

TO: Mayor Humphrey & City Commissioners  
FROM: Diane Schmidt, City Clerk  
DATE: December 15, 2009  
RE: Department Report  
CC: Ken Hibl, City Manager

For the Agenda of December 21, 2009

*\*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 this 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.*

**The following Ordinance changes were adopted in 2009:**

2009-001 - An Ordinance to approve amendments to the City of Clare Downtown District Design Development Standards Ordinance 2008-001.  
2009-002 - An Ordinance to provide for a service charge in lieu of taxes for a proposed senior citizen dwelling project for persons of qualifying income to be financed or assisted pursuant to provisions of the State Housing Development Authority Act of 1966.  
2009-003 - The City of Clare road naming and address numbering Ordinance.  
2009-004 - An Ordinance to approve amendments to Chapter 52, Division 8, Sections 52-277 and 52-279 the City of Clare Downtown District Design Development Standards *Conflicts between standards and Sign review standards.*

**Accounts Receivable Aging**

The following is an Aged Accounts Receivable Report for the City of Clare, Miscellaneous Receipts as of December 15, 2009:

Current: \$428.00  
Over 30: \$1,682.50  
Over 60: \$435.75  
Over 90: \$644.00  
Over 120: \$7,719.09 (Includes Vernon Twp. Fire Protection Services for \$7,069.69 which are billed and paid semi-annually)

**Insurance**

In 2009, the following personnel insurance claims were made:

Processed four employee short term disability claims.

Processed four worker's compensation claims, no lost time claims.

Received the following payments from our insurer for 2009 property damage claims:

Damage to the 03 Dodge – scraped side entering gate (\$1,704.00).

Damage to the vactor truck –blew tire in transit (\$1,382.59).

Damage to the 04 Crown Victoria – car/deer (\$2,025.44).

Released funds from escrow for Briarwood fire repairs (\$7,681.00).

Completed the 2009 Worker's Compensation audit report.

Reviewed and updated City property list and liability coverage limits.

**Personnel**

Provided response to applicants applying for positions at the City.

Designed and implemented new standardized payroll reporting timesheet to provide uniformity and streamline payroll processing.

Revamped personnel filing system to comply with recordkeeping standards.

Developed skills test for individuals applying for office positions within the City Clerk's department.

Continue to provide training for Clerical staff in the Clerk's office.

Completed MML wage & hour survey.

Processed paperwork for transition of employee's health insurance administrator and prepared employee notifications.

**Accounts Payable**

Revamped vendor filing system to improve efficiency in locating documentation needed for reporting requests.

**FOIA**

Responded to six FOIA requests and two subpoena requests.

**Elections**

Administered the May School Election and November General Election.

**Meetings**

Participated in departmental meetings; Fiscal Oversight Committee meeting; Safety Committee meetings; Zoning Board of Appeals meetings; Planning Commission meetings when schedule allowed; City Commission meetings when schedule allowed; Cable Consortium meetings; Railroad Depot public forum 2010 Board & Committee Meeting schedules are attached for your information.

**Other**

Updated City Department's PowerPoint slides for presentation to the Planning Commission; Participated in preparation of rail-trail grand opening ceremony and compiled guest list for the event; Prepared presentation for Railroad Depot public forum; Compiled Commission Christmas card list; Processed paperwork to complete an Industrial Facilities Tax Exemption, an Industrial Development District and Plant Rehabilitation District, and a Brownfield Redevelopment Plan.

**School Schedule**

Winter 2010 class schedule is as follows:

Wednesday 5:30pm – 8:25 pm and Thursday 4:30 pm – 7:15 pm

Spring internship schedule is not available at this time.