

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

January 2011

## CITY MANAGER

### JANUARY 2011 MONTHLY REPORT

#### **City Manager:**

The City Manager:

- Attending EMC Task Force meetings;
- Attended Governor's Planning meeting in Limon;
- Attended employee recognition reception;
- Attended Northeastern Colorado Association of Local Government annual meeting; and
- Meeting with Re-1 Valley School District representatives regarding joint use of facilities.

#### **Executive Secretary:**

The Executive Secretary continues to do the packets for Council. Connie prepares proclamations for the Mayor's signature and amplified music letters for the City Manager's signature. 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.

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

EMC Owens was a guest on the KSTC Cross Talk program in January. He gave a presentation on severe winter weather and how to plan and prepare for winter storm events.

Bob responded to a freight train derailment along Highway 6 just south of town. The initial call report came in as a hazmat spill. The weather conditions were very cold at -7 degrees. He responded as the County DERA and to coordinate any sheltering or evacuations that may be needed due to a hazmat release.

There was a severe winter storm in the county at the first of the month. Coordinating with the American Red Cross and anticipating road closures EMC Owens moved all of the winter storm shelter cots and supplies to the shelter location. It was not necessary to open the shelter and the supplies were moved back after the storm.

The EMC prepared the end of year financial reports for the E911 Authority Board. The reports were taken over to Logan County Finance. Also, he prepared the new 2011 financial spreadsheets and moved the 2009 and older files to storage.

EMC Owens completed and turned in the Emergency Manager Grant Program (EMPG) 2<sup>nd</sup> quarter program paper and financial reports to DOLA.

Bob completed a Colorado Division of Emergency Management (CDEM) survey on planning and Emergency Operation Center (EOC) readiness. He also downloaded and organized all of the FEMA ICS forms in the EOC.

EMC Owens downloaded and sent copies of the Disaster Handbook for Elected Officials to all of the County Commissioners. Copies of the handbook were also placed in the EOC.

The EMC met with the Pawnee Ridge HOA reference groundwater flooding that is taking place in some of the homes in the subdivision. It was determined that the best course of action was to pursue a mitigation grant from FEMA to fund a project that will remove the groundwater. Bob contacted both CDEM and DOLA about the grant possibilities. Both agencies have requested more information on the project.

The Alternative Care Facility (ACF) project continued through January. The committee has completed a draft of the operations plan and will meet next at the facility site at NJC to determine its capabilities. The City of Loveland is also doing an ACF plan and has contacted me to share information for their project.

The Logan County EMS development committee continues to meet with weekly meetings. In January, the agenda items discussed were the Needs Assessment project, Fire Based EMS, a public information committee and the structure of an authority board.

Work continues on the Emergency Alert system update. The EMC has requested bids for new tornado sirens from two companies, and is working on gathering information on electronic message boards for West Main Street. He has met with the Sterling code enforcement department reference codes and permits needed for the project.

Bob completed the 2010 Office of Emergency Management annual report and distributed copies to Sterling, Logan County and the State CDEM.

EMC Owens organized a meeting with Wireless Advanced Communications, Sterling Public Works, Sterling Fire, Logan County Road and Bridge, RE1 School District and the Sterling Emergency Communications Center. This meeting was to discuss the upcoming VHF radio narrowbanding requirements and how each agency would be affected. They would like to form a VHF interoperability system that would allow agencies still on VHF to communicate with 800 MHz radios both in the field and at dispatch. This communication with the public works agencies and school buses could be critical during a disaster event. They discussed deadlines for narrowbanding and what new equipment would be needed.

The Northeast Colorado Emergency Managers group met in Fort Collins in January. Agenda items discussed were the new EMPG format and system audit requirements of the grant program.

The Logan County EMS Council held a meeting in January. New officers were elected for 2011, Agenda items included upcoming projects and future grants.

Bob worked on a project that would improve the wireless opt-in process for the r911 mass notification system. He will create an easier to use web page for the opt-ins and modify the way information is entered into the system.

The EMC met with the chairman of the Logan County Water Conservation Board in reference to their ongoing flood mitigation project. The LCWCB will be hosting a large meeting in February to discuss their progress with DOLA and the CWCB.

Work continues on the Logan County Emergency Operations Plan (EOP) update. Each ESF chapter of the EOP is being reviewed and updated to assure current information and response requirements.

In January, Bob worked on the ESF 10- Hazardous Materials section. He held a planning meeting with CSP HAZMAT, CSP 3B and the Sterling Fire Department. They discussed response capabilities, DERA responsibilities, mutual aid and future inter-agency training and exercises. It was agreed that the State Terrorism Annex would be added to the section.

**Sterling Emergency Communication Center:**

The Communications Center handled 1,684 calls for service during the month of January 2011, a 28 percent decrease from the 2,351 calls received in January 2010. The Sterling Police Department handled 823 calls for service a decrease of 31 percent compared to 1,190 calls for service received in January 2010. The Logan County Sheriff's Office received 642 calls for service a 19 percent decrease compared to 797 calls for service received in January 2010. Crook Fire Department handled once call for service in January 2011 compared to the nice calls in January 2010. Fleming Fire received five calls for service in January 2011, compared to four calls for service in January 2010. Merino Fire handled five calls for service in January 2011 compared to seven calls for service in January 2010. Peetz Fire handled zero calls for service in January 2011 compared to four calls for service in January 2010. Sterling Fire handled 130 calls for service in January 2011, an increase of 14 percent compared to the 114 calls handled in January 2010. Life Care Medical handled 144 calls for service a decrease of five percent compared to 151 calls for service handled in January 2010.

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010
ACTIVITIES					
CALLS for SERVICE					
STERLING DISPATCH	1,684	2,351	-28%	2,351	2,351
CITY OF STERLING	823	1,190	-31%	1,190	1,190
LOGAN COUNTY	642	797	-19%	797	797
EMS	144	151	-5%	151	151
STERLING FIRE 07530	130	114	14%	114	114
CROOK FIRE 07505	1	9	-89%	9	9
FLEMING FIRE 07515	5	4	25%	4	4
MERINO FIRE 07522	5	7	-29%	7	7
PEETZ FIRE 07525		4	-100%	4	4

**Information Technology Specialist (ITS):**

Daily backup of servers and Finance & Police Systems continue. ITS Anderson performed routine maintenance for the servers and users. She assisted with year-end change over for the records systems.

The ITS answered calls for computer, program, printing, and phone issues, and server problems at the Library. She processed a purchase order for a new Library server.

Mary Ann helped with the set up of a new copier in Public Works.

ITS Anderson completed the CBI on-line test for IT support.

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

## CITY ATTORNEY

### JANUARY 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. The paralegal attends staff meetings in the absence of the City Attorney, and secretarial meetings when there is training.

The City Attorney attended a meeting at the Colorado Municipal League regarding the AT&T Mobility sales tax refund claims issue.

#### DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 1-1-11, Series of 2011 – A Resolution approving implementation of a water meter downsizing program, and the application form.

Resolution No. 1-2-11, Series of 2011 – A Resolution before the City of Sterling, Logan County, Colorado, amending the Addendum to City Attorney Employment Contract.

Prepared the following Ordinances:

None.

Other Documents:

None.

#### MUNICIPAL COURT:

The City Attorney prosecuted 4 charges and the Defendants were found guilty on all 4 charges. 1 Defendant failed to appear for trial. 8 charges were dismissed, including 3 for proof of insurance, 2 sales tax cases at the request of the Finance Dept., and 2 to file in a higher court at the request of the PD. 3 Defendants changed their plea to 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 2 liquor license renewals.

#### 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 a Colorado Bar Association Government Counsel Meeting regarding policy changes in the ADA Title II Policy.

The City Attorney and the Paralegal completed the mandatory Criminal Justice Information Services Security and Awareness Training and testing.

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 when needed.

## **FINANCE DEPARTMENT**

### **JANUARY 2011 MONTHLY REPORT**

The Finance Department assisted 2,800 customers during the month of January 2011. This compares to 2,674 customers in January 2010. This number does not include the contacts made by the Director of Finance. There were on average 133 customer contacts per day for January 2011. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in January 2011 in comparison to January 2010.

The General Fund revenues for the month of January 2011 amounted to \$975,287.15. The revenue for the month ended January 2010 in the General Fund amounted to \$809,955.39. Expenditures for the General fund for the month ending January 31, 2011 amounted to \$937,337.45 and for the same period in 2010 the expenditures were \$810,813.39.

Cash in all City funds totaled \$1,874,373.84 on January 31, 2011 and for January 31, 2010 on hand was \$1,617,478.14. On January 31, 2011 the City of Sterling had outstanding a total of \$10,330,201.01 in investments, this amount is for all funds. This breaks down to \$205,621.21 in Certificates of Deposit, \$10,024,334.44 ColoTrust Plus and \$100,245.36 in Money Market.

There were \$1,336,263.53 worth of checks issued in January 2011 for all funds; this compares to \$1,182,913.36 for the same period in 2010. There were 6053.7 gallons of gasoline and diesel used in the month of January 2011 for all City operations. This compares to 5081.3 gallons gasoline and diesel used in January 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.	01/31/11
<b>General Fund:</b>				
Colotrust Plus	\$941,600.01	\$900,000.00	\$1,025,085.51	\$1,066,685.52
Colotrust Plus - Seizure Money	\$26,548.76	\$0.00	\$3.85	\$26,552.61
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$968,148.77</b>	<b>\$900,000.00</b>	<b>\$1,025,089.36</b>	<b>\$1,093,238.13</b>
<b>Water Fund:</b>				
Colotrust Plus	\$118,232.19	\$0.00	\$17.13	\$118,249.32
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$118,232.19</b>	<b>\$0.00</b>	<b>\$17.13</b>	<b>\$118,249.32</b>
<b>Sanitation Fund:</b>				
Colotrust Plus	\$327,237.72	\$30,000.00	\$25,046.28	\$322,284.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$327,237.72</b>	<b>\$30,000.00</b>	<b>\$25,046.28</b>	<b>\$322,284.00</b>
<b>Sewer Fund:</b>				
Colotrust Plus	\$3,798,154.17	\$25,000.00	\$25,547.33	\$3,798,701.50
Certificates of Deposit	\$205,621.21	\$0.00	\$0.00	\$205,621.21
Money Market	\$100,245.36	\$0.00	\$17.03	\$100,262.39
<b>TOTALS</b>	<b>\$4,104,020.74</b>	<b>\$25,000.00</b>	<b>\$25,564.36</b>	<b>\$4,104,585.10</b>
<b>Perpetual Care Fund:</b>				
Colotrust Plus	\$135,512.54	\$0.00	\$19.56	\$135,532.10
<b>TOTALS</b>	<b>\$135,512.54</b>	<b>\$0.00</b>	<b>\$19.56</b>	<b>\$135,532.10</b>
<b>Elna Anderson Trust Fund:</b>				
Colotrust Plus	\$117,119.74	\$40,000.00	\$14.82	\$77,134.56
<b>TOTALS</b>	<b>\$117,119.74</b>	<b>\$40,000.00</b>	<b>\$14.82</b>	<b>\$77,134.56</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	01/31/11
<b>Ethel Lindstrom Trust Fund:</b>				
Colotrust Plus	\$151,517.64	\$40,000.00	\$19.83	\$111,537.47
<b>TOTALS</b>	<b>\$151,517.64</b>	<b>\$40,000.00</b>	<b>\$19.83</b>	<b>\$111,537.47</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	\$287,154.73	\$3,030.00	\$41.37	\$284,166.10
<b>TOTALS</b>	<b>\$287,154.73</b>	<b>\$3,030.00</b>	<b>\$41.37</b>	<b>\$284,166.10</b>
<b>Karl Falch Library Trust Fund:</b>				
Colotrust Plus	\$30,992.10	\$0.00	\$4.52	\$30,996.62
<b>TOTALS</b>	<b>\$30,992.10</b>	<b>\$0.00</b>	<b>\$4.52</b>	<b>\$30,996.62</b>
<b>Employee Self-Insurance Fund:</b>				
Colotrust Plus	\$642,830.39	\$0.00	\$92.89	\$642,923.28
<b>TOTALS</b>	<b>\$642,830.39</b>	<b>\$0.00</b>	<b>\$92.89</b>	<b>\$642,923.28</b>
<b>Service Center Fund:</b>				
Colotrust Plus	\$307,763.44	\$0.00	\$44.49	\$307,807.93
<b>TOTALS</b>	<b>\$307,763.44</b>	<b>\$0.00</b>	<b>\$44.49</b>	<b>\$307,807.93</b>
<b>Risk Management Fund:</b>				
Colotrust Plus	\$823,179.53	\$0.00	\$118.97	\$823,298.50
<b>TOTALS</b>	<b>\$823,179.53</b>	<b>\$0.00</b>	<b>\$118.97</b>	<b>\$823,298.50</b>
<b>Capital Equipment Fund:</b>				
Colotrust Plus	\$741,017.59	\$0.00	\$15,107.42	\$756,125.01
<b>TOTALS</b>	<b>\$741,017.59</b>	<b>\$0.00</b>	<b>\$15,107.42</b>	<b>\$756,125.01</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	01/31/11
<b>Capital Improvement Fund:</b>				
Colostrust Plus	\$439,474.13	\$0.00	\$200,069.88	\$639,544.01
Colostrust Plus - Museum Bldg	\$839,831.48	\$0.00	\$121.34	\$839,952.82
Colostrust Plus - Museum Exhibits	\$42,836.89	\$0.00	\$6.20	\$42,843.09
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,322,142.50</b>	<b>\$0.00</b>	<b>\$200,197.42</b>	<b>\$1,522,339.92</b>
<b>Grand Totals All Funds:</b>				
Colostrust Plus	\$9,771,003.05	\$1,038,030.00	\$1,291,361.39	\$10,024,334.44
Certificates of Deposit	\$205,621.21	\$0.00	\$0.00	\$205,621.21
Money Market	\$100,245.36	\$0.00	\$17.03	\$100,262.39
<b>Grand Total</b>	<b>\$10,076,869.62</b>	<b>\$1,038,030.00</b>	<b>\$1,291,378.42</b>	<b>\$10,330,218.04</b>

**GENERAL FUND**

This Document is for Internal Use and Represents Unaudited Figures

**1/31/2011**

**BALANCE SHEET**

**ASSETS:**

Cash	\$807,688.32
Flex Cash Account	\$11,243.82
Petty Cash	\$830.00
Cash with County Treasurer	\$53,430.72
Accounts Receivable	\$193,139.92
Allowance for Uncollectables	-\$39,044.07
Taxes Receivable	\$44,324.12
Sales Tax Receivable	\$556,000.00
Property Tax Receivable	\$1,018,263.00
Investments	\$1,066,685.52
Investment - Federal Seizure	\$26,552.61
Prepaid Fuel	\$32,027.17
Prepaid Fuel - Airport	\$17,513.07
Payroll Clearing Account	-\$1,090.03
Postage Clearing Account	\$1,735.98
Prepaid Prisoner Housing	\$56,543.00

**TOTAL ASSETS**

**\$3,845,843.15**

**LIABILITIES:**

Ded/Ben Clearing Account	\$9,626.86
Accounts Payable	\$575,152.25
Accounts Payable - Logan County	\$785.96
Accrued Salaries	\$172,452.85
Court Bonds	\$2,120.00
Jury Deposit	\$704.00
Restitution Clearing Account	\$1,321.10
Seizures	\$600.00
Deferred Revenue	\$1,018,263.00
Deferred Revenue - Other	\$5,026.25

**TOTAL LIABILITIES**

**\$1,786,052.27**

**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	\$37,949.70

**TOTAL FUND BALANCE**

**\$2,059,790.88**

**TOTAL LIABILITIES  
& FUND BALANCE**

**\$3,845,843.15**

**GENERAL FUND**

1/31/2011

<b><u>REVENUES:</u></b>	<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	\$43,376.23	\$43,376.23	\$975,043.77
Road & Bridge Fund Taxes	\$170,000.00	\$0.00	\$0.00	\$170,000.00
Auto Ownership Taxes	\$120,000.00	\$8,305.51	\$8,305.51	\$111,694.49
Sales Tax	\$5,650,000.00	\$686,274.89	\$686,274.89	\$4,963,725.11
Vehicle Use Tax	\$185,000.00	\$12,814.86	\$12,814.86	\$172,185.14
Building Material Use Tax	\$70,000.00	\$2,619.92	\$2,619.92	\$67,380.08
Employment Occupation Tax	\$14,200.00	\$15,200.00	\$15,200.00	-\$1,000.00
<b>TOTAL TAXES</b>	<b>\$7,227,620.00</b>	<b>\$768,591.41</b>	<b>\$768,591.41</b>	<b>\$6,459,028.59</b>
Franchise Taxes	\$711,000.00	\$49,684.71	\$49,684.71	\$661,315.29
Licenses & Permits	\$138,250.00	\$12,786.85	\$12,786.85	\$125,463.15
Intergovernmental Revenue	\$907,693.00	\$53,048.05	\$53,048.05	\$854,644.95
Charges for Service	\$266,825.00	\$10,489.97	\$10,489.97	\$256,335.03
Fines & Forfeits	\$191,300.00	\$12,576.66	\$12,576.66	\$178,723.34
Miscellaneous Revenue	\$270,800.00	\$25,864.50	\$25,864.50	\$244,935.50
Transfer from Other Funds	\$511,164.00	\$42,245.00	\$42,245.00	\$468,919.00
<b>TOTAL OTHER REVENUES</b>	<b>\$2,997,032.00</b>	<b>\$206,695.74</b>	<b>\$206,695.74</b>	<b>\$2,790,336.26</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$10,224,652.00</b>	<b>\$975,287.15</b>	<b>\$975,287.15</b>	<b>\$9,249,364.85</b>

**GENERAL FUND**

1/31/2011

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>GENERAL GOVERNMENT:</u></b>				
Council	\$52,093.00	\$9,075.93	\$9,075.93	\$43,017.07
City Manager	\$341,680.00	\$26,443.60	\$26,443.60	\$315,236.40
City Attorney	\$193,525.00	\$14,421.96	\$14,421.96	\$179,103.04
Municipal Court	\$99,967.00	\$6,886.40	\$6,886.40	\$93,080.60
Finance	\$429,075.00	\$30,866.58	\$30,866.58	\$398,208.42
City Hall & Non-Departmental	\$1,136,693.00	\$196,341.49	\$196,341.49	\$940,351.51
Personnel	\$226,655.00	\$15,399.35	\$15,399.35	\$211,255.65
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,479,688.00</b>	<b>\$299,435.31</b>	<b>\$299,435.31</b>	<b>\$2,180,252.69</b>
<b><u>PUBLIC SAFETY:</u></b>				
Police	\$1,713,041.00	\$146,165.92	\$146,165.92	\$1,566,875.08
Dispatch Center	\$512,873.00	\$51,942.81	\$51,942.81	\$460,930.19

Youth Services	\$105,125.00	\$8,224.40	\$8,224.40	\$96,900.60
Fire	\$1,370,586.00	\$94,522.91	\$94,522.91	\$1,276,063.09
<b>TOTAL PUBLIC SAFETY</b>	<b>\$3,701,625.00</b>	<b>\$300,856.04</b>	<b>\$300,856.04</b>	<b>\$3,400,768.96</b>

**PUBLIC WORKS:**

Street	\$1,796,508.00	\$78,476.21	\$78,476.21	\$1,718,031.79
Engineering & Operations	\$340,105.00	\$29,395.30	\$29,395.30	\$310,709.70
Airport	\$208,431.00	\$85,909.88	\$85,909.88	\$122,521.12
<b>TOTAL PUBLIC WORKS</b>	<b>\$2,345,044.00</b>	<b>\$193,781.39</b>	<b>\$193,781.39</b>	<b>\$2,151,262.61</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$212,036.00	\$15,062.30	\$15,062.30	\$196,973.70
Museum	\$185,779.00	\$11,316.78	\$11,316.78	\$174,462.22
Parks	\$420,514.00	\$29,590.31	\$29,590.31	\$390,923.69
Recreation Center	\$509,964.00	\$27,872.30	\$27,872.30	\$482,091.70
Forestry	\$140,042.00	\$7,133.83	\$7,133.83	\$132,908.17
Rec. Administration	\$221,122.00	\$16,775.03	\$16,775.03	\$204,346.97
Softball	\$41,156.00	\$347.81	\$347.81	\$40,808.19
Youth Softball	\$10,647.00	\$72.00	\$72.00	\$10,575.00
Basketball	\$7,622.00	\$1,799.46	\$1,799.46	\$5,822.54
Volleyball	\$7,035.00	\$66.00	\$66.00	\$6,969.00
Tolla Brown Skate Park	\$12,750.00	\$250.00	\$250.00	\$12,500.00
Special Events	\$28,950.00	\$383.46	\$383.46	\$28,566.54
Tennis	\$18,873.00	\$60.00	\$60.00	\$18,813.00
Youth Basketball	\$23,305.00	\$6,906.76	\$6,906.76	\$16,398.24
Youth Volleyball	\$7,998.00	\$48.00	\$48.00	\$7,950.00
Baseball	\$27,136.00	\$37.00	\$37.00	\$27,099.00
Library	\$494,825.00	\$25,543.67	\$25,543.67	\$469,281.33
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,369,754.00</b>	<b>\$143,264.71</b>	<b>\$143,264.71</b>	<b>\$2,226,489.29</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$10,896,111.00</b>	<b>\$937,337.45</b>	<b>\$937,337.45</b>	<b>\$9,958,773.55</b>
---------------------------------	------------------------	---------------------	---------------------	-----------------------

**WATER FUND**

1/31/2011

**BALANCE SHEET**

**ASSETS:**

Cash	-\$358,212.63
Cash with Fiscal Agent	\$3,999,676.45
Accounts Receivable	-\$559.02
Accounts Receivable - Utility Billing	\$345,896.54
Supply Inventory	\$203,915.98
Investments	\$118,249.32
Fixed Assets (Net)	\$10,501,593.39

**TOTAL ASSETS**

**\$14,810,560.03**

**LIABILITIES:**

Accounts Payable	\$712,169.02
------------------	--------------

Unpaid Compensated Absences	\$10,068.86
Accrued Salaries	\$5,596.57
Accounts Payable Pawnee Ridge	\$4,235.72
Loan Payable CWRPDA	\$4,800,000.00
Due to Sewer Fund	\$345,505.00

**TOTAL LIABILITIES** \$5,877,575.17

**FUND BALANCE:**

Reserve for Painting	\$405,000.00
Reserve for Capital Replacement	\$2,717,445.00
Retained Earnings	\$5,720,936.96
Excess Revenue over Expenditures	\$89,602.90

**TOTAL FUND BALANCE** \$8,932,984.86

**TOTAL LIABILITIES  
AND FUND BALANCE** \$14,810,560.03

**WATER FUND**

1/31/2011

<b><u>REVENUES</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Water Revenue-Inside Residential	\$1,856,200.00	\$185,546.51	\$185,546.51	\$1,670,653.49
Water Revenue-Outside Residential	\$161,400.00	\$14,382.21	\$14,382.21	\$147,017.79
Water Revenue-Inside Commercial	\$626,200.00	\$66,851.23	\$66,851.23	\$559,348.77
Water Revenue-Outside Commercial	\$4,210.00	\$358.05	\$358.05	\$3,851.95
Water Revenue-Inside Industrial	\$369,900.00	\$31,740.90	\$31,740.90	\$338,159.10
Misc. Water Sales	\$2,000.00	\$100.44	\$100.44	\$1,899.56
Surcharge	\$30,000.00	\$2,014.98	\$2,014.98	\$27,985.02
Service Charges	\$35,000.00	\$3,597.99	\$3,597.99	\$31,402.01
Tapping Charges	\$5,000.00	\$445.00	\$445.00	\$4,555.00
Water Div. Services	\$5,000.00	\$466.50	\$466.50	\$4,533.50
Penalties	\$16,000.00	\$1,839.25	\$1,839.25	\$14,160.75
Investment Earnings	\$250.00	\$17.13	\$17.13	\$232.87
Miscellaneous	\$200.00	\$0.00	\$0.00	\$200.00
Rents from land	\$50,000.00	\$0.00	\$0.00	\$50,000.00
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	\$2,160.00	\$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>\$309,520.19</b>	<b>\$309,520.19</b>	<b>\$20,361,839.81</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	\$17,488.36	\$17,488.36	\$188,247.64
Maintenance & Operation	\$1,298,518.00	\$119,459.77	\$119,459.77	\$1,179,058.23
Capital Outlay	\$17,919,107.00	\$64,187.16	\$64,187.16	\$17,854,919.84
Transfer to General Fund	\$225,385.00	\$18,782.00	\$18,782.00	\$206,603.00
<b>TOTAL EXPENDITURES</b>	<b>\$19,648,746.00</b>	<b>\$219,917.29</b>	<b>\$219,917.29</b>	<b>\$19,428,828.71</b>

### SANITATION FUND

1/31/2011

#### BALANCE SHEET

#### **ASSETS:**

Cash	\$394,113.17			
Accounts Receivable	\$507.07			
Accounts Receivable - Utility Billing	\$46,503.97			
Supply Inventory	\$23,597.22			
Investments	\$322,284.00			
Fixed Assets (Net)	\$283,220.08			
		<b>TOTAL ASSETS</b>		<b>\$1,070,225.51</b>

#### **LIABILITIES:**

Accounts Payable	\$397.45			
Unpaid Compensated Absences	\$9,991.75			
Accrued Salaries	\$4,925.27			
		<b>TOTAL LIABILITIES</b>		<b>\$15,314.47</b>

#### **FUND BALANCE:**

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$754,061.00			
Retained Earnings	\$271,388.38			
Excess Revenue over Expenditures	\$1,072.66			
		<b>TOTAL FUND BALANCE</b>		<b>\$1,054,911.04</b>

		<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$1,070,225.51</b>
--	--	---	--	-----------------------

### SANITATION FUND

1/31/2011

<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	\$37,325.74	\$37,325.74	\$407,674.26
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	\$432.73	\$432.73	\$4,567.27

Investment Earnings	\$1,000.00	\$46.28	\$46.28	\$953.72
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>\$37,804.75</b>	<b>\$37,804.75</b>	<b>\$414,695.25</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	\$15,945.56	\$15,945.56	\$144,534.44
Maintenance & Operation	\$241,231.00	\$15,776.53	\$15,776.53	\$225,454.47
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$60,130.00	\$5,010.00	\$5,010.00	\$55,120.00
<b>TOTAL EXPENDITURES</b>	<b>\$461,841.00</b>	<b>\$36,732.09</b>	<b>\$36,732.09</b>	<b>\$425,108.91</b>

### SEWER FUND

#### 1/31/2011 BALANCE SHEET

#### **ASSETS:**

Cash	\$407,097.92
Accounts Receivable	\$24,122.74
Accounts Receivable - Utility Billing	\$134,876.11
Due From Water Fund	\$345,505.00
Supply Inventory	\$39,363.14
Investments	\$4,104,585.10
Fixed Assets (Net)	\$10,240,846.34

#### TOTAL ASSETS

**\$15,296,396.35**

#### **LIABILITIES:**

Accounts Payable	\$89,333.25
Unpaid Compensated Absences	\$15,474.09
Accrued Salaries	\$10,595.91
Loan Payable CWRPDA	\$963,414.00
Interest Payable	\$14,260.57

#### TOTAL LIABILITIES

**\$1,093,077.82**

#### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$143,681.45
Reserve for Lagoons	\$361,177.26
Reserve for Capital Replacement	\$7,717,921.00
Retained Earnings	\$5,984,573.58
Excess Revenue over Expenditures	-\$115,818.76

#### TOTAL FUND BALANCE

**\$14,203,318.53**

#### TOTAL LIABILITIES AND FUND BALANCE

**\$15,296,396.35**

## SEWER FUND

1/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED</b>	<b>COLLECTIONS</b>	<b>COLLECTIONS</b>	<b>BALANCE</b>
	<b>2011</b>	<b>CURRENT MO.</b>	<b>TO DATE</b>	
Sewer Revenue-Inside Residential	\$911,500.00	\$77,877.45	\$77,877.45	\$833,622.55
Sewer Revenue-Outside Residential	\$89,500.00	\$8,295.71	\$8,295.71	\$81,204.29
Sewer Revenue-Inside Commercial	\$316,800.00	\$26,936.12	\$26,936.12	\$289,863.88
Sewer Revenue-Outside Commercial	\$2,810.00	\$238.60	\$238.60	\$2,571.40
Sewer Revenue-Inside Industrial	\$342,900.00	\$1,334.80	\$1,334.80	\$341,565.20
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	\$1,102.59	\$1,102.59	\$12,897.41
Investment Earnings	\$10,000.00	\$628.06	\$628.06	\$9,371.94
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>\$116,413.33</b>	<b>\$116,413.33</b>	<b>\$1,600,596.67</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>BALANCE</b>
<b><u>LINES AND SERVICES:</u></b>	<b>2011</b>	<b>CURRENT MO.</b>	<b>TO DATE</b>	
Personnel	\$85,127.00	\$6,643.95	\$6,643.95	\$78,483.05
Maintenance & Operation	\$331,609.00	\$23,881.60	\$23,881.60	\$307,727.40
Capital Outlay	\$143,695.00	\$72,893.02	\$72,893.02	\$70,801.98
Transfer to General Fund	\$62,406.00	\$5,200.00	\$5,200.00	\$57,206.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$622,837.00</b>	<b>\$108,618.57</b>	<b>\$108,618.57</b>	<b>\$514,218.43</b>
Debt Service	\$198,733.00	\$27,110.79	\$27,110.79	\$171,622.21
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$821,570.00</b>	<b>\$135,729.36</b>	<b>\$135,729.36</b>	<b>\$685,840.64</b>

<b><u>TREATMENT FACILITIES:</u></b>	<b>BUDGETED</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	<b>BALANCE</b>
Personnel	\$298,835.00	\$25,279.04	\$25,279.04	\$273,555.96
Maintenance & Operation	\$762,986.00	\$47,262.96	\$47,262.96	\$715,723.04
Capital Outlay	\$0.00	\$10,707.73	\$10,707.73	-\$10,707.73
Transfer to General Fund	\$159,043.00	\$13,253.00	\$13,253.00	\$145,790.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,220,864.00</b>	<b>\$96,502.73</b>	<b>\$96,502.73</b>	<b>\$1,124,361.27</b>

<b>TOTAL EXPENDITURES</b>	<b>\$2,042,434.00</b>	<b>\$232,232.09</b>	<b>\$232,232.09</b>	<b>\$1,810,201.91</b>
---------------------------	-----------------------	---------------------	---------------------	-----------------------

**PERPETUAL CARE FUND**

1/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$2,500.00	\$50.00	\$50.00	\$2,450.00
Perpetual Care - niches	\$9,000.00	\$1,000.00	\$1,000.00	\$8,000.00
Investment Earnings	\$300.00	\$19.56	\$19.56	\$280.44
<b>TOTAL REVENUES</b>	<b>\$11,800.00</b>	<b>\$1,069.56</b>	<b>\$1,069.56</b>	<b>\$10,730.44</b>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$305.00	\$0.00	\$0.00	\$305.00
Niche Engraving	\$2,000.00	\$300.00	\$300.00	\$1,700.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,605.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$2,305.00</b>

**BALANCE SHEET**

1/31/2011

<b><u>ASSETS:</u></b>				
Cash	\$8,096.86			
Investments	\$135,532.10			
		<b>TOTAL ASSETS</b>		<b>\$143,628.96</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	\$142,559.40			
Excess Revenue over Expenditures	\$769.56			
		<b>TOTAL FUND BALANCE</b>		<b>\$143,328.96</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$143,628.96</b>

**ELNA ANDERSON ESTATE TRUST**

1/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$0.00	\$14.82	\$14.82	-\$14.82
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$14.82</b>	<b>\$14.82</b>	<b>-\$14.82</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	\$0.00	\$40,000.00	\$40,000.00	-\$40,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>-\$40,000.00</b>

**BALANCE SHEET  
1/31/2011**

**ASSETS:**

Cash	\$633.62			
Investments	\$77,134.56			
		<b>TOTAL ASSETS</b>		<b>\$77,768.18</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$117,753.36			
Excess Revenue over Expenditures	-\$39,985.18			
		<b>TOTAL FUND BALANCE</b>		<b>\$77,768.18</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$77,768.18</b>
--	--	---	--	--------------------

**ETHEL LINDSTROM FUND**

1/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$0.00	\$19.83	\$19.83	-\$19.83
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$19.83</b>	<b>\$19.83</b>	<b>-\$19.83</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	\$0.00	\$40,000.00	\$40,000.00	-\$40,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>-\$40,000.00</b>

**BALANCE SHEET**  
1/31/2011

**ASSETS:**

Cash	\$71.87		
Investments	\$111,537.47		
		<b>TOTAL ASSETS</b>	<b>\$111,609.34</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$151,589.51		
Excess Revenue over Expenditures	-\$39,980.17		
		<b>TOTAL FUND BALANCE</b>	<b>\$111,609.34</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$111,609.34</b>

**CONSERVATION TRUST FUND**

1/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
State Contributions	\$115,000.00	\$0.00	\$0.00	\$115,000.00
Investment Earnings	\$500.00	\$41.37	\$41.37	\$458.63
<b>TOTAL REVENUES</b>	<b>\$115,500.00</b>	<b>\$41.37</b>	<b>\$41.37</b>	<b>\$115,458.63</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Tennis Court Improvements	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Steel picnic tables	\$9,800.00	\$0.00	\$0.00	\$9,800.00
Bridge - Pioneer Park	\$0.00	\$3,000.00	\$3,000.00	-\$3,000.00
Aluminum tables	\$7,646.00	\$0.00	\$0.00	\$7,646.00
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	\$42,562.00	\$42,562.00	\$12,438.00
Softball Field Backdrop	\$9,000.00	\$0.00	\$0.00	\$9,000.00
Roof - Columbine	\$2,900.00	\$0.00	\$0.00	\$2,900.00
<b>TOTAL EXPENDITURES</b>	<b>\$198,796.00</b>	<b>\$45,562.00</b>	<b>\$45,562.00</b>	<b>\$153,234.00</b>

**BALANCE SHEET**  
1/31/2011

**ASSETS:**

Cash	\$0.58		
Investments	\$284,166.10		
		<b>TOTAL ASSETS</b>	<b>\$284,166.68</b>

**LIABILITIES:**

Accounts Payable	\$42,562.00		
		<b>TOTAL LIABILITIES</b>	<b>\$42,562.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$287,125.31		
Excess Revenue over Expenditures	-\$45,520.63		
		<b>TOTAL FUND BALANCE</b>	<b>\$241,604.68</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$284,166.68</b>

**KARL FALCH LIBRARY TRUST FUND**

1/31/2011

<b><u>REVENUES:</u></b>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$70.00	\$4.52	\$4.52	\$65.48
<b>TOTAL REVENUES</b>	<b>\$70.00</b>	<b>\$4.52</b>	<b>\$4.52</b>	<b>\$65.48</b>

<b><u>EXPENDITURES:</u></b>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Books Purchased	\$800.00	\$0.00	\$0.00	\$800.00
Audit	\$50.00	\$0.00	\$0.00	\$50.00
<b>TOTAL EXPENDITURES</b>	<b>\$850.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$850.00</b>

**BALANCE SHEET**  
1/31/2011

**ASSETS:**

Cash	\$621.17		
Investments	\$30,996.62		
		<b>TOTAL ASSETS</b>	<b>\$31,617.79</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$31,613.27		
Excess Revenue over Expenditures	\$4.52		
		<b>TOTAL FUND BALANCE</b>	<b>\$31,617.79</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$31,617.79</b>

**EMPLOYEE SELF-INSURANCE FUND**

1/31/2011

<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	\$92.89	\$92.89	\$1,307.11
Employee Premiums	\$137,844.00	\$19,672.08	\$19,672.08	\$118,171.92
Wellness	\$0.00	\$60.00	\$60.00	-\$60.00
City Premiums	\$1,253,172.00	\$92,984.24	\$92,984.24	\$1,160,187.76
<b>TOTAL REVENUES</b>	<b>\$1,392,416.00</b>	<b>\$112,809.21</b>	<b>\$112,809.21</b>	<b>\$1,279,606.79</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Wellness	\$0.00	\$60.00	\$60.00	-\$60.00
Premium	\$1,391,016.00	\$114,803.38	\$114,803.38	\$1,276,212.62
FLEX	\$3,600.00	\$235.00	\$235.00	\$3,365.00
Pre-employment Screening	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$600.00	\$0.00	\$0.00	\$600.00
Transfer General Fund	\$1,400.00	\$0.00	\$0.00	\$1,400.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,396,616.00</b>	<b>\$115,098.38</b>	<b>\$115,098.38</b>	<b>\$1,281,517.62</b>

**BALANCE SHEET**

1/31/2011

<b><u>ASSETS:</u></b>			
Cash	\$29,520.63		
Due from General Fund	\$1,530.30		
Investments	\$642,923.28		
		<b>TOTAL ASSETS</b>	<b>\$673,974.21</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$235.00		
		<b>TOTAL LIABILITIES</b>	<b>\$235.00</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$676,028.38		
Excess Revenue over Expenditures	-\$2,289.17		
		<b>TOTAL FUND BALANCE</b>	<b>\$673,739.21</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$673,974.21</b>

**SERVICE CENTER FUND**

1/31/2011

<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	\$44.49	\$44.49	\$655.51
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$411,090.00	\$34,256.00	\$34,256.00	\$376,834.00
Transfer from Capital Improvement	\$44,000.00	\$0.00	\$0.00	\$44,000.00
Transfer for Lease Payment	\$183,480.00	\$15,287.00	\$15,287.00	\$168,193.00
<b>TOTAL REVENUES</b>	<b>\$639,270.00</b>	<b>\$49,587.49</b>	<b>\$49,587.49</b>	<b>\$589,682.51</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	\$26,732.56	\$26,732.56	\$276,306.44
Maintenance & Operation	\$337,839.00	\$11,127.36	\$11,127.36	\$326,711.64
Capital Outlay	\$0.00	\$2,209.38	\$2,209.38	-\$2,209.38
Transfer to General Fund	\$700.00	\$0.00	\$0.00	\$700.00
<b>TOTAL EXPENDITURES</b>	<b>\$641,578.00</b>	<b>\$40,069.30</b>	<b>\$40,069.30</b>	<b>\$601,508.70</b>

**BALANCE SHEET**

1/31/2011

<b><u>ASSETS:</u></b>			
Cash	\$30,563.60		
Cash - Bank of Cherry Creek	\$452.43		
Investments	\$307,807.93		
Fixed Assets (Net)	\$2,209,764.89		
		<b>TOTAL ASSETS</b>	<b>\$2,548,588.85</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$3,347.71		
Unpaid Compensated Absences	\$22,867.06		
Accrued Salaries	\$12,172.42		
Lease Payable	\$1,510,000.00		
Lease Interest Payable	\$6,040.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,554,427.19</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$984,643.47		
Excess Revenue over Expenditures	\$9,518.19		
		<b>TOTAL FUND BALANCE</b>	<b>\$994,161.66</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,548,588.85</b>

## RISK MANAGEMENT FUND

1/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,800.00	\$118.97	\$118.97	\$1,681.03
Miscellaneous	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Compensation for Loss	\$5,000.00	\$149.15	\$149.15	\$4,850.85
Transfer of Reserves	\$200,000.00	\$49,999.00	\$49,999.00	\$150,001.00
Transfer Workers Comp	\$230,505.00	\$57,624.00	\$57,624.00	\$172,881.00
<b>TOTAL REVENUES</b>	<b>\$442,305.00</b>	<b>\$107,891.12</b>	<b>\$107,891.12</b>	<b>\$334,413.88</b>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$60,000.00	\$0.00	\$0.00	\$60,000.00
Expense for Workers Comp	\$233,000.00	\$58,070.00	\$58,070.00	\$174,930.00
Premium Fees	\$200,000.00	\$55,141.46	\$55,141.46	\$144,858.54
Expense for Unemployment	\$10,000.00	\$188.00	\$188.00	\$9,812.00
Materials & Supplies	\$300.00	\$89.41	\$89.41	\$210.59
Audit	\$560.00	\$0.00	\$0.00	\$560.00
Transfer to General Fund	\$1,800.00	\$0.00	\$0.00	\$1,800.00
<b>TOTAL EXPENDITURES</b>	<b>\$505,660.00</b>	<b>\$113,488.87</b>	<b>\$113,488.87</b>	<b>\$392,171.13</b>

### BALANCE SHEET

1/31/2011

<b><u>ASSETS:</u></b>				
Cash	\$24,344.59			
Investments	\$823,298.50			
		<b>TOTAL ASSETS</b>		<b>\$847,643.09</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Emergency Reserve	\$350,000.00			
Retained Earnings	\$503,240.84			
Excess Revenue over Expenditures	-\$5,597.75			
		<b>TOTAL FUND BALANCE</b>		<b>\$847,643.09</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$847,643.09</b>

**CAPITAL EQUIPMENT FUND**

1/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,300.00	\$107.42	\$107.42	\$1,192.58
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$120,375.00	\$10,030.00	\$10,030.00	\$110,345.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$121,675.00</b>	<b>\$10,137.42</b>	<b>\$10,137.42</b>	<b>\$111,537.58</b>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$865.00	\$0.00	\$0.00	\$865.00
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	\$0.00	\$4,100.00	\$4,100.00	-\$4,100.00
Non-Dept Equipment	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$121,240.00</b>	<b>\$4,100.00</b>	<b>\$4,100.00</b>	<b>\$117,140.00</b>

**BALANCE SHEET**

1/31/2011

Cash	\$42,499.89		
Investments	\$756,125.01		
Fixed Assets (Net)	\$1,942,884.70		
		<b>TOTAL ASSETS</b>	<b>\$2,741,509.60</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$4,100.00		
Lease Payable	\$213,210.98		
Lease Interest Payable	\$5,223.67		
		<b>TOTAL LIABILITIES</b>	<b>\$222,534.65</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,512,937.53		
Excess Revenue over Expenditures	\$6,037.42		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,518,974.95</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,741,509.60</b>

**CAPITAL IMPROVEMENT FUND**

1/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$2,000.00	\$197.42	\$197.42	\$1,802.58
Misc. Income	\$0.00	\$0.00	\$0.00	\$0.00
Rents From Land	\$44,971.00	\$10,839.27	\$10,839.27	\$34,131.73
Grants	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$40,000.00	\$40,000.00	-\$40,000.00
Transfer from Ethel Lindstrom Fund	\$0.00	\$40,000.00	\$40,000.00	-\$40,000.00
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$46,971.00</b>	<b>\$91,036.69</b>	<b>\$91,036.69</b>	<b>-\$44,065.69</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Museum Building	\$0.00	\$126,586.62	\$126,586.62	-\$126,586.62
Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Library Addition	\$0.00	\$116,366.48	\$116,366.48	-\$116,366.48
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00
Building Improvements - Comm Bldg	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$510.00	\$0.00	\$0.00	\$510.00
Transfer to Service Center	\$44,000.00	\$0.00	\$0.00	\$44,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$44,510.00</b>	<b>\$242,953.10</b>	<b>\$242,953.10</b>	<b>-\$198,443.10</b>

**CAPITAL IMPROVEMENT FUND**

**BALANCE SHEET**

1/31/2011

<b><u>ASSETS:</u></b>				
Cash	\$26,553.74			
Accounts Receivable	\$32,701.89			
Investments	\$639,544.01			
Investment - Museum Building	\$839,952.82			
Investment - Museum Exhibits	\$42,843.09			
		<b>TOTAL ASSETS</b>		<b><u>\$1,581,595.55</u></b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$240,038.30			

		<b>TOTAL LIABILITIES</b>	<b>\$240,038.30</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$1,493,473.66		
Excess Revenue over Expenditures	<u>-\$151,916.41</u>		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$1,341,557.25</u></b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$1,581,595.55</u></b>

## PERSONNEL/HR DEPARTMENT

### JANUARY 2011 MONTHLY REPORT

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

**CDL TESTING** – A DOT Random Drug test was not conducted during the month of January. 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 January, there were two claims reported by employees.

#### **JOB OPPORTUNITIES** –

- Police Officers – Two positions were filled and 2 positions opened.
- Secretary position (16-20 hours) at Fire Station – SOS employee is still working
- Maintenance Worker I (Forestry) position was opened and interviews held for this position
- Museum Associate – new fulltime position at the Museum was opened internally. Interviews were held.
- Museum Assistant position was opened to fill position vacated in summer. One Museum Assistant resigned during January. Position closes January 29.
- Mechanic position was advertised and will close February 4.
- Police Records Clerk position was opened in mid-January and will close February 4.
- Public Safety Dispatcher (32-hour) position was opened. One position was filled. Temporary position was filled to help with coverage.

#### **UPS COORDINATOR** –

UPS CLIENTS		
	MONTH	YEAR TO DATE
Total clients for the month of January	32	32
Total City clients	19	19
City clients that worked	9	9
New City Clients during January	7	7
City Clients cases closed during January	3	3
Total hours assigned to City clients	455	455
Total hours worked by City Clients	70	70

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

#### **MISCELLANEOUS ACTIVITIES**

- Job descriptions are in the process of revision for several more positions.
- MSEC surveys on Health, Fire and Pulse were completed by HR Assistant.
- Great-West representative will present a program in February to employees.
- MSEC "Performance Management: Setting the Stage for Success" was scheduled for onsite training March 1 for all supervisory personnel.
- CIRSA Workers' Compensation audit was received and is due March 11.

**MUNICIPAL COURT**  
**JANUARY 2011 MONTHLY REPORT**

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	57	54	6%	57	54	6%	67	-15%
<b>JUVENILE CASES</b>		7	-100%		7	-100%	13	-100%
TRAFFIC		1	-100%		1	-100%	1	-100%
NO INSURANCE		1	-100%		1	-100%	0	-100%
NO SEAT BELT								
SPEEDING		2	-100%		2	-100%	0	-100%
UNDERAGE POSS OF TOBACCO							1	-100%
POSS OF MARIJUANA/DRUG PARAPHENALIA								
THEFT		2	-100%		2	-100%	1	-100%
DISTURBING THE PEACE/NOISES							1	-100%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY							0	-100%
TRESPASSING							2	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE		1	-100%		1	-100%	4	-100%
CURFEW FOR MINORS							0	-100%
OTHER							0	-100%
<b>ADULT CASES</b>	57	47	21%	57	47	21%	54	6%
TRAFFIC	6	8	-25%	6	8	-25%	8	-25%
NO INSURANCE	3	2	50%	3	2	50%	2	25%
NO SEAT BELT	4	1	300%	4	1	300%	7	-46%
SPEEDING	7	7		7	7		7	-3%
PARKING	4	7	-43%	4	7	-43%	7	-43%
POSS. MARIJUANA/DRUG PARAPHERNALIA	2	18	-89%	2	1	100%	4	-50%
THEFT	14	5	180%	14	5	180%	3	438%
DISTURBING THE PEACE/NOISES	2	4	-50%	2	4	-50%	3	-33%
RESISTING ARREST/FAILURE TO COMPLY	2			2			0	400%
INJURING/DEFACING PROPERTY	1			1			0	150%
TRESPASSING	2	1	100%	2	1	100%	3	-23%
UNDERAGE POSS/CONS ALCOHOL	1	8	-88%	1	8	-88%	4	-75%
SALE / PROCUREMENT / OPEN CONTAINER							1	-100%
OTHER	3	1	200%	3	1	200%	2	50%
ANIMAL	6	2	200%	6	2	200%	3	114%
NUISANCES							2	-100%
JUVENILE ARR'S FOUND GUILTY		7	-100%		7	-100%	8	-100%
JUVENILE ARR'S DISMISSED							2	-100%
JUVENILES PLACED ON PROB/DJ/UPS	5	2	150%	5	2	150%	8	-38%
JUVENILE VIOLS OF PROB/DJ/UPS	4			4			0	900%
JUVENILE FTA/PWL							3	-100%
ADULTS ARR'S FOUND GUILTY	26	20	30%	26	20	30%	20	29%
ADULT ARR'S DISMISSED	7	6	17%	7	6	17%	22	-68%
ADULTS PLACED ON PROB/DJ/UPS	11	13	-15%	11	13	-15%	9	17%
ADULT VIOLS OF PROB/DJ/UPS							1	-100%
ADULT FTA/PWL	5	2	150%	5	2	150%	10	-50%

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	30	51	-41%	30	51	-41%	44	-32%
CONTINUANCE/SET FOR TRIALS/ETC	9	10	-10%	9	10	-10%	20	-55%
CASES REVIEWED	38	64	-41%	38	64	-41%	60	-37%
TRIALS FOUND GUILTY	5	4	25%	5	4	25%	8	-34%
TRIALS FOUND NOT GUILTY							28	-100%
TRIALS DISMISSED		1	-100%		1	-100%	6	-100%
NEW CHARGES PROCESSED	68	113	-40%	68	113	-40%	146	-54%
NEW WARRANTS	23	23		23	23		26	-13%
DAYS JUVENILES SENT TO DETENTION	6			6			13	-55%
DAYS ADULTS SENT TO JAIL	2			2			19	-90%
PAID TICKETS	54	59	-8%	54	59	-8%	75	-28%
PAID WITH AUTO POINT REDUCTION	20	20		20	20		24	-17%
PAID AS REGULAR TICKET	34	39	-13%	34	39	-13%	44	-23%
FROM PWL TO WARRANT		1	-100%		1	-100%	1	-100%

**POLICE DEPARTMENT**  
**JANUARY 2011 MONTHLY REPORT**

During January 2011, the police department responded to 823 Calls for Service, a 31 percent decrease from the 1,190 calls responded to in January of 2010.

Officers responded to 31 traffic accidents during the month of January, which is a 107 percent increase over the 15 accidents responded to in January of 2010. We issued 46 penalty assessment tickets during January 2011, which was a 53 percent decrease from the 98 issued in January 2010. Officers also issued 164 warning tickets during the month, a 58 percent decrease from the 395 warnings issued in January 2010. Officers arrested two drivers on DUI charges during January 2011, which is the same number arrested in January, 2010.

Criminal offenses reported to the department numbered 88, which was a ten percent decrease from the 98 reported criminal offenses experienced in January 2010. Among the criminal offenses reported were nine assaults, eight burglaries, eleven thefts, six drug or narcotic violations and seven vandalisms. Property valued at \$11,851 was reported stolen and \$2 was recovered. Officers arrested 56 adults and no juveniles in January 2011.

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

Officers responded to twenty-one calls at local liquor establishments, ten more than in January of 2010.

Sterling Police Officers and staff completed over 104.75 hours of training during the month of January, with two new officers beginning the Field Training Officer Program on January 20, 2011.

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ACTIVITIES</b>								
CALLS for SERVICE								
CITY OF STERLING	823	1,190	-31%	823	1,190	-31%	11,948	7%
MOTOR VEHICLE ACCIDENTS	31	15	107%	31	15	107%	25	22%
CRIMINAL OFFENSES	88	98	-10%	88	98	-10%	86	3%
GROUP "A" OFFENSES	50	58	-14%	50	58	-14%	54	-8%
GROUP "B" OFFENSES	38	40	-5%	38	40	-5%	31	21%
VANDALISM	7	9	-22%	7	9	-22%	8	-17%
ARRESTS								
ADULTS	56	45	24%	56	45	24%	52	7%
JUVENILES		1	-100%		1	-100%	8	-100%
PROPERTY								
STOLEN	11,851	12,377	-4%	11,851	12,377	-4%	14,969	-21%
RECOVERED	2	3,544	-100%	2	3,544	-100%	6,740	-100%
MUNICIPAL CHARGES								
PA'S	46	98	-53%	46	98	-53%	115	-60%
CRIMINAL CHARGES	14	7	100%	14	7	100%	21	-32%
WARNINGS	164	395	-58%	164	395	-58%	284	-42%
STATE CHARGES								
TRAFFIC	27	43	-37%	27	43	-37%	43	-37%
DUI'S	2	2		2	2		7	-71%
CRIMINAL CHARGES	35	26	35%	35	26	35%	26	34%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	10.0	9.0	11%	10.0	9.0	11%	14.8	-32%
FEMALE	5.0	9.0	-44%	5.0	9.0	-44%	8.8	-43%
TOTAL	15.0	18.0	-17%	15.0	18.0	-17%	23.6	-36%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	13.0	16.0	-19%	13.0	16.0	-19%	20.6	-37%
LOGAN COUNTY SHERIFF'S OFFICE							0.4	-100%
DISTRICT COURT	1.0			1.0			0.6	67%
STATE PATROL/OTHER JURISDICTION							0.6	-100%
PARENT/SELF							0.8	-100%
SCHOOL	1.0	2.0	-50%	1.0	2.0	-50%	0.6	67%

**STERLING FIRE DEPARTMENT**  
**JANUARY 2011 MONTHLY REPORT**

**OPERATIONS**

Chief Vogel:

- Attended E911 meeting
- Attended Re 1 valley safety meeting
- Lead Sterling Fire training meeting
- Submitted grants
- Worked on Community Wildfire Protection Plan
- Met with Norland Hall (District Forester)
- Updated SFD website
- Opened an online customer service survey
- Attended EMS taskforce meetings
- Lead Command Staff meeting
- Assisted with employee appreciation ceremony
- Attended volunteer retirement party for Ken Nicolaus
- Attended LEPC Haz-Mat meeting
- Met with Mike Burnett to talk about PIO information
- Responded to a variety of emergencies
- Attended City Council meetings

**TRAINING**

- Several members attended a Hazardous Materials Operations class.

**MAINTENANCE**

- Tower 18's Annual Aerial testing was completed.
- There were repairs to the pump motor on Squad 14.
- The batteries were replaced on Engine 16.
- A new light bar was installed on Rescue 17. Rescue 17 also had repairs made to the pump.
- Engine 104 had repairs to the front ground sweeps.
- Repairs were made to the pump and foam system on Engine 11.

**OTHER**

- We conducted a tour of the station for a group of 12 children and 8 adults.
- We assisted a party with a furnace issue.
- We replaced the batteries in the smoke detectors in two residences.

**MAJOR INCIDENTS**

1-1-11 IR#6 Hwy 6 and CR 20.5	Train Derailment
1-4-11 IR#17 519 N. 2 <sup>nd</sup> Ave	Sparking Furnace
1-9-11 IR#42 Interstate I-76	Multiple Accidents
1-10-11 IR#48 18515 CR 48	Electrical Short in Attic
1-13-11 IR#64 440 S Front St	Hot motor
1-19-11 IR#88 Interstate I-76	Multiple Accidents
1-25-11 IR#110 208 N. 7 <sup>th</sup> Ave	Stove on Fire

DESCRIPTION	JAN 2011	JAN 2010	JAN Change	YTD 2011	YTD 2010	YTD Change	5yr YTD AVG	5yr YTD Change
<b>FIRES</b>								
City	4	3	33.3%	4	3	33.3%	1.6	87.5%
Rural	2	7	-71.4%	2	8	-75.0%	0.8	900.0%
Total	6	10	-40.0%	6	11	-45.5%	2.4	358.3%
<b>EMS/RESCUE</b>								
City	71	65	9.2%	71	65	0.4%	28.4	128.9%
Rural	14	11	27.3%	14	11	-20.1%	5.6	96.4%
Total	85	76	11.8%	85	76	-3.9%	34	123.5%
<b>HAZARDOUS CONDITION</b>								
City	13	11	18.2%	13	11	163.7%	5.2	111.5%
Rural	15	2	650.0%	15	2	246.2%	6	-66.7%
Total	28	13	115.4%	28	13	180.5%	11.2	16.1%
<b>TOTAL 911 CALLS FOR SERVICE</b>								
City	92	92	0.0%	92	92	2.1%	36.8	150.0%
Rural	31	20	55.0%	31	20	-9.4%	12.4	61.3%
Total	123	112	9.8%	123	112	-0.7%	49.2	127.6%
<b>AVERAGE RESPONSE TIME</b>								
City	4.42	5.08	-13.0%	4.42	5.08	-8.2%	1.768	187.3%
Rural	11.56	11.19	3.3%	11.56	11.19	1.4%	4.624	142.0%
Overall	6.15	6.15	0.0%	6.15	6.15	-7.1%	2.46	150.0%
<b>GENERAL ALARMS</b>								
Total General Alarms	4	4	0.0%	4	4	6.0%	1.6	150.0%
Average Number of Firefighters	9	16.76	-46.3%	9	16.76	7.6%	3.6	365.6%
<b>BUILDING FIRES</b>								
Total Building Fires	0	3	100.0%	0	3	41.7%	0	0.0%
Fires Confined to Room of Origin	0	0	0.0%	0	0	0.0%	0	0.0%
<b>TRAINING HOURS</b>								
Career Hours	289	147.26	96.3%	289	147.26	87.7%	115.6	27.4%
Volunteer Hours	80.3	31	159.0%	80.3	31	9.2%	32.12	-3.5%
Total Hours	369.3	178.26	107.2%	369.3	178.26	72.7%	147.72	20.7%
Average Career Hours	19.27	9.62	100.3%	19.27	9.62	87.9%	7.708	24.8%
Average Volunteer Hours	6.71	2.58	160.1%	6.71	2.58	29.9%	2.684	-3.9%
<b>FIRE INSPECTIONS</b>								
New Inspections	49	111	-55.9%	49	111	-18.2%	19.6	466.3%
Re-Inspections	50	49	2.0%	50	49	692.0%	20	145.0%
Total Inspections	99	160	-38.1%	99	160	-18.6%	39.6	304.0%
<b>HYDRANT INSPECTIONS</b>	0	0	0.0%	0	0	-22.9%	0	0.0%

**FIRES**

	2007	2008	2009	2010	2011	TOTAL	AVG	2011 YTD	2010 YTD	YTD CHANGE	5 YTD AVG	5YTD CHGI
<b>JANUARY</b>												
CITY	4	3	4	3	4	18	3.6	4	3	33.3%	3.6	-16.7%
RURAL	1	4	5	8	2	20	4.0	2	8	-75.0%	4.0	100.0%
<b>EMS/RESCUE</b>												
CITY	70	69	76	65	71	351	70.2	71	65	9.2%	70.2	-7.4%
RURAL	23	5	12	11	14	65	13.0	14	11	27.3%	13.0	-15.4%
<b>HAZ-CONDITION</b>												
CITY	7	9	10	24	13	63	12.6	13	24	-45.8%	12.6	90.5%
RURAL	3	1	2	2	15	23	4.6	15	2	650.0%	4.6	-56.5%
<b>911 CALLS SERVICE</b>												
CITY	88	99	105	92	92	476	95.2	92	92	0.0%	95.2	-3.4%
RURAL	31	16	26	21	31	125	25.0	31	21	47.6%	25.0	-16.0%
<b>AVG RESP TIME</b>												
CITY	4.6	4.6	4.5	5.08	4.42	23.2	4.6	4.42	5.08	-13.0%	4.6	9.5%
RURAL	11.1	11	12	11.19	11.56	56.85	11.4	11.56	11.19	3.3%	11.4	-1.6%
OVERALL	6.3	5.5	6.2	6.15	6.15	30.3	6.1	6.15	6.15	0.0%	6.1	1.5%
<b>GENERAL ALARMS</b>												
TOTAL GEN ALARMS	6	5	3	4	4	22	4.4	4	4	0.0%	4.4	-9.1%
AVERAGE # FF	16.3	16.4	11.3	16.75	9	69.75	14.0	9	16.75	-46.3%	14.0	20.1%
<b>BUILDING FIRES</b>												
TOTAL BUILDING FIRES	3	4	1	3	0	11	2.2	0	3	-100.0%	2.2	36.4%
CONFIN. RM OF ORG	2	4	1	0	0	7	1.4	0	0	0.0%	1.4	-100.0%
<b>TRAINING HOURS</b>												
CAREER HOURS	288.50	182.50	464.50	147.25	289	1372	274.4	289	147.25	96.3%	274.4	-46.3%
VOLUNTEER HOURS	209.30	199.50	216.50	31.00	80.3	736.6	147.3	80.3	31	159.0%	147.3	-79.0%
AVG CAREER HRS	19.20	12.17	30.97	9.82	19.27	91.43	18.3	19.27	9.82	96.2%	18.3	-46.3%
AVG VOL HRS	9.10	16.63	18.04	2.58	6.71	53.06	10.6	6.71	2.58	160.1%	10.6	-75.7%
<b>FIRE INSPECTIONS</b>												
NEW INSPECT.	36	35	111	16	49	247	49.4	49	16	206.3%	49.4	-67.6%
RE-INSPECTIONS	50	19	49	14	50	182	36.4	50	14	257.1%	36.4	-61.5%
HYDRANT INSPECTIONS	0	0	0	0	0	0	0.0	0	0	0.0%	0.0	0.0%

**PUBLIC WORKS DEPARTMENT**  
**JANUARY 2011 MONTHLY REPORT**

The citizens of Sterling enjoyed a variety of weather throughout the month of January with a high temperature of 65° recorded at the water stations on the 28th. Evening temperatures also fluctuated similarly with a low of the month being -16° on the evening of the 11th and a high evening low of 33° recorded on the 17th. The station located east of Sterling recorded a total precipitation of .14" for the month. However, at Sterling Municipal Airport there was a total of .08" recorded in the month of January.

MONTHLY CLIMATOLOGICAL SUMMARY for JAN. 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 DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	7.8	23.6	2:00p	-7.4	12:00m	76.9	0.0	0.00	5.0	24.0	12:30a	SSW
2	4.9	29.2	3:30p	-9.5	5:00a	75.2	0.0	0.00	5.4	18.0	12:00p	S
3	16.2	39.1	3:00p	2.0	12:00m	64.4	0.0	0.00	0.8	12.0	1:30p	S
4	10.3	33.9	3:30p	-4.6	7:30a	70.3	0.0	0.00	1.8	16.0	10:30a	S
5	21.4	42.7	1:00p	2.5	5:30a	62.4	0.0	0.00	7.6	30.0	4:30p	S
6	30.0	51.7	3:00p	10.5	8:00a	53.9	0.0	0.00	5.2	27.0	2:00p	W
7	34.7	43.0	2:00p	21.6	12:00m	52.7	0.0	0.00	6.5	30.0	12:00p	NW
8	28.2	43.8	4:30p	14.9	8:30a	55.7	0.0	0.00	2.0	22.0	10:30p	E
9	23.2	30.2	12:30a	10.7	12:00m	64.6	0.0	0.00	8.8	25.0	11:00a	N
10	8.1	19.1	3:00p	-8.9	11:30p	79.9	0.0	0.00	4.4	21.0	1:00a	N
11	-2.3	21.0	2:30p	-16.6	8:00a	82.8	0.0	0.00	1.3	17.0	4:30p	SSW
12	2.4	21.9	4:00p	-13.1	7:30a	80.6	0.0	0.00	3.4	19.0	11:30p	S
13	24.9	45.2	3:00p	9.0	3:00a	57.9	0.0	0.00	6.8	23.0	12:30p	S
14	38.8	55.0	3:00p	28.7	5:00a	43.2	0.0	0.00	5.0	24.0	1:00p	WNW
15	31.9	46.5	1:30p	21.2	8:30a	51.2	0.0	0.00	4.0	19.0	11:30a	S
16	35.4	47.5	2:30p	25.0	8:30a	48.8	0.0	0.00	4.4	23.0	2:00a	SSW
17	41.2	58.0	3:30p	29.5	4:30a	41.3	0.0	0.07	8.7	38.0	6:00a	WNW
18	30.3	53.3	3:00p	25.5	11:30p	45.6	0.0	0.00	5.1	39.0	9:30a	WNW
19	24.0	35.0	1:00p	8.7	12:00m	63.2	0.0	0.00	5.3	37.0	3:00p	NNE
20	19.6	34.7	2:00p	4.0	4:00a	65.7	0.0	0.01	3.8	27.0	3:00p	SSW
21	32.2	43.1	4:00p	21.1	12:00m	52.9	0.0	0.00	9.3	41.0	11:30a	WNW
22	32.6	44.5	4:00p	20.5	1:00a	52.5	0.0	0.00	10.3	37.0	10:30a	NW
23	29.7	46.2	2:00p	14.9	8:00a	54.5	0.0	0.00	7.5	29.0	1:30a	W
24	32.2	42.3	3:30p	16.9	12:00m	55.4	0.0	0.00	9.4	36.0	1:30p	NW
25	28.7	48.6	1:00p	10.6	8:00a	55.4	0.0	0.00	7.9	30.0	1:00p	SSW
26	36.4	50.5	1:00p	25.1	11:30p	47.2	0.0	0.00	6.0	26.0	1:30p	WNW
27	42.2	55.6	3:00p	25.6	12:30a	44.4	0.0	0.00	12.4	39.0	12:30p	WNW
28	38.3	64.8	3:00p	23.3	7:30a	40.9	0.0	0.00	4.6	20.0	1:30p	SSW
29	33.9	54.3	2:30p	21.4	5:30a	47.2	0.0	0.00	6.8	37.0	12:00p	NE
30	29.7	41.6	3:00p	20.2	1:00a	54.1	0.0	0.00	4.2	18.0	3:30p	ESE
31	10.7	22.1	12:30a	-2.0	12:00m	74.9	0.0	0.00	13.5	35.0	8:00a	N
-----												
	25.3	64.8	28	-16.6	11	1815.3	0.0	0.08	6.0	41.0	21	S

Max >= 90.0: 0  
 Max <= 32.0: 7  
 Min <= 32.0: 31  
 Min <= 0.0: 7  
 Max Rain: 0.07 ON 1/17/11  
 Days of Rain: 1 (>.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 241 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 replaced 1 traffic control sign, installed 1 new traffic control sign, and removed 1 traffic control sign throughout the City.

There were 619 loads of snow removed from City streets with 165 tons of salt/sand mix material being used in January. The division plowed/sanded 1,632 miles of City streets.

The sanitation division collected 0 tons of loose trash throughout the month. However, they collected 321 tons of compacted trash. This compacted trash is a 2% increase compared to a year ago. Under time and material removals there were 0 tons this month. The division furthermore disposed of 34 tons of street sweepings and/or miscellaneous debris from the Service Center throughout the month.

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>STREET MAINTENANCE</b>								
Streets Swept (Blocks)	241	767	-69%	241	767	-69%	673	-64%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	3,920	9,400	-58%	3,920	9,400	-58%	6,854	-43%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)							6	-100%
Gravel/ABC-Streets (Tons)								
Grading Alleys (Blocks)							48	-100%
Grading Streets (Blocks)	46			46			25	84%
Grade Parking Lots (Blocks)								
Excavate Sub-base (Cu Yds)	70	20	250%	70	20	250%	52	35%
Excavate Asphalt (Tons)							7	-100%
Excavate Concrete (Tons)								
Structure Backfill (Tons)	516	4	12650%	516	4	12650%	63	716%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)							2	-100%
Hot Bituminous Mix (Tons)								
Emulsion/Tack Oil (Gals)								
Cold Mix-Asphalt (Tons)	1	4	-68%	1	4	-68%	482	-100%
Catchbasins - Altosid Briquets								
Catchbasins Cleaned (Each)	8			8			61	-87%
Painting-Parking (Gals)							2	-100%
Painting-Crosswalks (Gals)								
Painting-Curbs (Gals)							3	-100%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)								
<b>SIGN MAINTENANCE</b>								
Traffic Control-Repair (Each)		3	-100%		3	-100%	1	-100%
Traffic Control-Replace (Each)	1	1		1	1		4	-74%
Traffic Control-Install (Each)	1	3	-67%	1	3	-67%	7	-85%

Traffic Control-Remove (Each)	1	2	-50%	1	2	-50%	4	-75%
Street Name-Repair (Each)							1	-100%
Street Name-Replace (Each)							1	-100%
Street Name-Install (Each)							1	-100%
Delineators-Repair & Replace (Each)							0	-100%
<b>SNOW/ICE CONTROL</b>								
Snow Removal (Loads)	619	40	1448%	619	40	1448%	396	56%
Salt/Sand Mix Material (Tons)	165	45	265%	165	45	265%	115	44%
Plowed/Sanded Streets (Miles)	1,632	484	237%	1,632	484	237%	1,003	63%
<b>SANITATION</b>								
Loose Trash/Debris Collection:WO (Tons)		39	-100%		39	-100%	26	-100%
Compacted Trash Collection (Tons)	321	316	2%	321	316	2%	330	-3%
Alley Debris/Trash Removal: T & M (Tons)								
Yard: Sweepings + Misc Debris (Tons)	34	133	-74%	34	133	-74%	158	-78%
Container Repairs-90 Rollouts (Each)	1	11	-91%	1	11	-91%	29	-97%
Container Repairs-Dumpsters (Each)	53	34	56%	53	34	56%	45	19%
Level Dumpsters - Gravel Base Pad							1	-100%
Weed Control-Mowing (Hours)								
Weed Control-Burning (Hours)								
<b>MATERIAL PROCESSING</b>								
Haul Materials from Airport Pit (Cu Yds)								
Haul Sand from Logan County Landfill								
Haul Materials from Vendor Yard (Tons)	348	272	28%	348	272	28%	245	42%
Haul Materials from Project Site (Cu Yds)	60			60			425	-86%
Haul Pulverized Asphalt/Millings (Cu Yds)	50	5	900%	50	5	900%	6	809%
<b>MISCELLANEOUS</b>								
Haul Rip Rap Materials--Concrete								
Crack Sealing (#s per day)	3,570			3,570			1,602	123%

## **WATER/SEWER DIVISION**

The water division produced 67,597,800 gallons, a 15% increase compared to January a year ago, and a 12% increase in hours logged. Furthermore the division responded to 153 requests for locates throughout the month. The meter reader read 2,048 meters resulting in 72 turn-offs for delinquent payment and also 21 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 31 and cleared 31 SCADA alarms at the time of reporting.

The sewer division cleaned 0 feet of sewer line throughout the month. This division responded to 153 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	2,048	4,566	-55%	2,048	4,566	-55%	3,297	-38%
Meter Turn-offs (for repair)	18	22	-18%	18	22	-18%	22	-19%
Meter Turn-offs (delinquent)	72	72		72	72		57	26%
Meter Turn-ons (all)	102	84	21%	102	84	21%	62	65%
<b>METER MAINTENANCE (No.)</b>								
Meters Repaired - In House							3	-100%
Meters Repaired - In Field	2	15	-87%	2	15	-87%	4	-44%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption							9	-100%
High Usage	21	74	-72%	21	74	-72%	27	-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								
<b>MISCELLANEOUS - OTHER (No.)</b>								
Concrete Risers Manufactured								
Meter Pits Manufactured								
<b>OPERATIONS SECTION</b>								
<b>WELL METERS (No.)</b>								
Well Meters Read	14	18	-22%	14	18	-22%	27	-48%
Park Meters Read	20	22	-9%	20	22	-9%	15	35%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	403	403		403	403		417	-3%
Well Building Security Checked	651	651		651	651		468	39%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							2	-100%
Well Check for Sand							2	-100%
Well Static Level							1	-100%
Well Draw Down							1	-100%
Well Air Check	93	3	3000%	93	3	3000%	3	3221%
<b>GROUND STORAGE TANKS (No.)</b>								
7.5 MG Tank Checked	62	62		62	62		42	48%
7.5 MG Tank Level Checked	62	62		62	62		42	48%
2.0 MG Tank Checked	62	62		62	62		42	48%
2.0 MG Tank Level Checked	62	62		62	62		42	48%
Security Checks	62	62		62	62		58	8%
<b>ELEVATED STORAGE TANKS (No.)</b>								
0.25 MG North Checked	93	93		93	93		77	20%
0.25 MG North Level Checked	93	93		93	93		77	20%
0.25 MG South Checked	93	93		93	93		77	20%
0.25 MG South Level Checked	93	93		93	93		77	20%

Security Checks	186	186		186	186		137	36%
<b>WATER QUALITY TESTING (No.)</b>								
Well Samples Taken	11			11				
Distribution Samples Taken								
Chlorine Samples Taken	31	47	-34%	31	47	-34%	52	-40%
Bacteriological Samples Taken		16	-100%		16	-100%	16	-100%
Other - Samples taken		10	-100%		10	-100%	3	-100%
<b>SCADA SYSTEM (No.)</b>								
SCADA Alarms	31	47	-34%	31	47	-34%	29	5%
SCADA Alarms Cleared	31	47	-34%	31	47	-34%	29	5%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up	9	10	-10%	9	10	-10%	9	2%
Chlorine Bottles Returned	9	8	13%	9	8	13%	9	5%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>								
Hours	2,353	2,107	12%	2,353	2,107	12%	2,243	5%
Gallons	67,598	58,845	15%	67,598	58,845	15%	63,256	7%
Call Customer By Phone							0	-100%
<b>UNCC LOCATES</b>								
City Requests	21			21				
Private Requests	30			30				

DESCRIPTION	Jan 2011	Jan 2010	Jan 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.)								
Sewer Service Repaired (No.)		1	-100%		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)	13			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"							3,207	-100%
Sewer Lines Cleaned (Ft.) 10"							1,273	-100%



Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)								
Storm Sewer Line Locates (No.)	51	34	50%	51	34	50%	23	122%
Storm Sewer Manhole Locates (No.)	102	68	50%	102	68	50%	33	213%
Call Customer by Phone		5	-100%		5	-100%	1	-100%

## **AIRPORT DIVISION**

The airport division witnessed 198 operations during the month of January. Throughout the month this division sold 4,296 gallons of fuel, which is a 24% increase from January 2010. However the total year-to-date of 4,296 gallons of fuel, is a 24% increase compared to a year ago.

DESCRIPTION	Jan 2011	Jan 2010	Jan 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	126	155	-19%	126	155	-19%	111	14%
A/C Multi Engine	21	16	31%	21	16	31%	66	-68%
Helicopter	28	18	56%	28	18	56%	8	241%
Turbojet	23	34	-32%	23	34	-32%	55	-58%
Other Types							12	-100%
<b>TOTAL OPERATIONS</b>	<b>198</b>	<b>223</b>	<b>-11%</b>	<b>198</b>	<b>223</b>	<b>-11%</b>	<b>184</b>	<b>8%</b>
							68	-100%
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	1,374	1,028	34%	1,374	1,028	34%	769	79%
Jet-A (Gals.)	2,923	2,424	21%	2,923	2,424	21%	1,893	54%
<b>TOTAL FUEL</b>	<b>4,296</b>	<b>3,452</b>	<b>24%</b>	<b>4,296</b>	<b>3,452</b>	<b>24%</b>	<b>2,587</b>	<b>66%</b>
							462	-100%

## **CODE ENFORCEMENT DIVISION**

There were 0 permits issued for new residential work with a construction value of \$0 in the month of January. There were 10 permits for residential additions/alterations with a construction value of \$82,583.00. There were 0 permits issued for new non-residential work with a construction value of \$0 in the month of January. Furthermore there were 5 permits for non-residential additions and/or alterations with a construction value of \$203,152.00. For summation of the month there was a total of 15 building permits issued with a fee structure of \$11,128; 0 demo permits with a fee structure of \$0; 1 fence permit with a fee structure of \$20; 6 mechanical permits with a fee structure of \$171; 0 sign permits with a fee structure of \$0; 1 excavation permit with a fee structure of \$30, 2 manufactured home hookup permits with a fee structure of \$150 and 9 miscellaneous permits and/or approvals issued with a fee structure of \$1,001.00. Throughout January, there were 34 permits and/or approvals issued with a 48% increase compared to a year ago. The fee structure is \$12,500.00, a 27% increase compared to a year ago.

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	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							0	-100%
Units							0	-100%
Value							320	-100%
<b>TOTALS</b>								
Permits							0	-100%
Units							0	-100%
Value							320	-100%
<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	7	5	40%	7	5	40%	6	25%

Value	34,403	21,662	59%	34,403	21,662	59%	50,390	-32%
<b>Residential Garages/Carports 438</b>								
Permits	3	1	200%	3	1	200%	0	1400%
Value	48,180	1,225	3833%	48,180	1,225	3833%	245	19565%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	10	6	67%	10	6	67%	6	72%
Value	82,583	22,887	261%	82,583	22,887	261%	50,635	63%
<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							0	-100%
Value							10,680	-100%
<b>Structures 329</b>								
Permits								
Value								
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits							0	-100%
Value							10,680	-100%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
<b>Nonresidential Add/Alterations 437</b>								
Permits	5	7	-29%	5	7	-29%	4	14%
Value	203,152	296,210	-31%	203,152	296,210	-31%	165,521	23%

<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	15	13	15%	15	13	15%	11	39%
Fees	11,128	9,264	20%	11,128	9,264	20%	6,905	61%
<b>Demolitions</b>								
Permits							0	-100%
Fees							5	-100%
<b>Fence</b>								
Permits	1			1			1	-29%
Fees	20			20			28	-29%
<b>Mechanical</b>								
Permits	6	2	200%	6	2	200%	3	100%
Fees	171	130	32%	171	130	32%	106	62%
<b>Sign</b>								
Permits							2	-100%
Fees							48	-100%
<b>Excavation</b>								
Permits	1			1			1	67%
Fees	30			30			18	67%
<b>Manufactured Home Hookups</b>								
Permits	2			2			0	400%
Fees	150			150			20	650%
<b>Miscellaneous</b>								
Permits	9	8	13%	9	8	13%	6	41%
Fees	1,001	437	129%	1,001	437	129%	475	111%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	34	23	48%	34	23	48%	25	36%
Fees	12,500	9,831	27%	12,500	9,831	27%	7,604	64%
<b>Nuisance Violations</b>								
Vehicle Violations	32	30	7%	32	30	7%	39	-18%
Grass/weed Violations	3			3				
Miscellaneous Violations	111	29	283%	111	29	283%	80	38%
<b>Totals-Nuisance Violations</b>	146	59	147%	146	59	147%	119	22%

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

### **JANUARY 2011 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were 24 Pavilion Reservations and 3 Facility Use Permits 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 also answered the phone for HR two times.

The Director attended PLR Staff, Management Staff, SWellness and Kiwanis meetings during the month. She also attended Individual Superintendent weekly meetings with Library Superintendent VanDusen and Museum Curator Rich.

Jan. 1 - Director met with Lana Tramp.

Jan. 3 - Director attended a Youth Basketball Personnel Clinic at the Recreation Center.

Jan. 3 - Director attended a Literacy Board meeting at the library.

Jan. 11 – Director and PLR Secretary attended the PLR Board meeting, which was held at the library. The director was welcomed to the Board. An election of officers for 2011 was held. Copies of the adopted 2011 PLR Budget were distributed to Board members for their review. Department Director gave updates on the museum building construction and the fitness equipment at the Recreation Center. Also, the Recreation Center fees, youth basketball and the Pioneer Park Bridge were discussed. The meeting was adjourned after a tour of the library.

Jan. 11 – Director met with Recreation Superintendent Fuller, Recreation Assistant Gress and PCF Superintendent Appelhans re: NJC softball request.

Jan. 13 – Director attended NJC Ladies Lunch Out.

Jan. 14 – Director and PLR Secretary attended a reception for Lana Tramp at the museum.

Jan. 17 – Director met with the AFLAC representative.

Jan. 18 – Director attended the museum building walk through.

Jan. 18 – Director viewed a webinar “Best Small Libraries in America.”

Jan. 18 - Director and PLR Secretary attended the employee recognition reception at the Service Center.

Jan. 19 – Director reviewed Forestry applications.

Jan. 20 – Director attended a meeting with Museum Curator Rich and Anne Bond.

Jan. 21 – Director attended the Front Range Library Directors Meeting in Broomfield.

Jan. 24 – Director attended a RE-1 IGA meeting.

Jan. 25 – Director attended a pool temperature control meeting at the Recreation Center

Jan. 25 – Director attended a Sterling High School Swim Meet at the Recreation Center.

Jan. 25 – Director attended the City Council meeting.

Jan. 26 – Director met with PCF Superintendent Appelkans and a PCF employee.

Jan. 26 – Director attended a Historical Society Research Room Committee meeting at the museum.

Jan. 26 – Director attended the library walk through.

Jan. 26 – Director met with Operations Coordinator Anderson and PCF Superintendent to conduct interviews for the Forestry position.

Jan. 26 – Director attended a Lifeguard/WSI review meeting with Recreation Superintendent Fuller.

Jan. 27 – Director attended a Safety School meeting at NJC re: Lifeguard/WSI Training.

Jan. 28 – Director and Museum Curator Rich conducted interviews for the museum position.

Jan. 28 – Director met with Recreation Superintendent Fuller and Recreation Assistant Gress about project planning.

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

**Parks** - January was a snow filled month, starting out the year with 418 man hours of snow removal. Getting the ballfields ready for the renovations resulted in 68 PCF crew hours and multiple hours of work from DOC inmate hours. The DOC crews also helped initiate the demolition and removal of Propst Park playground. Equipment maintenance resulted in 224.75 man hours of routine maintenance on snow removal equipment. There were 752 hours of facility maintenance completed this month.

**Cemetery** - The Riverside Cemetery staff has been busy compiling the updated records for the cemetery. The updated cemetery records were also forward to City Hall to be put on the City web page. There were ten funerals in January, and two of them were cremains. The digging was difficult as the frost penetrated deeply into the ground. The staff sold two grave spaces and two niches in the month of January. No monument permits were reviewed or measured out for the monument companies. Forty-five grave spaces were repaired.

**Forestry** - In January the Forestry Division operated one man short from a two man crew. The tree trimmer was busy removing and storing the holiday decorations with the help of Parks and Cemetery employees attributing for 76.5 hrs of holiday light maintenance. He was also busy assisting with snow removal operations throughout the Month. The Forestry crew also prepared the bucket truck for its required annual inspection and dielectric test.

**Ongoing PCF projects:**

- Perform all routine maintenance activities necessary
- Prepare equipment and tools for the season
- Complete Forestry Action Requests as needed
- Continue renovations on the Ballfields
- Demo remaining sections of tennis courts at Propst Park
- Finish building and replacing the 2011 picnic table order

**LIBRARY**

The patron count for Sterling Public Library from Jan. 1 through Jan. 31, 2010 was 3116.

The library had 6 Community Servants for a total of 70 hours of community service. Two volunteers worked 5 hours. Total volunteer hours for the month of January were 75.

Sterling Public Library made 233 interlibrary loan requests of other libraries and received 194 items. Other libraries made 174 interlibrary loan requests and Sterling Public Library loaned 128 items. Lending libraries were unable to fill 45 requests and Sterling Public Library was unable to fill 46 requests. Total interlibrary loan requests were 407 and 322 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 19 tutors worked with 18 students for 125.5 hours during January.

Sandy Van Dusen and Denise Ladd attended the Performing Arts Jamboree in Golden on Jan. 21, 2011 to preview possible program performers.

Denise Ladd and Connie Chambers attended the Early Childhood Conference at NJC on Jan. 22, 2011. Judy Kitson was the keynote speaker.

**PROJECT UPDATE:**

Technology continues to be an important part of the library. During the move the library server went down and was not able to be repaired. The library has been without public computers during January.

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Books Checked Out	8,053	7,658	5%	8,053	7,658	5%	7,356	9%
In-house Circulation	1,188	1,161	2%	1,188	1,161	2%	963	23%
Volunteer Hours	5	5		5	5		9	-47%
Story Time Attendance	61	55	11%	61	55	11%	69	-12%
Summer Reading Program								
Reference Questions	1,429	768	86%	1,429	768	86%	763	87%
Books Placed on Hold	701	345	103%	701	345	103%	300	134%
Inter-Library Loans								
Borrowed requests	191	199	-4%	191	199	-4%	179	7%
Loaned requests	241	306	-21%	241	306	-21%	203	19%
Total	432	505	-14%	432	505	-14%	382	13%
Library Meeting Room Use		10	-100%		10	-100%	21	-100%
Patrons Using Facility	3,116	4,316	-28%	3,116	4,316	-28%	4,634	-33%
Hours Tutoring	126	130	-3%	126	130	-3%	131	-4%
Internet use		1,502	-100%		1,502	-100%	1,668	-100%

There was no internet use during January due to the library server crashing.

## **RECREATION DIVISION**

**YOUTH BASKETBALL:** The City of Sterling Youth Basketball program provides an organized basketball experience for 2<sup>nd</sup> - 6<sup>th</sup> grade boys and girls in Northeast Colorado. In many cases, basketball programs are not offered in the school until the middle school level, so this is the only opportunity to be coached and play basketball in fun, recreational leagues.

This year, there are 87 teams and 691 participants in the Youth Basketball program. This is down 4 teams, but down only 2 participants from 2010. There are 391 boys and 300 girls participating. Attendance for the January, 2011 games, including players, coaches, parents and other spectators totaled approximately 11,492 visits to the Sterling High School - Wally Post and Tiger Den, the Sterling Middle School gymnasiums, Saint Anthony's and the N.J.C. Events Center.

The economic impact of the youth basketball program to the City of Sterling cannot be overlooked. Of the 87 teams in the Youth Basketball program, 60 are from out of town and 27 are from Sterling. The participants, coaches, parents and grandparents from the out of town teams not only play in the leagues, but also eat in local restaurants, buy gas and purchase food and supplies while in Sterling during the seven weeks the program is conducted. The program

also provides employment for approximately 33 youth officials, 16 youth scorekeepers and 13 adults that are our gym supervisors.

In the past few years a “competitive,” youth basketball travel league has developed and the games are played in other cities. Some of the better and more experienced teams in the 5<sup>th</sup> and 6<sup>th</sup> grade levels have been participating in this league. These same teams have also been participating in our “fun and recreational leagues.” Between the two leagues, the “competitive” teams get to play twice as many games per season, and have been dominating our “fun and recreational leagues.” Another problem is that both leagues are played on Saturdays. This year, three teams in our league have dealt us multiple scheduling problems when they called us at the last minute and cancelled our games, so they could play the “competitive league” game. When they cancel, their opponents in our league are then shorted one of their six games. The only solution for us is to give an uninvolved team seven games. This is not fair! This problem must be addressed, and the only solution may be participation in one league or the other next year.

**ADULT BASKETBALL:** There are 23 teams participating in the City Adult Basketball Leagues in 2011, which is 3 more teams than there were in 2010. There are 225 participants in the program. Games are played Monday through Thursday evenings at the Sterling Middle School. League play runs for eight weeks followed by a two-week long post season tournament. The program also provides employment for approximately 10 adult officials, 6 adult scorekeepers and 1 adult gym supervisor.

**ADULT VOLLEYBALL:** Adult volleyball registrations are being taken and preparations made for the City Adult Spring Volleyball leagues. Last year there were 27 teams and 209 participants participating in four different divisions of play. This spring we hope enough teams register to conduct the 4 on 4 league again.

## **RECREATION CENTER**

**NEW FITNESS ROOM EQUIPMENT AND CHANGES:** New Life Fitness strength exercise equipment was installed at the Recreation Center in January, 2011. City Council approved the replacement of the 23 year old Nautilus equipment, as well as the purchase of two additional cardio elliptical machines. 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 was moved upstairs. The old fitness room will become the youth room. It will contain the vending machines as well as the ping pong tables, air hockey table, and a foosball table. An underutilized racquetball court will become a meeting room/birthday party room, with seating and room for approximately 75 people. A grand re-opening is planned for February after the big screen TV is purchased, and the stretching area and child play areas are completed.

**OVERALL ADMISSIONS:** There were 2,516 total admissions to the Sterling Recreation Center in January, 2011. This is approximately 84 people a day in January! This is down 99 patron visits from January, 2010. Total paid admissions in January, 2011 do not include 673 people from RE-1 Schools that used the Sterling Recreation Center free, due to Intergovernmental Agreements. These included Sterling High School girls swim team practice, swim meet participants and swim meet spectators.

**NON-PARTICIPANT ADMISSIONS:** There were a total of 38 Non-Participant Admissions to the Recreation Center in January, 2011. This is down 11 visits from January, 2010.

**CHILD ADMISSIONS:** There were a total of 47 Child Admissions to the Recreation Center in January, 2011. This is up 10 visits from January, 2010.

**YOUTH ADMISSIONS:** There were a total of 543 Youth Admissions to the Recreation Center in January, 2011. This is up 63 visits from January, 2010.

**SENIOR ADMISSIONS:** There were a total of 285 Senior Admissions to the Recreation Center in January, 2011. This is up 6 visits from January, 2010.

**ADULT ADMISSIONS:** There were a total of 864 Adult Admissions to the Recreation Center in January, 2011. This is down 5 visits from January, 2010.

**YEARLY ADMISSIONS:** There were 365 Yearly Pass Admissions to the Recreation Center in January, 2011. This is down 117 visits from January, 2010.

**FAMILY ADMISSIONS:** There were a total of 48 Family Admissions to the Recreation Center in January, 2011. This is down 10 family visits from January, 2010. Those 48 Family Admissions accounted for approximately 192 individuals using the Recreation Center for the month.

**AQUA AEROBICS CLASSES:** There were 116 patrons attending aqua aerobics classes in January, 2011. This is up 10 visits from January, 2010.

**S.H.S. GIRLS SWIM TEAM:** The Sterling High School Girls Swim Team use of the Recreation Center keeps the facility busy and fills up the indoor pool weekdays between 3:30 and 6:00 pm. The pool is open exclusively for the Sterling High School swim teams on Tuesday's and Thursday's from 3:30 - 6:00 p.m. In January, 2011 there were 292 visits from the Sterling High School Girls for swim team practice. There were four Sterling High School Girls home swim meets in January, 2011, which accounted for an additional 186 spectators and 195 participants from other schools at the meets. Sterling High School charges \$5.00 admission for adults at these swim meets but the Recreation Center does not receive any compensation. The Recreation Center pays for repairs and maintains all the equipment necessary for a C.H.S.A.A. sanctioned High School swim meet, though the Recreation Center does not own this equipment or use it. This equipment includes: the electronic starter, computer timing system, the touch pads, flags, and other parts. As this equipment ages and needs extensive repairs or replacement in the future, consideration should be made to who will pay for it, as the Recreation Center does not use, or own this equipment.

**RACQUETBALL & WALLYBALL LEAGUES:** Winter Racquetball and Wallyball league information and registrations were completed and mailed out in January. Press releases, participant mailings, employees personally promoting the leagues and flyers around the Recreation Center are all used to draw participants into the leagues.

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams							8	-100%
Volleyball Participants							288	-100%
Volleyball Spectators							364	-100%
Adult Basketball Teams	23	20	15%	23	20	15%	140	-84%
Adult Basketball Participants	580	624	-7%	580	624	-7%	662	-12%
Adult Basketball Spectators	1,160	780	49%	1,160	780	49%	650	78%

Youth Basketball Teams	87	91	-4%	87	91	-4%	1,771	-95%
Youth Basketball Participants	6,920	8,496	-19%	6,920	8,496	-19%	9,450	-27%
Youth Basketball Spectators	10,140	10,020	1%	10,140	10,020	1%	7,576	34%
Adult Basketball Tourn. Teams								
Adult Basketball Tourn. Participants								
Adult Basketball Tourn. Spectators								
Open Gym Participants								
Denver Nugget Basketball Skills Challenge		21	-100%		21	-100%	11	-100%
Santa at the Center Participants								

## **OVERLAND TRAIL MUSEUM**

During the month of January, 198 visitors visited the Museum representing 6 states.

A large portion of the month of January was spent removing Christmas decorations from both outside and inside buildings. One volunteer and staff removed most of the decorations with various groups coming in to remove the decorations that they were responsible for. Building maintenance staff and PCF staff helped to remove some of the outdoor decorations.

The Tannery committee met at Dr. Bob Patten's office and discussed returning to the original plans of exhibiting the Tannery in the loft of the Karg Barn. Because of several issues, mainly lack of funding, this option has been deemed the best option for completing this project in the near future. The committee met a week later in the loft of the barn to determine the best course to take. Kay Rich met with George Goode to discuss any possible issues with using the space for this exhibit. George reviewed the need for a sprinkler and said that it would not be necessary to put a sprinkler in the barn.

Norma Nab met with Kay and Jody Hungenberg to discuss the Research Room. Kay has written a plan to move the research/archive area to the upstairs workroom and turn the basement room into staff space. Eventually the newspapers will be moved to the current AV room in the Hamil building.

The New Year's Eve program, "A Step Back in Time" was rescheduled, due to weather to January 15 and High Plains History Club took place on January 8.

Joe Kiolbasa, Jody Hungenburg, Gary Schlenz and Kay Rich met with Roger Lambrecht and Stephanie Wright to discuss lighting issues and choose outdoor surfaces for the new Walsh building. Much progress has been made on the building despite poor weather conditions.

Anne Bond spent two days at the Museum with Kay Rich working on the exhibit plan for the new building. Nate Laybourn also met with them to report on progress of the projects that he is working on.

Kay Rich traveled to Cheyenne, Wyoming to pick up a donated item. The CFD Old West Museum de-accessioned a Plains Indian tipi backrest which will be a nice addition to the Native American collection at the OTM.

Museum Assistant Lana Tramp resigned from the Museum. A reception was held in her honor on January 14.

Part time Museum Assistant Perry Johnson was interviewed and promoted to full time Museum Associate.

**Museum Projects**

New exhibit installation..... In progress  
 Frank Walsh building project..... Building progressing  
 Labeling artifacts..... Ongoing project  
 Cleaning buildings & artifacts..... Ongoing  
 Cataloging donations..... Done as items are accessed  
 Tannery..... In progress  
 Research Room..... Plans progressing

DESCRIPTION	Jan 2011	Jan 2010	Jan Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	1	1		1	1		4	-72%
Number of items donated	1	10	-90%	1	10	-90%	11	-91%
Number of School Visits	1			1				
Number of Students	6			6				
Prairie School Students								
Prairie School Teachers								
Number of Special Events	1			1				
Total Attendance of Special Events	15			15				
Number of Weddings								
Number of Tour Buses								
Tour Bus Visitors								
States represented	6	8	-25%	6	8	-25%	11	-44%
Foreign Countries Represented		1	-100%		1	-100%	0	-100%
Total of All Visitors	198	114	74%	198	114	74%	126	57%
Volunteer Hours	21	23	-9%	21	23	-9%	26	-20%
Square Foot, Bldg. Maintained	24,766	24,766		24,766	24,766		24,574	1%