

MEMORANDUM

TO: JESUS MEREJO, ICMA-CM – CITY MANAGER

THRU: TERESA LAMAR-SARNO, AICP, ICMA-CM – ASSISTANT CITY MANAGER

FROM: COLT SCHWERDT, P.E. – PUBLIC WORKS DIRECTOR & CITY ENGINEER 

DATE: November 18, 2025

SUBJECT: SUBSTANTIAL COMPLETION INSPECTIONS FOR ROADWAY TURNOVER –
SOUTHERN GROVE PLAT NO. 45 – SW HEGENER DRIVE (P23-167)

City Council and Public Works Department received a certified letter and turn-over package dated October 8, 2025 from Stefan K. Matthes, P.E. of Culpepper & Terpening, Inc. The turnover package included compaction and density test results, record drawings, approved final plat, certification of completion and conformance with approved plans from the Engineer of Record.

Construction Inspection Status: Prior to the roadway turnover request, SW Hegener Drive had a final inspection conducted and a punch list of items was created. A follow up final inspection was conducted on March 25, 2025 at which point all punch list items were confirmed as satisfied. Public Works Environmental Division completed inspection on March 25, 2025 and found all landscaping and street trees satisfied.

Should you have any questions or need further information, please do not hesitate to contact me at ext. 4363 or Clyde Cuffy at ext. 7643.

cs/cc
Enclosure

Cc: Richard Berrios – City Attorney
Diana Spriggs, P.E. – Assistant Public Works Director
John Dunton – Deputy Director of Public Works
Clyde Cuffy, P.E. – Regulatory Division Director
John Kwasnicki – Inspections Manager
File – P23-167