

*“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 – AUGUST 2011**

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*Street Work.* Street work included our normal schedule of brush chipping, street sweeping, blading, and brining – we used a total of 5,000 gallons of brine this month. We also did our final sweeping of business routes in Harrison and Clare County Road Commission has been billed. Robbin Harsh finished the removal of the old asphalt on Dunlop Street and Gallihugh & Sons completed the installation of the new curbing. City crews raised structures and rebuilt manholes as well as cleaning up the work areas, filling in driveways, and doing the restoration work behind the new curbs. Central Asphalt blacktopped the street opening on West Fourth where the water main was repaired and began the new blacktopping of Dunlop.

Gallihugh & Sons also worked on various sidewalks that needed to be replaced for safety reasons. City crews hauled away the old sidewalk materials and completed the restoration work around the new sidewalks.

*Water & Sewer Work.* Water and sewer work included our normal schedule of meter repair and/or replacement as well as disconnects for non-payment (and turning back on again once paid). We also repaired a 12” water main break on West Fourth Street. Other work included washing the sewer for 404 East Sixth, and washing the sewer for the 100 block of Dunlop, and checking the sewer on Forest Avenue.

*Cemetery Work.* There were three (3) cremation burials and two (2) adult burials in Cherry Grove Cemetery this month and we made one grave opening for St. Cecilia’s. Other work included repairing a leak in the sprinkling system.

*Miscellaneous Work.* We began working on the new roof for the railroad depot; worked on the gravel parking lot behind BlackBear & Broadcloth (between Fourth & Third Streets); put up drapes at the Shamrock Pavilion for “Theater in the Park”; tore out the Commission Room carpeting at City Hall; and helped prepare for the Main Street Car Show.

*DPW Work.* We had our normal schedule of building and equipment maintenance. Norm is getting caught up on the backload of repairs that had been accumulating while we were without a mechanic.

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

**DEPARTMENT OF PUBLIC WORKS- MANHOUR (AUG. 2011)**

FUND	% OF HOURS	DEPARTMENT	August-11	
			REG.	O/T
<b>GENERAL FUND</b>	1.01%	General Fund/City Hall	15.00	
	27.19%	Railroad Depot	402.50	
	2.38%	Cemetery	28.00	7.25
	1.08%	Parking Lots//Flags	16.00	
	1.38%	DDA Parking Lots	20.50	
<b>PARKS</b>	0.88%	Lake Shamrock Dam & Park work	11.00	2.00
<b>TKLINE'S</b>	0.14%	Trunkline Surface Maintenance		2.00
	3.28%	Trunkline Sweeping	48.50	
	0.54%	Trunkline Sweeping Harrison	8.00	
<b>MAJOR STREETS</b>	4.15%	Major Street Preservation	59.50	2.00
	0.00%			
<b>LOCAL STREETS</b>	14.86%	Local Street Preservation	220.00	
	1.55%	Local Streets Administration	23	
<b>SIDEWALKS</b>	1.82%	Sidewalk Construction/Restoration	25.50	1.50
<b>SEWER</b>	2.20%	Collection	28.50	4.00
<b>WATER</b>	5.37%	Distribution & Meter Mts.	44.00	35.50
<b>DPW</b>	22.34%	DPW Admin/Bldg/Equip	318.00	12.75
	9.83%	OFF TIME: Sick/Vac	145.50	
<i>1480.5</i>	<b>100%</b>	<b>TOTALS:</b>	<b>1413.5</b>	<b>67</b>

FUND	% OF HOURS	DEPARTMENT	August-11	
			REG.	O/T
<b>DPW Clerical</b>	3.78%	Cemetery Admin	6.98	
	19.27%	Refuse Collection	35.56	
	3.78%	Major Sts Admin	6.98	
	3.78%	Local Sts Admin	6.98	
	19.39%	Sewer Collection	35.77	
	20.47%	Water Distribution	37.27	0.5
	5.67%	DPW Administration	10.46	
	23.85%	OFF TIME: Holiday/Sick/Vac	44	
<i>184.5</i>	<b>100%</b>	<b>TOTALS:</b>	<b>184</b>	<b>0.5</b>

FUND	% OF HOURS	DEPARTMENT	August-11	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	89.80%	Parks Work	164.5	7.25
	10.20%	DDA Work	19.5	
	0.00%	Bldg & Grounds Work		
	0.00%	OFF TIME: Holiday/Sick/Vac		
191.25	<b>100%</b>	<b>TOTALS:</b>	<b>184</b>	<b>7.25</b>

FUND	% OF HOURS	DEPARTMENT	August-11	
			REG.	O/T
SEASONAL EMPLOYEES	63.58%	Parks Work	473.75	1
	18.38%	Trustee Supervision	137.25	
	9.64%	Cemetery Work	72	
	8.40%	Airport Mowing	62.7	
746.7	<b>100%</b>	<b>TOTALS:</b>	<b>745.7</b>	<b>1</b>

Trustee work included:

- Working on Baseball Fields and Soccer Fields;
- Setting up Fifth Street Parking Lot for Car Show;
- Moving the Skateboard Park for Fourth Street building demolitions;
- Moving furniture at Public Safety Building;
- Helping to fix water leak at Cherry Grove Cemetery;
- Helping with cleanup on Dunlop Road after reconstruction;
- Picking up trash/litter on city streets, in the Industrial Park, and in city parks;
- Emptying trash barrels at Shamrock Park; and
- Weed whipping throughout town including around fire hydrants, spraying weeds, & pulling weeds.

### UTILITY WORK ORDERS COMPLETED IN AUGUST 2011

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service turned on</i>	10
<i>Service turned off (requested or non-payment)</i>	11
<i>Meter Check/High Usage Check</i>	1
<i>Check city sewer lines (backup problems)</i>	1
<i>Install or Replaced Meter or Meter Head</i>	1
<i>Replaced RF (reading device)</i>	<u>3</u>
	27

**FUEL REPORT FOR PERIOD:  
JULY 1, 2011 - AUGUST 1, 2011**

<b>DEPT:</b>	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
City Hall	15.847	41.28	2.605				41.28
Fire Dept	2.053	6.30	3.069	105.517	325.93	3.089	332.23
Police Dept	573.486	1,884.43	3.286				1,884.43
DPW	174.124	569.89	3.273	618.985	2,050.74	3.313	4,284.28
Parks	372.017	1,214.64	3.265	90.943	304.85	3.352	
Airport				42.555	144.16	3.388	
W/WWT	161.753	495.57	3.064	10.254	32.91	3.209	528.48
Average Rate for Regular:			3.094	Average Rate for Diesel:		3.270	
						<b>Total Bill:</b>	<b>\$7,070.70</b>

**FUEL REPORT FOR PERIOD:  
AUGUST 1, 2011 - SEPTEMBER 1, 2011**

<b>DEPT:</b>	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
City Hall	15.307	44.07	2.879				44.07
Fire Dept	8.505	24.34	2.862	61.463	181.01	2.945	205.35
Police Dept	490.865	1,459.58	2.973				1,459.58
DPW	160.889	460.19	2.860	401.352	1,234.77	3.077	3,158.66
Parks	339.525	985.98	2.904	114.345	349.25	3.054	
Airport				42.264	128.47	3.040	
W/WWT	196.986	625.56	3.176	14.986	50.35	3.360	675.91
Average Rate for Regular:			2.942	Average Rate for Diesel:		3.095	
						<b>Total Bill:</b>	<b>\$5,543.57</b>

## EQUIPMENT RENTAL - AUGUST 2011

### GENERAL FUND

General Operations	101-265.000-943.641	21.68		
Railroad Depot	101-265.000-943.641	1,426.50		
Cemetery	101-276.000-943.641	635.34		
Police	101-301.000-943.641	1,616.26		
Parking Lots/Flags	101-441.000-943.641	<u>1,021.88</u>		
			<b>101-000.000-001</b>	<b>-\$4,721.66 cr</b>

### MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	4,350.30		
Sweeping Harrison	202-446.001-943.641	714.88		
Major Streets	202-449.000-943.641	<u>2,226.16</u>		
			<b>202-000.000-001</b>	<b>-\$7,291.34 cr</b>

### LOCAL STREETS:

203-449.000-943.641	<u>7,865.76</u>		<b>203-000.000-001</b>	<b>-\$7,865.76 cr</b>
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### PARKS & DAM MTS.:

208-751.001-943.641	<u>15,115.94</u>		<b>208-000.000-001</b>	<b>-\$15,115.94 cr</b>
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### SIDEWALKS:

211-444.000-943.641	<u>439.54</u>		<b>211-000.000-001</b>	<b>-\$439.54 cr</b>
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### SEWER FUND

Sewer Treatment	590-536.001-943.641	586.32		
Sewer Collection	590-536.002-946.641	<u>195.42</u>		
			<b>590-000.000-001</b>	<b>-\$781.74 cr</b>

### WATER FUND

Water Trmt/Pumping	591-536.003-946.641	398.89		
Water Dist./Meters	591-536.004-946.641	<u>1,161.97</u>		
			<b>591-000.000-001</b>	<b>-\$1,560.86 cr</b>

### MOBILE EQUIPMENT FUND

Cash Received	641-000-001	<b>\$37,776.84</b>		
General Fund	641-000-669.101			-\$4,721.66
Major Sts/Tklines	641-000-669.202			-\$7,291.34
Local Sts	641-000-669.203			-\$7,865.76
Parks	641-000-669.208			-\$15,115.94
Sidewalks	641-000-669.211			-\$439.54
Sewer	641-000-669.590			-\$781.74
Water	641-000-669.591			-\$1,560.86

**CONSOLIDATED FUND: Checks Written For:**

General Fund	102-000-669.101	\$4,721.66
Major Sts/Tklines	102-000-669.202	\$7,291.34
Local Sts	102-000-669.203	\$7,865.76
Parks	102-000-669.208	\$15,115.94
Sidewalks	102-000-669.211	\$439.54
Sewer	102-000-669.590	\$781.74
Water	102-000-669.591	\$1,560.86

<b>EQUIPMENT RENTAL, <u>ALL</u></b>	<b>102-000.000-067</b>	<b>\$37,776.84</b>
<b><u>DEPOSITS:</u></b>	<b>102-000.000-001.001</b>	
	<b>102-000.000-067.102</b>	