



# memo

**To:** Scott Dixon  
**From:** John Gomez  
**Date:** 10/20/2025  
**Re:** Public Works Monthly Staff Report – September 2025

## Department monthly highlights:

- **Work Order Activity:** Staff received a total of 159 service requests across all departments during the reporting period.

### Work Orders

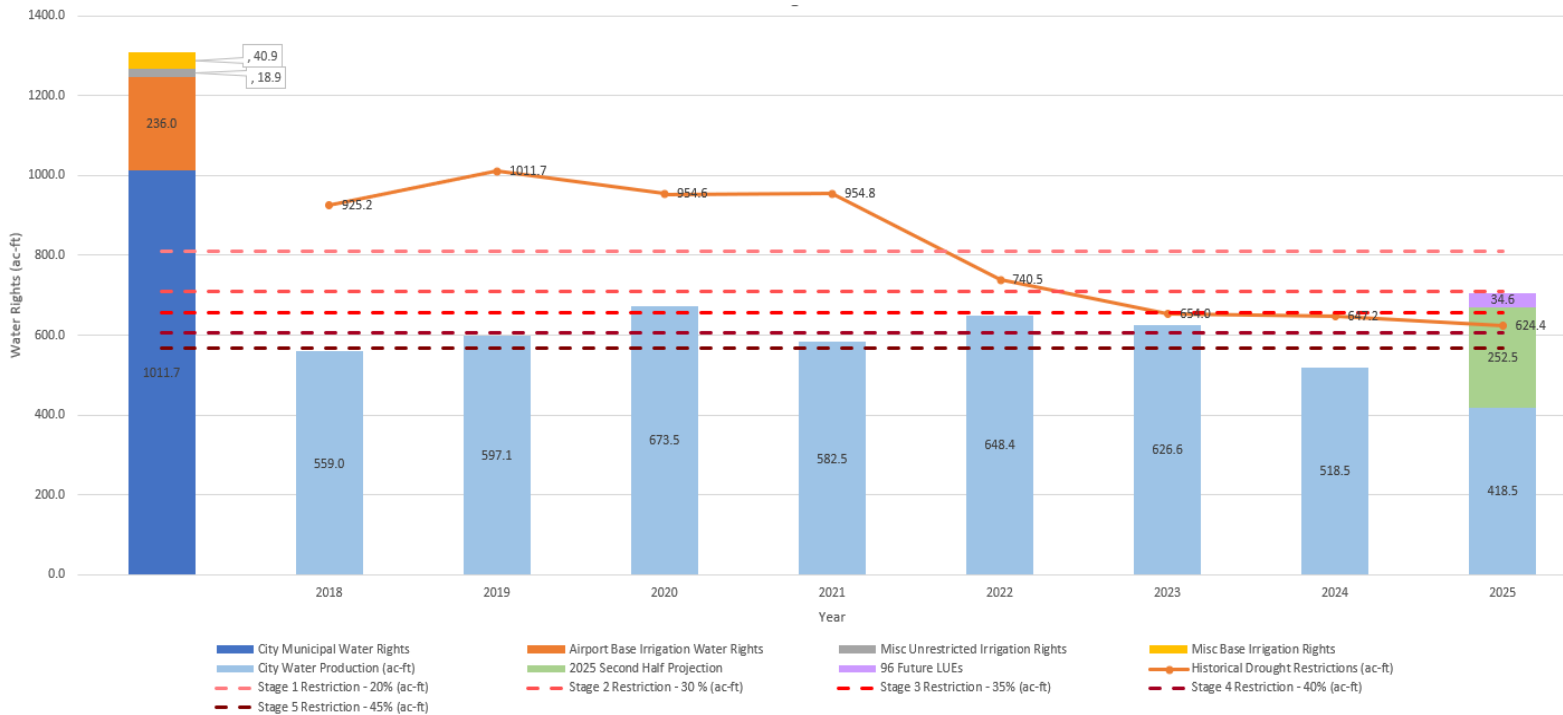
Department	Issued	Closed	Open (at month end)
Electric	42	40	2
Water	47	45	2
Streets	49	44	5
Gas	21	18	3
<b>TOTAL</b>	<b>159</b>	<b>147</b>	<b>12</b>

- **Staff Updates:**
  - **Current vacancies**
    - Natural Gas Supervisor
    - Gas Service Technician
    - Water Service Apprentice
    - Electric Service Technician
  - **Recruitment Update:**  
**Interviews are in the process for the following positions**
    - Natural Gas Supervisor
    - Gas Service Technician
    - Water Service Apprentice

- **Refuse Updates:** STRD has successfully completed the delivery of trash, recycling, and commercial containers, and began service on **September 30th**. Public Works staff collected **206 residential trash carts** that were not retrieved by Waste Management.



### Water consumption and projection data:



### **Geneva Drainage Channel- Streets Project**

- The street crew continue to move dirt to bring the road to its proper grade, working from the upper end of the street down toward the river.



- **Manhole Crew:**

- Continues adjusting manholes to match the final street grade.
- Applying oil to streets that have been properly graded and passed inspection.

- **Curb Crew:**

- Actively setting forms in preparation for the curb machine.
- Preparing to begin curb pouring operations throughout the subdivision.





## **Pumphouse No. 5**

- Tile Crew:
  - Ongoing tile installation in client waiting rooms and office areas.
- Mechanical Crew:
  - Installing and connecting accessories for the outdoor vacuum system (metal trash cans, floor mat trays, etc.).
  - Progressing on installation of the conveyor tunnel.
  - Continuing setup of wash equipment, including high-pressure washers, application arches, foam cannons, and dryers.



### **Town East Crossing Retail**

- General contractor is completing exterior punch list tasks.
- Interior systems (electrical, plumbing, HVAC) are installed.
- Interior work remains on hold until new tenant requirements are confirmed.



### **Alsace Ave & Berlin St Water Main Improvements**

- Utilities crew continues excavation and utility relocation to meet city easement requirements.
- Aetos plans to stay on site for about two more weeks to complete outstanding tasks.





## **Alsatian Oaks Phase II**

- Utility crew has completed and backfilled inspected water and sewer lines.
- Dirt crew is grading the site and building up elevation.
- Soil and material deliveries continue daily to maintain project momentum.

