, Washington, DC 20024, and the Town of Front Royal (“Locality”), a political subdivision of the Commonwealth of Virginia, have an address of [address].

WHEREAS, Locality is the owner of that certain property consisting of 6.84-acres and identified as Tax Map # 30 31 located at 0 Remount Road, Front Royal, Virginia, as further described in Appendix One attached hereto and incorporated herein by reference (the “Property”).

WHEREAS, the Property includes the Sloan Creek Pond and is surrounded by parcels owned by the Smithsonian.

WHEREAS, the Smithsonian owns and operates the SCBI headquartered in the Town of Front Royal, which plays a leading role in the Smithsonian’s global efforts to save wildlife species from extinction and train future generations of conservationists.

WHEREAS, the Locality and the Smithsonian (each a “Party” and collectively, the “Parties”) have an interest in ensuring the conservation, ecological restoration, and preservation of the Property, including the maintenance of Sloan Creek Pond as an alternative water source, and the Parties therefore desire to work together and provide access to the Property as further described in this MOU below.

WHEREAS, the Smithsonian has the legal authority to enter into this MOU pursuant to 20 U.S.C. § 41 eq seq., and the Locality has the legal authority to enter into this MOU pursuant to [legal authorities].

NOW THEREFORE, the Parties agree as follows:

1. Areas of Collaboration. The Smithsonian and the Locality will work collaboratively to:

- a. conserve, ecological restore, and maintain the Property, including Sloan Creek Pond as an alternative emergency water source;
- b. revitalize wildlife habitat and water quality on the Property;
- c. recognize that such conservation efforts for the Property may include riparian restoration upstream;
- d. recognize that there is currently no or minimal need for invasive species removal on the Property; and
- e. Restrict and prohibit development of the Property through the placement by the

Locality of a mutually acceptable conservation easement on the Property (the "Conservation Easement").

2. Responsibilities of the Parties.

- a. The Locality agrees to:
 - i. Work with Warren County to develop and record a Conservation Easement on the Property, the terms of which will be mutually acceptable to the Parties;
 - ii. Grant the Smithsonian access to the Property as further described below;
 - iii. Provide any available information on Sloan Creek Pond to the Smithsonian to assist in its conservation efforts, as needed; and
 - iv. Allow the Smithsonian to assist, as needed, with the Locality's permit applications for the Property which have been submitted to the Virginia Department of Environmental Quality ("DEQ").
- b. The Smithsonian agrees to:
 - i. Assist the Locality with the DEQ permitting efforts as discussed above;
 - ii. Assist the Locality with the water sampling, mowing, and dredging of the Sloan Creek Pond in the interest of continued monitoring and conservation of the Property;
 - iii. Coordinate access to the Property in advance with the Locality as required below; and
 - iv. Collaborate with the Locality on a Conservation Easement.

3. Access to Property. The Locality grants a license to the Smithsonian, its employees, contractors, subcontractors, agents, consultants and representatives (collectively, the "Smithsonian Parties") to access to the Property for purposes of performing the following activities: (a) water sampling; (b) maintenance and conservation; (c) dredging of the Sloan Creek Pond; (d) habitat restoration; and (e) other uses as mutually agreed to by the Parties. [add statement about advance notification and/or approvals needed for access, if any]

4. Implementation of Specific Projects. The Parties will enter into separate written agreement for each specific initiative or project arising under this MOU that requires the commitment of funds and other resources from both Parties or otherwise necessitates binding written documents reflecting the Parties' mutual understanding in detail for planning, development and implementation of the project ("Project Agreement").

5. Funding. This MOU creates no financial obligation or commitment of staff or other resources on the part of either Party. All activities undertaken pursuant to this MOU shall be subject to the availability of funding.

6. Representatives. The following designated officials represent the Parties regarding the proper implementation of this Agreement:

- a. Institutional Representative. Each Party hereby designates an Institutional Representative who will have authority to execute, modify, and terminate this MOU and interpret the terms and conditions, as necessary. The Institutional Representatives for the respective Parties are as follows:

Smithsonian:

Ron Cortez
Under Secretary for Finance and Administration
1000 Jefferson Dr SW
Washington, DC 20024
202-633-6148
CortezR@si.edu

Locality:

[Insert name, title, business address, phone, e-mail, etc.]

- b. Project Liaison. Each Party hereby designates a Project Liaison who will be responsible for the oversight of the activities described herein and will be the point of contact for the day-to-day activities regarding the implementation of this MOU. The Project Liaison will serve as the primary point of contact for this MOU and to whom communications should be sent, unless otherwise specified in this MOU. The Project Liaison will not have authority to execute or terminate this MOU or amendments thereto. Each Project Agreement will also include a Project Liaison. The Project Liaisons for the respective Parties are as follows:

Smithsonian:

John Whitmoyer
Land Manager
National Zoo and Conservation Biology Institute
1500 Remount Rd
Front Royal, VA 22630
540-635-0032
WhitmoyerJ@si.edu

Locality:

[Insert name, title, business address, phone, e-mail, etc.]

- 7. Public Disclosure.** Both Parties may disclose to the public the existence of this MOU and information with respect to activities and projects contemplated herein in accordance with their respective policies on the disclosure of information. Nothing in this MOU shall be deemed confidential.
- 8. Use of Names and Marks.** Each Party may use the other Party's name and/or mark in announcing and otherwise promoting this collaboration or a specific Project Agreement, provided all language and phrases concerning or referring to the other Party shall be approved in writing in advance by the other Party. Except as permitted under this paragraph, no Party shall refer to another Party or use the other Party's name, logo or trademarks in any manner or through any medium whether written, oral or visual for any purpose whatsoever, including but not limited to advertising, marketing, promotion, publicity, solicitation or fund raising, without the other Party's prior written approval.
- 9. Dissemination of Research/Intellectual Property.**
- a. As a general principle, the Parties will encourage their staff to publish and otherwise disseminate all knowledge and information derived from research conducted under this MOU. For collaborative research projects initiated together, the Parties will freely share data, publications, and technical advice.
 - b. Each Party shall retain all rights, including copyright, in the intellectual property produced or contributed solely by its employees, agents, and contractors pursuant to this MOU. The Parties will cooperate in identifying intellectual property that is solely the work of one Party and that which is a product of a collaborative effort.
 - c. If the collaboration results in copyrightable subject matter, the Parties agree to jointly own the copyright, with the understanding that both Parties may freely use, copy or distribute, publish, and authorize others to use such materials, in all media now known or hereafter invented, for educational, non-commercial purposes, subject to providing credit to the other Party. The Parties shall not be required to share any revenues that may result from the use of these jointly owned materials.
- 10. Nondiscrimination.** In the administration of this MOU or any Project Agreements, the Parties shall not discriminate on any basis prohibited by applicable law, including on the basis of race, sex, age, disability, ethnicity, religion, or national origin.
- 11. Term and Renewal.** This MOU shall commence on the Effective Date, first set forth above, and shall continue in effect for **five (5) years** unless terminated earlier in accordance with this MOU. The Parties may renew this MOU upon their mutual written consent.
- 12. Termination.** Either Party may terminate this MOU for any reason prior to its expiration by providing thirty (30) days written notice of its intent to terminate to the Institutional

Representative. This MOU also may be terminated at any time by mutual written agreement of the Parties. Termination of specific Project Agreements will be governed by the terms of the specific Project Agreement.

13. Relationship of the Parties. Under no circumstances will this MOU be construed as creating or establishing any formal, legal, association, partnership, joint venture, principal/agent or employer/employee relationship between the Parties.

14. Indemnification and Liability.

- a. To the extent authorized by law, the Smithsonian shall be responsible for and hold Locality harmless from and against any damage, loss, or liability from injuries to persons or property to the extent caused by the negligent acts or omissions of the Smithsonian Parties. The Smithsonian is covered by the Federal Tort Claims Act, 28 U.S.C. 2671-2680.
- b. To the extent authorized by law, the Locality shall be responsible for and hold the Smithsonian harmless from and against any damage, loss, or liability from injuries to persons or property to the extent caused by the negligent acts or omissions of the Locality, its respective agents, officers, and employees.

15. Assignment. This MOU may not be assigned by either Party, except with the express written permission of the other Party's Institutional Representative.

16. Dispute Resolution. Any dispute arising under this MOU that cannot be resolved by the Project Liaisons will be resolved by good faith consultation or negotiation by the Institutional Representatives or their designees, or by any other way mutually agreed upon by the Parties.

17. Modification and Waivers. No variation, amendment, change, modification or waiver of any term, provision or condition of this MOU will be valid unless in writing and signed by the Institutional Representatives of both Parties.

18. Force Majeure. The Parties acknowledge that this MOU or any project arising under it may be suspended or terminated due to an event of force majeure including, but not limited to, fire, earthquake, epidemic, explosion, casualty, strike, act of war, riot, civil disturbance, terrorism, act of God, state, local or national law, government action or inaction, decrees or ordinance, or any executive or judicial order, or any other reason beyond the Parties' control. Each Party will notify the other Party as soon as it is aware of any event of force majeure which would delay or prevent the performance. In the event of a force majeure, the Parties will consult with each other to determine a revised timeline for performance or whether to terminate the MOU.

19. Entire Agreement. The terms and conditions herein constitute the entire agreement and understanding by and between the Parties and shall supersede all other communications,

negotiations, arrangements, and agreements either oral or written, with respect to the subject matter herein.

20. Counterparts; Signature. This MOU may be executed in duplicate and each original shall be equally effective. Signatures on this MOU sent by facsimile or pdf are valid and binding as original signatures.

WE, THE UNDERSIGNED HAVE READ AND AGREE WITH THIS MOU:

TOWN OF FRONT ROYAL

By: _____

[Name]

[Title]

Date: _____

SMITHSONIAN INSTITUTION

By: _____

Ron Cortez
Under Secretary for Finance and
Administration

Date: _____

AND

By: _____

Brandi Smith
John and Adrienne Mars Director
Smithsonian Facilities

Date: _____

Attachments

- Appendix One – Property Description

Appendix One Property Description

The following exhibits include aerial maps, parcel information, and title documentation from Warren County, VA.

Below are aerial maps of the property from the Warren County, VA Geographic Information System.





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 13, 2026

Item# 02

Agenda Item: Resolution for 2026 Power Pool Agreement with American Municipal Power

Summary: The Town does not currently have an active Power Pool Agreement in place, as the previous agreement expired several years ago. This agreement is needed to formally establish how power costs through PJM are billed and how short-term power purchases are handled.

The Town operates independently as a “Pool of One” within AMP. The proposed agreement provides standard rules for billing PJM charges and allows AMP, with Town approval, to purchase short-term power and congestion hedges when needed (such as during outages or periods of high demand).

This agreement does not change any current practices or require the Town to purchase power. It simply formalizes existing processes and ensures AMP has clear authority to act on the Town’s behalf when necessary.

Budget/Funding: None

Staff Recommendation: Staff recommends approval of the Power Pool Agreement as presented.

Town of Front Royal Power Supply Update April 6th, 2026

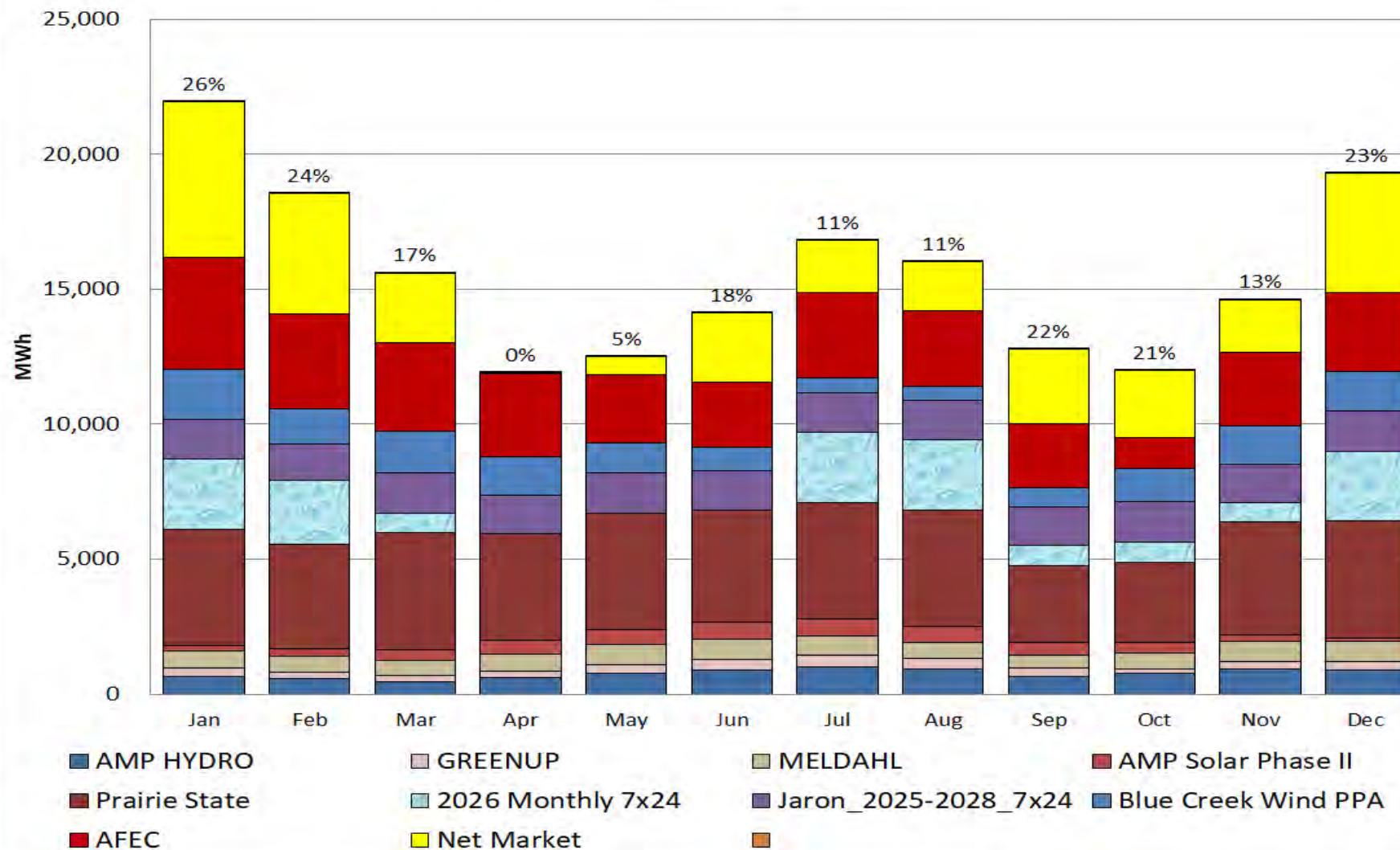
Craig Kleinhenz - Asst. VP of
Power Supply Planning



Pool of One Ordinance

- Gives authority to buy short-term power
 - Daily / weekly / monthly
 - Up-to 24 months in advance
 - Currently need to go to the Council to purchase additional power
 - Can be used for Winter / Summer / Plant Outages
- Gives authority to lock in transportation cost
 - FTRs
 - Hedges that help to lock in the cost of moving power
 - Currently do but authority uncertain
- Documents billing breakout
 - How we calculate billing line items
 - No different than how AMP currently calculates the bill

2026 Front Royal Monthly Energy



Pool of One Agreement

The recommended Ordinance and Schedule do not change any current process – memorialize existing operations

- No obligation to purchase any products
- Establishes formal purchasing procedures
 - Short-term power / FTRs

TOWN OF FRONT ROYAL, VIRGINIA

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE EXECUTION
OF THE 2026 FRONT ROYAL POWER POOL PARTICIPANT SCHEDULE
WITH AMERICAN MUNICIPAL POWER, INC. ("AMP")**

WHEREAS, the Town of Front Royal, Virginia (the "Municipality"), is a political subdivision organized and existing pursuant to the laws of the Commonwealth of Virginia that owns and operates an electric utility system for the sale of electric capacity and associated energy for the benefit of its citizens and customers; and

WHEREAS, Municipality is located in the PJM Interconnection, LLC ("PJM") transmission system territory and is subject to the PJM transmission system regulations and costs as set forth in the PJM Governing Documents; and

WHEREAS, in order to satisfy the electric capacity, energy and other requirements of its electric utility system, the Municipality has heretofore purchased economical and reliable capacity, energy and related services from American Municipal Power, Inc. ("AMP"), an Ohio non-profit corporation, of which the Municipality is a member, or has heretofore purchased capacity and energy arranged by AMP; and

WHEREAS, Municipality and AMP desire to enter into a Power Pool Schedule ("Schedule") for the purpose of: (i) energy, capacity and related product scheduling and operations under the PJM Governing Documents and (ii) economic purchases of capacity, energy and related products for the beneficial use of Municipality.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION 1. That the form of 2026 Front Royal Power Pool Participant Schedule attached hereto as "Exhibit 1" including Appendices thereto between this Municipality and AMP, be, and the same hereby is approved substantially in the form attached hereto, subject to and with any and all changes provided herein and therein.

SECTION 2. That the TOWN MANAGER, or his/her designee is hereby authorized and directed to execute and deliver on behalf of this Municipality the 2026 Front Royal Power Pool Participant Schedule, substantially in the form attached hereto as "Exhibit 1."

SECTION 3. That the Municipality authorizes AMP to purchase on the Municipality's behalf, in accordance with the procedures set forth in the 2026 Front Royal Power Pool Participant Schedule, and Municipality agrees to reimburse AMP for all costs incurred by AMP for Pool Resources and services plus any service fees associated with the purchase of Pool Resources and services set forth therein.

SECTION 4. That the TOWN MANAGER, or his/her designee is hereby designated as Municipality's authorized personnel to approve and authorize AMP's acquisition of Pool Resources in accordance with the terms and conditions in the 2026 Front Royal Power Pool Participant Schedule on behalf of Municipality.

SECTION 5. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements.

SECTION 6. If any section, subsection, paragraph, clause or provision of any part thereof of this Resolution shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Resolution shall be unaffected by such adjudication and all the remaining provisions of the Resolution shall remain in full force and effect as

though such section, subsection, paragraph, clause or provision or any part thereof so adjudicated to be invalid had not, to the extent of such invalidity, been included herein.

APPROVED:

Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2026 upon the following recorded vote:

R. Wayne Sealock	__Yes __No	H. Bruce Rappaport	__Yes __No
Joshua L. Ingram	__Yes __No	Melissa DeDomenico-Payne	__Yes __No
Amber F. Veitenthal	__Yes __No	Glenn A. Wood	__Yes __No

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

**TOWN OF FRONT ROYAL, VIRGINIA
2026 FRONT ROYAL POWER POOL PARTICIPANT SCHEDULE TO
AMERICAN MUNICIPAL POWER, INC.
AND
TOWN OF FRONT ROYAL, VIRGINIA

MASTER SERVICES AGREEMENT
(AMP CONTRACT NO. C-12-2007-6255)**

WHEREAS, the Town of Front Royal, Virginia ("Municipality") and American Municipal Power, Inc. ("AMP") collectively ("Parties") have entered into a Master Service Agreement ("Agreement") under which certain services may be provided under schedules thereto; and

WHEREAS, Municipality and AMP desire to enter into this Front Royal Power Pool Participant Schedule ("Schedule") for the purpose of: (i) energy, capacity and related product scheduling and operations under the PJM Governing Documents and (ii) economic purchases of capacity, energy and related products for the beneficial use of Municipality.

NOW, THEREFORE, in consideration of the following mutual promises, AMP and Municipality agree as follows.

SECTION 1. DEFINITIONS

As used in this Agreement, the terms that are defined in the PJM Governing Documents shall have the definitions provided therein, and the following defined terms shall have the respective meanings set forth below:

- (a) 1CP - The hour of Transmission Owner's single highest load during the previous Calendar Year, or coincident peak.
- (b) 5CPs - The hour of each of PJM's five highest coincident peak loads during the previous Delivery Year used by PJM to determine load's Installed Capacity Demand.
- (c) Applicable Law – All federal, state and local law and regulations including but not limited to the Federal Power Act, the Regional Transmission Organization's Governing Documents, the terms and conditions of any interconnection and operating agreements entered into with the interconnecting Transmission Owner whether directly by the Pool Participant or by AMP on behalf of the Pool Participant, and the interconnecting Transmission Owner's requirements.

- (d) Auction Revenue Rights or ARRs – The right to receive the revenue from the Financial Transmission Right auction, as further described in PJM Governing Documents.
- (e) Behind the Meter Generation (“BTMG”) – A generation unit that delivers energy to load without using the transmission system or any Municipal distribution facilities (unless the Municipality consented to such use of the distribution facilities and such consent has been demonstrated to the satisfaction of PJM); provided, however, that BTMG does not include: (i) at any time, any portion of such generating unit’s capacity that is designated as a Generation Capacity Resource; or (ii) in an hour, any portion of the output of such generating unit that is sold to another entity for consumption at another electrical location or into the PJM Energy Market.
- (f) Capacity Pool - Device by which installed capacity is supplied under this Schedule to Capacity Pool Participant.
- (g) Capacity Pool Participant - AMP Member receiving installed capacity service from AMP under this Schedule.
- (h) Capacity Pool Resource - Source of capacity of the Capacity Pool for the benefit of the Capacity Pool Participant.
- (i) Day Ahead LMP – The hourly forward market price for each pricing point on the PJM system calculated by PJM and posted daily around 1:30 pm ET for the upcoming day, pursuant to the Day Ahead Energy Market rules set forth in the PJM Governing Documents.
- (j) Delivery Period – The period of time when energy is actually scheduled and delivered to Pool Participant’s Delivery Points.
- (k) Delivery Point(s) - The location of Pool Participant’s existing facilities connecting their respective electric distribution systems to the interconnecting Transmission Owner’s transmission facilities as set forth in Interconnection Agreements.
- (l) Delivery Year – the period from November 1 through October 31 prior to the start of the January 1 calendar year. For example, the Delivery Year for the 2026 calendar year is November 1, 2024 through October 31, 2025.
- (m) Dispatch Center Costs – The cost for AMP’s dispatch center personnel, facilities, SCADA equipment required for monitoring loads, etc., that are allocated monthly to users of the AMP dispatch center.
- (n) Distribution Losses – Losses associated with taking delivery of power below network

transmission voltage. Does not include municipal losses.

- (o) Energy Pool - Device by which energy is supplied under this Schedule to Pool Participant.
- (p) Energy Requirement – Pool Participant's hourly energy needs, including transmission and Distribution Losses as further defined in Section 3.A.
- (q) Financial Transmission Right or FTR - Right to receive Transmission Congestion Credits as specified in the PJM Governing Documents.
- (r) Generation Schedule – Pool Participant's hour-by-hour schedule of Municipal BTMG or Day Ahead Load Request as designated in Exhibit A. The deadline for submitting the Generation Schedule for the next day is 10:00 am EPT.
- (s) Interconnection Agreements - Agreements entered into by and between either a Pool Participant and a Transmission Owner or AMP on behalf of Pool Participant and a Transmission Owner to establish the terms and conditions for the interconnection and coordinated operation of the Pool Participant's electric distribution systems and their use of certain transmission and/or distribution facilities to serve their respective wholesale loads, which are separate from the rates, terms and conditions of transmission service provided by PJM under the PJM Governing Documents.
- (t) Locational Marginal Prices or LMP – PJM's hourly integrated locational marginal price for energy that is received or delivered.
- (u) Municipal Generation - Generation owned, contracted for or operated by the Pool Participant and used for the Pool Participant's Non-Pool Power. The Pool Participant shall have ultimate authority over the output of any Municipal Generation.
- (v) Non-Pool Power – Energy, capacity and other related products that are contracted for or owned directly by the Pool Participant to serve its respective load and not a Pool Resource. Some examples (although not an exhaustive list) of Non-Pool Power are a specific Pool Participant's project shares of AFEC, NYPA, Prairie State, landfill or solar power resources and certain block and remaining requirements energy contracts. Non-Pool Power shall also include Bilateral Sales made by Pool Participant.
- (w) PJM - PJM Interconnection L.L.C., a regional transmission organization.
- (x) PJM Governing Documents - PJM's Open Access Transmission Tariff, Operating

Agreement and Reliability Assurance Agreement as on file with FERC and in effect as well as PJM Manuals.

- (y) Pool Participant - AMP Member who executes a Schedule substantially in the form of this Schedule for service from AMP.
- (z) Pool Participant's Peak Load - The maximum coincident hourly sum in kilowatts measured at all Delivery Points of Pool Participant, plus the net generation from any generation electrically connected to any Pool Participant's municipal electric system.
- (aa) Pool Resource - Source of electric energy, capacity or related services to the extent the same is utilized to provide, or is obligated to provide, capacity, energy, reserves or related services to the Pool for the benefit of the Pool Participant.
- (ab) Power Cost Adjustment or PCA - The amount calculated to recover all of the power supply costs incurred by the Pool for the month as further defined in Section 3.A.
- (ac) Pricing Point – The PJM Pricing Point for settlements under this Schedule shall be the APS_RESID_AGG LMP (PJM Node 8394954). The Pricing Point for transmission and installed capacity settlements under this Schedule shall be the APS Zone.
- (ad) Real Time LMP – Hourly integrated market price for each pricing point on the PJM system calculated by PJM during the current operating day.
- (ae) Renewable Energy Credits (“RECs”) – Environmental attributes associated with the generation of electricity from one or more renewable resources and the reporting rights associated with such environmental attributes, which include all of the characteristics of energy produced from an eligible renewable resource (other than the underlying energy itself) which may be unbundled or separated from the energy for the purposes of enabling their sale such that title to the energy and title to the environmental attributes may be held by different persons.
- (a) Transmission Owner – Owner of transmission system in which Municipality's distribution service area is electrically connected to.

SECTION 2. TERM

Subject to the conditions contained herein, this Schedule shall be for a term beginning on January 1, 2026 and ending December 31, 2030. This Schedule will continue for successive one-year terms thereafter unless either Party provides written notice of termination to the other Party by no later than twenty-four (24) months before the then current term ends.

In the event that a Pool Participant terminates this Schedule prior to the ending date of any Pool Resource that has been purchased as a Pool Resource, the Pool Participant shall be financially responsible for the positive differential between (1) the actual cost of the unused portion of the Pool Resource until the expiration of the Pool Resource, and (2) the market value of the unused portion of the Pool Resource, as determined by AMP.

SECTION 3. POOL REQUIREMENTS SERVICES

Subject to provisions of this Schedule, AMP shall be the Pool Requirements provider of all electric energy required by Pool Participant for purposes of providing electric service to Pool Participant's retail customers and to the Pool Participant as users of electric service. Pool Participant shall take and pay for the same in accordance with this Schedule. AMP shall provide such Pool Requirements Service in a prudent manner so as to provide reliable electric service to Pool Participant at the lowest overall cost consistent with available sources as further described in this Schedule.

AMP shall provide Pool Participant's, energy, capacity and related services from Pool Resources for the benefit of Pool Participant by purchasing various economical Pool Resources from time to time subject to the provisions of this Schedule. Such Pool Resources shall include, but shall not be limited to, purchases or sales of short-term energy sources, RECs, generation owned and operated by Pool Participant or other municipal systems and generation owned and operated by AMP, transmission and related services, or a combination of the above.

The charges include all costs to AMP associated with providing Pool Resources as listed in Exhibit B, (based on known PJM charges as of April 1, 2025). All costs of providing Pool Resources for purposes of supplying the Pool requirements shall be determined and recovered by AMP from Pool Participant, in accordance with this Schedule.

AMP shall provide the Pool Requirements Service to the Pool Participant as follows:

A. Energy Requirements Service.

AMP shall procure Pool Resources on behalf of Pool Participant for periods of one (1) year

or less, up to twenty-four (24) months in advance of the Delivery Period.

Energy Requirements shall be calculated on an hourly basis as follows:

Pool Participant's Energy Requirement shall be equal to the metered kilowatt-hour demand plus any Behind the Meter Generation ("BTMG") plus transmission losses plus Distribution Losses or the Pool Participant's Generation Schedule (if Option B is utilized),

Where transmission losses equal the metered kilowatt-hour demand multiplied by the Transmission Owner's transmission loss Factor; and,

Distribution Losses equal the metered kilowatt-hour demand multiplied by the Transmission Owner's Distribution loss factor (if applicable).

Table 1 – Hourly Energy Requirements Example

Example	Tie Line Meter (A)	BTMG (B)	Transmission Loss Factor (C)	Distribution Loss Factor (D)	Transmission Losses (E=AxC)	Distribution Losses (F=AxD)	Generation Schedule if Using Opt B under Gen Deviation (G)	Total Requirements (H=A+B+E+F, or H=G)
Example 1	1,000 kWh	-	1.03	1.00	30 kWh	-		1,030 kWh
Example 2	1,000 kWh	500 kWh	1.03	1.05	30 kWh	50 kWh		1,580 kWh
Example 3	1,000 kWh	-	1.03	1.05	30 kWh	50 kWh		1,080 kWh
Example 4 (Using Opt B – Fixed Load Sched)	N/A		N/A		N/A		1,000 kWh	1,000 kWh

Pool Participant's Energy Requirements shall first be filled by Pool Participant's Non-Pool Power.

In the event that Pool Participant is utilizing BTMG (option A or C) as Non-Pool Power, the hourly Non-Pool Power energy credit shall be equal to the Generation Schedule (Option A) or actual Municipal BTMG (Option C).

All energy provided shall be arranged, scheduled, and dispatched, subject to contractual limitations, by AMP, which shall do so in such a manner as to provide the lowest overall cost consistent with reliability, prudence and all contractual limitations. Accordingly, such arrangement, scheduling and dispatching may, from time to time, be done in an order other than specified above.

Pool Participant's remaining energy requirements after Pool Participant's Non-Pool Power shall be filled from the Energy Pool.

If Pool Participant's Non-Pool Power is greater than Pool Participant's metered load plus Transmission and Distribution Losses for any hour, Pool Participant shall sell the excess energy to the Pool at the PJM Day Ahead LMP rate for the PJM Pricing Point.

If Pool Participant's Non-Pool Power is less than Pool Participant's metered load plus Transmission and Distribution Losses for any hour, Pool Participant shall purchase remaining energy needs from the Energy Pool at the PJM Day Ahead LMP rate for the PJM Pricing Point times a Power Cost Adjustment ("PCA") calculated to recover all of the power supply costs incurred by the Energy Pool for the month as follows.

The PCA shall equal the [Total Energy Pool Requirements Costs divided by the Total Energy Pool Requirements Costs at the Day Ahead Price].

Where the Total Energy Pool Requirements Cost is equal to the cost of all Energy Pool block and daily energy purchases plus all market purchases and purchases of excess energy from Pool Participant plus any generation deviation purchase or sales plus any calculated Inadvertent Energy Purchases plus congestion and Transmission and Distribution losses on all purchases (Total Energy Pool Requirements Costs); and,

The PCA shall not be greater than 1.50 and not less than 0.50. In the event that the PCA would exceed those limits, then an amount of dollars (positive or negative) would be transferred from the Energy Pool to Ancillary Services to bring the PCA back to its limit.

Inadvertent Energy Purchases are calculated to divide real time energy market purchases and sales between Pool energy and ancillary services as set forth below in Table 2 and 3. AMP will also take into account BTMG (how it is scheduled via Attachment A) when calculating Inadvertent Energy.

Table 2 – Inadvertent Energy Purchase Example

Hour	DA LMP	DA Forecast (MW)	RT LMP	Actual Load (MW)	RT Position	Total Cost of Energy	If Actual Load was at DA LMP	Inadvertent Charged to Ancillary Service
	A	B	C	D	E=D-B	F=AxB+CxE	G=AxD	H=F-G
1 – Over Forecast	\$20	50	\$24	49	-1	\$976	\$980	-\$4 Transfer from Ancillary to Energy Pool
2 – Over Forecast	\$20	50	\$15	49	-1	\$985	\$980	\$5 Transfer from Energy Pool to Ancillary
3 – Under Forecast	\$20	50	\$16	52	2	\$1,032	\$1,040	-\$8 Transfer from Ancillary to Energy Pool
4 – Under Forecast	\$20	50	\$28	51	1	\$1,028	\$1,020	\$8 Transfer from Energy Pool to Ancillary

An example of the PCA calculation is shown in Table 3 below.

Table 3 – PCA Calculation Example

Participant	Net kWh	Cost
Market Purchases from PJM	2,220,000	\$ 102,000
Purchase of Member Excess at DA LMP	50,000	\$ 2,000
Pool Monthly Block Purchase	320,000	\$ 9,600
Pool Daily Block Purchase	118,160	\$ 6,000
Congestion and Losses on Pool Resources		\$ 100
Calculated Inadvertent Energy		\$ (5,000)
Total	2,708,160	\$ 114,700
Total Pool Requirements at DA LMP	2,708,160	\$ 113,736
Pool PCA		$\$114,700 / \$113,736 = 1.0084757$

B. Generation Schedule Deviation Service.

AMP shall provide Generation Deviation Service to Pool Participants as follows:

- (1) **For BTMG under option A and D in Exhibit A:** The generation deviation requirements of the Pool Participant shall be calculated on an hourly basis as follows:

Generation Deviation energy purchase or sale (if negative) shall be equal to Pool Participant's Generation Schedule minus the net actual BTMG.

- (2) **For Day Ahead Load under Option B in Exhibit A:** The generation deviation requirements of the Pool Participant shall be calculated on an hourly basis as follows:

Generation Deviation energy purchase or sale (if negative) shall be equal to Pool Participant's Energy Requirement minus Pool Participant's Generation Schedule;

- (3) Sales and purchases of Generation Deviation Energy shall be at the PJM Real Time LMP for the PJM Pricing Point.

Generation Deviation shall be calculated on an hourly basis. An example of the Generation Deviation calculations is shown below.

Table 4 – Generation Schedule Deviation Calculation Example

Participant	BTMG (A)	Generation Schedule (B)	Participant Energy Requirement (C)	Generation Deviation (D=A-B-C)*
Participant using Option A	1,500 kWh	700 kWh	N/A	(800) kWh
Participant using Option B	N/A	900 kWh (Load Sched)	2,900 kWh	2,000 kWh
Participant using Option C	N/A	No schedule submitted (Non-Pool=Gen)	N/A	0 kWh
Participant using Option D	500 kWh	No schedule submitted (all Gen sold to Real Time)	N/A	(500) kWh
*Positive means purchase, negative means sale				

C. Demand Related Transmission Costs.

Subject to provisions of this Schedule, AMP shall be the transmission requirements provider of all PJM transmission service required by Pool Participant to provide electric service to Pool Participant's customers. Pool Participant shall take and pay for the same in accordance with this Schedule.

Demand-related transmission charges shall be billed based on the interconnecting Transmission Owner. Notwithstanding the foregoing, nothing in this agreement shall prohibit Pool Participant from contacting, coordinating, requesting or obtaining technical or other information or interfacing in any way with PJM or Transmission Owners regarding facilities, technical, equipment, engineering or other issues regarding Pool Participant-owned facilities, point of contact equipment or service in accordance with the terms and conditions of any applicable Interconnection Agreements.

The transmission rate in dollars per kilowatt-month (\$/kW-mo) shall include the Transmission Owner network transmission service charges as listed in Exhibit B (including any transmission peak shaving savings from behind the meter generation located in Pool Participant's corporate limits). The credit or charge shall be calculated in the same manner as that calculated by PJM.

Transmission Demand shall be calculated on a monthly basis as follows:

Pool Participant's Tie Line Meter + BTMG at the 1CP plus any 1CP adders assessed by PJM for failure of BTMG to operate at their PJM BTMG obligation during PJM Max Emergency Generation events during the previous year minus any 1CP credits provided by PJM for BTMG that was installed after the time of the 1CP but prior to December 1 of the previous year.

An example of Transmission Demand calculations is listed in Table 5.

Table 5 – Transmission Demand Calculations Example

Example	Tie Line Meter at 1CP (A)	BTMG at 1CP (B)	1CP Adder for BTMG Failure during PJM Emergency (C)	Total Transmission Demand (D=A+B+C)
Example 1	1,000 kW			1,000 kW
Example 2	1,000 kW	500 kW		1,500 kW
Example 3	1,000 kW	300 kW	30 kW	1,330 kW
Example 4	(1,000) kW	4,000 kW		3,000 kW

D. Energy Related Ancillary Costs.

Subject to provisions of this Schedule, AMP shall be the ancillary services requirements provider of all ancillary services required by Pool Participant to provide electric service to Pool Participant's customers. Pool Participant shall take and pay for the same in accordance with this Schedule.

The ancillary services transmission rate in dollars per megawatt-hour (\$/MWh) shall be equal to:

Energy based ancillary service charges as listed in Exhibit B (including, for example, PJM and AMP scheduling and inadvertent charges, operating reserves, economic load response charges/credits, PJM interchange meter correction charges and transmission loss credits), plus charges or credits for FTRs not assigned to Non-Pool or Pool Power.

An example of monthly energy requirements calculations is below in Table 6.

Table 6 – Monthly Energy Requirements Example

Example	Monthly Tie Line Meter (A)	Monthly BTMG (B)	Transmission Loss Factor (C)	Distribution Loss Factor (D)	Transmission Losses (E=AxC)	Distribution Losses (F=AxD)	Total Monthly Energy Requirements (G=A+B+E+F)
Example 1	100,000 kWh		1.03		3,000 kWh		103,000 kWh
Example 2	100,000 kWh	50,000 kWh	1.03	1.05	3,000 kWh	5,000 kWh	158,000 kWh
Example 3	100,000 kWh		1.03	1.05	3,000 kWh	5,000 kWh	108,000 kWh
Example 4	(100,000) kWh	400,000 kWh	1.03		(3,000) kWh		297,000 kWh

E. Capacity Pool Requirements Service.

Subject to provisions of this Schedule, AMP shall be the provider of capacity required by Pool Participant to meet PJM capacity requirements, provided that Pool Participant may purchase PJM capacity from suppliers other than AMP with AMP's approval, which shall

not be unreasonably withheld. Pool Participant shall take and pay for capacity from AMP in accordance with this Schedule.

Pool Participant's capacity requirements shall be calculated on a monthly basis as follows:

Pool Participant's purchase of capacity shall be equal to the average load at the 5CP plus any 5CP adders assessed by PJM for failure of Municipal Generation to operate at their PJM BTMG obligation during PJM Max Emergency Generation events during the previous year minus any 5CP credits provided by PJM for BTMG that was installed after the time of the 5CPs but prior to December 1 of the previous year.

An example of Capacity Demand calculations is the same as how Transmission Demand is calculated, in Table 5 (other than 5CP replacing 1CP).

Pool Participant's purchase of Capacity Pool Requirements Service shall be at the monthly rate calculated in dollars per kilowatt-month (\$/kW-mo) and shall be equal to:

Net cost of capacity charges and credits as listed in Exhibit B (including, for example, purchases or sales from the PJM capacity market, any installed capacity peak shaving savings from BTMG located in Pool Participant's corporate limits, any bilateral Transactions, and any PJM capacity penalties or bonus payments attributed to any RPM Pool Resources) divided by Total Capacity Requirements.

AMP shall not procure Capacity Pool Resources that will obligate AMP, and therefore the Capacity Pool Participant, for periods greater than one (1) year, unless Capacity Pool Participant authorizes the same by the affirmative consent in writing. Due to the nature of the PJM capacity auctions, AMP is authorized to procure Capacity Pool Resources for periods of one year or less up to 42 months in advance of the start of delivery.

AMP shall distribute demand response credits or charges or capacity auction credits or charges from PJM attributed to Pool Participant's Non-Pool Power and Demand Response Resources that are entitled to the same from PJM.

F. FTRs, Congestion and Losses.

AMP shall procure FTRs on behalf of Pool Participant for periods of one (1) year or less, up to forty-eight (48) months in advance of the Delivery Period.

AMP shall provide a credit or charge to Pool Participant based on FTRs held by AMP on behalf of Pool Participant for the Pool Participant's Non-Pool Power.

AMP shall provide a credit or charge to Pool Participant based on congestion billed by PJM to AMP associated with delivery of Pool Participant's Non-Pool Power. The credit or charge shall be calculated in the same manner as that calculated by PJM.

AMP shall provide a credit or charge to Pool Participant based on marginal losses billed by PJM to AMP associated with delivery of Pool Participant's Non-Pool Power. The credit or charge shall be calculated in the same manner as that calculated by PJM.

SECTION 4. RATES, CHARGES AND BILLING

- (1) Pool Participant shall be charged and billed by AMP, in accordance with Section 7 of the Master Services Agreement, for all electric capacity and energy provided pursuant to this Schedule. Along with charges for Non-Pool Power and transmission related charges, if any, Pool Participant will be billed by AMP for Pool Participant's capacity and energy provided from the Pool. The charges therefore shall include all costs incurred in providing Pool Resources.
- (2) The following charges are not Pool-related and shall be billed to the Pool Participant by AMP at cost in the same manner as billed by PJM and Transmission Owner:
 - (a) Reactive and Power Factor Correction Charges from PJM or Transmission Owner,
 - (b) PJM or Transmission Owner Customer and Metering Charges,
 - (c) Transmission Owner Interconnection and Local Delivery Service Charges, including but not limited to distribution voltage delivery charges,
 - (d) State taxes billed by PJM or Transmission Owner
- (3) Dispatch Center Costs allocated to the Pool Participant are based on AMP's Dispatch Center cost allocation and will be passed through to Pool Participant.

An example of the current dispatch cost allocation calculations is below in Table 7.

Table 7 – Dispatch Center Cost Allocation Example

Participant Monthly Peak Load (kW)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg (A)
13,400	10,800	9,200	8,600	7,800	10,600	11,400	11,200	9,200	7,400	8,200	12,200	10,000
(B) Pool participation in Resource 1 that includes Dispatch as part of project rate												3,200
(C) Pool participation in Resource 2 that includes Dispatch as part of project rate												1,800
(D) Pool share of Dispatch in kW, Max (0, A-B-C)												5,000

*The monthly dispatch costs are its kW share as a percent of all AMP dispatchable pool/resource kW applied to the total AMP monthly shared dispatch costs. Any direct, Pool-specific dispatch costs are added to this.

- (4) Pool Participant shall pay AMP's Service Fee B (\$0.00058 / kWh as of January 1, 2026) for all power sold or arranged for and delivered pursuant to this Schedule.

SECTION 5. DELIVERY POINTS AND INTERCONNECTION POINTS

The initial Delivery Point(s) pursuant to this Schedule shall be the point(s) where the facilities of Pool Participant currently are electrically connected to the PJM system. Changes to or additional delivery points shall be arranged subject to negotiations with PJM or the orders of any tribunal of competent jurisdiction.

SECTION 6. SPECIAL TERMS AND CONDITIONS

- (A) Unless otherwise agreed, Pool Participant shall provide, or cause to be provided, at no cost to AMP, at each Delivery Point suitable space for metering, monitoring or communications equipment reasonably required by AMP.

Unless otherwise agreed, Transmission Owner has installed suitable meters for the purpose of determining billing quantities hereunder. All meters and metering equipment installed by Transmission Owner are and shall remain property of Transmission Owner.

Transmission Owner has agreed to provide to AMP and for AMP's use, metering data from each of the meters employed hereunder. Pool Participant shall provide or cause to be provided, at its expense, to AMP real time metering data from any generating facilities operated within Pool Participant's service area.

- (B) The Parties shall keep such records as may be needed to afford a clear history of all transactions under this Schedule. The originals of all such records shall be retained by each Party for a minimum of three (3) years and copies shall be delivered to the other Party upon request.
- (C) All terms and conditions of the Master Services Agreement in effect between the Parties that are not in conflict with the terms and conditions of this Schedule shall be applicable to this Schedule.

SECTION 7. MISCELLANEOUS

- (A) **Assignment**. Neither this Agreement nor any interest therein shall be assigned by any Party without the prior written consent of the other Party.
- (B) **No Waiver**. A Party's failure to insist in any one or more instances upon strict performance of any provision of the Agreement, or failure or delay to take advantage of any of its rights or remedies hereunder, violation, or default, shall not be construed as a waiver by the Party of any such performance, provision, right, breach, violation, or default, either then or for the future. Any waiver shall be effective only if in writing and signed by each Party's authorized representative, and only with respect to the particular case expressly covered therein.

- (C) **Law and Venue.** This Agreement shall be governed by, construed, and enforced in accordance with the law of the Commonwealth of Virginia. Any legal claim, suit, proceeding, or action brought by a Party shall be brought in an Virginia state court or a federal court located in Virginia.
- (D) **Headings.** The headings assigned to the Articles of this Agreement are for convenience only and shall not limit the scope and applicability of the Articles.
- (E) **Survival.** All provisions providing for limitation of or protection against loss or liability of the Parties, including all protections and indemnities, shall survive termination, suspension, cancellation or expiration of this Agreement.
- (F) **Force Majeure.** The Parties acknowledge that Force Majeure events may affect the performance of this Agreement and agree that the Parties shall not be liable to each other for any breach or failure to perform under this Agreement caused by Force Majeure.
- (G) **Limitations of Liability.** To the extent permitted by law, the liability of a Party under this Agreement shall be limited to direct actual damages. No Party shall be liable for any special, indirect, incidental, punitive, or consequential losses, damages, judgments, fines, penalties, costs or expenses whatsoever including, but not limited to: (i) delayed, lost or reduced profits, revenues, efficiency, productivity, business opportunities; or (ii) increased or extended overheads, operating, maintenance, depreciation, financing costs or expenses arising out of, related to, or in connection with the performance or breach of this Agreement whether based upon contract, tort (including negligence), warranty, strict liability or under any other legal or equitable theory.

SECTION 8. REPRESENTATIONS

- (A) Each Party has full legal right and authority to enter into this Schedule, to carry out its obligations hereunder and to provide and receive the products and services provided herein.
- (B) Each Party shall comply with Good Utility Practice, Applicable Technical Standards, PJM Governing Documents and Applicable Laws in performing its respective obligations and responsibilities under this Schedule.
- (C) Each Party will inform the other of any changes to its respective facilities or needs that might reasonably be expected to affect the products or services provided hereunder.

SECTION 9. PRIOR SCHEDULES

Any Pool Schedules entered into by the Participant and any amendments thereto shall terminate on the Effective Date of the Schedule and shall no longer be of any force or effect after the Effective Date of the Schedule except to the extent billing or like matters remain outstanding.]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the date written by their duly authorized representatives.

TOWN OF FRONT ROYAL, VIRGINIA

AMERICAN MUNICIPAL POWER, INC.

BY: _____

BY: _____

Jolene M. Thompson

TITLE: _____

President/CEO

DATE: _____

DATE: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Municipality's Legal Counsel

Lisa G. McAlister, General Counsel

ATTACHMENT A
MUNICIPAL GENERATION SCHEDULE

Town Of Front Royal, Virginia

MUNICIPAL GENERATION RESOURCE = Solar Phase II

- A. _____ Pool Participant will submit a daily schedule of Municipal Generation that will be treated as Non-Pool Power to AMP.
- B. _____ Pool Participant wishes to serve a portion of its load at the Real Time LMP. Pool Participant will submit a daily schedule of the portion of its load that will be treated as Non-Pool Power to AMP.
- C. X Pool Participant will NOT submit a daily schedule. Pool Participant's daily schedule shall be equal to actual output of Municipal Generation, so that all output will be treated as Non-Pool Power.
- D. _____ Pool Participant will NOT submit a daily schedule. Pool Participant's daily schedule shall be equal to 0 MW, so that actual output of Municipal Generation will be credited at the Real Time LMP.

EXHIBIT B
ASSIGNMENT OF PJM AND POOL COSTS
BASED ON PJM CHARGES AS OF APRIL 1, 2025

PJM Line Item	Pool Energy	Transmission Demand	Ancillary	Capacity	Direct to Participant
1100 Network Integrated Transmission Service		X			
1108 Transmission Enhancement		X			
1109 MTEP Cost Recovery		X			
1115 Transmission Enhancement Settlement		X			
1120 Other Supporting Facilities					X
1130 Firm Transmission Service		X			
1140 Non-Firm Transmission Service		X			
1200 Day-ahead Spot Market Energy	X				
1205 Balancing Spot Market Energy	X				
1210 Day Ahead Transmission Congestion	X				X
1215 Balancing Transmission Congestion	X				
1220 Day Ahead Transmission Losses	X				X
1225 Balancing Transmission Losses	X				
1230 Inadvertent Interchange			X		
1242 Day-Ahead Load Response Allocation			X		
1243 Real-Time Load Response Allocation			X		
1245 Pre-Emer and Emergency Load Response			X		
1250 Meter Error Correction			X		
1301 PJM Control Area Administration			X		
1302 PJM FTR Administration			X		
1303 PJM Market Support			X		
1305 PJM Capacity Resource / Obligation Mgt				X	
1313 PJM Settlement Inc.			X		
1314 Market Monitoring Unit Funding			X		
1315 FERC Annual Recovery			X		
1316 Organization of PJM States, Inc. Funding			X		
1317 N. American Electric Reliability (NERC)			X		
1318 Reliability First Corporation (RFC)			X		
1319 Consumer Advocates of PJM States, Inc			X		
1320 Transmission Owner Dispatch Service			X		
1330 Reactive Supply from Generation		X			
1340 Regulation and Frequency Response			X		
1360 Synchronized Reserve			X		
1361 Secondary Reserve			X		
1362 Non-Synchronized Reserve			X		
1365 Day-ahead Scheduling Reserve			X		
1370 Day-ahead Operating Reserve			X		
1371 Day-ahead Op Reserves for Load Resp			X		
1375 Balancing Operating Reserve			X		
1376 Balancing Op Reserves for Load Resp			X		
1380 Black Start Service		X			
1500 Financial Trans. Rights Auction	X				X
1610 Locational Reliability				X	
2100 Network Integrated Transmission Credit		X			
2130 Firm PTP Transmission Service Credit		X			

2140 Non-Firm PTP Transmission Svc. Credit		X			
2211 Day-ahead Transmission Congestion	X				X
2215 Balancing Transmission Congestion			X		
2220 Transmission Losses Credits			X		
2260 Emergency Energy			X		
2320 Transmission Owner Dispatch Svc Credit			X		
2330 Reactive Supply from Generation Credit		X			
2340 Regulation and Frequency Resp Credit			X		
2360 Balancing Synchronized Reserve Credit			X		
2361 Balancing Secondary Reserve Credit			X		
2366 Day-Ahead Synchronized Reserve Credit					X
2367 Day-Ahead Secondary Reserve Credit					X
2370 Day Ahead Operating Reserve Credit			X		
2375 Balancing Operating Reserve Credit			X		
2380 Black Start Service Credit		X			
2390 Fuel Cost Policy Penalty Credit		X			
2500 Financial Transmission Rights Auction	X				X
2510 Auction Revenue Rights		X			
2600 RPM Auction				X	
2630 Capacity Transfer Rights				X	
2640 Inc. Capacity Transfer Rights				X	
2650 Auction Specific MW Transaction				X	X
2661 Capacity Resource Deficiency Credit				X	
2667 Bonus Performance				X	
Excess Energy Purchase Section 3A	X				
Generation Deviation Section 3B	X				
BTMG Capacity Peak Shaving Section 3E				X	
BTMG Transmission Peak Shaving Section 3C		X			
Calculated Inadvertent Charges Section 3A	X		X		

Assignment of other, less frequently used PJM account codes:

Pool Energy: 1216, 1218, 1260, 1400, 1410, 1420, 1662, 1957, 2218

Transmission Demand: 1101, 1104, 1378, 1490, 1710, 1930, 1980, 1999, 2217

Ancillary: 1246, 1304, 1306-1308, 1310-1311, 1377, 1430, 1440-1450, 1460, 1472, 1475, 1478, 1480, 1730, 1911, 1952, 1995, 2245, 2362, 2365, 2368, 2375, 2415, 2420, 2912, 2980

Capacity: 1312, 1600, 1611, 1660-1661, 1665-1667, 1670, 1682, 1685, 1687-1688, 2605, 2620, 2660, 2662, 2665-2666, 2669, 2681-2682, 2685



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 13, 2026

Item# 03 A

Agenda Item: Police Department Purchase of 3D Laser Scanner Software & Equipment Package

Summary: Council is requested to approve the purchase of a 3D laser scanner, software, training, and related equipment from Leica Geosystems in the amount of \$69,396.00.

This equipment will be used to document crime scenes, serious motor vehicle crashes, and other incidents requiring accurate scene reconstruction. The 3D scanner enables comprehensive scene capture in significantly less time, while the accompanying software produces clear, detailed visual representations suitable for investigative purposes and courtroom presentation.

This procurement is being conducted as a sole source purchase, as no other manufacturer produces equipment with specifications unique to this unit. The BLK360 G2 is the smallest, lightest, and fastest imaging scanner currently available and is exclusively manufactured by Leica Geosystems. A sole source letter from the manufacturer and a justification form are attached.

Budget/Funding: Funding is available in the following line item through the Virginia Department of Criminal Justice Services' Operation Ceasefire Forensic and Analytical Technology Grant Program. The budget amendment of funds to the Police Investigations Equipment line item was approved by Council on January 26, 2026:

3103-47001	Police Investigations Equipment	\$69,396.00
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Staff Recommendation: Staff recommends approval as presented.



Brian Whited
Chief of Police

FRONT ROYAL POLICE DEPARTMENT

900 MONROE AVE ♦ FRONT ROYAL, VA
540.635.2111

Date: April 8, 2026

To: BJ Wilson, Assistant Town Manager/ Director of Finance Recommendation

From: Brian Whited, Chief of Police

Subject: Request for Approval – Leica 3D Laser Scanner and Software Package

I am requesting approval to move forward with the purchase of a Leica 3D laser scanner and related software for Police Department use. The equipment will be used for documenting crime scenes, serious motor vehicle crashes, and other incidents where accurate scene reconstruction is necessary.

Currently, officers document scenes using photographs, measurements, and diagrams. While these methods are effective, they take time and can limit the level of detail captured, particularly in larger or more complex scenes. A 3D scanner allows for a complete capture of the scene in a much shorter period of time.

Use of this equipment will allow officers to clear scenes more quickly. It also provides investigators with the ability to return to the scene digitally to take measurements or review details after the fact.

The software produces clear visual representations that can be used during investigations and in court. This can help present the facts of a case in a straightforward way.

The total cost for the equipment, software, accessories, and training is estimated at \$ 69,396.00. Funding for this purchase will be made from account number 3103-47001.

This type of equipment is in use by other law enforcement agencies and would be a practical addition to current operations.

Respectfully,

Brian M. Whited
Chief of Police
Front Royal Police Department

- when it has to be right



Re: Sole Source Letter for Leica Geosystems BLK360 G2 Scanner

To Whom It May Concern:

The BLK360 G2 laser scanner is only manufactured by Leica Geosystems. No other manufacturer produces this unit. The BLK360 G2 laser scanner has several specifications that no other laser scanner currently being produced has due to both size and speed of data collection. Those specifications unique to the BLK360 G2, both independent and collectively are:

- 6.1 inches tall
- 3.14 inches tall
- 1.65 pounds
- Single button operation (when operated independent of remote device)
- 8 seconds for full spherical LDR image
- 20 seconds for complete full dome scan and spherical LDR image
- 1:37 seconds for full spherical HDR image and full density scan
- High Dynamic Range (HDR) internal imaging system with 5 bracket exposures per photograph allows for full 360° photograph capture in 20 seconds
- Visual Inertial System (VIS) delivers the delta pose between two consecutive setups in REAL TIME for onsite pre-registration of scan locations

The BLK360 G2 is the smallest, lightest and fastest imaging scanner on the market today and is only manufactured by Leica Geosystems. The BLK360 G2 is subject to copyright of Leica Geosystems. Equipment and parts are not interchangeable with parts from another manufacturers. Modifying the equipment will void the equipment warranty. Leica Geosystems is the only vendor that can perform the repair, maintenance of the equipment.

Sincerely,

A handwritten signature in black ink that reads "Daniel Lee".

Daniel Lee
Commercial Account Manager
Leica Geosystems
5051 Peachtree Corners Circle, 30092 Norcross, GA, USA
Phone: 917-227-2503, Fax: 770-326-9591
E-Mail: daniel.lee@leica-geosystems.com
Website: <http://www.leica-geosystems.com>
Leica Geosystems Technologies is part of [Hexagon](#)

- when it has to be right





SOLE SOURCE JUSTIFICATION FORM

Requesting Department: Police Department

Description of Commodities or Services: Forensic Technology
Software and Equipment

On the lines below initial all entries that apply to this procurement.

BW Original manufacturer's equipment or parts subject to specific patent or copyright
(Please attach supporting documentation)

BW Equipment or parts not interchangeable with similar parts or equipment of
another manufacturer (Please attach supporting documentation)

BW Original manufacturer's parts required to maintain equipment warranty
(Please attach copy of manufacturer's warranty)

BW This is the only known equipment or part that meets the specialized needs of
this department or perform the intended function (Please attach explanation)

BW This is the only known vendor that can perform the repair, maintenance, or render
the service. (Please attach supporting documentation)

_____ Commodities or services are only available from this vendor because of legal
requirements. (Please attach explanation)

_____ None of the above apply (Please attach explanation)

Based on the above, I request that competitive purchasing procedures be waived and that
the commodities or services be procured as a sole source procurement. I have obtained a
price quote from this sole source vendor and the price has been determined to be fair and
reasonable based on:

Circle one: History Cost of similar commodities or services

Published prices

Negotiated cost

The Town of Front Royal Procedures for Purchasing and Procurement Manual provides
that written notification of a sole source purchase must be posted in a designated public
area, published in a newspaper of general circulation, or posted on the Town of Front Royal
web site.

Initiator: _____

Signature

Date: 02 /2 6/202 6

Verification by Department Head: _____

Signature

Brian Whited

Front Royal PD - BLK360 - US - 21870833

Date: 12/12/2025

att. Michael Gallagher
Front Royal Police Department
Michael Gallagher
mgallagher@frontroyalva.com
900 Monroe Avenue
Front Royal VA 22630

- when it has to be right



Leica Geosystems Inc
Fed. Tax ID # 16-1516976
555 North Point Center East
Suite 700
Alpharetta, GA 30022

www.leica-geosystems.us
Phone 800 367 9453

Your reference Front Royal Police Department - 1x For clarifications, please contact
Your phone (540)631-3631 Daniel Lee
Your Customer N° 5059359
daniel.lee@leica-geosystems.com

POS	ARTICLE	QTY	PC	DESCRIPTION	UNIT PRICE	USD /TOTAL
10	2074	1	PC.	BLK360 G2 Hardware Package with RCS With following configuration:	34,165.00	34,165.00
	951110	1	PC.	BLK360 G2		
	853638	1	PC.	GST29, BLK360 Tripod		
	853639	1	PC.	GAD52, BLK360 Tripod Adapter		
	879639	1	PC.	GVP735, BLK Mission Bag		
	1935	1	PC.	Reality Capture Studio Subscription With following configuration:		
	5312305	1	PC.	RC Studio, 1TB Data, 1yr hxd.com/tos		
	6017509	1	PC.	5 yr BLK360 G2 Laser Scanner CCP Bronze, consisting of: 5 yr Customer Support, 4 yr Extended Warranty.		
110	1315	1	PC.	Cyclone REGISTER 360 PLUS (BLK Ed) Perm. With following configuration:	8,470.00	8,470.00
	979839	1	PC.	Cyclone REGISTER 360 PLUS (BLK Ed) Perm.		
	6018139	1	PC.	Cycl.REG 360 PLUS (BLK360 Edit.) CCP 3yr Technical support by telephone/email. Software updates.		
160	2020	1	PC.	Map360 Pro, Permanent With following configuration:	11,150.00	11,150.00
	916318	1	PC.	Map360 Pro, Permanent		
	6015995	1	PC.	Map360 Pro CCP 3yr. Technical support by telephone/email. Software updates.		

Front Royal PD - BLK360 - US - 21870833

Date: 12/12/2025

POS	ARTICLE	QTY	PC	DESCRIPTION	UNIT PRICE	USD /TOTAL
210	5000089	2.000	AU	1 Day On-site Project Consulting: One Leica Geosystems expert (sales manager, sales engineer or application engineer) to consult at a customer site, or evaluation test site. Travel and expenses invoiced at cost.	2,985.00	5,970.00
Total before tax						59,755.00
Sales Tax						
Total						59,755.00

By accepting this Quotation, the Customer confirms to have read, understood and accepted all the provision of this Quotation as well as all further documents related thereto, including, but not limited to Hexagon Aura Reality AG: General Terms and Conditions of Sale and Supply, the Software License Agreement, the International Limited Warranty, and all other pertinent legal documents (<https://aurareality.com/legal/>).

Please select your Aura Software Suite upon your registration in the Clinic Portal.
<https://aurareality.com/25sw-pricing/> The amount will be charged in the Clinic Portal through credit card transaction.

Offer subject to Leica Geosystems terms and conditions, available at:
https://portal.leicaus.com/US_GT-Cs_of_Sales.txt
Full Software License Agreement: www.leica-geosystems.com/TCSL
Full Standard Warranty: www.leica-geosystems.com/TCLW

In addition our delivery- and payment conditions are as follows:
Validity : 12/12/2025 - 05/15/2026

Terms of payment : In advance of delivery

Front Royal PD - BLK360 - US - 21870833

Date: 12/12/2025

With your signature you accept our offer on behalf of your company as above and you confirm, that you are authorized to do so.

Name _____

Title _____

Date/Place _____

Signature _____

If you prefer using your own PO format, please issue to:

Leica Geosystems Inc.

555 North Point Center East

Suite 700

Alpharetta, GA 30022

Phone: 770-326-9612

However, the remittance address for payments is:

Leica Geosystems Inc

PO Box 536874

Atlanta GA 30353-6874

Front Royal PD - FLX100 Plus - US - 21871463

Date: 12/15/2025

att. Michael Gallagher
Front Royal Police Department
Michael Gallagher
mgallagher@frontroyalva.com
900 Monroe Avenue
Front Royal VA 22630

- when it has to be right



Leica Geosystems Inc
Fed.Tax ID # 16-1516976
555 North Point Center East
Suite 700
Alpharetta, GA 30022

www.leica-geosystems.us
Phone 800 367 9453

Your reference Front Royal PD - RTC/Pxx/2GO/2FLY - For clarifications, please contact
Your phone (540)631-3631 Daniel Lee
Your Customer N° 5059359
daniel.lee@leica-geosystems.com

POS	ARTICLE	QTY	PC	DESCRIPTION	UNIT PRICE	USD /TOTAL
10	2093	1	PC.	Leica Zeno FLX100 plus tilt SGP With following configuration:	9,641.00	9,641.00
	1018460	1	PC.	Leica Zeno FLX100 plus tilt SGP		
	915867	1	PC.	AZ219 Pole Mount to attach FLX100 w.Pole		
	915868	1	PC.	AZ220 Handheld Tray FLX100 (plus)		
	752292	1	PC.	GLS30 GNSS pole telescopic, carbon-fibre		
	854154	1	PC.	Universal Pole Mount small Tablets		
	6017814	1	PC.	2 yr Leica Zeno FLX100 plus Smart Antenna DP Basic CCP, consisting of: - 2 yr Distr. Pert. Customer Support.		
	1918	1	PC.	Zeno Mobile One Subscription With following configuration:		
	5312065	1	PC.	Zeno Mobile One Subscription 1yr		
Total before tax						9,641.00
Sales Tax						
Total						9,641.00

Front Royal PD - FLX100 Plus - US - 21871463

Date: 12/15/2025

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Title _____
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Phone: 770-326-9612

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Leica Geosystems Inc
PO Box 536874
Atlanta GA 30353-6874

Leica BLK360



User Manual
Version 1.4
English
Model: BLK360 G2

- when it has to be right

Leica
Geosystems

PART OF
HEXAGON

Introduction

Purchase

Congratulations on the purchase of a Leica BLK360.



This manual contains important safety directions as well as instructions for setting up the product and operating it. Refer to [1 Safety Directions](#) for further information.

Read carefully through the User Manual before you install and switch on the product.



The content of this document is subject to change without prior notice. Ensure that the product is used in accordance with the latest version of this document.

Updated versions are available for download at the following Internet address:
<https://myworld-portal.leica-geosystems.com/> > myDownloads

Product identification

The model and serial number of your product are indicated on the type label. Always refer to this information when contacting your agency or Leica Geosystems authorised service centre.

Trademarks

- Windows® is a registered trademark of Microsoft Corporation in the United States and other countries
- Bluetooth® is a registered trademark of Bluetooth SIG, Inc.
- Android™ is a trademark of Google Inc.
- Apple, iPad, iPad Air, iPad Pro, and iPhone are trademarks of Apple Inc., registered in the U.S. and other countries.
- Use of the Made for Apple badge means that an accessory has been designed to connect specifically to the Apple product(s) identified in the badge, and has been certified by the developer to meet Apple performance standards. Apple is not responsible for the operation of this device or its compliance with safety and regulatory standards.
- iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.

All other trademarks are the property of their respective owners.

Leica Geosystems address book

On the last page of this manual, you can find the address of Leica Geosystems headquarters. For a list of regional contacts, please visit http://leica-geosystems.com/contact-us/sales_support.

Available documentation

Name	Description/Format		
Leica BLK360 Quick Guide	Provides an overview of the instrument together with technical data and safety directions. Intended as a quick reference guide	✓	✓
Leica BLK360 User Manual	Provides all required instructions to operate the instrument to a basic level. Provides an overview of the instrument together with technical data and safety directions.	-	✓

Refer to the following resources for all BLK360 documentation/software:

- the Leica BLK360 product information card
 - <https://myworld.leica-geosystems.com>
-

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1

Safety Directions

1.1

General Introduction

Description

The following directions enable the person responsible for the product, and the person who actually uses the equipment, to anticipate and avoid operational hazards.

The person responsible for the product must ensure that all users understand these directions and adhere to them.

About warning messages

Warning messages are an essential part of the safety concept of the instrument. They appear wherever hazards or hazardous situations can occur.

Warning messages...

- make the user alert about direct and indirect hazards concerning the use of the product.
- contain general rules of behaviour.

For the users' safety, all safety instructions and safety messages shall be strictly observed and followed! Therefore, the manual must always be available to all persons performing any tasks described here.

DANGER, WARNING, CAUTION and **NOTICE** are standardised signal words for identifying levels of hazards and risks related to personal injury and property damage. For your safety, it is important to read and fully understand the following table with the different signal words and their definitions! Supplementary safety information symbols may be placed within a warning message as well as supplementary text.

Type	Description
 DANGER	Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.
 WARNING	Indicates a potentially hazardous situation or an unintended use which, if not avoided, could result in death or serious injury.
 CAUTION	Indicates a potentially hazardous situation or an unintended use which, if not avoided, may result in minor or moderate injury.
NOTICE	Indicates a potentially hazardous situation or an unintended use which, if not avoided, may result in appreciable material, financial and environmental damage.
	Important paragraphs which must be adhered to in practice as they enable the product to be used in a technically correct and efficient manner.

Additional symbols



Warning against flammable substances.



Warning against explosive material.



Product must not be opened or modified or tampered with.



Indicates the temperature limits at which the product may be stored, transported or used.

1.2

Definition of Use

Intended use

- Capturing and recording of spatial 3D data
- Capturing and recording images
- Scanning objects
- Computing with software
- Remote control of product
- Data communication with external appliances

Reasonably foreseeable misuse

- Use of the product without instructions
- Use outside of the intended use and limits
- Disabling of safety systems
- Removal of hazard notices
- Opening the product using tools, for example a screwdriver, unless this is permitted for certain functions
- Modification or conversion of the product
- Use after misappropriation
- Use of products with recognisable damage or defects
- Use with accessories from other manufacturers without the prior explicit approval of Leica Geosystems
- Inadequate safeguards at the working site
- Deliberate dazzling of third parties

WARNING

Unauthorised modification of automatic machines and robots by mounting or installing the product

This may alter the function and safety of the machine.

Precautions:

- ▶ Follow the instructions of the machine/robot manufacturer.
- ▶ If no appropriate instruction is available, ask machine/robot manufacturer for instructions before mounting or installing the product.

1.3

Limits of Use

Environment

Suitable for use in an atmosphere appropriate for permanent human habitation. Not suitable for use in aggressive or explosive environments.

 WARNING

Working in hazardous areas or close to electrical installations or similar situations

Life Risk.

Precautions:

- ▶ Local safety authorities and safety experts must be contacted by the person responsible for the product before working in such conditions.



The following advice is only valid for the AC/DC power supply and the battery charger.

Environment

Suitable for use in dry environments only and not under adverse conditions.



1.4

Responsibilities

Manufacturer of the product

Leica Geosystems AG, CH-9435 Heerbrugg, hereinafter referred to as Leica Geosystems, is responsible for supplying the product, including the User Manual and original accessories, in a safe condition.

Person responsible for the product

The person responsible for the product has the following duties:

- To understand the safety instructions on the product and the instructions in the User Manual
- To ensure that the product is used in accordance with the instructions
- To be familiar with local regulations relating to safety and accident prevention
- To stop operating the system and inform Leica Geosystems immediately if the product and the application become unsafe
- To ensure that the national laws, regulations and conditions for the operation of the products are respected

 WARNING

Unqualified installation on automatic machines and robots

This may result in personal and material damage.

Precautions:

- ▶ This product may be installed on automatic machines and robots only by an appropriately trained and qualified specialist.

⚠ WARNING**Distraction or loss of attention**

During dynamic applications there is a danger of accidents occurring if the user does not pay attention to the environmental conditions around, for example obstacles, excavations or traffic.

Precautions:

- ▶ The person responsible for the product must make all users fully aware of the existing dangers.

⚠ WARNING**Inadequate securing of the working site**

This can lead to dangerous situations, for example in traffic, on building sites and at industrial installations.

Precautions:

- ▶ Always ensure that the working site is adequately secured.
- ▶ Adhere to the regulations governing safety, accident prevention and road traffic.

NOTICE**Dropping, misusing, modifying, storing the product for long periods or transporting the product**

Watch out for erroneous measurement results.

Precautions:

- ▶ Periodically carry out test measurements, particularly after the product has been subjected to abnormal use and before and after important measurements.

⚠ CAUTION**Moving parts at the product during operation**

Risk of squeezing extremities or entanglement of hair and/or clothes.

Precautions:

- ▶ Keep a safe distance to the moving parts.



If the instrument moves unexpectedly during operation, stop the instrument via user interface (display, key) or alternatively remove the battery or main power source to prevent further movements.

CAUTION

Not properly secured accessories

If the accessories used with the product are not properly secured and the product is subjected to mechanical shock, for example blows or falling, the product may be damaged or people can sustain injury.

Precautions:

- ▶ When setting up the product, make sure that the accessories are correctly adapted, fitted, secured, and locked in position.
- ▶ Avoid subjecting the product to mechanical stress.

WARNING

Exposure of batteries to high mechanical stress, high ambient temperatures or immersion into fluids

This can cause leakage, fire or explosion of the batteries.

Precautions:

- ▶ Protect the batteries from mechanical influences and high ambient temperatures.
- ▶ Consider the product's IP class restrictions in chapter 6 [Technical Data](#).
- ▶ Do not drop or immerse the product into fluids.

WARNING

Short circuit of battery terminals

If battery terminals are short circuited e.g. by coming in contact with jewellery, keys, metallised paper or other metals, the battery can overheat and cause injury or fire, for example by storing or transporting in pockets.

Precautions:

- ▶ Make sure that the battery terminals do not come into contact with metallic/conductive objects.

WARNING

Inappropriate mechanical influences to batteries

During the transport, shipping or disposal of batteries it is possible for inappropriate mechanical influences to constitute a fire hazard.

Precautions:

- ▶ Before shipping the product or disposing it, discharge the batteries by the product until they are flat.
- ▶ When transporting or shipping batteries, the person in charge of the product must ensure that the applicable national and international rules and regulations are observed.
- ▶ Before transportation or shipping, contact your local passenger or freight transport company.

WARNING

Damaged battery housing

There is a risk of fire. In case skin or eyes have come into direct contact with electrolytes leaking from the battery, rinse them thoroughly with clear water. Immediately contact a doctor.

Precautions:

- ▶ Stop using the battery.
- ▶ Turn off any charging in action.
- ▶ If any electrolytes should leak from a damaged battery, avoid skin contact and direct inhalation of gases.

WARNING

Improper disposal

If the product is improperly disposed of, the following can happen:

- If polymer parts are burnt, poisonous gases are produced which may impair health.
- If batteries are damaged or are heated strongly, they can explode and cause poisoning, burning, corrosion or environmental contamination.
- By disposing of the product irresponsibly you may enable unauthorised persons to use it in contravention of the regulations, exposing themselves and third parties to the risk of severe injury and rendering the environment liable to contamination.

Precautions:



The product must not be disposed with household waste. Dispose of the product appropriately in accordance with the national regulations in force in your country. Always prevent access to the product by unauthorised personnel.

Product-specific treatment and waste management information can be received from your Leica Geosystems distributor.

WARNING

Lightning strike

If the product is used with accessories, for example masts, staffs, poles, you may increase the risk of being struck by lightning.

Precautions:

- ▶ Do not use the product in a thunderstorm.

WARNING

Improperly repaired equipment

Risk of injuries to users and equipment destruction due to lack of repair knowledge.

Precautions:

- ▶ Only authorised Leica Geosystems Service Centres are entitled to repair these products.

For the AC/DC power supply:

WARNING

Unauthorised opening of the product

Either of the following actions may cause you to receive an electric shock:

- Touching live components
- Using the product after incorrect attempts were made to carry out repairs.

Precautions:

- ▶ Do not open the product!
- ▶ Only authorised Leica Geosystems Service Centres are entitled to repair these products.

For the AC/DC power supply:

WARNING

Electric shock due to use under wet and severe conditions

If unit becomes wet, it may cause you to receive an electric shock.

Precautions:

- ▶ If the product becomes humid, it must not be used!
- ▶ Use the product only in dry environments, for example in buildings or vehicles.



- ▶ Protect the product against humidity.

1.6

Laser Classification

1.6.1

General

General

The following chapters provide instructions and training information about laser safety according to international standard IEC 60825-1 (2014-05) and technical report IEC TR 60825-14:2022. The information enables the person responsible for the product and the person who actually uses the equipment, to anticipate and avoid operational hazards.



According to IEC TR 60825-14:2022, products classified as laser class 1, class 2 and class 3R do not require:

- laser safety officer involvement
 - protective clothes and eyewear
 - special warning signs in the laser working area
- if used and operated as defined in this User Manual due to the low eye hazard level.



National laws and local regulations could impose more stringent instructions for the safe use of lasers than IEC 60825-1 (2014-05) and IEC TR 60825-14:2022.

1.6.2

Scanning Laser

General

The laser incorporated in the product produces an invisible beam which emerges from the rotating mirror.

The laser product described in this section is classified as laser class 1 in accordance with:

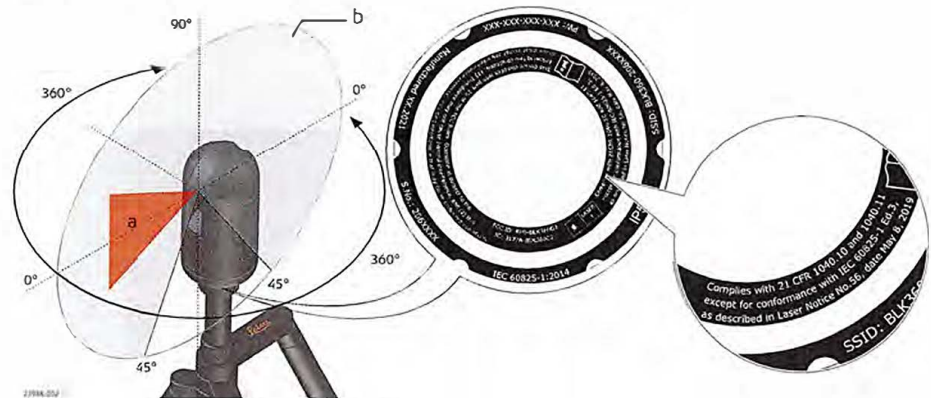
- IEC 60825-1 (2014-05): "Safety of laser products"

These products are safe under reasonably foreseeable conditions of operation and are not harmful to the eyes provided that the products are used and maintained in accordance with this User Manual.

Description	Value
Wavelength	830 nm
Maximum pulse energy	10 nJ
Maximum pulse duration	3 ns
Pulse repetition frequency (PRF)	2.7 MHz
Beam divergence (FWHM, full angle)	0.4 mrad
Mirror rotation	67.9 Hz
Base rotation	6.8 mHz

Labelling

Class 1 Laser Product
according to IEC 60825-1
(2014-05)



- a Laser beam
- b Scanning laser beam

1.7

Electromagnetic Compatibility (EMC)

Description

The term Electromagnetic Compatibility is taken to mean the capability of the product to function smoothly in an environment where electromagnetic radiation and electrostatic discharges are present, and without causing electromagnetic disturbances to other equipment.

CAUTION

Electromagnetic radiation

Electromagnetic radiation can cause disturbances in other equipment.

Precautions:

- ▶ Although the product meets the strict regulations and standards which are in force in this respect, Leica Geosystems cannot completely exclude the possibility that other equipment may be disturbed.

CAUTION

Use of the product with accessories from other manufacturers. For example, field computers, personal computers or other electronic equipment, non-standard cables or external batteries

This may cause disturbances in other equipment.

Precautions:

- ▶ Use only the equipment and accessories recommended by Leica Geosystems.
- ▶ When combined with the product, other accessories must meet the strict requirements stipulated by the guidelines and standards.
- ▶ When using computers, two-way radios or other electronic equipment, pay attention to the information about electromagnetic compatibility provided by the manufacturer.

CAUTION

Intense electromagnetic radiation. For example, near radio transmitters, transponders, two-way radios or diesel generators

Although the product meets the strict regulations and standards which are in force in this respect, Leica Geosystems cannot completely exclude the possibility that the function of the product may be disturbed in such an electromagnetic environment.

Precautions:

- ▶ Check the plausibility of results obtained under these conditions.

CAUTION

Electromagnetic radiation due to improper connection of cables

If the product is operated with connecting cables, attached at only one of their two ends, the permitted level of electromagnetic radiation may be exceeded and the correct functioning of other products may be impaired. For example, external supply cables or interface cables.

Precautions:

- ▶ While the product is in use, connecting cables, for example product to external battery or product to computer, must be connected at both ends.

 WARNING

Use of product with radio or digital cellular phone devices

Electromagnetic fields can cause disturbances in other equipment, installations, medical devices, for example pacemakers or hearing aids, and aircrafts. Electromagnetic fields can also affect humans and animals.

Precautions:

- ▶ Although the product meets the strict regulations and standards which are in force in this respect, Leica Geosystems cannot completely exclude the possibility that other equipment can be disturbed or that humans or animals can be affected.
 - ▶ Do not operate the product with radio or digital cellular phone devices in the vicinity of filling stations or chemical installations, or in other areas where an explosion hazard exists.
 - ▶ Do not operate the product with radio or digital cellular phone devices near medical equipment.
 - ▶ Do not operate the product with radio or digital cellular phone devices in aircrafts.
 - ▶ Do not operate the product with radio or digital cellular phone devices for long periods with the product immediately next to your body.
-

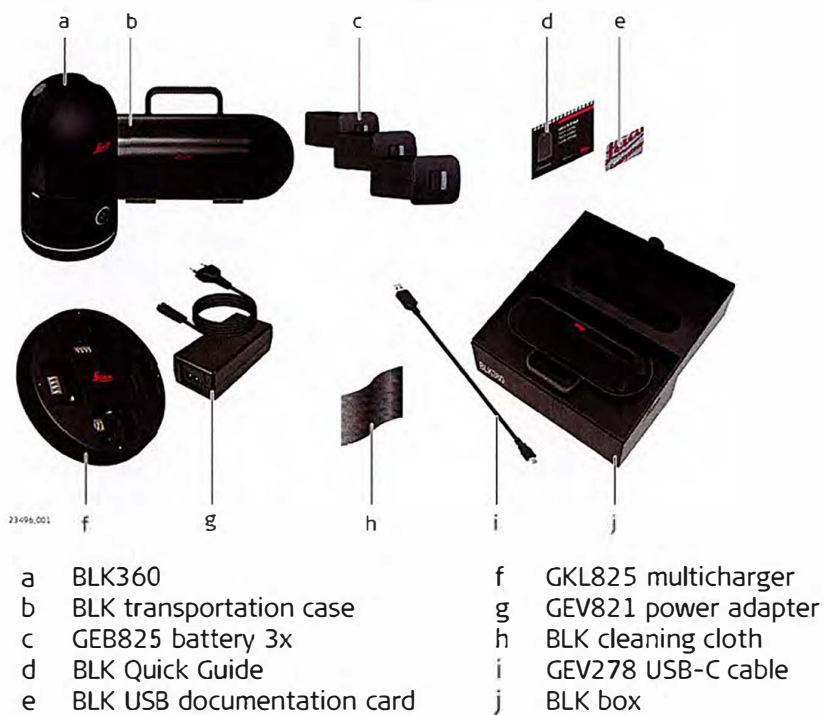
2

Description of the System

2.1

Inside the Box

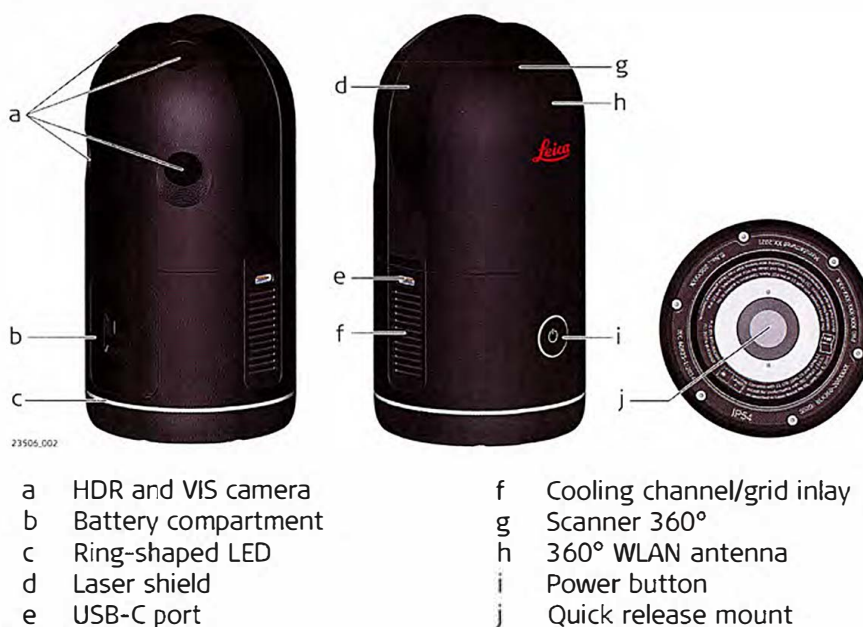
Inside the box



2.2

Instrument Components

Instrument components



3 User Interface

3.1 Power Button

Power button



a Power button

Power button	when the BLK360 is	THEN
Press and hold the button >1 sec.	off.	The BLK360 switches on and the LED starts blinking yellow.
Press and hold the button <0.5 sec.	on and ready. The LED is continuous green.	The BLK360 starts recording and the LED starts blinking yellow.
Press and hold the button >2 sec.	on and ready. The LED is continuous green.	The LED starts blinking yellow and the BLK360 switches off.
Press and hold the button > 5 sec.	on.	The BLK360 switches off immediately. Hard shut-down.

NOTICE

It is mandatory to follow always this procedure to shut down the instrument. Do not remove the battery from a running instrument!

3.2 Instrument Status

Device status

The ring-shaped LED lights up green, yellow or red in different intervals to show the operation states of the BLK360.



- a Ring-shaped LED continuous
- b Ring-shaped LED blinking
- c Ring-shaped LED alternating

Operation mode

LED status	Instrument status
	The BLK360 is off.
	The BLK360 is starting, recording or switching off.
	The BLK360 is ready. Bright green: Battery capacity > 20%. Dark green: Battery capacity < 20%. In case of low battery, refer to Insert and remove the battery .
	The VIS has detected movement and is tracking it

Firmware update mode

LED status	Instrument status
	The BLK360 is running a firmware update.
	The firmware update was successful.
	The firmware update failed.

4

Power Supply

4.1

Battery and Charger Safety

General

Use the batteries, chargers and accessories recommended by Leica Geosystems to ensure the correct functionality of the instrument.

First-time use/ charging batteries

- To prevent any malfunctioning, batteries must be charged immediately after the BLK360 is delivered
- Batteries must be charged at least every six months. Batteries that have been stored and left uncharged for more than six months can self-discharge below a critical voltage, leading to permanent damage and making the battery unusable
- The permissible temperature range for charging is from 0 °C to +40 °C/ +32 °F to +104 °F. For optimal charging, we recommend charging the batteries at a low ambient temperature of +10 °C to +20 °C/+50 °F to +68 °F if possible
- It is normal for the battery to become warm during charging. Using the chargers recommended by Leica Geosystems, it is not possible to charge the battery once the temperature is too high

Operation/discharging

- The batteries can be operated from 0 °C to +50 °C/32 °F to +122 °F
- Low operating temperatures reduce the capacity that can be drawn; high operating temperatures reduce the service life of the battery

4.2

Battery

NOTICE

Always shut down the instrument before removing the battery.

Insert and remove the battery



The IP rating is only ensured if the battery is attached correctly.



1. Press the switch on the battery inwards and upwards to unlock the battery.
2. Remove the battery.
3. Insert the new battery.
 Make sure that the battery contacts are facing to the left side.

4.

Battery status



Press the status button to check the battery status.

24074 001

Status LED	Battery status
	0%-30%
	31%-60%
	61%-90%
	91%-100%

4.3

Charging Station

Description

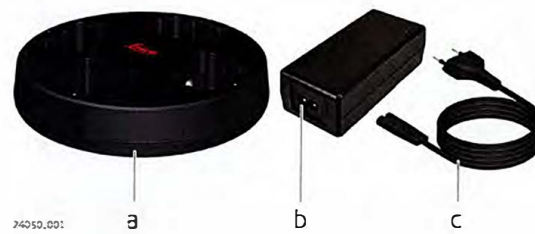
The Charger GKL825 is a multicharger for indoor-use with four battery bays. The charger is used for battery packs which are used in reality capturing equipment. In these applications, and thus for the charger, high reliability and safe operation over the expected product lifetime are of highest importance. The GKL825 offers the following functions:

- Power supply through dedicated AC/DC power adapter
- LED to indicate the status
- Four battery positions
- Charging of one to four battery packs at the same time
- Charging GEB825 batteries for BLK360 **SE** and BLK360
- Charging GEB821 batteries for BLK2GO



The GKL825 can charge one to four batteries at a time depending on requested battery charging current.

System components



- a GKL825 charger
- b AC/DC power adapter
- c AC power cable

Charger components



- a DC input
- b Battery bay with charging function
- c Battery status LED
- d Battery connector

LED indicators



LED indicator	Status	Description
	Off	No activity.
	Solid green	The battery is fully charged.
	Blinking orange	The battery is charging.
	Solid red	Failure. Refer to Troubleshooting .

Power supply



The charger GKL825 is only allowed to be operated with its own AC/DC power adapter. The AC/DC power adapter is part of the delivered package.



19541_001

- (EU) 230 V~
- (US) 120 V~
- (CN) 220 V~
- (UK) 230 V~
- (AUS) 230 V~

Input voltage: 100-240 V AC

Charge batteries step-by-step



The GKL825 can charge one to four batteries at a time. All batteries are charging in parallel.



24075_001

1. Plug the AC/DC power adapter.
2. Connect the charger plug into the DC input of the charger.
3. Insert the battery with the contact slots facing downwards.

The LED of the battery bay blinks orange  indicating the charge process.
Refer to [LED indicators](#).

4. If the LED of the battery bay lights solid green  the battery is fully charged.
Disconnect the charger plug from the DC input of the charger.
Unplug the AC/DC power adapter from the AC power source.
5. Carefully pull the battery upwards.
The LED indicator of the battery bay is off .

Troubleshooting



If an error occurs, the LED indicator of the related battery bay lights constantly red.

- Remove and insert the battery again. Make sure that the battery is correctly positioned in the battery bay. Disconnect from AC power and reconnect. If the failure persists or reappears from time to time, contact the technical support.
 - If the battery is inserted into the charger bay right after usage, it is possible that the LED of the battery bay will light solid red, indicating the battery is too hot to be charged.
 - Batteries can still be left in the charger bay, once they cool down, the charging will start. This could take up to 20 minutes.
-

5

Operation

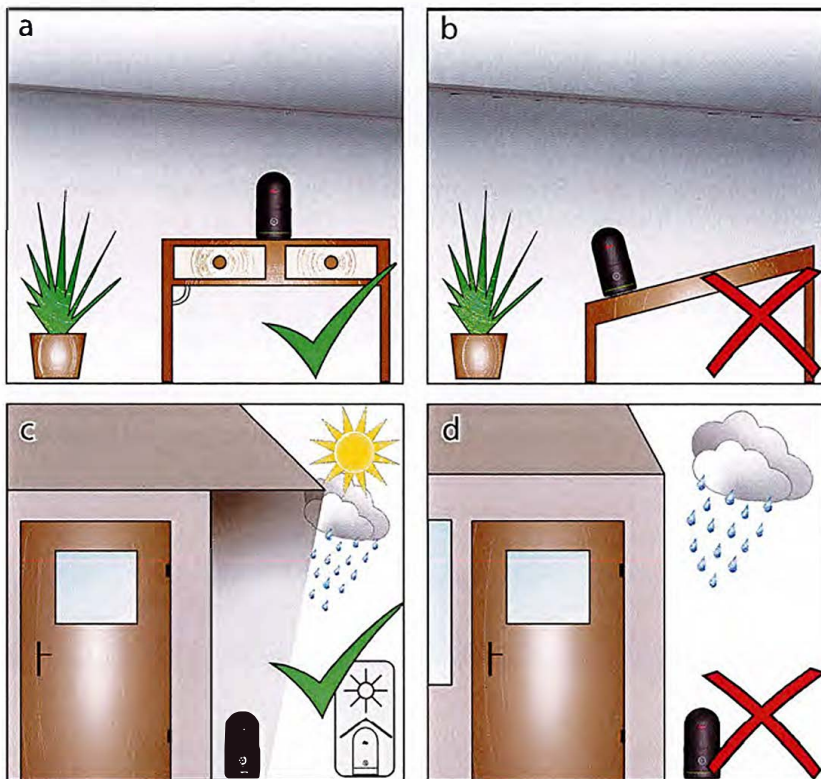
5.1

Instrument Setup

5.1.1

Setup on a Surface

BLK360 setup on a surface



- a Always place the BLK360 on a horizontal, flat surface.
- b If the BLK360 is placed on a tilted surface, there is a risk that the instrument may fall down and is damaged.
- c It is always necessary to shield the instrument from direct sunlight and unfavourable weather conditions.
- d If the laser shield is exposed to rain, scanning is not possible. To scan in these conditions, position the scanner, for example, under a roof. Refer to illustration c.

5.1.2

General Information

Use the tripod

It is recommended to set up the BLK360 on the tripod. Using the tripod specified for the scanning system:

- Guarantees maximum stability during scanning operations,
- Ensures a better airflow and prevents the BLK360 from heating up.

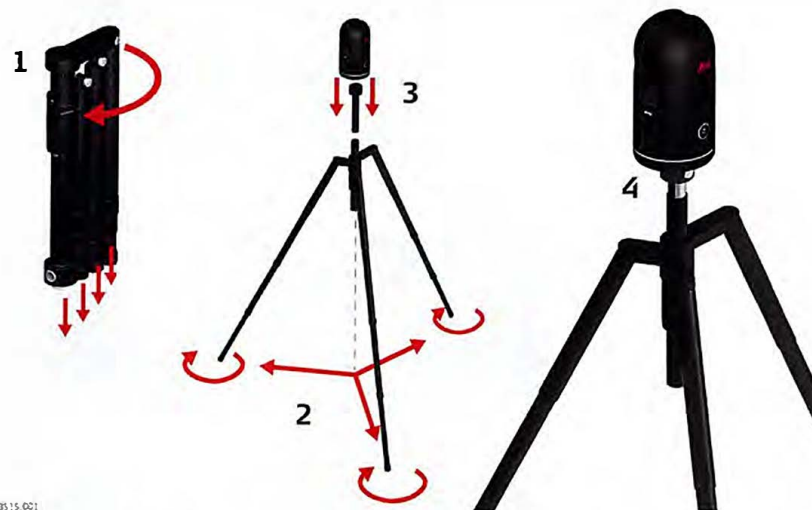


If you set up the BLK360 directly on a surface without the tripod connected, ensure that it is a horizontal and flat surface.

5.1.3

Tripod Setup

BLK360 setup on a tripod



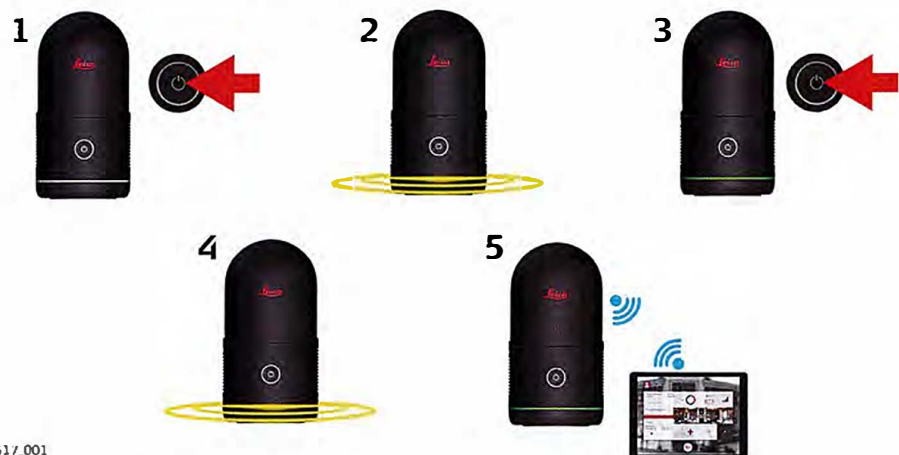
23515_001

1. Unfold the tripod and extend the tripod legs to allow for a comfortable working posture.
2. Tighten the screws of the legs and expand the legs for a stable tripod position.
3. Place the tripod adapter on the tripod and secure it.
4. Place the instrument on the tripod adapter and secure it.

5.2

Operation - Getting Started

One-button operation



23517_001

1. Press the power button to turn on the BLK360.
2. The BLK360 is starting. The ring-shaped LED is blinking yellow.
3. If the ring-shaped LED is continuous green, the BLK360 is ready for operation. Press the power button to start recording.
4. Recording starts. The ring-shaped LED is blinking yellow.
5. The recording is finished. The ring-shaped LED is continuous green. The data transfer starts as soon as the BLK360 is linked to a computing device.



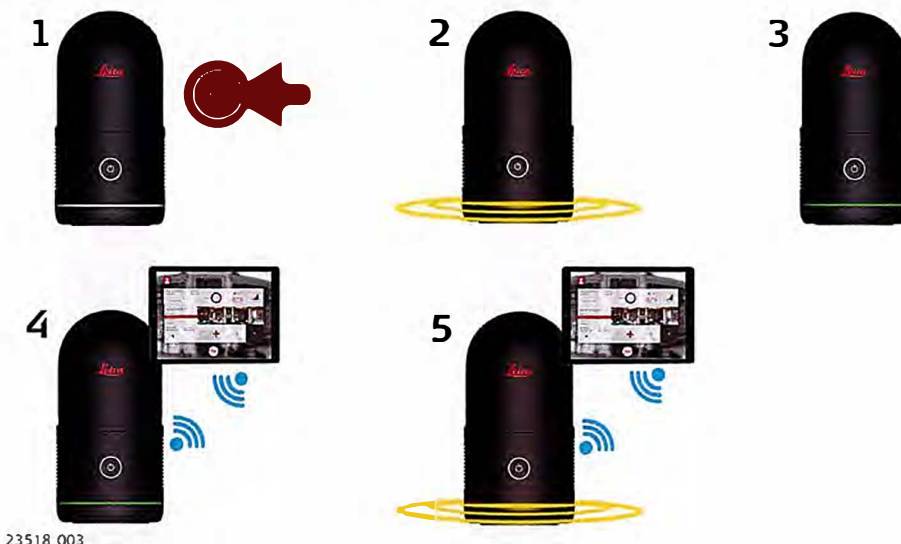
Do not touch or move the BLK360 while the system is recording.



Never touch the laser shield and the cameras. Touching these components can leave, for example, fingerprints and influence the performance negatively.

Remote control with Wi-Fi connection

The BLK360 can be remote controlled by a mobile device like a tablet or smartphone when connected via Wi-Fi.



1. Press the power button to turn on the BLK360.
2. The BLK360 is starting. The ring-shaped LED is blinking yellow.
3. If the ring-shaped LED is continuous green, the BLK360 is ready for operation.
4. Establish a Wi-Fi connection between the BLK360 and a mobile device.



The best data transfer rate can be ensured if the mobile device is close by. Ensure to be close to the BLK360 in the direct line of sight and less than 5 m distance. Greater distances and/or objects blocking the direct line of sight between BLK360 and mobile device leads to a slower data transfer.

5. Start the recording and simultaneous data transfer with the mobile device. The ring-shaped LED is blinking yellow.

Data transfer with USB connection

The USB connection can be used to transfer data from the BLK360 to a computer or laptop.

The USB-C data transfer is possible if the BLK360 is turned on and powered by the battery, or when is switched off and powered by a computing device (with or without battery inserted).

- High power mode: The data transfer speed is faster. In this mode the device is powered by the battery.
- Low power mode: The data transfer speed is slower, in this mode the BLK360 is powered by the connected computing device.



It is recommended to have the BLK360 turned on (high power mode) during USB-C data transfer to ensure fastest data throughput.

1



2



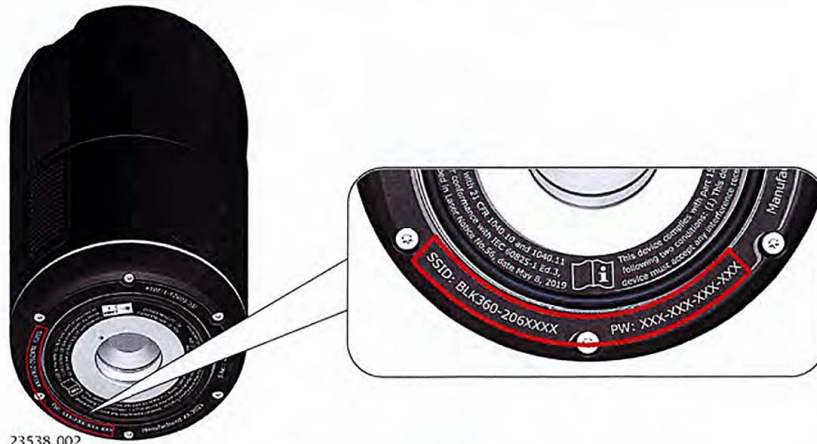
3



23519_002

1. Press the power button to turn on the BLK360.
2. Plug in the USB-C cable and connect to the computing device.
 If the USB-C cable is plugged in the BLK360 cannot capture data.
3. Start the data transfer with the computing device.

Data transfer using Wi-Fi



23538_002

1. Start the BLK360 and wait until the LED is continuous green.
2. On the computing device, select **Settings** and tap **Wi-Fi**.
3. Select the network **BLK360-206xxxxx** in the Wi-Fi settings to establish the connection.
 The number **206xxxxx** is the serial number of the BLK360.

4. Enter the password.



The instrument-specific password is printed on the label on the bottom housing.

5. Start the app and connect the BLK360.



Entering the Wi-Fi credentials is only required once to connect a computing device to the BLK360. Once the pairing is done, the connection is saved and automatically re-established the next time.

5.3

Imaging

Description

The BLK360 has four calibrated RGB cameras to collect LDR and HDR panoramic, 360° spheric images. The four cameras are also used for the Visual Inertial System (VIS).

Imaging



a Four cameras

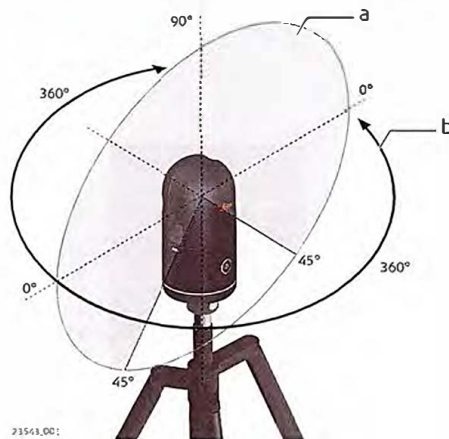


Keep the camera lenses clean and free from dirt and dust. Do not touch the optics as fingerprints can influence the image quality negatively. It is recommended to clean the camera lenses carefully with the BLK cleaning cloth from time to time.

5.3.1

Field of View (FoV)

Imaging - field of view



- a Vertical field of view: 270°
- b Horizontal field of view: 360°

5.3.2

Ambient Conditions

Ambient conditions for imaging

- Rain, snow or fog may adversely affect images quality. Always use care when collect image data in these conditions.
- For good and sharp images, avoid dark surroundings and the exposure to direct sunlight. If such conditions cannot be avoided, it is highly recommended to configure for HDR to get the best possible result.

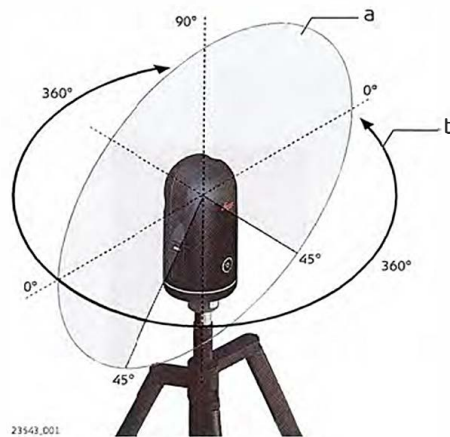
5.4

Scanning

5.4.1

Field of View (FoV)

Scanning laser - field of view



- a Vertical field of view: 270°
- b Horizontal field of view: 360°



D = Distance from center of the LiDAR to the zenith



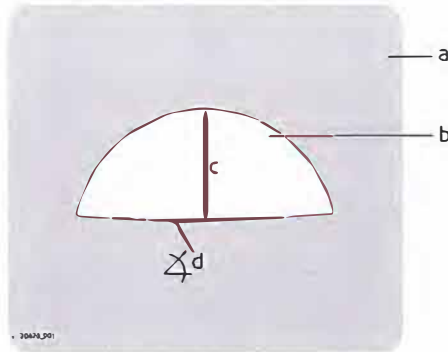
A small gap in the zenith will be present in the captured scan data, this is related to the characteristics of the ultra-fast LiDAR sensor.

If required, this gap can fast and easily be closed

- By another scan nearby that covers that area.
- Or capturing a second scan from the same position but rotating the BLK360 by 180°.

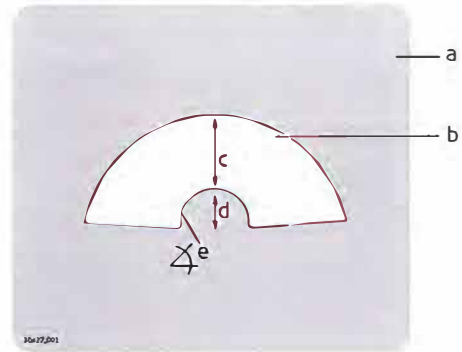
The zenith gap can have two different shapes, and the dimensions can vary depending on the distance from the center of the LiDAR sensor to the zenith.

Fig.1 Distances from center of the LiDAR to the zenith < 2 m.



- D 1.8 m
a Point cloud
b Zenith gap
c 36 cm
d 175°

Fig.2 Distances from center of the LiDAR to the zenith > 2 m.



- D 2.2 m
a Point cloud
b Zenith gap
c 25 cm
d 11 cm
e 172°

5.4.2

Ambient Conditions

Unfavourable surfaces for scanning

- Highly reflective (polished metal, gloss paint)
- Highly absorbent (black)
- Translucent (clear glass)



Colour, powder or tape these surfaces before scanning if necessary.

Unfavourable weather conditions for scanning

- If the laser shield is exposed to rain, snow or fog it is not possible to scan. To scan in these conditions, position the scanner, for example, under a roof.
- Be aware, that rain, snow or fog may adversely affect measurement quality. Always use care when scanning in these conditions.
- Surfaces that are directly illuminated by the sun cause an increased range noise and therefore a larger measurement uncertainty.
- If some objects are scanned against the sunlight or a bright spotlight, the optical receiver of the instrument can be dazzled so heavily that in this area no measured data is recorded.

Temperature changes during scanning

If the instrument is brought from a cold environment, for example from storage, into a warm and humid environment, the interior optics can condense. This may cause measurement errors.



Avoid rapid temperature changes and give the instrument 15 to 20 minutes time to acclimatise.

Dirt or dust on the laser shield

The scan mirror is protected against direct contact with a laser shield. Dirt on the laser shield such as a layer of dust, condensation or fingerprints may cause considerable measuring errors. Refer to [Cleaning and Drying](#).

5.4.3

Troubleshooting

Troubleshooting

Problem	Possible causes	Suggested remedies
Missing points in scan.	Dust, debris or fingerprints on the laser shield.	Use the BLK cleaning cloth to clean carefully the specific areas.
When switching on the instrument or starting a scan, the system switches off automatically.	Capacity of battery is too low. Battery not properly charged.	Recharge or change battery. Check the battery status as described in Power Supply .
The system switches off automatically, even though it was recharged, when switching on the instrument or starting a scan.	Battery charger is defective.	Check the function of the battery charger. Note the charging status displayed on the battery charger.
	Battery is no longer charging.	The battery has lost most of its capacity at the end of its life time. Replace the battery.

Troubleshooting - LED status

LED status	Instrument status
	System warning. For example, full storage device, empty battery. Shut down the instrument and reboot again. If status does not change, check internal storage capacity and power status of battery. Delete data and/or exchange battery.

LED status**Instrument status**

System warning. The instrument has reached a critical temperature and needs to cool down before continuing operating.



System warning. The instrument has exceeded the critical temperature, and will turn off.



An unrecoverable system error occurred. Shut down the instrument and reboot again. If status does not change, contact the Leica support.

**Troubleshooting -
support contacts**

If you experience problems with your instrument, check the BLK360 web page at <https://www.blk360.com/> for support information and contacts.

6

Technical Data

6.1

General Technical Data of the Product

Storage and Communication

Internal storage:

180 GB

Setup	Description
Dense+ and HDR	>300 scans
Fast+ and LDR	>1500 scans

Communication:

Type	Description
WLAN	Integrated 802.11 b/g/n WLAN with MIMO
USB-C	USB 3.0

Internal HDR cameras

The BLK360 has four integrated HDR digital cameras.

Camera data	Value
Type	Colour sensor, fixed focal length
Single image	4224 x 3136 pixels, 105° x 133° (V x H)
Full dome	8 images, automatically spatially rectified, 104 Mpx, 360° x 270°
White balancing	Automatic
HDR	Automatic
Minimum range	0.5 m
Maximum range	45 m

Additional internal sensors

Sensor	Description
Visual Inertial System (VIS)	Video enhanced inertial measuring system to track movement of the scanner position relative to the previous setup in real-time.  VIS cannot be used in complete darkness.
Tilt	IMU based 8' in a working range; ±5° for upright and upside down orientation

6.2

System Performance

System performance and accuracy



All ± accuracy specifications are one sigma (1σ) under Leica Geosystems standard test conditions unless otherwise noted.

Accuracy of single measurement (at 78% albedo)	Value
3D point accuracy	4 mm at 10 m, 8 mm at 20 m

6.3

Laser System Performance

Laser scanning system data



The scanning system is a high speed time-of-flight unit, enhanced by Waveform Digitising (WFD) technology with a maximum scan rate of 680.000 points/second.

Laser unit:

Scanning laser	Value
Classification	Laser Class 1 (in accordance with IEC 608251 (201405))
Wavelength	830 nm (invisible)

Range:

Scanning data	Value
Beam divergence	0.4 mrad (FWHM, full angle)
Beam diameter at front window	2.25 mm (FWHM)
Minimum range	0.5 m @ 78% albedo
Maximum range	45 m @ 78% albedo

Range noise:

Albedo	Distance [m]
	10
78%	1 mm

Field-of-View (per scan):

Field-of-View	Value
Selection	Always full dome
Horizontal	360°
Vertical	270°
Scanning optics	Vertically rotating mirror on horizontally rotating base protected by a laser shield.

Scan duration for 4 settings:

Point density mode	Resolution [mm @ 10m]	Estimated scan duration [MM:SS] for a full dome scan
Fast+	50	00:07
Fast	25	00:13
Dense	12	00:30
Dense+	6	01:15

Image capturing time:

Image type	Estimated image duration [MM:SS]
LDR	00:08
HDR	00:20

Scan size for 4 settings:

Point density mode	Approx. scan size [mio points]
Fast+	0.6
Fast	2.3
Dense	9.4
Dense+	37.5

6.4**Electrical Data****BLK360 power supply and consumption****Power supply:****Internal battery**

7.4V DC; one internal battery provided with system.

Power consumption:**Instrument**

10 W typical; 16 W max.

GKL825 Multicharger

Supply	Value
Input voltage	19 V DC, 3.43 A

GEB825 internal battery

Supply	Value
Type	Li-Ion
Voltage	7.4 V
Capacity	2.6 Ah

Battery operating and charging times

Internal battery	Value
Operating time	>60 scans per battery, typical continuous use (room temperature).
Charging time	Typical charging time with charger GKL825 is 2-3 hours at room temperature.

6.5**Environmental Specifications****Environmental specifications**

Type	Operating temperature [°C]	Storage temperature [°C]
Instrument and charger	0 to +40	-25 to +70
Battery	0 to +50	-40 to +70
AC/DC power supply	0 to +40	-20 to +70



If the outside temperature is above 30 °C, the unit should be cooled, for example, by shadowing it from direct sunlight, to ensure full scanning performance.

Type	Protection against water, dust and sand
Instrument	IP54 (IEC 60529) upright, battery inserted and closed correctly

Type	Protection against water, dust and sand
	Dust protected Betamesh BM90 – filtration level 69 µm Betamesh BM20 – filtration level 20 µm Protection against splashing water from any direction.
Battery	IP54 (IEC 60529) Dust protected Protection against splashing water from any direction.
Charger and AC/DC power supply	Only operate in dry environments, for example in buildings and vehicles.
Type	Humidity
Instrument	max. 95% non-condensing
Battery and Charger	max. 95% non-condensing
AC/DC power supply	max. 80% non-condensing
Type	Limits of use
Instrument and battery	Pollution degree 4: Electrical equipment for indoor and outdoor use. Working altitude: unlimited
Charger and AC/DC power supply	Pollution degree 2: Electrical equipment for office environment. Working altitude: ≤ 2000 m
Type	Lighting
Instrument	Fully operational from bright sunlight to complete darkness.
Type	Sound level
Instrument	< 70 db(A)

6.6

Dimensions

Dimensions

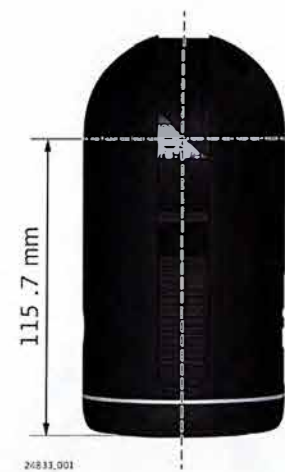
Instrument	Dimensions [mm] (D x W x H)	Dimensions ["] (D x W x H)
BLK360	80 x 80 x 155	3.1 x 3.1 x 6.1
GEV821 AC power supply	85 x 170 x 41 / cable length: 1800	3.4 x 6.7 x 1.6 / cable length: 70
GKL825 multicharger	157 x 71 x 38	6.2 x 2.8 x 1.5
GEB825 battery	71.5 x 39.5 x 21.2	2.8 x 1.6 x 0.8
GAD52 tripod adapter	42 x 42 x 35.1	1.65 x 1.65 x 3.1
Transport container	195.5 x 195.5 x 258.6	7.7 x 7.7 x 10.2

Dimensions

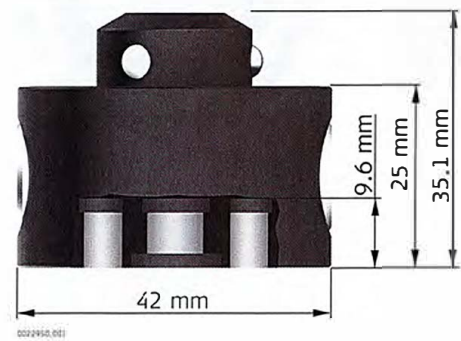
BLK360



Fast axis



Dimensions of tripod adapter



6.7

Weight

Weight

Instrument	Weight [kg]	Weight [lbs]
BLK360 without battery	0.75	1.65

Instrument	Weight [kg]	Weight [lbs]
GEV821 AC power supply	0.1	0.2
GKL825 multicharger	0.1	0.2
GEB825 battery	0.1	0.2
BLK360 transport container (without scanner and accessories)	1.0	2.2
BLK360 transport container (with scanner and standard accessories)	2.2	4.9

6.8

Accessories

Scope of delivery

- BLK360
- Transportation case GVP739
- Battery charger GKL825 with AC power adapter GEV821
- Battery GEB825 (3x)
- Quick Guide BLK360
- 12 month warranty
- Calibration Certificate digital access by online registration

Additional accessories

- BLK360 tripod
- BLK360 tripod adapter
- BLK360 mission bag
- BLK360 tribrach adapter

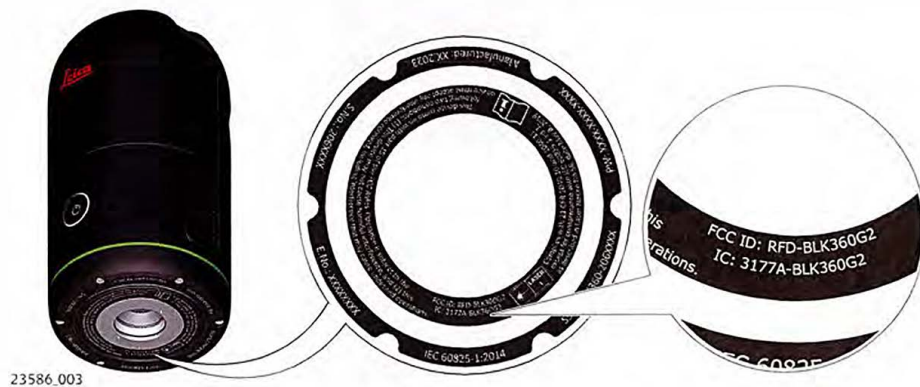
6.9

Conformity to National Regulations

6.9.1

BLK360

Labelling BLK360





Frequency bands, output power

Type	Frequency band [MHz]	Maximum out- put power ¹⁾ [dBm]	Country restrictions
WLAN 2.4 GHz	2412–2472	16.89	

Radio Exposure State- ment

In order to comply with RF Exposure requirements, this device must be used/ installed to provide at least 20 cm separation from the human body at all times.

EU



Hereby, Leica Geosystems AG declares that the radio equipment type BLK360 G2 is in compliance with Directive 2014/53/EU and other applicable European Directives.
 The full text of the EU declaration of conformity is available at the following Internet address: <http://www.leica-geosystems.com/ce>.

USA

FCC ID: RFD-BLK360G2

Part 15 B/C

Changes or modifications not expressly approved by Leica Geosystems for compliance could void the user's authority to operate the equipment.

Canada

CAN ICES-003 (Class B) / NMB-003 (Class B)

IC ID: 3177A-BLK360G2

¹⁾ Conducted power for mobile technologies and EIRP for other technologies.

Canada Compliance Statement

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:

1. This device may not cause interference
2. This device must accept any interference, including interference that may cause undesired operation of the device

Canada Déclaration de Conformité

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:

1. L'appareil ne doit pas produire de brouillage
2. L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement

Brazil



10498-24-09709

This equipment is not entitled to protection against harmful interference and may not cause interference in duly authorised systems. For more information, see the ANATEL website - <http://www.anatel.gov.br/>

South Korea



Applicant name: Leica Geosystems Korea AG
Product name: Specific small output wireless device
Model name: BLK360
KC number: R-R-rks-BLK360G2
Manufacture date: Marked separately
Manufacturer: Leica Geosystems AG, CH-9435 Heerbrugg

South Korea



There is a possibility of radio interference during operation of this radio facility.

Taiwan

According to the Low-power Radio-frequency Devices Technical Regulations:

- Without permission granted by the NCC, any company, enterprise, or user is not allowed to change frequency, enhance transmitting power or alter original characteristic as well as performance to approved low-power radio-frequency devices
- The low-power radio-frequency devices shall not influence aircraft security and interfere legal communications; If found, the user shall cease operating immediately until no interference is achieved
- The said legal communications means that radio communications is operated in compliance with the Telecommunications Management Act
- The low-power radio-frequency devices must be susceptible with the interference from legal communications or ISM radio wave radiated devices

Singapore

Complies with
IMDA Standards
N1337-24

Japan

- This device is granted pursuant to the Japanese Radio Law (電波法) and the Japanese Telecommunications Business Law (電気通信事業法).
- This device should not be modified (otherwise the granted designation number will become invalid).

Others

The conformity for countries with other national regulations has to be approved prior to use and operation.

6.9.2

Battery and charger

Labelling GKL825



Labelling GEB825



Labelling GEV821



24033_002



The following advice is only valid for GEB825 and GKL825.

EU



Hereby, Leica Geosystems AG declares that the product/s is/are in compliance with the essential requirements and other relevant provisions of the applicable European Directives. The full text of the EU declaration of conformity is available at the following Internet address:
<http://www.leica-geosystems.com/ce>.

UK

This product is in compliance with electromagnetic compatibility regulations in the United Kingdom and is eligible to bear the UKCA mark. The manufacturer, Leica Geosystems, declares that this product has been tested and meets the relevant standards for electromagnetic emissions and immunity.

USA

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications.

However, there is no guarantee that interference does not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by Leica Geosystems for compliance could void the user's authority to operate the equipment.

Responsible Party – U.S. Contact Information
Michael Harvey
Leica Geosystems, Inc.
10035 Via Colomba Cir #205
Fort Myers, FL 33966, USA
Tel.: (615) 585-0689
Email: michael.harvey@leicaus.com

Canada

CAN ICES-003(B)/NMB-003(B)

Others

The conformity for countries with other national regulations has to be approved prior to use and operation.

6.9.3

Dangerous Goods Regulations

Dangerous Goods Regulations

Many products of Leica Geosystems are powered by Lithium batteries. Lithium batteries can be dangerous under certain conditions and can pose a safety hazard. In certain conditions, Lithium batteries can overheat and ignite.



When carrying or shipping your Leica product with Lithium batteries onboard a commercial aircraft, you must do so in accordance with the **IATA Dangerous Goods Regulations**.



There are guidelines on **How to carry** and **How to ship** products with Lithium batteries. Before any transportation of a Leica product, we ask you to consult the guidelines on the web page ([IATA Lithium Batteries](#)) to ensure that you are in accordance with the IATA Dangerous Goods Regulations and that the Leica products can be transported correctly.



Damaged or defective batteries are prohibited from being carried or transported onboard any aircraft. Therefore, ensure that the condition of any battery is safe for transportation.

7 Care and Transport

7.1 Maintenance



For units that are exposed to high mechanical forces, for example through frequent transport or rough handling, it is recommended to carry out test measurements periodically.

7.2 Transport

Transport in the field When transporting the equipment in the field, always make sure that you carry the product in its original transport container or carry the tripod upright with the product fastened and secured onto the tripod.

Transport in a road vehicle Never carry the product loose in a road vehicle, as it can be affected by shock and vibration. Always carry the product in its container and secure it.

Shipping When transporting the product by rail, air or sea, always use the complete original Leica Geosystems packaging, container and cardboard box, or its equivalent, to protect against shock and vibration.

Shipping, transport of batteries When transporting or shipping batteries, the person responsible for the product must ensure that the applicable national and international rules and regulations are observed. Before transportation or shipping, contact your local passenger or freight transport company.

7.3 Storage

BLK360 Respect the temperature limits when storing the equipment, particularly in summer if the equipment is inside a vehicle. Refer to [6 Technical Data](#) for information about temperature limits.

Li-Ion battery

- Refer to [Environmental specifications](#) for information about storage temperature range
- Remove batteries from the product and the charger before storing
- After storage recharge batteries before using
- Protect batteries from damp and wetness. Wet or damp batteries must be dried before storing or use
- A storage temperature range of 0 °C to +30 °C/+32 °F to +86 °F in a dry environment is recommended to minimise self-discharging of the battery
- Batteries must be charged at least every six months. Batteries that have been stored and left uncharged for more than six months can self-discharge below a critical voltage, leading to permanent damage and making the battery unusable

Charger and docking station

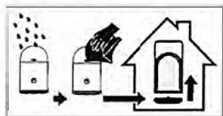
- Keep chargers and docking stations away from excessive dirt, dust and contaminants.
- After unpacking the product visually inspect the charger for possible damage.
- Unplug the product from the outlet before attempting any maintenance or cleaning.

7.4

Cleaning and Drying

Damp products

Dry the product, the mission bag, the foam inserts and the accessories at a temperature not greater than 40 °C /104 °F and clean them carefully. Remove the battery and dry the battery compartment. Do not repack until everything is completely dry. Always close the mission bag when using in the field.



Housing parts of product and accessories

- Never touch the glass surfaces of the cameras or the laser shield with your fingers.
- Only use a clean, soft, lint-free cloth for cleaning. It is recommended to use the BLK cleaning cloth. If necessary, moisten the cloth with water or pure alcohol. Do not use other liquids; other liquids may attack the polymer components.

Charger and AC/DC power supply

Use only a clean, soft, lint-free cloth for cleaning.

Cables and plugs

Keep plugs clean and dry. Blow away any dirt lodged in the plugs of the connecting cables.

7.4.1

Air Inlet Cleaning Procedure

General

The mesh of the air inlet prevents dust and particles from being drawn into the BLK360.

The mesh must be cleaned regularly, biannually at least. How often the cleaning procedure has to be done depends on the usage of the instrument and the surroundings, where it is used.

For example, using the instrument once a week in a clean environment needs a less often cleaning than using the instrument daily in a dusty environment.

If one of the following occurs, a mesh cleaning must be carried out:

- There is clearly visible dust on the mesh.
- The BLK360 overheats unusually fast.
- The fan runs at a constantly high level, which is audible from the fan noise as well as the battery is drained faster.



Not cleaning the mesh of air inlet regularly might cause performance issues due to a not correctly working air channel.

Position



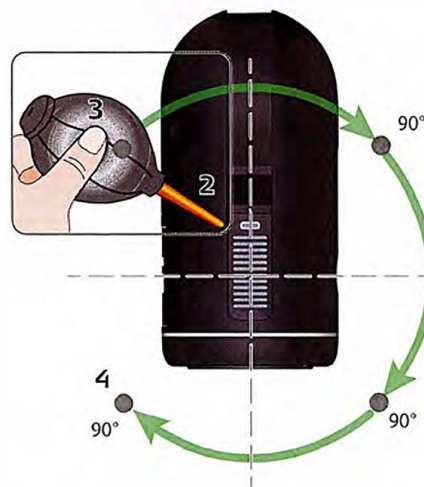
- a USB-C port
- b Air inlet with mesh

Cleaning the mesh step-by-step

It is recommended to clean the mesh of the air inlet in a contactless way by using a bellows. The bellows generates a concentrated airflow with moderate air pressure, which gently removes dust from the sensitive mesh.

Alternatively, you can use fresh clean compressed air, for example, with a compressed gas duster. Do not use air from the pneumatic power system as it is always slightly oily.

-  Make sure that the cleaning procedure is carried out carefully.
-  Before any cleaning procedure, ensure that the BLK360 is switched off and the battery has been removed.



1. Switch off the BLK360 and remove the battery.

2. Hold the bellows at a distance of about 1 cm from the mesh and slightly tilted to the mesh.
3. Generate a concentrated air flow by squeezing the bellows to remove the dust from the mesh.
4. Rotate the bellows 90° three times and repeat step 3. each time to clean the mesh properly from each side.
 -  If some particles of dust are clearly stuck inside the mesh fibers, do not try to remove them. It may force the particles to move further in and damage the mesh.
 -  Do not use water to clean the mesh.
 -  Do not touch the mesh with your hands or tools, as it can damage the mesh.
 -  The mesh of the air outlet does not require any cleaning.

7.5

Laser Shield and Camera Lenses Cleaning Procedure

General cleaning information

The laser shield and camera lenses must be kept clean. The instructions must be followed as described in this chapter to clean these surfaces.

CAUTION

Damage to instrument

Cleaning the instrument while the device is switched on can damage the instrument or the battery.

Precautions:

- Before cleaning, switch off the instrument and remove the battery.

Dust and debris on optical surfaces

Use the BLK cleaning cloth to remove dust and debris from these surfaces.

-  The BLK cleaning cloth must be clean and free from dirt, dust or particles.
-  Never rub off dust or debris as this will scratch the surface and possibly causing permanent damage to the special optical coatings.

Cleaning of optical surfaces

Soiling of the laser shield can cause extreme measurement errors and therefore useless data.

-  All soiling that is visible on the laser shield must be removed, except for single small dust particles that adhere inevitably.

For the cleaning procedure, the BLK cleaning cloth is recommended.

Clean the laser shield and camera lenses regularly with the BLK cleaning cloth:

1. Switch off the BLK360 and remove the battery.
2. Use the BLK cleaning cloth and gently clean the laser shield.
3. If any smears from cleaning are visible against back light, repeat the procedure.

Software Licence Agreement

This product contains software that is preinstalled on the product, or that is supplied to you on a data carrier medium, or that can be downloaded by you online according to prior authorisation from Leica Geosystems. Such software is protected by copyright and other laws and its use is defined and regulated by the Leica Geosystems Software Licence Agreement, which covers aspects such as, but not limited to, Scope of the Licence, Warranty, Intellectual Property Rights, Limitation of Liability, Exclusion of other Assurances, Governing Law and Place of Jurisdiction. Please make sure, that at any time you fully comply with the terms and conditions of the Leica Geosystems Software Licence Agreement.

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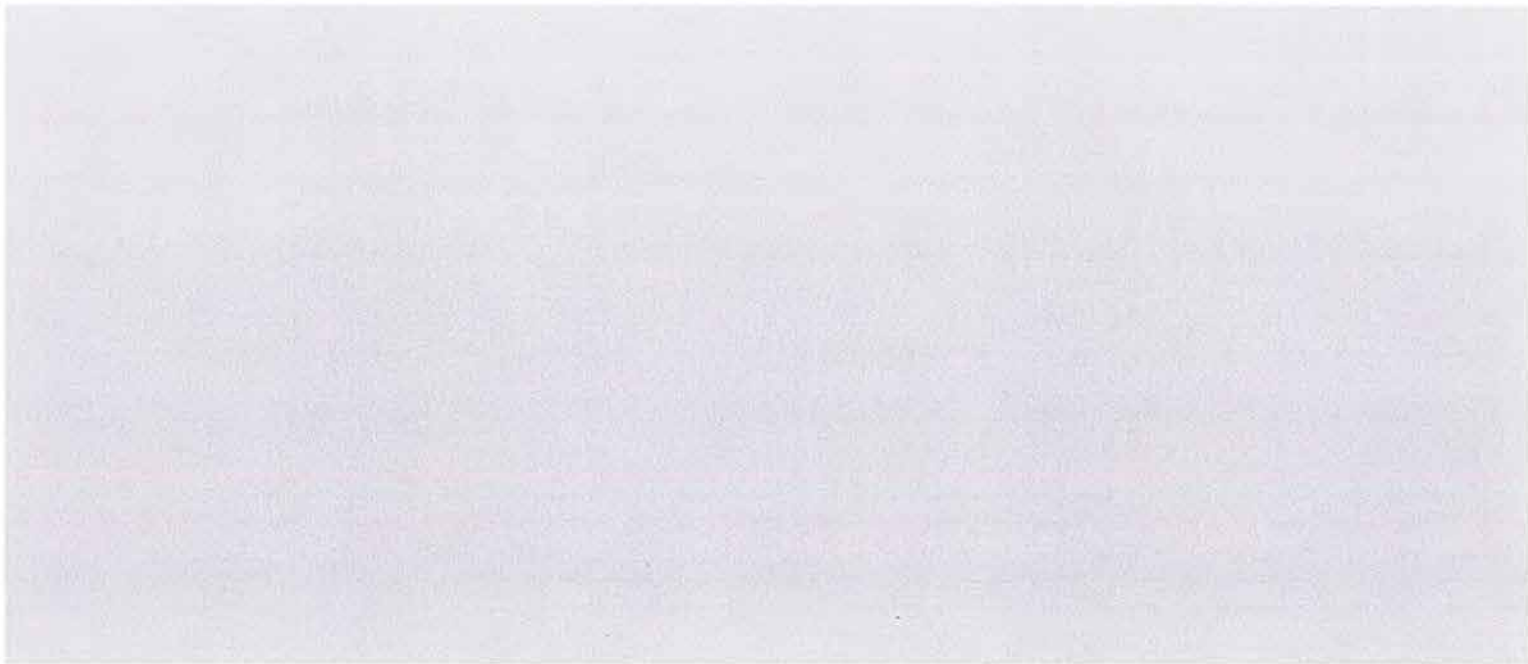
Open source information

The software on the product may contain copyright-protected software that is licensed under various open source licences.

Copies of the corresponding licences:

- are provided together with the product (for example in the About panel of the software).
- can be downloaded on <http://opensource.leica-geosystems.com/blk360>.

If foreseen in the corresponding open source licence, you may obtain the corresponding source code and other related data on <http://opensource.leica-geosystems.com/blk360>. Contact opensource@leica-geosystems.com in case you need additional information.



958351-1.4.0en

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- when it has to be **right**

Leica
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Active Customer Care

Our commitment.
Your success.



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- when it has to be **right**

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Active Customer Care

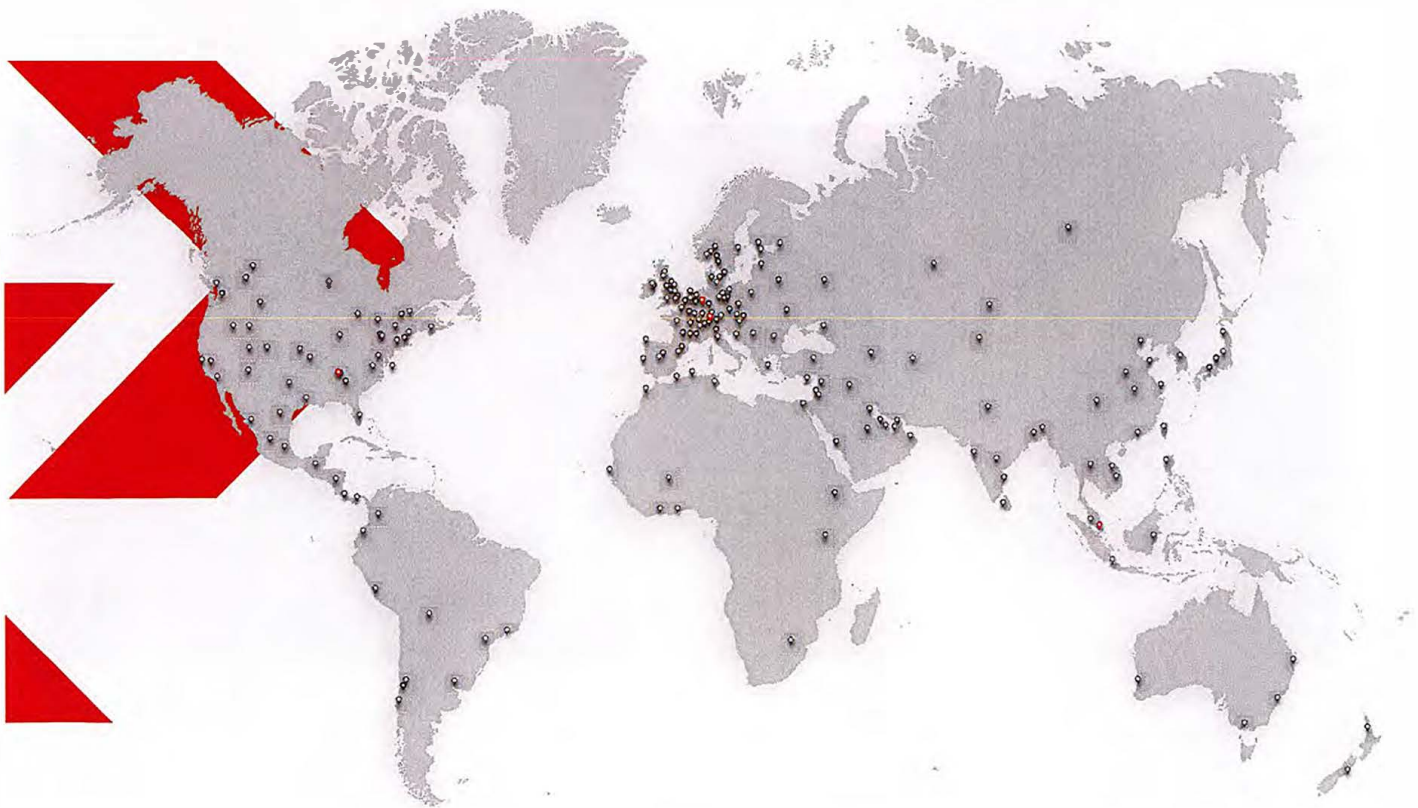
Our commitment. Your success.

At Leica Geosystems we are committed to providing what is needed to succeed in today's business: High quality and innovative products which operate at the highest accuracy with minimised downtime and outstanding support and services around the globe, anytime and anywhere.

In other words: **Active Customer Care.**

Active Customer Care is one of the most comprehensive service and support networks in the world. It allows us to stay close to you, our customers, working together to resolve issues and plan even better product solutions for the future. It is our commitment to your success.

Close to 300 service and support locations are operated by Leica Geosystems or authorised local distribution partners whose technicians are trained by Leica Geosystems. All service centres are regularly re-certified and operate with the same Leica Geosystems-designed professional tools and equipment.



-  Service Centres
-  Service Hubs

Find your closest authorised service center
or service hub on
[leica-geosystems.com/contact-us/
sales_support/technical-service](http://leica-geosystems.com/contact-us/sales_support/technical-service)



Product & Customer Care

Our focus. Your benefit.

The Product Care portfolio contains a wide range of technical services that guarantee a long lifespan for your product. For Customer Care, we provide a comprehensive set of support services to make you feel comfortable using Leica Geosystems solutions.



Maintenance Services

- Preventative maintenance at different levels, depending on product and usage
- Minimise downtime and repairs and confirm accuracy

Repair Services

- Simple to extensive repairs
- Rebuilds of dropped instruments

Certification Services

- Annual accuracy confirmation
- Different levels of calibration certificates

Upgrade Services

- Upgrades of products with latest technology



Customer Support

- Hotline and web-based support
- Direct access to global support network

Online Learning

- Wide selection of online learning courses
- Web broadcasts

Training courses

- Classroom training
- Onsite training

Consulting services

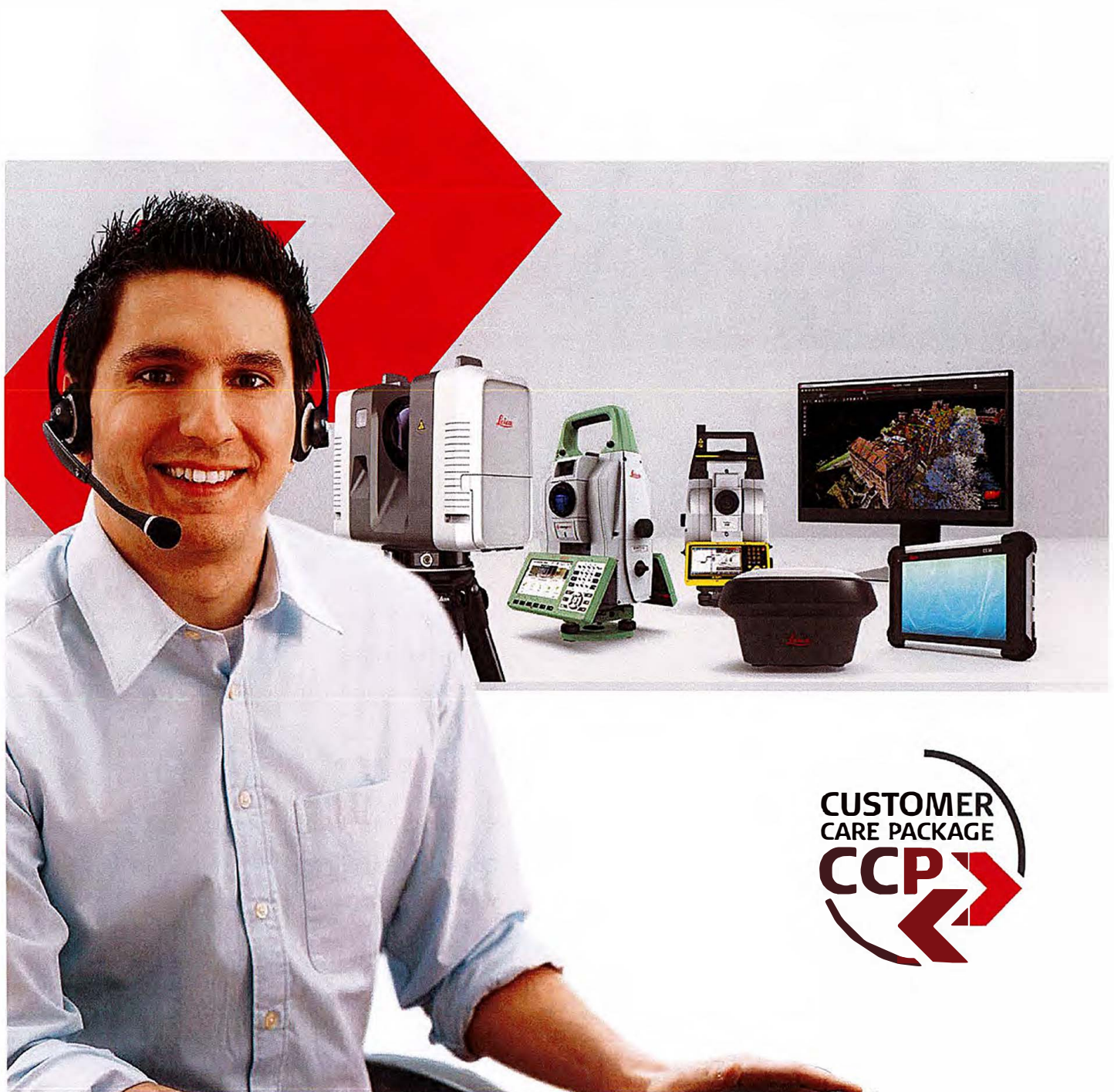
- Our specialists provide consulting for projects

Customer Care Packages

Our commitment. Your coverage.

Customer Care Packages (CCPs) bundle Product Care and Customer Care together to ensure you achieve maximum value from your investment. When you buy a CCP from Leica Geosystems, you have peace of mind that nothing stands between you and your productivity because our global network of professional support and service teams support you however needed.

It does not matter if you have a big team or a small one or whether your employees are experienced or new. Whether you have complex projects or simply want to optimise basic daily tasks, Leica Geosystems' Active Customer Care has a package for every customer. From basic to advanced requirements, we commit to stand behind you.



Customer Care Packages

Our offering. Your choice.

Global Components	BASIC CCP	BLUE CCP	BRONZE CCP	SILVER CCP	GOLD CCP
Customer Support	■	■	■	■	■
Software Maintenance	■	■	■	■	■
Hardware Maintenance		■		■	■
Extended Warranty			■	■	■
Local Benefits		■	■	■	■

CCPs are available for different durations and coverage levels. For example:

- Bronze CCPs are offered for selected products and markets.
- Gold CCPs for total stations contain additional extended maintenance at recommended intervals.
- Gold CCPs for HDS/Mobile Mapping include an additional backup product.



Customer Support

Direct hotline and web-based support from our specialists for:

- Operational questions
- Equipment configuration
- Issues & general advice



Hardware Maintenance

Professional preventative maintenance that helps to:

- Minimise downtime & repairs
- Ensure reliable operation
- Confirm accuracy



Software Maintenance

Maximise productivity by staying up to date with:

- Performance improvements
- Application enhancements
- New Software features



Extended Warranty

Extend coverage beyond the standard warranty:

- Security for unforeseen failures
- Avoid unplanned costs
- Up to five years coverage



Local Benefits

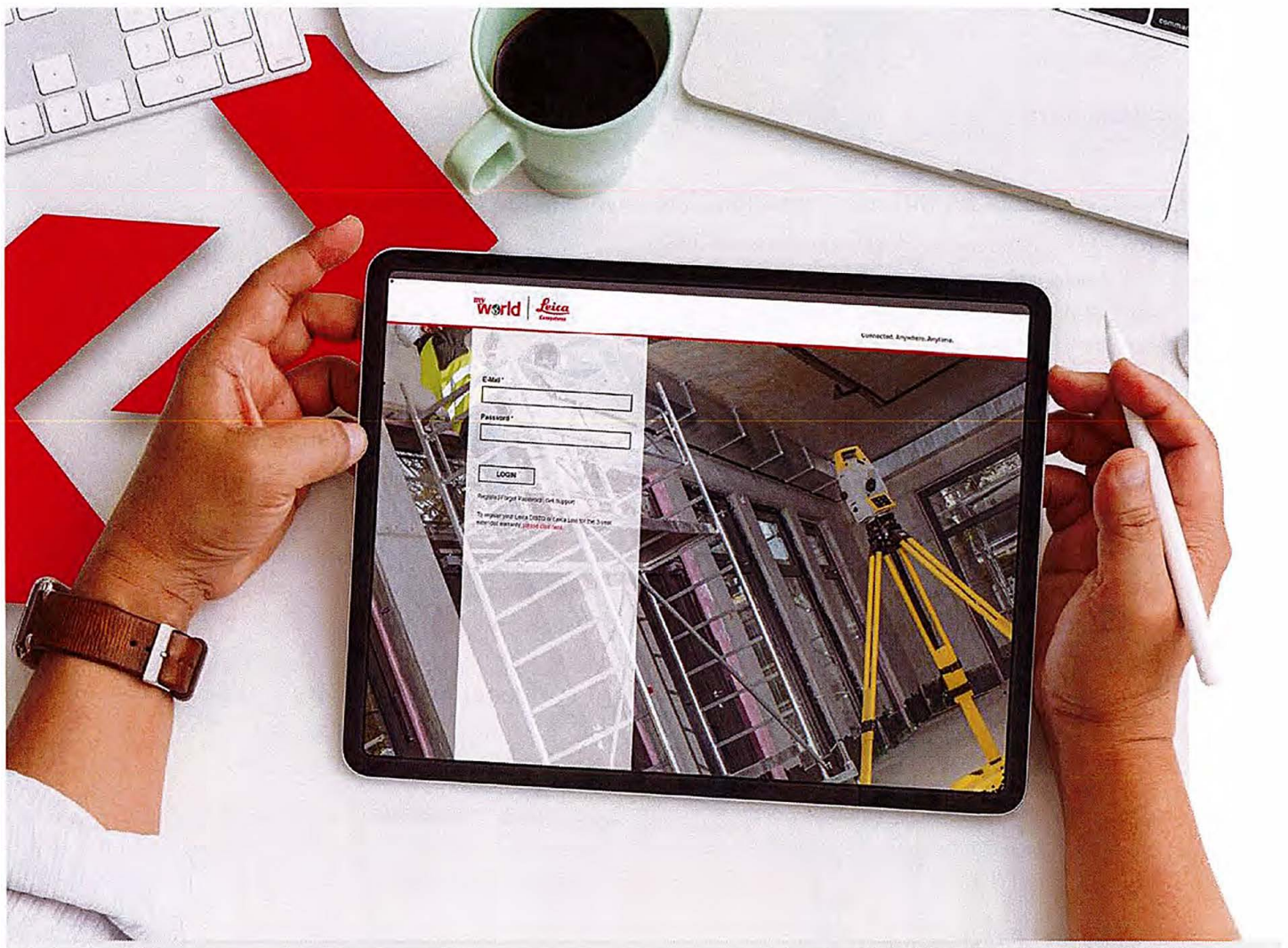
Each sales office enhances the standard Customer Care Package with local resources, delivery networks, local language and knowledge of local methods.

myWorld Customer Portal

Connected. Anywhere. Anytime.

Stay connected - wherever you are and at any time. Through our customer portal, myWorld, you can access all the information needed for a successful operation: product news and updates, user manuals, new software releases, training, support and other services to keep your equipment and teams running. Detailed information on individual products and their service history aids in maintaining their value while enabling maximum efficiency and productivity.

Additionally, myWorld offers training and support for your employees to ensure they stay up to date with new products and product features, utilising them properly daily to support smooth operations.





myProducts

Benefit by staying up to date and getting the most out of your products.

- View detailed information about your products (available options, licenses, CCPs, etc.).
- Stay up to date with the latest documentation and software updates.



myService

Profit from an overview on service cases that allows you to plan equipment availability.

- Have instant access to the status of current service cases
- View the complete service history of your products.



mySupport

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- Create support cases online that are answered by skilled professionals.
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Some features may not be available in all markets.



Leica Geosystems – when it has to be right

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Our technologies are shaping urban and production ecosystems to become increasingly connected and autonomous – ensuring a scalable, sustainable future.

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- when it has to be **right**





COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 13, 2026

Item# 03 B

Agenda Item: Advertisement for FY26-27 Appropriation Ordinance

Summary: Council is requested to provide direction to Town staff to advertise for the FY26-27 Appropriation Ordinance .

During the September 8, 2025 work session, staff presented the FY26-27 Budget Calendar to Council outlining the various impacts the Code of Virginia (§ 58.1-3321 & § 15.2-2506) has on public hearings, approving tax rates, and the annual appropriation ordinance. The Code of Virginia requires that the Public Hearing for the Appropriation Ordinance be held at least seven days prior to the approval of the budget.

In order for Council to approve the FY26-27 Appropriation Ordinance during the regularly scheduled May 26, 2026 Council meeting; a public hearing on the FY26-27 Appropriation Ordinance will need to be held on May 11, 2026 before the Town Council Work Session at Town Hall.

The Town will need to place the advertisement for the Appropriation Ordinance in April due to the advertising requirements for the Public Hearing on the Appropriation Ordinance.

Budget/Funding: FY26-27 Appropriation Ordinance \$58,522,110

Staff Recommendation: Staff recommends for Council to direct staff to advertise the FY26-27 Appropriation Ordinance as presented.

APPROPRIATION ORDINANCE

ANNUAL APPROPRIATION ORDINANCE

OF THE

TOWN OF FRONT ROYAL, VIRGINIA

FOR THE FISCAL YEAR ENDING JUNE 30, 2027

**AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL
NECESSARY EXPENDITURES OF THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE
FISCAL YEAR ENDING JUNE 30, 2027 TO PRESCRIBE THE PROVISOS, TERMS,
CONDITIONS, AND PROVISIONS WITH RESPECT TO THE TERMS OF
APPROPRIATION AND THEIR PAYMENTS, AND TO REPEAL ALL ORDINANCES
WHOLLY IN CONFLICT WITH THIS ORDINANCE, AND ALL PARTS OF ALL
ORDINANCES INCONSISTENT WITH THIS ORDINANCE TO THE EXTENT OF SUCH
INCONSISTENCY.**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION I

That the following sums of money are hereby appropriated for the general government purposes herein specified for the fiscal year ending June 30, 2027

GENERAL FUND EXPENDITURES

General Government	554,615
Financial Administration	1,601,020
Legal	488,760
Law Enforcement Services	6,655,980
General Property Maintenance	1,748,575
Planning & Zoning	777,665
Community Development/Special Events/Tourism	497,445
Risk Management/Insurance	1,266,105
Economic Development	68,070
Information Technology	697,985
Transfers/Debt Services/Contingency Reserve	1,125,810
TOTAL GENERAL FUND EXPENDITURES	15,482,030

STREET FUND EXPENDITURES

Public Works	679,660
State Highway Maintenance System	2,900,000
TOTAL STREET FUND EXPENDITURES	3,579,660

SPECIAL REVENUE FUND

Community Development/Special Projects	458,370
Asset Forfeiture	12,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	470,370

and the following sums of money are hereby appropriated for the enterprise operations specified for the year ending June 30, 2027.

ELECTRIC FUND EXPENDITURES

Operations	3,293,950
Purchase of Bulk Electricity	17,638,790
Transfer to General Fund	2,234,000
TOTAL ELECTRIC FUND EXPENDITURES	23,166,740

WATER FUND EXPENDITURES

Administrative Office	215,455
Water Plant Operations	2,578,565
Maintenance of Lines	1,769,055
Meter Reading	130,115
Debt Service	963,005
Contingency & Transfers to Other Funds	600,000
TOTAL WATER FUND EXPENDITURES	6,256,195

SEWER FUND EXPENDITURES

Administrative Office	215,425
Wastewater Treatment Plant Operations	3,223,100
Maintenance of Lines	1,047,555
Debt Service	1,968,880
Contingency and Transfers to Other Funds	1,185,000
TOTAL SEWER FUND EXPENDITURES	7,639,960

REFUSE FUND EXPENDITURES

Operations	1,737,155
Contingency and Transfer to General Fund	190,000
TOTAL REFUSE FUND EXPENDITURES	1,927,155

TOTAL ALL FUNDS EXPENDITURES	58,522,110
-------------------------------------	-------------------

REVENUES

TO BE PROVIDED AS FOLLOWS

GENERAL FUND

Real Estate Property Tax	1,680,080
Public Service Property Tax & Tax Penalties	73,850
Personal Property Tax	851,470
Other Local Taxes	8,069,730
Permits and Fees	79,400
Fines and Forfeitures	195,925
Revenue from Use of Money and Property	238,660
Public Rights-of-Way Use Fee	2,430
Intergovernmental	697,840
Interfund Transfers:	
Electric Fund	2,060,000
Water Fund	600,000
Sewer Fund	700,000
Refuse Fund	190,000
Miscellaneous Receipts	42,645
TOTAL GENERAL FUND REVENUE	15,482,030

STREET FUND

State Highway Maintenance Funds	2,892,290
Revenue from Use of Money and Property	115,760
Transfers from General Fund	571,610
TOTAL STREET FUND REVENUE	3,579,660

SPECIAL REVENUE FUND

Asset Forfeiture Grant Funding	12,000
Community Development	458,370
TOTAL SPECIAL REVENUE FUND	470,370

ELECTRIC FUND

Revenue from Use of Money & Property	406,165
Connection Fees	239,600
Sale of Service	22,488,825
Miscellaneous Receipts	32,150
TOTAL ELECTRIC FUND REVENUE	23,166,740

WATER FUND

Revenue from Use of Money and Property	267,665
Antenna Rentals	89,685
Sale of Service and Commodities	5,713,265
System Development Fees/Connection Fees	167,580
Miscellaneous Receipts	18,000
TOTAL WATER FUND REVENUE	6,256,195

SEWER FUND

Revenue from Use of Money and Property	267,665
Sale of Service and Commodities	6,903,935
System Development Fees/Connection Fees	317,860
Miscellaneous Receipts	150,500
TOTAL SEWER FUND REVENUE	7,639,960

REFUSE FUND

Revenue from Use of Money and Property	115,635
Sale of Services/Bags/Other	1,811,520
TOTAL REFUSE FUNDS REVENUES	1,927,155

TOTAL ALL FUNDS REVENUES **58,522,110**

This ordinance is proposed to become effective on July 1, 2026. A true copy of the complete text of the ordinance is available by request at the Town Manager's Office, 102 E Main Street, Front Royal, Virginia during normal business hours.

A Public Hearing on this ordinance will be held at the Town Council Meeting of May 11, 2026 beginning at 7:00pm in the Town Hall, located at 102 E. Main Street in Front Royal, Virginia. All citizens of the Town of Front Royal who have a desire to be heard on this subject will be given a reasonable opportunity to be heard. The Presiding Officer, in his sole discretion, may impose a time limit on each speaker at the beginning of the Public Hearing.

BY AUTHORITY OF THE TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

Tina Presley, Clerk of Council

Publish: Northern Virginia Daily (classified) - April 27 and May 4, 2026



COUNCIL REGULAR WORK SESSION AGENDA STATEMENT

Meeting Date: April 13, 2026

Item# 03C

Agenda Item: FY26 Budget Amendment – Sale of Tubgrinder

Summary: Council is requested to approve a FY26 Budget Amendment in the amount of \$18,100 to allocate proceeds from the sale of the 1997 W.H.O. Tubgrinder to the future purchase of a replacement solid waste truck.

The Town listed the tubgrinder for sale three times using two different online auctions to try to get an optimal sale price for the equipment.

Budget/Funding:

FY26 Budget Amendment

Revenues	4203-3410201	Solid Waste – Sale of Government Equipment	\$18,100.00
Expenditure	4203-47005	Solid Waste – Motor Vehicles	\$18,100.00

Staff Recommendation: Staff recommend for Council to approve as presented.



Invoice# 81042516

Invoice Created Date:1/30/2026 10:56 AM ET

Seller: Town of Front Royal

Buyer: Danny Williams (WCCI)

Company:

Seller Address

Michelle Campbell

102 E Main Street PO Box 1560

FRONT ROYAL, VA 22630

US

Buyer's Billing Address

Danny Williams

16541 Webster Road

Craigsville , WV 26205

US

Comments : Congratulations on your purchase! Please review the payment and pickup instructions carefully to ensure a smooth process. We appreciate your participation in our auction and look forward to completing your transaction. Payment in full is due not later than five (5) business days from the close of the auction. Acceptable forms of payment are: Certified check, Bank check, Money order, or Cash. Checks shall be made payable to: Town of Front Royal. For payment questions, contact: Michelle Campbell.

Item (Listing #)	Price	Total
1997 W.H.O. Tub Grinder - 3408 Caterpillar Diesel Engine (80671285)	\$18,100.00	\$18,100.00
Pickup Location Details 800 Crosby Rd. Extended, Front Royal, Va. 22630		
Custom ID 654		
	Subtotal	\$18,100.00
	Sales Tax	\$959.30
	Total Due	\$0.00



Invoice Payment History

DATE	PROVIDER	ACTION
Mar 30, 2026 ET 11:08 AM ET	Manual Payment \$19,059.30	✓ Approved

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

**ORDINANCE APPROVING THE CLOSURE AND VACATION OF
APPROXIMATELY 12,914 SQUARE FEET OF PUBLIC RIGHTS-OF-
WAY IN A 70' WIDE UNIMPROVED STREET LOCATED BETWEEN 218
EAST 4TH STREET (TAX MAP 20A4-10 PARCEL 17A) AND NORFOLK
SOUTHERN RAILWAY COMPANY**

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owner 218 E 4th St, LLC (“Applicant”) having applied for the vacation and sale of approximately 12,914 square feet of public rights-of-way in a 70’ wide unimproved street located between 218 East 4th Street (Tax Map 20A4-10 Parcel 17A) and Norfolk Southern Railway Company, all as shown and described on plat of survey entitled “Survey of a Portion of a 70’ Wide Unimproved Street Adjacent to Tax Map 20A4-10 Parcel 17A” prepared by Joseph G. Brogan, Jr., Land Surveyor, dated September 25, 2025, or as otherwise determined from a search of the public records (“Rights-of-Way”), said plat of survey or such other public records being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to all affected landowners and a duly advertised public hearing held on January 26, 2026, upon the evidence (including any report issued by a duly appointed committee of viewers that no public inconvenience would result from the discontinuance of the rights-of-way), it being the judgment of Town Council that said rights-of-way should be discontinued, closed and vacated subject to certain conditions being satisfied within one hundred twenty (120) days of the adoption of this ordinance approving of the vacation; and,

WHEREAS, Virginia Code §§15.2-1800 authorizes towns to dispose of and sell its real property following a duly advertised public hearing.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia (“Council”), that the public rights-of-way in the Rights-of-Way are discontinued, closed and vacated subject to the following stated conditions being satisfied within one hundred twenty (120) days of the adoption of this Ordinance, and that if said conditions are not satisfied within that time this Ordinance shall be null and void:

1. Following a second duly advertised public hearing, Council’s approval of the sale and conveyance of all of the Rights-of-Way to the Applicant and/or any other

abutting property owner by quit claim deed, less and except a 20' wide drainage easement as shown on the aforementioned plat of survey to be attached as an exhibit to the deed, at a sale price negotiated by the Town Manager with abutting property owner(s), and,

2. Payment of the approved purchase price by abutting owner(s), along with payment of the statutorily prescribed costs and fees of publication (and appointment of viewers, if any), with the Town Manager and Town Attorney to approve and execute all documents to be prepared by Applicant and/or other abutting property owner(s) necessary to effectuate the sale and conveyance of Rights-of-Way by quit claim deed, reserving in the Town of Front Royal a 20' wide drainage easement, and,

3. The Applicant and/or other abutting property owner shall re-subdivide, vacating internal boundary lines as necessary to consolidate abutting portions of Rights-of-Way into approved lot(s).

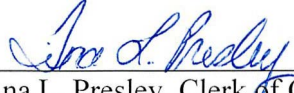
The Clerk of Council, upon the satisfaction of all conditions of this Ordinance, shall cause a certified copy of this Ordinance to be delivered to the Clerk of the Circuit Court for filing and recording in the land records, indexed with "Town of Front Royal" as Grantor and with Applicant, and/or other abutting property owner acquiring an interest in Rights-of-Way, indexed as Grantee, necessary to further effectuate this Ordinance.

This ordinance shall be effective upon enactment.

APPROVED:


Lori A. Cockrell, Mayor

ATTEST:

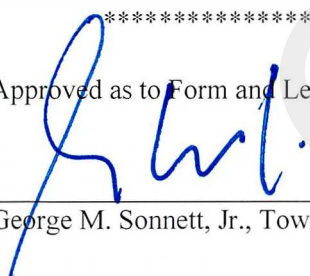

Tina L. Presley, Clerk of Council

This Ordinance was adopted at the Continued/Rescheduled Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on February 2, 2026 upon the following recorded vote:

R. Wayne Sealock	☒ Yes ☐ No	H. Bruce Rappaport	☒ Yes ☐ No
Joshua L. Ingram	☒ Yes ☐ No	Melissa DeDomenico-Payne	☒ Yes ☐ No
Amber F. Veitenthal	☒ Yes ☐ No	Glenn E. Wood	☒ Yes ☐ No

A public hearing on the above was held on February 2, 2026 having been advertised in the Northern Virginia Daily on January 12 and January 16, 2026.

Approved as to Form and Legality:


George M. Sonnett, Jr., Town Attorney

Dated: 02-04-2026

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

**ORDINANCE APPROVING THE CLOSURE AND VACATION OF
APPROXIMATELY 14,188 SQUARE FEET OF PUBLIC RIGHTS-OF-
WAY IN A 70' WIDE UNIMPROVED STREET LOCATED BETWEEN 0
5th STREET (TAX MAP 20A4-10 PARCEL 9) AND NORFOLK
SOUTHERN RAILWAY COMPANY**

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owner Zuckerman Metals, Inc., a.k.a. Zuckerman Steel Company, Incorporated (“Applicant”) having applied for the vacation and sale of approximately 14,188 square feet of public rights-of-way in a 70’ wide unimproved street located between 0 5th Street (Tax Map 20A4-10 Parcel 9) and Norfolk Southern Railway Company, all as shown as “Area ‘A’” and described on plat of survey entitled “Survey of Portions of 70’ Wide Unimproved Street Designated as Areas “A” and “B” Fork Magisterial District” prepared by Joseph G. Brogan, Jr., Land Surveyor, dated September 25, 2025, or as otherwise determined from a search of the public records (“Rights-of-Way”), said plat of survey or such other public records being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to all affected landowners and a duly advertised public hearing held on January 26, 2026, upon the evidence (including any report issued by a duly appointed committee of viewers that no public inconvenience would result from the discontinuance of the rights-of-way), it being the judgment of Town Council that said rights-of-way should be discontinued, closed and vacated subject to certain conditions being satisfied within one hundred twenty (120) days of the adoption of this ordinance approving of the vacation; and,

WHEREAS, Virginia Code §§15.2-1800 authorizes towns to dispose of and sell its real property following a duly advertised public hearing.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia (“Council”), that the public rights-of-way in the Rights-of-Way are discontinued, closed and vacated subject to the following stated conditions being satisfied within one hundred twenty (120) days of the adoption of this Ordinance, and that if said conditions are not satisfied within that time this Ordinance shall be null and void:

1. Following a second duly advertised public hearing, Council's approval of the sale and conveyance of all of the Rights-of-Way to the Applicant and/or any other abutting property owner by quit claim deed, less and except a variable width drainage easement as shown on the aforementioned plat of survey to be attached as an exhibit to the deed, at a sale price negotiated by the Town Manager with abutting property owner(s), and,

2. Payment of the approved purchase price by abutting owner(s), along with payment of the statutorily prescribed costs and fees of publication (and appointment of viewers, if any), with the Town Manager and Town Attorney to approve and execute all documents to be prepared by Applicant and/or other abutting property owner(s) necessary to effectuate the sale and conveyance of Rights-of-Way by quit claim deed, reserving in the Town of Front Royal a variable width drainage easement, and,

3. The Applicant and/or other abutting property owner shall re-subdivide, vacating internal boundary lines as necessary to consolidate abutting portions of Rights-of-Way into approved lot(s).

The Clerk of Council, upon the satisfaction of all conditions of this Ordinance, shall cause a certified copy of this Ordinance to be delivered to the Clerk of the Circuit Court for filing and recording in the land records, indexed with "Town of Front Royal" as Grantor and with Applicant, and/or other abutting property owner acquiring an interest in Rights-of-Way, indexed as Grantee, necessary to further effectuate this Ordinance.

LINE	BEARING	DISTANCE
L1	S 35°41'21" E	11.26'
L2	S 44°01'49" E	39.93'
L3	S 21°41'26" E	89.96'
L4	S 04°42'13" W	137.22'
L5	N 89°00'00" W	70.15'
L6	N 04°42'13" E	248.66'

—x— DENOTES FENCE.

T.M. 2044-10 PARCEL 8
N/F VAUGHT ASSOCIATES, LC
PER INST. # 110002553
ZONED C-1

T.M. 20A4-10 PARCEL 8A
ZUCKERMAN METALS, INC.
PER D.B. 126/76 ZONED I-1

NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.
SUBJECT PARCELS SITUATED IN FLOOD ZONE AE
PER FIRM MAP NO. 51187C0112C EFFECTIVE DATE
JUNE 3, 2008.

N 89°00'00" W

478.84' TO N. COMMERCE AVE.

E. 5 TH STREET

60' WIDE PAVED

474.95' TO N. COMMERCE AVE.

S 89°00'00" E

SURVEY OF PORTIONS OF 70' WIDE
UNIMPROVED STREET DESIGNATED AS
AREAS "A" AND "B"

FORK MAGISTERIAL DISTRICT

**TOWN OF FRONT ROYAL
WARREN COUNTY, VA.**

PREPARED BY:
BROGAN LAND SURVEYING, PLC
P.O. BOX 1578
FRONT ROYAL, VA. 22630-0034
TEL. & FAX (540) 635-5657
SEPTEMBER 25, 2025



SCALE 1" = 50'

N 88°37'05" W

T.M. 20A4-10 PARCEL 17A
N/F BCI INDUSTRIES INC
PER INST. # 230001588
ZONED C-1

T.M. 20A4-10 PARCEL 16
ZUCKERMAN METALS, INC.
PER D.B. 126/76 & INST. # 2200
ZONED I-1

E 206.10' PROP. 20' WIDE DRAINAGE EASEMENT

14,443 SQ. FT.

AREA "B"

LINE PER D.B. 153/263
& INST. # 220005647

206.57'

S 04°42'13" W

66' WIDE

NORFOLK SOUTHERN R R

—

PROP. 20' WIDE DRAINAGE EASEMENT

AREA "A" 14,188 SQ. FT.

L5

L4

2

1

1

50° 21' 00"

02.69, E

CONFIDENTIAL

70' wide

This ordinance shall be effective upon enactment.

APPROVED:

Lori A. Cockrell
Lori A. Cockrell, Mayor

ATTEST:

Tina L. Presley
Tina L. Presley, Clerk of Council

This Ordinance was adopted at the Continued/Rescheduled Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on February 2, 2026 upon the following recorded vote:

R. Wayne Sealock

☒ Yes ☐ No

H. Bruce Rappaport

☒ Yes ☐ No

Joshua L. Ingram

☒ Yes ☐ No

Melissa DeDomenico-Payne

☒ Yes ☐ No

Amber F. Veitenthal

☒ Yes ☐ No

Glenn E. Wood

☒ Yes ☐ No

A public hearing on the above was held on February 2, 2026 having been advertised in the Northern Virginia Daily on January 12 and January 16, 2026.

Approved as to Form and Legality:

George M. Sonnett, Jr.
George M. Sonnett, Jr., Town Attorney

Dated: 02-04-2026

TOWN COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA

**ORDINANCE APPROVING THE CLOSURE AND VACATION OF
APPROXIMATELY 14,443 SQUARE FEET OF PUBLIC RIGHTS-OF-
WAY IN A 70' WIDE UNIMPROVED STREET LOCATED BETWEEN 413
NORTH COMMERCE AVENUE (TAX MAP 20A4-10 PARCEL 16) AND
NORFOLK SOUTHERN RAILWAY COMPANY**

WHEREAS, pursuant to Virginia Code §§15.2-2006 and 15.2-2008, abutting property owner Zuckerman Metals, Inc., a.k.a. Zuckerman Steel Company, Incorporated (“Applicant”) having applied for the vacation and sale of approximately 14,443 square feet of public rights-of-way in a 70’ wide unimproved street located between 413 North Commerce Avenue (Tax Map 20A4-10 Parcel 16) and Norfolk Southern Railway Company, all as shown as “Area ‘B’” and described on plat of survey entitled “Survey of Portions of 70’ Wide Unimproved Street Designated as Areas “A” and “B” Fork Magisterial District” prepared by Joseph G. Brogan, Jr., Land Surveyor, dated September 25, 2025, or as otherwise determined from a search of the public records (“Rights-of-Way”), said plat of survey or such other public records being attached hereto and incorporated herein by reference; and,

WHEREAS, following notice to all affected landowners and a duly advertised public hearing held on January 26, 2026, upon the evidence (including any report issued by a duly appointed committee of viewers that no public inconvenience would result from the discontinuance of the rights-of-way), it being the judgment of Town Council that said rights-of-way should be discontinued, closed and vacated subject to certain conditions being satisfied within one hundred twenty (120) days of the adoption of this ordinance approving of the vacation; and,

WHEREAS, Virginia Code §§15.2-1800 authorizes towns to dispose of and sell its real property following a duly advertised public hearing.

NOW THEREFORE, BE IT HEREBY ORDAINED AND ENACTED by the Town Council of the Town of Front Royal, Virginia (“Council”), that the public rights-of-way in the Rights-of-Way are discontinued, closed and vacated subject to the following stated conditions being satisfied within one hundred twenty (120) days of the adoption of this Ordinance, and that if said conditions are not satisfied within that time this Ordinance shall be null and void:

1. Following a second duly advertised public hearing, Council's approval of the sale and conveyance of all of the Rights-of-Way to the Applicant and/or any other abutting property owner by quit claim deed, less and except a 20' wide drainage easement as shown on the aforementioned plat of survey to be attached as an exhibit to the deed, at a sale price negotiated by the Town Manager with abutting property owner(s), and,

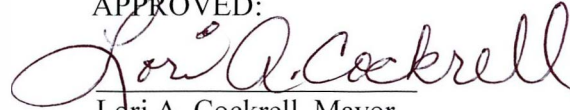
2. Payment of the approved purchase price by abutting owner(s), along with payment of the statutorily prescribed costs and fees of publication (and appointment of viewers, if any), with the Town Manager and Town Attorney to approve and execute all documents to be prepared by Applicant and/or other abutting property owner(s) necessary to effectuate the sale and conveyance of Rights-of-Way by quit claim deed, reserving in the Town of Front Royal a 20' wide drainage easement, and,

3. The Applicant and/or other abutting property owner shall re-subdivide, vacating internal boundary lines as necessary to consolidate abutting portions of Rights-of-Way into approved lot(s).

The Clerk of Council, upon the satisfaction of all conditions of this Ordinance, shall cause a certified copy of this Ordinance to be delivered to the Clerk of the Circuit Court for filing and recording in the land records, indexed with "Town of Front Royal" as Grantor and with Applicant, and/or other abutting property owner acquiring an interest in Rights-of-Way, indexed as Grantee, necessary to further effectuate this Ordinance.

This ordinance shall be effective upon enactment.

APPROVED:


Lori A. Cockrell, Mayor

ATTEST:


Tina L. Presley, Clerk of Council

This Ordinance was adopted at the Continued/Rescheduled Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on February 2, 2026 upon the following recorded vote:

R. Wayne Sealock ☒ Yes ☐ No

H. Bruce Rappaport

☒ Yes ☐ No

Joshua L. Ingram ☒ Yes ☐ No

Melissa DeDomenico-Payne

☒ Yes ☐ No

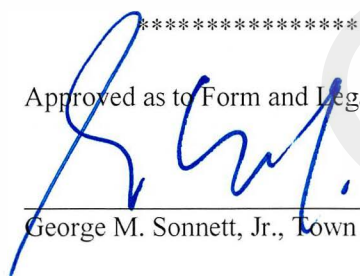
Amber F. Veienthal ☒ Yes ☐ No

Glenn E. Wood

☒ Yes ☐ No

A public hearing on the above was held on February 2, 2026 having been advertised in the Northern Virginia Daily on January 12 and January 16, 2026.

Approved as to Form and Legality:


George M. Sonnett, Jr., Town Attorney

Dated: 02-04-2026