

*“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 – MAY 2010**

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Street Work. The asphalt plant opened in May so we started patching street openings that have been accumulating since the plant closed in November of 2009. The street openings range from repairs on manholes, water main breaks, and areas of bad asphalt. We purchase the asphalt mix from Central Asphalt in Mt. Pleasant haul and place with our own equipment. On Schoolcrest Avenue we had Gallihugh Construction replace the curb near Gateway Pharmacy that was in very poor shape. They also installed the new sidewalk in front of Clare Castle. MDOT's contractor completed the repairs to the railroad crossing so it was open for the holiday weekend.

Water & Sewer Work. At the corner of E. Sixth and Jackson Sts we had a sanitary sewer manhole that needed to be rebuilt due to the brick deteriorating. Crews also installed a new storm manhole on Shamrock Court; this was done because we were not able to clean the line due to the extreme distance between manholes.

Cemetery Work. In preparation for Memorial Day we completed the remaining foundations that needed to be poured and black dirt, seed and mulch was installed. Veteran's flags were placed on their graves and will remain up until after June 14<sup>th</sup> which is Flag Day. There were 4 burials during the month in which 3 were cremations. A large limb fell in the cemetery in which crews cleaned up.

Miscellaneous Work. The first Tuesday of the month was an election so the Public Safety Building was set up for this election and tore down the day after. The silt traps for Lake Shamrock have been cleaned so DPW crews have removed the silt to the approved disposal site. Four trees were removed that were within city right of way, they were requested to be removed due to them being diseased. We have also contracted with MDOT to sweep the City of Harrison four times per year in which we completed the first sweeping prior to Memorial Day.

DPW Work. The first week of the month is always the week that we try to chip brush and during the summer months it takes two to three days to complete. Next to Tender Care is a large wet land area in which we have an outlet to the Little Tobacco Drain. This outlet was always getting plugged so we installed a manhole and a device to keep it from getting plugged. This level for the wet land is set by the DNRE so we are not allowed to drain the swamp completely.

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

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

FUND	% OF HOURS	DEPARTMENT	May-10	
			REG.	O/T
<b>GENERAL FUND</b>	1.26%	General Fund/City Hall	17.00	0.50
	6.72%	Cemetery	90.00	
	0.37%	Parades/Flags/Pking Lots	5.00	
	0.45%	DDA Trees & Lights	6.00	
	0.85%	Airport	11.50	
<b>PARKS</b>	2.15%	Lake Shamrock Dam & Park work	29.00	
<b>TKLINE'S</b>	2.45%	Trunkline Sweeping	33.00	
	0.59%	Sweeping in Harrison for MDOT	8.00	
<b>MAJOR STREETS</b>	3.30%	Major Street Preservation	44.50	
	0.00%			
<b>LOCAL STREETS</b>	30.91%	Local Street Preservation	416.50	
	0.00%			
<b>SIDEWALKS</b>	0.45%	Sidewalk Work	6.00	
<b>SEWER</b>	3.08%	Collection	37.00	4.50
<b>WATER</b>	8.61%	Distribution & Meter Mts.	110.00	6.00
<b>DPW</b>	18.18%	DPW Admin/Bldg/Equip	238.00	7.00
	20.63%	OFF TIME: Sick/Vac	278.00	
<i>1347.5</i>	<b>100%</b>	<b>TOTALS:</b>	<b>1329.5</b>	<b>18</b>

FUND	% OF HOURS	DEPARTMENT	May-10		
			REG.	O/T	
<b>DPW Clerical</b>	5.48%	Cemetery Admin	7.34	2	
	21.85%	Refuse Collection	37.26		
	4.30%	Major Sts Admin	7.34		
	4.30%	Local Sts Admin	7.34		
	21.89%	Sewer Collection	37.33		
	21.89%	Water Distribution	36.83		0.5
	6.49%	DPW Administration	11.06		
	13.78%	OFF TIME: Holiday/Sick/Vac	23.5		
<i>170.5</i>	<b>100%</b>	<b>TOTALS:</b>	<b>168</b>	<b>2.5</b>	

FUND	% OF HOURS	DEPARTMENT	May-10	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	84.52%	PARKS WORK	142	
	4.76%	DDA WORK	8	
	1.19%	BUILDING & GROUNDS WORK	2	
	9.52%	OFF TIME: Holiday/Sick/Vac	16	
168	100%	<b>TOTALS:</b>	<b>168</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	May-10	
			REG.	O/T
SEASONAL EMPLOYEES	88.47%	PARKS WORK	466	
	2.33%	CITY GARDENS/FLOWER BEDS	12.25	
	9.21%	AIPORT MOWING	48.5	
	0.00%	CEMETERY WORK	0	
526.75	100%	<b>TOTALS:</b>	<b>526.75</b>	<b>0</b>

### UTILITY WORK ORDERS COMPLETED IN MAY 2010

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service turned on</i>	13
<i>Service turned off (requested or non-payment)</i>	5
<i>Meter Check/High Usage Check</i>	1
<i>Install new meter &amp; RF (new services)</i>	3
<i>Replaced RF (reading device)</i>	<u>4</u>
	26

## EQUIPMENT RENTAL - MAY 2010

### GENERAL FUND

General Operations	101-265.000-943.641	71.10		
Cemetery	101-276.000-943.641	662.87		
Police	101-301.000-943.641	15,443.01		
Parking Lots/Flags	101-441.000-943.641	365.12		
Street Lighting	101-448.000-943.641	87.60		
Airport	101-537.000-943.641	<u>505.90</u>		
			<b>101-000.000-001</b>	<b>-\$17,135.60 cr</b>

### MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	4,790.44		
Major Streets	202-449.000-943.641	<u>2,839.67</u>		
			<b>202-000.000-001</b>	<b>-\$7,630.11 cr</b>

### LOCAL STREETS:

	203-449.000-943.641	<u>10,366.88</u>		
			<b>203-000.000-001</b>	<b>-\$10,366.88 cr</b>

### PARKS & DAM MTS.:

	208-751.001-943.641	<u>13,694.68</u>		
			<b>208-000.000-001</b>	<b>-\$13,694.68 cr</b>

### SEWER FUND

Sewer Treatment	590-536.001-943.641	610.89		
Sewer Collection	590-536.002-946.641	<u>1,019.33</u>		
			<b>590-000.000-001</b>	<b>-\$1,630.22 cr</b>

### WATER FUND

Water Trmt/Pumping	591-536.003-946.641	429.52		
Water Dist./Meters	591-536.004-946.641	<u>1,386.20</u>		
			<b>591-000.000-001</b>	<b>-\$1,815.72 cr</b>

### MOBILE EQUIPMENT FUND

Cash Received	641-000-001	<b>\$52,273.21</b>		
General Fund	641-000-669.101		-\$17,135.60	
Major Sts/Tklines	641-000-669.202		-\$7,630.11	
Local Sts	641-000-669.203		-\$10,366.88	
Parks	641-000-669.208		-\$13,694.68	
Sewer	641-000-669.590		-\$1,630.22	
Water	641-000-669.591		-\$1,815.72	

### CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101	\$17,135.60
Major Sts/Tklines	102-000-669.202	\$7,630.11
Local Sts	102-000-669.203	\$10,366.88
Parks	102-000-669.208	\$13,694.68
Sewer	102-000-669.590	\$1,630.22
Water	102-000-669.591	\$1,815.72

<b>EQUIPMENT RENTAL,</b>	<b>102-000.000-067</b>	<b>\$52,273.21</b>
<b><u>ALL DEPOSITS:</u></b>	<b>102-000.000-001.001</b>	
	<b>102-000.000-067.102</b>	