

# STERLING

A Colorado Treasure

**MONTHLY REPORTS**

**April 2012**

## **CITY MANAGER**

### **APRIL 2012 MONTHLY REPORT**

#### **City Manager:**

In the month of April City Manager Kiolbasa attended:

- NE Colorado Managers meeting in Akron;
- Telephone conference with Mountain States Employers Council; and
- Meeting with New World representatives regarding software for Communications Center.

#### **Executive Secretary:**

The Executive Secretary continues to do the packets for Council. She attends the administrative staff meetings and prepares the minutes.

Connie is a member of the employee newsletter committee and continues to help with the publication of it. The Executive Secretary attends the Web Group meetings and the weekly clerical staff meetings. She prepares the monthly reports, puts them on the web site and scans them into Laser Fiche for future reference.

Connie prepared for and attended the Sterling Urban Renewal Authority meeting on April 10, 2012.

Executive Secretary Bornhoft helped answer telephones in the Personnel Department.

#### **Emergency Management Coordinator (EMC):**

##### **MEETINGS ATTENDED**

#### **Northeast All Hazards Region**

EMC Owens attended a regional meeting of the Northeast All Hazards Region group. They discussed the 2012 DHS Grant program. Grant applications for the 2012 grant cycle were reviewed and prioritized for authorization. He entered an application for the Office of Emergency Management for \$7,610.29 for a new 800MHz base radio for the Emergency Operations Center. His application was chosen and will be funded in its entirety.

#### **Northeast Colorado Emergency Managers (NCEM) Group**

The EMC hosted the April NCEM meeting in Sterling. Items discussed were:

- Overview and lessons learned from the Yuma County Heartstrong wildland fire and evacuations.
- Regional update from the State CDEM.
- Report from Colorado 211, how to use as a resource in a disaster.
- Report from American Red Cross on disaster notifications and sheltering.

#### **Next Era Wind Energy**

Bob attended a multi agency meeting on an exercise design and plan development. Sterling Fire/EMS, Peetz Fire, OEM and Next Era Wind Energy all participated in planning for the upcoming safety exercise of evacuating a wind tower after an emergency. They discussed how Next Era will mesh with responders, how to find the affected wind towers, inter agency communications and notifications and developing a

safety plan. They set preliminary dates for the tabletop and functional exercises and set up a planning committee to develop the safety plan.

### **New World CAD System Update Project**

EMC Owens met with representatives from New World and City Manager Joe Kiolbasa to discuss the CAD system update in the Sterling Emergency Communications Center (SECC). They discussed funding, the need for updating to the Windows based system and a timeline for implementation. He will work with the I.T., SECC and police records departments to develop a proposal and needs assessment for a presentation for a request for funding.

### **RESPONSES**

There were several severe spring storms in the County during April. Bob monitored the storms on radar and NOAA radio and made notification entries into WebEOC.

### **TRAINING**

#### **Colorado Hospital Association**

The EMC participated in a tabletop exercise in Brush facilitated by the Colorado Hospital Association. This exercise was a regional event with participants from all of northeast Colorado. This exercise tested the capabilities of the region in the following areas:

- Interagency communications and interoperability.
- Logistics of resource sharing between hospitals.
- The ability of hospitals to interact with Emergency Managers in requesting additional resources.

#### **RE1 Schools Safety Committee**

Bob attended several exercise design and planning committee meetings for the RE-1 Schools in April. They developed a District Plan for the reunification of students after an evacuation and a separate appendix for each of the school facilities in the district. They will be doing a tabletop and full-scale exercise to test this plan in the fall of 2012.

At the Safety Committee meeting, they discussed adopting the Regional Standard Response Protocol plan for school emergencies. This plan will be presented to the RE-1 School Board and set into place for all schools in the district.

#### **Iron Key Software Training for the Emergency Operations Center (EOC)**

EMC Owens attended training on the implementation and use of the new Iron Key software that will be used on the EOC computer. This software was obtained through a grant and will be used by all of the EOC's in the region. This software greatly simplifies and streamlines the Incident Action Plan process and organizes both staffing and resource procurement in the EOC.

#### **Community Conversations Training**

Bob attended training in Greeley facilitated by the Governor's Office of Preparedness on Community Conversations. This public and citizen outreach program discusses how to identify different citizen groups and how to present specific preparedness information to them.

## OTHER OEM ACTIVITIES

EMC Owens gave two presentations on citizen preparedness for the KSTC Cross Talk show. He participated in two job interviews for new dispatcher positions for the SECC. Bob completed and entered all of the 2<sup>nd</sup> Quarter EMPG grant paperwork for the State. He completed all of the April E911 Authority bookkeeping. The EMC gave a presentation on Citizen preparedness to the High Plains Lions Club. He wrote and entered a grant application to the State Office of Homeland Security for a new base radio console for the EOC. This grant was approved and 100% funded.

Bob continued working on the Logan County Emergency Operations Plan update project. The update information is complete and is being proof read and edited prior to printing. He will develop a "Red Line" copy to present to the City Council and Commissioners that will show all of the changes that were made in the update. The plan will then need to be readopted by both the City and the County.

### Sterling Emergency Communications Center:

- Communications Center handled 2,125 calls for service during the month of April 2012, a four percent increase from the 2,038 calls received in April 2011.
- Sterling Police Department handled 1,124 calls for service in April 2012, an increase of 14 percent compared to 989 calls for service received in April 2011.
- Logan County Sheriff's Office received 809 calls for service in April 2012, a three percent decrease compared to 834 calls for service received in April 2011.
- Crook Fire Department received six calls for service in April 2012 and in April 2011.
- Fleming Fire received six calls for service in April 2012 and in April 2011.
- Merino Fire handled 12 calls for service in April 2012 compared to 16 calls for service in April 2011.
- Peetz Fire handled seven calls for service in April 2012 and in April 2011.
- Sterling Fire handled 158 calls for service in April 2012, an increase of 20 percent compared to 132 calls for service April 2011.

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,125	2,038	4%	8,050	7,500	7%
CITY OF STERLING	1,124	989	14%	4,158	3,646	14%
LOGAN COUNTY	809	834	-3%	3,138	3,004	4%
STERLING FIRE 07530	158	132	20%	684	478	43%
CROOK FIRE 07505	6	6		32	29	10%
FLEMING FIRE 07515	6	6		22	25	-12%
MERINO FIRE 07522	12	16	-25%	46	35	31%
PEETZ FIRE 07525	7	7		19	13	46%

### **Information Technology Specialist (ITS):**

Daily backup of servers, and Finance & Police Systems and routine user security maintenance continues. Another fan on the Service Center Server was replaced. ITS Anderson has been working with some server file backup issues.

The ITS worked over a weekend with IBM to do an upgrade to the Police AS400, which also required a system save prior to and after the upgrade was completed. Total down time on the Police system was 18 hours.

ITS Anderson took several computers in for repair, replaced 2 monitors, changed out a computer at the Airport, worked on several printer issues, and program and connection problems. A new copier was networked at the Service Center and the Fire Department.

April 27<sup>th</sup> all the PBX's for our phone system were down all afternoon. KCI had to replace the firewall for the IP phone system.

Mary Ann attended a SWellness meeting and made flyers and arrangements for the next event.

## CITY ATTORNEY

### APRIL 2012 MONTHLY REPORT

#### MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors and other personnel. The City Attorney also attends meetings with the City Manager and individuals. The Deputy City Attorneys attend meetings as required for their respective positions.

The paralegal attends staff meetings, Swellness presentations, and secretarial meetings when there is training.

#### DOCUMENT PREPARATION:

Prepared agendas and packets for City Attorney's submission to City Council Meetings.

Prepared the following Resolutions:

Resolution No. 4-1-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado approving a Consent to and Assignment of Lease relating to the Pioneer Park Concession Stand Lease.

Resolution No. 4-2-12, Series of 2012 - A Resolution before the City of Sterling, Logan County, Colorado, repealing Resolution No. 4-5-05, Series of 2005, and regulating water usage.

Prepared the following Ordinances:

Ordinance No. 2, Series of 2012 – An Ordinance approving the Woolery Subdivision of Lots 1 through 9, Block 4, Homebuilders Addition to the City of Sterling, Logan County, Colorado.

Other Documents:

This office worked on preparing a revised proposed Lease with the Union Pacific Railroad. This office also prepared Legal Notice and Request for Proposals forms regarding real estate auction services, and a consent form relating to the Pioneer Park Concessions Stand Lease assignment. Deputy City Attorney Matuszczak assisted with finalizing the Rules and Procedures of the Citizens Advisory Board regarding the Lodging Tax.

#### MUNICIPAL COURT:

Deputy City Attorney Gagliano prosecuted one charge and the defendant was found guilty; three defendants failed to appear for trial. The Deputy City Attorney attended arraignments, including juvenile docket arraignments. Seventeen deferred judgment stipulations were processed; eight charges were dismissed prior to trial, including one sales tax. Four Defendants changed their plea to guilty prior to trial. This office prepares Court documents, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the police department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and police department, Humane Society, and attorney files are prepared for trial.

#### LIQUOR LICENSING:

This office processed four liquor license renewal applications and one tastings permit renewal.

#### MISCELLANEOUS:

The paralegal make telephone calls to library patrons regarding past due items, and processes letters to library patrons prepared by the library staff, regarding past due items. The paralegal also assists the HR Department with answering the telephones and receptionist duties when needed.

**FINANCE DEPARTMENT**  
**APRIL 2012 MONTHLY REPORT**

The Finance Department assisted 2,746 customers during the month of April 2012. This compares to 2,512 customers in April 2011. This number does not include the contacts made by the Director of Finance. There were on average 131 customer contacts per day for April 2012. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in April 2012 in comparison to April 2011.

The General Fund revenues for the month of April 2012 amounted to \$1,263,277.54. The revenue for the month ended April 2011 in the General Fund amounted to \$1,138,542.23. Expenditures for the General fund for the month ending April 30, 2012 amounted to \$1,030,708.56 and for the same period in 2011 the expenditures were \$974,218.35.

Cash in all City funds totaled \$2,363,857.65 on April 30, 2012 and for April 30, 2011 on hand was \$1,654,848.12. On April 30, 2012 the City of Sterling had outstanding a total of \$10,127,073.54 in investments, this amount is for all funds. This breaks down to \$205,858.86 in Certificates of Deposit, \$9,820,810.45 ColoTrust Plus and \$100,404.23 in Money Market.

There were \$2,169,633.62 worth of checks issued in April 2012 for all funds; this compares to \$1,298,428.32 for the same period in 2011. There were 2548.9 gallons of gasoline and diesel used in the month of April 2012 for all City operations. This compares to 5257.2 gallons gasoline and diesel used in April 2011.

Please see the Finance Department's activity list below for other comparisons.

## Investment Breakdown

2012

THIS SUMMARY IS PROVIDED TO SHOW THE PLACEMENT OF INVESTMENTS. PLEASE REFER TO THE BALANCE SHEETS FOR THE VARIOUS FUNDS FOR TOTAL CASH & CASH EQUIVALENT.

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	4/30/12
<b>General Fund:</b>				
Colotrust Plus	\$1,937,573.36	\$360,000.00	\$430,291.57	\$2,007,864.93
Colotrust Plus - Seizure Money	\$26,589.98	\$0.00	\$4.40	\$26,594.38
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,964,163.34</b>	<b>\$360,000.00</b>	<b>\$430,295.97</b>	<b>\$2,034,459.31</b>
<b>Hotel Tax Fund:</b>				
Colotrust Plus	\$9,022.01	\$0.00	\$7,001.64	\$16,023.65
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$9,022.01</b>	<b>\$0.00</b>	<b>\$7,001.64</b>	<b>\$16,023.65</b>
<b>Water Fund:</b>				
Colotrust Plus	\$120,629.55	\$700,000.00	\$635,077.48	\$55,707.03
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$120,629.55</b>	<b>\$700,000.00</b>	<b>\$635,077.48</b>	<b>\$55,707.03</b>
<b>Sanitation Fund:</b>				
Colotrust Plus	\$576,967.90	\$10,000.00	\$94.71	\$567,062.61
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$576,967.90</b>	<b>\$10,000.00</b>	<b>\$94.71</b>	<b>\$567,062.61</b>
<b>Sewer Fund:</b>				
Colotrust Plus	\$3,462,616.10	\$0.00	\$575.20	\$3,463,191.30
Certificates of Deposit	\$205,699.79	\$0.00	\$159.07	\$205,858.86
Money Market	\$100,404.23	\$0.00	\$4.13	\$100,408.36
<b>TOTALS</b>	<b>\$3,768,720.12</b>	<b>\$0.00</b>	<b>\$738.40</b>	<b>\$3,769,458.52</b>
<b>Perpetual Care Fund:</b>				
Colotrust Plus	\$155,729.33	\$0.00	\$5,025.96	\$160,755.29
<b>TOTALS</b>	<b>\$155,729.33</b>	<b>\$0.00</b>	<b>\$5,025.96</b>	<b>\$160,755.29</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	4/30/12
<b>Library Improvement Fund:</b>				
Colotrust Plus	\$26,948.70	\$0.00	\$4.47	\$26,953.17
<b>TOTALS</b>	<b>\$26,948.70</b>	<b>\$0.00</b>	<b>\$4.47</b>	<b>\$26,953.17</b>
<b>Conservation Trust Fund:</b>				
Colotrust Plus	\$175,880.54	\$0.00	\$29.23	\$175,909.77
<b>TOTALS</b>	<b>\$175,880.54</b>	<b>\$0.00</b>	<b>\$29.23</b>	<b>\$175,909.77</b>
<b>Karl Falch Library Trust Fund:</b>				
Colotrust Plus	\$31,039.36	\$0.00	\$5.16	\$31,044.52
<b>TOTALS</b>	<b>\$31,039.36</b>	<b>\$0.00</b>	<b>\$5.16</b>	<b>\$31,044.52</b>
<b>Employee Self-Insurance Fund:</b>				
Colotrust Plus	\$573,733.31	\$0.00	\$95.30	\$573,828.61
<b>TOTALS</b>	<b>\$573,733.31</b>	<b>\$0.00</b>	<b>\$95.30</b>	<b>\$573,828.61</b>
<b>Service Center Fund:</b>				
Colotrust Plus	\$353,296.57	\$35,000.00	\$40,062.51	\$358,359.08
<b>TOTALS</b>	<b>\$353,296.57</b>	<b>\$35,000.00</b>	<b>\$40,062.51</b>	<b>\$358,359.08</b>
<b>Risk Management Fund:</b>				
Colotrust Plus	\$882,516.94	\$0.00	\$146.63	\$882,663.57
<b>TOTALS</b>	<b>\$882,516.94</b>	<b>\$0.00</b>	<b>\$146.63</b>	<b>\$882,663.57</b>
<b>Capital Equipment Fund:</b>				
Colotrust Plus	\$704,210.71	\$25,000.00	\$25,119.30	\$704,330.01
<b>TOTALS</b>	<b>\$704,210.71</b>	<b>\$25,000.00</b>	<b>\$25,119.30</b>	<b>\$704,330.01</b>
<b>Capital Improvement Fund:</b>				
Colotrust Plus	\$770,394.56	\$0.00	\$127.97	\$770,522.53
Colotrust Plus - Mus Exhibits	\$0.27	\$0.27	\$0.00	\$0.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$770,394.83</b>	<b>\$0.27</b>	<b>\$127.97</b>	<b>\$770,522.53</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	4/30/12
<b>Grand Totals All Funds:</b>				
Colotrust Plus	\$9,807,149.19	\$1,130,000.27	\$1,143,661.53	\$9,820,810.45
Certificates of Deposit	\$205,699.79	\$0.00	\$159.07	\$205,858.86
Money Market	\$100,404.23	\$0.00	\$4.13	\$100,408.36
<b>Grand Total</b>	<b>\$10,113,253.21</b>	<b>\$1,130,000.27</b>	<b>\$1,143,824.73</b>	<b>\$10,127,077.67</b>

## GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

4/30/2012

### BALANCE SHEET

#### ASSETS:

Cash	\$355,992.72
Flex Cash Account	\$8,427.95
Petty Cash	\$830.00
Cash with County Treasurer	\$328,356.00
Accounts Receivable	\$160,735.52
Allowance for Uncollectables	-\$42,974.94
Taxes Receivable	\$65,825.80
Sales Tax Receivable	\$670,000.00
Property Tax Receivable	\$1,009,612.00
Investments	\$2,007,864.93
Investment - Federal Seizure	\$26,594.38
Prepaid Fuel	\$37,227.59
Prepaid Fuel - Airport	\$34,214.40
Postage Clearing Account	\$2,550.77
Prepaid Prisoner Housing	\$53,477.00
Sales Tax Clearing	\$14.00

#### TOTAL ASSETS

\$4,718,748.12

#### LIABILITIES:

Ded/Ben Clearing Account	\$5,194.44
Accounts Payable	\$101,486.89
Accounts Payable - Logan County	\$6,950.92
Accrued Salaries	\$177,116.77
Court Bonds	\$1,985.00
Jury Deposit	\$754.00
Restitution Clearing Account	\$3,158.32
Seizures	\$600.00
Deferred Revenue	\$1,009,612.00
Deferred Revenue - Other	\$9,091.98

#### TOTAL LIABILITIES

\$1,315,950.32

#### FUND BALANCE:

Reserve for Museum (Bernice Sanders)	\$28,230.89
Reserve for Museum (Exhibits)	\$49,928.67
Designated for Arts	\$60,000.00
Unreserved Fund Balance	\$2,655,541.93
Excess Revenue over Expenditures	\$609,096.31

#### TOTAL FUND BALANCE

\$3,402,797.80

#### TOTAL LIABILITIES & FUND BALANCE

\$4,718,748.12

**GENERAL FUND**

4/30/2012

<u>REVENUES:</u>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Real & Personal Prop. Tax	\$1,010,091.00	\$321,077.73	\$687,076.29	\$323,014.71
Road & Bridge Fund Taxes	\$80,000.00	\$0.00	\$26,147.59	\$53,852.41
Auto Ownership Taxes	\$100,500.00	\$9,971.51	\$35,639.56	\$64,860.44
Sales Tax	\$6,369,500.00	\$558,729.55	\$2,168,545.84	\$4,200,954.16
Vehicle Use Tax	\$190,000.00	\$37,051.49	\$88,919.33	\$101,080.67
Building Material Use Tax	\$50,000.00	\$23,170.05	\$45,621.71	\$4,378.29
Employment Occupation Tax	\$15,300.00	\$0.00	\$15,400.00	-\$100.00
<b>TOTAL TAXES</b>	<b>\$7,815,391.00</b>	<b>\$950,000.33</b>	<b>\$3,067,350.32</b>	<b>\$4,748,040.68</b>
Franchise Taxes	\$706,000.00	\$47,253.05	\$235,551.80	\$470,448.20
Licenses & Permits	\$140,250.00	\$39,901.80	\$95,634.50	\$44,615.50
Intergovernmental Revenue	\$3,440,288.00	\$67,589.30	\$415,777.37	\$3,024,510.63
Charges for Service	\$265,005.00	\$20,104.56	\$65,122.62	\$199,882.38
Fines & Forfeits	\$145,300.00	\$11,024.24	\$43,051.92	\$102,248.08
Miscellaneous Revenue	\$400,294.00	\$42,121.99	\$154,333.61	\$245,960.39
Transfer from Other Funds	\$513,989.00	\$85,282.27	\$263,133.94	\$250,855.06
<b>TOTAL OTHER REVENUES</b>	<b>\$5,611,126.00</b>	<b>\$313,277.21</b>	<b>\$1,272,605.76</b>	<b>\$4,338,520.24</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$13,426,517.00</b>	<b>\$1,263,277.54</b>	<b>\$4,339,956.08</b>	<b>\$9,086,560.92</b>

**GENERAL FUND**

4/30/2012

<u>EXPENDITURES:</u>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>GENERAL GOVERNMENT:</u></b>				
Council	\$73,798.00	\$20,622.28	\$30,830.39	\$42,967.61
City Manager	\$351,042.00	\$25,789.73	\$116,427.67	\$234,614.33
City Attorney	\$195,436.00	\$17,611.27	\$59,493.20	\$135,942.80
Municipal Court	\$102,233.00	\$7,018.40	\$31,641.92	\$70,591.08
Finance	\$427,059.00	\$40,711.12	\$153,822.82	\$273,236.18
City Hall & Non-Departmental	\$1,307,268.00	\$154,650.43	\$555,276.14	\$751,991.86
Personnel	\$233,579.00	\$21,003.15	\$78,564.72	\$155,014.28
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,690,415.00</b>	<b>\$287,406.38</b>	<b>\$1,026,056.86</b>	<b>\$1,664,358.14</b>
<b><u>PUBLIC SAFETY:</u></b>				
Police	\$1,824,011.00	\$134,984.49	\$550,158.00	\$1,273,853.00
Dispatch Center	\$553,312.00	\$35,160.34	\$169,252.69	\$384,059.31
Youth Services	\$107,849.00	\$8,533.72	\$36,023.69	\$71,825.31

Fire	\$1,488,256.00	\$128,034.70	\$503,696.21	\$984,559.79
Ambulance Service	\$694,320.00	\$50,470.19	\$169,503.17	\$524,816.83
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,667,748.00</b>	<b>\$357,183.44</b>	<b>\$1,428,633.76</b>	<b>\$3,239,114.24</b>

**PUBLIC WORKS:**

Street	\$2,230,678.00	\$81,135.43	\$271,576.90	\$1,959,101.10
Engineering & Operations	\$525,326.00	\$48,754.52	\$137,662.81	\$387,663.19
Airport	\$1,958,712.00	\$30,000.37	\$92,800.40	\$1,865,911.60
<b>TOTAL PUBLIC WORKS</b>	<b>\$4,714,716.00</b>	<b>\$159,890.32</b>	<b>\$502,040.11</b>	<b>\$4,212,675.89</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$227,900.00	\$20,659.58	\$72,341.66	\$155,558.34
Museum	\$124,544.00	\$6,866.22	\$29,596.63	\$94,947.37
Parks	\$511,169.00	\$44,441.75	\$154,546.98	\$356,622.02
Recreation Center	\$502,629.00	\$46,469.62	\$135,931.44	\$366,697.56
Forestry	\$135,279.00	\$17,654.54	\$52,654.72	\$82,624.28
Rec. Administration	\$410,735.00	\$40,093.83	\$145,063.57	\$265,671.43
Softball	\$40,359.00	\$4,821.27	\$9,133.73	\$31,225.27
Youth Softball	\$11,070.00	\$500.87	\$1,663.28	\$9,406.72
Basketball	\$8,216.00	\$60.00	\$7,968.11	\$247.89
Volleyball	\$6,859.00	\$1,519.15	\$2,500.87	\$4,358.13
Tolla Brown Skate Park	\$12,000.00	\$636.98	\$2,622.33	\$9,377.67
Special Events	\$22,950.00	\$132.50	\$1,322.10	\$21,627.90
Tennis	\$18,500.00	\$1,675.05	\$4,140.26	\$14,359.74
Youth Basketball	\$24,758.00	\$134.00	\$14,477.93	\$10,280.07
Youth Volleyball	\$10,714.00	\$54.00	\$108.00	\$10,606.00
Baseball	\$27,440.00	\$1,807.62	\$3,071.97	\$24,368.03
Library	\$458,607.00	\$38,701.44	\$136,985.46	\$321,621.54
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,553,729.00</b>	<b>\$226,228.42</b>	<b>\$774,129.04</b>	<b>\$1,779,599.96</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$14,626,608.00</b>	<b>\$1,030,708.56</b>	<b>\$3,730,859.77</b>	<b>\$10,895,748.23</b>
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**HOTEL TAX FUND**

4/30/2012

<b><u>REVENUES</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$102,300.00	\$5,043.97	\$15,944.51	\$86,355.49
Investment Earnings	\$100.00	\$1.64	\$2.65	\$97.35
Penalty & Interest	\$0.00	\$0.00	\$439.33	-\$439.33
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$102,400.00</b>	<b>\$5,045.61</b>	<b>\$16,386.49</b>	<b>\$86,013.51</b>

**BALANCE SHEET**  
**4/30/2012**

**ASSETS:**

Cash	\$3,454.32
Investments	\$16,023.65

<b>TOTAL ASSETS</b>	<b><u>\$19,477.97</u></b>
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**LIABILITIES:**

Accounts Payable	\$3,091.48
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<b>TOTAL LIABILITIES</b>	<b>\$3,091.48</b>
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**FUND BALANCE:**

Retained Earnings	\$0.00
Excess Revenue over Expenditures	\$16,386.49

<b>TOTAL FUND BALANCE</b>	<b><u>\$16,386.49</u></b>
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$19,477.97</u></b>
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**WATER FUND**

**4/30/2012**

**BALANCE SHEET**

**ASSETS:**

Cash	\$924,320.67
Cash with Fiscal Agent	\$17,201,332.34
Accounts Receivable	\$681.94
Accounts Receivable - Utility Billing	\$497,902.26
Supply Inventory	\$161,847.99
Investments	\$55,707.03
Fixed Assets (Net)	\$14,559,386.97

<b>TOTAL ASSETS</b>	<b><u>\$33,401,179.20</u></b>
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**LIABILITIES:**

Accounts Payable	\$686,924.14
Unpaid Compensated Absences	\$6,926.00
Accrued Salaries	\$4,485.90
Accounts Payable Pawnee Ridge	\$6,575.84
Loan Payable CWRPDA	\$28,558,845.11
Due to Sewer Fund	\$310,967.00
Lease Interest Payable	\$158,985.46

<b>TOTAL LIABILITIES</b>	<b>\$29,733,709.45</b>
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**FUND BALANCE:**

Reserve for Painting	\$480,000.00
Reserve for Capital Replacement	\$2,937,104.00
Retained Earnings	\$1,967,423.28
Excess Revenue over Expenditures	-\$1,717,057.53

<b>TOTAL FUND BALANCE</b>	<b><u>\$3,667,469.75</u></b>
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$33,401,179.20</u></b>
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## WATER FUND

4/30/2012

<u>REVENUES</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$3,309,073.00	\$256,930.73	\$914,191.81	\$2,394,881.19
Water Revenue-Outside Residential	\$308,794.00	\$26,099.66	\$78,551.22	\$230,242.78
Water Revenue-Inside Commercial	\$1,082,446.00	\$82,124.95	\$311,030.32	\$771,415.68
Water Revenue-Outside Commercial	\$7,915.00	\$539.69	\$1,835.99	\$6,079.01
Water Revenue-Inside Industrial	\$580,320.00	\$45,908.18	\$154,488.11	\$425,831.89
Misc. Water Sales	\$5,000.00	\$55.00	\$214.97	\$4,785.03
Surcharge	\$38,000.00	\$2,711.84	\$7,914.15	\$30,085.85
Service Charges	\$48,000.00	\$2,835.56	\$15,473.77	\$32,526.23
Tapping Charges	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Water Div. Services	\$4,000.00	\$271.56	\$2,435.88	\$1,564.12
Penalties	\$30,000.00	\$2,904.81	\$13,064.81	\$16,935.19
Investment Earnings	\$500.00	\$77.48	\$313.64	\$186.36
Miscellaneous	\$250.00	\$0.62	\$966.09	-\$716.09
Rents from land	\$50,000.00	\$22,933.14	\$23,391.54	\$26,608.46
Rights	\$0.00	\$0.00	\$0.00	\$0.00
Water Credits	\$0.00	\$0.00	\$0.00	\$0.00
Plant Investment Fees	\$10,000.00	\$0.00	\$3,000.00	\$7,000.00
Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Other Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$5,479,298.00</b>	<b>\$443,393.22</b>	<b>\$1,526,872.30</b>	<b>\$3,952,425.70</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$196,742.00	\$19,614.10	\$76,915.32	\$119,826.68
Maintenance & Operation	\$1,285,749.00	\$203,495.12	\$586,457.77	\$699,291.23
Capital Outlay	\$11,640,756.00	\$982,892.42	\$2,222,827.58	\$9,417,928.42
Transfer to General Fund	\$222,414.00	\$37,068.00	\$92,670.00	\$129,744.00
<b>TOTAL EXPENDITURES</b>	<b>\$13,345,661.00</b>	<b>\$1,243,069.64</b>	<b>\$2,978,870.67</b>	<b>\$10,366,790.33</b>
Debt Service	\$533,374.00	\$0.00	\$265,059.16	\$268,314.84
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$13,879,035.00</b>	<b>\$1,243,069.64</b>	<b>\$3,243,929.83</b>	<b>\$10,635,105.17</b>

## SANITATION FUND

4/30/2012

### BALANCE SHEET

<u>ASSETS:</u>	
Cash	\$221,738.99
Accounts Receivable	\$507.07
Accounts Receivable - Utility Billing	\$46,834.68

Supply Inventory	\$24,667.00		
Investments	\$567,062.61		
Fixed Assets (Net)	\$232,599.52		
		<b>TOTAL ASSETS</b>	<b>\$1,093,409.87</b>
<b>LIABILITIES:</b>			
Accounts Payable	\$5,307.06		
Unpaid Compensated Absences	\$7,279.20		
Accrued Salaries	\$4,188.01		
		<b>TOTAL LIABILITIES</b>	<b>\$16,774.27</b>
<b>FUND BALANCE:</b>			
Reserve for Equipment	\$28,389.00		
Reserve for Capital Replacement	\$815,037.00		
Retained Earnings	\$244,605.91		
Excess Revenue over Expenditures	-\$11,396.31		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,076,635.60</b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$1,093,409.87</b>

### SANITATION FUND

4/30/2012

<b>REVENUES:</b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$450,000.00	\$37,630.75	\$149,743.16	\$300,256.84
Rubbish Collection Fees	\$1,500.00	\$31.50	\$189.00	\$1,311.00
Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,500.00	\$433.85	\$1,759.35	\$3,740.65
Investment Earnings	\$500.00	\$94.71	\$354.75	\$145.25
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$457,500.00</b>	<b>\$38,190.81</b>	<b>\$152,046.26</b>	<b>\$305,453.74</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$155,584.00	\$13,168.33	\$53,197.37	\$102,386.63
Maintenance & Operation	\$259,809.00	\$23,284.94	\$84,300.20	\$175,508.80
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$62,273.00	\$10,378.00	\$25,945.00	\$36,328.00
<b>TOTAL EXPENDITURES</b>	<b>\$477,666.00</b>	<b>\$46,831.27</b>	<b>\$163,442.57</b>	<b>\$314,223.43</b>

**SEWER FUND**

4/30/2012

**BALANCE SHEET**

**ASSETS:**

Cash	\$297,073.18
Accounts Receivable	\$9,977.44
Accounts Receivable - Utility Billing	\$146,380.94
Accounts Receivable - Industrial	\$23,253.09
Due From Water Fund	\$310,967.00
Supply Inventory	\$42,976.78
Investments	\$3,769,458.52
Fixed Assets (Net)	<u>\$10,605,806.72</u>

**TOTAL ASSETS**

**\$15,205,893.67**

**LIABILITIES:**

Accounts Payable	\$13,618.34
Unpaid Compensated Absences	\$10,302.27
Accrued Salaries	\$9,327.38
Loan Payable CWRPDA	\$818,901.90
Interest Payable	<u>\$12,198.51</u>

**TOTAL LIABILITIES**

**\$864,348.40**

**FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$162,431.45
Reserve for Lagoons	\$397,267.26
Reserve for Capital Replacement	\$8,383,968.00
Retained Earnings	\$5,267,270.04
Excess Revenue over Expenditures	<u>\$18,824.52</u>

**TOTAL FUND BALANCE**

**\$14,341,545.27**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$15,205,893.67**

**SEWER FUND**

4/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sewer Revenue-Inside Residential	\$971,112.00	\$81,463.15	\$322,461.23	\$648,650.77
Sewer Revenue-Outside Residential	\$99,952.00	\$8,530.38	\$33,972.10	\$65,979.90
Sewer Revenue-Inside Commercial	\$321,438.00	\$30,916.42	\$113,144.76	\$208,293.24
Sewer Revenue-Outside Commercial	\$2,868.00	\$264.24	\$1,052.13	\$1,815.87
Sewer Revenue-Inside Industrial	\$311,909.00	\$535.36	\$66,183.30	\$245,725.70
Tapping Charges	\$2,000.00	\$550.00	\$550.00	\$1,450.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$14,000.00	\$1,053.32	\$5,203.71	\$8,796.29
Investment Earnings	\$6,000.00	\$775.39	\$2,446.09	\$3,553.91

Miscellaneous	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Outside Billing	\$0.00	\$0.00	\$0.00	\$0.00
Plant Investment Fees	\$10,000.00	\$0.00	\$3,333.00	\$6,667.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for loss	\$0.00	\$42,257.13	\$42,257.13	-\$42,257.13
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,744,279.00</b>	<b>\$166,345.39</b>	<b>\$590,603.45</b>	<b>\$1,153,675.55</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	
<b><u>LINES AND SERVICES:</u></b>	<b>2012</b>	<b>CURRENT MO.</b>	<b>TO DATE</b>	<b>BALANCE</b>
Personnel	\$86,348.00	\$4,455.21	\$13,296.91	\$73,051.09
Maintenance & Operation	\$340,845.00	\$16,817.41	\$99,717.92	\$241,127.08
Capital Outlay	\$237,900.00	\$0.00	\$0.00	\$237,900.00
Transfer to General Fund	\$64,072.00	\$10,678.00	\$26,695.00	\$37,377.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$729,165.00</b>	<b>\$31,950.62</b>	<b>\$139,709.83</b>	<b>\$589,455.17</b>
Debt Service	\$199,137.00	\$0.00	\$24,636.33	\$174,500.67
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$928,302.00</b>	<b>\$31,950.62</b>	<b>\$164,346.16</b>	<b>\$763,955.84</b>

<b><u>TREATMENT FACILITIES:</u></b>				
Personnel	\$302,734.00	\$20,768.55	\$87,149.14	\$215,584.86
Maintenance & Operation	\$811,363.00	\$41,531.34	\$252,388.63	\$558,974.37
Capital Outlay	\$15,310.00	\$0.00	\$0.00	\$15,310.00
Transfer to General Fund	\$162,955.00	\$27,158.00	\$67,895.00	\$95,060.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,292,362.00</b>	<b>\$89,457.89</b>	<b>\$407,432.77</b>	<b>\$884,929.23</b>

<b>TOTAL EXPENDITURES</b>	<b>\$2,220,664.00</b>	<b>\$121,408.51</b>	<b>\$571,778.93</b>	<b>\$1,648,885.07</b>
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#### PERPETUAL CARE FUND

4/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED</b>	<b>COLLECTIONS</b>	<b>COLLECTIONS</b>	
	<b>2012</b>	<b>CURRENT MO.</b>	<b>TO DATE</b>	<b>BALANCE</b>
Perpetual Care	\$4,500.00	\$250.00	\$5,250.00	-\$750.00
Perpetual Care - niches	\$11,000.00	\$2,000.00	\$5,500.00	\$5,500.00
Investment Earnings	\$175.00	\$25.96	\$96.21	\$78.79
<b>TOTAL REVENUES</b>	<b>\$15,675.00</b>	<b>\$2,275.96</b>	<b>\$10,846.21</b>	<b>\$4,828.79</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	
	<b>2012</b>	<b>CURRENT MO.</b>	<b>TO DATE</b>	<b>BALANCE</b>
Audit	\$320.00	\$0.00	\$320.00	\$0.00
Niche Engraving	\$2,000.00	\$300.00	\$1,650.00	\$350.00

Transfer to General Fund	\$175.00	\$0.00	\$0.00	\$175.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,495.00</b>	<b>\$300.00</b>	<b>\$1,970.00</b>	<b>\$525.00</b>

**BALANCE SHEET**  
4/30/2012

**ASSETS:**

Cash	\$2,575.86			
Investments	\$160,755.29			
		<b>TOTAL ASSETS</b>		<b>\$163,331.15</b>

**LIABILITIES:**

Accounts Payable	\$300.00			
		<b>TOTAL LIABILITIES</b>		<b>\$300.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$154,154.94			
Excess Revenue over Expenditures	\$8,876.21			
		<b>TOTAL FUND BALANCE</b>		<b>\$163,031.15</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$163,331.15</b>
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**LIBRARY IMPROVEMENT FUND**

4/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$0.00	\$4.47	\$16.79	-\$16.79
Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$4.47</b>	<b>\$16.79</b>	<b>-\$16.79</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**BALANCE SHEET**  
4/30/2012

**ASSETS:**

Cash	\$2.86			
Investments	\$26,953.17			
		<b>TOTAL ASSETS</b>		<b>\$26,956.03</b>

**LIABILITIES:**

Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$26,939.24		
Excess Revenue over Expenditures	\$16.79		
		<b>TOTAL FUND BALANCE</b>	<b>\$26,956.03</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$26,956.03</b>

**CONSERVATION TRUST FUND**

4/30/2012

<b>REVENUES:</b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
State Contributions	\$118,000.00	\$0.00	\$33,420.97	\$84,579.03
Investment Earnings	\$400.00	\$29.23	\$102.39	\$297.61
<b>TOTAL REVENUES</b>	<b>\$118,400.00</b>	<b>\$29.23</b>	<b>\$33,523.36</b>	<b>\$84,876.64</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Steel picnic tables	\$10,300.00	\$0.00	\$10,300.00	\$0.00
Bridge - Pioneer Park	\$0.00	\$0.00	\$0.00	\$0.00
Aluminum tables	\$0.00	\$0.00	\$0.00	\$0.00
Basketball Court Improvements	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Softball Field Improvements	\$10,725.00	\$0.00	\$0.00	\$10,725.00
Playground Equipment	\$108,000.00	\$0.00	\$17,630.00	\$90,370.00
Fitness Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Krull Park	\$12,261.00	\$0.00	\$0.00	\$12,261.00
Pioneer Park Improvements	\$18,400.00	\$0.00	\$0.00	\$18,400.00
Softball Field Backdrop	\$0.00	\$0.00	\$0.00	\$0.00
Roof - Columbine	\$4,837.00	\$0.00	\$0.00	\$4,837.00
<b>TOTAL EXPENDITURES</b>	<b>\$174,523.00</b>	<b>\$0.00</b>	<b>\$27,930.00</b>	<b>\$146,593.00</b>

**BALANCE SHEET**

4/30/2012

**ASSETS:**

Cash	\$0.42		
Investments	\$175,909.77		
		<b>TOTAL ASSETS</b>	<b>\$175,910.19</b>

**LIABILITIES:**

Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$170,316.83		
Excess Revenue over Expenditures	\$5,593.36		
		<b>TOTAL FUND BALANCE</b>	<b>\$175,910.19</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$175,910.19</b>

**KARL FALCH LIBRARY TRUST FUND**

4/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$50.00	\$5.16	\$19.36	\$30.64
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$5.16</b>	<b>\$19.36</b>	<b>\$30.64</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Books Purchased	\$800.00	\$0.00	\$0.00	\$800.00
Audit	\$55.00	\$0.00	\$55.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$855.00</b>	<b>\$0.00</b>	<b>\$55.00</b>	<b>\$800.00</b>

**BALANCE SHEET**

4/30/2012

**ASSETS:**

Cash	\$376.11		
Investments	\$31,044.52		
		<b>TOTAL ASSETS</b>	<b>\$31,420.63</b>

**LIABILITIES:**

Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$31,456.27		
Excess Revenue over Expenditures	-\$35.64		
		<b>TOTAL FUND BALANCE</b>	<b>\$31,420.63</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$31,420.63</b>

**EMPLOYEE SELF-INSURANCE FUND**

4/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$700.00	\$95.30	\$359.30	\$340.70
Employee Premiums	\$268,977.00	\$19,319.43	\$87,196.60	\$181,780.40
Wellness	\$100.00	\$0.00	\$0.00	\$100.00
City Premiums	\$1,267,186.00	\$95,135.36	\$381,362.98	\$885,823.02
<b>TOTAL REVENUES</b>	<b>\$1,536,963.00</b>	<b>\$114,550.09</b>	<b>\$468,918.88</b>	<b>\$1,068,044.12</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Old Hire Fire Pension	\$0.00	\$0.00	\$0.00	\$0.00
Wellness	\$100.00	\$0.00	\$0.00	\$100.00
Premium	\$1,536,163.00	\$116,000.14	\$466,096.24	\$1,070,066.76
FLEX	\$3,600.00	\$235.00	\$955.00	\$2,645.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$700.00	\$0.00	\$0.00	\$700.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,541,193.00</b>	<b>\$116,235.14</b>	<b>\$467,681.24</b>	<b>\$1,073,511.76</b>

**BALANCE SHEET  
4/30/2012**

<b><u>ASSETS:</u></b>			
Cash	\$25,988.12		
Accounts Receivable	\$966.50		
Investments	\$573,828.61		
		<b>TOTAL ASSETS</b>	<b>\$600,783.23</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$599,545.59		
Excess Revenue over Expenditures	\$1,237.64		
		<b>TOTAL FUND BALANCE</b>	<b>\$600,783.23</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$600,783.23</b>

**SERVICE CENTER FUND**

**4/30/2012**

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$400.00	\$62.51	\$221.35	\$178.65
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$426,881.00	\$35,573.00	\$142,292.00	\$284,589.00
Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
Transfer for Lease Payment	\$230,040.00	\$19,170.00	\$76,680.00	\$153,360.00
<b>TOTAL REVENUES</b>	<b>\$657,321.00</b>	<b>\$54,805.51</b>	<b>\$219,193.35</b>	<b>\$438,127.65</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$303,691.00	\$23,392.68	\$101,771.92	\$201,919.08
Maintenance & Operation	\$353,380.00	\$13,214.33	\$41,816.34	\$311,563.66
Capital Outlay	\$17,000.00	\$16,031.00	\$16,031.00	\$969.00
Transfer to General Fund	\$400.00	\$0.00	\$0.00	\$400.00
<b>TOTAL EXPENDITURES</b>	<b>\$674,471.00</b>	<b>\$52,638.01</b>	<b>\$159,619.26</b>	<b>\$514,851.74</b>

**BALANCE SHEET**

**4/30/2012**

<b><u>ASSETS:</u></b>			
Cash	\$20,857.63		
Cash - Bank of Cherry Creek	\$2.75		
Investments	\$358,359.08		
Fixed Assets (Net)	\$2,126,760.09		
		<b>TOTAL ASSETS</b>	<b>\$2,505,979.55</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$3,826.01		
Unpaid Compensated Absences	\$19,924.74		
Accrued Salaries	\$8,715.41		
Lease Payable	\$1,355,000.00		
Lease Interest Payable	\$5,420.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,392,886.16</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$1,053,519.30		
Excess Revenue over Expenditures	\$59,574.09		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,113,093.39</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,505,979.55</b>

**RISK MANAGEMENT FUND**

4/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,000.00	\$146.63	\$569.35	\$430.65
Miscellaneous	\$5,000.00	\$13,838.00	\$13,838.00	-\$8,838.00
Compensation for Loss	\$5,000.00	\$0.00	\$5,543.17	-\$543.17
Transfer of Reserves	\$216,940.00	\$55,893.25	\$110,129.25	\$106,810.75
Transfer Workers Comp	\$181,227.00	\$44,769.10	\$85,315.10	\$95,911.90
<b>TOTAL REVENUES</b>	<b>\$409,167.00</b>	<b>\$114,646.98</b>	<b>\$215,394.87</b>	<b>\$193,772.13</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$143,413.00	\$2,129.25	\$35,182.66	\$108,230.34
Expense for Workers Comp	\$181,200.00	\$45,300.00	\$90,600.00	\$90,600.00
Premium Fees	\$216,932.00	\$55,653.25	\$118,139.30	\$98,792.70
Expense for Unemployment	\$10,000.00	\$1,736.00	\$8,094.00	\$1,906.00
Materials & Supplies	\$300.00	\$200.00	\$200.00	\$100.00
Audit	\$590.00	\$0.00	\$590.00	\$0.00
Transfer to General Fund	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$553,435.00</b>	<b>\$105,018.50</b>	<b>\$252,805.96</b>	<b>\$300,629.04</b>

**BALANCE SHEET**

4/30/2012

<b><u>ASSETS:</u></b>				
Cash	\$29,680.39			
Investments	\$882,663.57			
		<b>TOTAL ASSETS</b>		<b>\$912,343.96</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$109.25			
		<b>TOTAL LIABILITIES</b>		<b>\$109.25</b>
<b><u>FUND BALANCE:</u></b>				
Emergency Reserve	\$350,000.00			
Retained Earnings	\$599,645.80			
Excess Revenue over Expenditures	-\$37,411.09			
		<b>TOTAL FUND BALANCE</b>		<b>\$912,234.71</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$912,343.96</b>

**CAPITAL EQUIPMENT FUND**

4/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,000.00	\$119.30	\$497.93	\$502.07
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$512,271.00	\$42,689.00	\$170,756.00	\$341,515.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$513,271.00</b>	<b>\$42,808.30</b>	<b>\$171,253.93</b>	<b>\$342,017.07</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$905.00	\$0.00	\$905.00	\$0.00
Police Equipment	\$92,495.00	\$32,821.20	\$81,026.60	\$11,468.40
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$80,675.00	\$1,045.00	\$1,045.00	\$79,630.00
Public Works Equipment	\$100,000.00	\$0.00	\$104,264.00	-\$4,264.00
Parks, Lib & Rec Equipment	\$89,304.00	\$0.00	\$68,384.71	\$20,919.29
Non-Dept Equipment	\$21,440.00	\$0.00	\$21,440.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$384,819.00</b>	<b>\$33,866.20</b>	<b>\$277,065.31</b>	<b>\$107,753.69</b>

**BALANCE SHEET**

4/30/2012

Cash	\$21,074.47		
Investments	\$704,330.01		
Fixed Assets (Net)	\$1,783,326.98		
		<b>TOTAL ASSETS</b>	<b>\$2,508,731.46</b>
<u>LIABILITIES:</u>			
Accounts Payable	\$5,070.00		
Lease Payable	\$175,658.32		
Lease Interest Payable	\$5,223.67		
		<b>TOTAL LIABILITIES</b>	<b>\$185,951.99</b>
<u>FUND BALANCE:</u>			
Retained Earnings	\$2,428,590.85		
Excess Revenue over Expenditures	-\$105,811.38		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,322,779.47</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,508,731.46</b>

**CAPITAL IMPROVEMENT FUND**

4/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,500.00	\$125.73	\$492.65	\$1,007.35
Misc. Income	\$0.00	\$4.58	-\$41.86	\$41.86
Rents From Land	\$16,800.00	\$191.81	\$14,815.51	\$1,984.49
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$85,500.00	\$0.00	\$0.00	\$85,500.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Elna Anderson Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Ethel Lindstrom Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$103,800.00</b>	<b>\$322.12</b>	<b>\$15,266.30</b>	<b>\$88,533.70</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Museum Exhibits	\$49,110.00	\$414.12	\$51,481.99	-\$2,371.99
Library Addition	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00
Building Improvements	\$90,000.00	\$0.00	\$0.00	\$90,000.00
Audit	\$535.00	\$0.00	\$535.00	\$0.00
Transfer to Service Center	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Library Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$139,645.00</b>	<b>\$414.12</b>	<b>\$52,016.99</b>	<b>\$87,628.01</b>

**CAPITAL IMPROVEMENT FUND**

**BALANCE SHEET**

4/30/2012

<u>ASSETS:</u>		
Cash	\$19,367.70	
Accounts Receivable	\$56,053.12	
Allowance for Collectables	-\$29,396.07	
Investments	\$770,522.53	
	<b>TOTAL ASSETS</b>	<b>\$816,547.28</b>

**LIABILITIES:**

Accounts Payable

\$0.00

**TOTAL LIABILITIES**

**\$0.00**

**FUND BALANCE:**

Unreserved Fund Balance

\$853,297.97

Excess Revenue over Expenditures

-\$36,750.69

**TOTAL FUND BALANCE**

**\$816,547.28**

**TOTAL LIABILITIES**

**& FUND BALANCE**

**\$816,547.28**

**PERSONNEL/HR DEPARTMENT**

**APRIL 2012 MONTHLY REPORT**

The following is a partial list of activities in which the Personnel/HR Department participated in during the month of April 2012.

**CDL TESTING** – A DOT Random Drug test was conducted during the month of April. There were two pre-employment drug screens conducted.

**WORKERS' COMPENSATION** – The City continues to work on all injury cases that are presented for on-the-job injuries. During the month of April, there were no claims reported by employees.

**JOB OPPORTUNITIES** –

<b>Positions Open</b>	<b>Positions Filled</b>
Seasonal lifeguard and lifeguard WSI	Maintenance Worker I - Street
Police Officer (1)	
Public Safety Dispatcher	
Fire Captain	
Museum Assistant	
Seasonal Recreation Positions	

**PERSONNEL BOARD** – Personnel Board did meet during April. Fire Captain Interviews were held on April 24. The Board welcomed a new member during this meeting.

**MISCELLANEOUS ACTIVITIES**

CIRSA Loss Control Audit for 2012 was held on April 17.

HR Assistant attended IPMA-HR Western Region Conference in Phoenix on April 11-13.

HR Assistant continued working on the Neogov application process.

FPPA and IPMA representatives have been scheduled for meetings with employees during May.

HR Assistant attended NJC Business Advisory Board meeting on April 26.

HR Assistant participated in CIRSA PC/WC Application process webinar on April 25.

HR Director and HR Assistant presented information on the processes used in the HR office and the application process for Neogov to Council on April 24.

**MUNICIPAL COURT**  
**APRIL 2012 MONTHLY REPORT**

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	<b>52</b>	<b>31</b>	<b>68%</b>	<b>183</b>	<b>188</b>	<b>-3%</b>	<b>278</b>	<b>-34%</b>
<b>JUVENILE CASES</b>	<b>2</b>	<b>11</b>	<b>-82%</b>	<b>11</b>	<b>22</b>	<b>-50%</b>	<b>36</b>	<b>-69%</b>
TRAFFIC	1	1		2	5	-60%	2	-9%
NO INSURANCE				1	1		1	
NO SEAT BELT							0	-100%
SPEEDING							1	-100%
UNDERAGE POSS OF TOBACCO					4	-100%	3	-100%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA				6	1	500%	3	114%
THEFT							4	-100%
DISTURBING THE PEACE/NOISES		1	-100%		1	-100%	4	-100%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY	1	3	-67%	1	3	-67%	2	-58%
TRESPASSING							4	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE		1	-100%	1	2	-50%	8	-87%
CURFEW FOR MINORS							1	-100%
OTHER		5	-100%		5	-100%	4	-100%
<b>ADULT CASES</b>	<b>50</b>	<b>20</b>	<b>150%</b>	<b>172</b>	<b>166</b>	<b>4%</b>	<b>242</b>	<b>-29%</b>
TRAFFIC	10	3	233%	35	20	75%	25	39%
NO INSURANCE				5	10	-50%	19	-74%
NO SEAT BELT	2	1	100%	3	9	-67%	31	-90%
SPEEDING	2	1	100%	11	14	-21%	31	-64%
PARKING				13	11	18%	26	-50%
POSS. MARIJUANA/DRUG PARAPHERNALIA	2	4	-50%	12	11	9%	16	-25%
THEFT	3	3		18	29	-38%	16	13%
DISTURBING THE PEACE/NOISES	1			4	3	33%	6	-38%
RESISTING ARREST/FAILURE TO COMPLY	1			4	2	100%	1	186%
INJURING/DEFACING PROPERTY		1	-100%		2	-100%	1	-100%
TRESPASSING	1	1		4	4		13	-69%
UNDERAGE POSS/CONS ALCOHOL	25	1	2400%	45	16	181%	22	106%
SALE / PROCUREMENT / OPEN CONTAINER							1	-100%
OTHER	3	2	50%	7	12	-42%	12	-44%
ANIMAL		3	-100%	11	16	-31%	17	-34%
NUISANCES					7	-100%	5	-100%
JUVENILE ARR'S FOUND GUILTY	1	8	-88%	6	14	-57%	23	-74%
JUVENILE ARR'S DISMISSED							5	-100%
JUVENILES PLACED ON PROB/DJ/UPS	1	7	-86%	9	19	-53%	25	-65%
JUVENILE VIOLS OF PROB/DJ/UPS					4	-100%	6	-100%
JUVENILE FTA/PWL							33	-100%
ADULT ARR'S FOUND GUILTY	20	14	43%	67	99	-32%	105	-36%
ADULT ARR'S DISMISSED	5			16	11	45%	33	-52%
ADULTS PLACED ON PROB/DJ/UPS	32	5	540%	52	49	6%	36	43%
ADULT VIOLS OF PROB/DJ/UPS					2	-100%	9	-100%
ADULT FTA/PWL	2	1	100%	10	17	-41%	59	-83%

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	46	32	44%	136	121	12%	160	-15%
CONTINUANCE/SET FOR TRIALS/ETC	15	2	650%	59	29	103%	50	18%
CASES REVIEWED	37	37		162	147	10%	159	2%
TRIALS FOUND GUILTY	9	4	125%	25	20	25%	18	37%
TRIALS FOUND NOT GUILTY				1	1		198	-99%
TRIALS DISMISSED	5	1	400%	11	2	450%	23	-51%
NEW CHARGES PROCESSED	107			334	228	46%	398	-16%
NEW WARRANTS	15	10	50%	45	52	-13%	67	-33%
DAYS JUVENILES SENT TO DETENTION					6	-100%	124	-100%
DAYS ADULTS SENT TO JAIL	10	10		10	12	-17%	66	-85%
PAID TICKETS	40	58	-31%	144	179	-20%	322	-55%
PAID WITH AUTO POINT REDUCTION	19	20	-5%	72	76	-5%	74	-3%
PAID AS REGULAR TICKET	21	38	-45%	72	103	-30%	162	-56%
FROM PWL TO WARRANT							1	-100%

## **POLICE DEPARTMENT**

### **APRIL 2012 MONTHLY REPORT**

During April, 2011, the police department responded to 1,124 Calls for Service, a 14 percent increase from the 989 Calls for Service responded to in April of 2011. The year-to-date Calls for Service at the end of April were 4,158, a 14 percent increase from the 3,646 calls reported at the end of April, 2011.

Officers responded to 19 traffic accidents during the month of April which is a five percent decrease from the 20 responded to in April of 2011. Through the end of April, officers have responded to 68 traffic accidents, which is a 26 percent decrease over the 92 accidents covered during the same time period last year.

Officers issued 86 penalty assessments during April 2012, which is a 16 percent increase from the 74 penalty assessments issued in April 2011. Among the criminal offenses reported were six assault offenses, eleven burglaries, 23 larceny/thefts, two fraud offenses, one drug offense and 17 vandalisms. The value of property stolen during the month was \$31,800 and \$700 was recovered. Officers arrested 32 adults and five juveniles, for a total of 37 arrests in April, 2011. This is 15 less arrests or a 32 percent decrease from the 54 total arrests made in April of 2011.

In April, the Youth Services Division received 35 youth referrals (26 males and 9 females). Youth referrals were received from the following: 34 from the Sterling Police Department, and one from District Court.

Officers responded to 43 calls at local liquor establishments, 11 more than the 32 calls responded to in April 2011.

Sterling Police Officers and staff completed 346.83 hours of training during the month of April, 2012. Year-to-date, employees have attended more than 1,462.83 hours of training.

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	1,124	989	14%	4,158	3,646	14%	4,633	-10%
MOTOR VEHICLE ACCIDENTS	19	20	-5%	68	92	-26%	97	-30%
CRIMINAL OFFENSES	124	115	8%	385	479	-20%	489	-21%
GROUP "A" OFFENSES	61	58	5%	214	260	-18%	257	-17%
GROUP "B" OFFENSES	63	57	11%	171	219	-22%	232	-26%
VANDALISM	17	11	55%	53	46	15%	44	20%
ARRESTS								
ADULTS	32	47	-32%	136	192	-29%	256	-47%
JUVENILES	5	7	-29%	11	13	-15%	31	-65%
PROPERTY								
STOLEN	31,800	10,518	202%	71,226	67,512	6%	79,348	-10%
RECOVERED	700	807	-13%	8,943	11,576	-23%	19,030	-53%
MUNICIPAL CHARGES								
PA'S	86	74	16%	214	212	1%	535	-60%
CRIMINAL CHARGES	18	19	-5%	85	72	18%	119	-29%
WARNINGS	299	243	23%	1,086	839	29%	1,280	-15%
STATE CHARGES								
TRAFFIC	25	36	-31%	119	119		179	-33%
DUI'S	8	5	60%	23	19	21%	29	-22%
CRIMINAL CHARGES	32	26	23%	87	110	-21%	124	-30%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	26	29	-10%	63	69	-9%	60	6%
FEMALE	9	10	-10%	30	23	30%	33	-8%
TOTAL	35	39	-10%	93	92	1%	92	1%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	34	35	-3%	85	78	9%	82	4%
LOGAN COUNTY SHERIFF'S OFFICE				1	2	-50%	1	67%
DISTRICT COURT	1	1		2	3	-33%	1	100%
STATE PATROL/OTHER JURISDICTION					1	-100%	1	-100%
PARENT/SELF		1	-100%	1	1		2	-58%
SCHOOL		2	-100%	4	7	-43%	5	-26%

**STERLING FIRE DEPARTMENT**  
**APRIL 2012 MONTHLY REPORT**

**OPERATIONS:**

Chief

- Led Safety Meeting
- Led Command Staff Meeting
- Interviewed EMS only personnel
- Attended the Rural Fire District Meeting
- Met with Jerry Ward retired Fire Chief from Winsor Colorado
- Exercise meeting with Next Era Wind Energy
- Met with the new NJC President
- Prepared several documents for the May 7<sup>th</sup> ISO review
- Promotional test for Captain
- Promoted Lavon Ritter to Captain
- SFD attended the RE-! Valley Safety Meeting

**TRAINING:**

- CIRSA training
- FETN training and Holy Smoke
- Training on SOP's / MAPS
- Volunteer training: IV Therapy
- Fire extinguisher Demo

**MAINTENANCE:**

- Took Med 3 & S-14 to City Shop
- Took E-12 for new tires and oil change

**OTHER:**

- Public Ed Community Health Tour
- Seat belt checks at Sterling High School
- Picked up Med 4 from City shop
- Picked up S-13 from South Platte
- Early Childhood Council-Car seat check
- ACES in station to work ground Ladders



City	4	3	6%	24	16	56%	18	35%
Rural	11	11	2%	45	38	16%	43	4%
Overall Average	7	7	3%	34	27	28%	30	13%
<b>GENERAL ALARMS</b>								
Total General Alarms	6	4	50%	24	15	60%	16	48%
Average Number of Firefighters	9	15	-40%	23	25	-6%	55	-58%
<b>BUILDING FIRES</b>								
Total Building Fires		0		9	3	200%	5	80%
Fires Confined to Rm of Origin		0					3	-100%
<b>TRAINING HOURS</b>								
Career Hours	198	298	-34%	1,642	1,457	13%	979	68%
Volunteer Hours	16	71	-77%	178	306	-42%	246	-28%
Total Hours	214	369	-42%	1,819	1,763	3%	1,225	49%
Average Career Hours	13.2	19.9	-34%	109	97	13%	65	68%
Average Volunteer Hours	1.3	5.9	-77%	15	26	-42%	20	-28%
<b>FIRE INSPECTIONS</b>								
New Inspections	42	127	-67%	273	276	-1%	217	26%
Re-Inspections	41	25	64%	134	110	22%	109	23%
Total Inspections	83	152	-45%	407	386	5%	326	25%
<b>HYDRANT INSPECTIONS</b>								
		0			1	-100%	5	-100%

# PUBLIC WORKS DEPARTMENT

## APRIL 2012 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of April with a high temperature of 94° recorded at the water stations on the 24th. Evening temperatures also fluctuated similarly with a low of the month being 18° on the evening of the 14th and a high evening low of 47° recorded on the 11th. The station located east of Sterling recorded a total precipitation of 1.05" for the month. However, at Sterling Municipal Airport there was a total of 1.23" recorded in the month of April.

### MONTHLY CLIMATOLOGICAL SUMMARY for APR. 2012

NAME: Sterling Municipal Airport CITY: STATE:  
 ELEV: 4038 ft LAT: 40° 37' 00" N LONG: 103° 16' 00" W

TEMPERATURE (°F), RAIN (in), WIND SPEED (mph)

DAY	MEAN		TIME	LOW	TIME	HEAT	COOL	RAIN	AVG		TIME	DOM DIR
	TEMP	HIGH				DEG	DEG		WIND	HIGH		
1	65.0	85.8	4:00p	37.1	7:00a	6.8	6.8	0.00	6.4	24.0	4:00p	S
2	49.7	57.8	1:00a	40.0	12:00m	15.3	0.0	0.01	22.1	50.0	5:00p	NNE
3	42.7	48.2	5:30p	35.6	6:00a	22.3	0.0	0.04	13.3	38.0	6:00a	NNE
4	49.8	61.5	4:30p	40.3	12:00m	15.2	0.0	0.00	5.5	21.0	4:00p	NE
5	50.7	69.0	4:00p	31.0	5:30a	14.8	0.4	0.00	9.3	32.0	12:00m	SE
6	61.1	82.5	5:00p	45.0	12:00m	7.6	3.7	0.00	20.2	53.0	4:30p	SSE
7	49.4	62.1	5:00p	35.0	6:30a	15.6	0.0	0.00	12.7	42.0	9:00a	NW
8	52.2	70.8	3:30p	31.0	7:00a	13.9	1.1	0.00	5.9	22.0	4:30p	NE
9	52.5	66.6	4:00p	34.6	6:30a	12.6	0.0	0.00	8.5	24.0	4:30p	NE
10	56.5	71.1	4:00p	40.9	5:00a	9.5	1.0	0.00	10.8	30.0	4:00p	SE
11	53.1	57.8	4:30p	49.5	6:00a	11.9	0.0	0.00	15.5	32.0	12:00p	SE
12	53.6	61.3	1:30p	49.1	4:00a	11.4	0.0	0.33	8.9	44.0	5:00p	E
13	56.3	67.1	3:30p	44.1	7:30a	8.8	0.1	0.01	8.8	30.0	7:00p	WSW
14	54.9	71.2	4:00p	45.1	12:00m	10.6	0.5	0.02	8.1	41.0	4:30p	W
15	44.8	53.4	2:00p	36.0	12:00m	20.2	0.0	0.04	16.6	56.0	2:30p	NW
16	46.7	60.4	5:30p	35.7	1:00a	18.3	0.0	0.00	5.6	22.0	10:00p	NE
17	56.5	72.6	2:30p	36.3	6:30a	10.4	1.9	0.00	8.5	28.0	1:00p	SSW
18	57.2	75.0	5:30p	33.9	6:30a	10.2	2.4	0.00	9.2	36.0	2:00p	SSE
19	55.7	65.1	3:30p	45.8	12:00m	9.3	0.0	0.00	11.8	33.0	9:30a	NW
20	53.4	68.1	6:00p	34.4	6:00a	11.9	0.3	0.00	4.7	24.0	1:00a	SSW
21	60.3	72.1	5:00p	44.8	11:30p	6.3	1.6	0.00	9.0	29.0	12:30p	N
22	54.8	71.4	5:00p	35.9	6:00a	11.1	0.9	0.00	6.1	21.0	2:30p	SE
23	63.6	84.8	4:00p	38.2	6:30a	7.9	6.5	0.00	5.5	23.0	5:00p	S
24	70.0	92.8	2:00p	46.2	6:30a	4.6	9.6	0.00	8.9	48.0	3:00p	S
25	67.5	84.1	3:00p	44.6	7:00a	4.4	6.9	0.00	6.5	34.0	6:00p	NNE
26	66.6	78.9	3:30p	56.6	3:30a	2.5	4.1	0.15	13.8	45.0	9:30p	SE
27	58.5	68.6	3:00p	47.6	12:00m	6.9	0.4	0.63	16.5	47.0	4:00p	WNW
28	54.1	64.0	5:00p	43.2	6:30a	10.9	0.0	0.00	11.8	37.0	5:30a	W
29	54.8	69.0	4:30p	42.2	4:30a	10.7	0.5	0.00	5.4	18.0	12:30a	NE
30	60.3	78.2	6:00p	40.4	6:00a	8.1	3.4	0.00	6.7	27.0	3:00p	S
-----												
	55.7	92.8	24	31.0	5	330.0	52.1	1.23	10.1	56.0	15	SE

Max >= 90.0: 1  
 Max <= 32.0: 0  
 Min <= 32.0: 2  
 Min <= 0.0: 0  
 Max Rain: 0.63 ON 04/27/12  
 Days of Rain: 6 (>.01 in) 3 (>.1 in) 0 (>1 in)  
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration

## **STREET/SANITATION DIVISIONS**

The resources spent sweeping City streets is down with 77 blocks being swept throughout the month compared to a year ago. However, the division also expended 59 tons of granular base, grading 162 blocks of alleys and 0 blocks of streets throughout the City. The division expended 1,808 tons of cold mix in pothole repair.

The division repaired 1 traffic control sign, replaced 2 control signs, installed 2 new signs, and removed 2 traffic control signs throughout the City.

The sanitation division collected 292 tons of loose trash throughout the month. However, they collected 500 tons of compacted trash. This compacted trash is a 7% increase compared to a year ago. Under time and material removals there were 0 tons this month.

<b>DESCRIPTION</b>	<b>Apr 2012</b>	<b>Apr 2011</b>	<b>Apr Change</b>	<b>YTD 2012</b>	<b>YTD 2011</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
<b>STREET MAINTENANCE</b>								
Streets Swept (Blocks)	77	169	-54%	1,187	1,297	-8%	1,737	-32%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	1,280	2,100	-39%	20,120	18,260	10%	25,632	-22%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)	59	95	-38%	118	95	25%	112	6%
Gravel/ABC-Streets (Tons)				2,443			64	3713%
Grading Alleys (Blocks)	162	155	5%	396	401	-1%	383	3%
Grading Streets (Blocks)		28	-100%		120	-100%	217	-100%
Grade Parking Lots (Blocks)							3	-100%
Excavate Sub-base (Cu Yds)	363			363	80	354%	134	171%
Excavate Asphalt (Tons)							59	-100%
Excavate Concrete (Tons)							11	-100%
Structure Backfill (Tons)	87	14	528%	87	544	-84%	264	-67%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)		54	-100%	135	567	-76%	192	-30%
Hot Bituminous Mix (Tons)		47	-100%		47	-100%	96	-100%
Emulsion/Tack Oil (Gals)							4	-100%
Cold Mix-Asphalt (Tons)	1,808	1	344281%	1,810	3	60135%	491	269%
Catchbasins - Altosid Briquets								
Catchbasins Cleaned (Each)		353	-100%	363	509	-29%	524	-31%
Painting-Parking (Gals)							23	-100%
Painting-Crosswalks (Gals)							5	-100%
Painting-Curbs (Gals)								
Painting-Symbols (Gals)								
Painting-Lanes(Gals)								
<b>SIGN MAINTENANCE</b>								
Traffic Control-Repair (Each)	1	2	-50%	3	2	50%	5	-40%
Traffic Control-Replace (Each)	2	1	100%	12	5	140%	53	-77%
Traffic Control-Install (Each)	2	1	100%	12	7	71%	62	-81%
Traffic Control-Remove (Each)	2	1	100%	10	7	43%	57	-83%
Street Name-Repair (Each)							4	-100%
Street Name-Replace (Each)							56	-100%
Street Name-Install (Each)					1	-100%	70	-100%

Delineators-Repair & Replace (Each)							2	-100%
<b>SNOW/ICE CONTROL</b>								
Snow Removal (Loads)			129	730	-82%		757	-83%
Salt/Sand Mix Material (Tons)			86	237	-64%		246	-65%
Plowed/Sanded Streets (Miles)			1,356	2,776	-51%		2,469	-45%
<b>SANITATION</b>								
Loose Trash/Debris Collection:WO (Tons)	292	320	-9%	376	334	13%	430	-12%
Compacted Trash Collection (Tons)	500	467	7%	1,619	1,483	9%	1,537	5%
Alley Debris/Trash Removal: T & M (Tons)			13				0	6621%
Yard: Sweepings + Misc Debris (Tons)		224	-100%	330	314	5%	605	-45%
Container Repairs-90 Rollouts (Each)	1	1		17	19	-11%	91	-81%
Container Repairs-Dumpsters (Each)	48	22	118%	235	115	104%	130	81%
Level Dumpsters - Gravel Base Pad			2					
Weed Control-Mowing (Hours)								
Weed Control-Burning (Hours)	3		3					
<b>MATERIAL PROCESSING</b>								
Haul Materials from Airport Pit (Cu Yds)								
Haul Sand from Logan County Landfill							4	-100%
Haul Materials from Vendor Yard (Tons)		30	-100%	43	759	-94%	501	-91%
Haul Materials from Project Site (Cu Yds)		40	-100%	110	1,120	-90%	1,086	-90%
Haul Pulverized Asphalt/Millings (Cu Yds)		15	-100%		105	-100%	155	-100%
<b>MISCELLANEOUS</b>								
Haul Rip Rap Materials--Concrete								
Crack Sealing (#'s per day)				28,980	38,790	-25%	26,825	8%

### **WATER/SEWER DIVISION**

The water division produced 80,404,000 gallons, a 42% increase compared to April a year ago, and a 38% increase in hours logged. Furthermore the division responded to 387 requests for locates throughout the month. The meter reader read 5,063 meters resulting in 34 turn-offs for delinquent payment and also 18 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 65 and cleared 65 SCADA alarms at the time of reporting.

The sewer division cleaned 2,400 feet of sewer line throughout the month. This division responded to 387 requests for locates.



<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)				30				
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	5,063	4,634	9%	16,635	16,785	-1%	13,081	27%
Meter Turn-offs (for repair)	9	13	-31%	28	81	-65%	58	-52%
Meter Turn-offs (delinquent)	34	33	3%	181	232	-22%	196	-8%
Meter Turn-ons (all)	79	69	14%	257	331	-22%	3,740	-93%
<b>METER MAINTENANCE (No.)</b>							8	-100%
Meters Repaired - In House							59	-100%
Meters Repaired - In Field					2	-100%	70	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption	3			3			0	1400%
High Usage	18	13	38%	116	100	16%	140	-17%
Leaking in Meter Pit								
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired							18	-100%
<b>METER PIT INSTALLATION (No.)</b>								
Meter Pits Installed							0	-100%
<b>MISCELLANEOUS - OTHER (No.)</b>								
Concrete Risers Manufactured								
Meter Pits Manufactured								
<b>OPERATIONS SECTION</b>								
<b>WELL METERS (No.)</b>								
Well Meters Read	24	15	60%	87	53	64%	44	99%
Park Meters Read	29	2	1350%	116	57	104%	56	106%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	390	390		1,573	1,560	1%	1,177	34%
Well Building Security Checked	630	630		2,541	2,520	1%	1,595	59%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							314	-100%
Well Check for Sand							504	-100%
Well Static Level							4	-100%
Well Draw Down								
Well Air Check	90	90		360	360		81	344%
<b>GROUND STORAGE TANKS (No.)</b>							8	-100%
7.5 MG Tank Checked	60	60		242	240	1%	166	46%
7.5 MG Tank Level Checked	60	60		242	240	1%	158	53%
2.0 MG Tank Checked	60	60		242	240	1%	158	53%
2.0 MG Tank Level Checked	60	60		242	240	1%	182	33%
Security Checks	60	60		242	240	1%	240	1%
<b>ELEVATED STORAGE TANKS (No.)</b>							24	-100%
0.25 MG North Checked	90	90		363	360	1%	309	17%
0.25 MG North Level Checked	90	90		363	360	1%	309	17%
0.25 MG South Checked	90	90		363	360	1%	285	27%
0.25 MG South Level Checked	90	90		363	360	1%	316	15%

Security Checks	180	180		726	720	1%	595	22%
<b>WATER QUALITY TESTING (No.)</b>							31	-100%
Well Samples Taken					11	-100%	34	-100%
Distribution Samples Taken					15	-100%	35	-100%
Chlorine Samples Taken	150	30	400%	605	133	355%	125	382%
Bacteriological Samples Taken					15	-100%	41	-100%
Other - Samples taken							45	-100%
<b>SCADA SYSTEM (No.)</b>							29	-100%
SCADA Alarms	65	73	-11%	301	230	31%	121	149%
SCADA Alarms Cleared	65	73	-11%	299	230	30%	117	155%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up	26	9	189%	65	40	63%	42	55%
Chlorine Bottles Returned	26	9	189%	65	40	63%	41	58%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>							7	-100%
Hours	2,673	1,930	38%	8,891	8,483	5%	7,402	20%
Gallons	80,404	56,804	42%	262,255	239,393	10%	204,831	28%
Call Customer By Phone							1,818	-100%
UNCC LOCATES							46,476	-100%
City Requests	8	10	-20%	48	48		10	400%
Private Requests	121	91	33%	359	255	41%	51	604%

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>SANITARY SECTION</b>								
<b>Sewer Service Installed (No.)</b>								
Sewer Service Installed (No.) 4"							0	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all							0	-100%
Sewer Service Inspected (No.)							1	-100%
Sewer Service Repaired (No.)							1	-100%
<b>Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"								
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
<b>Sewer Lines Replaced (Ft.) 4"</b>								
Sewer Lines Replaced -6" (Ft)					23	-100%	5	-100%
Sewer Lines Replaced -8" (Ft)								
Sewer Lines Replaced -10" (Ft)							2	-100%
Sewer Lines Replaced-12" & larger (Ft)								
Sanitary Sewer Relined-all sizes (Ft)								
<b>Sewer Lines Cleaned (Ft.) 4"</b>							20	-100%
Sewer Lines Cleaned (Ft.) 6"					375	-100%	998	-100%
Sewer Lines Cleaned (Ft.) 8"		1,400	-100%		4,700	-100%	9,164	-100%
Sewer Lines Cleaned (Ft.) 10"	400	2,900	-86%	2,900	4,350	-33%	5,545	-48%

Sewer Lines Cleaned (Ft.) 12" & larger	2,000			3,000			1,846	62%
<b>Sewer Lines Repaired (Ft.)</b>								
Sewer Lines Repaired (Ft.) 6"								
Sewer Lines Repaired (Ft.) 8"							1	-100%
Sewer Lines Repaired (Ft.) 10"								
Sewer Lines Repaired (Ft.) 12" & larger							0	-100%
Sanitary Tap Locates (No.)					8	-100%	22	-100%
Sanitary Line Locates (No.)	129	85	52%	395	288	37%	252	56%
Sanitary Manhole Locates (No.)	258	170	52%	790	544	45%	403	96%
Sanitary Manholes Constructed (No.)							0	-100%
Sanitary Manholes Inspected (No.)							5	-100%
Sanitary Manholes Repaired (No.)							1	-100%
Sanitary Manholes Raised (No.)								
Sanitary Manholes Lowered (No.)								
Lift Stations Checked (No.)				6	1	500%	19	-68%
Lift Stations Cleaned/Washed (No.)	9	9		14	25	-44%	27	-49%
Lift Stations Repaired (No.)							2	-100%
Lift Station Alarms (No.)	21			35			6	447%
<b>MISCELLANEOUS-OTHER</b>								
Sewer Lines Televised (Ft.) all sizes				60			35	71%
Sewer Service Lines Televised (No)				1			2	-55%
Sewer Service Taps Televised (No)				2			2	11%
Sewer Service Lines Replaced (No)				1				
Sewer Service Taps Replaced (No)				1			0	400%
Manhole Risers Manufactured (No.)								
<b>STORM SECTION</b>								
<b>Storm Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed -8" (Ft)								
Sewer Lines Installed -10" (Ft)								
Sewer Lines Installed -12" & larger (Ft)								
<b>Storm Sewer Lines Replaced (Ft.)</b>								
sewer lines replaced-8" (Ft)								
Sewer lines replaced-10" (Ft)					4	-100%	1	-100%
Sewer Lines Replaced-12" & larger (Ft)								
<b>Storm Sewer lines Cleaned (Ft.)</b>								
Sewer lines cleaned-8" (Ft)							154	-100%
Sewer lines cleaned-10" (Ft)								
Sewer lines cleaned-12" & larger (Ft)								
<b>Storm Sewer Lines Repaired (Ft.)</b>								
Sewer Lines Repaired-8" (Ft)							15	-100%
Sewer Lines Repaired-10" (Ft)							2	-100%
Sewer Lines Repaired-12"&larger (Ft)							2	-100%
Storm Manholes Constructed (No.)							0	-100%
Storm Manholes Inspected (No.)								
Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)							6	-100%

Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)							6	-100%
Storm Sewer Line Locates (No.)	129	85	52%	395	280	41%	273	44%
Storm Sewer Manhole Locates (No.)	258	170	52%	790	560	41%	350	126%
Call Customer by Phone							1	-100%

### **AIRPORT DIVISION**

The airport division witnessed 163 operations during the month of April. Throughout the month this division sold 2,554 gallons of fuel, which is a 32% decrease from April 2011. However the total year-to-date of 14,947 gallons of fuel, is also an 8% increase compared to a year ago.

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	106	145	-27%	369	409	-10%	517	-29%
A/C Multi Engine	7	8	-13%	28	39	-28%	64	-56%
Helicopter	14	14		86	74	16%	55	55%
Turbojet	36	37	-3%	194	118	64%	220	-12%
Other Types							3	-100%
<b>TOTAL OPERATIONS</b>	163	204	-20%	677	640	6%	859	-21%
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	760	1,154	-34%	3,285	3,860	-15%	3,937	-17%
Jet-A (Gals.)	1,794	2,591	-31%	11,662	9,925	17%	8,107	44%
<b>TOTAL FUEL</b>	2,554	3,745	-32%	14,947	13,785	8%	12,044	24%

### **CODE ENFORCEMENT DIVISION**

There were 0 permits issued for new residential work with a construction value of \$-0- in the month of April. There were 28 permits for residential additions/alterations with a construction value of \$330,585.00. There was 1 permit issued for new non-residential work with a construction value of \$191,317.00 in the month of April. Furthermore there were 4 permits for non-residential additions and/or alterations with a construction value of \$148,358.00. For summation of the month there was a total of 33 building permits issued with a fee structure of \$14,728; 1 demo permit with a fee structure of \$24; 9 fence permits with a fee structure of \$180; 9 mechanical permits with a fee structure of \$308; 2 sign permits with a fee structure of \$40; 6 excavation permits with a fee structure of \$130, 2 manufactured home hookup permits with a fee structure of \$150 and 101 miscellaneous permits and/or approvals issued with a fee structure of \$31,460.00. Throughout April, there were 163 permits and/or approvals issued with a 191% increase compared to a year ago. The fee structure is \$47,020.00, a 257% increase compared to a year ago.



Permits	27	4	575%	59	28	111%	27	120%
Value	317,585	28,600	1010%	739,131	153,646	381%	186,968	295%
<b>Residential Garages/Carports 438</b>								
Permits	1	1		4	5	-20%	3	43%
Value	13,000	28,732	-55%	44,701	77,442	-42%	41,037	9%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	28	5	460%	63	33	91%	30	113%
Value	330,585	57,332	477%	783,832	231,088	239%	228,004	244%
<b>NEW NONRESIDENTIAL</b>								
<b>Amusement &amp; Recreation 318</b>								
Permits								
Value								
<b>Churches &amp; Religious 319</b>								
Permits								
Value								
<b>Industrial Buildings 320</b>								
Permits								
Value								
<b>Auto Service &amp; Repair 322</b>								
Permits								
Value								
<b>Hospitals &amp; Institutions 323</b>								
Permits								
Value								
<b>Offices 324</b>								
Permits				1			0	400%
Value				1,924,600			96,358	1897%
<b>Schools &amp; Education 326</b>								
Permits								
Value								
<b>Commercial Buildings (Retail) 327</b>								
Permits							0	-100%
Value							130,000	-100%
<b>Public Works &amp; Utilities 325</b>								
Permits								
Value								
<b>Other Buildings 328</b>								
Permits	1			1	1		4	-75%
Value	191,317			191,317	3,000	6277%	117,112	63%
<b>Structures 329</b>								
Permits							3	-100%
Value							52,794	-100%
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits	1			2	1	100%	7	-71%
Value	191,317			2,115,917	3,000	70431%	396,264	434%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
<b>Nonresidential Add/Alterations 437</b>								
Permits	4	2	100%	14	15	-7%	17	-19%

Value	148,358	33,323	345%	435,140	626,082	-30%	1,150,453	-62%
<b>DEMOLITIONS</b>								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649							0	-100%
<b>PERMITS AND FEES</b>								
<b>Building</b>								
Permits	33	8	313%	81	50	62%	54	49%
Fees	14,728	7,090	108%	85,331	36,623	133%	45,835	86%
<b>Demolitions</b>								
Permits	1	1		3	2	50%	1	114%
Fees	24	24	2%	72	47	52%	33	117%
<b>Fence</b>								
Permits	9	9		25	16	56%	20	28%
Fees	180	180		500	320	56%	383	31%
<b>Mechanical</b>								
Permits	9	4	125%	21	15	40%	14	48%
Fees	308	96	221%	644	372	73%	531	21%
<b>Sign</b>								
Permits	2	3	-33%	4	9	-56%	9	-53%
Fees	40	140	-71%	100	260	-62%	232	-57%
<b>Excavation</b>								
Permits	6	7	-14%	18	13	38%	11	61%
Fees	130	150	-13%	315	240	31%	137	130%
<b>Manufactured Home Hookups</b>								
Permits	2			2	2		2	25%
Fees	150			150	150		96	56%
<b>Miscellaneous</b>								
Permits	101	24	321%	210	62	239%	71	196%
Fees	31,460	5,499	472%	57,853	9,542	506%	11,125	420%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	163	56	191%	364	169	115%	182	100%
Fees	47,020	13,179	257%	144,964	47,554	205%	58,372	148%
<b>Nuisance Violations</b>								
Vehicle Violations	5	16	-69%	121	133	-9%	146	-17%
Grass/weed Violations	147	89	65%	148	94	57%	89	67%
Miscellaneous Violations	35	6	483%	178	194	-8%	168	6%
Totals-Nuisance Violations	187	111	68%	447	421	6%	402	11%
(total issued 2005/1136)								

## PARKS, LIBRARY AND RECREATION DEPARTMENT

### APRIL 2012 MONTHLY REPORT

#### DEPARTMENT OVERVIEW

There were 27 pavilion reservations made in April, for a year-to-date total of 66. There were three facility reservations prepared during April.

No money was paid out in the Tree Removal program, leaving a year-to-date total of \$1,500. There was \$44.91 paid out in the Tree Planting program.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared and distributed PLR news releases to media and answered the phone five times for the HR Dept. She also changed the tape for the IT Tech twice during the month and called for copier repair once.

The Director attended staff, Kiwanis and SWellness meetings during the month.

April 5 – Director attended a meeting re: Luft house at the museum.

April 10 – Director and Department secretary attended the PLR Board meeting. The meeting took place during a bus tour of City maintained property around the City of Sterling.

April 10 – Director met with Recreation Superintendent Fuller.

April 10 – Director attended City Council.

April – Director attended a Kiwanis Board meeting and a scholarship committee meeting.

April 12 – Director attended a North Colorado Common Read library meeting.

April 16 – Director met with Museum Curator and PCF Superintendent at the museum re: sidewalks.

April 17 – Director met with CIRSA auditor re: Loss Control Audit.

April 17 – Director attended a Heating & Cooling Training at the library.

April 20 – Director and Department secretary attended the Arbor Day celebration.

April 20 – Director met with Marci Henry, NJC re: softball fields.

April 26 – Director and Museum Curator conducted interviews for a museum employee.

April 30 – Director met with Operations Manager Anderson, PCF employee and City Manager.

#### PARKS, CEMETERY, AND FORESTRY

**Parks** – April has been a busy month for the parks crews. Mowing operations are in full swing. Irrigation has been activated in all of the parks, with work still ongoing on the 3<sup>rd</sup> Avenue islands.

Spraying operations are continuing as scheduled. NJC has completed their softball season. The ball field crew is now focusing their efforts on the Little League season and the Adult/Youth Softball season. The parks crew installed seven new memorial benches - five at Columbine Park and two at Pioneer Park.

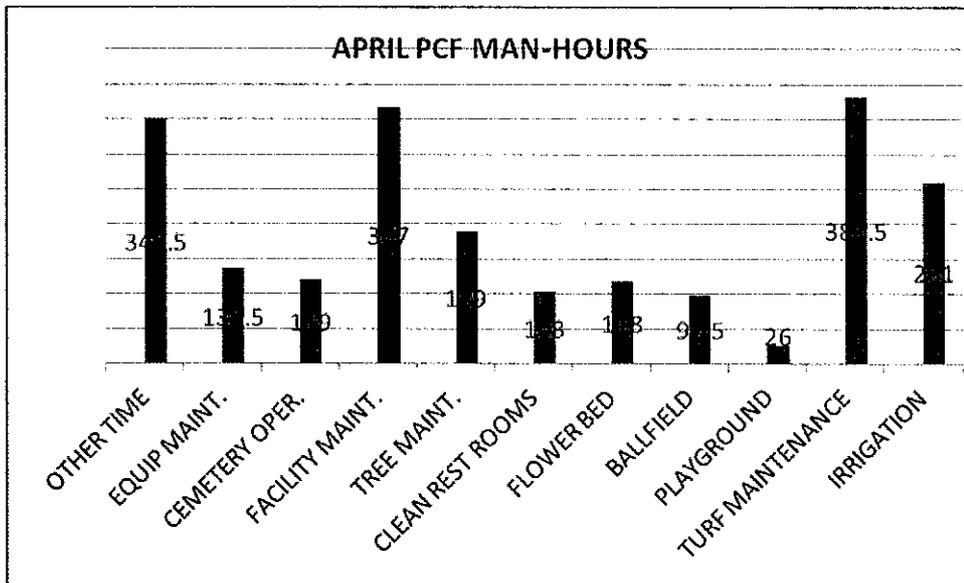
**Cemetery** – The cemetery staff is busy preparing for Memorial weekend. There were 13 funerals in April, seven of them were cremations. One grave space and four niches were sold this month. Two hundred and five grave spaces were repaired.

**Forestry** - In the month of April Action Requests continued as scheduled. Seventy-two new trees and shrubs were delivered and placed at the Service Center. Planting and watering of the trees and shrubs has begun. Arbor Day was celebrated on the 20<sup>th</sup> April with two new trees being planted at the event in front of the High School. This marks the City's 24<sup>th</sup> consecutive year as a Tree City. The forestry crew trimmed 11 trees, removed 15 trees, and planted 19 new trees.

**Ongoing PCF projects:**

- Perform all routine maintenance activities as necessary
- Prepare equipment for the spring season
- Complete Forestry Action Requests as needed
- Plant trees
- Install new sod

Graph denotes man-hours used during the month of April:



DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>PARKS</b>								
Man-hours of equip maint (all PCF)	136	136	0%	136	390	-65%	617	-78%
Facility reservations	6	2	200%	7	18	-61%	14	-51%
Restroom cleanings/inspections	103	114	-9%	465	427	9%	500	-7%
Man-hours of ballfield preparation	36	47	-24%	214	707	-70%	205	4%
<b>CEMETERY</b>								
Opening/Closing	13	8	63%	43	36	19%	37	17%
Cremains - Opening/Closing	7	4	75%	19	12	58%	13	44%
Spaces sold	1	6	-83%	19	16	19%	24	-21%
Monument permits		35	-100%		39	-100%	38	-100%
Graves repaired/raised	205	148	39%	543	358	52%	309	76%
Niches Sold	4			12	7	71%	8	54%
<b>FORESTRY</b>								
Trees trimmed	11	10	10%	71	43	65%	144	-51%
Trees removed	15	2	650%	53	13	308%	55	-3%
Action Requests completed	1	1		20	1	1900%	16	22%
Trees planted	19	12	58%	29	22	32%	8	272%
Stumps removed by contract							14	-100%

## **LIBRARY**

The patron count for Sterling Public Library from April 1 through April 30, 2012 was 4,329.

There were 34 meetings in the Community Room in April.

The library had 9 Community Servants for a total of 127 hours of community service. The library had 9 volunteers who worked 68.5 hours. Total volunteer hours during April was 195.5.

Sterling Public Library made 222 interlibrary loan requests of other libraries and received 144 items. Other libraries made 203 interlibrary loan requests and Sterling Public Library loaned 175 items. Lending libraries were unable to fill 27 requests and Sterling Public Library was unable to fill 29 requests. Total interlibrary loan requests were 425 and 319 items were circulated.

Jo Ann Conter reported 11 tutors worked with 15 students for 89 hours during April. The Correctional Facility has started the literacy program again and tutors are working with students. During April 14 tutors worked with 14 students for 212 hours.

Erica Kallsen and Sandy Van Dusen provided a Kindle class on April 17<sup>th</sup>. Ten people learned to download books from Overdrive onto their Kindle.

Sterling Public Library celebrated National Library Week April 8<sup>th</sup> – 14<sup>th</sup>. The library had several special displays for patrons to view. Beginning on Wednesday the library gave out books marks showing 100 free things at your library. Patrons checking out, renewing their library card or applying for a new card received a piece of candy.

Sterling Public Library was a part of a statewide initiative to give a book to every 4 year old. The book was "Maybe a Bear Ate It" by Robie Harris. To kickoff the event, Sterling Public Library held an Open House for One Book 4 Colorado. There were 13 four year olds, 7 other children and 15 adults that attended the Open House. The kids made grass heads and enjoyed cookies. From April 19<sup>th</sup> through 29<sup>th</sup> Sterling gave out 53 books in English and 1 in Spanish to 4 year olds.

The library showed the Muppet movie on April 22<sup>nd</sup>. There were 13 kids and 13 adults that attended the showing.

Jeff Barnes, author of "The Great Plains Guide to Custer", provided the program Custer and the Great Buffalo Hunt of 1872 on April 23<sup>rd</sup>. Eighteen people attended the program.

**PROJECT UPDATE:**

Technology continues to be an important part of the library. One thousand seven hundred sixty patrons signed up and used the Internet and public access computers during April.

There were 95 children who called Dial-a-Story during April. Denise Ladd, Cheryl Schulte, Kim Sanchez, Erica Kallsen, Vickie Nills and Margie Peake read stories during the month. During National Library Week stories were changed daily. The stories can be heard by calling 522-6808.

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Books Checked Out	7,891	8,724	-10%	33,088	34,112	-3%	29,791	11%
Digital check out	505			2,142				
In-house Circulation	429	885	-52%	2,032	4,080	-50%	3,825	-47%
Volunteer Hours	69			165	15	997%	33	403%
Story Time Attendance	78	107	-27%	376	387	-3%	260	45%
Summer Reading Program								
Reference Questions	608	952	-36%	2,853	4,614	-38%	3,670	-22%
Books Placed on Hold	585	786	-26%	2,281	2,545	-10%	1,448	58%
Inter-Library Loans								
Borrowed requests	222	270	-18%	862	907	-5%	809	7%
Loaned requests	203	271	-25%	836	986	-15%	822	2%
Total	425	541	-21%	1,698	1,893	-10%	1,630	4%
Library Meeting Room Use	34	23	48%	148	37	300%	68	116%
Patrons Using Facility	4,329	4,388	-1%	19,051	15,910	20%	17,119	11%
Hours Tutoring	301	138	118%	596	509	17%	548	9%
Internet use	1,760	2,412	-27%	7,785	4,625	68%	6,132	27%

## **RECREATION DIVISION**

**SPRING VOLLEYBALL:** The spring Women's "A", "Upper B", and "B" volleyball leagues ended April 30<sup>th</sup>. The season began on March 6<sup>th</sup>. There were 23 teams participating in 3 separate leagues. This year the Recreation Division stopped offering tournaments and prizes in all Recreational Leagues. Overall, there was just one team less than last year! There were a total of 752 participant visits in Adult Volleyball and 940 spectator visits to Sterling Middle School and N.J.C., where the games were played.

**SUMMER YOUTH SOFTBALL:** This year we made many important changes to Youth Wildcat Softball. We changed from grades to ages. We added Girls Whiffle T-Ball for 4 year olds. We changed from using pitching machines to using our own Staff Pitchers for 7 & 8 year olds. We went from having the coaches hand pick teams, to a draft system, and we added a new girls 15 & 16 year old league.

In the 9 - 16 year old divisions we changed from allowing coaches to hand pick only the players they wanted for their teams, to a draft system similar to what SBO does. The old method kept all the best girls on one or two teams and everyone knew who would win the league before the season even started. Our new draft system allows every girl wishing to play softball an equal chance to play on any team. It also gives new players a chance to play for experienced coaches. In the past, all new players were put on the same team with a less experienced coach. We also offered a new 15 & 16 year old league. We only received 1 out of town team and 2 individual registration forms, so that league was cancelled.

We conducted a Youth Softball Skills Assessment for the 9 - 16 year old divisions on April 22<sup>nd</sup>, so coaches could see and compare the skills of all the girls available. The draft took place for the 9 - 16 year old divisions on April 29<sup>th</sup>. There are 3 - Whiffle T-Ball teams for 4 year olds, 6 - T-ball teams for 5 & 6 year olds, 5 - Staff Pitch teams for 7 & 8 year olds, 5 - Fast Pitch teams for 9 & 10 year olds, 7 - Fast Pitch teams for 11 & 12 year olds and 7 - Fast Pitch teams for 13 & 14 year olds. Overall, with all the changes we made to the program this year, there are 33 teams, which are 4 more teams than last year. There are 335 girls in the program, which are 12 more than last year. The season begins on May 29<sup>th</sup>.

The league schedules will be prepared in May, with games beginning May 29<sup>th</sup>. We wait to start Youth Softball till after school ends. This is because of the many school related year end activities we have to schedule around.

**SUMMER ADULT SOFTBALL:** Registration information and materials for Men's slow pitch and Co-Rec. slow pitch softball leagues were processed in April. We have also made several changes to Adult Softball this year. We tried offering a "Men's 50+" year old league. We also adjusted the number of games in each league in order to bring program costs more in line with program fees. The Men's leagues went down from 16 games to 12 games and the Co-Rec. leagues went down from 12 games to 8 games. The Men's 50+ leagues were offered at 8 games. The final change was moving the starting date for adult softball back after school ends. We did this because of the many school related year end activities we have to schedule around and the fact that we usually have to cancel many early spring games due to weather anyway. The leagues schedules will be prepared in May, with games beginning May 29<sup>th</sup>.

## **RECREATION CENTER**

**HEAT EXCHANGER PROBLEMS:** We have had problems with the indoor pool waters heat exchanger for the past few months. It took some time to diagnose the problem, get bids to replace the clogged heating coils, and finally get the work done. The coils were clogged solid with hard water deposits. We were only able to get the pools water temperature up to 82 degrees. This is way too cold for therapeutic swimmers. The coils were replaced on April 20<sup>th</sup>. Compounding the problem, the facilities computer systems do not work that control the pool water temperature. When the heat exchanger coils were replaced it worked so well it raised the pool temperature to 89 degrees, which is way too hot. Long Mechanical Solutions had to come in from Denver and enter new set point parameters.

**CALICHE & FLEMING AFTER PROMS:** The Recreation Center hosted two after prom parties this April. They both were well attended and ran from 12:00 midnight until 3:00 a.m. Caliches' after prom was held on April 14<sup>th</sup>, with 75 students and another 10 parent chaperones. Fleming's after prom was held on April 29<sup>th</sup>, with 70 students and 10 parent chaperones. During after proms, the Recreation Center provides 1 cashier and 3 lifeguards for the pool, just like it provides during normal operating hours. If very large numbers of students are in the pool for after hours activities, the number of lifeguards is adjusted.

**OVERALL ADMISSIONS:** April 2012 total admissions were 2,636 patron visits. April, 2011 admissions were 2,980 patron visits. This was down 344 patron visits from April, 2011. This decrease in the number of patrons is probably due to the cold pool water temperatures mentioned above. The pool was way too cold for therapeutic swimmers. The decrease averages out to be about 12 patrons a day less than last year using the Recreation Center during the month of April.

**NON-PAID ADMISSIONS:** The April, 2011 admissions do not include the following free visits to the Sterling Recreation Center, due to Intergovernmental Agreements: 348 visits from Sterling High School P.E. students; 327 visits from Sterling Middle School P.E. students; 21 visits from Merino schools and 24 visits from St. Anthony's school. These free visits to the Recreation Center are provided through Intergovernmental Agreements.

**CHILD ADMISSIONS:** There were a total of 128 Child Admissions to the Recreation Center in April, 2012. In April, 2011 there were 77. This is up 51 Child Admissions from April, 2011.

**YOUTH ADMISSIONS:** There were a total of 752 Youth Admissions to the Recreation Center in April, 2012. In April, 2011 there were 685. This is up 67 Youth Admissions from April, 2011.

**SENIOR ADMISSIONS:** There were a total of 232 Senior Admissions to the Recreation Center in April, 2012. In April, 2011 there were 313. This is down 81 Senior Admissions from April, 2011.

**ADULT ADMISSIONS:** In April, 2012 there were a total of 834 Adult Admissions to the Recreation Center. In April, 2011 there were 952. This was down 118 Adult Admissions from April, 2011.

**YEARLY ADMISSIONS:** There were 511 Yearly Pass admissions to the Recreation Center in April, 2012. In April, 2011 there were 510. This was down just 1 Yearly Admission from April, 2011.

**AQUA AEROBICS CLASSES:** There were 130 patrons attending aqua aerobics classes in April, 2012. In April, 2011 there were 142. This is down 12 Aqua Aerobics Admissions from April, 2011.

**BOY'S PARTICIPATING ON VALLEY SWIM TEAM:** The Sterling High School no longer has a boy's swim team, but several S.H.S. boys join Valley High School to compete. There are 4 boys that participate. The boys practice at the Sterling Recreation Center and pay their own Youth Admissions. Their use of the Recreation Center keeps the facility busy and fills up the indoor pool M-W-F between 4:00 and 6:00 pm. In April, 2012, the boys accounted for 14 admissions. In April 2011, the boys accounted for 75 visits to the Recreation Center. This is down 61 visits from April, 2011.

**STERLING SWIM TEAM:** The Sterling Swim Team pre-season practice began April 17<sup>th</sup> and goes through May 17<sup>th</sup>. There are 14 kids signed up for the Sterling Swim Teams pre-season practice. That is 7 less than this time last year, but still a good turnout. These kids accounted for 20 visits to the Recreation Center for practices. Pre-season practices are scheduled on Tuesdays and Thursdays from 3:45 - 4:45 p.m. The pool is not open to the public at this time.

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams							20	-100%
Volleyball Participants							496	-100%
Volleyball Spectators							843	-100%
Adult Basketball Teams				52	46	13%	39	33%
Adult Basketball Participants				1,212	920	32%	1,032	17%
Adult Basketball Spectators				2,020	1,840	10%	1,428	41%
Youth Basketball Teams				176	174	1%	178	-1%
Youth Basketball Participants				6,704	9,744	-31%	12,582	-47%
Youth Basketball Spectators				13,320	15,660	-15%	14,790	-10%
Adult Basketball Tourn. Teams					28	-100%	31	-100%
Adult Basketball Tourn. Participants					210	-100%	333	-100%
Adult Basketball Tourn. Spectators					420	-100%	448	-100%
Open Gym Participants								
Denver Nugget Basketball Skills Challenge							15	-100%
Santa at the Center Participants								
<b>Spring</b>								
Volleyball Teams	23	24	-4%	46	48	-4%	50	-9%
Volleyball Participants	752	784	-4%	1,472	1,632	-10%	1,871	-21%
Volleyball Spectators	940	980	-4%	1,840	2,040	-10%	1,955	-6%

## **OVERLAND TRAIL MUSEUM**

Attendance at the museum this month has been very good; we have had 706 visitors which is a 34% increase over April of 2011 visitation.

Several committees have met at the museum, including the Heritage Festival committee, tourism committee and the 125<sup>th</sup> Anniversary committee from Logan County.

The Parks Division did some work on the oil derrick fountain. It was filled and operating the first week of April. The tipi was also repaired and put up by Parks crew. This may be the last year to use this tipi; we have it repaired every year, but it has now started tearing almost immediately after putting it up.

Kay Rich has requested funding from both the Lodging Tax Board and from the County Commissioners for the Heritage Festival. The LTB approved \$2,000 for advertising and the County Commissioners approved \$1,500 for entertainment etc.

Perry Johnson presented two Saturday programs this month with the theme being the sinking of the Titanic and other 1912 history. Both programs were very well received. Snow Staples portrayed Molly Brown at the first program and Janet Bigler at the second program. The Museum also hosted a Birthday party that was an auction item for the Chamber of Commerce gala. The Education Center had one rental this month – a tea with 80 people in attendance.

Kay and Jody interviewed for the part time Museum Assistant job this month. The position was offered to Kristine Rodine, who has been working at the Museum this past month through SOS Staffing.

Staff has been very busy trying to keep up with cleaning. The wind has continued to be a problem with sand blowing into the buildings. Some projects have had to be put on hold so that staff has time to keep the buildings and the grounds clean.

School groups have continued to make reservations almost filling the month of May. Eighteen schools will be visiting in May from many different communities including Wray, Brush, Fort Morgan, Haxtun, Holyoke and Wiggins. The first Wagons West program took place on April 27 and will continue on Fridays through May. Activities include a covered wagon ride, Cowboy poet – Zeb Dennis, Traveling the Overland Trail Game, Tipi and gold panning activities. This is the 5<sup>th</sup> year for this program.

### **Museum Projects**

Accessioning artifacts.....	Ongoing project
Cleaning buildings & artifacts.....	Ongoing
Archive room.....	In progress
Miccosukee exhibit.....	Completed
Tannery.....	In progress
Research Room.....	Plans progressing
Reorganization of photo archives.....	In progress
Concrete work (gutters & sidewalks).....	Bidding in progress

DESCRIPTION	Apr 2012	Apr 2011	Apr Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	1	1		8	7	14%	12	-35%
Number of items donated	4	6	-33%	21	19	11%	41	-49%
Number of School Visits	5	3	67%	5	4	25%	5	-4%
Number of Students	140	115	22%	140	121	16%	194	-28%
Prairie School Students								
Prairie School Teachers								
Number of Special Events	3	1	200%	4	4		2	100%
Total Attendance of Special Events	50	10	400%	60	39	54%	51	17%
Number of Weddings				1			0	400%
Number of Tour Buses	1			1				
Tour Bus Visitors	15			15				
States represented	13	23	-43%	43	55	-22%	52	-17%
Foreign Countries Represented	3	2	50%	5	3	67%	5	
Total of All Visitors	706	464	52%	1,409	1,034	36%	1,050	34%
Volunteer Hours	8	63	-87%	20	143	-86%	131	-85%
Square Foot, Bldg. Maintained	29,766	24,766	20%	119,064	99,064	20%	99,064	20%