



101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

Telephone: (936) 597-6434

Public Works Department

Monthly Report for December 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 5 work orders for endpoint maintenance issues.
- Completed 3 work orders for water leaks.
- Completed 12 work orders for miscellaneous water issues.
- Completed 0 work orders for water taps.
- Replaced cleanout cap and meter box on Berkley.
- Set 4 hydrant meters (Principal Paving, Cooley Construction (2 for Home Depot), and Pulte Homes.
- Assisted two residents with low pressure calls on Houston Street and MLK.
- Replace service line to 2" meter on Bessie Price Owen.
- Added Blow Off signs to 2-crossing on Lonestar Parkway dead end of MLK, dead end of Lawson, Plez Morgan and Lonestar Parkway, and Old Plantersville past Womack.
- Replaced main seat on last hydrant in Mia Lago.
- Remedied water gathering around water hydrant per customer telephone call.

Wastewater

- Completed 0 work order for sewer taps.
- Completed 0 work orders for sewer-stop up.
- Repaired concrete around manhole on Eva.
- Assisted resident on MLK with pressure due to valve not turned on completely.

Streets/Drainage/ROW

- Completed 3 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.
- Checked downtown street signage.
- Dug out ditches on a portion of College Street.
- Removed debris from Baja, McGinnis, and MLK.
- Repaired pot hole on Buffalo Springs Drive located specifically the southbound lane of north end of the bridge near Waterstone entrance.

PUBLIC WORKS

FIRST RESPONDER

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 7 work orders for general-City Hall maintenance.
- Setup, attended, and removed barricades and equipment for Light up the Park.
- Setup, attended, and removed barricades, signs, and equipment for Christmas Parade.
- Setup, attended, and removed barricades, banner, and equipment for Snow Party.
- Setup, attended, and removed barricades and equipment for Sip N Stroll.
- Painted bollards at Community Center.
- Repaired leak in Ladies Restroom at Community Center.
- Assembled and decorated Christmas Tree at City Hall.
- Researched and remedied the smell inside City Hall.
- Setup tables and chairs in Council Chambers for Christmas Party.
- Lowered flags to half-staff for two occasions.
- Finish painting bump stops and bollards at Community Center.
- Replaced caution tape between T-posts in Terra Vista.
- Replaced part for Public Works Ice Maker.
- Piled up burn pile at WWTP#1 with backhoe.
- Added rock for more parking at PW Office.
- Removed debris from back fence line at Water Well #4.
- Added power steering fluid to PW1501.
- Participated in Heavy Trash Weekend offering 4 roll off dumpsters.

Parks/Recreation

- Posted all park reservation notices.
- Completed 29 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 858 visitors and provided 67 tours for the month.
- Added topsoil to the top of the tunnel, removed fallen Bois D 'arc apples, and replaced statue lights at Cedar Brake Park.
- Replaced light bulb in light pole at the corner of Caroline and Sheperd.
- Treated all buildings at Fernland Historical Park for wasps.
- Removed debris from the Crane Cabin back porch at Fernland Historical Park.
- Repaired fig tree light in the Arnold Simonton House flowerbed and removed two frames from the Blacksmith Shop due to deterioration.
- Prepared fence line, set posts, and installed railing on new fence at Homecoming Park.
- Replaced light bulb in light pole at Homecoming Park.
- Replaced water hoses and nozzle at Homecoming Park.
- Delivered trailer to Memory for the Lake Conroe Rotary Club workdays.
- Repaired sprinkler system at Memory Park.
- Marked sprinkler lines for Rotary Club for project at Memory Park.

General

- Attended weekly Leadership Team meetings.
- Completed 9 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.
- Participated in Records Room Assistance meeting.



- Participated in Christmas Parade Coordination meeting.
- Attended Parade Route meeting.
- Participated in Buffalo Springs Water Issues meeting.
- Attended meeting to discuss sale of 213 Prairie St.
- Attended meeting with Home Depot representatives regarding Tap Application Questions.
- Participated in Buffalo Springs Drainage Issue Follow-Up meeting.
- Attended Hays Invoice Review meeting.
- Attended the Lone Star Street Dance debriefing.
- Attended the Light Up the Park debriefing.
- Attended the Christmas Parade debriefing.
- Participated Old Plantersville Force Main Extension Prebid meeting.
- Participated in the Lift Station No. 10 Force Main Improvement Prebid meeting.
- Met with Anglia representative at address in Hills of Town Creek.
- Confirmed 2024 holiday coverage with Consolidated Communications.
- Attended Area PW Director Breakfast meeting.
- Participated in Residential Drainage Easement Responsibility discussion.

