



101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

Telephone: (936) 597-6434

Public Works Department

Monthly Report for January 2024

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 19 work orders for activate/deactivate service.
- Completed 4 work orders for endpoint maintenance issues.
- Completed 9 work orders for water leaks.
- Completed 7 work orders for miscellaneous water issues.
- Completed 2 work orders for water taps.
- Replaced 1-1/4 ball valve at Water Plant 3.
- Assisted residents with assessing if water lines were frozen vs. issue with city water following the freeze.
- Relayed dirty water call from resident on Kings Lane, Jenny Lane, MLK, and College St to Hays Utility North.
- Assisted business with water pressure resulting from customer side on Eva.
- Assisted resident with low water pressure and air in the line on FM 1097.
- Assisted customer on Liberty, Brocks Ln. and Mia Lago Dr. with leak determined to be on the customer side of the meter.
- Assisted resident on McGinnis with understanding consumption seen in Eye on Water and increased water bill.
- Assisted residents on College St. and Caroline St. with turning off meter for plumber to repair leak.
- Repaired leak on Nathaniel Ct.
- Moved water meter location on Little Dog per customer's paid request.
- Raised water meter on Dina Ln per customer's paid request.
- Replaced Water Plant #3 booster pump as previously approved.
- Winterized blow offs throughout the city.

Wastewater

- Completed 1 work order for sewer taps.
- Completed 3 work orders for sewer-stop up.



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.
- Replaced stop sign at Villa Ln and Lone Star Bend.
- Reset stop sign at MLK and McGinnis.
- Cleaned debris from ditches on Baja, McGinnis, and MLK.
- Checked all inlets for debris throughout the city.
- Repaired large pot hole on College and Liberty.
- Repaired pot hole on the north end of the bridge in the southbound lane at Buffalo Springs and Waterstone.
- Add asphalt to driveway at WWTP#1.

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 8 work orders for general-City Hall maintenance.
- Treated Community Center flower beds for ants.
- Removed Christmas decorations including lights and Christmas trees throughout town and Cedar Brake Park.
- Changed AA batteries (68) in electronic door locks at City Hall.
- Set a keypad entry for Finance office.
- Checked City Hall roof following storm 1/8/2024 for damage.
- Pressure washed raised beds at City Hall.
- Reviewed standing water issue at PD entrance at City Hall following days of rain.
- Allen Safe & Lock repaired the outside door handle for PD at City Hall.
- Repaired the US flag hanging at City Hall.
- Adjusted front gate at WWTP#2.
- Installed additional rock on drive at WWTP#2.
- Changed air filters at Community Center, Fernland Park, and PW Office.
- Completed annual inspection for PW1801.
- Replaced TPMS sensors, balanced and rotated tires on PW1801.
- Replaced plugs and wires on PW1801.
- Made repairs to both Fernland Historical Park restrooms.
- Cleaned out gutters at 213 Prairie.

Parks/Recreation

- Posted all park reservation notices.
- Completed 24 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 550 visitors and provided 38 tours for the month.
- Repaired Jardine Cabin porch floorboard at Fernland Historical Park.
- Treated all structures at Fernland Historical Park for wasps.
- Checked all light poles at Cedar Brake Park for damage following citizen report.
- Repaired water lines at Fernland Historical Park.
- Delivered, picked up, and emptied dump trailer for Rotary Club at Memory Park.
- Repaired drinking fountain leak at Cedar Brake Park.
- Install security plates for Cedar Brake Park and Homecoming Park.



General

- Attended weekly Leadership Team meetings.
- Completed 13 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.
- Implemented and reversed hard freeze facility procedures at City Hall, Community Center, all parks (Cedar Brake Park, Fernland Park, Memory Park, and Homecoming Park), downtown (Welcome Sign, Welcome Flags, and Stage Roses), hydrant meters, and the Public Works office.
- Added PW Maintenance Technician mid-month.
- Capital Project for Old Plantersville Force Main Extension bid opening on 10th at WGA.
- Capital Project for Lift Station #10 Force Main improvement big opening on 10th at WGA.
- Participated in the Buffalo Springs Easement Follow Up meeting.
- Attended the GIS Services Review with Halff meeting.

