

# STERLING

A Colorado Treasure

**MONTHLY REPORTS**

**May 2011**

## CITY MANAGER

### MAY 2011 MONTHLY REPORT

#### **City Manager:**

City Manager Kiolbasa attended and met with the following:

- Meeting with Department of Local Affairs representative regarding closeout of Library grant;
- Presentation of Burlington Northern Santa Fe Railroad grant;
- Attended Northeastern Colorado Association of Local Governments meeting;
- Attended Pre-construction conference for Water Treatment plant; and
- Meeting with County Commissioners regarding access across Justice Center property.

#### **Executive Secretary:**

The Executive Secretary continues to do the packets for Council. There were three amplified music letters written for the City Manager's signature. Executive Secretary Bornhoft helped cover telephones in the Personnel Department. She attends the administrative staff meetings and prepares the minutes.

Connie 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 monthly Web Group meeting and the weekly clerical staff meetings.

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

The 2011 Department of Homeland Security grant guidance was finally released in May. EMC Owens sent copies of the guidance and applications to Logan County and Sterling agencies and explained the grant timelines and deadlines. All applications are to come through his office. A total of four agencies entered applications totaling \$521,862.98.

The EMC office entered a grant request for a new all hazard siren system, The SECC entered a grant for new 800MHz to VHF interface equipment, Logan County Road & Bridge entered a grant for new VHF radios and the Sterling Fire Department entered a grant for a new tender fire truck.

The May Northeast Colorado Emergency Managers (NCEM) meeting was held in Julesburg. Items discussed were:

- Regional Communications planning and interoperability using MAC channels.
- WebEOC updates and training.
- Colorado State Forrest Service updates and fire weather concerns.
- EPA Region VIII updates and LEPC survey.
- American Red Cross tornado and long term sheltering updates and strategies.

The Northeast All Hazards Region (NEAHR) met in May. Items discussed were:

- The 2011 DHS grant timelines and deadlines.
- Narrowbanding deadlines.
- CCNC updates and the new membership dues that will begin in 2012.
- Interoperability training in Yuma.

- Regional credentialing project for all Northeast OEM's.
- Safe School radio system to connect schools with dispatch centers.

There are concerns of high water and possible flooding in the South Platte River due to the large snow pack melting. Bob attended teleconferences with the State CWCB and NWS to discuss flood planning and awareness.

Locally, he has met with county and city agencies for planning, equipment and evacuation plans. Logan County will purchase 3000 sandbags to protect their government building. Sterling has 5,000 sandbags at the Service Center. Bob made press releases to both local newspapers on flood awareness and evacuation planning.

EMC Owens completed an ICS-703A training online and printed a certificate of completion.

The EMC traveled to Julesburg with members of the Logan County E911 Board to meet with a group who are developing a new E911 Board in their county.

Bob completed all May bookkeeping for the E911 and took the records to Logan County finance.

The E911 Board met in May to sign contracts for the Motorola service agreement and the Intrado operating agreement. We also discussed future equipment needs for CAD and 911 phone system upgrades.

EMC Owens met with the Emergency Planner at Sterling Med Center to develop a plan for hazmat and WND incidents. This plan will work in concert with fire, law enforcement and EMS plans.

The RE1 School functional exercise for student reunification after an evacuation continues to be developed. The planning committee will meet through the summer to finalize the plan. The exercise is scheduled to take place in September.

Bob worked on developing the Emergency Operations Center (EOC) protocols. He made positional checklists and initial job action aids for key positions. He also worked on a resource procurement protocol and made a master notebook of standard ICS forms.

The new website for wireless opt in registration for the Reverse911 is now complete. The EMC has done press releases in the newspapers and on radio to notify the citizens of the importance of registering. The new website is much easier to use and will provide a much more accurate method of gathering citizen opt in information.

Bob assisted Logan County with an operating plan for their new tornado shelter on 10<sup>th</sup> Street. The plan is required before the FEMA grant for the shelter can be finalized.

#### **Emergency Communications:**

- Communications Center handled 2,015 calls for service during the month of May 2011, a 13 percent decrease from the 2,304 calls received in May 2010.
- Sterling Police Department handled 989 calls for service a decrease of 21 percent compared to 1,253 calls for service received in May 2010.

- Logan County Sheriff's Office received 819 calls for service a five percent decrease compared to 865 calls for service received in May 2010.
- Crook Fire Department handled five calls for service in May 2011 compared to the four calls in May 2010.
- Fleming Fire received two calls for service in May 2011, compared to zero calls for service in May 2010.
- Merino Fire handled four calls for service in May 2011 compared to six calls for service in May 2010.
- Peetz Fire handled three calls for service in May 2011 compared to two calls for service in May 2010.
- Sterling Fire handled 105 calls for service in May 2011, which is no change from 105 calls handled in May 2010.
- Life Care Medical handled 115 calls for service in May 2011, a decrease of six percent compared to 122 calls for service handled in May 2010.

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,015	2,304	-13%	9,515	10,773	-12%
CITY OF STERLING	989	1,253	-21%	4,635	5,847	-21%
LOGAN COUNTY	819	865	-5%	3,823	3,709	3%
EMS	115	122	-6%	668	666	0%
STERLING FIRE 07530	105	105		583	535	9%
CROOK FIRE 07505	5	4	25%	34	29	17%
FLEMING FIRE 07515	2			27	13	108%
MERINO FIRE 07522	4	6	-33%	39	29	34%
PEETZ FIRE 07525	3	2	50%	16	13	23%

**Information Technology Specialist (ITS):**

Daily backup of servers and Finance & Police Systems continue. Performed routine user maintenance.

ITS Anderson made changes for holiday backups and requested phone resets for City holiday.

The ITS answered calls for assistance regarding program security, IP phones, printing, connection problems, and viruses. She helped with moving files and installing the scheduling program on a new computer at the Recreation Center. Mary Ann took a couple computers in for repair and replaced a monitor.

ITS Anderson completed the CIRSA online training for Employee Safety Awareness.

Mary Ann attended Great West and CHP meetings, also SWellness meeting and created flyers for the next SWellness events.

## CITY ATTORNEY

### MAY 2011 MONTHLY REPORT

#### MEETINGS:

City Attorney Barlean attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, and met with the Finance Director and auditor. The paralegal attends staff meetings in the absence of the City Attorney, Swellness presentations, and secretarial meetings when there is training.

#### DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 5-1-11, Series of 2011 – A Resolution before the City of Sterling, Logan County, Colorado, approving a bid and authorizing the Mayor to execute an Agreement for the Sterling Water Treatment System Bid Package No. 2 – Water Treatment Plant.

Resolution No. 5-2-11, Series of 2011 – A Resolution before the City of Sterling, Logan County, Colorado approving a bid and authorizing the Mayor to execute an Agreement for the Sterling Water Treatment System Bid Package No. 3 – Raw Water, Finished Water and Concentrate Pipelines.

Resolution No. 5-3-11, Series of 2011 – A Resolution before the City of Sterling, Logan County, Colorado approving an Addendum to Agreement between the City of Sterling and sustainablesterling.org for use of city-owned property for a community garden.

Prepared the following Ordinances:

None.

Other Documents:

This office is preparing various easement/right-of-way/license agreements pertaining to the water project.

#### MUNICIPAL COURT:

The City Attorney prosecuted 2 charges and both of the Defendants were found guilty. Five charges were dismissed, including 2 at the request of the officers for corrections, and 2 showing proof of insurance. 6 Defendants were granted a deferred judgment. 1 Defendant entered a guilty plea prior to trial. Court documents were prepared, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the police department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files were copied and police department, Humane Society, and attorney files were prepared for trial.

#### LIQUOR LICENSING:

This office processed 1 liquor license renewal.

#### MISCELLANEOUS:

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. The paralegal also completed the CIRSA Safety Awareness training.

**FINANCE DEPARTMENT**  
**MAY 2011 MONTHLY REPORT**

The Finance Department assisted 2,976 customers during the month of May 2011. This compares to 2,536 customers in May 2010. This number does not include the contacts made by the Director of Finance. There were on average 135 customer contacts per day for May 2011. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in May 2011 in comparison to May 2010.

The General Fund revenues for the month of May 2011 amounted to \$945,182.55. The revenue for the month ended May 2010 in the General Fund amounted to \$934,527.00. Expenditures for the General fund for the month ending May 31, 2011 amounted to \$681,399.58 and for the same period in 2010 the expenditures were \$903,355.77.

Cash in all City funds totaled \$2,119,926.60 on May 31, 2011 and for May 31, 2010 on hand was \$1,916,274.93. On May 31, 2011 the City of Sterling had outstanding a total of \$10,247,180.07 in investments, this amount is for all funds. This breaks down to \$205,699.79 in Certificates of Deposit, \$9,941,153.45 ColoTrust Plus and \$100,326.83 in Money Market.

There were \$1,293,062.64 worth of checks issued in May 2011 for all funds; this compares to \$1,505,784.08 for the same period in 2010. There were 5737.8 gallons of gasoline and diesel used in the month of May 2011 for all City operations. This compares to 5592.0 gallons gasoline and diesel used in May 2010.

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

## Investment Breakdown

2010

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

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	5/31/11
<b>General Fund:</b>				
Colotrust Plus	\$1,147,009.09	\$0.00	\$600,145.86	\$1,747,154.95
Colotrust Plus - Seizure Money	\$26,561.81	\$0.00	\$2.72	\$26,564.53
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,173,570.90</b>	<b>\$0.00</b>	<b>\$600,148.58</b>	<b>\$1,773,719.48</b>
<b>Water Fund:</b>				
Colotrust Plus	\$118,290.48	\$0.00	\$12.21	\$118,302.69
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$118,290.48</b>	<b>\$0.00</b>	<b>\$12.21</b>	<b>\$118,302.69</b>
<b>Sanitation Fund:</b>				
Colotrust Plus	\$417,412.27	\$0.00	\$55,046.92	\$472,459.19
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$417,412.27</b>	<b>\$0.00</b>	<b>\$55,046.92</b>	<b>\$472,459.19</b>
<b>Sewer Fund:</b>				
Colotrust Plus	\$3,805,004.93	\$165,000.00	\$30,391.22	\$3,670,396.15
Certificates of Deposit	\$205,699.79	\$0.00	\$0.00	\$205,699.79
Money Market	\$100,311.30	\$0.00	\$15.53	\$100,326.83
<b>TOTALS</b>	<b>\$4,111,016.02</b>	<b>\$165,000.00</b>	<b>\$30,406.75</b>	<b>\$3,976,422.77</b>
<b>Perpetual Care Fund:</b>				
Colotrust Plus	\$135,579.25	\$0.00	\$13.99	\$135,593.24
<b>TOTALS</b>	<b>\$135,579.25</b>	<b>\$0.00</b>	<b>\$13.99</b>	<b>\$135,593.24</b>
<b>Elna Anderson Trust Fund:</b>				
Colotrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	5/31/11
<b>Ethel Lindstrom Trust Fund:</b>				
Colotrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Library Improvement Fund:</b>				
Colotrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Conservation Trust Fund:</b>				
Colotrust Plus	\$151,482.06	\$459.00	\$15.61	\$151,038.67
<b>TOTALS</b>	<b>\$151,482.06</b>	<b>\$459.00</b>	<b>\$15.61</b>	<b>\$151,038.67</b>
<b>Karl Falch Library Trust Fund:</b>				
Colotrust Plus	\$31,007.44	\$0.00	\$3.18	\$31,010.62
<b>TOTALS</b>	<b>\$31,007.44</b>	<b>\$0.00</b>	<b>\$3.18</b>	<b>\$31,010.62</b>
<b>Employee Self-Insurance Fund:</b>				
Colotrust Plus	\$578,131.00	\$0.00	\$59.87	\$578,190.87
<b>TOTALS</b>	<b>\$578,131.00</b>	<b>\$0.00</b>	<b>\$59.87</b>	<b>\$578,190.87</b>
<b>Service Center Fund:</b>				
Colotrust Plus	\$372,922.49	\$25,000.00	\$38.16	\$347,960.65
<b>TOTALS</b>	<b>\$372,922.49</b>	<b>\$25,000.00</b>	<b>\$38.16</b>	<b>\$347,960.65</b>
<b>Risk Management Fund:</b>				
Colotrust Plus	\$823,585.05	\$0.00	\$85.21	\$823,670.26
<b>TOTALS</b>	<b>\$823,585.05</b>	<b>\$0.00</b>	<b>\$85.21</b>	<b>\$823,670.26</b>
<b>Capital Equipment Fund:</b>				
Colotrust Plus	\$771,390.27	\$5,000.00	\$79.75	\$766,470.02
<b>TOTALS</b>	<b>\$771,390.27</b>	<b>\$5,000.00</b>	<b>\$79.75</b>	<b>\$766,470.02</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	5/31/11
<b>Capital Improvement Fund:</b>				
Colotrust Plus	\$680,491.87	\$0.00	\$70.47	\$680,562.34
Colotrust Plus - Museum Bldg	\$382,460.65	\$22,500.00	\$38.68	\$359,999.33
Colotrust Plus - Museum Exhibits	\$31,776.62	\$0.00	\$3.32	\$31,779.94
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,094,729.14</b>	<b>\$22,500.00</b>	<b>\$112.47</b>	<b>\$1,072,341.61</b>
<b>Grand Totals All Funds:</b>				
Colotrust Plus	\$9,473,105.28	\$217,959.00	\$686,007.17	\$9,941,153.45
Certificates of Deposit	\$205,699.79	\$0.00	\$0.00	\$205,699.79
Money Market	\$100,311.30	\$0.00	\$15.53	\$100,326.83
<b>Grand Total</b>	<b>\$9,779,116.37</b>	<b>\$217,959.00</b>	<b>\$686,022.70</b>	<b>\$10,247,180.07</b>

**GENERAL FUND**

This Document is for Internal Use and Represents Unaudited Figures

**5/31/2011**

**BALANCE SHEET**

**ASSETS:**

Cash	\$372,771.65
Flex Cash Account	\$5,819.15
Petty Cash	\$980.00
Cash with County Treasurer	\$117,686.58
Accounts Receivable	\$151,282.97
Allowance for Uncollectables	-\$42,974.94
Taxes Receivable	\$50,652.65
Sales Tax Receivable	\$687,855.67
Property Tax Receivable	\$1,018,263.00
Investments	\$1,747,154.95
Investment - Federal Seizure	\$26,564.53
Prepaid Fuel	\$41,783.42
Prepaid Fuel - Airport	\$17,513.07
Payroll Clearing Account	-\$1,236.35
Postage Clearing Account	\$3,075.47
Prepaid Prisoner Housing	\$53,477.00
Sales Tax Clearing	-\$0.53

**TOTAL ASSETS**

**\$4,250,668.29**

**LIABILITIES:**

Ded/Ben Clearing Account	\$3,389.16
Accounts Payable	\$63,611.74
Accounts Payable - Logan County	\$815.24
Accrued Salaries	\$172,452.85
Court Bonds	\$720.00
Jury Deposit	\$704.00
Restitution Clearing Account	\$1,678.11
Seizures	\$600.00
Deferred Revenue	\$1,018,263.00
Deferred Revenue - Other	\$3,394.07

**TOTAL LIABILITIES**

**\$1,265,628.17**

**FUND BALANCE:**

Reserve for Museum	\$28,199.92
Designated for Arts	\$50,000.00
Unreserved Fund Balance	\$2,082,294.45
Excess Revenue over Expenditures	\$824,545.75

**TOTAL FUND BALANCE**

**\$2,985,040.12**

**TOTAL LIABILITIES  
& FUND BALANCE**

**\$4,250,668.29**

**GENERAL FUND**

**5/31/2011**

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Real & Personal Prop. Tax	\$1,018,420.00	\$107,919.61	\$759,347.15	\$259,072.85
Road & Bridge Fund Taxes	\$170,000.00	\$0.00	\$23,624.74	\$146,375.26
Auto Ownership Taxes	\$120,000.00	\$8,498.38	\$42,180.37	\$77,819.63
Sales Tax	\$5,650,000.00	\$483,602.82	\$2,597,768.91	\$3,052,231.09
Vehicle Use Tax	\$185,000.00	\$19,476.49	\$77,368.41	\$107,631.59
Building Material Use Tax	\$70,000.00	\$2,717.62	\$23,922.99	\$46,077.01
Employment Occupation Tax	\$14,200.00	\$100.00	\$15,300.00	-\$1,100.00
<b>TOTAL TAXES</b>	<b>\$7,227,620.00</b>	<b>\$622,314.92</b>	<b>\$3,539,512.57</b>	<b>\$3,688,107.43</b>
Franchise Taxes	\$711,000.00	\$69,318.37	\$315,936.52	\$395,063.48
Licenses & Permits	\$138,250.00	\$17,707.80	\$70,004.52	\$68,245.48
Intergovernmental Revenue	\$1,283,290.00	\$113,786.55	\$427,563.50	\$855,726.50
Charges for Service	\$266,825.00	\$16,189.30	\$89,859.74	\$176,965.26
Fines & Forfeits	\$191,300.00	\$12,564.37	\$60,582.18	\$130,717.82
Miscellaneous Revenue	\$423,426.00	\$51,056.24	\$178,971.61	\$244,454.39
Transfer from Other Funds	\$511,164.00	\$42,245.00	\$211,225.00	\$299,939.00
<b>TOTAL OTHER REVENUES</b>	<b>\$3,525,255.00</b>	<b>\$322,867.63</b>	<b>\$1,354,143.07</b>	<b>\$2,171,111.93</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$10,752,875.00</b>	<b>\$945,182.55</b>	<b>\$4,893,655.64</b>	<b>\$5,859,219.36</b>

**GENERAL FUND**

**5/31/2011**

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>GENERAL GOVERNMENT:</u></b>				
Council	\$52,093.00	\$3,084.03	\$22,616.85	\$29,476.15
City Manager	\$341,680.00	\$27,442.39	\$140,499.76	\$201,180.24
City Attorney	\$193,525.00	\$14,369.37	\$79,456.29	\$114,068.71
Municipal Court	\$99,967.00	\$7,141.60	\$37,279.48	\$62,687.52
Finance	\$429,075.00	\$29,425.58	\$170,903.39	\$258,171.61
City Hall & Non-Departmental	\$1,279,731.00	\$56,779.99	\$632,204.94	\$647,526.06
Personnel	\$226,655.00	\$18,761.63	\$87,596.02	\$139,058.98
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,622,726.00</b>	<b>\$157,004.59</b>	<b>\$1,170,556.73</b>	<b>\$1,452,169.27</b>
<b><u>PUBLIC SAFETY:</u></b>				
Police	\$1,713,041.00	\$105,358.10	\$655,523.88	\$1,057,517.12
Dispatch Center	\$512,873.00	\$34,496.04	\$214,201.68	\$298,671.32
Youth Services	\$105,125.00	\$7,243.78	\$42,115.30	\$63,009.70

Fire	\$1,370,586.00	\$90,582.93	\$507,761.60	\$862,824.40
<b>TOTAL PUBLIC SAFETY</b>	<b>\$3,701,625.00</b>	<b>\$237,680.85</b>	<b>\$1,419,602.46</b>	<b>\$2,282,022.54</b>

**PUBLIC WORKS:**

Street	\$2,262,316.00	\$58,093.24	\$325,319.08	\$1,936,996.92
Engineering & Operations	\$340,105.00	\$22,563.29	\$134,278.85	\$205,826.15
Airport	\$306,954.00	\$24,050.84	\$153,590.88	\$153,363.12
<b>TOTAL PUBLIC WORKS</b>	<b>\$2,909,375.00</b>	<b>\$104,707.37</b>	<b>\$613,188.81</b>	<b>\$2,296,186.19</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$212,036.00	\$12,733.28	\$76,484.48	\$135,551.52
Museum	\$185,779.00	\$12,293.43	\$60,265.81	\$125,513.19
Parks	\$423,171.00	\$32,810.21	\$164,700.37	\$258,470.63
Recreation Center	\$509,964.00	\$32,149.76	\$160,936.22	\$349,027.78
Forestry	\$140,042.00	\$10,020.31	\$46,775.66	\$93,266.34
Rec. Administration	\$221,122.00	\$16,348.97	\$88,151.86	\$132,970.14
Softball	\$41,156.00	\$4,839.15	\$11,255.68	\$29,900.32
Youth Softball	\$10,647.00	\$3,152.33	\$3,296.33	\$7,350.67
Basketball	\$7,622.00	-\$90.03	\$8,040.87	-\$418.87
Volleyball	\$7,035.00	\$1,218.88	\$4,036.74	\$2,998.26
Tolla Brown Skate Park	\$12,750.00	\$770.47	\$3,617.25	\$9,132.75
Special Events	\$28,950.00	\$178.92	\$2,121.36	\$26,828.64
Tennis	\$18,873.00	\$2,449.69	\$5,167.20	\$13,705.80
Youth Basketball	\$27,811.00	\$42.43	\$21,624.12	\$6,186.88
Youth Volleyball	\$7,998.00	\$4.21	\$109.89	\$7,888.11
Baseball	\$27,136.00	\$3,861.24	\$7,429.08	\$19,706.92
Library	\$529,404.00	\$49,223.52	\$201,748.97	\$327,655.03
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,411,496.00</b>	<b>\$182,006.77</b>	<b>\$865,761.89</b>	<b>\$1,545,734.11</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$11,645,222.00</b>	<b>\$681,399.58</b>	<b>\$4,069,109.89</b>	<b>\$7,576,112.11</b>
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**WATER FUND**

5/31/2011

**BALANCE SHEET**

**ASSETS:**

Cash	\$123,934.11
Cash with Fiscal Agent	\$27,251,791.78
Accounts Receivable	\$9,077.19
Accounts Receivable - Utility Billing	\$376,293.18
Supply Inventory	\$161,847.99
Investments	\$118,302.69
Fixed Assets (Net)	\$10,077,673.36

**TOTAL ASSETS**

**\$38,118,920.30**

**LIABILITIES:**

Accounts Payable	\$454,621.38
Unpaid Compensated Absences	\$10,068.86

Accrued Salaries	\$5,596.57		
Accounts Payable Pawnee Ridge	\$4,545.50		
Loan Payable CWRPDA	\$28,558,845.11		
Due to Sewer Fund	\$345,505.00		
Lease Interest Payable	\$22,553.42		
		<b>TOTAL LIABILITIES</b>	<b>\$29,401,735.84</b>
<b>FUND BALANCE:</b>			
Reserve for Painting	\$425,000.00		
Reserve for Capital Replacement	\$2,778,825.00		
	-		
Retained Earnings	\$23,612,524.30		
Excess Revenue over Expenditures	\$29,125,883.76		
		<b>TOTAL FUND BALANCE</b>	<b>\$8,717,184.46</b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$38,118,920.30</b>

### WATER FUND

5/31/2011

<u>REVENUES</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$1,856,200.00	\$198,643.42	\$943,800.44	\$912,399.56
Water Revenue-Outside Residential	\$161,400.00	\$17,930.05	\$75,735.76	\$85,664.24
Water Revenue-Inside Commercial	\$626,200.00	\$66,335.87	\$324,605.36	\$301,594.64
Water Revenue-Outside Commercial	\$4,210.00	\$456.32	\$1,881.89	\$2,328.11
Water Revenue-Inside Industrial	\$369,900.00	\$29,225.24	\$153,956.40	\$215,943.60
Misc. Water Sales	\$2,000.00	\$749.46	\$1,602.72	\$397.28
Surcharge	\$30,000.00	\$2,281.77	\$10,241.45	\$19,758.55
Service Charges	\$35,000.00	\$4,490.47	\$19,752.59	\$15,247.41
Tapping Charges	\$5,000.00	\$0.00	\$890.00	\$4,110.00
Water Div. Services	\$5,000.00	\$979.37	\$2,526.29	\$2,473.71
Penalties	\$16,000.00	\$3,816.47	\$14,024.41	\$1,975.59
Investment Earnings	\$250.00	\$12.21	\$70.50	\$179.50
Miscellaneous	\$200.00	\$108.18	\$182.21	\$17.79
Rents from land	\$50,000.00	\$23,252.53	\$23,710.93	\$26,289.07
Rights	\$0.00	\$0.00	\$0.00	\$0.00
Water Credits	\$0.00	\$0.00	\$0.00	\$0.00
Plant Investment Fees	\$10,000.00	\$2,160.00	\$6,480.00	\$3,520.00
				-
Loan Proceeds	\$17,500,000.00	\$0.00	\$28,558,845.11	\$11,058,845.11
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$20,671,360.00</b>	<b>\$350,441.36</b>	<b>\$30,138,306.06</b>	<b>-\$9,466,946.06</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$205,736.00	\$14,977.45	\$89,283.72	\$116,452.28
Maintenance & Operation	\$1,298,824.00	\$99,673.07	\$526,636.68	\$772,187.32
Capital Outlay	\$21,918,769.00	\$126,767.52	\$290,472.97	\$21,628,296.03
Transfer to General Fund	\$225,385.00	\$18,782.00	\$93,910.00	\$131,475.00
<b>TOTAL EXPENDITURES</b>	<b>\$23,648,714.00</b>	<b>\$260,200.04</b>	<b>\$1,000,303.37</b>	<b>\$22,648,410.63</b>
Debt Service	\$0.00	\$0.00	\$12,118.93	-\$12,118.93
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$23,648,714.00</b>	<b>\$260,200.04</b>	<b>\$1,012,422.30</b>	<b>\$22,636,291.70</b>

### SANITATION FUND

5/31/2011

#### BALANCE SHEET

**ASSETS:**

Cash	\$257,522.95		
Accounts Receivable	\$507.07		
Accounts Receivable - Utility Billing	\$46,915.00		
Supply Inventory	\$24,667.00		
Investments	\$472,459.19		
Fixed Assets (Net)	\$283,220.08		
		<b>TOTAL ASSETS</b>	<b>\$1,085,291.29</b>

**LIABILITIES:**

Accounts Payable	\$1,689.09		
Unpaid Compensated Absences	\$9,991.75		
Accrued Salaries	\$4,925.27		
		<b>TOTAL LIABILITIES</b>	<b>\$16,606.11</b>

**FUND BALANCE:**

Reserve for Equipment	\$28,389.00		
Reserve for Capital Replacement	\$771,745.00		
Retained Earnings	\$272,458.16		
Excess Revenue over Expenditures	-\$3,906.98		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,068,685.18</b>

		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$1,085,291.29</b>
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### SANITATION FUND

5/31/2011

<b>REVENUES:</b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$445,000.00	\$37,283.81	\$187,080.63	\$257,919.37
Rubbish Collection Fees	\$1,500.00	\$157.50	\$283.50	\$1,216.50

Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,000.00	\$500.58	\$2,210.68	\$2,789.32
Investment Earnings	\$1,000.00	\$46.92	\$221.47	\$778.53
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$452,500.00</b>	<b>\$37,988.81</b>	<b>\$189,796.28</b>	<b>\$262,703.72</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$160,480.00	\$11,408.56	\$62,303.86	\$98,176.14
Maintenance & Operation	\$241,231.00	\$22,244.41	\$106,349.40	\$134,881.60
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$60,130.00	\$5,010.00	\$25,050.00	\$35,080.00
<b>TOTAL EXPENDITURES</b>	<b>\$461,841.00</b>	<b>\$38,662.97</b>	<b>\$193,703.26</b>	<b>\$268,137.74</b>

### SEWER FUND

#### 5/31/2011 BALANCE SHEET

#### **ASSETS:**

Cash	\$236,904.16		
Accounts Receivable	\$46,937.13		
Accounts Receivable - Utility Billing	\$141,505.50		
Due From Water Fund	\$345,505.00		
Supply Inventory	\$42,976.78		
Investments	\$3,976,422.77		
Fixed Assets (Net)	\$10,251,554.07		
		<b>TOTAL ASSETS</b>	<b>\$15,041,805.41</b>

#### **LIABILITIES:**

Accounts Payable	\$173,702.43		
Unpaid Compensated Absences	\$15,474.09		
Accrued Salaries	\$10,595.91		
Loan Payable CWRPDA	\$963,414.00		
Interest Payable	\$14,260.57		
		<b>TOTAL LIABILITIES</b>	<b>\$1,177,447.00</b>

#### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00		
Reserve for Trunk Line Replacement	\$148,681.45		
Reserve for Lagoons	\$370,801.26		
Reserve for Capital Replacement	\$7,907,293.00		
Retained Earnings	\$5,988,187.22		
Excess Revenue over Expenditures	-\$662,388.52		
		<b>TOTAL FUND BALANCE</b>	<b>\$13,864,358.41</b>

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$15,041,805.41**

**SEWER FUND**

**5/31/2011**

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sewer Revenue-Inside Residential	\$911,500.00	\$78,008.44	\$389,138.71	\$522,361.29
Sewer Revenue-Outside Residential	\$89,500.00	\$8,013.14	\$40,748.59	\$48,751.41
Sewer Revenue-Inside Commercial	\$316,800.00	\$27,223.79	\$137,107.56	\$179,692.44
Sewer Revenue-Outside Commercial	\$2,810.00	\$257.87	\$1,207.23	\$1,602.77
Sewer Revenue-Inside Industrial	\$342,900.00	\$28,285.04	\$95,962.28	\$246,937.72
Tapping Charges	\$4,000.00	\$0.00	\$275.00	\$3,725.00
Sewer Division Charges	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Penalties	\$14,000.00	\$1,614.99	\$6,000.61	\$7,999.39
Investment Earnings	\$10,000.00	\$442.64	\$2,748.19	\$7,251.81
Miscellaneous	\$500.00	\$0.00	\$443.40	\$56.60
Outside Billing	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Plant Investment Fees	\$10,000.00	\$2,700.00	\$5,400.00	\$4,600.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b><u>\$1,717,010.00</u></b>	<b><u>\$146,545.91</u></b>	<b><u>\$679,031.57</u></b>	<b><u>\$1,037,978.43</u></b>
<b><u>EXPENDITURES:</u></b>				
<b><u>LINES AND SERVICES:</u></b>				
Personnel	\$85,127.00	\$6,147.71	\$35,159.55	\$49,967.45
Maintenance & Operation	\$337,119.00	\$21,539.32	\$128,335.76	\$208,783.24
Capital Outlay	\$291,844.00	-\$3,542.82	\$148,662.03	\$143,181.97
Transfer to General Fund	\$62,406.00	\$5,200.00	\$26,000.00	\$36,406.00
<b>TOTAL LINES &amp; SERVICES</b>	<b><u>\$776,496.00</u></b>	<b><u>\$29,344.21</u></b>	<b><u>\$338,157.34</u></b>	<b><u>\$438,338.66</u></b>
Debt Service	\$198,733.00	\$0.00	\$27,110.79	\$171,622.21
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b><u>\$975,229.00</u></b>	<b><u>\$29,344.21</u></b>	<b><u>\$365,268.13</u></b>	<b><u>\$609,960.87</u></b>
<b><u>TREATMENT FACILITIES:</u></b>				
Personnel	\$298,835.00	\$23,012.37	\$128,141.81	\$170,693.19
Maintenance & Operation	\$873,936.00	\$175,684.34	\$405,586.94	\$468,349.06
Capital Outlay	\$749,726.00	\$288,855.75	\$376,158.21	\$373,567.79
Transfer to General Fund	\$159,043.00	\$13,253.00	\$66,265.00	\$92,778.00
<b>TOTAL TREATMENT FACILITIES</b>	<b><u>\$2,081,540.00</u></b>	<b><u>\$500,805.46</u></b>	<b><u>\$976,151.96</u></b>	<b><u>\$1,105,388.04</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$3,056,769.00</u></b>	<b><u>\$530,149.67</u></b>	<b><u>\$1,341,420.09</u></b>	<b><u>\$1,715,348.91</u></b>

**PERPETUAL CARE FUND**

5/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$2,500.00	\$200.00	\$850.00	\$1,650.00
Perpetual Care - niches	\$9,000.00	\$1,000.00	\$4,500.00	\$4,500.00
Investment Earnings	\$300.00	\$13.99	\$80.70	\$219.30
<b>TOTAL REVENUES</b>	<b>\$11,800.00</b>	<b>\$1,213.99</b>	<b>\$5,430.70</b>	<b>\$6,369.30</b>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$305.00	\$0.00	\$305.00	\$0.00
Niche Engraving	\$2,000.00	\$150.00	\$1,200.00	\$800.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,605.00</b>	<b>\$150.00</b>	<b>\$1,505.00</b>	<b>\$1,100.00</b>

**BALANCE SHEET**

5/31/2011

<b><u>ASSETS:</u></b>				
Cash	\$11,041.86			
Investments	\$135,593.24			
		<b>TOTAL ASSETS</b>		<b>\$146,635.10</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$150.00			
		<b>TOTAL LIABILITIES</b>		<b>\$150.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$142,559.40			
Excess Revenue over Expenditures	\$3,925.70			
		<b>TOTAL FUND BALANCE</b>		<b>\$146,485.10</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$146,635.10</b>

**ELNA ANDERSON ESTATE TRUST**

5/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$0.00	\$0.00	\$21.36	-\$21.36

<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21.36</b>	<b>-\$21.36</b>
<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$87,034.00	\$0.00	\$117,774.72	-\$30,740.72
<b>TOTAL EXPENDITURES</b>	<b>\$87,034.00</b>	<b>\$0.00</b>	<b>\$117,774.72</b>	<b>-\$30,740.72</b>

**BALANCE SHEET  
5/31/2011**

**ASSETS:**

Cash	\$0.00			
Investments	\$0.00			
		<b>TOTAL ASSETS</b>		<b>\$0.00</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$117,753.36			
Excess Revenue over Expenditures	-\$117,753.36			
		<b>TOTAL FUND BALANCE</b>		<b>\$0.00</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$0.00</b>

**ETHEL LINDSTROM FUND**

5/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$0.00	\$0.00	\$31.66	-\$31.66
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31.66</b>	<b>-\$31.66</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$87,034.00	\$0.00	\$151,621.17	-\$64,587.17
<b>TOTAL EXPENDITURES</b>	<b>\$87,034.00</b>	<b>\$0.00</b>	<b>\$151,621.17</b>	<b>-\$64,587.17</b>

**BALANCE SHEET**  
5/31/2011

**ASSETS:**

Cash	\$0.00
Investments	\$0.00

<b>TOTAL ASSETS</b>	<b>\$0.00</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	\$151,589.51
Excess Revenue over Expenditures	-\$151,589.51

<b>TOTAL FUND BALANCE</b>	<b>\$0.00</b>
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<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$0.00</b>
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**LIBRARY IMPROVEMENT FUND**

5/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00
Contributions	\$0.00	\$0.00	\$4,800.00	-\$4,800.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,800.00</b>	<b>-\$4,800.00</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**BALANCE SHEET**  
5/31/2011

**ASSETS:**

Cash	\$4,800.00
Investments	\$0.00

<b>TOTAL ASSETS</b>	<b>\$4,800.00</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	<u>\$4,800.00</u>		
		<b>TOTAL FUND BALANCE</b>	<u><b>\$4,800.00</b></u>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u><b>\$4,800.00</b></u></u>

### CONSERVATION TRUST FUND

5/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$115,000.00	\$0.00	\$32,593.95	\$82,406.05
Investment Earnings	\$500.00	\$15.61	\$136.94	\$363.06
<b>TOTAL REVENUES</b>	<u><b>\$115,500.00</b></u>	<u><b>\$15.61</b></u>	<u><b>\$32,730.89</b></u>	<u><b>\$82,769.11</b></u>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Tennis Court Improvements	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Steel picnic tables	\$9,800.00	\$210.87	\$9,800.00	\$0.00
Bridge - Pioneer Park	\$65,509.00	\$0.00	\$68,719.87	-\$3,210.87
Aluminum tables	\$7,646.00	\$0.00	\$7,676.00	-\$30.00
Basketball Court Improvements	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Softball Field Improvements	\$21,450.00	\$0.00	\$21,450.00	\$0.00
Playground Equipment	\$73,000.00	\$0.00	\$0.00	\$73,000.00
Fitness Equipment	\$55,000.00	\$0.00	\$49,597.00	\$5,403.00
Softball Field Backdrop	\$9,000.00	\$458.97	\$8,682.22	\$317.78
Roof - Columbine	\$2,900.00	\$0.00	\$3,102.85	-\$202.85
<b>TOTAL EXPENDITURES</b>	<u><b>\$264,305.00</b></u>	<u><b>\$669.84</b></u>	<u><b>\$169,027.94</b></u>	<u><b>\$95,277.06</b></u>

### BALANCE SHEET

5/31/2011

<u>ASSETS:</u>			
Cash	\$0.46		
Investments	<u>\$151,038.67</u>		
		<b>TOTAL ASSETS</b>	<u><b>\$151,039.13</b></u>
<u>LIABILITIES:</u>			
Accounts Payable	<u>\$210.87</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$210.87</b>
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$287,125.31		
Excess Revenue over Expenditures	<u>-\$136,297.05</u>		
		<b>TOTAL FUND BALANCE</b>	<u><b>\$150,828.26</b></u>

TOTAL LIABILITIES  
& FUND BALANCE \$151,039.13

**KARL FALCH LIBRARY TRUST FUND**

5/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$70.00	\$3.18	\$18.52	\$51.48
<b>TOTAL REVENUES</b>	<b>\$70.00</b>	<b>\$3.18</b>	<b>\$18.52</b>	<b>\$51.48</b>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Books Purchased	\$800.00	\$140.06	\$140.06	\$659.94
Audit	\$50.00	\$0.00	\$50.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$850.00</b>	<b>\$140.06</b>	<b>\$190.06</b>	<b>\$659.94</b>

**BALANCE SHEET  
5/31/2011**

<b><u>ASSETS:</u></b>				
Cash	\$571.17			
Investments	\$31,010.62			
		<b>TOTAL ASSETS</b>		<b>\$31,581.79</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$140.06			
		<b>TOTAL LIABILITIES</b>		<b>\$140.06</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$31,613.27			
Excess Revenue over Expenditures	-\$171.54			
		<b>TOTAL FUND BALANCE</b>		<b>\$31,441.73</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$31,581.79</b>

**EMPLOYEE SELF-INSURANCE FUND**

5/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
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Investment Earnings	\$1,400.00	\$59.87	\$360.48	\$1,039.52
Employee Premiums	\$137,844.00	\$19,566.21	\$109,026.64	\$28,817.36
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
City Premiums	\$1,253,172.00	\$91,191.63	\$462,609.64	\$790,562.36
<b>TOTAL REVENUES</b>	<b>\$1,392,416.00</b>	<b>\$110,817.71</b>	<b>\$572,056.76</b>	<b>\$820,359.24</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Old Hire Fire Pension	\$70,443.00	\$0.00	\$70,443.00	\$0.00
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
Premium	\$1,391,016.00	\$112,405.32	\$572,207.93	\$818,808.07
FLEX	\$3,600.00	\$230.00	\$1,165.00	\$2,435.00
Pre-employment Screening	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$600.00	\$0.00	\$600.00	\$0.00
Transfer General Fund	\$1,400.00	\$0.00	\$0.00	\$1,400.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,467,059.00</b>	<b>\$112,635.32</b>	<b>\$644,475.93</b>	<b>\$822,583.07</b>

**BALANCE SHEET  
5/31/2011**

**ASSETS:**

Cash	\$23,888.04		
Accounts Receivable	\$1,530.30		
Investments	\$578,190.87		
		<b>TOTAL ASSETS</b>	<b>\$603,609.21</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Retained Earnings	\$676,028.38		
Excess Revenue over Expenditures	-\$72,419.17		
		<b>TOTAL FUND BALANCE</b>	<b>\$603,609.21</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$603,609.21</b>

**SERVICE CENTER FUND**

5/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$700.00	\$38.16	\$197.21	\$502.79
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$411,090.00	\$34,256.00	\$171,280.00	\$239,810.00

Transfer from Capital Improvement	\$44,000.00	\$0.00	\$0.00	\$44,000.00
Transfer for Lease Payment	\$183,480.00	\$15,287.00	\$76,435.00	\$107,045.00
<b>TOTAL REVENUES</b>	<b>\$639,270.00</b>	<b>\$49,581.16</b>	<b>\$247,912.21</b>	<b>\$391,357.79</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$303,039.00	\$22,106.15	\$118,328.33	\$184,710.67
Maintenance & Operation	\$337,839.00	\$41,676.09	\$80,475.87	\$257,363.13
Capital Outlay	\$2,135.00	\$0.00	\$2,209.38	-\$74.38
Transfer to General Fund	\$700.00	\$0.00	\$0.00	\$700.00
<b>TOTAL EXPENDITURES</b>	<b>\$643,713.00</b>	<b>\$63,782.24</b>	<b>\$201,013.58</b>	<b>\$442,699.42</b>

**BALANCE SHEET  
5/31/2011**

**ASSETS:**

Cash	\$25,711.25		
Cash - Bank of Cherry Creek	\$2.75		
Investments	\$347,960.65		
Fixed Assets (Net)	\$2,209,764.89		
		<b>TOTAL ASSETS</b>	<b>\$2,583,439.54</b>

**LIABILITIES:**

Accounts Payable	\$1,267.64		
Unpaid Compensated Absences	\$22,867.06		
Accrued Salaries	\$12,172.42		
Lease Payable	\$1,510,000.00		
Lease Interest Payable	\$6,040.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,552,347.12</b>

**FUND BALANCE:**

Retained Earnings	\$984,193.79		
Excess Revenue over Expenditures	\$46,898.63		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,031,092.42</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,583,439.54</b>
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**RISK MANAGEMENT FUND**

5/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,800.00	\$85.21	\$490.73	\$1,309.27
Miscellaneous	\$5,000.00	\$0.00	\$0.00	\$5,000.00

Compensation for Loss	\$5,000.00	\$726.29	\$2,069.72	\$2,930.28
Transfer of Reserves	\$200,000.00	\$0.00	\$99,998.00	\$100,002.00
Transfer Workers Comp	\$230,505.00	\$0.00	\$115,248.00	\$115,257.00
<b>TOTAL REVENUES</b>	<b>\$442,305.00</b>	<b>\$811.50</b>	<b>\$217,806.45</b>	<b>\$224,498.55</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Claims Paid	\$60,000.00	\$1,636.59	\$3,266.59	\$56,733.41
Expense for Workers Comp	\$233,000.00	\$0.00	\$116,140.00	\$116,860.00
Premium Fees	\$200,000.00	\$0.00	\$103,617.71	\$96,382.29
Expense for Unemployment	\$10,000.00	\$0.00	\$418.83	\$9,581.17
Materials & Supplies	\$300.00	\$0.00	\$89.41	\$210.59
Audit	\$560.00	\$0.00	\$560.00	\$0.00
Transfer to General Fund	\$1,800.00	\$0.00	\$0.00	\$1,800.00
<b>TOTAL EXPENDITURES</b>	<b>\$505,660.00</b>	<b>\$1,636.59</b>	<b>\$224,092.54</b>	<b>\$281,567.46</b>

**BALANCE SHEET  
5/31/2011**

**ASSETS:**

Cash	\$24,194.79		
Investments	\$823,670.26		
		<b>TOTAL ASSETS</b>	<b>\$847,865.05</b>

**LIABILITIES:**

Accounts Payable	\$910.30		
		<b>TOTAL LIABILITIES</b>	<b>\$910.30</b>

**FUND BALANCE:**

Emergency Reserve	\$350,000.00		
Retained Earnings	\$503,240.84		
Excess Revenue over Expenditures	-\$6,286.09		
		<b>TOTAL FUND BALANCE</b>	<b>\$846,954.75</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$847,865.05</b>

**CAPITAL EQUIPMENT FUND**

5/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,300.00	\$79.75	\$452.43	\$847.57
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$120,375.00	\$10,030.00	\$50,150.00	\$70,225.00
Grants	\$4,860.00	\$0.00	\$0.00	\$4,860.00

Donations	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$126,535.00</b>	<b>\$10,109.75</b>	<b>\$50,602.43</b>	<b>\$75,932.57</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2011</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$865.00	\$0.00	\$865.00	\$0.00
Police Equipment	\$37,625.00	\$22,820.00	\$27,885.00	\$9,740.00
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$67,000.00	\$0.00	\$4,430.10	\$62,569.90
Public Works Equipment	\$15,750.00	\$7,472.00	\$7,472.00	\$8,278.00
Parks, Lib & Rec Equipment	\$6,000.00	\$0.00	\$17,750.00	-\$11,750.00
Non-Dept Equipment	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$127,240.00</b>	<b>\$30,292.00</b>	<b>\$58,402.10</b>	<b>\$68,837.90</b>

**BALANCE SHEET  
5/31/2011**

Cash	\$21,344.79		
Investments	\$766,470.02		
Fixed Assets (Net)	\$1,950,833.83		
		<b>TOTAL ASSETS</b>	<b>\$2,738,648.64</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$7,472.00		
Lease Payable	\$213,210.98		
Lease Interest Payable	\$5,223.67		
		<b>TOTAL LIABILITIES</b>	<b>\$225,906.65</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,520,541.66		
Excess Revenue over Expenditures	-\$7,799.67		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,512,741.99</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,738,648.64</b>

**CAPITAL IMPROVEMENT FUND**

5/31/2011

<b><u>REVENUES:</u></b>	<b>BUDGETED 2011</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$2,000.00	\$112.47	\$736.79	\$1,263.21
Misc. Income	\$125,000.00	\$0.00	\$119,162.01	\$5,837.99
Rents From Land	\$44,971.00	\$3,116.18	\$23,303.99	\$21,667.01
Grants	\$126,970.00	\$0.00	\$55,000.00	\$71,970.00

## PERSONNEL/HR DEPARTMENT

### MAY 2011 MONTHLY REPORT

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

**CDL TESTING** – A DOT Random Drug test was conducted during the month of May. There were no pre-employment drug screens conducted.

**WORKERS' COMPENSATION** – The City continues to work on all injury cases that are presented for on-the-job injuries. During the month of May, there were two claims reported by employees.

#### **JOB OPPORTUNITIES** –

<b>Positions Opened</b>	<b>Positions Filled</b>
Police Sergeant	
Public Safety Dispatcher	
Maintenance Worker I (Cemetery)	

- Applications are being accepted for summer seasonal positions in Recreation and PCF through June 3.

#### **UPS COORDINATOR** –

<b>UPS CLIENTS</b>		
	<b>MONTH</b>	<b>YEAR TO DATE</b>
<b>Total clients for the month of May</b>	35	197
<b>Total City clients</b>	26	131
<b>City clients that worked</b>	18	74
<b>New City Clients during May</b>	8	43
<b>City Clients cases closed during May</b>	10	42
<b>Total hours assigned to City clients</b>	779	3661
<b>Total hours worked by City Clients</b>	243	901

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

#### **MISCELLANEOUS ACTIVITIES**

CIRSA Loss Control Audit results were received.  
Police testing was held twice during the month of May.  
HR Assistant participated in "Special Events" Webinar on May 18.  
County Health Pool presented training on May 18.  
Great West presented training on May 3 with several employees in attendance.  
Director and Assistant attended Civil Rights training in Frederick on May 25.  
Assistant and Secretary completed Safety Awareness training through CIRSA online.

**MUNICIPAL COURT**  
**MAY 2011 MONTHLY REPORT**

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	42	56	-25%	230	348	-34%	386	-40%
<b>JUVENILE CASES</b>	4	7	-43%	26	38	-32%	61	-57%
TRAFFIC				5	1	400%	3	56%
NO INSURANCE		1	-100%	1	2	-50%	1	-17%
NO SEAT BELT		1	-100%		2	-100%	1	-100%
SPEEDING					2	-100%	1	-100%
UNDERAGE POSS OF TOBACCO	1			5	2	150%	4	39%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA	1			2	2		6	-69%
THEFT					6	-100%	7	-100%
DISTURBING THE PEACE/NOISES		1	-100%	1	2	-50%	5	-81%
RESISTING ARREST/FAILURE TO COMPLY							1	-100%
INJURING/DEFACING PROPERTY	1	1		4	3	33%	3	33%
TRESPASSING		2	-100%		4	-100%	5	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	1			3	7	-57%	18	-84%
CURFEW FOR MINORS							2	-100%
OTHER		1	-100%	5	5		4	32%
<b>ADULT CASES</b>	38	49	-22%	204	310	-34%	325	-37%
TRAFFIC	3	3		23	30	-23%	32	-28%
NO INSURANCE	4	10	-60%	14	45	-69%	22	-38%
NO SEAT BELT	14	3	367%	23	33	-30%	42	-45%
SPEEDING	4	4		18	39	-54%	48	-63%
PARKING	4	9	-56%	15	40	-63%	37	-59%
POSS. MARIJUANA/DRUG PARAPHERNALIA	3	8	-63%	14	35	-60%	24	-43%
THEFT				29	13	123%	11	169%
DISTURBING THE PEACE/NOISES	2	2		5	11	-55%	11	-55%
RESISTING ARREST/FAILURE TO COMPLY		1	-100%	2	1	100%	2	25%
INJURING/DEFACING PROPERTY				2	1	100%	2	
TRESPASSING		4	-100%	4	7	-43%	16	-76%
UNDERAGE POSS/CONS ALCOHOL	2	2		18	32	-44%	37	-52%
SALE / PROCUREMENT / OPEN CONTAINER		2	-100%		2	-100%	3	-100%
OTHER				12	7	71%	19	-38%
ANIMAL	2			18	13	38%	16	10%
NUISANCES		1	-100%	7	1	600%	11	-34%
JUVENILE ARR'S FOUND GUILTY	4	6	-33%	18	28	-36%	36	-49%
JUVENILE ARR'S DISMISSED					3	-100%	15	-100%
JUVENILES PLACED ON PROB/DJ/UPS	4	5	-20%	23	22	5%	37	-39%
JUVENILE VIOLS OF PROB/DJ/UPS		1	-100%	4	1	300%	3	33%
JUVENILE FTA/PWL							28	-100%
ADULT ARR'S FOUND GUILTY	16	19	-16%	115	140	-18%	134	-14%
ADULT ARR'S DISMISSED	3	9	-67%	14	48	-71%	51	-72%
ADULTS PLACED ON PROB/DJ/UPS	8	9	-11%	57	58	-2%	58	-2%
ADULT VIOLS OF PROB/DJ/UPS	1			3	2	50%	7	-57%
ADULT FTA/PWL	1	6	-83%	18	24	-25%	64	-72%

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	18	25	-28%	139	186	-25%	229	-39%
CONTINUANCE/SET FOR TRIALS/ETC	5	7	-29%	34	53	-36%	80	-57%
CASES REVIEWED	40	27	48%	187	228	-18%	238	-21%
TRIALS FOUND GUILTY	1	6	-83%	21	25	-16%	31	-32%
TRIALS FOUND NOT GUILTY	1			2	2		174	-99%
TRIALS DISMISSED		1	-100%	2	6	-67%	29	-93%
NEW CHARGES PROCESSED		163	-100%	228	796	-71%	627	-64%
NEW WARRANTS	14	20	-30%	66	93	-29%	109	-39%
DAYS JUVENILES SENT TO DETENTION				6	6		73	-92%
DAYS ADULTS SENT TO JAIL	6	10	-40%	18	27	-33%	79	-77%
PAID TICKETS	49	80	-39%	228	424	-46%	470	-52%
PAID WITH AUTO POINT REDUCTION	18	21	-14%	94	121	-22%	120	-22%
PAID AS REGULAR TICKET	31	59	-47%	134	303	-56%	307	-56%
FROM PWL TO WARRANT	1	1		1	4	-75%	2	-55%

## **POLICE DEPARTMENT**

### **MAY 2011 MONTHLY REPORT**

During May, 2011, the police department responded to 989 Calls for Service, a 21 percent decrease from the 1,255 Calls for Service responded to in May 2010. The year-to-date Calls for Service at the end of May were 4,635, a 21 percent decrease from the 5,851 calls reported at the end of May, 2010.

Officers responded to 26 traffic accidents during the month of May which is 63 percent more than the 16 responded to in May of 2010. Through the end of May, officers have responded to 118 traffic accidents, which is a 30 percent increase over the 91 accidents covered during the same time period last year.

Officers issued 100 penalty assessments during May 2011, which is a 41 percent decrease from the 169 penalty assessments issued in May 2010. Among the criminal offenses reported were ten assault offenses, one arson, six burglaries, five larceny/thefts, two drug or narcotic violations and thirteen vandalisms. The value of property stolen during the month was \$16,113. Officers arrested 34 adults and one juvenile, for a total of 35 arrests in May of 2011. This was 40 percent less or 24 less total arrests than the 59 total arrests in May of 2010.

In May, the Youth Services Division received 34 youth referrals (20 male and 14 female). Youth referrals were received from the following: 31 from the Sterling Police Department, one from a court, and two from school(s).

Officers responded to 36 calls at local liquor establishments, 31 more than the five calls responded to in May of 2010.

Sterling Police Officers and staff completed 933.75 hours of training during the month of May 2011. Year-to-date, employees have attended more than 2,204.00 hours of training. The May training included 765 hours of training for one officer who successfully completed the department's Field Training Officer Program.

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	989	1,255	-21%	4,635	5,851	-21%	6,191	-25%
MOTOR VEHICLE ACCIDENTS	26	16	63%	118	91	30%	116	2%
CRIMINAL OFFENSES	80	104	-23%	507	553	-8%	563	-10%
GROUP "A" OFFENSES	39	71	-45%	273	363	-25%	339	-19%
GROUP "B" OFFENSES	41	33	24%	234	190	23%	225	4%
VANDALISM	13	17	-24%	59	61	-3%	61	-3%
ARRESTS								
ADULTS	34	48	-29%	219	296	-26%	326	-33%
JUVENILES	1	11	-91%	14	46	-70%	53	-73%
PROPERTY								
STOLEN	\$16,113	\$40,857	-61%	\$79,806	\$222,788	-64%	\$145,009	-45%
RECOVERED		\$6,545	-100%	\$5,689	\$85,757	-93%	\$40,463	-86%
MUNICIPAL CHARGES								
PA'S	100	169	-41%	312	585	-47%	712	-56%
CRIMINAL CHARGES	19	19		91	104	-13%	148	-39%
WARNINGS	210	345	-39%	1,049	1,698	-38%	1,508	-30%
STATE CHARGES								
TRAFFIC	16	50	-68%	135	204	-34%	243	-45%
DUI'S	2	11	-82%	21	36	-42%	47	-55%
CRIMINAL CHARGES	18	21	-14%	128	153	-16%	160	-20%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	20	15	33%	89	66	35%	72	23%
FEMALE	14	9	56%	37	44	-16%	48	-23%
TOTAL	34	24	42%	126	110	15%	120	5%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	31	19	63%	109	98	11%	108	1%
LOGAN COUNTY SHERIFF'S OFFICE				2	1	100%	3	-29%
DISTRICT COURT		3	-100%	3	3		1	114%
STATE PATROL/OTHER JURISDICTION	1			2			1	67%
PARENT/SELF				1	1		3	-64%
SCHOOL	2	2		9	7	29%	5	96%

## STERLING FIRE DEPARTMENT

### MAY 2011 MONTHLY REPORT

#### OPERATIONS

##### Chief

- ✚ Lead Command Staff meeting
- ✚ Attended RE-1 Valley safety committee meeting
- ✚ Attended City Council
- ✚ Attended CMP class in Denver
- ✚ Attended State EMS grant hearing
- ✚ Attended Sterling Rural Fire Protection District meeting
- ✚ Attended E911 meeting
- ✚ Sent press releases out

#### TRAINING

- ✚ Members participated in an EMS Training at the Library.
- ✚ Members participated displaying Tower 18 apparatus at Home Depot Customer Appreciation Day.
- ✚ Participated in the Sim Man Training.
- ✚ Performed Hazmat CSP Trailer Training with State Patrol.
- ✚ Street Familiarization and 1002 Exercises at Fairgrounds with T-15, S-19, E-11.
- ✚ FETN Baltimore Tunnel Fire Training.
- ✚ Members toured Ethanol Plant.

#### MAINTENANCE

- ✚ Engine 16 was serviced at the City Shop.
- ✚ Rescue 17 serviced at shop for seat belt repair.
- ✚ Worked on broken stem light off T-18.
- ✚ Carpets cleaned in two rooms upstairs.
- ✚ S-13 Rear springs replaced, E-16 Wiper repair, E-12 Generator repairs, T-18 Scene lighting repairs.

#### OTHER

- ✚ Member assisted with Fire Extinguisher Demo at the Day Care Association.
- ✚ Participated at NJC Water Fest.
- ✚ Peetz Elementary enjoyed tour of Fire Station with (15) Preschoolers.
- ✚ Bike Safety Day was enjoyed by 18 adults & 24 children.
- ✚ Members involved in Ride to School twice.
- ✚ Members hung Banner for Postal carriers.
- ✚ Placed work out room in service.
- ✚ Replaced Smoke detector batteries.

**MAJOR INCIDENTS**

5-5-11	IR# 492	6 <sup>th</sup> street & Elm	Crash
5-9-11	IR# 501	Hwy 61, MM 34	Grass Fire
5-9-11	IR# 503	Pawnee Ave Padroni	Ditch Fire
5-13-11	IR# 513	17614 Hwy 14	Hazmat Condition
5-16-11	IR# 521	430 Poplar St, Lot 7	Structure Fire
5-16-11	IR# 524	300 block alley of Phelps	Structure Fire
5-17-11	IR# 529	435 Macgregor Road	Elevator Entrapment
5-26-11	IR# 562	921 Holly Drive	Smoke in the home
5-29-11	IR# 572	15370, CR 32	Grass Fire
5-31-11	IR# 581	18046 Westwood Drive	Fire

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>FIRES</b>								
City	5	2	150%	19	12	58%	16	22%
Rural	4	2	100%	17	21	-19%	35	-52%
Total	9	4	125%	36	33	9%	51	-29%
<b>EMS/RESCUE</b>								
City	49	60	-18%	311	327	-5%	323	-4%
Rural	13	15	-13%	74	55	35%	70	6%
Total	62	75	-17%	385	382	1%	393	-2%
<b>HAZARDOUS CONDITION</b>								
City	2	8	-75%	44	61	-28%	48	-9%
Rural	1	3	-67%	26	12	117%	15	78%
Total	3	11	-73%	70	73	-4%	63	11%
<b>TOTAL 911 SERV CALLS</b>								
City	70	79	-11%	407	439	-7%	437	-7%
Rural	25	22	14%	131	99	32%	140	-6%
Total	95	101	-6%	538	538	0	577	-7%
<b>AVERAGE RESPONSE TIME</b>								
City	3	4	-9%	23	23	1%	23	2%
Rural	11	11	-1%	60	59	1%	55	10%
Overall	5	5	-1%	57	5	0	25	128%
<b>GENERAL ALARMS</b>								
Total General Alarms	3	4	-25%	18	19	-5%	20	-12%
Average Number of Firefighters	9	9	0	54	70	-23%	73	-26%
<b>BUILDING FIRES</b>								
Total Building Fires	1	1	0	4	7	-43%	7	-41%
Fires Confined to Rm of Origin	0	0	0	0	1	-100%	5	-100%
<b>TRAINING HOURS</b>								
Career Hours	413	288	44%	1,528	1,773	-14%	1,328	15%
Volunteer Hours	126	67	88%	318	250	27%	475	-33%
Total Hours	539	354	52%	1,846	2,023	-9%	1,803	2%
Average Career Hours	27.5	19.2	44%	102	118	-14%	89	15%
Average Volunteer Hours	10.5	5.6	88%	27	21	27%	38	-30%
<b>FIRE INSPECTIONS</b>								
New Inspections	85	29	193%	361	199	81%	251	44%
Re-Inspections	25	14	79%	135	83	63%	128	5%
Total Inspections	110	43	156%	496	282	76%	379	31%
<b>HYDRANT INSPECTIONS</b>								
	0	45	-100%	1	45	-98%	46	-98%

# PUBLIC WORKS DEPARTMENT

## MAY 2011 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of May with a high temperature of 90° recorded at the water stations on the 8th. Evening temperatures also fluctuated similarly with a low of the month being 25° on the evening of the 1st and a high evening low of 52° recorded on the 29th. The station located east of Sterling recorded a total precipitation of 4.92" for the month. However, at Sterling Municipal Airport there was a total of 4.78" recorded in the month of May.

### MONTHLY CLIMATOLOGICAL SUMMARY for MAY, 2011

NAME: Sterling Mun.    CITY: Sterling    STATE: Colorado  
 ELEV: 4038    LAT: 40 37 17.79420    LONG: 103 15 59.6633

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1												
2												
3												
4												
5												
6	76.6	78.3	12:00m	75.7	11:30p	0.0	0.0	0.00	23.0	38.0	11:30p	WNW
7	60.2	81.0	2:00a	38.4	6:00p	25.3	14.7	0.00	4.5	34.0	12:30a	NNE
8	67.9	91.5	4:00a	41.2	6:00p	18.6	21.4	0.00	5.4	30.0	12:30a	SSW
9	68.2	97.2	4:00a	38.3	5:00p	17.3	22.7	0.00	3.6	31.0	2:30a	SSW
10	65.0	94.1	2:00a	37.1	6:00p	19.4	20.6	0.00	11.0	51.0	9:00a	S
11	60.3	87.5	4:30a	42.1	8:00p	20.2	19.8	0.13	15.1	42.0	10:30a	N
12	43.0	50.7	3:30a	37.5	1:00p	40.9	0.0	1.08	16.6	34.0	12:30a	NW
13	43.4	58.1	12:00m	33.3	4:30p	39.3	0.7	0.00	10.9	33.0	5:30a	N
14	50.3	68.0	7:30a	35.9	3:00p	33.0	7.0	0.00	4.8	29.0	12:00m	N
15	45.4	57.1	12:00m	38.3	11:30a	37.3	2.7	0.00	7.1	29.0	3:00a	N
16	49.9	66.2	12:00m	37.8	2:00p	33.0	7.0	0.00	6.0	34.0	8:30p	SSE
17	58.3	75.1	3:30a	43.6	8:00p	25.7	14.3	0.00	9.4	33.0	2:30a	ENE
18	53.2	72.9	3:30a	37.8	5:30p	29.6	10.4	0.45	6.2	50.0	7:00a	NNE
19	47.3	56.7	12:00m	43.5	5:30p	34.9	5.1	0.88	6.5	29.0	4:30p	NE
20	49.6	64.8	12:00m	40.2	6:00p	32.5	7.5	0.56	7.3	30.0	6:30a	N
21	55.5	74.3	5:00a	40.0	5:00p	27.8	12.2	0.02	6.3	37.0	12:00m	WSW
22	59.0	70.6	7:30a	48.4	6:00p	25.5	14.5	0.00	11.8	40.0	1:30a	WSW
23	63.1	79.3	3:30a	48.1	4:30p	21.3	18.7	0.03	5.1	39.0	12:30a	WNW
24	61.1	87.6	2:00a	46.9	6:30p	17.8	22.3	0.43	5.1	55.0	6:30a	ENE
25	52.7	68.3	1:00a	48.3	11:00a	26.7	13.3	1.01	15.9	40.0	8:30a	NNW
26	54.6	70.3	7:00a	40.4	3:30p	29.6	10.4	0.00	6.4	28.0	12:00m	N
27	58.9	74.7	3:30a	40.3	6:00p	27.5	12.5	0.00	7.3	37.0	3:00a	SE
28	58.8	74.0	5:00a	48.7	1:00p	23.6	16.4	0.11	3.6	30.0	1:00a	SSW
29	59.5	73.9	12:00m	51.7	11:00a	22.2	17.8	0.00	4.6	21.0	3:30p	ENE
30	65.0	82.8	4:00a	54.1	4:30p	16.5	23.5	0.00	9.3	39.0	6:00a	N
31	54.0	75.2	12:00m	35.0	5:30p	29.9	10.1	0.08	10.5	51.0	4:00a	SSW
	56.9	97.2	9	33.3	13	675.6	325.3	4.78	8.6	55.0	24	N

Max >= 90.0: 3  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0  
 Max Rain: 1.08 ON 5/12/11  
 Days of Rain: 11 (>.01 in) 8 (>.1 in) 2 (>1 in)  
 Heat Base: 85.0 Cool Base: 45.0 Method: (High + Low) / 2

## **STREET/SANITATION DIVISIONS**

The resources spent sweeping City streets is up with 581 blocks being swept throughout the month compared to a year ago. However the division also expended 78 tons of granular base, grading 266 blocks of alleys and 0 blocks of streets throughout the City. The division expended 106 tons of hot bituminous mix in pothole repair and expended 1,875 tons of cold mix in pothole repair.

A 1% decrease in resources was expended in cleaning catch basins with the number being 918 throughout the month compared to 929 a year ago.

The division replaced 4 traffic control signs, installed 9 new traffic control signs, and removed 3 traffic control signs throughout the City. The division repaired 1 street name sign and installed 1 street name sign throughout the City.

The sanitation division collected 5 tons of loose trash throughout the month. However, they collected 642 tons of compacted trash. This compacted trash is a 0% change compared to a year ago. Under time and material removals there were 0 tons this month. The division furthermore disposed of 3 tons of street sweepings and/or miscellaneous debris from the Service Center throughout the month.

<b>DESCRIPTION</b>	<b>May 2011</b>	<b>May 2010</b>	<b>May Change</b>	<b>YTD 2011</b>	<b>YTD 2010</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
<b>STREET MAINTENANCE</b>								
Streets Swept (Blocks)	581	470	24%	1,878	2,203	-15%	3,032	-38%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	6,080	7,060	-14%	24,340	31,730	-23%	35,690	-32%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)	78	138	-44%	173	487	-65%	199	-13%
Gravel/ABC-Streets (Tons)					12	-100%	64	-100%
Grading Alleys (Blocks)	266	221	20%	667	594	12%	562	19%
Grading Streets (Blocks)		112	-100%	120	336	-64%	337	-64%
Grade Parking Lots (Blocks)							3	-100%
Excavate Sub-base (Cu Yds)	16			96	69	41%	187	-49%
Excavate Asphalt (Tons)		101	-100%		182	-100%	235	-100%
Excavate Concrete (Tons)					27	-100%	53	-100%
Structure Backfill (Tons)				544	45	1120%	311	75%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)	168			735	337	118%	261	182%
Hot Bituminous Mix (Tons)	106	95	12%	153	216	-29%	297	-49%
Emulsion/Tack Oil (Gals)							15	-100%
Cold Mix-Asphalt (Tons)	1,875			1,878	8	23229%	491	282%
Catchbasins - Alfosid Briquets							64	-100%
Catchbasins Cleaned (Each)	918	929	-1%	1,427	1,393	2%	1,024	39%
Painting-Parking (Gals)		28	-100%		53	-100%	30	-100%
Painting-Crosswalks (Gals)	11	9	22%	11	36	-69%	7	53%
Painting-Curbs (Gals)		10	-100%		10	-100%	5	-100%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)		4	-100%		4	-100%	4	-100%
<b>SIGN MAINTENANCE</b>								
Traffic Control-Repair (Each)				2	3	-33%	6	-68%
Traffic Control-Replace (Each)	4	17	-76%	9	87	-90%	64	-86%

Traffic Control-Install (Each)	9	19	-53%	16	112	-86%	79	-80%
Traffic Control-Remove (Each)	3	19	-84%	10	110	-91%	69	-86%
Street Name-Repair (Each)	1			1	1		6	-82%
Street Name-Replace (Each)					204	-100%	58	-100%
Street Name-Install (Each)	1			2	204	-99%	77	-97%
Delineators-Repair & Replace (Each)		3	-100%		3	-100%	7	-100%
SNOW/ICE CONTROL								
Snow Removal (Loads)				730	239	205%	623	17%
Salt/Sand Mix Material (Tons)				237	161	47%	223	6%
Plowed/Sanded Streets (Miles)				2,776	1,556	78%	1,914	45%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	5	40	-87%	339	869	-61%	500	-32%
Compacted Trash Collection (Tons)	642	644	0%	2,125	2,197	-3%	2,249	-6%
Alley Debris/Trash Removal: T & M (Tons)							3	-100%
Yard: Sweepings + Misc Debris (Tons)	3	68	-95%	317	470	-32%	693	-54%
Container Repairs-90 Rollouts (Each)	5	34	-85%	24	107	-78%	134	-82%
Container Repairs-Dumpsters (Each)	35	41	-15%	150	254	-41%	173	-13%
Level Dumpsters - Gravel Base Pad							2	-100%
Weed Control-Mowing (Hours)	71	40	76%	71	40	76%	22	215%
Weed Control-Burning (Hours)								
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)							245	-100%
Haul Sand from Logan County Landfill					20	-100%	4	-100%
Haul Materials from Vendor Yard (Tons)	58	215	-73%	817	702	16%	854	-4%
Haul Materials from Project Site (Cu Yds)	470	83	468%					
Haul Pulverized Asphalt/Millings (Cu Yds)	30	232	-87%	135	687	-80%	239	-44%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete								
Crack Sealing (#'s per day)				38,790	20,310	91%	19,067	103%

## **WATER/SEWER DIVISION**

The water division produced 78,321,400 gallons, an 11% decrease compared to May a year ago, and a 12% decrease in hours logged. Furthermore the division responded to 363 requests for locates throughout the month. The meter reader read 4,199 meters resulting in 77 turn-offs for delinquent payment and also 17 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 42 and cleared 38 SCADA alarms at the time of reporting.

The sewer division cleaned 4,000 feet of sewer line throughout the month. This division responded to 353 requests for locates.



<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)		40	-100%		40	-100%	8	-100%
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	4,199	4,596	-9%	20,984	23,172	-9%	21,316	-2%
Meter Turn-offs (for repair)	14	9	56%	95	72	32%	74	29%
Meter Turn-offs (delinquent)	77	41	88%	309	297	4%	284	9%
Meter Turn-ons (all)	79	60	32%	410	374	10%	342	20%
<b>METER MAINTENANCE (No.)</b>								
Meters Repaired - In House							11	-100%
Meters Repaired - In Field				2	16	-88%	16	-87%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>							1	-100%
Zero Consumption							9	-100%
High Usage	17	43	-60%	117	232	-50%	182	-36%
Leaking in Meter Pit							2	-100%
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired								
<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	14	14		67	79	-15%	125	-46%
Park Meters Read	43	27	59%	100	116	-14%	93	8%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	403	403		1,963	1,963		1,938	1%
Well Building Security Checked	651	651		3,171	3,171		2,335	36%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							2	-100%
Well Check for Sand							7	-100%
Well Static Level							15	-100%
Well Draw Down							11	-100%
Well Air Check	93	15	520%	453	60	655%	19	2335%
<b>GROUND STORAGE TANKS (No.)</b>								
7.5 MG Tank Checked	62	62		302	302		210	44%
7.5 MG Tank Level Checked	62	62		302	302		210	44%
2.0 MG Tank Checked	62	62		302	302		210	44%
2.0 MG Tank Level Checked	62	62		302	302		210	44%
Security Checks	62	62		302	302		284	6%
<b>ELEVATED STORAGE TANKS (No.)</b>								
0.25 MG North Checked	93	93		453	453		380	19%
0.25 MG North Level Checked	93	93		453	453		380	19%
0.25 MG South Checked	93	93		453	453		381	19%
0.25 MG South Level Checked	93	93		453	453		383	18%

Security Checks	186	186		906	906		650	39%
<b>WATER QUALITY TESTING (No.)</b>								
Well Samples Taken				11			6	96%
Distribution Samples Taken				15			12	27%
Chlorine Samples Taken	31	39	-21%	164	229	-28%	235	-30%
Bacteriological Samples Taken		8	-100%	15	63	-76%	72	-79%
Other - Samples taken					197	-100%	52	-100%
<b>SCADA SYSTEM (No.)</b>								
SCADA Alarms	42	53	-21%	272	175	55%	138	97%
SCADA Alarms Cleared	38	53	-28%	268	175	53%	137	96%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up	13	12	8%	53	53		44	22%
Chlorine Bottles Returned	13	12	8%	53	49	8%	43	23%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>								
Hours	2,739	3,118	-12%	11,222	11,274	0%	13,796	-19%
Gallons	78,321	88,342	-11%	317,714	321,608	-1%	389,832	-18%
Call Customer By Phone							4	-100%
<b>UNCC LOCATES</b>								
City Requests	17			65				
Private Requests	128			383				

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>SANITARY SECTION</b>								
<b>Sewer Service Installed (No.)</b>								
Sewer Service Installed (No.) 4"							1	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all							1	-100%
Sewer Service Inspected (No.)					1	-100%	1	-100%
Sewer Service Repaired (No.)					1	-100%	2	-100%
<b>Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"		900	-100%		900	-100%	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)				23			8	-100%
Sewer Lines Replaced -8" (Ft)							740	-100%
Sewer Lines Replaced -10" (Ft)							3	-100%
Sewer Lines Replaced-12" & larger (Ft)								
<b>Sanitary Sewer Relined-all sizes (Ft)</b>								
<b>Sewer Lines Cleaned (Ft.) 4"</b>								
Sewer Lines Cleaned (Ft.) 6"				375	300	25%	923	-59%
Sewer Lines Cleaned (Ft.) 8"	500	1,200	-58%	5,200	6,300	-17%	16,646	-69%



Catchbasins Inspected (No.)							6	-100%
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)					12	-100%	6	-100%
Storm Sewer Line Locates (No.)	121	142	-15%	401	394	2%	370	8%
Storm Sewer Manhole Locates (No.)	242	284	-15%	802	788	2%	384	109%
Call Customer by Phone					5	-100%	4	-100%

### **AIRPORT DIVISION**

The airport division witnessed 307 operations during the month of May. Throughout the month this division sold 4,169 gallons of fuel, which is a 35% increase from May 2010. However the total year-to-date of 17,954 gallons of fuel, is a 25% increase compared to a year ago.

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	246	100	146%	655	638	3%	909	-28%
A/C Multi Engine	8	16	-50%	47	73	-36%	77	-39%
Helicopter	20	17	18%	94	85	11%	77	22%
Turbojet	33	60	-45%	151	255	-41%	292	-48%
Other Types							3	-100%
<b>TOTAL OPERATIONS</b>	<b>307</b>	<b>193</b>	<b>59%</b>	<b>947</b>	<b>1,051</b>	<b>-10%</b>	<b>1,357</b>	<b>-30%</b>
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	998	926	8%	4,859	4,900	-1%	7,025	-31%
Jet-A (Gals.)	3,171	2,158	47%	13,096	9,437	39%	10,115	29%
<b>TOTAL FUEL</b>	<b>4,169</b>	<b>3,084</b>	<b>35%</b>	<b>17,954</b>	<b>14,337</b>	<b>25%</b>	<b>17,140</b>	<b>5%</b>

### **CODE ENFORCEMENT DIVISION**

There were 0 permits issued for new residential work with a construction value of \$0 in the month of May. There were 16 permits for residential additions/alterations with a construction value of \$63,837.00. There were 2 permits issued for new non-residential work with a construction value of \$12,001,939.00 in the month of May. Furthermore there were 5 permits for non-residential additions and/or alterations with a construction value of \$276,949.00. For summation of the month there was a total of 23 building permits issued with a fee structure of \$10,617; 1 demo permit with a fee structure of \$24; 10 fence permits with a fee structure of \$200; 9 mechanical permits with a fee structure of \$242; 3 sign permits with a fee structure of \$60; 10 excavation permits with a fee structure of \$140, 1 manufactured home hookup permit with a fee structure of \$75 and 20 miscellaneous permits and/or approvals issued with a fee structure of \$4,307.00. Throughout May, there were 77 permits and/or approvals issued with a 15% increase compared to a year ago. The fee structure is \$15,665.00, a 15% increase compared to a year ago.

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>NEW RESIDENTIAL</b>								
Single-Family Detached 101								
Permits				1			0	400%
Units				1			0	400%
Value				124,300			13,200	842%
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits								
Units								
Value								
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits							0	-100%
Units							0	-100%
Value							320	-100%
<b>TOTALS</b>								
Permits				1			0	150%
Units				1			0	150%
Value				124,300			13,520	819%
<b>NEW RESIDENTIAL (GROUP/TRANSIENT)</b>								
Hotels & Motels 213								
Permits								
Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits								
Units								
Value								
<b>RESIDENTIAL ADD/ALTERATIONS</b>								
Residential Additions/Alterations 434								
Permits	15	14	7%	43	48	-10%	40	6%

Value	54,437	107,120	-49%	208,083	330,016	-37%	377,730	-45%
<b>Residential Garages/Carports 438</b>								
Permits	1			6	3	100%	3	114%
Value	9,400			86,842	32,225	169%	36,037	141%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	16	14	14%	49	51	-4%	43	13%
Value	63,837	107,120	-40%	294,925	362,241	-19%	413,767	-29%
<b>NEW NONRESIDENTIAL</b>								
<b>Amusement &amp; Recreation 318</b>								
Permits								
Value								
<b>Churches &amp; Religious 319</b>								
Permits								
Value								
<b>Industrial Buildings 320</b>								
Permits							0	-100%
Value							1,511	-100%
<b>Auto Service &amp; Repair 322</b>								
Permits								
Value								
<b>Hospitals &amp; Institutions 323</b>								
Permits								
Value								
<b>Offices 324</b>								
Permits							0	-100%
Value							123,278	-100%
<b>Schools &amp; Education 326</b>								
Permits								
Value								
<b>Commercial Buildings (Retail) 327</b>								
Permits							0	-100%
Value							510,000	-100%
<b>Public Works &amp; Utilities 325</b>								
Permits	2			2				
Value	12,001,939			12,001,939				
<b>Other Buildings 328</b>								
Permits		2	-100%	1	3	-67%	7	-86%
Value		94,157	-100%	3,000	141,257	-98%	187,763	-98%
<b>Structures 329</b>								
Permits					2	-100%	4	-100%
Value					4,000	-100%	167,512	-100%
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits	2	2		3	5	-40%	12	-75%
Value	12,001,939	94,157	12647%	12,004,939	145,257	8165%	990,064	1113%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
<b>Nonresidential Add/Alterations 437</b>								
Permits	5	7	-29%	20	35	-43%	22	-8%
Value	276,949	26,196	957%	903,031	1,849,253	-51%	1,548,412	-42%

<b>DEMOLITIONS</b>								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649					1	-100%	0	-100%
<b>PERMITS AND FEES</b>								
<b>Building</b>								
Permits	23	23		73	92	-21%	78	-6%
Fees	10,617	8,632	23%	47,240	50,608	-7%	67,691	-30%
<b>Demolitions</b>								
Permits	1	1		3	2	50%	3	-12%
Fees	24	24		71	47	50%	80	-12%
<b>Fence</b>								
Permits	10	7	43%	26	30	-13%	31	-17%
Fees	200	140	43%	520	580	-10%	614	-15%
<b>Mechanical</b>								
Permits	9	5	80%	24	18	33%	18	30%
Fees	242	131	85%	614	675	-9%	794	-23%
<b>Sign</b>								
Permits	3	6	-50%	12	15	-20%	14	-12%
Fees	60	300	-80%	320	580	-45%	392	-18%
<b>Excavation</b>								
Permits	10	5	100%	23	17	35%	15	53%
Fees	140	35	300%	380	70	443%	170	124%
<b>Manufactured Home Hookups</b>								
Permits	1	1		3	1	200%	3	-6%
Fees	75	75		225	75	200%	156	44%
<b>Miscellaneous</b>								
Permits	20	19	5%	82	71	15%	94	-13%
Fees	4,307	4,255	1%	13,849	13,790	0%	14,656	-6%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	77	67	15%	246	246		256	-4%
Fees	15,665	13,592	15%	63,219	66,425	-5%	84,553	-25%
<b>Nuisance Violations</b>								
Vehicle Violations				133	122	9%	163	-19%
Grass/weed Violations	132	168	-21%	226	326	-31%	243	-7%
Miscellaneous Violations	3	6	-50%	197	139	42%	163	21%
Totals-Nuisance Violations	135	174	-22%	556	587	-5%	569	-2%

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

### **MAY 2011 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were 35 Pavilion Reservations and 10 Facility Use Permits issued during the month.

No money was paid out in the Tree Removal program, for a year-to-date balance of \$250. The amount of \$100 was paid out in the Tree Removal program, for a year-to-date total of \$100.

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

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

The Director and temporary PLR secretary attended the PLR meeting, held on May 10. Items of discussion were: Arbor Day; Linvill Property; High Plains Educational Building, upstairs area at Recreation Center; new bridge at Pioneer Park and donation from BNSF.

Director and PLR secretary completed the CIRSA Employee Safety Awareness training.

May 3 – Director participated in a Webinar – 10 Tips for Managing Technology Planning.

Director met with Sue Gress, Recreation Center, re: softball.

Director attended a retirement planning meeting at City Hall.

May 4 – Director met with Kay Rich, Museum Curator, re: performance.

Director met with Sandy VanDusen, Library Superintendent, re: performance.

May 5 – Director met with Dave Appelhans, PCF Superintendent, re: performance

Director had a conversation with Dennis Fuller, Recreation Superintendent, re: performance.

May 9 – Director attended the Logan County Historical Society monthly meeting.

May 11 – Director met with Michelle Kaiser re: Campbell/Ayres playground.

May 12 – Director participated in a Webinar – Colorado Courier.

May 13 – Director attended the PCF staff's break.

Director attended Wagons West at the museum.

Director met with Shawn R., PCF employee at the Riverview Cemetery and reviewed procedures, toured cemetery, etc.

May 17 – Director participated in Infopeople Webinar – Cross-training for a Flexible Staff.

May 18 – Director, PCF Superintendent, Library Superintendent, Museum Curator, Recreation Superintendent and PLR Secretary participated in a CIRSA Webinar – Special Events Liability.

Director participated in a Webinar – Project Management.

5/20 – Director and Library Superintendent attended a workshop “ESavvy” Library Strategies.

5/25 – Director participated in a CSL Webside Chat.

5/26 – Director and PCF Superintendent attended a pre-construction meeting for GOCO-RE-1 Playground installation.

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

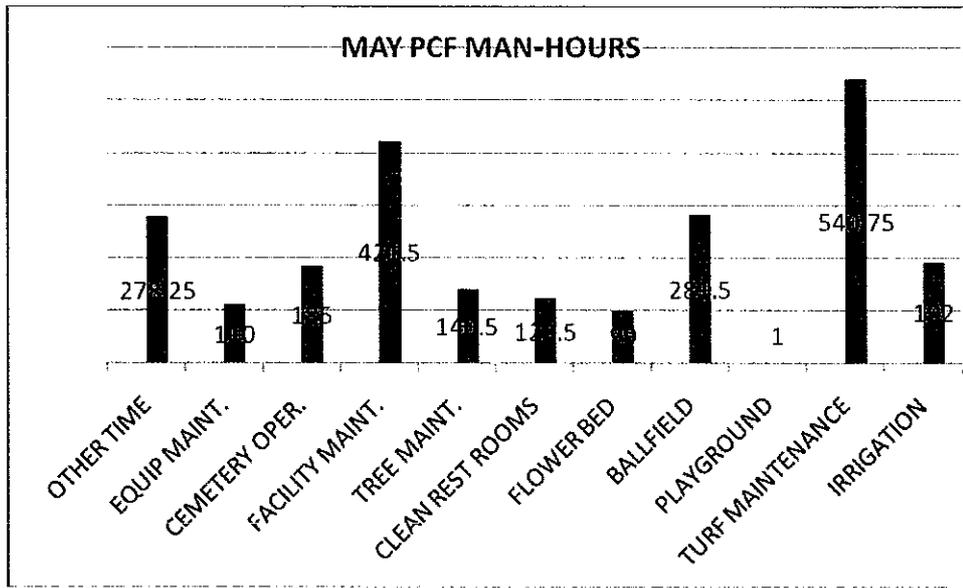
**Parks** - May proved to be an above average month for rain, causing delays in mowing and pesticide application. Pavilion reservations still continue to roll in at a high rate. The newly renovated softball fields have been receiving good reviews since the season has gotten under way. The new bridge at Pioneer Park has been opened and is handling the traffic in a much safer fashion than the old wooden one it replaced. The ditch that runs through Pioneer Park has also been cleaned/deepened and currently manages the flow of water, as long as patrons do not create dams and divert the flow.

**Cemetery** - The Riverside Cemetery staff has been mowing at the cemetery. Cemetery crews continued to put the finishing touches on the Cemetery for Memorial Day weekend. There were 14 funerals in May, two of them being cremains. The staff sold two grave spaces and four Columbarium Niches this month. Cemetery crews helped visitors with questions and suggestions during the holiday weekend. With the crew operating one person short this month the grounds looked great and the complaints were few.

**Forestry** – During most of the month of May, the Forestry Division planted the nursery stock at the Columbine Park playground project area. The Forestry crew has begun to work on getting the Action Requests caught up. Twenty-four new trees were planted this month. The Forestry crew has been busy helping Parks and Cemetery crews with several projects that required additional support.

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

- Perform all routine maintenance activities necessary
- Prepare and open all Park facilities
- Complete Forestry Action Requests as needed
- Prepare ballfields
- Complete initialization of irrigation systems
- Install memorial benches and concrete pads



The above graph denotes man-hours used during the month of May.

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>PARKS</b>								
Man-hours of equip maint (all PCF)	110	151	-27%	110	779	-86%	796	-86%
Facility reservations	161	20	705%	179	29	517%	51	248%
Restroom cleanings/inspections	124	171	-28%	550	673	-18%	696	-21%
Man-hours of ballfield preparation	282	265	6%	989	409	142%	307	222%
<b>CEMETERY</b>								
Opening/Closing	14	10	40%	50	43	16%	48	5%
Cremaains - Opening/Closing	2	4	-50%	14	18	-22%	19	-28%
Spaces sold	2	2		18	14	29%	33	-45%
Monument permits	47	29	62%	86	90	-4%	65	33%
Graves repaired/raised	174	265	-34%	532	751	-29%	389	37%
Niches Sold	4	6	-33%	11	11		13	-13%
<b>FORESTRY</b>								
Trees trimmed	7	19	-63%	50	54	-7%	201	-75%
Trees removed	8	11	-27%	21	117	-82%	67	-69%
Action Requests completed	1	2	-50%	2	18	-89%	24	-92%
Trees planted	24	28	-14%	46	40	15%	41	12%
Stumps removed by contract					28	-100%	17	-100%

## **RECREATION DIVISION**

**WOMENS SPRING VOLLEYBALL:** The spring women's volleyball league, which began on March 7<sup>th</sup>, concluded in May with a post season tournament. There were 24 teams participating. Overall, there were 3 less spring volleyball teams than there were in 2010. The tournament tallied 192 participant visits and 240 spectator visits.

**SUMMER SOFTBALL:** Registrations and rosters for Men's adult slow pitch and Co-Rec. softball were processed; leagues schedules prepared and play began May 9<sup>th</sup>. There are 11 Men's slow pitch teams, 11 Co-Rec. Recreational Division slow pitch teams and 5 Co-Rec. Competitive Division slow pitch teams. Overall, there are 3 more teams in adult softball than there were in 2010.

Girls Wildcat Fastpitch Softball, T-Ball and Machine Pitch registrations and rosters have also been processed and schedules were mailed to the coaches. Play began May 31<sup>st</sup>. There are 5 - K & 1<sup>st</sup> grade T-ball teams, 5 - 2<sup>nd</sup> & 3<sup>rd</sup> grade Machine Pitch teams, 7 - 4<sup>th</sup> & 5<sup>th</sup> grade Fastpitch teams, 8 - 6<sup>th</sup> & 7<sup>th</sup> grade Fastpitch teams, and 4 - 8<sup>th</sup> & 9<sup>th</sup> grade Fastpitch teams. Overall, there are 3 more Girls Wildcat Softball teams than there were in 2010.

All of the City recreation softball games combined resulted in 2,940 player and spectator visits to the softball complex in May, 2011.

## **LIBRARY**

The patron count for Sterling Public Library from May 1 through May 31, 2011 was 4,703.

There were 17 meetings in the Community Room in May.

The library had 4 Community Servants for a total of 46 hours of community service. Four volunteers worked 10 hours. Total volunteer hours for the month of May were 56.

Sterling Public Library made 272 interlibrary loan requests of other libraries and received 203 items. Other libraries made 182 interlibrary loan requests and Sterling Public Library loaned 112 items. Lending libraries were unable to fill 47 requests and Sterling Public Library was unable to fill 70 requests. Total interlibrary loan requests were 454 and 315 items were circulated. The unfilled requests by Sterling Public Library are high because SWIFT and Polaris are not communicating properly. SWIFT hopes that an upgrade in the near future will correct the problem.

Jo Ann Conter reported that 6 tutors worked with 14 students for 117 hours in May

Carol Drury and Toby provided a program on Canine Companions on May 2<sup>nd</sup>. There were 9 kids and 6 adults that learned about the benefits a canine companion can provide to people in need and how the dogs are trained.

Denise Ladd provided a tour and stories to Little Folks preschool kids on May 3<sup>rd</sup> and 4<sup>th</sup>. She provided tours and stories to 30 kids and 12 adults.

Sandy Van Dusen participated in the webinar 10 Tips for Managing Technology Planning on May 3<sup>rd</sup>. The webinar provided helpful hints for completing technology plans.

On May 4<sup>th</sup> Sandy Van Dusen provided a program on the history of handkerchiefs to residents of Bee Hive and their daughters for a Mother/Daughter dinner. There were 35 people present.

On May 5<sup>th</sup> Sandy Van Dusen provided a presentation to the ESL parent group at Campbell encouraging the parents to register their children in the Summer Reading Program. Information was provided about the programs and the benefits of participating in the program.

Sandy Van Dusen is participating on the Rural Philanthropy Days Steering Committee which met in the Community Room on May 17<sup>th</sup>.

**PROJECT UPDATE:**

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

There were 137 children who called Dial-a-Story during May. Erica Kallsen and Julie La Guardia read stories during the month. The stories can be heard by calling 522-6808.

Registration for the Summer Reading Program began on May 23<sup>rd</sup>. The theme this year is One World, Many Stories. The kickoff program was provided by Erica Sodos as she portrayed Grig the Traveling Elf. She encouraged children to read and explored the magic found in books. There were 58 kids and 36 adults that attended the program.

Presentations were made about the Summer Reading Program at area schools. Denise Ladd and Connie Chambers provided a short skit that included information on registering, how the program works and the special weekly programs. Below is a list of presentations made:

5/11/11	Merino	170 students
5/16/11	Caliche	139
5/18/11	Ayres	463
5/19/11	St. Anthony's	200
5/19/11	Campbell	427

Sterling Public Library also provided a Summer Reading Program for adults where they earn chances to win grand prizes for their reading time. There are 79 adults registered for the program.

DESCRIPTION	May 2011	May 2010	May Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons							11,673	-100%
Books Checked Out	10,784	11,919	-10%	44,896	42,819	5%	37,940	18%
In-house Circulation	919	1,191	-23%	4,999	4,825	4%	4,911	2%
Volunteer Hours	10	25	-60%	25	45	-44%	53	-53%
Story Time Attendance	86			473	220	115%	293	62%
Summer Reading Program	436	333	31%	436	333	31%	435	0%
Reference Questions	967	950	2%	5,581	4,940	13%	4,114	36%
Books Placed on Hold	693	362	91%	3,238	1,583	105%	1,370	136%
Inter-Library Loans								
Borrowed requests	272	254	7%	1,179	1,091	8%	929	27%
Loaned requests	182	142	28%	1,168	989	18%	824	42%
Total	454	396	15%	2,347	2,080	13%	1,751	34%
Library Meeting Room Use	17			54	32	69%	105	-49%
Patrons Using Facility	4,703	5,535	-15%	20,613	21,495	-4%	22,999	-10%
Hours Tutoring	117	130	-10%	626	687	-9%	760	-18%
Internet use	2,400	1,789	34%	7,025	7,841	-10%	8,250	-15%

## **RECREATION CENTER**

**OUTDOOR POOL PREPARATIONS:** The outdoor pool was de-winterized by Blue White Pools on May 10<sup>th</sup>. Recreation staff, electricians, plumbers, and boiler specialists spent two weeks getting the outdoor pool heater to work properly. Soot clogs up the boiler's heat exchanger causing a multitude of problems. Recreation Center staff spent about two weeks cleaning, scraping & painting, putting up shade structures, power washing and completely preparing the entire outdoor pool for it's opening on May, 26<sup>th</sup>.

### **RECREATION CENTER ATTENDANCE REPORT:**

May, 2011's total admission figures were 3,979. May, 2010's total Recreation Center admissions was 4,173. Total admissions for May, 2011 was down 194 visits from May, 2010. This is a very minor decrease, and was probably due to the outdoor pool in May, 2011 being opened three days less than in May, 2010!

**SCHOOL USE:** In May, 2011 there were 954 RE-1 Valley grade school kids and Logan County school kids that came to the Recreation Center to swim. The schools use the swim as a reward for the students at year end. There is no charge for these visits because of intergovernmental agreements.

**RURAL SWIM LESSONS:** Registration for rural swim lessons took place in May for Merino, Caliche and Peetz. 93 kids registered for rural lessons and then the session was opened up to local residents. This brought the session up to a total of 135.

**CHILD ADMISSIONS:** There were a total of 125 Child Admissions to the Recreation Center in May, 2011. This is 73 less than in May, 2010. 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 1,412 Youth Admissions to the Recreation Center in May, 2011. This is 62 less than in May, 2010. The cost of a Youth admission is \$1.75.

**SENIOR ADMISSIONS:** There were a total of 270 Senior Admissions to the Recreation Center in May, 2011. This is 98 more than in May, 2010. The cost of a senior admission is \$1.75.

**ADULT ADMISSIONS:** There were a total of 821 Adult Admissions to the Recreation Center in May, 2011. This is 168 less than in May, 2010. The cost of an Adult admission is \$2.50.

**FAMILY ADMISSIONS:** There were a total of 186 Family Admissions to the Recreation Center in May, 2011. This is 168 less than in May, 2010. The 186 Family Admissions translate to approximately 744 patrons in the Recreation Center. The cost of a Family Admission is \$6.00.

**NON-PARTICIPANT ADMISSIONS:** There were a total of 76 Non-Participant Admissions to the Recreation Center in May, 2011. This is 83 less than in May, 2010. The cost of a Non-participant admission is \$1.00. Recreation Center patrons that just observe Recreation Center programs like swimming lessons, swim team practice and birthday parties are not charged the Non-participant fee.

**STERLING SWIM TEAM:** There are 55 kids already signed up and practicing on the Sterling Recreation Center Swim Team. That is 6 more than in May last year. Pre-season practices ended May 20<sup>th</sup>. Pre-season practices were scheduled on Monday's and Wednesday's from 5:00 p.m. - 6:00. The pool is noticeably more crowded and all staff worked hard to keep our swim team, the S.H.S. Boy's Swim Team, the Aqua Aerobics classes, and the lap swimmers out of each other's way.

**S.H.S. BOYS SWIM TEAM:** The Sterling High School Boys swim team practices daily at the Sterling Recreation Center. Their use of the Recreation Center helps keep the facility busy and fills up the indoor pool weekdays between 3:30 - 5:30 pm. The boys accounted for 25 visits to the Recreation Center in May 2010. There are 6 boys out for swim team this year which is down 4 from last year.

2011	Jan	Feb	Mar	Apr	May
DESCRIPTION					
<b>WINTER</b>					
Volleyball Teams					
Volleyball Participants					
Volleyball Spectators					
Adult Basketball Teams	23.0	23.0			
Adult Basketball Participants	580.0	340.0			
Adult Basketball Spectators	1,160.0	680.0			
Youth Basketball Teams	87.0	87.0			
Youth Basketball Participants	6,920.0	2,824.0			
Youth Basketball Spectators	10,140.0	5,520.0			
Adult Basketball Tourn. Teams		14.0	14.0		
Adult Basketball Tourn. Participants		120.0	90.0		
Adult Basketball Tourn. Spectators		240.0	180.0		
Open Gym Participants					
Denver Nugget Basketball Skills Challenge					
Santa at the Center Participants					
<b>Spring</b>					
Volleyball Teams			24.0	24.0	24.0
Volleyball Participants			848.0	784.0	192.0
Volleyball Spectators			1,060.0	980.0	240.0
<b>Summer</b>					
Adult Softball Teams					27.0
Adult Softball Participants					1,080.0
Adult Softball Spectators					1,800.0
Wildcat Softball Teams					29.0
Wildcat Softball Participants					84.0
Wildcat Softball Spectators					180.0
Pet Show Participants					
Rockies Baseball Skills Challenge					
July 4th Dance Attendance					
July 4th Fireworks Attendance					

## **OVERLAND TRAIL MUSEUM**

During the month of May, 757 visitors toured the Museum, representing 24 states and 4 foreign countries. Attendance is down, mainly due to low school group attendance, which is due to budget freezes. Staff is talking about ways that we can bring museum programs into the schools if this trend continues.

Museum staff met on the May 4 to finalize Wagons West plans and prepare for summer events and programs.

Wagons West was a great success, held on the first 3 Fridays in May, with students from Campbell Elementary and Holyoke Elementary attending. Staff led all activities, except the wagon ride, which was again provided by Doug and JoAnn Conter.

The Children's program this month was titled "At Work and At Play, Back in the Day" and was very successful. Children learned about what pioneer families did for fun as well as performing a variety of "chores". High Plains History Club met on May 14.

The Tannery equipment was moved to the loft of the Karg Barn on Friday, May 6. Gary Schlenz and Bob Patten were present to help direct the crane operator from Industrial Welding. Volunteers continue to work on putting the tannery together and are hoping to complete the project in the near future.

The Heritage Festival Committee met this month and continued to make plans for the July 4<sup>th</sup> event. All major components for the event are in place. Last minute details will be addressed at the June meeting.

A video crew from NextEra Energy came to the museum and interviewed the Curator about the donation of the model wind turbine and the wind energy focus in the new exhibits.

KPMX broadcast live for the 3<sup>rd</sup> year - "May at the Museum". They broadcast each Friday morning in May, interviewing staff, visiting children and other visitors.

The Tea Committee met and decided on a theme, speaker and menu for the September tea. Staff member, Janet Bigler, is working with the Curator and the committee on this event.

Kay Rich traveled to Denver to deliver all photos to Aardvark printing and meet one more time with the graphic people working on the photo murals. Anne Bond spent one day at the Museum in May. She and Kay continued working on the new exhibit. Manufacturing is in process for all exhibit pieces. Most text has been written – some of the text will be done in-house and some will be done at Aardvark printing. Good progress continues to be made on the building and on the exhibits.

### **Museum Projects**

New exhibit planning and installation.....	In progress
Frank Walsh building project.....	Building progressing
Accessioning artifacts.....	Ongoing project
Cleaning buildings & artifacts.....	Ongoing
Tannery.....	In progress
Research Room.....	Plans progressing

<b>DESCRIPTION</b>	<b>May 2011</b>	<b>May 2010</b>	<b>May Change</b>	<b>YTD 2011</b>	<b>YTD 2010</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
Numbers of Donors	4	2	100%	11	15	-27%	19	-43%
Number of items donated	9	10	-10%	28	66	-58%	85	-67%
Number of School Visits	6	11	-45%	10	17	-41%	20	-50%
Number of Students	314	475	-34%	435	740	-41%	875	-50%
Prairie School Students	15			15			13	14%
Prairie School Teachers	2			2			2	25%
Number of Special Events	1	1		5	5		2	213%
Total Attendance of Special Events	15	16	-6%	54	208	-74%	50	7%
Number of Weddings							1	-100%
Number of Tour Buses	1			1			0	400%
Tour Bus Visitors	20			20			2	1150%
States represented	24	28	-14%	79	81	-2%	90	-12%
Foreign Countries Represented	3	4	-25%	6	6		10	-41%
Total of All Visitors	757	1,050	-28%	4,609	2,205	109%	2,305	100%
Volunteer Hours	64	36	78%	207	119	74%	179	16%
Square Foot, Bldg. Maintained	24,766	24,766		123,830	123,830		122,870	1%