

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM  
Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

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**MEETING DATE:**

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**TO:** Board of Aldermen  
**FROM:** Public Works Superintendent  
**DEPARTMENT:** Public Works Department  
**SUBJECT:** Department Head Report - June 2026

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**SUMMARY:**

Summary of Public Works operations for June 2026, highlighting maintenance activity, project coordination, cost tracking, and departmental readiness as the Town enters peak service season.

**SPECIFIC ACTION REQUESTED:**

No action requested; this report is provided for the Board's information and situational awareness.

Richard Grant, Mayor  
Connie Pletl, Mayor Pro Tem



Larry Faison  
Interim Town Manager

Aldermen:  
Kip Malcolm  
Mark Barefoot  
Laura Olszewski  
Larry Strother

Alexis Stanfield, NCCCC  
Town Clerk

## *Department Report*

### **Reporting Period: May 1, 2026 – May 15, 2026**

During the May 2026 reporting period, the Public Works Department continued operating at a high tempo while transitioning from seasonal preparation into active summer operations, infrastructure project execution, and long-range capital planning. Department activities remained focused on balancing daily operational service delivery with project coordination, engineering support, procurement actions, budget development, and increased resident service demands associated with the beginning of the peak season.

Operationally, Public Works continued delivery of core services including morning rounds, street sweeping, right-of-way maintenance, beach access inspections, solid waste coordination, facility maintenance, and response to resident-generated service requests. Weekly reconciliation efforts with GFL and ONWASA remained a significant administrative workload driver, with continued coordination of account corrections, service adjustments, and resident inquiries. The department also continued utilizing IWorQ to improve tracking of labor, equipment usage, maintenance costs, and citizen-requested service needs, with resident-generated requests continuing to directly support identification and prioritization of operational issues throughout Town infrastructure.

Several major infrastructure and capital projects progressed significantly during this reporting period. RPC completed construction activities associated with the Dolphin Shores pier rehabilitation project. Due to permitting limitations involving the proposed PWC floating dock, the project scope was modified to a “replace as configured” approach, resulting in an approximate cost avoidance of \$3,447 from the original contract amount. Separate permitting coordination for the future PWC dock installation is ongoing through CAMA review processes.

The BA40A crossover project also advanced substantially during May. The Town received the Deed of Easement documentation from Onslow County, allowing the project to move forward into active survey, design, and permitting phases under the approved MRM Construction change order and PO#5696. Survey work is scheduled for the week of May 27, with construction activities currently anticipated to begin on or about June 15 pending completion of permitting requirements and CAMA review.

Emergency stabilization planning for the Town Hall erosion issue also advanced during this reporting period. ARDURRA initiated engineering design work for the proposed concrete stabilization wall under Amendment 1, Task 2 services, while Town staff continued coordination with J&J Earthworks on the pending construction contract. A pre-construction coordination meeting between engineering and construction representatives is anticipated prior to authorization to proceed with construction activities. This project remains a high-priority infrastructure stabilization effort due to ongoing erosion conditions adjacent to Town Hall facilities.

Additional capital improvements included completion of the Public Works facility roof replacement project by Maven Roofing, with all invoices reviewed and authorized for payment. The department also advanced procurement activities for the approved Deere 1585 TerrainCut mower under State Contract 2210B while continuing disposal activities for surplus equipment through GovDeals.

Transportation and infrastructure planning efforts also expanded during May. Public Works received and analyzed engineering proposals from ARDURRA, Stantec, and Exult for the Town-wide crosswalk initiative and is currently coordinating with Ron VanCleaf of NCDOT Division 3 for a site review of five proposed crosswalk locations. The purpose of this coordination is to evaluate the feasibility of utilizing NCDOT design and construction support as a potential turnkey approach to reduce engineering costs and improve project delivery efficiency. In parallel, Pavement Navigators completed the Town-wide pavement condition assessment during this reporting period, with formal review of findings scheduled with Town staff on May 29.

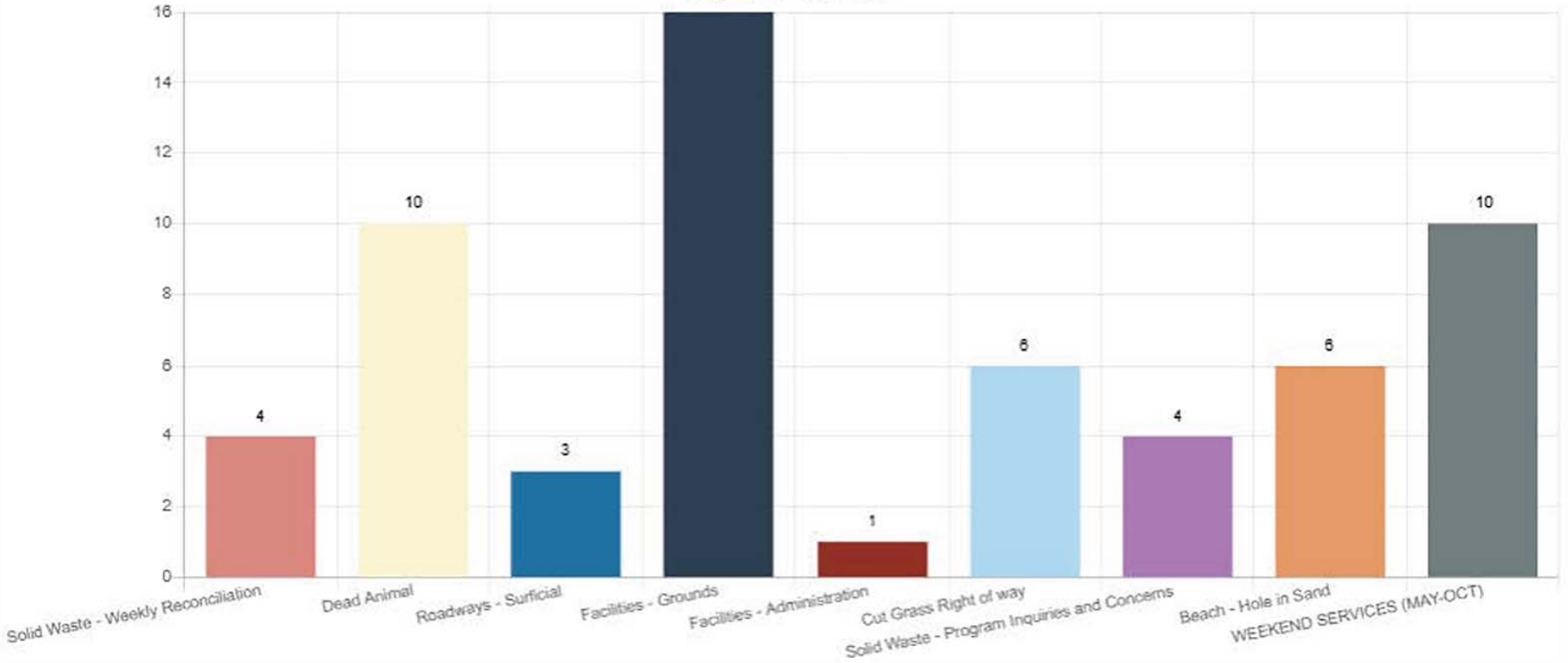
Financial oversight and administrative coordination remained a major focus throughout the month. Public Works continued scrubbing and managing active purchase orders, reviewing invoices for Accounts Payable, and tracking ongoing operational expenditures associated with projects, maintenance activities, and contracted services. Multiple Board agenda items, budget workshops, procurement actions, and project coordination efforts were also prepared and managed throughout the reporting period in support of Town operations and FY26-27 planning activities.

Notably, all operational services, administrative coordination, project management activities, and infrastructure initiatives outlined above continue to be executed by a four-person Public Works staff rotation. Despite increasing seasonal workload demands and expanding project responsibilities, the department continues to maintain operational readiness, advance strategic infrastructure priorities, and improve accountability and tracking systems while evaluating future staffing and operational growth needs moving into the Town's busiest service season.

2026

Work Order Count by Type

16 # of Work Orders



Display: Month

Month: May



## Work Order Detail Report

5/1/2026 - 05/27/2026

Work Date	Work Order #	Work Type	Location of Issue	Work Description	Employee Cost	Employee Hours	Equipment Cost	Equipment Amount	Inventory Cost	Inventory Amount	Material Cost	Material Amount
5/27/2026	1498	Roadways - Surficial	TOWN WIDE	STREET SWEEPING	\$100.00	5.00	\$501.70	5.00	\$0.00	0.00	\$0.00	0.00
5/26/2026	1497	Roadways - Surficial	TOWN WIDE	STREET SWEEPING	\$100.00	5.00	\$501.70	5.00	\$0.00	0.00	\$0.00	0.00
5/27/2026	1496	Dead Animal	SHRIMP LADY LANE	BIRD	\$40.00	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/27/2026	1495	Dead Animal	BRIDGE	POSSUM	\$40.00	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/27/2026	1494	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/25/2026	1493	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$79.28	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/24/2026	1492	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$94.05	5.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/23/2026	1491	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$79.28	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/22/2026	1490	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$79.28	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/26/2026	1489	Solid Waste - Program Inquiries and Concerns	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY PHONE CALLS REQUESTING CHANGES OR INFORMATION REGARDING SOLID WASTE SERVICES	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/26/2026	1488	Solid Waste - Weekly Reconciliation	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY RECONCILIATION OF ACCOUNTS AT REQUEST OF ACCOUNT HOLDERS	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/26/2026	1487	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/21/2026	1486	Cut Grass Right of way	RIGHT OF WAY ACROSS TOWN	CUT ROW	\$410.41	21.00	\$932.61	91.00	\$0.00	0.00	\$0.00	0.00
5/21/2026	1485	Dead Animal	BRIDGE	BIRD	\$40.00	2.00	\$1.40	2.00	\$0.00	0.00	\$0.00	0.00
5/20/2026	1484	Cut Grass Right of way	RIGHT OF WAY ACROSS TOWN	CUT ROW	\$410.41	21.00	\$932.61	91.00	\$0.00	0.00	\$0.00	0.00
5/21/2026	1483	Dead Animal	3778 ISLAND DR	BIRD	\$40.00	2.00	\$1.40	2.00	\$0.00	0.00	\$0.00	0.00
5/19/2026	1482	Dead Animal	3838 ISLAND DR	SNAKE	\$40.00	2.00	\$1.40	2.00	\$0.00	0.00	\$0.00	0.00
5/21/2026	1481	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/19/2026	1480	Cut Grass Right of way	RIGHT OF WAY ACROSS TOWN	CUT ROW	\$410.41	21.00	\$932.61	91.00	\$0.00	0.00	\$0.00	0.00
5/20/2026	1479	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/19/2026	1478	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1477	Cut Grass Right of way	RIGHT OF WAY ACROSS TOWN	CUT ROW	\$410.41	21.00	\$932.61	91.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1476	Beach - Hole in Sand	424 NRIR	HOLE IN BEACH	\$18.81	1.00	\$0.70	1.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1475	Beach - Hole in Sand	4466 ISLAND DR	HOLE IN BEACH	\$18.81	1.00	\$0.70	1.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1474	Beach - Hole in Sand	4158 ISLAND DR	HOLE IN BEACH	\$18.81	1.00	\$0.70	1.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1473	Beach - Hole in Sand	ST MORITZ	HOLE IN BEACH	\$18.81	1.00	\$0.70	1.00	\$0.00	0.00	\$0.00	0.00

5/18/2026	1472	Beach - Hole in Sand	3658 ISLAND DR	HOLE IN BEACH	\$18.81	1.00	\$0.70	1.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1471	Beach - Hole in Sand	BA#19	HOLE IN BEACH	\$18.81	1.00	\$0.70	1.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1470	Dead Animal	NRIR & ISLAND DR	SNAKE	\$40.00	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1469	Dead Animal	THE VILLAGES	SQUIRREL	\$40.00	2.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/17/2026	1468	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$80.00	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/16/2026	1467	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$75.24	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1466	Solid Waste - Program Inquiries and Concerns	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY PHONE CALLS REQUESTING CHANGES OR INFORMATION REGARDING SOLID WASTE SERVICES	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/18/2026	1465	Solid Waste - Weekly Reconciliation	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY RECONCILIATION OF ACCOUNTS AT REQUEST OF ACCOUNT HOLDERS	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/15/2026	1464	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/14/2026	1463	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$116.43	6.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/13/2026	1462	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/12/2026	1461	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/10/2026	1460	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$75.24	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/9/2026	1459	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$80.00	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/11/2026	1458	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/11/2026	1457	Solid Waste - Program Inquiries and Concerns	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY PHONE CALLS REQUESTING CHANGES OR INFORMATION REGARDING SOLID WASTE SERVICES	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/11/2026	1456	Solid Waste - Weekly Reconciliation	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY RECONCILIATION OF ACCOUNTS AT REQUEST OF ACCOUNT HOLDERS	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/8/2026	1455	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/7/2026	1454	Dead Animal	556 NEW RIVER INLET RD	SEA TURTLE	\$39.64	2.00	\$1.40	2.00	\$0.00	0.00	\$0.00	0.00
5/7/2026	1453	Dead Animal	NEW RIVER INLET RD	POSSUM	\$39.64	2.00	\$1.40	2.00	\$0.00	0.00	\$0.00	0.00
5/7/2026	1452	Dead Animal	6TH & 21ST AVE	BIRDS x2	\$40.00	2.00	\$1.40	2.00	\$0.00	0.00	\$0.00	0.00

Work Date	Work Order #	Work Type	Location of Issue	Work Description	Employee Cost	Employee Hours	Equipment Cost	Equipment Amount	Inventory Cost	Inventory Amount	Material Cost	Material Amount
5/7/2026	1447	Facilities - Administration	PUBLIC WORKS DEPARTMENT	BI-MONTHLY INTERNAL ORGANIZATION AND INVENTORY	\$757.44	32.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/7/2026	1446	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/6/2026	1445	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$6.30	9.00	\$0.00	0.00	\$0.00	0.00
5/5/2026	1444	Cut Grass Right of way	RIGHT OF WAY ACROSS TOWN	CUT ROW	\$410.41	21.00	\$570.06	55.00	\$0.00	0.00	\$0.00	0.00
5/4/2026	1443	Cut Grass Right of way	RIGHT OF WAY ACROSS TOWN	CUT ROW	\$410.41	21.00	\$163.08	19.00	\$0.00	0.00	\$0.00	0.00
5/5/2026	1442	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/3/2026	1441	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$79.28	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/2/2026	1440	WEEKEND SERVICES (MAY-OCT)	TOWN WIDE SERVICES SAT-SUN	WEEKEND SERVICE ACROSS ALL PARKS & ACCESSES	\$79.28	4.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/1/2026	1439	Roadways - Surficial	TOWN WIDE	STREET SWEEPING	\$100.00	5.00	\$501.70	5.00	\$0.00	0.00	\$0.00	0.00
5/4/2026	1434	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/1/2026	1433	Facilities - Grounds	TOWN WIDE	MORNING ROUNDS	\$175.89	9.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/4/2026	1428	Solid Waste - Program Inquiries and Concerns	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY PHONE CALLS REQUESTING CHANGES OR INFORMATION REGARDING SOLID WASTE SERVICES	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
5/4/2026	1426	Solid Waste - Weekly Reconciliation	MULTIPLE LOCATIONS AND ACCOUNTS	WEEKLY RECONCILIATION OF ACCOUNTS AT REQUEST OF ACCOUNT HOLDERS	\$288.40	8.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00
					\$9,894.95		\$6,063.18		\$0.00		\$0.00	

Total Records: 60

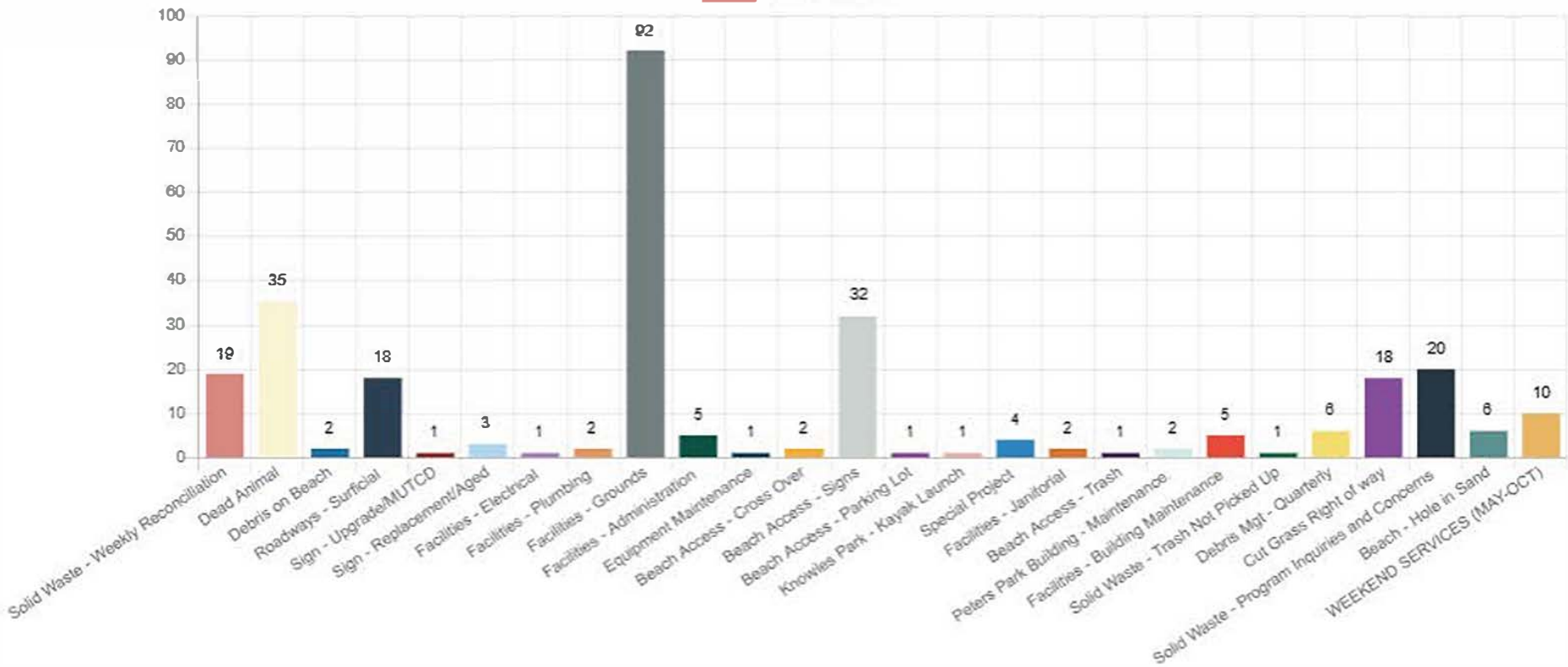
5/27/2026

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2026

Work Order Count by Type

# of Work Orders



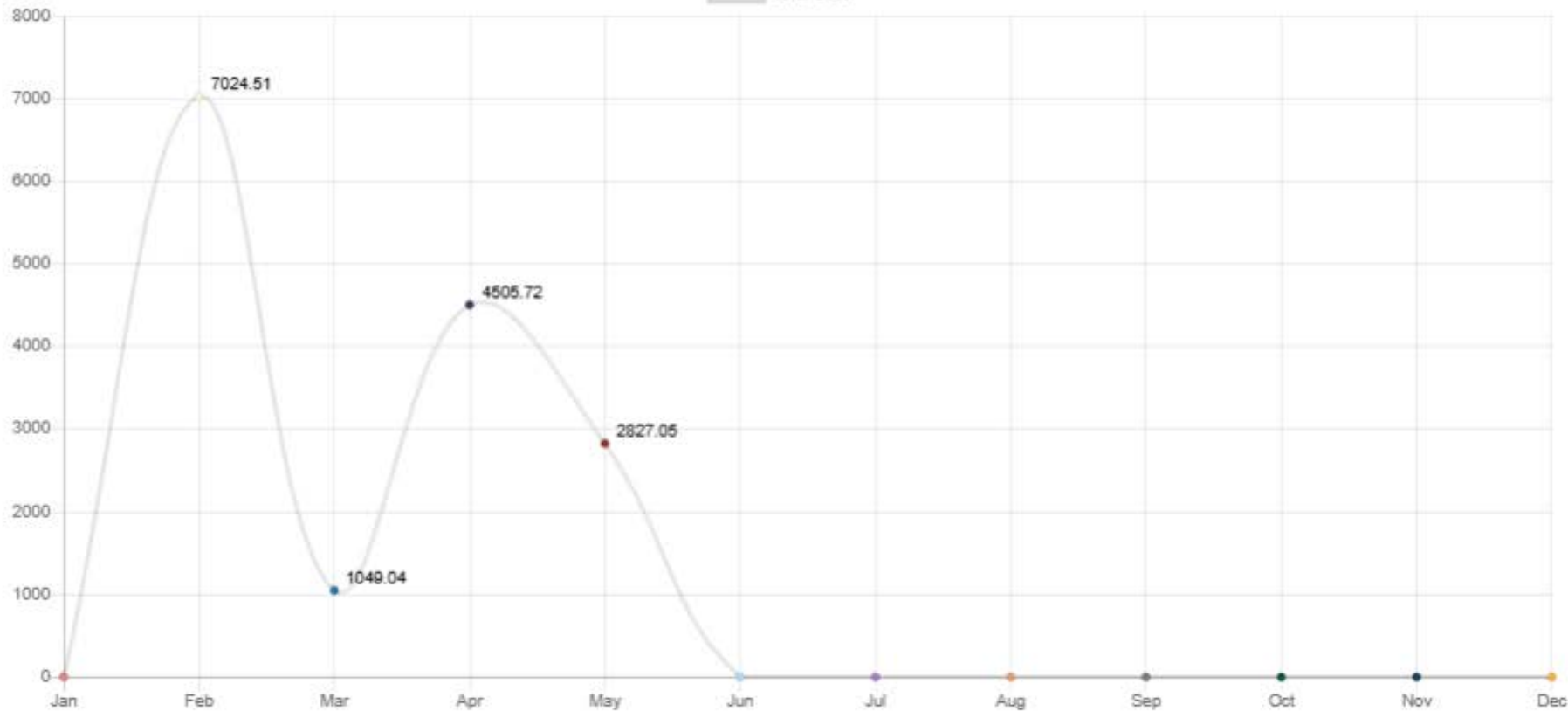
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Year



Fleet Total Cost

Total Cost



Display:

Cost Year:



## Maintenance Report

5/1/2026 - 05/27/2026

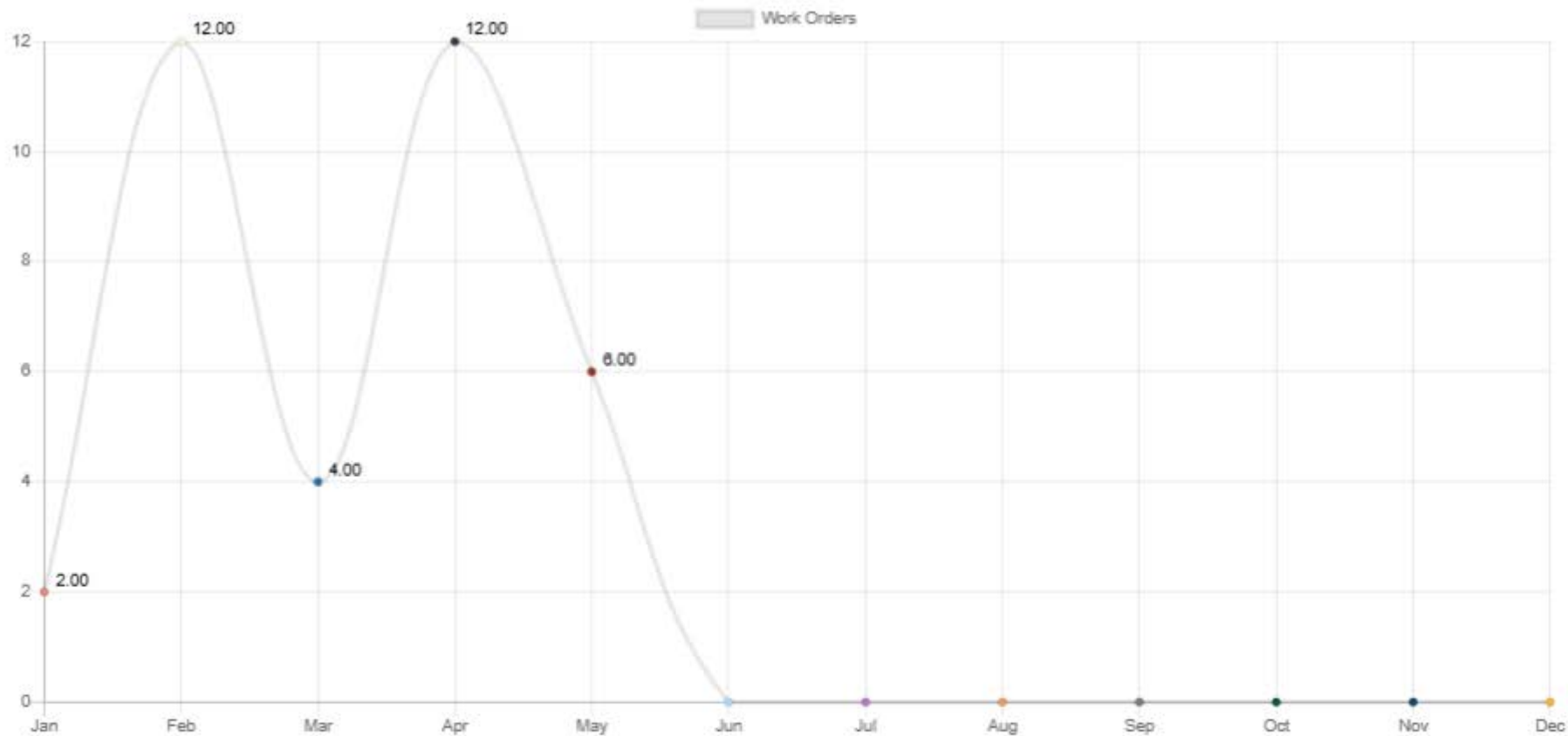
Fleet ID	Name	WO #	Description	Part Cost	PO Cost	Total Cost	Labor Hours	Labor Cost	Completed Date	Mileage
28	Shared with PD	105	TROUBLESHOOT AND SERVICE	\$0.00	\$0.00	\$100.00	5.00	\$100.00	5/21/2026	3385.00
19	YOPP	104	CHECK FLUIDS AND ROTATE TIRES	\$93.42	\$0.00	\$113.42	1.00	\$20.00	5/20/2026	71146.00
23	COAST	103	INSPECT VEHICLE AND REPLACE FLUIDS AS NEEDED	\$721.84	\$0.00	\$801.84	4.00	\$80.00	5/20/2026	13318.00
2	Shared	102	COMPLETE DIAGNOSIS AND APPLY REPAIR COMPONENTS AS NEEDED	\$0.00	\$693.17	\$793.17	5.00	\$100.00	5/18/2026	163625.00
20	TORRES	101	WEEKLY FLEET MAINT	\$919.67	\$0.00	\$969.67	2.50	\$50.00	5/13/2026	32031.00
18	E. THOMPSON	100	WEEKLY FLEET MAINT	\$28.95	\$0.00	\$48.95	1.00	\$20.00	5/13/2026	151287.00
				<b>\$1,763.88</b>	<b>\$693.17</b>	<b>\$2,827.05</b>	<b>18.50</b>	<b>\$370.00</b>		

Total Records: 6

5/27/2026

Page: 1 of 1

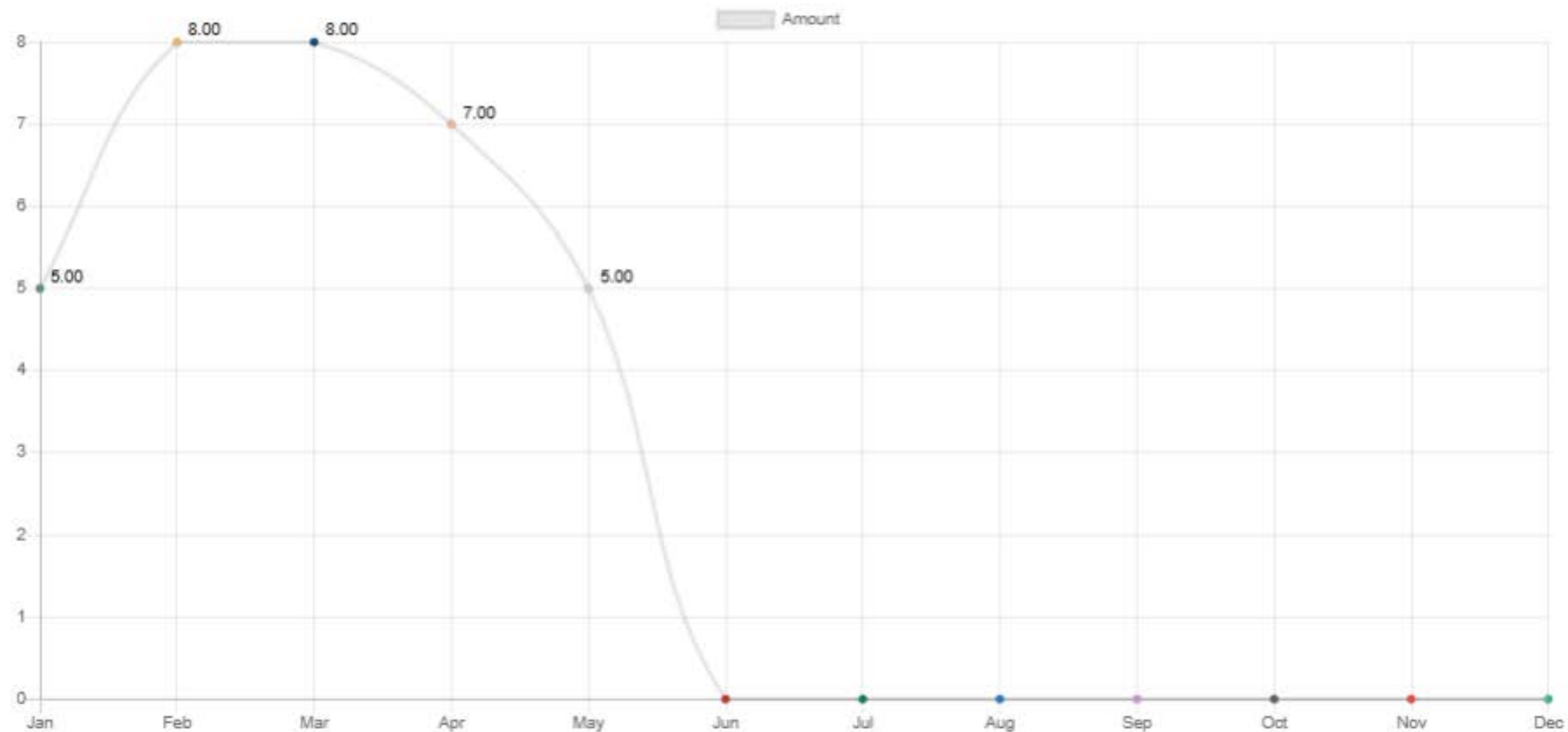
Number of Work Orders



Display:  ▼

Cost Year:  ▼

Total Request Amount



Display:    
Request Year:



## Request Summary Report

	Current Month May 2026	Month Last Year May 2025	Current Yr-To-Date 1/1/2026 - 5/31/2026	Last Yr-To-Date 1/1/2025 - 5/31/2025
Beach Accesses				
Count	0	0	4	3
Beach Crossovers				
Count	1	0	3	0
Beach Safety/Hazard				
Count	0	0	0	2
Crosswalks				
Count	0	0	1	0
Dead Animal				
Count	1	0	1	2
Litter				
Count	0	0	0	2
Other				
Count	3	0	14	6
Parks				
Count	0	0	3	1
Pathways				
Count	0	0	0	0
Port-a-John / Restrooms				
Count	0	0	0	0
Public Access Trash				
Count	0	0	0	0
Right of Way Mowing				
Count	0	0	0	1
Roadways				
Count	0	0	6	2
Signs				
Count	0	0	1	0
Vegetation Pickup - FEB/APR/OCT				
Count	0	0	0	0
<b>Total Count</b>	<b>5</b>	<b>0</b>	<b>33</b>	<b>19</b>