



101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

Telephone: (936) 597-6434

Public Works Department

Monthly Report for November 2023

Water

- Completed monthly cutoff list for nonpayment.
- Completed monthly leak notification door hangers.
- Completed monthly meter verification list.
- Completed monthly check of idle meter list for consumption. No issues were found.
- Completed 16 work orders for activate/deactivate service.
- Completed 3 work orders for endpoint maintenance issues.
- Completed 2 work orders for water leaks.
- Completed 13 work orders for miscellaneous water issues.
- Completed 0 work orders for water tap.
- Removed weeds around blow off on Home Depot property. Painted box to ensure visibility for contractor.
- Assisted resident's and business' with water concerns on Colby's Way, Jenny Lane, and Plez Morgan.
- Repaired leak on Bessie Price Owen.
- Repaired fire hydrants on Pond Street and Lone Star Parkway at Buffalo Springs.

Wastewater

- Completed 0 work orders for sewer taps.
- Completed 0 work orders for sewer-stop up.
- Trimmed limbs around Lift Station 10.
- Assisted resident with side effects from Sanitary Sewer Rehab Project.

Streets/Drainage/ROW

- Completed 2 work orders for Street ROW – Ditch/Drainage.
- Completed daily utility locates as necessary.
- Completed daily removal of bandit signs as necessary.
- Completed items for weed patrol.
- Trimmed branches on Houston Street to prepare for Christmas in Montgomery buses.
- Installed "No Parking" signs on Gardner.
- Replaced stop sign on Houston @ Caroline.
- Removed debris from drainage ditch on Baja, McGinnis and Martin Luther King Blvd..
- Added asphalt to Lone Star Parkway @ Plez Morgan.
- Filled potholes with cold patch on Buffalo Springs @ Plez Morgan.



Building/Facility/Vehicle/Equipment Maintenance

- Conducted weekly Safety Inspection Reports.
- Completed monthly light bulb check at all facilities.
- Delivered cases of water to City Hall as requested.
- Completed weekly cleaning of Community Center.
- Completed weekly pre-trip inspections of crew trucks.
- Completed monthly check of all irrigation systems and made repairs as necessary.
- Completed 10 work orders for general-City Hall maintenance.
- Changed all A/C filters at Community Center.
- Filled generators with diesel at Water Plant 2, Water Plant 3, Lift Station 1, Lift Station 2, and Lift Station 6.
- Installed and decorated Christmas trees at Cedar Brake Park, Community Center, Electronic Sign and City Hall.
- Installed lights on light poles at Cedar Brake Park.
- Inspected AEDs at City Hall and in all Public Works crew trucks.
- Moved boxes to Conference Room for City Secretary and Records Management company.
- Repaired City Secretary's credenza drawer.
- Repaired City Hall lady's restroom ADA stall toilet.
- Replaced outlet at PW Office.
- Replaced router for electronic sign following Verizon outage.
- Oil & Filter Change for PW1801.
- Repaired wire connections to battery on PW1501.

Parks/Recreation

- Posted all park reservation notices.
- Completed 25 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 650 visitors and provided 55 tours for the month.
- Installed and removed US flags by statue for Veteran's Day at Cedar Brake Park.
- Replaced printer at Fernland Historical Park.
- Checked for wasps at Fernland Historical Park around entire park including Jardine Cabin, etc.
- Treated Fernland Historical Park for fire ants including in and around Arnold Simonton House, Hulon House, Crane Cabin, etc.
- Treated fountain at Memory Park for ants.
- Repaired leak at Memory Park.
- Delivered trailer to Memory Park for Lake Conroe Rotary Club workdays.
- Turned off irrigation controls for the winter at Memory Park, Cedar Brake Park, Homecoming Park, Fernland Historical Park, Community Center, Downtown Lighting, and Welcome Flags.

General

- Attended weekly Leadership Team meetings.
- Completed 3 work orders for maintenance-general issues.
- Completed monthly safety meeting with department and safety officer.
- Attended bi-weekly conference calls with utility operator and engineer.
- Delivered, setup, and removed barricades and pedestrian signs for Lone Star Street Dance.
- Hired and began training 2 Maintenance Technicians.

