



City of Chipley



PUBLIC WORKS DEPARTMENT
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Monthly Departmental Report to City Council

Date: June/2026

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Building Maintenance

1. **Daily-** (Shivers, Gilmore, Northside, Farmers Market) Pick up trash, clean and stock restrooms, and check for vandalism.
2. **Weekly-** (Glenwood Cemetery, Public Works, City Hall, Big Flag) Flag poles, ropes, flags, and lights are checked.
3. **Weekly-** (Glenwood Cemetery, Main Street, North & South Railroad Avenue, Farmers market) Empty the trash cans at these locations.
4. **Monthly-** (Public Works, City Hall, Fire Department, Police Department) Every month the lights, fire extinguishers, HVAC filters, smoke detectors, and timers are checked.
5. **Monthly-** (All traffic signals and crosswalks) The cabinets, filters, buttons and lights are checked at these locations.
6. **Monthly-** (Shivers, Northside, Gilmore) The playground equipment is checked monthly.
7. **Monthly-** Escort Cross Country to Jim Trawick Park and Bill Lee station for monthly service.
8. **Monthly-** Change door codes on bathrooms at Farmer's Market.

June Work Orders

1. Installed 6 new ADA pads, watered trees, put up 6 strands of lights, and put together garbage cans and delivered them to the Mongoven Building.
2. Replaced 2 keypad locks at the Public Works Office.
3. Put up 3 new signs at the Farmer's Market and 3 new signs at the Chamber Office.
4. Sprayed for ants, cleaned, stocked and checked the electricity at the Farmer's Market for two separate different events.
5. Got 3 quotes for repairs to damaged City truck.
6. Put up more bird spikes at the Farmer's Market.
7. Reset one timer downtown.
8. Converted 2 lamp post downtown to LED bulbs on 5th St. & South Railroad Avenue.
9. Moved a filing cabinet and sprayed for wasp at City Hall.
10. Put up 4 new Hometown Hero banners.
11. Capped off broke water line at Jim Trawick Park for Parks & Recreation.

Water Department

1. **Monthly**- We have 243 fire hydrants in the system. We flush approximately 20 per month. We do this to ensure the hydrant is operating properly. We also weed eat around the hydrants, so they are easy to see and access.
2. **Monthly**- We have 177 water valves in the system. We turn 20 per month. We do this to ensure the valves are not seizing up.
3. **Monthly**- We have 25 dead end lines in the system. We try to flush at least 5 per month. We do this to keep the water from becoming stagnant in these lines.

DEP requires we turn every hydrant, valve, and dead-end line at least once per year. We record the dates and times for our DEP inspections.

Locates	42
Service Leaks	22
After Hours Service Leaks	1
Water Availability Request	8
Water Taps	1
Water Main Breaks	0

June Work Orders

1. Re-reads and disconnect list for City Hall.
2. Assisted Gas Department with upgrading gas service on Old Bonifay Road.
3. Assisted Street Department with putting mill material on roads.
4. Assisted Building Maintenance Department with putting down ADA pads.
5. Weed-eated around all fire hydrants in all Wards.
6. Set meter at 853 1st Street per City Hall work order.
7. Worked on fire hydrant at 8th Street & Brickyard Road.
8. Took garbage cart to 819 5th Street to replace damaged one.
9. Made tap, set meter and box at 747 3rd Street.
10. Added cold mix to patches and re-worked old patches.
11. Unloaded fencing at Jim Trawick Park for the Watermelon Festival.
12. Put lime rock in driveway at 1155 South Blvd.
13. Took lead/copper samples for DEP.

Water Meter Technician

Water Connects	25
Water Disconnects	35
Re-Reads	231
Door Knockers	20
Replaced Meter Boxes	5
Replaced Meter Lids	2
Hydrant Meter Set	0

Street Department

June Work Orders

1. Sign maintenance.
2. Equipment maintenance.
3. Maintained streets, sidewalks and driveways.
4. Special pickups.
5. Limb pickups 4 days.
6. Leaf pickup 2 days.
7. Maintained 2,751 feet of ditches in various Wards for the month of June.
8. Patched potholes in all Wards.
9. Took down fence, asphalt sealed and striped parking lot at old Mongoven Building.
10. Checked all drains during rain events.
11. Cut low hanging limbs over sidewalks and streets in all Wards.
12. Trimmed low hanging limbs at Shivers Park.
13. Swept parking lot & filled in hole at Jim Trawick Park for upcoming Watermelon Festival.
14. Put mill material on roads in Ward 1.
15. Set up road closures for Roulhac Reunion Parade and Watermelon Festival Parade.
16. Cut grass around Public Works yard.
17. Sprayed ditches.

Inmate Crew performed the following:

Ward 1-Finished cutting, cleaning, edging sidewalks, curbs & gutters.

Ward 2-Started 2nd Ward; cutting, cleaning, trash pickup. Cleaned Church Avenue for Roulhac Reunion Parade; cut ditches and weed-eated around culverts.

Ward 3-Started on Ward 3; cutting grass, ditches and sidewalks. Cut drainage ditch on 7th Street, Pecan Street, East Blvd and sidewalk at guardrail on South Blvd. between Orange Street and Pecan Street. Cut Peach Street.

Ward 4- Cut 2nd Street and Forrest Avenue railings

Gas Department

1. **Weekly**- Change Gas Charts.
2. **Weekly**-Check regulator station and odorant station.
3. **Monthly**- Check the voltage at the Rectifier Station.
4. **Monthly**- Conduct field odorant test.
5. **Monthly**- Check odorant station to ensure adequate odorant is injected into the system.
6. **Monthly** -Check cathodic protection in all wards.

Locates	54
Gas Calls	1
New Service – Upgraded	2
Pressure Test	3
Replaced Meters	1
Pulled Inactive Meters	1
Replaced Gas Warning Signs	2
Gas Availability Request	2
Abandonments	3
Gas Connects	0
Gas Disconnects	1

June Work Orders

1. Assisted Water Department with multiple water leaks.
2. Upgraded gas service from steel to plastic at 1426 Old Bonifay Road.
3. City Services performed odorant testing.
4. Sprayed grass and weed killer at Odorant Station and Regulator Station.
5. Assisted Street Department with Watermelon Parade.

Animal Control

Animal Complaints	24
Cats Impounded	7
Dogs Impounded	2
Dog Bite Cases	1
Dead Animal Pick up	2