



101 Old Plantersville Rd.

Montgomery, TX 77316

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Monthly Report for February 2022

Water

- Completed monthly cutoff list for non-payment.
- Completed monthly leak notification door hangers.
- Completed monthly meter verification list.
- Completed monthly idle meter list for consumption. No issues were found.
- Activated/deactivated 4 water accounts.
- Completed 1 work orders for endpoint maintenance issues.
- Completed 3 work orders for water leaks.
- Completed 14 work orders for miscellaneous water issues.
- Completed 13 work orders for water taps.

Wastewater

- Completed 13 work order for sewer taps.

Streets/Drainage/ROW

- Moved barricades to Old Sewer Plant and created storage location for Police Department.
- Repaired 2 potholes.
- Completed item for weed patrol.
- Completed 1 work order for Street ROW – Ditch/Drainage.
- Completed 1 work orders for street sign issues.
- Completed daily utility locates as necessary.
- Completed daily removal of bandit signs as necessary.

Building/Facility/Vehicle/Equipment Maintenance

- Repaired leak in women's restroom at Community Center.
- Assembled and installed additional shelving for Janitor Closet at City Hall.
- Replaced outdoor light to the restrooms at Homecoming Park.
- Assembled desk for Assistant City Administrator.
- Installed automatic soap dispensers in restrooms and kitchen at City Hall.
- Added and replaced lights in new office building at WWTP.
- Replaced exhaust fans in both restrooms at WWTP.
- Replaced batteries in weather station at WWTP.
- Conducted weekly Safety Inspection Reports.
- Assembled new shelves at City Hall.
- Replaced both flags at City Hall.
- Repainted City Secretary's office.



- Installed soap dispensers in restrooms in new Public Works building.
- Hung a clock at City Hall for court.
- Prepared ceiling for paint at WWTP.
- Installed electric deadbolts on both doors at new office.
- 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 16 work orders for general-City Hall maintenance.

Parks/Recreation

- Repaired door at Fernland Park - Simonton House.
- Replaced node to water fountain at Memory Park.
- 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 587 visitors and provided 41 tours for the month.

General

- Began transition to Incode for Accounting (Billing and Payroll).
- Began setup for Texas Flags Celebration.
- Assembled desk for Public Works Administrative Assistant.
- Moved all furniture to new office at WWTP.
- Built 2 sets of steps for new Public Works' office building.
- Treated entire pump area under stairs for ants.
- Added and spread 5 tons of brownwood base to ditch line in front of shed at new WWTP.
- Delivered 2 concrete goats.
- Attended Pre-Bid and Bid Opening – GLO Sewer Project Meeting.
- Attended Department Head meetings.
- Attended Water Plant Generator Overview meeting.
- Completed 20 work orders for maintenance-general issues.
- Completed monthly safety meeting with department and safety officer.
- Attended bi-weekly Operations and Developments conference calls with utility operator and engineer.
- Attended Eagle Scout project meeting.

