



TOWN COUNCIL WORK SESSION
Monday, November 13, 2023 @ 7:00pm
Town Hall Conference Room

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

1. Roll Call

7:00pm 2. Update on *"The Afton Project"* from Alan Omar of The Capital Gate Investment Firm
(No Summary or Backup Information attached)

7:30pm 3. Old Business
A. Request for an Easement on Town Property from Bill Hounshell near Duck Street – *Joe Waltz*

8:00pm 4. Consent Agenda Items Slated for November 27th.
A. Resolution Supporting the Application for Highway Safety Improvement Program Funds for Safety Initiative Projects – Energy Resources – *Carey Saffelle*
B. Agreement for the Lease and Maintenance of a New IBM Power10 System – *Michelle Campbell*
C. Reappointment to Front Royal Economic Development Authority (FREDA) - *Joe Waltz*

5. Adjourn



Regular Work Session Agenda Statement

Item # 03A

Meeting Date: November 13, 2023

Agenda Item: Request for an Easement on Town Property from Bill Hounshell near Duck Street

Summary: Staff received a request from William R Hounshell on August 23, 2023, requesting a 10' wide access/egress easement to his property located along the North Fork of the Shenandoah River, referred to as the Charles Davis parcel. The easement is necessary to ensure proper access and functionality of his property. Mr. Hounshell's property is a 5.1-acre lot situated between the railroad and the river. The Town property is approximately 1,000 feet in length and its termination point would connect to E. Duck Street.

This request was sent to Town Departments for comments and concerns. During this process, the Town found a quitclaim plat that showed the 5-acre area north of the RR was deeded along with the 50-acre parcel to the south. The 50-acre parcel was later subdivided. The attached property tax card has the notation "NO ACCESS BETWEEN RR & RIVER".

Budget/Funding: None

Staff Recommendation: Staff advises that the Town deny the request for an easement due to the potential issues created by giving a third-party access right to Town lands along the river that are otherwise closed to the public

William R Hounshell
224 Robinson Road
Front Royal Va 22630
Hounshell@gmail.com
202-271-7111
August 21, 2023

Town Manager and Front Royal Town Council
102 E. Main Street
Front Royal, Va 22630

Subject: Request for 10' Wide Access/Egress Easement

Dear Town Manager and Front Royal Town Council,

I hope this letter finds you in good health and high spirits. I am writing to formally request a 10' wide access/egress easement to my property located along the North Fork of the Shenandoah River, referred to as the Charles Davis parcel. I believe that this easement is necessary to ensure proper access and functionality of my property.

To provide you with a clear understanding of the proposed easement, I have attached a GIS map for your review. The property in question is the highlighted 5.1 acre lot, situated between the railroad and the river. On the map, the easement is represented by the red line traversing the Town property, spanning approximately 1,000' in length. Its termination point would connect to E. Duck St.

I kindly ask that you carefully evaluate my request, taking into account the importance of providing adequate and convenient access to my property.

Furthermore, I would like to express my willingness to bear the cost associated with hiring a professional surveyor to accurately draw up the easement. By doing so, I aim to demonstrate my commitment and cooperation in making this process as seamless as possible.

I sincerely thank you for your time and attention to this matter. I kindly request that you keep me informed of any updates or additional information required to move forward with my request. I trust that, with your expertise and dedication to the well-being of our community, the necessary steps will be taken to facilitate this easement.

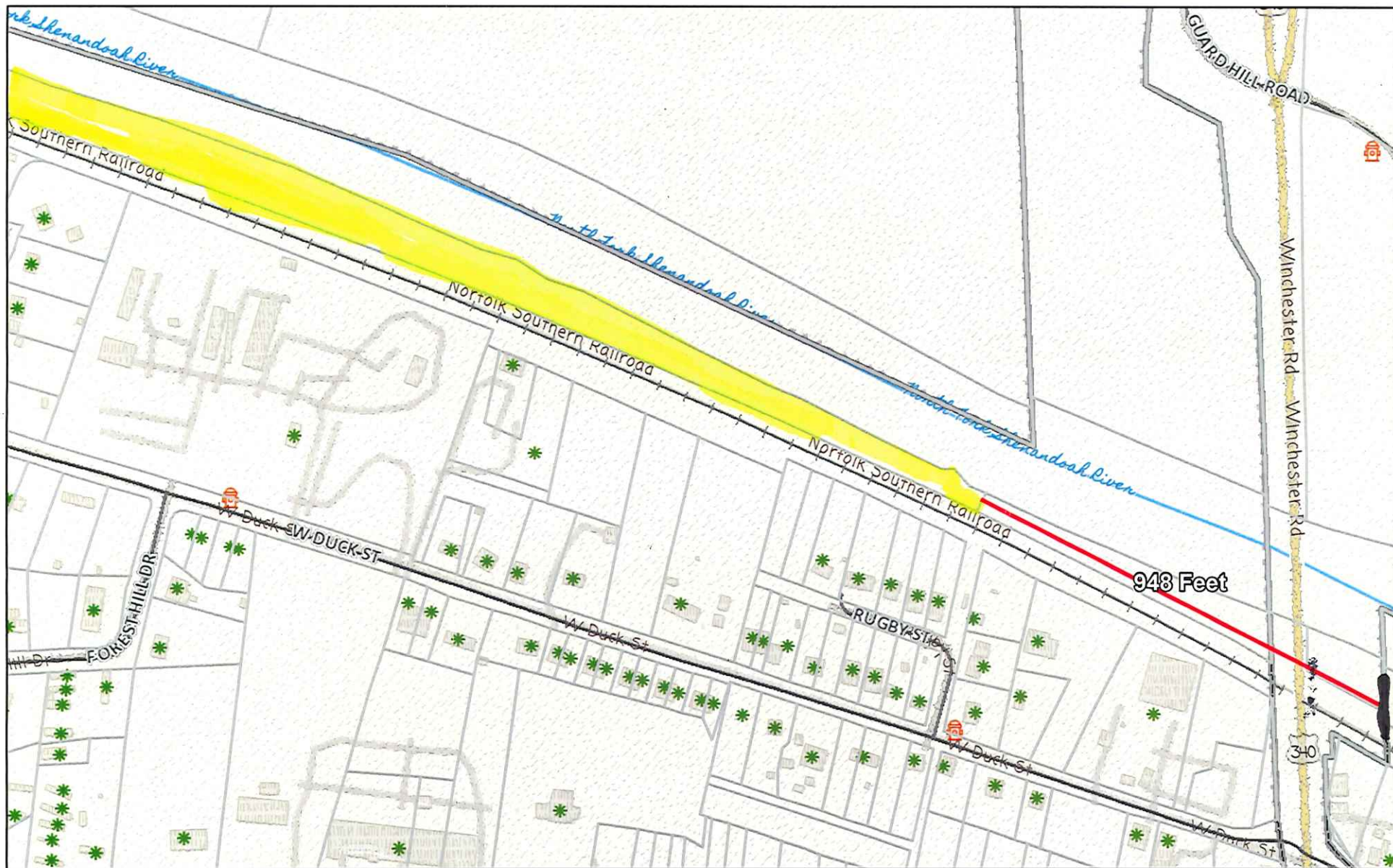
Should you require any further information or clarification, please do not hesitate to contact me at your earliest convenience.

I look forward to your positive response and would be grateful for the opportunity to discuss this matter in greater detail at your convenience.

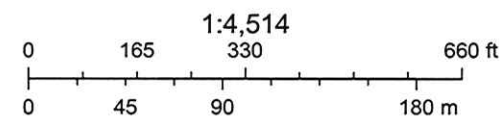
Thank you for your prompt attention to this request.

Sincerely,

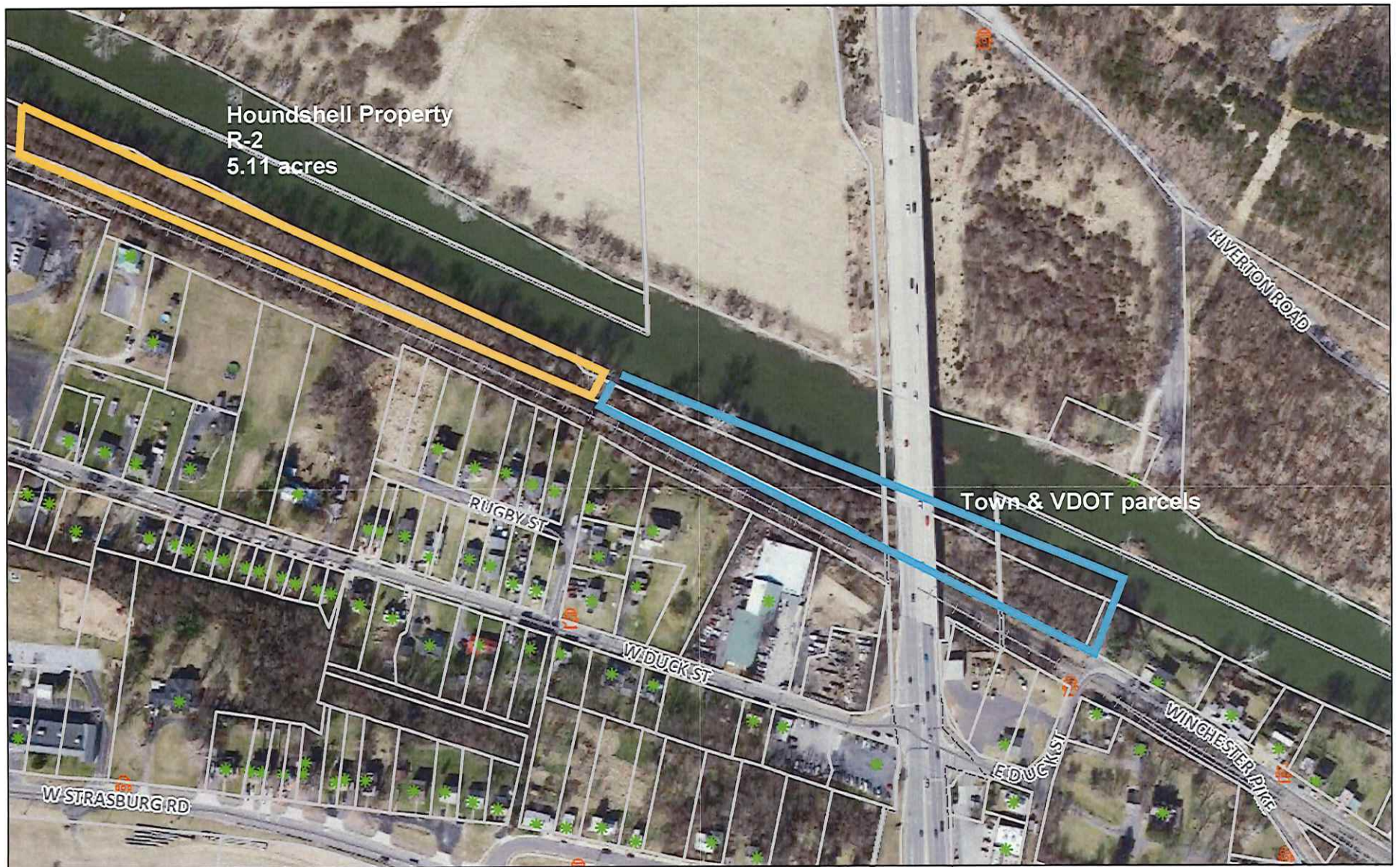




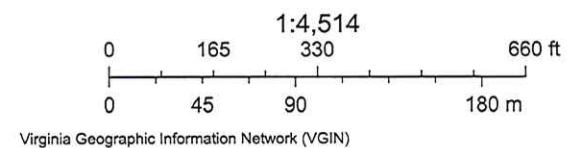
August 11, 2023



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

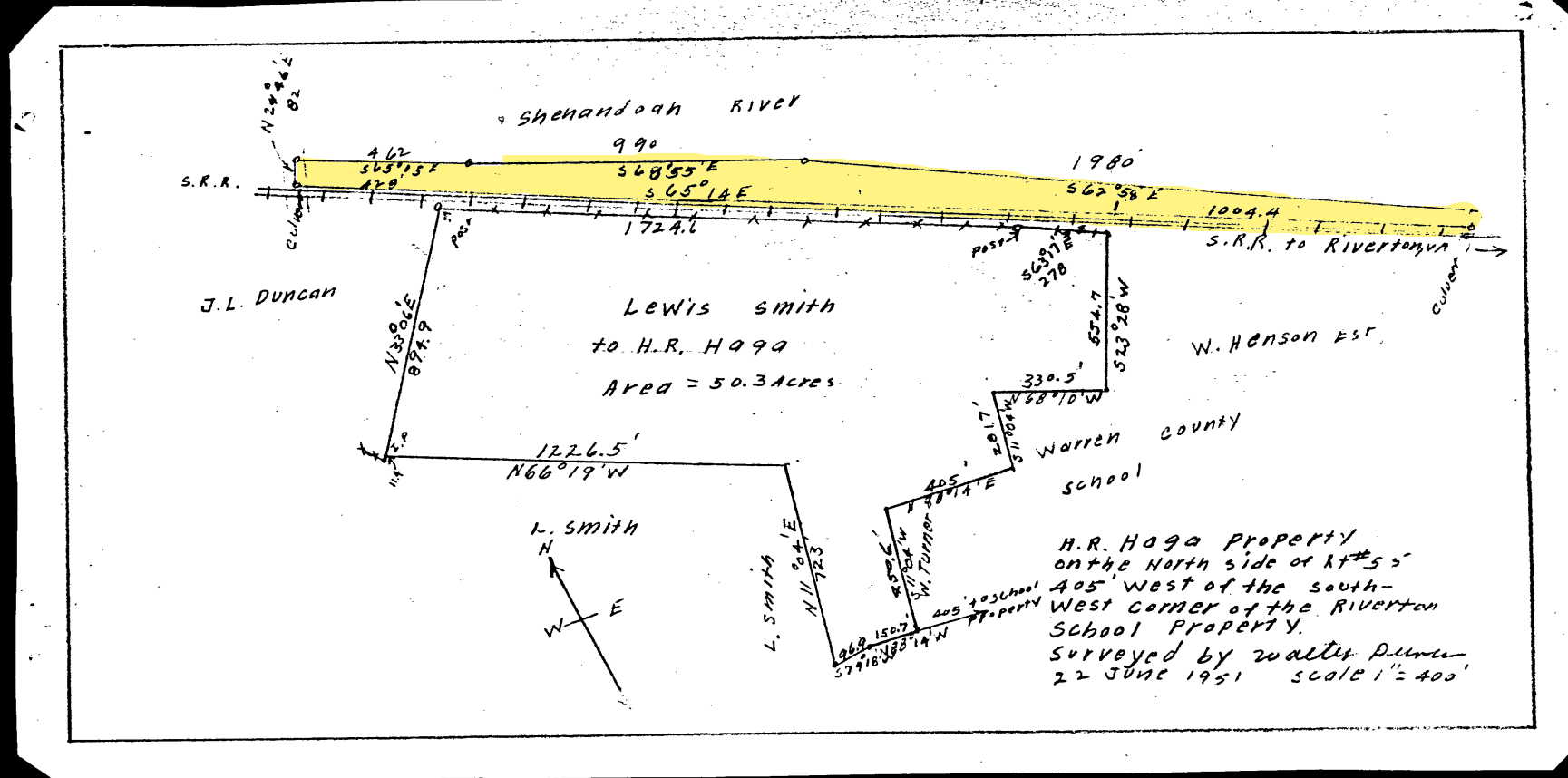


August 30, 2023



Lewis M. Smith et al - To Beed - Howard R. Hoga et al

Plat 19, Page 337



Property Identification Card

Record Number: 25783

COUNTY OF WARREN

Property Information (Map: 20A114 *)

Owner:
HOUNSHELL WILLIAM R

Owner Address:
224 ROBINSON RD

FRONT ROYAL, VA 22630 8557

Total Land Area:
5.11 Acres

Property Address:
911 ADDRESS NOT ON FILE
FRONT ROYAL, VA 22630

Legal Description(s):
CHARLES E DAVIS
BDY SURVEY LR01-3240
SLIDE 189 G

Zoned:
R2

Prior Assessment:
\$12,800

Magisterial District:
NORTH RIVER - TOWN

Instrument:
17 0002969

Remarks:
NO ACCESS BETWEEN RR & RIVER

Assessment Values (Map: 20A114 *)

Building 1:	\$0.00
Land Value:	\$12,800
Other Improvements:	\$0.00
Total Value:	\$12,800

Acreage Description (Map: 20A114 *)

Size In Acres:	5.11
Description:	
Lump Sum or Per Acre:	Per Acre
Unit Value:	
Adjustment Percentage:	0.00
Utility Value:	2,500
Acreage Value:	\$12,775

Total Value:	\$12,775
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Other Improvements (Map: 20A114 *)

TOTAL VALUE:

Sales Information (Map: 20A114 *)

Sales Date:	6/7/2017
Sales Price:	
Instrument:	Instrument: 17 0002969
Grantor:	HOUNSHELL WILLIAM R/

Transaction History (Map: 20A114 *)

Sales Date:	7/02/2015
Sales Price:	
Instrument:	LR 15 0003134
Grantee:	HOUNSHELL WILLIAM R/

Sales Date:	5/11/2001
Sales Price:	\$150,000
Instrument:	LR 01 0003240
Grantee:	HOUNSHELL WILLIAM R

Sales Date:	1/11/1999
Sales Price:	
Instrument:	LR 99 0000161
Grantee:	DAVIS CHARLES E

Sales Date:	5/00/1990
Sales Price:	\$13,000
Instrument:	D 426 / 312
Grantee:	DAVIS CHARLES E ET UX

Building Information (Map: 20A114 *)

Building 1:

EXTERIOR INFORMATION

Year Built:	0
Occupancy Type:	VACANT LAND
Condition:	None

Foundation:	None
Exterior Walls:	None
Roofing:	None
Roof Type:	None
Garage:	None
Number of Cars:	None
Built-In No. Cars:	None
Carport:	None

INTERIOR INFORMATION

Story Height:	0.00
Number of Rooms:	None
Number of Bedrooms:	None
Number of Full Baths:	None
Number of Half Baths:	None
Building Sq. Feet:	
Basement Sq. Feet:	
Fin. Basement Sq. Feet:	None
Heating:	VACANT LAND
A/C:	VACANT LAND

SITE INFORMATION

Zoning Type:	R2
Terrain Type:	ON
Character:	ROLLING/SLOPING
Right of Way:	PUBLIC
Easements:	PAVED
Water:	NONE
Sewer:	NONE
Electric:	NO
Gas:	NO
Fuel Type:	None
Utility Value:	None
Fireplace:	None
Stk Fireplace:	None
Flues:	None
Metal Flues:	None
Stacked Flues:	None
Inop. Flue/FP:	None

000123 MAY 11 2001

FOR PLAT
SLIDE 189 G

DEED

This Deed, made and entered into this 11 day MAY, 2001, by and between **CHARLES E. DAVIS**, Grantor, herein called Grantor, and **WILLIAM R. HOUNSHELL**, of P.O. Box 8231, FALLS CHURCH, VA 22041, Grantee, herein called Grantee,

WITNESSETH:

That for and in consideration of the sum of TEN DOLLARS (\$10.00), cash in hand paid to the Grantor, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby grant, bargain, sell, and convey, with General Warranty and English covenants of Title, unto the Grantee, in Fee Simple, the following described real estate, to-wit:

PARCEL ONE: All those two certain lots or parcels of land, with all improvements thereon, and all appurtenances thereunto belonging or in anywise appertaining, lying and being situate in the North River Magisterial District in the Town of Front Royal, Warren County, Virginia, and being known and designated as Lots Nos. FIFTY-THREE (53) and FIFTY-FOUR (54) as shown on plat entitled, "FOREST HILL SUBDIVISION ADDITION NO. 1, SITUATE IN WARREN COUNTY, VIRGINIA", prepared by Joseph G. Brogan Sr., C.L.S., dated June 26, 1969, which plat is of record in the Clerk's Office of the Circuit Court of Warren County, Virginia, in Deed Book 173, Pages 546 and 547, and further described by plat dated June 28, 1990, prepared by Darryl G. Merchant, L.L.S., and recertified April 30, 2001, which is attached hereto and recorded herewith.

PARCEL TWO: All that certain tract or parcel of land with all improvements thereon, and all appurtenances thereunto belonging or in anywise appertaining, lying and being situate in the North River Magisterial District in the Corporate Limits of the Town of Front Royal, Warren County, Virginia, on the north side of the Norfolk and Southern Railway, as shown on a plat by Darryl G. Merchant, L.L.S., dated May 25, 1990, as

000124 MAY 11 2001

recertified May 7, 2001, which plat is attached hereto and
recorded herewith

Tax Map #20A1 13 53 and 20A1 14*

The aforesaid property is the identical real estate conveyed to the Grantor herein, by the following deeds: as to Lots 53 and 54, by Quitclaim Deed dated the 3rd day of December, 1998, from Charles E. Davis and Mary Sue White, also known as Mary Sue White Davis, and which deed is of record in the aforesaid Clerk's Office, as Instrument #990000160; and as to 5.110 acres, by Quitclaim Deed dated the 3rd day of December, 1998, from Charles E. Davis and Mary Sue White, also known as Mary Sue White Davis, and which deed is of record in the aforesaid Clerk's Office, as Instrument #990000161.

Reference is hereby made to the aforesaid plats, deeds, and records for a more complete description and further derivation of title.

This conveyance is made subject to all restrictions, easements and rights of way of record, if any, affecting the aforesaid real estate.

WITNESS the following signature and seal:

Charles E. Davis (SEAL)
Charles E. Davis

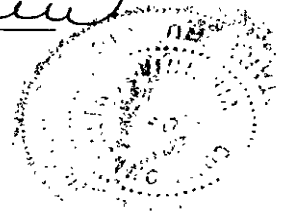
STATE OF Virginia

COUNTY OF Warren, TO-WIT:

The foregoing instrument was acknowledged before me this
11 day of May, 2001, by Charles E. Davis.

Victoria L. Smith
Notary Public

My Commission Expires: 7/31/04



WARREN COUNTY, VIRGINIA
LAND RECORDS

000125 MAY 11 6

INSTRUMENT #010003240
RECORDED IN THE CLERK'S OFFICE OF
WARREN COUNTY ON
MAY 11, 2001 AT 02:50PM
\$150.00 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC 58.1-602 OF THE VA. CODE
STATE: \$75.00 LOCAL: \$75.00
WILLIAM A. HALL, CLERK

BY: Shirley L. Kempner 1001
\$ 150,000

COPY

000126 MAY 15

4. TAX MAP REF: 20 A 11 ((3)) 53 & 54





Work Session Agenda Statement

Item # 04A

Meeting Date: November 13, 2023

Agenda Item: Resolution Supporting the Application for Highway Safety Improvement Program Funds for Safety Initiative Projects.

Summary: The Department of Energy Services has submitted applications through the Virginia Department of Transportation (VDOT) for the Virginia Highway Safety Improvement Program (VHSIP) for the following systemic safety initiatives:

Pedestrian Improvements: This project will be to complete pedestrian crossing improvements at three signalized intersections: 1) S Royal Ave at Jackson St, 2) N Royal Ave at 6th St, and 3) 14th St at Shenandoah Ave. Proposed improvements include high-visibility crosswalk, accessible curb ramps, and pedestrian signal poles. S Royal Ave at Jackson St and 14th St at Shenandoah Ave are on PSAP corridors while N Royal Ave at 6th St was identified based on Town priorities because it lacks pedestrian signals.

High-Visibility Signal Backplates: This project is to install high-visibility signal backplates at nine intersections in the Town of Front Royal to improve signal visibility. Intersections include: 1) S Royal Ave at South St; 2) S Commerce Ave at John Marshall Hwy; 3) S Commerce Ave at Stonewall Dr; 4) S Commerce Ave at Water St; 5) S Commerce Ave at Manassas St; 6) South St at Royal Plaza Shopping Center; 7) Leach Run Pkwy at Happy Creek Rd; 8) Leach Run Pkwy at John Marshall Hwy; 9) John Marshall Hwy at Westminster Dr.

Flashing Yellow Arrows: This project will install flashing yellow arrow signals at three signalized intersections in the Town of Front Royal. The following three locations were identified since there is an existing dedicated left-turn lane, and the signal currently has either permissive or protected-permissive phasing. Additional details for cost estimate available upon request. Structural evaluations should be completed in PE for flashing yellow arrow improvements. 1) S Commerce Ave at Stonewall Dr; 2) S Commerce Ave at Manassas St; 3) S Royal Ave at Criser Rd.

Supporting documentation, such as a resolution from Council that supports that implementation of the systemic initiatives, is included in the VHSIP Application Evaluation Criteria.

Budget/Funding: If awarded, VDOT Grant funds up to \$663,741.00 will be available FY2024.

Staff Recommendation: Staff recommends the adoption of a Resolution Supporting the Application for Highway Safety Improvement Program Funds for Safety Initiative Projects in order meet all project evaluation criteria as identified by VDOT and make our application more competitive and be placed on the Consent Agenda at the Regular Meeting on November 27th.



**A RESOLUTION OF THE COUNCIL FOR THE TOWN OF FRONT ROYAL
SUPPORTING THE APPLICATION FOR HIGHWAY SAFETY
IMPROVEMENT PROGRAM FUNDS FOR SAFETY INITIATIVE PROJECTS**

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a Highway Safety Improvement Program Project to be administered by the Town of Front Royal

NOW, THEREFORE, BE IT RESOLVED, that the Town of Front Royal requests the Commonwealth Transportation Board to establish a project for the implementation of safety initiatives for Pedestrian Crossings, Flashing Yellow Arrows and High-Visibility Signal Backplates and related in accordance with the VDOT Highway Safety Improvement Program.

BE IT FURTHER RESOLVED THAT: The Town of Front Royal hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state, and local requirement for design, right-of-way acquisition, and construction of the project.

BE IT FURTHER RESOLVED THAT: The Town of Front Royal will be responsible for maintenance and operating costs of any improvement/facility as constructed with the Highway Safety Improvement Program Funds unless other arrangements have been made by VDOT.

BE IT FURTHER RESOLVED THAT: If the Town of Front Royal subsequently elects to cancel the project, the Town of Front Royal hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The Town of Front Royal also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration of VDOT.

BE IT FURTHER RESOLVED THAT: The Council of the Town of Front Royal hereby grants authority for the Town Manager, or his/her designee, to execute project agreements, as well as other documents necessary for approved projects.

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 _____, 2023 upon the following recorded vote:

Melissa DeDomenico-Payne	__Yes __No	H. Bruce Rappaport	__Yes __No
Joshua L. Ingram	__Yes __No	Duane R. "Skip" Rogers	__Yes __No
Amber F. Morris	__Yes __No	R. Wayne Sealock	__Yes __No

Approved as to Form and Legality:

George M. Sonnett, Jr., Town Attorney

Dated: _____

DRAFT



Work Session Agenda Statement

Item # 04B

Meeting Date: November 13, 2023

Agenda Item: Agreement for the Lease and Maintenance of a New IBM Power10 System

Summary: Council is requested to approve an agreement to CAS Severn / IBM Credit, LLC, for the Lease and Maintenance of a New IBM Power 10 System to replace the Town's existing Power8 Legacy server. Payment terms are for a 3-Year Lease Agreement for a total of \$53,000.28.

3-Year Pricing Summary:

Investment Price	\$49,744.00
Total Interest Amount over 36 Months	\$ 3,256.28
Total Investment Price	\$53,000.28
Monthly Lease Payment	\$ 1,472.23

The method of procurement used to obtain these services is cooperative contracting though between CAS Severn and Fairfax County.

The existing Power8 Operating System can no longer be upgraded. It is two years behind on PTF Upgrades and if there was an issue, IBM may decline service and support until the upgrade is completed. IBM has announced the Power8 End of Life, May 2024. The inter-dependency with Warren County brings uncertainty, timing, customization, and a defined set of decisions that could easily delay the decision to either retain BAI or move to a new application set.

The new Power10 includes the latest operating system available (eliminating the cost of an upgrade in the near future). The Power10 comes with additional security upgrade features, eliminates all risk, and retains IBM Hardware and Software Maintenance and Support.

Budget/Funding: 1204-45421 Information Technology Hardware \$53,000.28

Staff Recommendation: Staff recommends to approve as presented under the Consent Agenda at the November 27th Regular Council Meeting.

Town of Front Royal
Department of Information Technology
102 E. Main Street
Front Royal, Va 22630-1506
(540)631-3629



Memo

To: The Purchasing Department
From: Charles Hutchings, Director of Information Technology
Date: November 6, 2023
Re: CAS-Severn/BAI Extension/ 3 year - Lease for IBM POWER 10 upgrade

The department of Information Technology was informed of a lapse in maintenance and licensing for the BAI / CAS-Severn contract that expired earlier this year. This was not budgeted prior to this, and CAS-Severn worked with IBM and BAI to formulate a 3- year lease agreement.

I do highly recommend that we execute this lease agreement due to the nature of the BAI tax product relationship with the Town of Front Royal. Failure to extend service with CAS-Severn / BAI will leave the Town of Front Royal without a resource for tax calculations. The lease will provide operational coverage while consultants examine the Town's future options for finance software.

Thank you,

Charles Hutchings
Director of Information Technology
Town of Front Royal

Town of Front Royal

IBM Power10 System

Final Recommendations



November 3, 2023

Submitted by:

Kathy Evans
Virginia Team Lead
kevans@cassevern.com
301.873.9843

Proprietary Notice: The information contained in this proposal constitutes a trade secret and is confidential. It is furnished to the Town of Front Royal with the understanding that it will not be disclosed to other parties or vendors.

Title Page

Restriction on Disclosure & Use of Data

“This proposal or quotation includes data that shall not be disclosed outside the Town of Front Royal and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to CAS Severn as a result of or in connection with the submission of this data, the Town of Front Royal shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Town of Front Royal’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets so marked throughout this document.”

Table of Contents Proposal for IBM BAI Production Server

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3-Year Pricing Summary	2
Statement of Work – Implementation Services Summary	3

1. Cover Letter

November 3, 2023
IBM Power Systems Recommendations

Mr. Charles Hutchings
Director of Information Technology
Town of Front Royal
102 East Main Street
Front Royal, VA 22630

Dear Grant:

Jim Sparkman and I have reviewed in detail your existing Power8 legacy server that will be 7 years old in 2024. The Operating System can no longer be upgraded past V7R4 and in addition, IBM has announced the End of Life on the Power8, March 2024. We are recommending an IBM Power10 System specifically for your BAI applications. As BAI's exclusive IBM Business Partner, CAS Severn, Inc. (CAS) is pleased to provide the following server options that include but are not limited to increased capacity and system performance for BAI applications, increasing the end user experience with faster response times and continued data protection utilizing mirrored technology.

CAS Severn Differentiators

CAS Severn and BAI Municipal Software have an exclusive IBM Partnership and as BAI's sole Business Partner, we offer server recommendations specifically configured for the BAI applications. In addition, CAS Severn services include pre-system BAI analysis of the existing system file structure for redundant data in order to significantly reduce backup and restore windows. CAS Severn also provides optional On-going T&M system support that includes but is not limited to Health Checks, Operating System Version Upgrades, OS Fix Maintenance, and Printer Installation and Problem Resolution services.

Cooperative Purchasing Agreements

The Town of Front Royal has the option to leverage the County of Fairfax Cooperative Purchasing Contract #4400006324 or the Charles County Public Schools Cooperative Marketing Contract ITB #LIE-1617 Contract cooperative purchasing vehicles that offer pricing discounts. Virginia Commonwealth municipalities are approved to use any one of these cooperative marketing purchasing vehicles to secure IT purchases. Cooperative purchasing contracts are available to all Virginia municipalities and include advantageous pricing discounts.

IBM Power10 Technology

The proposed system includes 26250CPW, 64GB Memory, (2) 800GB Flash Drives with mirrored protection, Redundant Power, 15 Concurrent Operating System Users, V7R5 Operating System, 3-Year IBM Hardware and Software Warranty and CAS Severn Installation and Migration Services. The existing LT05 Tape Drive will be retained, reducing the price of the overall investment, and eliminating the cost for additional tapes.

System Benefits

- ✓ Includes 3-Year IBM Hardware and Software Warranty
- ✓ New Technology
- ✓ Provides Increased Processor, Memory, and Disk Capacity
- ✓ Installation and technical migration services are included
- ✓ Retains the Existing LT05 Tape Drive and LT05 Tape Technology, reducing the Investment cost (Includes 5-Year Maintenance Term)

Thank you for your consideration of IBM and CAS Severn products and services. Please do not hesitate to call me with any questions that you have at 301.873.9843.

Regards,
Kathy Evans
Virginia Team Lead
CAS Severn, Inc.
301.873.9843

2. 3-Year Pricing Summary

New IBM Power10 System with 3-Year Warranty

IBM Power10 System as described above with 3-Year IBM Hardware and Software Warranty and CAS Severn Implementation Services

Investment Price **\$49,744.00**

Total Interest Amount over 36 Months **3,256.28**

Total Investment Price **\$53,000.28**

Monthly Lease Payment **\$ 1,472.23**

Tentative Timeline

November 2023	Refresh Power10 Configuration
November 2023	Order New Power10
December 2023	Install New Power10

Important Notes

*This proposal is valid for thirty days.

*IBM Hardware and Software is not returnable.

*Installation Plan: The proposed Power10 will be installed prior to January 11, 2024, or additional maintenance fees on the existing Power8 System will apply.

*The existing system is configured with (15) Concurrent Users. The final user count determined in the proposal is the sole responsibility of the Town of Front Royal.

*Applicable travel, travel time and incidental expenses are included.

***PAYMENT IS DUE FOR THE POWER10 SYSTEM UPON ARRIVAL AT THE TOWN OF FRONT ROYAL. THE SYSTEM PAYMENT IS NOT ASSOCIATED WITH THE DATE OF THE SERVICES ENGAGEMENT OR THE COMPLETION OF THE SOFTWARE INSTALLATION AND MIGRATION SERVICES.**

*The final pricing is based on exclusive discounts from IBM which may be withdrawn at any time until the proposed IBM server is shipped. If IBM withdraws the exclusive discounts, the pricing in the CAS Severn Proposal will change. This purchase is not intended to be acquired through CAS Severn's GSA Contract.

*The price quoted for CAS assumes a standard unmodified Customer Agreement. Revisions to the terms and conditions of the agreement may result in the proposal being rebid or declined.

*A valid Town of Front Royal credit card is an acceptable form of payment. CAS will assess a 5% credit card fee. Credit card transaction service fees will be invoiced separately.

****Payment Terms: 10% Retainer plus full payment upon delivery. If the system is leased, the retainer is waived if CAS receives the signed Certificate of Acceptance.***

COPY

3. Statement of Work – Implementation Services Summary

CAS Severn will provide hardware installation and migration engineering services to the Town of Front Royal for the replacement of the existing IBM Power8 Server.

1. Project Scope

Proposed Services

Plan the upgrade

- ✓ Review upgrade timeline
- ✓ Review upgrade steps

Install the system

- ✓ Unpack and inventory hardware and software
- ✓ Install system in client location
- ✓ Install external tape drive
- ✓ Customize for Access Solutions on client supplied workstation
- ✓ Load current fix and program images on Power system

Prepare source system

- ✓ Review and document current system settings
- ✓ Create full save for the migration

Migrate system

- ✓ Load client/IBM programs and data
- ✓ Upgrade IBM code levels to 7.5
- ✓ Load current fixes
- ✓ Update IBM Service Agent
- ✓ Install IBM license keys

2. CAS Severn will provide on-going System i engineering and support services upon request.

CAS Severn Responsibilities

CAS Severn will provide technical direction and management of CAS Severn engineering and/or project personnel. This direction will provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity includes:

Planning

1. Review the SOW and the contractual responsibilities of both parties with Town of Front Royal designated point of contact.
2. Maintain project communications and/or status of scope of work.
3. Establish documentation and procedural standards for the deliverables identified in the Scope of Work.

Project Tracking and Reporting

1. Review scope or project tasks, schedules, and resources and make changes or additions, as appropriate.
2. Review the CAS Severn standard invoice format and billing procedure to be used on the project, with the Town of Front Royal designated point of contact.
3. Conduct regularly scheduled project status meetings, if necessary.

4. Administer the Change Control Procedure with the Town of Front Royal designated point of contact.
5. Coordinate and manage the technical activities of CAS Severn project personnel.

Town of Front Royal Responsibilities

The Town of Front Royal must designate an authorized individual who will be CAS Severn's primary contact and liaison. This person is responsible for all critical and non-critical engagement tasks including, but not limited to, the following:

1. Reserve facilities (conference rooms, labs, staging areas, etc.).
2. Provide any prerequisite documentation, configuration, information, and diagrams needed to complete the tasks described in the scope of work.
3. Provide access to grounds, facilities, and equipment as required.

In the case that the Scope of Work requires CAS Severn to have access to computer systems for purposes of installation, changes and/or analysis, the Town of Front Royal will be responsible for the following:

1. Provide guidance on the Town of Front Royal's operational security policies.
2. Provide access or assist CAS Severn project staff in gaining access to systems for the purpose of the work being performed.
3. Ensure that backups are completed of all data that may be affected by any work performed by CAS Severn.
4. Ensure necessary power and cooling exists to support any new equipment prior to equipment arrival/installation.
5. Ensure rack system, network connections, and storage connections related to new installation/upgrade are in place and operational prior to CAS Severn's equipment installation.

Schedule

The project or scope of work schedule for CAS Severn technical and engineering services will be determined upon the receipt of written authorization from the Town of Front Royal of the acceptance of this Statement of Work, the tasks ordered and the final approved project plan.

Change Order Procedures

Changes to this Statement of Work must be agreed upon by CAS Severn and the Town of Front Royal in writing and can be requested by contacting Kathy Evans at 301.873.9843.

Completion Criteria for Fixed Price Services

CAS Severn will have fulfilled its obligations under this SOW when one of the following first occurs:

1. CAS Severn accomplishes all of the CAS Severn activities described in Section 1 Scope of Work.
2. Term of the Agreement has been reached.
3. The Town of Front Royal or CAS Severn terminates the agreement in accordance with the provisions of the Additional Terms and Conditions listed below.

Pricing for Fixed Price Services

1. The table below provides pricing information. CAS Severn will invoice the Town of Front Royal at the completion of all activities identified in the Scope of Work. CAS Severn travel time and expenses are included in the rates listed below.
2. On-going services are offered on a standard Time and Materials basis and the Town of Front Royal will be billed for actual work performed. CAS Severn will track and invoice travel and other material expenses at actual cost.

Installation Services	Fixed Fee/Hourly Rate
1. CAS Severn Implementation Services per Project Scope above. (Includes Travel Time and Expenses). Senior Systems Engineer –L-ENG-04.	Included
2. Optional On-going Time and Materials Services and Support Upon Request. Senior Systems Engineer –L-ENG-04.	\$226 Per Hour

1. The term of this services agreement expires on December 1, 2024, if either party requests termination in writing.
2. The price quoted above is valid for 30 days.
3. The CAS GSA Contract is not intended to be used for this Proposal and Statement of Work.

Additional Terms and Conditions for Fixed Price Services

CAS Severn will provide the services as stated in Section 1, Scope of Work under the following Terms and Conditions.

1. CAS Severn will make a reasonable effort to respond via telephone to support service requests within four business hours.
2. CAS Severn will make a reasonable effort to respond to requests for on-site support within two business days.
3. This work will be performed during CAS Severn's normal business hours, Monday-Friday, 8am-6pm. Evening, holiday, or weekend work must be scheduled a minimum of one week in advance. Unscheduled services will be charged at a premium rate of 150% the standard hourly rate.
4. In the event of system outage, which renders mission-critical applications or IT computer resources unusable, CAS Severn will make a reasonable effort to provide a service technician on site within 24 hours of an emergency request (where applicable in the Scope of Work).
5. In cases where the Town of Front Royal equipment or software is not currently under maintenance and support from the Original Equipment Manufacturer (such as third-party maintenance suppliers), CAS Severn may be constrained in resolving problems or making changes where such support is not in place. CAS Severn, with authorization from the customer, will assist the customer on a time and materials basis in any attempts to resolve

issues with equipment and software where feasible but cannot guarantee the outcome. The customer is responsible for acquiring OEM support for problem resolution.

6. The services offered are on a fixed price basis. CAS Severn will invoice the Town of Front Royal for the total amount (or predetermined incremental amounts) at the completion of the services identified in the Scope of Work.
7. CAS Severn and the Town of Front Royal may extend the term or funding of this agreement by mutual consent and in writing.
8. The price quoted for CAS Severn services assumes a standard unmodified CAS Severn services agreement is in place between CAS Severn and the Town of Front Royal. Revisions to the terms and conditions of the services agreement may result in the services being rebid or declined.

3. Authorization

Signing below indicates the Town of Front Royal's acceptance of this Proposal and Statement of Work.

Accepted by:
CAS Severn, Inc.

Town of Front Royal

Client Name

By

By

Authorized Signature

Authorized Signature

Steve Muchow

Name (Type or Print)

Name (Type or Print)

Vice President

Title (Type or Print)

Title (Type or Print)

Date (Type or Print)

Date (Type or Print)



Regular Work Session Agenda Statement

Item # 04C

Meeting Date: November 13, 2023

Agenda Item: Reappointment to the Front Royal Economic Development Authority (FREDA)

Summary: Richard Novak's term on the Front Royal Economic Development Authority (FREDA) expires December 13, 2023. He has advised staff that he would like to be reappointed to a 4-year term expiring December 13, 2027.

Budget/Funding: None

Staff Recommendation: Staff recommends the reappointment and placed on the Consent Agenda of Council's Regular Meeting on November 27th.