

Manager's Report

Period Covered October 4, 2017- November 7, 2017

Submitted by: Diane Miller, Manager

1. Financial records attached – YTD
2. Sidewalk repair estimate is in- we have budgeted near enough to repair all that are in need.
3. March 1- we will have the NCDENR open public survey on flooding issues here at Town Hall.
4. Flood Insurance issue: Secured new elevation certificate and have requested review of current policy/rate.
5. Town Board will need replacements for Planning Board vacancies. Town Board appoints this Board.
6. Manager school- Manager will be in Chapel Hill Nov 14-17, no session in December.
7. Town Hall will close Thursday, Nov 9 at 3PM, and be closed Friday, Nov 10 for Veteran's Day, and also Wednesday, Nov 22 at 3PM, and be closed Thursday, Nov 23, and Friday, Nov 24 for Thanksgiving.
8. Jeannine went to record retention class last week and took our 2015-2016 minutes for archiving. Tammy went to Duke Energy concerning street lighting and rate changes. Some changes in options may become available shortly.
9. Drew Jesse and Josh have continuing education Nov 29 here at Town Hall.
10. Andrew will be out Dec 13 until first of January.
11. Annual Christmas party invites are out. Dec 1, 3-5PM- Volunteer Appreciation. Asked to RSVP by November 27th- call or email Jeannine.

Town of Oriental

12. Evaluations of Town Staff happening now.
13. Beach beautification effort- Master Gardeners.
14. NCLM review/assessment of property for insurance earlier today.
15. Response to questions raised at last meeting:

Mr. Bysheim is grandfathered according to his granted permit.

Ms. Sutter's drainage in front of her property is Town ROW and maintained as such. Cayton is responsible to re-establish grass after work, not to sod. The ditch between she and neighbors is not a ROW- they each own to centerline. Upon request and signing of release, we will clear 5 feet on either side of ditch centerline (not a dedicated easement). Otherwise, property owners remain responsible for maintenance.



Town of Oriental
Revenue Statement : 2017 - 2018
for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
10-30-30100	CURRENT YEAR PROPERTY TAX	\$452,317.50	\$29,757.50	\$128,057.26	\$324,260.24	28.31
10-30-30110	CURRENT YEAR DMV TAX	\$15,000.00	\$1,960.41	\$5,840.48	\$9,159.52	38.94
10-30-30200	PRIOR YEAR PROPERTY TAX	\$6,000.00	\$247.63	\$1,397.86	\$4,602.14	23.30
10-30-30300	INTEREST ON TAXES	\$2,500.00	\$42.75	\$322.49	\$2,177.51	12.90
10-30-30700	NC SALES TAX REFUND	\$4,779.00	\$0.00	\$0.00	\$4,779.00	0.00
10-30-31000	SALES & USE TAX	\$156,974.64	\$14,127.28	\$43,486.43	\$113,488.21	27.70
10-30-31500	FED & STATE GAS REFUND	\$600.00	\$0.00	\$0.00	\$600.00	0.00
10-30-31600	SOLID WASTE DISP T	\$483.94	\$0.00	\$0.00	\$483.94	0.00
10-30-32100	FRANCHISE TAX-ELEC,PHONE,CABLE	\$49,256.56	\$0.00	\$0.00	\$49,256.56	0.00
10-30-32200	BEER & WINE TAX	\$4,329.87	\$0.00	\$0.00	\$4,329.87	0.00
10-30-32600	OCCUPANCY TAX-HEADS IN BED	\$10,000.00	\$1,639.32	\$7,260.66	\$2,739.34	72.61
10-30-32700	OCCUPANCY TX-WATERFRONT ENHANC	\$10,000.00	\$1,639.32	\$7,231.11	\$2,768.89	72.31
10-30-32800	SOLID WASTE FEES	\$98,544.00	\$8,659.80	\$34,381.30	\$64,162.70	34.89
10-30-32810	RECYCLING FEE	\$16,000.00	\$1,502.60	\$5,978.40	\$10,021.60	37.37
10-30-33200	POWELL BILL ALLOCATION	\$39,830.74	\$0.00	\$19,935.66	\$19,895.08	50.05
10-30-33700	TREE BOARD DONATIONS	\$500.00	\$0.00	\$0.00	\$500.00	0.00
10-30-34000	G/F INTEREST INCOME	\$350.00	\$0.00	\$488.33	(\$138.33)	139.52
10-30-34020	MOWING INCOME	\$750.00	\$0.00	\$0.00	\$750.00	0.00
10-30-34100	POWELL BILL INTEREST INCOME	\$100.00	\$0.00	\$129.06	(\$29.06)	129.06
10-30-35300	G/F OTHER INCOME	\$150.00	\$10,835.00	\$11,735.00	(\$11,585.00)	7823.33
10-30-35360	POLICE TICKETS	\$150.00	\$0.00	\$25.00	\$125.00	16.67
10-30-35370	POLICE REPORTS	\$30.00	\$0.00	\$0.00	\$30.00	0.00
10-30-35400	ZONING & PERMIT FEES	\$2,500.00	\$650.00	\$1,405.00	\$1,095.00	56.20
10-30-35600	OCCUPANCY TAX-WATERFRONT	\$13,500.00	\$0.00	\$0.00	\$13,500.00	0.00
10-30-36100	TOURISM FUNDS (HEADS) APPROP	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00
Total Rev.	REVENUES	\$888,646.25	\$71,061.61	\$267,674.04	\$620,972.21	30.12
Total Revenues	GENERAL FUND	\$888,646.25	\$71,061.61	\$267,674.04	\$620,972.21	30.12



Town of Oriental
Revenue Statement : 2017 - 2018
for Accounting Period 10/31/2017

WATER FUND

Account #	Account Description	Estimated Revenue	Activity this Period	Revenue YTD	Uncollected YTD	% Coll
50-30-30100	WATER COLLECTIONS	\$281,503.00	\$22,146.31	\$96,409.03	\$185,093.97	34.25
50-30-30110	LATE FEES	\$2,500.00	\$310.00	\$1,225.00	\$1,275.00	49.00
50-30-30130	RE-READ FEE	\$230.00	\$16.00	\$74.00	\$156.00	32.17
50-30-30140	RECONNECT FEE	\$1,500.00	\$50.00	\$550.00	\$950.00	36.67
50-30-30300	WATER SERVICE FEE	\$1,750.00	\$550.00	\$1,125.00	\$625.00	64.29
50-30-30310	WATER BILL SVC FEE	\$500.00	\$91.00	\$259.00	\$241.00	51.80
50-30-30400	WATER TAP FEE	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	100.00
50-30-30600	WATER INTEREST REVENUE	\$150.00	\$0.00	\$111.34	\$38.66	74.23
50-30-30700	NC SALES TAX REFUND	\$6,048.62	\$0.00	\$0.00	\$6,048.62	0.00
50-30-31000	WATER OTHER INCOME	\$225.00	\$25.00	\$50.00	\$175.00	22.22
50-30-31100	BRMSD BILLING FEE	\$12,400.00	\$1,024.50	\$3,054.00	\$9,346.00	24.63
50-30-31500	WATER FUND APPROPRIATED	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00
Total Rev.	REVENUES	\$347,806.62	\$25,212.81	\$103,857.37	\$243,949.25	29.86
Total Revenues	WATER FUND	\$347,806.62	\$25,212.81	\$103,857.37	\$243,949.25	29.86
Grand Total		\$1,236,452.87	\$96,274.42	\$371,531.41	\$864,921.46	30.05



Town of Oriental

Expenditure Statement : 2017 - 2018

for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	50	ADMINISTRATION					
10-50-52100	TOWN MANAGER SALARY	\$52,800.00	\$3,701.93	\$14,807.71	\$0.00	\$37,992.29	28.04
10-50-52111	MERIT COMPENSATION	\$6,200.00	\$0.00	\$0.00	\$0.00	\$6,200.00	0.00
10-50-52200	ADMIN. ASST. SALARY	\$30,628.00	\$2,075.68	\$8,545.99	\$0.00	\$22,082.01	27.90
10-50-52300	ADMIN. FICA TAX EXPENSE	\$10,498.86	\$806.07	\$3,242.91	\$0.00	\$7,255.95	30.89
10-50-52400	ADMIN HEALTH & LIFE	\$28,539.00	\$2,294.66	\$11,934.49	\$0.00	\$16,604.51	41.82
10-50-52410	ADMIN RETIIREMENT- ORBITS	\$10,293.00	\$790.27	\$3,179.33	\$0.00	\$7,113.67	30.89
10-50-52500	DUES & SUBSCRIPTIONS	\$2,900.00	\$175.00	\$2,316.00	\$0.00	\$584.00	79.86
10-50-52600	AUDIT FEES	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0.00
10-50-52700	LEGAL FEES	\$4,000.00	\$957.72	\$2,524.79	\$0.00	\$1,475.21	63.12
10-50-52800	COMPUTER/SOFTWARE	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0.00
10-50-52810	COMPUTER MAINTENANCE	\$5,000.00	\$300.00	\$2,521.86	\$0.00	\$2,478.14	50.44
10-50-53000	PLANNING BOARD EXPENSES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-50-53010	ZONING/PLANNING COSTS	\$350.00	\$103.00	\$208.50	\$0.00	\$141.50	59.57
10-50-53100	MEETINGS/CONV.	\$200.00	\$81.44	\$439.12	\$0.00	(\$239.12)	219.56
10-50-53120	EMPLOYEE MEALS	\$700.00	\$34.68	\$108.58	\$0.00	\$591.42	15.51
10-50-53130	EMPLOYEE TRAVEL	\$800.00	\$833.03	\$1,451.76	\$0.00	(\$651.76)	181.47
10-50-53200	ADVERTISING/NOTICES	\$1,000.00	\$0.00	\$72.00	\$0.00	\$928.00	7.20
10-50-53210	PRINTING	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00
10-50-53400	SCHOOLS	\$10,300.00	\$0.00	\$3,050.00	\$0.00	\$7,250.00	29.61
10-50-53500	OFFICE EQUIPMENT	\$4,000.00	\$216.43	\$1,054.34	\$0.00	\$2,945.66	26.36
10-50-53600	SUPPLIES	\$2,500.00	\$744.64	\$1,590.88	\$0.00	\$909.12	63.64
10-50-53610	SUPPLIES-JANITORIAL	\$200.00	\$48.50	\$143.18	\$0.00	\$56.82	71.59
10-50-53700	CAPITAL OUTLAY-EQUIPMENT	\$9,250.00	\$0.00	\$0.00	\$0.00	\$9,250.00	0.00
10-50-53800	NC SALES TAX EXPENSE	\$4,200.00	\$240.02	\$1,111.45	\$0.00	\$3,088.55	26.46
10-50-53810	SALES ON PREPARED FOOD	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00
10-50-53820	COUNTY SALES TAX	\$2,000.00	\$101.09	\$468.14	\$0.00	\$1,531.86	23.41
10-50-54000	G/F OTHER	\$2,625.02	\$106.90	\$226.90	\$0.00	\$2,398.12	8.64
10-50-54010	BANK SERVICE CHARGES	\$3,100.00	\$270.05	\$786.13	\$0.00	\$2,313.87	25.36
10-50-54040	MOWING EXPENSE	\$300.00	\$0.00	\$275.21	\$0.00	\$24.79	91.74
10-50-54050	RETREAT	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00
10-50-54060	GENERATOR TOWN HALL	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00
10-50-54100	TOWN BOARD SCHOOLING	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	50	ADMINISTRATION					
10-50-54500	P.C. TAX BILLING	\$10,000.00	\$600.74	\$2,595.17	\$0.00	\$7,404.83	25.95
10-50-54510	P.C. DMV BILLING	\$775.00	\$48.50	\$211.52	\$0.00	\$563.48	27.29
10-50-55100	TELEPHONE	\$1,550.00	\$139.16	\$706.76	\$0.00	\$843.24	45.60
10-50-55110	DIANE REIMBURSEMENT	\$3,600.00	\$300.00	\$1,200.00	\$0.00	\$2,400.00	33.33
10-50-55200	POSTAGE	\$1,700.00	\$5.32	\$214.56	\$0.00	\$1,485.44	12.62
10-50-55300	INTERNET	\$1,400.00	\$94.90	\$474.50	\$0.00	\$925.50	33.89
10-50-55310	EMAIL/WEBSITE	\$550.00	\$16.00	\$48.00	\$0.00	\$502.00	8.73
10-50-55500	WORKMAN'S COMP INS	\$6,500.00	(\$1,684.37)	\$3,053.18	\$0.00	\$3,446.82	46.97
10-50-55600	AUTOMOBILE INS	\$2,500.00	\$0.00	\$451.96	\$0.00	\$2,048.04	18.08
10-50-55700	GENERAL LIABILITY INS	\$5,000.00	\$0.00	\$3,549.28	\$0.00	\$1,450.72	70.99
10-50-55800	REAL & PER. PROPERTY INS	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	100.00
10-50-55900	PUBLIC OFFICIAL & LAW ENF. INS	\$2,100.00	\$0.00	\$1,833.75	\$0.00	\$266.25	87.32
10-50-56000	FLOOD INSURANCE	\$1,525.00	\$0.00	\$0.00	\$0.00	\$1,525.00	0.00
10-50-56100	GEN. REPAIR & MAINT.	\$1,000.00	\$0.00	\$941.28	\$0.00	\$58.72	94.13
10-50-56200	UTILITIES	\$3,000.00	\$258.31	\$891.13	\$0.00	\$2,108.87	29.70
10-50-57000	CAPITAL RESERVE-ADMIN	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00
Total Exp.	ADMINISTRATION	\$262,733.88	\$13,659.67	\$78,430.36	\$0.00	\$184,303.52	29.85



Town of Oriental

Expenditure Statement : 2017 - 2018

for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	58	POLICE DEPT.					
10-58-52300	POLICE OFFICER- A -FICA	\$2,585.70	\$199.83	\$588.93	\$0.00	\$1,996.77	22.78
10-58-52310	OFFICER B -FICA	\$2,585.70	\$0.00	\$0.00	\$0.00	\$2,585.70	0.00
10-58-52400	POLICE OFFICER-HEALTH INS.	\$17,656.80	\$1,206.99	\$1,409.49	\$0.00	\$16,247.31	7.98
10-58-52410	POLICE RET - ORBITS	\$5,577.00	\$215.51	\$635.13	\$0.00	\$4,941.87	11.39
10-58-52810	COMPUTER MAINTENANCE	\$500.00	\$0.00	\$870.00	\$0.00	(\$370.00)	174.00
10-58-52820	COMPUTER SOFTWARE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00
10-58-53110	TRAINING	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-58-53120	MEALS	\$100.00	\$0.00	\$23.57	\$0.00	\$76.43	23.57
10-58-53500	OFFICE EQUIPMENT	\$800.00	\$0.00	\$155.00	\$0.00	\$645.00	19.38
10-58-53600	OFFICE SUPPLIES	\$150.00	\$0.00	\$79.78	\$0.00	\$70.22	53.19
10-58-55100	POLICE PHONE	\$725.00	\$44.99	\$430.59	\$0.00	\$294.41	59.39
10-58-55110	POLICE PHONE ALLOWANCE	\$900.00	\$62.78	\$125.53	\$0.00	\$774.47	13.95
10-58-55200	POSTAGE	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00
10-58-57000	CAPITAL RESERVE-POLICE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00
10-58-58100	POLICE OFFICER A - SALARY	\$33,800.00	\$2,612.19	\$8,001.94	\$0.00	\$25,798.06	23.67
10-58-58200	POLICE OFFICER - B SALARY	\$18,128.00	\$0.00	\$0.00	\$0.00	\$18,128.00	0.00
10-58-58700	POLICE OFFICER -A- 401K	\$1,690.00	\$130.61	\$384.92	\$0.00	\$1,305.08	22.78
10-58-58710	OFFICER B - 401K	\$1,690.00	\$0.00	\$0.00	\$0.00	\$1,690.00	0.00
10-58-59410	AMMUNITION & EXPENDABLES	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
10-58-59540	POLICE EQUIPMENT MAINT	\$500.00	\$0.00	\$15.98	\$0.00	\$484.02	3.20
10-58-59600	POLICE UNIFORMS	\$2,500.00	\$0.00	\$609.26	\$0.00	\$1,890.74	24.37
10-58-59620	SERVICE FEES & CONTRACTS	\$500.00	\$0.00	\$72.00	\$0.00	\$428.00	14.40
10-58-59720	POLICE AIR/DATA CARD	\$975.00	\$100.08	\$501.05	\$0.00	\$473.95	51.39
10-58-60600	POLICE GAS	\$3,500.00	\$199.73	\$463.46	\$0.00	\$3,036.54	13.24
10-58-60770	POLICE CAR REPAIRS DURANGO	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-58-60771	POLICE CAR MAINT - DURANGO	\$1,000.00	\$0.00	\$445.56	\$0.00	\$554.44	44.56
10-58-60780	POLICE CAR REPAIRS - CHARGER	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
10-58-60781	POLICE CAR MAINT - CHARGER	\$500.00	\$0.00	\$520.85	\$0.00	(\$20.85)	104.17
Total Exp.	POLICE DEPT.	\$105,163.20	\$4,772.71	\$15,333.04	\$0.00	\$89,830.16	14.58



Town of Oriental

Expenditure Statement : 2017 - 2018

for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	60	PUBLIC WORKS DEPT.					
10-60-52300	P.W. FICA TAX EXPENSE	\$13,540.13	\$1,042.48	\$4,125.51	\$0.00	\$9,414.62	30.47
10-60-52400	PUBLIC WORKS HEALTH INS	\$38,908.20	\$3,132.63	\$16,897.54	\$0.00	\$22,010.66	43.43
10-60-52410	PUBLIC WORKS RET - ORBITS	\$13,274.64	\$1,022.05	\$4,044.60	\$0.00	\$9,230.04	30.47
10-60-53600	SUPPLIES-MAINT/REPAIR	\$3,000.00	\$826.70	\$2,790.48	\$0.00	\$209.52	93.02
10-60-54000	P.W. OTHER	\$1,700.00	\$364.44	\$1,318.99	\$0.00	\$381.01	77.59
10-60-55110	TELEPHONE ALLOWANCE	\$600.00	\$92.32	\$369.28	\$0.00	\$230.72	61.55
10-60-56100	GENERAL MAINT/REPAIR	\$3,300.00	\$654.18	\$468.36	\$0.00	\$2,831.64	14.19
10-60-59600	PW UNIFORMS	\$3,600.00	\$391.32	\$1,396.43	\$0.00	\$2,203.57	38.79
10-60-60100	PUBLIC WORKS SALARIES	\$116,961.20	\$8,321.23	\$32,703.63	\$0.00	\$84,257.57	27.96
10-60-60120	HARBOR MASTER	\$0.00	\$140.00	\$630.00	\$0.00	(\$630.00)	0.00
10-60-60130	CONTRACT CLEANING SERVICES	\$3,640.00	\$280.00	\$1,260.00	\$0.00	\$2,380.00	34.62
10-60-60500	DRAINAGE MAINTENANCE	\$16,000.00	\$0.00	\$729.84	\$0.00	\$15,270.16	4.56
10-60-60510	CONTRACTOR SERVICE	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00
10-60-60600	FUEL	\$5,000.00	\$492.74	\$1,550.72	\$0.00	\$3,449.28	31.01
10-60-60700	VEHICLE REPAIR & MAINT.	\$650.00	\$0.00	\$108.96	\$0.00	\$541.04	16.76
10-60-60710	2014 TRUCK MAINT.	\$150.00	\$0.00	\$35.41	\$0.00	\$114.59	23.61
10-60-60720	2005 F350 MAINT.	\$100.00	\$0.00	\$801.55	\$0.00	(\$701.55)	801.55
10-60-60721	2005 F350 REPAIR	\$500.00	\$0.00	\$698.69	\$7,995.00	(\$8,193.69)	139.74
10-60-60730	2012 TRUCK MAINT.	\$625.00	\$0.00	\$2.97	\$0.00	\$622.03	0.48
10-60-60731	2012 TRUCK REPAIR	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00
10-60-60740	GATOR MAINT.	\$700.00	\$0.00	\$815.14	\$0.00	(\$115.14)	116.45
10-60-60741	GATOR REPAIR	\$500.00	\$0.00	\$274.14	\$0.00	\$225.86	54.83
10-60-60750	TRACTOR MAINT.	\$200.00	\$5.98	\$61.96	\$0.00	\$138.04	30.98
10-60-60751	TRACTOR REPAIR	\$200.00	\$3.98	\$3.98	\$0.00	\$196.02	1.99
10-60-60760	MOWER MAINT.	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
10-60-60761	MOWER REPAIR	\$200.00	\$0.00	\$275.00	\$0.00	(\$75.00)	137.50
10-60-60800	MOSQUITO CONTROL	\$9,000.00	\$0.00	\$15.59	\$0.00	\$8,984.41	0.17
10-60-61020	LAWN MAINT/REPAIR/SUPPLIES	\$800.00	\$875.87	\$1,816.56	\$0.00	(\$1,016.56)	227.07
10-60-61100	SAFETY SUPPLIES	\$2,500.00	\$136.59	\$544.17	\$0.00	\$1,955.83	21.77
10-60-61101	STORM PREPAREDNESS	\$0.00	\$250.00	\$1,283.06	\$0.00	(\$1,283.06)	0.00



Town of Oriental
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GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	60	PUBLIC WORKS DEPT.					
10-60-61410	CHRISTMAS DECOR MAINT/REPAIR	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00
10-60-61500	P.W. CAPITAL OUTLAY	\$6,600.00	\$0.00	\$5,467.07	\$392.92	\$740.01	82.83
10-60-61700	LOU MACK PARK PIER	\$100.00	\$0.00	\$57.90	\$0.00	\$42.10	57.90
10-60-61710	DINGHY DOCK	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00
10-60-61800	TD # 2 - SOUTH AVENUE PIER	\$6,000.00	\$0.00	\$105.38	\$0.00	\$5,894.62	1.76
10-60-61810	TOWN DOCK 1	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
10-60-61900	CAPITAL PROJECTS	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00	0.00
10-60-61910	MIDYETTE ST DOCK	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00
10-60-61980	PUMPOUT STATION	\$200.00	\$0.00	\$128.66	\$0.00	\$71.34	64.33
Total Exp.	PUBLIC WORKS DEPT.	\$264,349.17	\$18,032.51	\$80,781.57	\$8,387.92	\$175,179.68	30.56



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	62	SANITATION					
10-62-62100	CONTRACTED GARBAGE	\$75,000.00	\$6,585.62	\$16,119.79	\$0.00	\$58,880.21	21.49
10-62-62200	TIPPING FEES	\$21,000.00	\$1,713.60	\$9,343.53	\$0.00	\$11,656.47	44.49
10-62-62210	LAWN PU TIPPING	\$5,200.00	\$658.66	\$2,010.36	\$0.00	\$3,189.64	38.66
10-62-62600	RECYCLING	\$45,000.00	\$3,785.61	\$11,356.83	\$0.00	\$33,643.17	25.24
10-62-62610	LAWN/CHRISTMAS TREE DISPOSAL	\$12,500.00	\$1,529.52	\$4,313.20	\$0.00	\$8,186.80	34.51
Total Exp.	SANITATION	\$158,700.00	\$14,273.01	\$43,143.71	\$0.00	\$115,556.29	27.19



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	63	TRANSPORTATION & STREETS					
10-63-63000	POWELL-SIDEWALKS/CURBS	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00
10-63-63200	POWELL BILL PAVING	\$36,000.00	\$0.00	\$0.00	\$0.00	\$36,000.00	0.00
10-63-63300	STREET LIGHTS	\$14,500.00	\$2,464.17	\$4,957.45	\$0.00	\$9,542.55	34.19
10-63-63400	STREET SIGNS	\$750.00	\$34.20	\$70.19	\$0.00	\$679.81	9.36
Total Exp.	TRANSPORTATION & STREETS	\$54,250.00	\$2,498.37	\$5,027.64	\$0.00	\$49,222.36	9.27



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	64	RECREATION DEPARTMENT					
10-64-64300	TREE MAINTENANCE	\$4,000.00	\$0.00	\$390.40	\$0.00	\$3,609.60	9.76
10-64-64500	LUPTON PARK EQUIPMENT	\$2,500.00	\$0.00	\$875.68	\$0.00	\$1,624.32	35.03
10-64-64600	RECREATION DEPT	\$3,500.00	\$2,099.34	\$2,544.57	\$0.00	\$955.43	72.70
10-64-64610	ELECT BDS MILDRED & S. AVENUE	\$600.00	\$59.93	\$191.94	\$0.00	\$408.06	31.99
10-64-64630	REC PARK ELECTRIC	\$300.00	\$42.06	\$168.24	\$0.00	\$131.76	56.08
10-64-64640	LUPTON ELECTRIC	\$300.00	\$121.32	\$532.59	\$0.00	(\$232.59)	177.53
10-64-64650	LOU MAC ELEC & BOARDS	\$150.00	\$76.97	\$118.86	\$0.00	\$31.14	79.24
10-64-64660	MIDYETTE TOI TOI	\$3,600.00	\$89.61	\$448.05	\$0.00	\$3,151.95	12.45
Total Exp.	RECREATION DEPARTMENT	\$14,950.00	\$2,489.23	\$5,270.33	\$0.00	\$9,679.67	35.25



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

GENERAL FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	65	SPECIAL APPROPRIATIONS					
10-65-65700	OCC-WATERFRONT ENHANCEMENT	\$10,000.00	\$1,229.89	\$2,711.88	\$0.00	\$7,288.12	27.12
10-65-65800	OCC-HEADS IN BEDS ALLOCATION	\$14,000.00	\$0.00	\$6,148.41	\$0.00	\$7,851.59	43.92
10-65-65900	LOCAL ELECTIONS-NOV	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00
Total Exp.	SPECIAL APPROPRIATIONS	\$28,500.00	\$1,229.89	\$8,860.29	\$0.00	\$19,639.71	31.09
Total Exp.	GENERAL FUND	\$888,646.25	\$56,955.39	\$236,846.94	\$8,387.92	\$643,411.39	26.65



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

CAPITAL PROJECTS-PIERCE CREEK DREDGING GRANT

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	61	CAPITAL PROJECT EXPENSES					
20-61-61930	PIERCE CREEK GRANT-CONSTRUCTION	\$0.00	\$10,944.93	(\$30,446.65)	\$0.00	\$30,446.65	0.00
20-61-61931	PIERCE CREEK-CONST.-DREDGING	\$0.00	\$28,000.00	\$28,000.00	\$0.00	(\$28,000.00)	0.00
Total Exp.	CAPITAL PROJECT EXPENSES	\$0.00	\$38,944.93	(\$2,446.65)	\$0.00	\$2,446.65	0.00
Total Exp.	CAPITAL PROJECTS-PIERCE CREEK DREDGING GRANT	\$0.00	\$38,944.93	(\$2,446.65)	\$0.00	\$2,446.65	0.00



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

WATER FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	50	ADMINISTRATION					
50-50-51410	INTERNET/ALARM	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00
50-50-51500	PLANT PROFESSIONAL - FEES	\$0.00	\$0.00	\$810.00	\$0.00	(\$810.00)	0.00
50-50-51600	PRINTING & FORMS	\$1,200.00	\$88.39	\$182.53	\$0.00	\$1,017.47	15.21
50-50-52100	MANAGER SALARY	\$16,500.00	\$1,375.00	\$5,500.00	\$0.00	\$11,000.00	33.33
50-50-52200	ADMIN SALARY	\$40,612.00	\$3,384.33	\$13,537.32	\$0.00	\$27,074.68	33.33
50-50-52210	DEPRECIATION	\$7,614.83	\$0.00	\$0.00	\$0.00	\$7,614.83	0.00
50-50-52820	SOFTWARE MAINTENANCE	\$3,300.00	\$287.27	\$1,411.23	\$0.00	\$1,888.77	42.76
50-50-53100	MEETINGS & CONV	\$100.00	\$0.00	\$6.98	\$0.00	\$93.02	6.98
50-50-53130	TRAVEL/LODGING	\$800.00	\$0.00	\$279.40	\$0.00	\$520.60	34.93
50-50-53200	ADVERTISING	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00
50-50-53400	CERT/LICENSURE/EDUCATION	\$2,800.00	\$50.00	\$2,042.59	\$0.00	\$757.41	72.95
50-50-53450	WATER SVC FEE EXPENSE	\$400.00	\$96.56	\$161.28	\$0.00	\$238.72	40.32
50-50-53800	NC SALES TAX EXPENSE	\$5,372.00	\$166.52	\$2,536.78	\$0.00	\$2,835.22	47.22
50-50-53810	SALES ON PREPARED FOOD	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	0.00
50-50-53820	COUNTY SALES TAX	\$780.00	\$70.10	\$1,068.13	\$0.00	(\$288.13)	136.94
50-50-55100	TELEPHONE-PW OFFICE	\$800.00	\$102.73	\$513.14	\$0.00	\$286.86	64.14
50-50-55110	PHONE-DREW-WP	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00
50-50-55120	TELEPHONE-JOSH CELL	\$500.00	\$38.81	\$149.78	\$0.00	\$350.22	29.96
50-50-55130	JESSE-PHONE	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00
50-50-55200	POSTAGE	\$200.00	\$14.22	\$82.22	\$0.00	\$117.78	41.11
50-50-55210	POSTAGE-WATER BILLS	\$3,500.00	\$195.00	\$868.67	\$0.00	\$2,631.33	24.82
50-50-55500	WORKER'S COMP INS	\$1,900.00	\$190.00	\$2,090.00	\$0.00	(\$190.00)	110.00
50-50-55600	AUTO INS.	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	100.00
50-50-55800	REAL & PERSON. INS	\$7,900.00	\$0.00	\$7,900.00	\$0.00	\$0.00	100.00
50-50-56100	GEN REPAIR/MAINT	\$1,500.00	\$125.00	\$500.00	\$0.00	\$1,000.00	33.33
50-50-60100	PW SALARIES	\$63,674.00	\$5,306.16	\$21,224.64	\$0.00	\$42,449.36	33.33
Total Exp.	ADMINISTRATION	\$160,907.83	\$11,490.09	\$61,014.69	\$0.00	\$99,893.14	37.92



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

WATER FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	60	PUBLIC WORKS DEPT.					
50-60-52500	AMMONIA	\$1,000.00	\$137.50	\$412.50	\$0.00	\$587.50	41.25
50-60-52600	CHLORINE	\$7,000.00	\$1,169.50	\$2,451.05	\$0.00	\$4,548.95	35.02
50-60-52610	CALCIUM -DE-CHLORINATOR	\$3,500.00	\$999.00	\$1,998.00	\$0.00	\$1,502.00	57.09
50-60-52700	SALT	\$30,000.00	\$0.00	\$11,940.93	\$54.59	\$18,004.48	39.80
50-60-53400	WATER TAP EXPENSE	\$2,000.00	\$0.00	\$2,370.00	\$0.00	(\$370.00)	118.50
50-60-53600	SUPPLIES	\$200.00	\$0.00	\$315.36	\$0.00	(\$115.36)	157.68
50-60-53610	JANITORIAL SUPPLIES	\$100.00	\$0.00	\$7.45	\$0.00	\$92.55	7.45
50-60-54000	MISC. EXPENSE	\$0.00	\$21.00	\$128.25	\$0.00	(\$128.25)	0.00
50-60-55500	WATER PURCHASE	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00
50-60-56000	WA REPAIR/MAINT-PLANT	\$2,500.00	\$85.66	\$2,312.88	\$0.00	\$187.12	92.52
50-60-56010	WA REPAIR/MAINT-STRUCTURE	\$3,500.00	\$42.36	\$42.36	\$0.00	\$3,457.64	1.21
50-60-56020	WA REPAIR/MAINT.- EQUIP	\$7,590.00	\$1,458.32	\$6,100.78	\$0.00	\$1,489.22	80.38
50-60-56030	WA REPAIR/MAINT.- SYSTEM	\$1,500.00	\$312.42	\$1,395.44	\$0.00	\$104.56	93.03
50-60-56200	UTILITIES	\$14,000.00	\$1,342.25	\$4,221.99	\$0.00	\$9,778.01	30.16
50-60-56300	SUPPLIES FOR INVENTORY	\$500.00	\$0.00	\$10.98	\$0.00	\$489.02	2.20
50-60-56330	EQUIPMENT RENTAL	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00
50-60-56500	REPAIR/MAINT-WATER SYSTEM	\$6,870.00	\$485.49	\$6,066.29	\$0.00	\$803.71	88.30
50-60-57000	NEW WATER METERS	\$20,317.00	\$0.00	\$19,395.76	\$14,426.29	(\$13,505.05)	95.47
50-60-57500	WATER SAMPLE COST	\$11,500.00	\$993.00	\$3,755.74	\$0.00	\$7,744.26	32.66
50-60-58000	WATER SUPPLIES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	100.00
50-60-58600	WATER TANK MAINT.	\$66,121.79	\$0.00	\$25,808.07	\$13,439.80	\$26,873.92	39.03
50-60-60600	FUEL	\$200.00	\$70.27	\$212.14	\$0.00	(\$12.14)	106.07
50-60-61500	CAPITAL PROJECTS-OUTLAY	\$0.00	\$0.00	\$3,050.00	\$0.00	(\$3,050.00)	0.00
50-60-62100	SOLID WASTE RENTAL/DISP 20 YD	\$750.00	\$0.00	\$326.50	\$0.00	\$423.50	43.53
Total Exp.	PUBLIC WORKS DEPT.	\$186,898.79	\$7,116.77	\$93,822.47	\$27,920.68	\$65,155.64	50.20



Town of Oriental
Expenditure Statement : 2017 - 2018
for Accounting Period 10/31/2017

WATER FUND

Account #	Account Description	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
Department	65	SPECIAL APPROPRIATIONS					
50-65-69100	BR SEWER COLLECTIONS	\$0.00	\$4,793.02	\$1,652.75	\$0.00	(\$1,652.75)	0.00
50-65-69600	BR BILLING EXPENSE	\$0.00	\$1,024.50	\$3,054.00	\$0.00	(\$3,054.00)	0.00
50-65-69800	BR ACCTS. PAID	\$0.00	\$22,783.90	\$71,282.89	\$0.00	(\$71,282.89)	0.00
Total Exp.	SPECIAL APPROPRIATIONS	\$0.00	\$28,601.42	\$75,989.64	\$0.00	(\$75,989.64)	0.00
Total Exp.	WATER FUND	\$347,806.62	\$47,208.28	\$230,826.80	\$27,920.68	\$89,059.14	66.37
Grand Total		\$1,236,452.87	\$143,108.60	\$465,227.09	\$36,308.60	\$734,917.18	37.63



Town of Oriental
Purchase Order Details

PO #: 2018005

Requisition #:

PO Date: 7/26/2017

Vendor Information

Ship To

Vendor #: 825

Name: East Coast Autos and Trailers

Name: Public Works

Address: 2529 Castle Hayne Road
Wilmington NC 28401

Address: 1300 Gilgo Road
Oriental NC 28571

Ship Via: UG

FOB: 0

Date Required: 7/26/2017

Qty	UM	Account #	Desc	Trans Date	Trans Type	Trans Amount	Unit Price	Extended Amount
1	EA		TO PURCHASE & INSTALL NEW DUMP BED ON F-350 DUALY					
		10-60-60721		07/26/2017	E	\$7,995.00		\$7995.00
		10-60-60721		07/26/2017	L	(\$7,995.00)		
Line item remaining balance:						\$0.00		
PO balance:						\$7,995.00		



**Town of Oriental
Purchase Order Details**

PO #: 2018005

Requisition #:

PO Date: 7/26/2017

Vendor Information

Ship To

Vendor #: 825

Name: East Coast Autos and Trailers

Name: Public Works

Address: 2529 Castle Hayne Road
Wilmington NC 28401

Address: 1300 Gilgo Road
Oriental NC 28571

Ship Via: UG

FOB: 0

Date Required: 7/26/2017

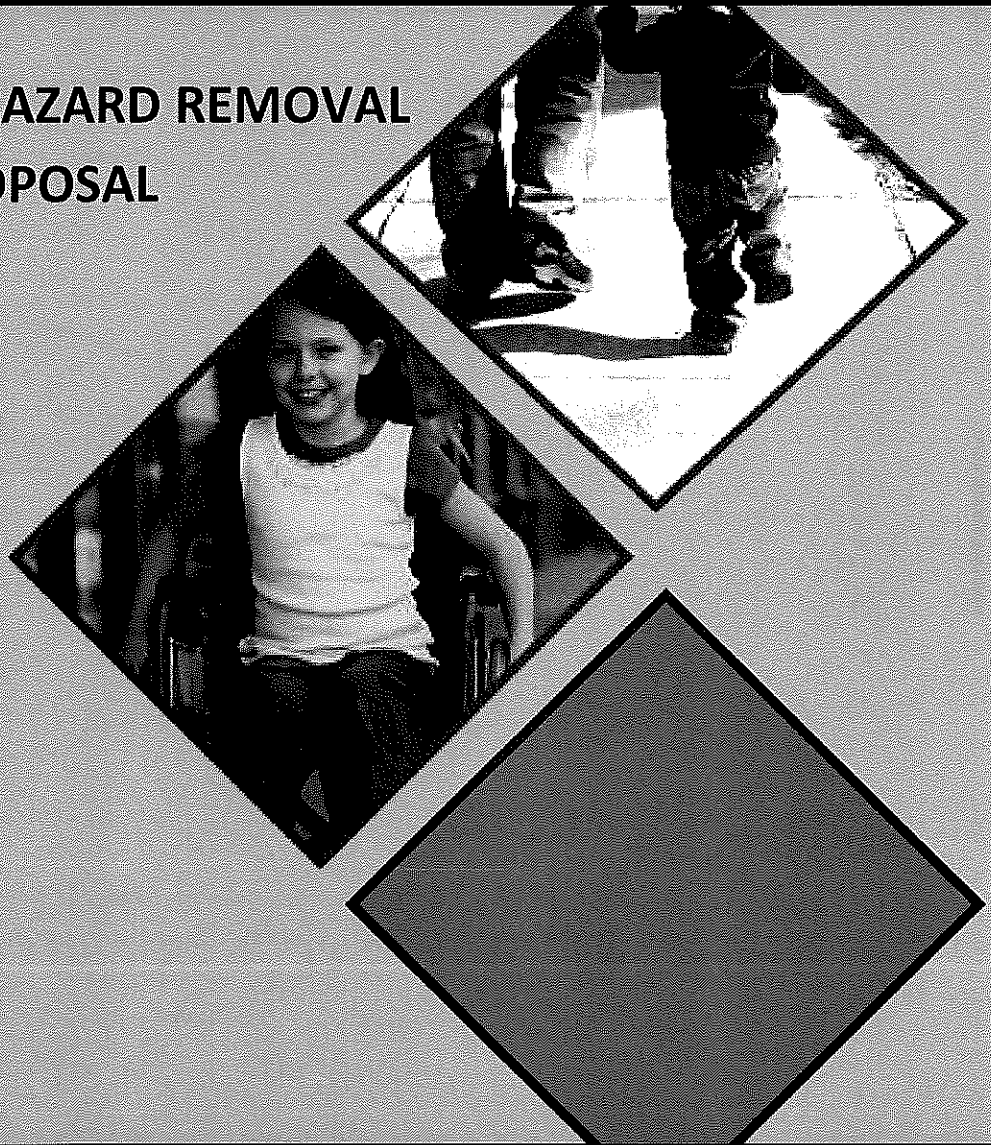
Qty	UM	Account #	Desc	Trans Date	Trans Type	Trans Amount	Unit Price	Extended Amount
1	EA		TO PURCHASE & INSTALL NEW DUMP BED ON F-350 DUALY				\$7995.00	\$7995.00
		10-60-60721		07/26/2017	E	\$7,995.00		
		10-60-60721		07/26/2017	L	(\$7,995.00)		
			Line item remaining balance:			\$0.00		
			PO balance:			\$7,995.00		



PSSI G17-274-02

TOWN OF ORIENTAL 2017

SIDEWALK TRIP HAZARD REMOVAL SURVEY AND PROPOSAL



October 2, 2017
© 2017 Precision Safe Sidewalks, Inc.

Presented to: Diane Miller, Town Manager



ESTIMATE & PROPOSAL
TOWN OF ORIENTAL
PROPOSAL NUMBER: PSSI G17-274-02

Precision Safe Sidewalks, Inc.
Raleigh NC | Charlotte NC
Mechanicsville VA | Charleston WV
Washington DC
Office/Fax: (800) 734-8891

ESTIMATE: This estimate has been prepared for:

TOWN OF ORIENTAL TRIP & FALL HAZARD REMOVAL

Diane Miller, Town Manager
507 Church Street, PO Box 482, Oriental, NC 28571
(252) 249-0555 | manager@townoforiental.com

EXECUTIVE SUMMARY:

Using the information provided by Ms. Miller for the Town of Oriental, Precision Safe Sidewalks surveyed the Town to identify sidewalk hazards that create trip and fall liabilities. Our survey, conducted using the specifications of ½" – 2½" revealed 100 trip and fall hazards.

We observed that the sidewalk infrastructure in the surveyed area is in generally good structural condition and is an ideal application for our precision-concrete-cutting repair method. Precision Safe Sidewalks proposes to remove all **100 sidewalk trip and fall hazards and restore 27 linear feet of curb hazards at points of egress** in the surveyed areas, meeting or exceeding ADA and OSHA requirements, for **\$8,492**. We have also provided the ability to select a subset of the hazards for repair by CLASS and AREA.

Should you request all hazards be repaired, Precision Safe Sidewalks can complete the work in as few as 2 work days with 2 technicians. While the sidewalk restoration project is underway, we will:

- ✓ keep the sidewalks in service;
- ✓ require no heavy equipment or traffic control;
- ✓ remove all debris and recycle the concrete waste materials;
- ✓ leave the area clean and trip and fall hazard-free.

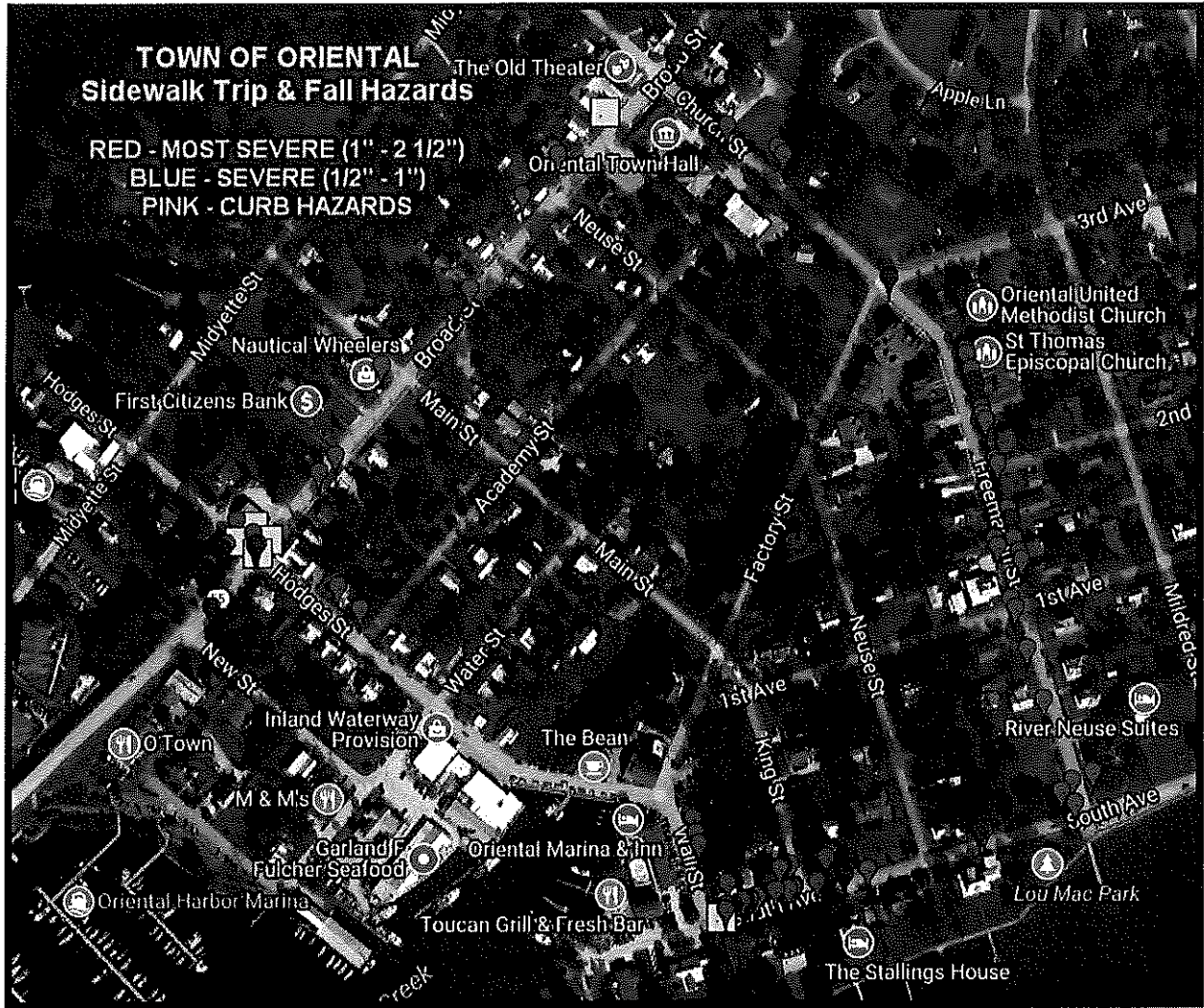
There are, however, approximately **306 square feet** that will require demolition and replacement (D&R) that we cannot repair (Exhibit B).

Estimated Savings Summary: We estimate our innovative, patented, precision-concrete-cutting method will save Town of Oriental more than **\$11,803** on this project over traditional D&R methods.

We would be happy to discuss any aspect of this proposal and look forward to working with Town of Oriental to enhance its sidewalk ADA compliance program, reduce liability for trip and fall incidents, and improve safety of public walkways.

At Town of Oriental's request, Precision Safe Sidewalks, Inc. will evaluate additional or alternate locations where our repair services can help stretch funds for sidewalk repairs.

SURVEY AREA HAZARD LOCATIONS





METHODOLOGY -- PREPARING THIS ESTIMATE:

1. A census was conducted of all hazards; the hazards were then grouped into two CLASSES and 4 AREAS:

<u>CLASSES</u>	<u>SPECIFICATIONS</u>
MOST SEVERE:	1 inch to 2½ inches
SEVERE:	½ inch to 1 inch

2. An estimate of inch feet for each CLASS was prepared based on our experience data base.
3. A fixed bid was prepared giving the flexibility to choose to repair hazards by CLASS, AREA or all hazards in the proposal.

PRICING OPTION 1: REPAIR SELECTED HAZARDS BY CLASS or AREA

TABLE 1: TOWN OF ORIENTAL - Sidewalks						
AREA	LOCATION		LEAST SEVERE	SEVERE	MOST SEVERE	TOTAL
A	CHURCH & FREEMASON STREETS	Hazards		26	9	35
		Cost		\$1,849	\$995	\$2,844
B	BROAD STREET	Hazards		16	9	25
		Cost		\$1,138	\$995	\$2,133
C	HODGES & WALL STREETS	Hazards		9	0	9
		Cost		\$640	\$0	\$640
D	SOUTH AVENUE	Hazards		21	10	31
		Cost		\$1,511	\$1,106	\$2,617
TOTAL ALL AREAS		Hazards		72	28	100
		Cost		\$5,137	\$3,097	

You can choose any or all cells for repair in this option. The options to make sidewalk repairs at a slope of 1:10 or 1:12 are available for any pricing option.

There are also curb hazards at points of egress adjacent to the curbside sidewalk hazard portion of this survey. The additional price to restore these curb hazards at points of egress is \$675. Example pictures are found in Exhibit A along with sample restoration pictures.

TABLE 1.5: TOWN OF ORIENTAL - Curb Hazards		
LOCATION	LINEAR FEET	PRICE
CHURCH & FREEMASON STREETS	0	\$0
BROAD STREET	18	\$450
HODGES & WALL STREETS	6	\$150
SOUTH AVENUE	3	\$75
TOTAL	27	\$675



PRICING OPTION 2: REPAIR ALL HAZARDS

Precision Safe Sidewalks will remove all sidewalk and curb hazards in the surveyed area from ½" to 2½" for a fixed price of \$8,492.

SCOPE OF WORK:

The scope of work includes identifying, measuring, recording, marking, and repairing the sidewalk hazards noted in our census at a slope of 1:8 (ramps at 1:12), and removing approximately 137 lbs. of concrete debris from the area. Typically, we recycle this debris.

AVERAGE PRICE PER SQUARE FOOT: \$3.80

There are 2,058 total square feet in the project area. Precision Safe Sidewalks' average price per square foot for the total project is \$3.80 compared to an estimate of \$10.00 per square foot for the Town of Oriental to demolish and replace it. Estimated D&R costs for the Town of Oriental include:

- Cost of concrete -- \$90 per cubic yard
- Labor and Break up to remove existing concrete
- Labor to Pour, Form, Level, Finish, Float & Cut control joints.
- Fuel for multiple site visits to repair or break-up, remove, pour, remove forms, and restore adjacent items
- Equipment such as a backhoe, vehicle to transport backhoe, utility vehicle, and dump truck to remove debris
- Miscellaneous materials to prepare concrete
- Landscape repair

ESTIMATED SAVINGS: \$11,803

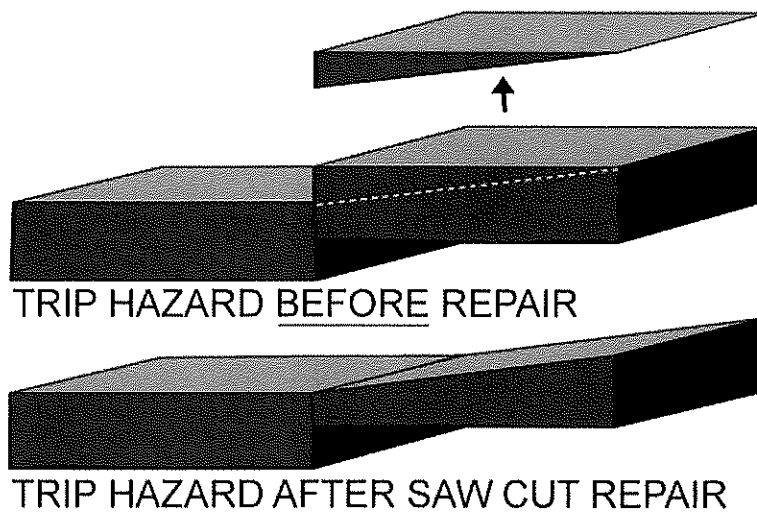
If all the panels were demolished and replaced at a replacement cost of \$10.00 per square foot, we estimate the Town of Oriental will save more than \$11,803 by using Precision Safe Sidewalks.

REPAIR SCHEDULE & DURATION: 2 – 3 Days

When scheduled, we estimate the repairs for all hazards on the property will require 2 to 3 work days with the note that wet weather days will delay our operations. We will remove small sections (10' to 15') of sidewalk from service for periods that range from 3 minutes to 45 minutes and will control all traffic around these areas while they are being repaired. No assistance will be required from the Town of Oriental, although we welcome site visits, evaluations, or inspections at your convenience at any time.

REPAIR SPECIFICATIONS:

1. Three measurements will be taken of every hazard:
 - a. Height¹ -- the highest point of the hazard
 - b. Height² -- the lowest point of the hazard
 - c. Length
 - d. Full Address Location
2. Hazards will be removed from the full length of the panel (full edge-to-edge repair);
3. Sidewalks will be repaired at a slope of 1:8, in compliance with ADA requirements;
4. Handicap ramps or special areas will be repaired at a slope of 1:12, in compliance with ADA requirements;
5. Debris from repaired areas will be collected and removed;
6. A dust abatement system will be used during all repair operations;
7. The repaired area will be smooth and uniform with a coefficient of friction exceeding OSHA requirements for public walkways;
8. A detailed, auditable invoice will be presented for every repair.



WARRANTY:

Precision Safe Sidewalks, Inc. guarantees its work:

1. All trip and fall hazard repairs will have a zero point of differential in height with the adjacent panel.
2. Repairs will affect only the panel causing the hazard; adjacent panels or immovable objects will be unaffected.
3. The slope of all repairs will be in compliance with ADA or precisely at your specification. For this estimate, we have assumed a repair slope of 1:8.
4. The repaired surface will exceed OSHA requirements for friction on public walkways.



SAFETY:

Precision Safe Sidewalks, Inc. has a flawless safety record; we use OSHA approved equipment, certify all employees who work directly in trip and fall hazard repair, and have outstanding safety practices for both employees and the public who may be using the walkways we are repairing. We have worked in dense urban, high pedestrian traffic areas, universities as well as residential neighborhoods and historic districts to complete projects without incident. Our clients often receive unsolicited compliments for the work we have performed for them.

INSURANCE and INCORPORATION:

Precision Safe Sidewalks, Inc. is a corporation registered in the state of South Carolina with a Certificate of Authority to operate in North Carolina, Virginia, West Virginia and the District of Columbia. We serve the entire states of North Carolina, Virginia, West Virginia and the District of Columbia. Proof of liability, workers compensation, and auto insurance will be provided as requested.

SOLE SOURCE:

Due to the nature of our business, and in lieu of the ability to receive competitive bids, frequently we have been asked to provide a letter stating that our technology relies upon patents that have been issued by the US Patent and Trademark office. These patents enable us to provide the best available trip and fall hazard removal service to our clients.

Within the states of North Carolina, Virginia, West Virginia and the District of Columbia, Precision Safe Sidewalks, Inc. is the only company authorized to use the patented equipment and method for removing sidewalk trip and fall hazards as described by the following patent numbers:

- U.S. Pat. No. 6,827,074
- U.S. Pat. No. 7,000,606
- U.S. Pat. No. 7,143,760
- U.S. Pat. No. 6,896,604
- U.S. Pat. No. 7,201,644
- U.S. Pat. No. 7,402,095

Generally, these patents apply to the cutting equipment, cutting method, and dust abatement system used by Precision Safe Sidewalks, Inc. A sole source letter is available upon request.



US GREEN BUILDING COUNCIL MEMBER

As a member of the Green Building Council, we track savings from the use of our service, which is a green building practice. For this project, we estimate savings will include:



The U.S. Green Building Council (USGBC) is a 501(c)(3) nonprofit membership organization with a vision of a sustainable built environment within a generation. Its membership includes corporations, builders, universities, government agencies, and other nonprofit organizations. USGBC is dedicated to expanding green building practices and education and its LEED® (Leadership in Energy and Environmental Design) Green Building Rating System™.

GREEN PARAMETERS:

Estimated Natural Resources Saved:

- between 45 and 48 tons of waste concrete from removal and landfills (686 cubic feet of concrete at an average weight of 132 to 140 lbs per cubic foot)
- approximately same amount of materials and resources to replace the concrete that was removed

Estimated Fossil Fuels Saved: 89 gallons

- hauling equipment to and from the site to remove sidewalks
- operating backhoe equipment to break up and remove concrete
- round trip transportation of 45 to 48 tons of debris to the landfill
- round trip transportation of new materials to replace the removed sidewalks

Estimated Greenhouse Gas Emissions Avoided: 6.9 Metric Tons CO₂

Our clients often wonder what reducing carbon dioxide (CO₂) emissions from repairing sidewalks means in everyday terms – instead of demolishing and replacing them. We have taken the parameters from your project and used the Greenhouse Gas Equivalencies Calculator (provided by the US Environmental Protection Agency) to help understand just that. For this project, an estimated *6.9 Metric Tons of CO₂ – Carbon Dioxide or CO₂ equivalent gases will not be produced*: This is the result of repairing the trip and fall hazards on sidewalks versus removing the sidewalk panels and sending them to the landfill.



PICTURES & SPECIAL CASES:

Pictures of MOST SEVERE hazard examples and Special Cases in the project area are included in Exhibit A.

Some sidewalk panels were cracked but serviceable--if the hazard around the crack was repaired; if a panel had 2 or more cracks, no repair work was estimated. Generally, if a panel had one or two cracks and was serviceable, repairs were estimated and included in the totals above. These numbers are small and not significant.

There are approximately 306 square feet of sidewalk where D&R will be necessary that we cannot repair.

There are curb trip and fall hazards created by sunken sidewalk panels at points of egress. Precision Safe Sidewalks, Inc. can repair these curbs using its precision concrete cutting process. Completed curb repairs will be finished with a beveled edge similar to examples included in Exhibit A.

CONFIDENTIALITY:

This copyrighted material is presented by Precision Safe Sidewalks, Inc. to the Town of Oriental for the purpose of evaluating an offer to provide trip and fall hazard removal services. These literary, graphic, and pictorial works may not be reproduced or retransmitted in any form and the information presented in this proposal may not be disseminated without express written consent.

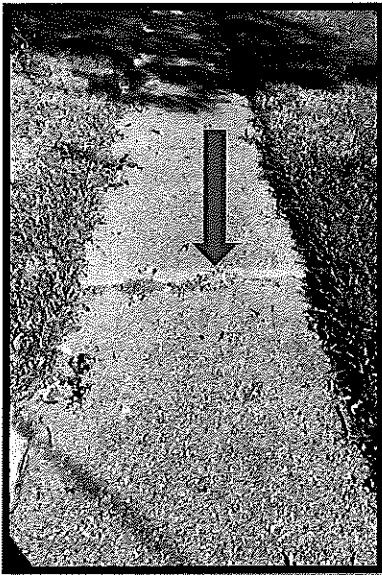
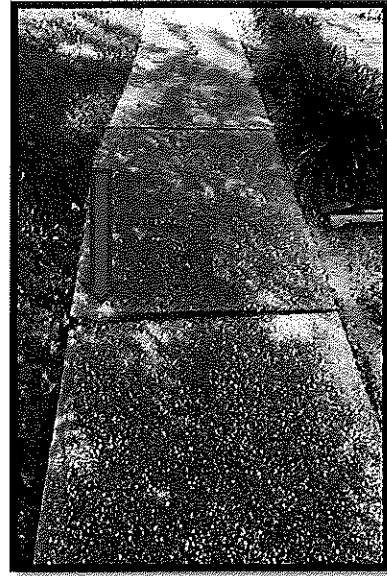
PROJECT INITIATION:

When advised of acceptance of this proposal, Precision Safe Sidewalks will assign an Operations Manager for the project who will conduct a kick-off meeting with the project manager assigned by the Town of Oriental. During this meeting, we will discuss:

- Project Strategy and starting location
- Project Schedule and work days
- Special scheduling requests
- Reporting on progress
- General specifications for repairs
- Contact information
- Additional Town of Oriental requirements

EXHIBIT A

AREA A: Church & Freemason Streets



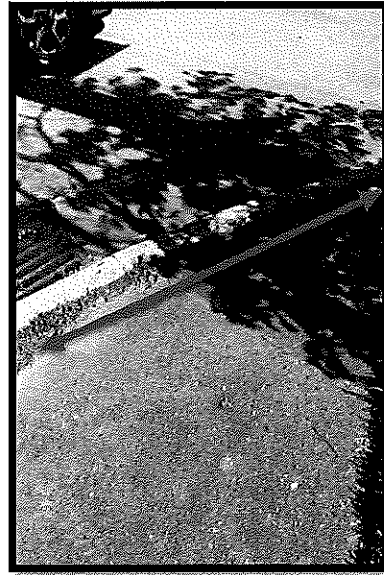
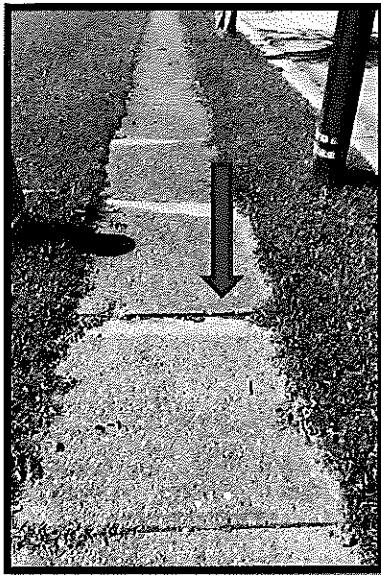


ESTIMATE & PROPOSAL
TOWN OF ORIENTAL
PROPOSAL NUMBER: PSSI G17-274-02

Precision Safe Sidewalks, Inc.
Raleigh NC | Charlotte NC
Mechanicsville VA | Charleston WV
Washington DC
Office/Fax: (800) 734-8891



AREA B: Broad Street





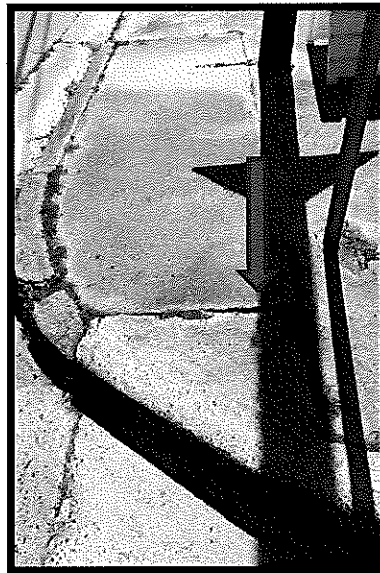


ESTIMATE & PROPOSAL
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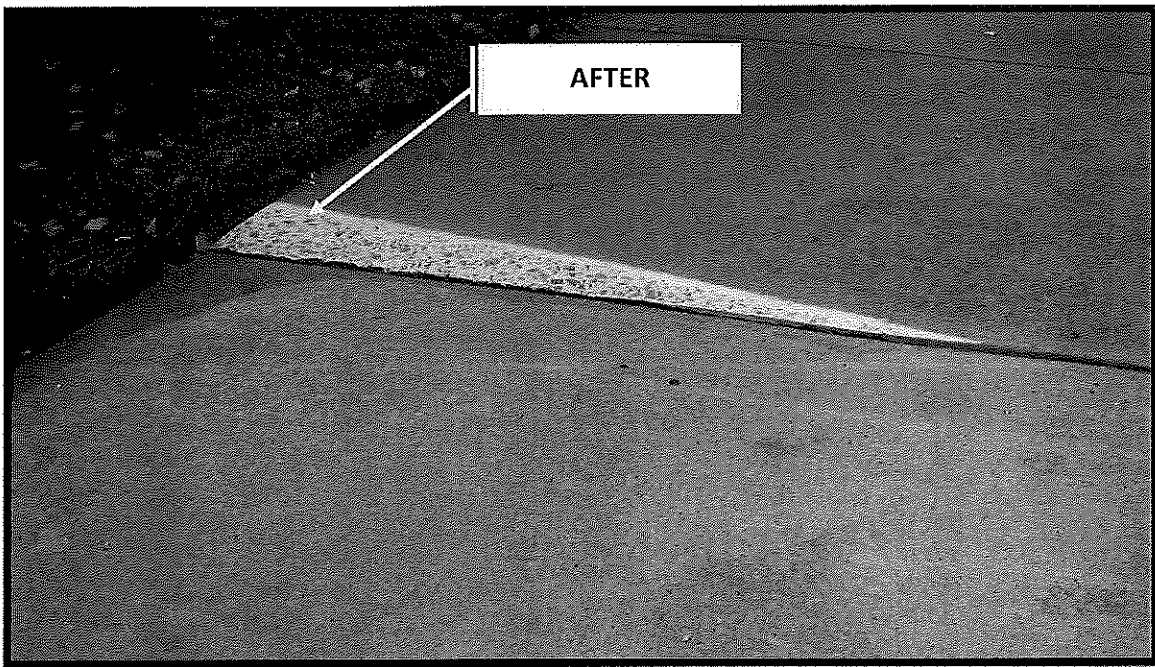
AREA C: Hodges/Wall Streets



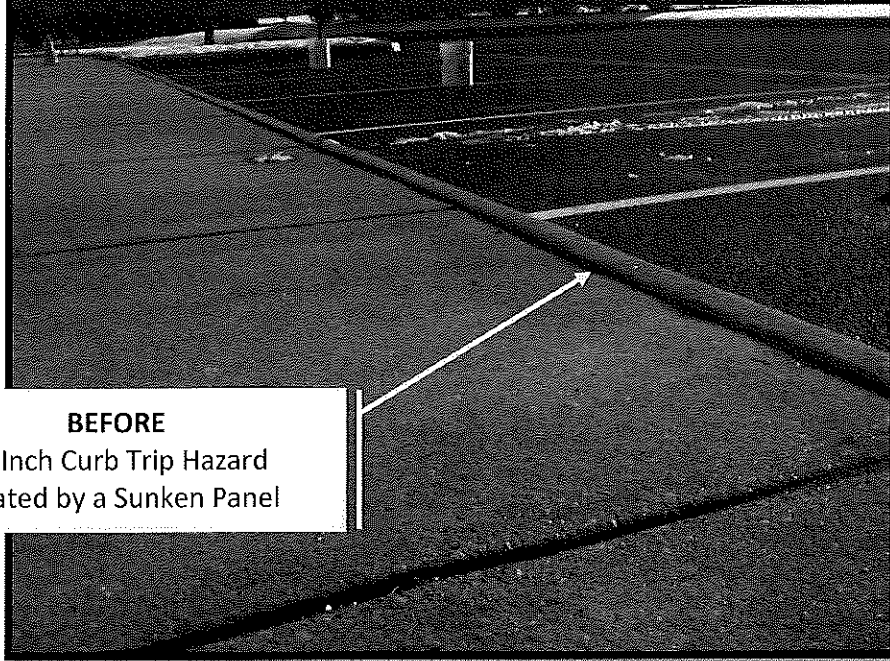
AREA D: South Avenue



Sidewalk Trip and Fall Hazard Repair Example



Curb Repair Examples

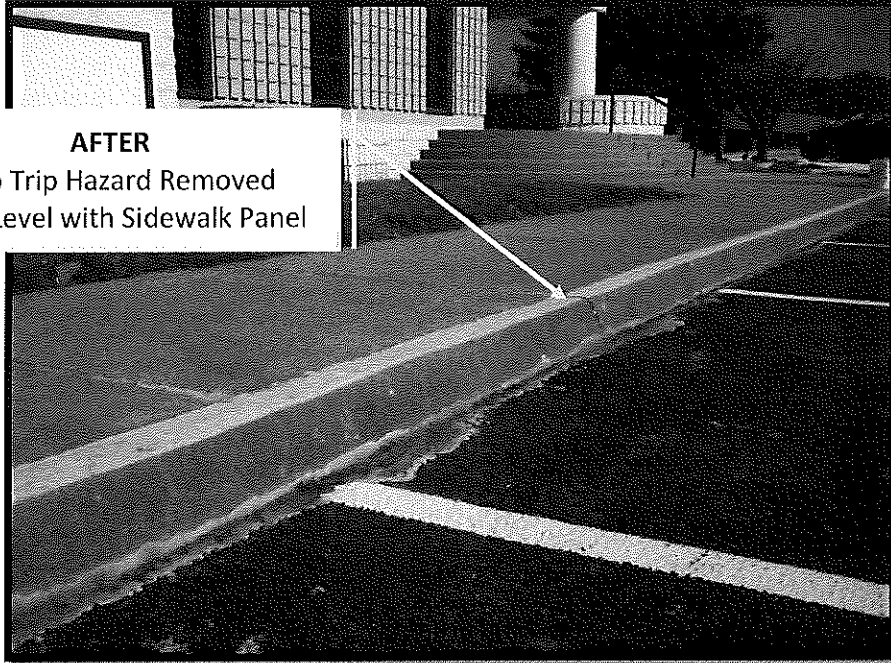


BEFORE
1+ Inch Curb Trip Hazard
Created by a Sunken Panel



AFTER
Curb Trip Hazard Removed
Now Level with Sidewalk Panel

AFTER
Curb Trip Hazard Removed
Curbs Level with Sidewalk Panel



AFTER
Curb Trip Hazard Removed
Beveled Edge Restored

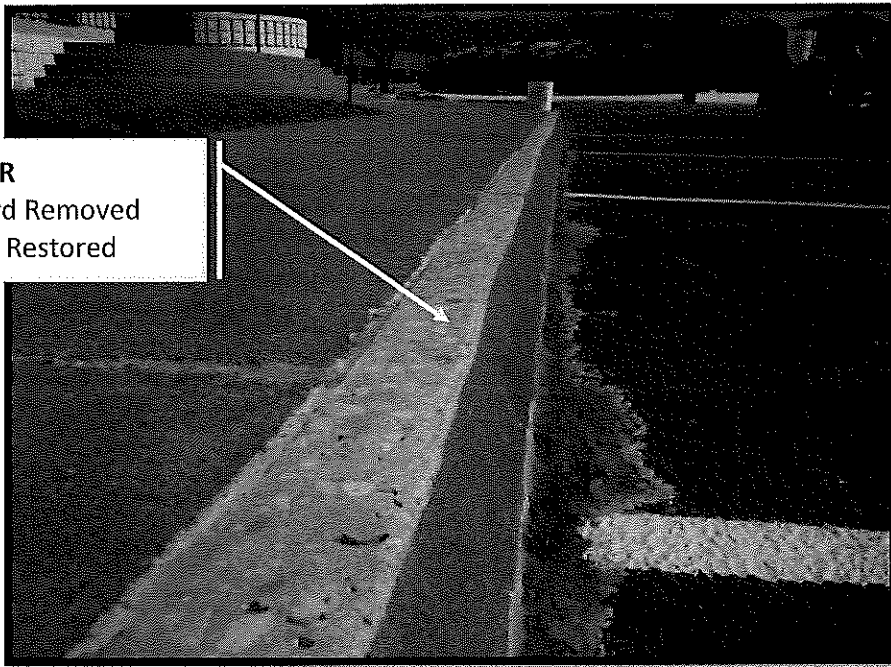


EXHIBIT B



TABLE 3: TOWN OF ORIENTAL - D&R

Location	Square Feet
CHURCH & FREEMASON STREETS	32
HODGES & WALL STREETS	92
SOUTH AVENUE	120
Total	306



ESTIMATE & PROPOSAL
TOWN OF ORIENTAL
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Office/Fax: (800) 734-8891

D&R EXAMPLES

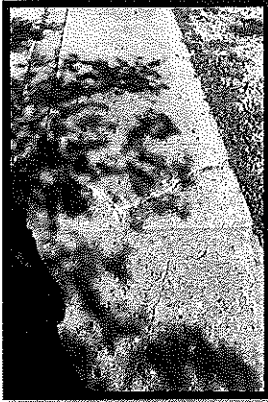
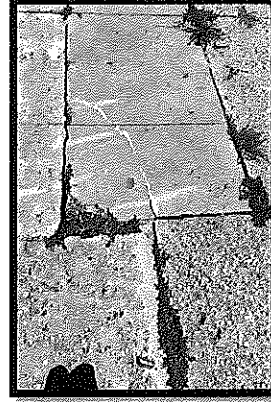




EXHIBIT C

Federal Register / Vol. 56, No. 144 / Friday, July 26, 1991 / Rules and Regulations

Federal Regulations on Trip Hazard Removal

Part III

Department of Justice

Office of the Attorney General

28 CFR Part 36
Nondiscrimination on the Basis of
Disability Public Accommodations and in
Commercial Facilities; Final rule

4.5 Ground and Floor Surfaces

Excerpts from Federal Register

4.5.2 Changes in Level. Changes in level up to 1/4 in (6 mm) may be vertical and without edge treatment. Changes in level between 1/4 in and 1/2 in (6mm and 13mm) shall be beveled with a slope no greater than 1:2. Changes in level greater than 1/2 in (13 mm) shall be accomplished by means of a ramp that complies with 4.7 or 4.8.

4.7.2 Slope. Slopes of curb ramps shall comply with 4.8.2. Transitions from ramps to walks, gutters, or streets shall be flush and free of abrupt changes. Maximum slopes of adjoining gutters, road surface immediately adjacent to the curb ramp, or accessible route shall not exceed 1:20.

4.8.2 Slope and Rise. The least possible slope shall be used for any ramp. The maximum slope of a ramp in new construction shall be 1:12. The maximum rise for any run shall be 30 in (760 mm). Curb ramps and ramps to be constructed on existing sites or in existing building or facilities may have slopes and rises as allowed in 4.1.6(3)(a) if space limitations prohibit the use of a 1:12 slope or less.

3 - a - 1. A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 inches.

3 - a - 1. A slope between 1:8 and 1:10 is allowed for a maximum rise of 3 inches. A slope steeper than 1:8 is not allowed.



ESTIMATE & PROPOSAL
TOWN OF ORIENTAL
PROPOSAL NUMBER: PSSI G17-274-02

Precision Safe Sidewalks, Inc.
Raleigh NC | Charlotte NC
Mechanicsville VA | Charleston WV
Washington DC
Office/Fax: (800) 734-8891
www.precisionsafesidewalks.com

ACCEPTANCE OF PROPOSAL
FAX TO: (800) 734-8891
OR EMAIL TO: g.leighton@precisionsafesidewalks.com

SCOPE of PROJECT:

Repair of trip and fall hazards in areas identified in PROPOSAL
NUMBER: PSSI G17-274-02

OPTION/COST:

P. O. NUMBER:

Date:

Name:

APPROVED BY:

Signature:

Title:

Phone:

Email:

NOTES:

Upon receipt of this signed acceptance, Precision Safe Sidewalks, Inc. will schedule the requested repairs. Every effort will be made to accommodate the Requested Start Date.

Victoria L. Hardison

65 Wayne Drive
Arapahoe, NC 28510
victorialeigh07@gmail.com
(252) 229-1721

Education

Hospitality and Tourism Management, Bachelor of Science in Business Administration
Management, Bachelor of Science in Business Administration
International Business, Minor

Graduated December 2007
Appalachian State University
Boone, North Carolina

Work Experience

REALTOR®/Associate Broker

August 2017 – Present

Century 21 Sail/Loft Realty, Oriental, NC

- Advise and inform prospective clients on current market activities/condition and the negotiation process of real estate transactions.
- Perform home evaluations and develop a competitive market analysis for individual homes.
- Assist buyers with finding the ideal home.
- Market Oriental, NC and the surrounding areas to prospective buyers.

Town Clerk

September 2016 – Present

Town of Arapahoe, Arapahoe, NC

- Financial Officer and Secretary for the Town of Arapahoe.
- Prepare monthly minutes, prepare monthly financial statements, balance monthly checking account statement, write checks, prepare annual budget, work with Auditor for approval of annual accounting audit, submission of quarterly reports.

Legal Assistant

June 2016 – April 2017

Stubbs & Perdue, P.A., New Bern, NC

Legal Assistant & Practice Group Coordinator

January 2014 – May 2016

Greenberg Traurig, LLP, Atlanta, GA

Receptionist & Legal Assistant

October 2009 – August 2013

Stubbs & Perdue, P.A., New Bern, NC

Manager

May 2008 – October 2009

Howard House Victorian Bed & Breakfast, New Bern, NC

Office Assistant

August 2002 – May 2007

Department of Student Programs, Appalachian State University, Boone, NC

Victoria L. Hardison

65 Wayne Drive
Arapahoe, NC 28510
victorialeigho7@gmail.com
(252) 229-1721

November 7, 2017

Town of Oriental Board of Commissioners,

Please find attached my resume for consideration for a position on the Oriental Tourism Board. As a lifelong resident of Pamlico County and REALTOR® in Oriental, I believe that the work of the Oriental Tourism Board is vital to the success of our community. If granted a position on the Board, I believe my education and background in Hospitality & Tourism Management and my genuine enthusiasm for the promotion of the Town of Oriental would be great assets to the Board.

Thank you in advance for your consideration.

Sincerely,

Victoria L. Hardison

Victoria L. Hardison