

TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING

12.09.13

AGENDA

1. Call to order
2. Consent Agenda
 1. Approval of Minutes 11.12.13
 2. November Monthly Financial Report
3. Swearing in of Newly Elected Officials
4. Selection of Mayor Pro-Tem
5. Setting Annual Meeting Schedule
6. Emerald Forest Apartments Request
7. O2 Energies Solar Project Request
8. Utility Bill Consolidation and Audit Proposal
9. Project Updates:
 1. Clean Water Management Trust Fund Grant
 2. Golden Leaf Project Update
10. Public Comment
11. Adjournment

2. Consent Agenda

**TOWN OF BISCOE
BOARD OF COMMISSIONERS MEETING
November 12, 2013**

The Town of Biscoe Board of Commissioners met in a regular session on November 12, 2013 at 7:00 pm in the Municipal Building.

Present were: Mayor Michael Criscoe, Mayor Pro-Tem Jerry Smith, Commissioners Gene Anderson, Jimmy Cagle, John Beard and Jimmy Blake. Town Manager Brooks Lockhart and Town Clerk Laura Morton were also present.

Call to Order

Mayor Michael Criscoe called the meeting to order at 7:00 p.m.

Consent Agenda

A motion was made by Commissioner Blake, seconded by Commissioner Smith, and so the motion carried unanimously to approve the following consent agenda items:

1. Approval of Minutes 09.09.13
2. Approval of Minutes 10.14.13
3. October Monthly Financial Report

Project Updates

Clean Water Management Trust Fund Grant

Mr. Lockhart reported the CWMTF has approved the change in scope of our project which was approved at last month's meeting. Currently, this project is in design phase and should be completed within December 2013. Upon design completion we will submit it to NCDENR for approval which will likely take 2 months or until March. We will be placing for bid in April and will need to have completed construction by August 2014.

Golden Leaf Project Update

Work continues on the punch list items provided at the last meeting. We have withheld paying approximately 20% of the total contract until all punch list and warranty items are completed. The updated punchlist 11/8/2013 was attached to your agenda email as a pdf document. The items with a strike through line we found to be completed as of the inspection on 11/7/2013.

Updating our Conflict of Interest Policy

A Conflict of Interest Policy has been requested by Golden Leaf. Although we have passed numerous policies and even have a Conflict of Interest statement in our Town Ordinances it would be in our benefit to pass a more robust and comprehensive policy.

A motion was made by Commissioner Anderson, seconded by Commissioner Cagle, and so the motion carried unanimously to approve the following Conflict of Interest Policy:

Town of Biscoe
Conflict of Interest Policy

This policy is written to supplement, not replace, North Carolina General Statutes § 14-234 Public Officers or employees benefiting from public contracts; exceptions.

- A. No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law.
- B. A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.
- C. No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

For purposes of this policy:

- 1. The term "public officer" means an individual who is elected or appointed to serve or represent a public agency, other than an employee or independent contractor of a public agency.
- 2. A public officer or employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to make decisions regarding the contract or to interpret the contract.
- 3. A public officer or employee is involved in making a contract if he or she participates in the development of specifications or terms or in the preparation or award of the contract. A public officer is also involved in making a contract if the board, commission, or other body of which he or she is a member takes action on the contract, whether or not the public officer actually participates in that action, unless the contract is approved under an exception to this section under which the public officer is allowed to benefit and is prohibited from voting.
- 4. A public officer or employee derives a direct benefit from a contract if the person or his or her spouse: (i) has more than a ten percent (10%) ownership or other interest in an entity that is a party to the contract; (ii) derives any income or commission directly from the contract; or (iii) acquires property under the contract.
- 5. A public officer or employee is not involved in making or administering a contract solely because of the performance of ministerial duties related to the contract.

- D. No public officer who will derive a direct benefit from a contract entered into under this policy may deliberate or vote on the contract or attempt to influence any other person who is involved in making or administering the contract.
1. Any Public Officer entering into the contract with the unit or agency shall not participate in any way or vote on items regarding said contract.
 2. As indicated under the referenced Statute, anyone violating this policy shall be guilty of a Class 1 misdemeanor.
 3. A contract entered into in violation of this policy is void. A contract that is void under this policy may continue in effect until an alternative can be arranged when: (i) immediate termination would result in harm to the public health or welfare, and (ii) the continuation is approved by the Town Board of Commissioners.

Adopted this the 12th Day of November, 2013.

General Updates

Recreation Board Appointment

Mr. Lockhart said we need to appoint someone to the Board for this vacated position. The Board can decide to appoint someone now and re-affirm them in December or to wait until December.

Biscoe Police Explorer Post

Officer Michael Glover said the Biscoe Explorer Post started out with 6 kids. Now there are 16 kids ranging in ages 14-18. The Post has raised a total of \$6,000 in fundraisers. The funds went to purchase new uniform shirts, new badges, and an NRA Program (which teaches gun safety). There is a waiting list of 8 that are waiting to get into the Post. According to our Scout District Executive, Brandon Siske, we have the fastest growing Explorer Post in the District as well as the District North of us (Old North State District). Other start-up Posts are calling to model our program. Our Explorers have logged over 425 Community Service hours. This is hours in addition to their ride along hours. We are currently working on a re-charter and this Re-charter will need to be resubmitted on an annual basis.

We would like the Board to approve a Resolution allowing the Mayor to sign the proper documentation annually – without requiring this item to come before the Board every year.

A motion was made by Commissioner Beard, seconded by Commissioner Blake, and so the motion carried unanimously to approve a Resolution allowing the Mayor to sign the proper documentation annually – without requiring this item to come before the Board every year.

Veteran's Memorial Updates

Mayor Criscoe said Gun Raffle Ticket Sales went well. He said approximately \$4,000 was raised. Phil Kissell won the gun. He thanked Town Clerk Laura Morton and her family as well as Deputy Clerk Laura Jordan for their help with the float and ticket sales.

Star Christmas Parade/Veterans' Parade

A motion was made by Commissioner Smith, seconded by Commissioner Anderson, and so the motion carried unanimously to participate in both the Star Christmas Parade and the Veterans' Parade annually.

Public Comment

No one spoke during the public comment time.

Commissioner/Staff Comments

Commissioner Blake said he attended a RPO meeting in Troy with Gene and Brooks. He attended a COG meeting in Kernersville and the December meeting will be in the new building. He reported that Brooks had checked with our insurance company regarding Safe-Way to schools so the project can continue. Mr. Blake said he had spoken with Bobby Kellam regarding the street lights on Sedberry Road. Mr. Lockhart said LED lights will be installed, which is the better option.

Commissioner Anderson thanked staff for their hard work. He said he also enjoyed riding in the Veterans' Parade.

Public Works Director Sam Stewart thanked the Board for the two new lawnmowers. He said they worked great and will be a great asset.

Mr. Lockhart said there will possibly be something on the December agenda with regards to Wright Foods.

Police Chief Tedder said the department has a couple of new additions that he would bring to the next meeting to introduce to the Board.

Mayor Criscoe said this has been a very quick enjoyable two years as Mayor. He congratulated Commissioners Anderson and Cagle on their reelection as well as newly elected Commissioner Eddie Reynolds.

Christmas Party

After some discussion regarding the Employee Christmas Party, the Board agreed for Mr. Lockhart to email them to work out a date. Commissioner Cagle suggested that if the meeting is on the same night as the meeting that the agenda be a short one.

Adjournment

There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Commissioner Cagle made the second. All voted in favor. Meeting adjourned at 7:30 p.m.

Mayor

Town Clerk

TOWN OF BISCOE Monthly Financial Report

FIRST BANK ACCOUNTS	Interest Rate	Balance	Status
Town of Biscoe - Public Funds Money Market 03	0.20%	\$485,163.50	<i>reconciled thru 10-31-13</i>
Fund 10 - General Fund			
Town of Biscoe - CD 54	0.15%	\$434,083.10	<i>reconciled thru 11-30-13</i>
Fund 21 - Capital Reserve			
Town of Biscoe - CD 59	0.15%	CLOSED OUT OCTOBER 2013	
Town of Biscoe - CD 49	0.25%	\$207,810.42	<i>reconciled thru 11-30-13</i>
Fund 72 - Leo Separation			
Town of Biscoe - Leo Separation CD 30	0.15%	\$80,804.74	<i>reconciled thru 11-30-13</i>
FIRST BANK TOTAL		\$1,207,861.76	
FIDELITY BANK ACCOUNTS			
Town of Biscoe - Central Depository	10.00%	135,782.40	<i>reconciled thru 10-31-13</i>
Town of Biscoe - Payroll Account Regular Checking	not an interest bearing account	\$104,275.89	<i>reconciled thru 11-30-13</i>
Town of Biscoe - Powell Bill Fund	0.12	114,099.90	<i>reconciled thru 11-30-13</i>
FIDELITY BANK TOTAL		\$354,158.19	
GRAND TOTAL OF ALL ACCOUNTS		\$1,562,019.95	

*Respectfully Submitted by Town Clerk Laura B. Morton
For the December 9, 2013 Town Meeting*

3. Swearing in of Newly Elected Officials

Tonight we will be swearing in our newly elected mayor, James E. Blake; our returning incumbent Commissioners Jimmy Cagle and Gene Anderson; and our newly elected Commissioner Eddie Reynolds as required in the below:

§ 160A-61. Oath of office.

Every person elected by the people or appointed to any city office shall, before entering upon the duties of the office, take and subscribe the oath of office prescribed in Article VI, § 7 of the Constitution. Oaths of office shall be administered by some person authorized by law to administer oaths, and shall be filed with the city clerk. (R.C., c. 111, s. 12; Code, s. 3799; Rev., s. 2920; C.S., s. 2628; 1971, c. 698, s. 1.)

The oath of office will be conducted by the duly sworn in Town Clerk, Laura Morton. Below is the required Oath.

"I, (YOUR NAME HERE), do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as (MAYOR/COMMISSIONER/MAYOR PRO TEM) so help me God."

Due to recent law changes (2010-2011), all persons elected and/or appointed to this board must undergo ethics training EVERY election or appointment. The certification of this training is to be kept on file in the Town Clerk's office. All elected officials attending the Essentials of Municipal Government Training will receive credit for their Ethics training and will likely be given something to file with the Town Clerk.

4. Selection of Mayor Pro-Tem

At this time the board needs to nominate and appoint, from among itself, a Mayor-Pro-Tem. Upon appointment, this person will need to be sworn in as Mayor-Pro-Tem, using the same oath found in the above item.

5. Setting Annual Meeting Schedule and Recreation Board Appointment(s)

As required, we need to set our annual meeting schedule and post those dates. There has been some discussion on considering a change in the meeting time. Currently, our meetings are scheduled at 7pm and conversation have been made regarding setting an earlier meeting time.

Review of the 2014 calendar for meeting on the second Monday of the month provides only the below conflicts to consider alternative dates:

October 13th (Columbus Day; the office does not close)

Review of the 2014 calendar for meeting on the fourth Monday (Recreation Board) of the month provides only the below conflicts to consider alternative dates:

May 26 (Memorial Day)

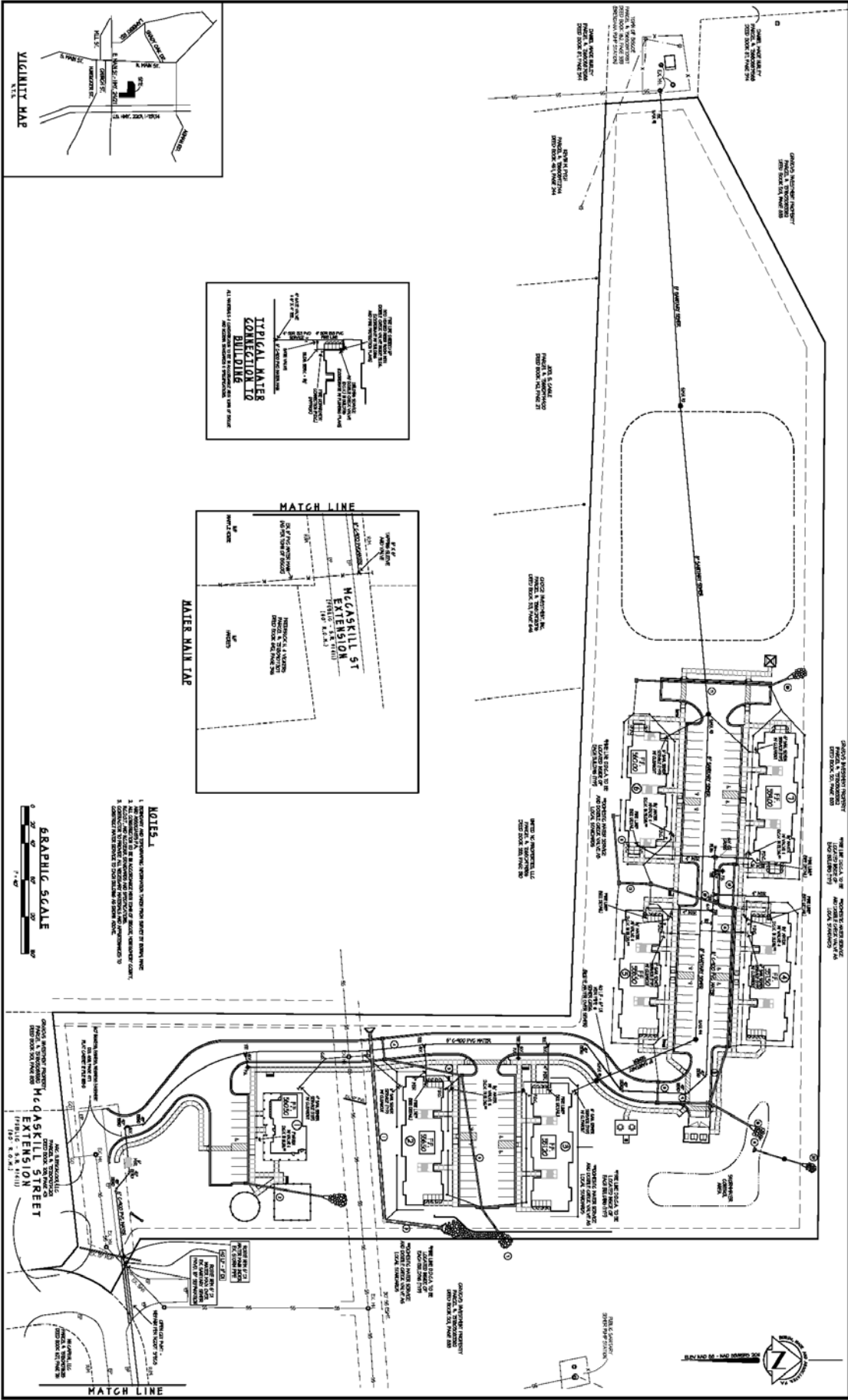
6. Emerald Forest Apartments Request

We have two requests this evening regarding the Emerald Forest Project. Mark Morgan will be on hand if there are any questions regarding these requests.

The first request involves the west pointing stub-out of the McCaskill Street Extension. Mr. Morgan is requesting that the Town be deeded the sixty foot wide right of way; the stub-out (paving is approximately 200 feet) and approximately 100 feet of unpaved right-of-way. The current paving is to NCDOT standards. The town could add it to our Powell Bill listing but would have a minimal impact to our revenues and maintenance would fall to the town. We would not need to develop the further right of way but we could allow those further properties the option of access if they decided they would like to develop their properties.

The second request involves the extension of the existing water line to the edge of his property. This would involve getting an easement from Richard Vaughan , the installation of approximately 300 hundred feet of line and the installation of a meter. As per the utilities on site, all development cost for the water and sewer are being handled by the developer.

I have attached the utility plan for the development below. A larger copy will be displayed at the meeting.

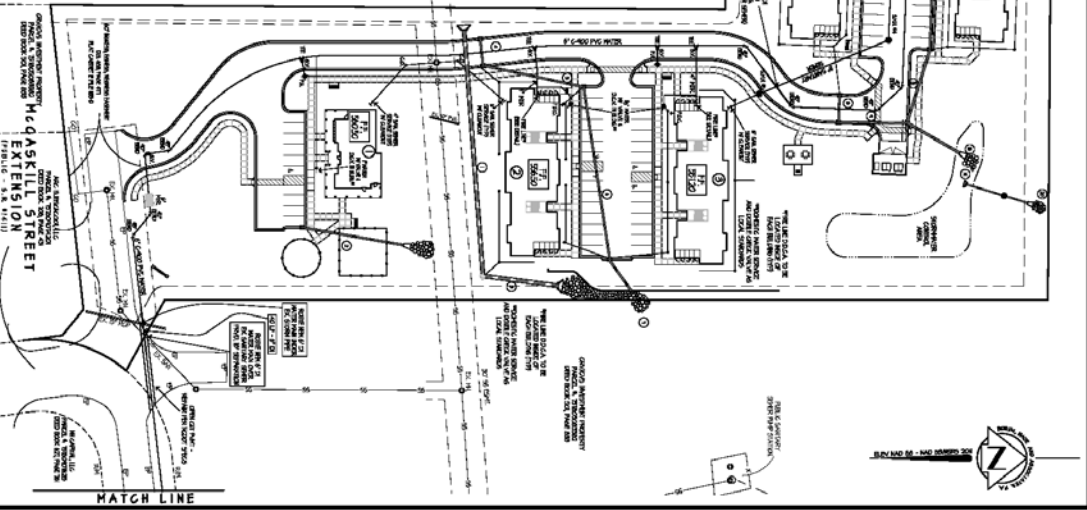
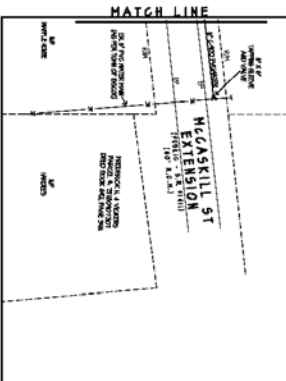
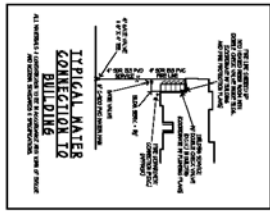


GRAPHIC SCALE

0 25 50 75 100

1" = 25'

- NOTES:**
1. GENERAL AND SPECIFIC INFORMATION CONCERNING THIS DRAWING IS LOCATED IN THE NOTES SECTION.
 2. ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE NOTED.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL GOVERNMENT.
 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE LOCAL GOVERNMENT.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE LOCAL GOVERNMENT.



EMERALD FOREST APARTMENTS

MCGASKILL STREET EXTENSION

UTILITY PLAN

C-2

EMERALD FOREST APARTMENTS

MCGASKILL STREET EXTENSION

BISCOE TOWNSHIP, MONTGOMERY COUNTY

BISCOE, NORTH CAROLINA

PRELIMINARY DRAWING

NOT FOR CONSTRUCTION

BWA

BUSINESS WATER ASSOCIATION

1000 BROADWAY, SUITE 1000

CHARLOTTE, NORTH CAROLINA 28202

PH: 704.375.1100

F: 704.375.1101

WWW.BWA-NC.COM

7. O2 Energies Solar Project Request

A request has been made by O2 Energies regarding their proposed project on the old Tobacco Stick Hunting Preserve. They are requesting to purchase approximately 3 acres of the southeastern most portion of the Town's 220 acre property. In addition, they would like to purchase a 60 foot right strip of property on the far eastern portion of the town's 220 acres to link to the former Odessa Road. This corridor would give them a second access if they would need one. A map with both requests will be attached to your agenda email.

I inquired with Ashley Cagle from the Montgomery EDC about how O2 Energy's request might impact our recent site readiness plan. She followed up with the consultants and they had indicated that such a change should not hurt our site's potential. Further it has been recommended that if the town was agree to this transaction, we should retain lifetime rights, which would be transferable to any future project, to access the 60 foot coordinator. This would give our site a second method of access and could enhance our site's potential.

8. Utility Bill Consolidation and Audit Proposal

After the power company merger we have experienced numerous billing problems with Duke Energy. At current we have 26 different monthly invoices from Duke all with different billing dates. These invoices cross in the mail and billing clerks at Duke have made numerous errors in applying our payments.

Below is a worksheet Laura Morton had developed to help remedy these billing issues. Unfortunately, we are still experiencing this issues. As such, we have attempted working with an account specialist at Duke Energy to consolidate our bills to a lesser number; this has not been fruitful. At this point we have reached out to the consulting firm of DavenportLawrence to assist us.

Below Laura's spreadsheet you will find their 8 page proposal. Overall, they are proposing to conduct an energy audit for the town which will ensure that we are receiving accurate billing. To do so, they will need to map the town's various electric accounts. This mapping will provide us with a GIS layer we can integrate with our other mapped utilities. As part of this audit, they will also ensure consolidation of our billing invoices by department which will have the additional benefit of consolidation of our billing dates. This project unfortunately will have a set fee due to the need to generate the mapping; as per any additional savings we might uncover through the billing audit they will recoup based on the level of revenue recovery. The billing is broken out in further detail in the proposal.

DUKE ENERGY PROGRESS

VENDOR CODE # 309

WATER/SEWER		60.7100.331
INDUSTRIAL PARK PUMP STATION	643 303 1298	
GVK LIFT HWY 220 PUMP	397 574 0063	
BISCOE DISPOSAL PLANT	409 061 9554	
CLAYOLA DRIVE PUMP	770 762 3463	
EAST MONTGOMERY HIGH PUMP	369 194 0062	
LAMBERT RD PUMP	524 032 3468	
SHOPPING CENTER PUMP	034 475 0062	
BRENDANA ST PUMP	853 656 0066	
BRUTON ST PUMP	280 116 0066	
2927 NC HWY 24/27	400 034 3246	
201 MONTGOMERY CROSSING	349 835 4947	

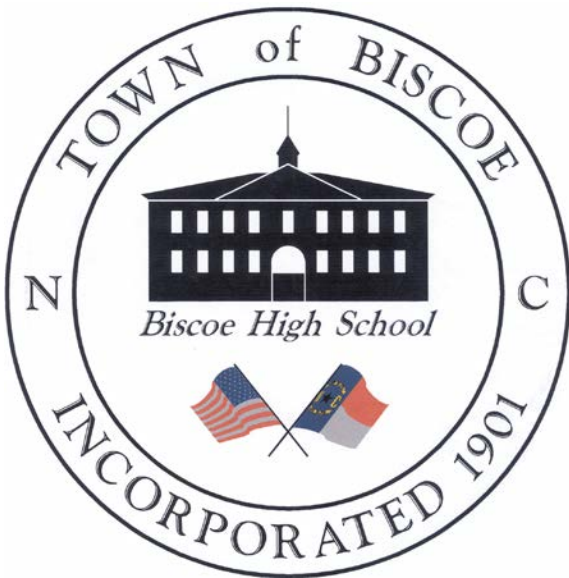
STREETS		10.4500.331
STREET LIGHTS	463 632 9551	
SEDBERRY RD LIGHTS	474 745 5568	
HWY 24/27 SIGN	519 309 7424	
STREET LIGHTING UNDERGROUND	528 532 9552	
COLLEGE ST A/L'S	697 625 3507	
WELCOME SIGN	522 112 8738	

BUILDING & GROUNDS		10.4260.331
POLICE STATION	780 033 6500	
SCOUT HUT	355 402 3469	
BEHIND TOWN HALL	688 222 3461	
HWY 27 TOWN HALL	771 312 3466	

PARKS/RECREATION		10.6120.331
LITTLE LEAGUE BALL FIELD	479 623 6646	
CONCESSION STAND	896 174 4664	
TOWN PARK	375 389 8554	
PARK PAVILION	778 126 6775	
SOFT BALL FIELD	736 079 8552	

\$ -

26 Total Bills
 PLEASE CALL LAURA MORTON AT 910-428-4112 IF THE AMOUNTS DO NOT ADD UP TO THE TOTAL AMOUNT INSTEAD OF SENDING THE CHECK BACK. THANK YOU.



Municipal Service Cost and Street Light Evaluation Services for the Town of Biscoe

Evaluating Municipal Infrastructure to Reduce Costs and Increase Service Quality for the Town of Biscoe

When costs are reduced and process improvements are identified, this intersection results in an improved financial condition and higher customer satisfaction.

DavenportLawrence is uniquely positioned to help the Town in its quest for both.

Jeff Davenport, Managing Director
12/9/2013

Our Purpose...

DavenportLawrence, a local government advisory firm providing a diversity of solutions to municipal and county governments, is pleased to present a proposal of services to the Town of Biscoe to conduct an inventory of municipal street light infrastructure. It is the commitment of our firm to conduct a full inventory of all lighting infrastructure within the Town street system and develop a database reference point for municipal expenditures and maintenance of the infrastructure. Our ability to deliver desired results is based on our unique knowledge and experience diversity in the areas of local government processes, efficiency evaluations, project management, change management, effective public relations, and utility operations.

Our Solution...

The local government and utility experience of DavenportLawrence provides a combination of experience and expertise to provide the most comprehensive and effective solution approach for municipal street light infrastructure inventory available. Our approach brings to the Town of Biscoe executive level project managers who will oversee each facet of the project from a diverse perspective in order to insure achievement of each of the project goals outlined within the scope of work. We are committed to the facilitative process to insure both internal and external stakeholder engagement as necessary for beneficial and appropriate resolution to any and all findings resulting from the infrastructure inventory engagement. Our experience in municipal street light inventory coupled with our relationships with service providers and our deep knowledge of lighting infrastructure is unequaled.

From our process improvement experience we have developed an integrated approach aimed at delivering a responsive and effective solution to each project by which we are engaged. From revenue optimization to expense reduction, our services are a combination of cross industry best practices and identifying how to best leverage the integration of technology, processes, and policies available to the Town of Biscoe.

Our Firm...

DavenportLawrence is a full services advisory firm specializing in support services for local governments of all sizes from North Carolina to Florida. DavenportLawrence bridges the best operational practices of major private sector firms with the talent of local government professionals in order to provide advisory services that are optimal for municipalities, counties, authorities, and special districts. We have developed strategic services within the organization and through our partnerships that present an expertise in local government management for financial services, revenue enhancement, expense reduction, operational assessment, environmental technology, information technology, enterprise resource planning (ERP), communications and public relations, group facilitation, public policy advocacy, land use planning, economic development services, and grant writing. It is our goal to be a primary provider of many of the services that

local governments seek when sourcing assistance and support of operations. By leveraging partnerships we deliver precise service deployment and lower fees for our clients through focused management of project costs. This “low barrier to entry” for our clients allows DavenportLawrence to set a standard for cost effective services that our clients value and trust.

Engagement Proposal- Revenue Optimization and Expense Reductions

SCOPE OF WORK

DavenportLawrence has discussed opportunities to the Town of Biscoe for a low point of entry relative to licenses, contracts, revenue optimization, and technology service cost. From our viewpoint the following services have been determined to be most relevant for contributing to the financial position of the Town of Biscoe in the short term or improving the operational efficiencies of its internal functions. By utilizing the skills of subject matter experts (SMEs) DavenportLawrence provides assurance to Biscoe that the work being performed is by the most skilled professionals available. For each partner service DavenportLawrence assumes responsibility for the professional delivery and results that are expected by our clients.

I. Street Light Infrastructure Inventory, Statement Consolidation and Service Cost Analysis

Background

Street lighting infrastructure in municipalities across North Carolina has changed very little over the past 50 years. While there have been some effective improvements over the years in street lighting, whether from mercury vapor to sodium vapor and metal halide with full cutoff features to eliminate light pollution, the service of street illumination has remained mostly unchanged until recently - until the emergence of LED as an option for street lighting. While LED lighting options are available to many municipalities across North Carolina at pre-determined rates, the cost-to-benefit ratio is not favorable at this time.

DavenportLawrence recognizes the Town has interest in accomplishing (4) very specific goals in the management of its lighting infrastructure and statement processing. First, the Town of Biscoe would like to determine the accuracy of street light invoicing as it relates to the estimated 300 fixtures within its system. Secondly, the Town seeks to establish a comprehensive map of service locations for each fixture leased for purposes of managing maintenance reporting through its field-work order management system. Thirdly, the Town would like to consolidate electric utility statements with strategic management in

mind. Lastly, the Town would like to proactively manage service cost for technology needs.

DavenportLawrence possesses both technical and administrative experience to support the Town of Biscoe in implementation of these goals by conducting field and financial analysis to maximize the investments made by the Town these services.

Project Overview

DavenportLawrence proposes to conduct a pole-by-pole data collection process utilizing a GIS field tool to locate and document (for internal analysis only) street light locations within the corporate boundaries of the Town Biscoe. This internal mapping tool of DavenportLawrence will allow the firm to inventory current fixture locations by count and by type in order to conduct an analysis against current billing by the Town's utility provider.

The results of the street light inventory billing analysis will be presented to Town Administration for review and determination of any reconciliation necessary with the utility provider(s). Analysis performed by DavenportLawrence from field data and billing will provide a high degree of confidence in the accuracy of the fixed monthly billing as our review will include a comprehensive process of field verification against utility mapping and billing. All data points captured during the inventory process available in format compatible with ESRI/GIS technology (locally or third party) to support ongoing fieldwork order management for streetlights through Mobile311 or similar technology.

DavenportLawrence will also work with the town to determine desired strategy for consolidation of service statements received by Duke Energy. It is the goal to determine the most efficient method for tracking these cost and establish master billing statements supporting this approach. Upon agreement of optimal solution, DavenportLawrence will work with the Duke billing department to drive these changes within the abilities of the utility.

Lastly, DavenportLawrence will evaluation other utility cost to determine if other opportunities exist to reduce the Town's cost. This assessment will include electricity services.

Project Outcomes

The following outcomes are expected as a result of the field and analysis work conducted by DavenportLawrence:

1. Current data collection of street lighting infrastructure deployed within the corporate limits of the Town of Biscoe.

2. Create GIS inventory of service points that can be leveraged for ongoing maintenance and reconciliation in the future.
3. Comparison of street light fixtures against utility billing and corrections to establish or affirm bill accuracy
4. Facilitate all adjustments to the street light inventory between the Town of Biscoe and the utility provider.
5. Capture necessary GIS data to effectively manage street light functions in the future (type of light, utility provider, location, etc.) as well as add points to GIS infrastructure.
6. Evaluate existing monthly statement receipt and utility services of Duke Energy for cost reductions and consolidation
7. Determine approach for grouping of statements that would be most effective for Town operations.
8. Work with Duke Energy to migrate to best case solution given ability for Utility to consolidate statements
9. Evaluate other utility and service costs for opportunities to reduce cost to town
10. If cost reductions identified, work with Town to develop and implement a strategy to reduce these cost.

Proposed Project Schedule for Street Light Inventory

- Project Authorization to Proceed by Town of Biscoe = A
- Field Inspection (approx. 300 Poles, 2 inspectors, data system configure) = A + 21 days

- Field/Billing Comparison and Summary Report = A + 120 days

Statement Consolidation:

- Evaluation of Existing Statements: A
- Suggested Consolidation: A + 21 days
- Upon Approval of Approach Consolidation of Statements: A + 60 days

Evaluation of Electric Services (Electrical Utilities for Cost Reduction)

B. TBD

Roles and Responsibilities

DavenportLawrence

6. Provide prompt response to client communication.
7. Provide notification to Town of Biscoe prior to field inspections.
8. Maintain professionalism and courtesy to all inquiries or interactions with the general public.
9. Generate written status reports shortly after end of all phases of project.
10. Coordinate with utility provider as appropriate to insure effective collaboration and execution of project deliverables.
11. Include Town of Biscoe in all written communications to third parties throughout project.

Town of Biscoe

1. Identify project coordinator/point of contact for all communication from DavenportLawrence.

2. Provide prompt response to consultant communication.
3. Provide requested project-related information promptly.
4. Present findings and recommendations of DavenportLawrence to appropriate individuals, boards, or commissions.

Proposed Costs and Payment Terms

It is a core belief of DavenportLawrence that performance should drive compensation and therefore DavenportLawrence structures fees in a way that provides a hybrid of commission based and hourly-based fees for most of our services. Our rates are below industry standards for commission fee services and they provide a risk free entry point for our clients.

DavenportLawrence proposes to review street light infrastructure, review billing for accuracy against field data on behalf of the Town of Biscoe with the electric utility. These services are valued in terms of time and value allocation and separated into corresponding phases. The table below describes the fees for this project. The typical fees are the cost DavenportLawrence would project in a fee-for-service environment; the Discounted Rate shows a 60% discount for street light services/service reduction fees and a 40% discount for statement consolidation in our hybrid contingency-based billing solutions and the contingency fees show the percentage contingency for savings created by DavenportLawrence. It is our belief that this approach creates very little risk to the Town while providing a great long-term value.

Fees for Service

Phase	Description	* Hourly Fees	Actual Billing with Discount	Contingency Fees
Phase 1	Field Inspection Estimate (2 inspectors, GIS data collection 48 hrs. @ \$75 per hour per inspector)	\$4,600 est.	\$1,840 est. *60% disc.	50% of refunds received
	Evaluation and Implementation of Strategic Consolidation of Energy Statements and reduction in Utility Cost	\$3,500 est.	\$2,100 est. *40% disc.	NA
Phase 2	Billing /Field Data Comparison /GIS File Cleanup and Summary report (20 hours @ \$110 per hour)	\$2,200 est.	\$880.00 est. *60% disc.	50% Of Annual Cost Reduction over 2 Years

- ***Note that fees charged will be Discount Rate + Contingency fees. Total est. Hourly fees are presented simply for illustrative purposes.***

The town will receive all GIS data created from this effort in addition to the evaluation and billing audit services provided.

Summary

DavenportLawrence appreciates the opportunity to propose services to the Town of Biscoe for assistance in conducting an inventory of the municipal street light infrastructure and to provide recommendations for cost reductions to enhance customer service. The diversity of our firm and our customized work approach assures that the Town will receive services that are a reflection of the commitment to excellence displayed and expected by Town staff. It is our core belief the performance of our firm in the execution of service delivery projects will establish client confidence for future projects, challenges, and opportunities.

9. Project Updates

Clean Water Management Trust Fund Grant

The design is being submitted to NCDENR this week for approval. After approval we will be putting the project out for bid in, hopefully by April, and will need to have completed construction by August 2014.

Golden Leaf Project Update

By the time of our meeting all punchlist items should be completed. We will have a site visit from the GoldenLeaf Foundation later this week and our final grant report and final request for funds will be made by the end of the month.

10. Public Forum

11. Adjournment