

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

January 2012

## CITY MANAGER

### JANUARY 2012 MONTHLY REPORT

#### **City Manager:**

The City Manager:

- Attended Planning Commission meeting;
- Attended PLR Board meeting;
- Meeting with Commissioners regarding EMS Service;
- Attended Farmers Pawnee Canal Company meeting;
- Meeting with Jim Neblet regarding Master Plan; and
- Meeting with Michael Dye – Airport Consultant.

#### **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):**

##### **MEETINGS ATTENDED**

##### **Logan County EMS Council**

The Logan County EMS Council held an evening meeting at the hospital. Items discussed included;

- Discussion of the 2010-2011 Injury Prevention grants. It was decided to fund two grant projects; The Every 15 Minutes program that deals with student drunk driving and three basic motorcycle safety trainings. Bob will be the project manager on the motorcycle safety trainings, and gave a brief overview of class schedules and content.

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

The NEAHR met in Fort Morgan at the Morgan County Admin Building. Items discussed were:

- Surplus and unwanted grant equipment and how it will be handled.
- Changes at the State level for DHS, and how it will affect the Hazard Regions.
- 2011 DHS Grants; Yuma County will be the fiscal agent and the 2011 grant projects should be able to move forward soon.
- 2012 DHS Grants; Grant guidance should be out sometime in July.
- CIAC updates; CIAC liaison will meet with the EMC in February for the Logan County plan.
- Communications Committee; Old grant money must be spent by April, 2012. We will do regional communication plan updates for the project.
- Old Grants; 2009 and 2010 will also use Yuma County as a fiscal agent now, allowing finishing out these older projects. Sterling Fire Department will receive

two Radiological Meters that will be funded with surplus funds from these old grants.

- The NEAHR Executive Committee will look into updating the regions bylaws.

### **Next Generation 911 (NG911)**

Logan County E911 Chairman Stan Kaiser and EMC Owens attended a two-day presentation in Thornton from the 911 Resource Group on the upcoming migration to the new NG911 standard. The new phone system will be IP based instead of copper and will allow dispatch to receive multi-media type 911 calls such as texting and videos. Items discussed were:

- How the completed system will look and operate?
- Who will own and oversee the system?
- Should be changes in how the surcharge is collected?
- Should the system be phased in or should it go statewide all on one date?
- How will the start up and maintenance be funded?

### **Sterling Energy Gas Pumping Company**

EMC Owens met with planning consultants for the Sterling Energy Gas Pumping and Pipeline Company and the Yenter plant's operations manager. Sterling Energy is in the process of updating their emergency response planning and was requesting current contact information and local emergency response capabilities. We discussed how their plan would interface with the County plan and how we should cross train. There will be a tabletop emergency response exercise held with Sterling Fire Department once all the plans are in place.

### **RE1 School District Safety Committee**

Bob attended the RE1 safety committee meeting in January. Items discussed were:

- The upcoming multi agency functional exercise on school evacuation and reunification.
- The upcoming Standard Response Protocol Training in Haxtun, and wither the District should adopt the standard.

### **Logan County E911 Authority Board Meeting**

The Logan County E911 Authority held a business meeting in January. Items discussed were:

- Updates to the E911 IGA and Bylaws.
- Mapping project for the County and city.
- NG911 system and how it will affect the dispatch center

## **TRAINING**

### **Regional Training on a Standard Response Protocol for Violent School Emergency Incidents**

Tyson Kerr from the Sterling Police Department and the EMC attended a day long training in Haxtun on response to school active shooters. This training included the "Safe to Tell" project and how to develop a standard protocol that will be used by regional agencies for responses to violent incidents. Other items discussed were how to issue mass notifications to the public, ICS training for school employees and evacuation and reunification of students after an emergency.

## **RESPONSES**

EMC Owens assisted the Sterling Fire Department with a Hazmat incident at the BNSF rail yard. He responded as the DERA and LEPC. An explosion took place in one of the work trucks that sent two BNSF employees to the hospital. The products that exploded were unmarked and there was no emergency response information for the responders. Bob met with some BNSF representatives on scene and discussed the issues. He followed up with meeting with the legal representative from the State Emergency Planning Committee, Tim Gablehouse. Gablehouse and EMC Owens reviewed the requirements that had to be met and if there were any violations. The EMC will get the finished report from Sterling Fire and forward the information to Gablehouse for further review.

## **OTHER OEM ACTIVITIES**

- EMC Owens gave an Emergency Preparedness for Senior Citizens presentation at the Sterling Heritage Center.
- Bob met with Matt Meusborn from the Logan County Landfill about emergency planning and preparedness for his employees. He will help him write a plan and hold an exercise.
- The EMC completed the 1<sup>st</sup> Quarter EMPG reports and financial papers.
- EMC Owens met with the Sterling Fire Department Chief Vogel about developing a special needs and elderly citizens' database for Logan County. This database would include the address and phone number of citizens who will need special attention after an emergency or disaster event.
- Bob worked on the 2011 DHS grant project for remote warning siren deploys from dispatch. He gave site tours to a vendor and wrote a request for proposals. Two proposals were returned and the low bid was awarded the project. As soon as the DHS releases the funds the project will start, with completion by April 2012.
- With the National Weather Service, the EMC set up the 2012 Weather Spotter Training for 2012. This class will take place on March 29, 2012 at the library.
- EMC Owens assisted with job interviews for emergency dispatchers at the Communications Center.

### **Sterling Emergency Communication Center:**

- Communications Center handled 1,896 calls for service during the month of January 2012, a 13 percent increase from the 1,684 calls received in January 2011.
- Sterling Police Department handled 1,002 calls for service in January 2012, an increase of 22 percent compared to 823 calls for service received in January 2011.
- Logan County Sheriff's Office received 685 calls for service in January 2012, a seven percent increase compared to 642 calls for service received in January 2011.
- Crook Fire Department handled three calls for service in January 2012 compared to one call in January 2011.
- Fleming Fire received five calls for service in January 2012 and January 2011.
- Merino Fire handled five calls for service in January 2012 and January 2011.
- Peetz Fire handled two calls for service in January 2012 compared to no calls for service in January 2011.

- Sterling Fire handled 175 calls for service in January 2012, an increase of 35 percent compared to 130 calls handled in January 2011.

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011
<b>ACTIVITIES</b>					
CALLS for SERVICE					
STERLING DISPATCH	1,896	1,684	13%	1,896	1,684
CITY OF STERLING	1,002	823	22%	1,002	823
LOGAN COUNTY	685	642	7%	685	642
STERLING FIRE 07530	175	130	35%	175	130
CROOK FIRE 07505	3	1		3	1
FLEMING FIRE 07515	5	5		5	5
MERINO FIRE 07522	5	5		5	5
PEETZ FIRE 07525	2			2	

**Information Technology Specialist (ITS):**

Daily backup of servers and Finance & Police Systems continue and routine user security maintenance. ITS Anderson restored files for three users from back up. Reset New Year changes for the Citizen Complaint module.

Installed updates for the Police Tracker program, Police Mobile system and Finance year end update.

Recreation Center had internet issues that required replacement of their DSL modem.

There was printer problems in Police Investigations that turned out to be a network switch unplugged under the desk. The ITS replaced a keyboard, two monitors, a DVD drive, a power supply and took two computers in for virus issues, then reinstalled programs.

Mary Ann attended a SWellness meeting and made flyers and arrangements for the next event. She also attended the Excellence Awards luncheon.

## CITY ATTORNEY

### JANUARY 2012 MONTHLY REPORT

#### MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors and other personnel. The City Attorney attended a meeting with the City Manager, HR Director, and Police Chief regarding safety concerns and procedures at City Hall. The City Attorney also attended a telephone conference with the City Manager and the Receiver for the Ramada Inn regarding annexation and water issues.

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

#### DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 1-1-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado, approving an Agreement with Fehr & Peers, transportation consultants, to conduct a traffic analysis.

Resolution No. 1-2-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado approving an Agreement with the Logan County Economic Development Corporation regarding the CDOT traffic impact study.

Resolution No. 1-3-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado approving an Eligible Governmental Entity Agreement with the Statewide Internet Portal Authority of the State of Colorado.

Resolution No. 1-4-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado approving a Contract with the Colorado Department of Transportation regarding maintenance of state highways within the city limits.

Prepared the following Ordinances:

None.

Other Documents:

None.

#### MUNICIPAL COURT:

The Deputy City Attorney did not prosecute any charges; one defendant failed to appear for trial and one defendant requested a trial continuance. Four deferred judgment stipulations were processed; six charges were dismissed prior to trial, including two sales tax, and one proof of insurance. Five Defendants changed their plea to guilty prior to trial. This office prepares Court documents, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the police department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and police department, Humane Society, and attorney files are prepared for trial.

#### LIQUOR LICENSING:

This office processed three liquor license renewals and one Report of Changes.

MISCELLANEOUS:

This office prepared a follow-up letter to County Express regarding reimbursement for damage caused to City property, which was subsequently paid. This office also prepared two collection letters to liquor licensees for unpaid occupation tax.

This office followed up on the utility easement across from Wal-Mart and obtained copies of the Torrens documents relating to the grant to the City of that easement from Monahans.

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

**MUNICIPAL COURT**  
**JANUARY 2012 MONTHLY REPORT**

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	50	57	-12%	50	57	-12%	66	-24%
<b>JUVENILE CASES</b>	1			1			8	-88%
TRAFFIC							0	-100%
NO INSURANCE	1			1			0	400%
NO SEAT BELT								
SPEEDING							0	-100%
UNDERAGE POSS OF TOBACCO							1	-100%
POSS OF MARIJUANA/DRUG PARAPHENALIA								
THEFT							0	-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							3	-100%
CURFEW FOR MINORS								
OTHER							0	-100%
<b>ADULT CASES</b>	49	57	-14%	49	57	-14%	57	-15%
TRAFFIC	10	6	67%	10	6	67%	8	32%
NO INSURANCE	4	3	33%	4	3	33%	5	-17%
NO SEAT BELT	1	4	-75%	1	4	-75%	5	-81%
SPEEDING	4	7	-43%	4	7	-43%	7	-43%
PARKING	6	4	50%	6	4	50%	7	-14%
POSS. MARIJUANA/DRUG PARAPHERNALIA	3	18	-83%	3	2	50%	2	50%
THEFT	8	14	-43%	8	14	-43%	7	21%
DISTURBING THE PEACE/NOISES	1	2	-50%	1	2	-50%	2	-55%
RESISTING ARREST/FAILURE TO COMPLY	2	2		2	2		1	150%
INJURING/DEFACING PROPERTY		1	-100%		1	-100%	0	-100%
TRESPASSING	1	2	-50%	1	2	-50%	2	-50%
UNDERAGE POSS/CONS ALCOHOL	3	1	200%	3	1	200%	5	-38%
SALE / PROCUREMENT / OPEN CONTAINER							0	-100%
OTHER	2	3	-33%	2	3	-33%	4	-44%
ANIMAL	4	6	-33%	4	6	-33%	3	43%
NUISANCES							1	-100%
JUVENILE ARR'S FOUND GUILTY							6	-100%
JUVENILE ARR'S DISMISSED							1	-100%
JUVENILES PLACED ON PROB/DJ/UPS	1	5	-80%	1	5	-80%	6	-83%
JUVENILE VIOLS OF PROB/DJ/UPS		4	-100%		4	-100%	1	-100%
JUVENILE FTA/PWL							8	-100%
ADULTS ARR'S FOUND GUILTY	19	26	-27%	19	26	-27%	33	-43%
ADULT ARR'S DISMISSED	4	7	-43%	4	7	-43%	8	-49%
ADULTS PLACED ON PROB/DJ/UPS	9	11	-18%	9	11	-18%	8	10%
ADULT VIOLS OF PROB/DJ/UPS							2	-100%
ADULT FTA/PWL	4	5	-20%	4	5	-20%	15	-73%

	Jan	Jan	Jan	YTD	YTD	YTD	5 yr YTD	5 yr YTD
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DESCRIPTION	2012	2011	Change	2012	2011	Change	Avg	Change
FINE EXTENSIONS	34	30	13%	34	30	13%	39	-13%
CONTINUANCE/SET FOR TRIALS/ETC	16	9	78%	16	9	78%	20	-20%
CASES REVIEWED	41	38	8%	41	38	8%	46	-10%
TRIALS FOUND GUILTY	1	5	-80%	1	5	-80%	4	-76%
TRIALS FOUND NOT GUILTY							41	-100%
TRIALS DISMISSED	1			1			6	-84%
NEW CHARGES PROCESSED	48	68	-29%	48	68	-29%	96	-50%
NEW WARRANTS	18	23	-22%	18	23	-22%	20	-12%
DAYS JUVENILES SENT TO DETENTION		6	-100%		6	-100%	23	-100%
DAYS ADULTS SENT TO JAIL		2	-100%		2	-100%	14	-100%
PAID TICKETS	28	54	-48%	28	54	-48%	68	-59%
PAID WITH AUTO POINT REDUCTION	13	20	-35%	13	20	-35%	20	-34%
PAID AS REGULAR TICKET	15	34	-56%	15	34	-56%	35	-57%
FROM PWL TO WARRANT							0	-100%

**PERSONNEL/HR DEPARTMENT**

**JANUARY 2012 MONTHLY REPORT**

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

**CDL TESTING** – A DOT Random Drug test was not conducted during the month of January. There was 1 pre-employment drug screens conducted.

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

**JOB OPPORTUNITIES** – Effective January 30, 2012, the City of Sterling commenced accepting online applications only. The system used is Neogov, which is already in use by several entities in the State of CO. Once an applicant completes an application on Neogov, it is stored and the applicant can update the application and apply for a position with any entity that uses Neogov application system. There were a few complications on January 30 and 31 but were corrected and the implementation is progressing through the procedures. The following positions were opened on Neogov.

<b>Positions Open</b>	<b>Positions Filled</b>
Maintenance Worker I – Streets and Sanitation Water and Sewer	
Seasonal lifeguard and lifeguard WSI	
Police Officer	
Public Safety Dispatcher	
Seasonal Volleyball Official and Gym Supervisors	

**PERSONNEL BOARD** – Personnel Board did not meet during January. CIRSA will be presenting "Public Officials Liability Training" in February with Council.

**MISCELLANEOUS ACTIVITIES**

MSEC training on documentation was held on January 25 at Plainsmen Steak and Grill. Twenty-seven members of the management team attended the training. Two sessions were held. Seven employees from Brush attended the morning session. CML Survey, CIRSA WC Audit, MSEC Health and Welfare Plans, MSEC Pulse Survey were received. HR Assistant worked on these during January. Deadlines are February 17 and March 15. MSEC Pulse Survey was completed and submitted in January.

HR Assistant compiled and distributed February Newsletter. City Manager also requested the MSEC Employee Survey results be distributed to employees.

UPS from Municipal Court will be handled through Court Clerk, effective January 1, 2012. HR Assistant will continue monitoring UPS clients from Intervention.

Information was received from Jay Williamson concerning the Loss Control Audit for 2012. Clerical staff was informed of the possible timeframe and asked to begin working on their Director's notebooks after Annual Reports are completed. Collecting of documentation will start in February.

HR Director conducted 3 Police Officer testings during January.

## **POLICE DEPARTMENT**

### **JANUARY 2012 MONTHLY REPORT**

During January 2012, the police department responded to 1,002 Calls for Service, a 22 percent increase from the 823 Calls for Service responded to in January of 2011.

Officers responded to 14 traffic accidents during the month of January, which represents a 55 percent decrease from the 31 responded to in January of 2011. Officers issued 34 penalty assessments during January 2012, which is 26 percent decrease from the 46 penalty assessments issued in January 2011. Officers also issued 256 Warning tickets during January 2012, a 56 percent increase over the 164 Warning tickets issued in January 2011. Officers arrested four drivers on DUI charges during January 2012, which is a 100 percent increase over the two DUI arrests in January of 2011.

Among the criminal offenses reported were eight assault offenses, nine burglaries, twenty larceny/thefts, two motor vehicle thefts, four fraud offenses, eleven vandalisms, and one drug violation. The value of property stolen during the month was \$18,758 and \$560 was recovered. Officers arrested 29 adults and one juvenile, for a total of 30 arrests in January 2012. This is 12 less arrests or a 26 percent decrease from the total arrests of 56 adults only made in January of 2011.

In October the Youth Services Division received 22 youth referrals (16 males and 6 females). Youth referrals were received from the following: twenty from the Sterling Police Department, one from the Logan County Sheriff's Office and one from a school.

Officers responded to 33 calls at local liquor establishments, twelve more than the 21 calls responded to in January of 2011.

Sterling Police Officers and staff completed 150.67 hours of training during the month of January 2012.

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ACTIVITIES</b>								
CALLS for SERVICE								
CITY OF STERLING	1,002	823	22%	1,002	823	22%	11,948	7%
MOTOR VEHICLE ACCIDENTS	14	31	-55%	14	31	-55%	31	-55%
CRIMINAL OFFENSES	91	114	-20%	91	114	-20%	90	1%
GROUP "A" OFFENSES	55	76	-28%	55	76	-28%	53	3%
GROUP "B" OFFENSES	36	38	-5%	36	38	-5%	37	-2%
VANDALISM	11	7	57%	11	7	57%	6	83%
ARRESTS								
ADULTS	29	56	-48%	29	56	-48%	53	-45%
JUVENILES	1			1			4	-72%
PROPERTY								
STOLEN	18,758	13,760	36%	18,758	13,760	36%	9,574	96%
RECOVERED	560	5,692	-90%	560	5,692	-90%	2,970	-81%
MUNICIPAL CHARGES								
PA'S	34	46	-26%	34	46	-26%	113	-70%
CRIMINAL CHARGES	8	14	-43%	8	14	-43%	17	-52%
WARNINGS	256	164	56%	256	164	56%	254	1%
STATE CHARGES								
TRAFFIC	24	27	-11%	24	27	-11%	39	-38%
DUI'S	4	2	100%	4	2	100%	7	-39%
CRIMINAL CHARGES	20	35	-43%	20	35	-43%	30	-33%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	16.0	10.0	60%	16.0	10.0	60%	12.6	27%
FEMALE	6.0	5.0	20%	6.0	5.0	20%	5.4	11%
TOTAL	22.0	15.0	47%	22.0	15.0	47%	18.0	22%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	20.0	13.0	54%	20.0	13.0	54%	16.6	20%
LOGAN COUNTY SHERIFF'S OFFICE	1.0			1.0			0.2	400%
DISTRICT COURT		1.0	-100%		1.0	-100%	0.6	-100%
STATE PATROL/OTHER JURISDICTION								
PARENT/SELF							0.4	-100%
SCHOOL	1.0	1.0		1.0	1.0		0.2	400%

**STERLING FIRE DEPARTMENT**  
**JANUARY 2012 MONTHLY REPORT**

**OPERATIONS:**

Chief Vogel

- Assisted with radio programming
- Worked on Annual Report
- Met with the Emergency Manager to discuss ESF 8
- Interviewed EMS Temporary applicants
- Attended a Grant Writing class
- Met with the County Commissioners during their weekly meeting
- Attended MSEC Documentation training
- Attended the Employee Recognition Lunch for our employees
- Attended the Ambulance Manager Program in Kansas City

**TRAINING**

Volunteer training MCI/Start Triage

Worked on MCI Triage poles (kit to be completed)

Training Medical Protocols & Map test

Cirsa Training DVD on safety prevention

FETN and SOP Training

Ambulance Transfer Training

Shift time-off scheduling

Attended Auto-Pulse training at SRMC

Training review over EMS Transport

**MAINTENANCE**

Took S-14 to City shops

Picked up S-14 from City shop

Picked up E-11 from shop

Dale Wise was in the station to reprogram radios

Jim Griffith was in and checked the station generator

Washed fire hoses

Compressor for Med 1 will be installed by City shop.

Ambulances were inspected by Medicaid/Medicare Inspector

Med 3 to City shop

Picked up Med 1 from shop

Med 2 Knox box back in-service

Med 4 Med vault installed

### **OTHER**

Member checked car-seat for citizen

Ambulance & Medical bag checks

Peewee wrestling standby

Building committee meeting

Rope on Post Office flag pole hung

Assisted the Merino Fire Department fill 9 SCBA bottles

Picked up O<sup>2</sup> bottle case

Station tour walk-in

Members completed 18 re-inspections and 72 new inspections

### **MAJOR INCIDENTS**

1-1-12	IR# 6	I-76, MM 126	Haz Conditions
1-3-12	IR# 16	615 Fairhurst	ER assist
1-5-12	IR# 31	S Fremont Ave	Fleming
1-5-12	IR# 32	Pioneer Rd/Sidney Ave	Agency Assist
1-6-12	IR# 39	CO 138, MP 3	Car Fire
1-12-12	IR# 66	W Main & S 10 <sup>th</sup> Ave	Crash
1-16-12	IR# 84	850 Elwood	Structure Fire
1-16-12	IR# 88	CR 33 & 34	Hazmat
1-17-12	IR# 89	1330 Sidney Ave	Medical (EMS recall)
1-17-12	IR# 92	312 S 2 <sup>nd</sup> St	Chimney Fire
1-18-12	IR# 95	16898 CR 39	Grass Fire
1-18-12	IR# 96	1123 Platte	Bush Fire
1-21-12	IR# 116	Iris & CR 37	Grass Fire
1-22-12	IR# 124	13272 CR 37	Structure
1-24-12	IR# 131	CO 71 & CR 124	Medical assist Weld County
1-26-12	IR# 139	18611 W Hwy 6	Grass Fire
1-29-12	IR# 154	316 Elm	Structure Fire
1-30-12	IR# 166	300 Jackson St	Medical (recall)
1-31-12	IR# 174	14625 CR 16.5	Pole Fire

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>FIRES</b>								
City	5	4	25%	5	4	25%	4	39%
Rural	10	2	400%	10	2	400%	4	150%
Total	15	6	150%	15	6	150%	8	97%
<b>EMS/RESCUE</b>								
City	98	71	38%	98	71	38%	70	40%
Rural	10	14	-29%	10	14	-29%	13	-23%
Total	108	85	27%	108	85	27%	87	24%
<b>HAZARDOUS CONDITION</b>								
City	23	17	35%	23	17	35%	16	40%
Rural	3	15	-80%	3	15	-80%	7	-56%
Total	26	32	-19%	26	32	-19%	23	12%
<b>TOTAL 911 SERV CALLS</b>								
City	126	92	37%	126	92	37%	95	32%
Rural	23	31	-26%	23	31	-26%	25	-8%
Total	149	123	21%	149	123	21%	126	18%
<b>AVERAGE RESPONSE TIME</b>								
City	4.2	4.6	-8%	4.2	4.6	-8%	4.6	-10%
Rural	9.3	5.2	78%	9.3	5.2	78%	10.1	-8%
Overall Average	6.7	4.9	38%	6.7	4.9	38%	7.4	-9%
<b>GENERAL ALARMS</b>								
Total General Alarms	4	4		4	4		5	-26%
Average Number of Firefighters	17	9	89%	17	9	89%	14	21%
<b>BUILDING FIRES</b>								
Total Building Fires	3	0		3	0		2	36%
Fires Confined to Rm of Origin		0			0		1	-100%
<b>TRAINING HOURS</b>								
Career Hours	618	370	67%	618	370	67%	226	174%
Volunteer Hours	49	81	-39%	49	81	-39%	86	-43%
Total Hours	667	450	48%	667	450	48%	311	114%
Average Career Hours	41.2	24.6	67%	41.2	24.6	67%	15	174%
Average Volunteer Hours	4.1	6.7	-0.03	4.1	6.7	-0.03	7	-43%
<b>FIRE INSPECTIONS</b>								
New Inspections	73	49	49%	73	49	49%	49	48%
Re-Inspections	18	50	-64%	18	50	-64%	36	-51%
Total Inspections	91	99	-8%	91	99	-8%	86	6%
<b>HYDRANT INSPECTIONS</b>		0						

# PUBLIC WORKS DEPARTMENT

## JANUARY 2012 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of January with a high temperature of 68° recorded at the water stations on the 5th. Evening temperatures also fluctuated similarly with a low of the month being -2° on the evening of the 17th and a high evening low of 29° recorded on the 22nd. The station located east of Sterling recorded a total precipitation of .0" for the month. However, at Sterling Municipal Airport there was a total of .01" recorded in the month of January.

### MONTHLY CLIMATOLOGICAL SUMMARY for JAN. 2012

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DCM DIR
1	24.1	33.8	1:00p	11.6	7:00a	40.9	0.0	0.00	3.1	14.0	10:30a	SSE
2	26.9	51.0	3:30p	8.9	6:00a	38.1	0.0	0.00	5.1	17.0	2:00p	S
3	33.2	57.6	3:00p	22.4	12:30a	31.8	0.0	0.00	7.4	30.0	3:00p	S
4	34.1	56.0	3:30p	18.0	6:30a	30.9	0.0	0.00	5.8	16.0	8:30a	SSE
5	43.5	70.4	3:30p	23.7	6:00a	21.8	0.3	0.00	7.0	20.0	12:00p	S
6	37.0	53.7	4:00a	15.9	11:00p	28.0	0.0	0.00	6.6	27.0	4:30a	NNE
7	32.2	44.0	1:30p	18.3	12:30a	32.8	0.0	0.00	5.5	27.0	10:30a	E
8	28.7	45.0	3:00p	12.4	8:00a	36.3	0.0	0.00	4.0	13.0	7:00p	W
9	32.1	55.6	2:00p	15.5	3:30a	32.9	0.0	0.00	6.2	20.0	12:30p	S
10	35.8	59.4	2:30p	17.5	7:30a	29.2	0.0	0.00	6.6	28.0	12:00m	S
11	24.2	43.8	12:30a	11.0	12:00m	40.8	0.0	0.00	17.1	38.0	10:00a	NW
12	23.8	40.7	1:30p	2.5	6:00a	41.2	0.0	0.00	10.5	35.0	12:00p	NW
13	33.4	51.2	3:00p	15.7	5:00a	31.6	0.0	0.00	10.6	34.0	3:30p	W
14	35.9	58.5	3:00p	18.7	7:30a	29.1	0.0	0.00	5.9	17.0	11:00a	S
15	38.8	62.2	2:00p	20.2	5:00a	26.2	0.0	0.00	4.2	27.0	11:30p	SSE
16	22.8	35.6	12:30a	7.4	12:00m	42.2	0.0	0.00	8.0	25.0	5:00p	NNE
17	16.8	34.0	2:00p	-1.5	7:30a	48.2	0.0	0.00	10.1	30.0	11:00p	S
18	30.5	51.8	2:00p	14.9	1:30a	34.5	0.0	0.00	8.6	39.0	12:30p	S
19	35.3	61.8	2:30p	14.1	8:00a	29.7	0.0	0.00	6.7	23.0	2:00p	NE
20	31.5	54.0	12:30p	15.6	12:00m	33.5	0.0	0.00	6.2	28.0	2:30p	NE
21	33.4	57.3	4:30p	13.2	6:30a	31.6	0.0	0.00	2.9	14.0	2:00p	NNE
22	39.2	47.3	12:30a	30.4	12:00m	25.8	0.0	0.01	19.6	52.0	8:30a	NW
23	30.9	51.5	3:00p	10.1	7:30a	34.1	0.0	0.00	4.6	18.0	3:00p	SSE
24	28.0	40.9	1:00p	14.1	12:00m	37.0	0.0	0.00	7.8	34.0	10:30a	NW
25	35.9	61.8	3:00p	11.6	4:30a	29.1	0.0	0.00	9.9	35.0	6:00p	NW
26	39.1	53.1	2:00p	18.6	7:00a	25.9	0.0	0.00	5.5	24.0	12:30a	SSE
27	31.6	45.9	2:30a	11.6	12:00m	33.4	0.0	0.00	13.1	34.0	11:00a	NW
28	25.8	45.6	3:30p	7.2	6:30a	39.2	0.0	0.00	7.7	32.0	10:30a	NW
29	37.1	63.1	2:00p	14.4	4:00a	27.9	0.0	0.00	8.8	32.0	12:00p	S
30	42.5	63.0	2:00p	24.0	5:30a	22.5	0.0	0.00	5.1	17.0	12:30a	SSW
31	40.5	53.9	2:30p	23.9	12:00m	24.5	0.0	0.00	7.9	33.0	3:00a	NW
-----												
	32.4	70.4	5	-1.5	17	1010.7	0.3	0.01	7.7	52.0	22	S

Max >= 90.0: 0  
 Max <= 32.0: 0  
 Min <= 32.0: 31  
 Min <= 0.0: 1  
 Max Rain: 0.01 ON 01/22/12  
 Days of Rain: 0 (>.01 in) 0 (>.1 in) 0 (>1 in)  
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration

## **STREET/SANITATION DIVISIONS**

The resources spent sweeping City streets is up with 490 blocks being swept throughout the month compared to a year ago. However the division also expended 0 tons of granular base, grading 0 blocks of alleys and 0 blocks of streets throughout the City. The division expended 1 ton of cold mix in pothole repair.

A 1475% increase in resources was expended in cleaning catch basins with the number being 126 throughout the month compared to 8 reported a year ago.

The division replaced 3 traffic control signs, installed 4 new traffic control signs and removed 3 traffic control signs.

The sanitation division collected 48 tons of loose trash throughout the month. However, they collected 355 tons of compacted trash. This compacted trash is an 11% increase compared to a year ago. Under time and material removals there were 0 tons this month. The division furthermore disposed of 40 tons of street sweepings and/or miscellaneous debris from the Service Center throughout the month.

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>STREET MAINTENANCE</b>								
Streets Swept (Blocks)	490	241	103%	490	241	103%	428	15%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	8,700	3,920	122%	8,700	3,920	122%	5,710	52%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)							3	-100%
Gravel/ABC-Streets (Tons)								
Grading Alleys (Blocks)								
Grading Streets (Blocks)		46	-100%		46	-100%	9	-100%
Grade Parking Lots (Blocks)								
Excavate Sub-base (Cu Yds)		70	-100%		70	-100%	66	-100%
Excavate Asphalt (Tons)							6	-100%
Excavate Concrete (Tons)								
Structure Backfill (Tons)		516	-100%		516	-100%	159	-100%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)								
Hot Bituminous Mix (Tons)								
Emulsion/Tack Oil (Gals)								
Cold Mix-Asphalt (Tons)	1	1	-46%	1	1	-46%	482	-100%
Catchbasins - Altosid Briquets								
Catchbasins Cleaned (Each)	126	8	1475%	126	8	1475%	30	320%
Painting-Parking (Gals)								
Painting-Crosswalks (Gals)								
Painting-Curbs (Gals)								
Painting-Symbols (Gals)								
Painting-Lanes(Gals)								
<b>SIGN MAINTENANCE</b>								
Traffic Control-Repair (Each)							1	-100%
Traffic Control-Replace (Each)	3	1	200%	3	1	200%	2	88%
Traffic Control-Install (Each)	4	1	300%	4	1	300%	3	33%

Traffic Control-Remove (Each)	3	1	200%	3	1	200%	2	88%
Street Name-Repair (Each)								
Street Name-Replace (Each)								
Street Name-Install (Each)							0	-100%
Delineators-Repair & Replace (Each)								
SNOW/ICE CONTROL								
Snow Removal (Loads)		619	-100%		619	-100%	519	-100%
Salt/Sand Mix Material (Tons)		165	-100%		165	-100%	148	-100%
Plowed/Sanded Streets (Miles)		1,632	-100%		1,632	-100%	1,329	-100%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	48			48			16	193%
Compacted Trash Collection (Tons)	355	321	11%	355	321	11%	322	10%
Alley Debris/Trash Removal: T & M (Tons)								
Yard: Sweepings + Misc Debris (Tons)	40	34	16%	40	34	16%	113	-65%
Container Repairs-90 Rollouts (Each)	6	1	500%	6	1	500%	23	-73%
Container Repairs-Dumpsters (Each)	70	53	32%	70	53	32%	42	66%
Level Dumpsters - Gravel Base Pad	2			2				
Weed Control-Mowing (Hours)								
Weed Control-Burning (Hours)								
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)								
Haul Sand from Logan County Landfill								
Haul Materials from Vendor Yard (Tons)		348	-100%		348	-100%	264	-100%
Haul Materials from Project Site (Cu Yds)	110	60	83%	110	60	83%	336	-67%
Haul Pulverized Asphalt/Millings (Cu Yds)		50	-100%		50	-100%	15	-100%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete								
Crack Sealing (#'s per day)	14,850	3,570	316%	14,850	3,570	316%	2,316	541%

### **WATER/SEWER DIVISION**

The water division produced 59,438,000 gallons, a 12% decrease compared to January a year ago, and a 38% decrease in hours logged. Furthermore the division responded to 198 requests for locates throughout the month. The meter reader read 5,083 meters resulting in 81 turn-offs for delinquent payment and also 40 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 63 and cleared 61 SCADA alarms at the time of reporting.

The sewer division cleaned 3,100 feet of sewer line throughout the month. This division responded to 198 requests for locates.



<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)	30			30				
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	5,083	2,048	148%	5,083	2,048	148%	2,046	148%
Meter Turn-offs (for repair)	4	18	-78%	4	18	-78%	21	-81%
Meter Turn-offs (delinquent)	81	72	13%	81	72	13%	55	47%
Meter Turn-ons (all)	66	102	-35%	66	102	-35%	898	-93%
<b>METER MAINTENANCE (No.)</b>							3	-100%
Meters Repaired - In House							12	-100%
Meters Repaired - In Field		2	-100%		2	-100%	14	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption							0	-100%
High Usage	40	21	90%	40	21	90%	27	47%
Leaking in Meter Pit								
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired							4	-100%
<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	25	14	79%	25	14	79%	13	92%
Park Meters Read	29	20	45%	29	20	45%	15	99%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	403	403		403	403		291	38%
Well Building Security Checked	651	651		651	651		387	68%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							82	-100%
Well Check for Sand							130	-100%
Well Static Level								
Well Draw Down								
Well Air Check	90	93	-3%	90	93	-3%	19	369%
<b>GROUND STORAGE TANKS (No.)</b>								
7.5 MG Tank Checked	62	62		62	62		41	53%
7.5 MG Tank Level Checked	62	62		62	62		41	53%
2.0 MG Tank Checked	62	62		62	62		41	53%
2.0 MG Tank Level Checked	62	62		62	62		47	32%
Security Checks	62	62		62	62		63	-1%
<b>ELEVATED STORAGE TANKS (No.)</b>							6	-100%
0.25 MG North Checked	93	93		93	93		85	10%
0.25 MG North Level Checked	93	93		93	93		85	10%
0.25 MG South Checked	93	93		93	93		78	19%
0.25 MG South Level Checked	93	93		93	93		85	10%

Security Checks	186	186		186	186		163	14%
<b>WATER QUALITY TESTING (No.)</b>							6	-100%
Well Samples Taken		11	-100%		11	-100%	8	-100%
Distribution Samples Taken							6	-100%
Chlorine Samples Taken	155	31	400%	155	31	400%	36	331%
Bacteriological Samples Taken							11	-100%
Other - Samples taken							2	-100%
<b>SCADA SYSTEM (No.)</b>							7	-100%
SCADA Alarms	63	31	103%	63	31	103%	28	128%
SCADA Alarms Cleared	61	31	97%	61	31	97%	27	129%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up	13	9	44%	13	9	44%	12	7%
Chlorine Bottles Returned	13	9	44%	13	9	44%	12	8%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>							2	-100%
Hours	2,098	2,353	-11%	2,098	2,353	-11%	1,909	10%
Gallons	59,438	67,598	-12%	59,438	67,598	-12%	52,193	14%
Call Customer By Phone							414	-100%
<b>UNCC LOCATES</b>							11,752	-100%
City Requests	13	21	-38%	13	21	-38%	4	210%
Private Requests	67	30	123%	67	30	123%	6	1017%

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>SANITARY SECTION</b>								
<b>Sewer Service Installed (No.)</b>								
Sewer Service Installed (No.) 4"								
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all								
Sewer Service Inspected (No.)								
Sewer Service Repaired (No.)							1	-100%
<b>Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"								
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
<b>Sewer Lines Replaced (Ft.) 4"</b>								
Sewer Lines Replaced -6" (Ft)		13	-100%		13	-100%	3	-100%
Sewer Lines Replaced -8" (Ft)								
Sewer Lines Replaced -10" (Ft)								
Sewer Lines Replaced-12" & larger (Ft)								
Sanitary Sewer Relined-all sizes (Ft)								
<b>Sewer Lines Cleaned (Ft.) 4"</b>							20	-100%
Sewer Lines Cleaned (Ft.) 6"							70	-100%
Sewer Lines Cleaned (Ft.) 8"							1,572	-100%
Sewer Lines Cleaned (Ft.) 10"	2,100			2,100			1,051	100%



Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)								
Storm Sewer Line Locates (No.)	66	51	29%	66	51	29%	33	99%
Storm Sewer Manhole Locates (No.)	132	102	29%	132	102	29%	53	149%
Call Customer by Phone							1	-100%

### **AIRPORT DIVISION**

The airport division witnessed 168 operations during the month of January. Throughout the month this division sold 2,468 gallons of fuel, which is a 43% decrease from January 2011. However the total year-to-date of 2,468 gallons of fuel, is also a 43% decrease compared to a year ago.

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	102	126	-19%	102	126	-19%	136	-25%
A/C Multi Engine	4	21	-81%	4	21	-81%	19	-79%
Helicopter	28	28		28	28		12	130%
Turbojet	34	23	48%	34	23	48%	54	-37%
Other Types							2	-100%
<b>TOTAL OPERATIONS</b>	<b>168</b>	<b>198</b>	<b>-15%</b>	<b>168</b>	<b>198</b>	<b>-15%</b>	<b>223</b>	<b>-25%</b>
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	560	1,374	-59%	560	1,374	-59%	1,044	-46%
Jet-A (Gals.)	1,908	2,923	-35%	1,908	2,923	-35%	2,209	-14%
<b>TOTAL FUEL</b>	<b>2,468</b>	<b>4,296</b>	<b>-43%</b>	<b>2,468</b>	<b>4,296</b>	<b>-43%</b>	<b>3,252</b>	<b>-24%</b>

### **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 12 permits for residential additions/alterations with a construction value of \$36,442.00. There was 1 permit issued for new non-residential work with a construction value of \$1,924,600 in the month of January. Furthermore there were 3 permits for non-residential additions and/or alterations with a construction value of \$71,439.00. For summation of the month there was a total of 16 building permits issued with a fee structure of \$44,444; 0 demo permits with a fee structure of \$0; 4 fence permits with a fee structure of \$80; 8 mechanical permits with a fee structure of \$232; 0 sign permits with a fee structure of \$0; 1 excavation permit with a fee structure of \$30, 0 manufactured home hookup permits with a fee structure of \$0 and 31 miscellaneous permits and/or approvals issued with a fee structure of \$6,979.00. Throughout January, there were 60 permits and/or approvals issued with a 76% increase compared to a year ago. The fee structure is \$51,765.00, a 314% increase compared to a year ago.





Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649								
<b>PERMITS AND FEES</b>								
<b>Building</b>								
Permits	16	15	7%	16	15	7%	11	48%
Fees	44,444	11,128	299%	44,444	11,128	299%	7,151	522%
<b>Demolitions</b>								
Permits							0	-100%
Fees							5	-100%
<b>Fence</b>								
Permits	4	1	300%	4	1	300%	1	233%
Fees	80	20	300%	80	20	300%	24	233%
<b>Mechanical</b>								
Permits	8	6	33%	8	6	33%	3	135%
Fees	232	171	36%	232	171	36%	110	111%
<b>Sign</b>								
Permits							1	-100%
Fees							20	-100%
<b>Excavation</b>								
Permits	1	1		1	1		0	150%
Fees	30	30		30	30		12	150%
<b>Manufactured Home Hookups</b>								
Permits		2	-100%		2	-100%	1	-100%
Fees		150	-100%		150	-100%	45	-100%
<b>Miscellaneous</b>								
Permits	31	9	244%	31	9	244%	7	370%
Fees	6,979	1,001	597%	6,979	1,001	597%	601	1061%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	60	34	76%	60	34	76%	24	148%
Fees	51,765	12,500	314%	51,765	12,500	314%	7,967	550%
<b>Nuisance Violations</b>								
Vehicle Violations	40	32	25%	40	32	25%	29	37%
Grass/weed Violations		3	-100%		3	-100%	1	-100%
Miscellaneous Violations	20	111	-82%	20	111	-82%	100	-80%
Totals-Nuisance Violations	60	146	-59%	60	146	-59%	130	-54%

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

### **JANUARY 2012 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were 26 pavilion reservations made in January. There were seven facility reservations prepared in January.

There was no activity in either the Tree Removal program or the Tree Planting program.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared the Annual Report and distributed PLR news releases to media. She answered the phone three times for HR.

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

January 3 – Director met with PCF Superintendent Appelhans re: job interviews.

January 4 – Director participated in the Airs Website Chat.

January 4 – Director visited the library for the Remembering Our Fallen Exhibit.

January 10 – Director and Department secretary attended the PLR Board meeting on January 10<sup>th</sup>. Discussion was held about facility use for all PLR spaces.

January 11 – Director met with Recreation Superintendent Fuller and also with PCF Superintendent Appelhans.

January 23 – Director and PCF Superintendent Appelhans attended a bid opening.

January 24 – Director attended the City Council meeting.

January 25 – Director attended the Documentation training.

January 26 – Director and PLR Secretary attended the recognition lunch and presentations. Director assisted by wrapping recognition gifts, purchasing items for the lunch and serving lunch.

January 26 – The Annual Report was completed and sent to City Manager. Copies were made for PLR Superintendents and PLR Board members.

January 30 – Director met with HR Director Kenton and City Manager Kiolbasa.

January 31 – Director met with Museum Curator Rich and a museum employee.

## **PARKS, CEMETERY AND FORESTRY**

**Parks** - January has been dryer and warmer than normal which pulled turf from dormancy and created some desiccation issues. The turf will have to be evaluated for winter kill in the spring and over seeding may be required to fill patches. The new playground was installed at Columbine Park and has seen a lot of play action all ready. Crews built new picnic tables for Propst Park and moved current tables around to other parks as needed for replacing.

**Cemetery** - The Riverside staff has repaired 83 grave spaces at the cemetery this month. The Cemetery crew burned the fence line and ditches around the cemetery. There were eleven funerals in January, with five of them being cremains. Cemetery crews built a rack to store the hand operated power equipment, keeping it more organized and reducing the space needed to store items.

**Forestry** - The Forestry Division has been busy with Action Requests and holiday lights. The Forestry division utilized 86 man hours removing and storing all of the holiday decorations. Eleven trees were trimmed and eleven removed. Seven Action Requests were completed in January.

### **Ongoing PCF projects:**

- Reduction of active Action Requests
- Sign renovations and maintenance
- Clean up downed timber in woods at Pioneer Park
- Dredge creek bed at Pioneer Park
- Equipment maintenance and repairs
- Facility maintenance and repairs

## **LIBRARY**

The patron count for Sterling Public Library from Jan. 1 through Jan. 31, 2012 was 5,122.

The library had 19 Community Servants for a total of 206 hours of community service. Two volunteers worked 5 hours. Total volunteer hours for the month of January were 211.

Sterling Public Library made 227 interlibrary loan requests of other libraries and received 175 items. Other libraries made 238 interlibrary loan requests and Sterling Public Library loaned 196 items. Lending libraries were unable to fill 45 requests and Sterling Public Library was unable to fill 42 requests. Total interlibrary loan requests were 465 and 371 items were circulated.

Jo Ann Conter was out and did not report tutor hours in January. These figures will be added in February.

There were 91 people who viewed the military display "Remember the Fallen".

The library held a "Soup-er" Bowl party on Jan. 26<sup>th</sup>. Six children and seven adults enjoyed chicken noodle soup and football stories told by Denise Ladd. The kids completed a football to conclude the program.

The library began offering E-reader classes to help patrons learn to borrow books from Overdrive for their devices. Erica Kallsen and Sandy Van Dusen provided two classes in January with 18 people attending. The class covered all types of e-reader devices.

**PROJECT UPDATE:**

Technology continues to be an important part of the library. There were two thousand two hundred nine uses of the computers.

There were 66 children who called Dial-a-Story during January. Erica Kallsen, Kim Sanchez, Connie Chambers and Dorothy Schreyer read stories during the month. The stories can be heard by calling 522-6808

A line has been added to the chart below for digital check outs. This will help to show how many digital items through Overdrive and Freegal Music are being check out.

There was not any computer use in January 2011, as the server crashed and we were waiting on replacement.

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Books Checked Out	8,244	8,053	2%	8,244	8,053	2%	7,504	10%
Digital check out	479			479				
In-house Circulation	515	1,188	-57%	515	1,188	-57%	1,054	-51%
Volunteer Hours	5	5		5	5		7	-24%
Story Time Attendance	90	61	48%	90	61	48%	61	47%
Summer Reading Program								
Reference Questions	758	1,429	-47%	758	1,429	-47%	929	-18%
Books Placed on Hold	674	701	-4%	674	701	-4%	392	72%
Inter-Library Loans								
Borrowed requests	227	191	19%	227	191	19%	188	21%
Loaned requests	238	241	-1%	238	241	-1%	228	4%
Total	465	432	8%	465	432	8%	415	12%
Library Meeting Room Use	32			32			15	119%
Patrons Using Facility	5,122	3,116	64%	5,122	3,116	64%	4,352	18%
Hours Tutoring		126	-100%		126	-100%	113	-100%
Internet use	2,209			2,209			1,370	61%

## **RECREATION DIVISION**

### **RECREATION CENTER**

**PROJECTS IN THE WORKS:** New ADA requirements will take effect on March 15, 2012, which requires that all pools with 300 linear feet of pool wall have two means of entry for people with disabilities. Laws require that one pool lift must be fully automated and capable of being independently operated by a person with a disability. Pools cannot share or move a lift between pools as the lift must be readily available at all times to be ADA compliant. The second means of entry may be ADA accessible pool stairs or a sloped entry. We will also be adding additional ADA accessible hand railings to our indoor pool to comply.

The temperature of the Recreation Center's indoor pool cannot be raised to achieve the 85 or 86 degrees needed. On January 23<sup>rd</sup>, 2012, Long Mechanical Solutions determined that the indoor pools heat exchanger is clogged and its internal tube bundle filled with hard water deposits. It must be replaced. Bids are being received to replace the heat exchanger or possibly just the interior tube bundle. This will be a very expensive repair. The problem will continue to get worse and pool temperatures continue to drop as the exchanger continues to clog. The Recreation Center will benefit from the Cities' new Reverse Osmosis water plant, which will drastically reduce the calcium deposits in the system in the future.

The Recreation Center's building HVAC automation systems, currently controlled by Long Mechanical equipment, is 15 years old and not working properly. Non-working parts, such as the circuit boards, are no longer manufactured or available through the manufacturer. Adjustments such as the pool temperature can no longer be made at all at the Recreation Center, and technicians from Denver must make service calls to make adjustments. Bids are being assembled both locally and from Long Mechanical to replace the entire electronics automation system. The estimates and price quotes are very expensive.

In 2012, new Department of Labor laws require that all waterslides over 18' tall be inspected annually. The fees for the water slide permits will total \$635 per slide. The Cities' CIRSA Loss Control Department will make the actual inspections. If CIRSA did not make the inspections, inspections would be very expensive from private companies. Proof of slide liability insurance, manufacture stress tests, daily slide inspections, proof of the daily slide inspectors training and supervised observation of the slide inspector performing their inspections are all part of the new law.

The American Red Cross Health and Safety School, provided by N.J.C., was cancelled in 2011. N.J.C. had offered the classes at the Sterling Recreation Center for approximately the past 25 years. Recreation Center staff will have to take over arranging and offering the lifeguard (L.G.T.) and swimming lessons instructor (W.S.I.) classes. It is vital that the classes and training continue because all the Recreation Center's L.G.T. and W.S.I. have come from these classes in the past. We are in the process of contacting and contracting instructors for the summer classes. The dates of the classes are still in progress at this time.

**NEW FITNESS ROOM ANNIVERSARY:** It has been one full year since the Recreation Center was re-arranged to accommodate the new Life Fitness strength equipment upstairs. Total admissions for the Recreation Center have increased exactly 5,243 admissions in the 12 months. The changes started on January 30, 2011. January, 2012's attendance increase of 56 admissions was added in to accomplish the full one year since installation.

In 2011, the Recreation Centers total paid and punch card admissions totaled 53,485 admissions. In 2010, total Recreation Center paid and punch card admissions totaled 48,298 admissions. **This was a 9.7% increase in 11 months!** January was not included in this figure because the new equipment had not been installed until January 30<sup>th</sup>, 2011.

Stagnant Recreation Center admission growth had taken place for many years prior to the new equipments installation. In the past year, no other changes have occurred at the Recreation Center to account for the increase other than the addition of the new equipment and those things associated with moving the fitness room upstairs. The public's increased use is evidence of their acceptance of the new changes.

**OVERALL ADMISSIONS:** In January, 2012 there were 2,572 total admissions to the Sterling Recreation Center. In January, 2011, there were 2,516 total admissions. It is up 56 patron visits from January, 2011. January, 2012 admissions come out to approximately 83 people a day using the Recreation Center. Total paid admissions in January, 2012 do not include 15 students from N.J.C. who used the Sterling Recreation Center free due to Intergovernmental Agreements. There were another 8 students from other Logan County schools that also used the Recreation Center for free in January.

**CHILD ADMISSIONS:** There were a total of 81 Child Admissions to the Recreation Center in January, 2012. This is up 34 visits from January, 2011.

**YOUTH ADMISSIONS:** There were a total of 493 Youth Admissions to the Recreation Center in January, 2012. This is down 50 visits from January, 2011.

**SENIOR ADMISSIONS:** There were a total of 256 Senior Admissions to the Recreation Center in January, 2012. This is down 29 visits from January, 2011.

**ADULT ADMISSIONS:** There were a total of 1016 Adult Admissions to the Recreation Center in January, 2012. This is up 152 visits from January, 2011.

**YEARLY ADMISSIONS:** There were 513 Yearly Pass Admissions to the Recreation Center in January, 2012. This is up 148 visits from January, 2011.

**AQUA AEROBICS CLASSES:** There were 85 patrons attending aqua aerobics classes in January, 2012. This is down 31 visits from January, 2011.

**GIRLS SWIM TEAM PRACTICE:** The Sterling High School Girls Swim Team was eliminated by the RE-1 Valley school district in 2011. There are still 5 girls practicing daily and paying regular admission. They team up with Valley High School in order to keep competing. The girls have 4 coaches who volunteer their time. The girls' use of the Recreation Center keeps the facility busy and helps fill up the indoor pool on M-W-F between 4:15 and 6:00 p.m.

**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.

### **RECREATION DIVISION**

**YOUTH BASKETBALL:** This year, there are 88 teams and 670 participants in the Youth Basketball program. This is up 1 team, and down 21 participants from 2011. There are 387 boys and 283 girls participating. Attendance for the January 2012 games, including players, coaches, parents and other spectators totaled approximately 8,840 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.

In the Youth Basketball program, there have been two weeks this year that have had to be cancelled or postponed. The first postponed week will be made up on February 18<sup>th</sup>. The games cancelled on February 4<sup>th</sup>, due to a snowstorm, will not be made up, due to gym availability. (There are wrestling tournaments scheduled in Sterling High School - Wally Post, the Tiger Den, and the Sterling Middle School gymnasiums on February 25<sup>th</sup> and March 3<sup>rd</sup>. There are division 1A and 2A basketball playoff games scheduled at the N.J.C. Events Center February 25<sup>th</sup> and March 3<sup>rd</sup>. And lastly, St. Anthony's is not available due to mass being held in the gym while the carpet is replaced in the church.)

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.

The economic impact of the youth basketball program to the City of Sterling cannot be overlooked. Of the 88 teams in the Youth Basketball program, 61 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 34 youth officials, 19 youth scorekeepers and 12 adults that are our gym supervisors.

**ADULT BASKETBALL:** There are 26 teams participating in the City Adult Basketball Leagues in 2012, which is 3 more teams than there were in 2011. There are 319 participants in the program which is up 94 participants from 2011. Much of the increase is due to a new women's basketball league which started this year. Adult basketball games are played Monday through Thursday evenings at the Sterling Middle School. League play runs for eight weeks. The program also provides employment for approximately 9 adult officials, 6 adult scorekeepers and 3 adult gym supervisors.

**ADULT VOLLEYBALL:** Adult volleyball registrations are being taken and preparations made for the City Adult Spring Volleyball leagues. We are offering a new Men's Open league this year. Last year there were 24 teams and 209 participants participating in four different divisions of play. This spring we hope enough teams register to conduct the 4 on 4 leagues again.

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams							6	-100%
Volleyball Participants							214	-100%
Volleyball Spectators							268	-100%
Adult Basketball Teams	26	23	13%	26	23	13%	20	33%
Adult Basketball Participants	636	580	10%	636	580	10%	586	8%
Adult Basketball Spectators	1,060	1,160	-9%	1,060	1,160	-9%	820	29%
Youth Basketball Teams	88	87	1%	88	87	1%	89	-1%
Youth Basketball Participants	3,856	6,920	-44%	3,856	6,920	-44%	8,830	-56%

Youth Basketball Spectators	7,800	10,140	-23%	7,800	10,140	-23%	9,874	-21%
Adult Basketball Tourn. Teams								
Adult Basketball Tourn. Participants								
Adult Basketball Tourn. Spectators								
Open Gym Participants								
Denver Nugget Basketball Skills Challenge								
Santa at the Center Participants								

## **OVERLAND TRAIL MUSEUM**

A large portion of the month of January was taken up with removing Christmas decorations from the buildings and grounds. The museum staff appreciated the help from the Parks Division and Building Maintenance for help in removing decorations from the light posts and moving the sleigh back to the Anderson barn.

Work has begun to remove the built-in steps/seating from the AV room in the Dave Hamil building. The AV room is being converted into newspaper/archive storage.

Bernie Mathis contacted Kay and set up a meeting with himself, Kay and Brad Rhea to discuss a sign/sculpture near the highway to draw attention to the museum entrance. Bernie had spoken with a representative from Wells Fargo about their interest in a bronze stagecoach, which would include a museum sign. Brad expressed concern about the cost of bronze and would like to look into the possibility of other materials which may be more affordable.

A representative from Colorado Humanities visited the museum and chose the Overland Trail Museum to host an exhibit in 2013 called "Journey Stories". This will be a 6 week exhibit on loan from the Smithsonian. Host institutions will also be given a chance to receive grants to develop programs and marketing for this exhibit. This is a wonderful opportunity for this museum.

The second History Café took place in the HPEC on January 19 with 30 people attending. The theme was Native American culture. The next History Café will take place on February 16. The theme will include information on Black History month and will coincide with a small exhibit at the Museum about African Americans in Colorado history. This exhibit will be on display in the HPEC through the end of February.

Both radio stations, KPMX and KNNG have interviewed Kay and museum staff for programs coming up at the museum.

New program materials are being developed for self-led family activities. These activities will be available for all visiting families and will include activities which will encourage exploration of the museum exhibits. The self-led activity program will be marketed as "Explore ~ Encounter ~ Discover & Learn at the OTM".

The new museum brochure is at the printer and will be ready for distribution in February.

Preliminary plans for the 2012 Heritage Festival are underway. The "Old West" theme is coinciding with the 125<sup>th</sup> anniversary of Logan County. The main band will be Leo Everett and the Clear Creek Cowboys and a speaker will be speaking on the history of rodeo and the history of the rodeo clown.

Staff has completed the inventory of the museum gift shop. The museum inventory has also begun. Staff will inventory the entrance room of the museum as a part of the annual cleaning of the museum and artifacts.

Kay attended the Documentation training on January 25. She also attended the Logan County Historical Society meeting in January.

**Museum Projects**

Accessioning artifacts..... Ongoing project  
 Cleaning buildings & artifacts..... Ongoing  
 Tannery..... In progress  
 Research Room..... Plans progressing

DESCRIPTION	Jan 2012	Jan 2011	Jan Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	2	1	100%	2	1	100%	3	-23%
Number of items donated	3	1	200%	3	1	200%	5	-42%
Number of School Visits		1	-100%		1	-100%	0	-100%
Number of Students		6	-100%		6	-100%	1	-100%
Prairie School Students								
Prairie School Teachers								
Number of Special Events		1	-100%		1	-100%	0	-100%
Total Attendance of Special Events		15	-100%		15	-100%	3	-100%
Number of Weddings								
Number of Tour Buses								
Tour Bus Visitors								
States represented	9	6	50%	9	6	50%	9	
Foreign Countries Represented							0	-100%
Total of All Visitors	190	198	-4%	190	198	-4%	141	35%
Volunteer Hours	6	21	-71%	6	21	-71%	30	-80%