



101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

Telephone: (936) 597-6434

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## Public Works Department

### Monthly Report for December 2025

#### 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 8 work orders for activate/deactivate service.
- Completed 1 work order for endpoint maintenance issues.
- Completed 6 work orders for water leaks.
- Completed 5 work orders for miscellaneous water issues.
- Completed 13 work orders for water taps.
- Located and raised "A" boxes in front of Montgomery Bend pavilion on Ruby Bend.
- Replaced broken meter box on Peninsula Point.
- Replaced broken meter box, damaged register, and missing endpoint on Terra Vista Circle.
- Replaced endpoint and register on Terra Vista Circle and endpoint on Waterstone, Brocks Lane, Powell Circle, Dudley, and Abner.
- Began winterizing blow off list.
- Raised meter box on Dina Lane and Ruby Bend.

#### Wastewater

- Completed 13 work order for sewer taps.
- Repaired leak on force main damaged by boring contractor on Lonestar Parkway.
- Capped off cleanout outside Lonestar Estates.
- Installed entry boot on sewer cleanout on Dina Lane.

#### 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.
- Checked for low hanging wires and limbs for the Christmas parade bus route.
- Cleaned out storm inlet on Houston St and Caroline.
- Repaired stop sign on Town Creek Crossing.
- Reinstall street sign on Town Creek Crossing and Little Dog due to wind.
- Remove debris including leaves, twigs, and trash from ditches on Baja, McGinnis, and MLK.
- Excavated additional drainage on MLK and McGinnis.



- Relocated speed bump sign to original location on Old Plantersville Road north of the train tracks.
- Checked storm inlets throughout the city.
- Filled pothole at Waterstone entrance and exit; in northbound lane of Buffalo Springs at CB Stewart; southbound lane of Lonestar Parkway; and CB Stewart at Clepper.
- Outsourced repair to raise concrete slab sidewalk on Scenic Hills due to equipment needed for the project.

### **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 15 work orders for general-City Hall maintenance.
- Set up and attended Heavy Trash event. Once completed, removed signage and returned backhoe to PW yard.
- Delivered and removed barricades, set up two pedestrian signs at Liberty and College and turned on the breaker to the stage for the weekly Sip and Stroll events.
- Moved 2 steel bookshelves in the City Secretary's office to Code Enforcement Officer's office and removed the broken small black filing cabinet.
- Swapped the desk in the City Secretary's office with the desk in the Deputy City Secretary's office and switched drawer slides.
- Determined which lights in City Hall Administration offices need to be changed and/or modified.
- Moved the credenza in the City Administrator's office to the City Secretary's office.
- Repaired leak at base of toilet in women's restroom at City Hall.
- Raised desk for PD.
- Assisted Event Coordinator with the setup tables for the Christmas Party.
- Replaced drawer rails in City Secretary's office.
- Relocated visual aid boards and furniture for the Code Enforcement Office.
- Repaired locks to back doors on the Community Center.
- Straightened up dirt pile at WWTP#1 and returned backhoe to the PW yard.
- Cleaned and organized PW shop including tools and sheds.
- Cleaned tools at PW shop.
- Straightened up yard roadways at PW yard.
- Repaired toilet leak in Community Center bathroom.
- Completed inspection of PW1801.
- Replaced windshield wipers on PW1801 and PW2001.
- Greased all equipment at PW yard.
- Picked up asphalt from vendor for street repairs.

### **Parks/Recreation**

- Posted all park reservation notices.
- Completed 30 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 623 visitors and provided 48 tours for the month.
- Test light poles and decorations are working at Cedar Brake Park for Light up the Park.
- Replaced float following drain and clean out at the Cedar Brake Park fountain.
- Cleaned the windows and floors at Fernland Hulon House and Crane Cabin.
- Replaced two deadbolt locks at Fernland's Jardine Cabin.
- Completed decoration of the Fernland facilities for the holidays.



- Repaired wooden door panel, removed excess dirt preventing iron gate from closing in Fernland's blacksmith shop and repaired crack in entry door at Jardine Cabin.
- Delivered and picked up trailer at Memory Park for Lake Conroe Rotary Club

## **General**

- Attended weekly Leadership Team meetings.
- Completed 16 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.
- Lowered flags to half mast to honor former President Jimmy Carter.
- Setup, attended, and returned equipment for our Heavy Trash Weekend.
- Attended weekly SH 105 Coordination meeting.
- Attended 1 Year Warranty Inspection on Flagship Blvd.
- Discussed new uniforms and reinitiating uniform cleaning service with Unifirst.
- Attended TxDOT SH105 Improvements meeting.
- Attended Special Joint Meeting for City Council, Planning & Zoning, and MEDC.

