

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

May 2012

## **CITY MANAGER**

### **MAY 2012 MONTHLY REPORT**

#### **City Manager:**

City Manager Kiolbasa attended and met with the following:

- Meeting with sustainablesterling;
- Meeting with Michael Dye – Airport Consultant;
- Meeting with CWCB representative regarding Pioneer Ditch;
- Meeting regarding property listing and valuation;
- CML District dinner in Brush; and
- Meeting with Larry Worth regarding grant writing.

#### **Executive Secretary:**

The Executive Secretary continues to do the packets for Council. There were two proclamations written for the Mayor's signature and one amplified music letter 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):**

##### **MEETINGS ATTENDED**

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

The May NCEM meeting was held in Akron. Items discussed were:

- The Ready Northeast OEM website updates
- The 2012 and 2013 Emergency Managers Program Grant (EMPG) contracts and deliverables.
- Colorado Division of Emergency Management (CDEM) updates. The CDEM will be moving under the CDPS from DOLA in July. This move may impact the command structure.
- Connect Colorado resource sharing system.
- A presentation on the Unified Coordination System during disasters and emergency incidents.

#### **New World CAD System Update Project**

Work continues on the update project for our computer aided dispatch system.

The EMC had several meetings with the New World System representatives. The representatives and Bob met with Maryann from the I.T. department to establish a system hardware needs and configuration. Once configured I.T. will obtain bids on the equipment.

EMC Owens met with the command staff from the Sterling Police Department to discuss the records and field reporting part of the system. The SPD wanted more

information on the system and would like to see one operate. Staff will be visiting Castle Rock PD in the future to observe their system in operation and determine if it fits our needs.

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

The NG911 project is a statewide effort to upgrade all 911 phone lines from copper based to a fiber optic internet based system. Bob is the Logan County representative on the statewide steering committee that is developing the new system.

Communications centers in Northeast Colorado have also formed their own group to ensure that the smaller centers have a voice in the development.

Stan Kaiser from the Logan County E911 Authority and the EMC went to Yuma to meet with their communications director Walt Hardisty in reference the NG911 update project. They discussed the direction the statewide committee is headed and how that will affect us. We feel a need to voice our opinions on how the funding will be collected and how the costs will be more burdensome for smaller centers. Hardisty and Bob will contact all of the smaller centers in our area to join the group.

EMC Owens attended the Statewide steering committee by teleconference as the meeting was in Rifle, CO. The statewide committee discussed ways to fund the project, ways to reorganize the way the E911 surcharges are collected and adding a special surcharge for this project.

### **Logan County EMS Council**

The Logan County EMS Council held a bi-monthly meeting in May. Items discussed were:

- Future RETAC grants.
- Paying invoices on current grants.
- Current grant project status.
- The EMC gave an update on the ABATE motorcycle training project.

### **Fleming Wind Towers**

EMC Owens met with the engineers from the new Fleming wind tower project to discuss construction issues. They discussed the reporting requirements for haz-mats used during construction and method of giving each site a legal address. The company will provide a list of the site addresses to dispatch for emergency response and develop a response protocol that will be shared with Fire and EMS.

## **RESPONSES**

There were several severe spring storms in the county in May. Bob monitored the storms on radar and NOAA radio and made notification entries into WebEOC.

EMC Owens responded to a water supply emergency in the town of Crook on May 24, 2012. Construction on their water tower is causing water main breaks in the town. Bob notified Northeast Colorado Health Department (NCHD), Logan County Commissioners (LC-BOCC), the Colorado Division of Emergency Management (CDEM) and the Colorado Department of Public Health and Environment (CDPHE) that the town may be without drinking water for several days.

A temporary drinking water supply was obtained in one-gallon jugs donated by Wal-Mart and distributed to citizens.

Bob began work on a more long-term solution for water with CDEM. He made entries into the WebEOC and kept the LC-BOCC updated by phone. The EMC assisted with distributing NCHD flyers to the citizens of the town.

The water main break was repaired by the 24<sup>th</sup>, but the water would not be useable until tested by the CDPHE. A boil water order was issued by the NCHD until further notice. EMC Owens made contact with the City of Sterling reference filling temporary 250 gallon water tanks. On Saturday, May 26 the boil order was lifted when the test samples came back clean. All water resources were stood down.

During the excavation to fix the water main, an underground soil contamination was discovered. There was a strong odor of gasoline in the soil. CDPHE was notified of the soil contamination and opened a case file on the incident. EMC Owens took some soil samples for them and secured the contaminated soil on town property.

## **TRAINING**

### **High Plains Medical Center, Fort Morgan**

Bob participated in a regional full-scale drill at the High Plains Med Center in Fort Morgan. This drill tested the capabilities of evacuating the entire hospital during a flood. He participated as an evaluator and observed their staff perform the evacuation plan. The EMC provided evaluator feedback for the lessons learned meeting after the drill.

### **RE1 Schools Safety Committee**

EMC Owens attended several exercise design and planning sub-committee meetings for the RE1 Schools in May.

The multi-jurisdictional sub-committee wrote a plan and appendices for each building. The plan was presented to the RE1 Safety Committee for approval and adoption. The sub-committee will also work on the tabletop and full-scale drill for reunification after a disaster.

## **OTHER OEM ACTIVITIES**

- EMC Owens completed all of the May, 2012 E911 Authority deposits, check writing and bookkeeping.
- Bob gave a preparedness and family disaster planning presentation to a group of 25 foster parents at the Logan County Social Services building.
- The EMC attended a communications meeting at the Sheriff's office to develop a five-year equipment plan for the county.
- Bob met with the auditors at the Logan County Finance to review the E911 Authority books for 2011.
- EMC Owens completed the E911 IGA update project. All of the signature pages are now in. He organized the paperwork and made a master copy and individual executed copies for all of the signatories. These copies will be distributed after the IGA is adopted by the E911 Board.

### **Emergency Communications:**

- Communications Center handled 2,266 calls for service during the month of May 2012, a 12 percent increase from the 2,015 calls received in May 2011.
- Sterling Police Department handled 1,116 calls for service in May 2012, an increase of 13 percent compared to 989 calls for service received in May 2011.
- Logan County Sheriff's Office received 975 calls for service in May 2012, a 19 percent increase compared to 819 calls for service received in May 2011.

- Crook Fire Department received eight calls for service in May 2012, compared to 5 calls for service in May 2011.
- Fleming Fire received nine calls for service in May 2012, compared to two calls for service in May 2011.
- Merino Fire handled nine calls for service in May 2012 compared to four calls for service in May 2011.
- Peetz Fire handled four calls for service in May 2012, compared to three calls for service in May 2011.
- Sterling Fire handled 153 calls for service in May 2012, an increase of 46 percent compared to 105 calls for service May 2011.

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,266	2,015	12%	10,316	9,515	8%
CITY OF STERLING	1,116	989	13%	5,274	4,635	14%
LOGAN COUNTY	975	819	19%	4,113	3,823	8%
STERLING FIRE 07530	153	105	46%	837	583	44%
CROOK FIRE 07505	8	5	60%	40	34	18%
FLEMING FIRE 07515	9	2	350%	31	27	15%
MERINO FIRE 07522	9	4	125%	55	39	41%
PEETZ FIRE 07525	4	3	33%	23	16	44%

#### **Information Technology Specialist (ITS):**

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

The ITS allowed access to the Police Tracker program for repair. Batteries were replaced in the backup system and two fans in the Service Center server.

ITS Anderson took several computers in for repair, replaced two monitors, worked on several printer issues, and program and connection problems. New computers were delivered.

The ITS helped Sandy do Envisionware updates on all the public computers at the Library. She reset phone consoles to receive updates and changes.

Mary Ann attended a Web Group meeting and SWellness meeting. She made flyers and arrangements for the next SWellness event. She also attended meetings for ICMA, CHP and New World MSP product.

## CITY ATTORNEY

### MAY 2012 MONTHLY REPORT

#### MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors and other personnel. The City Attorney also attends meetings with the City Manager and individuals. The Deputy City Attorneys attend meetings as required for their respective positions.

The paralegal attends staff meetings, 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. 5-1-12, Series of 2012 – A Resolution approving an Amended Gateway Business Park Redevelopment and Reimbursement Agreement.

Prepared the following Ordinances:

None.

Other Documents:

This office prepared a Pool Concession Stand Lease and is working on a fiber optic license agreement and easement agreements.

#### MUNICIPAL COURT:

Two trials were scheduled and both defendants failed to appear for trial. Four deferred judgment stipulations were processed; nine charges were dismissed prior to trial, including two sales tax and three with proof of insurance. Four Defendants changed their plea to guilty prior to trial. This office prepares Court documents, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the police department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and police department, Humane Society, and attorney files are prepared for trial.

#### LIQUOR LICENSING:

This office processed two liquor license renewal applications, one report of changes, and one Special Event Permit.

#### 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.

**FINANCE DEPARTMENT**  
**MAY 2012 MONTHLY REPORT**

The Finance Department assisted 3,124 customers during the month of May 2012. This compares to 2,976 customers in May 2011. This number does not include the contacts made by the Director of Finance. There were on average 136 customer contacts per day for May 2012. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in May 2012 in comparison to May 2011.

The General Fund revenues for the month of May 2012 amounted to \$1,022,852.90. The revenue for the month ended May 2011 in the General Fund amounted to \$945,182.55. Expenditures for the General fund for the month ending May 31, 2012 amounted to \$847,688.59 and for the same period in 2011 the expenditures were \$681,399.58.

Cash in all City funds totaled \$2,717,277.17 on May 31, 2012 and for May 31, 2011 on hand was \$2,119,926.60. On May 31, 2012 the City of Sterling had outstanding a total of \$11,369,576.80 in investments, this amount is for all funds. This breaks down to \$205,858.86 in Certificates of Deposit, \$11,063,305.32 ColoTrust Plus and \$100,412.62 in Money Market.

There were \$2,735,794.26 worth of checks issued in May 2012 for all funds; this compares to \$1,293,062.64 for the same period in 2011. There were 6227.5 gallons of gasoline and diesel used in the month of May 2012 for all City operations. This compares to 5737.8 gallons gasoline and diesel used in May 2011.

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

## Investment Breakdown

2012

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.	5/31/12
<b>General Fund:</b>				
Colostrust Plus	\$2,007,864.93	\$0.00	\$380,382.13	\$2,388,247.06
Colostrust Plus - Seizure Money	\$26,594.38	\$0.00	\$4.82	\$26,599.20
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$2,034,459.31</b>	<b>\$0.00</b>	<b>\$380,386.95</b>	<b>\$2,414,846.26</b>
<b>Hotel Tax Fund:</b>				
Colostrust Plus	\$16,023.65	\$0.00	\$8,003.00	\$24,026.65
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$16,023.65</b>	<b>\$0.00</b>	<b>\$8,003.00</b>	<b>\$24,026.65</b>
<b>Water Fund:</b>				
Colostrust Plus	\$55,707.03	\$0.00	\$895,145.88	\$950,852.91
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$55,707.03</b>	<b>\$0.00</b>	<b>\$895,145.88</b>	<b>\$950,852.91</b>
<b>Sanitation Fund:</b>				
Colostrust Plus	\$567,062.61	\$10,000.00	\$102.38	\$557,164.99
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$567,062.61</b>	<b>\$10,000.00</b>	<b>\$102.38</b>	<b>\$557,164.99</b>
<b>Sewer Fund:</b>				
Colostrust Plus	\$3,463,191.30	\$195,000.00	\$138,640.02	\$3,406,831.32
Certificates of Deposit	\$205,858.86	\$0.00	\$0.00	\$205,858.86
Money Market	\$100,408.36	\$0.00	\$4.26	\$100,412.62
<b>TOTALS</b>	<b>\$3,769,458.52</b>	<b>\$195,000.00</b>	<b>\$138,644.28</b>	<b>\$3,713,102.80</b>
<b>Perpetual Care Fund:</b>				
Colostrust Plus	\$160,755.29	\$0.00	\$29.05	\$160,784.34
<b>TOTALS</b>	<b>\$160,755.29</b>	<b>\$0.00</b>	<b>\$29.05</b>	<b>\$160,784.34</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	5/31/12
<b>Library Improvement Fund:</b>				
Colotrust Plus	\$26,953.17	\$0.00	\$4.89	\$26,958.06
<b>TOTALS</b>	<b>\$26,953.17</b>	<b>\$0.00</b>	<b>\$4.89</b>	<b>\$26,958.06</b>
<b>Conservation Trust Fund:</b>				
Colotrust Plus	\$175,909.77	\$2,457.00	\$31.78	\$173,484.55
<b>TOTALS</b>	<b>\$175,909.77</b>	<b>\$2,457.00</b>	<b>\$31.78</b>	<b>\$173,484.55</b>
<b>Karl Falch Library Trust Fund:</b>				
Colotrust Plus	\$31,044.52	\$0.00	\$5.60	\$31,050.12
<b>TOTALS</b>	<b>\$31,044.52</b>	<b>\$0.00</b>	<b>\$5.60</b>	<b>\$31,050.12</b>
<b>Employee Self-Insurance Fund:</b>				
Colotrust Plus	\$573,828.61	\$0.00	\$103.70	\$573,932.31
<b>TOTALS</b>	<b>\$573,828.61</b>	<b>\$0.00</b>	<b>\$103.70</b>	<b>\$573,932.31</b>
<b>Service Center Fund:</b>				
Colotrust Plus	\$358,359.08	\$18,000.00	\$10,065.82	\$350,424.90
<b>TOTALS</b>	<b>\$358,359.08</b>	<b>\$18,000.00</b>	<b>\$10,065.82</b>	<b>\$350,424.90</b>
<b>Risk Management Fund:</b>				
Colotrust Plus	\$882,663.57	\$20,000.00	\$15,161.17	\$877,824.74
<b>TOTALS</b>	<b>\$882,663.57</b>	<b>\$20,000.00</b>	<b>\$15,161.17</b>	<b>\$877,824.74</b>
<b>Capital Equipment Fund:</b>				
Colotrust Plus	\$704,330.01	\$0.00	\$40,132.38	\$744,462.39
<b>TOTALS</b>	<b>\$704,330.01</b>	<b>\$0.00</b>	<b>\$40,132.38</b>	<b>\$744,462.39</b>
<b>Capital Improvement Fund:</b>				
Colotrust Plus	\$770,522.53	\$0.00	\$139.25	\$770,661.78
Colotrust Plus - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$770,522.53</b>	<b>\$0.00</b>	<b>\$139.25</b>	<b>\$770,661.78</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	5/31/12
<b>Grand Totals All Funds:</b>				
Colostrust Plus	\$9,820,810.45	\$245,457.00	\$1,487,951.87	\$11,063,305.32
Certificates of Deposit	\$205,858.86	\$0.00	\$0.00	\$205,858.86
Money Market	\$100,408.36	\$0.00	\$4.26	\$100,412.62
<b>Grand Total</b>	<b>\$10,127,077.67</b>	<b>\$245,457.00</b>	<b>\$1,487,956.13</b>	<b>\$11,369,576.80</b>

## GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

5/31/2012

### BALANCE SHEET

#### ASSETS:

Cash	\$329,030.11
Flex Cash Account	\$9,107.49
Petty Cash	\$980.00
Cash with County Treasurer	\$86,789.03
Accounts Receivable	\$183,300.19
Taxes Receivable	\$50,626.91
Sales Tax Receivable	\$661,556.92
Property Tax Receivable	\$1,009,612.00
Investments	\$2,388,247.06
Investment - Federal Seizure	\$26,599.20
Prepaid Fuel	\$39,644.23
Prepaid Fuel - Airport	\$34,214.40
Payroll Clearing Account	\$241.35
Postage Clearing Account	\$1,346.97
Prepaid Prisoner Housing	\$50,514.00

#### TOTAL ASSETS

\$4,871,809.86

#### LIABILITIES:

Ded/Ben Clearing Account	\$3,018.60
Accounts Payable	\$66,999.29
Accounts Payable - Logan County	\$6,969.03
Accrued Salaries	\$177,116.77
Court Bonds	\$1,475.00
Jury Deposit	\$754.00
Restitution Clearing Account	\$3,321.77
Seizures	\$600.00
Deferred Revenue	\$1,009,612.00
Deferred Revenue - Other	\$8,368.16

#### TOTAL LIABILITIES

\$1,278,234.62

#### FUND BALANCE:

Reserve for Museum (Bernice Sanders)	\$28,230.89
Reserve for Museum (Exhibits)	\$49,928.67
Designated for Arts	\$60,000.00
Unreserved Fund Balance	\$2,671,155.06
Excess Revenue over Expenditures	\$784,260.62

#### TOTAL FUND BALANCE

\$3,593,575.24

#### TOTAL LIABILITIES & FUND BALANCE

\$4,871,809.86

GENERAL FUND

5/31/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Real & Personal Prop. Tax	\$1,010,091.00	\$73,467.18	\$760,543.47	\$249,547.53
Road & Bridge Fund Taxes	\$80,000.00	\$0.00	\$26,147.59	\$53,852.41
Auto Ownership Taxes	\$100,500.00	\$11,134.31	\$46,773.87	\$53,726.13
Sales Tax	\$6,369,500.00	\$529,096.08	\$2,697,641.92	\$3,671,858.08
Vehicle Use Tax	\$190,000.00	\$21,000.00	\$109,919.33	\$80,080.67
Building Material Use Tax	\$50,000.00	\$23,230.41	\$68,852.12	-\$18,852.12
Employment Occupation Tax	\$15,300.00	\$0.00	\$15,400.00	-\$100.00
<b>TOTAL TAXES</b>	<b>\$7,815,391.00</b>	<b>\$657,927.98</b>	<b>\$3,725,278.30</b>	<b>\$4,090,112.70</b>
Franchise Taxes	\$706,000.00	\$64,934.10	\$300,485.90	\$405,514.10
Licenses & Permits	\$140,250.00	\$30,417.58	\$126,052.08	\$14,197.92
Intergovernmental Revenue	\$3,440,288.00	\$190,571.48	\$606,348.85	\$2,833,939.15
Charges for Service	\$265,005.00	\$31,648.77	\$96,771.39	\$168,233.61
Fines & Forfeits	\$145,300.00	\$11,886.54	\$54,938.46	\$90,361.54
Miscellaneous Revenue	\$400,294.00	\$35,466.45	\$189,800.06	\$210,493.94
Transfer from Other Funds	\$513,989.00	\$0.00	\$263,133.94	\$250,855.06
<b>TOTAL OTHER REVENUES</b>	<b>\$5,611,126.00</b>	<b>\$364,924.92</b>	<b>\$1,637,530.68</b>	<b>\$3,973,595.32</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$13,426,517.00</b>	<b>\$1,022,852.90</b>	<b>\$5,362,808.98</b>	<b>\$8,063,708.02</b>

GENERAL FUND

5/31/2012

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
<u>GENERAL GOVERNMENT:</u>				
Council	\$73,798.00	\$7,501.11	\$38,331.50	\$35,466.50
City Manager	\$351,042.00	\$25,463.84	\$141,891.51	\$209,150.49
City Attorney	\$195,436.00	\$17,510.50	\$77,003.70	\$118,432.30
Municipal Court	\$102,233.00	\$7,592.44	\$39,234.36	\$62,998.64
Finance	\$427,059.00	\$31,794.10	\$185,616.92	\$241,442.08
City Hall & Non-Departmental	\$1,307,268.00	\$81,664.51	\$636,940.65	\$670,327.35
Personnel	\$233,579.00	\$15,024.59	\$93,589.31	\$139,989.69
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,690,415.00</b>	<b>\$186,551.09</b>	<b>\$1,212,607.95</b>	<b>\$1,477,807.05</b>
<u>PUBLIC SAFETY:</u>				
Police	\$1,824,011.00	\$122,279.91	\$672,437.91	\$1,151,573.09
Dispatch Center	\$553,312.00	\$38,632.15	\$207,884.84	\$345,427.16
Youth Services	\$107,849.00	\$8,123.94	\$44,147.63	\$63,701.37

Fire	\$1,488,256.00	\$101,245.60	\$604,941.81	\$883,314.19
Ambulance Service	\$694,320.00	\$40,074.20	\$209,577.37	\$484,742.63
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,667,748.00</b>	<b>\$310,355.80</b>	<b>\$1,738,989.56</b>	<b>\$2,928,758.44</b>

**PUBLIC WORKS:**

Street	\$2,230,678.00	\$64,667.11	\$336,244.01	\$1,894,433.99
Engineering & Operations	\$525,326.00	\$33,943.33	\$171,606.14	\$353,719.86
Airport	\$1,958,712.00	\$76,036.17	\$168,836.57	\$1,789,875.43
<b>TOTAL PUBLIC WORKS</b>	<b>\$4,714,716.00</b>	<b>\$174,646.61</b>	<b>\$676,686.72</b>	<b>\$4,038,029.28</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$227,900.00	\$16,151.02	\$88,492.68	\$139,407.32
Museum	\$124,544.00	\$5,072.91	\$34,669.54	\$89,874.46
Parks	\$511,169.00	\$41,526.99	\$196,073.97	\$315,095.03
Recreation Center	\$502,629.00	\$36,439.10	\$172,370.54	\$330,258.46
Forestry	\$135,279.00	\$7,952.81	\$60,607.53	\$74,671.47
Rec. Administration	\$410,735.00	\$27,458.19	\$172,521.76	\$238,213.24
Softball	\$40,359.00	\$830.52	\$9,964.25	\$30,394.75
Youth Softball	\$11,070.00	\$348.08	\$2,011.36	\$9,058.64
Basketball	\$8,216.00	\$0.00	\$7,968.11	\$247.89
Volleyball	\$6,859.00	\$397.49	\$2,898.36	\$3,960.64
Tolla Brown Skate Park	\$12,000.00	\$9.75	\$2,632.08	\$9,367.92
Special Events	\$22,950.00	\$56.37	\$1,378.47	\$21,571.53
Tennis	\$18,500.00	\$640.60	\$4,780.86	\$13,719.14
Youth Basketball	\$24,758.00	\$0.00	\$14,477.93	\$10,280.07
Youth Volleyball	\$10,714.00	\$0.00	\$108.00	\$10,606.00
Baseball	\$27,440.00	\$451.38	\$3,523.35	\$23,916.65
Library	\$458,607.00	\$38,799.88	\$175,785.34	\$282,821.66
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,553,729.00</b>	<b>\$176,135.09</b>	<b>\$950,264.13</b>	<b>\$1,603,464.87</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$14,626,608.00</b>	<b>\$847,688.59</b>	<b>\$4,578,548.36</b>	<b>\$10,048,059.64</b>
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**HOTEL TAX FUND**

5/31/2012

<b><u>REVENUES</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$102,300.00	\$10,600.90	\$26,545.41	\$75,754.59
Investment Earnings	\$100.00	\$3.00	\$5.65	\$94.35
Penalty & Interest	\$0.00	\$596.51	\$1,035.84	-\$1,035.84
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$102,400.00</b>	<b>\$11,200.41</b>	<b>\$27,586.90</b>	<b>\$74,813.10</b>

**BALANCE SHEET**  
5/31/2012

**ASSETS:**

Cash	\$10,423.17
Investments	\$24,026.65

	<b>TOTAL ASSETS</b>	<b>\$34,449.82</b>
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**LIABILITIES:**

Accounts Payable	\$6,862.92
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	<b>TOTAL LIABILITIES</b>	<b>\$6,862.92</b>
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**FUND BALANCE:**

Retained Earnings	\$0.00
Excess Revenue over Expenditures	\$27,586.90

	<b>TOTAL FUND BALANCE</b>	<b>\$27,586.90</b>
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	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$34,449.82</b>
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**WATER FUND**  
5/31/2012

**BALANCE SHEET**

**ASSETS:**

Cash	\$242,552.60
Cash with Fiscal Agent	\$16,399,605.21
Accounts Receivable	\$2,330.61
Accounts Receivable - Utility Billing	\$532,114.70
Supply Inventory	\$157,475.74
Investments	\$950,852.91
Fixed Assets (Net)	\$19,664,796.45

	<b>TOTAL ASSETS</b>	<b>\$37,949,728.22</b>
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**LIABILITIES:**

Accounts Payable	\$798,391.65
Unpaid Compensated Absences	\$6,926.00
Accrued Salaries	\$4,485.90
Accounts Payable Pawnee Ridge	\$6,341.74
Loan Payable CWRPDA	\$28,558,845.11
Loan Payable Premium	\$734,948.06
Due to Sewer Fund	\$310,967.00
Lease Interest Payable	\$218,483.05

	<b>TOTAL LIABILITIES</b>	<b>\$30,639,388.51</b>
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**FUND BALANCE:**

Reserve for Painting	\$485,000.00
Reserve for Capital Replacement	\$2,971,010.00
Retained Earnings	\$6,651,843.51
Excess Revenue over Expenditures	-\$2,797,513.80

	<b>TOTAL FUND BALANCE</b>	<b>\$7,310,339.71</b>
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	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$37,949,728.22</b>
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## WATER FUND

5/31/2012

<u>REVENUES</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$3,309,073.00	\$297,033.06	\$1,211,224.87	\$2,097,848.13
Water Revenue-Outside Residential	\$308,794.00	\$27,788.82	\$106,340.04	\$202,453.96
Water Revenue-Inside Commercial	\$1,082,446.00	\$93,001.20	\$404,031.52	\$678,414.48
Water Revenue-Outside Commercial	\$7,915.00	\$665.83	\$2,501.82	\$5,413.18
Water Revenue-Inside Industrial	\$580,320.00	\$43,930.16	\$198,418.27	\$381,901.73
Misc. Water Sales	\$5,000.00	\$1,954.77	\$2,169.74	\$2,830.26
Surcharge	\$38,000.00	\$3,538.34	\$11,452.49	\$26,547.51
Service Charges	\$48,000.00	\$3,435.32	\$18,909.09	\$29,090.91
Tapping Charges	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Water Div. Services	\$4,000.00	\$236.33	\$2,672.21	\$1,327.79
Penalties	\$30,000.00	\$4,221.05	\$17,285.86	\$12,714.14
Investment Earnings	\$500.00	\$145.88	\$459.52	\$40.48
Miscellaneous	\$250.00	\$0.61	\$966.70	-\$716.70
Rents from land	\$50,000.00	\$454.47	\$23,846.01	\$26,153.99
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	\$0.00	\$3,000.00	\$7,000.00
Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Other Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$5,479,298.00</b>	<b>\$476,405.84</b>	<b>\$2,003,278.14</b>	<b>\$3,476,019.86</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$196,742.00	\$18,550.31	\$95,465.63	\$101,276.37
Maintenance & Operation	\$1,285,749.00	\$148,857.18	\$735,314.95	\$550,434.05
Capital Outlay	\$11,640,756.00	\$1,389,454.62	\$3,612,282.20	\$8,028,473.80
Transfer to General Fund	\$222,414.00	\$0.00	\$92,670.00	\$129,744.00
<b>TOTAL EXPENDITURES</b>	<b>\$13,345,661.00</b>	<b>\$1,556,862.11</b>	<b>\$4,535,732.78</b>	<b>\$8,809,928.22</b>
Debt Service	\$533,374.00	\$0.00	\$265,059.16	\$268,314.84
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$13,879,035.00</b>	<b>\$1,556,862.11</b>	<b>\$4,800,791.94</b>	<b>\$9,078,243.06</b>

## SANITATION FUND

5/31/2012

### BALANCE SHEET

#### ASSETS:

Cash	\$218,177.23
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Accounts Receivable	\$507.07		
Accounts Receivable - Utility Billing	\$47,241.23		
Supply Inventory	\$17,065.00		
Investments	\$557,164.99		
Fixed Assets (Net)	\$232,599.52		
		<b>TOTAL ASSETS</b>	<b><u>\$1,072,755.04</u></b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$617.75		
Unpaid Compensated Absences	\$7,279.20		
Accrued Salaries	\$4,188.01		
		<b>TOTAL LIABILITIES</b>	<b>\$12,084.96</b>
<b><u>FUND BALANCE:</u></b>			
Reserve for Equipment	\$28,389.00		
Reserve for Capital Replacement	\$823,265.00		
Retained Earnings	\$237,003.91		
Excess Revenue over Expenditures	-\$27,987.83		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$1,060,670.08</u></b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$1,072,755.04</u></b>

### SANITATION FUND

5/31/2012

<b>REVENUES:</b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$450,000.00	\$37,913.08	\$187,656.24	\$262,343.76
Rubbish Collection Fees	\$1,500.00	\$315.00	\$504.00	\$996.00
Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,500.00	\$453.22	\$2,212.57	\$3,287.43
Investment Earnings	\$500.00	\$102.38	\$457.13	\$42.87
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>\$457,500.00</b>	<b>\$38,783.68</b>	<b>\$190,829.94</b>	<b>\$266,670.06</b>
<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$155,584.00	\$11,584.88	\$64,782.25	\$90,801.75
Maintenance & Operation	\$259,809.00	\$43,790.32	\$128,090.52	\$131,718.48
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$62,273.00	\$0.00	\$25,945.00	\$36,328.00
<b>TOTAL EXPENDITURES</b>	<b>\$477,666.00</b>	<b>\$55,375.20</b>	<b>\$218,817.77</b>	<b>\$258,848.23</b>

**SEWER FUND**

5/31/2012

**BALANCE SHEET**

**ASSETS:**

Cash	\$423,336.93
Accounts Receivable	\$8,601.58
Accounts Receivable - Utility Billing	\$144,571.36
Accounts Receivable - Industrial	\$22,070.60
Due From Water Fund	\$310,967.00
Supply Inventory	\$73,304.24
Investments	\$3,713,102.80
Fixed Assets (Net)	<u>\$10,610,301.83</u>

**TOTAL ASSETS**

**\$15,306,256.34**

**LIABILITIES:**

Accounts Payable	\$7,536.13
Unpaid Compensated Absences	\$10,302.27
Accrued Salaries	\$9,327.38
Loan Payable CWRPDA	\$818,901.90
Interest Payable	<u>\$12,198.51</u>

**TOTAL LIABILITIES**

**\$858,266.19**

**FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$163,681.45
Reserve for Lagoons	\$289,641.26
Reserve for Capital Replacement	\$8,480,810.00
Retained Earnings	\$5,412,124.61
Excess Revenue over Expenditures	<u>-\$10,051.17</u>

**TOTAL FUND BALANCE**

**\$14,447,990.15**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$15,306,256.34**

**SEWER FUND**

5/31/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sewer Revenue-Inside Residential	\$971,112.00	\$81,759.19	\$404,220.42	\$566,891.58
Sewer Revenue-Outside Residential	\$99,952.00	\$8,574.24	\$42,546.34	\$57,405.66
Sewer Revenue-Inside Commercial	\$321,438.00	\$29,491.63	\$142,636.39	\$178,801.61
Sewer Revenue-Outside Commercial	\$2,868.00	\$279.91	\$1,332.04	\$1,535.96
Sewer Revenue-Inside Industrial	\$311,909.00	\$22,070.60	\$88,253.90	\$223,655.10
Tapping Charges	\$2,000.00	\$0.00	\$550.00	\$1,450.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$14,000.00	\$1,404.43	\$6,608.14	\$7,391.86
Investment Earnings	\$6,000.00	\$678.53	\$3,124.62	\$2,875.38

Miscellaneous	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Outside Billing	\$0.00	\$0.00	\$0.00	\$0.00
Plant Investment Fees	\$10,000.00	\$0.00	\$3,333.00	\$6,667.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for loss	\$0.00	\$0.00	\$42,257.13	-\$42,257.13
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,744,279.00</b>	<b>\$144,258.53</b>	<b>\$734,861.98</b>	<b>\$1,009,417.02</b>

**EXPENDITURES:**

**LINES AND SERVICES:**

	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$86,348.00	\$4,067.79	\$17,364.70	\$68,983.30
Maintenance & Operation	\$340,845.00	\$34,785.92	\$134,503.84	\$206,341.16
Capital Outlay	\$237,900.00	\$0.00	\$0.00	\$237,900.00
Transfer to General Fund	\$64,072.00	\$0.00	\$26,695.00	\$37,377.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$729,165.00</b>	<b>\$38,853.71</b>	<b>\$178,563.54</b>	<b>\$550,601.46</b>
Debt Service	\$199,137.00	\$0.00	\$24,636.33	\$174,500.67
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$928,302.00</b>	<b>\$38,853.71</b>	<b>\$203,199.87</b>	<b>\$725,102.13</b>

**TREATMENT FACILITIES:**

Personnel	\$302,734.00	\$19,067.24	\$106,216.38	\$196,517.62
Maintenance & Operation	\$811,363.00	\$115,213.27	\$367,601.90	\$443,761.10
Capital Outlay	\$15,310.00	\$0.00	\$0.00	\$15,310.00
Transfer to General Fund	\$162,955.00	\$0.00	\$67,895.00	\$95,060.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,292,362.00</b>	<b>\$134,280.51</b>	<b>\$541,713.28</b>	<b>\$750,648.72</b>

**TOTAL EXPENDITURES**

<b>\$2,220,664.00</b>	<b>\$173,134.22</b>	<b>\$744,913.15</b>	<b>\$1,475,750.85</b>
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**PERPETUAL CARE FUND**

5/31/2012

**REVENUES:**

	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Perpetual Care	\$4,500.00	\$1,750.00	\$7,000.00	-\$2,500.00
Perpetual Care - niches	\$11,000.00	\$2,000.00	\$7,500.00	\$3,500.00
Investment Earnings	\$175.00	\$29.05	\$125.26	\$49.74
<b>TOTAL REVENUES</b>	<b>\$15,675.00</b>	<b>\$3,779.05</b>	<b>\$14,625.26</b>	<b>\$1,049.74</b>

**EXPENDITURES:**

	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$320.00	\$0.00	\$320.00	\$0.00
Niche Engraving	\$2,000.00	\$150.00	\$1,800.00	\$200.00

Transfer to General Fund	\$175.00	\$0.00	\$0.00	\$175.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,495.00</b>	<b>\$150.00</b>	<b>\$2,120.00</b>	<b>\$375.00</b>

**BALANCE SHEET  
5/31/2012**

**ASSETS:**

Cash	\$6,025.86			
Investments	\$160,784.34			
		<b>TOTAL ASSETS</b>		<b>\$166,810.20</b>

**LIABILITIES:**

Accounts Payable	\$150.00			
		<b>TOTAL LIABILITIES</b>		<b>\$150.00</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$154,154.94			
Excess Revenue over Expenditures	\$12,505.26			
		<b>TOTAL FUND BALANCE</b>		<b>\$166,660.20</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$166,810.20</b>
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**LIBRARY IMPROVEMENT FUND**

5/31/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$0.00	\$4.89	\$21.68	-\$21.68
Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$4.89</b>	<b>\$21.68</b>	<b>-\$21.68</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</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  
5/31/2012**

**ASSETS:**

Cash	\$2.86
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Investments	\$26,958.06		
		<b>TOTAL ASSETS</b>	<b>\$26,960.92</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$26,939.24		
Excess Revenue over Expenditures	\$21.68		
		<b>TOTAL FUND BALANCE</b>	<b>\$26,960.92</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$26,960.92</b>

### CONSERVATION TRUST FUND

5/31/2012

<b><u>REVENUES:</u></b>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$118,000.00	\$0.00	\$33,420.97	\$84,579.03
Investment Earnings	\$400.00	\$31.78	\$134.17	\$265.83
<b>TOTAL REVENUES</b>	<b>\$118,400.00</b>	<b>\$31.78</b>	<b>\$33,555.14</b>	<b>\$84,844.86</b>

<b><u>EXPENDITURES:</u></b>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Steel picnic tables	\$10,300.00	\$0.00	\$10,300.00	\$0.00
Bridge - Pioneer Park	\$0.00	\$0.00	\$0.00	\$0.00
Aluminum tables	\$0.00	\$0.00	\$0.00	\$0.00
Basketball Court Improvements	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Softball Field Improvements	\$10,725.00	\$0.00	\$0.00	\$10,725.00
Playground Equipment	\$108,000.00	\$0.00	\$17,630.00	\$90,370.00
Fitness Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Krull Park	\$12,261.00	\$0.00	\$0.00	\$12,261.00
Pioneer Park Improvements	\$18,400.00	\$2,456.69	\$2,456.69	\$15,943.31
Softball Field Backdrop	\$0.00	\$0.00	\$0.00	\$0.00
Roof - Columbine	\$4,837.00	\$0.00	\$0.00	\$4,837.00
<b>TOTAL EXPENDITURES</b>	<b>\$174,523.00</b>	<b>\$2,456.69</b>	<b>\$30,386.69</b>	<b>\$144,136.31</b>

### BALANCE SHEET

5/31/2012

<b><u>ASSETS:</u></b>	
Cash	\$0.73
Investments	\$173,484.55

		<b>TOTAL ASSETS</b>	<u><u>\$173,485.28</u></u>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	<u>\$0.00</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$170,316.83		
Excess Revenue over Expenditures	<u>\$3,168.45</u>		
		<b>TOTAL FUND BALANCE</b>	<u><u>\$173,485.28</u></u>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>\$173,485.28</u></u>

### KARL FALCH LIBRARY TRUST FUND

5/31/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$50.00	\$5.60	\$24.96	\$25.04
<b>TOTAL REVENUES</b>	<u><b>\$50.00</b></u>	<u><b>\$5.60</b></u>	<u><b>\$24.96</b></u>	<u><b>\$25.04</b></u>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Books Purchased	\$800.00	\$0.00	\$0.00	\$800.00
Audit	\$55.00	\$0.00	\$55.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<u><b>\$855.00</b></u>	<u><b>\$0.00</b></u>	<u><b>\$55.00</b></u>	<u><b>\$800.00</b></u>

### BALANCE SHEET

5/31/2012

<b><u>ASSETS:</u></b>			
Cash	\$376.11		
Investments	<u>\$31,050.12</u>		
		<b>TOTAL ASSETS</b>	<u><u>\$31,426.23</u></u>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	<u>\$0.00</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>			
Unreserved Fund Balance	\$31,456.27		
Excess Revenue over Expenditures	<u>-\$30.04</u>		
		<b>TOTAL FUND BALANCE</b>	<u><u>\$31,426.23</u></u>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>\$31,426.23</u></u>

## EMPLOYEE SELF-INSURANCE FUND

5/31/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$700.00	\$103.70	\$463.00	\$237.00
Employee Premiums	\$268,977.00	\$19,430.66	\$106,627.26	\$162,349.74
Wellness	\$100.00	\$0.00	\$0.00	\$100.00
City Premiums	\$1,267,186.00	\$95,982.48	\$477,345.46	\$789,840.54
<b>TOTAL REVENUES</b>	<b>\$1,536,963.00</b>	<b>\$115,516.84</b>	<b>\$584,435.72</b>	<b>\$952,527.28</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Old Hire Fire Pension	\$0.00	\$0.00	\$0.00	\$0.00
Wellness	\$100.00	\$0.00	\$0.00	\$100.00
Premium	\$1,536,163.00	\$116,986.62	\$583,082.86	\$953,080.14
FLEX	\$3,600.00	\$235.00	\$1,190.00	\$2,410.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$700.00	\$0.00	\$0.00	\$700.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,541,193.00</b>	<b>\$117,221.62</b>	<b>\$584,902.86</b>	<b>\$956,290.14</b>

### BALANCE SHEET

5/31/2012

<b><u>ASSETS:</u></b>				
Cash	\$24,662.89			
Accounts Receivable	\$483.25			
Investments	\$573,932.31			
			<b>TOTAL ASSETS</b>	<b>\$599,078.45</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
			<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Retained Earnings	\$599,545.59			
Excess Revenue over Expenditures	-\$467.14			
			<b>TOTAL FUND BALANCE</b>	<b>\$599,078.45</b>
			<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$599,078.45</b>

**SERVICE CENTER FUND**

5/31/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$400.00	\$65.82	\$287.17	\$112.83
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$426,881.00	\$35,573.00	\$177,865.00	\$249,016.00
Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
Transfer for Lease Payment	\$230,040.00	\$19,170.00	\$95,850.00	\$134,190.00
<b>TOTAL REVENUES</b>	<b>\$657,321.00</b>	<b>\$54,808.82</b>	<b>\$274,002.17</b>	<b>\$383,318.83</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$303,691.00	\$23,130.37	\$124,902.29	\$178,788.71
Maintenance & Operation	\$353,380.00	\$42,683.02	\$84,499.36	\$268,880.64
Capital Outlay	\$17,000.00	\$289.99	\$16,320.99	\$679.01
Transfer to General Fund	\$400.00	\$0.00	\$0.00	\$400.00
<b>TOTAL EXPENDITURES</b>	<b>\$674,471.00</b>	<b>\$66,103.38</b>	<b>\$225,722.64</b>	<b>\$448,748.36</b>

**BALANCE SHEET**

5/31/2012

<u>ASSETS:</u>			
Cash	\$20,068.28		
Cash - Bank of Cherry Creek	\$3.13		
Investments	\$350,424.90		
Fixed Assets (Net)	\$2,126,760.09		
		<b>TOTAL ASSETS</b>	<b>\$2,497,256.40</b>
<u>LIABILITIES:</u>			
Accounts Payable	\$6,397.04		
Unpaid Compensated Absences	\$19,924.74		
Accrued Salaries	\$8,715.41		
Lease Payable	\$1,355,000.00		
Lease Interest Payable	\$5,420.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,395,457.19</b>
<u>FUND BALANCE:</u>			
Retained Earnings	\$1,053,519.68		
Excess Revenue over Expenditures	\$48,279.53		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,101,799.21</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,497,256.40</b>

**RISK MANAGEMENT FUND**

5/31/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,000.00	\$161.17	\$730.52	\$269.48
Miscellaneous	\$5,000.00	\$159.00	\$13,997.00	-\$8,997.00
Compensation for Loss	\$5,000.00	\$2,444.88	\$7,988.05	-\$2,988.05
Transfer of Reserves	\$216,940.00	\$0.00	\$110,129.25	\$106,810.75
Transfer Workers Comp	\$181,227.00	\$0.00	\$85,315.10	\$95,911.90
<b>TOTAL REVENUES</b>	<b>\$409,167.00</b>	<b>\$2,765.05</b>	<b>\$218,159.92</b>	<b>\$191,007.08</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Claims Paid	\$143,413.00	\$31,736.16	\$66,918.82	\$76,494.18
Expense for Workers Comp	\$181,200.00	\$0.00	\$90,600.00	\$90,600.00
Premium Fees	\$216,932.00	\$0.00	\$118,139.30	\$98,792.70
Expense for Unemployment	\$10,000.00	\$0.00	\$8,094.00	\$1,906.00
Materials & Supplies	\$300.00	\$0.00	\$200.00	\$100.00
Audit	\$590.00	\$0.00	\$590.00	\$0.00
Transfer to General Fund	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$553,435.00</b>	<b>\$31,736.16</b>	<b>\$284,542.12</b>	<b>\$268,892.88</b>

**BALANCE SHEET**

5/31/2012

<b><u>ASSETS:</u></b>				
Cash	-\$784.14			
Investments	\$877,824.74			
		<b>TOTAL ASSETS</b>		<b>\$877,040.60</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$135.00			
		<b>TOTAL LIABILITIES</b>		<b>\$135.00</b>
<b><u>FUND BALANCE:</u></b>				
Emergency Reserve	\$350,000.00			
Retained Earnings	\$593,287.80			
Excess Revenue over Expenditures	-\$66,382.20			
		<b>TOTAL FUND BALANCE</b>		<b>\$876,905.60</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$877,040.60</b>

## CAPITAL EQUIPMENT FUND

5/31/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,000.00	\$132.38	\$630.31	\$369.69
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$512,271.00	\$42,689.00	\$213,445.00	\$298,826.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$513,271.00</b>	<b>\$42,821.38</b>	<b>\$214,075.31</b>	<b>\$299,195.69</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$905.00	\$0.00	\$905.00	\$0.00
Police Equipment	\$92,495.00	\$125.00	\$81,151.60	\$11,343.40
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$80,675.00	\$0.00	\$1,045.00	\$79,630.00
Public Works Equipment	\$100,000.00	\$0.00	\$104,264.00	-\$4,264.00
Parks, Lib & Rec Equipment	\$89,304.00	\$0.00	\$68,384.71	\$20,919.29
Non-Dept Equipment	\$21,440.00	\$0.00	\$21,440.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$384,819.00</b>	<b>\$125.00</b>	<b>\$277,190.31</b>	<b>\$107,628.69</b>

### BALANCE SHEET

5/31/2012

Cash	\$18,568.47		
Investments	\$744,462.39		
Fixed Assets (Net)	\$1,783,326.98		
		<b>TOTAL ASSETS</b>	<b>\$2,546,357.84</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
Lease Payable	\$175,658.32		
Lease Interest Payable	\$9,737.88		
		<b>TOTAL LIABILITIES</b>	<b>\$185,396.20</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,424,076.64		
Excess Revenue over Expenditures	-\$63,115.00		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,360,961.64</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,546,357.84</b>

**CAPITAL IMPROVEMENT FUND**

5/31/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,500.00	\$139.25	\$631.90	\$868.10
Misc. Income	\$0.00	\$54.18	\$12.32	-\$12.32
Rents From Land	\$16,800.00	\$191.81	\$15,007.32	\$1,792.68
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$85,500.00	\$0.00	\$0.00	\$85,500.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Elna Anderson Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Ethel Lindstrom Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$103,800.00</b>	<b>\$385.24</b>	<b>\$15,651.54</b>	<b>\$88,148.46</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Museum Exhibits	\$49,110.00	\$0.00	\$51,481.99	-\$2,371.99
Library Addition	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00
Building Improvements	\$90,000.00	\$0.00	\$0.00	\$90,000.00
Audit	\$535.00	\$0.00	\$535.00	\$0.00
Transfer to Service Center	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Library Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$139,645.00</b>	<b>\$0.00</b>	<b>\$52,016.99</b>	<b>\$87,628.01</b>

**CAPITAL IMPROVEMENT FUND**

**BALANCE SHEET**

5/31/2012

<b><u>ASSETS:</u></b>			
Cash	\$19,386.02		
Accounts Receivable	\$241.02		
Investments	\$770,661.78		
		<b>TOTAL ASSETS</b>	<b>\$790,288.82</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>

**FUND BALANCE:**

Unreserved Fund Balance \$826,654.27  
Excess Revenue over Expenditures -\$36,365.45

**TOTAL FUND BALANCE \$790,288.82**

**TOTAL LIABILITIES  
& FUND BALANCE \$790,288.82**

**MUNICIPAL COURT**  
**MAY 2012 MONTHLY REPORT**

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	64	42	52%	247	230	7%	357	-31%
<b>JUVENILE CASES</b>	3	4	-25%	14	26	-46%	48	-71%
TRAFFIC				2	5	-60%	3	-23%
NO INSURANCE				1	1		1	-17%
NO SEAT BELT							1	-100%
SPEEDING							1	-100%
UNDERAGE POSS OF TOBACCO		1	-100%		5	-100%	3	-100%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA		1	-100%	6	2	200%	5	25%
THEFT							4	-100%
DISTURBING THE PEACE/NOISES					1	-100%	5	-100%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY	1	1		2	4	-50%	3	-41%
TRESPASSING							4	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	1	1		2	3	-33%	13	-84%
CURFEW FOR MINORS	1			1			1	
OTHER					5	-100%	4	-100%
<b>ADULT CASES</b>	61	38	61%	233	204	14%	309	-25%
TRAFFIC	5	3	67%	40	23	74%	31	30%
NO INSURANCE	4	4		9	14	-36%	28	-68%
NO SEAT BELT	13	14	-7%	16	23	-30%	42	-62%
SPEEDING	3	4	-25%	14	18	-22%	34	-59%
PARKING		4	-100%	13	15	-13%	32	-60%
POSS. MARIJUANA/DRUG PARAPHERNALIA	5	3	67%	17	14	21%	21	-21%
THEFT	4			22	29	-24%	17	26%
DISTURBING THE PEACE/NOISES	5	2	150%	9	5	80%	7	22%
RESISTING ARREST/FAILURE TO COMPLY	1			5	2	150%	2	108%
INJURING/DEFACING PROPERTY	2			2	2		1	67%
TRESPASSING	3			7	4	75%	18	-60%
UNDERAGE POSS/CONS ALCOHOL	5	2	150%	50	18	178%	31	59%
SALE / PROCUREMENT / OPEN CONTAINER							2	-100%
OTHER	4			11	12	-8%	14	-20%
ANIMAL	2	2		13	18	-28%	22	-42%
NUISANCES	5			5	7	-29%	9	-46%
JUVENILE ARR'S FOUND GUILTY	3	4	-25%	9	18	-50%	30	-70%
JUVENILE ARR'S DISMISSED							9	-100%
JUVENILES PLACED ON PROB/DJ/UPS	3	4	-25%	12	23	-48%	33	-63%
JUVENILE VIOLS OF PROB/DJ/UPS	3			3	4	-25%	7	-55%
JUVENILE FTA/PWL							44	-100%
ADULT ARR'S FOUND GUILTY	23	16	44%	90	115	-22%	128	-30%
ADULT ARR'S DISMISSED	4	3	33%	20	14	43%	40	-50%
ADULTS PLACED ON PROB/DJ/UPS	9	8	13%	61	57	7%	50	23%
ADULT VIOLS OF PROB/DJ/UPS		1	-100%		3	-100%	11	-100%
ADULT FTA/PWL		1	-100%	10	18	-44%	73	-86%

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	41	18	128%	177	139	27%	204	-13%
CONTINUANCE/SET FOR TRIALS/ETC	24	5	380%	83	34	144%	62	33%
CASES REVIEWED	57	40	43%	219	187	17%	197	11%
TRIALS FOUND GUILTY		1	-100%	25	21	19%	22	14%
TRIALS FOUND NOT GUILTY		1	-100%	1	2	-50%	198	-99%
TRIALS DISMISSED	5			16	2	700%	30	-47%
NEW CHARGES PROCESSED	57			391	228	71%	479	-18%
NEW WARRANTS	15	14	7%	60	66	-9%	86	-30%
DAYS JUVENILES SENT TO DETENTION					6	-100%	162	-100%
DAYS ADULTS SENT TO JAIL	30	6	400%	40	18	122%	80	-50%
PAID TICKETS	50	49	2%	194	228	-15%	414	-53%
PAID WITH AUTO POINT REDUCTION	22	18	22%	94	94		93	1%
PAID AS REGULAR TICKET	28	31	-10%	100	134	-25%	207	-52%
FROM PWL TO WARRANT		1	-100%		1	-100%	2	-100%

## PERSONNEL/HR DEPARTMENT

### MAY 2012 MONTHLY REPORT

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

**CDL TESTING** – A DOT Random Drug test was not conducted during the month of May. There were four (4) 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 Open</b>	<b>Positions Filled</b>
Seasonal lifeguard and lifeguard WSI	Fire Captain
Police Officer (2)	Public Safety Dispatcher
Public Safety Dispatcher (1)	Firefighter
Museum Assistant	
Seasonal Recreation Positions	

**PERSONNEL BOARD** – Personnel Board did not meet during May.

#### **MISCELLANEOUS ACTIVITIES**

HR Assistant continued working on the Neogov application process.

FPPA and IPMA representatives met with employees during May.

County Health Pool Benefits Administrator presented training on May 8. A PowerPoint presentation and an explanation of how to read the Explanation of Benefits (EOB) were given.

## **POLICE DEPARTMENT**

### **MAY 2012 MONTHLY REPORT**

During May 2012, the police department responded to 1,116 Calls for Service, a 13 percent increase from the 989 Calls for Service responded to in May of 2011. The year-to-date Calls for Service at the end of May were 5,274, a 14 percent increase from the 4,635 calls reported at the end of May, 2011.

Officers responded to 13 traffic accidents during the month of May which is a fifty percent decrease from the 26 responded to in May of 2011. Through the end of May, officers have responded to 81 traffic accidents, which is a 31 percent decrease over the 118 accidents covered during the same time period last year.

Officers issued 55 penalty assessments during May 2012, which is a 45 percent decrease from the 100 penalty assessments issued in May 2011. Among the criminal offenses reported were two sex offenses, eleven assault offenses, 21 burglaries, 32 larceny/thefts, two motor vehicle thefts, one counterfeiting/forgery offense, two fraud offenses, one drug offense and 18 vandalisms. The value of property stolen during the month was \$43,620 and \$16,265 was recovered. Officers arrested 36 adults and three juveniles, for a total of 39 arrests in May, 2012. This is 3 more arrests or a one percent increase from the 36 total arrests made in May of 2011.

In May, the Youth Services Division received 30 youth referrals (21 males and 9 females). Youth referrals were received from the following: 29 from the Sterling Police Department, and one from a parent.

Officers responded to 44 calls at local liquor establishments, eight more than the 36 calls responded to in May 2011.

Sterling Police Officers and staff completed 247.01 hours of training during the month of May, 2012. Year-to-date, employees have attended more than 1,709.84 hours of training.



## STERLING FIRE DEPARTMENT

### MAY 2012 MONTHLY REPORT

#### OPERATIONS:

Chief

- ❖ Met with NJC Fire Science Coordinator
- ❖ ISO review
- ❖ Met with Sterling Santa's about Bike Clinic
- ❖ Led Command staff meeting
- ❖ Attended SRFPD meeting
- ❖ Attended NERETAC meeting in Loveland
- ❖ EMS week Open House
- ❖ Participated in Volunteers Webinar
- ❖ Attended County Commissioner's meeting
- ❖ Attended Bike Clinic

#### TRAINING:

- ❖ Assisted with FF1 Practicals
- ❖ SOP training
- ❖ 1002's with Ambulance attendants on Med 1, 2, 3
- ❖ 1002's with Firefighter on E-11 & E-12, R-17
- ❖ Training Serv Center: 1002's Med 4, E-16, T-18
- ❖ Off Road Driver training
- ❖ Mapping
- ❖ Fire Pump training
- ❖ Volunteer training-Extrication, Car fires, Airbags

#### MAINTENANCE:

- ❖ Took E-11 to City shops for hose reel repair
- ❖ Took R-17 to City shop for normal maintenance
- ❖ R-17 generator has been removed for repairs
- ❖ E104 to City shop for new pump install
- ❖ Washed 6 lengths of 1-3/4 hose
- ❖ Washed E-12, E-16, and Med 1, Med 3

#### OTHER:

- ❖ Assisted with ISO Audit
- ❖ 23 Re-inspections completed and 35 New Inspections
- ❖ Hung ropes on Flag pole at Post Office

- ❖ Public Education at 100 College Drive
- ❖ Bike Safety Event
- ❖ EMS Open House
- ❖ Med 5 picked up from Front Range

**MAJOR INCIDENTS:**

5-1-12	IR# 689	Iris Drive	Structure Fire (Gen)
5-2-12	IR# 692	404 Melba	Grass Fire
5-3-12	IR# 697	1510 West Main	Fire (Recall)
5-4-12	IR# 701	14500 Hwy 14	Structure Fire (Gen)
5-5-12	IR# 703	402 Highland Drive	Vehicle Fire
5-8-12	IR# 716	31838 County Rd 385	Grass Fire
5-10-12	IR# 724	CR 19	Tractor Fire
5-10-12	IR# 725	Hwy 61/ CR 6	Medical/rollover (Gen)
5-11-12	IR# 733	103 Sugar Mill Rd	Hazardous Condition
5-11-12	IR# 734	619 Landrum Lane	Elevator entrapment
5-12-12	IR# 736	CO 76, MP 107	Crash
5-15-12	IR# 747	MM 400/Hwy 6	Tree Fire
5-18-12	IR# 775	Hwy 14, MM 226	Grass fire (Gen)
5-20-12	IR# 781	Hwy 71, MM 208	Mutual Aid (Gen)
5-21-12	IR# 785	Sedgwick to Ft Collins	Med Transfer
5-23-12	IR# 797	CO 138, MP 2	Crash
5-24-12	IR# 801	SRMC to Swedish	Med Transfer
5-26-12	IR# 813	166616 Hwy 14	Flight crew transport (Recall)
5-28-12	IR# 823	1331 Platte St, A3	Structure Fire (Gen)
5-28-12	IR# 824	1528 CR 59	Grass Fire (Recall)
5-30-12	IR# 837	CR 56 & 31	Grass Fire (Recall)

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>FIRES</b>								
City	5	5		16	19	-16%	16	1%
Rural	9	4	125%	62	17	265%	27	133%
Total	14	9	56%	78	36	117%	42	84%
<b>EMS/RESCUE</b>								
City	69	49	41%	400	312	28%	278	44%
Rural	16	13	23%	62	75	-17%	73	-15%
Total	85	62	37%	462	387	19%	351	32%
<b>HAZARDOUS CONDITION</b>								
City	10	16	-38%	102	81	26%	77	32%
Rural	11	8	38%	35	40	-13%	29	20%
Total	21	24	-13%	137	121	13%	106	29%
<b>TOTAL 911 SERV CALLS</b>								
City	84	70	20%	515	412	25%	428	20%
Rural	36	25	44%	159	132	20%	132	20%
Total	120	95	26%	674	544	24%	560	20%
<b>AVERAGE RESPONSE TIME</b>								
City	4	3	35%	29	19	53%	22	29%
Rural	11	10	1%	55	49	13%	53	3%
Overall Average	7	7	9%	42	34	24%	38	11%

<b>GENERAL ALARMS</b>								
Total General Alarms	9	3	200%	33	18	83%	21	60%
Average Number of Firefighters	11	14	-21%	23			61	-62%
<b>BUILDING FIRES</b>								
Total Building Fires		1	-100%	9	4	125%	6	45%
Fires Confined to Rm of Origin		0					3	-100%
<b>TRAINING HOURS</b>								
Career Hours	353	417	-15%	1,995	1,874	6%	1,197	67%
Volunteer Hours	48	130	-63%	226	436	-48%	322	-30%
Total Hours	401	547	-27%	2,220	2,309	-4%	1,519	46%
Average Career Hours	23.5	27.8	-15%	133	125	6%	80	67%
Average Volunteer Hours	4.0	10.8	-63%	19	36	-48%	27	-30%
<b>FIRE INSPECTIONS</b>								
New Inspections	35	85	-59%	308	361	-15%	275	12%
Re-Inspections	23	25	-8%	157	135	16%	128	23%
Total Inspections	58	110	-47%	465	496	-6%	403	15%
<b>HYDRANT INSPECTIONS</b>		0			1	-100%	40	-100%

# PUBLIC WORKS DEPARTMENT

## MAY 2012 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of May with a high temperature of 98° recorded at the water stations on the 22nd. Evening temperatures also fluctuated similarly with a low of the month being 32° on the evening of the 8th and a high evening low of 55° recorded on the 5th. The station located east of Sterling recorded a total precipitation of .77" for the month. However, at Sterling Municipal Airport there was a total of 1.06" recorded in the month of May.

### MONTHLY CLIMATOLOGICAL SUMMARY for MAY. 2012

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	61.1	76.9	4:30p	44.7	5:00a	6.9	3.0	0.00	5.5	22.0	2:30p	SSW
2	63.2	81.4	3:30p	42.3	6:00a	6.2	4.4	0.00	6.4	29.0	1:30p	NNW
3	67.3	82.0	4:00p	46.5	6:00a	3.9	6.2	0.00	6.6	27.0	6:00p	ESE
4	71.2	90.0	5:00p	45.1	6:30a	3.9	10.1	0.00	4.5	21.0	3:00p	ESE
5	68.6	82.1	4:30p	58.1	4:30a	1.9	5.5	0.00	9.4	37.0	7:30p	NNE
6	55.8	64.0	3:30p	48.5	7:00a	9.2	0.0	0.00	9.6	32.0	1:00a	NNE
7	50.4	57.3	5:00p	43.4	12:00m	14.6	0.0	0.04	3.8	12.0	7:30a	NNE
8	54.6	70.3	5:30p	34.8	6:00a	11.3	0.9	0.00	4.1	23.0	2:00p	NE
9	62.5	82.5	4:00p	37.7	3:30a	8.0	5.5	0.00	5.0	22.0	12:00p	SE
10	68.6	90.1	6:00p	44.0	4:30a	5.7	9.3	0.00	8.6	49.0	11:30p	S
11	46.3	56.2	12:30a	39.4	7:00p	18.7	0.0	0.02	11.9	45.0	4:00a	NNE
12	46.4	55.8	5:30p	40.5	3:30a	18.6	0.0	0.02	5.4	19.0	2:30p	SE
13	54.0	71.5	6:00p	33.9	6:00a	12.2	1.2	0.00	2.9	12.0	12:30p	NNE
14	60.4	82.9	5:00p	36.1	6:00a	9.7	5.1	0.00	4.8	24.0	3:00p	S
15	64.4	84.3	4:00p	38.5	5:30a	7.3	6.6	0.00	7.1	28.0	11:30p	NE
16	72.3	90.9	2:30p	54.9	6:30a	2.2	9.5	0.00	12.9	39.0	12:30p	SSE
17	69.5	85.9	4:00p	47.5	6:00a	3.4	7.9	0.00	6.2	20.0	6:30p	S
18	70.8	93.7	3:30p	47.3	6:30a	3.9	9.8	0.00	8.4	56.0	3:30p	S
19	55.5	63.6	12:30a	45.2	12:00m	9.5	0.0	0.14	9.1	26.0	7:30a	NNW
20	59.1	77.9	4:00p	37.8	5:30a	8.9	3.0	0.00	8.4	35.0	9:30p	SE
21	70.5	88.8	6:00p	46.7	6:00a	3.8	9.2	0.00	9.0	28.0	2:30p	S
22	78.2	96.9	3:30p	55.6	5:30a	1.4	14.6	0.00	9.1	37.0	3:30p	S
23	63.3	75.3	12:30a	51.9	11:00p	3.9	2.2	0.80	11.1	30.0	3:30a	NNE
24	56.0	68.6	4:30p	47.7	4:00a	9.1	0.1	0.02	10.5	35.0	3:30p	WNW
25	56.4	68.7	5:30p	47.6	1:00a	9.0	0.4	0.01	9.8	30.0	5:30p	NE
26	71.4	96.5	4:00p	54.3	3:30a	4.1	10.6	0.01	14.0	46.0	7:00p	NE
27	65.7	76.7	12:30a	51.1	6:00a	2.9	3.6	0.00	9.1	49.0	3:00p	W
28	60.9	77.7	5:30p	40.5	6:00a	7.8	3.7	0.00	5.1	17.0	10:30a	S
29	64.0	80.7	5:00p	41.7	5:30a	6.2	5.2	0.00	4.3	17.0	10:00p	NNE
30	66.4	85.8	1:30p	50.5	12:00m	3.8	5.1	0.00	10.4	45.0	1:00p	NNE
31	61.6	75.1	4:30p	46.8	3:00a	5.9	2.5	0.00	6.4	22.0	9:00p	NW
<hr/>												
	62.5	96.9	22	33.9	13	223.9	145.2	1.06	7.7	56.0	18	NE

Max >= 90.0: 6  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0  
 Max Rain: 0.80 ON 05/23/12  
 Days of Rain: 6 (>.01 in) 2 (>.1 in) 0 (>1 in)  
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration

## **STREET/SANITATION DIVISIONS**

The resources spent sweeping City streets is the same with 580 blocks being swept throughout the month compared to a year ago. However the division also expended 0 tons of granular base, grading 132 blocks of alleys and 0 blocks of streets throughout the City. The division expended 249 tons of hot bituminous mix in pothole repair. A 6% decrease in resources was expended in cleaning catch basins with the number being 862 throughout the month compared to 918 a year ago.

The division expended 100 gallons of paint during the month painting crosswalks.

The division repaired 5 traffic control signs, replaced 2 control signs, installed 2 new signs, and removed 1 traffic control sign throughout the City.

The sanitation division collected 40 tons of loose trash throughout the month. However, they collected 635 tons of compacted trash. This compacted trash is a 1% decrease compared to a year ago. Under time and material removals there were 43 tons this month.

<b>DESCRIPTION</b>	<b>May 2012</b>	<b>May 2011</b>	<b>May Change</b>	<b>YTD 2012</b>	<b>YTD 2011</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
<b>STREET MAINTENANCE</b>								
Streets Swept (Blocks)	580	581	0%	1,767	1,878	-6%	2,395	-26%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	6,340	6,080	4%	26,460	24,340	9%	34,526	-23%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)		78	-100%	118	173	-32%	169	-30%
Gravel/ABC-Streets (Tons)				2,443			64	3713%
Grading Alleys (Blocks)	132	266	-50%	528	667	-21%	599	-12%
Grading Streets (Blocks)					120	-100%	285	-100%
Grade Parking Lots (Blocks)							3	-100%
Excavate Sub-base (Cu Yds)		16	-100%	363	96	277%	161	126%
Excavate Asphalt (Tons)							169	-100%
Excavate Concrete (Tons)							30	-100%
Structure Backfill (Tons)	15			102	544	-81%	302	-66%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)		168	-100%	135	735	-82%	317	-57%
Hot Bituminous Mix (Tons)	249	106	134%	249	153	63%	230	8%
Emulsion/Tack Oil (Gals)							15	-100%
Cold Mix-Asphalt (Tons)		1,875	-100%	1,810	1,878	-4%	866	109%
Catchbasins - Altosid Briquets							64	-100%
Catchbasins Cleaned (Each)	862	918	-6%	1,225	1,427	-14%	1,195	2%
Painting-Parking (Gals)							28	-100%
Painting-Crosswalks (Gals)	100	11	809%	100	11	809%	9	964%
Painting-Curbs (Gals)							2	-100%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)							1	-100%
<b>SIGN MAINTENANCE</b>								
Traffic Control-Repair (Each)	5			8	2	300%	5	60%
Traffic Control-Replace (Each)	2	4	-50%	14	9	56%	61	-77%
Traffic Control-Install (Each)	2	9	-78%	14	16	-13%	75	-81%
Traffic Control-Remove (Each)	1	3	-67%	11	10	10%	66	-83%

Street Name-Repair (Each)		1	-100%		1	-100%	5	-100%
Street Name-Replace (Each)							57	-100%
Street Name-Install (Each)		1	-100%		2	-100%	74	-100%
Delineators-Repair & Replace (Each)							3	-100%
SNOW/ICE CONTROL								
Snow Removal (Loads)				129	730	-82%	757	-83%
Salt/Sand Mix Material (Tons)				86	237	-64%	246	-65%
Plowed/Sanded Streets (Miles)				1,356	2,776	-51%	2,469	-45%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	40	5	648%	417	339	23%	467	-11%
Compacted Trash Collection (Tons)	635	642	-1%	2,254	2,125	6%	2,218	2%
Alley Debris/Trash Removal: T & M (Tons)	43			56			0	29374%
Yard: Sweepings + Misc Debris (Tons)	155	3	4956%	484	317	53%	661	-27%
Container Repairs-90 Rollouts (Each)	12	5	140%	29	24	21%	117	-75%
Container Repairs-Dumpsters (Each)	46	35	31%	281	150	87%	167	68%
Level Dumpsters - Gravel Base Pad				2			1	100%
Weed Control-Mowing (Hours)	37	71	-48%	37	71	-48%	37	1%
Weed Control-Burning (Hours)				3				
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)								
Haul Sand from Logan County Landfill							4	-100%
Haul Materials from Vendor Yard (Tons)		58	-100%	43	817	-95%	676	-94%
Haul Materials from Project Site (Cu Yds)		470	-100%					
Haul Pulverized Asphalt/Millings (Cu Yds)	57	30	90%	57	135	-58%	264	-78%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete								
Crack Sealing (#'s per day)				28,980	38,790	-25%	26,825	8%

### WATER/SEWER DIVISION

The water division produced 112,984,300 gallons, a 44% increase compared to May a year ago, and a 31% increase in hours logged. Furthermore the division responded to 420 requests for locates throughout the month. The meter reader read 4,928 meters resulting in 66 turn-offs for delinquent payment and also 26 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 26 and cleared 24 SCADA alarms at the time of reporting.

The sewer division cleaned 300 feet of sewer line throughout the month. This division responded to 315 requests for locates.



Bend (No.)								
<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)				30			8	275%
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	4,928	4,199	17%	21,563	20,984	3%	16,737	29%
Meter Turn-offs (for repair)	4	14	-71%	32	95	-66%	71	-55%
Meter Turn-offs (delinquent)	66	77	-14%	247	309	-20%	240	3%
Meter Turn-ons (all)	58	79	-27%	315	410	-23%	4,748	-93%
<b>METER MAINTENANCE (No.)</b>							10	-100%
Meters Repaired - In House							69	-100%
Meters Repaired - In Field					2	-100%	84	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption				3			0	1400%
High Usage	26	17	53%	142	117	21%	170	-16%
Leaking in Meter Pit								
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired							26	-100%
<b>METER PIT INSTALLATION (No.)</b>								
Meter Pits Installed							0	-100%
<b>MISCELLANEOUS - OTHER (No.)</b>								
Concrete Risers Manufactured								
Meter Pits Manufactured								
<b>OPERATIONS SECTION</b>								
<b>WELL METERS (No.)</b>								
Well Meters Read	24	14	71%	111	67	66%	55	103%
Park Meters Read	29	43	-33%	145	100	45%	80	80%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	403	403		1,976	1,963	1%	1,499	32%
Well Building Security Checked	651	651		3,192	3,171	1%	2,037	57%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							394	-100%
Well Check for Sand							634	-100%
Well Static Level							4	-100%
Well Draw Down								
Well Air Check	93	93		453	453		104	334%
<b>GROUND STORAGE TANKS (No.)</b>							10	-100%
7.5 MG Tank Checked	62	62		304	302	1%	210	45%
7.5 MG Tank Level Checked	62	62		304	302	1%	201	51%
2.0 MG Tank Checked	62	62		304	302	1%	199	53%
2.0 MG Tank Level Checked	62	62		304	302	1%	230	32%
Security Checks	62	62		304	302	1%	304	0%
<b>ELEVATED STORAGE TANKS (No.)</b>							30	-100%
0.25 MG North Checked	93	93		456	453	1%	393	16%
0.25 MG North Level Checked	93	93		456	453	1%	393	16%
0.25 MG South Checked	93	93		456	453	1%	362	26%

0.25 MG South Level Checked	93	93		456	453	1%	417	9%
Security Checks	186	186		912	906	1%	774	18%
<b>WATER QUALITY TESTING (No.)</b>							53	-100%
Well Samples Taken					11	-100%	56	-100%
Distribution Samples Taken					15	-100%	59	-100%
Chlorine Samples Taken	155	31	400%	760	164	363%	157	384%
Bacteriological Samples Taken					15	-100%	51	-100%
Other - Samples taken							46	-100%
<b>SCADA SYSTEM (No.)</b>							35	-100%
SCADA Alarms	26	42	-38%	327	272	20%	160	105%
SCADA Alarms Cleared	24	38	-37%	323	268	21%	155	109%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up	22	13	69%	87	53	64%	53	65%
Chlorine Bottles Returned	25	13	92%	90	53	70%	52	74%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>							8	-100%
Hours	3,589	2,739	31%	12,480	11,222	11%	10,306	21%
Gallons	112,984	78,321	44%	375,239	317,714	18%	287,872	30%
Call Customer By Phone							2,676	-100%
<b>UNCC LOCATES</b>							69,603	-100%
City Requests	3	17	-82%	51	65	-22%	13	292%
Private Requests	102	128	-20%	461	383	20%	77	502%

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>SANITARY SECTION</b>								
<b>Sewer Service Installed (No.)</b>								
Sewer Service Installed (No.) 4"							1	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all							0	-100%
Sewer Service Inspected (No.)							1	-100%
Sewer Service Repaired (No.)							2	-100%
<b>Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"							180	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
<b>Sewer Lines Replaced (Ft.) 4"</b>								
Sewer Lines Replaced -6" (Ft)					23	-100%	5	-100%
Sewer Lines Replaced -8" (Ft)								
Sewer Lines Replaced -10" (Ft)							3	-100%
Sewer Lines Replaced -12" & larger (Ft)								
Sanitary Sewer Relined-all sizes (Ft)								
<b>Sewer Lines Cleaned (Ft.) 4"</b>							20	-100%
Sewer Lines Cleaned (Ft.) 6"					375	-100%	998	-100%
Sewer Lines Cleaned (Ft.) 8"		500	-100%		5,200	-100%	10,904	-100%



Catchbasins Inspected (No.)							6	-100%
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)							6	-100%
Storm Sewer Line Locates (No.)	105	121	-13%	500	401	25%	444	13%
Storm Sewer Manhole Locates (No.)	210	242	-13%	1,000	802	25%	540	85%
Call Customer by Phone							1	-100%

## **AIRPORT DIVISION**

The airport division witnessed 434 operations during the month of May. Throughout the month this division sold 5,355 gallons of fuel, which is a 28% increase from May 2011. However the total year-to-date of 20,302 gallons of fuel, is also a 13% increase compared to a year ago.

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
OPERATIONS BY A/C TYPE								
A/C Single Engine	327	246	33%	696	655	6%	703	-1%
A/C Multi Engine	24	8	200%	52	47	11%	75	-31%
Helicopter	22	20	10%	108	94	15%	79	36%
Turbojet	59	33	79%	253	151	68%	269	-6%
Other Types	2			2			3	-29%
TOTAL OPERATIONS	434	307	41%	1,111	947	17%	1,129	-2%
AVIATION FUEL DISPENSATION								
Avgas (Gals.)	2,655	998	166%	5,940	4,859	22%	5,648	5%
Jet-A (Gals.)	2,700	3,171	-15%	14,362	13,096	10%	10,831	33%
TOTAL FUEL	5,355	4,169	28%	20,302	17,954	13%	16,479	23%

## **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 35 permits for residential additions/alterations with a construction value of \$69,864.00. There were 0 permits issued for new non-residential work with a construction value of \$0 in the month of May. Furthermore there were 4 permits for non-residential additions and/or alterations with a construction value of \$832,696.00. For summation of the month there was a total of 39 building permits issued with a fee structure of \$31,418; 1 demo permit with a fee structure of \$24; 8 fence permits with a fee structure of \$160; 4 mechanical permits with a fee structure of \$124; 2 sign permits with a fee structure of \$40; 1 excavation permit with a fee structure of \$30, 0 manufactured home hookup permits with a fee structure of \$0 and 93 miscellaneous permits and/or approvals issued with a fee structure of \$23,600.00. Throughout May, there were 148 permits and/or approvals issued with a 92% increase compared to a year ago. The fee structure is \$55,396.00, a 254% increase compared to a year ago.

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>NEW RESIDENTIAL</b>								
Single-Family Detached 101								
Permits				2	1	100%	0	400%
Units				2	1	100%	0	400%
Value				249,000	124,300	100%	38,060	554%
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits								
Units								
Value								
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits				2	1	100%	0	400%
Units				2	1	100%	0	400%
Value				249,000	124,300	100%	38,060	554%
<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	35	15	133%	94	43	119%	40	133%

Value	69,864	54,437	28%	808,995	208,083	289%	258,549	213%
<b>Residential Garages/Carports 438</b>								
Permits		1	-100%	4	6	-33%	4	5%
Value		9,400	-100%	44,701	86,842	-49%	51,941	-14%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	35	16	119%	98	49	100%	44	122%
Value	69,864	63,837	9%	853,696	294,925	189%	310,490	175%
<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								
Value								
<b>Auto Service &amp; Repair 322</b>								
Permits								
Value								
<b>Hospitals &amp; Institutions 323</b>								
Permits								
Value								
<b>Offices 324</b>								
Permits				1			0	400%
Value				1,924,600			96,358	1897%
<b>Schools &amp; Education 326</b>								
Permits								
Value								
<b>Commercial Buildings (Retail) 327</b>								
Permits							0	-100%
Value							130,000	-100%
<b>Public Works &amp; Utilities 325</b>								
Permits		2	-100%		2	-100%	0	-100%
Value		12,001,939	-100%		12,001,939	-100%	2,400,388	-100%
<b>Other Buildings 328</b>								
Permits				1	1		5	-81%
Value				191,317	3,000	6277%	139,088	38%
<b>Structures 329</b>								
Permits							3	-100%
Value							55,350	-100%
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits		2	-100%	2	3	-33%	9	-79%
Value		12,001,939	-100%	2,115,917	12,004,939	-82%	2,821,184	-25%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
<b>Nonresidential Add/Alterations 437</b>								
Permits	4	5	-20%	18	20	-10%	22	-19%
Value	832,696	276,949	201%	1,267,836	903,031	40%	1,413,259	-10%

<b>DEMOLITIONS</b>									
Single-Family 645									
Two-Family 646									
Three & Four Family 647									
Five or More Family 648									
Others 649							0	-100%	
<b>PERMITS AND FEES</b>									
<b>Building</b>									
Permits	39	23	70%	120	73	64%	76	57%	
Fees	31,418	10,617	196%	116,749	47,240	147%	57,232	104%	
<b>Demolitions</b>									
Permits	1	1		4	3	33%	3	43%	
Fees	24	24	2%	96	71	35%	66	45%	
<b>Fence</b>									
Permits	8	10	-20%	33	26	27%	31	7%	
Fees	160	200	-20%	660	520	27%	607	9%	
<b>Mechanical</b>									
Permits	4	9	-56%	25	24	4%	19	32%	
Fees	124	242	-49%	767	614	25%	714	7%	
<b>Sign</b>									
Permits	2	3	-33%	6	12	-50%	13	-54%	
Fees	40	60	-33%	140	320	-56%	364	-62%	
<b>Excavation</b>									
Permits	1	10	-90%	19	23	-17%	18	6%	
Fees	30	140	-79%	345	380	-9%	213	62%	
<b>Manufactured Home Hookups</b>									
Permits		1	-100%	2	3	-33%	3	-33%	
Fees		75	-100%	150	225	-33%	181	-17%	
<b>Miscellaneous</b>									
Permits	93	20	365%	303	82	270%	102	198%	
Fees	23,600	4,307	448%	81,453	13,849	488%	16,330	399%	
<b>TOTALS - PERMITS AND FEES</b>									
Permits	148	77	92%	512	246	108%	265	93%	
Fees	55,396	15,665	254%	200,360	63,219	217%	75,707	165%	
<b>Nuisance Violations</b>									
Vehicle Violations	3			124	133	-7%	147	-16%	
Grass/weed Violations	158	132	20%	306	226	35%	256	20%	
Miscellaneous Violations	55	3	1733%	233	197	18%	181	29%	
Totals-Nuisance Violations	216	135	60%	663	556	19%	583	14%	

## PARKS, LIBRARY AND RECREATION DEPARTMENT

### MAY 2012 MONTHLY REPORT

#### DEPARTMENT OVERVIEW

There were 34 pavilion reservations made in May for a year-to-date total of 100. There were eight facility reservations prepared during May.

No money was paid out in the Tree Removal program, leaving a year-to-date total of \$1,500. There was \$149.99 paid out in the Tree Planting program for a year-to-date total of 194.90.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared and distributed PLR news releases to media and answered the phone three times for the HR Dept. She called for copier repair twice. She also attended the ICMA meeting.

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

May 2 – Director had a conference with a PCF employee.

May 2 – Director participated in a conference call for SIPA.

May 2 – Director met with Recreation Superintendent Fuller.

May 8 – Director and Department secretary attended the PLR Board meeting. Items discussed: Library policies, new windscreen, Dare Club, and the PLR Board City tour.

May 8 – Director met with a citizen re: cemetery.

May 9 – Director met with Wade Gandee, PCF employee.

May 10 – Director attended an Excellence meeting.

May 16 – Director met with Kay Rich, Museum Curator, Dennis Fuller, Recreation Superintendent and Sandy VanDusen, Library Superintendent.

May 17 – Director participated in Website chat re: Airs Package.

May 21 – Director met with Kim Sellers, Chamber of Commerce, Rocky Joy, Mayor and Bob McCarty re: trails and softball fields.

May 21 – Director and Department secretary attended a farewell party for former PCF Superintendent Appelhans.

May 22 – Director and Department secretary attended the Council meeting and the Director gave a report on the PLR Department.

May 23 – Director participated in a Google Webinar.

May 23 – Director met with Becky Harms re: recreation programs.

May 24 – Participate in OCLC Statewide Subscription Webinar.

May 29 – Director recorded a KPMX interview.

May 30 – Director and Department secretary attended a webinar at the library.

May 31 – Director recorded an interview for a radio station.

May 31 – Director met with PCF Superintendents at Wisdom Park for a trial of the new movie equipment.

May 31 – Director met with Carl Anderson, Operations Coordinator, Wade Gandee, PCF employee and a salesperson re: new playground equipment for Pioneer Park.

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

**PARKS** – Mowing and irrigation operations are continuing as scheduled. Ballfield preparation is continuing for the summer schedule. Spraying operations are continuing as scheduled. There were a total of thirty-five facility reservations for May. New flags for the armed services were purchased for Columbine Park and will be installed upon arrival.

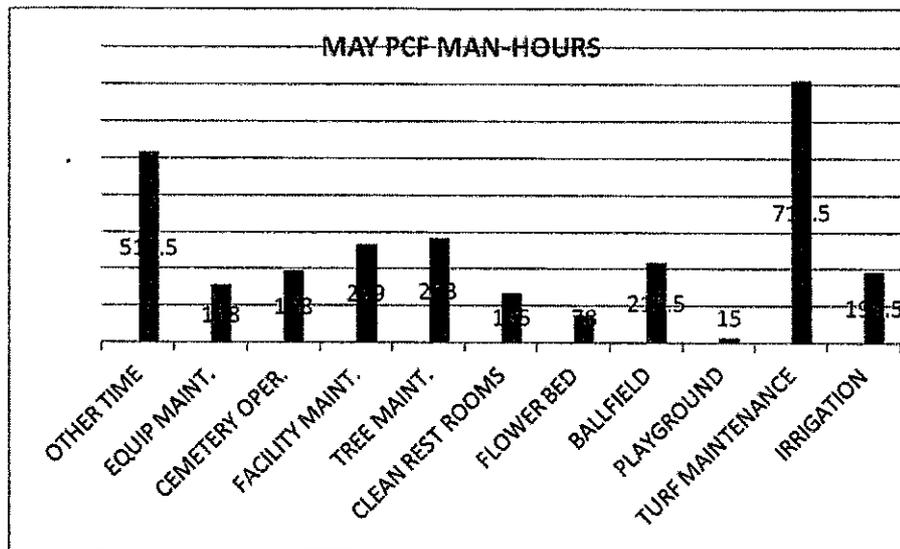
**CEMETERY** – Memorial weekend went well with an estimated 10,000 – 15,000 visitors over the three days. There were nine grave opening and closings in May. Six of them were full burials and three cremations. Ten grave space and four niches were sold this month. One hundred thirty-two grave spaces were repaired.

**FORESTRY** - In the month of May Action Requests continued as scheduled. Watering of the newly planted trees is continuing as needed. The streets and parks had to be cleaned up after a couple of spring storms. The Forestry crew trimmed forty trees, removed eleven trees, and planted eight new trees.

### **ONGOING PCF PROJECTS:**

- Perform all routine maintenance activities as necessary
- Prepare ballfields for the summer season
- Complete Forestry Action Requests as needed
- Perform clean up from summer storms

Graph below denotes man-hours used during the month of May:



DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>PARKS</b>								
Man-hours of equip maint (all PCF)	158	110	44%	158	500	-68%	739	-79%
Facility reservations	35	161	-78%	42	179	-77%	72	-42%
Restroom cleanings/inspections	135	124	9%	600	550	9%	676	-11%
Man-hours of ballfield preparation	220	282	-22%	433	989	-56%	460	-6%
<b>CEMETERY</b>								
Opening/Closing	9	14	-36%	52	50	4%	49	7%
Cremains - Opening/Closing	3	2	50%	22	14	57%	19	16%
Spaces sold	10	2	400%	29	18	61%	28	2%
Monument permits		47	-100%		86	-100%	68	-100%
Graves repaired/raised	132	174	-24%	675	532	27%	473	43%
Niches Sold	4	4		16	11	45%	12	38%
<b>FORESTRY</b>								
Trees trimmed	40	7	471%	111	50	122%	205	-46%
Trees removed	11	8	38%	64	21	205%	68	-5%
Action Requests completed	5	1	400%	25	2	1150%	22	13%
Trees planted	8	24	-67%	37	46	-20%	26	45%
Stumps removed by contract	37			37			14	164%

## **RECREATION DIVISION**

**SUMMER SOFTBALL:** Registrations and rosters for Men's Adult Slow Pitch, and Co-Rec. softball were processed, and leagues schedules were prepared. Play began May 29<sup>th</sup>. There are 13 Men's Slow Pitch teams, 8 in the Upper Division and 5 in the Lower Division. There are also 13 teams in Co- Rec. slow pitch teams: 6 in the Co-Rec. Upper Division and 7 in the Co-

Rec. Lower Division. Overall, there is 1 less team in Adult Softball than there was in 2011. We offered a new "Men's 50+" year old league, but no teams registered.

This year we made many important changes to Youth Wildcat Softball. We changed from grades to ages. We added Girls Whiffle T-Ball for 4 year olds. We changed from using pitching machines to using our own Staff Pitchers for 7 & 8 year olds. We went from having the coaches hand pick teams, to a draft system, and we added a new girls' 15 & 16 year old league. The new girls' 15 & 16 year old league was cancelled due to lack of players. The two girls that registered were allowed to play down and the one out of town team was refunded.

Recreation Division Staff organized and conducted a Wildcat Girls skills assessment day with the help of the NJC Girls Softball team and Parks, Library & Recreation Board members. Since we went to a much more fair draft system in the 9 – 14 year old divisions, it gave the coaches a chance to see most of the girls throwing, hitting and running skills before the draft took place. We also conducted 2 pitching clinics with staff present with Gary Serato and Steve Gress giving instruction. Youth softball officials, scorekeepers and supervisors' clinics took place. All volunteer youth softball coaches are required to take Concussion Training and sign a Coaches Code Of Conduct form.

In May, 2012, the Girls Wildcat Fastpitch Softball, T-Ball and Machine Pitch registrations and rosters were processed and schedules were mailed to the coaches. Play began May 29<sup>th</sup>. There are 3 Girls 4 year old T-Ball teams, 6 - 5 & 6 year old T-ball teams, 5 - 7 & 8 year old Staff Pitch teams, 5 - 9 & 10 year old Fastpitch teams, 7 - 11 & 12 year old Fastpitch teams, and 6 - 13 & 14 year old Fastpitch teams. Overall, there are 3 more Girls Wildcat Softball teams than there were in 2011.

There was just four evenings of youth and adult softball in May 2012. There were 16 youth games and 10 adult games played. All of the adult and youth softball games combined resulted in 1,778 player and spectator visits to the softball complex in May, 2012.

## **RECREATION CENTER**

**OUTDOOR POOL PREPARATIONS:** The outdoor pool was de-winterized by Blue White Pools on May 10<sup>th</sup>. Recreation staff spent three weeks prepping the outdoor pool. It was very filthy work as the green slime had to be removed and then it was pressure washed. Recreation Center staff also cleaned storage rooms, put up shade structures, and completely prepared the entire outdoor pool for its opening on Memorial Day May, 28<sup>th</sup>.

**SUMMER TRAINING:** In May 2012, 35 each of the Recreation Centers lifeguards completed 7½ hours of training preparing for the opening of the outdoor pool. They attended a 4-hour long American Red Cross CPR-PR Review class and a 3½ hour long staff meeting. The staff meeting consisted of a lifeguard skills review where they had to practice all their American Red Cross lifeguard rescue skills. They also received Recreation Center information on safety, rules and emergency procedures.

**INDOOR POOL WATER TEMPERATURE CONTROL PROBLEMS:** When the indoor pool's heat exchanger was repaired the new heat exchanger was easily able to heat the pool water. The problem then arose when the facility's aging computer components that control the pool water temperature, would no longer do so. The pool water temperature had to be controlled by hand every few hours by opening and closing a hot water supply valve. It took quite a bit of time

to constantly monitor and adjust the valve by hand. The water temperature fluctuated between 82 and 91 degrees.

**NEW A.D.A. HANDICAP LIFT UPDATE:** The two new pool handicap lifts have arrived for the indoor and the outdoor pools. Longer indoor pool entry handrails were also purchased. The A.D.A. will require two means of unassisted handicap pool entry. The new lifts and handrails are required for us to comply with the new ADA Pool Handicap Laws, which now go into effect in January, 2013.

**L.G.T. & W.S.I. TRAINING SCHOOL:** The Recreation Division has spent a great deal of time preparing for, arranging instructors, and contacting students for the lifeguard (L.G.T.) and swimming lessons instructor (W.S.I.) classes. Four L.G.T prep classes were offered to prepare students for the swimming portions, which they had to pass in order to take the L.G.T. class.

N.J.C. had offered the classes at the Sterling Recreation Center for approximately the past 25 years, but had decided to discontinue them this year. It was vital that the classes and training continue, because all the Recreation Centers L.G.T. and W.S.I. have come from these classes in the past. The classes will take place May 29 – June 3.

**RECREATION CENTER ATTENDANCE REPORT:** May, 2012's total admission figures were 2,814. May, 2011's total Recreation Center admissions were 3,979. Total admissions for May, 2012 were down 1,165 visits from May, 2011. This large decrease was due to the outdoor pool being open 6 less days in May 2012 than it was open in May 2011!

**SCHOOL USE:** In May, 2012 there were 998 RE-1 Valley grade school youth and Logan County school students that visited the Recreation Center to swim. The schools use the swim as a reward for 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. There are 129 kids registered in the first rural session of swimming lessons. This is down 6 kids from last year.

**CHILD ADMISSIONS:** There were a total of 236 Child Admissions to the Recreation Center in May, 2012. This is 112 more than in May, 2011. 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 1,664 Youth Admissions to the Recreation Center in May, 2012. This is 252 more than in May, 2011. The cost of a Youth admission is \$1.75.

**SENIOR ADMISSIONS:** There were a total of 219 Senior Admissions to the Recreation Center in May, 2012. This is 51 less than in May, 2011. Seniors are the first to react when pool temperatures are cold. The cost of a Senior admission is \$1.75.

**ADULT ADMISSIONS:** There were a total of 971 Adult Admissions to the Recreation Center in May, 2012. This is 150 more than in May, 2011. The cost of an Adult admission is \$2.50.

**STERLING SWIM TEAM:** There are 24 kids already signed up and practicing on the Sterling Recreation Center Swim Team. That is 31 less than last year! Pre-season practices ended May 24<sup>th</sup>. Pre-season practices were scheduled on Tuesdays and Thursdays from 3:45 p.m. -

4:45 p.m. 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:** There are 4 boys that participate on swim team and they join Valley High School to compete. They practice on M-W-F 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 p.m. 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.

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams							20	-100%
Volleyball Participants							496	-100%
Volleyball Spectators							843	-100%
Adult Basketball Teams				52	46	13%	39	33%
Adult Basketball Participants				1,212	920	32%	1,032	17%
Adult Basketball Spectators				2,020	1,840	10%	1,428	41%
Youth Basketball Teams				176	174	1%	178	-1%
Youth Basketball Participants				6,704	9,744	-31%	12,582	-47%
Youth Basketball Spectators				13,320	15,660	-15%	14,790	-10%
Adult Basketball Tourn. Teams					28	-100%	31	-100%
Adult Basketball Tourn. Participants					210	-100%	333	-100%
Adult Basketball Tourn. Spectators					420	-100%	448	-100%
Open Gym Participants								
Denver Nugget Basketball Skills Challenge							15	-100%
Santa at the Center Participants								
<b>Spring</b>								
Volleyball Teams		24	-100%	46	72	-36%	75	-39%
Volleyball Participants		192	-100%	1,472	1,824	-19%	2,220	-34%
Volleyball Spectators		240	-100%	1,840	2,280	-19%	2,403	-23%
<b>Summer</b>								
Adult Softball Teams	26	27	-4%	26	27	-4%	30	-14%
Adult Softball Participants	300	1,350	-78%	300	1,350	-78%	995	-70%
Adult Softball Spectators	70	1,350	-95%	70	1,350	-95%	1,478	-95%
Wildcat Softball Teams	32	29	10%	32	29	10%	29	12%
Wildcat Softball Participants	960	84	1043%	960	84	1043%	343	180%
Wildcat Softball Spectators	448	180	149%	448	180	149%	800	-44%

## **LIBRARY**

The patron count for Sterling Public Library from May 1 through May 31, 2012 was 5,014.

There were 32 meetings in the Community Room in May.

The library had 7 Community Servants for a total of 63 hours of community service. Eleven volunteers worked 67.5 hours. One CWEP participant worked 16 hours. Total volunteer hours for the month of May were 146.5.

Sterling Public Library made 252 interlibrary loan requests of other libraries and received 214 items. Other libraries made 129 interlibrary loan requests and Sterling Public Library loaned 109 items. Lending libraries were unable to fill 42 requests and Sterling Public Library was unable to fill 20 requests. Total interlibrary loan requests were 381 and 323 items were circulated.

Jo Ann Conter did not have a completed report for tutor student hours. The totals for May will be reported next month.

Denise Ladd attended Ayres Parents Night on May 1<sup>st</sup>. There were 15 kids and 14 adults that visited the library booth.

Denise provided a tour and stories to 19 Merino kindergarten kids and 3 adults on May 4<sup>th</sup>.

Merino fifth graders visited the library on May 7<sup>th</sup>. The group of 18 kids and 4 adults received a tour. They also spent time browsing and checking out books.

Cheryl provided stories and crafts for Our Time which involves special needs patrons. On May 17<sup>th</sup> two people participated and on May 23<sup>rd</sup> there were 9.

Erica Kallsen and Sandy Van Dusen provided 2 E-reader classes in May. There were 23 people attending.

## **PROJECT UPDATE:**

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

There were 108 children who called Dial-a-Story during May. Kim Sanchez, Pam Kentfield and Vickie Nills read stories during the month. The stories can be heard by calling 522-6808.

The overall theme for the 2012 Summer Reading Program is Dream Big – Read! There were 458 kids age 2 through grade 12 registered and 74 adults.

Denise and Connie provided presentations at the schools promoting the Summer Reading Program. Below are the visitations:

5/8/12	Campbell	423 kids
5/10/12	Merino	160
5/14/12	St. Anthony	175
5/16/12	Caliche	138
5/16 & 18/12	Ayres	436

Two programs were held in May for Summer Reading. Robert Aiken, puppeteer, provided the kickoff program. There were 71 kids and 44 adults who attended. The Dreamcatcher program was held on Thursday, May 31<sup>st</sup>. The seventeen kids and 10 adults learned about the Native American tradition.

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons							7,598	-100%
Books Checked Out	10,817	10,784	0%	43,905	44,896	-2%	38,564	14%
Digital check-out	693			2,835				
In-house Circulation	589	919	-36%	2,621	4,999	-48%	4,859	-46%
Volunteer Hours	63	10	525%	227	25	808%	40	463%
Story Time Attendance	55	86	-36%	431	473	-9%	295	46%
Summer Reading Program	458	436	5%	458	436	5%	429	7%
Reference Questions	662	967	-32%	3,515	5,581	-37%	4,507	-22%
Books Placed on Hold	451	693	-35%	2,732	3,238	-16%	1,803	52%
Inter-Library Loans								
Borrowed requests	252	272	-7%	1,114	1,179	-6%	997	12%
Loaned requests	129	182	-29%	965	1,168	-17%	947	2%
Total	381	454	-16%	2,079	2,347	-11%	1,943	7%
Library Meeting Room Use	32	17	88%	180	54	233%	84	113%
Patrons Using Facility	5,014	4,703	7%	24,065	20,613	17%	21,924	10%
Hours Tutoring		117	-100%	596	626	-5%	685	-13%
Internet use	2,123	2,400	-12%	9,908	7,025	41%	7,982	24%

### OVERLAND TRAIL MUSEUM

May visitation continued to exceed visitation in the past several years. The Museum had 1,699 visitors representing 29 states and 3 foreign countries.

School tours kept the Museum staff very busy this month with 18 schools attending programs. This year the museum offered a choice of two different tours; the traditional museum tour or the HPEC tour. Each tour included some of the outside buildings. The new HPEC tour was the most popular tour this year. Teachers also chose 2 activities to go along with the tour (choices: Gold panning, Tipi activities, Butter Making, Prairie School/Old Fashioned Games).

Wagons West took place on the first 3 Fridays in May. Doug and JoAnn Conter provided the wagon rides and Zeb Dennis the Cowboy Poet was our special guest this year.

KPMX came to the Museum each Friday in May for their annual program "May at the Museum". Andy Rice has suggested that next year we might change things a bit and have a couple of evening programs and broadcasts. We will continue to discuss this idea.

Prairie School registration took place on Saturday, May 12. So far Paula Albrandt has only been able to sign up enough volunteer teachers for 3 weeks of Prairie School. All three weeks filled up during the registration, but Paula is still hoping to add a couple of weeks later in the summer.

Staff has been busy working on the new exhibit for the 125<sup>th</sup> anniversary of Logan County. The exhibit is titled "Country Roots and Cowboy Boots" and will mainly be an exhibit of "old west" artifacts and information.

Heritage Festival committee met this month. Plans are progressing. Tourism committee also met at the Museum and discussed ways that this committee could help with promoting events in Logan County.

The Museum hosted a large wedding in the Courtyard and a graduation party in the Education Center.

Seasonal help, Carter Hough began working at the Museum.

The Logan County Historical Society had their May meeting at the Museum. Bob Patton, Myron Graybill and Rob Nichols gave a short tour of the tannery. Members of the LCHS were very pleased with the progress. The Girl Scouts also gave a presentation and the Logan County Historical Society has approved funds to put informational signs on the outside buildings at the Museum.

### **MUSEUM PROJECTS**

Accessioning artifacts.....	Ongoing project
Cleaning buildings & artifacts.....	Ongoing
Archive room.....	In progress
Miccosukee exhibit.....	Completed
Tannery.....	In progress
Research Room.....	Plans progressing
Reorganization of photo archives.....	In progress
Concrete work (gutters & sidewalks).....	Bidding in progress

DESCRIPTION	May 2012	May 2011	May Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	2	4	-50%	10	11	-9%	16	-37%
Number of items donated	3	9	-67%	24	28	-14%	60	-60%
Number of School Visits	16	6	167%	21	10	110%	17	21%
Number of Students	700	314	123%	840	435	93%	786	7%
Prairie School Students		15	-100%		15	-100%	13	-100%
Prairie School Teachers		2	-100%		2	-100%	2	-100%
Number of Special Events	1	1		5	5		3	92%
Total Attendance of Special Events	12	15	-20%	72	54	33%	61	18%
Number of Weddings	1			2			1	150%
Number of Tour Buses		1	-100%	1	1		0	400%
Tour Bus Visitors		20	-100%	15	20	-25%	4	275%
States represented	29	24	21%	72	79	-9%	77	-7%
Foreign Countries Represented	3	3		8	6	33%	9	-7%
Total of All Visitors	1,699	757	124%	4,609	1,791	157%	2,224	107%
Volunteer Hours	9	64	-87%	29	207	-86%	202	-86%
Square Foot, Bldg. Maintained	29,766	24,766	20%	148,830	123,830	20%	123,830	20%