



101 OLD PLANTERSVILLE ROAD, MONTGOMERY, TEXAS 77316

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## Public Works Department

### Monthly Report for November 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 11 work orders for activate/deactivate service.
- Completed 2 work orders for endpoint maintenance issues.
- Completed 6 work orders for water leaks.
- Completed 5 work orders for miscellaneous water issues.
- Completed 21 work orders for water taps.
- Replaced battery for generator at Water Well #2.
- Cut up and hauled off limb by GST at Water Well #2.
- Repaired 6" water main boring contractor damaged on Eva.
- Repaired leak on Liberty and Little Dog.
- Replaced two-meter boxes on Longhorn Run and one on Peninsula Point.
- Assisted resident on McCown locate and turn off meter for leak repair.

#### Wastewater

- Completed 21 work orders for sewer taps.
- Install wire for gate antenna through fence rungs, verify barb wire around WWTP#2 is free of vines and straight. Check outlet grating for obstructions.

#### Streets/Drainage/ROW

- Completed 1 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 pole on Old Plantersville at Huffman.
- Installed "No Outlet" sign for the road leading to the water well #5. Replaced sign for dead end of Stewart.
- Removed debris including leaves, twigs, and trash from ditches on Baja, McGinnis, and MLK.
- Removed large portion of tire from roadway on MLK.
- Scrape loose asphalt from the roadway north of Lonestar Parkway on Buffalo Springs
- Re-installed "Sign ahead" sign north of Lonestar Parkway and Buffalo Springs due to accident.

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 6 work orders for general-City Hall maintenance.
- Replaced window unit in kitchen at the Community Center.
- Refilled the generators at Water Plant #2 and #3, Lift Stations 1, 2 and 6.
- Replaced security light at back of the City Hall building near the Police Dept. door.
- Decorated City Hall and historic downtown Montgomery for the holidays.
- Built, wrapped, and decorated Christmas trees at the Community Center.
- Inspected all AEDs at City Hall and PW crew trucks.
- Assembled lateral 5-drawer file cabinet for Finance Director.
- Removed and hauled off large limb at 213 Prairie.
- Verified all electrical outlets are working at Community Center, stage, and light poles downtown.
- Retrieved and returned large monitor and speaker setup from City Hall and set up at Community Center including cooler of water.
- Cleared rain gutters at the PW office.
- Charged all LED road flare kits.
- Replaced brake-light bulb on backhoe.

## **Parks/Recreation**

- Posted all park reservation notices.
- Completed 33 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 745 visitors and provided 79 tours for the month.
- Decorated Cedar Brake Park for the holidays by installing lights on poles, erect Christmas trees, and wrapped trees with lights.
- Replaced Cedar Brake Park fountain GFI.
- Replaced window glass and warped board near front door of Fernland's Crane Cabin.
- Treated the ant mounds at Cedar Brake Park and Fernland.
- Replaced the deck board on the back porch of the Fernland's Jardine Cabin.
- Delivered 2 loads of dirt and dump trailer to Memory Park for Lake Conroe Rotary Club workday.
- Treated ant mounds throughout Cedar Brake Park per resident request.

## **General**

- Attended weekly Leadership Team meetings.
- Completed 10 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.
- Dropped off and removed barricades and pedestrian signs for Lone Star Street Dance.
- Dropped off and removed barricades and pedestrian signs for weekly Sip N Stroll.
- Delivered Christmas tree to library on November 15, 2024.
- Delivered barricades and pedestrian signs, maintained trash, and assisted Event Coordinator with Christmas events including Christmas Parade, Light up the Park, and Snow Party.
- Removed dead animal from street at the corner of MLK and Liberty.
- Completed trial run Movie Night with Event Coordinator.
- Confirmed Welcome Flag lights are working properly.
- Attended Everbridge meetings.



- Met with Knapheide representative regarding PW fleet.
- Attended SH 105 – CSJ 0338-02-032 Utility in ROW Exception meeting.
- Attended construction completion inspection of sanitary sewer rehab phase II/00654-011-00 meeting onsite.
- Attended SH 105-CSJ 0338-02-032 Weekly Coordination meeting to resolve conflicting existing infrastructure with TxDOT's proposed work planned.
- Attended Evergreen focus groups.

