

“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 – OCTOBER 2015
ALAN J. JESSUP, DIRECTOR**

STREET WORK. We had our normal schedule of blading, brining, brush chipping and street sweeping. We also cold patched and did some black topping. Hot patched at water leak and storm sewer repair areas. Worked on manhole inspections for water infiltration and sucked out sanitary manholes for DEQ. Also finished sucking out hydrants. Put gravel in for Holbrook’s second driveway. Also put up a new sign at Beech and 4th Streets. We cut down 29 trees that were affected by ash borers and Consumers cut down 14. Hauled sand for salt/sand stock pile to salt barn.

WATER & SEWER WORK: Water and sewer work this month included our regular schedule of Miss Digs and meter reading and work as well as turning on and off for non-payment and washed and sucked out sewers. Water leak on Cedar by high school ¾” copper service, saw cut around the hole at water leak for new black top, and fixed a water valve at 308 W 7th Street that wasn’t broke. Called in for sanitary sewer back up and storm sewer back up. Called in at 11 p.m. for sewer. First attempt to fix hydrant on Brookwood Ave the bolts at the bottom flange were rotted. Put new bolts in it and it still leaked. Located water boxes on Brookwood for hydrant replacement and built a new fire hydrant to replace the one that was broke. Sucked out fire hydrants for the winter and put on hydrant flags. Luke Potter attended a water class for CEC’s. Hauled brown water from the iron removal tank at water treatment plant.

CEMETERY WORK: We had five (5) adult burials in the Cherry Grove Cemetery this month, as well as digging in foundations, setting and pouring foundations and general cleaning.

MISCELLANEOUS WORK: Homecoming parade and Costume parade. Worked with Joy on Spooktacular. Helped the police with the school lock down. Ran electrical and phone conduit for the depot. Painted snowboards. Hauled silt trap spoil from Shamrock and Witbeck Drive. Laid the brick down on the DDA sidewalk that was fixed.

DPW WORK: DPW work was just our normal schedule of equipment repair and maintenance this month including working on dump trucks, washing vehicles and cleaning garage. And worked on the Police dept’s sewer fan.

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

DEPARTMENT OF PUBLIC WORKS- MANHOUR (OCT. 2015)

FUND	% OF HOURS	DEPARTMENT	October-15	
			REG.	O/T
GENERAL FUND	3.89%	General Fund	47.00	2.00
	0.79%	DDA Cement Sidewalk	10.00	
	10.64%	Cemetery	133.00	1.00
	1.51%	Parades/Flags/Pking Lots	19.00	
	0.08%	DDA Parking Lots	1.00	
TKLINE'S	0.64%	Surface Maintenance	8.00	
	3.97%	Sweeping	50.00	
	0.64%	Snow & Ice (salt/sand pile)	8.00	
MAJOR STREETS	4.61%	MJ STS Preservation	56.00	2.00
	0.16%	MJ STS Sidewalks	2	
LOCAL STREETS	10.64%	LO STS Preservation	134.00	
	0.24%	LO STS Snow/Ice (not hauling snow)	3	
PARKS	1.59%	Lake Shamrock Dam & Park work	19.00	1.00
SEWER	5.76%	Collection	68.50	4.00
WATER	20.56%	Distribution & Meter Mts.	257.00	2.00
DPW	25.37%	DPW Admin/Bldg/Equip	304.00	15.50
	8.93%	PAID TIME OFF:	112.50	
<i>1259.5</i>	100%	TOTALS:	1232	27.5

FUND	% OF HOURS	DEPARTMENT	October-15	
			REG.	O/T
DPW Clerical	5.16%	Cemetery Admin	8.8	1
	23.92%	Refuse Collection	44.89	0.5
	4.64%	Major Sts Admin	8.8	
	4.64%	Local Sts Admin	8.8	
	25.56%	Sewer Collection	45.76	2.75
	25.56%	Water Distribution	45.76	2.75
	10.51%	DPW Administration	13.2	6.75
	0.00%	PAID TIME OFF:		
<i>189.76</i>	100%	TOTALS:	176.01	13.75

FUND	% OF HOURS	DEPARTMENT	October-15	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	82.45%	PARKS WORK	144.5	3.5
	0.28%	BUILDINGS & GROUNDS	0.5	
	17.27%	PAID TIME OFF	31	
179.5	100%	TOTALS:	176	3.5

FUND	% OF HOURS	DEPARTMENT	October-15	
			REG.	O/T
SEASONAL EMPLOYEES	68.01%	PARKS WORK	456	
	1.79%	DDA WORK	12	
	4.25%	BUILDINGS & GROUNDS	28.5	
	0.89%	AIRPORT	6	
	25.06%	TRUSTEE SUPERVISION*	168	
670.5	100%	TOTALS:	670.5	0

FUND	% OF HOURS	DEPARTMENT	October-15
			REG.
*TRUSTEE WORK AREAS	25.00%	Transporting from Harrison to Clare & back to Harrison	42
	5.95%	DPW: Washing vehicles, Hanging lights, taking down shelves at Consumers - Cleaning	10
	35.71%	STREETS: Trimming trees & chipping brush - picking up trash & markers	60
	3.57%	AIRPORT: Working on Soccer Field	6
	1.79%	DEPOT: Sweeping Floors	3
	27.98%	PARKS: Picking up leaves - Raking at Brookwood - Putting Picnic Tables Away	47
168	100%	TOTALS:	168

**MANNATEC FUEL REPORT FOR PERIOD:
OCTOBER 1-31, 2015**

DEPT:	REGULAR			DIESEL			AMOUNT BILLED
	GALLONS	TOTAL COST	AVG COST	GALLONS	TOTAL COST	AVG COST	
City Hall							0.00
Fire Dept	94.766	176.29	1.860	146.010	330.14	2.261	506.43
Police Dept	772.888	1,401.50	1.813				1,401.50
DPW	249.186	448.78	1.801	833.265	1,893.29	2.272	3,254.65
Parks	400.598	722.60	1.804	87.309	189.98	2.176	
W/WWT	193.817	348.40	1.798				348.40
TOTALS:	1711.255	3,097.57		1066.584	2,413.41	Total Bill:	\$5,510.98
	Average Rate for Regular:		1.815	Average Rate for Diesel:		2.236	

OCTOBER 2015

UTILITY WORK ORDERS

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	5
<i>Service Turned OFF</i>	12
<i>High Usage</i>	2
<i>Final Reads</i>	2
<i>Meter Repair/Replace</i>	2
<i>New RF</i>	2
	<hr/> 25

EQUIPMENT RENTAL - OCTOBER 2015

GENERAL FUND

General Operations	101-265.000-943.641	168.82
Cemetery	101-276.000-943.641	2,518.40
Police	101-301.000-943.641	6,651.37
Parking Lots/Flags	101-441.000-943.641	796.06
Airport	101-537.000-943.641	384.62
		<hr/>

101-000.000-001

-\$10,519.27 cr

MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	5,643.84		
Major Streets	202-449.000-943.641	<u>2,717.72</u>		
			202-000.000-001	-\$8,361.56 cr

LOCAL STREETS:

	203-449.000-943.641	<u>8,582.82</u>		
			203-000.000-001	-\$8,582.82 cr

PARKS & DAM MTS.:

	208-751.001-943.641	<u>9,221.60</u>		
			208-000.000-001	-\$9,221.60 cr

SEWER FUND

Sewer Treatment	590-536.001-943.641	620.90		
Sewer Collection	590-536.002-946.641	<u>1,231.10</u>		
			590-000.000-001	-\$1,852.00 cr

WATER FUND

Water Trmt/Pumping	591-536.003-946.641	453.20		
Water Dist./Meters	591-536.004-946.641	<u>3,402.82</u>		
			591-000.000-001	-\$3,856.02 cr

MOBILE EQUIPMENT FUND

Cash Received	641-000-001	\$42,393.27		
General Fund	641-000-669.101			-\$10,519.27
Major Sts/Tklines	641-000-669.202			-\$8,361.56
Local Sts	641-000-669.203			-\$8,582.82
Parks	641-000-669.208			-\$9,221.60
Sewer	641-000-669.590			-\$1,852.00
Water	641-000-669.591			-\$3,856.02

CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101	\$10,519.27
Major Sts/Tklines	102-000-669.202	\$8,361.56
Local Sts	102-000-669.203	\$8,582.82
Parks	102-000-669.208	\$9,221.60
Sewer	102-000-669.590	\$1,852.00
Water	102-000-669.591	\$3,856.02

<u>EQUIPMENT RENTAL, ALL</u>	102-000.000-067	\$42,393.27
<u>DEPOSITS:</u>	102-000.000-001.001	
	102-000.000-067.102	