

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

February 2011

## CITY MANAGER

### FEBRUARY 2011 MONTHLY REPORT

#### **City Manager:**

City Manager Kiolbasa attended or met with the following in February:

- Meetings with property owners regarding easements for water project;
- Attended Logan County Economic Development planning meeting;
- Meeting with City Attorney and Fire Chief regarding Intergovernmental Agreement;
- Telephone conference with Clifton-Gunderson regarding financial check-up;
- Attended Colorado City/County Managers Winter conference;
- Meeting with Dr. Bolton regarding water service to Northeastern Junior College;
- Meeting with Bank of Colorado representatives regarding North Railway Street; and
- Meeting with Colorado Department of Transportation regarding maintenance agreement.

#### **Executive Secretary:**

The Executive Secretary continues to do the packets for Council. She attends the Administrative Staff meetings. She prepares the monthly reports, puts them on the web site and scans them into Laser Fiche for future reference.

Connie is a member of the employee newsletter committee and continues to help with the publication of it. She also attends the monthly Web Group meeting and the clerical staff weekly meetings.

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

The EMC was the host on the monthly Emergency Management spot on the KSTC Cross-Talk radio show. Bob discussed the Emergency Alert Systems (EAS) in Logan County, describing their strengths and weaknesses. He also discussed planned future upgrades to the sirens and r911 notification systems.

Logan County experienced extreme winter weather in early February. EMC Owens did radio, newspaper and Facebook press releases on winter weather preparedness and planning.

Bob responded as the City/County DERA on a hazmat incident at Luft Machine Shop. A truck with a hazmat cargo tank was on fire in their parking lot. He made arrangements with SFD to do reimbursement on the equipment and manpower used.

The EMC attended a two-day training at the State EOC on Mitigation Planning. This course is part of the on-going Emergency Managers Academy. The EM Academy will hold several more trainings in the upcoming months, culminating with a weeklong final training in July.

Work continues on the tornado siren update project. EMC Owens researched DHS and other grants for funding. He met with the planning and code departments reference site locations and required permits.

Bob participated in a Statewide GIS exercise with the Colorado Division of Emergency Management (CDEM). He provided local data and locations for the exercise.

EMC Owens completed a long survey for the CDEM on the 2010 Emergency Manager Grant Program (EMPG). This survey will be used in part to determine the amount of future grant funding that is used to support local emergency management. He continues to attend the weekly EMS Development Committee meetings. In February, they discussed the development of IGA's between the City and County, Fire Based EMS and a proposed Tri-County system that would combine resources.

The EMC attended a presentation by the Logan County Water Conservancy Board (LCWCB) on a proposed flood mitigation project on Pawnee Creek. This presentation was for local governments and boards. A public presentation of the project will be held in March.

The Logan County E911 Board held a meeting in February. Agenda items included the GIS update project from the Logan County Assessor, the updating and restructuring of the E911 IGA and the restructuring of the Board members.

Bob assisted with Sterling Emergency Communications Center (SECC) dispatch interviews. Two candidates were interviewed for the 32-hour positions.

EMC Owens responded to a large grass fire south of the Iliff interchange. He assisted with Incident Command, procuring resources, updating the State WebEOC entries and doing press releases to the Denver news stations.

The EMC attended a presentation by the State Colorado Information Analysis Center (CIAC) at the Sterling Fire Department. Items discussed were an overview of the CIAC system, local critical infrastructure, reporting strategies and State and local CIAC contacts. In March, the CIAC will hold an all day training session for local responders in Fort Morgan.

Bob assisted the Sterling Regional MedCenter with the development of their facility Emergency Operations Plan. He also provided them with the updated Logan County emergency contacts list and resource lists.

Work also continues on the multi-county hospital Alternate Care Facility project and exercise.

**Sterling Emergency Communications Center:**

The Communications Center handled 1,708 calls for service during the month of February 2011, a 10 percent decrease from the 1,894 calls received in February 2010. The Sterling Police Department handled 811 calls for service a decrease of 24 percent compared to 1,074 calls for service received in February 2010. The Logan County Sheriff's Office received 694 calls for service a 14 percent increase compared to 607 calls for service received in February 2010. Crook Fire Department handled six calls for service in February 2011 compared to the seven calls in February 2010. Fleming Fire received six calls for service in February 2011, compared to five calls for service in February 2010. Merino Fire handled five calls for service in February 2011 compared to four calls for service in February 2010. Peetz Fire handled one call for service in February 2011 compared to two calls for service in February 2010. Sterling Fire handled 94 calls for service in February 2011, a decrease of six percent compared to the 100

calls handled in February 2010. Life Care Medical handled 109 calls for service a decrease of 13 percent compared to 126 calls for service handled in February 2010.

Training for the month of February included: CPR for the Professional Rescuer taught by Lavon Ritter.

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	1,708	1,894	-10%	3,392	4,245	-20%
CITY OF STERLING	811	1,074	-24%	1,634	2,264	-28%
LOGAN COUNTY	694	607	14%	1,336	1,404	-5%
EMS	109	126	-13%	253	277	-9%
STERLING FIRE	94	100	-6%	224	214	5%
CROOK FIRE	6	7	-14%	7	16	-56%
FLEMING FIRE	6	5	20%	11	9	22%
MERINO FIRE	5	4	25%	10	11	-9%
PEETZ FIRE	1	2	-50%	1	6	-83%

**Information Technology Specialist (ITS):**

Daily backup of servers and Finance & Police Systems continue. ITS Anderson performed routine maintenance for servers and users and processed renewals of E-mail Certificate and online sales tax certificate.

The ITS allowed access to ADG for the tax program repairs.

Mary Ann set up computers and assisted with new server set up and connections at the Library. The City had some issues with the new version of the Envisionware, the Library Reservation program that staff has worked through. The Library is still waiting for some power and network connection issues in the computer lab.

ITS Anderson sent request for holiday changes on the phone system.

The ITS assisted the water division with program updates and installed the newest FireHouse program update.

ITS Anderson viewed the Cirsa Training video with the Secretary staff. She attended a 2-hour webinar regarding the new CBI Requirement Policy.

Mary Ann attended a SWellness meeting and created flyers for the next SWellness events.

## CITY ATTORNEY

### FEBRUARY 2011 MONTHLY REPORT

#### MEETINGS:

City Attorney Barlean attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including a meeting with the City Manager and Fire Chief regarding the new intergovernmental agreement with the Sterling Rural Fire Protection District and the Town of Merino. The paralegal attends staff meetings in the absence of the City Attorney, 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:

None.

Prepared the following Ordinances:

Ordinance No. 1, Series of 2011 – An Ordinance amending the Sterling City Code, Chapter 3, Alcoholic Beverages, Article I, In General, Section 3-15, School Distance Restriction Exemption.

Ordinance No. 2, Series of 2011 – An Ordinance approving a loan agreement with the Colorado Water Resources and Power Development Authority and a governmental agency bond payable from the City's water utility enterprise revenues to finance certain capital projects; ratifying action previously taken concerning the project, the loan agreement and the bond; and providing other matters relating thereto; and declaring an emergency.

Other Documents:

None.

#### MUNICIPAL COURT:

The City Attorney prosecuted 1 charge and the Defendant was found not guilty. 1 Defendant failed to appear for trial. 4 charges were dismissed, including 1 with proof of insurance, 1 two-year old case at the request of the complaining witness and 1 with proof of previous sale of vehicle ticketed for improper parking. 1 Defendant pled guilty prior to trial, and 2 Defendants were granted a deferred judgment. Court documents were prepared, 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 were copied and police department and attorney files were prepared for trial.

#### LIQUOR LICENSING:

This office processed 1 liquor license renewal.

#### MISCELLANEOUS:

This office prepared a collection letter regarding reimbursement to the City for damage to property.

This office continues to follow up on correspondence with the County Torrens Attorney relating to the proper Union Pacific Railroad transfer of property in the Torrens System.

The City Attorney attended the CML 2011 Legislative workshop, and the paralegal attended a driver training by CIRSA video.

The City Attorney prepared the annual audit letter for the City's auditors.

The paralegal makes 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**

### **FEBRUARY 2011 MONTHLY REPORT**

The Finance Department assisted 2,836 customers during the month of February 2011. This compares to 2,660 customers in February 2010. This number does not include the contacts made by the Director of Finance. There were on average 149 customer contacts per day for February 2011. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in February 2011 in comparison to February 2010.

The General Fund revenues for the month of February 2011 amounted to \$1,047,954.98. The revenue for the month ended February 2010 in the General Fund amounted to \$925,705.76. Expenditures for the General fund for the month ending February 31, 2011 amounted to \$770,942.93 and for the same period in 2010 the expenditures were \$750,225.70.

Cash in all City funds totaled \$1,360,356.00 on February 28, 2011 and for February 28, 2010 on hand was \$1,569,419.60. On February 28, 2011 the City of Sterling had outstanding a total of \$9,757,032.28 in investments, this amount is for all funds. This breaks down to \$205,621.21 in Certificates of Deposit, \$9,451,133.29 ColoTrust Plus and \$100,277.78 in Money Market.

There were \$2,014,704.66 worth of checks issued in February 2011 for all funds; this compares to \$1,132,378.18 for the same period in 2010. There were 5,078.3 gallons of gasoline and diesel used in the month of February 2011 for all City operations. This compares to 5,534.3 gallons gasoline and diesel used in February 2010.

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

## Investment Breakdown

2010

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.	02/28/11
<b>General Fund:</b>				
Colotrust Plus	\$1,066,685.52	\$375,000.00	\$200,093.17	\$891,778.69
Colotrust Plus - Seizure Money	\$26,552.61	\$0.00	\$3.17	\$26,555.78
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,093,238.13</b>	<b>\$375,000.00</b>	<b>\$200,096.34</b>	<b>\$918,334.47</b>
<b>Water Fund:</b>				
Colotrust Plus	\$118,249.32	\$0.00	\$14.08	\$118,263.40
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$118,249.32</b>	<b>\$0.00</b>	<b>\$14.08</b>	<b>\$118,263.40</b>
<b>Sanitation Fund:</b>				
Colotrust Plus	\$322,284.00	\$0.00	\$25,039.03	\$347,323.03
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$322,284.00</b>	<b>\$0.00</b>	<b>\$25,039.03</b>	<b>\$347,323.03</b>
<b>Sewer Fund:</b>				
Colotrust Plus	\$3,798,701.50	\$620,000.00	\$600,425.40	\$3,779,126.90
Certificates of Deposit	\$205,621.21	\$0.00	\$0.00	\$205,621.21
Money Market	\$100,262.39	\$0.00	\$15.39	\$100,277.78
<b>TOTALS</b>	<b>\$4,104,585.10</b>	<b>\$620,000.00</b>	<b>\$600,440.79</b>	<b>\$4,085,025.89</b>
<b>Perpetual Care Fund:</b>				
Colotrust Plus	\$135,532.10	\$0.00	\$16.18	\$135,548.28
<b>TOTALS</b>	<b>\$135,532.10</b>	<b>\$0.00</b>	<b>\$16.18</b>	<b>\$135,548.28</b>
<b>Elna Anderson Trust Fund:</b>				
Colotrust Plus	\$77,134.56	\$53,500.00	\$5.72	\$23,640.28
<b>TOTALS</b>	<b>\$77,134.56</b>	<b>\$53,500.00</b>	<b>\$5.72</b>	<b>\$23,640.28</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	02/28/11
<b>Ethel Lindstrom Trust Fund:</b>				
Colotrust Plus	\$111,537.47	\$53,500.00	\$9.76	\$58,047.23
<b>TOTALS</b>	<b>\$111,537.47</b>	<b>\$53,500.00</b>	<b>\$9.76</b>	<b>\$58,047.23</b>
<b>Library Improvement Fund:</b>				
Colotrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Conservation Trust Fund:</b>				
Colotrust Plus	\$284,166.10	\$70,462.00	\$29.86	\$213,733.96
<b>TOTALS</b>	<b>\$284,166.10</b>	<b>\$70,462.00</b>	<b>\$29.86</b>	<b>\$213,733.96</b>
<b>Karl Falch Library Trust Fund:</b>				
Colotrust Plus	\$30,996.62	\$0.00	\$3.73	\$31,000.35
<b>TOTALS</b>	<b>\$30,996.62</b>	<b>\$0.00</b>	<b>\$3.73</b>	<b>\$31,000.35</b>
<b>Employee Self-Insurance Fund:</b>				
Colotrust Plus	\$642,923.28	\$65,000.00	\$75.52	\$577,998.80
<b>TOTALS</b>	<b>\$642,923.28</b>	<b>\$65,000.00</b>	<b>\$75.52</b>	<b>\$577,998.80</b>
<b>Service Center Fund:</b>				
Colotrust Plus	\$307,807.93	\$0.00	\$36.70	\$307,844.63
<b>TOTALS</b>	<b>\$307,807.93</b>	<b>\$0.00</b>	<b>\$36.70</b>	<b>\$307,844.63</b>
<b>Risk Management Fund:</b>				
Colotrust Plus	\$823,298.50	\$0.00	\$98.16	\$823,396.66
<b>TOTALS</b>	<b>\$823,298.50</b>	<b>\$0.00</b>	<b>\$98.16</b>	<b>\$823,396.66</b>
<b>Capital Equipment Fund:</b>				
Colotrust Plus	\$756,125.01	\$0.00	\$90.12	\$756,215.13
<b>TOTALS</b>	<b>\$756,125.01</b>	<b>\$0.00</b>	<b>\$90.12</b>	<b>\$756,215.13</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	02/28/11
<b>Capital Improvement Fund:</b>				
Colostrust Plus	\$639,544.01	\$40,000.00	\$74.67	\$599,618.68
Colostrust Plus - Museum Bldg	\$839,952.82	\$121,850.00	\$90.46	\$718,193.28
Colostrust Plus - Mus Exhibits	\$42,843.09	\$0.00	\$5.12	\$42,848.21
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,522,339.92</b>	<b>\$161,850.00</b>	<b>\$170.25</b>	<b>\$1,360,660.17</b>
<b>Grand Totals All Funds:</b>				
Colostrust Plus	\$10,024,334.44	\$1,399,312.00	\$826,110.85	\$9,451,133.29
Certificates of Deposit	\$205,621.21	\$0.00	\$0.00	\$205,621.21
Money Market	\$100,262.39	\$0.00	\$15.39	\$100,277.78
<b>Grand Total</b>	<b>\$10,330,218.04</b>	<b>\$1,399,312.00</b>	<b>\$826,126.24</b>	<b>\$9,757,032.28</b>

## GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

2/28/2011

### BALANCE SHEET

#### **ASSETS:**

Cash	\$658,905.48
Flex Cash Account	\$7,791.81
Petty Cash	\$830.00
Cash with County Treasurer	\$237,012.22
Accounts Receivable	\$176,307.11
Allowance for Uncollectables	-\$39,044.07
Taxes Receivable	\$42,795.29
Sales Tax Receivable	\$556,000.00
Property Tax Receivable	\$1,018,263.00
Investments	\$891,778.69
Investment - Federal Seizure	\$26,555.78
Prepaid Fuel	\$36,889.97
Prepaid Fuel - Airport	\$17,513.07
Payroll Clearing Account	\$1,790.20
Postage Clearing Account	\$3,593.20
Prepaid Prisoner Housing	\$56,543.00

#### **TOTAL ASSETS**

**\$3,693,524.75**

#### **LIABILITIES:**

Ded/Ben Clearing Account	\$3,025.64
Accounts Payable	\$153,559.24
Accounts Payable - Logan County	\$2,285.86
Accrued Salaries	\$172,452.85
Court Bonds	\$1,120.00
Jury Deposit	\$704.00
Restitution Clearing Account	\$1,090.94
Seizures	\$600.00
Deferred Revenue	\$1,018,263.00
Deferred Revenue - Other	\$3,620.29

#### **TOTAL LIABILITIES**

**\$1,356,721.82**

#### **FUND BALANCE:**

Reserve for Museum	\$28,199.92
Designated for Arts	\$50,000.00
Unreserved Fund Balance	\$1,943,641.26
Excess Revenue over Expenditures	\$314,961.75

#### **TOTAL FUND BALANCE**

**\$2,336,802.93**

#### **TOTAL LIABILITIES & FUND BALANCE**

**\$3,693,524.75**

**GENERAL FUND**

2/28/2011

<u>REVENUES:</u>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Real & Personal Prop. Tax	\$1,018,420.00	\$230,175.40	\$273,551.63	\$744,868.37
Road & Bridge Fund Taxes	\$170,000.00	\$0.00	\$0.00	\$170,000.00
Auto Ownership Taxes	\$120,000.00	\$8,243.19	\$16,548.70	\$103,451.30
Sales Tax	\$5,650,000.00	\$462,712.89	\$1,148,987.78	\$4,501,012.22
Vehicle Use Tax	\$185,000.00	\$11,205.62	\$24,020.48	\$160,979.52
Building Material Use Tax	\$70,000.00	\$7,619.64	\$10,239.56	\$59,760.44
Employment Occupation Tax	\$14,200.00	\$0.00	\$15,200.00	-\$1,000.00
<b>TOTAL TAXES</b>	<b>\$7,227,620.00</b>	<b>\$719,956.74</b>	<b>\$1,488,548.15</b>	<b>\$5,739,071.85</b>
Franchise Taxes	\$711,000.00	\$89,676.65	\$139,361.36	\$571,638.64
Licenses & Permits	\$138,250.00	\$12,200.55	\$24,987.40	\$113,262.60
Intergovernmental Revenue	\$1,283,290.00	\$115,840.16	\$168,888.21	\$1,114,401.79
Charges for Service	\$266,825.00	\$17,700.93	\$28,190.90	\$238,634.10
Fines & Forfeits	\$191,300.00	\$10,756.54	\$23,333.20	\$167,966.80
Miscellaneous Revenue	\$423,426.00	\$39,578.41	\$65,442.91	\$357,983.09
Transfer from Other Funds	\$511,164.00	\$42,245.00	\$84,490.00	\$426,674.00
<b>TOTAL OTHER REVENUES</b>	<b>\$3,525,255.00</b>	<b>\$327,998.24</b>	<b>\$534,693.98</b>	<b>\$2,990,561.02</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$10,752,875.00</b>	<b>\$1,047,954.98</b>	<b>\$2,023,242.13</b>	<b>\$8,729,632.87</b>

**GENERAL FUND**

2/28/2011

<u>EXPENDITURES:</u>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b>GENERAL GOVERNMENT:</b>				
Council	\$52,093.00	\$2,621.96	\$11,697.89	\$40,395.11
City Manager	\$341,680.00	\$24,933.09	\$51,376.69	\$290,303.31
City Attorney	\$193,525.00	\$14,876.80	\$29,298.76	\$164,226.24
Municipal Court	\$99,967.00	\$6,628.21	\$13,514.61	\$86,452.39
Finance	\$429,075.00	\$33,024.03	\$63,890.61	\$365,184.39
City Hall & Non-Departmental	\$1,279,731.00	\$164,023.44	\$360,364.93	\$919,366.07
Personnel	\$226,655.00	\$14,256.52	\$29,655.87	\$196,999.13
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,622,726.00</b>	<b>\$260,364.05</b>	<b>\$559,799.36</b>	<b>\$2,062,926.64</b>
<b>PUBLIC SAFETY:</b>				
Police	\$1,713,041.00	\$103,527.59	\$249,693.51	\$1,463,347.49
Dispatch Center	\$512,873.00	\$36,765.09	\$88,707.90	\$424,165.10
Youth Services	\$105,125.00	\$7,811.35	\$16,035.75	\$89,089.25

Fire	\$1,370,586.00	\$87,004.48	\$181,527.39	\$1,189,058.61
<b>TOTAL PUBLIC SAFETY</b>	<b>\$3,701,625.00</b>	<b>\$235,108.51</b>	<b>\$535,964.55</b>	<b>\$3,165,660.45</b>

**PUBLIC WORKS:**

Street	\$2,262,316.00	\$58,889.61	\$137,365.82	\$2,124,950.18
Engineering & Operations	\$340,105.00	\$24,130.63	\$53,525.93	\$286,579.07
Airport	\$306,954.00	\$34,451.32	\$120,361.20	\$186,592.80
<b>TOTAL PUBLIC WORKS</b>	<b>\$2,909,375.00</b>	<b>\$117,471.56</b>	<b>\$311,252.95</b>	<b>\$2,598,122.05</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$212,036.00	\$15,352.25	\$30,414.55	\$181,621.45
Museum	\$185,779.00	\$9,995.91	\$21,312.69	\$164,466.31
Parks	\$423,171.00	\$28,618.07	\$58,208.38	\$364,962.62
Recreation Center	\$509,964.00	\$32,680.00	\$60,552.30	\$449,411.70
Forestry	\$140,042.00	\$6,618.44	\$13,752.27	\$126,289.73
Rec. Administration	\$221,122.00	\$16,402.72	\$33,177.75	\$187,944.25
Softball	\$41,156.00	\$1,300.50	\$1,648.31	\$39,507.69
Youth Softball	\$10,647.00	\$0.00	\$72.00	\$10,575.00
Basketball	\$7,622.00	\$3,020.97	\$4,820.43	\$2,801.57
Volleyball	\$7,035.00	\$0.00	\$66.00	\$6,969.00
Tolla Brown Skate Park	\$12,750.00	\$1,321.22	\$1,571.22	\$11,178.78
Special Events	\$28,950.00	\$1,124.57	\$1,508.03	\$27,441.97
Tennis	\$18,873.00	\$1,209.45	\$1,269.45	\$17,603.55
Youth Basketball	\$27,811.00	\$8,781.73	\$15,688.49	\$12,122.51
Youth Volleyball	\$7,998.00	\$0.00	\$48.00	\$7,950.00
Baseball	\$27,136.00	\$852.53	\$889.53	\$26,246.47
Library	\$529,404.00	\$30,720.45	\$56,264.12	\$473,139.88
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,411,496.00</b>	<b>\$157,998.81</b>	<b>\$301,263.52</b>	<b>\$2,110,232.48</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$11,645,222.00</b>	<b>\$770,942.93</b>	<b>\$1,708,280.38</b>	<b>\$9,936,941.62</b>
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**WATER FUND**

**2/28/2011**

**BALANCE SHEET**

**ASSETS:**

Cash	-\$234,763.01
Cash with Fiscal Agent	\$3,505,065.60
Accounts Receivable	-\$162.57
Accounts Receivable - Utility Billing	\$242,352.02
Supply Inventory	\$203,915.98
Investments	\$118,263.40
Fixed Assets (Net)	\$10,501,593.39

**TOTAL ASSETS**

**\$14,336,264.81**

**LIABILITIES:**

Accounts Payable	\$192,253.58
Unpaid Compensated Absences	\$10,068.86

Accrued Salaries	\$5,596.57		
Accounts Payable Pawnee Ridge	\$2,609.50		
Loan Payable CWRPDA	\$4,800,000.00		
Due to Sewer Fund	\$345,505.00		
		<b>TOTAL LIABILITIES</b>	<b>\$5,356,033.51</b>
<b>FUND BALANCE:</b>			
Reserve for Painting	\$410,000.00		
Reserve for Capital Replacement	\$2,732,790.00		
Retained Earnings	\$5,720,936.96		
Excess Revenue over Expenditures	\$116,504.34		
		<b>TOTAL FUND BALANCE</b>	<b>\$8,980,231.30</b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$14,336,264.81</b>

### WATER FUND

2/28/2011

<u>REVENUES</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$1,856,200.00	\$145,387.79	\$330,934.30	\$1,525,265.70
Water Revenue-Outside Residential	\$161,400.00	\$53.30	\$14,435.51	\$146,964.49
Water Revenue-Inside Commercial	\$626,200.00	\$37,536.26	\$104,387.49	\$521,812.51
Water Revenue-Outside Commercial	\$4,210.00	\$37.63	\$395.68	\$3,814.32
Water Revenue-Inside Industrial	\$369,900.00	\$0.00	\$31,740.90	\$338,159.10
Misc. Water Sales	\$2,000.00	\$38.38	\$138.82	\$1,861.18
Surcharge	\$30,000.00	\$1,074.40	\$3,089.38	\$26,910.62
Service Charges	\$35,000.00	\$4,682.00	\$8,279.99	\$26,720.01
Tapping Charges	\$5,000.00	\$0.00	\$445.00	\$4,555.00
Water Div. Services	\$5,000.00	\$0.00	\$466.50	\$4,533.50
Penalties	\$16,000.00	\$1,786.99	\$3,626.24	\$12,373.76
Investment Earnings	\$250.00	\$77.78	\$94.91	\$155.09
Miscellaneous	\$200.00	\$0.11	\$0.11	\$199.89
Rents from land	\$50,000.00	\$458.40	\$458.40	\$49,541.60
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	\$2,160.00	\$7,840.00
Loan Proceeds	\$17,500,000.00	\$0.00	\$0.00	\$17,500,000.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$20,671,360.00</b>	<b>\$191,133.04</b>	<b>\$500,653.23</b>	<b>\$20,170,706.77</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$205,736.00	\$18,351.73	\$35,840.09	\$169,895.91
Maintenance & Operation	\$1,298,824.00	\$127,097.87	\$246,557.64	\$1,052,266.36
Capital Outlay	\$21,918,769.00	\$0.00	\$64,187.16	\$21,854,581.84
Transfer to General Fund	\$225,385.00	\$18,782.00	\$37,564.00	\$187,821.00
<b>TOTAL EXPENDITURES</b>	<b>\$23,648,714.00</b>	<b>\$164,231.60</b>	<b>\$384,148.89</b>	<b>\$23,264,565.11</b>

### SANITATION FUND

2/28/2011

#### BALANCE SHEET

#### **ASSETS:**

Cash	\$382,417.89			
Accounts Receivable	\$507.07			
Accounts Receivable - Utility Billing	\$40,947.93			
Supply Inventory	\$23,597.22			
Investments	\$347,323.03			
Fixed Assets (Net)	\$283,220.08			
		<b>TOTAL ASSETS</b>		<b>\$1,078,013.22</b>

#### **LIABILITIES:**

Accounts Payable	\$4,131.24			
Unpaid Compensated Absences	\$9,991.75			
Accrued Salaries	\$4,925.27			
		<b>TOTAL LIABILITIES</b>		<b>\$19,048.26</b>

#### **FUND BALANCE:**

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$758,482.00			
Retained Earnings	\$271,388.38			
Excess Revenue over Expenditures	\$705.58			
		<b>TOTAL FUND BALANCE</b>		<b>\$1,058,964.96</b>

		<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$1,078,013.22</b>
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### SANITATION FUND

2/28/2011

<b>REVENUES:</b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$445,000.00	\$30,385.38	\$67,711.12	\$377,288.88
Rubbish Collection Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,000.00	\$346.91	\$779.64	\$4,220.36

Investment Earnings	\$1,000.00	\$39.03	\$85.31	\$914.69
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>\$452,500.00</b>	<b>\$30,771.32</b>	<b>\$68,576.07</b>	<b>\$383,923.93</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$160,480.00	\$9,467.22	\$25,412.78	\$135,067.22
Maintenance & Operation	\$241,231.00	\$16,661.18	\$32,437.71	\$208,793.29
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$60,130.00	\$5,010.00	\$10,020.00	\$50,110.00
<b>TOTAL EXPENDITURES</b>	<b>\$461,841.00</b>	<b>\$31,138.40</b>	<b>\$67,870.49</b>	<b>\$393,970.51</b>

### SEWER FUND

2/28/2011

#### BALANCE SHEET

#### **ASSETS:**

Cash	\$379,255.77
Accounts Receivable	\$22,623.57
Accounts Receivable - Industrial	\$21,109.83
Accounts Receivable - Utility Billing	\$104,579.43
Due From Water Fund	\$345,505.00
Supply Inventory	\$39,363.14
Investments	\$4,085,025.89
Fixed Assets (Net)	\$10,240,846.34

**TOTAL ASSETS**

**\$15,238,308.97**

#### **LIABILITIES:**

Accounts Payable	\$18,068.93
Unpaid Compensated Absences	\$15,474.09
Accrued Salaries	\$10,595.91
Loan Payable CWRPDA	\$963,414.00
Interest Payable	\$14,260.57

**TOTAL LIABILITIES**

**\$1,021,813.50**

#### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$144,931.45
Reserve for Lagoons	\$363,583.26
Reserve for Capital Replacement	\$7,765,264.00
Retained Earnings	\$5,984,573.58
Excess Revenue over Expenditures	-\$153,640.82

**TOTAL FUND BALANCE**

**\$14,216,495.47**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$15,238,308.97**

## SEWER FUND

2/28/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$911,500.00	\$58,245.77	\$136,123.22	\$775,376.78
Sewer Revenue-Outside Residential	\$89,500.00	\$122.27	\$8,417.98	\$81,082.02
Sewer Revenue-Inside Commercial	\$316,800.00	\$16,434.04	\$43,370.16	\$273,429.84
Sewer Revenue-Outside Commercial	\$2,810.00	\$18.25	\$256.85	\$2,553.15
Sewer Revenue-Inside Industrial	\$342,900.00	\$21,420.21	\$22,755.01	\$320,144.99
Tapping Charges	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Sewer Division Charges	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Penalties	\$14,000.00	\$794.14	\$1,896.73	\$12,103.27
Investment Earnings	\$10,000.00	\$498.32	\$1,126.38	\$8,873.62
Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00
Outside Billing	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Plant Investment Fees	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,717,010.00</b>	<b>\$97,533.00</b>	<b>\$213,946.33</b>	<b>\$1,503,063.67</b>

<u>EXPENDITURES:</u> <u>LINES AND SERVICES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$85,127.00	\$7,405.03	\$14,048.98	\$71,078.02
Maintenance & Operation	\$337,119.00	\$23,502.56	\$47,384.16	\$289,734.84
Capital Outlay	\$291,844.00	\$0.00	\$72,893.02	\$218,950.98
Transfer to General Fund	\$62,406.00	\$5,200.00	\$10,400.00	\$52,006.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$776,496.00</b>	<b>\$36,107.59</b>	<b>\$144,726.16</b>	<b>\$631,769.84</b>
Debt Service	\$198,733.00	\$0.00	\$27,110.79	\$171,622.21
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$975,229.00</b>	<b>\$36,107.59</b>	<b>\$171,836.95</b>	<b>\$803,392.05</b>

<u>TREATMENT FACILITIES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$298,835.00	\$23,083.58	\$48,362.62	\$250,472.38
Maintenance & Operation	\$873,936.00	\$59,803.39	\$107,066.35	\$766,869.65
Capital Outlay	\$749,726.00	\$3,107.50	\$13,815.23	\$735,910.77
Transfer to General Fund	\$159,043.00	\$13,253.00	\$26,506.00	\$132,537.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$2,081,540.00</b>	<b>\$99,247.47</b>	<b>\$195,750.20</b>	<b>\$1,885,789.80</b>

<b>TOTAL EXPENDITURES</b>	<b>\$3,056,769.00</b>	<b>\$135,355.06</b>	<b>\$367,587.15</b>	<b>\$2,689,181.85</b>
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**PERPETUAL CARE FUND**

2/28/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Perpetual Care	\$2,500.00	\$200.00	\$250.00	\$2,250.00
Perpetual Care - niches	\$9,000.00	\$1,500.00	\$2,500.00	\$6,500.00
Investment Earnings	\$300.00	\$16.18	\$35.74	\$264.26
<b>TOTAL REVENUES</b>	<b>\$11,800.00</b>	<b>\$1,716.18</b>	<b>\$2,785.74</b>	<b>\$9,014.26</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$305.00	\$305.00	\$305.00	\$0.00
Niche Engraving	\$2,000.00	\$150.00	\$450.00	\$1,550.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,605.00</b>	<b>\$455.00</b>	<b>\$755.00</b>	<b>\$1,850.00</b>

**BALANCE SHEET**

2/28/2011

<b><u>ASSETS:</u></b>			
Cash	\$9,496.86		
Investments	\$135,548.28		
		<b>TOTAL ASSETS</b>	<b>\$145,045.14</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$455.00		
		<b>TOTAL LIABILITIES</b>	<b>\$455.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$142,559.40		
Excess Revenue over Expenditures	\$2,030.74		
		<b>TOTAL FUND BALANCE</b>	<b>\$144,590.14</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$145,045.14</b>

**ELNA ANDERSON ESTATE TRUST**

2/28/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$0.00	\$5.72	\$20.54	-\$20.54
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$5.72</b>	<b>\$20.54</b>	<b>-\$20.54</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</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	\$87,034.00	\$53,500.00	\$93,500.00	-\$6,466.00
<b>TOTAL EXPENDITURES</b>	<b>\$87,034.00</b>	<b>\$53,500.00</b>	<b>\$93,500.00</b>	<b>-\$6,466.00</b>

**BALANCE SHEET  
2/28/2011**

<b><u>ASSETS:</u></b>				
Cash	\$633.62			
Investments	\$23,640.28			
		<b>TOTAL ASSETS</b>		<b>\$24,273.90</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$117,753.36			
Excess Revenue over Expenditures	-\$93,479.46			
		<b>TOTAL FUND BALANCE</b>		<b>\$24,273.90</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$24,273.90</b>

**ETHEL LINDSTROM FUND**

2/28/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$0.00	\$9.76	\$29.59	-\$29.59
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$9.76</b>	<b>\$29.59</b>	<b>-\$29.59</b>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$87,034.00	\$53,500.00	\$93,500.00	-\$6,466.00
<b>TOTAL EXPENDITURES</b>	<b>\$87,034.00</b>	<b>\$53,500.00</b>	<b>\$93,500.00</b>	<b>-\$6,466.00</b>

**BALANCE SHEET  
2/28/2011**

<u>ASSETS:</u>				
Cash	\$71.87			
Investments	\$58,047.23			
		<b>TOTAL ASSETS</b>		<b>\$58,119.10</b>
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$151,589.51			
Excess Revenue over Expenditures	-\$93,470.41			
		<b>TOTAL FUND BALANCE</b>		<b>\$58,119.10</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$58,119.10</b>

**CONSERVATION TRUST FUND**

2/28/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$115,000.00	\$0.00	\$0.00	\$115,000.00
Investment Earnings	\$500.00	\$29.86	\$71.23	\$428.77
<b>TOTAL REVENUES</b>	<b>\$115,500.00</b>	<b>\$29.86</b>	<b>\$71.23</b>	<b>\$115,428.77</b>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Tennis Court Improvements	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Steel picnic tables	\$9,800.00	\$9,800.00	\$9,800.00	\$0.00
Bridge - Pioneer Park	\$65,509.00	\$0.00	\$3,000.00	\$62,509.00
Aluminum tables	\$7,646.00	\$24,434.44	\$24,434.44	-\$16,788.44
Basketball Court Improvements	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Softball Field Improvements	\$21,450.00	\$0.00	\$0.00	\$21,450.00
Playground Equipment	\$73,000.00	\$0.00	\$0.00	\$73,000.00

Fitness Equipment	\$55,000.00	\$4,175.00	\$46,737.00	\$8,263.00
Softball Field Backdrop	\$9,000.00	\$6,279.51	\$6,279.51	\$2,720.49
Roof - Columbine	\$2,900.00	\$0.00	\$0.00	\$2,900.00
<b>TOTAL EXPENDITURES</b>	<b>\$264,305.00</b>	<b>\$44,688.95</b>	<b>\$90,250.95</b>	<b>\$174,054.05</b>

**BALANCE SHEET**  
2/28/2011

**ASSETS:**

Cash	\$0.07		
Investments	\$213,733.96		
		<b>TOTAL ASSETS</b>	<b>\$213,734.03</b>

**LIABILITIES:**

Accounts Payable	\$16,788.44		
		<b>TOTAL LIABILITIES</b>	<b>\$16,788.44</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$287,125.31		
Excess Revenue over Expenditures	-\$90,179.72		
		<b>TOTAL FUND BALANCE</b>	<b>\$196,945.59</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$213,734.03</b>

**KARL FALCH LIBRARY TRUST FUND**

2/28/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$70.00	\$3.73	\$8.25	\$61.75
<b>TOTAL REVENUES</b>	<b>\$70.00</b>	<b>\$3.73</b>	<b>\$8.25</b>	<b>\$61.75</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</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	\$50.00	\$50.00	\$50.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$850.00</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$800.00</b>

**BALANCE SHEET**  
2/28/2011

**ASSETS:**

Cash	\$621.17
Investments	\$31,000.35

		<b>TOTAL ASSETS</b>	<b><u>\$31,621.52</u></b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	<u>\$50.00</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$50.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$31,613.27		
Excess Revenue over Expenditures	<u>-\$41.75</u>		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$31,571.52</u></b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$31,621.52</u></b>

### EMPLOYEE SELF-INSURANCE FUND

2/28/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,400.00	\$75.52	\$168.41	\$1,231.59
Employee Premiums	\$137,844.00	\$19,976.09	\$39,648.17	\$98,195.83
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
City Premiums	\$1,253,172.00	\$91,680.74	\$184,664.98	\$1,068,507.02
<b>TOTAL REVENUES</b>	<b><u>\$1,392,416.00</u></b>	<b><u>\$111,732.35</u></b>	<b><u>\$224,541.56</u></b>	<b><u>\$1,167,874.44</u></b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Old Hire Fire Pension	\$70,443.00	\$70,443.00	\$70,443.00	\$0.00
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
Premium	\$1,391,016.00	\$113,261.47	\$228,064.85	\$1,162,951.15
FLEX	\$3,600.00	\$235.00	\$470.00	\$3,130.00
Pre-employment Screening	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$600.00	\$600.00	\$600.00	\$0.00
Transfer General Fund	\$1,400.00	\$0.00	\$0.00	\$1,400.00
<b>TOTAL EXPENDITURES</b>	<b><u>\$1,467,059.00</u></b>	<b><u>\$184,539.47</u></b>	<b><u>\$299,637.85</u></b>	<b><u>\$1,167,421.15</u></b>

### BALANCE SHEET

2/28/2011

<b><u>ASSETS:</u></b>			
Cash	\$22,768.14		
Accounts Receivable	\$765.15		
Investments	<u>\$577,998.80</u>		
		<b>TOTAL ASSETS</b>	<b><u>\$601,532.09</u></b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	<u>\$600.00</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$600.00</b>

**FUND BALANCE:**

Retained Earnings	\$676,028.38		
Excess Revenue over Expenditures	<u>-\$75,096.29</u>		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$600,932.09</u></b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$601,532.09</u></b>

**SERVICE CENTER FUND**

2/28/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$700.00	\$36.70	\$81.19	\$618.81
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$411,090.00	\$34,256.00	\$68,512.00	\$342,578.00
Transfer from Capital Improvement	\$44,000.00	\$0.00	\$0.00	\$44,000.00
Transfer for Lease Payment	\$183,480.00	\$15,287.00	\$30,574.00	\$152,906.00
<b>TOTAL REVENUES</b>	<b><u>\$639,270.00</u></b>	<b><u>\$49,579.70</u></b>	<b><u>\$99,167.19</u></b>	<b><u>\$540,102.81</u></b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$303,039.00	\$18,661.72	\$45,394.28	\$257,644.72
Maintenance & Operation	\$337,839.00	\$10,884.26	\$22,011.62	\$315,827.38
Capital Outlay	\$2,135.00	\$0.00	\$2,209.38	-\$74.38
Transfer to General Fund	\$700.00	\$0.00	\$0.00	\$700.00
<b>TOTAL EXPENDITURES</b>	<b><u>\$643,713.00</u></b>	<b><u>\$29,545.98</u></b>	<b><u>\$69,615.28</u></b>	<b><u>\$574,097.72</u></b>

**BALANCE SHEET**

2/28/2011

**ASSETS:**

Cash	\$50,310.20		
Cash - Bank of Cherry Creek	\$452.43		
Investments	\$307,844.63		
Fixed Assets (Net)	<u>\$2,209,764.89</u>		
		<b>TOTAL ASSETS</b>	<b><u>\$2,568,372.15</u></b>

**LIABILITIES:**

Accounts Payable	\$3,097.29
Unpaid Compensated Absences	\$22,867.06
Accrued Salaries	\$12,172.42
Lease Payable	\$1,510,000.00
Lease Interest Payable	<u>\$6,040.00</u>

<b>FUND BALANCE:</b>		<b>TOTAL LIABILITIES</b>	<b>\$1,554,176.77</b>
Retained Earnings	\$984,643.47		
Excess Revenue over Expenditures	<u>\$29,551.91</u>		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$1,014,195.38</u></b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$2,568,372.15</u></b>

### RISK MANAGEMENT FUND

2/28/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,800.00	\$98.16	\$217.13	\$1,582.87
Miscellaneous	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Compensation for Loss	\$5,000.00	\$1,194.28	\$1,343.43	\$3,656.57
Transfer of Reserves	\$200,000.00	\$0.00	\$49,999.00	\$150,001.00
Transfer Workers Comp	\$230,505.00	\$0.00	\$57,624.00	\$172,881.00
<b>TOTAL REVENUES</b>	<b><u>\$442,305.00</u></b>	<b><u>\$1,292.44</u></b>	<b><u>\$109,183.56</u></b>	<b><u>\$333,121.44</u></b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Claims Paid	\$60,000.00	\$1,000.00	\$1,000.00	\$59,000.00
Expense for Workers Comp	\$233,000.00	\$0.00	\$58,070.00	\$174,930.00
Premium Fees	\$200,000.00	\$0.00	\$55,141.46	\$144,858.54
Expense for Unemployment	\$10,000.00	\$0.00	\$188.00	\$9,812.00
Materials & Supplies	\$300.00	\$0.00	\$89.41	\$210.59
Audit	\$560.00	\$560.00	\$560.00	\$0.00
Transfer to General Fund	\$1,800.00	\$0.00	\$0.00	\$1,800.00
<b>TOTAL EXPENDITURES</b>	<b><u>\$505,660.00</u></b>	<b><u>\$1,560.00</u></b>	<b><u>\$115,048.87</u></b>	<b><u>\$390,611.13</u></b>

### BALANCE SHEET

2/28/2011

<b><u>ASSETS:</u></b>			
Cash	\$24,538.87		
Investments	<u>\$823,396.66</u>		
		<b>TOTAL ASSETS</b>	<b><u>\$847,935.53</u></b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	<u>\$560.00</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$560.00</b>
<b><u>FUND BALANCE:</u></b>			
Emergency Reserve	\$350,000.00		

Retained Earnings	\$503,240.84		
Excess Revenue over Expenditures	<u>-5,865.31</u>		
		<b>TOTAL FUND BALANCE</b>	<u><b>\$847,375.53</b></u>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u><b>\$847,935.53</b></u></u>

**CAPITAL EQUIPMENT FUND**

2/28/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,300.00	\$90.12	\$197.54	\$1,102.46
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$120,375.00	\$10,030.00	\$20,060.00	\$100,315.00
Grants	\$4,860.00	\$0.00	\$0.00	\$4,860.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<u><b>\$126,535.00</b></u>	<u><b>\$10,120.12</b></u>	<u><b>\$20,257.54</b></u>	<u><b>\$106,277.46</b></u>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$865.00	\$865.00	\$865.00	\$0.00
Police Equipment	\$37,625.00	\$0.00	\$0.00	\$37,625.00
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$67,000.00	\$0.00	\$0.00	\$67,000.00
Public Works Equipment	\$15,750.00	\$0.00	\$0.00	\$15,750.00
Parks, Lib & Rec Equipment	\$6,000.00	\$4,350.00	\$8,450.00	-\$2,450.00
Non-Dept Equipment	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<u><b>\$127,240.00</b></u>	<u><b>\$5,215.00</b></u>	<u><b>\$9,315.00</b></u>	<u><b>\$117,925.00</b></u>

**BALANCE SHEET**

2/28/2011

Cash	\$48,429.89		
Investments	\$756,215.13		
Fixed Assets (Net)	<u>\$1,942,884.70</u>		
		<b>TOTAL ASSETS</b>	<u><b>\$2,747,529.72</b></u>
<u>LIABILITIES:</u>			
Accounts Payable	\$5,215.00		
Lease Payable	\$213,210.98		
Lease Interest Payable	<u>\$5,223.67</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$223,649.65</b>

**FUND BALANCE:**

Retained Earnings	\$2,512,937.53		
Excess Revenue over Expenditures	\$10,942.54		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,523,880.07</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,747,529.72</b>
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**CAPITAL IMPROVEMENT FUND**

2/28/2011

<b>REVENUES:</b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$2,000.00	\$170.25	\$367.67	\$1,632.33
Misc. Income	\$125,000.00	\$258.34	\$258.34	\$124,741.66
Rents From Land	\$44,971.00	\$3,116.18	\$13,955.45	\$31,015.55
Grants	\$126,970.00	\$0.00	\$0.00	\$126,970.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Communication Building	\$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	\$87,034.00	\$53,500.00	\$93,500.00	-\$6,466.00
Transfer from Ethel Lindstrom Fund	\$87,034.00	\$53,500.00	\$93,500.00	-\$6,466.00
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$473,009.00</b>	<b>\$110,544.77</b>	<b>\$201,581.46</b>	<b>\$271,427.54</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Museum Building	\$826,581.00	\$152,162.00	\$278,748.62	\$547,832.38
Museum Exhibits	\$42,751.00	\$5,344.06	\$5,344.06	\$37,406.94
Library Addition	\$486,445.00	\$167,450.70	\$283,817.18	\$202,627.82
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$125,000.00	\$0.00	\$0.00	\$125,000.00
Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00
Building Improvements - Comm Bldg	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$510.00	\$510.00	\$510.00	\$0.00
Transfer to Service Center	\$44,000.00	\$0.00	\$0.00	\$44,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,525,287.00</b>	<b>\$325,466.76</b>	<b>\$568,419.86</b>	<b>\$956,867.14</b>

**CAPITAL IMPROVEMENT FUND  
BALANCE SHEET  
2/28/2011**

**ASSETS:**

Cash	\$17,669.18
Accounts Receivable	\$36,076.41
Investments	\$599,618.68
Investment - Museum Building	\$718,193.28
Investment - Museum Exhibits	\$42,848.21

**TOTAL ASSETS** \$1,414,405.76

**LIABILITIES:**

Accounts Payable	\$287,770.50
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**TOTAL LIABILITIES** \$287,770.50

**FUND BALANCE:**

Unreserved Fund Balance	\$1,493,473.66
Excess Revenue over Expenditures	-\$366,838.40

**TOTAL FUND BALANCE** \$1,126,635.26

**TOTAL LIABILITIES  
& FUND BALANCE** \$1,414,405.76

## PERSONNEL/HR DEPARTMENT

### FEBRUARY 2011 MONTHLY REPORT

The following is a partial list of activities in which the Personnel/HR Department participated in during the month of February 2011.

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

**WORKERS' COMPENSATION** – The City continues to work on all injury cases that are presented for on-the-job injuries. During the month of February, there was one claim reported by an employee.

#### **JOB OPPORTUNITIES** –

- Police Officers – One position was filled.
- Secretary position (16-20 hours) at Fire Station – Employee was hired.
- Maintenance Worker I (Forestry) position was reopened.
- Maintenance Worker I position in Streets and Sanitations was advertised.
- Museum Associate – position was filled.
- Museum Assistant positions were advertised.
- Mechanic position closed February 4. Interviews were held. Candidate will start in mid-March.
- Police Records Clerk position was closed. Data Entry testing was set up with Colorado Workforce Center for March 1.
- Public Safety Dispatcher (32-hour) position was filled.
- Summer seasonal positions in PCF and Museum were advertised.

#### **UPS COORDINATOR** –

UPS CLIENTS		
	MONTH	YEAR TO DATE
<b>Total clients for the month of February</b>	33	65
<b>Total City clients</b>	21	40
<b>City clients that worked</b>	6	15
<b>New City Clients during February</b>	5	12
<b>City Clients cases closed during February</b>	10	13
<b>Total hours assigned to City clients</b>	487	942
<b>Total hours worked by City Clients</b>	124	194

**PERSONNEL BOARD** – The Personnel Board did not meet in February.

#### **MISCELLANEOUS ACTIVITIES**

- CML Salary Survey was due February 28 and submitted February 2.
- Great-West representative will present a program in May (not February) to employees.
- MSEC "Performance Management: Setting the Stage for Success: will be held for onsite on March 1 for all supervisory personnel.
- CIRSA Workers' Compensation audit was completed and submitted online February 4.
- MSEC Compensation Survey was received 2/3 and submitted February 15.
- CIRSA Airport Application was received for 2012. Draft given to PW Director for completion. Due March 21.
- MSEC Benchmark Compensation for CO, WY, and AZ received February 23 and due March 16.

- Received survey from Gallaher Benefit Services, due March 12.
- Working on Loss Control Audit which will be held sometime late May.

## MUNICIPAL COURT

### FEBRUARY 2011 MONTHLY REPORT

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	33	49	-33%	90	103	-13%	134	-33%
<b>JUVENILE CASES</b>	4	8	-50%	4	15	-73%	21	-81%
TRAFFIC	1			1	1		1	-29%
NO INSURANCE					1	-100%	0	-100%
NO SEAT BELT								
SPEEDING					2	-100%	1	-100%
UNDERAGE POSS OF TOBACCO	2	1	100%	2	1	100%	2	25%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA							1	-100%
THEFT		1	-100%		3	-100%	3	-100%
DISTURBING THE PEACE/NOISES							1	-100%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY							1	-100%
TRESPASSING							2	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	1	5	-80%	1	6	-83%	7	-86%
CURFEW FOR MINORS							0	-100%
OTHER		1	-100%		1	-100%	1	-100%
<b>ADULT CASES</b>	29	41	-29%	86	88	-2%	113	-24%
TRAFFIC	6	3	100%	12	11	9%	14	-15%
NO INSURANCE	3	5	-40%	6	7	-14%	8	-23%
NO SEAT BELT	4	5	-20%	8	6	33%	15	-45%
SPEEDING	4	12	-67%	11	19	-42%	19	-41%
PARKING	4	10	-60%	8	17	-53%	17	-52%
POSS. MARIJUANA/DRUG PARAPHERNALIA		2	-100%	2	3	-33%	7	-71%
THEFT	4	2	100%	18	7	157%	5	260%
DISTURBING THE PEACE/NOISES	1	1		3	5	-40%	5	-44%
RESISTING ARREST/FAILURE TO COMPLY				2			1	233%
INJURING/DEFACING PROPERTY				1			1	-29%
TRESPASSING				2	1	100%	3	-38%
UNDERAGE POSS/CONS ALCOHOL	2			3	8	-63%	7	-58%
SALE / PROCUREMENT / OPEN CONTAINER							1	-100%
OTHER	1	1		4	2	100%	4	-9%
ANIMAL				6	2	200%	6	-6%
NUISANCES							2	-100%
JUVENILE ARR'S FOUND GUILTY	3	3		3	10	-70%	13	-78%
JUVENILE ARR'S DISMISSED		3	-100%		3	-100%	5	-100%
JUVENILES PLACED ON PROB/DJ/UPS	3	3		8	5	60%	15	-45%
JUVENILE VIOLS OF PROB/DJ/UPS				4			1	300%
JUVENILE FTA/PWL							7	-100%
ADULT ARR'S FOUND GUILTY	21	12	75%	47	32	47%	44	8%
ADULTS ARR'S DISMISSED	1	7	-86%	8	13	-38%	26	-69%
ADULTS PLACED ON PROB/DJ/UPS	5	1	400%	16	14	14%	15	5%
ADULT VIOLS OF PROB/DJ/UPS	1			1			1	-17%

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
ADULT FTA/PWL	2	8	-75%	7	10	-30%	22	-69%
FINE EXTENSIONS	21	21		51	72	-29%	83	-39%
CONTINUANCE/SET FOR TRIALS/ETC	5	6	-17%	14	16	-13%	37	-62%
CASES REVIEWED	31	61	-49%	69	125	-45%	109	-37%
TRIALS FOUND GUILTY		2	-100%	5	6	-17%	11	-54%
TRIALS FOUND NOT GUILTY	1			1			57	-98%
TRIALS DISMISSED	1	1		1	2	-50%	11	-91%
NEW CHARGES PROCESSED	66	214	-69%	134	327	-59%	295	-55%
NEW WARRANTS	10	20	-50%	33	43	-23%	52	-37%
DAYS JUVENILES SENT TO DETENTION		6	-100%	6	6		27	-78%
DAYS ADULTS SENT TO JAIL		7	-100%	2	7	-71%	33	-94%
PAID TICKETS	31	95	-67%	85	154	-45%	162	-48%
PAID WITH AUTO POINT REDUCTION	15	22	-32%	35	42	-17%	46	-23%
PAID AS REGULAR TICKET	16	73	-78%	50	112	-55%	101	-50%
FROM PWL TO WARRANT					1	-100%	1	-100%

## **POLICE DEPARTMENT**

### **FEBRUARY 2011 MONTHLY REPORT**

During February 2011, the police department responded to 811 Calls for Service, a 24 percent decrease from the 1,074 Calls responded to in February of 2010.

Officers responded to 19 traffic accidents during the month of February, which is a seventeen percent decrease over the 23 accidents is responded to in February of 2010. We issued 36 penalty assessment tickets during February 2011, which was a 76 percent decrease from the 148 penalty assessments issued in February of 2010. Officers also issued 174 Warning tickets during the month, a 44 percent decrease from the 309 Warnings issued in February 2010. Officers arrested five drivers on DUI charges during February 2011, which is a 150 percent increase from the two issued in February of 2010.

Criminal offenses reported to the department numbered 104, which was a four percent decrease from the 108 reported criminal offenses experienced in February 2010. Among the criminal offenses reported were one sexual assault, six assaults, three burglaries, 21 thefts, eight drug or narcotic violations and 16 vandalisms. Property valued at \$11,207 was reported stolen and \$252 was recovered. Officers arrested 45 adults and no juveniles in February 2011.

In February 2011, the Youth Services Division received 15 referrals, with 12 being male and three being female. Youth referrals were received from the following organizations: Sterling Police Department – eleven, District Court/Municipal Court/County Court, one and three from a school.

Officers responded to 20 calls at local liquor establishments, fourteen more than in February of 2010.

Sterling Police Officers and staff completed over 194.50 hours of training during the month of February, with one new officer beginning the Field Training Officer Program on February 21, 2011.

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	811	1,074	-24%	1,634	2,264	-28%		
MOTOR VEHICLE ACCIDENTS	19	23	-17%	50	38	32%	53	-6%
CRIMINAL OFFENSES	104	108	-4%	192	206	-7%	188	2%
GROUP "A" OFFENSES	58	75	-23%	108	133	-19%	114	-6%
GROUP "B" OFFENSES	46	33	39%	84	73	15%	74	14%
VANDALISM	16	5	220%	23	14	64%	15	49%
ARRESTS								
ADULTS	45	65	-31%	101	110	-8%	116	-13%
JUVENILES		9	-100%		10	-100%	16	-100%
PROPERTY								
STOLEN	11,207	61,535	-82%	23,058	73,912	-69%	44,519	-48%
RECOVERED	252	18,178	-99%	254	21,722	-99%	18,568	-99%
MUNICIPAL CHARGES								
PA'S	36	148	-76%	82	246	-67%	240	-66%
CRIMINAL CHARGES	24	33	-27%	38	40	-5%	53	-28%
WARNINGS	174	309	-44%	338	704	-52%	544	-38%
STATE CHARGES								
TRAFFIC	22	43	-49%	49	86	-43%	88	-44%
DUI'S	5	2	150%	7	4	75%	13	-47%
CRIMINAL CHARGES	21	30	-30%	56	56		56	0%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	12	8	50%	22	17	29%	26	-15%
FEMALE	3	13	-77%	8	22	-64%	17	-54%
TOTAL	15	21	-29%	30	39	-23%	43	-31%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	11	19	-42%	24	35	-31%	38	-36%
LOGAN COUNTY SHERIFF'S OFFICE							2	-100%
DISTRICT COURT	1			2			1	233%
STATE PATROL/OTHER JURISDICTION							1	-100%
PARENT/SELF							1	-100%
SCHOOL	3	2	50%	4	4		1	186%

**STERLING FIRE DEPARTMENT**  
**FEBRUARY 2011 MONTHLY REPORT**

**OPERATIONS**

Chief Vogel

- Attended EMS taskforce meeting
- Attended RE-1 Valley School exercise program
- Attended RE-1 Valley School safety meeting
- Had lunch with Scott Thompson from NJC to discuss Fire Science program
- Worked on IGA between SRFPD and the City of Sterling
- Met with the City manager and the City Attorney about the IGA with the SRFPD
- Assisted with Dispatcher interviews
- Led Command Staff meeting
- Attended City Council meeting
- Attended CCCMA conference
- Met with Maria from CIAC
- Attended E-911 meeting
- Several members were fitted for turnout gear

**TRAINING**

Several members of the department completed the practical portion of the State Hazmat operations certifications.

**MAINTENANCE**

The remodel of the meeting room into a work-out room has begun.

**OTHER**

We presented a Juvenile Fire-setter Program to 4 children and two adults.  
We witnessed fire drills at all of the dorms at NJC.

**MAJOR INCIDENTS**

2-2-11	IR#136	413 Riverside Drive	Vehicle Fire
2-2-11	IR#146	2020 Leisure Lane	Water Problem
4-18-11	IR#191	CR36 CR 61	Grass Fire
4-24-11	IR#208	504 Poplar	Electrical Problem



# PUBLIC WORKS DEPARTMENT

## FEBRUARY 2011 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of February with a high temperature of 75° recorded at the water stations on the 16th. Evening temperatures also fluctuated similarly with a low of the month being -16° on the evening of the 2nd and a high evening low of 30° recorded on the 15th. The station located east of Sterling recorded a total precipitation of .08" for the month. However, at Sterling Municipal Airport there was a total of .10" recorded in the month of February.

### MONTHLY CLIMATOLOGICAL SUMMARY for FEB. 2011

NAME: Sterling Mun.    CITY: Sterling    STATE: Colorado  
 ELEV: 4038    LAT: 40 37 17.79420    LONG: 103 15 59.6633

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG	COOL DEG	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	-4.7	4.7	3:30p	-12.9	8:00a	89.1	0.0	0.00	12.9	32.0	1:30a	N
2	-1.8	16.4	4:00p	-14.6	5:00a	84.1	0.0	0.00	5.7	24.0	3:00p	SW
3	14.1	35.5	4:30p	-9.7	4:00a	72.1	0.0	0.00	7.0	25.0	4:00p	SSW
4	29.2	49.7	3:30p	10.3	8:00a	55.0	0.0	0.00	6.4	34.0	4:00p	WNW
5	37.4	46.6	1:00p	30.2	11:30p	46.6	0.0	0.00	14.3	45.0	11:30a	NNW
6	28.5	36.8	2:00p	19.3	9:30p	57.0	0.0	0.00	12.0	39.0	3:00p	NNW
7	25.7	47.7	3:30p	9.5	5:30a	56.4	0.0	0.00	6.0	45.0	10:00p	NNE
8	6.0	13.9	12:30p	-2.5	12:00m	79.3	0.0	0.00	9.4	41.0	12:30a	N
9	3.6	28.5	3:30p	-15.5	8:00a	78.5	0.0	0.00	4.4	21.0	4:00p	WNW
10	14.6	42.6	2:30p	-4.7	3:00a	66.1	0.0	0.01	6.4	29.0	3:00p	S
11	24.1	44.2	3:00p	3.4	8:00a	61.2	0.0	0.00	8.3	41.0	12:30p	W
12	34.8	57.5	3:30p	16.9	5:30a	47.8	0.0	0.00	11.2	40.0	1:30p	W
13	40.6	68.5	2:30p	23.0	7:00a	39.3	0.8	0.00	10.9	49.0	2:30p	SSW
14	36.7	56.3	2:30p	19.7	7:30a	47.0	0.0	0.00	7.6	45.0	3:00p	SSE
15	44.0	69.3	3:30p	24.9	8:00a	37.9	2.1	0.00	3.9	25.0	11:30a	S
16	44.5	70.9	3:30p	22.2	8:00a	38.4	1.6	0.00	5.2	34.0	2:30p	SSW
17	39.2	51.6	3:00p	26.3	11:00p	46.1	0.0	0.01	17.2	57.0	4:30p	W
18	34.9	54.8	5:00p	17.9	7:30a	48.7	0.0	0.00	7.7	44.0	3:00p	SSE
19	39.8	65.2	4:30p	18.0	7:00a	43.4	0.0	0.04	5.6	25.0	3:00p	NE
20	26.7	40.3	12:30a	13.3	11:00p	58.2	0.0	0.01	8.3	26.0	6:00a	N
21	23.7	47.5	4:00p	7.6	7:30a	57.5	0.0	0.01	1.4	28.0	2:30p	N
22	32.5	59.2	4:30p	13.4	7:30a	48.7	0.0	0.00	1.1	13.0	5:30p	SE
23	32.5	53.3	3:30p	14.4	7:00a	51.2	0.0	0.00	4.6	27.0	12:00p	NE
24	26.1	35.5	12:00p	14.3	12:00m	60.1	0.0	0.00	6.6	23.0	2:00p	ENE
25	13.9	28.4	4:30p	4.8	7:00a	68.4	0.0	0.00	5.8	20.0	1:30a	NNE
26	29.4	54.8	5:30p	11.0	7:00a	52.1	0.0	0.02	2.6	17.0	2:30a	NE
27	28.7	42.8	1:00p	16.5	7:00a	55.3	0.0	0.00	4.8	28.0	2:00p	NNE
28	35.3	66.8	3:00p	12.7	7:30a	45.3	0.0	0.00	3.5	29.0	4:00p	W
-----												
26.4	70.9	16	-15.5	9	1590.5	4.4	0.10	7.2	57.0	17	N	

Max >= 90.0: 0  
 Max <= 32.0: 5  
 Min <= 32.0: 28  
 Min <= 0.0: 6  
 Max Rain: 0.04 ON 2/19/11  
 Days of Rain: 2 (>.01 in) 0 (>.1 in) 0 (>1 in)  
 Heat Base: 85.0 Cool Base: 45.0 Method: (High + Low) / 2

## **STREET/SANITATION DIVISIONS**

The resources spent sweeping City streets is down with 137 blocks being swept throughout the month compared to a year ago. However, the division also expended 0 tons of granular base for City streets and roads throughout the City, grading 0 blocks of alleys and 46 blocks of streets throughout the City. The division expended 1 ton of cold mix in pothole repair.

The division installed 2 new traffic control signs, and removed 2 traffic control signs throughout the City.

There were 111 loads of snow removed from City streets with 53 tons of salt/sand mix material being used in February. The division plowed/sanded 768 miles of City streets.

The sanitation division collected 0 tons of loose trash throughout the month. However, they collected 290 tons of compacted trash. This compacted trash is a 3% increase compared to a year ago. Under time and material removals there were 0 tons this month. The division furthermore disposed of 56 tons of street sweepings and/or miscellaneous debris from the Service Center throughout the month.

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>STREET MAINTENANCE</b>								
Streets Swept (Blocks)	137	228	-40%	378	995	-62%	1,171	-68%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	2,100	3,600	-42%	6,020	13,000	-54%	13,118	-54%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)							6	-100%
Gravel/ABC-Streets (Tons)								
Grading Alleys (Blocks)							101	-100%
Grading Streets (Blocks)	46			92			84	10%
Grade Parking Lots (Blocks)								
Excavate Sub-base (Cu Yds)		29	-100%	70	49	44%	76	-8%
Excavate Asphalt (Tons)							17	-100%
Excavate Concrete (Tons)							5	-100%
Structure Backfill (Tons)	13	14	-1%	530	18	2919%	98	439%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)		27	-100%		27	-100%	21	-100%
Hot Bituminous Mix (Tons)								
Emulsion/Tack Oil (Gals)								
Cold Mix-Asphalt (Tons)	1	1	-42%	2	5	-62%	490	-100%
Catchbasins - Altosid Briquets								
Catchbasins Cleaned (Each)				8			128	-94%
Painting-Parking (Gals)							2	-100%
Painting-Crosswalks (Gals)								
Painting-Curbs (Gals)							3	-100%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)							3	-100%
<b>SIGN MAINTENANCE</b>								
Traffic Control-Repair (Each)					3	-100%	4	-100%
Traffic Control-Replace (Each)		12	-100%	1	13	-92%	18	-95%

Traffic Control-Install (Each)	2	12	-83%	3	15	-80%	22	-86%
Traffic Control-Remove (Each)	2	12	-83%	3	14	-79%	19	-84%
Street Name-Repair (Each)							2	-100%
Street Name-Replace (Each)		4	-100%		4	-100%	1	-100%
Street Name-Install (Each)	1	4	-75%	1	4	-75%	3	-62%
Delineators-Repair & Replace (Each)							2	-100%
SNOW/ICE CONTROL								
Snow Removal (Loads)	111	199	-44%	730	239	205%	614	19%
Salt/Sand Mix Material (Tons)	53	113	-53%	218	158	38%	182	20%
Plowed/Sanded Streets (Miles)	768	1,066	-28%	2,399	1,550	55%	1,550	55%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)		48	-100%		88	-100%	55	-100%
Compacted Trash Collection (Tons)	290	281	3%	611	597	2%	629	-3%
Alley Debris/Trash Removal: T & M (Tons)								
Yard: Sweepings + Misc Debris (Tons)	56	269	-79%	90	402	-78%	286	-68%
Container Repairs-90 Rollouts (Each)	4	14	-71%	5	25	-80%	49	-90%
Container Repairs-Dumpsters (Each)	21	88	-76%	74	122	-39%	88	-16%
Level Dumpsters - Gravel Base Pad							1	-100%
Weed Control-Mowing (Hours)								
Weed Control-Burning (Hours)								
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)								
Haul Sand from Logan County Landfill								
Haul Materials from Vendor Yard (Tons)	382	216	77%	729	487	50%	569	28%
Haul Materials from Project Site (Cu Yds)	990	10	9800%	1,050	10	10400%	647	62%
Haul Pulverized Asphalt/Millings (Cu Yds)		260	-100%	50	265	-81%	62	-19%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete								
Crack Sealing (#'s per day)	10,050	11,730	-14%	13,620	11,730	16%	9,456	44%

## **WATER/SEWER DIVISION**

The water division produced 58,214,100 gallons, a 4% decrease compared to February a year ago, and a 29% increase in hours logged. Furthermore the division responded to 123 requests for locates throughout the month. The meter reader read 4,775 meters resulting in 52 turn-offs for delinquent payment and also 35 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 29 and cleared 29 SCADA alarms at the time of reporting.

The sewer division cleaned 2,300 feet of sewer line throughout the month. This division responded to 123 requests for locates.



<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)								
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	4,775	3,857	24%	6,823	8,423	-19%	7,272	-6%
Meter Turn-offs (for repair)	32	8	300%	50	30	67%	41	22%
Meter Turn-offs (delinquent)	52	62	-16%	124	134	-7%	107	15%
Meter Turn-ons (all)	63	59	7%	165	143	15%	123	34%
<b>METER MAINTENANCE (No.)</b>								
Meters Repaired - In House							3	-100%
Meters Repaired - In Field		1	-100%	2	16	-88%	5	-57%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>							1	-100%
Zero Consumption							9	-100%
High Usage	35	21	67%	56	95	-41%	73	-23%
Leaking in Meter Pit							1	-100%
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired								
<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	12	15	-20%	26	33	-21%	51	-49%
Park Meters Read	20	23	-13%	40	45	-11%	33	23%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	364	364		767	767		755	2%
Well Building Security Checked	588	588		1,239	1,239		881	41%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							2	-100%
Well Check for Sand							2	-100%
Well Static Level							4	-100%
Well Draw Down							1	-100%
Well Air Check	84	12	600%	177	15	1080%	5	3304%
<b>GROUND STORAGE TANKS (No.)</b>								
7.5 MG Tank Checked	56	56		118	118		81	46%
7.5 MG Tank Level Checked	56	56		118	118		81	46%
2.0 MG Tank Checked	56	56		118	118		81	46%
2.0 MG Tank Level Checked	56	56		118	118		81	46%
Security Checks	56	56		118	118		110	7%
<b>ELEVATED STORAGE TANKS (No.)</b>								
0.25 MG North Checked	84	84		177	177		138	28%
0.25 MG North Level Checked	84	84		177	177		138	28%
0.25 MG South Checked	84	84		177	177		140	27%
0.25 MG South Level Checked	84	84		177	177		140	27%

Security Checks	168	168		354	354		241	47%
<b>WATER QUALITY TESTING (No.)</b>								
Well Samples Taken				11				
Distribution Samples Taken							3	-100%
Chlorine Samples Taken	41	51	-20%	72	98	-27%	97	-26%
Bacteriological Samples Taken	15	8	88%	15	24	-38%	29	-49%
Other - Samples taken		70	-100%		80	-100%	18	-100%
<b>SCADA SYSTEM (No.)</b>								
SCADA Alarms	29	21	38%	60	68	-12%	50	20%
SCADA Alarms Cleared	29	21	38%	60	68	-12%	50	21%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up	10	9	11%	19	19		16	20%
Chlorine Bottles Returned	10	9	11%	19	17	12%	16	20%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>								
Hours	2,264	1,753	29%	4,617	3,860	20%	4,285	8%
Gallons	58,214	60,788	-4%	125,812	119,633	5%	121,544	4%
Call Customer By Phone							1	-100%
<b>UNCC LOCATES</b>								
City Requests	11			32				
Private Requests	31			61				

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	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"								
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all								
Sewer Service Inspected (No.)		1	-100%		1	-100%	0	-100%
Sewer Service Repaired (No.)					1	-100%	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>							8	-100%
Sewer Lines Replaced -6" (Ft)	10			13				
Sewer Lines Replaced -8" (Ft)								
Sewer Lines Replaced -10" (Ft)								
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"							70	-100%
Sewer Lines Cleaned (Ft.) 8"	1,500			1,500			3,207	-53%



Catchbasins Inspected (No.)								
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)								
Storm Sewer Line Locates (No.)	41	23	78%	92	57	61%	60	54%
Storm Sewer Manhole Locates (No.)	82	46	78%	184	114	61%	64	189%
Call Customer by Phone					5	-100%	2	-100%

### **AIRPORT DIVISION**

The airport division witnessed 81 operations during the month of February. Throughout the month this division sold 2,280 gallons of fuel, which is a 30% increase from February 2010. However the total year-to-date of 6,576 gallons of fuel, is a 26% increase compared to a year ago.

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	42	121	-65%	168	276	-39%	279	-40%
A/C Multi Engine	4	17	-76%	25	33	-24%	31	-19%
Helicopter	6	12	-50%	34	30	13%	21	62%
Turbojet	29	49	-41%	52	83	-37%	118	-56%
Other Types							2	-100%
<b>TOTAL OPERATIONS</b>	<b>81</b>	<b>199</b>	<b>-59%</b>	<b>279</b>	<b>422</b>	<b>-34%</b>	<b>451</b>	<b>-38%</b>
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	586	519	13%	1,960	1,547	27%	1,923	2%
Jet-A (Gals.)	1,694	1,241	37%	4,617	3,665	26%	3,526	31%
<b>TOTAL FUEL</b>	<b>2,280</b>	<b>1,760</b>	<b>30%</b>	<b>6,576</b>	<b>5,212</b>	<b>26%</b>	<b>5,449</b>	<b>21%</b>

### **CODE ENFORCEMENT DIVISION**

There were 0 permits issued for new residential work with a construction value of \$0 in the month of February. There were 8 permits for residential additions/alterations with a construction value of \$41,750.00. There were 0 permits issued for new non-residential work with a construction value of \$0 in the month of February. Furthermore there were 4 permits for non-residential additions and/or alterations with a construction value of \$270,976.00. For summation of the month there was a total of 12 building permits issued with a fee structure of \$12,868; 1 demo permit with a fee structure of \$24; 2 fence permits with a fee structure of \$40; 3 mechanical permits with a fee structure of \$57; 1 sign permit with a fee structure of \$20; 0 excavation permits with a fee structure of \$0, 0 manufactured home hookup permits with a fee structure of \$0 and 7 miscellaneous permits and/or approvals issued with a fee structure of \$342.00. Throughout February, there were 26 permits and/or approvals issued with a 45% decrease compared to a year ago. The fee structure is \$13,351.00, a 14% decrease compared to a year ago.



Permits	8	10	-20%	15	15		12	23%
Value	41,750	35,168	19%	76,153	56,830	34%	81,658	-7%
<b>Residential Garages/Carports 438</b>								
Permits				3	1	200%	1	400%
Value				48,180	1,225	3833%	5,947	710%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	8	10	-20%	18	16	13%	13	41%
Value	41,750	35,168	19%	124,333	58,055	114%	87,605	42%
<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								
Value								
<b>Schools &amp; Education 326</b>								
Permits								
Value								
<b>Commercial Buildings (Retail) 327</b>								
Permits								
Value								
<b>Public Works &amp; Utilities 325</b>								
Permits								
Value								
<b>Other Buildings 328</b>								
Permits							1	-100%
Value							21,120	-100%
<b>Structures 329</b>								
Permits		1	-100%		1	-100%	1	-100%
Value		2,500	-100%		2,500	-100%	39,852	-100%
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits		1	-100%		1	-100%	3	-100%
Value		2,500	-100%		2,500	-100%	60,972	-100%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
<b>Nonresidential Add/Alterations 437</b>								
Permits	4	5	-20%	9	12	-25%	10	-6%



## **PARKS, LIBRARY AND RECREATION DEPARTMENT**

### **FEBRUARY 2011 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were 24 Pavilion Reservations issued during the month and 3 Facility Use Permits were issued during the month.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared and distributed PLR news releases to media. She answered the phone in HR two times. She also prepared the March newsletter.

On Feb 1 and Feb. 3 Director and Department Secretary viewed "Don't Meet By Accident" (CIRSA).

On February 1 Director attended a construction meeting at the library.

On February 8 Director and Department Secretary attended the Parks, Library and Recreation (PLR) Board meeting at the Overland Trail Museum. Items discussed: Grand Opening of the Library; New Intergovernmental Agreement with RE-1 Schools; New Agreement with NJC: New NJC WSI/Lifeguard Training; Board Meetings; Update on Museum Building Construction; Tree Removal Program Update; Old Fitness Equipment; Softball Fields; Propst Park; Recreation Center Fees; and the Annual Report.

On February 2 Director and Sue Gress, Recreation Assistant, attended a Women's Conference in Greeley.

On February 11 Director and Department Secretary attended the open house for the library grand opening.

On February 12 Director and Department Secretary attended the public grand opening for the library.

On February 15 Director and Department Secretary attended the library's Valentine Tea.

On February 16 Director participated in CIRSA: Workers' Compensation Loss Reduction Webinar.

On February 17 Director participated in a Webinar by American Library Assoc re: ADA Revised Regulations for Disability Act for the Public.

On February 17 Director participated in a Webinar by RDA "Ask the Expert" about new standards for library cataloging.

On February 18 Director and Kay Rich, Museum Curator, conducted interviews for a position at the museum. Two letters were prepared and sent offering jobs.

On February 22 Director had a meeting with Bob McCarty about promoting biking with trails. He also expressed an interest in being appointed to the PLR Board when there is an opening.

**PARKS, CEMETERY AND FORESTRY**

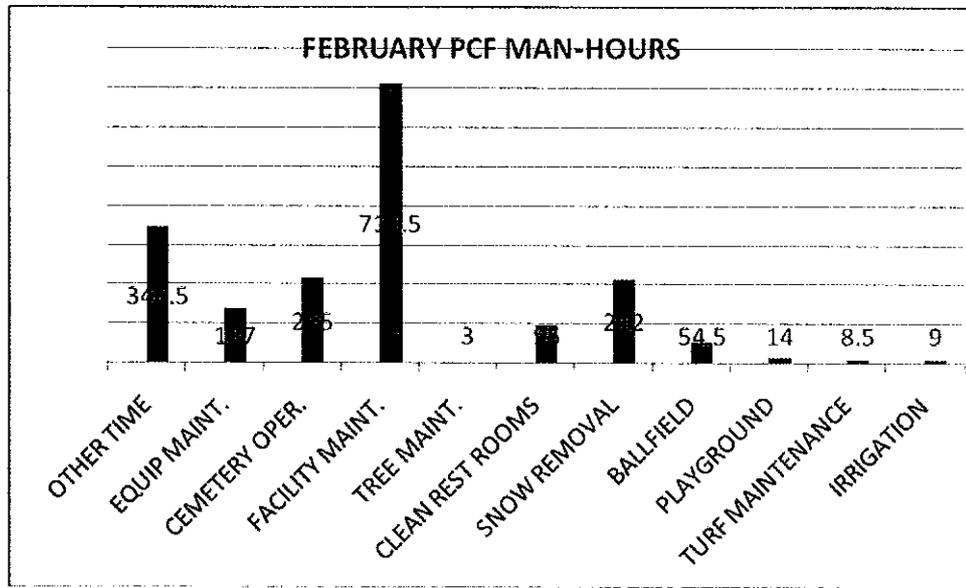
**Parks** - February was an average month for snow, with 212 man-hours of snow removal. Pavilions reservations are on the rise, as anticipated high use of these facilities in the coming year appears to be on track. Ballfield renovations resulted in 54.5 hours, as the infields were stripped, filled, graded and sloped on all three fields by PCF crews and a contractor. PCF crews also resurfaced the floors and replaced the mop boards in the concession stand. The sealing of the floors was done to satisfy a Health Department recommendation. Parks crews built 20 web coat and 12 aluminum picnic tables. Equipment maintenance resulted in only 6 man-hours, as the weather allowed crews to work on projects that required moderate temps and application of hand tools. There were 711.5 hours of facility maintenance completed this month.

**Cemetery** - The Riverside Cemetery staff has been repairing graves at the cemetery. The perimeter fence line of the cemetery was also burned to eradicate associated weed infestations in those areas. There were nine funerals in February, three of them being cremains. The staff sold four grave spaces and three niches this month. Four monument permits were reviewed and the designs approved for the monument companies. Sixty-three grave spaces were repaired.

**Forestry** - In February the Forestry Division continued to operate one man short of a two man crew. The tree trimmer was busy helping Parks crews with several projects. He was also busy assisting with snow removal operations throughout the Month.

**Ongoing PCF projects:**

- Perform all routine maintenance activities necessary
- Prepare equipment and tools for the spring season
- Complete Forestry Action Requests as needed
- Continue renovations on the Ball field's
- Plant grass seed at Prairie Park
- Install memorial benches and concrete pads



Denotes man-hours used during the month of March.

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
PARKS								
Man-hours of equip maint (all PCF)	6	153	-96%	6	378	-98%	384	-98%
Facility reservations	8			8				
Restroom cleanings/inspections	95	81	18%	209	185	13%	208	1%
Man-hours of ballfield preparation	55			123	16	666%	9	1217%
CEMETERY								
Opening/Closing	9	5	80%	19	14	36%	19	1%
Cremains - Opening/Closing	3	2	50%	5	5		7	-24%
Spaces sold	4	4		6	8	-25%	10	-41%
Monument permits	4	4		4	8	-50%	5	-23%
Graves repaired/raised	63	71	-11%	108	116	-7%	78	38%
Niches Sold	3	2	50%	5	2	150%	4	32%
FORESTRY								
Trees trimmed	20	6	233%	31	22	41%	61	-49%
Trees removed	5	41	-88%	10	57	-82%	28	-64%
Action Requests completed					6	-100%	12	-100%
Trees planted								
Stumps removed by contract								

## LIBRARY

The patron count for Sterling Public Library from Feb. 1 through Feb. 28, 2011 was 3,987.

The library had 7 Community Servants for a total of 47 hours of community service. Two volunteers worked 5 hours. Total volunteer hours for the month of February were 53.

Sterling Public Library made 174 interlibrary loan requests of other libraries and received 148 items. Other libraries made 246 interlibrary loan requests and Sterling Public Library loaned 222 items. Lending libraries were unable to fill 18 requests and Sterling Public Library was unable to fill 74 requests. Total interlibrary loan requests were 420 and 370 items were circulated. The unfilled requests by Sterling Public Library are high because SWIFT and Polaris are not communicating properly. SWIFT hopes that an upgrade in the near future will correct the problem.

Jo Ann Conter reported 8 tutors worked with 17 students for 91 hours during February.

The library hosted the Valentine Tea on February 15<sup>th</sup> with 52 people attending. Baxter Arnold provided the program on 1700 Weddings and Counting.

On February 28<sup>th</sup> the library provided a Fancy Nancy program for 45 kids and 32 adults. After listening to stories the kids made butterfly mobiles, friendship bracelets and picture frames.

## **PROJECT UPDATE:**

Technology continues to be an important part of the library. The library internet service was restored on Feb. 11<sup>th</sup>. Work continues to be done on the network and reservation system. Internet usage statistics should be available next month.

<b>DESCRIPTION</b>	<b>Feb 2011</b>	<b>Feb 2010</b>	<b>Feb Change</b>	<b>YTD 2011</b>	<b>YTD 2010</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
Books Checked Out	8,030	7,911	2%		15,569	-100%	14,403	-100%
In-house Circulation	917	1,082	-15%		2,243	-100%	1,914	-100%
Volunteer Hours	5	5			10	-100%	18	-100%
Story Time Attendance	77	81	-5%		136	-100%	145	-100%
Summer Reading Program								
Reference Questions	1,206	1,124	7%		1,892	-100%	1,672	-100%
Books Placed on Hold	338	258	31%		603	-100%	532	-100%
Inter-Library Loans								
Borrowed requests	174	233	-25%		432	-100%	374	-100%
Loaned requests	246	174	41%		480	-100%	386	-100%
Total	420	407	3%		912	-100%	759	-100%
Library Meeting Room Use		15	-100%		25	-100%	42	-100%
Patrons Using Facility	3,987	4,228	-6%		8,544	-100%	8,919	-100%
Hours Tutoring	91	160	-43%		290	-100%	289	-100%
Internet use		1,547	-100%		3,049	-100%	3,219	-100%

## **RECREATION DIVISION**

**YOUTH BASKETBALL:** The Youth Basketball program concluded in February, 2011. The teams played 6 games that began on January 8 and went through February 19. This year there were 87 teams and 642 participants in the program. This was down 4 teams, but up 49 participants from 2010. Participants logged 2,088 visits during practice and another 736 visits during the games played in February. Spectators logged approximately 5,520 visits to the games played in February.

**ADULT BASKETBALL:** There were 23 teams in the City League Adult Basketball Program in 2011. This is up 3 teams from 2010. The regular season ended the first week of March. Thirteen of the 23 teams participated in a two-week long post season tournament during the last week of February and the first week of March. Tournament play in February accounted for 340 participant visits, and 120 spectator visits to the Sterling Middle School on tournament nights.

**SPRING VOLLEYBALL:** Spring volleyball information was prepared and mailed to last years teams, and the appropriate news releases were sent to the local media in February. Play begins March 7<sup>th</sup>. There are 24 teams participating in 4 different divisions of play. This is down 3 teams from 2010. The season, including the post season tournament, runs through mid May.

**SUMMER SOFTBALL REGISTRATIONS:** Preparation of information and registration materials for the Adult and Co-Rec. Softball leagues, as well as the Youth Girls Wildcat T-Ball, Machine Pitch, and Fastpitch Softball leagues began in February. Registrations for the Youth Wildcat Softball Leagues will be taken through April 6<sup>th</sup>. Registrations for the Adult Softball Leagues will be taken through April 13<sup>th</sup>.

This will be the third year for the Youth Wildcat machine pitch league. In past years there was a T-Ball/Coach pitch division where coaches pitched to their own players. Inconsistent pitching and alternating from the tee to pitching slowed the pace of the games. To alleviate this problem, we switched to a machine pitch league for 2<sup>nd</sup> and 3<sup>rd</sup> grade girls. The machine pitch has worked very well for us and we will continue the 2<sup>nd</sup> and 3<sup>rd</sup> grade girls this way. There is also a T-Ball division for the K-1<sup>st</sup> graders. This is similar to what the S.B.O. Boys program currently does.

### **RECREATION CENTER**

**NEW FITNESS ROOM EQUIPMENT AND CHANGES:** New Life Fitness strength exercise equipment was installed at the Recreation Center in January, 2011. Two additional cardio elliptical machines were also purchased. The Recreation Center was rearranged to better utilize the existing space. All the fitness equipment, including the new Life Fitness strength equipment and all the cardio equipment is now upstairs. Patrons are very happy with the change of the fitness room location and the new equipment. The old fitness room is now the birthday party/meeting room with seating for approximately 75 people. The door was put back on for privacy during the parties or meetings. It is working perfectly for birthday parties because adults can set-up, decorate the room then lock the door to protect their presents and refreshments. They can then go to the pool to have the party swim. The front lobby contains just two vending machines and the cashier can keep an eye on them there. Court #1 is currently set-up as youth game room. It has two ping pong tables, an air hockey table, and a foosball table. The basketball rim was taken down in court #4 which keeps the same number of racquetball/wallyball courts (3) available to those patrons. The upstairs fitness room is still waiting for the two the big screen TV's to arrive and for cable lines to be run to them. Also, a 4' high Plexiglas wall still needs to be erected for the stretching/child play multi-use area. Both are ordered and we are waiting for delivery or installation.

**OVERALL ADMISSIONS:** In February 2011, there were a total of 2,896 admissions to the Sterling Recreation Center. This is an increase of 472 patrons from February, 2010! This is a very large number of patrons and a large portion of the increase is due to more adults using the new fitness equipment.

Paid admissions do not include the following non-paid visits to the Sterling Recreation Center: 12 visits from the Sterling High School Girls swim team, 46 visits by racquetball or wallyball league players, 14 visits from Northeastern Jr. College's swimming class, and 16 visits from St. Anthony's school. These free visits to the Recreation Center are usually due to Intergovernmental Agreements.

**NON-PARTICIPANT ADMISSIONS:** There were a total of 25 Non-Participant admissions to the Recreation Center in February, 2011. In February, 2010 there were 32. This is down 7 Non-participant Admissions.

**CHILD ADMISSIONS:** There were a total of 60 Child admissions to the Recreation Center in February, 2011. In February, 2010 there were 36. This is up 24 Child Admissions.



**OVERLAND TRAIL MUSEUM**

During the month of February, 168 visitors visited the Museum representing 10 states and 1 foreign country.

Deep cleaning of the museum cases continued during the month of February. Staff has been slowed down slightly because of staff shortages.

Kay Rich and PLR Director Hungenburg conducted interviews for the two part-time Museum Assistant positions. The positions have been offered to and accepted by Janet Bigler and Snow Staples. Both will attend orientation on March 14 and begin working at the Museum on that day.

The Tannery committee met at the Karg Barn and made plans to proceed with the building of the tannery and installation in the loft of the Karg Barn. Arrangements have been made to clear out the lumber and debris from the barn. Parks department assisted by the SCF will clear out the loft.

The Parks Library and Recreation Board met for a breakfast meeting at the Museum on February 8. Extremely cold weather and snow prevented a tour of the new building, but plans and updates were presented to the Board.

Anne Bond spent two days at the Museum with Kay Rich working on the exhibit plan for the new building. Much progress is being made towards the completion of the exhibits. Frank Walsh has donated a beautiful Cretaceous era fossil that will be included in the exhibit – the fossil was delivered to the museum this month. Kay and Anne will meet with the company in Denver that will be producing the large photo murals and text next month.

The 2011 Heritage Festival Committee met at the Museum the evening of February 10. The 101<sup>st</sup> Army Dixieland Jazz band will be the main entertainment for this year's festival along with local talent. Themes were discussed as well as the need to possibly look for additional funding for advertising. The next meeting is scheduled for Thursday, March 17.

Other business at the Museum included State Curation contracts, planning of upcoming school programs and mailing of the 2011 school brochure .

**Museum Projects**

- New exhibit installation.....In progress
- Frank Walsh building project.....Building progressing
- Accessioning artifacts..... Ongoing project
- Cleaning buildings & artifacts .....Ongoing
- Tannery.....In progress
- Research Room.....Plans progressing

DESCRIPTION	Feb 2011	Feb 2010	Feb Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	2	4	-50%	3	5	-40%	6	-53%
Number of items donated	4	14	-71%	5	24	-79%	28	-82%
Number of School Visits				1			0	400%
Number of Students				6			3	131%
Prairie School Students								
Prairie School Teachers								
Number of Special Events	1	1		2	1	100%	0	400%
Total Attendance of Special Events	4	12	-67%	19	12	58%	4	332%
Number of Weddings								
Number of Tour Buses								
Tour Bus Visitors								
States represented	10	13	-23%	16	21	-24%	23	-32%
Foreign Countries Represented	1	1		1	2	-50%	2	-44%
Total of All Visitors	168	159	6%	366	273	34%	242	51%
Volunteer Hours	5	3	67%	26	26		41	-37%
Square Foot, Bldg. Maintained	24,766	24,766		49,532	49,532		49,148	1%