

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

MEETING DATE: May 13, 2026

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

SUMMARY:

Summary of Public Works operations for April 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.

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Connie Pletl, Mayor Pro Tem



Larry Faison
Interim Town Manager

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Department Report

Reporting Period: April 1, 2026 – April 23, 2026

During the April reporting period, Public Works maintained a high operational tempo while balancing daily service delivery, capital project coordination, and significant administrative requirements tied to budget development and Board agenda preparation. Department leadership worked closely with the Interim Town Manager to align priorities, develop multiple agenda items, and support the Town's budget workshops through reconciliation of budget versus actuals and forecasting of operational and capital needs.

Operationally, the department continued to deliver core services including routine morning rounds, street sweeping, facility maintenance, and response to dead animal and debris incidents. A major focus during this period was execution of the Town's scheduled spring vegetative debris pickup, which required coordinated, town-wide collection and staging of yard waste at the Jeffries Lot for removal. This effort represented a significant allocation of staff time and equipment usage and is reflected in increased Debris Management activity within IWorQ.

From a workload and performance perspective, IWorQ data shows continued growth across all service categories, with Facilities–Grounds and Beach Access maintenance (particularly signage) remaining the highest-volume areas. Solid waste coordination—including weekly reconciliation with GFL and ONWASA and response to resident inquiries—continues to be a major driver of administrative workload. The Citizen Request portal remains a key tool in identifying service needs, with resident-submitted requests directly generating work orders, improving response times, and increasing transparency.

Cost tracking and financial oversight also remained a priority throughout the month. Public Works continued to scrub and manage purchase orders, process invoices for Accounts Payable, and track labor, materials, and equipment usage through IWorQ, including fleet maintenance costs tied to specific vehicles and equipment. These efforts are improving visibility into true operational costs and supporting more informed budget planning and resource allocation.

Project coordination progressed across several areas, including continued development of the crosswalk project scope with engineering support, procurement of materials such as sand fencing, and ongoing work associated with beach access improvements and facility maintenance. The Public Works facility roof replacement remained underway during this period, with a minor contractor safety incident occurring on-site that was addressed immediately with emergency services response and no transport required.

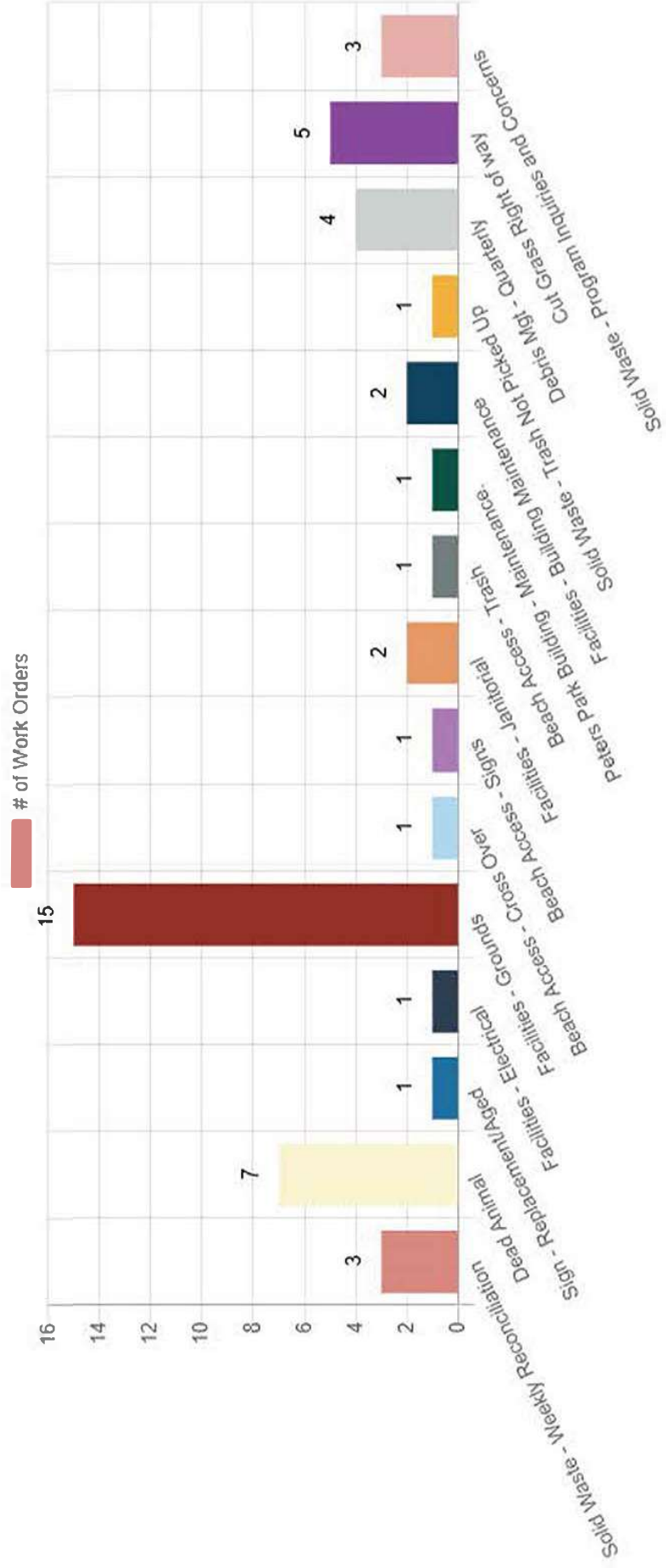
Notably, all operations, project coordination, and administrative functions outlined above are being executed by a team of four personnel. Despite this limited staffing level, the department continues to meet increasing service demands, expand operational responsibilities, and improve tracking and accountability systems.

Overall, Public Works continues to demonstrate strong operational performance and readiness as the Town transitions into the peak service season, supported by improved data tracking, proactive planning, and efficient use of limited personnel resources.



2026

Work Order Count by Type



April 2026

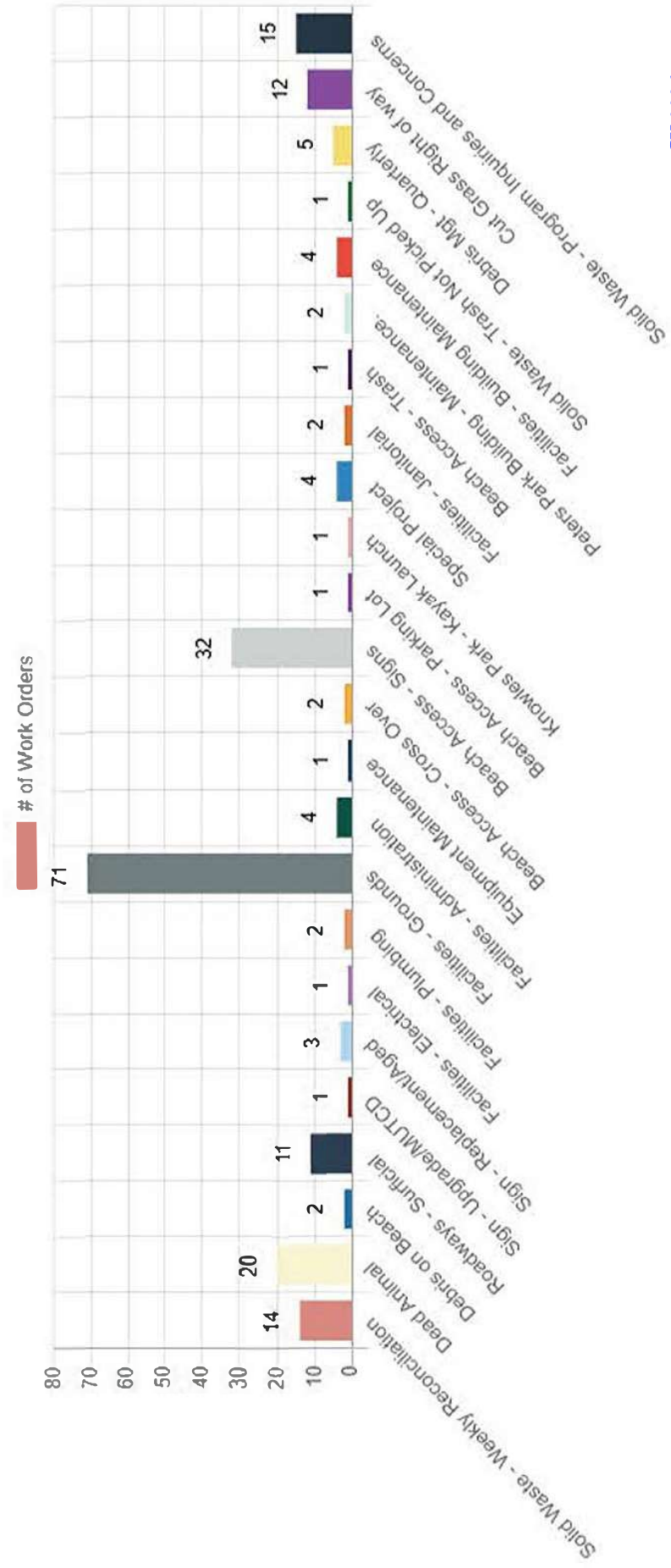
Work Date	Work Order	Work Type	Location of Work	Description	Employee Cost	Employee F	Equipment Cost
4/23/2026	1420	Debris Mgt	TOWN WID	SPRING VEI	\$518.56	24	\$908.81
4/23/2026	1419	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/22/2026	1418	Facilities - (TOWN HALI	SECURING	\$164.58	6	\$-
4/22/2026	1417	Debris Mgt	TOWN WID	SPRING VEI	\$518.56	24	\$908.81
4/22/2026	1416	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/21/2026	1415	Facilities - (TOWN HALI	REQUESTEI	\$18.03	0.5	\$-
4/21/2026	1414	Debris Mgt	TOWN WID	SPRING VEI	\$518.56	24	\$908.81
4/21/2026	1413	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/20/2026	1412	Debris Mgt	TOWN WID	SPRING VEI	\$518.56	24	\$908.81
4/20/2026	1411	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
#####	1410	Solid Waste	MULTIPLE L	WEEKLY PH	\$288.40	8	\$-
#####	1409	Solid Waste	MULTIPLE L	WEEKLY RE	\$288.40	8	\$-
4/17/2026	1408	Dead Anim:	BRIDGE	POSSUM	\$39.64	2	\$-
4/17/2026	1407	Dead Anim:	NRIR NORT	POSSUM	\$39.64	2	\$-
4/17/2026	1406	Facilities - (2008 Logge	Can we get	\$-	0	\$-
4/17/2026	1405	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/17/2026	1404	Peters Park	North Tops:	Net on the \	\$-	0	\$-
4/16/2026	1403	Beach Accè	ST REGIS	INSTALLINC	\$77.62	4	\$-
4/16/2026	1402	Dead Anim:	ISLAND DR	POSSUM	\$39.64	2	\$-
4/16/2026	1401	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/15/2026	1400	Dead Anim:	BRIDGE	RACCOON	\$145.77	5	\$-
4/15/2026	1399	Cut Grass F	RIGHT OF V	CUT ROW	\$199.46	10	\$72.36
4/15/2026	1398	Facilities - (TOWN WID	MORNING I	\$115.89	6	\$-
4/14/2026	1397	Facilities - (JBA#3 4X4	A NUMEROU!	\$79.28	4	\$-
4/14/2026	1396	Beach Accè	BA#3 4X4	A LITTER PICK	\$60.00	3	\$-
4/14/2026	1395	Cut Grass F	RIGHT OF V	CUT ROW	\$159.46	8	\$66.37
4/14/2026	1394	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/13/2026	1393	Facilities - (FIRE DEPAF	INSTALLATI	\$451.44	24	\$-
4/13/2026	1392	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/13/2026	1391	Solid Waste	MULTIPLE L	WEEKLY PH	\$288.40	8	\$-
4/13/2026	1390	Solid Waste	MULTIPLE L	WEEKLY RE	\$288.40	8	\$-
4/9/2026	1389	Cut Grass F	SCOTCH B	CUT ROW	\$172.86	9	\$61.41
4/10/2026	1388	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/9/2026	1387	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/8/2026	1386	Solid Waste	TOWN WID	LARGE ITEM	\$99.10	5	\$-
4/8/2026	1385	Cut Grass F	KNOWLES I	CUT ROW	\$100.00	5	\$61.41
4/8/2026	1384	Beach Accè	BA 22	SOMEONE	\$56.43	3	\$-
4/8/2026	1383	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/8/2026	1382	Dead Anim:	ISLAND DR	POSSUM	\$37.62	2	\$-
4/7/2026	1381	Dead Anim:	BEACH AC	STINGRAY	\$37.62	2	\$-
4/7/2026	1380	Facilities - (TOWN WID	MORNING I	\$175.89	9	\$-
4/7/2026	1379	Solid Waste	MULTIPLE L	WEEKLY PH	\$288.40	8	\$-
4/7/2026	1378	Solid Waste	MULTIPLE L	WEEKLY RE	\$288.40	8	\$-

4/2/2026	1377 Cut Grass F RIGHT OF V CUT ROW	\$271.67	14	\$274.28
4/2/2026	1376 Facilities - (TOWN WID MORNING I	\$116.43	6 \$-	
4/2/2026	1375 Dead Anim: ROGERS B/ POSSUM	\$37.62	2 \$-	
4/1/2026	1374 Sign - Repl: ST REGIS INSTALLINC	\$116.43	6 \$-	
4/1/2026	1373 Facilities - (TOWN WID MORNING I	\$116.43	6 \$-	
	48	\$8,667.98	388.5	\$4,171.07



2026

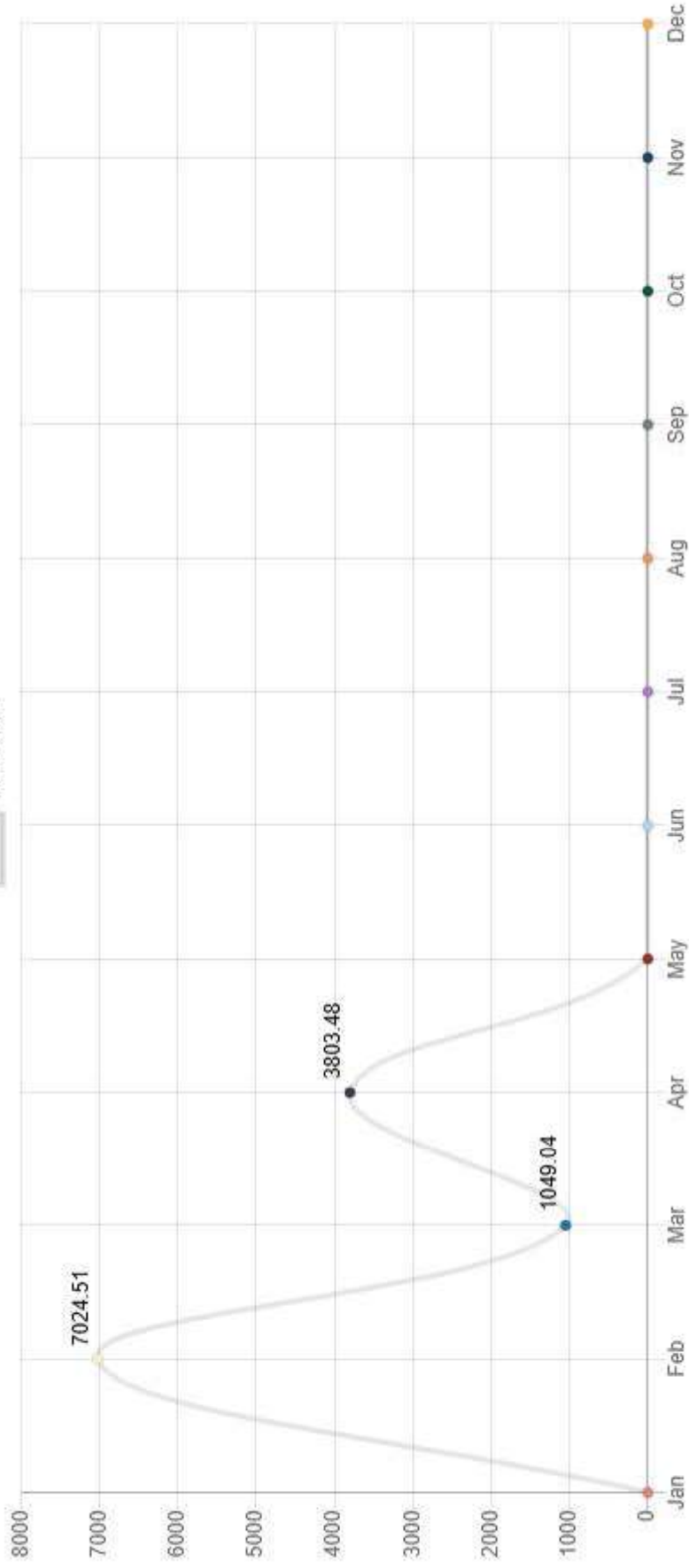
Work Order Count by Type



CY 2026

Fleet Total Cost

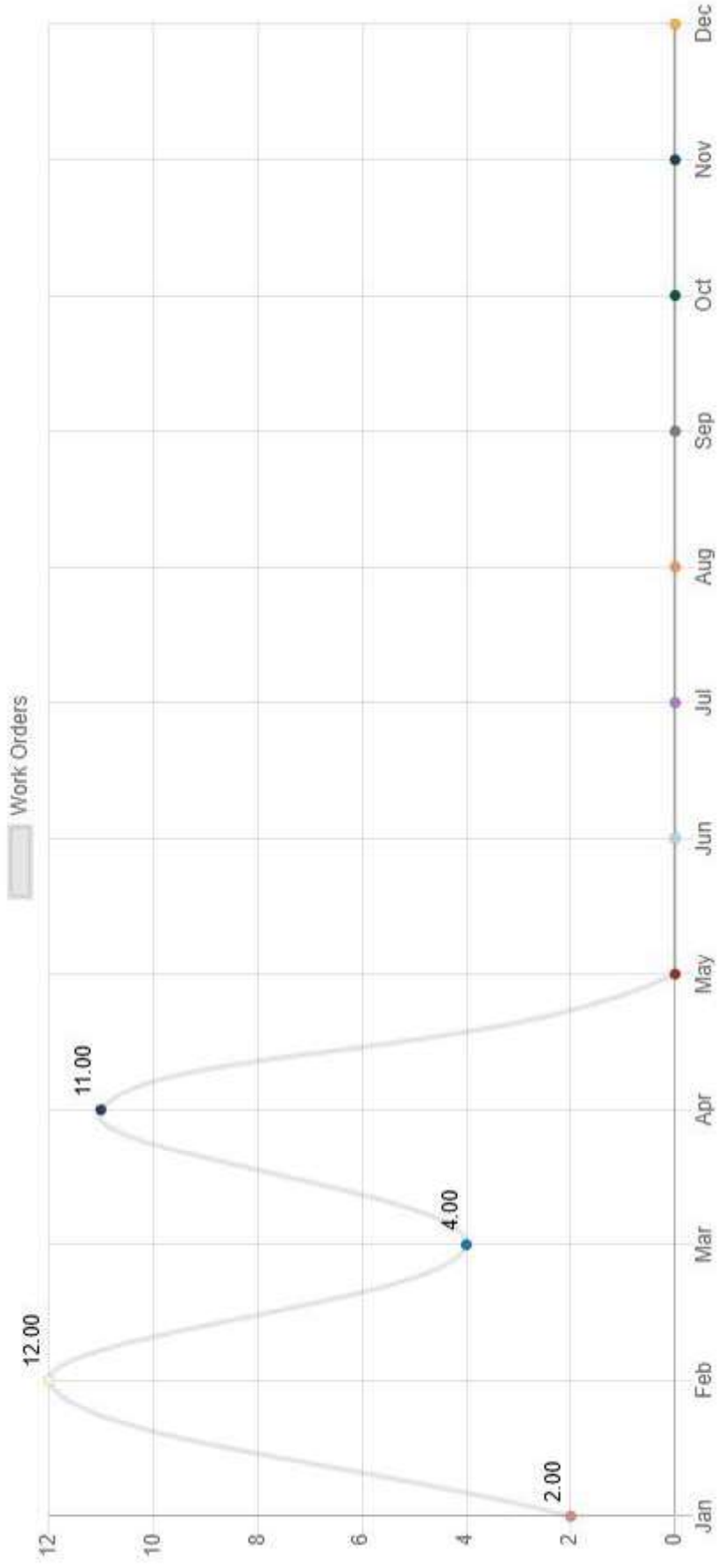
Total Cost



FLEET MAINTENANCE COSTS 2026

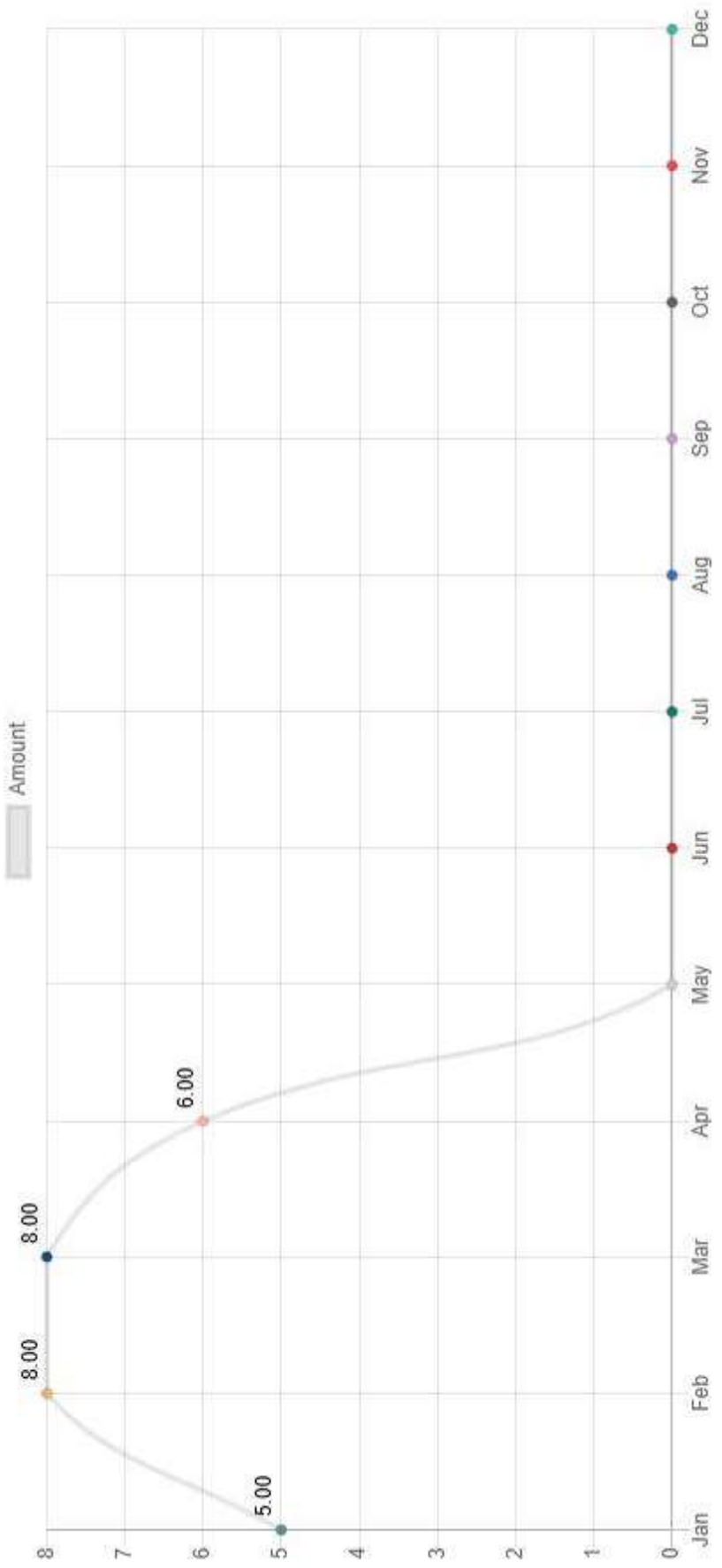
Fleet ID	Name	WO #	Description	Part Cost	PO Cost	Total Cost	Labor Hour:	Labor Cost	Completed Date	Mileage
60	PHIL	98	REPLACE P	\$389.97	\$-	\$429.79	2	\$39.82	4/22/2026	111167
21	K-9 Spare	97	REPLACE A	\$396.18	\$-	\$475.82	4	\$79.64	4/22/2026	111839
15	A. THOMPS	96	REPLACE A	\$143.40	\$-	\$183.22	2	\$39.82	4/22/2026	75516
16	GREEN	95	REPLACE F	\$621.36	\$-	\$701.00	4	\$79.64	4/22/2026	163776
18	E. THOMPS	94	REPAIR/REI	\$913.42	\$-	\$953.24	2	\$39.82	4/22/2026	150899
1	FAISON	93	COMPLETE	\$73.93	\$-	\$93.75	1	\$19.82	4/15/2026	28500
63	Huckaby	92	SCHEDULE	\$199.37	\$-	\$239.37	2	\$40.00	4/9/2026	93372
60	PHIL	91	REAR BRAK	\$-	\$285.00	\$345.00	3	\$60.00	4/9/2026	110977
60	PHIL	91	SCHEDULE	\$124.41	\$-	\$144.41	1	\$20.00	4/8/2026	110977
62	Simpson	90	SCHEDULE	\$177.88	\$-	\$197.88	1	\$20.00	4/8/2026	73954
27	LESO	89	REPLACE P	\$-	\$-	\$40.00	2	\$40.00	4/1/2026	90725
		11		\$3,039.92	\$285.00	\$3,803.48	24	\$478.56		

Number of Work Orders



FLEET MAINTENANCE 2026

Total Request Amount



CITIZEN REQUESTS 2026



Request Summary Report

Current Month Last Year Current Yr-To-Date Last Yr-To-Date
April 2026 April 2025 1/1/2026 - 4/30/2026 1/1/2025 - 4/30/2025

	April 2026	April 2025	1/1/2026 - 4/30/2026	1/1/2025 - 4/30/2025
Beach Accesses				
Count	0	0	4	3
Beach Crossovers				
Count	1	0	2	0
Beach Safety/Hazard				
Count	0	0	0	2
Crosswalks				
Count	0	0	1	0
Dead Animal				
Count	0	0	0	2
Litter				
Count	0	0	0	2
Other				
Count	1	0	10	6
Parks				
Count	3	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	1	0	1	0
Vegetation Pickup - FEB/APR/OCT				
Count	0	0	0	0
Total Count	6	0	27	19