

*“This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests that the item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Agenda of the Clare City Commission.”*

**DEPARTMENT OF PUBLIC WORKS  
DEPARTMENT REPORT – APRIL 2010**

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Street Work. During the winter plowing season some yards were damaged when the plows went by so we repaired the areas with new top soil and seeded. The damages were caused on streets that do not have curb and gutter so it makes it difficult to tell where the edge of the road is during a snow storm. We installed new guard rail on the E. Second St. Bridge and also replaced the hand rail on the Tobacco river bridge with new composite material. We also installed top railing on the fence across the bridge. Rail was never installed by MDOT and the chain link fence was starting to sag from no support. We started to clean all storm catch basins in Foel Subdivision as time permitted.

Water & Sewer Work. We continue to replace water meter radio transponders that are failing due to the battery life. These devices have been in service for approximately ten years. New devices are \$85.00 each and we have currently replaced about 300 units of approx. 1100 in the system. Each month we get a report on how many are not reading, winter time is the worse for them because of the cold temps affect the batteries as they get older. I think it is best that we try to replace 200-300 yearly so that we do not have the batteries failing in the same year. We replaced the water service to 407 W. Wheaton Ave. which was a galvanized service that was leaking. We replaced the 4” meter for Cherry Grove Cemetery which had failed. We had three sewer complaints about backups so we washed the sewer main in front of these locations to make sure that it was not the fault of the main line sewer. All three locations turned out to be the service leads to the residents.

Cemetery Work. With the early spring we have poured approximately 20 foundations for monuments that will be installed before Memorial Day. The last day for requests for these foundations is May 1<sup>st</sup>. this ensures that we have them done for the holiday. We had three burials for the month.

Miscellaneous Work. Crews buried a conduit from the Public Safety Building to where the contractor left off with the new fiber optics in the city park. They also removed some soil and replaced the bark where the grease containers are at in the Fourth St. parking lot.

DPW Work. Clare Pride Day we help with anything that they requested such as hauling the new mulch to several locations, picking up the debris that they collected and supervising some of their projects. Over the last couple of years we had approximately 30 trees removed so we contracted with a stump remover to grind the stumps. City crews removed the grindings and replaced with top soil and seeded and mulched the area. There were approximately 15 on the west side of town and he will start on the east side next month.

Attachments. Manhour Report, Utility Work Order Report, Equipment Report, Fuel Report

**DEPARTMENT OF PUBLIC WORKS- MANHOUR (APRIL 2010)**

FUND	% OF HOURS	DEPARTMENT	April-10	
			REG.	O/T
<b>GENERAL FUND</b>	4.02%	General Fund/City Hall	57.00	
	10.84%	Cemetery	153.50	
	0.64%	Parades/Flags/Pking Lots	9.00	
	2.12%	DDA Parking Lots	30.00	
	0.71%	DDA Trees & Lights	10.00	
	1.34%	Airport	19.00	
<b>PARKS</b>	1.84%	Lake Shamrock Dam & Park work	26.00	
<b>TKLINE'S</b>	0.56%	Trunkline Surface Maintenance	8.00	
	1.48%	Trunkline Shoulder Maintenance	21.00	
	3.32%	Trunkline Sweeping	47.00	
<b>MAJOR STREETS</b>	3.39%	Major Street Preservation	48.00	
	0.00%			
<b>LOCAL STREETS</b>	27.96%	Local Street Preservation	396.00	
	0.00%			
<b>SEWER</b>	2.29%	Collection	30.50	2.00
<b>WATER</b>	9.11%	Distribution & Meter Mts.	123.00	6.00
<b>DPW</b>	20.08%	DPW Admin/Bldg/Equip	284.00	0.50
	10.31%	OFF TIME: Sick/Vac	146.00	
<i>1416.5</i>	<b>100%</b>	<b>TOTALS:</b>	<b>1408</b>	<b>8.5</b>

FUND	% OF HOURS	DEPARTMENT	April-10	
			REG.	O/T
<b>DPW Clerical</b>	4.13%	Cemetery Admin	7.3	
	21.06%	Refuse Collection	37.22	
	4.13%	Major Sts Admin	7.3	
	4.13%	Local Sts Admin	7.3	
	21.48%	Sewer Collection	37.96	
	26.43%	Water Distribution	45.96	0.75
	6.20%	DPW Administration	10.96	
	12.45%	OFF TIME: Holiday/Sick/Vac	22	
<i>176.75</i>	<b>100%</b>	<b>TOTALS:</b>	<b>176</b>	<b>0.75</b>

FUND	% OF HOURS	DEPARTMENT	April-10	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	81.82%	PARKS WORK	144	
	1.70%	DDA WORK	3	
	2.84%	BUILDING & GROUNDS WORK	5	
	13.64%	OFF TIME: Holiday/Sick/Vac	24	
176	100%	TOTALS:	176	0

FUND	% OF HOURS	DEPARTMENT	April-10	
			REG.	O/T
SEASONAL EMPLOYEES	97.11%	PARKS WORK	470.5	
	2.89%	AIPORT MOWING	14	
	0.00%	CEMETERY WORK		
484.5	100%	TOTALS:	484.5	0

## UTILITY WORK ORDERS COMPLETED IN APRIL 2010

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service turned on</i>	16
<i>Service turned off (requested or non-payment)</i>	7
<i>Take Final Reading for Sale of Property</i>	1
<i>Meter Check/High Usage Check</i>	3
<i>Install or Replaced Meter or Meter Head</i>	4
<i>Replaced RF (reading device)</i>	4
	35

## EQUIPMENT RENTAL - APRIL 2010

### GENERAL FUND

General Operations	101-265.000-943.641	483.37		
Cemetery	101-276.000-943.641	2,414.67		
Police	101-301.000-943.641	16,986.49		
Parking Lots/Flags	101-441.000-943.641	1,379.83		
Street Lighting	101-448.000-943.641	71.82		
Airport	101-537.000-943.641	<u>828.85</u>		
			<b>101-000.000-001</b>	<b>-\$22,165.03 cr</b>

### MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	5,588.82		
Major Streets	202-449.000-943.641	<u>4,448.76</u>		
			<b>202-000.000-001</b>	<b>-\$10,037.58 cr</b>

### LOCAL STREETS:

	203-449.000-943.641	<u>13,769.21</u>		
			<b>203-000.000-001</b>	<b>-\$13,769.21 cr</b>

### PARKS & DAM MTS.:

	208-751.001-943.641	<u>6,487.01</u>		
			<b>208-000.000-001</b>	<b>-\$6,487.01 cr</b>

### SEWER FUND

Sewer Treatment	590-536.001-943.641	599.04		
Sewer Collection	590-536.002-946.641	<u>682.65</u>		
			<b>590-000.000-001</b>	<b>-\$1,281.69 cr</b>

### WATER FUND

Water Trmt/Pumping	591-536.003-946.641	438.86		
Water Dist./Meters	591-536.004-946.641	<u>1,117.59</u>		
			<b>591-000.000-001</b>	<b>-\$1,556.45 cr</b>

### MOBILE EQUIPMENT FUND

Cash Received	641-000-001	<b>\$55,296.97</b>		
General Fund	641-000-669.101			-\$22,165.03
Major Sts/Tklines	641-000-669.202			-\$10,037.58
Local Sts	641-000-669.203			-\$13,769.21
Parks	641-000-669.208			-\$6,487.01
Sewer	641-000-669.590			-\$1,281.69
Water	641-000-669.591			-\$1,556.45

### CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101	\$22,165.03
Major Sts/Tklines	102-000-669.202	\$10,037.58
Local Sts	102-000-669.203	\$13,769.21
Parks	102-000-669.208	\$6,487.01
Sewer	102-000-669.590	\$1,281.69
Water	102-000-669.591	\$1,556.45

<b>EQUIPMENT RENTAL, ALL</b>	<b>102-000.000-067</b>	<b>\$55,296.97</b>
<b><u>DEPOSITS:</u></b>	<b>102-000.000-001.001</b>	
	<b>102-000.000-067.102</b>	

## FUEL REPORT FOR PERIOD:

**FEB 21, 2010 - APRIL 3, 2010**

<b>DEPT:</b>	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
City Hall	26.936	75.80	2.814				75.80
Fire Dept	41.877	119.20	2.846	148.890	431.01	2.895	550.21
Police Dept	896.114	2,477.97	2.765				2,477.97
DPW	327.693	903.30	2.757	678.889	1,932.12	2.846	3,108.58
Parks	42.297	118.85	2.810	53.315	154.31	2.894	
W/WWT	237.957	653.46	2.746				653.46
Average Rate for Regular:			2.790	Average Rate for Diesel:		2.878	
<b>Total Bill:</b>							<b>\$6,866.02</b>

**JAN 24, 2010 - FEB 20, 2010**

<b>DEPT:</b>	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
City Hall	23.942	62.75	2.621				62.75
Fire Dept				36.179	97.51	2.695	97.51
Police Dept	614.539	1,615.35	2.629				1,615.35
DPW	212.479	563.37	2.651	631.361	1,699.00	2.691	2,469.85
Parks	31.140	80.00	2.569	47.716	127.48	2.672	
W/WWT	132.259	349.39	2.642				349.39
Average Rate for Regular:			2.622	Average Rate for Diesel:		2.686	
<b>Total Bill:</b>							<b>\$4,594.85</b>

**DEC 26, 2009 - JAN 24, 2010**

<b>DEPT:</b>	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
City Hall	27.795	77.45	2.786				77.45
Fire Dept				59.039	171.16	2.899	171.16
Police Dept	627.941	1,726.00	2.749				1,726.00
DPW	276.398	760.64	2.752	896.304	2,534.30	2.828	3,439.18
Parks				50.913	144.24	2.833	
W/WWT	125.795	350.83	2.789				350.83
Average Rate for Regular:			2.769	Average Rate for Diesel:		2.853	
<b>Total Bill:</b>							<b>\$5,764.62</b>