City of Chipley

PUBLIC WORKS DEPARTMENT
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Monthly Departmental Report to City Council
Date: October/2026
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Building Maintenance

1. **Daily**- (Shivers, Gilmore, Northside, Farmers Market, Mongoven Building) 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.

October Work Orders

1. Fixed a door at the police department.
2. Checked the power at the Farmer's Market twice for an event.
3. Put up more bird spikes at the Farmer's Market.
4. Took down and put up the big flag due to weather.
5. Put up and take down the flood panels at City Hall and library.
6. Replaced two flags at the cemetery and one at Public Works.
7. Changed out the front door lock at 1209 Campbellton Ave.
8. Put back the wind screen fence at the pickle ball court.
9. Fixed the broken fence at Northside Park.
10. Put up new flag at Wendy's.
11. Put out a generator at Glenwood Ave. & Hwy 77 for the traffic signal.
12. Pressure washed and sprayed wasp nest at the Farmer's Market.
13. Reset timers downtown.
14. Replaced one receptacle and cover at Shiver's Park.

15. Cleaned and stocked bathrooms at the Farmer's Market for an event twice.

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	32
Remarked locate tickets	0
Service Leaks	16
After Hours Service Leaks	0
Water Availability Request	5
Water Taps	3
Meter Box Replacement	3
Water Main Breaks	0

October Work Orders

1. Re-reads and disconnect list for City Hall.
2. Assisted Building Maintenance Department with parks and Farmer's Market.
3. Assisted Street Dept. with pouring concrete on Wells Ave.
4. 845 Falling Water Rd. turned water off per customers request then back on.
5. Done utility reads for City Hall.
6. Added cold mix to the patch on Church Ave. & Pecan St.
7. Added cold mix to the patch at Hwy 77 & Glenwood Ave.
8. 1217 Shipes Rd. checked water pressure at residence because customer said his pressure washer wouldn't run and it was new. Had 80psi at their spigot.
9. Lower service for contractors at the new Peach Lift Station.
10. Put up flood panels at City Hall.
11. Run a graph at 769 3rd St.
12. Storm clean up.
13. Checked ditches in Wards 1 & 2 for down trees.
14. Took flood panels down at City Hall.

15. Set meter at 592 Main St.
16. Run a graph at 1388 Forrest Ave.
17. Replaced the registers at 555 MLK Dr. & 1388 Forrest Ave.
18. Formed sidewalk up on Pecan St.
19. Ran graphs at 1555 South Blvd. & 1388 South Blvd.

Water Meter Technician

Water Connects	9
Water Disconnects	19
Re-Reads	1100
Door Knockers	0
Non-Payment Disconnects	96
Non-Payment Reconnects	40
Replaced Meter Boxes	0
Replaced Meter Lids	0
Hydrant Meter Set	0

Street Department

October Work Orders

1. Sign maintenance.
2. Equipment maintenance.
3. Maintained streets, sidewalks and driveways.
4. Special Pick Ups.
5. Leaf/Limb pick up.
6. Ditch between Tommy's Tire and the Dollar Store on Hwy 90 cut 250' with the sidearm mower.
7. Sprayed ditches at 4th St. & Glenwood Ave. 100', 5th St. to Morris Ave. 180', Peach St. ditch from Wynn Dr. to 6th Ave. 425', 8th St. ditch from outfall to end 315'.
8. Patched potholes in all wards.
9. Cut low hanging limbs in all wards over sidewalks and roads.
10. Removed two oak trees on 2nd St. & Campbellton Ave. with Clark's Tree Service.
11. Made up sandbags and put them at the Chamber Office.
12. Put up flood panels at City Hall.
13. Cleaned ditch at 645 Watts Ave.
14. Changed oils and serviced the excavator #337
15. Put new fuel primer on the John Deere sidearm mower #1211
16. Set out sandbags and sand across the road from Public Works.

17. Swept roads in 1st and 2nd wards.
18. Put out road flooded signs for hurricane.
19. Cut up fallen tree on 5th St. & Harrell Ave., Westbourne Ave., 2nd St. & Campbellton Ave., Warren Ave. & 6th St., Watts ave. & 7th St.
20. Removed old sidewalk, graded out, formed up, and poured sidewalk at 1285 Wells Ave.
21. Removed debris from outfall ditches, drains, and inlets in all wards.
22. Mowed outfall ditch at Page Ave. to Piggots on Hwy 90.
23. Straighten road signs in all wards.
24. Hauled 4 loads of millings from Anderson Columbia to Public Works.
25. Cleaned parade route for Homecoming parade, set up road closures and detours, and took down after parade.

Inmate Crew performed the following:

Ward 1 – Cut 1st Ward, helped with storm clean up.
Ward 2 – Cut 2nd Ward, helped with storm clean up.
Ward 3 – Cut 3rd Ward, helped with storm clean up.
Ward 4 – Cut 4th Ward, helped with storm clean up.
1. Working on Christmas lights in the bushes and trees.
2. Helped with the clean up after the hurricane.
3. Cleaned the downtown area.
4. Completed the Christmas lights on south of Railroad Ave. & Hwy 77. Now working on the north side.

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	29
Gas Calls	5
New Service – Upgraded	0
Pressure Test	1
Gas Meter Sets	0
Pulled Inactive Meters	1
Replaced Gas Warning Signs	1
Gas Availability Request	1

October Work Orders

1. Assisted Building Maintenance with the big flag.
2. Working on the leak survey.
3. Assisted with the re-reads for City Hall.
4. Assisted with putting up the flood panels at City Hall and the library.
5. 717 South Blvd. moved 100' of 5/8" pe gas service for new septic tank install.
6. Fixed gas leaks that were found on leak survey.
7. Assisted with storm clean up.
8. Welded up front bucket on the John Deere.
9. Changed out gas charts 4 times this month.
10. Assisted with pressure washing at the Farmer's Market, clean parks, and removing trash downtown.
11. Assisted the Water Dept. at 1244 Court Ave.

Animal Control

Animal Complaints	4
Cats Impounded	0
Dogs Impounded	2
Dog Bite Cases	1
Dead Animal Pick up	3