



To: File

From: Jeffrey C. Coleman, PE, Superintendent of Public Works

Date: September 6, 2023

Re: CMOM

MEMORANDUM
Department of Public Works

Department of Public Works Engineering and Operations staff reviewed the Village CMOM document, dated May 2020 and Standard Operating Procedure – “CMOM - 1” to determine the need to update the documents. Based on this review, it was determined that all sections of the document and procedures are applicable at this time. It is recommended, as a next step, that the document be scaled back to remove historical information from the document and that the historical information be included in the Department’s files. The number of files on the file server should be reduced and consolidated if possible.

Remove from Department Bulletin Boards on September 11, 2023