

STERLING

A Colorado Treasure

MONTHLY REPORTS

June 2013

CITY MANAGER

JUNE 2013 MONTHLY REPORT

City Manager:

City Manager Kiolbasa attended and met with the following:

- Meeting with persons interested in Buffalo Hills Market Place;
- Meeting with WMI regarding curbside recycling;
- Meeting regarding Correctional facility closings;
- Attended Harassment training by CIRSA;
- Conference call with Colorado Department of Public Health and Environment regarding enforcement letter;
- Meeting with Water Rights Engineers regarding future projections; and
- Attended Northeast Colorado Managers meeting.

Executive Secretary:

The Executive Secretary continues to do the packets for Council. There was one amplified music letter written for the City Manager's signature. She attends the administrative staff meetings and prepares the minutes. Connie prepared the minutes and financials for the SURA Board meeting.

She also 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 weekly clerical staff meetings. Connie 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 Fort Morgan in June. Agenda items were:

- A presentation from the Colorado State Forrest Service on available resources during wildland fires and how the agency reorganization effects field operations and contacts.
- A presentation from the Governor's Office of Preparedness on the regional Pre-Disaster Hazard Mitigation plan update that is due in 2014. Each county manager will update their own plan by the end of 2013.
- An update on the Red Guidebook to Recovery project.

Logan County Rural Fire Chief's Association

The Rural Fire Chiefs held a quarterly meeting in Fleming in June. Agenda items discussed were:

- A presentation from the County Commissioners on the use of county resources during grass fires and how they should be requested.
- Severe weather protocols and planning for fire departments.
- 2013 DHS grants.
- Tornado Siren deployments in their towns.
- Red Guidebook to Recovery project.

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

The Logan County ESF-8's June meeting was the final preparedness meeting before the Community Vulnerable Populations workshop. Packets were developed for each of the attending agencies and a final presentation agenda set. Each one of the ESF-8 agencies will give a short presentation and provide agency information for the packets.

City Building Security Project

The City of Sterling Building Security Committee met in June. Work continues with the bidding process for the door access control project. The committee discussed the bidding process. They will develop a Letter of Interest form and post it to the local newspapers and e-mail to specific vendors and vendor websites. The Committee will then develop a list of qualified vendors from the Letters of Interest.

NG911

Members of the Logan E911 Authority attended a presentation from Century Link in Loveland. Century Link explained their tariff proposal to the PUC for an internet based 911 systems. There was discussion on the tariff proposal and how the associated costs would be divided. They discussed project timelines, what new equipment would be needed in the local dispatch centers and how the centers would connect to the system.

Logan County Board of County Commissioners

EMC Owens gave a quarterly report to the commissioners for the Office of Emergency Management for the months of February to June 2013.

Logan County E911 Authority

The E911 Board of Directors held a business meeting in June. Agenda items discussed were:

- The NG911 project, timelines and rough projected costs to the Authority.
- The needed software updates to the DTR system and the Cities MOU with the State to cover these costs.
- The retirement of the dispatch supervisor.
- CCNC changes and how several counties are pulling out to start their own system.

TRAINING AND RESPONSES

The EMC attended a CIRSA training on preventing workplace harassment.

With the Logan County ESF-8 Group, Bob presented an agency training workshop on Vulnerable Populations during disasters. 33 people from 15 agencies attended from the region. We handed out agency preparedness information and contact information from our group's agencies. The attending agencies then filled out a capabilities assessment and contact information survey. We discussed when and how their agency may be needed in a disaster and ICS protocols.

OTHER OEM ACTIVITIES FOR MAY, 2013

EMC Owens reviewed and organized two 2013 DHS grant requests from Logan County agencies and turned them in to the regional coordinator for final review.

Bob attended a special meeting with the Logan County Commissioners to discuss county resource procurement. We discussed how the resources would be requested and who should be notified of the requests. We decided that the current system may be too

burdensome and how to streamline the process. We also discussed how the ICS system should always be used and how it helps in notifications and tracking.

Bob performed all of the E911 Authority bookkeeping for the month of June.

EMC Owens met with the management of the Sterling Credit Union to assist them with a business preparedness and continuity plan. We reviewed their building for places to take shelter during a tornado warning.

The Red Guidebook to Recovery project went to print in June. The EMC should have over 500 of the guidebooks by July. These guidebooks will be distributed to citizens in our region after a disaster, and provide step by step direction on how to proceed after a disaster or emergency incident. Bob was the regional project manager for the project, which was funded by a Citizen Corps grant.

There were several severe weather incidents in June. Logan County and Sterling each had several thunderstorm and tornado warnings. EMS Owens issued alerts on the WebEOC system, social media and monitored the storms until they cleared.

Emergency Communications Center:

- Communications Center handled 2,023 calls for service during the month of June 2013, a 3 percent decrease from the 2,088 calls received in June 2012.
- Sterling Police Department handled 992 calls for service in June 2013, a decrease of one percent compared to 1,007 calls for service received in June 2012.
- Logan County Sheriff's Office received 688 calls for service in June 2013, a 22 percent decrease compared to 887 calls for service received in June 2012.
- Crook Fire Department handled 15 calls for service in June 2013 compared to nine calls for service in June 2012.
- Fleming Fire received eight calls for service in June 2013 compared to 10 calls for service in June 2012.
- Merino Fire handled 17 calls for service in June 2013 compared to 22 calls for service in June 2012.
- Peetz Fire handled five calls for service in June 2013 compared to 11 calls for service in June 2012.
- Sterling Fire handled 219 calls for service in June 2013, a 16 percent increase compared to 188 calls handled in June 2012.

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,023	2,088	-3%	12,333	14,526	-15%
CITY OF STERLING	992	1,007	-1%	5,574	7,407	-25%
LOGAN COUNTY	688	887	-22%	4,675	5,790	-19%
STERLING FIRE	219	188	16%	1,057	1,207	-12%
CROOK FIRE	15	9	67%	40	63	-37%
FLEMING FIRE	8	10	-20%	25	50	-50%
MERINO FIRE	17	22	-23%	57	85	-33%
PEETZ FIRE	5	11	-55%	28	41	-32%

Information Technology Specialist (ITS):

Daily backup of all servers, Finance & Police Systems and routine user and file security maintenance continues.

Power went down at the Service Center including that part of the city. Computers systems resumed when power was restored without repercussion.

ITS Anderson assisted several departments with phone issues, printer and computer problems. Reset security on some server files for Police and Dispatch.

The ITS took two computers and a UPS in for repair. One computer is not repairable.

Mary Ann prepared budget request information and met with Finance Director Forbes regarding continued yearly maintenance programs.

The Recreation Center now has fiber connection for network and phones. ITS Anderson changed over the user computers and copier to connect directly to City Hall.

Mary Ann attended the SWellness meeting, made flyers and arrangements for the next SWellness Lunch & Learn, bicycle and walking promotions.

CITY ATTORNEY

JUNE 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 and met with the City Manager, Fire Chief and dispatch supervisor on an EMS contact matter; met with the Fire Chief regarding transferring titles of equipment to the Fire College; and met with Public Works personnel regarding the revocable permit policy, procedure and permit forms. 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.

DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 6-1-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado, consenting to the transfer of control of the cable system franchise with Bresnan Communications, LLC to Charter Communications, Inc.

Resolution No. 6-2-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado approving a Contract for Feral Cat Trap, Neuter, Release Services for the City of Sterling, Colorado.

Resolution No. 6-3-13, Series of 2013 – A Resolution approving, without Bid, an Agreement for Consultant Services with CWA Consulting Services, LLC for a wastewater treatment plant local limits re-evaluation project.

Resolution No. 6-4-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado, approving an Intergovernmental Agreement between the City of Sterling and Logan County concerning a coordinated election to be held on November 5, 2013, and authorizing the Mayor to execute same.

Prepared the following Ordinances:

Ordinance No. 8, Series of 2013 – An Ordinance amending the Sterling City Code, Chapter 17, Streets, Sidewalks and Other Public Places, Article II, Sidewalks.

Ordinance No. 9, Series of 2013 – An Ordinance adopting the Sterling Master Plan Update 2013 of the City of Sterling in its entirety.

Other Documents:

This office continues to work on procedure, policy and forms for the Revocable Right-of-Way Permit process. This office is also working on lease amendments with Bresnan Communications and with the Logan County Humane Society.

MUNICIPAL COURT:

There were no trials this month and only one Court arraignment date this month. Four defendants changed their pleas to guilty prior to trial. Ten charges were dismissed, including upon proof of insurance, handicap parking permit, and doctor's note on safety belt use. 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:

None.

MISCELLANEOUS:

This office prepared two collection letters regarding damage to City property involving automobile accidents; a letter to a real estate owner regarding zoning/building permit violation; and a letter to the Colorado Department of Transportation regarding a land acquisition matter.

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.

FINANCE DEPARTMENT
JUNE 2013 MONTHLY REPORT

The Finance Department assisted 2,924 customers during the month of June 2013. This compares to 2,990 customers in June 2012. This number does not include the contacts made by the Director of Finance. There were on average 97 customer contacts per day for June 2013. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in June 2013 in comparison to June 2012.

The General Fund revenues for the month of June 2013 amounted to \$1,163,706.08. The revenue for the month ended June 2012 in the General Fund amounted to \$1,156,221.68. Expenditures for the General fund for the month ending June 30, 2013 amounted to \$980,501.20 and for the same period in 2012 the expenditures were \$868,709.40.

Cash in all City funds totaled \$2,781,552.00 on June 30, 2013 and for June 30, 2012 on hand was \$2,866,825.85. On June 30, 2013 the City of Sterling had outstanding a total of \$13,943,352.03 in investments, this amount is for all funds. This breaks down to \$205,939.02 in Certificates of Deposit, \$13,636,950.17 ColoTrust Plus and \$100,462.84 in Money Market.

There were \$1,795,178.52 worth of checks issued in June 2013 for all funds; this compares to \$2,303,667.57 for the same period in 2012. There were 6181.7 gallons of gasoline and diesel used in the month of June 2013 for all City operations. This compares to 6336.2 gallons gasoline and diesel used in June 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.	6/30/13
General Fund:				
Colostrust Plus	\$2,512,729.28	\$500,000.00	\$475,215.40	\$2,487,944.68
Colostrust Plus - Seizure Money	\$26,653.67	\$0.00	\$2.45	\$26,656.12
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$2,539,382.95	\$500,000.00	\$475,217.85	\$2,514,600.80
Hotel Tax Fund:				
Colostrust Plus	\$146,296.44	\$0.00	\$15,014.25	\$161,310.69
TOTALS	\$146,296.44	\$0.00	\$15,014.25	\$161,310.69
Water Fund:				
Colostrust Plus	\$2,033,228.05	\$220,000.00	\$220,194.62	\$2,033,422.67
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$2,033,228.05	\$220,000.00	\$220,194.62	\$2,033,422.67
Sanitation Fund:				
Colostrust Plus	\$543,294.52	\$15,000.00	\$10,050.70	\$538,345.22
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$543,294.52	\$15,000.00	\$10,050.70	\$538,345.22
Sewer Fund:				
Colostrust Plus	\$3,901,155.24	\$130,000.00	\$75,362.78	\$3,846,518.02
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,462.84	\$0.00	\$0.00	\$100,462.84
TOTALS	\$4,207,557.10	\$130,000.00	\$75,362.78	\$4,152,919.88
Perpetual Care Fund:				
Colostrust Plus	\$178,122.01	\$0.00	\$5,017.25	\$183,139.26
TOTALS	\$178,122.01	\$0.00	\$5,017.25	\$183,139.26

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	6/30/13
Library Improvement Fund:				
Colostrust Plus	\$27,914.74	\$0.00	\$2.66	\$27,917.40
TOTALS	\$27,914.74	\$0.00	\$2.66	\$27,917.40
Conservation Trust Fund:				
Colostrust Plus	\$47,485.06	\$0.00	\$33,648.10	\$81,133.16
TOTALS	\$47,485.06	\$0.00	\$33,648.10	\$81,133.16
Karl Falch Library Trust Fund:				
Colostrust Plus	\$31,113.74	\$0.00	\$2.96	\$31,116.70
TOTALS	\$31,113.74	\$0.00	\$2.96	\$31,116.70
Employee Self-Insurance Fund:				
Colostrust Plus	\$570,102.45	\$0.00	\$54.00	\$570,156.45
TOTALS	\$570,102.45	\$0.00	\$54.00	\$570,156.45
Service Center Fund:				
Colostrust Plus	\$365,205.70	\$10,000.00	\$35,037.11	\$390,242.81
TOTALS	\$365,205.70	\$10,000.00	\$35,037.11	\$390,242.81
Old Hire Police Pension Fund:				
Colostrust Plus	\$788,119.34	\$34,500.00	\$72.56	\$753,691.90
TOTALS	\$788,119.34	\$34,500.00	\$72.56	\$753,691.90
Risk Management Fund:				
Colostrust Plus	\$799,573.56	\$0.00	\$10,075.91	\$809,649.47
TOTALS	\$799,573.56	\$0.00	\$10,075.91	\$809,649.47
Capital Equipment Fund:				
Colostrust Plus	\$1,166,320.28	\$245,000.00	\$50,109.97	\$971,430.25
TOTALS	\$1,166,320.28	\$245,000.00	\$50,109.97	\$971,430.25

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	6/30/13
Capital Improvement Fund:				
Colotrust Plus	\$724,206.71	\$0.00	\$68.66	\$724,275.37
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$724,206.71	\$0.00	\$68.66	\$724,275.37
Grand Totals All Funds:				
Colotrust Plus	\$13,861,520.79	\$1,154,500.00	\$929,929.38	\$13,636,950.17
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,462.84	\$0.00	\$0.00	\$100,462.84
Grand Total	\$14,167,922.65	\$1,154,500.00	\$929,929.38	\$13,943,352.03

GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

6/30/2013

BALANCE SHEET

ASSETS:

Cash	\$293,607.32
Flex Cash Account	\$7,910.27
Petty Cash	\$980.00
Cash with County Treasurer	\$268,273.40
Accounts Receivable	\$181,965.23
Taxes Receivable	\$51,000.00
Sales Tax Receivable	\$631,080.69
Property Tax Receivable	\$1,015,476.00
Investments	\$2,487,944.68
Investment - Federal Seizure	\$26,656.12
Prepaid Fuel	\$41,420.24
Prepaid Fuel - Airport	\$19,500.24
Payroll clearing	-\$51.75
Postage Clearing Account	\$2,087.85
Prepaid Prisoner Housing	\$47,566.00

TOTAL ASSETS

\$5,075,416.29

LIABILITIES:

Ded/Ben Clearing Account	\$2,166.35
Accounts Payable	\$85,089.89
Accounts Payable - Logan County	\$1,187.15
Accrued Salaries	\$211,526.81
Court Bonds	\$810.00
Restitution Clearing Account	\$1,341.16
Seizures	\$600.00
Deferred Revenue	\$1,015,476.00
Deferred Revenue - Other	\$10,007.91

TOTAL LIABILITIES

\$1,328,205.27

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	\$621,778.60

TOTAL FUND BALANCE

\$3,747,211.02

TOTAL LIABILITIES & FUND BALANCE

\$5,075,416.29

GENERAL FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Real & Personal Prop. Tax	\$1,015,537.00	\$191,737.32	\$965,732.86	\$49,804.14
Road & Bridge Fund Taxes	\$80,000.00	\$68,028.28	\$99,159.14	-\$19,159.14
Auto Ownership Taxes	\$105,550.00	\$9,850.52	\$57,967.45	\$47,582.55
Sales Tax	\$6,744,000.00	\$560,615.39	\$3,215,410.92	\$3,528,589.08
Vehicle Use Tax	\$229,600.00	\$32,319.06	\$138,379.25	\$91,220.75
Building Material Use Tax	\$70,000.00	\$3,957.50	\$35,826.14	\$34,173.86
Employment Occupation Tax	\$15,400.00	\$0.00	\$15,400.00	\$0.00
TOTAL TAXES	\$8,260,087.00	\$866,508.07	\$4,527,875.76	\$3,732,211.24
Franchise Taxes	\$645,585.00	\$41,255.56	\$351,292.38	\$294,292.62
Licenses & Permits	\$166,600.00	\$18,243.30	\$85,025.88	\$81,574.12
Intergovernmental Revenue	\$3,404,234.00	\$135,417.93	\$826,906.00	\$2,577,328.00
Charges for Service	\$275,950.00	\$33,622.16	\$125,468.99	\$150,481.01
Fines & Forfeits	\$132,960.00	\$9,974.51	\$62,184.19	\$70,775.81
Miscellaneous Revenue	\$690,249.00	\$22,511.55	\$154,997.23	\$535,251.77
Transfer from Other Funds	\$435,903.00	\$36,173.00	\$217,038.00	\$218,865.00
TOTAL OTHER REVENUES	\$5,751,481.00	\$297,198.01	\$1,822,912.67	\$3,928,568.33
GRAND TOTAL REVENUES	\$14,011,568.00	\$1,163,706.08	\$6,350,788.43	\$7,660,779.57

GENERAL FUND

6/30/2013

<u>EXPENDITURES:</u> <u>GENERAL GOVERNMENT:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Council	\$76,880.00	\$2,754.15	\$21,060.11	\$55,819.89
City Manager	\$355,194.00	\$25,395.05	\$168,630.33	\$186,563.67
City Attorney	\$200,495.00	\$15,615.44	\$113,131.16	\$87,363.84
Municipal Court	\$104,661.00	\$7,083.20	\$46,147.97	\$58,513.03
Finance	\$434,372.00	\$38,597.56	\$216,470.24	\$217,901.76
City Hall & Non-Departmental	\$1,505,486.00	\$191,689.14	\$875,656.88	\$629,829.12
Personnel	\$292,108.00	\$17,969.17	\$111,712.65	\$180,395.35
TOTAL GENERAL GOVERNMENT	\$2,969,196.00	\$299,103.71	\$1,552,809.34	\$1,416,386.66
PUBLIC SAFETY:				
Police	\$1,847,356.00	\$125,262.10	\$868,274.45	\$979,081.55
Dispatch Center	\$582,327.00	\$39,919.81	\$261,345.26	\$320,981.74
Youth Services	\$109,923.00	\$8,302.82	\$53,502.17	\$56,420.83

Fire	\$1,521,968.00	\$113,841.18	\$664,932.35	\$857,035.65
Ambulance Service	\$613,789.00	\$48,932.22	\$284,011.30	\$329,777.70
TOTAL PUBLIC SAFETY	\$4,675,363.00	\$336,258.13	\$2,132,065.53	\$2,543,297.47

PUBLIC WORKS:

Street	\$2,667,835.00	\$73,422.34	\$538,678.00	\$2,129,157.00
Engineering & Operations	\$422,926.00	\$24,825.81	\$225,814.34	\$197,111.66
Airport	\$2,076,910.00	\$24,036.73	\$183,719.56	\$1,893,190.44
TOTAL PUBLIC WORKS	\$5,167,671.00	\$122,284.88	\$948,211.90	\$4,219,459.10

CULTURE & RECREATION:

Riverside Cemetery	\$234,534.00	\$12,389.09	\$76,223.85	\$158,310.15
Museum	\$150,421.00	\$12,310.69	\$55,232.36	\$95,188.64
Parks	\$451,556.00	\$37,391.52	\$178,769.55	\$272,786.45
Recreation Center	\$465,060.00	\$61,491.42	\$211,485.70	\$253,574.30
Forestry	\$177,060.00	\$13,357.57	\$89,008.49	\$88,051.51
Rec. Administration	\$584,912.00	\$29,165.97	\$186,229.45	\$398,682.55
Softball	\$42,933.00	\$4,884.38	\$12,508.14	\$30,424.86
Youth Softball	\$12,351.00	\$1,579.79	\$6,605.06	\$5,745.94
Basketball	\$8,651.00	\$0.00	\$5,752.89	\$2,898.11
Volleyball	\$6,980.00	\$146.29	\$2,976.17	\$4,003.83
Tolla Brown Skate Park	\$11,660.00	\$774.23	\$3,702.53	\$7,957.47
Special Events	\$24,500.00	\$8,000.00	\$10,853.49	\$13,646.51
Tennis	\$18,450.00	\$984.78	\$5,131.31	\$13,318.69
Youth Basketball	\$25,001.00	\$0.00	\$15,714.98	\$9,286.02
Youth Volleyball	\$9,967.00	\$0.00	\$121.03	\$9,845.97
Baseball	\$25,451.00	\$933.01	\$2,921.08	\$22,529.92
Library	\$508,642.00	\$39,445.74	\$232,686.98	\$275,955.02
TOTAL CULTURE & RECREATION	\$2,758,129.00	\$222,854.48	\$1,095,923.06	\$1,662,205.94

GRAND TOTAL EXPENDITURES	\$15,570,359.00	\$980,501.20	\$5,729,009.83	\$9,841,349.17
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HOTEL TAX FUND

6/30/2013

<u>REVENUES</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Hotel Tax	\$102,300.00	\$12,648.50	\$45,202.29	\$57,097.71
Investment Earnings	\$200.00	\$14.25	\$90.12	\$109.88
Penalty & Interest	\$3,000.00	\$0.00	\$205.14	\$2,794.86
TOTAL HOTEL TAX FUND REVENUE	\$105,500.00	\$12,662.75	\$45,497.55	\$60,002.45

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

**BALANCE SHEET
6/30/2013**

ASSETS:

Cash	\$8,072.08		
Investments	\$161,310.69		
		TOTAL ASSETS	\$169,382.77

LIABILITIES:

Accounts Payable	\$7,752.30		
		TOTAL LIABILITIES	\$7,752.30

FUND BALANCE:

Retained Earnings	\$116,182.92		
Excess Revenue over Expenditures	\$45,447.55		
		TOTAL FUND BALANCE	\$161,630.47
		TOTAL LIABILITIES AND FUND BALANCE	\$169,382.77

WATER FUND

6/30/2013

BALANCE SHEET

ASSETS:

Cash	\$276,483.30		
Cash with Fiscal Agent	\$9,522,084.14		
Accounts Receivable	\$463.88		
Accounts Receivable - Utility Billing	\$589,608.42		
Supply Inventory	\$179,435.73		
Investments	\$2,033,422.67		
Fixed Assets (Net)	\$30,058,693.58		
		TOTAL ASSETS	\$42,660,191.72

LIABILITIES:

Accounts Payable	\$204,659.86		
Unpaid Compensated Absences	\$5,468.60		
Accrued Salaries	\$7,743.60		
Accounts Payable Assess Fee	\$3,079.28		
Loan Payable CWRPDA	\$28,553,086.12		
Loan Payable Premium	\$699,242.08		
Due to Sewer Fund	\$273,290.11		
Lease Interest Payable	\$259,288.93		
		TOTAL LIABILITIES	\$30,005,858.58

FUND BALANCE:

Reserve for Painting	\$550,000.00
Reserve for Capital Replacement	\$3,316,681.00
Retained Earnings	\$9,208,264.16
Excess Revenue over Expenditures	<u>-\$420,612.02</u>

TOTAL FUND BALANCE \$12,654,333.14

**TOTAL LIABILITIES
AND FUND BALANCE** \$42,660,191.72

WATER FUND

6/30/2013

<u>REVENUES</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$3,309,073.00	\$337,977.25	\$1,446,990.80	\$1,862,082.20
Water Revenue-Outside Residential	\$308,794.00	\$34,002.77	\$125,171.79	\$183,622.21
Water Revenue-Inside Commercial	\$1,082,446.00	\$95,881.53	\$473,163.16	\$609,282.84
Water Revenue-Outside Commercial	\$7,915.00	\$724.50	\$2,974.26	\$4,940.74
Water Revenue-Inside Industrial	\$580,320.00	\$40,571.09	\$174,270.09	\$406,049.91
Misc. Water Sales	\$5,000.00	\$531.19	\$2,733.25	\$2,266.75
Surcharge	\$23,742.00	\$4,327.23	\$12,452.11	\$11,289.89
Service Charges	\$46,421.00	\$2,766.95	\$21,511.76	\$24,909.24
Tapping Charges	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Water Div. Services	\$4,000.00	\$125.71	\$1,105.74	\$2,894.26
Penalties	\$39,194.00	\$2,377.76	\$20,759.56	\$18,434.44
Investment Earnings	\$941.00	\$194.62	\$1,282.25	-\$341.25
Miscellaneous	\$1,000.00	\$0.00	\$2,924.64	-\$1,924.64
Rents from land	\$46,783.00	\$0.00	\$165,912.87	-\$119,129.87
Plant Investment Fees	\$10,000.00	\$1,800.00	\$3,960.00	\$6,040.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Other Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$5,470,629.00	\$521,280.60	\$2,455,212.28	\$3,015,416.72

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
<u>WATER LINES:</u>				
Personnel	\$233,834.00	\$18,477.90	\$119,543.35	\$114,290.65
Maintenance & Operation	\$669,261.00	\$30,491.05	\$238,281.44	\$430,979.56
Capital Outlay	\$1,669,985.00	\$9,455.64	\$70,135.11	\$1,599,849.89
Transfer to General Fund	\$129,725.00	\$10,810.00	\$64,860.00	\$64,865.00
TOTAL EXPENDITURES	\$2,702,805.00	\$69,234.59	\$492,819.90	\$2,209,985.10
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL WATER FUND W/DEBT	\$2,702,805.00	\$69,234.59	\$492,819.90	\$2,209,985.10

WATER PLANT:

Personnel	\$362,438.00	\$7,349.79	\$24,591.76	\$337,846.24
Maintenance & Operation	\$2,252,568.00	\$114,533.72	\$723,282.52	\$1,529,285.48
Capital Outlay	\$3,343,244.00	\$137,872.97	\$707,771.17	\$2,635,472.83
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$5,958,250.00	\$259,756.48	\$1,455,645.45	\$4,502,604.55
Debt Service	\$1,856,738.00	\$0.00	\$927,358.95	\$929,379.05
TOTAL WATER FUND W/DEBT	\$7,814,988.00	\$259,756.48	\$2,383,004.40	\$5,431,983.60
TOTAL EXPENDITURES	\$10,517,793.00	\$328,991.07	\$2,875,824.30	\$7,641,968.70

SANITATION FUND

6/30/2013

BALANCE SHEET

ASSETS:

Cash	\$238,141.46			
Accounts Receivable	\$507.06			
Accounts Receivable - Utility Billing	\$46,040.65			
Supply Inventory	\$16,153.25			
Investments	\$538,345.22			
Fixed Assets (Net)	\$181,979.14			
		TOTAL ASSETS		\$1,021,166.78

LIABILITIES:

Accounts Payable	\$3,330.36			
Unpaid Compensated Absences	\$11,797.42			
Accrued Salaries	\$5,053.33			
		TOTAL LIABILITIES		\$20,181.11

FUND BALANCE:

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$877,382.00			
Retained Earnings	\$129,200.96			
Excess Revenue over Expenditures	-\$33,986.29			
		TOTAL FUND BALANCE		\$1,000,985.67
		TOTAL LIABILITIES AND FUND BALANCE		\$1,021,166.78

SANITATION FUND

6/30/2013

REVENUES:	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sanitation Revenue-Inside	\$450,000.00	\$37,806.76	\$226,232.82	\$223,767.18
Rubbish Collection Fees	\$1,500.00	\$283.50	\$692.51	\$807.49

Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,500.00	\$373.56	\$2,660.11	\$2,839.89
Investment Earnings	\$1,100.00	\$50.70	\$383.92	\$716.08
Miscellaneous	\$0.00	\$2,964.80	\$3,017.60	-\$3,017.60
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$458,100.00	\$41,479.32	\$232,986.96	\$225,113.04

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$172,090.00	\$13,232.61	\$88,728.35	\$83,361.65
Maintenance & Operation	\$271,767.00	\$21,123.14	\$144,956.90	\$126,810.10
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$66,578.00	\$5,548.00	\$33,288.00	\$33,290.00
TOTAL EXPENDITURES	\$510,435.00	\$39,903.75	\$266,973.25	\$243,461.75

SEWER FUND

6/30/2013

BALANCE SHEET

ASSETS:

Cash	\$242,913.90
Accounts Receivable	\$802.81
Accounts Receivable - Industrial	\$19,262.83
Accounts Receivable - Utility Billing	\$150,380.66
Due From Water Fund	\$273,290.11
Supply Inventory	\$76,634.10
Investments	\$4,152,919.88
Fixed Assets (Net)	\$10,211,039.28

TOTAL ASSETS

\$15,127,243.57

LIABILITIES:

Accounts Payable	\$5,416.32
Unpaid Compensated Absences	\$12,771.00
Accrued Salaries	\$10,094.81
Loan Payable CWRPDA	\$669,037.50
Interest Payable	\$9,972.58

TOTAL LIABILITIES

\$707,292.21

FUND BALANCE:

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$179,931.45
Reserve for Lagoons	\$320,922.26
Reserve for Capital Replacement	\$9,112,280.00
Retained Earnings	\$4,883,883.66
Excess Revenue over Expenditures	-\$188,850.01

TOTAL FUND BALANCE

\$14,419,951.36

**TOTAL LIABILITIES
AND FUND BALANCE**

\$15,127,243.57

SEWER FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$973,000.00	\$81,865.22	\$486,521.02	\$486,478.98
Sewer Revenue-Outside Residential	\$101,900.00	\$8,802.71	\$54,187.45	\$47,712.55
Sewer Revenue-Inside Commercial	\$339,434.00	\$29,648.05	\$171,910.03	\$167,523.97
Sewer Revenue-Outside Commercial	\$3,156.00	\$270.77	\$1,660.70	\$1,495.30
Sewer Revenue-Inside Industrial	\$264,733.00	\$19,818.14	\$94,008.60	\$170,724.40
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	\$791.44	\$7,367.80	\$8,243.20
Investment Earnings	\$7,338.00	\$387.44	\$2,876.07	\$4,461.93
Miscellaneous	\$2,000.00	\$0.00	\$0.10	\$1,999.90
Outside Billing	\$2,400.00	\$0.00	\$722.00	\$1,678.00
Plant Investment Fees	\$10,000.00	\$2,000.00	\$4,700.00	\$5,300.00
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
TOTAL REVENUES	\$1,766,479.00	\$143,583.77	\$823,953.77	\$942,525.23

<u>EXPENDITURES:</u> <u>LINES AND SERVICES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$91,768.00	\$5,343.59	\$36,353.79	\$55,414.21
Maintenance & Operation	\$381,906.00	\$39,997.48	\$296,847.02	\$85,058.98
Capital Outlay	\$208,000.00	\$0.00	\$0.00	\$208,000.00
Transfer to General Fund	\$71,051.00	\$5,920.00	\$35,520.00	\$35,531.00
TOTAL LINES & SERVICES	\$752,725.00	\$51,261.07	\$368,720.81	\$384,004.19
Debt Service	\$179,141.00	\$0.00	\$21,965.22	\$157,175.78
TOTAL LINES & SERVICES W/DEBT	\$931,866.00	\$51,261.07	\$390,686.03	\$541,179.97

<u>TREATMENT FACILITIES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$277,958.00	\$13,976.11	\$121,049.81	\$156,908.19
Maintenance & Operation	\$859,998.00	\$62,329.14	\$417,697.94	\$442,300.06
Capital Outlay	\$22,040.00	\$0.00	\$0.00	\$22,040.00
Transfer to General Fund	\$166,749.00	\$13,895.00	\$83,370.00	\$83,379.00
TOTAL TREATMENT FACILITIES	\$1,326,745.00	\$90,200.25	\$622,117.75	\$704,627.25

TOTAL EXPENDITURES	\$2,258,611.00	\$141,461.32	\$1,012,803.78	\$1,245,807.22
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PERPETUAL CARE FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$16,000.00	\$1,250.00	\$7,300.00	\$8,700.00
Perpetual Care - niches	\$15,000.00	\$3,000.00	\$10,500.00	\$4,500.00
Investment Earnings	\$300.00	\$17.25	\$121.87	\$178.13
TOTAL REVENUES	\$31,300.00	\$4,267.25	\$17,921.87	\$13,378.13

<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	\$300.00	\$1,200.00	\$3,800.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
TOTAL EXPENDITURES	\$5,620.00	\$300.00	\$1,520.00	\$4,100.00

BALANCE SHEET

6/30/2013

<u>ASSETS:</u>				
Cash	\$7,847.86			
Investments	\$183,139.26			
		TOTAL ASSETS		\$190,987.12
<u>LIABILITIES:</u>				
Accounts Payable	\$150.00			
		TOTAL LIABILITIES		\$150.00
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$174,435.25			
Excess Revenue over Expenditures	\$16,401.87			
		TOTAL FUND BALANCE		\$190,837.12
		TOTAL LIABILITIES & FUND BALANCE		\$190,987.12

LIBRARY IMPROVEMENT FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$50.00	\$2.66	\$19.67	\$30.33

Contributions	\$0.00	\$450.00	\$450.00	-\$450.00
TOTAL REVENUES	\$50.00	\$452.66	\$469.67	-\$419.67

<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
TOTAL EXPENDITURES	\$25,050.00	\$0.00	\$50.00	\$25,000.00

**BALANCE SHEET
6/30/2013**

<u>ASSETS:</u>				
Cash	\$802.86			
Investments	\$27,917.40			
		TOTAL ASSETS		\$28,720.26
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
		TOTAL LIABILITIES		\$0.00
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$28,300.59			
Excess Revenue over Expenditures	\$419.67			
		TOTAL FUND BALANCE		\$28,720.26
		TOTAL LIABILITIES & FUND BALANCE		\$28,720.26

CONSERVATION TRUST FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$140,000.00	\$33,640.24	\$75,139.88	\$64,860.12
Investment Earnings	\$350.00	\$7.10	\$85.36	\$264.64
TOTAL REVENUES	\$140,350.00	\$33,647.34	\$75,225.24	\$65,124.76

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
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
TOTAL EXPENDITURES	\$160,500.00	\$0.00	\$159,678.99	\$821.01

BALANCE SHEET
6/30/2013

ASSETS:

Cash	\$0.24		
Investments	\$81,133.16		
		TOTAL ASSETS	\$81,133.40

LIABILITIES:

Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

FUND BALANCE:

Unreserved Fund Balance	\$165,587.15		
Excess Revenue over Expenditures	-\$84,453.75		
		TOTAL FUND BALANCE	\$81,133.40

		TOTAL LIABILITIES & FUND BALANCE	\$81,133.40
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KARL FALCH LIBRARY TRUST FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$60.00	\$2.96	\$22.02	\$37.98
TOTAL REVENUES	\$60.00	\$2.96	\$22.02	\$37.98

<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
TOTAL EXPENDITURES	\$855.00	\$0.00	\$55.00	\$800.00

BALANCE SHEET

6/30/2013

ASSETS:

Cash	\$321.11
Investments	\$31,116.70

TOTAL ASSETS	\$31,437.81
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LIABILITIES:

Accounts Payable	\$0.00
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TOTAL LIABILITIES	\$0.00
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FUND BALANCE:

Unreserved Fund Balance	\$31,470.79
Excess Revenue over Expenditures	-\$32.98

TOTAL FUND BALANCE	\$31,437.81
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TOTAL LIABILITIES & FUND BALANCE	\$31,437.81
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EMPLOYEE SELF-INSURANCE FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,000.00	\$54.00	\$401.48	\$598.52
Employee Premiums	\$174,132.00	\$20,496.46	\$132,878.86	\$41,253.14
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
City Premiums	\$1,584,840.00	\$101,177.29	\$611,001.74	\$973,838.26
TOTAL REVENUES	\$1,759,972.00	\$121,727.75	\$744,282.08	\$1,015,689.92

<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	\$123,354.15	\$743,396.72	\$1,015,575.28
FLEX	\$3,000.00	\$190.00	\$1,190.00	\$1,810.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$1,762,602.00	\$123,544.15	\$745,216.72	\$1,017,385.28

BALANCE SHEET

6/30/2013

ASSETS:

Cash	\$20,651.65
Investments	\$570,156.45

		TOTAL ASSETS	<u><u>\$590,808.10</u></u>
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>			
Retained Earnings	\$591,742.74		
Excess Revenue over Expenditures	-\$934.64		
		TOTAL FUND BALANCE	<u><u>\$590,808.10</u></u>
		TOTAL LIABILITIES & FUND BALANCE	<u><u>\$590,808.10</u></u>

SERVICE CENTER FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$664.00	\$37.11	\$246.74	\$417.26
Miscellaneous	\$0.00	\$0.00	\$2,339.80	-\$2,339.80
Transfer of Reserves	\$421,178.00	\$35,095.00	\$210,570.00	\$210,608.00
Transfer for Lease Payment	\$232,120.00	\$19,342.00	\$116,052.00	\$116,068.00
TOTAL REVENUES	<u><u>\$653,962.00</u></u>	<u><u>\$54,474.11</u></u>	<u><u>\$329,208.54</u></u>	<u><u>\$324,753.46</u></u>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$316,738.00	\$23,561.21	\$151,131.85	\$165,606.15
Maintenance & Operation	\$363,778.00	\$6,782.02	\$89,722.73	\$274,055.27
Capital Outlay	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	<u><u>\$686,516.00</u></u>	<u><u>\$30,343.23</u></u>	<u><u>\$240,854.58</u></u>	<u><u>\$445,661.42</u></u>

BALANCE SHEET

6/30/2013

<u>ASSETS:</u>			
Cash	\$12,240.18		
Cash - Bank of Cherry Creek	\$3.02		
Investments	\$390,242.81		
Fixed Assets (Net)	\$2,067,508.23		
		TOTAL ASSETS	<u><u>\$2,469,994.24</u></u>
<u>LIABILITIES:</u>			
Accounts Payable	\$2,426.79		
Unpaid Compensated Absences	\$19,857.49		

Accrued Salaries	\$10,166.34		
Lease Payable	\$1,190,000.00		
Lease Interest Payable	\$4,760.00		
		TOTAL LIABILITIES	\$1,227,210.62
<u>FUND BALANCE:</u>			
Retained Earnings	\$1,154,429.66		
Excess Revenue over Expenditures	\$88,353.96		
		TOTAL FUND BALANCE	\$1,242,783.62
		TOTAL LIABILITIES & FUND BALANCE	\$2,469,994.24

OLD HIRE POLICE FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$2,500.00	\$72.56	\$191.90	\$2,308.10
Proceeds	\$1,059,335.00	\$0.00	\$1,440,619.29	-\$381,284.29
TOTAL REVENUES	\$1,061,835.00	\$72.56	\$1,440,811.19	-\$378,976.19

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Pension	\$81,832.00	\$5,594.46	\$13,804.22	\$68,027.78
Capital Outlay	\$143,125.00	\$11,815.00	\$138,366.77	\$4,758.23
TOTAL EXPENDITURES	\$224,957.00	\$17,409.46	\$152,170.99	\$72,786.01

BALANCE SHEET 6/30/2013

<u>ASSETS:</u>			
Cash	\$0.52		
Accounts Receivable - FPPA	\$268,752.00		
Investments	\$753,691.90		
Prepaid Contribution	\$266,195.78		
		TOTAL ASSETS	\$1,288,640.20
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$0.00		
Excess Revenue over Expenditures	\$1,288,640.20		
		TOTAL FUND BALANCE	\$1,288,640.20

**TOTAL LIABILITIES
& FUND BALANCE** \$1,288,640.20

RISK MANAGEMENT FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,500.00	\$75.91	\$581.51	\$918.49
Miscellaneous	\$5,000.00	\$0.00	\$354.85	\$4,645.15
Compensation for Loss	\$5,000.00	\$2,572.45	\$8,469.85	-\$3,469.85
Transfer of Reserves	\$257,670.00	\$1,695.50	\$132,221.00	\$125,449.00
Transfer Workers Comp	\$198,744.00	\$4,066.64	\$98,420.09	\$100,323.91
TOTAL REVENUES	\$467,914.00	\$8,410.50	\$240,047.30	\$227,866.70

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$60,000.00	\$0.00	\$6,037.64	\$53,962.36
Expense for Workers Comp	\$198,564.00	\$0.00	\$108,298.00	\$90,266.00
Premium Fees	\$257,670.00	\$0.00	\$131,092.15	\$126,577.85
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
TOTAL EXPENDITURES	\$528,624.00	\$0.00	\$246,289.45	\$282,334.55

**BALANCE SHEET
6/30/2013**

<u>ASSETS:</u>			
Cash	\$13,201.22		
Investments	\$809,649.47		
		TOTAL ASSETS	\$822,850.69

<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

<u>FUND BALANCE:</u>			
Emergency Reserve	\$350,000.00		
Retained Earnings	\$479,092.84		
Excess Revenue over Expenditures	-\$6,242.15		
		TOTAL FUND BALANCE	\$822,850.69

**TOTAL LIABILITIES
& FUND BALANCE** \$822,850.69

CAPITAL EQUIPMENT FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,400.00	\$109.97	\$771.92	\$628.08
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$611,300.00	\$50,938.00	\$305,628.00	\$305,672.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$612,700.00	\$51,047.97	\$306,399.92	\$306,300.08

<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	\$0.00	\$0.00	\$0.00
Fire Equipment	\$120,102.00	\$35,137.00	\$45,330.99	\$74,771.01
Public Works Equipment	\$284,500.00	\$212,672.00	\$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	\$0.00	\$10,150.00	\$35,215.00
Non-Dept Equipment	\$8,010.00	\$0.00	\$8,165.00	-\$155.00
TOTAL EXPENDITURES	\$467,057.00	\$247,809.00	\$324,182.99	\$142,874.01

BALANCE SHEET

6/30/2013

Cash	\$13,317.87		
Investments	\$971,430.25		
Fixed Assets (Net)	\$1,889,106.87		
		TOTAL ASSETS	\$2,873,854.99
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
Lease Payable	\$147,134.07		
Lease Interest Payable	\$8,134.31		
		TOTAL LIABILITIES	\$155,268.38
<u>FUND BALANCE:</u>			
Retained Earnings	\$2,736,369.68		
Excess Revenue over Expenditures	-\$17,783.07		
		TOTAL FUND BALANCE	\$2,718,586.61
		TOTAL LIABILITIES & FUND BALANCE	\$2,873,854.99

CAPITAL IMPROVEMENT FUND

6/30/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,500.00	\$68.66	\$503.05	\$996.95
Misc. Income	\$50.00	\$6.31	\$15.11	\$34.89
Rents From Land	\$17,006.00	\$3,404.36	\$31,761.49	-\$14,755.49
Grants	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$18,556.00	\$3,479.33	\$32,279.65	-\$13,723.65

<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
TOTAL EXPENDITURES	\$300.00	\$0.00	\$300.00	\$0.00

BALANCE SHEET

6/30/2013

<u>ASSETS:</u>			
Cash	\$17,099.86		
Accounts Receivable	\$81,760.99		
Investments	\$724,275.37		
		TOTAL ASSETS	\$823,136.22
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$791,156.57		
Excess Revenue over Expenditures	\$31,979.65		
		TOTAL FUND BALANCE	\$823,136.22
		TOTAL LIABILITIES & FUND BALANCE	\$823,136.22

HUMAN RESOURCES DEPARTMENT

JUNE 2013 MONTHLY REPORT

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

CDL TESTING – A DOT Random Drug test was not conducted during the month of June. Five (5) pre-employment drug screens were conducted, including three (3) seasonal hires.

WORKERS' COMPENSATION – The City continues to work on all injury cases that are presented for on-the-job injuries. Six (6) claims were filed during June.

JOB OPPORTUNITIES –

Positions Open	Positions Filled
Seasonal positions in Recreation & Rec Center	Fire Secretary
Police Officer (1)	Police Officer (1)
Water Treatment Plant Operator (2)	Police Records Clerk
Lead Water Treatment Plant Operator	Maintenance Worker II – Street & Sanitation
Utilities Superintendent	Maintenance Worker III - Street
PLR Director	
Wastewater Plant Operator III	
Dispatch Supervisor	
Public Safety Dispatcher	
Maintenance Worker I – PCF	
Maintenance Worker I – PW and WW	

PERSONNEL BOARD – Personnel Board did not meet during June. Two board members did attend Public Officials Liability Training presented by CIRSA on June 11.

MISCELLANEOUS ACTIVITIES

One (1) Police Officer testing was held in June.

HR Director and HR Assistant attended CIRSA Harassment training presented on June 11.

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

HR Director participated in the CML Conference in Vail, June 18-21.

Water Treatment Plant Operator interviews were held on June 20.

Orientations were conducted for the positions of Fire Secretary and Police Officer. Several Seasonal Softball employees, Lifeguards, and Seasonal Groundskeeper employees completed orientation.

FPPA visitation for Fire and Police employees was conducted on June 24. Information concerning upcoming election in spring 2014 was discussed. Finance and HR visited with FPPA representatives prior to the presentation.

HR Assistant viewed Ergonomic Webinar and Online Training Center webinars presented by CIRSA.

MUNICIPAL COURT
JUNE 2013 MONTHLY REPORT

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
ARRAIGNMENTS	37	33	12%	281	280	0%	423	-34%
JUVENILE CASES	2	11	-82%	43	25	72%	62	-30%
TRAFFIC	1	1		2	3	-33%	2	-9%
NO INSURANCE					1	-100%	1	-100%
NO SEAT BELT							1	-100%
SPEEDING		1	-100%	1	1		1	-17%
UNDERAGE POSS OF TOBACCO				1			3	-67%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA		4	-100%	6	10	-40%	9	-30%
THEFT		2	-100%	5	2	150%	5	-4%
DISTURBING THE PEACE/NOISES	1	1		5	1	400%	5	-7%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY				5	2	150%	3	47%
TRESPASSING				2			4	-55%
UNDERAGE POSS/CONS ALCOHOL/PROCURE				11	2	450%	19	-41%
CURFEW FOR MINORS				3	1	200%	2	50%
OTHER		2	-100%	2	2		5	-58%
ADULT CASES	35	22	59%	238	255	-7%	361	-34%
TRAFFIC	8	6	33%	27	46	-41%	38	-29%
NO INSURANCE	2			14	9	56%	21	-33%
NO SEAT BELT	8	2	300%	8	18	-56%	49	-84%
SPEEDING		1	-100%	6	15	-60%	45	-87%
PARKING	7	3	133%	31	16	94%	40	-23%
POSS. MARIJUANA/DRUG PARAPHERNALIA				9	17	-47%	27	-66%
THEFT	2	2		44	24	83%	16	172%
DISTURBING THE PEACE/NOISES		3	-100%	9	12	-25%	13	-31%
RESISTING ARREST/FAILURE TO COMPLY	1	1		3	6	-50%	4	-17%
INJURING/DEFACING PROPERTY	1			7	2	250%	2	289%
TRESPASSING	1	1		9	8	13%	5	88%
UNDERAGE POSS/CONS ALCOHOL	1	1		41	51	-20%	58	-29%
SALE / PROCUREMENT / OPEN CONTAINER				5			2	127%
OTHER	2	2		11	13	-15%	9	20%
ANIMAL	2			14	13	8%	32	-56%
NUISANCES					5	-100%	1	-100%

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
JUVENILE ARR'S FOUND GUILTY	1	10	-90%	21	19	11%	49	-57%
JUVENILE ARR'S DISMISSED	1			1			2	-44%
JUVENILES PLACED ON PROB/DJ/UPS		7	-100%	31	19	63%	52	-40%
JUVENILE VIOLS OF PROB/DJ/UPS				3	3		10	-71%
JUVENILE FTA/PWL								
ADULT ARR'S FOUND GUILTY	16	2	700%	94	92	2%	165	-43%
ADULT ARR'S DISMISSED	6	4	50%	19	24	-21%	48	-61%
ADULTS PLACED ON PROB/DJ/UPS	2	2		58	63	-8%	75	-23%
ADULT VIOLS OF PROB/DJ/UPS				1			3	-69%
ADULT FTA/PWL	3	5	-40%	18	15	20%	30	-40%
FINE EXTENSIONS	22	20	10%	204	197	4%	230	-11%
CONTINUANCE/SET FOR TRIALS/ETC	5	7	-29%	79	90	-12%	97	-19%
CASES REVIEWED	33	39	-15%	327	258	27%	312	5%
TRIALS FOUND GUILTY	3	6	-50%	30	31	-3%	34	-11%
TRIALS FOUND NOT GUILTY				4	1	300%	2	67%
TRIALS DISMISSED	2	6	-67%	22	22		16	36%
NEW CHARGES PROCESSED	38	123	-69%	477	514	-7%	910	-48%
NEW WARRANTS	8	19	-58%	81	79	3%	117	-31%
DAYS JUVENILES SENT TO DETENTION				4			6	-31%
DAYS ADULTS SENT TO JAIL	32	10	220%	92	50	84%	58	58%
PAID TICKETS	66	58	14%	244	252	-3%	571	-57%
PAID WITH AUTO POINT REDUCTION	13	22	-41%	102	116	-12%	163	-38%
PAID AS REGULAR TICKET	53	36	47%	142	136	4%	408	-65%
FROM PWL TO WARRANT							3	-100%

POLICE DEPARTMENT
JUNE 2013 MONTHLY REPORT

During June 2013, the police department responded to 994 Calls for Service, a one percent decrease from the 1,007 Calls for Service responded to in June of 2012. The year-to-date calls for service at the end of June 2013 were 5,576, an 11 percent decrease from the 6,281 calls noted at the end of June 2012.

Officers responded to 18 traffic accidents during the month of June, which represents a 31 percent decrease from the 26 responded to in June of 2012. Officers issued 22 penalty assessments during June 2013, which is a 51 percent decrease from the 45 penalty assessments issued in June 2012. Officers also issued 145 warning tickets during June 2013, a seventeen percent decrease over the 175 warning tickets issued in June 2012. Officers arrested four drivers on DUI charges during June 2013, which is an even 100 percent increase over the two DUI arrests in June of 2012.

Among the criminal offenses reported were 15 assault offenses, one arson, 12 burglaries, 30 larceny/thefts, three fraud offenses, 26 vandalisms, and three drug violations. The value of property stolen during the month was \$18,021 and \$2,001 was recovered. Officers arrested 57 adults and five juveniles, for a total of 62 arrests in June 2013. This is seven more arrests or an eleven percent increase over the total of 55 arrests made in June of 2012.

In June, the Youth Services Division received 27 youth referrals (15 males and 12 females). Youth Services received referrals from the following: 25 from the Sterling Police Department, one from the Logan County Sheriff's Office and one from a court.

Officers responded to 30 calls at local liquor establishments, with 28 calls being reported in June of 2012.

Sterling Police officers and staff completed 889.00 hours of training during the month of June 2013. Year-to-date, officers and staff have completed 2,934.34 hours of training. Officer Reese Doorgeest successfully completed the rigorous Field Training Officer Program on June 30, 2013.

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	994	1,007	-1%	5,576	6,281	-11%	7,060	-21%
MOTOR VEHICLE ACCIDENTS	18	26	-31%	123	107	15%	133	-8%
CRIMINAL OFFENSES	166	144	15%	821	669	23%	727	13%
GROUP "A" OFFENSES	90	90		438	397	10%	410	7%
GROUP "B" OFFENSES	76	54	41%	383	294	30%	321	19%
VANDALISM	26	14	86%	88	85	4%	81	9%
ARRESTS								
ADULTS	57	49	16%	262	221	19%	325	-19%
JUVENILES	5	6	-17%	31	20	55%	42	-25%
PROPERTY								
STOLEN	18,021	19,992	-10%	134,070	134,838	-1%	174,783	-23%
RECOVERED	2,001	1,490	34%	31,211	26,698	17%	49,550	-37%
MUNICIPAL CHARGES								
PA'S	22	45	-51%	243	314	-23%	736	-67%
CRIMINAL CHARGES	22	29	-24%	139	128	9%	141	-1%
WARNINGS	145	175	-17%	855	1,526	-44%	1,943	-56%
STATE CHARGES								
TRAFFIC	17	20	-15%	128	167	-23%	252	-49%
DUI'S	4	2	100%	34	30	13%	44	-22%
CRIMINAL CHARGES	34	29	17%	199	135	47%	177	13%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	15	11	36%	89	95	-6%	92	-3%
FEMALE	12	11	9%	81	50	62%	53	54%
TOTAL	27	22	23%	170	145	17%	145	17%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	25	21	19%	156	135	16%	131	19%
LOGAN COUNTY SHERIFF'S OFFICE	1			4	1	300%	2	150%
DISTRICT COURT	1			1	2	-50%	2	-38%
STATE PATROL/OTHER JURISDICTION				1			1	25%
PARENT/SELF				1	2	-50%	2	-50%
SCHOOL		1	-100%	7	5	40%	7	6%

STERLING FIRE DEPARTMENT

JUNE 2013 MONTHLY REPORT

CHIEF

Led Command Staff Meeting

Led City Safety meeting

Met with Joe Kiolbasa and Curt Penny about the Wildfire College grant

Attended a meeting with the County Commissioners about the need for a new Med Unit

Attended City training on Harassment

Attended the Logan County Fire Chiefs meeting in Fleming

Attended the Sterling Rural Fire Protection District meeting

Met with Dr. McCollum about Medical Director Position

Attended the E911 meeting

Attended the Colorado Fire Chiefs meeting in Vail

TRAINING

Volunteer training

EMS training

Low/High angle rope rescue

Auto extrication/car fire

T-18 NFPA 1002

Northwestern Logan County Map

MAINTENANCE

Med 01

Med 02

Med 04

414-4 Squad 14

MAJOR INCIDENTS

Unoccupied structure fire 1

Auto accidents 4

PUBLIC WORKS DEPARTMENT

JUNE 2013 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of June with a high temperature of 103° recorded at the Sterling Municipal Airport on the 10th. Evening temperatures also fluctuated similarly with a low of the month being 40° on the evening of the 2nd and a high evening low of 67° recorded on the 27th. 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 1.29" recorded in the month of June. (The current weather monitoring device at the water station is under repair.)

MONTHLY CLIMATOLOGICAL SUMMARY for JUN. 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	58.2	69.5	5:00p	48.9	12:00m	7.5	0.7	0.00	13.5	41.0	2:30p	NNW
2	65.8	85.0	5:00p	40.7	6:00a	6.8	7.6	0.00	9.3	34.0	11:00p	SE
3	73.5	97.0	3:30p	51.7	6:00a	2.4	10.9	0.00	7.2	29.0	6:00p	SSE
4	64.3	77.9	4:30p	53.9	12:00m	3.9	3.3	0.40	10.0	32.0	8:00p	NNE
5	57.1	67.4	5:30p	48.7	6:00a	8.1	0.2	0.09	6.2	23.0	3:30a	NNE
6	64.4	79.8	3:00p	47.0	5:30a	5.1	4.5	0.00	4.6	22.0	11:00a	E
7	68.9	85.1	6:00p	50.2	5:30a	3.2	7.1	0.00	5.4	33.0	6:30p	SSE
8	68.3	80.4	3:00p	55.1	12:00m	1.7	5.0	0.00	11.5	40.0	6:30a	NNW
9	71.1	89.3	7:00p	47.4	5:30a	4.1	10.2	0.00	4.8	27.0	11:30p	SSE
10	82.2	103.0	4:00p	58.5	6:00a	0.6	17.8	0.00	7.7	45.0	7:30p	SSE
11	79.2	98.4	3:30p	58.5	5:00a	0.6	14.8	0.00	6.2	25.0	5:30p	NE
12	75.1	92.4	5:00p	60.7	3:30a	0.4	10.5	0.00	8.6	37.0	7:30p	NE
13	69.3	85.7	4:30p	55.3	6:00a	2.4	6.6	0.03	10.7	50.0	7:00p	SE
14	75.2	87.2	4:30p	62.1	6:00a	0.2	10.4	0.00	9.5	32.0	1:00a	NE
15	71.9	83.2	5:00p	56.2	5:00a	0.9	7.8	0.02	8.0	26.0	7:30p	NE
16	75.9	93.8	2:30p	61.1	5:30a	0.4	11.3	0.00	8.0	33.0	5:00p	ESE
17	67.6	84.0	3:30p	51.7	6:00a	2.6	5.2	0.23	8.9	30.0	7:30p	NNE
18	72.0	88.3	2:30p	57.7	5:30a	1.3	8.3	0.27	9.1	61.0	6:00p	SSE
19	76.0	93.6	4:00p	58.9	5:30a	1.1	12.0	0.00	12.5	42.0	10:00p	SE
20	77.9	91.1	4:30p	59.3	5:30a	0.4	13.4	0.00	8.6	25.0	12:30a	NE
21	77.8	98.8	4:00p	64.9	5:30a	0.0	12.8	0.00	8.7	42.0	5:00p	NE
22	71.8	85.6	4:00p	59.4	5:00a	0.5	7.3	0.01	10.0	39.0	6:30p	NE
23	69.6	84.8	3:30p	56.4	6:00a	1.7	6.4	0.17	8.0	38.0	7:30p	ESE
24	77.3	92.4	5:00p	61.5	6:00a	0.2	12.5	0.07	10.3	26.0	2:30a	S
25	80.1	95.7	1:30p	64.9	6:00a	0.0	15.1	0.00	7.9	32.0	12:30p	WNW
26	81.1	99.6	5:30p	57.4	6:00a	1.0	17.1	0.00	7.3	34.0	4:00p	S
27	82.2	94.8	3:30p	67.3	4:30a	0.0	17.2	0.00	8.6	26.0	9:00a	NE
28	80.1	94.2	3:00p	62.3	5:30a	0.2	15.3	0.00	9.3	27.0	7:00p	NE
29	77.2	92.3	5:00p	60.0	5:30a	0.4	12.6	0.00	6.6	25.0	6:00p	NE
30	73.0	83.9	6:00p	61.3	6:00a	0.2	8.2	0.00	5.0	20.0	3:30p	E

	72.8	103.0	10	40.7	2	57.9	292.1	1.29	8.4	61.0	18	NE

Max >= 90.0: 14
 Max <= 32.0: 0
 Min <= 32.0: 0
 Min <= 0.0: 0
 Max Rain: 0.40 ON 06/04/13
 Days of Rain: 8 (>.01 in) 4 (>.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 down with 175 blocks being swept throughout the month compared to a year ago.

The division repaired 1 street name sign, replaced 36 street name signs and installed 4 street name signs throughout the City.

The division repaired 4 traffic control signs and replaced 67 control signs.

The sanitation division collected 43 tons of loose trash throughout the month. However, they collected 581 tons of compacted trash. This compacted trash is a 19% increase compared to a year ago. Under time and material removals there were 16 tons this month.

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)	175	664	-74%	1,994	2,431	-18%	2,825	-29%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	2,560	7,700	-67%	25,400	34,160	-26%	40,066	-37%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)					118	-100%	254	-100%
Gravel/ABC-Streets (Tons)					2,443	-100%	574	-100%
Grading Alleys (Blocks)		126	-100%	60	654	-91%	773	-92%
Grading Streets (Blocks)		42	-100%		42	-100%	318	-100%
Grade Parking Lots (Blocks)							4	-100%
Excavate Sub-base (Cu Yds)		64	-100%		427	-100%	221	-100%
Excavate Asphalt (Tons)		81	-100%	50	81	-38%	217	-77%
Excavate Concrete (Tons)							30	-100%
Structure Backfill (Tons)		94	-100%		197	-100%	320	-100%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)					135	-100%	379	-100%
Hot Bituminous Mix (Tons)	88	100	-11%	90	349	-74%	412	-78%
Emulsion/Tack Oil (Gals)	80			80			46	74%
Cold Mix-Asphalt (Tons)				2	1,810	-100%	1,221	-100%
Catchbasins - Altosid Briquets							519	-100%
Catchbasins Cleaned (Each)		896	-100%	604	2,121	-72%	2,219	-73%
Painting-Parking (Gals)		5	-100%	2	5	-60%	19	-89%
Painting-Crosswalks (Gals)		57	-100%		157	-100%	48	-100%
Painting-Curbs (Gals)				38			27	41%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)							2	-100%
SIGN MAINTENANCE								
Traffic Control-Repair (Each)	4	21	-81%	32	29	10%	13	154%
Traffic Control-Replace (Each)	67	7	857%	91	21	333%	74	23%
Traffic Control-Install (Each)		26	-100%	4	40	-90%	93	-96%
Traffic Control-Remove (Each)		17	-100%		28	-100%	78	-100%
Street Name-Repair (Each)	1			2			1	67%
Street Name-Replace (Each)	36			36			72	-50%
Street Name-Install (Each)	4			5			75	-93%

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)	43	84	-49%	637	501	27%	521	22%
Compacted Trash Collection (Tons)	581	486	19%	2,653	2,740	-3%	2,844	-7%
Alley Debris/Trash Removal: T & M (Tons)	16	31	-47%	117	87	34%	17	570%
Yard: Sweepings + Misc Debris (Tons)	21	73	-71%	327	558	-41%	706	-54%
Container Repairs-90 Rollouts (Each)	5	8	-38%	35	37	-5%	136	-74%
Container Repairs-Dumpsters (Each)	7	24	-71%	182	305	-40%	236	-23%
Level Dumpsters - Gravel Base Pad		4	-100%	6	6		2	173%
Weed Control-Mowing (Hours)	6	34	-84%	37	71	-47%	71	-47%
Weed Control-Burning (Hours)					3	-100%	1	-100%
MATERIAL PROCESSING								
Haul Materials from Vendor Yard (Tons)		191	-100%	787	233	237%	620	27%
Haul Materials from Project Site (Cu Yds)	30	27	11%	30	27	11%	444	-93%
Haul Pulverized Asphalt/Millings (Cu Yds)	10	10		41	67	-39%	297	-86%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete	10			10			24	-58%
Crack Sealing (#'s per day)				27,150	28,980	-6%	28,571	-5%

WATER/SEWER DIVISION

The water division produced 127,191,100 gallons, a 15% decrease compared to June a year ago, and a 9% decrease in hours logged. Furthermore the division responded to 179 requests for locates throughout the month. The meter reader read 4,803 meters resulting in 72 turn-offs for delinquent payment, 16 investigations for zero consumption and 11 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 125 and cleared 125 SCADA alarms at the time of reporting.

The sewer division responded to 183 requests for locates.

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
WATER DISTRIBUTION								
WATER SERVICES INSTALLED (No.)								
Water Services Installed -3/4"								
Water Service Installed-1"							1	-100%
Water Service Installed-1 1/2"								
Water Service Installed-2"								
Water Service Installed->2"								
Water Taps Installed (all sizes)								
Water Services Repaired (leak)					5	-100%	5	-100%

WATER MAINS INSTALLED (Feet) 4"							4	-100%
Watermain Installed-6"								
Watermain Installed-8"							1	-100%
Watermain Installed-10"							1	-100%
Watermain Installed->10"								
Watermains Repaired (breaks) No.		2	-100%		5	-100%	9	-100%
WATER MAINS REPLACED (Feet) 4"								
Watermain Replaced-6"							3	-100%
Watermain Replaced-8"								
Watermain Replaced-10"							5	-100%
Watermain Replaced->10"								
WATER MAIN VALVES INSTALLED (No.) 4"							0	-100%
Valves Installed-6"								
Valves Installed-8"								
Valves Installed-10"							0	-100%
Valves Installed->10"								
Valves Repaired							1	-100%
Valves Replaced							0	-100%
Valves Exercised					4	-100%	26	-100%
Valve Boxes Replaced								
Valves Boxes Repaired							0	-100%
LOCATES (No.)								
Valves	74	204	-64%	239	1,205	-80%	1,019	-77%
Water Mains	39	103	-62%	151	603	-75%	581	-74%
Service Lines	66	85	-22%	331	190	74%	123	170%
FIRE HYDRANTS (No.)								
Fire Hydrants Installed							0	-100%
Fire Hydrants Repaired					4	-100%	6	-100%
Fire Hydrants Replaced					3	-100%	1	-100%
Fire Hydrants Inspected					2	-100%	2	-100%
Fire Hydrants Flushed					2	-100%	3	-100%
Fire Hydrants Painted								
Pipe Fittings Installed								
Cross (No)								
Tee (No)								
Bend (No)								
MISCELLANEOUS - OTHER								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)					30	-100%	14	-100%
METER SECTION								
METERS (No.)								
Meters Read	4,803	5,181	-7%	29,914	26,744	12%	26,746	12%
Meter Turn-offs (for repair)	12	10	20%	68	42	62%	90	-25%
Meter Turn-offs (delinquent)	72	62	16%	453	309	47%	352	29%
Meter Turn-ons (all)	77	68	13%	495	383	29%	434	14%
METER MAINTENANCE (No.)								
Meters Repaired - In House								
Meters Repaired - In Field							5	-100%

Meters Repaired - Manufacturer								
METER INVESTIGATIONS (No.)								
Zero Consumption	16			202	3	6633%	1	33567%
High Usage	11	31	-65%	94	173	-46%	202	-53%
Leaking in Meter Pit				9				
METER PIT MAINTENANCE (No.)								
Curb Stops Repaired							0	-100%
METER PIT INSTALLATION (No.)								
Meter Pits Installed							0	-100%
MISCELLANEOUS - OTHER (No.)								
Concrete Risers Manufactured								
Meter Pits Manufactured								
OPERATIONS SECTION								
WELL METERS (No.)								
Well Meters Read	13	24	-46%	89	135	-34%	96	-8%
Park Meters Read	42	29	45%	114	174	-34%	137	-17%
WELL HOUSE MAINTENANCE (No.)								
Motors Checked	260	390	-33%	1,461	2,366	-38%	2,366	-38%
Well Building Security Checked	198	630	-69%	1,311	3,822	-66%	3,579	-63%
WELL MAINTENANCE (No.)								
Well GPM Check								
Well Check for Sand							2	-100%
Well Static Level							14	-100%
Well Draw Down							10	-100%
Well Air Check		90	-100%		543	-100%	249	-100%
GROUND STORAGE TANKS (No.)								
7.5 MG Tank Checked	25	60	-58%	172	364	-53%	302	-43%
7.5 MG Tank Level Checked	25	60	-58%	172	364	-53%	302	-43%
2.0 MG Tank Checked	25	60	-58%	173	364	-52%	302	-43%
2.0 MG Tank Level Checked	24	60	-60%	172	364	-53%	302	-43%
Security Checks	25	60	-58%	175	364	-52%	349	-50%
ELEVATED STORAGE TANKS (No.)								
0.25 MG North Checked	55	90	-39%	325	546	-40%	511	-36%
0.25 MG North Level Checked	57	90	-37%	327	546	-40%	511	-36%
0.25 MG South Checked	57	90	-37%	327	546	-40%	510	-36%
0.25 MG South Level Checked	57	90	-37%	327	546	-40%	511	-36%
Security Checks	57	180	-68%	321	1,092	-71%	958	-66%
WATER QUALITY TESTING (No.)								
Well Samples Taken				3			16	-82%
Distribution Samples Taken				9			42	-79%
Chlorine Samples Taken	21	150	-86%	281	910	-69%	408	-31%
Bacteriological Samples Taken	15			95			62	54%
Other - Samples taken							56	-100%
SCADA SYSTEM (No.)								
SCADA Alarms	125	65	92%	509	392	30%	259	96%
SCADA Alarms Cleared	125	65	92%	509	388	31%	257	98%
DISINFECTION (No.)								
Chlorine Bottles Picked Up		16	-100%		103	-100%	69	-100%

Chlorine Bottles Returned		27	-100%		117	-100%	71	-100%
POTABLE WELLS								
WELLS PUMPED								
Hours	3,777	4,145	-9%	14,078	16,625	-15%	16,841	-16%
Gallons	127,191	148,881	-15%	420,354	524,120	-20%	485,215	-13%
Call Customer By Phone								
UNCC LOCATES								
City Requests	1	7	-86%	24	58	-59%	27	-12%
Private Requests	126	127	-1%	483	588	-18%	219	121%

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Monthly Water Demand Record								
Sterling WTP								
Monthly Total Demand (MG)	121			406				
Average Daily Demand (MG)	4			13				
Maximum Daily Demand (MG)	5			16				
Minimum Daily Demand (MG)	2			11				
Monthly Total FW Production (MG)	122			407				
Average Daily FW Production (MG)	4			13				
Maximum Daily FW Production (MG)	5			18				
Minimum Daily FW Production (MG)	2			8				

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
SANITARY SECTION								
Sewer Service Installed (No.)								
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%
Sewer Lines Installed (Ft.)								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"							180	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
Sewer Lines Replaced (Ft.) 4"								
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)								
Sewer Lines Cleaned (Ft.) 4"							20	-100%

Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)								
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)							3	-100%
Storm Sewer Line Locates (No.)	15	68	-78%	95	568	-83%	736	-87%
Storm Sewer Manhole Locates (No.)	15	43	-65%	79	1,043	-92%	944	-92%
Call Customer by Phone							1	-100%

AIRPORT DIVISION

The airport division witnessed 151 operations during the month of June. Throughout the month this division sold 4,223 gallons of fuel, which is a 25% increase from June 2012. However the total year-to-date of 16,148 gallons of fuel, is also a 32% decrease compared to a year ago.

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
OPERATIONS BY A/C TYPE								
A/C Single Engine	89	143	-38%	559	839	-33%	870	-36%
A/C Multi Engine	8	25	-68%	46	77	-40%	87	-47%
Helicopter	20	28	-29%	80	136	-41%	102	-21%
Turbojet	34	49	-31%	198	302	-34%	300	-34%
Other Types					2	-100%	3	-100%
TOTAL OPERATIONS	151	245	-38%	883	1,356	-35%	1,361	-35%
AVIATION FUEL DISPENSATION								
Avgas (Gals.)	1,514	1,781	-15%	4,901	7,721	-37%	7,056	-31%
Jet-A (Gals.)	2,709	1,593	70%	11,247	15,955	-30%	12,755	-12%
TOTAL FUEL	4,223	3,374	25%	16,148	23,676	-32%	19,811	-18%

CODE ENFORCEMENT DIVISION

There were 0 permits issued for new residential work with a construction value of \$0 in the month of June. There were 10 permits for residential additions/alterations with a construction value of \$43,249.00. There was 1 permit issued for new non-residential work with a construction value of \$8,500 in the month of June. Furthermore there were 3 permits for non-residential additions and/or alterations with a construction value of \$579,780.00. For summation of the month there was a total of 14 building permits issued with a fee structure of \$11,184; 1 demo permit with a fee structure of \$25; 12 fence permits with a fee structure of \$240; 4 mechanical permits with a fee structure of \$124; 1 sign permit with a fee structure of \$20; 26 excavation permits with a fee structure of \$100, 0 manufactured home hookup permits with a fee structure of \$0 and 20 miscellaneous permits and/or approvals issued with a fee structure of \$3,127.00. Throughout June, there were 78 permits and/or approvals issued with a 44% decrease compared to a year ago. The fee structure is \$14,820.00, a 62% decrease compared to a year ago.

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
NEW RESIDENTIAL								
Single-Family Detached 101								
Permits				2	2		1	150%
Units				2	2		1	150%
Value				253,000	249,000	2%	87,860	188%
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits								
Units								
Value								
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits								
Units								
Value								
TOTALS								
Permits				2	2		1	150%
Units				2	2		1	150%
Value				253,000	249,000	2%	87,860	188%
NEW RESIDENTIAL (GROUP/TRANSIENT)								
Hotels & Motels 213								
Permits								
Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								
TOTALS								
Permits								
Units								
Value								
RESIDENTIAL ADD/ALTERATIONS								
Residential Additions/Alterations 434								
Permits	10	16	-38%	57	110	-48%	66	-13%

Value	43,249	82,343	-47%	243,328	891,338	-73%	431,239	-44%
Residential Garages/Carports 438								
Permits				3	4	-25%	5	-40%
Value				23,220	44,701	-48%	62,530	-63%
TOTALS - RES. ADD/ALTERATIONS								
Permits	10	16	-38%	60	114	-47%	71	-15%
Value	43,249	82,343	-47%	266,548	936,039	-72%	493,768	-46%
NEW NONRESIDENTIAL								
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		0	150%
Value	8,500			8,500	1,924,600	-100%	481,278	-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				3	1	200%	4	-25%
Value				74,337	191,317	-61%	208,941	-64%
Structures 329								
Permits							2	-100%
Value							46,349	-100%
TOTALS - NEW NONRESIDENTIAL								
Permits	1			6	2	200%	7	-19%
Value	8,500			561,122	2,115,917	-73%	3,266,956	-83%
NONRESIDENTIAL ADD/ALTERATIONS								
Nonresidential Add/Alterations 437								
Permits	3	5	-40%	16	23	-30%	25	-35%
Value	579,780	1,206,322	-52%	1,125,346	2,474,158	-55%	2,159,178	-48%

DEMOLITIONS								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649							0	-100%
PERMITS AND FEES								
Building								
Permits	14	21	-33%	84	141	-40%	104	-19%
Fees	11,184	15,196	-26%	65,896	131,945	-50%	82,561	-20%
Demolitions								
Permits	1			3	4	-25%	4	-17%
Fees	25			75	96	-21%	85	-12%
Fence								
Permits	12	21	-43%	34	54	-37%	42	-18%
Fees	240	420	-43%	700	1,080	-35%	828	-15%
Mechanical								
Permits	4	1	300%	28	26	8%	23	21%
Fees	124	24	415%	971	791	23%	821	18%
Sign								
Permits	1	2	-50%	10	8	25%	14	-28%
Fees	20	220	-91%	240	360	-33%	420	-43%
Excavation								
Permits	26	10	160%	52	29	79%	29	78%
Fees	100	10	900%	215	355	-39%	320	-33%
Manufactured Home Hookups								
Permits					2	-100%	3	-100%
Fees					150	-100%	251	-100%
Miscellaneous								
Permits	20	84	-76%	85	387	-78%	208	-59%
Fees	3,127	23,415	-87%	14,457	104,868	-86%	44,693	-68%
TOTALS - PERMITS AND FEES								
Permits	78	139	-44%	296	651	-55%	427	-31%
Fees	14,820	39,285	-62%	82,554	239,645	-66%	129,979	-36%
Nuisance Violations								
Vehicle Violations		2	-100%	151	126	20%	145	4%
Grass/weed Violations	138	105	31%	436	411	6%	391	11%
Miscellaneous Violations	50	63	-21%	470	296	59%	193	143%
Totals-Nuisance Violations	188	170	11%	1,057	833	27%	729	45%

PARKS, LIBRARY AND RECREATION DEPARTMENT

JUNE 2013 MONTHLY REPORT

DEPARTMENT OVERVIEW

There were 30 pavilion reservations made in June, for a year-to-date total of 124. There were four 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 12 times. Department secretary assisted with preparations for the Flatlanders Car Show. She also gave input during preparation of the PLR Dept. budget. Department secretary also changed the tape for the IT Tech once during the month.

PARKS, CEMETERY, AND FORESTRY MONTHLY REPORT FOR JUNE 2013

Parks – The Parks division was busy with routine mowing and irrigation operations. A new compressor was installed in the aerations system at the fish pond. Class-six gravel was used to backfill around the new sidewalk; on the south side of the barn; at the museum and the summer Little League Baseball season drew to a close. June was also the annual month for Movies in the Parks. The movies were held each Tuesday night in different parks locations, the turnout for the events were outstanding. Unfortunately the movie on June 4th had to be cancelled due to inclement weather.

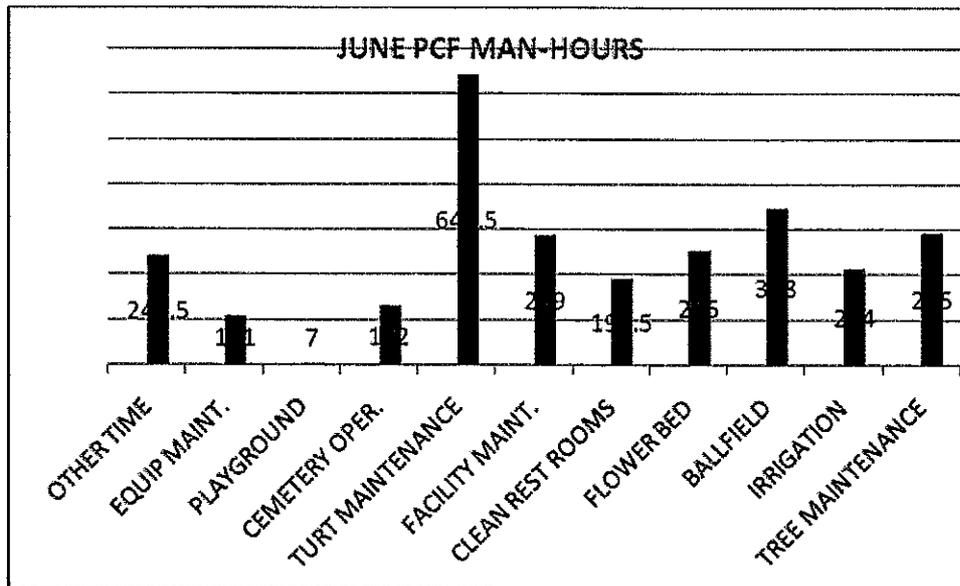
Cemetery – During June there were twelve grave openings and closings, six cremations and six full burials. Five grave spaces and six niches were sold this month. Along with the cemetery's routine maintenance eighty-one graves were repaired. The cemetery crew also helped to acquire bids and prices for the 2014 budget.

Forestry – Forestry personnel were busy with Action Requests removing thirteen and trimming forty-six trees. Along with working on the divisions Actions Requests the forestry personnel installed new mulch on the 3rd Ave Islands.

Ongoing PCF projects:

- Perform all routine maintenance activities and Action Requests as necessary.
- Prepare for the 4th of July activities.
- Install plants and mulch on the 3rd Ave Islands.

The following graph denotes man-hours during the month of June:



DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
PARKS								
Man-hours of equip maint (all PCF)	111	180	-38%	111	978	-89%	894	-88%
Facility reservations	47	50	-6%	91	92	-1%	125	-27%
Restroom cleanings/inspections	194	167	16%	866	767	13%	780	11%
Man-hours of ballfield preparation	348	370	-6%	751	803	-6%	832	-10%
CEMETERY								
Opening/Closing	12	5	140%	54	57	-5%	55	-3%
Cremains - Opening/Closing	6	5	20%	28	27	4%	22	26%
Spaces sold	5	1	400%	31	30	3%	30	4%
Monument permits							99	-100%
Graves repaired/raised	81	108	-25%	555	783	-29%	678	-18%
Niches Sold	6	2	200%	21	18	17%	13	57%
FORESTRY								
Trees trimmed	46	70	-34%	151	181	-17%	214	-30%
Trees removed	13	34	-62%	69	98	-30%	107	-35%
Action Requests completed	4	4		25	29	-14%	36	-31%
Trees planted				73	37	97%	56	30%
Stumps removed by contract				4	37	-89%	29	-86%

LIBRARY

The patron count for Sterling Public Library from June 1 through June 30, 2013 was 5,256.

There were 20 meetings in the Community Room in June.

The library had 6 Community Servants for a total of 60.5 hours of community service. Seven volunteers worked 27 hours. Total volunteer hours for the month of June were 87.5.

Sterling Public Library made 225 interlibrary loan requests of other libraries and received 180 items. Other libraries made 173 interlibrary loan requests and Sterling Public Library loaned 157 items. Lending libraries were unable to fill 32 requests and Sterling Public Library was unable to fill 15 requests. Total interlibrary loan requests were 398 and 337 items were circulated.

Janet reported 10 tutors worked with 20 students for a total of 131.5 hours during June.

There were 11 people who attended Our Time. Cheryl provided stories and the group completed crafts.

Erica Kallsen and Sandy Van Dusen provided an E-reader classes on June 12th. There were 4 people who attended.

PROJECT UPDATE:

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

There were 101 children who called Dial-a-Story during June. Connie Chambers, Cheryl Schulte, Denise Ladd, Dorothy Schreyer and Vickie Nills read stories during the month. The stories can be heard by calling 522-6808.

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

<u>Dig into...</u>		Kids	Adults
June 3	Gardening	57	18
June 10	Rocks & minerals	39	15
June 17	Egypt	30	13
June 24	Animal tunnels	48	14

Dig Deep Art Challenge

June 4	Growing	19	
June 11	Rocking	14	
June 18	Wrapping	14	
June 25	Shadowing	15	

Dream Big - Toddlers

June 13	Rocks	17	13
June 27	Animal tunnels	16	11

Movie Night

June 12	Wreck it Ralph	26	11
June 26	Oz the Great & Powerful	40	24
<u>Miscellaneous programs</u>			
June 5	Scot Nash	19	6
June 19	Award Books	11	5
<u>Ground Breaking Snacks</u>			
June 6		4	
June 20		2	

There were 24 adults who registered for the Summer Reading Program in June.

DESCRIPTION	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons								
Books Checked Out	11,035	12,215	-10%	52,110	56,120	-7%	52,399	-1%
Digital check out	734	676	9%	4,306	3,511	23%	702	513%
In-house Circulation	535	541	-1%	2,477	3,162	-22%	5,974	-59%
Volunteer Hours	32	50	-36%	277	277		115	140%
Story Time Attendance				418	431	-3%	319	31%
Summer Reading Program	167	172	-3%	566	630	-10%	645	-12%
Reference Questions	583	526	11%	3,702	4,041	-8%	5,200	-29%
Books Placed on Hold	336	479	-30%	2,070	3,211	-36%	2,475	-16%
Inter-Library Loans								
Borrowed requests	225	195	15%	1,364	1,309	4%	1,272	7%
Loaned requests	173	174	-1%	1,153	1,139	1%	1,168	-1%
Total	398	369	8%	2,517	2,448	3%	2,438	3%
Library Meeting Room Use	20	16	25%	231	196	18%	94	145%
Patrons Using Facility	5,256	5,343	-2%	27,714	29,408	-6%	27,583	0%
Hours Tutoring	132	301	-56%	888	1,207	-26%	898	-1%
Internet use	2,235	2,354	-5%	12,072	12,262	-2%	10,434	16%

RECREATION DIVISION MONTHLY REPORT

RECREATION DIVISION

SUMMER SOFTBALL: Men's adult slow pitch and Co-Rec. softball got into full swing in June. Play began May 28th. There are 13 Men's teams; 6 in the Men's Recreational Division and 7 in the Men's Competitive Division. There are 14 Co-Rec. Recreational Division teams; 9 in the Recreational Division and 5 in the Competitive Division. Overall, this is 1 more team than participated in 2012.

Youth Wildcat T-Ball, Staff Pitch, and Fast pitch softball are also underway. Play also began on May 28th.

There are just 15 - 4 Year Old girls in the Whiffle T-Ball program. There were not enough participants to form multiple teams, so a fun system was implemented. The girls get together on Monday's and warm up, practice some skills, then divide up into two teams to play a game.

There are 7 - 5 & 6 Year Old T-ball teams, 4 - 7 & 8 Year Old Staff Pitch teams, 5 - 9 & 10 Year Old Fast pitch teams, 5 - 11 & 12 Year Old Fast pitch teams, and 7 - 13 & 14 Year Old Fast pitch teams. Overall, there are 3 less Youth Wildcat Softball teams in 2013 than there were in 2012.

All combined divisions of adult and youth City recreational softball leagues resulted in 8,708 player and spectator visits to the softball complex in June, 2013. This is up 676 player and spectator visits from 2012.

PERRY MASON SOFTBALL TOURNAMENT: Preparations were made for the first annual Perry Mason Softball Tournament. We did not have enough umpires available, so participating teams will provide umpires. The proceeds will go toward updating Youth Wildcat Softball equipment.

ROCKIES BASEBALL SKILLS CHALLENGE: There were 16 participants, 2 staff, and 8 adult volunteer helpers at the challenge this year. This was 4 less than last year. The challenge is a baseball competition free to youngsters ages 6 – 13. They get to showcase their talents in batting, throwing and base running. Scores are based on speed, distance and accuracy.

The competition was held at the S.H.S. Tiger Field at the RE-1 Valley Schools baseball complex. The winner of each age and gender division move on to the sectional, regional, and national competition hosted later this summer.

RECREATION CENTER

PROPERLY FUNCTIONING OUTDOOR POOL EQUIPMENT: Mechanically, the outdoor pool equipment has been running very smoothly this summer. From the Strantrols to the pool heaters, there have been few problems. It has been much easier for staff to work with properly functioning outdoor pool equipment and be able to maintain consistent pool temperatures. Our outdoor pool supervisors have been able to spend more time learning the outdoor pool chemistry better and making small chemical adjustments.

NEW POOL DECK UPDATE: The newly refinished pool deck is revealing some pros and cons. The pro is that the indoor pool deck is much safer than the old tile. Slips are nearly non-existent on the new pool deck, in the locker rooms or in the showers. The cons are that the porous nature of the non-slip sand surface also holds the dirt and hard water deposits in it when it dries. This leaves it looking dull and dirty. A few patrons have complained that it also holds in some foul smells. Some of the cleaning products that we currently use, like ammonia, may also cling in the surface and it tends to smell like urine. We will try discontinuing its use to see if it helps the odors. We are researching what products to use and what can be done to rectify some of the problems. The automatic floor scrubber machine has been modified with softer brushes in order to spin on the rough surface.

NEW DRYER NEEDED IMMEDIATELY: The Recreation Centers dryer is not working very well. It is also very undersized for our needs. We wash 35 to 75 towels daily in the summer months. We are looking into heavier duty dryer models with the ability to push the exhaust at least 30 feet and through two 90 degree bends. Locally, suppliers have not been helpful in

locating what we needed but Brand Source in Greeley has been a great help. The purchase will need to be done immediately and a washer will also need to be replaced soon.

NEW LIFEGUARDS & W.S.I.: The Recreation Center successfully completed its second year of conducting a L.G.T. and W.S.I. Training School. It takes a lot of staff work and effort to offer the training to towns on the northeastern plains. Last year we took over the program from N.J.C who had been running it for about 25 years!

We were able to hire 12 new American Red Cross certified lifeguards this year and train 14 new W.S.I.'s with our own programs. (This is 3 less L.G.T. and one less W.S.I. than we hired last year.) In addition to the 32 hour Lifeguard Training class; each new lifeguard received a 1 hour long interview with the Recreation Superintendent, a 1 hour long City Orientation with the HR Department, and a 4 hour long Recreation Center Orientation with the Recreation Superintendent. This is all before they could work a single minute for the City. After 38 hours of training, new lifeguards then work for minimum wage.

SWIM LESSONS: The rural session and session #2 of American Red Cross swimming lessons took place in June. A total of 265 children took swimming lesson classes in June. There were 214 in classes and 50 in private swimming lessons. Overall we were down 51 children from June, 2012. The 265 children amassed 2,650 visits to the Recreation Center before noon in June, and that is not counting any family members that accompanied them to their lessons!

RECREATION CENTER TOTAL ATTENDANCE: In June 2013, the Recreation Center outdoor pool had excellent hot weather. June, 2013's total admission figures were 9,653. June, 2012's total Recreation Center admissions were 11,530. Total admissions for June, 2013 were down 1,877 visits from June, 2012. This is a large decrease!

CHILD ADMISSIONS: There were a total of 1,233 Child Admissions to the Recreation Center in June, 2013. This is down 216 visits from June, 2012. This is a large decrease. Paid admissions and punch card admissions make up total admissions. The cost of a child admission is \$1.25.

YOUTH ADMISSIONS: There were a total of 4,354 Youth admissions to the Recreation Center in June, 2013. This is down 825 visits from June, 2012. This is a large decrease. The cost of a Youth admission is \$1.75.

SENIOR ADMISSIONS: There were a total of 440 Senior Admissions to the Recreation Center in June, 2013. This is down 15 visits from June, 2012. The cost of a Senior admission is \$1.75.

ADULT ADMISSIONS: There were a total of 2,900 Adult Admissions to the Recreation Center in June, 2013. This is down 520 visits from June, 2012. This large decrease may be due to the weather being cooler this year in early June and N.J.C. had a number of kids' camps spread out thorough June this year. The cost of an Adult admission is \$2.50.

STERLING SWIM TEAM: There are just 12 kids participating on the Sterling Recreation Center's Swim Team. This is down 9 kids from 2012. These 12 kids amassed just 120 visits to the Recreation Center in June, 2013 to practice.

Contributing to the low participation numbers are the fact that the S.H.S. and S.M.S. swim teams have been discontinued. We are looking into ideas to increase the number of participants on our swim team. We will try sending fliers home at the end of the school year to all the children in the RE-1 school district, similar to the way we do for the Trick-or-Treat Street event,

in order to boost participation. We may also try going to RE-1 school P.E. classes to talk with the kids about our swim team and how it could lead to future jobs as lifeguards!

Practices are scheduled Monday's - Friday's from 10:00 - 11:30 a.m. in the outdoor pool. There are three Recreation Center swim team coaches who work with the kids daily. The coaches do everything from conducting daily practices to attending out of town swim meets with the kids. There were two out of town C.A.R.A. swim meets in June, 2013.

RE-1 SUMMER CLUB: There were 274 children that visited the Recreation Center outdoor pool on Tuesday's and Thursday's from the RE-1 Summer Club. This was 120 less children than in June, 2012. The group does not pay admission, due to intergovernmental agreements.

Summer								
Adult Softball Teams	27	26	4%	27	52	-48%	58	-53%
Adult Softball Participants	2,320	1,920	21%	2,320	2,220	5%	2,974	-99%
Adult Softball Spectators	1,740	1,800	-3%	1,740	1,870	-7%	4,062	-43%
Wildcat Softball Teams	30	32	-6%	30	64	-53%	58	2900%
Wildcat Softball Participants	688	1,132	-39%	688	2,092	-67%	2,294	-99%
Wildcat Softball Spectators	2,640	4,312	-39%	2,640	4,760	-45%	5,820	-88%
Pet Show Participants							8	33746%
Rockies Baseball Skills Challenge	16	20	-20%	16	20	-20%	21	-100%
July 4th Dance Attendance								
July 4th Fireworks Attendance								
Tennis Lessons		8	-100%		8	-100%	4	-100%

OVERLAND TRAIL MUSEUM

Attendance at the Museum during the month of June was 1,088 visitors, representing 30 states and 3 foreign countries.

Family Fun Saturday took place on June 1st with a good number of children and families participating. Gold panning was the activity for the day.

We had a busy month of facility rentals: 2 birthday parties, 3 business meetings, 1 private party (baby shower) and 1 wedding. Kay and Perry are meeting to discuss some issues that continue to come up at facility rentals and some ways to alleviate some of the problems that are occurring.

Staff has continued to work on the upcoming Heritage Festival. Perry Johnson spent one day delivering posters to neighboring communities. Gwen and Chelsea worked on two small exhibits for the July 4th holiday; the wedding display was replaced with a display of flags and interesting American history pertaining to the flag and the Dailey Store window was used to exhibit typical July 4th picnic items.

The Museum was happy to welcome back Carter Hough as a seasonal grounds employee. This is Carters 3rd year at the Museum.

Three weeks of Prairie School took place this month. All three sessions were full. Prairie School continues to be a very popular program for both participants and also for museum

visitors who enjoy watching the daily square dancing, butter making and candle dipping activities.

Grant Otzenberger, Gary Schlenz and Bob Patten have completed the Lawrie Tannery and are now working on the exhibit cases and text panels. The initial opening will be on July 4th with a more formal dedication when the entire exhibit is completed.

Kay and Joe Kiolbasa met with Barbara and Linc Weaver to discuss the proposed donation of the Luft House to the City of Sterling. Joe requested a formal letter of intent to donate, which the Weavers provided. Joe informally presented the donation to City Council and will put the donation on the agenda for the City Council meeting on July 9th.

Kay met with Bob Brown to discuss the 2014 budget.

The Parks Division brought in dirt and gravel for the sidewalk/ramp leading up to the Karg Barn loft. They also moved some machinery back into place that had been moved for the Water Division. Maintenance personnel completed the bookshelves in the staff work space.

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	June 2013	June 2012	June Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	2	2		11	12	-8%	20	-44%
Number of items donated	2	6	-67%	23	30	-23%	70	-67%
Number of School Visits				21	21		17	25%
Number of Students					840	-100%	756	-100%
Prairie School Students	45	30	50%	59	30	97%	43	36%
Prairie School Teachers	6	4	50%	10	4	150%	6	79%
Number of Special Events	1			6	5	20%	4	36%
Total Attendance of Special Events	25			192	72	167%	102	88%
Number of facility rentals	7	4	75%	22	6	267%	2	817%
Number of Tour Buses	1	1		2	2		1	150%
Tour Bus Visitors	25	20	25%	37	35	6%	16	131%
States represented	30	21	43%	110	93	18%	107	3%
Foreign Countries Represented	3	1	200%	9	9		12	-22%
Total of All Visitors	1,088	1,267	-14%	4,554	4,375	4%	3,418	33%
Volunteer Hours	47	6	683%	273	35	690%	207	31%
Square Foot, Bldg. Maintained	29,766	29,766		178,596	178,596		154,596	16%