



City of Chipley



PUBLIC WORKS DEPARTMENT
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Monthly Departmental Report to City Council

Date: December/2025

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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.

December/ Work Orders

1. Replaced the big USA flag at Wendy's.
2. Replaced two outlets downtown for Christmas lighting.
3. Replaced one timer downtown on antique streetlamps.
4. Replaced bulb in the south light on the big USA flag at Wendy's.
5. Repaired 4 antique streetlamps downtown.
6. Worked on keeping Christmas lighting operational all month.
7. Replaced light switch in the men's bathroom at the Police Department.
8. Went to Dothan to pick up 3 repaired USA flags.

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	15
Service Leaks	18
After Hours Service Leaks	0
Water Availability Request	3
Water Taps	0
Water Main Breaks	0

December Work Orders

1. Passed out doorknockers and performed water meter readings for City Hall.
2. Assisted Street Department with driveway at Spivey Lane and inlet box on Railroad Avenue.
3. Assisted Building Maintenance Department with plugging in Christmas lighting and putting big USA flag back up.
4. Added cold mix to patch on Orange Street.
5. Fixed tire on on-call truck.
6. Tested and repaired backflow at the Hwy. 77 well.
7. Assisted Water Utilities Department with sewer repair in alleyway next to Styling Station.
8. Cleaned vehicles and performed maintenance on equipment.
9. Annual DEP inspection.

Water Meter Technician

Water Connects	18
Water Disconnects	28
Re-Reads	958
Door Knockers	35
Replaced Meter Boxes	1
Replaced Meter Lids	0
Hydrant Meter Set	1
Replaced Registers	0
Set Water Meters	0

Street Department

December Work Orders

1. Sign maintenance.
2. Equipment maintenance.
3. Maintained streets, sidewalks and driveways.
4. Special pickups.
5. Limb pickups 4 days.
6. Leave pickup 2 days.
7. Assisted with cleaning all parks.
8. Cleaned up limbs at Shivers Park.
9. Cut low hanging limbs over sidewalks and roads.
10. Passed out doorknockers to customers regarding special pickups.
11. Checked ditches and storm drains prior to rain events.
12. Box bladed Warren Avenue and Ward Road.
13. Put mill material on Plum Circle.
14. Cut palm trees in City parking lot and hauled off.
15. Assisted Water Department with water leak on Peach St. & Wynn Drive and 5th & Watts Ave.
16. Cut palm tree at Glenwood Avenue and 5th Street and hauled off.
17. Worked on leaf-vac system.
18. Took out driveway at 1236 Spivey & 764 3rd Street regraded, formed up and re-poured.
19. Built berm at Johnson Avenue and Falling Waters Road due to water going into customer's yards.
20. Swept Farmer's Market parking lot, Chipley Station parking lot, Hwy. 77 & Hwy. 90 parking lot and parking lot at 5th Street and South Railroad Avenue.
21. Put down mill material on Spivey Lane.
22. Set up road closures, cones and barricades for Christmas Parade and Christmas Festival.

Inmate Crew performed the following:

Edged sidewalks on Wells Avenue, Gibson Avenue and part of 3rd Street.

Cleaned downtown parade route for Christmas Parade.

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.

Gas Calls	4
New Service – Upgraded	0
Pressure Test	3
Replaced Meters	0
Pulled Inactive Meters	0
Replaced Gas Warning Signs	0
Gas Availability Request	1
Abandonments	0
Gas Connects	0
Gas Disconnects	0

December Work Orders

1. Assisted with reading meters for City Hall.
2. Assisted Building Maintenance Department with pressure washing the Farmer’s Market and putting an exhaust fan in the bathroom at City Hall.
3. Assisted the Water Department with a water leak on Peach Street & Wynn Drive.
4. Working on fixing leaks found on recent leak survey.
5. Conducted quarterly distribution patrol.
6. Assisted Water Utilities Department with sewer line in alleyway by Styling Station.

Animal Control

Animal Complaints	5
Cats Impounded	0
Dogs Impounded	5
Dog Bite Cases	2
Dead Animal Pick up	1