

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

May 2013

## CITY MANAGER

### MAY 2013 MONTHLY REPORT

#### **City Manager:**

City Manager Kiolbasa attended and met with the following:

- Attended Lt. Governor reading at Library;
- Shooting Range Proposal – Site visit;
- Attended Oversight Committee meeting;
- Attended Logan County Economic Development Corporation meeting; and
- Attended CML District I Outreach meeting.

#### **Executive Secretary:**

The Executive Secretary continues to do the packets for Council. There was one proclamation 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**

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

The Logan County ESF-8 group held a regular monthly meeting in May.

Agenda items were:

Discussion and planning for the Functional Needs Populations in Disaster workshop that the group will be hosting in June. Sub-committees were formed and tasks assigned. The EMC has secured the Sterling Library meeting room for the workshop and contacted community partners to invite them to the workshop.

#### **City Building Security Project**

Work continues with the bidding process for the door access control project. EMC Owens will develop a narrative and basic specification sheet that will be used for the pre-bid meeting for additional vendor proposals.

#### **Combined Communications Networks of Colorado (CCNC)**

Bob attended a Board of Directors monthly meeting of the CCNC via phone bridge tele-conference. Agenda items discussed were:

Open discussion on user fees and why they may be needed.

Discussion of ownership of the equipment at the Zone 3 Controller site.

The software upgrades project and funding options.

The statewide Memo of Understanding with the State Tele-Comm Office.

Discussion on the 1<sup>st</sup> Net Public Safety Broadband project. How it will affect of change current operations in dispatch centers and future costs.

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

EMC Owens met with the leaders of the Latter Day Church in Sterling to review their tornado shelter locations. We identified areas that will be used that have good shelter and emergency lighting. We then reviewed their protocols and planning paperwork and where to place our shelter signage. We also discussed partnering on a Preparedness workshop for the entire community that will be held at their church this fall.

### **Sterling Parks, Library and Recreation Departments**

The EMC and HR Director Bob Brown toured three facilities from the Sterling PLR Department. They visited the Sterling Recreation Center, Library and Museum to discuss tornado shelter locations and planning and preparedness for severe weather. Shelter locations were identified in all three buildings and shelter operations and checklists were discussed. All three facilities will have emergency plans in place along with NOAA weather radios and flashlights.

### **TRAINING AND RESPONSES**

Bob attended a regional multi-agency training and exercise in Yuma CO in May. This exercise tested the local and regional capabilities for the response and recovery from a significant health disaster.

The EMC attended training in Fort Morgan for the Federal Strategic National Stockpile (SNS) deployment procedures. The SNS will be deployed to areas after a disaster, and contain health supplies and medications. The training was followed by a tabletop exercise to demonstrate the step by step procedure of requesting and staging the equipment.

There were several severe weather events in May. EMC Owens monitored the weather radar for warnings and made entries into the WebEOC system. During tornado warnings He verified that the sirens were deployed in the Logan County towns that were affected.

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

EMC Owens:

- Gave a quarterly presentation to the Sterling City Council outlining projects and work done by the Office of Emergency Management.
- Finalized the MOU with the State Office of Tele Communications and sent it in for their signatures. This MOU will provide State funding for a DTR system software upgrade.
- Finalized and sent off for signatures a MOU with the State Department of Corrections. This MOU will provide resource and staff sharing with the DOC during emergencies and disasters.
- Performed all of the E911 Authority bookkeeping for the month of May.
- Coordinated repairs to the Peetz DTR radio tower after a HVAC failure in the equipment building.
- Assisted the NJC and Sterling Fire Department with starting a CERT team in Logan County.
- Working with the Northeast All Hazards Region on developing an ICS 300-400 training here in Sterling this fall.
- Worked with the Town of Iliff to assist them with adding an additional tornado siren to their system. I also discussed tornado warning protocols with the Fleming Fire Department.

**Emergency Communications:**

- Communications Center handled 2,507 calls for service during the month of May 2013, an 11 percent increase from the 2,266 calls received in May 2012.
- Sterling Police Department handled 1,095 calls for service in May 2013, a decrease of two percent compared to 1,116 calls for service received in May 2012.
- Logan County Sheriff's Office received 1,034 calls for service in May 2013, a six percent increase compared to 975 calls for service received in May 2012.
- Crook Fire Department handled nine calls for service in May 2013 compared to eight calls for service in May 2012.
- Fleming Fire received five calls for service in May 2013 compared to nine calls for service in May 2012.
- Merino Fire handled 11 calls for service in May 2013 compared to nine calls for service in May 2012.
- Peetz Fire handled seven calls for service in May 2013 compared to four calls for service in May 2012.
- Sterling Fire handled 181 calls for service in May 2013, a 13 percent increase compared to 153 calls handled in May 2012.

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,507	2,266	11%	10,310	10,316	0%
CITY OF STERLING	1,095	1,116	-2%	4,582	5,274	-13%
LOGAN COUNTY	1,034	975	6%	3,987	4,113	-3%
STERLING FIRE	181	153	18%	838	837	0%
CROOK FIRE	9	8	13%	25	40	-38%
FLEMING FIRE	5	9	-44%	17	31	-45%
MERINO FIRE	11	9	22%	40	55	-27%
PEETZ FIRE	7	4	75%	23	23	

**Information Technology Specialist (ITS):**

Daily backup of all servers, Finance & Police Systems and routine user and file security maintenance continues. The ImageNT server was down for repair twice, for a fan replacement, then a battery replacement. Set back ups and phones for the holiday.

The ITS assisted several departments with phone issues and. printer and computer problems. The mechanics telephone had to be replaced. She cleaned up public computers at the library.

KCI is working on fiber connections to the Recreation Center so their phones and computers will connect directly to City Hall. The Recreation Center currently has limited phone access until the project is complete.

Mary Ann missed the last SWellness meeting but made flyers and arrangements for the next SWellness events. She attended an ICMA meeting.

## CITY ATTORNEY

### MAY 2013 MONTHLY REPORT

#### MEETINGS:

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

The paralegal attends staff meetings, Swellness presentations, 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. 4-1-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado, approving a Memorandum of Understanding for Mutual Aid with the State of Colorado Department of Corrections.

Resolution No. 4-2-13, Series of 2013 – A Resolution repealing Resolution No. 11-5-12, Series of 2012; and adopting a new charges and fees policy; and establishing new charges and fees as required in numerous sections of the Sterling City Code, as set forth herein; and user charges and fees not required to be set by specific sections of the Sterling City Code.

Resolution No. 4-3-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado approving an Agreement with the RE-1 Valley School District and Sterling Baseball Organization.

Prepared the following Ordinances:

Ordinance No. 6, Series of 2013 – An Ordinance approving Addendum to Contract for Services between the City of Sterling and Logan County for the provision of Ambulance Service.

Other Documents:

Addendum to ambulance service contract with Logan County.

#### MUNICIPAL COURT:

The Deputy City Attorney did not prosecute any charges; two Defendants failed to appear for trials. Ten Defendants changed their pleas to guilty prior to trial. Ten charges were dismissed, including upon proof of insurance, and satisfaction of several sales taxes charges. Nineteen defendants entered into a Stipulation for Deferred Judgment. 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 four applications for renewal of liquor licenses and one Tastings permit renewal application.

#### MISCELLANEOUS:

This office prepared a Release and letter regarding a damage claim submitted to the City. This office also prepared a letter requesting reimbursement to the City for damage to City property.

The City Attorney's office staff visited the City Service Center to meet with employees.

This office is working on outstanding matters pertaining to construction and permanent easements for the new water treatment plant.

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

The paralegal attended online CIRSA training for "Trips, Slips and Falls", and an all-day liquor licensing class.

## **FINANCE DEPARTMENT**

### **MAY 2013 MONTHLY REPORT**

The Finance Department assisted 2,620 customers during the month of May 2013. This compares to 3,124 customers in May 2012. This number does not include the contacts made by the Director of Finance. There were on average 114 customer contacts per day for May 2013. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in May 2013 in comparison to May 2012.

The General Fund revenues for the month of May 2013 amounted to \$1,002,967.37. The revenue for the month ended May 2012 in the General Fund amounted to \$1,022,852.90. Expenditures for the General fund for the month ending May 31, 2013 amounted to \$945,904.34 and for the same period in 2012 the expenditures were \$847,688.59

Cash in all City funds totaled \$2,810,634.10 on May 31, 2013 and for May 31, 2012 on hand was \$2,717,277.17. On May 31, 2013 the City of Sterling had outstanding a total of \$14,167,922.65 in investments, this amount is for all funds. This breaks down to \$205,939.02 in Certificates of Deposit, \$13,861,520.79 ColoTrust Plus and \$100,462.84 in Money Market.

There were \$1,474,395.59 worth of checks issued in May 2013 for all funds; this compares to \$2,735,794.26 for the same period in 2012. There were 6405.3 gallons of gasoline and diesel used in the month of May 2013 for all City operations. This compares to 6227.5 gallons gasoline and diesel used in May 2012.

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

## Investment Breakdown

2013

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

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	5/31/13
<b>General Fund:</b>				
Colostrust Plus	\$1,982,515.50	\$200,000.00	\$730,213.78	\$2,512,729.28
Colostrust Plus - Seizure Money	\$26,651.07	\$0.00	\$2.60	\$26,653.67
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$2,009,166.57</b>	<b>\$200,000.00</b>	<b>\$730,216.38</b>	<b>\$2,539,382.95</b>
<b>Hotel Tax Fund:</b>				
Colostrust Plus	\$137,782.02	\$0.00	\$8,514.42	\$146,296.44
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$137,782.02</b>	<b>\$0.00</b>	<b>\$8,514.42</b>	<b>\$146,296.44</b>
<b>Water Fund:</b>				
Colostrust Plus	\$1,999,028.56	\$75,000.00	\$109,199.49	\$2,033,228.05
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,999,028.56</b>	<b>\$75,000.00</b>	<b>\$109,199.49</b>	<b>\$2,033,228.05</b>
<b>Sanitation Fund:</b>				
Colostrust Plus	\$553,239.95	\$10,000.00	\$54.57	\$543,294.52
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$553,239.95</b>	<b>\$10,000.00</b>	<b>\$54.57</b>	<b>\$543,294.52</b>
<b>Sewer Fund:</b>				
Colostrust Plus	\$3,880,767.40	\$40,000.00	\$60,387.84	\$3,901,155.24
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,458.58	\$0.00	\$4.26	\$100,462.84
<b>TOTALS</b>	<b>\$4,187,165.00</b>	<b>\$40,000.00</b>	<b>\$60,392.10</b>	<b>\$4,207,557.10</b>
<b>Perpetual Care Fund:</b>				
Colostrust Plus	\$178,104.24	\$0.00	\$17.77	\$178,122.01
<b>TOTALS</b>	<b>\$178,104.24</b>	<b>\$0.00</b>	<b>\$17.77</b>	<b>\$178,122.01</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	5/31/13
<b>Library Improvement Fund:</b>				
Colostrust Plus	\$27,911.93	\$0.00	\$2.81	\$27,914.74
<b>TOTALS</b>	<b>\$27,911.93</b>	<b>\$0.00</b>	<b>\$2.81</b>	<b>\$27,914.74</b>
<b>Conservation Trust Fund:</b>				
Colostrust Plus	\$125,439.68	\$77,961.00	\$6.38	\$47,485.06
<b>TOTALS</b>	<b>\$125,439.68</b>	<b>\$77,961.00</b>	<b>\$6.38</b>	<b>\$47,485.06</b>
<b>Karl Falch Library Trust Fund:</b>				
Colostrust Plus	\$31,110.59	\$0.00	\$3.15	\$31,113.74
<b>TOTALS</b>	<b>\$31,110.59</b>	<b>\$0.00</b>	<b>\$3.15</b>	<b>\$31,113.74</b>
<b>Employee Self-Insurance Fund:</b>				
Colostrust Plus	\$570,045.45	\$0.00	\$57.00	\$570,102.45
<b>TOTALS</b>	<b>\$570,045.45</b>	<b>\$0.00</b>	<b>\$57.00</b>	<b>\$570,102.45</b>
<b>Service Center Fund:</b>				
Colostrust Plus	\$380,167.89	\$50,000.00	\$35,037.81	\$365,205.70
<b>TOTALS</b>	<b>\$380,167.89</b>	<b>\$50,000.00</b>	<b>\$35,037.81</b>	<b>\$365,205.70</b>
<b>Old Hire Police Pension Fund:</b>				
Colostrust Plus	\$788,040.56	\$0.00	\$78.78	\$788,119.34
<b>TOTALS</b>	<b>\$788,040.56</b>	<b>\$0.00</b>	<b>\$78.78</b>	<b>\$788,119.34</b>
<b>Risk Management Fund:</b>				
Colostrust Plus	\$814,493.27	\$15,000.00	\$80.29	\$799,573.56
<b>TOTALS</b>	<b>\$814,493.27</b>	<b>\$15,000.00</b>	<b>\$80.29</b>	<b>\$799,573.56</b>
<b>Capital Equipment Fund:</b>				
Colostrust Plus	\$1,156,202.96	\$35,000.00	\$45,117.32	\$1,166,320.28
<b>TOTALS</b>	<b>\$1,156,202.96</b>	<b>\$35,000.00</b>	<b>\$45,117.32</b>	<b>\$1,166,320.28</b>

<b>DESCRIPTION</b>	<b>PRIOR MO. BAL.</b>	<b>MATURED</b>	<b>NEW INVEST.</b>	<b>5/31/13</b>
<b>Capital Improvement Fund:</b>				
Colotrust Plus	\$724,134.29	\$0.00	\$72.42	\$724,206.71
Colotrust Plus - Mus Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$724,134.29</b>	<b>\$0.00</b>	<b>\$72.42</b>	<b>\$724,206.71</b>
<b>Grand Totals All Funds:</b>				
Colotrust Plus	\$13,375,635.36	\$502,961.00	\$988,846.43	\$13,861,520.79
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,458.58	\$0.00	\$4.26	\$100,462.84
<b>Grand Total</b>	<b>\$13,682,032.96</b>	<b>\$502,961.00</b>	<b>\$988,850.69</b>	<b>\$14,167,922.65</b>

**GENERAL FUND**

This Document is for Internal Use and Represents Unaudited Figures

**5/31/2013**

**BALANCE SHEET**

**ASSETS:**

Cash	\$297,904.82
Flex Cash Account	\$7,954.33
Petty Cash	\$980.00
Cash with County Treasurer	\$100,651.35
Accounts Receivable	\$179,968.55
Taxes Receivable	\$51,000.00
Sales Tax Receivable	\$631,080.69
Property Tax Receivable	\$1,015,476.00
Investments	\$2,512,729.28
Investment - Federal Seizure	\$26,653.67
Prepaid Fuel	\$21,361.17
Prepaid Fuel - Airport	\$19,500.24
Payroll clearing	-\$77.42
Postage Clearing Account	\$3,340.69
Prepaid Prisoner Housing	\$47,566.00
Sales Tax Clearing	\$0.00

**TOTAL ASSETS**

**\$4,916,089.37**

**LIABILITIES:**

Ded/Ben Clearing Account	\$1,949.37
Accounts Payable	\$106,079.25
Accounts Payable - Logan County	\$2,250.23
Accrued Salaries	\$211,526.81
Court Bonds	\$100.00
Restitution Clearing Account	\$1,151.91
Seizures	\$600.00
Deferred Revenue	\$1,015,476.00
Deferred Revenue - Other	\$13,433.94

**TOTAL LIABILITIES**

**\$1,352,567.51**

**FUND BALANCE:**

Reserve for Museum (Bernice Sanders)	\$28,294.53
Reserve for Museum (Exhibits)	\$42,505.32
Designated for Arts	\$60,000.00
Unreserved Fund Balance	\$2,994,632.57
Excess Revenue over Expenditures	\$438,089.44

**TOTAL FUND BALANCE**

**\$3,563,521.86**

**TOTAL LIABILITIES  
& FUND BALANCE**

**\$4,916,089.37**

**GENERAL FUND**

5/31/2013

<u>REVENUES:</u>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Real & Personal Prop. Tax	\$1,015,537.00	\$90,272.58	\$773,995.54	\$241,541.46
Road & Bridge Fund Taxes	\$80,000.00	\$0.00	\$31,130.86	\$48,869.14
Auto Ownership Taxes	\$105,550.00	\$8,539.72	\$48,116.93	\$57,433.07
Sales Tax	\$6,744,000.00	\$499,213.52	\$2,654,795.53	\$4,089,204.47
Vehicle Use Tax	\$229,600.00	\$20,000.00	\$106,060.19	\$123,539.81
Building Material Use Tax	\$70,000.00	\$7,501.10	\$31,868.64	\$38,131.36
Employment Occupation Tax	\$15,400.00	\$0.00	\$15,400.00	\$0.00
<b>TOTAL TAXES</b>	<b>\$8,260,087.00</b>	<b>\$625,526.92</b>	<b>\$3,661,367.69</b>	<b>\$4,598,719.31</b>
Franchise Taxes	\$645,585.00	\$76,441.17	\$310,036.82	\$335,548.18
Licenses & Permits	\$166,600.00	\$15,055.35	\$66,782.58	\$99,817.42
Intergovernmental Revenue	\$3,404,234.00	\$181,280.23	\$691,488.07	\$2,712,745.93
Charges for Service	\$275,950.00	\$31,248.98	\$91,846.83	\$184,103.17
Fines & Forfeits	\$132,960.00	\$9,480.88	\$52,209.68	\$80,750.32
Miscellaneous Revenue	\$690,249.00	\$27,760.84	\$132,485.68	\$557,763.32
Transfer from Other Funds	\$435,903.00	\$36,173.00	\$180,865.00	\$255,038.00
<b>TOTAL OTHER REVENUES</b>	<b>\$5,751,481.00</b>	<b>\$377,440.45</b>	<b>\$1,525,714.66</b>	<b>\$4,225,766.34</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$14,011,568.00</b>	<b>\$1,002,967.37</b>	<b>\$5,187,082.35</b>	<b>\$8,824,485.65</b>

**GENERAL FUND**

5/31/2013

<u>EXPENDITURES:</u> <u>GENERAL GOVERNMENT:</u>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Council	\$76,880.00	\$3,040.54	\$18,305.96	\$58,574.04
City Manager	\$355,194.00	\$25,632.61	\$143,235.28	\$211,958.72
City Attorney	\$200,495.00	\$27,860.07	\$97,515.72	\$102,979.28
Municipal Court	\$104,661.00	\$7,547.87	\$39,064.77	\$65,596.23
Finance	\$434,372.00	\$32,671.61	\$177,872.68	\$256,499.32
City Hall & Non-Departmental	\$1,505,486.00	\$77,665.83	\$684,452.02	\$821,033.98
Personnel	\$292,108.00	\$18,719.32	\$93,743.48	\$198,364.52
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,969,196.00</b>	<b>\$193,137.85</b>	<b>\$1,254,189.91</b>	<b>\$1,715,006.09</b>
<b>PUBLIC SAFETY:</b>				
Police	\$1,847,356.00	\$150,774.51	\$743,012.35	\$1,104,343.65
Dispatch Center	\$582,327.00	\$38,902.57	\$221,425.45	\$360,901.55
Youth Services	\$109,923.00	\$8,312.68	\$45,199.35	\$64,723.65

Fire	\$1,521,968.00	\$99,545.50	\$551,091.17	\$970,876.83
Ambulance Service	\$613,789.00	\$45,318.57	\$235,079.08	\$378,709.92
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,675,363.00</b>	<b>\$342,853.83</b>	<b>\$1,795,807.40</b>	<b>\$2,879,555.60</b>

**PUBLIC WORKS:**

Street	\$2,667,835.00	\$130,895.29	\$465,255.66	\$2,202,579.34
Engineering & Operations	\$422,926.00	\$44,474.16	\$200,988.53	\$221,937.47
Airport	\$2,076,910.00	\$36,839.29	\$159,682.83	\$1,917,227.17
<b>TOTAL PUBLIC WORKS</b>	<b>\$5,167,671.00</b>	<b>\$212,208.74</b>	<b>\$825,927.02</b>	<b>\$4,341,743.98</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$234,534.00	\$491.03	\$63,834.76	\$170,699.24
Museum	\$150,421.00	\$13,040.50	\$42,921.67	\$107,499.33
Parks	\$451,556.00	\$31,644.65	\$141,378.03	\$310,177.97
Recreation Center	\$465,060.00	\$38,512.82	\$149,994.28	\$315,065.72
Forestry	\$177,060.00	\$23,934.04	\$75,650.92	\$101,409.08
Rec. Administration	\$584,912.00	\$28,830.97	\$157,063.48	\$427,848.52
Softball	\$42,933.00	\$1,736.39	\$7,623.76	\$35,309.24
Youth Softball	\$12,351.00	\$4,943.43	\$5,025.27	\$7,325.73
Basketball	\$8,651.00	-\$4.14	\$5,752.89	\$2,898.11
Volleyball	\$6,980.00	\$408.46	\$2,829.88	\$4,150.12
Tolla Brown Skate Park	\$11,660.00	\$784.94	\$2,928.30	\$8,731.70
Special Events	\$24,500.00	\$1,393.93	\$2,853.49	\$21,646.51
Tennis	\$18,450.00	\$1,171.06	\$4,146.53	\$14,303.47
Youth Basketball	\$25,001.00	-\$23.12	\$15,714.98	\$9,286.02
Youth Volleyball	\$9,967.00	\$0.00	\$121.03	\$9,845.97
Baseball	\$25,451.00	\$288.69	\$1,988.07	\$23,462.93
Library	\$508,642.00	\$50,550.27	\$193,241.24	\$315,400.76
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,758,129.00</b>	<b>\$197,703.92</b>	<b>\$873,068.58</b>	<b>\$1,885,060.42</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$15,570,359.00</b>	<b>\$945,904.34</b>	<b>\$4,748,992.91</b>	<b>\$10,821,366.09</b>
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**HOTEL TAX FUND**

5/31/2013

<b><u>REVENUES</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$102,300.00	\$8,151.95	\$32,553.79	\$69,746.21
Investment Earnings	\$200.00	\$14.42	\$75.87	\$124.13
Penalty & Interest	\$3,000.00	\$0.00	\$205.14	\$2,794.86
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$105,500.00</b>	<b>\$8,166.37</b>	<b>\$32,834.80</b>	<b>\$72,665.20</b>

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

**BALANCE SHEET  
5/31/2013**

**ASSETS:**

Cash	\$7,667.63			
Investments	\$146,296.44			
		<b>TOTAL ASSETS</b>		<b>\$153,964.07</b>

**LIABILITIES:**

Accounts Payable	\$4,996.35			
		<b>TOTAL LIABILITIES</b>		<b>\$4,996.35</b>

**FUND BALANCE:**

Retained Earnings	\$116,182.92			
Excess Revenue over Expenditures	\$32,784.80			
		<b>TOTAL FUND BALANCE</b>		<b>\$148,967.72</b>

		<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$153,964.07</b>
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**WATER FUND**

5/31/2013

**BALANCE SHEET**

**ASSETS:**

Cash	\$236,936.44			
Cash with Fiscal Agent	\$9,542,198.09			
Accounts Receivable	\$372.12			
Accounts Receivable - Utility Billing	\$447,431.08			
Supply Inventory	\$179,435.73			
Investments	\$2,033,228.05			
Fixed Assets (Net)	\$30,058,693.58			
		<b>TOTAL ASSETS</b>		<b>\$42,498,295.09</b>

**LIABILITIES:**

Accounts Payable	\$275,262.04			
Unpaid Compensated Absences	\$5,468.60			
Accrued Salaries	\$7,743.60			
Accounts Payable Assess Fee	\$5,703.00			
Loan Payable CWRPDA	\$28,553,086.12			
Loan Payable Premium	\$699,242.08			
Due to Sewer Fund	\$273,290.11			
Lease Interest Payable	\$259,288.93			
		<b>TOTAL LIABILITIES</b>		<b>\$30,079,084.48</b>

**FUND BALANCE:**

Reserve for Painting	\$545,000.00
Reserve for Capital Replacement	\$3,278,848.00
Retained Earnings	\$9,208,264.16
Excess Revenue over Expenditures	<u>-\$612,901.55</u>

**TOTAL FUND BALANCE** \$12,419,210.61

**TOTAL LIABILITIES  
AND FUND BALANCE** \$42,498,295.09

**WATER FUND**

5/31/2013

<b><u>REVENUES</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Water Revenue-Inside Residential	\$3,309,073.00	\$238,695.96	\$1,109,013.55	\$2,200,059.45
Water Revenue-Outside Residential	\$308,794.00	\$23,577.22	\$91,169.02	\$217,624.98
Water Revenue-Inside Commercial	\$1,082,446.00	\$77,295.88	\$377,281.63	\$705,164.37
Water Revenue-Outside Commercial	\$7,915.00	\$509.30	\$2,249.76	\$5,665.24
Water Revenue-Inside Industrial	\$580,320.00	\$29,495.96	\$133,699.00	\$446,621.00
Misc. Water Sales	\$5,000.00	\$302.21	\$2,202.06	\$2,797.94
Surcharge	\$23,742.00	\$2,029.64	\$8,124.88	\$15,617.12
Service Charges	\$46,421.00	\$3,862.39	\$18,744.81	\$27,676.19
Tapping Charges	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Water Div. Services	\$4,000.00	\$103.11	\$980.03	\$3,019.97
Penalties	\$39,194.00	\$3,792.51	\$18,381.80	\$20,812.20
Investment Earnings	\$941.00	\$199.49	\$1,087.63	-\$146.63
Miscellaneous	\$1,000.00	\$1,194.50	\$2,924.64	-\$1,924.64
Rents from land	\$46,783.00	\$454.47	\$165,912.87	-\$119,129.87
Plant Investment Fees	\$10,000.00	\$0.00	\$2,160.00	\$7,840.00
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>\$5,470,629.00</b>	<b>\$381,512.64</b>	<b>\$1,933,931.68</b>	<b>\$3,536,697.32</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>WATER LINES:</u></b>				
Personnel	\$233,834.00	\$18,684.20	\$101,065.45	\$132,768.55
Maintenance & Operation	\$669,261.00	\$35,803.45	\$207,790.39	\$461,470.61
Capital Outlay	\$1,669,985.00	\$20,930.50	\$60,679.47	\$1,609,305.53
Transfer to General Fund	\$129,725.00	\$10,810.00	\$54,050.00	\$75,675.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,702,805.00</b>	<b>\$86,228.15</b>	<b>\$423,585.31</b>	<b>\$2,279,219.69</b>
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$2,702,805.00</b>	<b>\$86,228.15</b>	<b>\$423,585.31</b>	<b>\$2,279,219.69</b>

**WATER PLANT:**

Personnel	\$362,438.00	\$7,355.27	\$17,241.97	\$345,196.03
Maintenance & Operation	\$2,252,568.00	\$181,142.03	\$608,748.80	\$1,643,819.20
Capital Outlay	\$3,343,244.00	\$80,248.31	\$569,898.20	\$2,773,345.80
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$5,958,250.00</b>	<b>\$268,745.61</b>	<b>\$1,195,888.97</b>	<b>\$4,762,361.03</b>
Debt Service	\$1,856,738.00	\$0.00	\$927,358.95	\$929,379.05
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$7,814,988.00</b>	<b>\$268,745.61</b>	<b>\$2,123,247.92</b>	<b>\$5,691,740.08</b>
<b>TOTAL EXPENDITURES</b>	<b>\$10,517,793.00</b>	<b>\$354,973.76</b>	<b>\$2,546,833.23</b>	<b>\$7,970,959.77</b>

**SANITATION FUND**

5/31/2013

**BALANCE SHEET****ASSETS:**

Cash	\$227,465.51			
Accounts Receivable	\$507.06			
Accounts Receivable - Utility Billing	\$43,400.14			
Supply Inventory	\$16,153.25			
Investments	\$543,294.52			
Fixed Assets (Net)	\$181,979.14			
		<b>TOTAL ASSETS</b>		<b>\$1,012,799.62</b>

**LIABILITIES:**

Accounts Payable	\$756.77			
Unpaid Compensated Absences	\$11,797.42			
Accrued Salaries	\$5,053.33			
		<b>TOTAL LIABILITIES</b>		<b>\$17,607.52</b>

**FUND BALANCE:**

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$873,164.00			
Retained Earnings	\$129,200.96			
Excess Revenue over Expenditures	-\$35,561.86			
		<b>TOTAL FUND BALANCE</b>		<b>\$995,192.10</b>
		<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$1,012,799.62</b>

**SANITATION FUND**

5/31/2013

<b>REVENUES:</b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$450,000.00	\$37,460.83	\$188,426.06	\$261,573.94
Rubbish Collection Fees	\$1,500.00	\$346.50	\$409.01	\$1,090.99

Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00
Penalties	\$5,500.00	\$549.90	\$2,286.55	\$3,213.45
Investment Earnings	\$1,100.00	\$54.57	\$333.22	\$766.78
Miscellaneous	\$0.00	\$0.00	\$52.80	-\$52.80
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$458,100.00</b>	<b>\$38,411.80</b>	<b>\$191,507.64</b>	<b>\$266,592.36</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$172,090.00	\$13,152.89	\$75,495.74	\$96,594.26
Maintenance & Operation	\$271,767.00	\$34,618.08	\$123,833.76	\$147,933.24
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$66,578.00	\$5,548.00	\$27,740.00	\$38,838.00
<b>TOTAL EXPENDITURES</b>	<b>\$510,435.00</b>	<b>\$53,318.97</b>	<b>\$227,069.50</b>	<b>\$283,365.50</b>

### SEWER FUND

5/31/2013

#### BALANCE SHEET

#### **ASSETS:**

Cash	\$246,583.29
Accounts Receivable	\$994.73
Accounts Receivable - Industrial	\$17,885.14
Accounts Receivable - Utility Billing	\$140,995.19
Due From Water Fund	\$273,290.11
Supply Inventory	\$76,634.10
Investments	\$4,207,557.10
Fixed Assets (Net)	\$10,211,039.28

**TOTAL ASSETS**

**\$15,174,978.94**

#### **LIABILITIES:**

Accounts Payable	\$107,682.14
Unpaid Compensated Absences	\$12,771.00
Accrued Salaries	\$10,094.81
Loan Payable CWRPDA	\$669,037.50
Interest Payable	\$9,972.58

**TOTAL LIABILITIES**

**\$809,558.03**

#### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$178,681.45
Reserve for Lagoons	\$318,516.26
Reserve for Capital Replacement	\$9,063,528.00
Retained Earnings	\$4,883,883.66
Excess Revenue over Expenditures	-\$190,972.46

**TOTAL FUND BALANCE**

**\$14,365,420.91**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$15,174,978.94**

## SEWER FUND

5/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$973,000.00	\$81,301.59	\$404,655.80	\$568,344.20
Sewer Revenue-Outside Residential	\$101,900.00	\$8,517.22	\$45,384.74	\$56,515.26
Sewer Revenue-Inside Commercial	\$339,434.00	\$28,451.45	\$142,261.98	\$197,172.02
Sewer Revenue-Outside Commercial	\$3,156.00	\$270.77	\$1,389.93	\$1,766.07
Sewer Revenue-Inside Industrial	\$264,733.00	\$18,343.89	\$74,190.46	\$190,542.54
Tapping Charges	\$1,650.00	\$0.00	\$0.00	\$1,650.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$15,611.00	\$1,388.83	\$6,576.36	\$9,034.64
Investment Earnings	\$7,338.00	\$418.13	\$2,488.63	\$4,849.37
Miscellaneous	\$2,000.00	\$0.00	\$0.10	\$1,999.90
Outside Billing	\$2,400.00	\$0.00	\$722.00	\$1,678.00
Plant Investment Fees	\$10,000.00	\$0.00	\$2,700.00	\$7,300.00
Compensation for loss	\$42,257.00	\$0.00	\$0.00	\$42,257.00
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,766,479.00</b>	<b>\$138,691.88</b>	<b>\$680,370.00</b>	<b>\$1,086,109.00</b>

<u>EXPENDITURES:</u> <u>LINES AND SERVICES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$91,768.00	\$5,386.05	\$31,010.20	\$60,757.80
Maintenance & Operation	\$381,906.00	\$123,310.27	\$256,849.54	\$125,056.46
Capital Outlay	\$208,000.00	\$0.00	\$0.00	\$208,000.00
Transfer to General Fund	\$71,051.00	\$5,920.00	\$29,600.00	\$41,451.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$752,725.00</b>	<b>\$134,616.32</b>	<b>\$317,459.74</b>	<b>\$435,265.26</b>
Debt Service	\$179,141.00	\$0.00	\$21,965.22	\$157,175.78
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$931,866.00</b>	<b>\$134,616.32</b>	<b>\$339,424.96</b>	<b>\$592,441.04</b>

<u>TREATMENT FACILITIES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$277,958.00	\$24,327.05	\$107,073.70	\$170,884.30
Maintenance & Operation	\$859,998.00	\$78,282.52	\$355,368.80	\$504,629.20
Capital Outlay	\$22,040.00	\$0.00	\$0.00	\$22,040.00
Transfer to General Fund	\$166,749.00	\$13,895.00	\$69,475.00	\$97,274.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,326,745.00</b>	<b>\$116,504.57</b>	<b>\$531,917.50</b>	<b>\$794,827.50</b>

<b>TOTAL EXPENDITURES</b>	<b>\$2,258,611.00</b>	<b>\$251,120.89</b>	<b>\$871,342.46</b>	<b>\$1,387,268.54</b>
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**PERPETUAL CARE FUND**

5/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Perpetual Care	\$16,000.00	\$2,000.00	\$6,050.00	\$9,950.00
Perpetual Care - niches	\$15,000.00	\$4,000.00	\$7,500.00	\$7,500.00
Investment Earnings	\$300.00	\$17.77	\$104.62	\$195.38
<b>TOTAL REVENUES</b>	<b>\$31,300.00</b>	<b>\$6,017.77</b>	<b>\$13,654.62</b>	<b>\$17,645.38</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</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	\$5,000.00	\$0.00	\$900.00	\$4,100.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
<b>TOTAL EXPENDITURES</b>	<b>\$5,620.00</b>	<b>\$0.00</b>	<b>\$1,220.00</b>	<b>\$4,400.00</b>

**BALANCE SHEET**

5/31/2013

<b><u>ASSETS:</u></b>				
Cash	\$8,747.86			
Investments	\$178,122.01			
		<b>TOTAL ASSETS</b>		<b>\$186,869.87</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	\$174,435.25			
Excess Revenue over Expenditures	\$12,434.62			
		<b>TOTAL FUND BALANCE</b>		<b>\$186,869.87</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$186,869.87</b>

**LIBRARY IMPROVEMENT FUND**

5/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$50.00	\$2.81	\$17.01	\$32.99

Contributions	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$2.81</b>	<b>\$17.01</b>	<b>\$32.99</b>

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

**BALANCE SHEET  
5/31/2013**

<b><u>ASSETS:</u></b>				
Cash	\$352.86			
Investments	\$27,914.74			
		<b>TOTAL ASSETS</b>		<b>\$28,267.60</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	\$28,300.59			
Excess Revenue over Expenditures	-\$32.99			
		<b>TOTAL FUND BALANCE</b>		<b>\$28,267.60</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$28,267.60</b>

**CONSERVATION TRUST FUND**

5/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
State Contributions	\$140,000.00	\$0.00	\$41,499.64	\$98,500.36
Investment Earnings	\$350.00	\$6.38	\$78.26	\$271.74
<b>TOTAL REVENUES</b>	<b>\$140,350.00</b>	<b>\$6.38</b>	<b>\$41,577.90</b>	<b>\$98,772.10</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Tennis Court Improvements	\$8,000.00	\$0.00	\$6,863.99	\$1,136.01
Steel picnic tables	\$11,000.00	\$0.00	\$11,000.00	\$0.00
Bridge - Pioneer Park	\$0.00	\$0.00	\$0.00	\$0.00
Aluminum tables	\$0.00	\$0.00	\$0.00	\$0.00
Basketball Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00

Softball Field Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Wood Chips	\$14,175.00	\$0.00	\$14,175.00	\$0.00
Playground Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Recreation Center Improvements	\$4,500.00	\$0.00	\$3,679.00	\$821.00
Krull Park	\$0.00	\$0.00	\$0.00	\$0.00
Pioneer Park Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Replaster Pool	\$46,000.00	\$0.00	\$46,000.00	\$0.00
Roof - Columbine	\$0.00	\$0.00	\$0.00	\$0.00
Replace Tile	\$76,825.00	\$77,961.00	\$77,961.00	-\$1,136.00
<b>TOTAL EXPENDITURES</b>	<b>\$160,500.00</b>	<b>\$77,961.00</b>	<b>\$159,678.99</b>	<b>\$821.01</b>

**BALANCE SHEET**  
5/31/2013

**ASSETS:**

Cash	\$1.00			
Investments	\$47,485.06			
		<b>TOTAL ASSETS</b>		<b>\$47,486.06</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$165,587.15			
Excess Revenue over Expenditures	-\$118,101.09			
		<b>TOTAL FUND BALANCE</b>		<b>\$47,486.06</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$47,486.06</b>

**KARL FALCH LIBRARY TRUST FUND**

5/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$60.00	\$3.15	\$19.06	\$40.94
<b>TOTAL REVENUES</b>	<b>\$60.00</b>	<b>\$3.15</b>	<b>\$19.06</b>	<b>\$40.94</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</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>	<b>\$855.00</b>	<b>\$0.00</b>	<b>\$55.00</b>	<b>\$800.00</b>

**BALANCE SHEET**

5/31/2013

**ASSETS:**

Cash	\$321.11		
Investments	\$31,113.74		
		<b>TOTAL ASSETS</b>	<b>\$31,434.85</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$31,470.79		
Excess Revenue over Expenditures	-\$35.94		
		<b>TOTAL FUND BALANCE</b>	<b>\$31,434.85</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$31,434.85</b>
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**EMPLOYEE SELF-INSURANCE FUND**

5/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,000.00	\$57.00	\$347.48	\$652.52
Employee Premiums	\$174,132.00	\$20,471.14	\$112,382.40	\$61,749.60
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
City Premiums	\$1,584,840.00	\$101,388.55	\$509,824.45	\$1,075,015.55
<b>TOTAL REVENUES</b>	<b>\$1,759,972.00</b>	<b>\$121,916.69</b>	<b>\$622,554.33</b>	<b>\$1,137,417.67</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Wellness	\$0.00	\$0.00	\$0.00	\$0.00
Premium	\$1,758,972.00	\$123,537.98	\$620,042.57	\$1,138,929.43
FLEX	\$3,000.00	\$190.00	\$1,000.00	\$2,000.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,762,602.00</b>	<b>\$123,727.98</b>	<b>\$621,672.57</b>	<b>\$1,140,929.43</b>

**BALANCE SHEET**

5/31/2013

**ASSETS:**

Cash	\$22,522.05		
Investments	\$570,102.45		
		<b>TOTAL ASSETS</b>	<b>\$592,624.50</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Retained Earnings	\$591,742.74		
Excess Revenue over Expenditures	\$881.76		
		<b>TOTAL FUND BALANCE</b>	<b>\$592,624.50</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$592,624.50</b>

**SERVICE CENTER FUND**

5/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$664.00	\$37.81	\$209.63	\$454.37
Miscellaneous	\$0.00	\$1,200.00	\$2,339.80	-\$2,339.80
Transfer of Reserves	\$421,178.00	\$35,095.00	\$175,475.00	\$245,703.00
Transfer for Lease Payment	\$232,120.00	\$19,342.00	\$96,710.00	\$135,410.00
<b>TOTAL REVENUES</b>	<b>\$653,962.00</b>	<b>\$55,674.81</b>	<b>\$274,734.43</b>	<b>\$379,227.57</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$316,738.00	\$23,389.07	\$127,570.64	\$189,167.36
Maintenance & Operation	\$363,778.00	\$36,033.69	\$82,940.71	\$280,837.29
Capital Outlay	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$686,516.00</b>	<b>\$59,422.76</b>	<b>\$210,511.35</b>	<b>\$476,004.65</b>

**BALANCE SHEET**

5/31/2013

**ASSETS:**

Cash	\$11,709.76		
Cash - Bank of Cherry Creek	\$3.02		
Investments	\$365,205.70		
Fixed Assets (Net)	\$2,067,508.23		
		<b>TOTAL ASSETS</b>	<b>\$2,444,426.71</b>

**LIABILITIES:**

Accounts Payable	\$990.14
Unpaid Compensated Absences	\$19,857.49
Accrued Salaries	\$10,166.34

Lease Payable	\$1,190,000.00		
Lease Interest Payable	\$4,760.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,225,773.97</b>
<b>FUND BALANCE:</b>			
Retained Earnings	\$1,154,429.66		
Excess Revenue over Expenditures	\$64,223.08		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,218,652.74</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,444,426.71</b>

### OLD HIRE POLICE FUND

5/31/2013

<b>REVENUES:</b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$2,500.00	\$78.78	\$119.34	\$2,380.66
Proceeds	\$1,059,335.00	\$0.00	\$1,440,619.29	-\$381,284.29
<b>TOTAL REVENUES</b>	<b>\$1,061,835.00</b>	<b>\$78.78</b>	<b>\$1,440,738.63</b>	<b>-\$378,903.63</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2013</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Pension	\$81,832.00	\$5,535.69	\$8,209.76	\$73,622.24
Capital Outlay	\$143,125.00	\$22,630.97	\$126,551.77	\$16,573.23
<b>TOTAL EXPENDITURES</b>	<b>\$224,957.00</b>	<b>\$28,166.66</b>	<b>\$134,761.53</b>	<b>\$90,195.47</b>

### BALANCE SHEET

5/31/2013

<b>ASSETS:</b>			
Cash	-\$616.09		
Accounts Receivable - FPPA	\$268,752.00		
Investments	\$788,119.34		
Prepaid Contribution	\$271,790.24		
		<b>TOTAL ASSETS</b>	<b>\$1,328,045.49</b>
<b>LIABILITIES:</b>			
Accounts Payable	\$22,068.39		
		<b>TOTAL LIABILITIES</b>	<b>\$22,068.39</b>
<b>FUND BALANCE:</b>			
Unreserved Fund Balance	\$0.00		
Excess Revenue over Expenditures	\$1,305,977.10		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,305,977.10</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$1,328,045.49</b>

## RISK MANAGEMENT FUND

5/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,500.00	\$80.29	\$505.60	\$994.40
Miscellaneous	\$5,000.00	\$354.85	\$354.85	\$4,645.15
Compensation for Loss	\$5,000.00	\$5,431.45	\$5,897.40	-\$897.40
Transfer of Reserves	\$257,670.00	\$0.00	\$130,525.50	\$127,144.50
Transfer Workers Comp	\$198,744.00	\$0.00	\$94,353.45	\$104,390.55
<b>TOTAL REVENUES</b>	<b>\$467,914.00</b>	<b>\$5,866.59</b>	<b>\$231,636.80</b>	<b>\$236,277.20</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$60,000.00	\$5,049.53	\$6,037.64	\$53,962.36
Expense for Workers Comp	\$198,564.00	\$0.00	\$108,298.00	\$90,266.00
Premium Fees	\$257,670.00	\$0.00	\$131,092.15	\$126,577.85
Expense for Unemployment	\$10,000.00	\$0.00	\$171.66	\$9,828.34
Materials & Supplies	\$300.00	\$0.00	\$100.00	\$200.00
Audit	\$590.00	\$0.00	\$590.00	\$0.00
Transfer to General Fund	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<b>TOTAL EXPENDITURES</b>	<b>\$528,624.00</b>	<b>\$5,049.53</b>	<b>\$246,289.45</b>	<b>\$282,334.55</b>

### BALANCE SHEET

5/31/2013

<b><u>ASSETS:</u></b>				
Cash	\$14,866.63			
Investments	\$799,573.56			
		<b>TOTAL ASSETS</b>		<b>\$814,440.19</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Emergency Reserve	\$350,000.00			
Retained Earnings	\$479,092.84			
Excess Revenue over Expenditures	-\$14,652.65			
		<b>TOTAL FUND BALANCE</b>		<b>\$814,440.19</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$814,440.19</b>

## CAPITAL EQUIPMENT FUND

5/31/2013

<u>REVENUES:</u>	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,400.00	\$117.32	\$661.95	\$738.05
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$611,300.00	\$62,938.00	\$254,690.00	\$356,610.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$612,700.00</b>	<b>\$63,055.32</b>	<b>\$255,351.95</b>	<b>\$357,348.05</b>

<u>EXPENDITURES:</u>	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$905.00	\$0.00	\$905.00	\$0.00
Police Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$120,102.00	\$0.00	\$10,193.99	\$109,908.01
Public Works Equipment	\$284,500.00	\$40,136.00	\$40,136.00	\$244,364.00
Finance Equipment	\$8,175.00	\$0.00	\$6,824.00	\$1,351.00
Parks, Lib & Rec Equipment	\$45,365.00	\$10,150.00	\$10,150.00	\$35,215.00
Non-Dept Equipment	\$8,010.00	\$0.00	\$8,165.00	-\$155.00
<b>TOTAL EXPENDITURES</b>	<b>\$467,057.00</b>	<b>\$50,286.00</b>	<b>\$76,373.99</b>	<b>\$390,683.01</b>

### BALANCE SHEET

5/31/2013

Cash	\$15,188.87		
Investments	\$1,166,320.28		
Fixed Assets (Net)	\$1,889,106.87		
		<b>TOTAL ASSETS</b>	<b>\$3,070,616.02</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
Lease Payable	\$147,134.07		
Lease Interest Payable	\$8,134.31		
		<b>TOTAL LIABILITIES</b>	<b>\$155,268.38</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,736,369.68		
Excess Revenue over Expenditures	\$178,977.96		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,915,347.64</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$3,070,616.02</b>

**CAPITAL IMPROVEMENT FUND**

5/31/2013

<b><u>REVENUES:</u></b>	<b>BUDGETED 2013</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,500.00	\$72.42	\$434.39	\$1,065.61
Misc. Income	\$50.00	\$4.49	\$8.80	\$41.20
Rents From Land	\$17,006.00	\$3,404.36	\$28,357.13	-\$11,351.13
Grants	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$18,556.00</b>	<b>\$3,481.27</b>	<b>\$28,800.32</b>	<b>-\$10,244.32</b>

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

**BALANCE SHEET  
5/31/2013**

<b><u>ASSETS:</u></b>			
Cash	\$13,891.53		
Accounts Receivable	\$81,558.65		
Investments	\$724,206.71		
		<b>TOTAL ASSETS</b>	<b>\$819,656.89</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	\$791,156.57		
Excess Revenue over Expenditures	\$28,500.32		
		<b>TOTAL FUND BALANCE</b>	<b>\$819,656.89</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$819,656.89</b>

## HUMAN RESOURCES DEPARTMENT

### MAY 2013 MONTHLY REPORT

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

**CDL TESTING** – A DOT Random Drug test was conducted during the month of May. There were eight (8) pre-employment drug screens conducted, including seasonal hires.

**WORKERS' COMPENSATION** – The City continues to work on all injury cases that are presented for on-the-job injuries. Two (2) claims were filed during May.

#### **JOB OPPORTUNITIES** –

Positions Open	Positions Filled
Seasonal lifeguard and lifeguard WSI	Fire Captain
Police Officer (2)	Seasonal Groundskeeper (8)
Water Treatment Plant Operator (2)	Softball seasonals
Lead Water Treatment Plant Operator	
Utilities Superintendent	
PLR Director	
Fire Secretary	
Wastewater Plant Operator III	
Maintenance Worker II	
Maintenance Worker III	

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

#### **MISCELLANEOUS ACTIVITIES**

HR Director has handled PLR duties since the departure of the PLR Director late in January.

HR Director attended MSEC Employment Law Update on May 6 in Denver.

HR Assistant completed the CIRSA Property and Workers' Compensation Application for 2014 during the month of May. Final submission date is June 7.

HR Director and HR Assistant conducted seven (7) Police Officer candidate test sessions during May.

HR Director conducted two (2) exit interviews in May.

HR Director participated in the Water Expo. The Expo was held at the Overland Trail Museum on May 14.

Maintenance Worker I interviews were held on May 7.

Orientations were conducted for the positions of Public Safety Dispatcher. Several Seasonal Softball employees and Seasonal Groundskeeper employees completed orientation.

ICMA representative visited on May 2 and 3. Employees could meet with him and discuss their 457 Plan.

FPPA visitation for Fire and Police employees has been scheduled for June 25, 2013.

**MUNICIPAL COURT**  
**MAY 2013 MONTHLY REPORT**

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	<b>42</b>	<b>64</b>	<b>-34%</b>	<b>244</b>	<b>247</b>	<b>-1%</b>	<b>361</b>	<b>-32%</b>
<b>JUVENILE CASES</b>	<b>4</b>	<b>3</b>	<b>33%</b>	<b>41</b>	<b>14</b>	<b>193%</b>	<b>46</b>	<b>-11%</b>
TRAFFIC	1			1	2	-50%	2	-50%
NO INSURANCE					1	-100%	1	-100%
NO SEAT BELT							1	-100%
SPEEDING				1			1	
UNDERAGE POSS OF TOBACCO				1			2	-50%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA				6	6		6	7%
THEFT				5			4	25%
DISTURBING THE PEACE/NOISES				4			4	-9%
RESISTING ARREST/FAILURE TO COMPLY							0	-100%
INJURING/DEFACING PROPERTY		1	-100%	5	2	150%	3	67%
TRESPASSING				2			4	-55%
UNDERAGE POSS/CONS ALCOHOL/PROCURE		1	-100%	11	2	450%	13	-13%
CURFEW FOR MINORS	3	1	200%	3	1	200%	1	150%
OTHER				2			3	-41%
<b>ADULT CASES</b>	<b>38</b>	<b>61</b>	<b>-38%</b>	<b>203</b>	<b>233</b>	<b>-13%</b>	<b>315</b>	<b>-35%</b>
TRAFFIC	2	5	-60%	19	40	-53%	34	-44%
NO INSURANCE	1	4	-75%	12	9	33%	27	-55%
NO SEAT BELT		13	-100%		16	-100%	41	-100%
SPEEDING	3	3		6	14	-57%	34	-82%
PARKING	14			24	13	85%	32	-25%
POSS. MARIJUANA/DRUG PARAPHERNALIA		5	-100%	9	17	-47%	22	-59%
THEFT	4	4		42	22	91%	16	163%
DISTURBING THE PEACE/NOISES	2	5	-60%	9	9		8	10%
RESISTING ARREST/FAILURE TO COMPLY	1	1		2	5	-60%	3	-33%
INJURING/DEFACING PROPERTY	1	2	-50%	6	2	200%	1	400%
TRESPASSING	1	3	-67%	8	7	14%	18	-56%
UNDERAGE POSS/CONS ALCOHOL	2	5	-60%	40	50	-20%	38	6%
SALE / PROCUREMENT / OPEN CONTAINER				5			2	178%
OTHER	2	4	-50%	9	11	-18%	14	-34%
ANIMAL	5	2	150%	12	13	-8%	21	-44%
NUISANCES		5	-100%		5	-100%	9	-100%
JUVENILE ARR'S FOUND GUILTY	4	3	33%	20	9	122%	28	-30%
JUVENILE ARR'S DISMISSED							9	-100%
JUVENILES PLACED ON PROB/DJ/UPS	9	3	200%	31	12	158%	30	2%
JUVENILE VIOLS OF PROB/DJ/UPS		3	-100%	3	3		6	-53%
JUVENILE FTA/PWL							44	-100%
ADULT ARR'S FOUND GUILTY	10	23	-57%	78	90	-13%	123	-37%
ADULT ARR'S DISMISSED	1	4	-75%	13	20	-35%	42	-69%
ADULTS PLACED ON PROB/DJ/UPS	1	9	-89%	56	61	-8%	50	11%
ADULT VIOLS OF PROB/DJ/UPS				1			10	-90%
ADULT FTA/PWL	10			15	10	50%	71	-79%

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	18	41	-56%	182	177	3%	212	-14%
CONTINUANCE/SET FOR TRIALS/ETC		24	-100%	74	83	-11%	72	3%
CASES REVIEWED	68	57	19%	294	219	34%	203	45%
TRIALS FOUND GUILTY	7			27	25	8%	23	18%
TRIALS FOUND NOT GUILTY	1			4	1	300%	198	-98%
TRIALS DISMISSED	4	5	-20%	20	16	25%	33	-39%
NEW CHARGES PROCESSED	126	57	121%	439	391	12%	511	-14%
NEW WARRANTS	14	15	-7%	73	60	22%	85	-14%
DAYS JUVENILES SENT TO DETENTION				4			161	-98%
DAYS ADULTS SENT TO JAIL		30	-100%	60	40	50%	84	-29%
PAID TICKETS	53	50	6%	178	194	-8%	407	-56%
PAID WITH AUTO POINT REDUCTION	19	22	-14%	89	94	-5%	93	-4%
PAID AS REGULAR TICKET	34	28	21%	89	100	-11%	200	-56%
FROM PWL TO WARRANT							2	-100%

## **POLICE DEPARTMENT**

### **MAY 2013 MONTHLY REPORT**

During May 2013, the police department responded to 1,095 Calls for Service, a two percent decrease from the 1,116 Calls for Service responded to in May of 2012. The year-to-date calls for service at the end of May 2013 were 4,582, a 13 percent decrease from the 5,274 calls noted at the end of May 2012.

Officers responded to 26 traffic accidents during the month of May, which represents an even 100 percent increase over the 13 responded to in May of 2012. Officers issued 100 penalty assessments during May 2013, which is an 82 per cent increase from the 55 penalty assessments issued in May 2012. Officers also issued 206 Warning tickets during May 2013, a 22 percent decrease over the 265 Warning tickets issued in May 2012. Officers arrested eight drivers on DUI charges during May 2013, which is a 60 percent increase over the five DUI arrests in May of 2012.

Among the criminal offenses reported were two kidnapping/abduction offenses, two sex offenses, eight assault offenses, five burglaries, seven larceny/thefts, one motor vehicle theft, one counterfeiting/forgery offense, two fraud offenses, 14 vandalisms, and three drug violations. The value of property stolen during the month was \$14,633 and \$12,198 was recovered. Officers arrested 29 adults and three juveniles, for a total of 32 arrests in May 2013. This is seven less arrests or an 18 percent decrease over the total of 39 arrests made in May of 2012.

In May, the Youth Services Division received 24 youth referrals (10 males and 14 females). Youth Services received referrals from the following: 23 from the Sterling Police Department, and one from a school.

Officers responded to 48 calls at local liquor establishments, with 44 calls being reported in May of 2012.

Sterling Police officers and staff completed 198.92 hours of training during the month of May 2013. Year-to-date, officers and staff have completed 2,045.34 hours of training.

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	1,095	1,116	-2%	4,582	5,274	-13%	5,934	-23%
MOTOR VEHICLE ACCIDENTS	26	13	100%	105	81	30%	108	-3%
CRIMINAL OFFENSES	100	141	-29%	655	547	25%	609	8%
GROUP "A" OFFENSES	47	93	-49%	348	307	13%	334	4%
GROUP "B" OFFENSES	53	48	10%	307	240	28%	279	10%
VANDALISM	14	18	-22%	62	71	-13%	64	-3%
ARRESTS								
ADULTS	29	36	-19%	205	172	19%	279	-26%
JUVENILES	3	3		26	14	86%	34	-24%
PROPERTY								
STOLEN	\$14,633	\$43,620	-66%	\$116,049	\$114,846	1%	\$128,415	-10%
RECOVERED	\$12,198	\$16,265	-25%	\$29,210	\$25,208	16%	\$33,183	-12%
MUNICIPAL CHARGES								
PA'S	100	55	82%	221	269	-18%	642	-66%
CRIMINAL CHARGES	10	14	-29%	117	99	18%	124	-5%
WARNINGS	206	265	-22%	710	1,351	-47%	1,674	-58%
STATE CHARGES								
TRAFFIC	27	28	-4%	111	147	-24%	212	-48%
DUI'S	8	5	60%	30	28	7%	37	-18%
CRIMINAL CHARGES	27	19	42%	165	106	56%	143	15%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	10	21	-52%	74	84	-12%	78	-5%
FEMALE	14	9	56%	69	39	77%	44	57%
TOTAL	24	30	-20%	143	123	16%	122	17%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	23	29	-21%	131	114	15%	110	19%
LOGAN COUNTY SHERIFF'S OFFICE				3	1	200%	1	150%
DISTRICT COURT					2	-100%	2	-100%
STATE PATROL/OTHER JURISDICTION				1			1	25%
PARENT/SELF		1	-100%	1	2	-50%	2	-50%
SCHOOL	1			7	4	75%	6	9%

**STERLING FIRE DEPARTMENT MAY 2013 MONTHLY REPORT WAS NOT AVAILABLE.**

# PUBLIC WORKS DEPARTMENT

## MAY 2013 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of May with a high temperature of 93° recorded at the Sterling Municipal Airport on the 14th. Evening temperatures also fluctuated similarly with a low of the month being 25° on the evening of the 3rd and a high evening low of 58° recorded on the 24th. The station located east of Sterling recorded a total precipitation of .0" for the month. However, at Sterling Municipal Airport there was a total of 1.09" recorded in the month of May. (The current weather monitoring device at the water station is under repair.)

### MONTHLY CLIMATOLOGICAL SUMMARY for MAY, 2013

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	33.1	41.6	12:30a	29.7	12:00m	31.9	0.0	0.05	12.0	30.0	2:00a	NNE
2	37.9	51.3	3:30p	26.0	6:00a	27.1	0.0	0.00	5.8	21.0	3:30p	WNW
3	45.5	63.6	4:00p	25.5	6:00a	19.5	0.0	0.00	5.1	20.0	4:30p	NE
4	45.8	60.4	5:00p	31.0	6:30a	19.2	0.0	0.00	6.8	25.0	3:00p	NE
5	49.0	62.9	4:30p	29.7	3:30a	16.0	0.0	0.00	3.9	18.0	2:30p	NW
6	58.1	73.5	5:00p	38.2	6:00a	8.8	1.9	0.00	8.6	30.0	2:30p	SE
7	58.4	72.8	2:30p	44.3	4:00a	7.9	1.3	0.00	4.7	21.0	10:30p	NNE
8	56.2	74.0	3:00p	43.7	7:00a	9.9	1.1	0.11	6.9	44.0	4:00p	WSW
9	55.7	65.7	5:30p	45.1	4:30a	9.3	0.0	0.00	6.2	24.0	12:30p	NE
10	57.1	73.1	3:30p	38.7	4:30a	9.6	1.7	0.00	4.5	28.0	5:00p	SSW
11	56.3	68.8	5:00p	45.2	1:00a	9.1	0.3	0.00	5.3	17.0	5:30p	NNE
12	64.9	83.6	5:00p	42.4	6:00a	6.8	6.7	0.00	6.2	25.0	12:30p	SSW
13	69.4	91.3	2:30p	44.9	5:30a	5.2	9.6	0.00	5.1	15.0	4:00p	S
14	73.5	93.7	2:00p	50.7	5:30a	3.0	11.6	0.00	7.9	30.0	3:00p	S
15	70.1	83.8	4:30p	52.2	6:00a	1.9	7.0	0.00	6.3	32.0	8:00p	E
16	68.8	84.8	4:00p	55.8	6:00a	1.6	5.4	0.00	5.9	37.0	4:30p	S
17	74.0	91.1	2:30p	53.9	5:00a	1.9	10.8	0.00	9.8	36.0	10:30p	SSE
18	66.2	82.3	3:30p	54.8	6:00a	3.2	4.5	0.36	8.6	41.0	8:00p	NW
19	57.4	62.5	6:00p	51.4	3:30p	7.6	0.0	0.21	7.8	31.0	3:00p	NW
20	55.2	62.7	12:30p	51.1	11:30p	9.8	0.0	0.18	21.5	54.0	1:30p	WNW
21	58.2	70.0	4:00p	48.0	5:30a	7.5	0.7	0.00	17.2	41.0	1:30p	WNW
22	56.8	72.3	5:00p	39.7	5:30a	9.6	1.4	0.00	7.3	29.0	9:30p	NE
23	57.2	65.7	7:30p	48.1	5:30a	7.9	0.0	0.00	11.9	30.0	6:00p	SE
24	69.6	83.7	4:30p	58.4	4:00a	1.8	6.4	0.00	15.2	32.0	1:00a	SE
25	72.9	88.7	4:30p	55.7	4:00a	1.9	9.8	0.00	6.4	30.0	12:00m	ESE
26	72.8	86.2	5:30p	56.1	6:00a	1.5	9.3	0.00	6.5	24.0	12:00p	NE
27	69.3	85.5	4:00p	52.1	12:00m	2.0	6.3	0.00	7.3	35.0	5:00p	NE
28	64.6	84.9	3:00p	45.8	5:30a	5.8	5.5	0.00	9.4	37.0	5:00p	SE
29	61.9	69.6	11:00a	54.4	12:00m	4.1	1.0	0.18	11.5	35.0	2:00p	WNW
30	62.5	77.0	3:30p	43.2	5:30a	6.4	3.9	0.00	13.4	38.0	9:30a	W
31	61.5	75.7	4:00p	46.1	2:00a	6.0	2.4	0.00	16.9	46.0	1:30p	W
<hr/>												
	60.0	93.7	14	25.5	3	263.8	108.6	1.09	8.8	54.0	20	NE

Max >= 90.0: 3  
 Max <= 32.0: 0  
 Min <= 32.0: 5  
 Min <= 0.0: 0  
 Max Rain: 0.36 ON 05/18/13  
 Days of Rain: 6 (>.01 in) 5 (>.1 in) 0 (>1 in)  
 Heat Base: 65.0 Cool Base: 65.0 Method: Integration

## STREET/SANITATION DIVISIONS

The resources spent sweeping City streets is down with 317 blocks being swept throughout the month compared to a year ago.

A decrease in resources was expended in cleaning catch basins with the number being 128 throughout the month compared to 862 a year ago.

The division expended 1 gallon of paint during the month painting parking and 32 gallons of paint painting curbs.

The division repaired 1 street name sign and installed 1 street name sign throughout the City.

The division repaired 23 traffic control signs, replaced 22 control signs and installed 3 new signs

The sanitation division collected 179 tons of loose trash throughout the month. However, they collected 634 tons of compacted trash. This compacted trash is a 0% increase/decrease compared to a year ago. Under time and material removals there were 74 tons this month.

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)	317	580	-45%	1,819	1,767	3%	2,309	-21%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	3,520	6,340	-44%	22,840	26,460	-14%	33,288	-31%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)					118	-100%	193	-100%
Gravel/ABC-Streets (Tons)					2,443	-100%	541	-100%
Grading Alleys (Blocks)	60	132	-55%	60	528	-89%	597	-90%
Grading Streets (Blocks)							254	-100%
Grade Parking Lots (Blocks)							3	-100%
Excavate Sub-base (Cu Yds)					363	-100%	190	-100%
Excavate Asphalt (Tons)				50			148	-66%
Excavate Concrete (Tons)							30	-100%
Structure Backfill (Tons)		15	-100%		102	-100%	247	-100%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)					135	-100%	340	-100%
Hot Bituminous Mix (Tons)	2	249	-99%	2	249	-99%	258	-99%
Emulsion/Tack Oil (Gals)							15	-100%
Cold Mix-Asphalt (Tons)				2	1,810	-100%	1,221	-100%
Catchbasins - Altosid Briquets								
Catchbasins Cleaned (Each)	128	862	-85%	604	1,225	-51%	1,309	-54%
Painting-Parking (Gals)	1			2			11	-81%
Painting-Crosswalks (Gals)		100	-100%		100	-100%	29	-100%
Painting-Curbs (Gals)	32			38			2	1800%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)							1	-100%
SIGN MAINTENANCE								
Traffic Control-Repair (Each)	23	5	360%	28	8	250%	6	352%
Traffic Control-Replace (Each)	22	2	1000%	24	14	71%	62	-61%



Water Service Installed-2"								
Water Service Installed->2"								
Water Taps Installed (all sizes)								
Water Services Repaired (leak)					5	-100%	4	-100%
<b>WATER MAINS INSTALLED (Feet) 4"</b>							4	-100%
Watermain Installed-6"								
Watermain Installed-8"							1	-100%
Watermain Installed-10"							1	-100%
Watermain Installed->10"								
Watermains Repaired (breaks) No.		1	-100%		3	-100%	8	-100%
<b>WATER MAINS REPLACED (Feet) 4"</b>								
Watermain Replaced-6"								
Watermain Replaced-8"								
Watermain Replaced-10"							5	-100%
Watermain Replaced->10"								
<b>WATER MAIN VALVES INSTALLED (No.) 4"</b>							0	-100%
Valves Installed-6"								
Valves Installed-8"								
Valves Installed-10"							0	-100%
Valves Installed->10"								
Valves Repaired							1	-100%
Valves Replaced							0	-100%
Valves Exercised		4	-100%		4	-100%	25	-100%
Valve Boxes Replaced								
Valves Boxes Repaired							0	-100%
<b>LOCATES (No.)</b>								
Valves	38	210	-82%	165	1,001	-84%	779	-79%
Water Mains	28	105	-73%	112	500	-78%	441	-75%
Service Lines	78	105	-26%	265	105	152%	88	200%
<b>FIRE HYDRANTS (No.)</b>								
Fire Hydrants Installed							0	-100%
Fire Hydrants Repaired					4	-100%	5	-100%
Fire Hydrants Replaced		1	-100%		3	-100%	1	-100%
Fire Hydrants Inspected		2	-100%		2	-100%	2	-100%
Fire Hydrants Flushed		2	-100%		2	-100%	3	-100%
Fire Hydrants Painted								
<b>Pipe Fittings Installed</b>								
Cross (No)								
Tee (No)								
Bend (No)								
<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)					30	-100%	14	-100%
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	4,600	4,928	-7%	25,111	21,563	16%	21,836	15%
Meter Turn-offs (for repair)	19	4	375%	56	32	75%	71	-21%
Meter Turn-offs (delinquent)	61	66	-8%	381	247	54%	283	34%

Meter Turn-ons (all)	110	58	90%	418	315	33%	358	17%
METER MAINTENANCE (No.)								
Meters Repaired - In House								
Meters Repaired - In Field							5	-100%
Meters Repaired - Manufacturer								
METER INVESTIGATIONS (No.)								
Zero Consumption	80			186	3	6100%	1	30900%
High Usage	26	26		83	142	-42%	155	-46%
Leaking in Meter Pit				9				
METER PIT MAINTENANCE (No.)								
Curb Stops Repaired								
METER PIT INSTALLATION (No.)								
Meter Pits Installed							0	-100%
MISCELLANEOUS - OTHER (No.)								
Concrete Risers Manufactured								
Meter Pits Manufactured								
OPERATIONS SECTION								
WELL METERS (No.)								
Well Meters Read	12	24	-50%	76	111	-32%	81	-6%
Park Meters Read	22	29	-24%	72	145	-50%	113	-36%
WELL HOUSE MAINTENANCE (No.)								
Motors Checked	291	403	-28%	1,201	1,976	-39%	1,970	-39%
Well Building Security Checked	207	651	-68%	1,113	3,192	-65%	2,979	-63%
WELL MAINTENANCE (No.)								
Well GPM Check								
Well Check for Sand							2	-100%
Well Static Level							14	-100%
Well Draw Down							10	-100%
Well Air Check		93	-100%		453	-100%	195	-100%
GROUND STORAGE TANKS (No.)								
7.5 MG Tank Checked	38	62	-39%	147	304	-52%	248	-41%
7.5 MG Tank Level Checked	38	62	-39%	147	304	-52%	248	-41%
2.0 MG Tank Checked	38	62	-39%	148	304	-51%	248	-40%
2.0 MG Tank Level Checked	38	62	-39%	148	304	-51%	248	-40%
Security Checks	37	62	-40%	150	304	-51%	285	-47%
ELEVATED STORAGE TANKS (No.)								
0.25 MG North Checked	65	93	-30%	270	456	-41%	418	-35%
0.25 MG North Level Checked	65	93	-30%	270	456	-41%	418	-35%
0.25 MG South Checked	65	93	-30%	270	456	-41%	417	-35%
0.25 MG South Level Checked	65	93	-30%	270	456	-41%	418	-35%
Security Checks	65	186	-65%	264	912	-71%	783	-66%
WATER QUALITY TESTING (No.)								
Well Samples Taken				3			7	-57%
Distribution Samples Taken	9			9			8	18%
Chlorine Samples Taken	48	155	-69%	260	760	-66%	319	-18%
Bacteriological Samples Taken	15			80			46	74%
Other - Samples taken							52	-100%
SCADA SYSTEM (No.)								

SCADA Alarms	94	26	262%	384	327	17%	194	98%
SCADA Alarms Cleared	94	24	292%	384	323	19%	193	99%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up		22	-100%		87	-100%	56	-100%
Chlorine Bottles Returned		25	-100%		90	-100%	55	-100%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>								
Hours	3,118	3,589	-13%	10,301	12,480	-17%	12,875	-20%
Gallons	86,556	112,984	-23%	293,163	375,239	-22%	356,112	-18%
Call Customer By Phone								
<b>UNCC LOCATES</b>								
City Requests	8	3	167%	23	51	-55%	23	-1%
Private Requests	78	102	-24%	357	461	-23%	169	111%

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>Monthly Water Demand Record</b>								
<b>Sterling WTP</b>								
Monthly Total Demand (MG)	87			284				
Average Daily Demand (MG)	3			9				
Maximum Daily Demand (MG)	4			11				
Minimum Daily Demand (MG)	2			9				
Monthly Total FW Production (MG)	88			286				
Average Daily FW Production (MG)	3			9				
Maximum Daily FW Production (MG)	4			13				
Minimum Daily FW Production (MG)	1			6				

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg
<b>SANITARY SECTION</b>							
<b>Sewer Service Installed (No.)</b>							
Sewer Service Installed (No.) 4"							1
Sewer Service Installed (No.) 6" & larger							
Sewer Service Taps Installed (No.) all							
Sewer Service Inspected (No.)							1
Sewer Service Repaired (No.)							2
<b>Sewer Lines Installed (Ft.)</b>							
Sewer Lines Installed (Ft.) 6"							
Sewer Lines Installed (Ft.) 8"							180
Sewer Lines Installed (Ft.) 10"							
Sewer Lines Installed (Ft.) 12" & larger							
<b>Sewer Lines Replaced (Ft.) 4"</b>							
Sewer Lines Replaced -6" (Ft)							5
Sewer Lines Replaced -8" (Ft)							

Sewer Lines Replaced -10" (Ft)							3
Sewer Lines Replaced-12" & larger (Ft)							
Sanitary Sewer Relined-all sizes (Ft)							
<b>Sewer Lines Cleaned (Ft.) 4"</b>							20
Sewer Lines Cleaned (Ft.) 6"							918
Sewer Lines Cleaned (Ft.) 8"							7,399
Sewer Lines Cleaned (Ft.) 10"	300		-100%	3,200		-100%	4,460
Sewer Lines Cleaned (Ft.) 12" & larger				3,000		-100%	2,221
<b>Sewer Lines Repaired (Ft.)</b>							
Sewer Lines Repaired (Ft.) 6"							
Sewer Lines Repaired (Ft.) 8"							1
Sewer Lines Repaired (Ft.) 10"							361
Sewer Lines Repaired (Ft.) 12" & larger							0
Sanitary Tap Locates (No.)	118			363			22
Sanitary Line Locates (No.)	51	105	-51%	209	500	-58%	437
Sanitary Manhole Locates (No.)	75	210	-64%	312	1,000	-69%	795
Sanitary Manholes Constructed (No.)							0
Sanitary Manholes Inspected (No.)							3
Sanitary Manholes Repaired (No.)							1
Sanitary Manholes Raised (No.)							
Sanitary Manholes Lowered (No.)							
Lift Stations Checked (No.)					6	-100%	19
Lift Stations Cleaned/Washed (No.)					14	-100%	25
Lift Stations Repaired (No.)							2
Lift Station Alarms (No.)					35	-100%	10
<b>MISCELLANEOUS-OTHER</b>							
Sewer Lines Televised (Ft.) all sizes					60	-100%	12
Sewer Service Lines Televised (No)					1	-100%	2
Sewer Service Taps Televised (No)					2	-100%	2
Sewer Service Lines Replaced (No)					1	-100%	0
Sewer Service Taps Replaced (No)					1	-100%	0
Manhole Risers Manufactured (No.)							
<b>STORM SECTION</b>							
<b>Storm Sewer Lines Installed (Ft.)</b>							
Sewer Lines Installed -8" (Ft)							
Sewer Lines Installed -10" (Ft)							
Sewer Lines Installed -12" & larger (Ft)							
<b>Storm Sewer Lines Replaced (Ft.)</b>							
sewer lines replaced-8" (Ft)							
Sewer lines replaced-10" (Ft)							1
Sewer Lines Replaced-12" & larger (Ft)							
<b>Storm Sewer lines Cleaned (Ft.)</b>							
Sewer lines cleaned-8" (Ft)							
Sewer lines cleaned-10" (Ft)							
Sewer lines cleaned-12" & larger (Ft)							
<b>Storm Sewer Lines Repaired (Ft.)</b>							
Sewer Lines Repaired-8" (Ft)							
Sewer Lines Repaired-10" (Ft)							

Sewer Lines Repaired-12" & larger (Ft)							2
Storm Manholes Constructed (No.)							0
Storm Manholes Inspected (No.)							
Storm Manholes Repaired (No.)							
Storm Manholes Replaced (No.)							0
Catchbasins Constructed (No.)							
Catchbasins Inspected (No.)							
Catchbasins Repaired (No.)							
Catchbasins Replaced (No.)							
Catchbasins Cleaned (No.)							3
Storm Sewer Line Locates (No.)	28	105	-73%	80	500	-84%	536
Storm Sewer Manhole Locates (No.)	27	210	-87%	64	1,000	-94%	734
Call Customer by Phone							1

### **AIRPORT DIVISION**

The airport division witnessed 155 operations during the month of May. Throughout the month this division sold 3,102 gallons of fuel, which is a 42% decrease from May 2012. However the total year-to-date of 11,925 gallons of fuel, is also a 41% decrease compared to a year ago.

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	108	327	-67%	470	696	-32%	725	-35%
A/C Multi Engine	2	24	-92%	38	52	-27%	70	-45%
Helicopter	14	22	-36%	60	108	-44%	82	-27%
Turbojet	31	59	-47%	164	253	-35%	250	-34%
Other Types		2	-100%		2	-100%	3	-100%
<b>TOTAL OPERATIONS</b>	155	434	-64%	732	1,111	-34%	1,130	-35%
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	830	2,655	-69%	3,386	5,940	-43%	5,339	-37%
Jet-A (Gals.)	2,272	2,700	-16%	8,539	14,362	-41%	10,728	-20%
<b>TOTAL FUEL</b>	3,102	5,355	-42%	11,925	20,302	-41%	16,067	-26%

### **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 20 permits for residential additions/alterations with a construction value of \$132,537.00. There was 1 permit issued for new non-residential work with a construction value of \$28,285 in the month of May. Furthermore there were 4 permits for non-residential additions and/or alterations with a construction value of \$135,956.00. For summation of the month there was a total of 25 building permits issued with a fee structure of \$9,629; 2 demo permits with a fee structure of \$50; 9 fence permits with a fee structure of \$200; 5 mechanical permits with a fee structure of \$196; 3 sign permits with a fee structure of \$60; 6 excavation permits with a fee structure of \$75, 0 manufactured home hookup permits with a fee structure of \$0 and 23 miscellaneous permits and/or approvals issued with a fee structure of \$4,070.00. Throughout May, there were 73 permits and/or approvals issued with







## **PARKS, LIBRARY AND RECREATION DEPARTMENT MAY 2013 MONTHLY REPORT**

### **DEPARTMENT OVERVIEW**

There were 25 pavilion reservations made in May, for a year-to-date total of 94. There were six facility reservations prepared during the month.

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

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She also prepared and distributed PLR news releases to media. She covered the phone in HR 4 times. She also changed the tape for the IT Tech once.

The PLR Board meeting was held on May 14, 2013 at the Sterling Recreation Center. Board members were given a tour of the recent work at the Recreation Center. Other items discussed were: Infant casket to be buried with full burial; Tree donation at cemetery; RFP for new Master Plan; Request for shuffleboard court; SBO; and pavilion requests. She also attended the ICMA presentation at City Hall.

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

**Parks** – May is always a busy month for the Parks Division; mowing operations are on their regular schedule, the irrigation systems are running and repairs are being made, and the summer baseball and softball leagues have begun. Replacement borders have been installed at the Prairie Park volley ball court for the start of the summer sand volley ball league. The Parks division helped install the concrete for the outdoor pool handicap lift and the landing pad for the orange toddler slide. One new memorial bench was installed at museum; we would like to thank the donor for their generous support. The Citizen Advisory Board; with the approval of the City Council; will be donating flowers for the 3<sup>rd</sup> Avenue Islands to be install in mid to late July.

**Cemetery** – During May there were seven grave openings and closings, six cremations and one full burial. Eight grave spaces and eight niches were sold this month. Along with the cemetery's routine maintenance, one hundred ninety-three graves were repaired. The City is grateful for the donation of two new trees to the Riverside Cemetery through the tree donation program. The Memorial Holiday weekend was extremely busy with fifteen to twenty thousand visitors; the cemetery division did a great job helping all of the patrons with their needs.

**Forestry** – The Forestry Division planted a total of sixty-seven new trees this month. These trees were placed in different parks throughout City and at the cemetery. The foresters were also busy with Action Requests removing twenty-eight trees and trimming three others.

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

- Perform all routine maintenance activities and action requests as necessary.
- Install mulch on the 3<sup>rd</sup> Ave Islands.
- Finish edging in the parks.

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>PARKS</b>								
Man-hours of equip maint (all PCF)	123	158	-22%	123	798	-85%	735	-83%
Facility reservations	351	35	901%	363	42	763%	71	411%
Restroom cleanings/inspections	200	135	48%	673	600	12%	653	3%
Man-hours of ballfield preparation	170	220	-23%	403	433	-7%	483	-17%
<b>CEMETERY</b>								
Opening/Closing	7	9	-22%	42	52	-19%	50	-15%
Cremains - Opening/Closing	6	3	100%	22	22		19	13%
Spaces sold	8	10	-20%	26	29	-10%	25	2%
Monument permits							64	-100%
Graves repaired/raised	193	132	46%	474	675	-30%	556	-15%
Niches Sold	8	4	100%	15	16	-6%	12	25%
<b>FORESTRY</b>								
Trees trimmed	3	40	-93%	105	111	-5%	163	-36%
Trees removed	28	11	155%	56	64	-13%	78	-28%
Action Requests completed	2	5	-60%	21	25	-16%	26	-20%
Trees planted	67	8	738%	73	37	97%	32	130%
Stumps removed by contract	4	37	-89%	4	37	-89%	21	-81%

## LIBRARY

The patron count for Sterling Public Library from May 1 through May 31, 2013 was 4,788.

There were 39 meetings in the Community Room in May.

The library had 7 Community Servants for a total of 67 hours of community service. Ten volunteers worked 47 hours. Total volunteer hours for the month of May were 114.

Sterling Public Library made 241 interlibrary loan requests of other libraries and received 205 items. Other libraries made 127 interlibrary loan requests and Sterling Public Library loaned 101 items. Lending libraries were unable to fill 26 requests and Sterling Public Library was unable to fill 26 requests. Total interlibrary loan requests were 368 and 306 items were circulated.

Janet reported 10 tutors worked with 25 students a total of 180 hours during May.

Tom Tudor provided a great program on the Tomb of the Unknown Soldier on May 2<sup>nd</sup>. There were 52 people who attended the program.

Little Folks Preschool visited the library on May 6<sup>th</sup> and 9<sup>th</sup>. Twenty nine kids and 12 adults visited the library on the 2 days. Denise provided a tour of the library and stories.

One Book for Colorado was promoted May 6<sup>th</sup> through 20<sup>th</sup>. Lt. Governor Joe Garcia helped kickoff our program with a visit to the library on May 6<sup>th</sup>. Presentations were made and Duck on

a Bike was read to the children in English and Spanish. There were 18 kids and 33 adults attending the program. During the two weeks programs were held encouraging 4 year olds to come in and pick up their book. Below are the dates, number attending and the craft for the program.

May 8	Paper plate ducks	5 kids 3 adults
May 11	Mother's Day card	8
May 14	Farm animal game	2
May 16	Farm animal game	0

On May 6<sup>th</sup> we held our monthly Crafty Characters. The kids made pipe cleaner flowers. There were 7 kids and 5 adults attending.

On May 15<sup>th</sup> the Boy Scouts visited the library. They learned to use the microfilm reader as a part of their badge work. There were 8 boys and 3 adults attending.

On May 23 the Girl Scouts visited the library. Seven girls and 3 adults learned about library services and toured the library.

On May 20<sup>th</sup> we held Marvelous Monday. The program was a Summer Reading Extravaganza. The kids did a scavenger hunt and made treat bags.

Our Time was provided for special needs patrons on May 2<sup>nd</sup> and 16<sup>th</sup>. New groups have started coming to the program. On May 2<sup>nd</sup> 4 people participated and on May 16<sup>th</sup> there were 19.

Erica Kallsen provided a Word 2010 Basics class on May 23<sup>rd</sup>. There were four people who attended the class.

### **PROJECT UPDATE:**

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

There were 98 children who called Dial-a-Story during May. Erica Kallsen, Kim Sanchez, Pam Kentfield and Vickie Wettstein read stories during the month. The stories can be heard by calling 522-6808.

The overall theme for the 2013 Summer Reading Program is Dig Into Reading. There were 399 kids age 2 through grade 12 registered and 53 adults.

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

5/6/13	Merino	161 kids
5/13/13	Caliche	144
5/15/13	St. Anthony	132
5/16/13	Ayres	433
5/17/13	Campbell	418

Three programs were held in May for Summer Reading. Ann Lincoln as Dino Girl provided our kickoff program. There were 43 kids and 21 adults who attended. On Thursday, May 30<sup>th</sup> our first summer Toddle Time was provided by Connie for 17 kids and 12 adults. In the afternoon Denise provided stories at The Dirt on Dirt program. The kids also made shovels and dug into treats. There were 30 kids and 17 adults attending the program.

DESCRIPTION	May 2013	May 2012	May Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons							3,788	-100%
Books Checked Out	9,614	10,817	-11%	41,075	43,905	-6%	40,511	1%
Digital check out	733	693	6%	3,572	2,835	26%	567	530%
In-house Circulation	443	589	-25%	1,942	2,621	-26%	4,718	-59%
Volunteer Hours	47	63	-25%	245	227	8%	77	217%
Story Time Attendance	39	55	-29%	418	431	-3%	319	31%
Summer Reading Program	399	458	-13%	399	458	-13%	421	-5%
Reference Questions	678	662	2%	3,119	3,515	-11%	4,440	-30%
Books Placed on Hold	359	451	-20%	1,734	2,732	-37%	2,120	-18%
Inter-Library Loans								
Borrowed requests	241	252	-4%	1,139	1,114	2%	1,055	8%
Loaned requests	127	129	-2%	980	965	2%	1,018	-4%
Total	368	381	-3%	2,119	2,079	2%	2,071	2%
Library Meeting Room Use	39	32	22%	211	180	17%	85	148%
Patrons Using Facility	4,788	5,014	-5%	22,458	24,065	-7%	22,061	2%
Hours Tutoring	180	310	-42%	756	906	-17%	735	3%
Internet use	2,155	2,123	2%	9,837	9,908	-1%	8,376	17%

## **RECREATION DIVISION**

**SUMMER SOFTBALL:** Adult Slow Pitch softball registrations, rosters and leagues schedules were prepared, processed and mailed to coaches for Men's and Co-Rec. teams. Play began May 28<sup>th</sup>. There are 13 Men's Slow Pitch teams; 7 in the Competitive Division and 6 in the Recreation Division. There are 14 teams in Co-Rec.; 5 in the Co-Rec. Competitive Division and 9 in the Co-Rec. Recreation Division. Overall, there is 1 more team in the Adult Softball program than there was in 2012.

Recreation Division Staff organized and conducted a Girls Wildcat skills assessment day again this year, with the help of the NJC Girls Softball team. With the draft system in the 9 – 14 year old divisions, this gave the coaches a chance to see most of the girls throwing, hitting and running skills before the draft took place. A total of 22 girls went to one of the 2 pitching/catching clinics conducted by Rec. staff, Christy Campo (NJC Softball coach) and Steve Gress (former NJC and SHS softball coach). Youth softball officials, scorekeepers and supervisors' clinics also took place. All volunteer youth softball coaches are required to take Concussion Training and sign a Coaches Code of Conduct form.

Girl's Wildcat softball registrations, rosters and league schedules were prepared, processed and mailed to coaches for all divisions. Play began May 28<sup>th</sup>. There are 15 girls in the 4 year old Whiffle T-Ball program. 7- 5 & 6 year old T-ball teams. 4 - 7 & 8 year old Staff Pitch teams, 5 - 9 & 10 year old Fastpitch teams, 5 - 11 & 12 year old Fastpitch teams, and 7 - 13 & 14 year old Fastpitch teams. Overall, there is 1 less team in the Wildcat program than there was in 2012.

There were just four evenings of youth and adult softball in May 2013. There were 9 youth games and 7 adult games played. One of those evenings some of the games had to be postponed due to inclement weather. All the youth and adult softball games combined resulted in 1,224 player and spectator visits to the softball complex in May, 2013.

## **RECREATION CENTER**

**OUTDOOR POOL PREPARATIONS:** The outdoor pool was de-winterized by Blue White Pools on May 13<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, 27<sup>th</sup>.

**SUMMER STAFF TRAINING:** In May 2013, 28 of the Recreation Center's lifeguards completed 7½ hours of training preparing for the opening of the outdoor pool. On May 7<sup>th</sup> or 9<sup>th</sup> they each attended a 4-hour long American Red Cross CPR-PR Review class and on May 19<sup>th</sup> they attended 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.

**NEW A.D.A. HANDICAP LIFT UPDATE:** The two new pool handicap lifts are installed and ready for use for the indoor and the outdoor pools. Longer indoor pool entry handrails were also purchased. The A.D.A. requires 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 went 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. Nine L.G.T prep classes were offered to help prepare students for the swimming portions, which they had to pass in order to take the L.G.T. class. The Recreation Center gained 13 new L.G.T. and 12 new W.S.I. from the training.

N.J.C. had offered the classes at the Sterling Recreation Center for approximately the past 25 years, but had decided to discontinue them last 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 took place May 28 – 31.

**RECREATION CENTER ATTENDANCE REPORT:** May, 2013's total admission figures were 3,232. May, 2012's total Recreation Center admissions were 2,814. Total admissions for May, 2013 was up 418 visits from May, 2012.

**SCHOOL USE:** In May, 2013 there were 1,189 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 114 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 245 Child Admissions to the Recreation Center in May, 2013. This is 9 more than in May, 2012. 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 1,224 Youth Admissions to the Recreation Center in May, 2013. This is 440 less than in May, 2012. The cost of a Youth admission is \$1.75.

**SENIOR ADMISSIONS:** There were a total of 265 Senior Admissions to the Recreation Center in May, 2013. This is 46 more than in May, 2012. The cost of a senior admission is \$1.75.

**ADULT ADMISSIONS:** There were a total of 933 Adult Admissions to the Recreation Center in May, 2013. This is 33 less than in May, 2012. The cost of an Adult admission is \$2.50.

**YEARLY ADMISSIONS:** There were a total of 432 Yearly Admissions to the Recreation Center in May, 2013. This is 57 less than in May, 2012.

**STERLING SWIM TEAM:** There are 12 kids already signed up and practicing on the Sterling Recreation Center Swim Team. That is 12 less than last year! Pre-season practices ended May 23<sup>rd</sup>. Pre-season practices were scheduled on Tuesdays and Thursdays from 3:45 p.m. - 4:45 p.m.

<b>Summer</b>							
Adult Softball Teams	26	-100%		26	-100%	29	-100%
Adult Softball Participants	300	-100%		300	-100%	978	-100%
Adult Softball Spectators	70	-100%		70	-100%	1,364	-100%
Wildcat Softball Teams	32	-100%		32	-100%	29	-100%
Wildcat Softball Participants	960	-100%		960	-100%	465	-100%
Wildcat Softball Spectators	448	-100%		448	-100%	746	-100%
Pet Show Participants							
Rockies Baseball Skills Challenge							
July 4th Dance Attendance							
July 4th Fireworks Attendance							
Tennis Lessons							
Tennis Leagues							

### **OVERLAND TRAIL MUSEUM**

Attendance at the Museum during the month of May was 2,178 visitors representing 25 states and 5 foreign countries.

A Cinco de Mayo event took place on Family Fun Saturday on May 4<sup>th</sup> with over 100 people in attendance. The Dansa Apache dancers performed a traditional Aztec drum and dance routine. Other activities included a piñata, craft activity (sombreros and maracas), history fun facts and a snack (chips and salsa).

We had three facility rentals this month; 2 weddings in the church and a graduation party in the HPEC.

Heritage Festival committee met and plans are progressing. The posters have been printed and committee members took some posters out into the community. Perry will take one day in June to deliver the remainder of the posters to neighboring communities. The banner is at Hahn's Upholstery and is being repaired and will be hung 2 weeks prior to the event in downtown Sterling. Kay has spoken to both newspapers and set up advertising for Sterling and also for newspapers in neighboring communities including Sidney, Wray, Yuma, Akron, Fleming, Brush, Julesburg and Fort Morgan.

The South Platte Water Conservancy held their annual Children's Water Festival at the museum with approximately 375 school children in attendance. Seventeen stations were set up and led by various groups, including two stations led by Museum staff (gold panning and an energy/electricity presentation). The Sterling Fire Department also participated with several activities including a bucket brigade relay. The sponsors of the event were very enthusiastic about the museum and would like us to consider holding the event at the Overland Trail Museum again next year.

School field trips continued through May 22 and Wagons West continued the first 3 Fridays in May. All programs went very well with good response from teachers, parents and students. The first week of Prairie School took place the last week of May with 14 students and 2 teachers/2 helpers in attendance. The Brompton family brought out their oxen and wagon and a milk cow and calves. The first week of Prairie School was taught by veteran teachers Paula Ahlbrandt and Esther Bartlett.

KPMX broadcast live from the Museum for their annual "May at the Museum" each Friday during the month. KPMX staff reported that they had more sponsors than in past years and that people seemed very eager to advertise during this broadcast.

Kay attended the installation training for the Smithsonian exhibit "Journey Stories" on the last day of May through June 3. The training was very beneficial and will make installing the exhibit at the OTM in October much more manageable.

### **Museum Projects**

Collections storage cleaning.....	In progress
Accessioning artifacts.....	Ongoing project
Archiving obits & anniversaries.....	Ongoing project
Cleaning buildings & artifacts.....	Ongoing
Archive room.....	In progress
Tannery.....	In progress
Research Room.....	Plans progressing
Reorganization of photo archives.....	In progress
Concrete work (gutters & sidewalks).....	Sidewalk to Karg barn in progress

<b>DESCRIPTION</b>	<b>May 2013</b>	<b>May 2012</b>	<b>May Change</b>	<b>YTD 2013</b>	<b>YTD 2012</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
Numbers of Donors	1	2	-50%	9	10	-10%	13	-32%
Number of items donated	1	3	-67%	21	24	-13%	56	-63%
Number of School Visits	14	16	-13%	21	21		17	27%
Number of Students	985	700	41%	1,213	840	44%	754	61%
Prairie School Students	14			14			10	43%
Prairie School Teachers	4			4			1	233%
Number of Special Events	1	1		5	5		4	39%
Total Attendance of Special Events	100	12	733%	167	72	132%	76	121%
Number of facility rentals	3	1	200%	15	2	650%	1	1400%
Number of Tour Buses	1			1	1		0	150%
Tour Bus Visitors	12			12	15	-20%	7	71%
States represented	25	29	-14%	80	72	11%	78	3%
Foreign Countries Represented	5	3	67%	6	8	-25%	9	-33%
Total of All Visitors	2,178	1,699	28%	4,609	3,108	48%	2,352	96%
Volunteer Hours	78	9	818%	226	29	691%	151	50%
Square Foot, Bldg. Maintained	29,766	29,766		148,830	148,830		128,830	16%