

# STERLING

A Colorado Treasure

**MONTHLY REPORTS**

**July 2013**

## CITY MANAGER

### JULY 2013 MONTHLY REPORT

#### **City Manager:**

City Manager Kiolbasa attended the following:

- Employee Recognition;
- Personnel Board meeting;
- Several budget meetings with various staff members;
- E-Waste presentation at LCEDC office;
- Parks, Recreation Master Plan meeting; and
- Meeting with DOC representatives regarding water.

#### **Executive Secretary:**

Executive Secretary Bornhoft continues to do the packets for Council. There was one amplified music letter written for the City Manager's signature. The Executive Secretary is responsible for the collection and formatting of the monthly reports, placing the same on the web site and then scanning them into the Laser Fiche.

Connie is also responsible for the employee newsletter and works on the web site committee. She attends the administrative staff meetings and prepares the minutes. Connie attended the Employee Recognition reception, which she was honored for 25 years of service to the City of Sterling. She helped cover telephones in the Personnel/HR Department.

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

MEETINGS ATTENDED

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

The regional NCEM group met in Akron in July. Agenda items were:

- An update on the Red Guidebook to Recovery project.
- EMPG reporting, deliverables and mandatory timelines.
- Report on Recovery Guidebook project.
- DHS/OEM Agency report.
- Division of Fire Safety presentation on State resources.
- 2013 DHS Grant updates.
- Training on EOC operations, Situational Awareness and Recovery planning.

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

The Logan County ESF-8 held a regular monthly Board meeting in July. Agenda items were:

Discussion and overview of last month's Vulnerable Populations workshop.  
Individual agencies Emergency Operations Planning.  
Future exercises and training.  
Recovery Guidebook discussion.  
The LDS Preparedness Fair  
Colorado Medical Reserve.

### **NG911**

Members of the Logan E911 Authority attended a Steering Committee meeting in Broomfield in July. Discussion was centered on the proposed tariff proposal from Century Link to the PUC. It was recommended that all members attend the PUC Open Comments meeting and voice opinions. They also discussed what equipment and infrastructure would be needed for the project and project timelines.

### **Church of the Latter Day Saints**

EMC Owens attended two evening meetings with members of the LDS to plan a Community Preparedness Fair in Sterling in August. The second meeting included members from local agencies who will be presenting information at the fair.

### **Colorado Public Utilities Commission**

With members from the Logan County E911 Authority, we attended a Public Comments on NG911 hearing at the PUC building in Denver. After a lengthy presentation on the history of 911 and an overview of the NG911 project we were able to give the PUC Board our comments on the need of changing 911 to IP.

### **Combined Consolidated Networks of Colorado (CCNC) Board Meeting**

Weld County and Adams County gave the Board a presentation and overview of their new zone controller project. When they go on-line we can anticipate interoperability issues with responders still using the Zone 3 switch. There was discussion on the Zone 3 equipment costs. The original six counties who have been paying the costs no longer want to do so. Costs will be divided up and the costs passed on to Zone 3 users based on radio usage.

### **Colorado State Patrol Hazardous Materials Section**

The EMC met with the NE CO Haz Mat team to discuss response areas, equipment compatibility and mutual aid responses. They also discussed future exercises and the development of a regional response team.

### **TRAINING AND RESPONSES**

Bob took an on-line course and test to recertify for the CCIC/NCIC security clearances.

There were several severe weather events in July, including Thunderstorm, Tornado and Flash Flood warnings and watches. EMC Owens monitored the storms and reported to the County and State WebEOC and social media sites. He assisted with road closures and situational awareness during a heavy rainfall and flooding event in Sterling and Logan County.

### **OTHER OEM ACTIVITIES FOR JULY, 2013**

- Bob worked on the Building Security project. He worked on developing an initial Letter of Interest form, which will be sent to selected vendors.
- EMC Owens worked on the Logan County and City of Sterling Hazard Mitigation Plan update. This plan must be updated in early 2014 to remain eligible for State and Federal funding. He gathered information from fire departments on any major events or wildland fires since 2009.

- The EMC completed all of the 3<sup>rd</sup> quarter 2013 EMPG grant requirements. He turned in documentation of meeting all deliverables and financial forms prior to the deadline.
- The Red Guidebook to Recovery project is almost complete. Bob received all of the guidebooks from the printer and he is working on distributing them to 11 counties and the cities of Fort Collins, Loveland and Greeley.
- EMC Owens performed all of the July E911 Authority bookkeeping duties.
- The EMC started on a grant funded regional training project for the LEPC's and responders in eastern Colorado. He will bring a three day class on the CAMEO program to Sterling, making the training available locally instead of the Front Range.
- At the request of the City Manager, Bob researched and created a report on the H5N1 Bird Flu virus and how it may be affected by backyard chickens.

**Emergency Communications Center:**

- Communications Center handled 2,122 calls for service during the month of July 2012, a 10 percent increase from the 1,937 calls received in July 2011.
- Sterling Police Department handled 1,126 calls for service in July 2012, an increase of 16 percent compared to 970 calls for service received in July 2011.
- Logan County Sheriff's Office received 790 calls for service in July 2012, a three percent increase compared to 765 calls for service received in July 2011.
- Crook Fire Department received 14 calls for service in July 2012, compared to 5 calls for service in July 2011.
- Fleming Fire received nine calls for service in July 2012, compared to four calls for service in July 2011.
- Merino Fire handled eight calls for service in July 2012 compared to five calls for service in July 2011.
- Peetz Fire handled seven calls for service in July 2012, compared to five calls for service in July 2011.
- Sterling Fire handled 182 calls for service in July 2012, an increase of 38 percent compared to 132 calls for service July 2011.

DESCRIPTION	July 2012	July 2011	July Change	YTD 2012	YTD 2011	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,122	1,937	10%	14,526	13,350	9%
CITY OF STERLING	1,126	970	16%	7,407	6,595	12%
LOGAN COUNTY	790	765	3%	5,790	5,270	10%
STERLING FIRE 07530	182	132	38%	1,207	863	40%
CROOK FIRE 07505	14	5	180%	63	46	37%
FLEMING FIRE 07515	9	4	125%	50	40	25%
MERINO FIRE 07522	8	5	60%	85	51	67%
PEETZ FIRE 07525	7	5	40%	41	23	78%

**Information Technology Specialist (ITS):**

Daily backup of all servers, Finance & Police Systems and routine user and file security maintenance continues. The system save was performed on the Police system.

ITS Anderson assisted several departments with phone issues, printer and computer problems, replaced two monitors, and restored some lost files for HR. The ITS worked with new users on the Laser Fiche program and website changes for Recreation Center and Public Works.

A new copier for upstairs at City Hall was installed and networked.

ITS Anderson met with Les Archuleta and Sandy VanDusen regarding our request for new topology maps for the city network and library.

Mary Ann attended the SWellness meeting and made flyers and arrangements for the next SWellness Lunch & Learn and events.

She viewed the CIRSA training video on Ergonomics with the secretarial staff.

## CITY ATTORNEY

### JULY 2013 MONTHLY REPORT

#### MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors, individual City Council members, and other personnel. The City Attorney also attends miscellaneous meetings with the City Manager and individuals as needed and requested. The 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:

None.

Prepared the following Ordinances:

Ordinance No. 10, Series of 2013 – An Ordinance prohibiting the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities and retail marijuana stores within the City of Sterling, County of Logan, State of Colorado.

Ordinance No. 11, Series of 2013 – An Ordinance amending the Sterling City Code, Chapter 10, Motor Vehicles and Traffic, to add Article IV, Use of ATV/OHV.

Ordinance No. 12, Series of 2013 – An Ordinance approving the sale of real estate owned by the City of Sterling to the State of Colorado; and authorizing the Mayor to execute all documentation required for the sale of said property.

Other Documents:

This office worked with Stewart Title to finalize documents and the closing on the sale of property to Trinidad/Benham.

This office prepared an Amendment to Net Lease regarding the Net Lease with the Logan County Humane Society.

#### MUNICIPAL COURT:

There were no trials this month. Four defendants changed their pleas to guilty prior to trial. Eight charges were dismissed, including upon proof of insurance, handicap parking permit, and parking issue with street repairs and city equipment. Two defendants entered into deferred judgment stipulations. 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 one liquor license renewal.

MISCELLANEOUS:

This office prepared a Full and Final Release and letter to Cargill, Incorporated, regarding a water service overcharge.

The paralegal does research, drafts documents and pleadings, and performs all other related legal work relating to the position. The paralegal makes telephone calls to library patrons regarding past due items, and processes letters to library patrons prepared by the library staff, regarding past due items. The paralegal also assists the HR Department with answering the telephones and receptionist duties when needed, and covers/assists other departments as requested, when necessary. The paralegal completed the required Ergonomics training video.

**FINANCE DEPARTMENT**  
**JULY 2013 MONTHLY REPORT**

The Finance Department assisted 3,210 customers during the month of July 2013. This compares to 3,399 customers in July 2012. This number does not include the contacts made by the Director of Finance. There were on average 140 customer contacts per day for July 2013. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in July 2013 in comparison to July 2012.

The General Fund revenues for the month of July 2013 amounted to \$968,359.17. The revenue for the month ended July 2012 in the General Fund amounted to \$976,401.63 Expenditures for the General fund for the month ending July 31, 2013 amounted to \$1,052,193.32 and for the same period in 2012 the expenditures were \$996,022.55.

Cash in all City funds totaled \$2,939,250.13 on July 31, 2013 and for July 31, 2012 on hand was \$3,112,216.18. On July 31, 2013 the City of Sterling had outstanding a total of \$13,587,678.11 in investments, this amount is for all funds. This breaks down to \$205,939.02 in Certificates of Deposit, \$13,281,272.23 ColoTrust Plus and \$100,466.86 in Money Market.

There were \$1,450,706.74 worth of checks issued in July 2013 for all funds; this compares to \$2,612,465.24 for the same period in 2012. There were 6512.5 gallons of gasoline and diesel used in the month of July 2013 for all City operations. This compares to 6456.7 gallons gasoline and diesel used in July 2012.

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

## Investment Breakdown

2013

THIS SUMMARY IS PROVIDED TO SHOW THE PLACEMENT OF INVESTMENTS. PLEASE REFER TO THE BALANCE SHEETS FOR THE VARIOUS FUNDS FOR TOTAL CASH & CASH EQUIVALENT.

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	7/31/13
<b>General Fund:</b>				
Colostrust Plus	\$2,487,944.68	\$450,000.00	\$600,221.51	\$2,638,166.19
Colostrust Plus - Seizure Money	\$26,656.12	\$0.00	\$2.53	\$26,658.65
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$2,514,600.80</b>	<b>\$450,000.00</b>	<b>\$600,224.04</b>	<b>\$2,664,824.84</b>
<b>Hotel Tax Fund:</b>				
Colostrust Plus	\$161,310.69	\$0.00	\$13,016.09	\$174,326.78
<b>TOTALS</b>	<b>\$161,310.69</b>	<b>\$0.00</b>	<b>\$13,016.09</b>	<b>\$174,326.78</b>
<b>Water Fund:</b>				
Colostrust Plus	\$2,033,422.67	\$700,000.00	\$215,201.63	\$1,548,624.30
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$2,033,422.67</b>	<b>\$700,000.00</b>	<b>\$215,201.63</b>	<b>\$1,548,624.30</b>
<b>Sanitation Fund:</b>				
Colostrust Plus	\$538,345.22	\$0.00	\$10,052.91	\$548,398.13
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$538,345.22</b>	<b>\$0.00</b>	<b>\$10,052.91</b>	<b>\$548,398.13</b>
<b>Sewer Fund:</b>				
Colostrust Plus	\$3,846,518.02	\$150,000.00	\$45,376.54	\$3,741,894.56
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,462.84	\$0.00	\$6.58	\$100,469.42
<b>TOTALS</b>	<b>\$4,152,919.88</b>	<b>\$150,000.00</b>	<b>\$45,383.12</b>	<b>\$4,048,303.00</b>
<b>Perpetual Care Fund:</b>				
Colostrust Plus	\$183,139.26	\$0.00	\$5,018.12	\$188,157.38
<b>TOTALS</b>	<b>\$183,139.26</b>	<b>\$0.00</b>	<b>\$5,018.12</b>	<b>\$188,157.38</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	7/31/13
<b>Library Improvement Fund:</b>				
Colostrust Plus	\$27,917.40	\$0.00	\$2.75	\$27,920.15
<b>TOTALS</b>	<b>\$27,917.40</b>	<b>\$0.00</b>	<b>\$2.75</b>	<b>\$27,920.15</b>
<b>Conservation Trust Fund:</b>				
Colostrust Plus	\$81,133.16	\$0.00	\$8.01	\$81,141.17
<b>TOTALS</b>	<b>\$81,133.16</b>	<b>\$0.00</b>	<b>\$8.01</b>	<b>\$81,141.17</b>
<b>Kari Falch Library Trust Fund:</b>				
Colostrust Plus	\$31,116.70	\$0.00	\$3.06	\$31,119.76
<b>TOTALS</b>	<b>\$31,116.70</b>	<b>\$0.00</b>	<b>\$3.06</b>	<b>\$31,119.76</b>
<b>Employee Self-Insurance Fund:</b>				
Colostrust Plus	\$570,156.45	\$0.00	\$55.80	\$570,212.25
<b>TOTALS</b>	<b>\$570,156.45</b>	<b>\$0.00</b>	<b>\$55.80</b>	<b>\$570,212.25</b>
<b>Service Center Fund:</b>				
Colostrust Plus	\$390,242.81	\$25,000.00	\$45,039.15	\$410,281.96
<b>TOTALS</b>	<b>\$390,242.81</b>	<b>\$25,000.00</b>	<b>\$45,039.15</b>	<b>\$410,281.96</b>
<b>Old Hire Police Pension Fund:</b>				
Colostrust Plus	\$753,691.90	\$0.00	\$73.78	\$753,765.68
<b>TOTALS</b>	<b>\$753,691.90</b>	<b>\$0.00</b>	<b>\$73.78</b>	<b>\$753,765.68</b>
<b>Risk Management Fund:</b>				
Colostrust Plus	\$809,649.47	\$110,000.00	\$110,081.37	\$809,730.84
<b>TOTALS</b>	<b>\$809,649.47</b>	<b>\$110,000.00</b>	<b>\$110,081.37</b>	<b>\$809,730.84</b>
<b>Capital Equipment Fund:</b>				
Colostrust Plus	\$971,430.25	\$30,000.00	\$65,097.87	\$1,006,528.12
<b>TOTALS</b>	<b>\$971,430.25</b>	<b>\$30,000.00</b>	<b>\$65,097.87</b>	<b>\$1,006,528.12</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	7/31/13
<b>Capital Improvement Fund:</b>				
Colostrust Plus	\$724,275.37	\$0.00	\$70.94	\$724,346.31
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$724,275.37</b>	<b>\$0.00</b>	<b>\$70.94</b>	<b>\$724,346.31</b>
 <b>Grand Totals All Funds:</b>				
Colostrust Plus	\$13,636,950.17	\$1,465,000.00	\$1,109,322.06	\$13,281,272.23
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,462.84	\$0.00	\$6.58	\$100,469.42
<b>Grand Total</b>	<b>\$13,943,352.03</b>	<b>\$1,465,000.00</b>	<b>\$1,109,328.64</b>	<b>\$13,587,680.67</b>

**GENERAL FUND**

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**7/31/2013**

**BALANCE SHEET**

**ASSETS:**

Cash	\$301,083.94
Flex Cash Account	\$9,038.42
Petty Cash	\$980.00
Cash with County Treasurer	\$28,018.57
Accounts Receivable	\$195,114.38
Taxes Receivable	\$32,000.00
Sales Tax Receivable	\$631,080.69
Property Tax Receivable	\$1,015,476.00
Investments	\$2,638,166.19
Investment - Federal Seizure	\$26,658.65
Prepaid Fuel	\$51,971.04
Prepaid Fuel - Airport	\$19,500.24
Postage Clearing Account	\$3,602.39
Prepaid Prisoner Housing	\$47,566.00
Sales Tax Clearing	<u>-\$7.00</u>

**TOTAL ASSETS**

**\$5,000,249.51**

**LIABILITIES:**

Ded/Ben Clearing Account	\$3,690.02
Accounts Payable	\$96,797.74
Accounts Payable - Logan County	\$2,217.65
Accrued Salaries	\$211,526.81
Court Bonds	\$1,010.00
Restitution Clearing Account	\$1,045.16
Seizures	\$600.00
Deferred Revenue	\$1,015,476.00
Deferred Revenue - Other	<u>\$9,909.26</u>

**TOTAL LIABILITIES**

**\$1,342,272.64**

**FUND BALANCE:**

Reserve for Museum (Bernice Sanders)	\$28,294.53
Reserve for Museum (Exhibits)	\$42,505.32
Designated for Arts	\$60,000.00
Unreserved Fund Balance	\$2,994,632.57
Excess Revenue over Expenditures	<u>\$532,544.45</u>

**TOTAL FUND BALANCE**

**\$3,657,976.87**

**TOTAL LIABILITIES  
& FUND BALANCE**

**\$5,000,249.51**

**GENERAL FUND**

7/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Real & Personal Prop. Tax	\$1,015,537.00	\$17,212.58	\$982,945.44	\$32,591.56
Road & Bridge Fund Taxes	\$80,000.00	\$0.00	\$99,159.14	-\$19,159.14
Auto Ownership Taxes	\$105,550.00	\$7,791.33	\$65,758.78	\$39,791.22
Sales Tax	\$6,744,000.00	\$602,402.06	\$3,817,812.98	\$2,926,187.02
Vehicle Use Tax	\$229,600.00	\$5,309.33	\$143,688.58	\$85,911.42
Building Material Use Tax	\$70,000.00	\$7,392.51	\$43,218.65	\$26,781.35
Employment Occupation Tax	\$15,400.00	\$0.00	\$15,400.00	\$0.00
<b>TOTAL TAXES</b>	<b>\$8,260,087.00</b>	<b>\$640,107.81</b>	<b>\$5,167,983.57</b>	<b>\$3,092,103.43</b>
Franchise Taxes	\$645,585.00	\$41,785.93	\$393,078.31	\$252,506.69
Licenses & Permits	\$166,600.00	\$19,277.30	\$104,303.18	\$62,296.82
Intergovernmental Revenue	\$3,404,234.00	\$132,084.34	\$958,990.34	\$2,445,243.66
Charges for Service	\$275,950.00	\$43,854.61	\$169,323.60	\$106,626.40
Fines & Forfeits	\$132,960.00	\$9,149.01	\$71,333.20	\$61,626.80
Miscellaneous Revenue	\$690,249.00	\$45,927.17	\$200,924.40	\$489,324.60
Transfer from Other Funds	\$435,903.00	\$36,173.00	\$253,211.00	\$182,692.00
<b>TOTAL OTHER REVENUES</b>	<b>\$5,751,481.00</b>	<b>\$328,251.36</b>	<b>\$2,151,164.03</b>	<b>\$3,600,316.97</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$14,011,568.00</b>	<b>\$968,359.17</b>	<b>\$7,319,147.60</b>	<b>\$6,692,420.40</b>

**GENERAL FUND**

7/31/2013

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>GENERAL GOVERNMENT:</u></b>				
Council	\$76,880.00	\$4,119.83	\$25,179.94	\$51,700.06
City Manager	\$355,194.00	\$27,030.58	\$195,660.91	\$159,533.09
City Attorney	\$200,495.00	\$25,451.69	\$138,582.85	\$61,912.15
Municipal Court	\$104,661.00	\$7,276.60	\$53,424.57	\$51,236.43
Finance	\$434,372.00	\$32,379.28	\$248,849.52	\$185,522.48
City Hall & Non-Departmental	\$1,505,486.00	\$142,660.86	\$1,023,717.74	\$481,768.26
Personnel	\$292,108.00	\$18,433.66	\$130,146.31	\$161,961.69
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,969,196.00</b>	<b>\$257,352.50</b>	<b>\$1,815,561.84</b>	<b>\$1,153,634.16</b>
<b><u>PUBLIC SAFETY:</u></b>				
Police	\$1,847,356.00	\$136,668.08	\$1,004,942.53	\$842,413.47
Dispatch Center	\$582,327.00	\$36,972.53	\$298,317.79	\$284,009.21
Youth Services	\$109,923.00	\$8,495.47	\$61,997.64	\$47,925.36

Fire	\$1,521,968.00	\$113,228.53	\$778,160.88	\$743,807.12
Ambulance Service	\$613,789.00	\$41,045.78	\$325,057.08	\$288,731.92
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,675,363.00</b>	<b>\$336,410.39</b>	<b>\$2,468,475.92</b>	<b>\$2,206,887.08</b>

**PUBLIC WORKS:**

Street	\$2,667,835.00	\$145,035.68	\$683,713.68	\$1,984,121.32
Engineering & Operations	\$422,926.00	\$27,176.11	\$252,990.45	\$169,935.55
Airport	\$2,076,910.00	\$57,666.90	\$241,386.46	\$1,835,523.54
<b>TOTAL PUBLIC WORKS</b>	<b>\$5,167,671.00</b>	<b>\$229,878.69</b>	<b>\$1,178,090.59</b>	<b>\$3,989,580.41</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$234,534.00	\$14,128.16	\$90,352.01	\$144,181.99
Museum	\$150,421.00	\$12,406.76	\$67,639.12	\$82,781.88
Parks	\$451,556.00	\$33,978.24	\$212,747.79	\$238,808.21
Recreation Center	\$465,060.00	\$73,666.34	\$285,152.04	\$179,907.96
Forestry	\$177,060.00	\$12,277.65	\$101,286.14	\$75,773.86
Rec. Administration	\$584,912.00	\$35,105.31	\$221,334.76	\$363,577.24
Softball	\$42,933.00	\$5,307.93	\$17,816.07	\$25,116.93
Youth Softball	\$12,351.00	\$1,942.97	\$8,548.03	\$3,802.97
Basketball	\$8,651.00	\$140.28	\$5,893.17	\$2,757.83
Volleyball	\$6,980.00	\$55.00	\$3,031.17	\$3,948.83
Tolla Brown Skate Park	\$11,660.00	\$873.01	\$4,575.54	\$7,084.46
Special Events	\$24,500.00	\$1,003.81	\$11,857.30	\$12,642.70
Tennis	\$18,450.00	\$1,105.48	\$6,236.79	\$12,213.21
Youth Basketball	\$25,001.00	\$138.00	\$15,852.98	\$9,148.02
Youth Volleyball	\$9,967.00	\$46.00	\$167.03	\$9,799.97
Baseball	\$25,451.00	\$1,691.38	\$4,612.46	\$20,838.54
Library	\$508,642.00	\$34,685.42	\$267,372.40	\$241,269.60
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,758,129.00</b>	<b>\$228,551.74</b>	<b>\$1,324,474.80</b>	<b>\$1,433,654.20</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$15,570,359.00</b>	<b>\$1,052,193.32</b>	<b>\$6,786,603.15</b>	<b>\$8,783,755.85</b>
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**HOTEL TAX FUND**

7/31/2013

<b><u>REVENUES</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$102,300.00	\$19,366.26	\$64,568.55	\$37,731.45
Investment Earnings	\$200.00	\$16.09	\$106.21	\$93.79
Penalty & Interest	\$3,000.00	\$30.09	\$235.23	\$2,764.77
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$105,500.00</b>	<b>\$19,412.44</b>	<b>\$64,909.99</b>	<b>\$40,590.01</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$50.00	\$0.00	\$50.00	\$0.00
Beautification	\$0.00	\$2,583.08	\$2,583.08	-\$2,583.08
<b>TOTAL EXPENDITURES</b>	<b>\$50.00</b>	<b>\$2,583.08</b>	<b>\$2,633.08</b>	<b>-\$2,583.08</b>

**BALANCE SHEET  
7/31/2013**

**ASSETS:**

Cash	\$16,021.14		
Investments	\$174,326.78		
		<b>TOTAL ASSETS</b>	<b>\$190,347.92</b>

**LIABILITIES:**

Accounts Payable	\$11,888.09		
		<b>TOTAL LIABILITIES</b>	<b>\$11,888.09</b>

**FUND BALANCE:**

Retained Earnings	\$116,182.92		
Excess Revenue over Expenditures	\$62,276.91		
		<b>TOTAL FUND BALANCE</b>	<b>\$178,459.83</b>

		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$190,347.92</b>
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**WATER FUND**

**7/31/2013  
BALANCE SHEET**

**ASSETS:**

Cash	\$198,387.28		
Cash with Fiscal Agent	\$9,378,604.94		
Accounts Receivable	\$464.57		
Accounts Receivable - Utility Billing	\$584,232.26		
Supply Inventory	\$179,435.73		
Investments	\$1,548,624.30		
Fixed Assets (Net)	\$30,058,693.58		
		<b>TOTAL ASSETS</b>	<b>\$41,948,442.66</b>

**LIABILITIES:**

Accounts Payable	\$133,474.80
Unpaid Compensated Absences	\$5,468.60
Accrued Salaries	\$7,743.60
Accounts Payable Assess Fee	\$4,453.38
Loan Payable CWRPDA	\$28,553,086.12
Loan Payable Premium	\$699,242.08
Due to Sewer Fund	\$273,290.11

Lease Interest Payable	<u>\$259,288.93</u>	<b>TOTAL LIABILITIES</b>	<b>\$29,936,047.62</b>
<b><u>FUND BALANCE:</u></b>			
Reserve for Painting	\$555,000.00		
Reserve for Capital Replacement	\$3,354,514.00		
Retained Earnings	\$9,208,264.16		
Excess Revenue over Expenditures	<u>-\$1,105,383.12</u>		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$12,012,395.04</u></b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$41,948,442.66</u></b>

### WATER FUND

7/31/2013

<b><u>REVENUES</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Water Revenue-Inside Residential	\$3,309,073.00	\$355,186.80	\$1,802,177.60	\$1,506,895.40
Water Revenue-Outside Residential	\$308,794.00	\$36,529.51	\$161,701.30	\$147,092.70
Water Revenue-Inside Commercial	\$1,082,446.00	\$101,448.95	\$574,612.11	\$507,833.89
Water Revenue-Outside Commercial	\$7,915.00	\$803.10	\$3,777.36	\$4,137.64
Water Revenue-Inside Industrial	\$580,320.00	\$37,678.31	\$211,948.40	\$368,371.60
Misc. Water Sales	\$5,000.00	\$615.37	\$3,348.62	\$1,651.38
Surcharge	\$23,742.00	\$4,658.71	\$17,110.82	\$6,631.18
Service Charges	\$46,421.00	\$3,819.36	\$25,331.12	\$21,089.88
Tapping Charges	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Water Div. Services	\$4,000.00	\$163.43	\$1,269.17	\$2,730.83
Penalties	\$39,194.00	\$5,108.91	\$25,868.47	\$13,325.53
Investment Earnings	\$941.00	\$201.63	\$1,483.88	-\$542.88
Miscellaneous	\$1,000.00	\$1,252.56	\$4,177.20	-\$3,177.20
Rents from land	\$46,783.00	\$0.00	\$165,912.87	-\$119,129.87
Plant Investment Fees	\$10,000.00	\$6,000.00	\$9,960.00	\$40.00
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><u>\$5,470,629.00</u></b>	<b><u>\$553,466.64</u></b>	<b><u>\$3,008,678.92</u></b>	<b><u>\$2,461,950.08</u></b>
	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>WATER LINES:</u></b>				
Personnel	\$233,834.00	\$19,961.63	\$139,504.98	\$94,329.02
Maintenance & Operation	\$669,261.00	\$50,645.09	\$288,926.53	\$380,334.47
Capital Outlay	\$1,669,985.00	\$4,380.78	\$74,515.89	\$1,595,469.11
Transfer to General Fund	\$129,725.00	\$10,810.00	\$75,670.00	\$54,055.00
<b>TOTAL EXPENDITURES</b>	<b><u>\$2,702,805.00</u></b>	<b><u>\$85,797.50</u></b>	<b><u>\$578,617.40</u></b>	<b><u>\$2,124,187.60</u></b>

Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$2,702,805.00</b>	<b>\$85,797.50</b>	<b>\$578,617.40</b>	<b>\$2,124,187.60</b>

**WATER PLANT:**

Personnel	\$362,438.00	\$10,148.94	\$34,740.70	\$327,697.30
Maintenance & Operation	\$2,252,568.00	\$162,788.17	\$886,070.69	\$1,366,497.31
Capital Outlay	\$3,343,244.00	\$50,123.16	\$757,894.33	\$2,585,349.67
Transfer to General Fund	\$0.00	\$929,379.97	\$0.00	\$0.00

<b>TOTAL EXPENDITURES</b>	<b>\$5,958,250.00</b>	<b>\$1,152,440.24</b>	<b>\$1,678,705.72</b>	<b>\$4,279,544.28</b>
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Debt Service	\$1,856,738.00	\$0.00	\$1,856,738.92	-\$0.92
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<b>TOTAL WATER FUND W/DEBT</b>	<b>\$7,814,988.00</b>	<b>\$1,152,440.24</b>	<b>\$3,535,444.64</b>	<b>\$4,279,543.36</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$10,517,793.00</b>	<b>\$1,238,237.74</b>	<b>\$4,114,062.04</b>	<b>\$6,403,730.96</b>
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**SANITATION FUND**

7/31/2013

**BALANCE SHEET**

**ASSETS:**

Cash	\$236,460.54
Accounts Receivable	\$507.06
Accounts Receivable - Utility Billing	\$43,775.30
Supply Inventory	\$16,153.25
Investments	\$548,398.13
Fixed Assets (Net)	\$181,979.14

<b>TOTAL ASSETS</b>	<b>\$1,027,273.42</b>
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**LIABILITIES:**

Accounts Payable	\$1,780.14
Unpaid Compensated Absences	\$11,797.42
Accrued Salaries	\$5,053.33

<b>TOTAL LIABILITIES</b>	<b>\$18,630.89</b>
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**FUND BALANCE:**

Reserve for Equipment	\$28,389.00
Reserve for Capital Replacement	\$881,600.00
Retained Earnings	\$129,200.96
Excess Revenue over Expenditures	-\$30,547.43

<b>TOTAL FUND BALANCE</b>	<b>\$1,008,642.53</b>
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<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$1,027,273.42</b>
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**SANITATION FUND**

7/31/2013

<b>REVENUES:</b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$450,000.00	\$38,475.69	\$264,708.51	\$185,291.49
Rubbish Collection Fees	\$1,500.00	\$283.50	\$976.01	\$523.99
Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,500.00	\$532.50	\$3,192.61	\$2,307.39
Investment Earnings	\$1,100.00	\$52.91	\$436.83	\$663.17
Miscellaneous	\$0.00	\$0.00	\$3,017.60	-\$3,017.60
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$458,100.00</b>	<b>\$39,344.60</b>	<b>\$272,331.56</b>	<b>\$185,768.44</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$172,090.00	\$11,510.86	\$100,239.21	\$71,850.79
Maintenance & Operation	\$271,767.00	\$18,846.88	\$163,803.78	\$107,963.22
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$66,578.00	\$5,548.00	\$38,836.00	\$27,742.00
<b>TOTAL EXPENDITURES</b>	<b>\$510,435.00</b>	<b>\$35,905.74</b>	<b>\$302,878.99</b>	<b>\$207,556.01</b>

**SEWER FUND**

7/31/2013

**BALANCE SHEET**

**ASSETS:**

Cash	\$231,479.73		
Accounts Receivable	\$142.13		
Accounts Receivable - Industrial	\$19,695.88		
Accounts Receivable - Utility Billing	\$143,563.19		
Due From Water Fund	\$273,290.11		
Supply Inventory	\$76,634.10		
Investments	\$4,048,303.00		
Fixed Assets (Net)	\$10,211,039.28		
		<b>TOTAL ASSETS</b>	<b>\$15,004,147.42</b>

**LIABILITIES:**

Accounts Payable	\$6,934.96		
Unpaid Compensated Absences	\$12,771.00		
Accrued Salaries	\$10,094.81		
Loan Payable CWRPDA	\$669,037.50		
Interest Payable	\$9,972.58		
		<b>TOTAL LIABILITIES</b>	<b>\$708,810.85</b>

**FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00		
Reserve for Trunk Line Replacement	\$181,181.45		
Reserve for Lagoons	\$323,328.26		
Reserve for Capital Replacement	\$9,161,032.00		
Retained Earnings	\$4,883,883.66		
Excess Revenue over Expenditures	<u>-\$365,872.80</u>		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$14,295,336.57</u></b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$15,004,147.42</u></b>

**SEWER FUND**

7/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sewer Revenue-Inside Residential	\$973,000.00	\$82,455.60	\$568,976.62	\$404,023.38
Sewer Revenue-Outside Residential	\$101,900.00	\$8,759.44	\$62,946.89	\$38,953.11
Sewer Revenue-Inside Commercial	\$339,434.00	\$30,079.54	\$201,989.57	\$137,444.43
Sewer Revenue-Outside Commercial	\$3,156.00	\$262.63	\$1,923.33	\$1,232.67
Sewer Revenue-Inside Industrial	\$264,733.00	\$19,695.88	\$113,704.48	\$151,028.52
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	\$1,357.57	\$8,725.37	\$6,885.63
Investment Earnings	\$7,338.00	\$408.60	\$3,284.67	\$4,053.33
Miscellaneous	\$2,000.00	\$0.00	\$0.10	\$1,999.90
Outside Billing	\$2,400.00	\$361.00	\$1,083.00	\$1,317.00
Plant Investment Fees	\$10,000.00	\$6,667.00	\$11,367.00	-\$1,367.00
Compensation for loss	\$42,257.00	\$0.00	\$0.00	\$42,257.00
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b><u>\$1,766,479.00</u></b>	<b><u>\$150,047.26</u></b>	<b><u>\$974,001.03</u></b>	<b><u>\$792,477.97</u></b>

**EXPENDITURES:****LINES AND SERVICES:**

	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$91,768.00	\$6,044.95	\$42,398.74	\$49,369.26
Maintenance & Operation	\$381,906.00	\$54,191.42	\$351,038.44	\$30,867.56
Capital Outlay	\$208,000.00	\$0.00	\$0.00	\$208,000.00
Transfer to General Fund	\$71,051.00	\$5,920.00	\$41,440.00	\$29,611.00
<b>TOTAL LINES &amp; SERVICES</b>	<b><u>\$752,725.00</u></b>	<b><u>\$66,156.37</u></b>	<b><u>\$434,877.18</u></b>	<b><u>\$317,847.82</u></b>
Debt Service	\$179,141.00	\$157,185.72	\$179,150.94	-\$9.94
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b><u>\$931,866.00</u></b>	<b><u>\$223,342.09</u></b>	<b><u>\$614,028.12</u></b>	<b><u>\$317,837.88</u></b>

**TREATMENT FACILITIES:**

Personnel	\$277,958.00	\$16,163.51	\$137,213.32	\$140,744.68
Maintenance & Operation	\$859,998.00	\$73,669.45	\$491,367.39	\$368,630.61
Capital Outlay	\$22,040.00	\$0.00	\$0.00	\$22,040.00
Transfer to General Fund	\$166,749.00	\$13,895.00	\$97,265.00	\$69,484.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,326,745.00</b>	<b>\$103,727.96</b>	<b>\$725,845.71</b>	<b>\$600,899.29</b>

<b>TOTAL EXPENDITURES</b>	<b>\$2,258,611.00</b>	<b>\$327,070.05</b>	<b>\$1,339,873.83</b>	<b>\$918,737.17</b>
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**PERPETUAL CARE FUND**

7/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$16,000.00	\$2,000.00	\$9,300.00	\$6,700.00
Perpetual Care - niches	\$15,000.00	\$0.00	\$10,500.00	\$4,500.00
Investment Earnings	\$300.00	\$18.12	\$139.99	\$160.01
<b>TOTAL REVENUES</b>	<b>\$31,300.00</b>	<b>\$2,018.12</b>	<b>\$19,939.99</b>	<b>\$11,360.01</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$320.00	\$0.00	\$320.00	\$0.00
Niche Engraving	\$5,000.00	\$600.00	\$1,800.00	\$3,200.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
<b>TOTAL EXPENDITURES</b>	<b>\$5,620.00</b>	<b>\$600.00</b>	<b>\$2,120.00</b>	<b>\$3,500.00</b>

**BALANCE SHEET**

7/31/2013

**ASSETS:**

Cash	\$4,697.86		
Investments	\$188,157.38		
		<b>TOTAL ASSETS</b>	<b>\$192,855.24</b>

**LIABILITIES:**

Accounts Payable	\$600.00		
		<b>TOTAL LIABILITIES</b>	<b>\$600.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$174,435.25		
Excess Revenue over Expenditures	\$17,819.99		
		<b>TOTAL FUND BALANCE</b>	<b>\$192,255.24</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$192,855.24</b>
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**LIBRARY IMPROVEMENT FUND**

7/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$50.00	\$2.75	\$22.42	\$27.58
Contributions	\$0.00	\$0.00	\$450.00	-\$450.00
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$2.75</b>	<b>\$472.42</b>	<b>-\$422.42</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$50.00	\$0.00	\$50.00	\$0.00
Equipment	\$25,000.00	\$0.00	\$0.00	\$25,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$25,050.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$25,000.00</b>

**BALANCE SHEET**

7/31/2013

<u>ASSETS:</u>			
Cash	\$802.86		
Investments	\$27,920.15		
		<b>TOTAL ASSETS</b>	<b>\$28,723.01</b>
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$28,300.59		
Excess Revenue over Expenditures	\$422.42		
		<b>TOTAL FUND BALANCE</b>	<b>\$28,723.01</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$28,723.01</b>

**CONSERVATION TRUST FUND**

7/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$140,000.00	\$0.00	\$75,139.88	\$64,860.12
Investment Earnings	\$350.00	\$8.01	\$93.37	\$256.63
<b>TOTAL REVENUES</b>	<b>\$140,350.00</b>	<b>\$8.01</b>	<b>\$75,233.25</b>	<b>\$65,116.75</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Tennis Court Improvements	\$8,000.00	\$0.00	\$6,863.99	\$1,136.01
Steel picnic tables	\$11,000.00	\$0.00	\$11,000.00	\$0.00
Bridge - Pioneer Park	\$0.00	\$0.00	\$0.00	\$0.00
Aluminum tables	\$0.00	\$0.00	\$0.00	\$0.00
Basketball Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Softball Field Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Wood Chips	\$14,175.00	\$0.00	\$14,175.00	\$0.00
Playground Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Recreation Center Improvements	\$4,500.00	\$0.00	\$3,679.00	\$821.00
Krull Park	\$0.00	\$0.00	\$0.00	\$0.00
Pioneer Park Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Replaster Pool	\$46,000.00	\$0.00	\$46,000.00	\$0.00
Roof - Columbine	\$0.00	\$0.00	\$0.00	\$0.00
Replace Tile	\$76,825.00	\$0.00	\$77,961.00	-\$1,136.00
<b>TOTAL EXPENDITURES</b>	<b>\$160,500.00</b>	<b>\$0.00</b>	<b>\$159,678.99</b>	<b>\$821.01</b>

**BALANCE SHEET  
7/31/2013**

<b><u>ASSETS:</u></b>				
Cash	\$0.24			
Investments	\$81,141.17			
		<b>TOTAL ASSETS</b>		<b>\$81,141.41</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	\$165,587.15			
Excess Revenue over Expenditures	-\$84,445.74			
		<b>TOTAL FUND BALANCE</b>		<b>\$81,141.41</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$81,141.41</b>

**KARL FALCH LIBRARY TRUST FUND**

7/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$60.00	\$3.06	\$25.08	\$34.92
<b>TOTAL REVENUES</b>	<b>\$60.00</b>	<b>\$3.06</b>	<b>\$25.08</b>	<b>\$34.92</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Books Purchased	\$800.00	\$0.00	\$0.00	\$800.00
Audit	\$55.00	\$0.00	\$55.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$855.00</b>	<b>\$0.00</b>	<b>\$55.00</b>	<b>\$800.00</b>

**BALANCE SHEET**  
7/31/2013

<u>ASSETS:</u>				
Cash	\$321.11			
Investments	\$31,119.76			
		<b>TOTAL ASSETS</b>		<b>\$31,440.87</b>
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$31,470.79			
Excess Revenue over Expenditures	-\$29.92			
		<b>TOTAL FUND BALANCE</b>		<b>\$31,440.87</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$31,440.87</b>

**EMPLOYEE SELF-INSURANCE FUND**

7/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,000.00	\$55.80	\$457.28	\$542.72
Employee Premiums	\$174,132.00	\$19,970.67	\$152,849.53	\$21,282.47
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
City Premiums	\$1,584,840.00	\$100,048.91	\$711,050.65	\$873,789.35
<b>TOTAL REVENUES</b>	<b>\$1,759,972.00</b>	<b>\$120,075.38</b>	<b>\$864,357.46</b>	<b>\$895,614.54</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
Premium	\$1,758,972.00	\$122,500.30	\$865,897.02	\$893,074.98
FLEX	\$3,000.00	\$190.00	\$1,380.00	\$1,620.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,762,602.00</b>	<b>\$122,690.30</b>	<b>\$867,907.02</b>	<b>\$894,694.98</b>

**BALANCE SHEET**

7/31/2013

**ASSETS:**

Cash	\$17,980.93		
Investments	\$570,212.25		
		<b>TOTAL ASSETS</b>	<b>\$588,193.18</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Retained Earnings	\$591,742.74		
Excess Revenue over Expenditures	-\$3,549.56		
		<b>TOTAL FUND BALANCE</b>	<b>\$588,193.18</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$588,193.18</b>
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**SERVICE CENTER FUND**

7/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$664.00	\$39.15	\$285.89	\$378.11
Miscellaneous	\$0.00	\$0.00	\$2,339.80	-\$2,339.80
Transfer of Reserves	\$421,178.00	\$35,095.00	\$245,665.00	\$175,513.00
Transfer for Lease Payment	\$232,120.00	\$19,342.00	\$135,394.00	\$96,726.00
<b>TOTAL REVENUES</b>	<b>\$653,962.00</b>	<b>\$54,476.15</b>	<b>\$383,684.69</b>	<b>\$270,277.31</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$316,738.00	\$24,133.00	\$175,264.85	\$141,473.15
Maintenance & Operation	\$363,778.00	\$11,445.29	\$101,168.02	\$262,609.98
Capital Outlay	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$686,516.00</b>	<b>\$35,578.29</b>	<b>\$276,432.87</b>	<b>\$410,083.13</b>

**BALANCE SHEET**

7/31/2013

**ASSETS:**

Cash	\$9,879.36		
Cash - Bank of Cherry Creek	\$3.02		
Investments	\$410,281.96		
Fixed Assets (Net)	\$2,067,508.23		
		<b>TOTAL ASSETS</b>	<b>\$2,487,672.57</b>

**LIABILITIES:**

Accounts Payable	\$1,207.26
Unpaid Compensated Absences	\$19,857.49
Accrued Salaries	\$10,166.34
Lease Payable	\$1,190,000.00
Lease Interest Payable	\$4,760.00

<b>TOTAL LIABILITIES</b>	<b>\$1,225,991.09</b>
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**FUND BALANCE:**

Retained Earnings	\$1,154,429.66
Excess Revenue over Expenditures	\$107,251.82

<b>TOTAL FUND BALANCE</b>	<b>\$1,261,681.48</b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,487,672.57</b>
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**OLD HIRE POLICE FUND**

7/31/2013

<b>REVENUES:</b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$2,500.00	\$73.78	\$265.68	\$2,234.32
Proceeds	\$1,059,335.00	\$0.00	\$1,440,619.29	-\$381,284.29
<b>TOTAL REVENUES</b>	<b>\$1,061,835.00</b>	<b>\$73.78</b>	<b>\$1,440,884.97</b>	<b>-\$379,049.97</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Pension	\$81,832.00	\$5,824.86	\$19,629.08	\$62,202.92
Capital Outlay	\$143,125.00	\$0.00	\$138,366.77	\$4,758.23
<b>TOTAL EXPENDITURES</b>	<b>\$224,957.00</b>	<b>\$5,824.86</b>	<b>\$157,995.85</b>	<b>\$66,961.15</b>

**BALANCE SHEET**

7/31/2013

**ASSETS:**

Cash	\$0.52
Accounts Receivable - FPPA	\$268,752.00
Investments	\$753,765.68
Prepaid Contribution	\$260,370.92

<b>TOTAL ASSETS</b>	<b>\$1,282,889.12</b>
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**LIABILITIES:**

Accounts Payable	\$0.00
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<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
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**FUND BALANCE:**

Unreserved Fund Balance	\$0.00
Excess Revenue over Expenditures	\$1,282,889.12

<b>TOTAL FUND BALANCE</b>	<b>\$1,282,889.12</b>
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**TOTAL LIABILITIES  
& FUND BALANCE**

**\$1,282,889.12**

**RISK MANAGEMENT FUND**

7/31/2013

<u><b>REVENUES:</b></u>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,500.00	\$81.37	\$662.88	\$837.12
Miscellaneous	\$5,000.00	\$0.00	\$354.85	\$4,645.15
Compensation for Loss	\$5,000.00	\$34,954.61	\$43,424.46	-\$38,424.46
Transfer of Reserves	\$257,670.00	\$64,415.00	\$196,636.00	\$61,034.00
Transfer Workers Comp	\$198,744.00	\$44,908.00	\$143,328.09	\$55,415.91
<b>TOTAL REVENUES</b>	<u><b>\$467,914.00</b></u>	<u><b>\$144,358.98</b></u>	<u><b>\$384,406.28</b></u>	<u><b>\$83,507.72</b></u>

<u><b>EXPENDITURES:</b></u>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Claims Paid	\$60,000.00	\$1,500.00	\$7,537.64	\$52,462.36
Expense for Workers Comp	\$198,564.00	\$49,641.00	\$157,939.00	\$40,625.00
Premium Fees	\$257,670.00	\$62,393.25	\$193,485.40	\$64,184.60
Expense for Unemployment	\$10,000.00	\$0.00	\$171.66	\$9,828.34
Materials & Supplies	\$300.00	\$0.00	\$100.00	\$200.00
Audit	\$590.00	\$0.00	\$590.00	\$0.00
Transfer to General Fund	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<b>TOTAL EXPENDITURES</b>	<u><b>\$528,624.00</b></u>	<u><b>\$113,534.25</b></u>	<u><b>\$359,823.70</b></u>	<u><b>\$168,800.30</b></u>

**BALANCE SHEET**

7/31/2013

<u><b>ASSETS:</b></u>			
Cash	\$43,944.58		
Investments	\$809,730.84		
		<b>TOTAL ASSETS</b>	<u><b>\$853,675.42</b></u>
<u><b>LIABILITIES:</b></u>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<u><b>FUND BALANCE:</b></u>			
Emergency Reserve	\$350,000.00		
Retained Earnings	\$479,092.84		
Excess Revenue over Expenditures	\$24,582.58		
		<b>TOTAL FUND BALANCE</b>	<u><b>\$853,675.42</b></u>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><b>\$853,675.42</b></u>

## CAPITAL EQUIPMENT FUND

7/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,400.00	\$97.87	\$869.79	\$530.21
Compensation for Loss	\$0.00	\$15,375.00	\$15,375.00	-\$15,375.00
Transfer of Reserves	\$611,300.00	\$50,938.00	\$356,566.00	\$254,734.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$612,700.00</b>	<b>\$66,410.87</b>	<b>\$372,810.79</b>	<b>\$239,889.21</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$905.00	\$0.00	\$905.00	\$0.00
Police Equipment	\$0.00	\$615.00	\$615.00	-\$615.00
Fire Equipment	\$120,102.00	\$0.00	\$45,330.99	\$74,771.01
Public Works Equipment	\$284,500.00	\$0.00	\$252,808.00	\$31,692.00
Finance Equipment	\$8,175.00	\$0.00	\$6,824.00	\$1,351.00
Parks, Lib & Rec Equipment	\$45,365.00	\$30,656.00	\$40,806.00	\$4,559.00
Non-Dept Equipment	\$8,010.00	\$0.00	\$8,165.00	-\$155.00
<b>TOTAL EXPENDITURES</b>	<b>\$467,057.00</b>	<b>\$31,271.00</b>	<b>\$355,453.99</b>	<b>\$111,603.01</b>

### BALANCE SHEET

7/31/2013

Cash	\$13,974.87		
Investments	\$1,006,528.12		
Fixed Assets (Net)	\$1,889,106.87		
		<b>TOTAL ASSETS</b>	<b>\$2,909,609.86</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$615.00		
Lease Payable	\$147,134.07		
Lease Interest Payable	\$8,134.31		
		<b>TOTAL LIABILITIES</b>	<b>\$155,883.38</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,736,369.68		
Excess Revenue over Expenditures	\$17,356.80		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,753,726.48</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,909,609.86</b>

**CAPITAL IMPROVEMENT FUND**

7/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,500.00	\$70.94	\$573.99	\$926.01
Misc. Income	\$50.00	\$6.55	\$21.66	\$28.34
Rents From Land	\$17,006.00	\$196.03	\$31,957.52	-\$14,951.52
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$18,556.00</b>	<b>\$273.52</b>	<b>\$32,553.17</b>	<b>-\$13,997.17</b>

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

**BALANCE SHEET**

7/31/2013

<u>ASSETS:</u>			
Cash	\$17,295.89		
Accounts Receivable	\$81,767.54		
Investments	\$724,346.31		
		<b>TOTAL ASSETS</b>	<b>\$823,409.74</b>
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$791,156.57		
Excess Revenue over Expenditures	\$32,253.17		
		<b>TOTAL FUND BALANCE</b>	<b>\$823,409.74</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$823,409.74</b>

## HUMAN RESOURCES DEPARTMENT

### JULY 2013 MONTHLY REPORT

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

**CDL TESTING** – A DOT Random Drug test was not conducted during the month of July. One pre-employment drug screen was 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 July.

#### **JOB OPPORTUNITIES** –

<b>Positions Open</b>	<b>Positions Filled</b>
Seasonal positions in Recreation & Rec Center	Police Officer (1)
Police Officer (1)	
Water Treatment Plant Operator (2)	
Lead Water Treatment Plant Operator	
Utilities Superintendent	
PLR Director	
Wastewater Plant Operator III	
Dispatch Supervisor	
Public Safety Dispatcher	
Maintenance Worker I – PCF	
Maintenance Worker I – PW and WW	
Account Technician	
Lab Technician	

**PERSONNEL BOARD** – Personnel Board did meet during July to review and approve changes to the Personnel Policy.

#### **MISCELLANEOUS ACTIVITIES**

HR Assistant viewed Marijuana in the Workplace webinar on July 31.

HR Director and HR Assistant conducted two (2) exit interviews in July.

HR Assistant participated in the Safety Meeting.

Wastewater Plant Operator phone interviews were held on July 30.

Orientation was conducted for the positions of Police Officer.

Two exit interviews were conducted by HR Director.

HR Director participated in the Employee Award Presentations held on July 9.

**MUNICIPAL COURT**  
**JULY 2013 MONTHLY REPORT**

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	48	41	17%	329	321	2%	497	-34%
<b>JUVENILE CASES</b>	3	9	-67%	46	34	35%	72	-36%
TRAFFIC	1			3	3		2	25%
NO INSURANCE					1	-100%	1	-100%
NO SEAT BELT							1	-100%
SPEEDING	1			2	1	100%	1	67%
UNDERAGE POSS OF TOBACCO				1			4	-74%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA		4	-100%	6	14	-57%	10	-41%
THEFT		1	-100%	5	3	67%	6	-14%
DISTURBING THE PEACE/NOISES	1	1		6	2	200%	6	
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY		2	-100%	5	4	25%	4	32%
TRESPASSING				2			5	-62%
UNDERAGE POSS/CONS ALCOHOL/PROCURE		1	-100%	11	3	267%	24	-53%
CURFEW FOR MINORS				3	1	200%	2	50%
OTHER				2	2		6	-64%
<b>ADULT CASES</b>	45	32	41%	283	287	-1%	425	-33%
TRAFFIC	6	3	100%	33	49	-33%	44	-24%
NO INSURANCE		3	-100%	14	12	17%	42	-67%
NO SEAT BELT	6	4	50%	14	22	-36%	67	-79%
SPEEDING				6	15	-60%	44	-86%
PARKING	2	1	100%	33	17	94%	40	-17%
POSS. MARIJUANA/DRUG PARAPHERNALIA		9	-100%	9	26	-65%	26	-66%
THEFT	1	5	-80%	45	29	55%	20	121%
DISTURBING THE PEACE/NOISES	7	1	600%	16	13	23%	12	29%
RESISTING ARREST/FAILURE TO COMPLY	4			7	6	17%	4	67%
INJURING/DEFACING PROPERTY	1			8	2	300%	2	300%
TRESPASSING	1			10	8	25%	21	-51%
UNDERAGE POSS/CONS ALCOHOL		4	-100%	41	55	-25%	48	-15%
SALE / PROCUREMENT / OPEN CONTAINER				5			3	47%
OTHER	3			14	13	8%	20	-30%
ANIMAL	6	2	200%	20	15	33%	26	-22%
NUISANCES	8			8	5	60%	10	-22%
JUVENILE ARR'S FOUND GUILTY		7	-100%	21	26	-19%	47	-55%
JUVENILE ARR'S DISMISSED				1			10	-90%
JUVENILES PLACED ON PROB/DJ/UPS	1	4	-75%	32	23	39%	54	-41%
JUVENILE VIOLS OF PROB/DJ/UPS				3	3		11	-74%
JUVENILE FTA/PWL							53	-100%
ADULT ARR'S FOUND GUILTY	16	16		110	108	2%	159	-31%
ADULT ARR'S DISMISSED	9			28	24	17%	51	-45%
ADULTS PLACED ON PROB/DJ/UPS	2	9	-78%	60	72	-17%	67	-10%
ADULT VIOLS OF PROB/DJ/UPS	1	1		2	1	100%	14	-86%

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
ADULT FTA/PWL	6			24	15	60%	89	-73%
FINE EXTENSIONS	29	33	-12%	233	230	1%	280	-17%
CONTINUANCE/SET FOR TRIALS/ETC	13	7	86%	92	97	-5%	96	-4%
CASES REVIEWED	64	47	36%	391	305	28%	275	42%
TRIALS FOUND GUILTY	4	3	33%	34	34		35	-2%
TRIALS FOUND NOT GUILTY				4	1	300%	296	-99%
TRIALS DISMISSED	7			29	22	32%	46	-36%
NEW CHARGES PROCESSED	96	93	3%	573	607	-6%	750	-24%
NEW WARRANTS	9	10	-10%	90	89	1%	119	-24%
DAYS JUVENILES SENT TO DETENTION				4			218	-98%
DAYS ADULTS SENT TO JAIL	30			122	50	144%	110	11%
PAID TICKETS	42	43	-2%	286	295	-3%	611	-53%
PAID WITH AUTO POINT REDUCTION	27	24	13%	129	140	-8%	134	-4%
PAID AS REGULAR TICKET	15	19	-21%	157	155	1%	324	-52%
FROM PWL TO WARRANT	1			1			3	-62%

## **POLICE DEPARTMENT**

### **JULY 2013 MONTHLY REPORT**

During July 2013, the police department responded to 1,144 Calls for Service, a two percent increase from the 1,126 Calls for Service responded to in July of 2012. The year-to-date calls for service at the end of July 2013 were 6,720, a nine percent decrease from the 7,407 calls noted at the end of July 2012.

Officers responded to 25 traffic accidents during the month of July, the same number of accidents responded to in July of 2012. Officers issued 50 penalty assessments during July 2013, which is a 14 percent increase over the 44 penalty assessments issued in July 2012. Officers also issued 208 Warning tickets during July 2013, a one percent increase over the 206 Warning tickets issued in July 2012. Officers arrested three drivers on DUI charges during July 2013, which is a 67 percent decrease over the nine DUI arrests in July of 2012.

Among the criminal offenses reported were two sex offenses, one robbery, 13 assault offenses, 16 burglaries, 38 larceny/thefts, three counterfeiting/forgery offenses, five fraud offenses, 29 vandalisms, and three drug violations. The value of property stolen during the month was \$69,287 and \$1,805 was recovered. Officers arrested 53 adults and four juveniles, for a total of 57 arrests in July 2013. This is one more arrest or below a one percent increase over the total of 56 arrests made in July of 2012.

In July, the Youth Services Division received 27 youth referrals (19 males and 8 females). Youth Services received referrals from the following: 26 from the Sterling Police Department, and one from the Logan County Sheriff's Office.

Officers responded to 47 calls at local liquor establishments, with 36 calls being reported in July of 2012.

Sterling Police officers and staff completed 705.83 hours of training during the month of July 2013. Year-to-date, officers and staff have completed 3,615.42 hours of training. Officer Trevor Tuttle successfully completed the rigorous Field Training Officer Program on July 4, 2013.

DESCRIPTION	2013	2012	Change	2013	2012	Change	Avg	Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	1,144	1,126	2%	6,720	7,407	-9%	8,286	-19%
MOTOR VEHICLE ACCIDENTS	25	25		148	132	12%	157	-6%
CRIMINAL OFFENSES	200	163	23%	1,021	832	23%	853	20%
GROUP "A" OFFENSES	111	65	71%	549	462	19%	481	14%
GROUP "B" OFFENSES	89	98	-9%	472	392	20%	376	25%
VANDALISM	29	21	38%	117	106	10%	100	17%
ARRESTS								
ADULTS	53	53		315	274	15%	382	-18%
JUVENILES	4	3	33%	35	23	52%	51	-31%
PROPERTY								
STOLEN	69,287	16,473	321%	203,357	151,311	34%	205,541	-1%
RECOVERED	1,805	5,304	-66%	33,016	32,002	3%	54,717	-40%
MUNICIPAL CHARGES								
PA'S	50	44	14%	293	358	-18%	820	-64%
CRIMINAL CHARGES	13	32	-59%	152	160	-5%	167	-9%
WARNINGS	208	206	1%	1,063	1,732	-39%	2,237	-52%
STATE CHARGES								
TRAFFIC	29	21	38%	157	188	-16%	288	-45%
DUI'S	3	9	-67%	37	39	-5%	52	-28%
CRIMINAL CHARGES	36	43	-16%	235	178	32%	206	14%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	19	12	58%	108	107	1%	106	2%
FEMALE	8	11	-27%	89	61	46%	61	47%
TOTAL	27	23	17%	197	168	17%	167	18%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	26	20	30%	182	155	17%	151	20%
LOGAN COUNTY SHERIFF'S OFFICE	1	1		5	2	150%	3	47%
DISTRICT COURT				1	2	-50%	2	-44%
STATE PATROL/OTHER JURISDICTION		1	-100%	1	1		1	
PARENT/SELF				1	2	-50%	3	-64%
SCHOOL		1	-100%	7	6	17%	7	3%

## **STERLING FIRE DEPARTMENT**

### **JULY 2013 MONTHLY REPORT**

#### **CHIEF VOGEL**

Led City Safety Meeting  
Led Fire Command Staff Meeting  
Presented Fire and EMS department information to the City Council  
Met with the president of the Sterling Rural Fire District

#### **TRAINING**

Various NFPA 1002 training  
Haz-mat Decon  
Trauma Scenario  
Auto Extrication/Car Fire

#### **MAINTANCE**

Engine 11  
Tender 15  
Squad 14  
Fire 10  
Med 04

#### **MAJOR INCIDENTS**

Roof fire  
Grass fire on I-76  
Residential house fire  
Activities  
Fourth of July Fire work Display at Pioneer Park



# PUBLIC WORKS DEPARTMENT

## JULY 2013 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of July with a high temperature of 99° recorded at the Sterling Municipal Airport on the 12th. Evening temperatures also fluctuated similarly with a low of the month being 57° on the evening of the 5th and a high evening low of 67° recorded on the 13th. 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 3.38" recorded in the month of July. (The current weather monitoring device at the water station is under repair.)

### MONTHLY CLIMATOLOGICAL SUMMARY for JUL, 2013

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	70.0	79.7	6:00p	60.0	7:00a	0.9	5.9	0.28	6.6	30.0	6:00a	SE
2	72.2	83.9	3:30p	57.8	6:00a	1.1	8.3	0.00	6.7	21.0	4:00p	ESE
3	75.9	89.9	4:00p	57.7	6:00a	1.0	11.9	0.00	5.3	22.0	4:00p	SE
4	76.9	94.6	5:00p	58.7	6:00a	0.8	12.7	0.00	6.2	28.0	5:30p	NE
5	77.9	94.5	4:30p	57.1	5:30a	0.4	13.4	0.00	4.4	38.0	7:00p	SSW
6	80.3	94.9	3:30p	62.3	6:00a	0.1	15.4	0.00	5.0	25.0	3:00p	NE
7	76.9	93.1	4:30p	66.0	6:00a	0.0	11.9	0.32	6.8	42.0	6:00p	NE
8	78.2	95.1	5:00p	62.2	5:00a	0.2	13.4	0.00	3.3	23.0	6:30p	NE
9	81.5	97.7	4:30p	64.5	5:30a	0.0	16.5	0.00	7.4	32.0	9:00p	NE
10	77.0	92.0	4:30p	62.9	5:30a	0.2	12.2	0.00	9.9	33.0	5:00p	SE
11	81.9	98.8	4:30p	61.6	6:00a	0.2	17.0	0.00	9.2	30.0	2:00p	SE
12	81.7	98.9	5:00p	65.2	6:00a	0.0	16.7	0.48	8.5	71.0	7:00p	NE
13	79.0	94.2	4:30p	67.6	11:00p	0.0	14.0	0.05	6.8	43.0	9:00p	NW
14	72.8	81.4	2:30p	66.9	5:30a	0.0	7.8	0.27	8.6	27.0	5:30p	NNE
15	74.3	83.8	5:00p	65.9	12:00m	0.0	9.3	0.00	9.2	29.0	4:30p	SE
16	72.7	85.0	4:00p	58.7	5:30a	1.1	8.8	0.00	9.7	28.0	11:00a	SSE
17	76.6	90.3	5:30p	61.6	5:00a	0.3	12.0	0.00	14.0	37.0	1:00p	SSE
18	79.7	96.5	4:30p	63.5	5:00a	0.1	14.8	0.00	8.5	38.0	11:30p	SSE
19	70.7	77.2	3:30a	62.1	12:00m	0.1	5.8	1.87	7.1	35.0	12:30a	NNE
20	71.6	86.7	1:00p	58.4	6:00a	1.6	8.2	0.03	6.0	34.0	7:30p	SSE
21	74.2	90.6	6:00p	61.2	2:30a	0.6	9.9	0.00	7.7	28.0	9:00a	SE
22	79.4	94.0	5:30p	65.5	4:00a	0.0	14.4	0.00	4.9	24.0	9:00p	NE
23	76.6	88.2	4:30p	64.9	6:00a	0.0	11.6	0.00	8.0	25.0	5:00a	E
24	74.5	90.8	4:00p	61.6	8:30p	0.3	9.8	0.06	8.7	46.0	7:30p	SE
25	68.9	80.0	6:30p	60.5	6:00a	0.8	4.7	0.00	4.3	24.0	1:00a	NE
26	71.6	82.0	4:30p	61.4	6:00a	0.3	6.9	0.00	5.2	42.0	6:30p	NE
27	61.9	69.8	5:00p	56.5	6:00a	3.5	0.4	0.00	7.4	24.0	1:30p	NE
28	64.3	72.9	2:00p	58.5	7:00a	1.9	1.3	0.00	7.3	22.0	4:30p	SE
29	71.3	83.6	2:30p	62.2	6:00a	0.3	6.6	0.02	4.7	16.0	1:00a	NE
30	75.2	91.1	4:30p	60.2	6:00a	0.8	11.0	0.00	4.6	19.0	11:00p	S
31	74.9	89.5	3:00p	57.5	6:00a	0.7	10.7	0.00	5.4	24.0	1:00a	NE
	74.9	98.9	12	56.5	27	17.3	323.3	3.38	7.0	71.0	12	NE

Max >= 90.0: 16  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0  
 Max Rain: 1.87 ON 07/19/13  
 Days of Rain: 9 (>.01 in) 5 (>.1 in) 1 (>1 in)  
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration



Traffic Control-Repair (Each)	83	18	361%	115	47	145%	16	610%
Traffic Control-Replace (Each)	9	11	-18%	100	32	213%	89	12%
Traffic Control-Install (Each)		22	-100%	4	62	-94%	113	-96%
Traffic Control-Remove (Each)	2	22	-91%	2	50	-96%	96	-98%
Street Name-Repair (Each)				2			17	-88%
Street Name-Replace (Each)	14			50			87	-42%
Street Name-Install (Each)				5			90	-94%
Delineators-Repair & Replace (Each)				1			3	-71%
SNOW/ICE CONTROL								
Snow Removal (Loads)				130	129	1%	319	-59%
Salt/Sand Mix Material (Tons)				232	86	172%	188	23%
Plowed/Sanded Streets (Miles)				1,902	1,356	40%	2,088	-9%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	131	27	392%	768	527	46%	567	35%
Compacted Trash Collection (Tons)	614	545	13%	3,267	3,285	-1%	3,443	-5%
Alley Debris/Trash Removal: T & M (Tons)	21	7	218%	137	94	47%	46	196%
Yard: Sweepings + Misc Debris (Tons)	34	54	-37%	361	612	-41%	833	-57%
Container Repairs-90 Rollouts (Each)	4	5	-20%	39	42	-7%	158	-75%
Container Repairs-Dumpsters (Each)	11	24	-54%	193	329	-41%	255	-24%
Level Dumpsters - Gravel Base Pad				6	6		2	173%
Weed Control-Mowing (Hours)	33	45	-26%	71	116	-39%	119	-41%
Weed Control-Burning (Hours)					3	-100%	1	-100%
MATERIAL PROCESSING								
Haul Materials from Vendor Yard (Tons)	44	136	-68%	831	369	125%	704	18%
Haul Materials from Project Site (Cu Yds)		281	-100%	30	308	-90%	670	-96%
Haul Pulverized Asphalt/Millings (Cu Yds)	1	60	-98%	42	127	-67%	475	-91%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete				10			24	-58%
Crack Sealing (#s per day)				27,150	28,980	-6%	28,571	-5%

## **WATER/SEWER DIVISION**

The water division produced 118,763,000 gallons, a 7% decrease compared to July a year ago, and a 0% increase/decrease in hours logged. Furthermore the division responded to 137 requests for locates throughout the month. The meter reader read 5,657 meters resulting in 92 turn-offs for delinquent payment, 26 investigations for zero consumption and 18 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 133 and cleared 133 SCADA alarms at the time of reporting.

The sewer division responded to 102 requests for locates.



<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)					30	-100%	14	-100%
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	5,657	5,307	7%	35,571	32,051	11%	31,240	14%
Meter Turn-offs (for repair)	14	10	40%	82	52	58%	98	-17%
Meter Turn-offs (delinquent)	92	96	-4%	545	405	35%	410	33%
Meter Turn-ons (all)	100	110	-9%	595	493	21%	505	18%
<b>METER MAINTENANCE (No.)</b>								
Meters Repaired - In House								
Meters Repaired - In Field							6	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption	26			228	3	7500%	1	37900%
High Usage	18	34	-47%	112	207	-46%	235	-52%
Leaking in Meter Pit				9				
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired							0	-100%
<b>METER PIT INSTALLATION (No.)</b>								
Meter Pits Installed							0	-100%
<b>MISCELLANEOUS - OTHER (No.)</b>								
Concrete Risers Manufactured								
Meter Pits Manufactured								
<b>OPERATIONS SECTION</b>								
<b>WELL METERS (No.)</b>								
Well Meters Read	13	24	-46%	102	159	-36%	119	-14%
Park Meters Read	42	29	45%	156	203	-23%	169	-8%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	226	403	-44%	1,687	2,769	-39%	2,775	-39%
Well Building Security Checked	170	651	-74%	1,481	4,473	-67%	4,199	-65%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check								
Well Check for Sand							2	-100%
Well Static Level							14	-100%
Well Draw Down							10	-100%
Well Air Check		93	-100%		636	-100%	305	-100%
<b>GROUND STORAGE TANKS (No.)</b>								
7.5 MG Tank Checked	33	62	-47%	205	426	-52%	357	-43%
7.5 MG Tank Level Checked	33	62	-47%	205	426	-52%	357	-43%
2.0 MG Tank Checked	33	62	-47%	206	426	-52%	357	-42%
2.0 MG Tank Level Checked	33	62	-47%	205	426	-52%	357	-43%
Security Checks	33	62	-47%	208	426	-51%	416	-50%
<b>ELEVATED STORAGE TANKS (No.)</b>								
0.25 MG North Checked	67	93	-28%	392	639	-39%	608	-36%
0.25 MG North Level Checked	67	93	-28%	394	639	-38%	608	-35%
0.25 MG South Checked	67	93	-28%	394	639	-38%	607	-35%
0.25 MG South Level Checked	67	93	-28%	394	639	-38%	608	-35%

Security Checks	67	186	-64%	388	1,278	-70%	1,152	-66%
<b>WATER QUALITY TESTING (No.)</b>								
Well Samples Taken				3			35	-91%
Distribution Samples Taken				9			68	-87%
Chlorine Samples Taken	30	155	-81%	311	1,065	-71%	500	-38%
Bacteriological Samples Taken	15			110			85	29%
Other - Samples taken							59	-100%
<b>SCADA SYSTEM (No.)</b>								
SCADA Alarms	133	84	58%	642	476	35%	332	93%
SCADA Alarms Cleared	133	84	58%	642	472	36%	330	94%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up		26	-100%		129	-100%	85	-100%
Chlorine Bottles Returned		26	-100%		143	-100%	87	-100%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>								
Hours	3,828	3,844	0%	17,906	20,468	-13%	21,264	-16%
Gallons	118,763	128,384	-7%	539,117	652,504	-17%	623,232	-13%
<b>Call Customer By Phone</b>								
<b>UNCC LOCATES</b>								
City Requests	1	10	-90%	25	68	-63%	34	-26%
Private Requests	100	102	-2%	583	690	-16%	265	120%

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>Monthly Water Demand Record</b>								
<b>Sterling WTP</b>								
Monthly Total Demand (MG)	115			521				
Average Daily Demand (MG)	4			17				
Maximum Daily Demand (MG)	5			21				
Minimum Daily Demand (MG)	2			13				
Monthly Total FW Production (MG)	115			522				
Average Daily FW Production (MG)	4			17				
Maximum Daily FW Production (MG)	5			23				
Minimum Daily FW Production (MG)	2			10				

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	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"							1	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all								
Sewer Service Inspected (No.)							1	-100%
Sewer Service Repaired (No.)							3	-100%

<b>Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"							180	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
<b>Sewer Lines Replaced (Ft.) 4"</b>								
Sewer Lines Replaced -6" (Ft.)							5	-100%
Sewer Lines Replaced -8" (Ft.)								
Sewer Lines Replaced -10" (Ft.)							3	-100%
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"							929	-100%
Sewer Lines Cleaned (Ft.) 8"							8,908	-100%
Sewer Lines Cleaned (Ft.) 10"				3,200	-100%		5,480	-100%
Sewer Lines Cleaned (Ft.) 12" & larger				3,000	-100%		2,904	-100%
<b>Sewer Lines Repaired (Ft.)</b>								
Sewer Lines Repaired (Ft.) 6"								
Sewer Lines Repaired (Ft.) 8"							1	-100%
Sewer Lines Repaired (Ft.) 10"							361	-100%
Sewer Lines Repaired (Ft.) 12" & larger							0	-100%
Sanitary Tap Locates (No.)	8			386	1	38500%	57	572%
Sanitary Line Locates (No.)	40	66	-39%	312	663	-53%	698	-55%
Sanitary Manhole Locates (No.)	54	132	-59%	471	1,326	-64%	1,200	-61%
Sanitary Manholes Constructed (No.)							0	-100%
Sanitary Manholes Inspected (No.)							4	-100%
Sanitary Manholes Repaired (No.)							1	-100%
Sanitary Manholes Raised (No.)								
Sanitary Manholes Lowered (No.)								
Lift Stations Checked (No.)					6	-100%	26	-100%
Lift Stations Cleaned/Washed (No.)					14	-100%	35	-100%
Lift Stations Repaired (No.)							2	-100%
Lift Station Alarms (No.)					35	-100%	13	-100%
<b>MISCELLANEOUS-OTHER</b>								
Sewer Lines Televised (Ft.) all sizes					60	-100%	12	-100%
Sewer Service Lines Televised (No)					1	-100%	3	-100%
Sewer Service Taps Televised (No)					2	-100%	2	-100%
Sewer Service Lines Replaced (No)					1	-100%	0	-100%
Sewer Service Taps Replaced (No)					1	-100%	0	-100%
Manhole Risers Manufactured (No.)								
<b>STORM SECTION</b>								
<b>Storm Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed -8" (Ft)							36	-100%
Sewer Lines Installed -10" (Ft)								
Sewer Lines Installed -12" & larger (Ft)								
<b>Storm Sewer Lines Replaced (Ft.)</b>								
sewer lines replaced-8" (Ft)								
Sewer lines replaced-10" (Ft)							1	-100%

Sewer Lines Replaced-12" & larger (Ft.)								
<b>Storm Sewer lines Cleaned (Ft.)</b>								
Sewer lines cleaned-8" (Ft.)							279	-100%
Sewer lines cleaned-10" (Ft.)							195	-100%
Sewer lines cleaned-12" & larger (Ft.)							350	-100%
<b>Storm Sewer Lines Repaired (Ft.)</b>								
Sewer Lines Repaired-8" (Ft.)							0	-100%
Sewer Lines Repaired-10" (Ft.)								
Sewer Lines Repaired-12" & larger (Ft.)							2	-100%
Storm Manholes Constructed (No.)							0	-100%
Storm Manholes Inspected (No.)								
Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)								
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)							4	-100%
Storm Sewer Line Locates (No.)	23	66	-65%	118	634	-81%	888	-87%
Storm Sewer Manhole Locates (No.)	10	132	-92%	89	1,175	-92%	1,143	-92%
Call Customer by Phone							1	-100%

## AIRPORT DIVISION

The airport division witnessed 208 operations during the month of July. Throughout the month this division sold 4,642 gallons of fuel, which is a 15% increase from July 2012. However the total year-to-date of 20,790 gallons of fuel, is also a 25% decrease compared to a year ago.

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	132	388	-66%	691	1,227	-44%	1,051	-34%
A/C Multi Engine	18	10	80%	64	87	-26%	107	-40%
Helicopter	16	14	14%	96	150	-36%	122	-21%
Turbojet	42	41	2%	240	343	-30%	342	-30%
Other Types					2	-100%	4	-100%
<b>TOTAL OPERATIONS</b>	208	453	-54%	1,091	1,809	-40%	1,625	-33%
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	1,921	2,106	-9%	6,821	9,827	-31%	8,872	-23%
Jet-A (Gals.)	2,721	1,925	41%	13,968	17,879	-22%	14,828	-6%
<b>TOTAL FUEL</b>	4,642	4,031	15%	20,790	27,707	-25%	23,700	-12%



Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								
TOTALS								
Permits								
Units								
Value								
<b>RESIDENTIAL ADD/ALTERATIONS</b>								
Residential Additions/Alterations 434								
Permits	18	20	-10%	75	130	-42%	76	-1%
Value	63,510	132,918	-52%	306,838	1,024,256	-70%	505,375	-39%
Residential Garages/Carports 438								
Permits		1	-100%	3	5	-40%	5	-42%
Value		33,200	-100%	23,220	77,901	-70%	69,170	-66%
TOTALS - RES. ADD/ALTERATIONS								
Permits	18	21	-14%	78	135	-42%	81	-3%
Value	63,510	166,118	-62%	330,058	1,102,157	-70%	574,545	-43%
<b>NEW NONRESIDENTIAL</b>								
Amusement & Recreation 318								
Permits				1				
Value				28,285				
Churches & Religious 319								
Permits								
Value								
Industrial Buildings 320								
Permits				1				
Value				450,000				
Auto Service & Repair 322								
Permits								
Value								
Hospitals & Institutions 323								
Permits								
Value								
Offices 324								
Permits				1	1		1	67%
Value				8,500	1,924,600	-100%	495,571	-98%
Schools & Education 326								
Permits								
Value								
Commercial Buildings (Retail) 327								
Permits							0	-100%
Value							130,000	-100%
Public Works & Utilities 325								
Permits							0	-100%
Value							2,400,388	-100%

Other Buildings 328								
Permits	2			5	1	400%	5	9%
Value	52,232			126,569	191,317	-34%	221,332	-43%
Structures 329								
Permits	1			1			2	-58%
Value	261,000			261,000			46,349	463%
TOTALS - NEW NONRESIDENTIAL								
Permits	3			9	2	350%	8	10%
Value	313,232			874,354	2,115,917	-59%	3,293,640	-73%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
Nonresidential Add/Alterations 437								
Permits	4	3	33%	20	26	-23%	29	-30%
Value	63,510	17,754	258%	1,188,856	2,491,912	-52%	2,648,474	-55%
<b>DEMOLITIONS</b>								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649							0	-100%
<b>PERMITS AND FEES</b>								
<b>Building</b>								
Permits	25	24	4%	109	165	-34%	119	-8%
Fees	16,867	6,429	162%	82,763	138,374	-40%	98,035	-16%
<b>Demolitions</b>								
Permits		1	-100%	3	5	-40%	4	-25%
Fees		24	-100%	75	120	-37%	95	-21%
<b>Fence</b>								
Permits	5	10	-50%	39	64	-39%	49	-21%
Fees	100	200	-50%	800	1,280	-38%	984	-19%
<b>Mechanical</b>								
Permits	3	2	50%	31	28	11%	26	17%
Fees	100	57	75%	1,070	848	26%	937	14%
<b>Sign</b>								
Permits	3	4	-25%	13	12	8%	16	-19%
Fees	80	120	-33%	320	480	-33%	484	-34%
<b>Excavation</b>								
Permits	22	10	120%	74	39	90%	41	80%
Fees	170	35	386%	385	390	-1%	370	4%
<b>Manufactured Home Hookups</b>								
Permits	1	2	-50%	1	4	-75%	4	-75%
Fees	75	150	-50%	75	300	-75%	296	-75%
<b>Miscellaneous</b>								
Permits	26	73	-64%	111	460	-76%	244	-55%
Fees	4,610	14,414	-68%	19,067	119,282	-84%	51,595	-63%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	85	126	-33%	381	777	-51%	504	-24%
Fees	22,002	21,429	3%	104,555	261,074	-60%	152,795	-32%



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

### **JULY 2013 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were 33 pavilion reservations made in June, for a year-to-date total of 157. There were eight facility reservations prepared during the month.

No funds were paid out in the Tree Planting program, for a year-to-date total of \$18.50. No funds were paid out in the Tree Removal Program, for a year-to-date total of \$250.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She also prepared and distributed PLR news releases to media. She covered the phone in HR 19 times. Department secretary also called Journal Office for service on the copier. She also attended the Employee Recognition on July 9.

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

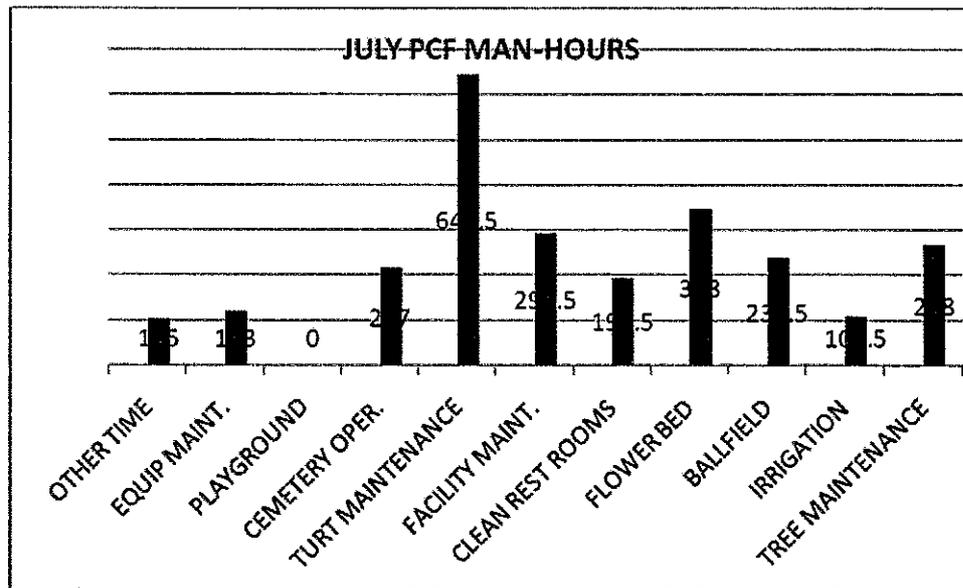
**Parks** – The Parks division was busy with routine mowing and irrigation operations. The installation of the mulch, plants and irrigation; on the 3<sup>rd</sup> Ave Islands; was completed by July 11<sup>th</sup>. With the help of the PCF Divisions, Sterling Fire Department and the Recreation Division the 4<sup>th</sup> of July fireworks show and the concert in Pioneer Park were a great success. The summer softball season ended the last week of July.

**Cemetery** – During July there were seventeen grave openings and closings, eight cremations and nine full burials. Eight grave spaces were sold this month. Along with the cemetery's routine maintenance thirty-four graves were repaired and new pumps are being installed in the columbarium water feature.

**Forestry** – The foresters completed four Action Requests, trimming nine trees and removing seven trees. There were a total of one hundred eighty branches picked up from various storms and four hanging branches were removed from trees. The Forestry Division has added a new stump grinder to its line of machinery and they have removed eight stumps between July 15<sup>th</sup> and July 31<sup>st</sup>.

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

Perform all routine maintenance activities, action requests and stump grinding as necessary.



Graph denotes man-hours during the month of July.

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>PARKS</b>								
Man-hours of equip maint (all PCF)	123	151	-19%	123	1,129	-89%	1,045	-88%
Facility reservations	37	45	-18%	128	137	-7%	172	-26%
Restroom cleanings/inspections	197	278	-29%	1,063	1,045	2%	987	8%
Man-hours of ballfield preparation	240	271	-12%	991	1,074	-8%	1,166	-15%
<b>CEMETERY</b>								
Opening/Closing	17	6	183%	71	63	13%	65	10%
Cremains - Opening/Closing	8	4	100%	36	31	16%	26	37%
Spaces sold	8	4	100%	39	34	15%	34	14%
Monument permits							117	-100%
Graves repaired/raised	34	73	-53%	589	856	-31%	749	-21%
Niches Sold		1	-100%	21	19	11%	15	44%
<b>FORESTRY</b>								
Trees trimmed	9	227	-96%	160	408	-61%	309	-48%
Trees removed	7	18	-61%	76	116	-34%	127	-40%
Action Requests completed	4	5	-20%	29	34	-15%	51	-43%
Trees planted				73	37	97%	60	22%
Stumps removed by contract	8			12	37	-68%	29	-59%

**LIBRARY**

The patron count for Sterling Public Library from July 1 through July 31, 2013 was 5,706.

There were 19 meetings in the Community Room in July.

The library had 4 Community Servants for a total of 68 hours of community service. Ten volunteers worked 49 hours. One work study worked 88 hours. Total volunteer hours for the month of July were 205

Sterling Public Library made 241 interlibrary loan requests of other libraries and received 241 items. Other libraries made 150 interlibrary loan requests and Sterling Public Library loaned 133 items. Lending libraries were unable to fill 21 requests and Sterling Public Library was unable to fill 17 requests. Total interlibrary loan requests were 391 and 374 items were circulated.

Janet reported that 12 tutors worked with 21 students for a total of 127 hours during July.

There were 5 participants in Our Time during July. Cheryl and Kim provided the stories and activities.

The new AskColorado site was launched in July. Access to the service is only provided to those service areas that are paying for the service. Dorothy and Connie staff the service 2 hours per week and had 12 searches during July.

The Summer Reading Program theme of Dig Into Reading provided many great program opportunities. There were 385 kids age 2 through grade 12 that read a total of 8,998 hours. There were 34 adults who participated and read 589 books.

**PROJECT UPDATE:**

Technology continues to be an important part of the library. Two thousand five hundred thirty four patrons signed up and used the Internet and public access computers during July.

There were 97 children who called Dial-a-Story during July. Vickie Wettstein, Kim Sanchez, Erica Kallsen and Pam Kentfield read stories during the month. The stories can be heard by calling 522-6808.

The library was busy with Summer Reading Programs during July. Following is a list of programs and the attendance:

		Children	Adults
<u>DIG INTO...</u>			
July 1	Folklore & fantasy	31	10
July 8	Food	33	14
July 15	Dinosaur	41	15
July 22	Construction	33	12
<u>Dig Deep Art Challenge</u>			
July 2	Dreaming	9	
July 9	Eating	15	

July 16	Digging	8	
July 23	Creating	7	
<u>Movie Night</u>			
July 2	Adventures of Tintin	6	4
<u>Dig into Toddle Time</u>			
July 11	Food	8	8
July 25	Construction site	4	4
<u>Miscellaneous</u>			
July 10	Dig into movies that are based on books	3	3
July 16	Indiana Bones	38	25
<u>YA Program</u>			
July 18	Groundbreaking snacks 3		
<u>Adult Program</u>			
July 18	Brunch, Books & Library B.S. (Best Sellers)	38	
Closing Program		67	85

The closing program was held at Pioneer Park on July 30<sup>th</sup>. Anyone completing at least 6 levels was eligible to attend and bring their family. The Friends of the Library served sloppy joes. The theme for the evening was pirates. Following the meal, the kids enjoyed a treasure hunt, pirate obstacle course, stories and a pirate puppet craft.

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons								
Books Checked Out	10,580	11,209	-6%	62,690	67,329	-7%	62,803	0%
Digital check out	734	564	30%	5,040	4,075	24%	815	518%
In-house Circulation	510	635	-20%	2,987	3,797	-21%	7,703	-61%
Volunteer Hours	49	56	-13%	326	333	-2%	159	105%
Story Time Attendance				418	431	-3%	319	31%
Summer Reading Program	14	29	-52%	580	659	-12%	662	-12%
Reference Questions	620	472	31%	4,322	4,513	-4%	5,932	-27%
Books Placed on Hold	437	623	-30%	2,507	3,834	-35%	2,925	-14%
Inter-Library Loans								
Borrowed requests	241	233	3%	1,605	1,542	4%	1,493	8%
Loaned requests	150	164	-9%	1,303	1,303		1,334	-2%
Total	391	397	-2%	2,908	2,845	2%	2,825	3%
Library Meeting Room Use	19	13	46%	250	209	20%	102	145%
Patrons Using Facility	5,706	4,681	22%	33,420	34,089	-2%	32,646	2%
Hours Tutoring	127	345	-63%	1,015	1,552	-35%	1,032	-2%
Internet use	2,534	2,650	-4%	14,606	14,912	-2%	12,682	15%

## **RECREATION DIVISION**

**PERRY MASON SOFTBALL TOURNAMENT:** The first annual Perry Mason Tournament was held July 26<sup>th</sup> and July 27<sup>th</sup> at the City of Sterling Softball Complex. The 2013 Perry Mason Tournament Champions were "Stewies" from Sidney, Nebraska and Nelson Roofing came in 2<sup>nd</sup> place. The tournament had 7 teams participating. There were 6 local Sterling teams and a team from Sidney, Nebraska. Friday evening began the pool play for the tournament and Saturday the teams were placed into brackets. Saturday, during a break for lunch, we hosted a home run derby with a \$5 entry fee and an accuracy throwing challenge with a \$2 entry fee. The home run derby champions were Eric Ross and Kristine Campo. The accuracy challenge winner was Mat Gutierrez. The proceeds of the tournament will be used to upgrade the quality of the 9/10 year old catchers gear!

**TEAM SIDELINE SOFTWARE:** The Recreation Division has purchased Team Sideline software. The software enables us to have an online registration website for participants to sign-up for any of our youth or adult sports programs. It does many things including making schedules according to field or gym availability and it can send out messages of in climate weather and game cancellations. We have just started to learn the extent of things this software can do to make our jobs easier.

**SUMMER SOFTBALL:** We had excellent weather for softball all year in 2013, and July was no exception. There were only 6 games that had to be rescheduled due to lightning the entire summer! This is truly remarkable and a program scheduler's dream.

The Adult Summer Softball program, which includes Men's Slow Pitch and Co-Rec., concluded on July 31<sup>st</sup>. Attendance at the softball complex for the adult leagues totaled 2,808 player and spectator visits in July, 2013.

The Wildcat Girls Youth Softball concluded July 25<sup>th</sup>. Attendance at the softball complex for the youth wildcat leagues accounted for 2,263 player and spectator visits in July, 2013.

**ADULT FALL SOFTBALL:** Registrations for the Fall Softball Leagues were taken through August 1<sup>st</sup>. Arrangements were made for umpires, scorekeepers, and field supervisors for this program. Previous employees were contacted and new employees were interviewed and hired. League play begins on August 12<sup>th</sup> and continues through September 15<sup>th</sup>. There are a total of 13 teams participating in the program. This is down 1 team from last year.

**ADULT FALL VOLLEYBALL:** Registration information for Adult Fall Volleyball was prepared and distributed to all of last year's participants, as well as the local media in July. Games begin September 16<sup>th</sup>. The divisions offered are: Women's A, Upper B, Lower B, Co-Rec. Open, and Men's Open. The registration due date is August 21<sup>st</sup>.

**YOUTH FALL VOLLEYBALL:** Registration forms for Fall Youth Volleyball was prepared and mailed to all of last year's participants, and information sent to the local media. The registration due date is August 14<sup>th</sup>, but individual registrations will be taken until the season starts, or until the t-shirt order is turned in. Practice begins the week of August 26<sup>th</sup> and matches begin September 21<sup>st</sup>. There are already over 68 girls registered to participate this year.

**ROTARY CLUB SOFTBALL TOURNAMENT:** The Sterling Rotary Club held its second annual Softball tournament on July 20, 21 & 22! Sheila Worley initiated contact with the City and ran the tournament at the City Softball Complex. There were 15 teams that participated.

Temperatures were very hot that weekend. Sheila had some concerns when she discovered that there is no water at the drinking fountains. It has been that way all summer. We are looking into replacing the failing fountains, and their replacement will be very expensive. Attendance for the tournament accounted for 1,735 player and spectator visits to the City Softball Complex.

**CHILDRENS PET SHOW:** The annual Kid's Pet Show, sponsored by the City of Sterling Recreation Division and Cher's Pet Shop, took place Saturday, July 13th at 10:00 a.m., at Prairie Park. There were 23 participants, 30 spectators, 4 judges and 2 staff members attending. There was no fee to enter. Categories include: Best Dressed, Best Trick, Cutest Pet, Friendliest Pet, Agility Pet, Smallest Pet, Least Motivated Pet, and a very cute Pet Owner Look-A-Like. The Best of Show winner was "Jonny Rotten" a Chihuahua - owned by Kiley Long.

**EMPLOYEES:** The Sterling Recreation Division offers seasonal jobs to many youth and adults during the year. This summer there were: 15 youth softball umpires, 4 scorekeepers and 4 field supervisors. Adult softball employed: 4 umpires, 7 scorekeepers and 2 field supervisors. A total of 36 seasonal employees filled out the softball employee roster.

### **RECREATION CENTER**

**RECREATION CENTER ATTENDANCE REPORT:** July, 2013's total admission figures were 8,526. July, 2012's total admission figures were 10,760. Total admissions for July, 2013 were down 2,234 visits from July, 2012. The decreases averaged approximately 72 patron visits a day.

Possible reasons for this decrease could be that July 2012, had the highest average daily temperatures in recorded history. July 2013, the outdoor pool was actually closed for three of the days due to cold weather. Additionally, we had cold indoor pool water for a week due to system control problems.

**CHILD ADMISSIONS:** There were a total of 1,095 Child Admissions to the Recreation Center in July, 2013. This is down 242 visits from July, 2012. In all categories, paid admissions and punch card admissions make up the total.

**YOUTH ADMISSIONS:** There were a total of 3,482 Youth Admissions to the Recreation Center in July, 2013. This is down 1,185 visits from July, 2012.

**SENIOR ADMISSIONS:** There were a total of 561 Senior Admissions to the Recreation Center in July, 2013. This is down 33 visits from July, 2012.

**ADULT ADMISSIONS:** There were a total of 2,534 Adult Admissions to the Recreation Center in July, 2013. This is down 731 visits from July, 2012.

**FACILITY PROBLEMS:** The indoor pool water temperatures and shower water temperatures have been prone to problems in July 2013. Long Mechanical Inc., from Denver, had to make several trips to Sterling to get the indoor pool cold water temperature under control. McMurrin Electric, has been working on showers that have become too hot. A faulty backflow prevention valve is believed to be the cause of that problem.

Mechanically, the outdoor pool systems have been trouble free in both June and July 2013.

**SWIM LESSONS:** Two of the five sessions of summer American Red Cross swimming lessons took place in July, 2013. A total of 319 children took swimming lesson classes in July, which was up 30 children from July 2012. There were 269 children in regular swimming lessons classes and 50 children in private swimming lessons. The 319 children amassed 3,190 visits to





## **OVERLAND TRAIL MUSEUM**

Attendance at the Museum during the month of July was 4,801 visitors; representing 30 states and 6 foreign countries.

Family Fun Saturday took place on July 6<sup>th</sup>. The activity for the day was nature crafts and bird feeders.

We had 3 facility rentals: 1 wedding reception, 1 family reunion and 1 private party (baby shower). Perry has made a list of some of the issues that continue to be a problem during facility rentals and we are addressing them. Some may require a change to our policy.

Heritage Festival took place on July 4<sup>th</sup> with a record breaking attendance. Attendance at this year's event was estimated at 4,000. Visitors enjoyed perfect weather and experienced a wide variety of entertainment and activities. Two buses from County Express shuttled visitors back and forth across the highway. Unfortunately, many people choose to park closer to the museum, which caused some parking issues. We will discuss possible solutions before next year's event. We had 20 volunteers who demonstrated crafts, helped with activities and served at the front desk.

Perry and Kay have both been on KPMX and KNNG promoting various programs at the museum. KPMX broadcast live from the museum at Heritage Festival. Kay also spoke at the Kiwanis meeting on July 3.

The Tannery exhibit is complete except for the text panels and lighting which should be completed by the end of August. The museum will host a dedication and will recognize the key volunteers, particularly Otis Otzenberger at this time. The dedication will take place in September.

The Oral History project is progressing. Kay has conducted two interviews this month and is working on the story boards which will accompany this exhibit. Staff members, Gwen and Chelsea, put up a special exhibit commemorating the American flag. Staff has also worked at reorganizing the cases in the entry area of the museum. More information about the Overland Trail is exhibited, which educates visitors about the beginnings of Logan County.

### **Museum Projects**

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
Concrete work (gutters & sidewalks).....	Sidewalk to Karg barn in progress

DESCRIPTION	July 2013	July 2012	July Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	5	3	67%	16	15	7%	25	-35%
Number of items donated	10	23	-57%	33	53	-38%	90	-63%
Number of School Visits		1	-100%	21	22	-5%	17	21%
Number of Students		25	-100%	1,213	865	40%	766	58%
Prairie School Students				59	30	97%	69	-14%
Prairie School Teachers				10	4	150%	10	4%
Number of Special Events	2	1	100%	8	6	33%	6	38%
Total Attendance of Special Events	4,000	3,200	25%	4,192	3,272	28%	3,041	38%
Number of facility rentals	3	2	50%	25	8	213%	4	594%
Number of Tour Buses	1	1		3	3		1	150%
Tour Bus Visitors	15	40	-63%	52	75	-31%	27	93%
States represented	30	26	15%	140	119	18%	142	-2%
Foreign Countries Represented	6	3	100%	15	12	25%	16	-7%
Total of All Visitors	4,801	3,945	22%	9,355	8,320	12%	7,254	29%
Volunteer Hours	92	89	3%	365	124	195%	366	0%
Square Foot, Bldg. Maintained	29,766	29,766		208,362	208,362		180,362	16%