



City of Chipley



PUBLIC WORKS DEPARTMENT
671 Rustin Drive
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6346 - Fax: (850) 638-6314

Monthly Departmental Report to City Council

Date: September/2025

Prepared by: Guy Lane

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.

September Work Orders

1. Replaced one swing at Shivers Park.
2. Pressure washed the Farmer's Market twice.
3. Sprayed for wasps at City buildings.
4. Put out flags downtown for Labor Day holiday.
5. Tested the electrical at the Farmer's Market prior to event.
6. Repaired an antique streetlamp downtown.
7. Cleaned and stock bathrooms at Farmer's Market for Thursday Night Lights event.
8. Met with a customer at Glenwood Cemetery to purchase a plot.
9. Marked off one plot at Glenwood Cemetery for funeral home in Panama City.
10. Moved desk at City Hall.
11. Assisted Water Department with reading meters.

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	25
Service Leaks	18
After Hours Service Leaks	0
Water Availabilities	2
Water Taps	0
Water Main Breaks	0

September Work Orders

1. Assist with meter reads.
2. Assisted Gas Department with abandoning gas services on 3rd St. & Bennett Drive.
3. Assisted Street Department with pouring concrete.
4. Took Stage 2 water samples at 1481 N. Blvd. for DEP compliance.
5. Checked water pressure at 983 Main Street. Pressure was good.
6. Assisted contractor at FDOT with locating water line.
7. Worked on sprinklers downtown.
8. Added cold mix to utility patch on Bennett Drive and on Church Avenue.
9. Disconnected water meter at 723 Orange Street due to demolishing house.

Water Meter Technician

Water Connects	24
Water Disconnects	24
Re-Reads	1,546
Door Knockers	35
Replaced Meter Boxes	1
Replaced Meter Lids	0
Hydrant Meter Set	1
Replaced Registers	1
Set Water Meters	0

Street Department

1. Sign maintenance.
2. Equipment maintenance.
3. Maintained streets, sidewalks and driveways.
4. Special pickups.
5. Limb/Leaf pickup.
6. Poured sidewalk on 3rd Street at outfall ditch.
7. Poured slab for generator at lift station behind Seaborn's Automotive.
8. Re-patched utility cuts on Griffin Road that were made during lowering of natural gas line.
9. Painted handicapped parking spots at the Fire Department, City Hall, Police Department, Shivers Park, Gilmore Park and Northside Park.
10. Sprayed outfall ditches that were cut with side-arm and mini-X.
11. Assisted Water Utilities Department with sewer lateral in Martin Woods Subdivision.
12. Cut low hanging limbs in all Wards.
13. Put out barricades and road closed signs for Thursday Night Lights event downtown.
14. Swept alleyway at City parking lot from 5th Street to Main Street.
15. Took the Mini-X, backhoe and boom truck to the "Touch a Truck" event at the Thursday Night Lights event.
16. **Inmate crew** trimmed low hanging limbs over sidewalks, mowed old Roulhac, the retention ponds at Martin Woods S/D and 5th Street, the Chamber of Commerce Building, old Fire Department, the Communications Tower, Fire Department and City Hall.

The following ditches were mowed:

1st Street to fence 2,005 ft./ 1st Street to 2nd Street 684 ft./ 2nd Street to Morris Lift Station 1,506 ft./ Kay Avenue to outfall ditch on 1st Street 498 ft./ Kay Avenue to 2nd Street 477 ft./ Morris Lift Station 200 ft./ Bus barn to end of ditch 425 ft./ South side of RR tracks from Dalton Street to end 275 ft./ Hwy. 77 to 5th Street 400 ft./ MLK to outfall ditch 200 ft./ Coggin Avenue to 9th Street 575 ft./ North 7th Street 236 ft./ Outfall ditch between 7th Street to Glenwood Avenue 675 ft./ Campbellton Avenue to Old Bonifay Road 664 ft./ MLK east to Deermont Circle 975 ft./ Outfall ditch on 1st Avenue from Peach Street to main ditch on Hwy. 90 1,750 ft./ Peach Street to dead end 170 ft./ Pecan Street to Orange Street 475 ft./ Ditch behind T&B Treasures to Gilbert Acres 807 ft./ 7th Street from Hwy. 90 to South Blvd. 737 ft./ Ditch between Tommy's Tires to Dollar Store on Hwy. 90 325 ft./ Chestnut Hill Street to Harrell Avenue 234 ft./ Behind First Baptist Youth Center to end 300 ft./ From Shivers Park west to Coleman Avenue 975 ft.

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	51
Gas Calls	6
New Service	1
Pressure Test	1
Replaced Meters	0
Pulled Inactive Meters	2
Replaced Gas Warning Signs	4
Gas Availability	0
Abandonments	3

September Work Orders

1. Assisted with reading meters for City Hall.
2. Assisted Water Department with water leaks.
3. Painted C.P. test stations.
4. Assisted Building Maintenance with pressure washing sidewalk at Farmer's Market and moving a desk at City Hall.

Animal Control

Animal Complaints	5
Cats Impounded	8
Dogs Impounded	0
Dog Bite Cases	0
Dead Animal Pick UP	2