

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

February 2013

## **CITY MANAGER**

### **FEBRUARY 2013 MONTHLY REPORT**

#### **City Manager:**

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

- Meeting with representatives regarding shooting range;
- Meeting with Airport Consultant regarding business plan;
- Meeting with consultant regarding solar installation;
- Meeting regarding building security;
- Meeting regarding water storage tank maintenance;
- Meeting with County regarding pavilion; and
- Meeting with consultant regarding discharge permit.

#### **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 Web Group meetings and the clerical staff weekly meetings. She helped answer phones in the HR Department.

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

##### **MEETINGS ATTENDED**

##### **Northeast Colorado Emergency Managers (NCEM) Regional Meeting**

The February NCEM meeting was held in Hugo, Colorado. Agenda items were:

- 2013 EMPG Emergency Managers Grant, program paper deliverables, financial reports and needed detail for audits.
- EMC Owens gave a presentation on the Red Guide Recovery Handbook project. He handed out templates with pre-written grant language and support letter templates.

##### **Logan County ESF 8 Group (Health, Medical & Mortuary)**

The Logan County ESF-8 group held a regular monthly meeting in February.

Agenda items were:

- An overview of the 2013 group objectives and status check of where we are.
- Radio Interoperability project updates.
- Mass Casualty trigger points for responders and dispatch.
- 800 MHz radio training for ESF-8 responders.
- Vulnerable Populations gaps in operations and sheltering.
- RETAC grants.

##### **City Building Security Project**

The City of Sterling Building Security committee met in February.

Agenda items were:

- Discussion of the draft equipment Statement of Work report.
- Discussion of the scope of the project and budgets.
- Timelines for employee training.
- Identifying possible vendors and making contact.

### **RE1 Schools Safety Committee**

The RE1 Schools Safety Committee met in February at the Hagen School.

Agenda items were:

- A presentation from a vendor who is helping with the new Superintendent hiring.
- Upcoming training and exercises.
- Committee reports.

### **Logan County Board of County Commissioners Agency Report**

Bob gave a quarterly report to the LCBOCC for the Office of Emergency Management. He discussed the newly updated Emergency Operations Plan and the duties and responsibilities of the BOCC. It was decided that a more in depth meeting should occur for the EOP responsibilities. A date for their training will be next month. Bob also discussed the projects and grants he has worked on in the last quarter,

### **Combined Communications Network of Colorado (CCNC)**

EMC Owens attended a monthly State CCNC Board of Directors meeting in Centennial in February.

Agenda items were:

- New talk groups and system updates at the Tech / Ops session.
- A presentation from the State Office of Telecommunications on the Zone 3 controller.
- Grants and State budget requests for updating the Zone 3 controller.
- Discussion on who owns what equipment and software, timelines for doing the update and how it will be funded if budgets and grants cannot cover the costs.

## **TRAINING AND RESPONSES**

### **Post Disaster Safety Assessment Training**

The EMC attended an eight hour training in Fort Collins on Post Disaster Safety Assessments. This training covers how to mark structures for occupation, limited occupation or occupant restriction after a disaster or emergency incident. Emergency managers will work closely with building code enforcement departments to quickly identify structures for safety. They learned how to develop teams who will quickly deploy to assess and record data for each affected structure.

### **Colorado Emergency Managers Conference**

Bob attended a three day conference in Loveland for statewide Emergency Management.

Trainings attended were:

- LEPC-Access to hazardous chemical information.
- Dispatch Assistance Centers.
- Wildfire mitigation planning.
- EPA Response groups.
- Incident reviews from the High Park and Waldo Canyon fires in 2012.
- National Weather Service system updates.
- Colorado Climates- What to expect in 2013.
- CELL presentation on Citizen Preparedness.
- LEPC Legal issues and LEPC policies.
- Understanding the CCI and CIRSA legislative process.
- Disaster planning, policies and best practices.

## **OTHER OEM ACTIVITIES**

The EMC gave a quarterly report to the Sterling City Council on Emergency Managers activities.

Bob gave a presentation on KPMX radio about the upcoming Weather Spotter and beginner motorcycle training classes.

Assist the Colorado State Patrol develop an On Scene Safety training class for area responders.

Worked with KenTec communications in rerouting the connectivity from the Communication building to the State tower.

EMC Owens performed all of the monthly bookkeeping for the E911 Authority.

Developed new spreadsheets for the E911 bookkeeping.

Work continues on the Red Guidebook to Disaster Recovery project.

Provided local and regional situation awareness for winter storms using the WebEOC program.

Disseminated information about rabies responses to City agencies.

Worked with Danyel in the SECC for the completion of the 2011 DHS grant projects.

### **Sterling Emergency Communications Center:**

- Communications Center handled 1,731 calls for service during the month of February 2013, a four percent decrease from the 1,800 calls received in February 2012.
- Sterling Police Department handled 793 calls for service in February 2013, a decrease of 13 percent compared to 913 calls for service received in February 2012.
- Logan County Sheriff's Office received 616 calls for service in February 2013, a 14 percent decrease compared to 716 calls for service received in February 2012.
- Crook Fire Department handled six calls for service in February 2013 compared to five calls for service in February 2012.
- Fleming Fire received four calls for service in February 2013 compared to seven calls for service in February 2012.
- Merino Fire handled six calls for service in February 2013 compared to seven calls for service in February 2012.
- Peetz Fire handled two calls for service in February 2013 compared to one calls for service in February 2012.
- Sterling Fire handled 157 calls for service in February 2013, a one percent increase compared to 155 calls handled in February 2012.

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change
ACTIVITIES CALLS for SERVICE						
STERLING DISPATCH	1,731	1,800	-4%	3,657	3,696	-1%
CITY OF STERLING	793	913	-13%	1,639	1,915	-14%
LOGAN COUNTY	616	716	-14%	1,371	1,401	-2%
STERLING FIRE	157	155	1%	328	330	-1%
CROOK FIRE	6	5	20%	9	8	13%
FLEMING FIRE	4	7	-43%	8	12	-33%
MERINO FIRE	6	7	-14%	16	12	33%
PEETZ FIRE	2	1	100%	5	3	67%

**Information Technology Specialist (ITS):**

Daily backup of servers, and Finance & Police Systems and routine user security maintenance continues. ITS Anderson allowed the tech for the Tracker program access to the server for updates.

A failing drive assembly or drive array has put the City server back up in limbo. Found the problem to be two drives that had failed at the same time. Les was able to rebuild the data to the new drives.

The ITS answered calls to various computer, printer and phone problems in several departments. She replaced one monitor, keyboard & mouse, replaced the PD Cash register terminal, and took two computers in for repair. Mary Ann called for help to resolve some printer issues on the server. Also service was called for 3 printer repairs.

ITS Anderson has been working with Erica at the Library to take care of some of the regular computer maintenance at the Library which is a great help to her. The ITS is gathering information for computer bids.

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

## CITY ATTORNEY

### FEBRUARY 2013 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, individual City Council members, and other personnel. The City Attorney also attends miscellaneous meetings with the City Manager and individuals as needed and requested. The City Attorney met with the City Manager and legal counsel for the trustee/owner of the Ramada Inn regarding the completion of annexation matters. The City Attorney met with one police officer regarding inquiry about maintaining EMT certification and liability and use of training at emergencies. The City Attorney attended a building security meeting. 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. 2-1-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado, approving Memorandums of Understanding with the State of Colorado, Department of Transportation (CDOT), regarding inspection, review services, and fire protection of CDOT facilities.

Resolution No. 2-2-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado, requesting a State Aviation System Grant and approving the Grant Contract with the Colorado Aeronautical Board and all guidelines, procedures, standards, requirements, terms and conditions of such Grant.

Prepared the following Ordinances:

None.

Other Documents:

This office prepared final drafts of a Pre-Annexation Agreement and a Public Improvements Reimbursement Agreement after negotiation with the representatives and attorney for Noble Properties, L.L.C. (Ramada Inn).

This office also worked on a supplemental Notice to Public regarding Request for Proposals related to the lease of City-owned agricultural property, commonly referred to as the "Scalva Farm".

#### MUNICIPAL COURT:

The Deputy City Attorney prosecuted four charges; two Defendants were found guilty and two Defendants were found not guilty. One Defendant changed his plea to guilty prior to trial. Four charges were dismissed, including a sales tax case. Sixteen defendants entered into a Stipulation for Deferred Judgment. 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 applications for renewal of liquor license.

MISCELLANEOUS:

This office prepared a letter and Release regarding a claim for damages submitted to the City.

The City Attorney conducted a pre-bid meeting and attended the bid opening with the City Manager and Director of Finance, all pertaining to lease of the City-owned agricultural land.

The paralegal does research, drafts documents and pleadings, and performs all other related legal work relating to the position. 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, and covers and prepares minutes for Staff meetings when necessary.

## **FINANCE DEPARTMENT**

### **FEBRUARY 2013 MONTHLY REPORT**

The Finance Department assisted 2,892 customers during the month of February 2013. This compares to 2,967 customers in February 2012. This number does not include the contacts made by the Director of Finance. There were on average 145 customer contacts per day for February 2013. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in February 2013 in comparison to February 2012.

The General Fund revenues for the month of February 2013 amounted to \$1,020,070.24. The revenue for the month ended February 2012 in the General Fund amounted to \$1,069,316.42. Expenditures for the General fund for the month ending February 28, 2013 amounted to \$923,418.90 and for the same period in 2012 the expenditures were \$780,219.67.

Cash in all City funds totaled \$2,263,671.42 on February 28, 2013 and for February 28, 2012 on hand was \$2,151,573.77. On February 28, 2013 the City of Sterling had outstanding a total of \$11,809,648.69 in investments, this amount is for all funds. This breaks down to \$205,939.02 in Certificates of Deposit, \$11,503,263.34 ColoTrust Plus and \$100,446.33 in Money Market.

There were \$1,204,157.06 worth of checks issued in February 2013 for all funds; this compares to \$1,319,957.74 for the same period in 2012. There were 5524.10 gallons of gasoline and diesel used in the month of February 2013 for all City operations. This compares to 5848.7 gallons gasoline and diesel used in February 2012.

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

## Investment Breakdown

2013

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.	2/28/13
<b>General Fund:</b>				
Colostrust Plus	\$1,766,885.12	\$300,000.00	\$220,209.96	\$1,687,095.08
Colostrust Plus - Seizure Money	\$26,641.47	\$0.00	\$3.30	\$26,644.77
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,793,526.59</b>	<b>\$300,000.00</b>	<b>\$220,213.26</b>	<b>\$1,713,739.85</b>
<b>Hotel Tax Fund:</b>				
Colostrust Plus	\$115,237.41	\$0.00	\$8,514.52	\$123,751.93
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$115,237.41</b>	<b>\$0.00</b>	<b>\$8,514.52</b>	<b>\$123,751.93</b>
<b>Water Fund:</b>				
Colostrust Plus	\$1,578,460.27	\$130,000.00	\$105,198.11	\$1,553,658.38
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,578,460.27</b>	<b>\$130,000.00</b>	<b>\$105,198.11</b>	<b>\$1,553,658.38</b>
<b>Sanitation Fund:</b>				
Colostrust Plus	\$548,045.07	\$10,000.00	\$15,067.85	\$553,112.92
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$548,045.07</b>	<b>\$10,000.00</b>	<b>\$15,067.85</b>	<b>\$553,112.92</b>
<b>Sewer Fund:</b>				
Colostrust Plus	\$3,757,408.16	\$20,000.00	\$32,464.90	\$3,769,873.06
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,446.33	\$0.00	\$3.85	\$100,450.18
<b>TOTALS</b>	<b>\$4,063,793.51</b>	<b>\$20,000.00</b>	<b>\$32,468.75</b>	<b>\$4,076,262.26</b>
<b>Perpetual Care Fund:</b>				
Colostrust Plus	\$171,042.75	\$0.00	\$21.16	\$171,063.91
<b>TOTALS</b>	<b>\$171,042.75</b>	<b>\$0.00</b>	<b>\$21.16</b>	<b>\$171,063.91</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	2/28/13
<b>Library Improvement Fund:</b>				
Colostrust Plus	\$27,901.96	\$0.00	\$3.44	\$27,905.40
<b>TOTALS</b>	<b>\$27,901.96</b>	<b>\$0.00</b>	<b>\$3.44</b>	<b>\$27,905.40</b>
<b>Conservation Trust Fund:</b>				
Colostrust Plus	\$165,612.23	\$65,779.00	\$16.46	\$99,849.69
<b>TOTALS</b>	<b>\$165,612.23</b>	<b>\$65,779.00</b>	<b>\$16.46</b>	<b>\$99,849.69</b>
<b>Karl Falch Library Trust Fund:</b>				
Colostrust Plus	\$31,099.38	\$0.00	\$3.87	\$31,103.25
<b>TOTALS</b>	<b>\$31,099.38</b>	<b>\$0.00</b>	<b>\$3.87</b>	<b>\$31,103.25</b>
<b>Employee Self-Insurance Fund:</b>				
Colostrust Plus	\$569,841.20	\$0.00	\$70.49	\$569,911.69
<b>TOTALS</b>	<b>\$569,841.20</b>	<b>\$0.00</b>	<b>\$70.49</b>	<b>\$569,911.69</b>
<b>Service Center Fund:</b>				
Colostrust Plus	\$310,041.62	\$35,000.00	\$40,040.78	\$315,082.40
<b>TOTALS</b>	<b>\$310,041.62</b>	<b>\$35,000.00</b>	<b>\$40,040.78</b>	<b>\$315,082.40</b>
<b>Risk Management Fund:</b>				
Colostrust Plus	\$924,198.68	\$120,000.00	\$105.44	\$804,304.12
<b>TOTALS</b>	<b>\$924,198.68</b>	<b>\$120,000.00</b>	<b>\$105.44</b>	<b>\$804,304.12</b>
<b>Capital Equipment Fund:</b>				
Colostrust Plus	\$1,018,810.74	\$8,000.00	\$50,129.50	\$1,060,940.24
<b>TOTALS</b>	<b>\$1,018,810.74</b>	<b>\$8,000.00</b>	<b>\$50,129.50</b>	<b>\$1,060,940.24</b>
<b>Capital Improvement Fund:</b>				
Colostrust Plus	\$708,878.83	\$0.00	\$87.67	\$708,966.50
Colostrust Plus - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$708,878.83</b>	<b>\$0.00</b>	<b>\$87.67</b>	<b>\$708,966.50</b>

<b>DESCRIPTION</b>	<b>PRIOR MO. BAL.</b>	<b>MATURED</b>	<b>NEW INVEST.</b>	<b>2/28/13</b>
<b>Grand Totals All Funds:</b>				
Colotrust Plus	\$11,720,104.89	\$688,779.00	\$471,937.45	\$11,503,263.34
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,446.33	\$0.00	\$3.85	\$100,450.18
<b>Grand Total</b>	<b>\$12,026,490.24</b>	<b>\$688,779.00</b>	<b>\$471,941.30</b>	<b>\$11,809,652.54</b>

**GENERAL FUND**

This Document is for Internal Use and Represents Unaudited Figures

**2/28/2013**

**BALANCE SHEET**

**ASSETS:**

Cash	\$576,576.34
Flex Cash Account	\$8,242.98
Petty Cash	\$830.00
Cash with County Treasurer	\$243,223.61
Accounts Receivable	\$201,168.22
Taxes Receivable	\$47,277.29
Sales Tax Receivable	\$675,177.82
Property Tax Receivable	\$1,015,476.00
Investments	\$1,687,095.08
Investment - Federal Seizure	\$26,644.77
Prepaid Fuel	\$38,339.15
Prepaid Fuel - Airport	\$19,500.24
Payroll Clearing Account	-\$165.31
Postage Clearing Account	\$4,061.42
Prepaid Prisoner Housing	\$47,566.00

**TOTAL ASSETS**

**\$4,591,013.61**

**LIABILITIES:**

Ded/Ben Clearing Account	\$1,633.59
Accounts Payable	\$60,004.43
Accounts Payable - Logan County	\$4,162.17
Accrued Salaries	\$211,526.81
Court Bonds	\$0.00
Restitution Clearing Account	\$384.15
Seizures	\$600.00
Deferred Revenue	\$1,015,476.00
Deferred Revenue - Other	\$16,021.86

**TOTAL LIABILITIES**

**\$1,309,809.01**

**FUND BALANCE:**

Reserve for Museum (Bernice Sanders)	\$28,294.53
Reserve for Museum (Exhibits)	\$42,505.32
Designated for Arts	\$60,000.00
Unreserved Fund Balance	\$3,052,530.63
Excess Revenue over Expenditures	\$97,874.12

**TOTAL FUND BALANCE**

**\$3,281,204.60**

**TOTAL LIABILITIES  
& FUND BALANCE**

**\$4,591,013.61**

**GENERAL FUND**

2/28/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Real & Personal Prop. Tax	\$1,015,537.00	\$231,801.68	\$271,948.55	\$743,588.45
Road & Bridge Fund Taxes	\$80,000.00	\$0.00	\$0.00	\$80,000.00
Auto Ownership Taxes	\$105,550.00	\$12,724.26	\$22,182.10	\$83,367.90
Sales Tax	\$6,744,000.00	\$458,479.15	\$1,087,463.47	\$5,656,536.53
Vehicle Use Tax	\$229,600.00	\$16,081.36	\$46,018.62	\$183,581.38
Building Material Use Tax	\$70,000.00	\$13,874.20	\$15,192.75	\$54,807.25
Employment Occupation Tax	\$15,400.00	\$0.00	\$15,400.00	\$0.00
<b>TOTAL TAXES</b>	<b>\$8,260,087.00</b>	<b>\$732,960.65</b>	<b>\$1,458,205.49</b>	<b>\$6,801,881.51</b>
Franchise Taxes	\$645,585.00	\$88,606.36	\$134,026.56	\$511,558.44
Licenses & Permits	\$166,600.00	\$16,124.04	\$27,044.94	\$139,555.06
Intergovernmental Revenue	\$2,741,316.00	\$101,822.42	\$180,630.23	\$2,560,685.77
Charges for Service	\$275,950.00	\$11,784.11	\$25,764.31	\$250,185.69
Fines & Forfeits	\$132,960.00	\$10,384.76	\$21,526.22	\$111,433.78
Miscellaneous Revenue	\$435,165.00	\$22,214.90	\$47,320.55	\$387,844.45
Transfer from Other Funds	\$435,903.00	\$36,173.00	\$72,346.00	\$363,557.00
<b>TOTAL OTHER REVENUES</b>	<b>\$4,833,479.00</b>	<b>\$287,109.59</b>	<b>\$508,658.81</b>	<b>\$4,324,820.19</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$13,093,566.00</b>	<b>\$1,020,070.24</b>	<b>\$1,966,864.30</b>	<b>\$11,126,701.70</b>

**GENERAL FUND**

2/28/2013

<u>EXPENDITURES:</u> <u>GENERAL GOVERNMENT:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Council	\$76,880.00	\$4,845.21	\$8,833.35	\$68,046.65
City Manager	\$355,194.00	\$28,253.53	\$56,617.32	\$298,576.68
City Attorney	\$200,495.00	\$18,595.36	\$34,080.60	\$166,414.40
Municipal Court	\$104,661.00	\$7,104.23	\$14,180.74	\$90,480.26
Finance	\$434,372.00	\$33,376.17	\$68,381.41	\$365,990.59
City Hall & Non-Departmental	\$1,253,643.00	\$195,345.80	\$423,850.74	\$829,792.26
Personnel	\$288,415.00	\$16,438.10	\$36,386.73	\$252,028.27
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,713,660.00</b>	<b>\$303,958.40</b>	<b>\$642,330.89</b>	<b>\$2,071,329.11</b>
<b>PUBLIC SAFETY:</b>				
Police	\$1,824,077.00	\$124,027.45	\$261,138.51	\$1,562,938.49
Dispatch Center	\$582,327.00	\$36,926.35	\$94,783.96	\$487,543.04
Youth Services	\$109,923.00	\$8,344.68	\$16,942.92	\$92,980.08

Fire	\$1,517,094.00	\$94,137.41	\$203,409.62	\$1,313,684.38
Ambulance Service	\$608,789.00	\$43,828.75	\$65,227.01	\$543,561.99
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,642,210.00</b>	<b>\$307,264.64</b>	<b>\$641,502.02</b>	<b>\$4,000,707.98</b>

**PUBLIC WORKS:**

Street	\$2,236,716.00	\$72,363.43	\$150,947.58	\$2,085,768.42
Engineering & Operations	\$422,926.00	\$24,489.91	\$52,177.64	\$370,748.36
Airport	\$1,642,475.00	\$39,617.55	\$60,830.38	\$1,581,644.62
<b>TOTAL PUBLIC WORKS</b>	<b>\$4,302,117.00</b>	<b>\$136,470.89</b>	<b>\$263,955.60</b>	<b>\$4,038,161.40</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$228,311.00	\$16,704.81	\$28,642.83	\$199,668.17
Museum	\$146,921.00	\$5,944.83	\$12,902.49	\$134,018.51
Parks	\$449,706.00	\$25,476.06	\$48,087.39	\$401,618.61
Recreation Center	\$465,060.00	\$31,494.19	\$54,459.20	\$410,600.80
Forestry	\$140,481.00	\$17,797.17	\$27,111.09	\$113,369.91
Rec. Administration	\$581,412.00	\$29,294.74	\$64,834.47	\$516,577.53
Softball	\$42,933.00	\$405.27	\$705.99	\$42,227.01
Youth Softball	\$12,351.00	-\$43.04	\$25.96	\$12,325.04
Basketball	\$8,651.00	\$2,918.31	\$3,596.28	\$5,054.72
Volleyball	\$6,980.00	-\$13.31	\$32.51	\$6,947.49
Tolla Brown Skate Park	\$11,660.00	\$608.69	\$1,279.49	\$10,380.51
Special Events	\$24,500.00	\$162.19	\$458.73	\$24,041.27
Tennis	\$18,450.00	\$898.16	\$1,484.19	\$16,965.81
Youth Basketball	\$25,001.00	\$8,470.51	\$13,583.68	\$11,417.32
Youth Volleyball	\$9,967.00	\$19.35	\$69.56	\$9,897.44
Baseball	\$25,451.00	\$321.40	\$691.98	\$24,759.02
Library	\$478,420.00	\$35,265.64	\$63,235.83	\$415,184.17
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,676,255.00</b>	<b>\$175,724.97</b>	<b>\$321,201.67</b>	<b>\$2,355,053.33</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$14,334,242.00</b>	<b>\$923,418.90</b>	<b>\$1,868,990.18</b>	<b>\$12,465,251.82</b>
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**HOTEL TAX FUND**

2/28/2013

<b><u>REVENUES</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$102,300.00	\$8,544.17	\$13,062.14	\$89,237.86
Investment Earnings	\$200.00	\$14.52	\$31.36	\$168.64
Penalty & Interest	\$3,000.00	\$195.16	\$195.16	\$2,804.84
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$105,500.00</b>	<b>\$8,753.85</b>	<b>\$13,288.66</b>	<b>\$92,211.34</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$50.00	\$50.00	\$50.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$0.00</b>

**BALANCE SHEET  
2/28/2013**

<b><u>ASSETS:</u></b>				
Cash	\$6,558.05			
Investments	\$123,751.93			
		<b>TOTAL ASSETS</b>		<b>\$130,309.98</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$5,406.37			
		<b>TOTAL LIABILITIES</b>		<b>\$5,406.37</b>
<b><u>FUND BALANCE:</u></b>				
Retained Earnings	\$111,664.95			
Excess Revenue over Expenditures	\$13,238.66			
		<b>TOTAL FUND BALANCE</b>		<b>\$124,903.61</b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$130,309.98</b>

**WATER FUND**

**2/28/2013  
BALANCE SHEET**

<b><u>ASSETS:</u></b>				
Cash	\$298,036.55			
Cash with Fiscal Agent	\$10,248,325.73			
Accounts Receivable	\$341.25			
Accounts Receivable - Utility Billing	\$468,108.86			
Supply Inventory	\$179,435.73			
Investments	\$1,553,658.38			
Fixed Assets (Net)	\$30,192,914.60			
		<b>TOTAL ASSETS</b>		<b>\$42,940,821.10</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$870,514.94			
Unpaid Compensated Absences	\$5,468.60			
Accrued Salaries	\$7,743.60			
Accounts Payable Assess Fee	\$7,685.56			
Loan Payable CWRPDA	\$28,553,086.12			
Loan Payable Premium	\$734,948.06			
Due to Sewer Fund	\$273,290.11			
Lease Interest Payable	\$164,092.78			



<b>TOTAL WATER FUND W/DEBT</b>	<b>\$2,650,060.00</b>	<b>\$307,617.54</b>	<b>\$476,800.02</b>	<b>\$2,173,259.98</b>
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**WATER PLANT:**

Personnel	\$362,438.00	\$0.00	\$2,705.00	\$359,733.00
Maintenance & Operation	\$2,252,568.00	\$119,336.58	\$163,190.45	\$2,089,377.55
Capital Outlay	\$25,000.00	\$10,330.00	\$10,330.00	\$14,670.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00

<b>TOTAL EXPENDITURES</b>	<b>\$2,640,006.00</b>	<b>\$129,666.58</b>	<b>\$176,225.45</b>	<b>\$2,463,780.55</b>
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Debt Service	\$1,856,738.00	\$927,358.95	\$927,358.95	\$929,379.05
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<b>TOTAL WATER FUND W/DEBT</b>	<b>\$4,496,744.00</b>	<b>\$1,057,025.53</b>	<b>\$1,103,584.40</b>	<b>\$3,393,159.60</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$7,146,804.00</b>	<b>\$1,364,643.07</b>	<b>\$1,580,384.42</b>	<b>\$5,566,419.58</b>
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**SANITATION FUND**

2/28/2013

**BALANCE SHEET**

**ASSETS:**

Cash	\$238,935.78
Accounts Receivable	\$507.06
Accounts Receivable - Utility Billing	\$46,926.99
Supply Inventory	\$16,153.25
Investments	\$553,112.92
Fixed Assets (Net)	\$181,979.14

<b>TOTAL ASSETS</b>	<b>\$1,037,615.14</b>
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**LIABILITIES:**

Accounts Payable	\$1,045.56
Unpaid Compensated Absences	\$11,797.42
Accrued Salaries	\$5,053.33

<b>TOTAL LIABILITIES</b>	<b>\$17,896.31</b>
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**FUND BALANCE:**

Reserve for Equipment	\$28,389.00
Reserve for Capital Replacement	\$860,510.00
Retained Earnings	\$129,200.96
Excess Revenue over Expenditures	\$1,618.87

<b>TOTAL FUND BALANCE</b>	<b>\$1,019,718.83</b>
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$1,037,615.14</b>
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**SANITATION FUND**

2/28/2013

<b>REVENUES:</b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
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Sanitation Revenue-Inside	\$450,000.00	\$37,516.73	\$75,521.81	\$374,478.19
Rubbish Collection Fees	\$1,500.00	\$31.50	\$31.50	\$1,468.50
Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,500.00	\$375.74	\$844.94	\$4,655.06
Investment Earnings	\$1,100.00	\$67.85	\$151.62	\$948.38
Miscellaneous	\$0.00	\$0.00	\$52.80	-\$52.80
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$458,100.00</b>	<b>\$37,991.82</b>	<b>\$76,602.67</b>	<b>\$381,497.33</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$172,090.00	\$13,128.76	\$28,622.49	\$143,467.51
Maintenance & Operation	\$271,767.00	\$16,917.97	\$35,265.31	\$236,501.69
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$66,578.00	\$5,548.00	\$11,096.00	\$55,482.00
<b>TOTAL EXPENDITURES</b>	<b>\$510,435.00</b>	<b>\$35,594.73</b>	<b>\$74,983.80</b>	<b>\$435,451.20</b>

### SEWER FUND

#### 2/28/2013 BALANCE SHEET

#### **ASSETS:**

Cash	\$272,930.91		
Accounts Receivable	\$1,276.24		
Accounts Receivable - Industrial	\$17,412.61		
Accounts Receivable - Utility Billing	\$153,887.45		
Due From Water Fund	\$273,290.11		
Supply Inventory	\$73,304.24		
Investments	\$4,076,262.26		
Fixed Assets (Net)	\$10,205,308.18		
		<b>TOTAL ASSETS</b>	<b>\$15,073,672.00</b>

#### **LIABILITIES:**

Accounts Payable	\$7,190.42		
Unpaid Compensated Absences	\$12,771.00		
Accrued Salaries	\$10,094.81		
Loan Payable CWRPDA	\$669,037.50		
Interest Payable	\$9,972.58		
		<b>TOTAL LIABILITIES</b>	<b>\$709,066.31</b>

#### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00		
Reserve for Trunk Line Replacement	\$174,931.45		
Reserve for Lagoons	\$311,298.26		
Reserve for Capital Replacement	\$8,917,272.00		
Retained Earnings	\$4,877,519.40		
Excess Revenue over Expenditures	-\$28,199.42		
		<b>TOTAL FUND BALANCE</b>	<b>\$14,364,605.69</b>

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$15,073,672.00**

**SEWER FUND**

2/28/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$973,000.00	\$79,283.35	\$160,725.53	\$812,274.47
Sewer Revenue-Outside Residential	\$101,900.00	\$8,664.23	\$18,322.69	\$83,577.31
Sewer Revenue-Inside Commercial	\$339,434.00	\$30,815.00	\$60,644.62	\$278,789.38
Sewer Revenue-Outside Commercial	\$3,156.00	\$278.63	\$569.76	\$2,586.24
Sewer Revenue-Inside Industrial	\$264,733.00	\$18,407.85	\$18,407.85	\$246,325.15
Tapping Charges	\$1,650.00	\$0.00	\$0.00	\$1,650.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$15,611.00	\$851.25	\$2,540.42	\$13,070.58
Investment Earnings	\$7,338.00	\$499.43	\$1,100.91	\$6,237.09
Miscellaneous	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Outside Billing	\$2,400.00	\$205.50	\$411.00	\$1,989.00
Plant Investment Fees	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Compensation for loss	\$42,257.00	\$0.00	\$0.00	\$42,257.00
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,766,479.00</b>	<b>\$139,005.24</b>	<b>\$262,722.78</b>	<b>\$1,503,756.22</b>
 <u>EXPENDITURES:</u>				
<u>LINES AND SERVICES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$91,768.00	\$5,358.17	\$11,243.39	\$80,524.61
Maintenance & Operation	\$381,906.00	\$21,849.48	\$47,986.78	\$333,919.22
Capital Outlay	\$208,000.00	\$0.00	\$0.00	\$208,000.00
Transfer to General Fund	\$71,051.00	\$5,920.00	\$11,840.00	\$59,211.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$752,725.00</b>	<b>\$33,127.65</b>	<b>\$71,070.17</b>	<b>\$681,654.83</b>
Debt Service	\$179,141.00	\$21,965.22	\$21,965.22	\$157,175.78
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$931,866.00</b>	<b>\$55,092.87</b>	<b>\$93,035.39</b>	<b>\$838,830.61</b>
 <u>TREATMENT FACILITIES:</u>				
Personnel	\$277,958.00	\$18,516.79	\$37,931.62	\$240,026.38
Maintenance & Operation	\$833,703.00	\$77,218.33	\$132,165.19	\$701,537.81
Capital Outlay	\$5,500.00	\$0.00	\$0.00	\$5,500.00
Transfer to General Fund	\$166,749.00	\$13,895.00	\$27,790.00	\$138,959.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,283,910.00</b>	<b>\$109,630.12</b>	<b>\$197,886.81</b>	<b>\$1,086,023.19</b>
 <b>TOTAL EXPENDITURES</b>	<b>\$2,215,776.00</b>	<b>\$164,722.99</b>	<b>\$290,922.20</b>	<b>\$1,924,853.80</b>

**PERPETUAL CARE FUND**

2/28/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$16,000.00	\$750.00	\$2,300.00	\$13,700.00
Perpetual Care - niches	\$15,000.00	\$0.00	\$2,500.00	\$12,500.00
Investment Earnings	\$300.00	\$21.16	\$46.52	\$253.48
<b>TOTAL REVENUES</b>	<b>\$31,300.00</b>	<b>\$771.16</b>	<b>\$4,846.52</b>	<b>\$26,453.48</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$320.00	\$320.00	\$320.00	\$0.00
Niche Engraving	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
<b>TOTAL EXPENDITURES</b>	<b>\$5,620.00</b>	<b>\$320.00</b>	<b>\$320.00</b>	<b>\$5,300.00</b>

**BALANCE SHEET**

2/28/2013

<b><u>ASSETS:</u></b>			
Cash	\$8,217.86		
Investments	\$171,063.91		
		<b>TOTAL ASSETS</b>	<b>\$179,281.77</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$320.00		
		<b>TOTAL LIABILITIES</b>	<b>\$320.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$174,435.25		
Excess Revenue over Expenditures	\$4,526.52		
		<b>TOTAL FUND BALANCE</b>	<b>\$178,961.77</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$179,281.77</b>

**LIBRARY IMPROVEMENT FUND**

2/28/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
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Investment Earnings	\$50.00	\$3.44	\$7.67	\$42.33
Contributions	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$3.44</b>	<b>\$7.67</b>	<b>\$42.33</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$50.00	\$50.00	\$50.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$0.00</b>

**BALANCE SHEET**  
2/28/2013

<b><u>ASSETS:</u></b>				
Cash	\$402.86			
Investments	\$27,905.40			
		<b>TOTAL ASSETS</b>		<b>\$28,308.26</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$50.00			
		<b>TOTAL LIABILITIES</b>		<b>\$50.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$28,300.59			
Excess Revenue over Expenditures	-\$42.33			
		<b>TOTAL FUND BALANCE</b>		<b>\$28,258.26</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$28,308.26</b>

**CONSERVATION TRUST FUND**

2/28/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$140,000.00	\$0.00	\$0.00	\$140,000.00
Investment Earnings	\$350.00	\$16.46	\$41.89	\$308.11
<b>TOTAL REVENUES</b>	<b>\$140,350.00</b>	<b>\$16.46</b>	<b>\$41.89</b>	<b>\$140,308.11</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Tennis Court Improvements	\$8,000.00	\$5,100.00	\$5,100.00	\$2,900.00
Steel picnic tables	\$11,000.00	\$11,000.00	\$11,000.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
Softball Field Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Wood Chips	\$21,000.00	\$0.00	\$0.00	\$21,000.00
Playground Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Recreation Center Improvements	\$0.00	\$3,679.00	\$3,679.00	-\$3,679.00
Krull Park	\$0.00	\$0.00	\$0.00	\$0.00
Pioneer Park Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Replaster Pool	\$56,000.00	\$46,000.00	\$46,000.00	\$10,000.00
Roof - Columbine	\$0.00	\$0.00	\$0.00	\$0.00
Replace Tile	\$60,000.00	\$0.00	\$0.00	\$60,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$156,000.00</b>	<b>\$65,779.00</b>	<b>\$65,779.00</b>	<b>\$90,221.00</b>

**BALANCE SHEET**  
2/28/2013

**ASSETS:**

Cash	\$0.35			
Investments	\$99,849.69			
		<b>TOTAL ASSETS</b>		<b>\$99,850.04</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$165,587.15			
Excess Revenue over Expenditures	-\$65,737.11			
		<b>TOTAL FUND BALANCE</b>		<b>\$99,850.04</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$99,850.04</b>

**KARL FALCH LIBRARY TRUST FUND**

2/28/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$60.00	\$3.87	\$8.57	\$51.43
<b>TOTAL REVENUES</b>	<b>\$60.00</b>	<b>\$3.87</b>	<b>\$8.57</b>	<b>\$51.43</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</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	\$55.00	\$55.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$855.00</b>	<b>\$55.00</b>	<b>\$55.00</b>	<b>\$800.00</b>

**BALANCE SHEET**  
2/28/2013

**ASSETS:**

Cash	\$376.11		
Investments	\$31,103.25		
		<b>TOTAL ASSETS</b>	<b>\$31,479.36</b>

**LIABILITIES:**

Accounts Payable	\$55.00		
		<b>TOTAL LIABILITIES</b>	<b>\$55.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$31,470.79		
Excess Revenue over Expenditures	-\$46.43		
		<b>TOTAL FUND BALANCE</b>	<b>\$31,424.36</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$31,479.36</b>
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**EMPLOYEE SELF-INSURANCE FUND**

2/28/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,000.00	\$70.49	\$156.72	\$843.28
Employee Premiums	\$174,132.00	\$20,471.59	\$52,008.96	\$122,123.04
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
City Premiums	\$1,584,840.00	\$102,761.31	\$207,347.80	\$1,377,492.20
<b>TOTAL REVENUES</b>	<b>\$1,759,972.00</b>	<b>\$123,303.39</b>	<b>\$259,513.48</b>	<b>\$1,500,458.52</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
Premium	\$1,758,972.00	\$125,078.58	\$252,623.61	\$1,506,348.39
FLEX	\$3,000.00	\$430.00	\$430.00	\$2,570.00
Audit	\$630.00	\$630.00	\$630.00	\$0.00
Transfer General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,762,602.00</b>	<b>\$126,138.58</b>	<b>\$253,683.61</b>	<b>\$1,508,918.39</b>

**BALANCE SHEET**  
2/28/2013

**ASSETS:**

Cash	\$27,324.42		
Accounts Receivable	\$966.50		

Investments	\$569,911.69		
		<b>TOTAL ASSETS</b>	<b><u>\$598,202.61</u></b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$630.00		
		<b>TOTAL LIABILITIES</b>	<b>\$630.00</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$591,742.74		
Excess Revenue over Expenditures	\$5,829.87		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$597,572.61</u></b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$598,202.61</u></b>

### SERVICE CENTER FUND

2/28/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$664.00	\$40.78	\$86.33	\$577.67
Transfer of Reserves	\$421,178.00	\$35,095.00	\$70,190.00	\$350,988.00
Transfer for Lease Payment	\$232,120.00	\$19,342.00	\$38,684.00	\$193,436.00
<b>TOTAL REVENUES</b>	<b><u>\$653,962.00</u></b>	<b><u>\$54,477.78</u></b>	<b><u>\$108,960.33</u></b>	<b><u>\$545,001.67</u></b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$316,738.00	\$23,333.73	\$47,477.43	\$269,260.57
Maintenance & Operation	\$358,227.00	\$13,807.12	\$27,974.32	\$330,252.68
Capital Outlay	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b><u>\$680,965.00</u></b>	<b><u>\$37,140.85</u></b>	<b><u>\$75,451.75</u></b>	<b><u>\$605,513.25</u></b>

### BALANCE SHEET

2/28/2013

<b><u>ASSETS:</u></b>			
Cash	\$31,390.29		
Cash - Bank of Cherry Creek	\$3.13		
Investments	\$315,082.40		
Fixed Assets (Net)	\$2,052,545.95		
		<b>TOTAL ASSETS</b>	<b><u>\$2,399,021.77</u></b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$1,261.87		
Unpaid Compensated Absences	\$19,857.49		

Accrued Salaries	\$10,166.34		
Lease Payable	\$1,190,000.00		
Lease Interest Payable	\$4,760.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,226,045.70</b>
<b>FUND BALANCE:</b>			
Retained Earnings	\$1,139,467.49		
Excess Revenue over Expenditures	\$33,508.58		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,172,976.07</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,399,021.77</b>

### OLD HIRE POLICE FUND

2/28/2013

<b>REVENUES:</b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$2,500.00	\$0.00	\$0.00	\$2,500.00
Proceeds	\$1,059,335.00	\$0.00	\$0.00	\$1,059,335.00
<b>TOTAL REVENUES</b>	<b>\$1,061,835.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,061,835.00</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Pension	\$81,832.00	\$0.00	\$0.00	\$81,832.00
Capital Outlay	\$130,725.00	\$0.00	\$0.00	\$130,725.00
<b>TOTAL EXPENDITURES</b>	<b>\$212,557.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$212,557.00</b>

### BALANCE SHEET 2/28/2013

<b>ASSETS:</b>			
Cash	\$0.00		
Investments	\$0.00		
		<b>TOTAL ASSETS</b>	<b>\$0.00</b>
<b>LIABILITIES:</b>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b>FUND BALANCE:</b>			
Unreserved Fund Balance	\$0.00		
Excess Revenue over Expenditures	\$0.00		
		<b>TOTAL FUND BALANCE</b>	<b>\$0.00</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$0.00</b>

**RISK MANAGEMENT FUND**

2/28/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,500.00	\$105.44	\$236.16	\$1,263.84
Miscellaneous	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Compensation for Loss	\$5,000.00	\$465.95	\$465.95	\$4,534.05
Transfer of Reserves	\$257,670.00	\$0.00	\$64,415.00	\$193,255.00
Transfer Workers Comp	\$198,744.00	\$0.00	\$44,908.00	\$153,836.00
<b>TOTAL REVENUES</b>	<b>\$467,914.00</b>	<b>\$571.39</b>	<b>\$110,025.11</b>	<b>\$357,888.89</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$60,000.00	\$0.00	\$0.00	\$60,000.00
Expense for Workers Comp	\$198,564.00	\$49,641.00	\$49,641.00	\$148,923.00
Premium Fees	\$257,670.00	\$69,246.90	\$69,246.90	\$188,423.10
Expense for Unemployment	\$10,000.00	\$0.00	\$171.66	\$9,828.34
Materials & Supplies	\$300.00	\$100.00	\$100.00	\$200.00
Audit	\$590.00	\$590.00	\$590.00	\$0.00
Transfer to General Fund	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<b>TOTAL EXPENDITURES</b>	<b>\$528,624.00</b>	<b>\$119,577.90</b>	<b>\$119,749.56</b>	<b>\$408,874.44</b>

**BALANCE SHEET**

2/28/2013

<b><u>ASSETS:</u></b>			
Cash	\$15,654.27		
Investments	\$804,304.12		
		<b>TOTAL ASSETS</b>	<b>\$819,958.39</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$590.00		
		<b>TOTAL LIABILITIES</b>	<b>\$590.00</b>
<b><u>FUND BALANCE:</u></b>			
Emergency Reserve	\$350,000.00		
Retained Earnings	\$479,092.84		
Excess Revenue over Expenditures	-\$9,724.45		
		<b>TOTAL FUND BALANCE</b>	<b>\$819,368.39</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$819,958.39</b>

**CAPITAL EQUIPMENT FUND**

2/28/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,400.00	\$129.50	\$281.91	\$1,118.09
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$575,300.00	\$47,938.00	\$95,876.00	\$479,424.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$576,700.00</b>	<b>\$48,067.50</b>	<b>\$96,157.91</b>	<b>\$480,542.09</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$905.00	\$905.00	\$905.00	\$0.00
Police Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$97,337.00	-\$872.00	\$6,493.00	\$90,844.00
Public Works Equipment	\$284,500.00	\$0.00	\$0.00	\$284,500.00
Finance Equipment	\$0.00	\$6,824.00	\$6,824.00	-\$6,824.00
Parks, Lib & Rec Equipment	\$9,365.00	\$0.00	\$0.00	\$9,365.00
Non-Dept Equipment	\$8,010.00	\$0.00	\$8,165.00	-\$155.00
<b>TOTAL EXPENDITURES</b>	<b>\$400,117.00</b>	<b>\$6,857.00</b>	<b>\$22,387.00</b>	<b>\$377,730.00</b>

**BALANCE SHEET  
2/28/2013**

Cash	\$16,266.86		
Investments	\$1,060,940.24		
Fixed Assets (Net)	\$1,892,454.15		
		<b>TOTAL ASSETS</b>	<b>\$2,969,661.25</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$905.00		
Lease Payable	\$147,134.71		
Lease Interest Payable	\$8,134.61		
		<b>TOTAL LIABILITIES</b>	<b>\$156,174.32</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,739,716.02		
Excess Revenue over Expenditures	\$73,770.91		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,813,486.93</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,969,661.25</b>

**CAPITAL IMPROVEMENT FUND**

2/28/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,500.00	\$87.67	\$194.18	\$1,305.82
Misc. Income	\$50.00	\$0.06	\$2.12	\$47.88
Rents From Land	\$17,006.00	\$3,404.36	\$18,144.05	-\$1,138.05
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$18,556.00</b>	<b>\$3,492.09</b>	<b>\$18,340.35</b>	<b>\$215.65</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Building Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$300.00	\$300.00	\$300.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>

**BALANCE SHEET**

2/28/2013

<b><u>ASSETS:</u></b>			
Cash	\$19,405.81		
Accounts Receivable	\$81,124.61		
Investments	\$708,966.50		
		<b>TOTAL ASSETS</b>	<b>\$809,496.92</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$300.00		
		<b>TOTAL LIABILITIES</b>	<b>\$300.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$791,156.57		
Excess Revenue over Expenditures	\$18,040.35		
		<b>TOTAL FUND BALANCE</b>	<b>\$809,196.92</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$809,496.92</b>

**PERSONNEL/HR DEPARTMENT**

**FEBRUARY 2013 MONTHLY REPORT**

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

**CDL TESTING** – A DOT Random Drug test was not conducted during the month of February. There were five (5) 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 February, there were no claims reported by employees.

**JOB OPPORTUNITIES** –

<b>Positions Open</b>	<b>Positions Filled</b>
Seasonal lifeguard and lifeguard WSI	Public Safety Dispatcher (2)
Police Officer (3)	Custodian pt
Recreation Supervisor	PT Ambulance Attendant (3)
Water Treatment Plant Operator (4)	Museum Assistant (1)
Museum Assistant (3)	
Fire Captain	
Volleyball officials	
Laborer - PT	
Utilities Superintendent	
PLR Director	

**PERSONNEL BOARD** – Personnel Board did not meet during February. Fire Captain promotional oral boards are scheduled for late in March.

**MISCELLANEOUS ACTIVITIES**

Orientations were also held for Dispatchers, Ambulance Attendants, and Custodian.

Interviews were held for Museum Assistant (1 position), Laborer, and Recreation Supervisor.

HR Assistant submitted MSEC Fire Salary and Benefit Survey, CML Salary and Benefit Survey, and CIRSA Workers' Compensation Audit due February 22. MSEC Health and Benefit Survey is due March 22. CIRSA Airport Insurance Application is due March 15, 2013.

HR Director and HR Assistant participated in Mock Job Interviews with SHS Seniors on February 8.

HR Assistant scheduled Fire Captain written exam and physical agility testing for March 25. Personnel Board will meet on March 26 for Promotional Oral Boards.

Loss Control Audit has been scheduled for April 16. Committee has been compiling documentation on safety and training.

HR Director conducted one exit interview with Police Officer.

**MUNICIPAL COURT**  
**FEBRUARY 2013 MONTHLY REPORT**

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	45	45		88	95	-7%	123	-28%
<b>JUVENILE CASES</b>	17	4	325%	19	5	280%	14	40%
TRAFFIC							0	-100%
NO INSURANCE					1	-100%	0	-100%
NO SEAT BELT								
SPEEDING				1			1	67%
UNDERAGE POSS OF TOBACCO	1			1			1	25%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA	6	4	50%	6	4	50%	2	275%
THEFT	4			4			1	186%
DISTURBING THE PEACE/NOISES	3			3			1	200%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY	1			1			0	400%
TRESPASSING							2	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	1			2			4	-52%
CURFEW FOR MINORS							0	-100%
OTHER	1			1			1	67%
<b>ADULT CASES</b>	28	41	-32%	69	90	-23%	109	-37%
TRAFFIC	2	9	-78%	7	19	-63%	15	-55%
NO INSURANCE	1			4	4		8	-50%
NO SEAT BELT					1	-100%	13	-100%
SPEEDING	1	3	-67%	2	7	-71%	17	-88%
PARKING	1	4	-75%	7	10	-30%	13	-47%
POSS. MARIJUANA/DRUG PARAPHERNALIA	1	6	-83%	7	9	-22%	5	40%
THEFT	6	5	20%	8	13	-38%	9	-15%
DISTURBING THE PEACE/NOISES	4	1	300%	6	2	200%	4	50%
RESISTING ARREST/FAILURE TO COMPLY				1	2	-50%	1	
INJURING/DEFACING PROPERTY	3			5			0	1150%
TRESPASSING	1			2	1	100%	3	-41%
UNDERAGE POSS/CONS ALCOHOL	4	9	-56%	13	12	8%	7	76%
SALE / PROCUREMENT / OPEN CONTAINER							1	-100%
OTHER	3			3	2	50%	6	-46%
ANIMAL	1	4	-75%	4	8	-50%	5	-26%
NUISANCES							1	-100%
JUVENILE ARR'S FOUND GUILTY	11	2	450%	12	2	500%	9	30%
JUVENILE ARR'S DISMISSED							2	-100%
JUVENILES PLACED ON PROB/DJ/UPS	10	4	150%	11	5	120%	11	2%
JUVENILE VIOLS OF PROB/DJ/UPS	3			3			2	36%
JUVENILE FTA/PWL							16	-100%
ADULT ARR'S FOUND GUILTY	10	13	-23%	29	32	-9%	48	-40%
ADULTS ARR'S DISMISSED	1	2	-50%	4	6	-33%	11	-64%
ADULTS PLACED ON PROB/DJ/UPS	10	5	100%	16	14	14%	11	48%
ADULT VIOLS OF PROB/DJ/UPS	1			1			4	-74%
ADULT FTA/PWL		3	-100%	3	7	-57%	27	-89%

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	26	31	-16%	78	65	20%	77	2%
CONTINUANCE/SET FOR TRIALS/ETC	19	20	-5%	34	36	-6%	32	8%
CASES REVIEWED	51	45	13%	125	86	45%	90	39%
TRIALS FOUND GUILTY	8	13	-38%	10	14	-29%	9	6%
TRIALS FOUND NOT GUILTY	2	1	100%	3	1	200%	94	-97%
TRIALS DISMISSED	3	3		6	4	50%	10	-41%
NEW CHARGES PROCESSED	80	55	45%	139	103	35%	208	-33%
NEW WARRANTS	10	7	43%	20	25	-20%	33	-40%
DAYS JUVENILES SENT TO DETENTION	4			4			51	-92%
DAYS ADULTS SENT TO JAIL	50			50			37	37%
PAID TICKETS	30	30		68	58	17%	136	-50%
PAID WITH AUTO POINT REDUCTION	17	17		40	30	33%	34	19%
PAID AS REGULAR TICKET	13	13		28	28		70	-60%
FROM PWL TO WARRANT							0	-100%

## **POLICE DEPARTMENT**

### **FEBRUARY 2013 MONTHLY REPORT**

During February 2013, the police department responded to 793 Calls for Service, a 13 percent decrease from the 913 Calls for Service responded to in February of 2012. The year-to-date calls for service at the end of February 2013 were 1,639, a 14 percent decrease from the 1,915 noted at the end of February 2012.

Officers responded to 15 traffic accidents during the month of February, which represents a 25 percent decrease from the 20 responded to in February of 2012. Officers issued 24 penalty assessments during February 2013, which is 43 percent decrease from the 42 penalty assessments issued in February 2012. Officers also issued 120 warning tickets during February 2013, a 39 percent decrease over the 196 Warning tickets issued in February 2012. Officers arrested two drivers on DUI charges during February 2013, which is a 60 percent decrease over the five DUI arrests in February of 2012.

Among the criminal offenses reported were one sex offense, eight assault offenses, nine burglaries, 28 larceny/thefts, no motor vehicle thefts, three fraud offenses, one counterfeiting/forgery, nine vandalisms, and five drug violations. The value of property stolen during the month was \$22,627 and \$1,041 was recovered. Officers arrested 46 adults and seven juveniles, for a total of 53 arrests in February 2013. This is 8 more arrests or a 15 percent increase over the total of 45 arrests made in February of 2012.

In February, the Youth Services Division received 32 youth referrals (20 males and 12 females). Youth received referrals from the following: 28 from the Sterling Police Department, three from the Logan County Sheriff's Office and one from a school.

Officers responded to 34 calls at local liquor establishments, the same number of calls being reported in February of 2012.

Sterling Police officers and staff completed 313.59 hours of training during the month of February 2013. This total includes 182.83 hours of training logged in by our Cadet, Christopher Fleckenstein.

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	793	913	-13%	1,639	1,915	-14%		
MOTOR VEHICLE ACCIDENTS	15	20	-25%	42	34	24%	50	-16%
CRIMINAL OFFENSES	122	86	42%	252	177	42%	215	17%
GROUP "A" OFFENSES	67	44	52%	138	99	39%	119	16%
GROUP "B" OFFENSES	55	42	31%	114	85	34%	97	17%
VANDALISM	9	10	-10%	22	21	5%	18	22%
ARRESTS								
ADULTS	46	44	5%	88	73	21%	109	-19%
JUVENILES	7	1	600%	11	2	450%	6	83%
PROPERTY								
STOLEN	22,627	4,303	426%	68,135	23,061	195%	37,307	83%
RECOVERED	1,041	361	188%	7,340	921	697%	13,693	-46%
MUNICIPAL CHARGES								
PA'S	24	42	-43%	55	76	-28%	208	-74%
CRIMINAL CHARGES	37	29	28%	61	37	65%	45	34%
WARNINGS	120	196	-39%	209	452	-54%	568	-63%
STATE CHARGES								
TRAFFIC	22	27	-19%	42	51	-18%	74	-43%
DUI'S	2	5	-60%	9	9		10	-6%
CRIMINAL CHARGES	33	16	106%	74	36	106%	56	31%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	20	11	82%	31	27	15%	22	44%
FEMALE	12	8	50%	18	14	29%	13	41%
TOTAL	32	19	68%	49	41	20%	34	42%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	28	17	65%	43	37	16%	31	38%
LOGAN COUNTY SHERIFF'S OFFICE	3			3	1	200%	0	1400%
DISTRICT COURT		1	-100%		1	-100%	1	-100%
STATE PATROL / OTHER JURISDICTION							0	-100%
PARENT/SELF								
SCHOOL	1	1		3	2	50%	2	50%

**STERLING FIRE DEPARTMENT**  
**FEBRUARY 2013 MONTHLY REPORT**

**OPERATIONS**

Chief:

- Lead Command Staff meeting
- Lead City Safety meeting
- Attended Swellness luncheon for CPR-First Aid Presentation
- Attended SRFPD meeting
- Attended NCRETAC meeting

**TRAINING**

- Volunteers ran through the Physical Agility Test
- Volunteer training: Elevator Rescue/Operations and EMS
- CPR Training at Service Center
- EMS Protocol and Map training
- CPAP Training
- E-12 1002's
- Pump training at Hospital
- AMLS, PHTLS Training

**MAINTENANCE**

- Took old Exhaust hoses to Pete at city shop
- Took E-104 chainsaw to OK Auto
- Dropped E-11 off at City Shops
- Replaced locking lever on E-12 Storz valve
- Oil, Tires and TCS system change for Med 1
- Oil change for Med 2
- 3 box lights repaired and put in service

- Repaired E-12 Ladder rack
- **OTHER**
- Filled 7 SCBA's for Merino Fire
- Command staff meeting
- Ladder testing

**MAJOR INCIDENTS**

2-7-13	IR# 205	21700 E Chestnut Street	MVA (Recall)
2-13-13	IR# 237	700 W Main Street	Hazardous Cond (General)
2-19-13	IR# 269	SRMC to NCMC	Med Transport (ALS)
2-20-13	IR# 275	SRMC to PVH	Med Transport (BLS)
2-20-13	IR# 280	MM105, I-76	Auto Accident
2-24-13	IR# 297	Dessert Drive	Medical (General)
2-24-13	IR# 300	I-76, MM 106	Auto Accident

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>FIRES</b>								
City	0	1	-100%	2	4	-50%	6	-64%
Rural	0	5	-100%	1	16	-94%	9	-89%
Total	0	6	-100%	3	20	-85%	15	-80%
<b>EMS/RESCUE</b>								
City	16	88	-82%	48	197	-76%	147	-67%
Rural	0	22	-100%	2	32	-94%	24	-92%
Total	16	110	-85%	50	229	-78%	173	-71%
<b>HAZARDOUS CONDITION</b>								
City	2	22	-91%	11	51	-78%	43	-74%
Rural	0	4	-100%	1	7	-86%	12	-92%
Total	2	26	-92%	12	58	-79%	55	-78%
<b>TOTAL 911 SERV CALLS</b>								
City	18	111	-84%	61	252	-76%	195	-69%
Rural	0	31	-100%	4	55	-93%	45	-91%
Total	18	142	-87%	65	307	-79%	251	-74%
<b>AVERAGE RESPONSE TIME</b>								
City	5	3	33%	9	8	17%	9	1%
Rural	0	12	-100%	7	21	-66%	24	-69%
Overall Average	5	8	-42%	8	15	-44%	16	-49%

<b>GENERAL ALARMS</b>								
Total General Alarms	1	4	-75%	7	8	-13%	8	-17%
Average Number of Firefighters	6	12	-50%	10	15	-34%	24	-61%
<b>BUILDING FIRES</b>								
Total Building Fires	0	1	-100%	2	6	-67%	5	-62%
Fires Confined to Rm of Origin	0	0			1	-100%	1	-100%
<b>TRAINING HOURS</b>								
Career Hours	513	478	7%	1,176	1,155	2%	611	92%
Volunteer Hours	84	35	140%	138	121	14%	124	11%
Total Hours	597	513	16%	1,314	1,276	3%	735	79%
Average Career Hours	34.2	31.9	7%	78.4	77.0	2%	41	92%
Average Volunteer Hours	7.0	2.9	140%	11.5	10.08	14%	10	11%
<b>FIRE INSPECTIONS</b>								
New Inspections	41	147	-72%	122	220	-45%	118	3%
Re-Inspections	5	21	-76%	24	39	-38%	38	-37%
Total Inspections	46	168	-73%	146	259	-44%	157	-7%
<b>HYDRANT INSPECTIONS</b>	0	0						

PUBLIC WORKS DEPARTMENT

FEBRUARY 2013 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of February with a high temperature of 60° recorded at the Sterling Municipal Airport on the 17th. Evening temperatures also fluctuated similarly with a low of the month being 3° on the evening of the 26th and a high evening low of 25° recorded on the 7th. The station located east of Sterling recorded a total precipitation of .0" for the month. However, at Sterling Municipal Airport there was a total of .09" recorded in the month of February. (The current weather monitoring device at the water station is under repair.)

MONTHLY CLIMATOLOGICAL SUMMARY for FEB. 2013

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 TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	30.9	47.4	1:30p	17.0	2:30a	34.1	0.0	0.03	7.5	34.0	2:00p	S
2	37.2	53.3	3:00p	25.4	12:00m	27.8	0.0	0.00	6.8	18.0	4:00p	WNW
3	34.9	52.6	3:00p	19.1	6:30a	30.1	0.0	0.00	5.7	20.0	8:30p	S
4	39.8	58.9	3:30p	23.1	7:30a	25.2	0.0	0.00	8.4	23.0	2:30p	SSW
5	38.7	52.4	2:30p	23.2	6:30a	26.3	0.0	0.00	4.3	16.0	12:30a	S
6	42.3	60.1	12:30p	32.5	7:00a	22.7	0.0	0.00	6.6	24.0	12:30p	NW
7	36.6	50.5	3:30p	25.8	6:30a	28.4	0.0	0.00	4.2	13.0	1:30p	S
8	38.3	58.0	4:00p	17.5	7:00a	26.7	0.0	0.00	4.8	28.0	7:30p	S
9	30.8	40.2	1:30p	20.5	6:30a	34.2	0.0	0.00	8.5	24.0	8:00p	NNE
10	29.4	36.2	1:30p	18.5	12:00m	35.6	0.0	0.00	19.7	51.0	12:30p	NW
11	23.5	33.5	12:00p	12.5	7:00a	41.5	0.0	0.00	3.7	19.0	1:00p	W
12	26.7	44.1	2:30p	8.8	5:30a	38.3	0.0	0.00	7.5	26.0	9:30a	WNW
13	34.0	52.7	2:30p	14.3	7:00a	31.0	0.0	0.00	11.5	42.0	1:00p	S
14	29.8	33.8	8:30a	20.1	12:00m	35.2	0.0	0.00	8.7	30.0	11:00a	NNW
15	26.7	36.6	2:00p	17.1	3:00a	38.3	0.0	0.00	8.1	35.0	2:00p	W
16	39.2	58.3	2:30p	18.7	4:30a	25.8	0.0	0.00	10.6	36.0	9:30a	WNW
17	38.2	60.5	3:30p	20.1	4:00a	26.8	0.0	0.00	8.7	29.0	6:00p	S
18	31.1	41.4	2:00p	16.7	11:00p	33.9	0.0	0.00	13.4	35.0	11:00a	NW
19	28.1	45.9	3:00p	10.1	6:30a	36.9	0.0	0.00	8.3	33.0	1:00p	SE
20	23.4	28.2	12:00p	17.5	12:00m	41.6	0.0	0.00	10.1	29.0	11:30a	ESE
21	18.4	23.0	2:30p	14.9	7:00a	46.6	0.0	0.00	5.4	18.0	3:00p	NE
22	21.1	35.6	3:30p	5.2	5:30a	43.9	0.0	0.04	5.5	16.0	1:30p	W
23	26.6	43.6	4:30p	7.9	6:30a	38.4	0.0	0.01	4.9	15.0	9:30a	S
24	31.4	35.9	1:00a	23.2	12:00m	33.6	0.0	0.00	10.3	29.0	9:30a	NNE
25	20.6	31.9	2:00p	7.1	11:00p	44.4	0.0	0.01	5.2	18.0	1:30p	W
26	24.3	37.9	4:00p	3.1	2:30a	40.7	0.0	0.00	10.9	28.0	10:30a	NW
27	30.7	38.0	3:00p	22.6	12:00m	34.3	0.0	0.00	12.9	27.0	12:00p	NW
28	29.6	43.6	2:00p	11.9	6:30a	35.4	0.0	0.00	10.9	29.0	11:30a	WNW
<hr/>												
	30.8	60.5	17	3.1	26	957.7	0.0	0.09	8.3	51.0	10	S

Max >= 90.0: 0  
 Max <= 32.0: 3  
 Min <= 32.0: 27  
 Min <= 0.0: 0  
 Max Rain: 0.04 ON 02/22/13  
 Days of Rain: 2 (>.01 in) 0 (>.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 up with 370 blocks being swept throughout the month compared to a year ago.

The division replaced 1 traffic control sign and installed 1 traffic control sign.

There were 102 tons of salt/sand mix material being used in February and the division removed 102 loads of snow from City streets. The division plowed/sanded 987 miles of City streets.

The sanitation division collected 178 tons of loose trash throughout the month. However, they collected 284 tons of compacted trash. This compacted trash is a 5% decrease compared to a year ago. Under time and material removals there were 6 tons this month.

The division expended 13,590 pounds of material for crack sealing in February.

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>STREET MAINTENANCE</b>								
Streets Swept (Blocks)	370	236	57%	673	726	-7%	920	-27%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	4,380	4,280	2%	8,200	12,980	-37%	13,176	-38%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)		59	-100%		59	-100%	15	-100%
Gravel/ABC-Streets (Tons)								
Grading Alleys (Blocks)		68	-100%		68	-100%	55	-100%
Grading Streets (Blocks)							32	-100%
Grade Parking Lots (Blocks)								
Excavate Sub-base (Cu Yds)							68	-100%
Excavate Asphalt (Tons)							8	-100%
Excavate Concrete (Tons)							5	-100%
Structure Backfill (Tons)							151	-100%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)							5	-100%
Hot Bituminous Mix (Tons)								
Emulsion/Tack Oil (Gals)								
Cold Mix-Asphalt (Tons)	1	1	38%	1	1	-35%	483	-100%
Catchbasins - Altosid Briquets								
Catchbasins Cleaned (Each)					126	-100%	102	-100%
Painting-Parking (Gals)								
Painting-Crosswalks (Gals)								
Painting-Curbs (Gals)								
Painting-Symbols (Gals)								
Painting-Lanes(Gals)								
<b>SIGN MAINTENANCE</b>								
Traffic Control-Repair (Each)				4			3	33%
Traffic Control-Replace (Each)	1			2	3	-33%	15	-87%
Traffic Control-Install (Each)	1	1		1	5	-80%	18	-94%
Traffic Control-Remove (Each)					3	-100%	16	-100%
Street Name-Repair (Each)							0	-100%





Meters Repaired - In Field							4	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption	3			48				
High Usage	15	22	-32%	38	62	-39%	70	-46%
Leaking in Meter Pit	7			7				
<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	14	14		36	39	-8%	31	15%
Park Meters Read	14	29	-52%	24	58	-59%	43	-44%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	260	377	-31%	533	780	-32%	755	-29%
Well Building Security Checked	260	609	-57%	528	1,260	-58%	1,139	-54%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check								
Well Check for Sand								
Well Static Level							4	-100%
Well Draw Down								
Well Air Check		87	-100%		177	-100%	74	-100%
<b>GROUND STORAGE TANKS (No.)</b>								
7.5 MG Tank Checked	21	58	-64%	55	120	-54%	97	-43%
7.5 MG Tank Level Checked	21	58	-64%	55	120	-54%	97	-43%
2.0 MG Tank Checked	21	58	-64%	55	120	-54%	97	-43%
2.0 MG Tank Level Checked	21	58	-64%	55	120	-54%	97	-43%
Security Checks	21	58	-64%	55	120	-54%	111	-51%
<b>ELEVATED STORAGE TANKS (No.)</b>								
0.25 MG North Checked	48	87	-45%	94	180	-48%	152	-38%
0.25 MG North Level Checked	48	87	-45%	94	180	-48%	152	-38%
0.25 MG South Checked	48	87	-45%	94	180	-48%	152	-38%
0.25 MG South Level Checked	48	87	-45%	94	180	-48%	152	-38%
Security Checks	48	174	-72%	94	360	-74%	293	-68%
<b>WATER QUALITY TESTING (No.)</b>								
Well Samples Taken							2	-100%
Distribution Samples Taken								
Chlorine Samples Taken	48	145	-67%	110	300	-63%	125	-12%
Bacteriological Samples Taken	15			38			20	88%
Other - Samples taken							18	-100%
<b>SCADA SYSTEM (No.)</b>								
SCADA Alarms	59	113	-48%	125	176	-29%	75	67%
SCADA Alarms Cleared	59	113	-48%	125	174	-28%	74	68%
<b>DISINFECTION (No.)</b>								





Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)								
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)								
Storm Sewer Line Locates (No.)	20	46	-57%	31	112	-72%	99	-69%
Storm Sewer Manhole Locates (No.)	14	92	-85%	27	224	-88%	145	-81%
Call Customer by Phone							1	-100%

### **AIRPORT DIVISION**

The airport division witnessed 107 operations during the month of February. Throughout the month this division sold 1,044 gallons of fuel, which is a 79% decrease from February 2012. However the total year-to-date of 3,780 gallons of fuel, is also a 49% decrease compared to a year ago.

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	83	60	38%	172	162	6%	226	-24%
A/C Multi Engine	4	4		16	8	100%	26	-38%
Helicopter	6	10	-40%	24	38	-37%	27	-10%
Turbojet	14	50	-72%	48	84	-43%	94	-49%
Other Types							2	-100%
<b>TOTAL OPERATIONS</b>	107	124	-14%	260	292	-11%	374	-31%
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	366	645	-43%	1,389	1,205	15%	1,559	-11%
Jet-A (Gals.)	678	4,359	-84%	2,391	6,266	-62%	3,910	-39%
<b>TOTAL FUEL</b>	1,044	5,003	-79%	3,780	7,471	-49%	5,469	-31%

### **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 6 permits for residential additions/alterations with a construction value of \$27,868.00. There were 0 permits issued for new non-residential work with a construction value of \$0 in the month of February. Furthermore there was 1 permit for non-residential additions and/or alterations with a construction value of \$5,000.00. For summation of the month there was a total of 7 building permits issued with a fee structure of \$1,288; 0 demo permits with a fee structure of \$0; 1 fence permit with a fee structure of \$20; 5 mechanical permits with a fee structure of \$156; 0 sign permits with a fee structure of \$0; 5 excavation permits with a fee structure of \$0, 0 manufactured home hookup permits with a fee structure of \$0 and 8 miscellaneous permits and/or approvals issued with a fee structure of \$2,881.00. Throughout February, there were 26 permits and/or approvals issued with a 24% decrease compared to a year ago. The fee structure is \$4,345.00, a 58% decrease compared to a year ago.

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>NEW RESIDENTIAL</b>								
Single-Family Detached 101								
Permits								
Units								
Value								
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits								
Units								
Value								
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits								
Units								
Value								
<b>NEW RESIDENTIAL (GROUP/TRANSIENT)</b>								
Hotels & Motels 213								
Permits								
Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits								
Units								
Value								
<b>RESIDENTIAL ADD/ALTERATIONS</b>								
Residential Additions/Alterations 434								
Permits	5			9	12	-25%	11	-20%

Value	16,610			18,768	36,442	-48%	58,470	-68%
<b>Residential Garages/Carports 438</b>								
Permits	1			1			1	
Value	11,258			11,258			14,119	-20%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	6			10	12	-17%	12	-18%
Value	27,868			30,026	36,442	-18%	72,589	-59%
<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	-100%	0	-100%
Value					1,924,600	-100%	384,920	-100%
<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			1	67%
Value				26,975			6,840	294%
<b>Structures 329</b>								
Permits							1	-100%
Value							21,379	-100%
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits				1	1		1	-29%
Value				26,975	1,924,600	-99%	413,139	-93%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
<b>Nonresidential Add/Alterations 437</b>								
Permits	1	2	-50%	4	5	-20%	9	-56%
Value	5,000	101,799	-95%	85,445	173,238	-51%	548,914	-84%

<b>DEMOLITIONS</b>								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649								
<b>PERMITS AND FEES</b>								
<b>Building</b>								
Permits	7	2	250%	15	18	-17%	23	-34%
Fees	1,288	3,261	-61%	4,232	47,705	-91%	25,495	-83%
<b>Demolitions</b>								
Permits		1	-100%		1	-100%	1	-100%
Fees		24	-100%		24	-100%	19	-100%
<b>Fence</b>								
Permits	1	2	-50%	1	6	-83%	4	-75%
Fees	20	40	-50%	20	120	-83%	80	-75%
<b>Mechanical</b>								
Permits	5	3	67%	9	11	-18%	7	25%
Fees	156	80	96%	340	312	9%	247	38%
<b>Sign</b>								
Permits		1	-100%	2	1	100%	3	-29%
Fees		40	-100%	40	40		76	-47%
<b>Excavation</b>								
Permits	5	1	400%	5	2	150%	4	39%
Fees		30	-100%		60	-100%	48	-100%
<b>Manufactured Home Hookups</b>								
Permits							1	-100%
Fees							45	-100%
<b>Miscellaneous</b>								
Permits	8	24	-67%	14	55	-75%	27	-49%
Fees	2,881	6,758	-57%	3,310	13,737	-76%	4,283	-23%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	26	34	-24%	46	94	-51%	69	-33%
Fees	4,345	10,232	-58%	7,942	61,997	-87%	30,292	-74%
<b>Nuisance Violations</b>								
Vehicle Violations	42	29	45%	81	69	17%	75	9%
Grass/weed Violations							1	-100%
Miscellaneous Violations	77	94	-18%	291	114	155%	109	167%
<b>Totals-Nuisance Violations</b>	119	123	-3%	372	183	103%	184	102%

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

### **FEBRUARY 2013 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were 4 pavilion reservations made in February, for a year-to-date total of 27. There were 6 facility reservations prepared during the month.

No money was paid out in either the Tree Removal program or the Tree Planting program for the year.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She also prepared and distributed PLR news releases to media.

#### **PARKS, CEMETERY, AND FORESTRY**

**Parks** – The PCF crews have been busy with snow removal from storms in February. Twenty – two new picnic tables were assembled by the Parks and Forestry crews and placed under the Pioneer Security Pavilion. These tables replaced the tables on the southwest and southeast sides of the pavilion. The Parks and Forestry crews moved the water slide; purchased from Northeastern Eighteen; to the Recreation Center to be installed before the summer season. The NJC softball team had to reschedule its February games due to inclement weather. The games are to be held the first week in March. Installation of the Insta hedge at the Prairie Park tennis courts is proceeding slowly, with breaks in the schedule to move snow.

**Cemetery** – During February there were ten grave openings and closings, three cremation and seven full burials. Six grave spaces and five niches were sold this month. Along with the cemetery's routine maintenance, forty-seven graves were repaired. Sealed bids were received on February 22 for a zero- turn front deck mower; the bid was awarded to Kurtzer's Walker Mowers. Delivery is scheduled for the first week in March.

**Forestry** – Action Requests are continuing as scheduled. There were forty-eight trees trimmed, seven trees removed and four Action Requests completed in the month of February. The Forestry crew also continued to trim trees in the parks while the ground is frozen. The bucket truck was in Denver and the Service Center shop for its yearly inspection and repair from February 11 to the 15.

#### **Ongoing PCF projects:**

- Perform all routine maintenance activities and Action Requests as necessary.
- Snow removal as needed.
- Install Insta Hedge on the Prairie Park tennis court.
- The preparation of the 3<sup>rd</sup> Ave Islands for new mulch.
- Installation of the slides at the Recreation Center



## LIBRARY

The patron count for Sterling Public Library from Feb. 1 through Feb. 28, 2013 was 4000.

The library had 4 Community Servants for a total of 65 hours of community service. Thirteen volunteers worked 55 hours. Total volunteer hours for the month of February were 120.

Sterling Public Library made 232 interlibrary loan requests of other libraries and received 179 items. Other libraries made 173 interlibrary loan requests and Sterling Public Library loaned 115 items. Lending libraries were unable to fill 51 requests and Sterling Public Library was unable to fill 37 requests. Total interlibrary loan requests were 407 and 294 items were circulated.

Janet Bigler reported 26 tutors worked with 26 students for 129 hours during February.

Crafty Characters was held on Feb. 4<sup>th</sup>. Vickie and Denise helped kids make Chinese New Year dragons. There were 18 kids and 8 adults attending.

The library hosted the Valentine Tea on February 8<sup>th</sup> with 81 people and 5 performers attending. The Legendary Ladies portrayed 5 prominent women while guests enjoyed tea and scrumptious goodies.

The library provided our first Saturday Kids Connection on Feb. 9<sup>th</sup>. The theme for the program was magnets. Seven kids and 1 adult watched a video learning about magnets and demonstrations provided by Denise. The kids then experimented with magnets and did a magnet craft.

On Feb. 25<sup>th</sup> Denise Ladd provided a Fancy Nancy program for 20 children and 15 adults. The kids listened to Fancy Nancy stories, learned how to decorate cupcakes to make them fancy and enjoyed a cupcake.

Erica Kallsen and Sandy Van Dusen offered an e-reader class with 4 people attending February 4<sup>th</sup>.

Erica conducted our first computer basics class on Feb. 21st. There were five people attending.

## PROJECT UPDATE:

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

There were 78 children who called Dial-a-Story during February. Stories were read by Dorothy Schreyer, Denise Ladd, Cheryl Schulte and Vickie Nills. The stories can be heard by calling 522-6808.

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Books Checked Out	7,302	8,190	-11%	15,142	16,434	-8%	15,249	-1%

Digital check out	646	495	31%	1,465	1,097	34%	219	568%
In-house Circulation	252	556	-55%	722	1,071	-33%	1,946	-63%
Volunteer Hours	55	5	1000%	98	10	880%	14	626%
Story Time Attendance	102	110	-7%	207	200	4%	128	61%
Summer Reading Program								
Reference Questions	571	680	-16%	1,278	1,438	-11%	1,831	-30%
Books Placed on Hold	338	582	-42%	798	1,256	-36%	845	-6%
Inter-Library Loans								
Borrowed requests	232	199	17%	486	426	14%	393	24%
Loaned requests	175	186	-6%	426	424	0%	475	-10%
Total	407	385	6%	912	850	7%	868	5%
Library Meeting Room Use	42	36	17%	77	68	13%	29	169%
Patrons Using Facility	4,000	4,797	-17%	8,438	9,919	-15%	8,763	-4%
Hours Tutoring	129	201	-36%	270	201	34%	243	11%
Internet use	1,690	1,914	-12%	3,644	4,123	-12%	2,868	27%

## **RECREATION DIVISION**

**YOUTH BASKETBALL:** The Youth Basketball program concluded on February 16, 2013. The season began on January 12<sup>th</sup>. This year there were 69 teams and 530 participants in the program. This was down 19 teams, and 140 participants from 2012. The drop in teams and players this year is probably due to a new competitive Youth Basketball League that started this year. It is called Route 34 and is based out of Ft. Morgan. The league drew several of our more competitive teams and players that are more interested in winning, than in the fun and recreational aspects of basketball. Participants logged 1,400 visits during games and another 276 visits during the practices that took place in February. Spectators logged approximately 6,000 visits in February. Games were played at S.H.S. Wally Post Gym and Tiger Den, S.M.S., N.J.C. Events Center, and at St. Anthony's Gym.

**ADULT BASKETBALL:** There were 24 teams in the City League Adult Basketball Program in 2012. This is down 2 teams from 2012. Last year we added the Women's Open division to the leagues and there were 6 teams that participated. This year there were only 5 teams competing. The season ended February 28<sup>th</sup>. Play in February accounted for 900 participant visits, and 900 spectator visits to Sterling Middle School and the N.J.C. Events Center where games were scheduled. Beginning in 2012, the Recreation Division went to strictly recreational leagues with no post season tournaments or awards in any programs.

**OPEN GYM:** This year, the Recreation Division began offering Open Gym on Wednesday evenings from 6:30 – 8:00 p.m. We provide a Gum Supervisor to monitor and take care of SMS. In February, 2013 there were 34 participants. The number of participants was lower in February because one Wednesday a blizzard occurred and another was Ash Wednesday.

**RECREATION SUPERVISOR:** In February, interviews were conducted for a new Recreation Supervisor position. There were 52 applicants for the position and 6 were interviewed. In early March, Heather Brownell was chosen and verbally accepted the position. The new position will report to the Recreation Superintendent, Dennis Fuller. Sue Gress, the Recreation Specialist,

will report to the Recreation Supervisor. The position is designed to work with both the Recreation Center and Recreation Divisions. They will help ensure that an adult is on duty to supervise evenings when recreation programs are running, and on the weekends when programs run, pools are open, and special events happen.

**SPRING VOLLEYBALL:** In February, the Adult Spring volleyball information was prepared and mailed to last years' teams and the appropriate news releases were sent to the local media. Registrations were processed, schedules were made, officials and gym supervisors were advertised for and returning ones recruited. Play begins March 4<sup>th</sup>. There are 26 teams participating in 4 different divisions of play. This is up 2 teams from 2012. This year we were able to offer and add an Open "Co-Rec." This league did not run last year.

**YOUTH SUMMER SOFTBALL REGISTRATIONS:** Preparation of information and registration materials for the Youth Girls Wildcat Whiffle t-ball, T-Ball, Machine Pitch, and Fastpitch Softball leagues began in February. Registrations for the Youth Wildcat Softball Leagues will be taken through April 17<sup>th</sup>.

### **RECREATION CENTER**

**INDOOR POOL REPLASTER PROJECT:** In February, the Recreation Center's indoor pool was replastered. The pool was closed to the public for two weeks. Hanavan Pools Inc., from Denver, did an excellent job. The cost to re-plaster the pool was \$46,000.00. Diamond Brite plaster was used, which is four times harder than traditional pool plaster. It is nearly impervious to hard water and able to withstand acid washing without disintegrating. The plaster has a nice shade of blue fleck in it which colors the pool water a beautiful shade of blue. The old plaster was 18 years old and so discolored from Sterling's hard water that the water appeared green.

**INDOOR POOL & LOCKER ROOM DECK RESURFACING PROJECT:** In February, City bids were again prepared and we re-advertised to remove the old tile and resurface the Recreation Center's indoor pool deck and locker rooms. In January all the bids had come in over budget and a bid was not awarded.

**NEW A.D.A. HANDICAP LIFTS:** A new pool handicap lift is in place and fully operational at the indoor pool. Longer indoor pool entry handrails were also added to bring our facility into full compliance. The new lifts and handrails are required for us to comply with new ADA Pool Handicap Laws which went into effect on March 15, 2012. Several extensions were made to the original compliance date.

**STERLING RECREATION CENTER L.G.T. & W.S.I. SCHOOL:** In February, Recreation Center staff prepared for the L.G.T (lifeguard) and W.S.I. (water safety instructor) classes by contacting instructors. We currently have one local instructor that teaches the American Red Cross – L.G.T. class, and one that teaches the W.S.I. class. We will also contract out one additional L.G.T and W.S.I. instructor if the need exists to teach additional classes in the northeast Colorado area. Both classes are vital and must be offered each year to properly staff the Sterling Recreation Center.

**OVERALL ADMISSIONS:** In February 2013, there were a total of 1,700 admissions to the Sterling Recreation Center. This is a decrease of 795 patrons from February, 2012. **This is a large decrease in the number of admissions due to the indoor pool being closed for two weeks when it was re-plastered.**

Paid admissions do not include the following non-paid visits to the Sterling Recreation Center: 22 visits by Racquetball or Wallyball League players, 18 visits from Northeastern Jr. College's

swimming class, and 15 visits from St. Anthony's school children. These free visits to the Recreation Center are due to Intergovernmental Agreements.

**CHILD ADMISSIONS:** There were a total of 35 Child Admissions to the Recreation Center in February, 2013. In February, 2012 there were 76. This is down 41 admissions.

**YOUTH ADMISSIONS:** There were a total of 256 Youth Admissions to the Recreation Center in February, 2013. In February, 2012, there were 519. This is down 263 admissions.

**SENIOR ADMISSIONS:** There were a total of 259 Senior Admissions to the Recreation Center in February, 2013. In February, 2012 there were 235. This is up 24 admissions. This is odd because the pool was closed for two weeks!

**ADULT ADMISSIONS:** There were a total of 798 Adult Admissions to the Recreation Center in February, 2013. In February, 2012 there were 966. This is down 168 admissions.

**YEARLY ADMISSIONS:** There were 234 Yearly Pass Admissions to the Recreation Center in February, 2013. In February, 2012 there were 494. This is down 260 admissions.

**AQUA AEROBICS CLASSES:** There were 44 patrons attending aqua aerobics classes in February, 2013. In February, 2012 there were 68. This is down 24 admissions.

DESCRIPTION	Feb 2013	Feb 2012	Feb Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams							4	-100%
Volleyball Participants							144	-100%
Volleyball Spectators							180	-100%
Adult Basketball Teams	24	26	-8%	48	52	-8%	42	15%
Adult Basketball Participants	900	576	56%	1,920	1,212	58%	1,127	70%
Adult Basketball Spectators	900	960	-6%	1,920	2,020	-5%	1,648	17%
Youth Basketball Teams	69	88	-22%	138	176	-22%	177	-22%
Youth Basketball Participants	800	2,848	-72%	3,560	6,704	-47%	10,979	-68%
Youth Basketball Spectators	6,000	5,520	9%	12,720	13,320	-5%	14,694	-13%
Adult Basketball Tourn. Teams							13	-100%
Adult Basketball Tourn. Participants							155	-100%
Adult Basketball Tourn. Spectators							212	-100%
Open Gym Participants	34			585				
Denver Nugget Basketball Skills Challenge							15	-100%
Santa at the Center Participants								

### **OVERLAND TRAIL MUSEUM**

Attendance at the Museum during the month of February was 161 visitors representing 7 states. Family Fun Saturday took place on February 2 with a Valentine theme. This program is beginning to gain popularity with improved attendance each month. Feedback from parents has been very positive.



Prairie School Teachers								
Number of Special Events	1	1		2	1	100%	1	100%
Total Attendance of Special Events	13	10	30%	28	10	180%	10	175%
Number of facility rentals	1			2				
Number of Tour Buses								
Tour Bus Visitors								
States represented	7	4	75%	35	13	169%	18	90%
Foreign Countries Represented		1	-100%	1	1		2	-44%
Total of All Visitors	161	133	21%	367	323	14%	297	24%
Volunteer Hours	24	6	300%	60	12	400%	29	104%
Square Foot, Bldg. Maintained	29,766	29,766		59,532	59,532		51,532	16%