

STERLING

A Colorado Treasure

MONTHLY REPORTS

November 2011

CITY MANAGER

NOVEMBER 2011 MONTHLY REPORT

City Manager:

City Manager Kiolbasa attended or met with the following:

- Attended water settlement conference in Denver;
- Attended the Best and Brightest interviews in Denver;
- Hosted Northeast Colorado Managers meeting;
- Conference call with CIRSA regarding flooding claim;
- Attended EELC hearing in Denver;
- Dedication of playgrounds; and
- Attended water meeting.

Executive Secretary:

The Executive Secretary continues to do the packets for Council.

Executive Secretary Bornhoff attends the Administrative Staff meetings and prepares the minutes. She prepares the monthly reports, puts them on the web site and scans them into Laser Fiche for future reference.

Connie is a member of the employee newsletter committee and continues to help with the publication of it. She also attends the Web Group meetings and the clerical staff weekly meetings.

With the passage of the 2012 budget, Connie assembled the budgets for distribution.

Emergency Management Coordinator (EMC):

MEETINGS ATTENDED

Northeast Colorado Emergency Managers Group (NCEM)

The November meeting of the NCEM group was held in Loveland at their Fire Training Center, Items discussed were:

- Colorado Emergency Managers Academy.
- WebEOC updates. The CSP is now a user.
- Emergency Manager Grant Program (EMPG) updates. The 2012 grants will be audited.
- Aligning the local Emergency Operation Plan ESF's to the FEMA CPG100 standards.
- Presentation on NIMS action software.
- Presentation by Loveland Fire on a regional remote wireless access system during emergencies and disasters.

Logan County EMS Council

The Logan County EMS Council held an evening meeting at the hospital. Items discussed included:

- Application review and awarding of the 2011 RETAC grants.

- Discussion of the 2010-2011 Injury Prevention grants.
- Discussion of EMS Council bylaws.
- Discussion of 2012 EMS Council Officers.

Northeast All Hazards Region (NEAHR)

The NEAHR met in Fort Morgan at the Morgan County Admin Building. Items discussed were:

- The 2011 DHS grant Program. A fiscal agent is still needed before funds are distributed.
- The 2012 DHS Grant will be substantially cut back and 2013 may be phased out.
- Introduction of the new NEAHR CIAC planner. Will meet with each County.
- State CCNC radio interoperability training will be required by anyone who uses a DTR radio.

Logan County Narrowbanding Committee

The Logan County Narrowbanding Committee met in November to discuss the upcoming deadlines. Agencies attending were Sterling Public Works, Sterling Fire, Sterling Emergency Communications Center, Logan/Sterling OEM and Action Communications. Items discussed were:

- Narrowbanding Licensing. All required VHF licenses have been updated with the FCC.
- Equipment needs in the field and dispatch.
- Paging and tornado siren equipment needs.

Next Generation 911 (NG911)

EMC Owens attended a presentation from the 911 Resource Group on the upcoming migration to the new NG911 standard. The new phone system will be IP based instead of copper and will allow dispatch to receive multi-media type 911 calls such as texting and videos. The new system will make a lot of current equipment obsolete and will require extensive training for the dispatch call takers. The migration will take from five to seven years and it will probably be closer to ten in the outlying areas of the state.

Sterling Energy Gas Pumping Company

The EMC met with planning consultants for the Sterling Energy gas pumping and pipeline company. Sterling Energy is in the process of updating their emergency response planning and was requesting current contact information and local emergency response capabilities. Bob will receive a copy of the plan when completed and will take a tour of the facility.

TRAINING

EMC Owens took an online FEMA course on hazardous materials response and reporting. This course dealt with common household hazmat and the issues it poses for responders

OTHER OEM ACTIVITIES

Bob worked on the Logan County 2011 DHS grant for remote deployal of tornado sirens in Fleming, Crook, Iliff, Peetz and Merino. He visited all sites and drew up detailed site plans including maps and Lat/Lon. This information is needed for an EPA Site Impact study that must be done before grant funds are released.

EMC Owens performed all of the November E911 bookkeeping duties. There were several hazardous winter storms in November. He attended conference calls with the National Weather Service to maintain situational awareness. Bob made several WebEOC entries for weather advisories, watches and warnings.

The EMC received a finished copy of the Logan County Services Safe Room operations plan. He forwarded the contact information to dispatch.

Bob followed up on the Logan County Community Wildfire Protection Plan (CWPP) at the States request. The plan is finished and is awaiting signatures from the Board of County Commissioners. As soon as the plan is signed, he will forward it to the State.

The EMC updated the contact list for the Logan County WebEOC board.

He updated the Logan County FCC license notebook with the new narrowband licenses. EMC Owens assisted the Sterling Airport with a license renewal.

Bob organized the Logan County SARA Tier II hazmat reports and prepared for the 2012 reports. We have an on-line website for Tier II reporting that he will monitor on a regular basis. EMC Owens spoke to the Sterling Fire Department to get ideas on how this information can be used in the field and in dispatch.

Sterling Emergency Communications Center:

- Communications Center handled 1,988 calls for service during the month of November 2011, an 8 percent increase from the 1,838 calls received in November 2010.
- Sterling Police Department handled 938 calls for service in November 2011, a decrease of three percent compared to 956 calls for service received in November 2010.
- Logan County Sheriff's Office received 837 calls for service in November 2011, an 11 percent increase compared to 757 calls for service received in November 2010.
- Crook Fire Department handled nine calls for service in November 2011 compared to 13 calls in November 2010.
- Fleming Fire received eight calls for service in November 2011 compared to five calls for service in November 2010.
- Merino Fire handled 15 calls for service in November 2011 compared to six calls for service in November 2010.
- Peetz Fire handled one call for service in November 2011 compared to two calls for service in November 2010.
- Sterling Fire handled 188 calls for service in November 2011, an increase of 57 percent compared to 120 calls handled in November 2010.

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	1,988	1,838	8%	21,683	23,657	-8%
CITY OF STERLING	930	956	-3%	10,641	12,630	-16%
LOGAN COUNTY	837	757	11%	8,707	8,655	1%
STERLING FIRE 07530	188	120	57%	1,499	1,304	15%
CROOK FIRE 07505	9	13	-31%	82	81	1%
FLEMING FIRE 07515	8	5	60%	68	59	15%
MERINO FIRE 07522	15	6	150%	104	78	33%
PEETZ FIRE 07525	1	2	-50%	43	39	10%

Information Technology Specialist (ITS):

Daily backup of servers and Finance & Police Systems and user maintenance continues. There were some repairs and bios to the App1 server. ITS Anderson restored two documents from back up.

Mary Ann updated the airport website page with changes provided by Pat O'Brien. There were printer problems in Police Records that turned out to be a switch down because of a dead UPS. The ITS replaced a UPS, keyboard, a mouse and a monitor, a DVD drive and took two computers in for repair.

ITS Anderson assisted with the install of the Laser Fiche update at the server and set up scan stations. She is in the process of getting the new client on the users' computers.

Mary Ann attended a SWellness meeting and an insurance meeting.

CITY ATTORNEY

NOVEMBER 2011 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 attended a meeting with the City Manager and the Logan County Economic Development Director, and participated in a telephone conference with the City Manager and a CDOT representative, regarding issues on a grant and feasibility study. The City Attorney also accompanied the PLR Director to view property that is being considered for a donation to the City. The paralegal attends staff meetings in the absence of the City Attorney, Swellness presentations, and secretarial meetings when there is training. The City Attorney, Deputy City Attorney, and Paralegal attended a meeting with the Court Judge, and representatives of the Police Department and Youth Services to discuss procedural matters.

DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 11-1-11, Series of 2011 – A Resolution amending Resolution No. 2-3-10, Series of 2010, by establishing new charges and fees as required in the City Code, Chapter 21, Utilities, Article III, Water Service.

Resolution No. 11-2-11, Series of 2011 – A Resolution repealing Resolution No. 11-4-10, Series of 2010; 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. 11-3-11, Series of 2011 – A Resolution approving a contract with Yost Construction Co., without bid, for installation of a chair lift in City Hall.

Resolution No. 11-4-11, Series of 2011 – A Resolution before the City of Sterling, Logan County, Colorado, regarding construction of a billboard on City-owned property adjacent to a state highway.

Resolution No. 11-5-11, Series of 2011 – A Resolution approving the employment of JDS-Hydro Consultants, Inc. as engineering and design professional for the City of Sterling for improvements to the West Main Street water system.

Prepared the following Ordinances:

Ordinance No. 11, Series of 2011 – An Ordinance amending the Sterling City Code, Chapter 19, Taxation and Finance, Article V, Finance, Division 1, Generally, Section 19-181, Collection of Sums Due City; Liens; Interest; Charges.

Ordinance No. 12, Series of 2011 – An Ordinance approving the sale of real estate owned by the City of Sterling to Bruce Rahmani; and authorizing the Mayor to execute all documentation required for the sale of said property.

Other Documents:

This office prepared a contract and deed relating to sale of real estate on which the Super 8 Motel is situated, and coordinated the review and execution of closing documents on behalf of the City.

This office prepared an agreement and easement grants and coordinated the review and delivery of the final documents and plat to Mark Earnhart, attorney for the easement grantors, regarding a utility easement across from Wal-Mart.

MUNICIPAL COURT:

The Deputy City Attorney prosecuted one charge which was dismissed by the Court. Eighteen deferred judgment stipulations were processed for juvenile MIP defendants. Seven charges were dismissed prior to trial, including one handicap parking, one because the citizen complainants could not be located, and one after proof of insurance was provided. Four Defendants changed their plea to guilty prior to trial. Three Defendants were granted deferred judgments, including two sales tax cases. Court documents are prepared, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the police department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and police department, Humane Society, and attorney files are prepared for trial.

LIQUOR LICENSING:

This office processed three liquor license renewals and one Permit Application & Report of Changes.

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

NOVEMBER 2011 MONTHLY REPORT

The Finance Department assisted 2,777 customers during the month of November 2011. This compares to 2,800 customers in November 2010. This number does not include the contacts made by the Director of Finance. There were on average 126 customer contacts per day for November 2011. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in November 2011 in comparison to November 2010.

The General Fund revenues for the month of November 2011 amounted to \$989,920.77. The revenue for the month ended November 2010 in the General Fund amounted to \$1,353,037.11. Expenditures for the General fund for the month ending November 30, 2011 amounted to \$837,084.81 and for the same period in 2010 the expenditures were \$834,215.60.

Cash in all City funds totaled \$1,938,714.87 on November 30, 2011 and for November 30, 2010 on hand was \$1,547,863.22. On November 30, 2011 the City of Sterling had outstanding a total of \$9,032,726.12 in investments, this amount is for all funds. This breaks down to \$205,699.79 in Certificates of Deposit, \$8,726,638.88 ColoTrust Plus and \$100,387.45 in Money Market.

There were \$2,471,841.84 worth of checks issued in November 2011 for all funds; this compares to \$2,166,562.71 for the same period in 2010. There were 5177.7 gallons of gasoline and diesel used in the month of November 2011 for all City operations. This compares to 5059.4 gallons gasoline and diesel used in November 2010.

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

Investment Breakdown

2011

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.	11/30/11
General Fund:				
Colostrust Plus	\$1,196,762.67	\$0.00	\$465,080.70	\$1,661,843.37
Colostrust Plus - Seizure Money	\$26,574.18	\$0.00	\$1.80	\$26,575.98
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$1,223,336.85	\$0.00	\$465,082.50	\$1,688,419.35
Water Fund:				
Colostrust Plus	\$290,355.61	\$100,000.00	\$13.81	\$190,369.42
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$290,355.61	\$100,000.00	\$13.81	\$190,369.42
Sanitation Fund:				
Colostrust Plus	\$542,637.77	\$0.00	\$15,034.07	\$557,671.84
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$542,637.77	\$0.00	\$15,034.07	\$557,671.84
Sewer Fund:				
Colostrust Plus	\$2,695,508.28	\$1,029,784.00	\$790,147.57	\$2,455,871.85
Certificates of Deposit	\$205,699.79	\$0.00	\$0.00	\$205,699.79
Money Market	\$100,379.89	\$0.00	\$7.56	\$100,387.45
TOTALS	\$3,001,587.96	\$1,029,784.00	\$790,155.13	\$2,761,959.09
Perpetual Care Fund:				
Colostrust Plus	\$135,641.13	\$0.00	\$8.48	\$135,649.61
TOTALS	\$135,641.13	\$0.00	\$8.48	\$135,649.61
Elna Anderson Trust Fund:				
Colostrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	11/30/11
Ethel Lindstrom Trust Fund:				
Colotrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Fund:				
Colotrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Trust Fund:				
Colotrust Plus	\$187,562.87	\$26,256.00	\$10.57	\$161,317.44
TOTALS	\$187,562.87	\$26,256.00	\$10.57	\$161,317.44
Karl Falch Library Trust Fund:				
Colotrust Plus	\$31,021.32	\$0.00	\$1.92	\$31,023.24
TOTALS	\$31,021.32	\$0.00	\$1.92	\$31,023.24
Employee Self-Insurance Fund:				
Colotrust Plus	\$578,395.52	\$0.00	\$36.33	\$578,431.85
TOTALS	\$578,395.52	\$0.00	\$36.33	\$578,431.85
Service Center Fund:				
Colotrust Plus	\$438,099.93	\$165,000.00	\$20.28	\$273,120.21
TOTALS	\$438,099.93	\$165,000.00	\$20.28	\$273,120.21
Risk Management Fund:				
Colotrust Plus	\$951,972.78	\$0.00	\$59.74	\$952,032.52
TOTALS	\$951,972.78	\$0.00	\$59.74	\$952,032.52
Capital Equipment Fund:				
Colotrust Plus	\$774,731.63	\$0.00	\$15,048.92	\$789,780.55
TOTALS	\$774,731.63	\$0.00	\$15,048.92	\$789,780.55

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	11/30/11
Capital Improvement Fund:				
Colostrust Plus	\$712,985.18	\$0.00	\$105,046.51	\$818,031.69
Colostrust Plus - Museum Bldg	\$0.00	\$0.00	\$0.00	\$0.00
Colostrust Plus - Mus Exhibits	\$94,913.31	\$0.00	\$6.00	\$94,919.31
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$807,898.49	\$0.00	\$105,052.51	\$912,951.00
Grand Totals All Funds:				
Colostrust Plus	\$8,657,162.18	\$1,321,040.00	\$1,390,516.70	\$8,726,638.88
Certificates of Deposit	\$205,699.79	\$0.00	\$0.00	\$205,699.79
Money Market	\$100,379.89	\$0.00	\$7.56	\$100,387.45
Grand Total	\$8,963,241.86	\$1,321,040.00	\$1,390,524.26	\$9,032,726.12

GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

11/30/2011

BALANCE SHEET

ASSETS:

Cash	\$276,871.50
Flex Cash Account	\$12,948.65
Petty Cash	\$830.00
Cash with County Treasurer	\$21,797.74
Accounts Receivable	\$176,805.88
Allowance for Uncollectables	-\$42,974.94
Taxes Receivable	\$54,350.70
Sales Tax Receivable	\$687,855.67
Property Tax Receivable	\$1,018,263.00
Investments	\$1,661,843.37
Investment - Federal Seizure	\$26,575.98
Prepaid Fuel	\$25,374.80
Prepaid Fuel - Airport	\$17,513.07
Payroll Clearing Account	-\$53.49
Postage Clearing Account	\$1,170.67
Prepaid Prisoner Housing	\$53,477.00
Sales Tax Clearing	\$0.00

TOTAL ASSETS

\$3,992,649.60

LIABILITIES:

Ded/Ben Clearing Account	\$8,356.89
Accounts Payable	\$113,939.52
Accounts Payable - Logan County	\$6,583.92
Accrued Salaries	\$172,452.85
Court Bonds	\$1,035.00
Jury Deposit	\$704.00
Restitution Clearing Account	\$2,994.68
Seizures	\$600.00
Deferred Revenue	\$1,018,263.00
Deferred Revenue - Other	\$3,219.07

TOTAL LIABILITIES

\$1,328,148.93

FUND BALANCE:

Reserve for Museum	\$28,199.92
Designated for Arts	\$50,000.00
Unreserved Fund Balance	\$2,082,294.45
Excess Revenue over Expenditures	\$504,006.30

TOTAL FUND BALANCE

\$2,664,500.67

**TOTAL LIABILITIES
& FUND BALANCE**

\$3,992,649.60

GENERAL FUND

11/30/2011

REVENUES:	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Real & Personal Prop. Tax	\$1,018,420.00	\$10,698.59	\$1,028,893.85	-\$10,473.85
Road & Bridge Fund Taxes	\$170,000.00	\$0.00	\$79,941.18	\$90,058.82
Auto Ownership Taxes	\$120,000.00	\$7,930.44	\$88,487.15	\$31,512.85
Sales Tax	\$5,650,000.00	\$538,063.83	\$5,798,412.02	-\$148,412.02
Vehicle Use Tax	\$185,000.00	\$34,041.96	\$200,555.06	-\$15,555.06
Building Material Use Tax	\$70,000.00	\$21,946.74	\$144,405.56	-\$74,405.56
Employment Occupation Tax	\$14,200.00	\$0.00	\$15,300.00	-\$1,100.00
TOTAL TAXES	\$7,227,620.00	\$612,681.56	\$7,355,994.82	-\$128,374.82
Franchise Taxes	\$711,000.00	\$68,861.41	\$639,840.08	\$71,159.92
Licenses & Permits	\$138,250.00	\$40,162.71	\$275,619.02	-\$137,369.02
Intergovernmental Revenue	\$1,531,734.00	\$106,682.45	\$965,957.72	\$565,776.28
Charges for Service	\$266,825.00	\$12,412.96	\$254,981.08	\$11,843.92
Fines & Forfeits	\$191,300.00	\$11,415.69	\$125,904.19	\$65,395.81
Miscellaneous Revenue	\$564,384.00	\$95,458.99	\$554,308.77	\$10,075.23
Transfer from Other Funds	\$511,164.00	\$42,245.00	\$464,695.00	\$46,469.00
TOTAL OTHER REVENUES	\$3,914,657.00	\$377,239.21	\$3,281,305.86	\$633,351.14
GRAND TOTAL REVENUES	\$11,142,277.00	\$989,920.77	\$10,637,300.68	\$504,976.32

GENERAL FUND

11/30/2011

EXPENDITURES:	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
GENERAL GOVERNMENT:				
Council	\$95,093.00	\$15,024.32	\$82,141.59	\$12,951.41
City Manager	\$341,680.00	\$25,271.04	\$306,628.57	\$35,051.43
City Attorney	\$282,958.00	\$18,720.36	\$260,509.99	\$22,448.01
Municipal Court	\$99,967.00	\$8,286.08	\$82,225.75	\$17,741.25
Finance	\$436,575.00	\$31,281.96	\$368,440.59	\$68,134.41
City Hall & Non-Departmental	\$1,378,731.00	\$84,382.96	\$1,206,028.39	\$172,702.61
Personnel	\$226,655.00	\$16,107.91	\$187,785.82	\$38,869.18
TOTAL GENERAL GOVERNMENT	\$2,861,659.00	\$199,074.63	\$2,493,760.70	\$367,898.30
PUBLIC SAFETY:				
Police	\$1,737,304.00	\$121,732.49	\$1,401,491.36	\$335,812.64
Dispatch Center	\$513,423.00	\$31,589.19	\$428,726.65	\$84,696.35
Youth Services	\$105,125.00	\$8,165.59	\$92,447.07	\$12,677.93

Fire	\$1,395,586.00	\$104,766.62	\$1,148,324.01	\$247,261.99
Ambulance Service	\$245,133.00	\$100,970.66	\$162,124.82	\$83,008.18
TOTAL PUBLIC SAFETY	\$3,996,571.00	\$367,224.55	\$3,233,113.91	\$763,457.09

PUBLIC WORKS:

Street	\$2,262,316.00	\$42,901.53	\$1,667,279.00	\$595,037.00
Engineering & Operations	\$340,105.00	\$22,731.86	\$278,761.30	\$61,343.70
Airport	\$386,963.00	\$40,615.38	\$362,579.99	\$24,383.01
TOTAL PUBLIC WORKS	\$2,989,384.00	\$106,248.77	\$2,308,620.29	\$680,763.71

CULTURE & RECREATION:

Riverside Cemetery	\$212,036.00	\$14,686.25	\$183,767.51	\$28,268.49
Museum	\$185,890.00	\$15,414.80	\$162,081.62	\$23,808.38
Parks	\$433,171.00	\$26,092.84	\$394,759.11	\$38,411.89
Recreation Center	\$549,964.00	\$39,604.55	\$494,241.61	\$55,722.39
Forestry	\$140,551.00	\$5,635.50	\$99,621.62	\$40,929.38
Rec. Administration	\$221,122.00	\$16,589.39	\$191,897.84	\$29,224.16
Softball	\$41,156.00	\$949.69	\$39,714.78	\$1,441.22
Youth Softball	\$10,647.00	\$0.00	\$11,453.53	-\$806.53
Basketball	\$7,622.00	\$99.80	\$8,391.97	-\$769.97
Volleyball	\$7,035.00	\$384.60	\$6,321.26	\$713.74
Tolla Brown Skate Park	\$12,750.00	\$706.00	\$9,423.27	\$3,326.73
Special Events	\$28,950.00	\$4,292.34	\$19,179.72	\$9,770.28
Tennis	\$18,873.00	\$1,161.30	\$16,151.63	\$2,721.37
Youth Basketball	\$27,811.00	\$0.00	\$23,332.11	\$4,478.89
Youth Volleyball	\$7,998.00	\$0.00	\$8,508.38	-\$510.38
Baseball	\$27,136.00	\$908.99	\$18,955.31	\$8,180.69
Library	\$529,404.00	\$38,010.81	\$409,998.21	\$119,405.79
TOTAL CULTURE & RECREATION	\$2,462,116.00	\$164,536.86	\$2,097,799.48	\$364,316.52

GRAND TOTAL EXPENDITURES	\$12,309,730.00	\$837,084.81	\$10,133,294.38	\$2,176,435.62
---------------------------------	------------------------	---------------------	------------------------	-----------------------

WATER FUND

11/30/2011

BALANCE SHEET

ASSETS:

Cash	\$226,826.40
Cash with Fiscal Agent	\$23,598,399.59
Accounts Receivable	\$941.36
Accounts Receivable - Utility Billing	\$339,118.73
Supply Inventory	\$161,847.99
Investments	\$190,369.42
Fixed Assets (Net)	\$10,077,673.36

TOTAL ASSETS

\$34,595,176.85

LIABILITIES:

Accounts Payable	\$611,869.32
------------------	--------------

Unpaid Compensated Absences	\$10,068.86		
Accrued Salaries	\$5,596.57		
Accounts Payable Pawnee Ridge	\$6,132.80		
Loan Payable CWRPDA	\$28,558,845.11		
Due to Sewer Fund	\$1,145,505.00		
Lease Interest Payable	\$22,553.42		
		TOTAL LIABILITIES	\$30,360,571.08
FUND BALANCE:			
Reserve for Painting	\$455,000.00		
Reserve for Capital Replacement	\$2,870,895.00		
	-		
Retained Earnings	\$23,612,524.30		
Excess Revenue over Expenditures	\$24,521,235.07		
		TOTAL FUND BALANCE	\$4,234,605.77
		TOTAL LIABILITIES AND FUND BALANCE	\$34,595,176.85

WATER FUND

11/30/2011

<u>REVENUES</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$1,856,200.00	\$176,029.20	\$2,400,205.66	-\$544,005.66
Water Revenue-Outside Residential	\$161,400.00	\$14,110.93	\$212,235.43	-\$50,835.43
Water Revenue-Inside Commercial	\$626,200.00	\$62,676.48	\$775,470.51	-\$149,270.51
Water Revenue-Outside Commercial	\$4,210.00	\$346.43	\$5,537.54	-\$1,327.54
Water Revenue-Inside Industrial	\$369,900.00	\$26,188.36	\$394,560.30	-\$24,660.30
Misc. Water Sales	\$2,000.00	\$57.23	\$5,272.97	-\$3,272.97
Surcharge	\$30,000.00	\$1,662.67	\$32,937.64	-\$2,937.64
Service Charges	\$35,000.00	\$4,352.22	\$47,278.06	-\$12,278.06
Tapping Charges	\$5,000.00	\$0.00	\$890.00	\$4,110.00
Water Div. Services	\$5,000.00	\$724.63	\$6,860.80	-\$1,860.80
Penalties	\$16,000.00	\$4,537.72	\$35,355.95	-\$19,355.95
Investment Earnings	\$250.00	\$13.81	\$137.23	\$112.77
Miscellaneous	\$200.00	\$0.64	\$204.02	-\$4.02
Rents from land Rights	\$50,000.00	\$25,155.00	\$48,865.93	\$1,134.07
	\$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	\$20,040.00	-\$10,040.00
				-
Loan Proceeds	\$17,500,000.00	\$0.00	\$28,558,845.11	\$11,058,845.11
Sale of Assets	\$0.00	\$0.00	\$400.00	-\$400.00
				-
TOTAL REVENUES	\$20,671,360.00	\$315,855.32	\$32,545,097.15	\$11,873,737.15

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$205,736.00	\$10,149.01	\$174,200.36	\$31,535.64
Maintenance & Operation	\$1,298,824.00	\$112,644.08	\$1,370,299.76	-\$71,475.76
Capital Outlay	\$21,918,769.00	\$1,346,010.73	\$5,985,126.03	\$15,933,642.97
Transfer to General Fund	\$225,385.00	\$18,782.00	\$206,602.00	\$18,783.00
TOTAL EXPENDITURES	\$23,648,714.00	\$1,487,585.82	\$7,736,228.15	\$15,912,485.85
Debt Service	\$0.00	\$0.00	\$287,633.93	-\$287,633.93
TOTAL WATER FUND W/DEBT	\$23,648,714.00	\$1,487,585.82	\$8,023,862.08	\$15,624,851.92

SANITATION FUND

11/30/2011

BALANCE SHEET

ASSETS:

Cash	\$216,459.56			
Accounts Receivable	\$538.57			
Accounts Receivable - Utility Billing	\$45,135.46			
Supply Inventory	\$24,667.00			
Investments	\$557,671.84			
Fixed Assets (Net)	\$283,220.08			
		TOTAL ASSETS		\$1,127,692.51

LIABILITIES:

Accounts Payable	\$4,855.15			
Unpaid Compensated Absences	\$9,991.75			
Accrued Salaries	\$4,925.27			
		TOTAL LIABILITIES		\$19,772.17

FUND BALANCE:

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$798,271.00			
Retained Earnings	\$272,458.16			
Excess Revenue over Expenditures	\$8,802.18			
		TOTAL FUND BALANCE		\$1,107,920.34

		TOTAL LIABILITIES AND FUND BALANCE		\$1,127,692.51
--	--	---	--	-----------------------

SANITATION FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sanitation Revenue-Inside	\$445,000.00	\$37,150.55	\$413,402.48	\$31,597.52
Rubbish Collection Fees	\$1,500.00	\$126.00	\$1,291.50	\$208.50

Sanitation Services	\$0.00	\$31.50	\$31.50	-\$31.50
Penalties	\$5,000.00	\$510.40	\$4,918.87	\$81.13
Investment Earnings	\$1,000.00	\$34.07	\$434.12	\$565.88
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$452,500.00	\$37,852.52	\$420,078.47	\$32,421.53

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$160,480.00	\$10,925.27	\$132,078.30	\$28,401.70
Maintenance & Operation	\$241,231.00	\$22,025.70	\$224,087.99	\$17,143.01
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$60,130.00	\$5,010.00	\$55,110.00	\$5,020.00
TOTAL EXPENDITURES	\$461,841.00	\$37,960.97	\$411,276.29	\$50,564.71

SEWER FUND
11/30/2011
BALANCE SHEET

ASSETS:

Cash	\$222,799.83		
Accounts Receivable	\$42,911.05		
Accounts Receivable - Industrial	\$26,873.48		
Accounts Receivable - Utility Billing	\$138,625.89		
Due From Water Fund	\$1,145,505.00		
Supply Inventory	\$42,976.78		
Investments	\$2,761,959.09		
Fixed Assets (Net)	\$10,251,554.07		
		TOTAL ASSETS	\$14,633,205.19

LIABILITIES:

Accounts Payable	\$9,977.09		
Unpaid Compensated Absences	\$15,474.09		
Accrued Salaries	\$10,595.91		
Loan Payable CWRPDA	\$963,414.00		
Interest Payable	\$14,260.57		
		TOTAL LIABILITIES	\$1,013,721.66

FUND BALANCE:

Reserve for Capital Projects	\$111,784.00		
Reserve for Trunk Line Replacement	\$156,181.45		
Reserve for Lagoons	\$385,237.26		
Reserve for Capital Replacement	\$8,191,351.00		
Retained Earnings	\$5,988,187.22		
Excess Revenue over Expenditures	-\$1,213,257.40		
		TOTAL FUND BALANCE	\$13,619,483.53
		TOTAL LIABILITIES AND FUND BALANCE	\$14,633,205.19

SEWER FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$911,500.00	\$77,711.13	\$859,405.67	\$52,094.33
Sewer Revenue-Outside Residential	\$89,500.00	\$8,174.50	\$89,997.80	-\$497.80
Sewer Revenue-Inside Commercial	\$316,800.00	\$28,931.13	\$323,835.93	-\$7,035.93
Sewer Revenue-Outside Commercial	\$2,810.00	\$257.87	\$2,754.45	\$55.55
Sewer Revenue-Inside Industrial	\$342,900.00	\$27,072.11	\$271,777.26	\$71,122.74
Tapping Charges	\$4,000.00	\$0.00	\$625.00	\$3,375.00
Sewer Division Charges	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Penalties	\$14,000.00	\$1,663.91	\$13,431.36	\$568.64
Investment Earnings	\$10,000.00	\$191.84	\$4,272.89	\$5,727.11
Miscellaneous	\$500.00	\$269.71	\$7,076.39	-\$6,576.39
Outside Billing	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Plant Investment Fees	\$10,000.00	\$0.00	\$20,067.00	-\$10,067.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for loss	\$0.00	\$0.00	\$3,215.93	-\$3,215.93
Other Refund of Expenditure	\$0.00	\$0.00	\$163.00	-\$163.00
TOTAL REVENUES	\$1,717,010.00	\$144,272.20	\$1,596,622.68	\$120,387.32
<u>EXPENDITURES: LINES AND SERVICES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$85,127.00	\$4,038.63	\$71,547.15	\$13,579.85
Maintenance & Operation	\$337,119.00	\$30,298.65	\$308,373.24	\$28,745.76
Capital Outlay	\$291,844.00	\$4,828.78	\$154,028.31	\$137,815.69
Transfer to General Fund	\$62,406.00	\$5,200.00	\$57,200.00	\$5,206.00
TOTAL LINES & SERVICES	\$776,496.00	\$44,366.06	\$591,148.70	\$185,347.30
Debt Service	\$198,733.00	\$0.00	\$198,733.68	-\$0.68
TOTAL LINES & SERVICES W/DEBT	\$975,229.00	\$44,366.06	\$789,882.38	\$185,346.62
<u>TREATMENT FACILITIES:</u>				
Personnel	\$298,835.00	\$20,767.48	\$277,640.90	\$21,194.10
Maintenance & Operation	\$873,936.00	\$63,209.08	\$828,137.07	\$45,798.93
Capital Outlay	\$749,726.00	\$76,014.51	\$768,436.73	-\$18,710.73
Transfer to General Fund	\$159,043.00	\$13,253.00	\$145,783.00	\$13,260.00
TOTAL TREATMENT FACILITIES	\$2,081,540.00	\$173,244.07	\$2,019,997.70	\$61,542.30
TOTAL EXPENDITURES	\$3,056,769.00	\$217,610.13	\$2,809,880.08	\$246,888.92

PERPETUAL CARE FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$3,000.00	\$0.00	\$3,150.00	-\$150.00
Perpetual Care - niches	\$10,500.00	\$0.00	\$11,000.00	-\$500.00
Investment Earnings	\$300.00	\$8.48	\$137.07	\$162.93
TOTAL REVENUES	\$13,800.00	\$8.48	\$14,287.07	-\$487.07

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$305.00	\$0.00	\$305.00	\$0.00
Niche Engraving	\$4,000.00	\$0.00	\$2,700.00	\$1,300.00
Transfer to General Fund	\$300.00	\$0.00	\$0.00	\$300.00
TOTAL EXPENDITURES	\$4,605.00	\$0.00	\$3,005.00	\$1,600.00

BALANCE SHEET

11/30/2011

<u>ASSETS:</u>				
Cash	\$18,191.86			
Investments	\$135,649.61			
		TOTAL ASSETS		\$153,841.47
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
		TOTAL LIABILITIES		\$0.00
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$142,559.40			
Excess Revenue over Expenditures	\$11,282.07			
		TOTAL FUND BALANCE		\$153,841.47
		TOTAL LIABILITIES & FUND BALANCE		\$153,841.47

ELNA ANDERSON ESTATE TRUST

11/30/2011

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

TOTAL REVENUES	\$0.00	\$0.00	\$21.36	-\$21.36
<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$117,775.00	\$0.00	\$117,774.72	\$0.28
TOTAL EXPENDITURES	\$117,775.00	\$0.00	\$117,774.72	\$0.28

**BALANCE SHEET
11/30/2011**

<u>ASSETS:</u>				
Cash	\$0.00			
Investments	\$0.00			
		TOTAL ASSETS		\$0.00
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
		TOTAL LIABILITIES		\$0.00
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$117,753.36			
Excess Revenue over Expenditures	-\$117,753.36			
		TOTAL FUND BALANCE		\$0.00
		TOTAL LIABILITIES & FUND BALANCE		\$0.00

ETHEL LINDSTROM FUND

11/30/2011

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

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$151,622.00	\$0.00	\$151,621.17	\$0.83
TOTAL EXPENDITURES	\$151,622.00	\$0.00	\$151,621.17	\$0.83

BALANCE SHEET
11/30/2011

ASSETS:

Cash	\$0.00		
Investments	\$0.00		
		TOTAL ASSETS	\$0.00

LIABILITIES:

Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

FUND BALANCE:

Unreserved Fund Balance	\$151,589.51		
Excess Revenue over Expenditures	-\$151,589.51		
		TOTAL FUND BALANCE	\$0.00

		TOTAL LIABILITIES & FUND BALANCE	\$0.00
--	--	---	---------------

LIBRARY IMPROVEMENT FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00
Contributions	\$0.00	\$0.00	\$4,800.00	-\$4,800.00
Transfer from Capital Improvement	\$0.00	\$22,137.86	\$22,137.86	-\$22,137.86
TOTAL REVENUES	\$0.00	\$22,137.86	\$26,937.86	-\$26,937.86

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

BALANCE SHEET
11/30/2011

ASSETS:

Cash	\$26,937.86		
Investments	\$0.00		
		TOTAL ASSETS	\$26,937.86

LIABILITIES:

Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

FUND BALANCE:

Unreserved Fund Balance	\$0.00		
Excess Revenue over Expenditures	\$26,937.86		
		TOTAL FUND BALANCE	\$26,937.86
		TOTAL LIABILITIES & FUND BALANCE	\$26,937.86

CONSERVATION TRUST FUND

11/30/2011

REVENUES:	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$115,000.00	\$0.00	\$87,271.24	\$27,728.76
Investment Earnings	\$500.00	\$10.57	\$208.71	\$291.29
TOTAL REVENUES	\$115,500.00	\$10.57	\$87,479.95	\$28,020.05

EXPENDITURES:	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Tennis Court Improvements	\$15,000.00	\$0.00	\$6,985.00	\$8,015.00
Steel picnic tables	\$9,800.00	\$0.00	\$9,800.00	\$0.00
Bridge - Pioneer Park	\$78,911.00	\$0.00	\$78,911.03	-\$0.03
Aluminum tables	\$7,646.00	\$0.00	\$7,676.00	-\$30.00
Basketball Court Improvements	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Softball Field Improvements	\$21,450.00	\$0.00	\$21,450.00	\$0.00
Playground Equipment	\$73,000.00	\$0.00	\$21,549.50	\$51,450.50
Fitness Equipment	\$55,000.00	\$0.00	\$49,597.00	\$5,403.00
Pioneer Park Improvements	\$0.00	\$0.00	\$5,533.54	-\$5,533.54
Softball Field Backdrop	\$9,000.00	\$0.00	\$8,682.22	\$317.78
Roof - Columbine	\$2,900.00	\$0.00	\$3,102.85	-\$202.85
TOTAL EXPENDITURES	\$277,707.00	\$0.00	\$213,287.14	\$64,419.86

BALANCE SHEET

11/30/2011

ASSETS:

Cash	\$0.68		
Investments	\$161,317.44		
		TOTAL ASSETS	\$161,318.12

LIABILITIES:

Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

FUND BALANCE:

Unreserved Fund Balance	\$287,125.31
-------------------------	--------------

Excess Revenue over Expenditures	<u>-\$125,807.19</u>	TOTAL FUND BALANCE	<u>\$161,318.12</u>
		TOTAL LIABILITIES & FUND BALANCE	<u>\$161,318.12</u>

KARL FALCH LIBRARY TRUST FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$70.00	\$1.92	\$31.14	\$38.86
TOTAL REVENUES	\$70.00	\$1.92	\$31.14	\$38.86

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

BALANCE SHEET

11/30/2011

<u>ASSETS:</u>			
Cash	\$431.11		
Investments	<u>\$31,023.24</u>		
		TOTAL ASSETS	<u>\$31,454.35</u>
<u>LIABILITIES:</u>			
Accounts Payable	<u>\$0.00</u>		
		TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$31,613.27		
Excess Revenue over Expenditures	<u>-\$158.92</u>		
		TOTAL FUND BALANCE	<u>\$31,454.35</u>
		TOTAL LIABILITIES & FUND BALANCE	<u>\$31,454.35</u>

EMPLOYEE SELF-INSURANCE FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,400.00	\$36.33	\$601.46	\$798.54
Employee Premiums	\$137,844.00	\$18,635.08	\$234,600.20	-\$96,756.20
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
City Premiums	\$1,253,172.00	\$89,900.56	\$1,010,011.44	\$243,160.56
TOTAL REVENUES	\$1,392,416.00	\$108,571.97	\$1,245,273.10	\$147,142.90

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Old Hire Fire Pension	\$70,443.00	\$0.00	\$70,443.00	\$0.00
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
Premium	\$1,391,016.00	\$110,698.82	\$1,245,699.43	\$145,316.57
FLEX	\$3,600.00	\$210.00	\$2,455.00	\$1,145.00
Pre-employment Screening	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$600.00	\$0.00	\$600.00	\$0.00
Transfer General Fund	\$1,400.00	\$0.00	\$0.00	\$1,400.00
TOTAL EXPENDITURES	\$1,467,059.00	\$110,908.82	\$1,319,257.43	\$147,801.57

BALANCE SHEET

11/30/2011

ASSETS:

Cash	\$22,847.05		
Accounts Receivable	\$765.15		
Investments	\$578,431.85		
		TOTAL ASSETS	\$602,044.05

LIABILITIES:

Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

FUND BALANCE:

Retained Earnings	\$676,028.38		
Excess Revenue over Expenditures	-\$73,984.33		
		TOTAL FUND BALANCE	\$602,044.05
		TOTAL LIABILITIES & FUND BALANCE	\$602,044.05

SERVICE CENTER FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$700.00	\$20.28	\$356.77	\$343.23
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$411,090.00	\$34,256.00	\$376,816.00	\$34,274.00
Transfer from Capital Improvement	\$44,000.00	\$0.00	\$0.00	\$44,000.00
Transfer for Lease Payment	\$183,480.00	\$15,287.00	\$168,157.00	\$15,323.00
TOTAL REVENUES	\$639,270.00	\$49,563.28	\$545,329.77	\$93,940.23

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$303,039.00	\$22,125.18	\$264,618.12	\$38,420.88
Maintenance & Operation	\$337,839.00	\$199,808.90	\$324,205.93	\$13,633.07
Capital Outlay	\$2,135.00	\$0.00	\$2,209.38	-\$74.38
Transfer to General Fund	\$700.00	\$0.00	\$0.00	\$700.00
TOTAL EXPENDITURES	\$643,713.00	\$221,934.08	\$591,033.43	\$52,679.57

BALANCE SHEET

11/30/2011

<u>ASSETS:</u>			
Cash	\$8,686.15		
Cash - Bank of Cherry Creek	\$2.75		
Investments	\$273,120.21		
Fixed Assets (Net)	\$2,209,764.89		
		TOTAL ASSETS	\$2,491,574.00
<u>LIABILITIES:</u>			
Accounts Payable	\$2,004.39		
Unpaid Compensated Absences	\$22,867.06		
Accrued Salaries	\$12,172.42		
Lease Payable	\$1,510,000.00		
Lease Interest Payable	\$6,040.00		
		TOTAL LIABILITIES	\$1,553,083.87
<u>FUND BALANCE:</u>			
Retained Earnings	\$984,193.79		
Excess Revenue over Expenditures	-\$45,703.66		
		TOTAL FUND BALANCE	\$938,490.13
		TOTAL LIABILITIES & FUND BALANCE	\$2,491,574.00

RISK MANAGEMENT FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,800.00	\$59.74	\$852.99	\$947.01
Miscellaneous	\$5,000.00	\$0.00	\$15,186.00	-\$10,186.00
Compensation for Loss	\$5,000.00	\$0.00	\$134,970.08	-\$129,970.08
Transfer of Reserves	\$200,000.00	\$0.00	\$200,000.00	\$0.00
Transfer Workers Comp	\$230,505.00	\$0.00	\$230,530.00	-\$25.00
TOTAL REVENUES	\$442,305.00	\$59.74	\$581,539.07	-\$139,234.07

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$60,000.00	\$6,351.64	\$24,054.97	\$35,945.03
Expense for Workers Comp	\$233,000.00	\$0.00	\$232,280.00	\$720.00
Premium Fees	\$200,000.00	\$50.00	\$201,859.21	-\$1,859.21
Expense for Unemployment	\$10,000.00	\$0.00	\$3,779.26	\$6,220.74
Materials & Supplies	\$300.00	\$0.00	\$189.41	\$110.59
Audit	\$560.00	\$0.00	\$560.00	\$0.00
Transfer to General Fund	\$1,800.00	\$0.00	\$0.00	\$1,800.00
TOTAL EXPENDITURES	\$505,660.00	\$6,401.64	\$462,722.85	\$42,937.15

BALANCE SHEET
11/30/2011

<u>ASSETS:</u>			
Cash	\$21,376.18		
Investments	\$952,032.52		
		TOTAL ASSETS	\$973,408.70
<u>LIABILITIES:</u>			
Accounts Payable	\$1,351.64		
		TOTAL LIABILITIES	\$1,351.64
<u>FUND BALANCE:</u>			
Emergency Reserve	\$350,000.00		
Retained Earnings	\$503,240.84		
Excess Revenue over Expenditures	\$118,816.22		
		TOTAL FUND BALANCE	\$972,057.06
		TOTAL LIABILITIES & FUND BALANCE	\$973,408.70

CAPITAL EQUIPMENT FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,300.00	\$48.92	\$762.96	\$537.04
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for Loss	\$13,700.00	\$0.00	\$15,397.00	-\$1,697.00
Transfer of Reserves	\$131,487.00	\$13,734.00	\$117,738.00	\$13,749.00
Grants	\$4,860.00	\$0.00	\$5,400.00	-\$540.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$151,347.00	\$13,782.92	\$139,297.96	\$12,049.04

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$865.00	\$0.00	\$865.00	\$0.00
Police Equipment	\$62,437.00	\$455.00	\$35,927.01	\$26,509.99
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$67,000.00	\$0.00	\$52,430.10	\$14,569.90
Public Works Equipment	\$15,750.00	\$0.00	\$13,523.00	\$2,227.00
Parks, Lib & Rec Equipment	\$12,350.00	\$0.00	\$12,350.00	\$0.00
Non-Dept Equipment	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$158,402.00	\$455.00	\$115,095.11	\$43,306.89

BALANCE SHEET 11/30/2011

Cash	\$23,019.78		
Investments	\$789,780.55		
Fixed Assets (Net)	\$1,950,833.83		
		TOTAL ASSETS	\$2,763,634.16
<u>LIABILITIES:</u>			
Accounts Payable	\$455.00		
Lease Payable	\$213,210.98		
Lease Interest Payable	\$5,223.67		
		TOTAL LIABILITIES	\$218,889.65
<u>FUND BALANCE:</u>			
Retained Earnings	\$2,520,541.66		
Excess Revenue over Expenditures	\$24,202.85		
		TOTAL FUND BALANCE	\$2,544,744.51
		TOTAL LIABILITIES & FUND BALANCE	\$2,763,634.16

CAPITAL IMPROVEMENT FUND

11/30/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$2,000.00	\$52.51	\$1,096.18	\$903.82
Misc. Income	\$125,000.00	\$213.54	\$213,275.38	-\$88,275.38
Rents From Land	\$44,971.00	\$735.41	\$39,612.78	\$5,358.22
Sale of Assets	\$0.00	\$100,000.00	\$100,000.00	-\$100,000.00
Grants	\$126,970.00	\$0.00	\$55,000.00	\$71,970.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Communication Building	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Building	\$0.00	\$26,167.00	\$26,167.00	-\$26,167.00
Donation - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Elna Anderson Fund	\$117,775.00	\$0.00	\$117,774.72	\$0.28
Transfer from Ethel Lindstrom Fund	\$151,622.00	\$0.00	\$151,621.17	\$0.83
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$568,338.00	\$127,168.46	\$704,547.23	-\$136,209.23

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Museum Building	\$646,536.00	\$26,167.00	\$672,703.00	-\$26,167.00
Museum Exhibits	\$242,751.00	\$566.81	\$120,325.59	\$122,425.41
Library Addition	\$486,445.00	\$0.00	\$203,755.86	\$282,689.14
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase	\$125,000.00	\$1,000.00	\$105,355.14	\$19,644.86
Building Improvements - Comm Bldg	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$510.00	\$0.00	\$510.00	\$0.00
Transfer to Service Center	\$44,000.00	\$0.00	\$0.00	\$44,000.00
Transfer to Library Improvement Fund	\$0.00	\$22,137.86	\$22,137.86	-\$22,137.86
TOTAL EXPENDITURES	\$1,545,242.00	\$49,871.67	\$1,124,787.45	\$420,454.55

CAPITAL IMPROVEMENT FUND

BALANCE SHEET

11/30/2011

<u>ASSETS:</u>	
Cash	\$4,435.84
Accounts Receivable	\$56,778.41
Allowance for Collectables	-\$29,396.07
Investments	\$818,031.69
Investment - Museum Building	\$0.00

Investment - Museum Exhibits	<u>\$94,919.31</u>	TOTAL ASSETS	<u>\$944,769.18</u>
<u>LIABILITIES:</u>			
Accounts Payable	<u>\$566.81</u>	TOTAL LIABILITIES	\$566.81
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$1,364,442.59		
Excess Revenue over Expenditures	<u>-\$420,240.22</u>	TOTAL FUND BALANCE	<u>\$944,202.37</u>
		TOTAL LIABILITIES & FUND BALANCE	<u>\$944,769.18</u>

PERSONNEL/HR DEPARTMENT

NOVEMBER 2011 MONTHLY REPORT

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

CDL TESTING – A DOT Random Drug test was conducted during the month of November. There were 3 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 November, there were no claims reported by employees.**

JOB OPPORTUNITIES –

Positions Open	Positions Filled
	Maintenance Worker I (Parks)
	Firefighters (2)
	Maintenance Worker I (Forestry)
	Library Assistant
	Maintenance Worker I (Water)
	Temporary Laborer (Sewer)

UPS COORDINATOR –

UPS CLIENTS		
	MONTH	YEAR TO DATE
Total clients for the month of November	51	406
Total City clients	29	242
City clients that worked	5	125
New City Clients during November	21	82
City Clients cases closed during November	2	72
Total hours assigned to City clients	761	6926
Total hours worked by City Clients	49	1441

PERSONNEL BOARD – Personnel Board met during November for an appeal process.

MISCELLANEOUS ACTIVITIES

- HR Assistant continued working on Neogov setup for online applications.
- Open enrollment meeting with CHP was held on November 15.
- AFLAC open enrollment meetings were held on November 7 and 8.
- MSEC training on documentation was set for January 25, 2012.
- HR Assistant met with Municipal Court Judge and Clerk concerning transfer of UPS coordination to Municipal Court.
- HR Director attended meeting concerning intern hiring with City Manager.
- HR Director attended mediation session with City Manager and representation.

MUNICIPAL COURT

NOVEMBER 2011 MONTHLY REPORT

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
ARRAIGNMENTS	73	60	22%	519	767	-32%	805	-36%
JUVENILE CASES	31	8	288%	85	95	-11%	133	-36%
TRAFFIC				5	3	67%	4	14%
NO INSURANCE				1	2	-50%	1	-17%
NO SEAT BELT				1	2	-50%	2	-38%
SPEEDING					2	-100%	1	-100%
UNDERAGE POSS OF TOBACCO	2	1	100%	10	7	43%	10	4%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA	3			7	4	75%	15	-54%
THEFT				7	15	-53%	10	-33%
DISTURBING THE PEACE/NOISES		1	-100%	5	12	-58%	10	-50%
RESISTING ARREST/FAILURE TO COMPLY				3			2	88%
INJURING/DEFACING PROPERTY	1	3	-67%	6	9	-33%	8	-23%
TRESPASSING	2	2		2	10	-80%	7	-71%
UNDERAGE POSS/CONS ALCOHOL/PROCURE CURFEW FOR MINORS	21	1	2000%	26	20	30%	45	-42%
OTHER	2			11	6	83%	10	8%
ADULT CASES	42	52	-19%	434	672	-35%	671	-35%
TRAFFIC	5	4	25%	46	61	-25%	64	-28%
NO INSURANCE	1	2	-50%	17	130	-87%	57	-70%
NO SEAT BELT	2			48	78	-38%	94	-49%
SPEEDING	6	10	-40%	40	102	-61%	98	-59%
PARKING	8	11	-27%	55	94	-41%	76	-28%
POSS. MARIJUANA/DRUG PARAPHERNALIA	2	3	-33%	25	50	-50%	42	-40%
THEFT	6	1	500%	50	21	138%	24	110%
DISTURBING THE PEACE/NOISES				13	19	-32%	26	-50%
RESISTING ARREST/FAILURE TO COMPLY	1	2	-50%	5	3	67%	5	
INJURING/DEFACING PROPERTY		2	-100%	11	4	175%	7	53%
TRESPASSING		7	-100%	9	15	-40%	31	-71%
UNDERAGE POSS/CONS ALCOHOL	6			42	44	-5%	69	-39%
SALE / PROCUREMENT / OPEN CONTAINER					3	-100%	8	-100%
OTHER	1	2	-50%	27	14	93%	31	-13%
ANIMAL	4	8	-50%	40	31	29%	40	-1%
NUISANCES				7	3	133%	23	-69%
JUVENILE ARR'S FOUND GUILTY	29	8	263%	71	74	-4%	80	-11%
JUVENILE ARR'S DISMISSED					5	-100%	34	-100%
JUVENILES PLACED ON PROB/DJ/UPS	28	6	367%	73	75	-3%	95	-23%
JUVENILE VIOLS OF PROB/DJ/UPS				4	11	-64%	14	-72%
JUVENILE FTA/PWL							61	-100%
ADULT ARR'S FOUND GUILTY	27	23	17%	224	270	-17%	257	-13%
ADULT ARR'S DISMISSED	2	4	-50%	39	118	-67%	99	-60%
ADULTS PLACED ON PROB/DJ/UPS	7	10	-30%	105	99	6%	115	-8%
ADULT VIOLS OF PROB/DJ/UPS				3	3		19	-84%
ADULT FTA/PWL	2	9	-78%	43	57	-25%	143	-70%

	Nov	Nov	Nov	YTD	YTD	YTD	5 yr YTD	5 yr YTD
--	-----	-----	-----	-----	-----	-----	----------	----------

DESCRIPTION	2011	2010	Change	2011	2010	Change	Avg	Change
FINE EXTENSIONS	24	30	-20%	286	386	-26%	493	-42%
CONTINUANCE/SET FOR TRIALS/ETC	5	8	-38%	79	139	-43%	162	-51%
CASES REVIEWED	24	32	-25%	400	483	-17%	485	-18%
TRIALS FOUND GUILTY	4	3	33%	38	68	-44%	76	-50%
TRIALS FOUND NOT GUILTY				3	3		373	-99%
TRIALS DISMISSED	7	3	133%	17	39	-56%	78	-78%
NEW CHARGES PROCESSED	92	160	-43%	710	1,716	-59%	1,311	-46%
NEW WARRANTS	10	14	-29%	136	191	-29%	223	-39%
DAYS JUVENILES SENT TO DETENTION				6	10	-40%	207	-97%
DAYS ADULTS SENT TO JAIL				43	90	-52%	167	-74%
PAID TICKETS	58	71	-18%	563	958	-41%	1,013	-44%
PAID WITH AUTO POINT REDUCTION	30	22	36%	239	259	-8%	264	-10%
PAID AS REGULAR TICKET	28	49	-43%	324	699	-54%	620	-48%
FROM PWL TO WARRANT		3	-100%	1	8	-88%	6	-83%

POLICE DEPARTMENT

NOVEMBER 2011 MONTHLY REPORT

During November 2011, the police department responded to 930 Calls for Service, a three percent decrease from the 956 Calls for Service responded to in November 2010. The year-to-date Calls for Service at the end of November were 10,643, a 16 percent decrease from the 12,647 calls reported at the end of November, 2010.

Officers responded to 24 traffic accidents during the month of November, which is a 41 percent increase from the 17 responded to in November of 2010. Through the end of November, officers have responded to 272 traffic accidents, which is a 15 percent increase over the 237 accidents covered during the same time period last year.

Officers issued 49 penalty assessments during November 2011, which is 21 percent decrease from the 62 penalty assessments issued in November 2010. Among the criminal offenses reported were one sexual assault, five assault offenses, 16 burglaries, 17 larceny/thefts, three drug offenses and 15 vandalisms. The value of property stolen during the month was \$28,090 and \$11,775 was recovered. Officers arrested 32 adults and five juveniles, for a total of 37 arrests in November of 2011. This is 40 less arrests or a 50 percent decrease from the total arrests made in November of 2010.

In October the Youth Services Division received eleven youth referrals (9 males and 2 females). Youth referrals were received from the following: ten from the Sterling Police Department, and one from a school.

Officers responded to 25 calls at local liquor establishments, two more than the 27 calls responded to in November of 2010.

Sterling Police Officers and staff completed 1,647.67 hours of training during the month of November 2011. The police department had two officers complete the Field Training Officer Program on November 15, 2011. Year-to-date, employees have attended more than 6,300.12 hours of training.

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	930	956	-3%	10,643	12,647	-16%	13,411	-21%
MOTOR VEHICLE ACCIDENTS	24	17	41%	272	237	15%	261	4%
CRIMINAL OFFENSES	89	106	-16%	1,074	1,280	-16%	1,231	-13%
GROUP "A" OFFENSES	58	67	-13%	620	863	-28%	779	-20%
GROUP "B" OFFENSES	31	39	-21%	449	417	8%	451	-1%
VANDALISM	15	11	36%	143	162	-12%	160	-11%
ARRESTS								
ADULTS	32	67	-52%	453	617	-27%	674	-33%
JUVENILES	5	7	-29%	36	102	-65%	121	-70%
PROPERTY								
STOLEN	28,090	39,614	-29%	216,099	428,473	-50%	346,360	-38%
RECOVERED	11,775	19,004	-38%	53,939	145,291	-63%	104,817	-49%
MUNICIPAL CHARGES								
PA'S	49	62	-21%	641	1,122	-43%	1,303	-51%
CRIMINAL CHARGES	25	39	-36%	234	223	5%	294	-21%
WARNINGS	165	228	-28%	2,314	3,346	-31%	3,018	-23%
STATE CHARGES								
TRAFFIC	20	31	-35%	279	417	-33%	484	-42%
DUI'S	4	2	100%	49	74	-34%	97	-50%
CRIMINAL CHARGES	14	31	-55%	255	352	-28%	369	-31%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	9	18	38%	180	156	15%	171	6%
FEMALE	2	13	-85%	78	93	-16%	98	-20%
TOTAL	11	31	-65%	258	249	4%	268	-4%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	10	27	-63%	230	220	5%	239	-4%
LOGAN COUNTY SHERIFF'S OFFICE				4	4		10	-60%
DISTRICT COURT				5	5		2	150%
STATE PATROL/OTHER JURISDICTION				2	1	100%	2	-9%
PARENT/SELF				1	2	-50%	5	-78%
SCHOOL	1	4	-75%	16	17	-6%	11	48%

STERLING FIRE DEPARTMENT
NOVEMBER 2011 MONTHLY REPORT

OPERATIONS

Chief

- Sent monthly press releases to new media
- Applied for EMS council funds for an AED at the Rec. Center
- Attended meeting with AIMS college about EMS education here
- Lead Command Staff meeting
- Attended Sterling Rural Fire Protection District meeting
- Home for the Holidays
- Met with Nursing homes
- Met with Hospital ED staff
- Attended City Council meeting
- Met with the Commissioners about the Community Wildfire Protection Plan
- Met with Dr. Bacon
- Met with Crook Fire District
- Attended State RETAC meeting in Loveland

TRAINING

- FETN Training
- Training-1002, Med 1 & 2, R-17, E-12
- Card class with Ray Bondi.
- Med 2 attended Spinal Injury training at SRMC with ER staff.

MAINTENANCE

- Tower 18 K-12 sent to OK Auto for repairs
- Took Med 3 to city shop

- Picked up Engine 10
- Members worked on parking lot lights west side of station.
- Washed (8) lengths of hose

OTHER

- Swearing in ceremony for FF Beeson & FF Troy Nicolaus
- Completed 9 new business inspection
- Had two academy Ride A longs
- Families enjoyed the Pizza party for the coloring contest
- Members of Sterling Fire participated in the CYC (Change your Clock/Battery) for our citizens.
- Medic 2 attended a meeting with hospital staff.
- Members participated in the Home for the Holidays program for the elderly in nursing homes.

MAJOR INCIDENTS

11-1-11	IR# 1314	441 MacGregor Rd, Apt 104	Medical
11-1-11	IR# 1317	2000 Robin Rd	Medical
11-2-11	IR# 1319	21053 CR 26.5	Haz-condition
11-3-11	IR#1334	325 Valley Dr	Structure Fire (Gen)
11-4-11	IR# 1332	517 Morgan St, Merino	Medical
11-4-11	IR# 1339	114 Parkview Dr	Haz-condition
11-5-11	IR# 1342	410 N 5 th St	Public Education
11-5-11	IR# 1343	I-76, MM 153	Crash
11-11-11	IR# 1384	103 Sugar Mill Rd	Grass Fire
11-12-11	IR# 1388	Edith & CR 24	Pit Fire (Recall)
11-12-11	IR# 1392	19727 Factory St	Fire (Gen)
11-15-11	IR# 1409	MM123/124, I-76	Rollover Accident
11-15-11	IR# 1410	MM107, I-76	Rollover Acc-B-recall
11-17-11	IR# 1424	615 Fairhurst-SRMC	Transf to Living Cntr
11-19-11	IR# 1432	804 Phelps St	Fire

11-19-11	IR# 1433	10625 CR 25	Haystack Fire
11-20-11	IR# 1441	1300 Platte St	Gas Odor
11-21-11	IR# 1445	516 W. Main	Fire

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
FIRES								
City	3	5	-40%	33	32	3%	35	-6%
Rural	7	3	133%	64	54	19%	64	-1%
Total	10	8	25%	97	86	13%	99	-2%
EMS/RESCUE								
City	78	64	22%	735	697	5%	664	11%
Rural	25	18	39%	194	138	41%	159	22%
Total	103	82	26%	929	835	11%	823	13%
HAZARDOUS CONDITION								
City	13	12	8%	196	239	-18%	201	-3%
Rural	12	10	20%	89	79	13%	75	19%
Total	25	22	14%	285	318	-10%	276	3%
TOTAL 911 SERV CALLS								
City	94	81	16%	963	963	0	962	0%
Rural	44	31	42%	346	271	28%	306	13%
Total	138	112	23%	1,309	1,234	6%	1,267	3%
AVERAGE RESPONSE TIME								
City	4	4	-16%	39	48	-18%	49	-21%
Rural	12	10	22%	119	123	-4%	121	-1%
Overall Average	8	5	56%	79	86	-8%	77	2%
GENERAL ALARMS								
Total General Alarms	6	6	0	49	49	0	46	7%
Average Number of Firefighters	14	12	17%	79	139	-43%	147	-46%
BUILDING FIRES								
Total Building Fires	2	2	0	15	17	-12%	16	-7%
Fires Confined to Rm of Origin	0	0	0	0	4	-100%	7	-100%
TRAINING HOURS								
Career Hours	201	331	-39%	2,868	3,957	-28%	2,753	4%
Volunteer Hours	39	52	-24%	787	594	33%	846	-7%
Total Hours	240	383	-37%	3,655	4,551	-20%	3,599	2%
Average Career Hours	13.4	22.1	-39%	191	264	-28%	184	4%
Average Volunteer Hours	0	4	-100%	66	49	33%	71	-7%
FIRE INSPECTIONS								
New Inspections	19	11	73%	97	354	-72%	434	-78%
Re-Inspections	9	12	-25%	17	166	-90%	226	-93%
Total Inspections	28	23	22%	114	520	-78%	660	-83%
HYDRANT INSPECTIONS								
	90	63	43%	104	320	-68%	358	-71%

PUBLIC WORKS DEPARTMENT
NOVEMBER 2011 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of November with a high temperature of 71° recorded at the water stations on the 24th. Evening temperatures also fluctuated similarly with a low of the month being 8° on the evening of the 2nd and a high evening low of 30° recorded on the 8th. The station located east of Sterling recorded a total precipitation of .13" for the month. However, at Sterling Municipal Airport there was a total of .26" recorded in the month of November.

MONTHLY CLIMATOLOGICAL SUMMARY for NOV. 2011

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	40.7	56.5	3:30p	30.5	8:00a	41.5	0.0	0.00	18.6	80.0	7:00p	NNE
2	29.4	38.2	3:00p	11.5	12:00m	60.2	0.0	0.15	17.5	58.0	2:30a	N
3	24.7	48.5	4:00p	6.7	5:30a	57.4	0.0	0.05	6.3	26.0	11:00a	SSW
4	33.1	52.4	3:30p	15.4	7:30a	51.1	0.0	0.00	4.2	32.0	12:00p	SSW
5	41.9	66.6	3:00p	25.4	7:00a	39.0	1.0	0.05	15.3	103.0	7:30p	NW
6	37.4	53.6	4:00p	23.5	7:30a	46.5	0.0	0.00	16.3	80.0	2:00a	NNE
7	37.6	52.5	2:00p	27.3	1:00a	45.1	0.0	0.00	2.7	27.0	2:00p	E
8	38.2	52.3	2:30p	27.9	11:30p	44.9	0.0	0.00	6.0	40.0	10:30p	N
9	32.5	47.9	2:30p	19.5	12:00m	51.3	0.0	0.00	15.7	59.0	2:00p	WNW
10	32.1	58.3	3:00p	15.0	7:00a	48.3	0.0	0.00	9.1	54.0	2:00p	SSW
11	36.9	63.7	3:30p	17.9	5:00a	44.2	0.0	0.00	6.4	42.0	2:30p	SSW
12	45.2	69.8	3:30p	25.8	7:30a	37.2	2.8	0.00	16.8	109.0	12:00m	S
13	42.1	57.2	3:30p	29.2	6:30a	41.8	0.0	0.00	10.2	98.0	12:30a	SW
14	41.6	59.6	4:00p	25.2	8:00a	42.6	0.0	0.00	24.7	99.0	1:30p	WSW
15	31.3	52.6	12:00p	19.6	8:00a	48.9	0.0	0.00	13.2	100.0	12:00p	SSW
16	25.4	38.1	3:30p	13.4	12:00m	59.3	0.0	0.01	6.7	51.0	4:00p	NNW
17	31.3	58.4	4:00p	11.8	7:30a	49.9	0.0	0.00	4.2	36.0	2:00a	SSW
18	38.7	65.5	3:00p	19.5	8:00a	42.5	0.0	0.00	11.4	67.0	10:00p	SSW
19	29.9	41.9	2:00p	18.3	12:00m	54.9	0.0	0.00	10.0	54.0	6:00a	N
20	30.2	47.0	2:30p	17.0	6:30a	53.0	0.0	0.00	6.3	48.0	11:30a	SE
21	31.9	56.9	3:30p	16.5	5:30a	48.3	0.0	0.00	1.5	27.0	1:30p	SSW
22	34.7	59.5	3:30p	19.0	6:00a	45.8	0.0	0.00	9.3	67.0	1:00p	SSW
23	38.8	67.1	4:00p	21.3	7:30a	40.8	0.0	0.00	8.9	46.0	1:00p	SW
24	37.4	67.4	3:00p	19.1	6:00a	41.8	0.0	0.00	6.8	32.0	12:00p	SSW
25	42.0	59.6	4:30p	26.9	1:30a	41.8	0.0	0.00	26.0	95.0	10:00p	W
26	30.2	39.4	2:00p	16.1	10:30p	57.3	0.0	0.00	39.2	108.0	1:00a	NW
27	31.5	59.2	3:30p	13.6	7:00a	48.6	0.0	0.00	8.1	43.0	2:00p	S
28	38.4	63.0	12:30p	19.6	5:30a	43.7	0.0	0.00	16.7	92.0	1:30p	N
29	37.2	57.3	4:00p	22.5	12:00m	45.1	0.0	0.00	3.6	58.0	12:30p	SW
30	34.5	58.6	2:30p	18.3	5:00a	46.6	0.0	0.00	5.8	42.0	8:30p	SSW
<hr/>												
	35.2	69.8	12	6.7	3	1419.1	3.8	0.26	11.6	109.0	12	SSW

Max >= 90.0: 0
 Max <= 32.0: 0
 Min <= 32.0: 30
 Min <= 0.0: 0
 Max Rain: 0.15 ON 11/02/11
 Days of Rain: 3 (>.01 in) 1 (>.1 in) 0 (>1 in)
 Heat Base: 85.0 Cool Base: 45.0 Method: (High + Low) / 2

STREET/SANITATION DIVISIONS

The resources spent sweeping City streets is down with 500 blocks being swept throughout the month compared to a year ago. However, the division also expended 0 tons of granular base, grading 236 blocks of alleys and 48 blocks of streets throughout the City. The division expended 77 tons of hot bituminous mix in pothole repair.

A 68% decrease in resources was expended in cleaning catch basins with the number being 341 throughout the month compared to 1,075 reported a year ago.

The division replaced 1 traffic control sign, installed 1 new traffic control sign and removed 1 traffic control sign.

The sanitation division collected 18 tons of loose trash throughout the month. However, they collected 467 tons of compacted trash. This compacted trash is a 12% increase compared to a year ago. Under time and material removals there was 181 tons this month. The division furthermore disposed of 187 tons of street sweepings and/or miscellaneous debris from the Service Center throughout the month.

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)	500	762	-34%	3,739	5,325	-30%	7,247	-48%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	4,450	5,950	-25%	45,450	69,370	-34%	80,162	-43%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)		59	-100%	270	787	-66%	591	-54%
Gravel/ABC-Streets (Tons)				693	235	195%	436	59%
Grading Alleys (Blocks)	236	80	195%	1,677	1,127	49%	1,194	40%
Grading Streets (Blocks)	48	52	-8%	205	656	-69%	700	-71%
Grade Parking Lots (Blocks)							4	-100%
Excavate Sub-base (Cu Yds)	70			386	536	-28%	421	-8%
Excavate Asphalt (Tons)					790	-100%	723	-100%
Excavate Concrete (Tons)					27	-100%	80	-100%
Structure Backfill (Tons)	165	41	307%	1,358	628	116%	1,066	27%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)	1	2,218	-100%	947	2,946	-68%	1,404	-33%
Hot Bituminous Mix (Tons)	77	26	193%	821	948	-13%	978	-16%
Emulsion/Tack Oil (Gals)				203			109	86%
Cold Mix-Asphalt (Tons)				1,878	10	17871%	492	282%
Catchbasins - Altosid Briquets				2,340	2,161	8%	1,516	54%
Catchbasins Cleaned (Each)	341	1,075	-68%	5,592	6,115	-9%	4,120	36%
Painting-Parking (Gals)		6	-100%	18	122	-85%	77	-77%
Painting-Crosswalks (Gals)				63	116	-46%	99	-37%
Painting-Curbs (Gals)		29	-100%	170	364	-53%	235	-28%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)		15	-100%		29	-100%	26	-100%
SIGN MAINTENANCE								
Traffic Control-Repair (Each)		10	-100%	2	51	-96%	19	-89%
Traffic Control-Replace (Each)	1	26	-96%	115	137	-16%	106	9%
Traffic Control-Install (Each)	1	32	-97%	149	183	-19%	133	12%

Traffic Control-Remove (Each)	1	78	-99%	118	217	-46%	122	-4%
Street Name-Repair (Each)		5	-100%	2	81	-98%	26	-92%
Street Name-Replace (Each)				178	204	-13%	74	141%
Street Name-Install (Each)				180	204	-12%	103	75%
Delineators-Repair & Replace (Each)					3	-100%	7	-100%
SNOW/ICE CONTROL								
Snow Removal (Loads)				730	239	205%	632	16%
Salt/Sand Mix Material (Tons)				237	161	47%	257	-8%
Plowed/Sanded Streets (Miles)	343			3,119	1,556	100%	2,258	38%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	18	61	-71%	754	1,388	-46%	958	-21%
Compacted Trash Collection (Tons)	467	416	12%	5,543	5,730	-3%	5,691	-3%
Alley Debris/Trash Removal: T & M (Tons)	181			184	419	-56%	115	60%
Yard: Sweepings + Misc Debris (Tons)	187			987	612	61%	1,376	-28%
Container Repairs-90 Rollouts (Each)	5	37	-86%	51	193	-74%	303	-83%
Container Repairs-Dumpsters (Each)	27	43	-37%	267	403	-34%	367	-27%
Level Dumpsters - Gravel Base Pad							4	-100%
Weed Control-Mowing (Hours)				218	195	12%	155	40%
Weed Control-Burning (Hours)							7	-100%
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)							317	-100%
Haul Sand from Logan County Landfill					20	-100%	4	-100%
Haul Materials from Vendor Yard (Tons)				1,293	702	84%	1,497	-14%
Haul Materials from Project Site (Cu Yds)	195	70	179%	1,889	2,698	-30%	2,880	-34%
Haul Pulverized Asphalt/Millings (Cu Yds)	20			599	1,161	-48%	638	-6%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete							130	-100%
Crack Sealing (#s per day)				38,790	20,310	91%	19,067	103%

WATER/SEWER DIVISION

The water division produced 54,746,600 gallons, an 11% decrease compared to November a year ago, and a 21% decrease in hours logged. Furthermore the division responded to 186 requests for locates throughout the month. The meter reader read 5,658 meters resulting in 23 turn-offs for delinquent payment and also 28 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 42 and cleared 42 SCADA alarms at the time of reporting.

The sewer division cleaned 0 feet of sewer line throughout the month. This division responded to 186 requests for locates.

MISCELLANEOUS - OTHER								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)					40	-100%	19,016	-100%
METER SECTION								
METERS (No.)								
Meters Read	5,658	5,009	13%	50,394	51,227	-2%	49,056	3%
Meter Turn-offs (for repair)	8	11	-27%	147	132	11%	144	2%
Meter Turn-offs (delinquent)	23	115	-80%	609	747	-18%	678	-10%
Meter Turn-ons (all)	50	116	-57%	820	855	-4%	765	7%
METER MAINTENANCE (No.)								
Meters Repaired - In House							12	-100%
Meters Repaired - In Field				2	17	-88%	42	-95%
Meters Repaired - Manufacturer								
METER INVESTIGATIONS (No.)							1	-100%
Zero Consumption							17	-100%
High Usage	28	17	65%	277	487	-43%	434	-36%
Leaking in Meter Pit							3	-100%
METER PIT MAINTENANCE (No.)								
Curb Stops Repaired				2	1	100%	1	100%
METER PIT INSTALLATION (No.)								
Meter Pits Installed							0	-100%
MISCELLANEOUS - OTHER (No.)								
Concrete Risers Manufactured								
Meter Pits Manufactured								
OPERATIONS SECTION								
WELL METERS (No.)								
Well Meters Read	25	14	79%	163	200	-19%	220	-26%
Park Meters Read	22	22		279	292	-4%	228	22%
WELL HOUSE MAINTENANCE (No.)								
Motors Checked	390	390		4,342	4,342		4,158	4%
Well Building Security Checked	630	630		7,014	7,014		5,409	30%
WELL MAINTENANCE (No.)								
Well GPM Check							18	-100%
Well Check for Sand							21	-100%
Well Static Level							15	-100%
Well Draw Down							11	-100%
Well Air Check	90	90		1,002	609	65%	141	609%
GROUND STORAGE TANKS (No.)								
7.5 MG Tank Checked	60	60		668	668		549	22%
7.5 MG Tank Level Checked	60	60		668	668		549	22%
2.0 MG Tank Checked	60	60		668	668		549	22%
2.0 MG Tank Level Checked	60	60		668	668		551	21%
Security Checks	60	60		668	668		749	-11%
ELEVATED STORAGE TANKS (No.)								
0.25 MG North Checked	90	90		1,002	1,002		904	11%
0.25 MG North Level Checked	90	90		1,002	1,002		924	8%
0.25 MG South Checked	90	90		1,002	1,002		925	8%
0.25 MG South Level Checked	90	90		1,002	1,002		928	8%

Security Checks	180	180		2,004	2,004		1,585	26%
WATER QUALITY TESTING (No.)								
Well Samples Taken		6	-100%	11	129	-91%	94	-88%
Distribution Samples Taken				15	211	-93%	227	-93%
Chlorine Samples Taken	150	44	241%	868	634	37%	609	42%
Bacteriological Samples Taken		15	-100%	106	186	-43%	177	-40%
Other - Samples taken		29	-100%		270	-100%	104	-100%
SCADA SYSTEM (No.)								
SCADA Alarms	42	14	200%	986	401	146%	260	279%
SCADA Alarms Cleared	42	14	200%	982	400	146%	257	282%
DISINFECTION (No.)								
Chlorine Bottles Picked Up	15	7	114%	143	131	9%	109	31%
Chlorine Bottles Returned	15	7	114%	144	125	15%	108	34%
POTABLE WELLS								
WELLS PUMPED								
Hours	1,784	2,267	-21%	30,023	33,472	-10%	38,884	-23%
Gallons	54,747	61,686	-11%	923,878	996,131	-7%	1,131,995	-18%
Call Customer By Phone							5	-100%
UNCC LOCATES								
City Requests	15			172				
Private Requests	90			1,059				

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
SANITARY SECTION								
Sewer Service Installed (No.)								
Sewer Service Installed (No.) 4"							2	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all							2	-100%
Sewer Service Inspected (No.)					2	-100%	1	-100%
Sewer Service Repaired (No.)					3	-100%	4	-100%
Sewer Lines Installed (Ft.)								
Sewer Lines Installed (Ft.) 6"							62	-100%
Sewer Lines Installed (Ft.) 8"					900	-100%	521	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
Sewer Lines Replaced (Ft.) 4"							16	-100%
Sewer Lines Replaced -6" (Ft)				23				
Sewer Lines Replaced -8" (Ft)							848	-100%
Sewer Lines Replaced -10" (Ft)							65	-100%
Sewer Lines Replaced-12" & larger (Ft)							105	-100%
Sanitary Sewer Relined-all sizes (Ft)								
Sewer Lines Cleaned (Ft.) 4"							40	-100%
Sewer Lines Cleaned (Ft.) 6"				429	300	43%	1,618	-73%
Sewer Lines Cleaned (Ft.) 8"				5,665	9,750	-42%	27,381	-79%
Sewer Lines Cleaned (Ft.) 10"		400	-100%	8,750	6,400	37%	10,872	-20%

Sewer Lines Cleaned (Ft.) 12" & larger				5,615	1,100	410%	5,040	11%
Sewer Lines Repaired (Ft.)							0	-100%
Sewer Lines Repaired (Ft.) 6"	15			15			0	3650%
Sewer Lines Repaired (Ft.) 8"							171	-100%
Sewer Lines Repaired (Ft.) 10"				4	1,800	-100%	460	-99%
Sewer Lines Repaired (Ft.) 12" & larger					1	-100%	330	-100%
Sanitary Tap Locates (No.)	10			18	98	-82%	76	-76%
Sanitary Line Locates (No.)	72	80	-10%	1,111	1,153	-4%	838	33%
Sanitary Manhole Locates (No.)	104	160	-35%	2,180	2,040	7%	1,239	76%
Sanitary Manholes Constructed (No.)							0	-100%
Sanitary Manholes Inspected (No.)					1	-100%	8	-100%
Sanitary Manholes Repaired (No.)				1	1		2	-38%
Sanitary Manholes Raised (No.)								
Sanitary Manholes Lowered (No.)								
Lift Stations Checked (No.)				1	44	-98%	52	-98%
Lift Stations Cleaned/Washed (No.)				50	89	-44%	64	-21%
Lift Stations Repaired (No.)					5	-100%	4	-100%
Lift Station Alarms (No.)				15	1	1400%	48	-68%
MISCELLANEOUS-OTHER								
Sewer Lines Televised (Ft.) all sizes				40			1,003	-96%
Sewer Service Lines Televised (No)					5	-100%	6	-100%
Sewer Service Taps Televised (No)					3	-100%	4	-100%
Sewer Service Lines Replaced (No)							0	-100%
Sewer Service Taps Replaced (No)							0	-100%
Manhole Risers Manufactured (No.)								
STORM SECTION								
Storm Sewer Lines Installed (Ft.)								
Sewer Lines Installed -8" (Ft)				180				
Sewer Lines Installed -10" (Ft)								
Sewer Lines Installed -12" & larger (Ft)								
Storm Sewer Lines Replaced (Ft.)								
sewer lines replaced-8" (Ft)							28	-100%
Sewer lines replaced-10" (Ft)				4				
Sewer Lines Replaced-12" & larger (Ft)								
Storm Sewer lines Cleaned (Ft.)								
Sewer lines cleaned-8" (Ft)				1,144			550	108%
Sewer lines cleaned-10" (Ft)				354			444	-20%
Sewer lines cleaned-12" & larger (Ft)				2,151			1,131	90%
Storm Sewer Lines Repaired (Ft.)								
Sewer Lines Repaired-8" (Ft)							34	-100%
Sewer Lines Repaired-10" (Ft)							2	-100%
Sewer Lines Repaired-12"&larger (Ft)							5	-100%
Storm Manholes Constructed (No.)					2	-100%	0	-100%
Storm Manholes Inspected (No.)								
Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)							11	-100%

Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)					12	-100%	14	-100%
Storm Sewer Line Locates (No.)	62	80	-23%	1,114	1,119	0%	1,109	0%
Storm Sewer Manhole Locates (No.)	124	160	-23%	2,226	2,157	3%	1,093	104%
Call Customer by Phone					5	-100%	4	-100%

AIRPORT DIVISION

The airport division witnessed 149 operations during the month of November. Throughout the month this division sold 4,404 gallons of fuel, which is a 380% increase from November 2010. However the total year-to-date of 45,351 gallons of fuel, is a 69% increase compared to a year ago.

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
OPERATIONS BY A/C TYPE								
A/C Single Engine	67			1,492	837	78%	1,785	-16%
A/C Multi Engine	9			110	107	3%	187	-41%
Helicopter	14	12	17%	218	252	-13%	196	11%
Turbojet	59			419	330	27%	613	-32%
Other Types							9	-100%
TOTAL OPERATIONS	149	12	1142%	2,239	1,526	47%	2,790	-20%
AVIATION FUEL DISPENSATION								
Avgas (Gals.)	929	92	908%	13,971	7,872	77%	17,203	-19%
Jet-A (Gals.)	3,475	826	321%	31,380	18,917	66%	23,996	31%
TOTAL FUEL	4,404	918	380%	45,351	26,790	69%	41,199	10%

CODE ENFORCEMENT DIVISION

There were 0 permits issued for new residential work with a construction value of \$0 in the month of November. There were 22 permits for residential additions/alterations with a construction value of \$69,741.00. There were 0 permits issued for new non-residential work with a construction value of \$0 in the month of November. Furthermore there were 4 permits for non-residential additions and/or alterations with a construction value of \$63,687.00. For summation of the month there was a total of 26 building permits issued with a fee structure of \$7,326; 0 demo permits with a fee structure of \$0; 1 fence permit with a fee structure of \$20; 6 mechanical permits with a fee structure of \$153; 6 sign permits with a fee structure of \$140; 2 excavation permits with a fee structure of \$30, 0 manufactured home hookup permits with a fee structure of \$0 and 145 miscellaneous permits and/or approvals issued with a fee structure of \$40,212.00. Throughout November, there were 186 permits and/or approvals issued with a 258% increase compared to a year ago. The fee structure is \$47,881.00, a 539% increase compared to a year ago.

DESCRIPTION	NOV 2011	NOV 2010	NOV Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
NEW RESIDENTIAL								
Single-Family Detached 101								
Permits				2			1	100%
Units				2			1	100%
Value				204,300			182,177	12%
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits					1	-100%	0	-100%
Units					2	-100%	0	-100%
Value					186,552	-100%	37,310	-100%
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits							0	-100%
Units							0	-100%
Value							1,120	-100%
TOTALS								
Permits				2	1	100%	2	25%
Units				2	2		2	11%
Value				204,300	186,552	10%	220,607	-7%
NEW RESIDENTIAL (GROUP/TRANSIENT)								
Hotels & Motels 213								
Permits								
Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								
TOTALS								
Permits								
Units								
Value								
RESIDENTIAL ADD/ALTERATIONS								
Residential Additions/Alterations 434								
Permits	21	10	110%	129	121	7%	99	30%

Value	68,216	30,669	122%	621,819	759,661	-18%	868,423	-28%
Residential Garages/Carports 438								
Permits	1			13	8	63%	7	91%
Value	1,525			108,194	80,982	34%	69,328	56%
TOTALS - RES. ADD/ALTERATIONS								
Permits	22	10	120%	142	129	10%	106	34%
Value	69,741	30,669	127%	730,013	840,643	-13%	937,751	-22%
NEW NONRESIDENTIAL								
Amusement & Recreation 318								
Permits					1	-100%	1	-100%
Value					850,000	-100%	228,794	-100%
Churches & Religious 319								
Permits							0	-100%
Value							279,826	-100%
Industrial Buildings 320								
Permits							0	-100%
Value							1,511	-100%
Auto Service & Repair 322								
Permits							0	-100%
Value							20,532	-100%
Hospitals & Institutions 323								
Permits							1	-100%
Value							1,199,813	-100%
Offices 324								
Permits				1			1	67%
Value				10,000			137,571	-93%
Schools & Education 326								
Permits								
Value								
Commercial Buildings (Retail) 327								
Permits							1	-100%
Value							750,323	-100%
Public Works & Utilities 325								
Permits				2				
Value				12,001,939				
Other Buildings 328								
Permits				2	4	-50%	14	-86%
Value				46,602	142,757	-67%	490,994	-91%
Structures 329								
Permits					2	-100%	9	-100%
Value					4,000	-100%	221,125	-100%
TOTALS - NEW NONRESIDENTIAL								
Permits				5	7	-29%	26	-81%
Value				12,058,541	996,757	1110%	3,330,489	262%
NONRESIDENTIAL ADD/ALTERATIONS								
Nonresidential Add/Alterations 437								
Permits	4	3	33%	39	60	-35%	42	-8%
Value	63,687	30,155	111%	2,130,043	5,343,362	-60%	2,996,765	-29%

PARKS, LIBRARY AND RECREATION DEPARTMENT

NOVEMBER 2011 MONTHLY REPORT

DEPARTMENT OVERVIEW

There were 198 pavilion reservations for 2011. There were two facility reservations prepared in November.

The year-to-date balance is \$1,200 for the Tree Removal program. A total of \$100 was paid out in the Street Tree Planting Program in 2011.

The department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared the monthly report and distributed PLR news releases to media. She answered the phone one twice for HR. She also changed the tape for the IT Tech once.

The department secretary and Library Superintendent VanDusen attended the 75th anniversary celebration at the museum and served cake on Nov. 11.

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

Nov. 1 – Director participated in the Booklist webinar

Nov. 2 – Director participated in the CSL Webside Chat.

Nov. 7 – Director and Library Superintendent VanDusen attended the Governor's Early Literacy meeting in Ft. Morgan.

Nov. 7 – Director begins the web design Drupal Course.

Nov. 8 – Director and department secretary attended the PLR Board meeting. Division reports were given and other items discussed were: attendance at PLR Board meetings and facility use for all PLR spaces. The PLR Board will serve cider at the museum Christmas on the Prairie, Dec. 5. There will be no PLR Board meeting in December.

Nov. 8 – Director attended the Council meeting.

Nov. 9 – Director and PCF Superintendent Appelhans held interviews for a vacant position.

Nov. 10 – Director met with PCF Superintendent Appelhans and a PCF employee about a personnel issue.

Nov. 10 – Director and Library Superintendent VanDusen hold interviews for a library vacancy

Nov. 14 – Director met with City Manager re: a personnel matter.

Nov. 14 – Director met with the acting Judge Penny to discuss and tour the Linville property.

Nov. 14 – Director met with Library Superintendent VanDusen to discuss job interviews.

Nov. 15 – Director attended a meeting at NJC about lifeguard training.

Nov. 18 – Director had lunch with representatives of ALSCO.

Nov. 18 – Director attended portions of the library training.

Nov. 22 – Director attended the Council meeting.

Nov. 28 – Director and PCF Superintendent Appelhans attended and took part in the dedication of Ayres and Campbell School playgrounds.

Nov. 29 – Director and Museum Curator Rich hold interviews for a museum position.

Nov. 29 – Director attended a personnel hearing.

LIBRARY

The patron count for Sterling Public Library from Nov. 1 through Nov. 30, 2011 was 4,761.

The library had 13 Community Servants for a total of 100 hours of community service. Two volunteers worked 5 hours. Total volunteer hours for the month of November were 105.

Sterling Public Library made 181 interlibrary loan requests of other libraries and received 142 items. Other libraries made 243 interlibrary loan requests and Sterling Public Library loaned 194 items. Lending libraries were unable to fill 24 requests and Sterling Public Library was unable to fill 49 requests. Total interlibrary loan requests were 424 and 336 items were circulated. The unfilled requests by Sterling Public Library are high because SWIFT and Polaris are not communicating properly. SWIFT hopes that an upgrade in the near future will correct the problem.

Jo Ann Conter reported 9 tutors worked with 17 students for 104.5 hours during November.

The Literacy Coalition received a grant from the Anschutz Family Foundation for \$2,500.

Brigetta DePree provided The Emperor's New Clothes on Nov. 15th. There were 14 children and 7 adults that attended the wonderful program.

Denise Ladd attended a workshop on Nov. 3rd regarding next year's Summer Reading Program and early literacy.

The Prairie Pickers provided entertainment for Tune Up and Tune In. There were 21 people who enjoyed the music.

A tribute to veterans was provided through a soup lunch on Nov. 9th. There were 58 attending the lunch. During that time several special video clips honoring veterans were shown.

A reception was held to kick off the sale of the new mystery written by the group of community authors. The title of the Reva Rivalee mystery is History at the Overland Trail Museum. All proceeds go to the Friends of the Library.

PROJECT UPDATE:

Technology continues to be an important part of the library. One thousand eight hundred fifty two patrons signed up and used the Internet and public access computers during November.

There were 80 children who called Dial-a-Story during August. Denise Ladd, Erica Kallsen, Vickie Wettstein and Connie Chambers read stories during the month. The stories can be heard by calling 522-6808.

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons							21,519	-100%
Books Checked Out	8,809	7,325	20%	105,138	89,489	17%	85,449	23%
In-house Circulation	512	1,006	-49%	10,306	11,520	-11%	12,213	-16%
Volunteer Hours	5	5		108	82	33%	175	-38%
Story Time Attendance	116	85	36%	792	469	69%	544	46%
Summer Reading Program				680	635	7%	709	-4%
Reference Questions	730	900	-19%	10,190	10,602	-4%	8,584	19%
Books Placed on Hold	563	554	2%	6,755	4,311	57%	3,154	114%
Inter-Library Loans								
Borrowed requests	181	215	-16%	2,555	2,373	8%	2,016	27%
Loaned requests	243	249	-2%	2,389	2,400	0%	1,819	31%
Total	424	464	-9%	4,944	4,773	4%	3,837	29%
Library Meeting Room Use	25			147	43	242%	208	-29%
Patrons Using Facility	4,761	3,905	22%	51,588	44,929	15%	52,695	-2%
Hours Tutoring	104.5	149	-100%	1,085	1,401	-23%	1,505	-28%
Internet use	1,852	1,442	28%	21,294	17,161	24%	18,840	13%

PARKS, CEMETERY AND FORESTRY

Parks - November has been a cold month, sending the turf into dormancy. This has allowed the Parks crews to get some construction projects underway. The parallel beam section of the old swings at Krull Park was removed and filled with top soil. . Parallel beams are not recommended in park settings as they have a higher then acceptable injury rate as determined by the U.S. Consumer Product Safety Commission. A new swing set was installed at the south end of Krull Park and Engineered Wood Fiber was utilized as the safety surfacing. Crews have been refinishing, sanding and routing the old wooden park signs. PCF crews have been activated two times in November for snow removal and ice control operations.

Cemetery - The Riverside Cemetery staff has been repairing and leveling sunken grave spaces at the cemetery. They have also assisted with snow removal operations during the month of November. There were six funerals in October, with two of them being cremains. Cemetery crews have been updating records on the computer.

Forestry - The Forestry Division has been slow due to the vacancy. Forestry employees have spent most of the month installing and repairing holiday decorations. The holiday decorations were lit the day after Thanksgiving, as this has been a long standing tradition. Seven trees were trimmed and seven removed. The newest members of the PCF Divisions were added in late November with Kevin Hutt returning to the Division and Clay Combs transferring. These additions are long overdue and should help the division in getting caught up on Action Requests.

Ongoing PCF projects:

- Reduction of Action Requests
- Sign renovations and maintenance
- Training for new hires
- Install new playground at Columbine Park
- Equipment maintenance and repairs
- Facility maintenance and repairs

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
PARKS								
Man-hours of equip maint (all PCF)	81	188	-57%	1,135	1,709	-34%	1,660	-32%
Facility reservations		2	-100%	355	200	78%	240	48%
Restroom cleanings/inspections	86	89	-3%	1,259	1,654	-24%	1,789	-30%
Man-hours of ballfield preparation				1,696	1,540	10%	1,430	19%
CEMETERY								
Opening/Closing	6	12	-50%	102	85	20%	100	2%
Cremains - Opening/Closing	2	7	-71%	36	37	-3%	39	-8%
Spaces sold		4	-100%	44	32	38%	61	-28%
Monument permits		12	-100%	186	196	-5%	156	19%
Graves repaired/raised	130	76	71%	976	1,194	-18%	836	17%
Niches Sold		3	-100%	24	17	41%	25	-4%
FORESTRY								
Trees trimmed	7	3	133%	270	324	-17%	565	-52%
Trees removed	7	1	600%	82	214	-62%	154	-47%
Action Requests completed	2			40	79	-49%	81	-51%
Trees planted				57	51	12%	83	-31%
Stumps removed by contract	23			23	28	44	44	-48%

RECREATION DIVISION

YOUTH BASKETBALL: Recreation Division and Recreation Center staffs have been preparing for the Youth Basketball program. To date, there are 86 teams and 650 kids in the Youth

Basketball program. This is down 1 team and 29 participants from last year. Many players in the 6th grade from Fleming, Otis, and Caliche are playing on their Middle School basketball teams. Two years ago we lost all the Julesburg teams because they have formed their own youth basketball leagues. There are also a small number of Sterling kids that have decided to play in travel leagues this year.

Practices began the week of November 27th and games begin January 7, 2012. In November, some of the tasks completed for the Youth Basketball program included: processing the registration forms, filling out the team rosters, assigning players to teams, finding coaches for teams, communicating with the coaches on practice start dates and rules, arranging and assigning practice times at Ayres, Campbell, and the Middle School for the Sterling teams, preparing the T-shirt order, running ads for officials, scorekeepers and supervisors, and preparing, ordering, and distributing basketball equipment.

The Recreation Division conducted two coach's clinics this year on Saturday Nov. 19, with approximately 50 of the 86 team coaches participating. This was the third year we held Youth Basketball coaches' clinics. Youth Basketball supervisors, officials and scorekeepers clinics are required to attend one of the two mandatory clinics scheduled for them on Dec. 27th or Jan. 3rd. This will be the third year that the official/scorekeeper clinics have also been conducted.

A key point stressed this year at the coaches clinics, and that will also be stressed at the mandatory supervisors, officials/scorekeeper clinics, is that the youth basketball league is "too rough". All administrators, supervisors, officials/scorekeepers, coaches and players are asked to do everything in their power to help remedy this problem. The administration has implemented rule changes, supervisor meetings, coach's clinics and mandatory official/scorekeeper clinics to help remedy this problem.

ADULT BASKETBALL: Registrations were taken for the Adult Basketball program in November. Registrations were due Nov. 30th. Two new leagues were offered this year along with the regular leagues. A "Men's Over 50" and a "Women's Open" league are offered. Returning officials, scorekeepers and gym supervisors were contacted and prospective employees will be interviewed and orientated in December.

RECREATION CENTER

SANTA AT THE CENTER PREPARATIONS: Staff has spent many hours decorating and preparing the Recreation Center for Christmas and the annual Santa at the Center event, scheduled for December 10th. The event was scheduled for Saturday this year because there is a big Christmas program at Campbell on Thursday, Dec. 8th. Normally, there are between 300-450 children and their parents that attend the event.

RACQUETBALL & WALLYBALL LEAGUES: Fall Racquetball & Wallyball leagues are underway. Participants schedule their own matches once a week, based on the schedule provided by the Recreation Center. There are 15 teams participating in the Wallyball leagues and 10 players participating in racquetball league. This is up 10 Wallyball teams and up 1 Racquetball player from 2010. There is even a Women's Wallyball league this year with 4 teams participating.

OVERALL ADMISSIONS: There were 2,189 total admissions to the Sterling Recreation Center in November, 2011. This is up 466 patron visits from November, 2010. Total paid admissions in November, 2011 do not include 248 children from RE-1 Schools that used the Sterling Recreation Center free due to Intergovernmental Agreements. The RE-1 use breakdown is as

follows: 168 kids from Sterling High School PE classes and 80 kids from a Sterling Middle School rewards program.

NON-PARTICIPANT ADMISSIONS: There were a total of 17 Non-Participant Admissions to the Recreation Center in November, 2011. This is down 16 visits from November, 2010.

CHILD ADMISSIONS: There were a total of 41 Child admissions to the Recreation Center in November, 2011. This is down 14 visits from November, 2010.

YOUTH ADMISSIONS: There were a total of 322 Youth Admissions to the Recreation Center in November, 2011. This is down 21 visits from November, 2010.

SENIOR ADMISSIONS: There were a total of 230 Senior Admissions to the Recreation Center in November, 2011. This is equal to the number of visits in November, 2010.

ADULT ADMISSIONS: There were a total of 810 Adult Admissions to the Recreation Center in November, 2011. This is up 297 visits from November, 2010. This is a very large increase and due to the fitness room being moved upstairs in January, 2011.

YEARLY ADMISSIONS: There were 465 Yearly Pass Admissions to the Recreation Center in November, 2011. This is up 115 visits from November, 2010. This is another very large increase and again, due to the fitness room being moved upstairs in January, 2011.

FAMILY ADMISSIONS: There were a total of 43 Family Admissions to the Recreation Center in November, 2011. This is up 17 family visits from November, 2010. Those 43 Family Admissions accounted for approximately 172 individuals using the Recreation Center for the month.

AQUA AEROBICS CLASS: There were 88 patrons attending the morning aqua aerobics class in November, 2011. This is down 110 visits from November, 2010. This is a very large decrease and due to the fact that we have discontinued our evening Aqua aerobics class due to very poor attendance. (A group of individuals decided that they do not want to participate in the class that the Recreation Center offers, and wanted to hold their own class during that time slot). These individuals teach their own class without pay, pay full admission, and the class size has remained essentially the same. These Aqua Aerobics patrons doing their own class are not counted in our Aqua Aerobics totals thus the much lower number.

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
WINTER								
Volleyball Teams							27	-100%
Volleyball Participants							629	-100%
Volleyball Spectators							995	-100%
Adult Basketball Teams				46	40	15%	38	21%
Adult Basketball Participants				920	1,280	-28%	1,104	-17%
Adult Basketball Spectators				1,840	1,600	15%	1,380	33%
Youth Basketball Teams				174	182	-4%	180	-3%
Youth Basketball Participants				9,744	12,944	-25%	12,776	-24%

Youth Basketball Spectators			15,660	15,780	-1%	14,342	9%
Adult Basketball Tourn. Teams			28	40	-30%	31	-10%
Adult Basketball Tourn. Participants			210	368	-43%	362	-42%
Adult Basketball Tourn. Spectators			420	460	-9%	452	-7%
Open Gym Participants							
Denver Nugget Basketball Skills Challenge				21	-100%	15	-100%
Santa at the Center Participants							
Spring							
Volleyball Teams			72	81	-11%	61	18%
Volleyball Participants			1,824	2,416	-25%	2,290	-20%
Volleyball Spectators			2,280	3,020	-25%	2,491	-8%
Summer							
Adult Softball Teams			81	90	-10%	93	-13%
Adult Softball Participants			4,790	4,896	-2%	4,800	0%
Adult Softball Spectators			5,910	8,160	-28%	8,002	-26%
Wildcat Softball Teams			87	73	19%	84	4%
Wildcat Softball Participants			3,404	3,640	-6%	4,034	-16%
Wildcat Softball Spectators			8,760	12,140	-28%	9,392	-7%
Pet Show Participants			11	13	-15%	15	-25%
Rockies Baseball Skills Challenge			15	21	-29%	20	-25%
July 4th Dance Attendance			400	500	-20%	500	-20%
July 4th Fireworks Attendance			5,000	5,000		5,800	-14%
Fall							
Softball Teams			18	30	-40%	32	-43%
Softball Participants			792	1,440	-45%	1,570	-50%
Softball Spectators			1,080	1,200	-10%	1,308	-17%
Volleyball Teams	21	-100%	28	63	-56%	37	-24%
Volleyball Participants	228	-100%	800	1,200	-33%	646	24%
Volleyball Spectators	380	-100%	670	2,000	-67%	1,128	-41%
Punt, Pass & Kick Participants			15	12	25%	14	6%
Open Gym Participants							
Youth Volleyball Teams			144	94	53%	74	95%
Youth Volleyball Participants			3,840	5,640	-32%	2,370	62%
Youth Volleyball Spectators			8,640	8,460	2%	6,010	44%
Trick or Treat Street Participants			3,000	3,000		3,040	-1%

OVERLAND TRAIL MUSEUM

During the month of November, 330 visitors visited the Museum representing 14 states and 1 foreign country. November attendance had increased substantially over November, 2010.

Kay Rich was interviewed at both KNNG and KPMX about upcoming holiday events at the Museum. Perry Johnson was also interviewed by KPMX about the children's event in November.

The Museum partnered with the American Legion and hosted a combined Veteran's Day ceremony and 75th anniversary of the Overland Trail Museum. Featured speakers were Baxter Arnold and Myron Graybill. The ceremony was attended by approximately 250 people, including 2nd graders from St. Anthony School. Following the ceremony guests were treated to a depression era luncheon of ham & beans and cornbread. Guests were also given a commemorative magnet featuring an original photo of the museum.

The day after the 75th anniversary, the museum hosted the monthly children's program titled "Happy Birthday OTM!". Perry Johnson led this program, teaching children about the depression era which included building a "tent city" and having a soup kitchen lunch.

Rehearsals for "A Christmas Carol" radio play began Thursday evenings in November. Richard Ontiveros, on behalf of the Sterling Arts Council, is directing the play. Many community members are taking part, as well as Museum staff members. The play will be performed as a live radio broadcast on December 19.

The annual "Hanging of the Greens" took place on November 19 with approximately 75 people attending. About 75% of the museum was decorated by the end of the day. Chili and cinnamon rolls were served to the volunteers.

Kay Rich and Jody Hungenberg conducted interviews on November 29 for the part-time position. Twenty two applications were received and four interviews were conducted. The job was offered and accepted by JoeAnn Millstead. She will begin work on December 12.

The rest of the month the staff kept very busy preparing for the numerous events which will take place in December.

Museum Projects

Accessioning artifacts	Ongoing project
Cleaning buildings & artifacts.....	Ongoing
Tannery.....	In progress
Research Room.....	Plans progressing
Christmas decorating.....	Completed

DESCRIPTION	Nov 2011	Nov 2010	Nov Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	5	2	150%	26	29	-10%	52	-50%
Number of items donated	5	3	67%	76	99	-23%	256	-70%
Number of School Visits	3			21	18	17%	23	-8%
Number of Students	15			504	755	-33%	935	-46%
Prairie School Students				92	75	23%	118	-22%
Prairie School Teachers				12	10	20%	12	3%
Number of Special Events	3	1	200%	21	16	31%	10	110%
Total Attendance of Special Events	340	90	278%	3,789	3,114	22%	3,229	17%
Number of Weddings				1	4	-75%	4	-77%
Number of Tour Buses				2	3	-33%	2	25%
Tour Bus Visitors				78	67	16%	24	220%
States represented	14	8	75%	241	256	-6%	260	-7%
Foreign Countries Represented	1	1		25	26	-4%	29	-14%
Total of All Visitors	330	204	62%	9,115	8,924	2%	9,366	-3%
Volunteer Hours	225	360	-38%	788	662	19%	852	-8%
Square Foot, Bldg. Maintained	29,766	24,766	20%	292,426	272,426	7%	270,506	8%