



101 Old Plantersville Rd.

Montgomery, TX 77316

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Monthly Report for January 2022

Water

- Replaced split 2" gate valve on HPT tank discharge.
- Replaced light sockets in control room and chlorine room at Water Well 2.
- 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 7 water accounts.
- Completed 2 work orders for endpoint maintenance issues.
- Completed 6 work orders for water leaks.
- Completed 9 work orders for miscellaneous water issues.
- Completed 24 work orders for water taps.

Wastewater

- Completed 23 work order for sewer taps.
- Completed 1 work orders for sewer-stop up.

Streets/Drainage/ROW

- Repaired 2 potholes.
- Reinstalled Welcome Sign at Prairie @ John Butler after repairing and repainting.
- Reinstalled fallen sign north of library following storm.
- Reinstalled fallen stop sign at Brock's Ln @ Brock's Ct following storm.
- Repaired speed hump sign on College.
- Reinstalled street sign on College @ Liberty following storm.
- Installed banner signpost on Liberty.
- Dredged south side ditch of Clepper for better drainage.
- Completed 2 work order for Street ROW – Ditch/Drainage.
- Completed 5 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

- Installed electrical outlet for copier at City Hall.
- Repaired wall outlet at Utility Desk.
- Setup and removed tables for Susan Hensley's Retirement Party.
- Changed all air filters at City Hall, Community Center and Fernland Park.
- Trenched, laid, and buried conduit and waterline to new Public Works office.
- Replaced letters on brick sign at Cedar Brake Park.
- Cleaned battery terminals on all trucks and equipment.
- Sharpened and cleaned chains and chainsaws.
- Replaced Bobcat trailer hitch for PW-1702.
- 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.

Parks/Recreation

- Replaced both flags at Homecoming Park.
- Posted all park reservation notices.
- Treated for wasps at Fernland Park.
- Replaced GFI plug at Cedar Brake Park.
- Repaired Jardine Cabin handrail at Fernland Park.
- Repaired/replaced black border around playground at Cedar Brake Park.
- Replaced 1" irrigation valve for eastern zone at Fernland Park.
- Completed 22 work orders for maintenance-parks issues.
- M/W/F cleaning of all restrooms and grounds.
- Fernland docents reported 740 visitors and provided 71 tours for the month.

General

- Disassembled and removed Christmas decorations.
- Flew, folded, and delivered flag for Susan Hensley retirement.
- Cleaned up and removed debris city wide due to storm.
- Removed fallen tree from Memory Park following the storm.
- Cleanup all fallen limbs at Cedar Brake Park following storm.
- Completed items for weed patrol.
- Hauled scrap metal to scrap yard.
- Attended meeting with Home Depot and Amazon for Omnia Cooperative Purchasing Agreement.
- Attended Christmas Parade debriefing.
- Attended Strategic Plan meeting with all department heads.
- Participated in the Code Enforcement Office interview.
- Completed 18 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.

