

# STERLING

A Colorado Treasure

**MONTHLY REPORTS**  
**January 2014**

## CITY MANAGER

### JANUARY 2014 MONTHLY REPORT

#### **City Manager:**

The Acting City Manager met with and attended the following:

- Representatives from EcoPlexus, Solar Gardens – two times;
- Telephone interviews for Chief of Police;
- George Hunt to promote City business – three times;
- Logan County Economic Development and Paul Gorte – three times
- Ginger Allen and Dave Griffin from Workforce Center;
- Chief of Police interviews;
- Kim Sellers from Chamber of Commerce;
- Employee Recognition committee;
- County Commissioners – two times;
- Retirement reception for Cheryl Lopez;
- Employee Recognition luncheon;
- Heather Harris – Tiger Paws; and
- Safety Meeting – Honeywell.

#### **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. Connie 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**

*The following are the meetings EMC Owens attended in January, along with the agenda items discussed or the purpose of the meeting.*

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

- 2014 Emergency Manager Program Grant details and deadlines.
- ICS and EOC training for local agencies.
- Annual Operating Plan for wildfires needing state assistance.
- Rapid needs assessments for disasters training.
- National Weather Service Storm Spotter training schedules for the region.

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

- Grant Equipment power cots project updates.
- Grant funded ABATE motorcycle training project set up for 2014.
- Regional Digital Radio cache in Sterling available for all users.
- County wide agency training for EMS.

### **RE1 Schools Safety Committee**

- Presentation from the Lassie Project child tracking software.
- FEMA ICS training standards for public schools.
- Honeywell Corp. RE-1 Schools building assessment update.
- Discussion on the Guardian Angel school protection project.

### **Logan County ESF 8 Committee**

The group held the conclusion of the agency debriefing for September 2013 flood disaster operations within ESF 8 agencies. The group will develop a Lessons Learned report which will be utilized in future training and exercises.

Work continues on the Health Care Coalition project. The group has discussed and listed which additional partners need to be at the table.

### **Northeast Colorado All Hazards Region DHS Group**

The NEAHR regional group met in Fort Morgan in January for an all day workshop to develop the regions assessment, risk and capability plans. This information is included on any DHS grant request. The group also discussed grant funding for training and exercises in 2014, regional coordinator positions and purchase of additional Red Guidebooks to Recovery to replenish the supply handed out in the flood disaster.

### **City of Sterling Building Security Committee**

The Sterling building security committee met in January. The committee had a presentation from the Honeywell Corporation on performing a total building assessment on five City building complexes. This assessment would include building efficiency, building code compliance and building security and access control. The assessments will be performed in February with reports done by the end of the month.

## **TRAINING AND RESPONSES**

### **South Platte River Basin Flooding**

Work continued through January in the EMC office for the September 2013 Flood Disaster recovery. As January closed out Logan County and Sterling were well into long term recovery process.

EMC Owens continues to monitor and assist with paperwork for the FEMA Public Assistance project worksheets for Sterling departments.

The EMC submitted three project proposals for FEMA funding on the FEMA-404 Post Disaster Mitigation program. These three projects may be funded at 75/25 and allow the City to move forward projects that have been fiscally unobtainable in the past. The three projects together total over \$500k, with over \$380k coming from the grant.

### **Integrated Public Alert Warning Systems**

Bob attended all day training for the federal IPAWS project. This system will allow cell phones, texting, cable TV and broadcast radio systems to integrate with the R911 target notification system for public emergency alerts. This system may be operational in Logan County in 2014.

## **OTHER OEM ACTIVITIES**

- EMC Owens completed all of the E911 Authority bookkeeping duties and paperwork for January.

- The EMC worked with a committee of local stakeholders to develop a long term solution to the issues at the Sterling Emergency Communications Center. They discussed developing a public safety department with its own dedicated director. The committee traveled to the Yuma/Wray Communication Center in Yuma to review their operations, policies and protocols.
- Bob completed the 1<sup>st</sup> Quarter Emergency Manager Program Grant fiscal reports and department deliverable reports and delivered to the state within the deadline guidelines.

**Sterling Emergency Communication Center:**

- Communications Center handled 1,804 calls for service during the month of January 2014, a 6 percent decrease from the 1,926 calls received in January 2013.
- Sterling Police Department handled 954 calls for service in January 2014, a 13 percent increase compared to 846 calls for service received in January 2013.
- Logan County Sheriff's Office received 568 calls for service in January 2014, a 25 percent decrease compared to 755 calls for service received in January 2013.
- Crook Fire Department handled 10 calls for service in January 2014 compared to 3 calls for service in January 2013.
- Fleming Fire received 5 calls for service in January 2014 compared to 4 calls for service in January 2013.
- Merino Fire handled 9 calls for service in January 2014 compared to 10 calls for service in January 2013.
- Peetz Fire handled 0 calls for service in January 2014 compared to 3 calls for service in January 2013.
- Sterling Fire handled 186 calls for service in January 2014, a 9 percent increase compared to 171 calls handled in January 2013.

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013
<b>ACTIVITIES</b>					
CALLS for SERVICE					
STERLING DISPATCH	1,804	1,926	-6%	1,804	1,926
CITY OF STERLING	954	846	13%	954	846
LOGAN COUNTY	568	755	-25%	568	755
STERLING FIRE 07530	186	171	9%	186	171
CROOK FIRE 07505	10	3		10	3
FLEMING FIRE 07515	5	4		5	4
MERINO FIRE 07522	9	10		9	10
PEETZ FIRE 07525		3			3

**Information Technology Specialist (ITS):**

Daily backup of all servers, Finance & Police Systems continue. The routine changes for user processes and file security maintenance was performed. ITS Anderson worked with Les for program updates for the Citrix server. A new network copier was installed at the Library.

The ITS prepared year end instructions for police and court systems and came in just before midnight to help dispatch with the year end change over to year 2014. Court and Finance year end changes will take place on the first day of business in 2014.

ITS Anderson contacted help for the online tax form on the City website. It was corrected.

Mary Ann contacted KCI for several phone changes and issues, the morning of January 31<sup>st</sup> the consoles were down completely for about 2 hours after changes made the evening before.

The ITS assisted several departments with phone issues, printer and computer problems. She took two computers in for repair, set up three new computers and replaced two monitors. ITS Anderson updated software for the court recorder program and made arrangements for pick up of old computer equipment for resale and disposal.

The ITS Updated City phone information for Colorado and National no call lists.

Mary Ann attended the SWellness monthly meeting and prepared for the Lunch and Learn. SWellness has started a new employee incentive program for exercising. She also attended a City employee recognition lunch, assisted with a City retirement reception and covered the phones at the reception desk as needed.

## CITY ATTORNEY

### JANUARY 2014 MONTHLY REPORT

#### MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors, individual City Council members, and other personnel. The City Attorney also attends miscellaneous meetings with the City Manager and individuals as needed and requested, including: the City Attorney met with the ad hoc committee to advance to City Council the City Manager search process; the City Attorney met with the Acting City Manager regarding the Solar Garden agreement; the City Attorney met with the Acting City Manager, Clerk, and Mayor regarding water matters and procedure; the City Attorney met with the Citizens Advisory Board (lodging tax); the City Attorney met with the local representative of the State Land Board regarding possible purchase of property for the proposed shooting range; and the City Attorney met with the Director of the Logan County Humane Society, its attorney, the Public Works Director, and the Acting City Manager regarding the present lease of City property. The Deputy City Attorneys attend meetings as required for their respective positions.

The paralegal attends staff meetings, Swellness presentations, secretarial meetings when there is training, and various meetings as requested by the City Attorney, including City Council meetings and work sessions.

#### DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 1-1-14, Series of 2014 – A Resolution approving a request for replacement and re-establishment of a nonconforming use pursuant to City Code Appendix A, Zoning, Section 1107.4, Re-Establishment and Replacement, for 816 Broadway Street, Sterling, Colorado.

Resolution No. 1-2-14, Series of 2014 – A Resolution before the City of Sterling, Logan County, Colorado, approving a License Agreement with the County of Logan for use of city-owned property for construction and use of an access road.

Resolution No. 1-3-14, Series of 2014 – A Resolution approving the continued implementation of a water meter downsizing program, and the application form, for the year 2014.

Resolution No. 1-4-14, Series of 2014 – A Resolution before the City of Sterling, Logan County, Colorado, approving a revised Amendment to Net Lease between the City of Sterling and the Logan County Humane Society. (Failed)

Prepared the following Ordinances:

Ordinance No. 1, Series of 2014 – An Ordinance approving a Second Amendment to Lease Dated as Effective December 31, 2003, between the City of Sterling, Colorado and Bresnan Communications, LLC; and authorizing the Mayor to sign said Second Amendment to Lease.

Ordinance No. 2, Series of 2014 – An Ordinance amending the Sterling City Code, Chapter 4, Animals, by the addition thereto of a new Article IV, Chickens. (Failed)

Ordinance No. 3, Series of 2014 – An Ordinance amending the Sterling City Code, Appendix A, Zoning, Chapter VII, Special Regulations, Sec. 714, Harboring of Livestock, Fowl, Swine.

Other Documents:

This office prepared agreements for use of the Police Department shooting range and placement of storage containers on said property. This office is working on a Canine Program Agreement for the Police Department.

This office continues to work on a claim regarding damage to City property involving a vehicle accident at the airport.

MUNICIPAL COURT:

The Deputy City Attorney prosecuted one charge and that Defendant was found guilty. One trial was continued due to a circumstance of the Defendant. Five defendants changed their pleas to guilty prior to trial, one charge was dismissed, and three defendants entered into a deferred judgment stipulation. 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 renewal applications and four Special Events Permit applications.

MISCELLANEOUS:

The City Attorney has commenced working with the City's Water Attorneys on water / water court issues, as needed. The paralegal does research, drafts documents and pleadings, and performs all other related legal work relating to the position. The paralegal makes telephone calls to library patrons regarding past due items, and processes letters to library patrons prepared by the library staff, regarding past due items. The paralegal also assists with answering the telephones and receptionist duties when needed, and covers/assists other departments as requested, when necessary.

## **FINANCE DEPARTMENT**

**JANUARY 2014**

### **MONTHLY REPORT**

The Finance Department assisted 3,113 customers during the month of January 2014. This compares to 3,219 customers in January 2013. This number does not include the contacts made by the Director of Finance. There were on average 135 customer contacts per day for January 2014. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in January 2014 in comparison to January 2013.

The General Fund revenues for the month of January 2014 amounted to \$1,037,083.47. The revenue for the month ended January 2013 in the General Fund amounted to \$946,803.79. Expenditures for the General fund for the month ending January 31, 2014 amounted to \$1,262,344.53 and for the same period in 2013 the expenditures were \$945,571.28.

Cash in all City funds totaled \$1,753,728.62 on January 31, 2014 and for January 31, 2013 on hand was \$2,119,353.32. On January 31, 2014 the City of Sterling had outstanding a total of \$13,382,414.66 in investments, this amount is for all funds. This breaks down to \$206,097.92 in Certificates of Deposit, \$13,075,832.12 ColoTrust Plus and \$100,484.62 in Money Market.

There were \$2,036,935.81 worth of checks issued in January 2014 for all funds; this compares to \$1,500,230.69 for the same period in 2013. There were 6226.9 gallons of gasoline and diesel used in the month of January 2014 for all City operations. This compares to 5610.9 gallons gasoline and diesel used in January 2013.

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

## Investment Breakdown

2014

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.	01/31/14
<b>General Fund:</b>				
Colostrust Plus	\$1,614,093.04	\$825,000.00	\$600,118.07	\$1,389,211.11
Colostrust Plus - Seizure Money	\$26,671.16	\$0.00	\$2.53	\$26,673.69
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,640,764.20</b>	<b>\$825,000.00</b>	<b>\$600,120.60</b>	<b>\$1,415,884.80</b>
<b>Hotel Tax Fund:</b>				
Colostrust Plus	\$236,929.59	\$0.00	\$20,023.33	\$256,952.92
<b>TOTALS</b>	<b>\$236,929.59</b>	<b>\$0.00</b>	<b>\$20,023.33</b>	<b>\$256,952.92</b>
<b>Water Fund:</b>				
Colostrust Plus	\$2,654,648.20	\$895,000.00	\$60,220.17	\$1,819,868.37
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$2,654,648.20</b>	<b>\$895,000.00</b>	<b>\$60,220.17</b>	<b>\$1,819,868.37</b>
<b>Sanitation Fund:</b>				
Colostrust Plus	\$583,670.25	\$15,000.00	\$20,057.97	\$588,728.22
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$583,670.25</b>	<b>\$15,000.00</b>	<b>\$20,057.97</b>	<b>\$588,728.22</b>
<b>Sewer Fund:</b>				
Colostrust Plus	\$3,943,749.63	\$30,000.00	\$120,391.07	\$4,034,140.70
Certificates of Deposit	\$206,097.92	\$0.00	\$0.00	\$206,097.92
Money Market	\$100,482.06	\$0.00	\$2.56	\$100,484.62
<b>TOTALS</b>	<b>\$4,250,329.61</b>	<b>\$30,000.00</b>	<b>\$120,393.63</b>	<b>\$4,340,723.24</b>
<b>Perpetual Care Fund:</b>				
Colostrust Plus	\$188,247.92	\$0.00	\$10,018.68	\$198,266.60
<b>TOTALS</b>	<b>\$188,247.92</b>	<b>\$0.00</b>	<b>\$10,018.68</b>	<b>\$198,266.60</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	01/31/14
<b>Library Improvement Fund:</b>				
Colotrust Plus	\$27,933.72	\$0.00	\$2.75	\$27,936.47
<b>TOTALS</b>	<b>\$27,933.72</b>	<b>\$0.00</b>	<b>\$2.75</b>	<b>\$27,936.47</b>
<b>Conservation Trust Fund:</b>				
Colotrust Plus	\$160,448.05	\$0.00	\$15.77	\$160,463.82
<b>TOTALS</b>	<b>\$160,448.05</b>	<b>\$0.00</b>	<b>\$15.77</b>	<b>\$160,463.82</b>
<b>Karl Falch Library Trust Fund:</b>				
Colotrust Plus	\$31,134.86	\$0.00	\$3.06	\$31,137.92
<b>TOTALS</b>	<b>\$31,134.86</b>	<b>\$0.00</b>	<b>\$3.06</b>	<b>\$31,137.92</b>
<b>Employee Self-Insurance Fund:</b>				
Colotrust Plus	\$570,487.65	\$0.00	\$55.80	\$570,543.45
<b>TOTALS</b>	<b>\$570,487.65</b>	<b>\$0.00</b>	<b>\$55.80</b>	<b>\$570,543.45</b>
<b>Service Center Fund:</b>				
Colotrust Plus	\$315,478.04	\$25,000.00	\$35,033.98	\$325,512.02
<b>TOTALS</b>	<b>\$315,478.04</b>	<b>\$25,000.00</b>	<b>\$35,033.98</b>	<b>\$325,512.02</b>
<b>Old Hire Police Pension Fund:</b>				
Colotrust Plus	\$754,129.82	\$0.00	\$73.78	\$754,203.60
<b>TOTALS</b>	<b>\$754,129.82</b>	<b>\$0.00</b>	<b>\$73.78</b>	<b>\$754,203.60</b>
<b>Risk Management Fund:</b>				
Colotrust Plus	\$705,133.67	\$0.00	\$205,079.35	\$910,213.02
<b>TOTALS</b>	<b>\$705,133.67</b>	<b>\$0.00</b>	<b>\$205,079.35</b>	<b>\$910,213.02</b>
<b>Capital Equipment Fund:</b>				
Colotrust Plus	\$1,152,051.70	\$0.00	\$20,114.09	\$1,172,165.79
<b>TOTALS</b>	<b>\$1,152,051.70</b>	<b>\$0.00</b>	<b>\$20,114.09</b>	<b>\$1,172,165.79</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	01/31/14
<b>Capital Improvement Fund:</b>				
Colotrust Plus	\$809,735.12	\$0.00	\$79.30	\$809,814.42
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$809,735.12</b>	<b>\$0.00</b>	<b>\$79.30</b>	<b>\$809,814.42</b>
<b>Grand Totals All Funds:</b>				
Colotrust Plus	\$13,774,542.42	\$1,790,000.00	\$1,091,289.70	\$13,075,832.12
Certificates of Deposit	\$206,097.92	\$0.00	\$0.00	\$206,097.92
Money Market	\$100,482.06	\$0.00	\$2.56	\$100,484.62
<b>Grand Total</b>	<b>\$14,081,122.40</b>	<b>\$1,790,000.00</b>	<b>\$1,091,292.26</b>	<b>\$13,382,414.66</b>

## GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

1/31/2014

### BALANCE SHEET

#### ASSETS:

Cash	\$364,517.51
Flex Cash Account	\$9,972.51
Petty Cash	\$980.00
Cash with County Treasurer	\$56,662.91
Accounts Receivable	\$214,516.05
Taxes Receivable	\$48,826.40
Sales Tax Receivable	\$636,321.36
Property Tax Receivable	\$1,024,649.00
Investments	\$1,389,211.11
Investment - Federal Seizure	\$26,673.69
Prepaid Fuel	\$43,563.43
Prepaid Fuel - Airport	\$11,455.88
Payroll Clearing	\$3.00
Postage Clearing Account	\$3,586.41
Prepaid Prisoner Housing	\$44,618.00

#### TOTAL ASSETS

\$3,875,557.26

#### LIABILITIES:

Ded/Ben Clearing Account	\$979.58
Accounts Payable	\$83,517.43
Accounts Payable - Logan County	\$384.52
Accrued Salaries	\$223,959.13
Court Bonds	\$785.00
Restitution Clearing Account	\$1,741.66
Seizures	\$600.00
Deferred Revenue	\$1,024,649.00
Deferred Revenue - Other	\$826.86

#### TOTAL LIABILITIES

\$1,337,443.18

#### FUND BALANCE:

Reserve for Museum (Bernice Sanders)	\$28,332.10
Reserve for Museum (Exhibits)	\$42,505.32
Designated for Arts	\$70,000.00
Unreserved Fund Balance	\$2,622,537.72
Excess Revenue over Expenditures	-\$225,261.06

#### TOTAL FUND BALANCE

\$2,538,114.08

#### TOTAL LIABILITIES & FUND BALANCE

\$3,875,557.26

**GENERAL FUND**

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Real & Personal Prop. Tax	\$1,015,537.00	\$42,310.15	\$42,310.15	\$973,226.85
Road & Bridge Fund Taxes	\$80,000.00	\$0.00	\$0.00	\$80,000.00
Auto Ownership Taxes	\$100,000.00	\$11,946.43	\$11,946.43	\$88,053.57
Sales Tax	\$6,625,000.00	\$678,755.76	\$678,755.76	\$5,946,244.24
Vehicle Use Tax	\$230,000.00	\$17,800.00	\$17,800.00	\$212,200.00
Building Material Use Tax	\$70,000.00	\$1,281.73	\$1,281.73	\$68,718.27
Sales Tax Rebate	\$58,000.00	\$0.00	\$0.00	\$58,000.00
Employment Occupation Tax	\$15,400.00	\$15,400.00	\$15,400.00	\$0.00
<b>TOTAL TAXES</b>	<b>\$8,193,937.00</b>	<b>\$767,494.07</b>	<b>\$767,494.07</b>	<b>\$7,426,442.93</b>
Franchise Taxes	\$681,775.00	\$55,807.05	\$55,807.05	\$625,967.95
Licenses & Permits	\$172,950.00	\$10,838.95	\$10,838.95	\$162,111.05
Intergovernmental Revenue	\$1,652,474.00	\$113,841.04	\$113,841.04	\$1,538,632.96
Charges for Service	\$261,700.00	\$10,928.72	\$10,928.72	\$250,771.28
Fines & Forfeits	\$128,300.00	\$8,218.43	\$8,218.43	\$120,081.57
Miscellaneous Revenue	\$406,415.00	\$23,348.21	\$23,348.21	\$383,066.79
Transfer from Other Funds	\$560,918.00	\$46,607.00	\$46,607.00	\$514,311.00
<b>TOTAL OTHER REVENUES</b>	<b>\$3,864,532.00</b>	<b>\$269,589.40</b>	<b>\$269,589.40</b>	<b>\$3,594,942.60</b>
 <b>GRAND TOTAL REVENUES</b>	 <b>\$12,058,469.00</b>	 <b>\$1,037,083.47</b>	 <b>\$1,037,083.47</b>	 <b>\$11,021,385.53</b>

**GENERAL FUND**

1/31/2014

**EXPENDITURES:****GENERAL GOVERNMENT:**

	<b>BUDGETED</b>	<b>EXPENSES</b>	<b>EXPENSES</b>	
	<b>2014</b>	<b>CURRENT MO.</b>	<b>TO DATE</b>	<b>BALANCE</b>
Council	\$75,931.00	\$7,160.11	\$7,160.11	\$68,770.89
City Manager	\$362,707.00	\$21,235.55	\$21,235.55	\$341,471.45
City Attorney	\$200,943.00	\$23,818.76	\$23,818.76	\$177,124.24
Municipal Court	\$106,187.00	\$10,465.44	\$10,465.44	\$95,721.56
Finance	\$461,416.00	\$49,653.32	\$49,653.32	\$411,762.68
City Hall & Non-Departmental	\$1,399,327.00	\$289,338.94	\$289,338.94	\$1,109,988.06
Personnel	\$247,883.00	\$35,094.56	\$35,094.56	\$212,788.44
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,854,394.00</b>	<b>\$436,766.68</b>	<b>\$436,766.68</b>	<b>\$2,417,627.32</b>

**PUBLIC SAFETY:**

Police	\$1,853,843.00	\$184,386.23	\$184,386.23	\$1,669,456.77
Dispatch Center	\$540,485.00	\$67,905.14	\$67,905.14	\$472,579.86
Youth Services	\$112,236.00	\$11,708.85	\$11,708.85	\$100,527.15
Fire	\$1,491,199.00	\$154,901.64	\$154,901.64	\$1,336,297.36
Ambulance Service	\$638,614.00	\$51,632.74	\$51,632.74	\$586,981.26
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,636,377.00</b>	<b>\$470,534.60</b>	<b>\$470,534.60</b>	<b>\$4,165,842.40</b>

**PUBLIC WORKS:**

Street	\$2,014,648.00	\$81,936.46	\$81,936.46	\$1,932,711.54
Engineering & Operations	\$384,776.00	\$35,506.19	\$35,506.19	\$349,269.81
Airport	\$360,324.00	\$22,777.43	\$22,777.43	\$337,546.57
<b>TOTAL PUBLIC WORKS</b>	<b>\$2,759,748.00</b>	<b>\$140,220.08</b>	<b>\$140,220.08</b>	<b>\$2,619,527.92</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$251,437.00	\$10,042.12	\$10,042.12	\$241,394.88
Museum	\$168,670.00	\$9,526.05	\$9,526.05	\$159,143.95
Parks	\$453,104.00	\$29,433.50	\$29,433.50	\$423,670.50
Recreation Center	\$531,449.00	\$38,868.53	\$38,868.53	\$492,580.47
Forestry	\$134,046.00	\$11,894.16	\$11,894.16	\$122,151.84
Rec. Administration	\$443,537.00	\$49,724.42	\$49,724.42	\$393,812.58
Softball	\$43,520.00	\$141.81	\$141.81	\$43,378.19
Youth Softball	\$13,732.00	\$90.00	\$90.00	\$13,642.00
Basketball	\$8,932.00	\$3,701.41	\$3,701.41	\$5,230.59
Volleyball	\$7,045.00	\$641.74	\$641.74	\$6,403.26
Tolla Brown Skate Park	\$11,660.00	\$0.00	\$0.00	\$11,660.00
Special Events	\$26,000.00	\$920.41	\$920.41	\$25,079.59
Tennis	\$18,450.00	\$0.00	\$0.00	\$18,450.00
Youth Basketball	\$25,164.00	\$10,320.92	\$10,320.92	\$14,843.08
Youth Volleyball	\$10,022.00	\$60.00	\$60.00	\$9,962.00
Baseball	\$25,485.00	\$37.00	\$37.00	\$25,448.00
Library	\$494,438.00	\$49,421.10	\$49,421.10	\$445,016.90

<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,666,691.00</b>	<b>\$214,823.17</b>	<b>\$214,823.17</b>	<b>\$2,451,867.83</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$12,917,210.00</b>	<b>\$1,262,344.53</b>	<b>\$1,262,344.53</b>	<b>\$11,654,865.47</b>

**HOTEL TAX FUND**

1/31/2014

<b><u>REVENUES</u></b>	<b>BUDGETED 2014</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$125,000.00	\$9,651.13	\$9,651.13	\$115,348.87
Investment Earnings	\$200.00	\$23.33	\$23.33	\$176.67
Penalty & Interest	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$126,700.00</b>	<b>\$9,674.46</b>	<b>\$9,674.46</b>	<b>\$117,025.54</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2014</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$50.00	\$0.00	\$0.00	\$50.00
Beautification	\$164,000.00	\$0.00	\$0.00	\$164,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$164,050.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$164,050.00</b>

**BALANCE SHEET**

1/31/2014

<b><u>ASSETS:</u></b>				
Cash	\$6,146.44			
Investments	\$256,952.92			
		<b>TOTAL ASSETS</b>		<b>\$263,099.36</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$5,915.21			
		<b>TOTAL LIABILITIES</b>		<b>\$5,915.21</b>
<b><u>FUND BALANCE:</u></b>				
Retained Earnings	\$247,509.69			
Excess Revenue over Expenditures	\$9,674.46			
		<b>TOTAL FUND BALANCE</b>		<b>\$257,184.15</b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$263,099.36</b>

## WATER FUND

1/31/2014

### BALANCE SHEET

**ASSETS:**

Cash	\$219,576.24
Cash with Fiscal Agent	\$7,979,802.25
Accounts Receivable	\$713.89
Accounts Receivable - Utility Billing	\$441,463.95
Supply Inventory	\$154,808.66
Investments	\$1,819,868.37
Fixed Assets (Net)	<u>\$32,305,763.53</u>

**TOTAL ASSETS**

**\$42,921,996.89**

**LIABILITIES:**

Accounts Payable	\$253,435.12
Unpaid Compensated Absences	\$15,711.90
Accrued Salaries	\$12,622.49
Accounts Payable Assess Fee	\$4,459.50
Loan Payable CWRPDA	\$27,320,661.67
Loan Payable Premium	\$699,242.08
Due to Sewer Fund	\$243,007.11
Lease Interest Payable	<u>\$254,052.58</u>

**TOTAL LIABILITIES**

**\$28,803,192.45**

**FUND BALANCE:**

Reserve for Painting	\$585,000.00
Reserve for Capital Replacement	\$3,581,516.00
Retained Earnings	\$10,783,263.04
Excess Revenue over Expenditures	<u>-\$830,974.60</u>

**TOTAL FUND BALANCE**

**\$14,118,804.44**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$42,921,996.89**

## WATER FUND

1/31/2014

<u>REVENUES</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$3,262,355.00	\$215,983.72	\$215,983.72	\$3,046,371.28
Water Revenue-Outside Residential	\$314,970.00	\$17,067.36	\$17,067.36	\$297,902.64
Water Revenue-Inside Commercial	\$1,104,115.00	\$70,826.51	\$70,826.51	\$1,033,288.49
Water Revenue-Outside Commercial	\$8,073.00	\$458.76	\$458.76	\$7,614.24
Water Revenue-Inside Industrial	\$529,540.00	\$25,380.89	\$25,380.89	\$504,159.11
Misc. Water Sales	\$5,000.00	\$144.14	\$144.14	\$4,855.86
Surcharge	\$25,000.00	\$1,421.40	\$1,421.40	\$23,578.60
Service Charges	\$46,421.00	\$8,829.86	\$8,829.86	\$37,591.14
Tapping Charges	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Water Div. Services	\$4,000.00	\$93.94	\$93.94	\$3,906.06
Penalties	\$39,194.00	\$3,705.31	\$3,705.31	\$35,488.69
Investment Earnings	\$1,500.00	\$220.17	\$220.17	\$1,279.83
Miscellaneous	\$1,000.00	\$326.77	\$326.77	\$673.23
Rents from land	\$165,913.00	\$0.00	\$0.00	\$165,913.00
Plant Investment Fees	\$10,000.00	\$1,800.00	\$1,800.00	\$8,200.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Other Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$5,522,081.00</b>	<b>\$346,258.83</b>	<b>\$346,258.83</b>	<b>\$5,175,822.17</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
<b><u>WATER LINES:</u></b>				
Personnel	\$234,152.00	\$16,235.11	\$16,235.11	\$217,916.89
Maintenance & Operation	\$695,680.00	\$54,869.86	\$54,869.86	\$640,810.14
Capital Outlay	\$930,000.00	\$0.00	\$0.00	\$930,000.00
Transfer to General Fund	\$138,505.00	\$11,542.00	\$11,542.00	\$126,963.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,998,337.00</b>	<b>\$82,646.97</b>	<b>\$82,646.97</b>	<b>\$1,915,690.03</b>
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$1,998,337.00</b>	<b>\$82,646.97</b>	<b>\$82,646.97</b>	<b>\$1,915,690.03</b>

<u>WATER PLANT:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$0.00	\$22,350.13	\$22,350.13	-\$22,350.13
Maintenance & Operation	\$2,932,531.00	\$58,075.33	\$58,075.33	\$2,874,455.67
Capital Outlay	\$24,000.00	\$77,240.18	\$77,240.18	-\$53,240.18
Transfer to General Fund	\$86,495.00	\$7,207.00	\$7,207.00	\$79,288.00
<b>TOTAL EXPENDITURES</b>	<b>\$3,043,026.00</b>	<b>\$164,872.64</b>	<b>\$164,872.64</b>	<b>\$2,878,153.36</b>
Debt Service	\$1,859,428.00	\$929,713.82	\$929,713.82	\$929,714.18
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$4,902,454.00</b>	<b>\$1,094,586.46</b>	<b>\$1,094,586.46</b>	<b>\$3,807,867.54</b>
<b>TOTAL EXPENDITURES</b>	<b>\$6,900,791.00</b>	<b>\$1,177,233.43</b>	<b>\$1,177,233.43</b>	<b>\$5,723,557.57</b>

**SANITATION FUND**

1/31/2014

**BALANCE SHEET**

**ASSETS:**

Cash	\$226,695.73
Accounts Receivable	\$507.06
Accounts Receivable - Utility Billing	\$49,716.77
Supply Inventory	\$8,261.50
Investments	\$588,728.22
Fixed Assets (Net)	\$139,447.86

**TOTAL ASSETS**

**\$1,013,357.14**

**LIABILITIES:**

Accounts Payable	\$75.96
Unpaid Compensated Absences	\$8,004.77
Accrued Salaries	\$2,802.35

**TOTAL LIABILITIES**

**\$10,883.08**

**FUND BALANCE:**

Reserve for Equipment	\$28,389.00
Reserve for Capital Replacement	\$906,912.00
Retained Earnings	\$70,309.19
Excess Revenue over Expenditures	-\$3,136.13

**TOTAL FUND BALANCE**

**\$1,002,474.06**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$1,013,357.14**

## SANITATION FUND

1/31/2014

<b>REVENUES:</b>	<b>BUDGETED 2014</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$479,450.00	\$39,932.40	\$39,932.40	\$439,517.60
Rubbish Collection Fees	\$1,500.00	\$99.00	\$99.00	\$1,401.00
Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,500.00	\$444.76	\$444.76	\$5,055.24
Investment Earnings	\$1,100.00	\$57.97	\$57.97	\$1,042.03
Miscellaneous	\$0.00	\$50.00	\$50.00	-\$50.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$487,550.00</b>	<b>\$40,584.13</b>	<b>\$40,584.13</b>	<b>\$446,965.87</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2014</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$187,196.00	\$16,171.59	\$16,171.59	\$171,024.41
Maintenance & Operation	\$296,569.00	\$21,590.67	\$21,590.67	\$274,978.33
Capital Outlay	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Transfer to General Fund	\$71,506.00	\$5,958.00	\$5,958.00	\$65,548.00
<b>TOTAL EXPENDITURES</b>	<b>\$805,271.00</b>	<b>\$43,720.26</b>	<b>\$43,720.26</b>	<b>\$761,550.74</b>

## SEWER FUND

1/31/2014

### BALANCE SHEET

#### **ASSETS:**

Cash	\$232,522.71
Accounts Receivable	\$1,364.08
Accounts Receivable - Industrial	\$17,652.04
Accounts Receivable - Utility Billing	\$147,918.90
Due From Water Fund	\$243,007.11
Supply Inventory	\$75,539.80
Investments	\$4,340,723.24
Fixed Assets (Net)	<u>\$9,742,980.53</u>

**TOTAL ASSETS**

**\$14,801,708.41**

#### **LIABILITIES:**

Accounts Payable	\$11,659.66
Unpaid Compensated Absences	\$16,864.61
Accrued Salaries	\$12,015.16
Loan Payable CWRPDA	\$513,820.80
Interest Payable	<u>\$7,667.17</u>

**TOTAL LIABILITIES**

**\$562,027.40**

#### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$188,681.45
Reserve for Lagoons	\$337,861.26
Reserve for Capital Replacement	\$9,453,547.00
Retained Earnings	\$4,170,958.76
Excess Revenue over Expenditures	<u>-\$23,151.46</u>

**TOTAL FUND BALANCE**

**\$14,239,681.01**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$14,801,708.41**

## SEWER FUND

1/31/2014

<b><u>REVENUES:</u></b>	<b>BUDGETED 2014</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sewer Revenue-Inside Residential	\$992,460.00	\$80,952.29	\$80,952.29	\$911,507.71
Sewer Revenue-Outside Residential	\$103,938.00	\$8,669.45	\$8,669.45	\$95,268.55
Sewer Revenue-Inside Commercial	\$346,222.00	\$26,951.81	\$26,951.81	\$319,270.19
Sewer Revenue-Outside Commercial	\$3,219.00	\$267.46	\$267.46	\$2,951.54
Sewer Revenue-Inside Industrial	\$264,733.00	\$17,903.39	\$17,903.39	\$246,829.61
Tapping Charges	\$1,650.00	\$0.00	\$0.00	\$1,650.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$15,611.00	\$1,222.68	\$1,222.68	\$14,388.32
Investment Earnings	\$7,338.00	\$419.11	\$419.11	\$6,918.89
Miscellaneous	\$2,000.00	\$16.48	\$16.48	\$1,983.52
Outside Billing	\$2,400.00	\$155.50	\$155.50	\$2,244.50
Plant Investment Fees	\$10,000.00	\$2,000.00	\$2,000.00	\$8,000.00
Compensation for loss	\$0.00	\$0.00	\$0.00	\$0.00
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,752,571.00</b>	<b>\$138,558.17</b>	<b>\$138,558.17</b>	<b>\$1,614,012.83</b>

<b><u>EXPENDITURES:</u></b> <b><u>LINES AND SERVICES:</u></b>	<b>BUDGETED 2014</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$86,861.00	\$8,909.81	\$8,909.81	\$77,951.19
Maintenance & Operation	\$384,752.00	\$38,829.01	\$38,829.01	\$345,922.99
Capital Outlay	\$550,000.00	\$0.00	\$0.00	\$550,000.00
Transfer to General Fund	\$70,401.00	\$5,866.00	\$5,866.00	\$64,535.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$1,092,014.00</b>	<b>\$53,604.82</b>	<b>\$53,604.82</b>	<b>\$1,038,409.18</b>
Debt Service	\$178,970.00	\$9,200.61	\$9,200.61	\$169,769.39
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$1,270,984.00</b>	<b>\$62,805.43</b>	<b>\$62,805.43</b>	<b>\$1,208,178.57</b>

<b><u>TREATMENT FACILITIES:</u></b>	<b>BUDGETED 2014</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$295,097.00	\$28,756.17	\$28,756.17	\$266,340.83
Maintenance & Operation	\$1,003,097.00	\$54,114.03	\$54,114.03	\$948,982.97
Capital Outlay	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Transfer to General Fund	\$192,411.00	\$16,034.00	\$16,034.00	\$176,377.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,640,605.00</b>	<b>\$98,904.20</b>	<b>\$98,904.20</b>	<b>\$1,541,700.80</b>

<b>TOTAL EXPENDITURES</b>	<b>\$2,911,589.00</b>	<b>\$161,709.63</b>	<b>\$161,709.63</b>	<b>\$2,749,879.37</b>
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**PERPETUAL CARE FUND**

1/31/2014

<b><u>REVENUES:</u></b>	<b>BUDGETED 2014</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Perpetual Care	\$12,000.00	\$450.00	\$450.00	\$11,550.00
Perpetual Care - niches	\$19,000.00	\$1,000.00	\$1,000.00	\$18,000.00
Investment Earnings	\$300.00	\$18.68	\$18.68	\$281.32
<b>TOTAL REVENUES</b>	<b>\$31,300.00</b>	<b>\$1,468.68</b>	<b>\$1,468.68</b>	<b>\$29,831.32</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2014</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Columbarim	\$35,000.00	\$0.00	\$0.00	\$35,000.00
Audit	\$320.00	\$0.00	\$0.00	\$320.00
Niche Engraving	\$5,000.00	\$300.00	\$300.00	\$4,700.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
<b>TOTAL EXPENDITURES</b>	<b>\$40,620.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$40,320.00</b>

**BALANCE SHEET**

1/31/2014

<b><u>ASSETS:</u></b>			
Cash	\$5,382.86		
Investments	\$198,266.60		
		<b>TOTAL ASSETS</b>	<b>\$203,649.46</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	\$202,180.78		
Excess Revenue over Expenditures	\$1,168.68		
		<b>TOTAL FUND BALANCE</b>	<b>\$203,349.46</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$203,649.46</b>

**LIBRARY IMPROVEMENT FUND**

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$50.00	\$2.75	\$2.75	\$47.25
Contributions	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$2.75</b>	<b>\$2.75</b>	<b>\$47.25</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$50.00	\$0.00	\$0.00	\$50.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>

**BALANCE SHEET**

1/31/2014

<b><u>ASSETS:</u></b>				
Cash	\$1,402.86			
Investments	\$27,936.47			
		<b>TOTAL ASSETS</b>		<b>\$29,339.33</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$29,336.58			
Excess Revenue over Expenditures	\$2.75			
		<b>TOTAL FUND BALANCE</b>		<b>\$29,339.33</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$29,339.33</b>

**CONSERVATION TRUST FUND**

1/31/2014

<b><u>REVENUES:</u></b>	<b>BUDGETED 2014</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
State Contributions	\$150,000.00	\$0.00	\$0.00	\$150,000.00
Investment Earnings	\$200.00	\$15.77	\$15.77	\$184.23
<b>TOTAL REVENUES</b>	<b>\$150,200.00</b>	<b>\$15.77</b>	<b>\$15.77</b>	<b>\$150,184.23</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2014</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Steel picnic tables	\$0.00	\$0.00	\$0.00	\$0.00
Wood Chips	\$0.00	\$0.00	\$0.00	\$0.00
Playground Equipment	\$190,000.00	\$0.00	\$0.00	\$190,000.00
Recreation Center Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Replaster Pool	\$0.00	\$0.00	\$0.00	\$0.00
Replace Tile	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$190,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$190,000.00</b>

**BALANCE SHEET**

1/31/2014

<b><u>ASSETS:</u></b>				
Cash	\$0.75			
Investments	\$160,463.82			
		<b>TOTAL ASSETS</b>		<b>\$160,464.57</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$160,448.80			
Excess Revenue over Expenditures	\$15.77			
		<b>TOTAL FUND BALANCE</b>		<b>\$160,464.57</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$160,464.57</b>

**KARL FALCH LIBRARY TRUST FUND**

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$50.00	\$3.06	\$3.06	\$46.94
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$3.06</b>	<b>\$3.06</b>	<b>\$46.94</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Books Purchased	\$800.00	\$0.00	\$0.00	\$800.00
Audit	\$55.00	\$0.00	\$0.00	\$55.00
<b>TOTAL EXPENDITURES</b>	<b>\$855.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$855.00</b>

**BALANCE SHEET**  
1/31/2014

<b><u>ASSETS:</u></b>				
Cash	\$321.11			
Investments	\$31,137.92			
		<b>TOTAL ASSETS</b>		<b>\$31,459.03</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$31,455.97			
Excess Revenue over Expenditures	\$3.06			
		<b>TOTAL FUND BALANCE</b>		<b>\$31,459.03</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$31,459.03</b>

## EMPLOYEE SELF-INSURANCE FUND

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$700.00	\$55.80	\$55.80	\$644.20
Employee Premiums	\$177,984.00	\$31,100.92	\$31,100.92	\$146,883.08
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
City Premiums	\$1,611,624.00	\$108,568.59	\$108,568.59	\$1,503,055.41
<b>TOTAL REVENUES</b>	<b>\$1,790,308.00</b>	<b>\$139,725.31</b>	<b>\$139,725.31</b>	<b>\$1,650,582.69</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
Premium	\$1,789,608.00	\$131,739.34	\$131,739.34	\$1,657,868.66
FLEX	\$3,000.00	\$190.00	\$190.00	\$2,810.00
Audit	\$630.00	\$0.00	\$0.00	\$630.00
Transfer General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,793,238.00</b>	<b>\$131,929.34</b>	<b>\$131,929.34</b>	<b>\$1,661,308.66</b>

### BALANCE SHEET

1/31/2014

<b><u>ASSETS:</u></b>				
Cash	\$25,394.63			
Investments	\$570,543.45			
		<b>TOTAL ASSETS</b>		<b>\$595,938.08</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Retained Earnings	\$588,142.11			
Excess Revenue over Expenditures	\$7,795.97			
		<b>TOTAL FUND BALANCE</b>		<b>\$595,938.08</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$595,938.08</b>

**SERVICE CENTER FUND**

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$500.00	\$33.98	\$33.98	\$466.02
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$451,561.00	\$37,627.00	\$37,627.00	\$413,934.00
Transfer for Lease Payment	\$233,720.00	\$19,475.00	\$19,475.00	\$214,245.00
<b>TOTAL REVENUES</b>	<b>\$685,781.00</b>	<b>\$57,135.98</b>	<b>\$57,135.98</b>	<b>\$628,645.02</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$328,947.00	\$35,425.82	\$35,425.82	\$293,521.18
Maintenance & Operation	\$363,061.00	\$13,632.35	\$13,632.35	\$349,428.65
Capital Outlay	\$2,000.00	\$0.00	\$0.00	\$2,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$694,008.00</b>	<b>\$49,058.17</b>	<b>\$49,058.17</b>	<b>\$644,949.83</b>

**BALANCE SHEET**

1/31/2014

<b><u>ASSETS:</u></b>				
Cash	-\$3,085.36			
Cash - Bank of Cherry Creek	\$3.02			
Investments	\$325,512.02			
Fixed Assets (Net)	\$1,989,473.73			
			<b>TOTAL ASSETS</b>	<b>\$2,311,903.41</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$777.06			
Unpaid Compensated Absences	\$22,259.14			
Accrued Salaries	\$11,121.37			
Lease Payable	\$1,015,000.00			
Lease Interest Payable	\$4,060.00			
			<b>TOTAL LIABILITIES</b>	<b>\$1,053,217.57</b>
<b><u>FUND BALANCE:</u></b>				
Retained Earnings	\$1,250,608.03			
Excess Revenue over Expenditures	\$8,077.81			
			<b>TOTAL FUND BALANCE</b>	<b>\$1,258,685.84</b>
			<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,311,903.41</b>

**OLD HIRE POLICE FUND**

1/31/2014

<b><u>REVENUES:</u></b>	<b>BUDGETED 2014</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$900.00	\$73.78	\$73.78	\$826.22
Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$900.00</b>	<b>\$73.78</b>	<b>\$73.78</b>	<b>\$826.22</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2014</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Pension	\$84,970.00	\$8,663.33	\$8,663.33	\$76,306.67
Capital Outlay	\$172,175.00	\$0.00	\$0.00	\$172,175.00
<b>TOTAL EXPENDITURES</b>	<b>\$257,145.00</b>	<b>\$8,663.33</b>	<b>\$8,663.33</b>	<b>\$248,481.67</b>

**BALANCE SHEET**

1/31/2014

<b><u>ASSETS:</u></b>				
Cash	\$0.52			
Accounts Receivable - FPPA	\$268,752.00			
Investments	\$754,203.60			
Prepaid Contribution	\$221,023.43			
		<b>TOTAL ASSETS</b>		<b>\$1,243,979.55</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$1,252,569.10			
Excess Revenue over Expenditures	-\$8,589.55			
		<b>TOTAL FUND BALANCE</b>		<b>\$1,243,979.55</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$1,243,979.55</b>

## RISK MANAGEMENT FUND

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,300.00	\$79.35	\$79.35	\$1,220.65
Miscellaneous	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Compensation for Loss	\$5,000.00	\$42.40	\$42.40	\$4,957.60
Compensation for Loss - Flood	\$0.00	\$142,578.10	\$142,578.10	-\$142,578.10
Transfer of Reserves	\$282,948.00	\$70,735.00	\$70,735.00	\$212,213.00
Transfer Workers Comp	\$249,947.00	\$55,312.00	\$55,312.00	\$194,635.00
<b>TOTAL REVENUES</b>	<b>\$544,195.00</b>	<b>\$268,746.85</b>	<b>\$268,746.85</b>	<b>\$275,448.15</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$60,000.00	\$1,756.82	\$1,756.82	\$58,243.18
Expense for Workers Comp	\$249,947.00	\$0.00	\$0.00	\$249,947.00
Premium Fees	\$282,948.00	\$0.00	\$0.00	\$282,948.00
Flood	\$0.00	\$26,927.39	\$26,927.39	-\$26,927.39
Expense for Unemployment	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Materials & Supplies	\$300.00	\$200.00	\$200.00	\$100.00
Audit	\$590.00	\$0.00	\$0.00	\$590.00
Transfer to General Fund	\$1,300.00	\$0.00	\$0.00	\$1,300.00
<b>TOTAL EXPENDITURES</b>	<b>\$605,085.00</b>	<b>\$28,884.21</b>	<b>\$28,884.21</b>	<b>\$576,200.79</b>

### BALANCE SHEET

1/31/2014

<b><u>ASSETS:</u></b>				
Cash	\$9,955.00			
Accounts Receivable	\$4,164.13			
Investments	\$910,213.02			
		<b>TOTAL ASSETS</b>		<b>\$924,332.15</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$6,737.00			
		<b>TOTAL LIABILITIES</b>		<b>\$6,737.00</b>
<b><u>FUND BALANCE:</u></b>				
Emergency Reserve	\$350,000.00			
Retained Earnings	\$327,732.51			
Excess Revenue over Expenditures	\$239,862.64			
		<b>TOTAL FUND BALANCE</b>		<b>\$917,595.15</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$924,332.15</b>

## CAPITAL EQUIPMENT FUND

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,500.00	\$114.09	\$114.09	\$1,385.91
Sale of Asset	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Other Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$307,920.00	\$25,658.00	\$25,658.00	\$282,262.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$309,420.00</b>	<b>\$25,772.09</b>	<b>\$25,772.09</b>	<b>\$283,647.91</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$905.00	\$0.00	\$0.00	\$905.00
Police Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$76,632.00	\$0.00	\$0.00	\$76,632.00
Public Works Equipment	\$54,200.00	\$0.00	\$0.00	\$54,200.00
Finance Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Parks, Lib & Rec Equipment	\$73,000.00	\$0.00	\$0.00	\$73,000.00
Non-Dept Equipment	\$104,088.00	\$0.00	\$0.00	\$104,088.00
<b>TOTAL EXPENDITURES</b>	<b>\$308,825.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$308,825.00</b>

### BALANCE SHEET

1/31/2014

Cash	\$12,798.76		
Investments	\$1,172,165.79		
Fixed Assets (Net)	\$2,033,199.52		
		<b>TOTAL ASSETS</b>	<b>\$3,218,164.07</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
Lease Payable	\$102,726.02		
Lease Interest Payable	\$667.72		
		<b>TOTAL LIABILITIES</b>	<b>\$103,393.74</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$3,088,998.24		
Excess Revenue over Expenditures	\$25,772.09		
		<b>TOTAL FUND BALANCE</b>	<b>\$3,114,770.33</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,218,164.07</b>

**CAPITAL IMPROVEMENT FUND**

1/31/2014

<u>REVENUES:</u>	BUDGETED 2014	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,000.00	\$79.30	\$79.30	\$920.70
Misc. Income	\$50.00	\$0.00	\$0.00	\$50.00
Rents From Land	\$14,017.00	\$4,591.21	\$4,591.21	\$9,425.79
Sale of Asset	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$15,067.00</b>	<b>\$4,670.51</b>	<b>\$4,670.51</b>	<b>\$10,396.49</b>

<u>EXPENDITURES:</u>	BUDGETED 2014	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Building Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$300.00	\$0.00	\$0.00	\$300.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300.00</b>

**BALANCE SHEET**

1/31/2014

<b><u>ASSETS:</u></b>			
Cash	\$15,081.95		
Accounts Receivable	\$4,656.04		
Investments	\$809,814.42		
		<b>TOTAL ASSETS</b>	<b>\$829,552.41</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$824,881.90		
Excess Revenue over Expenditures	\$4,670.51		
		<b>TOTAL FUND BALANCE</b>	<b>\$829,552.41</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$829,552.41</b>

## HUMAN RESOURCES DEPARTMENT

### JANUARY 2014 MONTHLY REPORT

The following is a partial list of activities in which the Human Resources Department participated in during the month of January.

**CDL TESTING** – A DOT Random Drug test was conducted during the month of January. The remaining tests will be completed in February. The City of Sterling contracted with a local consortium for drug testing. The provider conducted the drug tests will remain the same. Four (4) 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. Two (2) claims were filed during January, both minor.

#### **JOB OPPORTUNITIES** –

Positions Open	Positions Filled
Seasonal positions in Recreation & Rec Center	Police Chief
Police Cadet	Maintenance Worker - PCF
Water Treatment Plant Operator (1)	
Lead Water Treatment Plant Operator	
Dispatch Supervisor	
Public Safety Dispatcher (3)	
Maintenance Worker – PCF (3)	
Maintenance Worker – PW (2)	
Lab Technician	
City Manager	
Dept/Div. Secretary	
Custodian- pt at Rec Center	
Police Commander	

**PERSONNEL BOARD** – Personnel Board did not meet during January. One member has resigned as he was appointed to City Council. A new member will be appointed at a later date.

#### **MISCELLANEOUS ACTIVITIES**

Interviews were conducted by Public Works for Maintenance Worker twice in January.

HR Assistant worked on CML Salary Survey and CIRSA Workers' Compensation Audit due in February.

HR Assistant conducted CIRSA VAMP and CSVAMP audit for Community Service Workers and volunteers.

HR Assistant completed the PAFs remaining from the salary survey. The salary ranges was also prepared for distribution to department heads.

HR Assistant presented seven (7) orientations during January. This was for recreation positions, City Council member, Library Clerk, and 3 maintenance positions.

**MUNICIPAL COURT**  
**JANUARY 2014 MONTHLY REPORT**

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	41	43	-5%	41	43	-5%	62	-34%
<b>JUVENILE CASES</b>	5	2	150%	5	2	150%	6	-17%
TRAFFIC	1			1			0	400%
NO INSURANCE							0	-100%
NO SEAT BELT								
SPEEDING		1	-100%		1	-100%	1	-100%
UNDERAGE POSS OF TOBACCO							0	-100%
POSS OF MARIJUANA/DRUG PARAPHENALIA								
THEFT	2			2			0	400%
DISTURBING THE PEACE/NOISES							0	-100%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY							0	-100%
TRESPASSING	1			1			1	-17%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	1	1		1	1		2	-44%
CURFEW FOR MINORS								
OTHER							0	-100%
<b>ADULT CASES</b>	36	41	-12%	36	41	-12%	56	-36%
TRAFFIC	7	5	40%	7	5	40%	9	-19%
NO INSURANCE	2	3	-33%	2	3	-33%	4	-47%
NO SEAT BELT							5	-100%
SPEEDING	8	1	700%	8	1	700%	7	14%
PARKING	2	6	-67%	2	6	-67%	7	-71%
POSS. MARIJUANA/DRUG PARAPHERNALIA	1	18	-94%	1	6	-83%	4	-77%
THEFT	10	2	400%	10	2	400%	4	163%
DISTURBING THE PEACE/NOISES	1	2	-50%	1	2	-50%	3	-67%
RESISTING ARREST/FAILURE TO COMPLY		1	-100%		1	-100%	1	-100%
INJURING/DEFACING PROPERTY		2	-100%		2	-100%	1	-100%
TRESPASSING	2	1	100%	2	1	100%	2	11%
UNDERAGE POSS/CONS ALCOHOL	2	9	-78%	2	9	-78%	5	-62%
SALE / PROCUREMENT / OPEN CONTAINER							0	-100%
OTHER							1	-100%
ANIMAL	1	3	-67%	1	3	-67%	4	-72%
NUISANCES							3	-100%
JUVENILE ARR'S FOUND GUILTY	2	1	100%	2	1	100%	3	-23%
JUVENILE ARR'S DISMISSED							3	-100%
JUVENILES PLACED ON PROB/DJ/UPS	3	1	200%	3	1	200%	2	50%
JUVENILE VIOLS OF PROB/DJ/UPS							0	-100%
JUVENILE FTA/PWL							4	-100%
ADULTS ARR'S FOUND GUILTY	11	19	-42%	11	19	-42%	22	-49%
ADULT ARR'S DISMISSED	1	3	-67%	1	3	-67%	22	-95%
ADULTS PLACED ON PROB/DJ/UPS	5	6	-17%	5	6	-17%	9	-42%
ADULT VIOLS OF PROB/DJ/UPS							0	-100%
ADULT FTA/PWL	9	3	200%	9	3	200%	3	181%

<b>DESCRIPTION</b>	<b>Jan 2014</b>	<b>Jan 2013</b>	<b>Jan Change</b>	<b>YTD 2014</b>	<b>YTD 2013</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
FINE EXTENSIONS	29	52	-44%	29	52	-44%	51	-44%
CONTINUANCE/SET FOR TRIALS/ETC	12	15	-20%	12	15	-20%	14	-13%
CASES REVIEWED	51	74	-31%	51	74	-31%	52	-2%
TRIALS FOUND GUILTY	5	2	150%	5	2	150%	5	-4%
TRIALS FOUND NOT GUILTY		1	-100%		1	-100%	34	-100%
TRIALS DISMISSED	1	3	-67%	1	3	-67%	7	-86%
NEW CHARGES PROCESSED	43	59	-27%	43	59	-27%	85	-49%
NEW WARRANTS	15	10	50%	15	10	50%	16	-7%
DAYS JUVENILES SENT TO DETENTION							18	-100%
DAYS ADULTS SENT TO JAIL							7	-100%
PAID TICKETS	31	38	-18%	31	38	-18%	60	-48%
PAID WITH AUTO POINT REDUCTION	16	23	-30%	16	23	-30%	19	-16%
PAID AS REGULAR TICKET	15	15		15	15		28	-46%
FROM PWL TO WARRANT							1	-100%

## **POLICE DEPARTMENT**

### **JANUARY 2014 MONTHLY REPORT**

During January 2014, the police department responded to 954 Calls for Service, a 13 percent increase over the 846 Calls for Service responded to in January of 2013.

Officers responded to 28 traffic accidents during the month of January, which represents a four percent increase over the 27 responded to in January of 2013. Officers issued 30 penalty assessments during January 2014, which is three percent decrease from the 34 penalty assessments issued in January 2013. Officers also issued 152 Warning tickets during January 2014, a 71 percent increase over the 89 Warning tickets issued in January 2013. Officers arrested no drivers on DUI charges during January 2014.

Among the criminal offenses reported were three kidnapping/abduction offenses, two sex offenses, 12 assault offenses, three burglaries, 19 larceny/thefts, four motor vehicle thefts, three fraud offenses, one counterfeiting/forgery, 11 vandalisms, and one drug violation. The value of property stolen during the month was \$54,455 and \$10,510 was recovered. Officers arrested 53 adults and no juveniles, for a total of 53 arrests in January 2014. This is seven more adult arrests or a 13 percent increase over the total of 46 arrests made in January of 2013.

In January the Youth Services Division received 17 youth referrals (4 males and 13 females). All 17 youth referrals were received from the Sterling Police Department.

Officers responded to 39 calls at local liquor establishments, with 33 calls being reported in January of 2013.

Sterling Police Officers and staff completed 183.50 hours of training during the month of January 2014.

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ACTIVITIES</b>								
CALLS for SERVICE								
CITY OF STERLING	954	846	13%	954	846	13%	11,948	7%
MOTOR VEHICLE ACCIDENTS	28	27	4%	28	27	4%	24	19%
CRIMINAL OFFENSES	124	130	-5%	124	130	-5%	106	17%
GROUP "A" OFFENSES	60	71	-15%	60	71	-15%	62	-4%
GROUP "B" OFFENSES	64	59	8%	64	59	8%	45	43%
VANDALISM	11	13	-15%	11	13	-15%	9	17%
ARRESTS								
ADULTS	53	42	26%	53	42	26%	46	15%
JUVENILES		4	-100%		4	-100%	2	-100%
PROPERTY								
STOLEN	54,455	45,508	20%	54,455	45,508	20%	19,591	178%
RECOVERED	10,510	6,299	67%	10,510	6,299	67%	3,762	179%
MUNICIPAL CHARGES								
PA'S	30	31	-3%	30	31	-3%	71	-58%
CRIMINAL CHARGES	10	24	-58%	10	24	-58%	14	-31%
WARNINGS	152	89	71%	152	89	71%	244	-38%
STATE CHARGES								
TRAFFIC	22	20	10%	22	20	10%	32	-31%
DUI'S		7	-100%		7	-100%	5	-100%
CRIMINAL CHARGES	33	41	-20%	33	41	-20%	30	9%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	4.0	11.0	-64%	4.0	11.0	-64%	11.6	-66%
FEMALE	13.0	6.0	117%	13.0	6.0	117%	6.0	117%
TOTAL	17.0	17.0		17.0	17.0		17.6	-3%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	17.0	15.0	13%	17.0	15.0	13%	16.0	6%
LOGAN COUNTY SHERIFF'S OFFICE							0.2	-100%
DISTRICT COURT							0.2	-100%
STATE PATROL/OTHER JURISDICTION								
PARENT/SELF								
SCHOOL		2.0	-100%		2.0	-100%	1.2	-100%

January 2014

## Sterling Fire Department

- Chief Vogel

Led meeting for the Logan County EMS Council

Assisted with Sterling Police Chief phone interviews and selection committee

Met with Med Evac

Met with Stan Kaiser from the Sterling Rural Fire Protection District (SRFPD)

Attended meeting with the Logan County Commissioners

Led Command Staff Meeting

Attended the SRFPD monthly meeting

Met with Banner Hospital to talk about a paramedic program in Sterling

Gave a presentation to the City Council on the Fire and EMS Department

Met with the Director of Washington-Yuma Combined Communications, Walt Hardesty in Yuma County

Met with City Manager and Police Chief

Attended a meeting at the South Metro Fire Headquarters

- Station Activities

Ice rescue training

Rescue bridge training (two days at Museum)

preparing for rollout February 1, 2014

Station tour one group of 33 people





PUBLIC WORKS DEPARTMENT

JANUARY 2014 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of January with a high temperature of 67° recorded at the Sterling Municipal Airport on the 19th. Evening temperatures also fluctuated similarly with a low of the month being -13° on the evening of the 6th and a high evening low of 32° recorded on the 16th. 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 .06" recorded in the month of January. (The current weather monitoring device at the water station is under repair.)

MONTHLY CLIMATOLOGICAL SUMMARY for JAN. 2014

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	30.2	42.3	2:00a	11.7	12:00m	34.8	0.0	0.02	5.7	22.0	5:30a	NNE
2	20.3	34.5	3:00p	5.6	7:30a	44.7	0.0	0.01	4.4	13.0	9:30a	S
3	35.0	56.8	7:00p	14.2	7:30a	30.0	0.0	0.01	12.5	50.0	8:30p	S
4	24.3	33.1	12:30a	14.3	9:00p	40.7	0.0	0.00	9.1	33.0	2:00a	NNE
5	7.7	18.1	2:00a	-10.0	12:00m	57.3	0.0	0.00	7.8	24.0	2:00p	NE
6	6.5	25.8	3:30p	-13.4	4:00a	58.5	0.0	0.00	8.0	26.0	12:00p	S
7	24.5	38.5	2:30p	6.9	3:00a	40.5	0.0	0.00	4.3	16.0	12:30a	S
8	29.0	41.3	3:00p	17.0	7:30a	36.0	0.0	0.00	4.7	14.0	2:30p	S
9	28.3	46.0	2:30p	12.5	6:30a	36.7	0.0	0.00	2.6	14.0	8:30a	S
10	37.9	45.4	2:00p	29.5	12:30a	27.1	0.0	0.00	17.2	43.0	12:00p	WNW
11	40.8	56.8	3:00p	29.6	7:30a	24.2	0.0	0.00	8.7	32.0	1:30a	S
12	37.7	47.8	12:00p	22.9	12:00m	27.3	0.0	0.00	13.1	45.0	3:30p	WNW
13	39.8	53.5	1:00p	19.6	7:30a	25.2	0.0	0.00	16.3	48.0	12:00p	W
14	33.3	44.5	12:30a	23.6	9:00p	31.7	0.0	0.00	15.6	42.0	1:30p	NW
15	40.2	59.7	1:30p	20.1	6:30a	24.8	0.0	0.00	12.2	39.0	6:00p	WNW
16	37.9	44.7	2:30p	32.9	10:00p	27.1	0.0	0.00	18.1	52.0	12:00p	NW
17	39.6	55.1	2:30p	22.4	3:30a	25.4	0.0	0.00	9.4	29.0	1:00p	W
18	40.3	52.8	2:30p	24.6	12:00m	24.7	0.0	0.00	12.5	44.0	12:00p	NW
19	42.3	67.9	1:30p	17.6	2:30a	23.0	0.3	0.00	10.8	33.0	1:30p	S
20	35.4	46.8	12:30p	18.6	12:00m	29.6	0.0	0.00	11.0	34.0	1:00p	NNW
21	34.2	61.3	12:00p	13.9	5:00a	30.8	0.0	0.00	8.4	33.0	11:30a	S
22	28.8	44.7	11:00a	12.7	12:00m	36.2	0.0	0.00	8.1	28.0	8:00p	NE
23	10.6	21.3	3:30p	1.5	9:00p	54.4	0.0	0.00	7.4	19.0	2:30p	S
24	35.3	57.1	3:30p	1.3	12:30a	29.7	0.0	0.00	13.8	34.0	3:00p	W
25	47.4	62.8	3:00p	32.0	9:00p	17.6	0.0	0.00	9.0	25.0	2:30a	W
26	37.2	57.5	1:00p	19.4	12:00m	27.8	0.0	0.00	13.3	51.0	6:00p	N
27	15.3	19.5	12:30a	5.2	12:00m	49.7	0.0	0.00	3.2	16.0	12:30a	ENE
28	9.3	26.2	3:00p	-6.3	6:00a	55.7	0.0	0.00	4.7	17.0	3:00p	S
29	25.9	48.2	3:30p	3.8	5:30a	39.1	0.0	0.01	7.0	20.0	12:00p	S
30	35.8	49.4	12:30p	21.5	12:00m	29.2	0.0	0.01	8.5	40.0	2:30a	NE
31	18.9	23.4	3:00p	10.4	12:00m	46.1	0.0	0.00	5.5	17.0	1:00a	S
-----												
	30.0	67.9	19	-13.4	6	1085.6	0.3	0.06	9.4	52.0	16	S

Max >= 90.0: 0  
 Max <= 32.0: 6  
 Min <= 32.0: 30  
 Min <= 0.0: 3  
 Max Rain: 0.02 ON 01/01/14  
 Days of Rain: 1 (>.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 106 miles being swept throughout the month.

The division expended 7,630 pounds of material for crack sealing and expended 1,135 pounds of cold mix-asphalt mix in pothole repair.

The division repaired 5 traffic control signs, replaced 20 control signs, installed 2 new signs, and removed 8 traffic control signs throughout the City.

There were 11 loads of snow removed from City streets with 169 tons of salt/sand mix material being used in January. The division plowed/sanded 2,791 miles of City streets.

The sanitation division collected 3 tons of loose trash throughout the month. However, they collected 331 tons of compacted trash. This compacted trash is a 1% decrease compared to a year ago. Under time and material removals there were 6 tons this month.

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)		303	-100%		303	-100%	523	-100%
Streets Swept (Miles)	106			106				
Sweeper Water-Dust Control (Gals)	2,200	3,820	-42%	2,200	3,820	-42%	7,658	-71%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)								
Gravel/ABC-Streets (Tons)								
Grading Alleys (Blocks)								
Grading Streets (Blocks)							9	-100%
Grade Parking Lots (Blocks)								
Excavate Sub-base (Cu Yds)							30	-100%
Excavate Asphalt (Tons)							5	-100%
Excavate Concrete (Tons)								
Structure Backfill (Tons)							127	-100%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)	19			19				
Hot Bituminous Mix (Tons)								
Emulsion/Tack Oil (Gals)								
Cold Mix-Asphalt (Tons)							481	-100%
Catchbasins - Altosid Briquets								
Catchbasins Cleaned (Each)							33	-100%
Painting-Parking (Gals)								
Painting-Crosswalks (Gals)								
Painting-Curbs (Gals)								
Painting-Symbols (Gals)								
Painting-Lanes(Gals)								
SIGN MAINTENANCE								
Traffic Control-Repair (Each)	5	4	25%	5	4	25%	2	178%
Traffic Control-Replace (Each)	20	1	1900%	20	1	1900%	2	1011%
Traffic Control-Install (Each)	2			2			3	-38%

Traffic Control-Remove (Each)	8			8			2	400%
Street Name-Repair (Each)								
Street Name-Replace (Each)								
Street Name-Install (Each)							0	-100%
Delineators-Repair & Replace (Each)								
SNOW/ICE CONTROL								
Snow Removal (Loads)	11	2	450%	11	2	450%	132	-92%
Salt/Sand Mix Material (Tons)	169	66	158%	169	66	158%	74	128%
Plowed/Sanded Streets (Miles)	2,791			2,791			534	423%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	3	13	-78%	3	13	-78%	28	-89%
Compacted Trash Collection (Tons)	331	335	-1%	331	335	-1%	330	0%
Alley Debris/Trash Removal: T & M (Tons)	6			6				
Yard: Sweepings + Misc Debris (Tons)	2	22	-90%	2	22	-90%	99	-98%
Container Repairs-90 Rollouts (Each)	6	1	500%	6	1	500%	10	-41%
Container Repairs-Dumpsters (Each)	30	73	-59%	30	73	-59%	56	-47%
Level Dumpsters - Gravel Base Pad	1			1			0	238%
Weed Control-Mowing (Hours)								
Weed Control-Burning (Hours)								
MATERIAL PROCESSING								
Haul Materials from Vendor Yard (Tons)	357	239	49%	357	239	49%	172	108%
Haul Materials from Project Site (Cu Yds)	25	81	-69%	25	81	-69%	56	-56%
Haul Pulverized Asphalt/Millings (Cu Yds)	10			10			11	-9%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete								
Crack Sealing (pounds)	7,630	4,620	65%	7,630	4,620	65%	6,210	23%
Grading Alleys (Hours)								
Grading Streets (Hours)								
Grade Parking Lots (Hours)								
Cold Mix Asphalt (Pounds)	1,135			1,135				

### **WATER/SEWER DIVISION**

The water division produced 56,638,400 gallons, a 3% increase compared to January a year ago, and a 5% decrease in hours logged. Furthermore the division responded to 125 requests for locates throughout the month. The meter reader read 4,810 meters resulting in 120 turn-offs for delinquent payment, 13 investigations for high usage and 21 investigations for zero consumption. The division continued the testing regime necessary for the health department regulations, responded to 23 and cleared 20 SCADA alarms at the time of reporting.

The sewer division responded to 121 requests for locates.



<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)							6	-100%
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	4,810	5,405	-11%	4,810	5,405	-11%	4,253	13%
Meter Turn-offs (for repair)	13	14	-7%	13	14	-7%	15	-13%
Meter Turn-offs (delinquent)	120	79	52%	120	79	52%	71	69%
Meter Turn-ons (all)	126	85	48%	126	85	48%	78	61%
<b>METER MAINTENANCE (No.)</b>								
Meters Repaired - In House								
Meters Repaired - In Field							4	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption	21	45	-53%	21	45	-53%	9	133%
High Usage	13	23	-43%	13	23	-43%	36	-64%
Leaking in Meter Pit								
<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	13	22	-41%	13	22	-41%	18	-29%
Park Meters Read	17	10	70%	17	10	70%	17	-2%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	238	273	-13%	238	273	-13%	377	-37%
Well Building Security Checked	238	268	-11%	238	268	-11%	574	-59%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check								
Well Check for Sand								
Well Static Level								
Well Draw Down								
Well Air Check							37	-100%
<b>GROUND STORAGE TANKS (No.)</b>								
7.5 MG Tank Checked	25	34	-26%	25	34	-26%	50	-50%
7.5 MG Tank Level Checked	25	34	-26%	25	34	-26%	50	-50%
2.0 MG Tank Checked	25	34	-26%	25	34	-26%	50	-50%
2.0 MG Tank Level Checked	23	34	-32%	23	34	-32%	50	-54%
Security Checks	25	34	-26%	25	34	-26%	50	-50%
<b>ELEVATED STORAGE TANKS (No.)</b>								
0.25 MG North Checked	77	46	67%	77	46	67%	71	8%
0.25 MG North Level Checked	77	46	67%	77	46	67%	71	8%
0.25 MG South Checked	77	46	67%	77	46	67%	71	8%
0.25 MG South Level Checked	77	46	67%	77	46	67%	71	8%

Security Checks	77	46	67%	77	46	67%	127	-39%
<b>WATER QUALITY TESTING (No.)</b>								
Well Samples Taken							2	-100%
Distribution Samples Taken								
Chlorine Samples Taken	47	62	-24%	47	62	-24%	66	-29%
Bacteriological Samples Taken	15	23	-35%	15	23	-35%	10	56%
Other - Samples taken	4			4			3	43%
<b>SCADA SYSTEM (No.)</b>								
SCADA Alarms	23	66	-65%	23	66	-65%	46	-50%
SCADA Alarms Cleared	20	66	-70%	20	66	-70%	46	-56%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up							8	-100%
Chlorine Bottles Returned							8	-100%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>								
Hours	1,839	1,935	-5%	1,839	1,935	-5%	2,112	-13%
Gallons	56,638	54,763	3%	56,638	54,763	3%	59,881	-5%
Call Customer By Phone								
<b>UNCC LOCATES</b>								
City Requests	4			4			7	-41%
Private Requests	64	48	33%	64	48	33%	29	121%

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	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.)							0	-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)							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>								
Sewer Lines Cleaned (Ft.) 6"		425	-100%		425	-100%	155	-100%
Sewer Lines Cleaned (Ft.) 8"		425	-100%		425	-100%	310	-100%



Catchbasins Inspected (No.)								
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)								
Storm Sewer Line Locates (No.)	24	11	118%	24	11	118%	40	-40%
Storm Sewer Manhole Locates (No.)	24	13	85%	24	13	85%	79	-69%
Call Customer by Phone							1	-100%

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>Monthly Water Demand Record</b>								
<b>Sterling WTP</b>								
Monthly Total Demand (MG)	50	51	-1%	50	51	-1%	10	394%
Average Daily Demand (MG)	2	2	-1%	2	2	-1%	0	394%
Maximum Daily Demand (MG)	2	2	-8%	2	2	-8%	0	359%
Minimum Daily Demand (MG)	2	1	1%	2	1	1%	0	407%
Monthly Total FW Production (MG)	49	51	-3%	49	51	-3%	10	384%
Average Daily FW Production (MG)	2	2	-3%	2	2	-3%	0	385%
Maximum Daily FW Production (MG)	2	2	10%	2	2	10%	0	451%
Minimum Daily FW Production (MG)	1	1	-28%	1	1	-28%	0	259%

## **AIRPORT DIVISION**

The airport division witnessed 165 operations during the month of January. Throughout the month this division sold 2,323 gallons of fuel, which is a 15% decrease from January 2013. However the total year-to-date of 2,323 gallons of fuel, is also a 15% decrease compared to a year ago.

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	108	89	21%	108	89	21%	118	-8%
A/C Multi Engine	10	12	-17%	10	12	-17%	11	-12%
Helicopter	10	18	-44%	10	18	-44%	20	-49%
Turbojet	37	34	9%	37	34	9%	38	-2%
Other Types								
<b>TOTAL OPERATIONS</b>	<b>165</b>	<b>153</b>	<b>8%</b>	<b>165</b>	<b>153</b>	<b>8%</b>	<b>187</b>	<b>-12%</b>
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	666	1,023	-35%	666	1,023	-35%	862	-23%
Jet-A (Gals.)	1,657	1,713	-3%	1,657	1,713	-3%	1,939	-15%
<b>TOTAL FUEL</b>	<b>2,323</b>	<b>2,736</b>	<b>-15%</b>	<b>2,323</b>	<b>2,736</b>	<b>-15%</b>	<b>2,801</b>	<b>-17%</b>





Permits								
Value								
Other Buildings 328								
Permits		1	-100%		1	-100%	0	-100%
Value		26,975	-100%		26,975	-100%	5,395	-100%
Structures 329								
Permits								
Value								
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits		1	-100%		1	-100%	0	-100%
Value		26,975	-100%		26,975	-100%	390,315	-100%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
Nonresidential Add/Alterations 437								
Permits	4	3	33%	4	3	33%	4	-9%
Value	18,550	80,445	-77%	18,550	80,445	-77%	186,330	-90%
<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>								
Building								
Permits	15	8	88%	15	8	88%	12	23%
Fees	2,958	2,944	0%	2,958	2,944	0%	15,200	-81%
Demolitions								
Permits								
Fees								
Fence								
Permits	1			1			2	-44%
Fees	20			20			36	-44%
Mechanical								
Permits		4	-100%		4	-100%	4	-100%
Fees		184	-100%		184	-100%	153	-100%
Sign								
Permits	2	2		2	2		0	400%
Fees	40	40		40	40		8	400%
Excavation								
Permits	8			8			1	1233%
Fees	60			60			18	233%
Manufactured Home Hookups								
Permits	1			1			1	67%
Fees	75			75			45	67%
Miscellaneous								
Permits	5	6	-17%	5	6	-17%	11	-55%
Fees	434	429	1%	434	429	1%	1,816	-76%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	32	20	60%	32	20	60%	31	3%

Fees	3,587	3,597	0%	3,587	3,597	0%	17,275	-79%
Nuisance Violations								
Vehicle Violations	34	39	-13%	34	39	-13%	43	-20%
Grass/weed Violations							1	-100%
Miscellaneous Violations	188	214	-12%	188	214	-12%	81	132%
Totals-Nuisance Violations	222	253	-12%	222	253	-12%	124	78%

## PARKS, LIBRARY AND RECREATION DEPARTMENT

### JANUARY 2014 MONTHLY REPORT

#### DEPARTMENT OVERVIEW:

No pavilion reservations were made in January, for a year-to-date total of Ten (10). There were Eight (8) facility reservations prepared during the month.

No funds were paid out in the Tree Planting program, for a year to date total of \$0. No funds were paid out in the Tree Removal Program, for a year-to-date total of \$0.

The Department Secretary retired, so the Director of PLR is doing secretarial duties, along with Receptionist until position is filled. Receptionist prepared and distributed PLR new releases to media and prepared the City newsletter, also prepared January Board agenda and mailings.

The Department Director attended Kiwanis meeting weekly during the month. He also attends weekly management/staff meetings. His monthly schedule is as follows:

- 1/03/14 Conducted an interview for the PCF Superintendent position.
- 1/07/14 Phone interviews for Police Chief.
- 1/08/14 Phone interviews for Police Chief.
- 1/14/14 Attended City Council Meeting
- 1/15/14 Attended Chamber of Commerce Board of Directors Meeting
- 1/16/14 Attended Citizens Advisory Board Meeting.
- 1/23/14 Meeting with citizen.
- 1/27/14 Turned in Annual Report.
- 1/27/14 Employee Recognition Luncheon.
- 1/28/14 Grant Writer Meeting—Chamber of Commerce.
- 1/28/14 Attended City Council meeting.
- 1/29/14 Police Chief swearing in ceremony.
- 1/31/14 Orientation with new employee.

## PARKS, CEMETERY, AND FORESTRY MONTHLY REPORT FOR JANUARY 2014

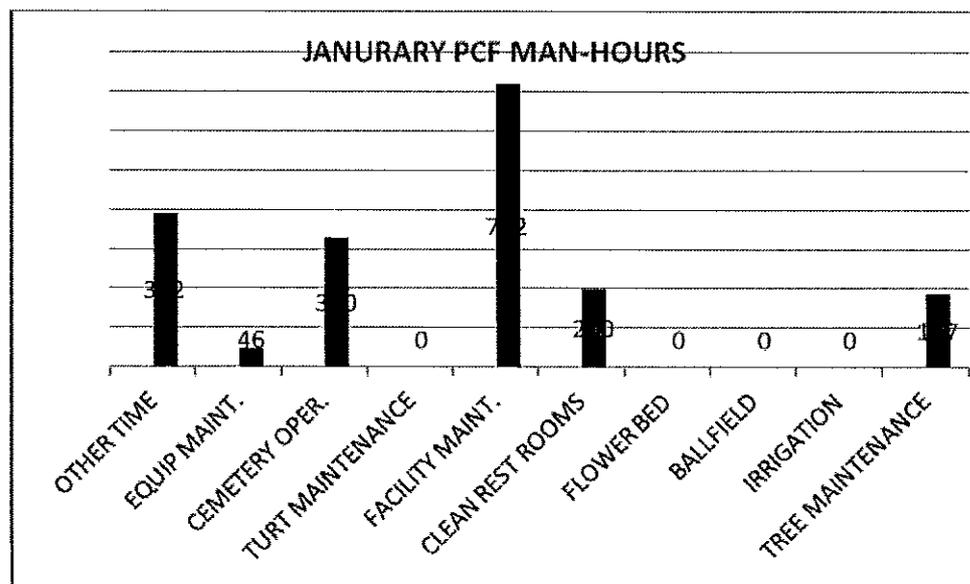
**Parks** – Routine maintenance as an on going task. PCF Division had three hundred and fifty one hours of snow removal for the month. Park personnel have started replacing top rails out at Pioneer Park, on the west end of restroom. They have the majority of the parks done with volunteers. We had Brandon Smith come out from Made in the Schade to look at the playground getting replaced this fall. He is working up a bid for the new playground. We are waiting on a couple more bids for the new playground at Pioneer Park.

**Cemetery** – During December there were nine opening and closings, six full burials and 3 cremations. We have received the blocks from Sterling Home Depot and waiting for warm weather to finish the retaining wall.

**Forestry** – The foresters completed four action requests, trimming five and removed nine trees. They picked up thirteen branches, and removed five hangers. There were nine tree stumps removed in December. The Forestry crew took down all of the Christmas decorations.

### **Ongoing PCF projects:**

- Perform all routine maintenance activities, action requests and stump grinding as necessary.
- Performing routine maintenance in restrooms
- Beginning of park limb and tree cleanup.
- Cemetery crew tamping sunken area's.
- Cemetery and Parks staff will be working on rebuilding a rock retaining wall on west side of office
- Weather permits replacing sand volley ball net at Prairie Park
- Weather permits install blender spinner at Prairie Park



DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>PARKS</b>								
Man-hours of equip maint (all PCF)	46	109	-58%	46	109	-58%	151	-69%
Facility reservations	1			1				
Restroom cleanings/inspections	200	109	83%	200	109	83%	114	76%
Man-hours of ballfield preparation		22	-100%		22	-100%	37	-100%
<b>CEMETERY</b>								
Opening/Closing	9	8	13%	9	8	13%	9	-4%
Cremains - Opening/Closing	3	1	200%	3	1	200%	3	15%
Spaces sold	1	6	-83%	1	6	-83%	6	-82%
Monument permits							2	-100%
Graves repaired/raised	90	43	109%	90	43	109%	54	67%
Niches Sold	2	5	-60%	2	5	-60%	2	-17%
<b>FORESTRY</b>								
Trees trimmed	5	34	-85%	5	34	-85%	30	-83%
Trees removed	9	5	80%	9	5	80%	13	-33%
Action Requests completed	4	5	-20%	4	5	-20%	4	11%
Trees planted								
Stumps removed	9			9				

## **LIBRARY**

The patron count for Sterling Public Library from Jan. 1 through Jan. 31, 2014 was 4077.

The library had 2 Community Servants for a total of 17.5 hours of community service. Eight volunteers worked 41.5 hours. Total volunteer hours for the month of January were 59.

Sterling Public Library made 192 interlibrary loan requests of other libraries and received 184 items. Other libraries made 212 interlibrary loan requests and Sterling Public Library loaned 174 items. Lending libraries were unable to fill 30 requests and Sterling Public Library was unable to fill 38 requests. Total interlibrary loan requests were 404 and 358 items were circulated.

Janet reported 7 tutors worked with 24 students for a total of 114 hours during January.

Crafty Characters is held the first Monday of each month. In January 9 kids and 5 adults attended. The kids made snow globes using plastic plates.

The third Monday of each month has been designated Marvelous Monday. One child and two adults came. The program was not provided as we require at least 5 children before we provide the program.

Erica Kallsen and Sandy Van Dusen provided an E-reader/Overdrive class on Jan. 21<sup>st</sup> at 2:00 p.m. and on Jan. 30<sup>th</sup> at 7:00 p.m. Two people attended each session. There were several no-shows due to weather on Jan. 30<sup>th</sup>.

Sterling Public Library has partnered with Ric Morgan to provide a free legal clinic on the second Monday of each month. Mr. Morgan is an attorney from Elbert County who will help people with civil case procedures via the computer. During January 9 people were helped.

**PROJECT UPDATE:**

Technology continues to be an important part of the library. There were one thousand five hundred seventy seven uses of the computers.

There were 64 children who called Dial-a-Story during January. Vickie Wettstein, Cheryl Schulte and Amanda Sandoval read stories during the month. The stories can be heard by calling 522-6808

Children continue to register for 1000 Books Before Kindergarten program. To date 161 children are registered, 57 have completed 100 books and 7 have completed 1000 books.

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
Books Checked Out	7,733	7,840	-1%		7,840	-100%	7,850	-100%
Digital check out	802	819	-2%		819	-100%	284	-100%
In-house Circulation	158	470	-66%		470	-100%	915	-100%
Volunteer Hours	48	43	10%		43	-100%	13	-100%
Story Time Attendance	90	105	-14%		105	-100%	72	-100%
Summer Reading Program								
Reference Questions	445	707	-37%		707	-100%	921	-100%
Books Placed on Hold	508	460	10%		460	-100%	515	-100%
Inter-Library Loans								
Borrowed requests	192	254	-24%		254	-100%	218	-100%

Loaned requests	212	251	-16%		251	-100%	267	-100%
Total	404	505	-20%		505	-100%	485	-100%
Library Meeting Room Use	32	35	-9%		35	-100%	18	-100%
Patrons Using Facility	4,077	4,438	-8%		4,438	-100%	4,467	-100%
Hours Tutoring	114	141	-19%		141	-100%	105	-100%
Internet use	1,577	1,954	-19%		1,954	-100%	1,564	-100%

### **RECREATION DIVISION**

**NEW TEEN/ADULT DODGEBALL PROGRAM:** In 2014, we started a new teen/adult recreation program, Adult Dodgeball. There are 10 teams competing in the open division. There are 96 participants in the program. Total participant and spectator visits to the Sterling Middle School on Tuesday evenings accounted for approximately 300 visits in January 2014. Teams officiate their own games with Gym Supervisors ruling if they cannot agree. The new program appears to be very successful and participants seem to be having a real positive and fun experience. The program provides employment for approximately 2 adult gym supervisors.

**YOUTH BASKETBALL:** This year, there are 70 teams and 546 participants in the Youth Basketball program. This is up 1 team and up 14 participants from 2013. There are 327 boys and 219 girls participating. Attendance for January games, including players, coaches, parents and other spectators totaled approximately 8,126 visits to the Sterling High School ; Wally Post and Tiger Den, the Sterling Middle School gymnasiums, Saint Anthony's and the N.J.C. Event Center.

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 70 teams in the Youth Basketball program, 43 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 six weeks the program is conducted.

The program also provides employment for approximately 17 youth officials, 8 youth scorekeepers and 11 adults that are our gym supervisors. The number of officials and scorekeepers we have been able to hire is down about half as many as last year. This is

because the Sterling High School basketball players we have used in the past now play many games on Saturdays, and we cannot schedule them to work these Saturdays.

**ADULT BASKETBALL:** There are 25 teams participating in the City Adult Basketball Leagues in 2014, which is 1 more team than there was in 2013. There are 332 participants in the program which is up 97 participants from 2013. This is up almost 100 players from 2013! Adult basketball games are played Monday and Thursday evenings at the Sterling Middle School and at the N.J.C. Events Center. League play runs for eight weeks. The program also provides employment for approximately 11 adult officials, 7 adult scorekeepers and 3 adult gym supervisors.

**ADULT VOLLEYBALL:** In January 2014, Spring Adult Volleyball league press releases, information, and participant mailings were sent out.

**OPEN GYM WEDNESDAYS:** In January 2014, the Recreation Division has offered Open Gym at the Sterling Middle School on Wednesday evenings, from 6:30 - 8:00 p.m. In January 2014, 89 people participated in Open Gym. The Recreation Division provides a Gym Supervisor that takes care of the school property and supervises the patrons. There is no charge for Open Gym.

**RACQUETBALL & WALLYBALL LEAGUES:** In January 2014, the Winter Racquetball and Wallyball league information was sent out and registrations are currently being taken. Press releases, participant mailings, employees personally promoting the leagues, and flyers around the Recreation Center are all used to draw participants into the leagues.

**BRONCO SUPER BOWL DRAWING:** Recreation staff wanted to do something special because the Broncos were in the super bowl. They decided to offer a drawing for a Bronco's Gift Basket. We purchased some items, and staff personally added some items, in order to make a nice big gift basket. A press release for the drawing was prepared and the drawing quickly became popular. There were 545 names in for the drawing and a youth, Tyler Gibbs, won the gift basket. Many of the people that came in to register for the drawing were not normally our patrons, so the advertising may have brought new people through the door.

## ***RECREATION CENTER***

**INDOOR POOL & LOCKER ROOM DECK - TOPCOAT SEPARATION PROBLEM:** In April 2013, the Recreation Center's indoor pool deck, restrooms, locker rooms and showers were resurfaced with epoxy for a cost of \$77,941. The pool was closed to the public for two weeks but some areas, like the women's showers were closed to the public off and on over a four week period. Restoration Concrete Inc., from Denver, did the work.

There were some concerns about slipperiness if a final top coat was applied. With advice from several other City employees, it was decided not to put on the final top coat and go with the very non-slip surface as it was. A final top coat was not applied at the time.

This surface turned out to be extremely hard to clean and attracted the City hard water into the rough, porous surface. Restoration Concrete Inc., was contracted again to come back to, Hoxie high pressure wash the hard water out of the deck, and then apply a final top coat for a cost of \$7,300.00. The final topcoat was not the same epoxy but a different surface material. This

solution initially solved the cleaning problems, until many areas of topcoat separation started appearing in November.

We have since brought back in Restoration Concrete Inc. and Miracote - Crossfield Products representatives to examine the topcoat separation and they appeared to take responsibility for the problem. We are awaiting their determination and recommendations. We will try to schedule any repair work for September during our closure for annual maintenance.

**OVERALL ADMISSIONS:** In January, 2014 there were 2,872 total admissions to the Sterling Recreation Center. In January, 2013, there were 2,602 total admissions. It is up 270 patron visits from January, 2013. This was a large increase. January, 2014 admissions average out to be approximately 93 people a day coming into the Sterling Recreation Center. Total paid admissions in January, 2014 do not include 10 students from N.J.C. that used the Sterling Recreation Center free due to Intergovernmental Agreements. There were another 54 students from the Logan County Inter Agency Oversight Group and the Job Service Center that also used the Recreation Center free in January due to Intergovernmental Agreements.

**CHILD ADMISSIONS:** There were a total of 66 Child Admissions to the Recreation Center in January, 2014. This is down 1 Child Admission from January, 2013.

**YOUTH ADMISSIONS:** There were a total of 454 Youth Admissions to the Recreation Center in January, 2014. This is down 52 Youth Admissions from January, 2013.

**SENIOR ADMISSIONS:** There were a total of 343 Senior Admissions to the Recreation Center in January, 2014. This is down 3 Senior Admissions from January, 2013.

**ADULT ADMISSIONS:** There were a total of 1,330 Adult Admissions to the Recreation Center in January, 2014. This is up 240 Adult Admissions from January, 2013. The majority of the overall admissions increase for January, 2014 came from Adult Admissions.

**YEARLY ADMISSIONS:** There were 571 Yearly Pass Admissions to the Recreation Center in January, 2014. This is up 119 Yearly Pass Admissions from January, 2013.

**AQUA AEROBICS CLASSES:** There were 94 patrons attending aqua aerobics classes in January, 2014. This is down 31 admissions from January, 2013.

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams								
Volleyball Participants								
Volleyball Spectators								
Adult Basketball Teams	25	24	4%	25	24	4%	22	15%
Adult Basketball Participants	1,482	1,020	45%	1,482	1,020	45%	694	114%
Adult Basketball Spectators	1,140	1,020	12%	1,140	1,020	12%	956	19%
Youth Basketball Teams	70	69	1%	70	69	1%	84	-16%
Youth Basketball Participants	1,696	2,760	-39%	1,696	2,760	-39%	6,022	-72%
Youth Basketball Spectators	6,360	6,720	-5%	6,360	6,720	-5%	8,626	-26%

Adult Basketball Tourn. Teams								
Adult Basketball Tourn. Participants								
Adult Basketball Tourn. Spectators								
Open Gym Participants	89	551	-84%	89	551	-84%	110	-19%
Denver Nugget Basketball Skills Challenge	25			25				
Santa at the Center Participants								

## OVERLAND TRAIL MUSEUM

The museum has remained closed due to the September 2013 flood. Attendance at the museum during the month of January was 106.

Most of the month of January was spent removing Christmas decorations. Cold weather prevented some of the groups from returning to help with this process.

Museum staff has stayed busy working on inventory of items, accessioning items that were found during the flood clean up that had not previously been accessioned and organizing the collections storage area.

A group of students from Merino High School spent a day working on research at the Museum. Staff pulled books, photos and research materials for students who are writing essays for the Nell Propst scholarship program.

The textiles have been returned from the restoration specialists. Only about 1/3 of the items were considered restorable. The others were cleaned as well as possible and returned to the museum.

The Sterling Fire Department rented the High Plains Education Center for training two days in January.

Both Kay and Perry have been guests on Andy Rice's show on KPMX to promote both Journey Stories and upcoming children's programs.

A new custodian, Rod Glissman, was hired and began work just before Christmas 2013. He works Monday – Thursday from 3-7 and on Fridays, 9-1. He has been a positive addition to the museum staff.

The school brochures have been mailed out. We have sent 500 brochures to schools within a 100 mile radius of Sterling. Wagons West has been filled and many April/May dates have been filled with early reservations from teachers.

A few additional concerns have surfaced as a result of the flood. The flagstone leading up to the Dave Hamil building is coming loose as well as the sun dial in the front of the main museum. We are still waiting on bids for construction.

## Museum Projects

### MUSEUM FLOOD RESTORATION

	<b>Ongoing</b>	
Relocating Dr. Office exhibit	In progress	
Oral History project	In progress	
Collections storage cleaning	In progress	
Accessioning artifacts	Ongoing project	
Archiving obits & anniversaries	Ongoing project	
Cleaning buildings & artifacts	Ongoing	
Archive room	In progress	}
Tannery	In progress	
Research Room	Plans progressing	
Reorganization of photo archives	In progress	<b>on hold</b>
Concrete work (gutters & sidewalks)	sidewalk to Karg barn	<b>on hold</b>

DESCRIPTION	Jan 2014	Jan 2013	Jan Change	YTD 2014	YTD 2013	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	1	1		1	1		2	-38%
Number of Items donated	1	2	-50%	1	2	-50%	4	-76%
Number of School Visits	1			1			0	400%
Number of Students	10			10			1	733%
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%	6	-100%
Number of facility rentals	2	1	100%	2	1	100%	0	900%
Number of Tour Buses								
Tour Bus Visitors								
States represented		28	-100%		28	-100%	12	-100%
Foreign Countries Represented		1	-100%		1	-100%	0	-100%
Total of All Visitors	106	206	-49%	106	206	-49%	175	-39%
Volunteer Hours		36	-100%		36	-100%	22	-100%
Square Foot, Bldg. Maintained	29,766	29,766		29,766	29,766		26,766	11%