

DEPARTMENTAL REPORTS

Code Enforcement Dept.
Gordon Reeves / Officer

Public Works Dept.
Gordon Reeves / Director

Pavement Rehabilitation
Gordon Reeves / Project Manager

Reports; July 2021

Public Works

1. Public Works worker position interviewing beginning this coming week
2. **Potholes:** repairing next two weeks.
3. **Roads:** Country Club Lane replacement completed.
4. **Assessment of new potholes**, due to the flooding. This work & cost will be tracked separately.
5. **Assessment** of flooding damage in the city
6. **Assessment** / Correction City Hall Roof; Made corrections on the roof and gutter system.
7. Walked the City Hall roof with claims adjustor and roofing Contractor to minimize the claim and cost.
8. **Scheduling with Contractor**, directing them to locations to be cleaned up.
9. **HDR Engineering**, directed them to locations of flooding, for their assessment of damages.
10. Taking pictures of damages of the erosion areas in the city.
11. Installed temporary fence with no trespassing signs in alley to relieve future structure blocking the natural drainage thru the Alley
12. **Hired Contractor to do weed control.** (Hand Work, Shoveling & pruning). Monitoring their work
13. **Hired Additional Contractor to do weed control**, tractor brush hog equipment, mow along streets and cities properties. Monitoring their work
14. Looking into new perimeter fencing for city's property.
15. **Took on janitorial work**, Floors, restrooms and flooring
16. **TLC:** HVAC roof systems verify repairs.

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Working / Project Managing

1. **Large room with the Server;** preparing the large room for Court clerks & city clerks temporary office for them to move in when the library is opened.
2. **Code enforcement / Public works office:** This Department vacated this space, freshen up this office for the City Manager to relocate into this space, making room for the library to open.
3. **Country Club Lane R&R road:** Making sure the contract and specs are met, and any additional change orders information to be verified or justifiable, then given to the City Manager.
4. **Library:** with all going on in the city, in the library finishing up items, also managing and assisting with the Contractor building the bookshelves.
5. **Compliance officer Vehicle:** Getting the Crown Vic ready. Cleaned up, decals on vehicle, and safety checked.
6. **Deputy Sheriff:** Constant communication with officer, hot areas of speeding, abandoned vehicles, and identifying break ins.
7. **City provided a room;** Additional cleaning and setting up room for **Emergency Operation Center** training by New Mexico Water. Gordon Reeves competed these 6 hours of training.

This is my report.
Gordon Reeves