

“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.”

NOVEMBER 2009 – DEPARTMENT REPORT

DEPARTMENT OF PUBLIC WORKS

Street work (19.12%) included our normal schedule of sweeping, blading, brining, and brush chipping. We also hot patched a street opening at 602 Cottage where the customer tied into the city sewer system. Other work included preparing our blade trucks for the upcoming winter season.

Water and sewer work (19.16%) including disconnecting service for non-payment and reconnecting once the delinquent balances were paid; disconnecting service for customers leaving Clare for the winter months; and several meter appointments as evidenced by the work order list. The radio frequency reading devices (RF) have an internal battery with a shelf life of approximately 8 to 10 years, and need to be replaced as the internal batteries quit working. We also made a new sewer tap at 602 Cottage, and repaired a leaking meter at 504 John Street.

Cemetery work (4.33%) included three (3) adult burials, three (3) cremation burials, and shutting down the cemetery sprinkling system for the season.

Miscellaneous work included dismantling the election area; putting up flags downtown in observance of Veteran's Day; replacing bulbs on the DDA trees before the holiday season; and working the parade that recognized the Clare Pioneer football team.

DPW work (48%) included our normal schedule of building and equipment maintenance. The high number of off-time hours included two days holiday and several hours of vacation time due to deer hunting season.

Bob Bonham

Bob Bonham, Superintendent
Department of Public Works

BB:cd

Attachments: DPW Manhour Report
Fuel Usage Report
Work Order List (Utility Program)
Equipment Usage Report

DEPARTMENT OF PUBLIC WORKS- MANHOUR (NOV 2009)

FUND	% OF HOURS	DEPARTMENT	November-09	
			REG.	O/T
GENERAL FUND	1.56%	General Fund/City Hall	21.25	
	4.33%	Cemetery	53.50	5.50
	0.81%	Parades/Flags/Pking Lots	11.00	
	0.22%	Downtown Trees & Lights	3.00	
	4.62%	DDA Trees & Lights	63.00	
	0.15%	Airport	2.00	
PARKS	2.13%	Lake Shamrock Dam & Park work	29.00	
	0.00%	Parks Plowing & Ice Rink		
TKLINE'S	0.31%	Surface Maintenance	2.25	2.00
	0.29%	Shoulder Maintenance		4.00
	2.06%	Sweeping	28.00	
	0.11%	Drains & Backslopes	1.50	
MAJOR STREETS	5.91%	Preservation	80.50	
	0.00%			
LOCAL STREETS	9.63%	Preservation	131.25	
	0.00%			
SIDEWALKS	1.17%	Construction/Restoration	16.00	
SEWER	3.89%	Collection	51.00	2.00
WATER	14.81%	Distribution & Meter Mts.	196.75	5.00
DPW	18.42%	DPW Admin/Bldg/Equip	251.00	
	29.58%	OFF TIME: Sick/Vac	403.00	
<i>1362.5</i>	100%	TOTALS:	1344	18.5

FUND	% OF HOURS	DEPARTMENT	November-09	
			REG.	O/T
DPW Clerical	5.66%	Cemetery Admin	9.4	0.25
	19.14%	Refuse Collection	32.64	
	3.75%	Major Sts Admin	6.4	
	3.75%	Local Sts Admin	6.4	
	19.52%	Sewer Collection	33.28	
	23.77%	Water Distribution	38.28	2.25
	5.63%	DPW Administration	9.6	
	18.77%	OFF TIME: Holiday/Sick/Vac	32	
<i>170.5</i>	100%	TOTALS:	168	2.5

FUND	% OF HOURS	DEPARTMENT	November-09	
			REG.	O/T
PARKS	76.19%	PARKS WORK	128	
	1.19%	DDA WORK	2	
	13.10%	BUILDING & GROUNDS WORK	22	
	9.52%	OFF TIME: Holiday/Sick/Vac	16	
<i>168</i>	100%	TOTALS:	168	0

EQUIPMENT RENTAL - NOVEMBER 2009

GENERAL FUND

General Operations	101-265.000-943.641	57.12	
Cemetery	101-276.000-943.641	1,283.82	
Police	101-301.000-943.641	3,620.70	
Parades/Flags/Pking Lots	101-441.000-943.641	586.59	
Trees & Lights	101-448.000-943.641	556.37	
Airport	101-537.000-943.641	21.38	
		101-000.000-001	-\$6,125.98 cr

MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	3,455.00	
Mj Sts Preservation	202-449.002-943.641	2,590.71	
		202-000.000-001	-\$6,045.71 cr

LOCAL STREETS

Lo Sts Preservation	203-449.002-943.641	6,975.80	
		203-000.000-001	-\$6,975.80 cr

Parks & Lake Shamrock Dam

Parks & Dam Mts	208-751.001-943.641	1,163.31	
		208-000.000-001	-\$1,163.31 cr

SIDEWALKS

Sidewalk Replacement	211-444-943.641000	534.26	
		211-000.000-001	-\$534.26 cr

SEWER FUND

Sewer Treatment	590-536.001-943.641	546.79	
Sewer Collection	590-536.002-946.641	454.28	
		590-000.000-001	-\$1,001.07 cr

WATER FUND

Water Trmt/Pumping	591-536.003-946.641	354.02	
Water Distribution/Meters	591-536.004-946.641	1,348.00	
		591-000.000-001	-\$1,702.02 cr

MOBILE EQUIPMENT FUND

Cash Received	641-000-001	\$23,548.15	
General Fund	641-000-669.101		-\$6,125.98
Major Sts/Tklines	641-000-669.202		-\$6,045.71
Local Sts	641-000-669.203		-\$6,975.80
Parks	641-000-669.208		-\$1,163.31
Sidewalks	641-000-669.211		-\$534.26
Sewer	641-000-669.590		-\$1,001.07
Water	641-000-669.591		-\$1,702.02

CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101	\$6,125.98
Major Sts/Tklines	102-000-669.202	\$6,045.71
Local Sts	102-000-669.203	\$6,975.80
Parks	102-000-669.208	\$1,163.31
Sidewalks	102-000-669.211	\$534.26
Sewer	102-000-669.590	\$1,001.07
Water	102-000-669.591	\$1,702.02

EQUIPMENT RENTAL, ALL DEPOSITS:

	102-000.000-067	\$23,548.15
	102-000.000-001.001	
	102-000.000-067.102	

NOVEMBER 2009 (BILLED 12/1/2009)

DEPT:	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL	AVERAGE RATE	AMOUNT BILLED
City Hall	40.433	109.75	2.714				109.75
Fire Dept	43.013	119.85	2.786				119.85
Police Dept	370.200	1,001.34	2.705				1,001.34
DPW	250.877	687.50	2.740	393.778	1,109.01	2.816	2,175.42
Parks	104.525	285.78	2.734	32.573	93.13	2.859	
W/WWT	108.955	296.72	2.723				296.72
Average Rate for Regular:			2.734	Average Rate for Diesel:		2.838	
						Total Bill:	\$3,703.08

OCTOBER 2009 (BILLED 12/1/2009)

DEPT:	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL	AVERAGE RATE	AMOUNT BILLED
City Hall	9.731	24.90	2.559				24.90
Fire Dept	35.526	93.22	2.624	15.506	38.32	2.471	131.54
Police Dept	539.486	1,411.77	2.617				1,411.77
DPW	208.956	535.26	2.562	507.470	1,296.42	2.555	2,652.85
Parks	219.944	557.32	2.534	100.290	263.85	2.631	
W/WWT	117.325	297.93	2.539	26.956	67.19	2.493	365.12
Average Rate for Regular:			2.572	Average Rate for Diesel:		2.537	
						Total Bill:	\$4,586.18

SEPTEMBER 2009 (BILLED 12/1/2009)

DEPT:	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL	AVERAGE RATE	AMOUNT BILLED
City Hall	43.159	107.70	2.495				107.70
Fire Dept	42.738	112.27	2.627	0.685	1.71	2.496	113.98
Police Dept	485.129	1,217.80	2.510				1,217.80
DPW	269.522	678.22	2.516	619.305	1,639.57	2.647	3,461.17
Parks	338.547	849.95	2.511	110.350	293.43	2.659	
W/WWT	154.565	388.60	2.514				388.60
Average Rate for Regular:			2.529	Average Rate for Diesel:		2.601	
						Total Bill:	\$5,289.25

JULY 2009 (BILLED 12/1/2009)

DEPT:	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL	AVERAGE RATE	AMOUNT BILLED
City Hall	26.636	68.30	2.564				68.30
Fire Dept	25.783	63.45	2.461				63.45
Police Dept	284.534	744.60	2.617				744.60
DPW	132.278	345.40	2.611	555.891	1,397.29	2.514	2,021.72
Parks	102.442	267.03	2.607	4.689	12.00	2.559	
W/WWT	73.118	186.91	2.556	19.002	48.60	2.558	235.51
Average Rate for Regular:			2.569	Average Rate for Diesel:		2.543	
						Total Bill:	\$3,133.58

JUNE 1-16, 2009 FUEL USAGE (BILLED 12/1/2009)

DEPT:	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL	AVERAGE RATE	AMOUNT BILLED
City Hall	10.462	29.60	2.829	16.020	41.00	2.559	70.60
Fire Dept	124.755	321.46	2.577	25.783	70.88	2.749	392.34
Police Dept	420.251	1,203.76	2.864	47.716	122.11	2.559	1,325.87
DPW	159.640	458.43	2.872	533.038	1,364.05	2.559	2,460.14
Parks	107.710	314.76	2.922	126.181	322.90	2.559	
W/WWT	26.450	78.00	2.949	5.378	13.76	2.559	91.76
Average Rate for Regular:			2.836	Average Rate for Diesel:		2.591	
						Total Bill:	\$4,340.71

CITY OF CLARE - DPW
COMPLETED WORK ORDERS - NOVEMBER 2009

	<u>Work Order #</u>	<u>Service Address</u>	<u>Date Completed</u>	<u>Type</u>
1.	OFNP 09-0075	1003 Court	11/03/09	Off for Non-Payment; Paid & back on.
2.	OFNP 09-0076	633 Cunningham	11/03/09	Off for Non-Payment; Paid & back on.
3.	OFNP 09-0078	318 Forest	11/03/09	Off for Non-Payment; Paid & back on.
4.	OFNP 09-0080	106 John R	11/03/09	Off for Non-Payment; Renter vacated.
5.	OFNP 09-0083	309 Schoolcrest	11/03/09	Off for Non-Payment; Paid & back on.
6.	OFNP 09-0085	406 W Wheaton	11/03/09	Off for Non-Payment; Paid & back on.
7.	EST3 09-0215	532 McEwan	11/06/09	Kept meter; replaced RF
8.	EST3 09-0216	102 W First	11/06/09	Replaced meter and RF
9.	EST3 09-0217	104 W First	11/06/09	Replaced meter and RF
10.	EST3 09-0218	520 Witbeck	11/09/09	Kept meter; replaced RF
11.	EST3 09-0219	540 Witbeck	11/09/09	Kept meter; replaced RF
12.	EST3 09-0220	508 E Fifth	11/10/09	Replaced meter and RF
13.	EST3 09-0221	213 W Firt #1W	11/10/09	Replaced meter and RF
14.	REPAIR 09-0160	203 W First #1E	11/10/09	Kept meter; replaced RF
15.	REPAIR 09-0161	211 W First #2W	11/10/09	Kept meter; replaced RF
16.	EST3 09-0222	308 E Sixth	11/12/09	Kept meter; replaced RF
17.	EST3 09-0145	570 Witbeck	11/13/09	Kept meter; replaced RF
18.	EST3 09-0162	206 E Seventh	11/13/09	Kept meter; replaced RF
19.	EST3 09-0225	705 Schoolcrest	11/13/09	Kept meter; replaced RF
20.	EST3 09-0226	207 W Third	11/13/09	Kept meter; replaced RF
21.	REPAIR 09-0162	501 E Fifth	11/13/09	Changed meter head and replaced RF
22.	EST3 09-0223	303 W Sixth	11/16/09	Kept meter; replaced RF
23.	EST3 09-0224	304 W Sixth	11/16/09	Changed meter head and replaced RF
24.	NEW 09-0028	125 Dwyer	11/17/09	Install meter in new construction
25.	OFF 09-00359	601 Cottage	11/17/09	Service is Off for Wiinter
26.	EST3 09-0192	508 E Sixth	11/18/09	Replaced meter and RF
27.	EST3 09-0233	107 Dunlop	11/18/09	Kept meter; replaced RF
28.	EST3 09-0235	302 E State	11/18/09	Replaced meter and RF
29.	EST3 09-0236	515 Manee	11/18/09	Changed meter head and replaced RF
30.	EST3 09-0237	301 John R	11/18/09	Changed meter head and replaced RF
31.	EST3 09-0239	107 E Wheaton	11/18/09	Changed meter head and replaced RF
32.	EST3 09-0242	306 E State	11/18/09	RF Wires were crossed; fixed.
33.	OFF 09-00365	1204 Hemlock	11/18/09	Service is Off for Wiinter
34.	EST3 09-0227	202 Mary	11/19/09	Replaced meter and RF
35.	EST3 09-0231	307 E State	11/19/09	Kept meter; replaced RF
36.	EST3 09-0238	214 E State	11/19/09	Kept meter; replaced RF
37.	EST3 09-0241	410 John R	11/19/09	Kept meter; replaced RF
38.	EST3 09-0244	704 Sunset	11/19/09	Kept meter; replaced RF
39.	NEW 09-0012	125 Dwyer (Sprinkler)	11/19/09	Install sprinkler meter for new construction
40.	OTH 09-0016	415 McEwan	11/19/09	Verified service is still off; building is vacant
41.	RF 019-0011	201 E Wheaton	11/19/09	Compound Meter - Changed both RFs
42.	EST3 09-0246	316 E Seventh	11/20/09	Kept meter; replaced RF
43.	EST3 09-0247	505 John R	11/20/09	Kept meter; replaced RF
44.	EST3 09-0229	203 Maple	11/23/09	Replaced meter and RF
45.	EST3 09-0234	323 John	11/23/09	Changed meter head and replaced RF
46.	EST3 09-0243	405 John R	11/23/09	Kept meter; replaced RF
47.	EST3 09-230	324 John R	11/23/09	Kept meter; replaced RF
48.	EST3 09-0240	732 Blossomwood	11/24/09	Kept meter; replaced RF
49.	EST3 09-0251	631 Cunningham	11/24/09	Kept meter; replaced RF
50.	EST3 09-0248	501 Hemlock	11/25/09	Kept meter; replaced RF
51.	EST3 09-0249	315 E Seventh	11/25/09	Kept meter; replaced RF
52.	EST3 09-0250	205 Maple	11/25/09	Kept meter; replaced RF
53.	EST3 09-0254	659 Prairie	11/25/09	Changed meter head and replaced RF
54.	EST3 09-252	731 Eastwood	11/25/09	Kept meter; replaced RF
55.	HIGHUSE 09-082	406 Wilcox	11/25/09	Water softner malfunctioning
56.	OFF 09-00366	305 Schoolcrest	11/25/09	Service is Off for Wiinter
57.	EST3 09-0232	307 John R	11/30/09	Changed meter head and replaced RF
58.	HIGHUSE 09-083	403 N Rainbow	11/30/09	Leaking toilet
59.	OFF 09-00367	406 John R	11/30/09	Service is Off for Wiinter