

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

November 2012

## CITY MANAGER

### NOVEMBER 2012 MONTHLY REPORT

#### **City Manager:**

City Manager Kiolbasa attended or met with the following:

- Briefed new employee as Director of Human Resources;
- Telephone conference regarding tax code;
- Meeting with Personnel Board;
- Attended Ag Tourism meeting; and
- Meeting with citizens regarding public shooting range.

#### **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 2013 budget, Connie assembled the budgets for distribution.

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

##### **MEETINGS ATTENDED**

##### **Northeast Colorado Emergency Managers (NCEM) Regional Meeting**

The November NCEM meeting was held at the Loveland Fire Department.

Agenda Items were:

- 2013 EMPG deliverables and timelines.
- 2013 Regional Resource Management Plan
- State capabilities survey
- Winter Storm Preparedness and Planning
- Resource Management utilizing WebEOC system
- Grant programs for 2013
- A presentation from the AIREs disaster ham radio group

EMC Owens gave a presentation on the regional Disaster Recovery Handbook project that he is spearheading. He is working with the vendor to establish fund raising for the project. We will contact banks, insurance companies, Utility companies and home improvement chains for funding. The goal is \$75,000 by the end of January. The books will be customized for this area and each county will receive a stockpile to hand out to citizens post disaster.

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

The Logan County ESF-8 group met in November. They had a presentation from the States EM System provider. They reviewed and trained on the system along with updating user names and pass words. This system is used statewide during disasters and emergency incidents that involve mass casualty and hospital surges. The system provides situational awareness for available resources and bed space.

### **City Building Security Project**

The Sterling Building Security committee met in November to discuss the recently received draft report on the initial walk through assessment. The committee reviewed the report page by page developing comments and suggestions for the vendor. The EMC compiled a report from the meeting notes and sent it to the vendor for review. The vendor will now provide us with the final report and a timeline for moving forward.

### **Regional Hospital Alternative Care Facility**

EMC Owens attended a regional meeting for the hospital alternative care facility project. The project planning and agreements are now done. The master agreement was signed and put into force. The group will now work on a full scale exercise of the plan to review any weak spots or omissions in the operations of the project.

### **Sterling Regional Medical Center Exercise Design Committee**

Bob attended a meeting with the Northeast Health Department and the SRMC emergency management board to develop and execute two exercises before the end of 2012. The group will help SRMC with developing, evaluating and observing their exercises.

The first exercise will be in November and will be a tabletop drilling the hospitals capabilities to sustain operations on their own for 96 hours during a winter storm. The second exercise will take place in December and will be a full scale exercise drilling their capabilities for a large mass casualty incident that results in a surge of their entire system. The group will test staffing, equipment, resource procurement and the Hospital Incident Command.

### **TRAINING AND RESPONSES**

EMC Owens participated in a tabletop exercise at the Sterling Regional Medical Center. The tabletop exercise tested the hospitals ability to sustain for 96 hours on their own during a winter storm. We had the hospital operate within their Incident Command System. We evaluated how the system interacted with the County EOC, staffing, equipment failures and resource procurement. After the exercise Bob participated in an after action debrief where we discussed what was right and what needed improvements.

### **OTHER OEM ACTIVITIES**

The EMC worked on the 2012 Emergency Operations Plan update. The plan is done and was taken to the printer for publication. He also printed 75 copies of the plan on CD which will also be distributed.

Work continues on the 2011 DHS grant for a Moto-Bridge in dispatch and remote deployal of the tornado sirens in Logan County towns. The project was due to be completed in the spring of 2012, but the vendor is slow. Bob contacted the vendor yet again for a firm date of completion.

EMC Owens was notified by the State that the generator at the Peetz tower had become inoperable. He contacted our maintenance vendor and notified them of the problem. Once the generator was repaired he notified the State.

Bob performed all of the E911 bookkeeping duties for the month. All checks and deposits were made, along with completing the ledgers and spreadsheets.

Work continued on the 2013 EMS Council grant for motorcycle training.

Work continues on the regional project for Disaster Recovery for Citizens. This project will provide all eleven counties in the region with a cache of guidebooks that will be handed out after an emergency event or disaster. The EMC is working on raising \$75,000 for the project by pursuing Citizen Corps grants and local funding.

**Sterling Emergency Communications Center:**

- Communications Center handled 1,830 calls for service during the month of November 2012, an eight percent decrease from the 1,988 calls received in November 2011.
- Sterling Police Department handled 857 calls for service in November 2012, a decrease of 10 percent compared to 956 calls for service received in November 2011.
- Logan County Sheriff's Office received 803 calls for service in November 2012, a six percent increase compared to 757 calls for service received in November 2011.
- Crook Fire Department handled five calls for service in November 2012 compared to 13 calls in November 2011.
- Fleming Fire received six calls for service in November 2012 compared to five calls for service in November 2011.
- Merino Fire handled nine calls for service in November 2012 compared to six calls for service in November 2011.
- Peetz Fire handled four calls for service in November 2012 compared to two calls for service in November 2011.
- Sterling Fire handled 166 calls for service in November 2012, an increase of 38 percent compared to 120 calls handled in November 2011.

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	1,830	1,988	-8%	22,768	21,683	5%
CITY OF STERLING	857	956	-10%	11,327	10,641	6%
LOGAN COUNTY	803	757	6%	9,353	8,707	7%
STERLING FIRE 07530	166	120	38%	1,953	1,499	30%
CROOK FIRE 07505	5	13	-62%	98	82	20%
FLEMING FIRE 07515	6	5	20%	76	68	12%
MERINO FIRE 07522	9	6	50%	129	104	24%
PEETZ FIRE 07525	4	2	100%	69	43	60%

**Information Technology Specialist (ITS):**

Daily backup of all servers, Finance & Police Systems and routine user and file security maintenance continues. ITS Anderson made preparation for time changes and holiday backups on AS400 systems and Holiday phone sets with Ken Musgrave.

The ITS attended a meeting at the new Water Treatment Plant regarding overview of network and computer situations.

Mary Ann answered calls to various computer, printer and phone problems in several departments. She set up the attorney shared calendars and assisted in the Finance office while staff attended Chuck Vorderberg's retirement reception. She contacted the Manager Plus Pro support for help connecting a new user profile at the Service Center.

The City is testing the McAfee internet filter system on six users.

The City had incident of no network connections at the Dispatch Center, KCI requested reboot of the switch at City Hall after correcting the problem.

Mary Ann attended a SWellness meeting, made flyers and arrangements for the next SWellness events.

## CITY ATTORNEY

### NOVEMBER 2012 MONTHLY REPORT

#### MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors and other personnel. The City Attorney also attends miscellaneous meetings with the City Manager and individuals, which included a meeting regarding the building security issue; a meeting regarding the sales tax revision to the City Code; a meeting with the Fire Chief and a representative of the Sterling Rural Fire Protection District regarding a grant issue; and a meeting with the City Manager and HR Director regarding a Request for Proposals relating to the salary and benefits survey. The Deputy City Attorneys attend meetings as required for their respective positions.

The paralegal attends staff meetings, Swellness presentations, and secretarial meetings when there is training.

#### DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 11-1-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado, approving an extension of Motor Vehicle Lease with the County of Logan.

Resolution No. 11-2-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado approving a Consent to Assignment and Assumption of Agreement relating to an Easement Agreement.

Resolution No. 11-3-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado, requesting withdrawal of idle funds from the Sterling Old Hire Police Pension Plan administered by the Fire & Police Pension Association of Colorado (FPPA).

Resolution No. 11-4-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado approving an Assignment of Billboard Location Lease.

Resolution No. 11-5-12, Series of 2012 – A Resolution repealing Resolution No. 11-2-11, Series of 2011; 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.

Prepared the following Ordinances:

Ordinance No. 10, Series of 2012 – An Ordinance approving the sale of real estate owned by the City of Sterling to Rosie's, LLC, a Colorado limited liability company; and authorizing the Mayor to execute all documentation required for the sale of said property.

Other Documents:

None.

#### MUNICIPAL COURT:

The Deputy City Attorney prosecuted one charge and the Defendant was found guilty; and two defendants were granted deferred judgments at trials. Two Defendants changed their plea to guilty prior to trial; six charges were dismissed, with no objections from the officer, including

charges for which there was insufficient evidence, handicap parking with proof, and upon proof of insurance. Six defendants entered into a Stipulation for Deferred Judgment. This office prepares Court documents, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the Police Department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and Police Department, Humane Society, and attorney files are prepared for trial.

LIQUOR LICENSING:

This office processed one application for special events permit.

MISCELLANEOUS:

This office prepared a letter and Release regarding a claim filed with the City for property damage.

The paralegal assisted the Finance Department while staff attended a retirement reception for an employee of that department.

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

## **FINANCE DEPARTMENT**

### **NOVEMBER 2012 MONTHLY REPORT**

The Finance Department assisted 2,683 customers during the month of November 2012. This compares to 2,777 customers in November 2011. This number does not include the contacts made by the Director of Finance. There were on average 122 customer contacts per day for November 2012. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in November 2012 in comparison to November 2011.

The General Fund revenues for the month of November 2012 amounted to \$875,720.24. The revenue for the month ended November 2011 in the General Fund amounted to \$989,920.77. Expenditures for the General fund for the month ending November 30, 2012 amounted to \$794,769.85 and for the same period in 2011 the expenditures were \$837,084.81.

Cash in all City funds totaled \$2,437,663.80 on November 30, 2012 and for November 30, 2011 on hand was \$1,938,714.87. On November 30, 2012 the City of Sterling had outstanding a total of \$13,003,765.75 in investments, this amount is for all funds. This breaks down to \$205,939.02 in Certificates of Deposit, \$12,697,393.06 ColoTrust Plus and \$100,433.67 in Money Market.

There were \$1,129,471.45 worth of checks issued in November 2012 for all funds; this compares to \$2,471,841.84 for the same period in 2011. There were 5711.6 gallons of gasoline and diesel used in the month of November 2012 for all City operations. This compares to 5177.7 gallons gasoline and diesel used in November 2011.

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

## Investment Breakdown

2012

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

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	11/30/12
<b>General Fund:</b>				
Colostrust Plus	\$2,245,912.25	\$470,000.00	\$400,374.45	\$2,176,286.70
Colostrust Plus - Seizure Money	\$26,627.65	\$0.00	\$5.10	\$26,632.75
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$2,272,539.90</b>	<b>\$470,000.00</b>	<b>\$400,379.55</b>	<b>\$2,202,919.45</b>
<b>Hotel Tax Fund:</b>				
Colostrust Plus	\$87,584.27	\$0.00	\$15,017.80	\$102,602.07
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$87,584.27</b>	<b>\$0.00</b>	<b>\$15,017.80</b>	<b>\$102,602.07</b>
<b>Water Fund:</b>				
Colostrust Plus	\$1,367,395.77	\$0.00	\$1,035,329.33	\$2,402,725.10
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,367,395.77</b>	<b>\$0.00</b>	<b>\$1,035,329.33</b>	<b>\$2,402,725.10</b>
<b>Sanitation Fund:</b>				
Colostrust Plus	\$552,755.72	\$0.00	\$10,107.30	\$562,863.02
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$552,755.72</b>	<b>\$0.00</b>	<b>\$10,107.30</b>	<b>\$562,863.02</b>
<b>Sewer Fund:</b>				
Colostrust Plus	\$3,535,524.87	\$0.00	\$90,681.87	\$3,626,206.74
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,433.67	\$0.00	\$4.13	\$100,437.80
<b>TOTALS</b>	<b>\$3,841,897.56</b>	<b>\$0.00</b>	<b>\$90,686.00</b>	<b>\$3,932,583.56</b>
<b>Perpetual Care Fund:</b>				
Colostrust Plus	\$165,956.49	\$0.00	\$31.73	\$165,988.22
<b>TOTALS</b>	<b>\$165,956.49</b>	<b>\$0.00</b>	<b>\$31.73</b>	<b>\$165,988.22</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	11/30/12
<b>Library Improvement Fund:</b>				
Colostrust Plus	\$27,887.49	\$0.00	\$5.33	\$27,892.82
<b>TOTALS</b>	<b>\$27,887.49</b>	<b>\$0.00</b>	<b>\$5.33</b>	<b>\$27,892.82</b>
<b>Conservation Trust Fund:</b>				
Colostrust Plus	\$207,718.19	\$15,300.00	\$38.79	\$192,456.98
<b>TOTALS</b>	<b>\$207,718.19</b>	<b>\$15,300.00</b>	<b>\$38.79</b>	<b>\$192,456.98</b>
<b>Karl Falch Library Trust Fund:</b>				
Colostrust Plus	\$31,083.29	\$0.00	\$5.92	\$31,089.21
<b>TOTALS</b>	<b>\$31,083.29</b>	<b>\$0.00</b>	<b>\$5.92</b>	<b>\$31,089.21</b>
<b>Employee Self-Insurance Fund:</b>				
Colostrust Plus	\$574,545.84	\$5,000.00	\$109.02	\$569,654.86
<b>TOTALS</b>	<b>\$574,545.84</b>	<b>\$5,000.00</b>	<b>\$109.02</b>	<b>\$569,654.86</b>
<b>Service Center Fund:</b>				
Colostrust Plus	\$447,874.42	\$168,000.00	\$69.01	\$279,943.43
<b>TOTALS</b>	<b>\$447,874.42</b>	<b>\$168,000.00</b>	<b>\$69.01</b>	<b>\$279,943.43</b>
<b>Risk Management Fund:</b>				
Colostrust Plus	\$808,771.18	\$0.00	\$154.62	\$808,925.80
<b>TOTALS</b>	<b>\$808,771.18</b>	<b>\$0.00</b>	<b>\$154.62</b>	<b>\$808,925.80</b>
<b>Capital Equipment Fund:</b>				
Colostrust Plus	\$895,313.37	\$0.00	\$50,174.10	\$945,487.47
<b>TOTALS</b>	<b>\$895,313.37</b>	<b>\$0.00</b>	<b>\$50,174.10</b>	<b>\$945,487.47</b>
<b>Capital Improvement Fund:</b>				
Colostrust Plus	\$778,489.06	\$0.00	\$148.83	\$778,637.89
Colostrust Plus - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$778,489.06</b>	<b>\$0.00</b>	<b>\$148.83</b>	<b>\$778,637.89</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	11/30/12
<b>Grand Totals All Funds:</b>				
Colostrust Plus	\$11,753,439.86	\$658,300.00	\$1,602,253.20	\$12,697,393.06
Certificates of Deposit	\$205,939.02	\$0.00	\$0.00	\$205,939.02
Money Market	\$100,433.67	\$0.00	\$4.13	\$100,437.80
<b>Grand Total</b>	<b>\$12,059,812.55</b>	<b>\$658,300.00</b>	<b>\$1,602,257.33</b>	<b>\$13,003,769.88</b>

## GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

11/30/2012

### BALANCE SHEET

#### **ASSETS:**

Cash	\$261,377.10
Flex Cash Account	\$15,899.77
Petty Cash	\$830.00
Cash with County Treasurer	\$18,958.19
Accounts Receivable	\$179,516.78
Taxes Receivable	\$42,741.97
Sales Tax Receivable	\$661,556.92
Property Tax Receivable	\$1,009,612.00
Investments	\$2,176,286.70
Investment - Federal Seizure	\$26,632.75
Prepaid Fuel	\$59,450.04
Prepaid Fuel - Airport	\$34,214.40
Payroll Clearing Account	\$91.22
Postage Clearing Account	\$2,991.99
Prepaid Prisoner Housing	\$50,514.00
Sales Tax Clearing	\$0.22

#### **TOTAL ASSETS**

**\$4,540,674.05**

#### **LIABILITIES:**

Ded/Ben Clearing Account	\$11,128.77
Accounts Payable	\$84,895.32
Accounts Payable - Logan County	\$1,022.36
Accrued Salaries	\$177,116.77
Court Bonds	\$1,775.00
Jury Deposit	\$754.00
Restitution Clearing Account	\$2,801.01
Seizures	\$600.00
Deferred Revenue	\$1,009,612.00
Deferred Revenue - Other	\$6,612.74

#### **TOTAL LIABILITIES**

**\$1,296,317.97**

#### **FUND BALANCE:**

Reserve for Museum (Bernice Sanders)	\$28,230.89
Reserve for Museum (Exhibits)	\$42,505.32
Designated for Arts	\$60,000.00
Unreserved Fund Balance	\$2,678,578.41
Excess Revenue over Expenditures	\$435,041.46

#### **TOTAL FUND BALANCE**

**\$3,244,356.08**

#### **TOTAL LIABILITIES & FUND BALANCE**

**\$4,540,674.05**

**GENERAL FUND**

11/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Real & Personal Prop. Tax	\$1,010,091.00	\$5,438.15	\$1,011,241.69	-\$1,150.69
Road & Bridge Fund Taxes	\$80,000.00	\$0.00	\$81,935.13	-\$1,935.13
Auto Ownership Taxes	\$100,500.00	\$10,130.54	\$100,924.85	-\$424.85
Sales Tax	\$6,369,500.00	\$499,335.92	\$5,920,106.97	\$449,393.03
Vehicle Use Tax	\$190,000.00	\$22,294.97	\$239,674.32	-\$49,674.32
Building Material Use Tax	\$50,000.00	\$3,408.20	\$116,527.60	-\$66,527.60
Employment Occupation Tax	\$15,300.00	\$0.00	\$15,650.00	-\$350.00
<b>TOTAL TAXES</b>	<b>\$7,815,391.00</b>	<b>\$540,607.78</b>	<b>\$7,486,060.56</b>	<b>\$329,330.44</b>
Franchise Taxes	\$706,000.00	\$73,415.40	\$617,823.07	\$88,176.93
Licenses & Permits	\$140,250.00	\$14,275.48	\$245,153.29	-\$104,903.29
Intergovernmental Revenue	\$3,444,638.00	\$146,507.94	\$1,524,340.28	\$1,920,297.72
Charges for Service	\$269,005.00	\$24,672.11	\$258,245.96	\$10,759.04
Fines & Forfeits	\$145,300.00	\$6,597.71	\$114,885.46	\$30,414.54
Miscellaneous Revenue	\$478,064.00	\$27,002.82	\$457,798.11	\$20,265.89
Transfer from Other Funds	\$513,989.00	\$42,641.00	\$518,979.94	-\$4,990.94
<b>TOTAL OTHER REVENUES</b>	<b>\$5,697,246.00</b>	<b>\$335,112.46</b>	<b>\$3,737,226.11</b>	<b>\$1,960,019.89</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$13,512,637.00</b>	<b>\$875,720.24</b>	<b>\$11,223,286.67</b>	<b>\$2,289,350.33</b>

**GENERAL FUND**

11/30/2012

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>GENERAL GOVERNMENT:</u></b>				
Council	\$85,473.00	\$14,507.67	\$68,542.51	\$16,930.49
City Manager	\$351,042.00	\$27,374.22	\$313,835.08	\$37,206.92
City Attorney	\$207,566.00	\$21,618.01	\$189,048.38	\$18,517.62
Municipal Court	\$102,233.00	\$6,825.78	\$84,244.67	\$17,988.33
Finance	\$433,869.00	\$31,576.38	\$392,899.10	\$40,969.90
City Hall & Non-Departmental	\$1,347,033.00	\$62,461.10	\$1,207,930.75	\$139,102.25
Personnel	\$233,579.00	\$23,518.65	\$198,510.49	\$35,068.51
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,760,795.00</b>	<b>\$187,881.81</b>	<b>\$2,455,010.98</b>	<b>\$305,784.02</b>
<b><u>PUBLIC SAFETY:</u></b>				
Police	\$1,829,361.00	\$127,966.46	\$1,454,076.98	\$375,284.02
Dispatch Center	\$553,312.00	\$39,502.82	\$458,466.16	\$94,845.84
Youth Services	\$107,849.00	\$8,063.37	\$96,759.23	\$11,089.77

Fire	\$1,508,489.00	\$123,372.57	\$1,348,868.32	\$159,620.68
Ambulance Service	\$694,320.00	\$40,802.99	\$478,278.40	\$216,041.60
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,693,331.00</b>	<b>\$339,708.21</b>	<b>\$3,836,449.09</b>	<b>\$856,881.91</b>

**PUBLIC WORKS:**

Street	\$2,231,557.00	\$81,552.42	\$1,514,901.68	\$716,655.32
Engineering & Operations	\$529,326.00	\$23,325.51	\$377,704.11	\$151,621.89
Airport	\$2,036,062.00	\$15,202.17	\$430,197.98	\$1,605,864.02
<b>TOTAL PUBLIC WORKS</b>	<b>\$4,796,945.00</b>	<b>\$120,080.10</b>	<b>\$2,322,803.77</b>	<b>\$2,474,141.23</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$227,900.00	\$10,007.77	\$175,057.19	\$52,842.81
Museum	\$134,167.00	\$7,738.73	\$96,802.07	\$37,364.93
Parks	\$524,064.00	\$29,697.37	\$442,995.31	\$81,068.69
Recreation Center	\$514,403.00	\$19,696.27	\$435,920.04	\$78,482.96
Forestry	\$157,488.00	\$8,201.40	\$142,441.35	\$15,046.65
Rec. Administration	\$410,735.00	\$31,020.05	\$361,072.81	\$49,662.19
Softball	\$40,359.00	\$713.98	\$33,677.13	\$6,681.87
Youth Softball	\$11,070.00	\$0.00	\$11,097.16	-\$27.16
Basketball	\$8,216.00	\$214.95	\$8,440.04	-\$224.04
Volleyball	\$6,859.00	\$366.81	\$4,304.06	\$2,554.94
Tolla Brown Skate Park	\$12,000.00	\$647.48	\$6,895.04	\$5,104.96
Special Events	\$22,950.00	\$7,180.86	\$21,253.14	\$1,696.86
Tennis	\$18,500.00	\$714.96	\$15,034.51	\$3,465.49
Youth Basketball	\$24,758.00	\$123.45	\$16,241.93	\$8,516.07
Youth Volleyball	\$10,714.00	\$702.41	\$8,750.09	\$1,963.91
Baseball	\$27,440.00	\$813.88	\$13,408.66	\$14,031.34
Library	\$462,218.00	\$29,259.36	\$380,590.84	\$81,627.16
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,613,841.00</b>	<b>\$147,099.73</b>	<b>\$2,173,981.37</b>	<b>\$439,859.63</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$14,864,912.00</b>	<b>\$794,769.85</b>	<b>\$10,788,245.21</b>	<b>\$4,076,666.79</b>
---------------------------------	------------------------	---------------------	------------------------	-----------------------

**HOTEL TAX FUND**

11/30/2012

<b><u>REVENUES</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$102,300.00	\$9,946.26	\$101,516.70	\$783.30
Investment Earnings	\$100.00	\$17.80	\$81.07	\$18.93
Penalty & Interest	\$0.00	\$0.00	\$1,438.71	-\$1,438.71
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$102,400.00</b>	<b>\$9,964.06</b>	<b>\$103,036.48</b>	<b>-\$636.48</b>

**BALANCE SHEET**

11/30/2012

**ASSETS:**

Cash	\$6,530.51
Investments	\$102,602.07

**TOTAL ASSETS****\$109,132.58****LIABILITIES:**

Accounts Payable	\$6,096.10
------------------	------------

**TOTAL LIABILITIES****\$6,096.10****FUND BALANCE:**

Retained Earnings	\$0.00
Excess Revenue over Expenditures	\$103,036.48

**TOTAL FUND BALANCE****\$103,036.48****TOTAL LIABILITIES  
AND FUND BALANCE****\$109,132.58****WATER FUND**

11/30/2012

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

Cash	\$239,999.67
Cash with Fiscal Agent	\$11,542,044.23
Accounts Receivable	\$773.33
Accounts Receivable - Utility Billing	\$419,937.38
Supply Inventory	\$157,475.74
Investments	\$2,402,725.10
Fixed Assets (Net)	\$19,664,796.45

**TOTAL ASSETS****\$34,427,751.90****LIABILITIES:**

Accounts Payable	\$797,617.96
Unpaid Compensated Absences	\$6,926.00
Accrued Salaries	\$4,485.90
Accounts Payable Assess Fee	\$6,238.66
Loan Payable CWRPDA	\$28,558,845.11
Loan Payable Premium	\$734,948.06
Due to Sewer Fund	\$310,967.00
Lease Interest Payable	\$218,483.05

**TOTAL LIABILITIES****\$30,638,511.74****FUND BALANCE:**

Reserve for Painting	\$515,000.00
Reserve for Capital Replacement	\$3,072,728.00
Retained Earnings	\$6,651,843.51
Excess Revenue over Expenditures	-\$6,450,331.35

**TOTAL FUND BALANCE****\$3,789,240.16****TOTAL LIABILITIES  
AND FUND BALANCE****\$34,427,751.90**

## WATER FUND

11/30/2012

<u>REVENUES</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$3,309,073.00	\$217,889.08	\$3,216,857.37	\$92,215.63
Water Revenue-Outside Residential	\$308,794.00	\$16,551.27	\$295,535.14	\$13,258.86
Water Revenue-Inside Commercial	\$1,082,446.00	\$77,104.57	\$996,610.72	\$85,835.28
Water Revenue-Outside Commercial	\$7,915.00	\$435.81	\$6,871.51	\$1,043.49
Water Revenue-Inside Industrial	\$580,320.00	\$27,408.05	\$440,003.41	\$140,316.59
Misc. Water Sales	\$5,000.00	\$473.47	\$8,695.08	-\$3,695.08
Surcharge	\$38,000.00	\$1,518.17	\$36,896.24	\$1,103.76
Service Charges	\$48,000.00	\$4,016.86	\$38,243.26	\$9,756.74
Tapping Charges	\$5,000.00	\$0.00	\$495.00	\$4,505.00
Water Div. Services	\$4,000.00	\$176.27	\$5,893.62	-\$1,893.62
Penalties	\$30,000.00	\$4,946.92	\$46,774.10	-\$16,774.10
Investment Earnings	\$500.00	\$329.33	\$2,331.71	-\$1,831.71
Miscellaneous	\$250.00	\$1,398.50	\$7,232.53	-\$6,982.53
Rents from land	\$50,000.00	\$25,075.00	\$48,921.01	\$1,078.99
Rights	\$0.00	\$0.00	\$0.00	\$0.00
Water Credits	\$0.00	\$0.00	\$0.00	\$0.00
Plant Investment Fees	\$10,000.00	\$1,800.00	\$16,800.00	-\$6,800.00
Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$1,401.75	-\$1,401.75
Other Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$5,479,298.00</b>	<b>\$379,123.30</b>	<b>\$5,169,562.45</b>	<b>\$309,735.55</b>

<u>EXPENDITURES:</u> <u>WATER LINES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$196,742.00	\$14,214.41	\$184,194.23	\$12,547.77
Maintenance & Operation	\$1,656,483.00	\$120,741.28	\$1,521,930.07	\$134,552.93
Capital Outlay	\$11,675,053.00	\$112,609.03	\$9,123,676.62	\$2,551,376.38
Transfer to General Fund	\$222,414.00	\$18,534.00	\$203,874.00	\$18,540.00
<b>TOTAL EXPENDITURES</b>	<b>\$13,750,692.00</b>	<b>\$266,098.72</b>	<b>\$11,033,674.92</b>	<b>\$2,717,017.08</b>
Debt Service	\$533,374.00	\$0.00	\$533,373.92	\$0.08
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$14,284,066.00</b>	<b>\$266,098.72</b>	<b>\$11,567,048.84</b>	<b>\$2,717,017.16</b>

<u>WATER PLANT:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$31,025.00	\$0.00	\$270.00	\$30,755.00
Maintenance & Operation	\$167,000.00	\$9,093.02	\$52,574.96	\$114,425.04
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00

<b>TOTAL EXPENDITURES</b>	<b>\$198,025.00</b>	<b>\$9,093.02</b>	<b>\$52,844.96</b>	<b>\$145,180.04</b>
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$198,025.00</b>	<b>\$9,093.02</b>	<b>\$52,844.96</b>	<b>\$145,180.04</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,482,091.00</b>	<b>\$275,191.74</b>	<b>\$11,619,893.80</b>	<b>\$2,862,197.20</b>

**SANITATION FUND**

11/30/2012

**BALANCE SHEET**

**ASSETS:**

Cash	\$230,496.17			
Accounts Receivable	\$507.07			
Accounts Receivable - Utility Billing	\$45,471.27			
Supply Inventory	\$17,065.00			
Investments	\$562,863.02			
Fixed Assets (Net)	\$232,599.52			
		<b>TOTAL ASSETS</b>		<b>\$1,089,002.05</b>

**LIABILITIES:**

Accounts Payable	\$11,592.04			
Unpaid Compensated Absences	\$7,279.20			
Accrued Salaries	\$4,188.01			
		<b>TOTAL LIABILITIES</b>		<b>\$23,059.25</b>

**FUND BALANCE:**

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$847,949.00			
Retained Earnings	\$237,003.91			
Excess Revenue over Expenditures	-\$47,399.11			
		<b>TOTAL FUND BALANCE</b>		<b>\$1,065,942.80</b>

<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$1,089,002.05</b>
---	-----------------------

**SANITATION FUND**

11/30/2012

<b>REVENUES:</b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$450,000.00	\$37,533.59	\$414,075.16	\$35,924.84
Rubbish Collection Fees	\$1,500.00	\$141.75	\$1,527.75	-\$27.75
Sanitation Services	\$0.00	\$0.00	\$59.75	-\$59.75
Penalties	\$5,500.00	\$569.05	\$5,021.68	\$478.32
Investment Earnings	\$500.00	\$107.30	\$1,155.16	-\$655.16
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$457,500.00</b>	<b>\$38,351.69</b>	<b>\$421,839.50</b>	<b>\$35,660.50</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$155,584.00	\$12,785.33	\$144,854.81	\$10,729.19
Maintenance & Operation	\$279,809.00	\$27,570.36	\$267,304.80	\$12,504.20
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$62,273.00	\$5,189.00	\$57,079.00	\$5,194.00
<b>TOTAL EXPENDITURES</b>	<b>\$497,666.00</b>	<b>\$45,544.69</b>	<b>\$469,238.61</b>	<b>\$28,427.39</b>

### SEWER FUND

11/30/2012

#### BALANCE SHEET

#### **ASSETS:**

Cash	\$234,866.85
Accounts Receivable	\$2,719.02
Accounts Receivable - Industrial	\$19,748.67
Accounts Receivable - Utility Billing	\$142,838.35
Due From Water Fund	\$310,967.00
Supply Inventory	\$73,304.24
Investments	\$3,932,583.56
Fixed Assets (Net)	\$10,610,301.83

**TOTAL ASSETS**

**\$15,327,329.52**

#### **LIABILITIES:**

Accounts Payable	\$9,150.12
Unpaid Compensated Absences	\$10,302.27
Accrued Salaries	\$9,327.38
Loan Payable CWRPDA	\$818,901.90
Interest Payable	\$12,198.51

**TOTAL LIABILITIES**

**\$859,880.18**

#### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$171,181.45
Reserve for Lagoons	\$304,077.26
Reserve for Capital Replacement	\$8,771,336.00
Retained Earnings	\$5,412,124.61
Excess Revenue over Expenditures	-\$303,053.98

**TOTAL FUND BALANCE**

**\$14,467,449.34**

**TOTAL LIABILITIES  
AND FUND BALANCE**

**\$15,327,329.52**

## SEWER FUND

11/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$971,112.00	\$81,241.15	\$894,670.77	\$76,441.23
Sewer Revenue-Outside Residential	\$99,952.00	\$8,447.82	\$94,198.29	\$5,753.71
Sewer Revenue-Inside Commercial	\$321,438.00	\$28,152.33	\$329,081.97	-\$7,643.97
Sewer Revenue-Outside Commercial	\$2,868.00	\$262.63	\$3,019.74	-\$151.74
Sewer Revenue-Inside Industrial	\$311,909.00	\$20,318.55	\$220,175.85	\$91,733.15
Tapping Charges	\$2,000.00	\$0.00	\$550.00	\$1,450.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$14,000.00	\$1,485.75	\$14,203.84	-\$203.84
Investment Earnings	\$6,000.00	\$716.68	\$7,803.73	-\$1,803.73
Miscellaneous	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Outside Billing	\$0.00	\$0.00	\$498.90	-\$498.90
Plant Investment Fees	\$10,000.00	\$2,000.00	\$14,666.00	-\$4,666.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for loss	\$21,957.00	\$0.00	\$42,257.13	-\$20,300.13
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,766,236.00</b>	<b>\$142,624.91</b>	<b>\$1,621,126.22</b>	<b>\$145,109.78</b>

<u>EXPENDITURES:</u> <u>LINES AND SERVICES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$86,348.00	\$5,070.76	\$49,792.23	\$36,555.77
Maintenance & Operation	\$340,845.00	\$22,615.84	\$286,697.26	\$54,147.74
Capital Outlay	\$253,900.00	\$0.00	\$191,596.93	\$62,303.07
Transfer to General Fund	\$64,072.00	\$5,339.00	\$58,729.00	\$5,343.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$745,165.00</b>	<b>\$33,025.60</b>	<b>\$586,815.42</b>	<b>\$158,349.58</b>
Debt Service	\$199,137.00	\$0.00	\$199,137.06	-\$0.06
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$944,302.00</b>	<b>\$33,025.60</b>	<b>\$785,952.48</b>	<b>\$158,349.52</b>

<u>TREATMENT FACILITIES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$302,734.00	\$17,276.57	\$221,976.48	\$80,757.52
Maintenance & Operation	\$833,320.00	\$52,163.92	\$766,882.24	\$66,437.76
Capital Outlay	\$15,310.00	\$0.00	\$0.00	\$15,310.00
Transfer to General Fund	\$162,955.00	\$13,579.00	\$149,369.00	\$13,586.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,314,319.00</b>	<b>\$83,019.49</b>	<b>\$1,138,227.72</b>	<b>\$176,091.28</b>

<b>TOTAL EXPENDITURES</b>	<b>\$2,258,621.00</b>	<b>\$116,045.09</b>	<b>\$1,924,180.20</b>	<b>\$334,440.80</b>
---------------------------	-----------------------	---------------------	-----------------------	---------------------

**PERPETUAL CARE FUND**

11/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$4,500.00	\$500.00	\$12,450.00	-\$7,950.00
Perpetual Care - niches	\$11,000.00	\$0.00	\$10,000.00	\$1,000.00
Investment Earnings	\$175.00	\$31.73	\$329.14	-\$154.14
<b>TOTAL REVENUES</b>	<b>\$15,675.00</b>	<b>\$531.73</b>	<b>\$22,779.14</b>	<b>-\$7,104.14</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$320.00	\$0.00	\$320.00	\$0.00
Niche Engraving	\$4,000.00	\$300.00	\$2,850.00	\$1,150.00
Transfer to General Fund	\$175.00	\$0.00	\$0.00	\$175.00
<b>TOTAL EXPENDITURES</b>	<b>\$4,495.00</b>	<b>\$300.00</b>	<b>\$3,170.00</b>	<b>\$1,325.00</b>

**BALANCE SHEET**  
11/30/2012

<u>ASSETS:</u>			
Cash	\$8,075.86		
Investments	\$165,988.22		
		<b>TOTAL ASSETS</b>	<b>\$174,064.08</b>
<u>LIABILITIES:</u>			
Accounts Payable	\$300.00		
		<b>TOTAL LIABILITIES</b>	<b>\$300.00</b>
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$154,154.94		
Excess Revenue over Expenditures	\$19,609.14		
		<b>TOTAL FUND BALANCE</b>	<b>\$173,764.08</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$174,064.08</b>

**LIBRARY IMPROVEMENT FUND**

11/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$0.00	\$5.33	\$56.44	-\$56.44

Contributions	\$0.00	\$0.00	\$1,300.00	-\$1,300.00
Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$5.33</b>	<b>\$1,356.44</b>	<b>-\$1,356.44</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Capital Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**BALANCE SHEET  
11/30/2012**

**ASSETS:**

Cash	\$402.86			
Investments	\$27,892.82			
		<b>TOTAL ASSETS</b>		<b>\$28,295.68</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$26,939.24			
Excess Revenue over Expenditures	\$1,356.44			
		<b>TOTAL FUND BALANCE</b>		<b>\$28,295.68</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$28,295.68</b>

**CONSERVATION TRUST FUND**

11/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
State Contributions	\$118,000.00	\$0.00	\$108,857.59	\$9,142.41
Investment Earnings	\$400.00	\$38.79	\$394.60	\$5.40
<b>TOTAL REVENUES</b>	<b>\$118,400.00</b>	<b>\$38.79</b>	<b>\$109,252.19</b>	<b>\$9,147.81</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Steel picnic tables	\$10,300.00	\$0.00	\$10,300.00	\$0.00
Bridge - Pioneer Park	\$0.00	\$0.00	\$1,104.13	-\$1,104.13

Aluminum tables	\$0.00	\$0.00	\$0.00	\$0.00
Basketball Court Improvements	\$10,000.00	\$8,175.67	\$8,175.67	\$1,824.33
Softball Field Improvements	\$10,725.00	\$0.00	\$9,400.51	\$1,324.49
Playground Equipment	\$108,000.00	\$48,565.12	\$96,770.25	\$11,229.75
Fitness Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Krull Park	\$12,261.00	\$0.00	\$0.00	\$12,261.00
Pioneer Park Improvements	\$18,400.00	\$0.00	\$2,801.71	\$15,598.29
Softball Field Backdrop	\$0.00	\$0.00	\$0.00	\$0.00
Roof - Columbine	\$4,837.00	\$0.00	\$0.00	\$4,837.00
<b>TOTAL EXPENDITURES</b>	<b>\$174,523.00</b>	<b>\$56,740.79</b>	<b>\$128,552.27</b>	<b>\$45,970.73</b>

**BALANCE SHEET**  
11/30/2012

**ASSETS:**

Cash	\$0.56		
Investments	\$192,456.98		
		<b>TOTAL ASSETS</b>	<b>\$192,457.54</b>

**LIABILITIES:**

Accounts Payable	\$41,440.79		
		<b>TOTAL LIABILITIES</b>	<b>\$41,440.79</b>

**FUND BALANCE:**

Unreserved Fund Balance	\$170,316.83		
Excess Revenue over Expenditures	-\$19,300.08		
		<b>TOTAL FUND BALANCE</b>	<b>\$151,016.75</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$192,457.54</b>
--	--	---	---------------------

**KARL FALCH LIBRARY TRUST FUND**

11/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$50.00	\$5.92	\$64.05	-\$14.05
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$5.92</b>	<b>\$64.05</b>	<b>-\$14.05</b>

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

**BALANCE SHEET**

11/30/2012

**ASSETS:**

Cash \$376.11  
Investments \$31,089.21

**TOTAL ASSETS**

**\$31,465.32**

**LIABILITIES:**

Accounts Payable \$0.00

**TOTAL LIABILITIES**

**\$0.00**

**FUND BALANCE:**

Unreserved Fund Balance \$31,456.27  
Excess Revenue over Expenditures \$9.05

**TOTAL FUND BALANCE**

**\$31,465.32**

**TOTAL LIABILITIES  
& FUND BALANCE**

**\$31,465.32**

**EMPLOYEE SELF-INSURANCE FUND**

11/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$700.00	\$109.02	\$1,185.55	-\$485.55
Employee Premiums	\$268,977.00	\$19,674.16	\$227,460.01	\$41,516.99
Wellness	\$100.00	\$1,450.00	\$1,450.00	-\$1,350.00
City Premiums	\$1,267,186.00	\$92,351.03	\$1,013,923.73	\$253,262.27
<b>TOTAL REVENUES</b>	<b>\$1,536,963.00</b>	<b>\$113,584.21</b>	<b>\$1,244,019.29</b>	<b>\$292,943.71</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Old Hire Fire Pension	\$0.00	\$0.00	\$0.00	\$0.00
Wellness	\$100.00	\$0.00	\$1,450.00	-\$1,350.00
Premium	\$1,536,163.00	\$113,287.62	\$1,244,236.85	\$291,926.15
FLEX	\$3,600.00	\$240.00	\$2,295.00	\$1,305.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$700.00	\$0.00	\$0.00	\$700.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,541,193.00</b>	<b>\$113,527.62</b>	<b>\$1,248,611.85</b>	<b>\$292,581.15</b>

**BALANCE SHEET**

11/30/2012

**ASSETS:**

Cash \$23,365.17  
Accounts Receivable \$1,933.00

Investments	\$569,654.86		
		<b>TOTAL ASSETS</b>	<b>\$594,953.03</b>
<b>LIABILITIES:</b>			
Accounts Payable	\$0.00		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b>FUND BALANCE:</b>			
Retained Earnings	\$599,545.59		
Excess Revenue over Expenditures	-\$4,592.56		
		<b>TOTAL FUND BALANCE</b>	<b>\$594,953.03</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$594,953.03</b>

### SERVICE CENTER FUND

11/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$400.00	\$69.01	\$805.70	-\$405.70
Miscellaneous	\$0.00	\$0.00	\$1,540.00	-\$1,540.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$426,881.00	\$35,573.00	\$391,303.00	\$35,578.00
Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
Transfer for Lease Payment	\$230,040.00	\$19,170.00	\$210,870.00	\$19,170.00
<b>TOTAL REVENUES</b>	<b>\$657,321.00</b>	<b>\$54,812.01</b>	<b>\$604,518.70</b>	<b>\$52,802.30</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$303,691.00	\$20,521.51	\$271,889.52	\$31,801.48
Maintenance & Operation	\$365,500.00	\$204,674.02	\$339,988.46	\$25,511.54
Capital Outlay	\$17,000.00	\$0.00	\$16,320.99	\$679.01
Transfer to General Fund	\$400.00	\$0.00	\$0.00	\$400.00
<b>TOTAL EXPENDITURES</b>	<b>\$686,591.00</b>	<b>\$225,195.53</b>	<b>\$628,198.97</b>	<b>\$58,392.03</b>

### BALANCE SHEET

11/30/2012

<u>ASSETS:</u>			
Cash	\$12,497.57		
Cash - Bank of Cherry Creek	\$3.13		
Investments	\$279,943.43		
Fixed Assets (Net)	\$2,126,760.09		
		<b>TOTAL ASSETS</b>	<b>\$2,419,204.22</b>

**LIABILITIES:**

Accounts Payable	\$304.66		
Unpaid Compensated Absences	\$19,924.74		
Accrued Salaries	\$8,715.41		
Lease Payable	\$1,355,000.00		
Lease Interest Payable	\$5,420.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,389,364.81</b>

**FUND BALANCE:**

Retained Earnings	\$1,053,519.68		
Excess Revenue over Expenditures	-\$23,680.27		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,029,839.41</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,419,204.22</b>
---	-----------------------

**RISK MANAGEMENT FUND**

11/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,000.00	\$154.62	\$1,831.58	-\$831.58
Miscellaneous	\$5,000.00	\$0.00	\$13,997.00	-\$8,997.00
Compensation for Loss	\$5,000.00	\$40.00	\$68,361.29	-\$63,361.29
Transfer of Reserves	\$216,940.00	\$0.00	\$221,911.75	-\$4,971.75
Transfer Workers Comp	\$181,227.00	\$0.00	\$174,539.47	\$6,687.53
<b>TOTAL REVENUES</b>	<b>\$409,167.00</b>	<b>\$194.62</b>	<b>\$480,641.09</b>	<b>-\$71,474.09</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Claims Paid	\$143,413.00	\$1,291.55	\$178,994.14	-\$35,581.14
Expense for Workers Comp	\$181,200.00	\$0.00	\$181,200.00	\$0.00
Premium Fees	\$228,132.00	\$0.00	\$229,359.80	-\$1,227.80
Expense for Unemployment	\$10,000.00	\$0.00	\$8,094.00	\$1,906.00
Materials & Supplies	\$300.00	\$0.00	\$300.00	\$0.00
Audit	\$590.00	\$0.00	\$590.00	\$0.00
Transfer to General Fund	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$564,635.00</b>	<b>\$1,291.55</b>	<b>\$598,537.94</b>	<b>-\$33,902.94</b>

**BALANCE SHEET**

11/30/2012

**ASSETS:**

Cash	\$16,465.15		
Investments	\$808,925.80		
		<b>TOTAL ASSETS</b>	<b>\$825,390.95</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Emergency Reserve	\$350,000.00		
Retained Earnings	\$593,287.80		
Excess Revenue over Expenditures	-\$117,896.85		
		<b>TOTAL FUND BALANCE</b>	<b>\$825,390.95</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$825,390.95</b>

**CAPITAL EQUIPMENT FUND**

11/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,000.00	\$174.10	\$1,655.39	-\$655.39
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Other Compensation	\$22,148.00	\$0.00	\$29,148.00	-\$7,000.00
Transfer of Reserves	\$512,271.00	\$42,689.00	\$469,579.00	\$42,692.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$535,419.00</b>	<b>\$42,863.10</b>	<b>\$500,382.39</b>	<b>\$35,036.61</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$905.00	\$0.00	\$905.00	\$0.00
Police Equipment	\$92,495.00	\$0.00	\$91,993.21	\$501.79
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$80,675.00	\$2,698.00	\$51,743.00	\$28,932.00
Public Works Equipment	\$104,264.00	\$0.00	\$104,264.00	\$0.00
Finance Equipment	\$8,370.00	\$0.00	\$8,367.00	\$3.00
Parks, Lib & Rec Equipment	\$89,304.00	\$0.00	\$87,598.71	\$1,705.29
Non-Dept Equipment	\$21,440.00	\$0.00	\$21,440.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$397,453.00</b>	<b>\$2,698.00</b>	<b>\$366,310.92</b>	<b>\$31,142.08</b>

**BALANCE SHEET**

11/30/2012

Cash	\$14,729.86
Investments	\$945,487.47

Fixed Assets (Net)	<u>\$1,783,326.98</u>	<b>TOTAL ASSETS</b>	<u><b>\$2,743,544.31</b></u>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
Lease Payable	\$175,658.32		
Lease Interest Payable	<u>\$9,737.88</u>	<b>TOTAL LIABILITIES</b>	<b>\$185,396.20</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,424,076.64		
Excess Revenue over Expenditures	<u>\$134,071.47</u>	<b>TOTAL FUND BALANCE</b>	<u><b>\$2,558,148.11</b></u>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><b>\$2,743,544.31</b></u>

### CAPITAL IMPROVEMENT FUND

11/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,500.00	\$148.83	\$1,608.01	-\$108.01
Misc. Income	\$0.00	\$0.04	\$1,032.17	-\$1,032.17
Rents From Land	\$16,800.00	\$191.81	\$16,158.18	\$641.82
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$85,500.00	\$0.00	\$0.00	\$85,500.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Elna Anderson Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Ethel Lindstrom Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<u><b>\$103,800.00</b></u>	<u><b>\$340.68</b></u>	<u><b>\$18,798.36</b></u>	<u><b>\$85,001.64</b></u>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Museum Exhibits	\$49,110.00	\$0.00	\$49,928.67	-\$818.67
Library Addition	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00
Building Improvements	\$90,000.00	\$0.00	\$0.00	\$90,000.00
Audit	\$535.00	\$0.00	\$535.00	\$0.00
Transfer to Service Center	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Library Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<u><b>\$139,645.00</b></u>	<u><b>\$0.00</b></u>	<u><b>\$50,463.67</b></u>	<u><b>\$89,181.33</b></u>

**BALANCE SHEET**  
**11/30/2012**

**ASSETS:**

Cash	\$15,754.65
Accounts Receivable	\$596.42
Investments	\$778,637.89

**TOTAL ASSETS**

**\$794,988.96**

**LIABILITIES:**

Accounts Payable	\$0.00
------------------	--------

**TOTAL LIABILITIES**

**\$0.00**

**FUND BALANCE:**

Unreserved Fund Balance	\$826,654.27
Excess Revenue over Expenditures	-\$31,665.31

**TOTAL FUND BALANCE**

**\$794,988.96**

**TOTAL LIABILITIES  
& FUND BALANCE**

**\$794,988.96**

**PERSONNEL/HR DEPARTMENT**

**NOVEMBER 2012 MONTHLY REPORT**

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

**CDL TESTING** – A DOT Random Drug test was conducted during the month of November. There were three (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** –

<b>Positions Open</b>	<b>Positions Filled</b>
Seasonal lifeguard and lifeguard WSI	HR Director
Police Officer (3)	Secretary (Service Center)
Public Safety Dispatcher (1 32-hr)	Police Officer (1)
Cashier/Receptionist (Recreation Center)	
Maintenance Worker I (3)	
Custodian (part time)	
Police Cadet	

**PERSONNEL BOARD** – Personnel Board did meet during November. Changes in sections of the Personnel Policy were discussed.

**MISCELLANEOUS ACTIVITIES**

HR Director arrived on November 12. Visits were made to Department Heads and outside entities to acquaint him with employees as time permitted.

HR Assistant conducted three (3) orientations for employees.

The written exam for Police Officer was given to 5 applicants.

Open Enrollment was completed and submitted on November 15. Deadline to have changes to CHP (County Health Pool) was November 21.

HR Director attended Work Zone Safety (Flagger Certification) training provided by CIRSA on November 20. This provided an opportunity for the Director to meet employees and CIRSA trainer.

HR Director accompanied Jay Williamson (CIRSA) and DOC Anderson on the annual property survey on November 21.

Interviews were arranged for Maintenance Worker I applicants on November 19.

Written Police exams were given on November 30 to 29 Police Cadet applicants. HR Director also observed the physical agility test of the applicants that passed the written exam.

**MUNICIPAL COURT**  
**NOVEMBER 2012 MONTHLY REPORT**

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	51	73	-30%	574	519	11%	761	-25%
<b>JUVENILE CASES</b>	18	31	-42%	85	85		118	-28%
TRAFFIC				4	5	-20%	4	5%
NO INSURANCE				1	1		1	-17%
NO SEAT BELT					1	-100%	2	-100%
SPEEDING				1			1	-29%
UNDERAGE POSS OF TOBACCO	1	2	-50%	2	10	-80%	9	-77%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA	2	3	-33%	17	7	143%	14	25%
THEFT	2			9	7	29%	9	5%
DISTURBING THE PEACE/NOISES	1			3	5	-40%	9	-68%
RESISTING ARREST/FAILURE TO COMPLY				1	3	-67%	1	
INJURING/DEFACING PROPERTY		1	-100%	10	6	67%	8	28%
TRESPASSING	4	2	100%	7	2	250%	7	3%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	2	21	-90%	15	26	-42%	39	-62%
CURFEW FOR MINORS	4			8	1	700%	4	122%
OTHER	2	2		7	11	-36%	12	-41%
<b>ADULT CASES</b>	33	42	-21%	489	434	13%	643	-24%
TRAFFIC	5	5		75	46	63%	61	23%
NO INSURANCE	1	1		17	17		64	-73%
NO SEAT BELT	1	2	-50%	25	48	-48%	90	-72%
SPEEDING	1	6	-83%	20	40	-50%	80	-75%
PARKING	4	8	-50%	33	55	-40%	73	-55%
POSS. MARIJUANA/DRUG PARAPHERNALIA	2	2		43	25	72%	36	20%
THEFT	3	6	-50%	54	50	8%	34	60%
DISTURBING THE PEACE/NOISES				25	13	92%	19	30%
RESISTING ARREST/FAILURE TO COMPLY	1	1		8	5	60%	5	60%
INJURING/DEFACING PROPERTY				3	11	-73%	7	-58%
TRESPASSING				14	9	56%	28	-50%
UNDERAGE POSS/CONS ALCOHOL	10	6	67%	90	42	114%	61	47%
SALE / PROCUREMENT / OPEN CONTAINER	1			2			7	-71%
OTHER	2	1	100%	27	27		31	-13%
ANIMAL	2	4	-50%	40	40		40	0%
NUISANCES				13	7	86%	22	-41%
JUVENILE ARR'S FOUND GUILTY	10	29	-66%	55	71	-23%	73	-25%
JUVENILE ARR'S DISMISSED	2			2			24	-92%
JUVENILES PLACED ON PROB/DJ/UPS	12	28	-57%	58	73	-21%	87	-33%
JUVENILE VIOLS OF PROB/DJ/UPS				3	4	-25%	15	-80%
JUVENILE FTA/PWL							75	-100%
ADULT ARR'S FOUND GUILTY	13	27	-52%	195	224	-13%	248	-21%
ADULT ARR'S DISMISSED	2	2		36	39	-8%	80	-55%
ADULTS PLACED ON PROB/DJ/UPS	23	7	229%	123	105	17%	105	17%
ADULT VIOLS OF PROB/DJ/UPS	2			3	3		20	-85%
ADULT FTA/PWL	2	2		27	43	-37%	141	-81%

<b>DESCRIPTION</b>	<b>Nov 2012</b>	<b>Nov 2011</b>	<b>Nov Change</b>	<b>YTD 2012</b>	<b>YTD 2011</b>	<b>YTD Change</b>	<b>5 yr YTD Avg</b>	<b>5 yr YTD Change</b>
FINE EXTENSIONS	46	24	92%	419	286	47%	436	-4%
CONTINUANCE/SET FOR TRIALS/ETC	15	5	200%	183	79	132%	134	37%
CASES REVIEWED	55	24	129%	508	400	27%	434	17%
TRIALS FOUND GUILTY	8	4	100%	68	38	79%	62	9%
TRIALS FOUND NOT GUILTY				2	3	-33%	398	-99%
TRIALS DISMISSED	1	7	-86%	44	17	159%	72	-39%
NEW CHARGES PROCESSED	94	92	2%	897	710	26%	1,129	-21%
NEW WARRANTS	14	10	40%	146	136	7%	189	-23%
DAYS JUVENILES SENT TO DETENTION					6	-100%	313	-100%
DAYS ADULTS SENT TO JAIL	10			135	43	214%	177	-24%
PAID TICKETS	28	58	-52%	427	563	-24%	937	-54%
PAID WITH AUTO POINT REDUCTION	21	30	-30%	208	239	-13%	229	-9%
PAID AS REGULAR TICKET	7	28	-75%	219	324	-32%	490	-55%
FROM PWL TO WARRANT					1	-100%	5	-100%

## **POLICE DEPARTMENT**

### **NOVEMBER 2012 MONTHLY REPORT**

During November 2012, the police department responded to 857 Calls for Service, an eight percent decrease from the 930 Calls for Service responded to in November of 2011. The year-to-date Calls for Service at the end of November were 11,327, a six percent increase over the 10,644 calls reported at the end of November, 2012.

Officers responded to 20 traffic accidents during the month of November which is a decrease of 17 percent from the 24 responded to in November of 2012. Through the end of November, officers have responded to 214 traffic accidents, which is a 21 percent decrease over the 272 accidents covered during the same time period last year.

Officers issued 33 penalty assessments during November 2012, which is a 33 percent decrease from the 49 penalty assessments issued in November 2011. Among the criminal offenses reported were one kidnapping/abduction offense, two sex offenses, one robbery offense, ten assault offenses, eight burglaries, 25 larceny/thefts, two fraud offenses, two counterfeiting/forgery offenses, one drug offense and 14 vandalisms. The value of property stolen during the month was \$27,373 and \$19,580 was recovered. Officers arrested 26 adults and five juveniles, for a total of 31 arrests in November, 2012. This is six less arrests or a 19 percent decrease from the 37 total arrests made in November of 2011.

In November the Youth Services Division received 24 youth referrals (13 males and 11 females). Youth referrals numbering 18 were received from the Sterling Police Department, three from the Logan County Sheriff's Office, one from the State Patrol/Other Jurisdiction, one from a parent/self, and one from a school.

Officers responded to 28 calls at local liquor establishments, three more than the 25 calls responded to in November 2012.

Sterling Police Officers and staff completed 626.60 hours of training during the month of November, 2012, and one officer completed Field Training Officer Program on November 1, 2012. Year-to-date, employees have attended more than 2,816.26 hours of training.

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	857	930	-8%	11,327	10,644	6%	13,282	-15%
MOTOR VEHICLE ACCIDENTS	20	24	-17%	214	272	-21%	275	-22%
CRIMINAL OFFENSES	113	95	19%	1,376	1,199	15%	1,294	6%
GROUP "A" OFFENSES	67	58	16%	759	673	13%	742	2%
GROUP "B" OFFENSES	46	37	24%	639	526	21%	552	16%
VANDALISM	14	15	-7%	176	148	19%	166	6%
ARRESTS								
ADULTS	26	32	-19%	449	460	-2%	659	-32%
JUVENILES	5	5		43	37	16%	108	-60%
PROPERTY								
STOLEN	27,373	39,614	-31%	240,649	277,328	-13%	306,870	-22%
RECOVERED	19,580	19,004	3%	78,465	65,757	19%	82,680	-5%
MUNICIPAL CHARGES								
PA'S	33	49	-33%	467	641	-27%	1,381	-66%
CRIMINAL CHARGES	15	25	-40%	275	234	18%	297	-8%
WARNINGS	156	165	-5%	2,509	2,314	8%	3,330	-25%
STATE CHARGES								
TRAFFIC	15	20	-25%	252	279	-10%	497	-49%
DUI'S	4	4		61	49	24%	96	-36%
CRIMINAL CHARGES	14	14		278	255	9%	361	-23%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	13	13		164	180	-9%	187	-12%
FEMALE	11	2	450%	114	78	46%	97	18%
TOTAL	24	11	118%	278	258	8%	284	-2%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	18	10	80%	251	230	9%	255	-1%
LOGAN COUNTY SHERIFF'S OFFICE	3			6	4	50%	8	-25%
DISTRICT COURT				2	5	-60%	1	43%
STATE PATROL/OTHER JURISDICTION	1			2	2		2	-9%
PARENT/SELF	1			4	1	300%	4	-9%
SCHOOL	1	1		13	16	-19%	13	

**STERLING FIRE DEPARTMENT**  
**NOVEMBER 2012 MONTHLY REPORT**

**OPERATIONS:**

Chief Vogel:

Led Staff meeting

Met with City Attorney and assisted with Ambulance IGA and lease agreement

Met with City Attorney to discuss grant options for tender

Met with Sterling Rural Fire Protection District about grant options for new tender

Completed paper work for EMS grant

Attended SRFPD meeting

**TRAINING:**

Hands on training with E11 pump

Working Fire video training

CPR/Medical Volunteer training

Haz-Mat, EMS Protocols

**MAINTENANCE:**

E12 in service

Med 1 at City shop

Flow tested Hydrants #'s 55, 58

Took R-17 to City shop to get the fuel leak fixed

**OTHER:**

Members performed 30 New / 23 Re-inspections

Completed 45 reported CYC-CYB

Tour Group (Birthday Party) @ Station

**MAJOR INCIDENTS:**

11-2-12	IR# 1797	1330 Sidney Avenue	Structure Fire (General)
11-3-12	IR# 1803	110 Riverview Road	Medical (Recall)
11-5-12	IR#1810	409 Phelps	Haz-Condition
11-5-12	IR#1811	Broadway & N 4 <sup>th</sup> Street	Fire
11-6-12	IR#1816	804 Iris Drive	Medical (General)
11-7-12	IR# 1821	18000 Iris Dr	Structure Fire (General)
11-9-12	IR# 1832	13400 CR 370	Agency Assist
11-9-12	IR# 1833	CR 37, CR 30	Fire
11-9-12	IR# 1838	720 State Street	Medical (Recall)
11-10-12	IR# 1842	421 N 4 <sup>th</sup> St	Medical (Recall)
11-10-12	IR# 1844	130 Cortez	Medical (Recall)
11-10-12	IR# 1847	I-76, MM 138	Rollover Accident
11-11-12	IR# 1848	I-76, MM 132	Rollover Accident
11-11-12	IR# 1853	MM 408, E Hwy 6	Crash
11-12-12	IR# 1856	325 N. Division	Fire (General)
11-14-12	IR# 1860	520 Cleveland	Structure Fire (General)
11-16-12	IR# 1868	16134 Henry Ave, Atwood	Medical (Recall)
11-20-12	IR# 1898	I-76, MM 119 1/2	Rollover Accident (Recall)
11-21-12	IR# 1904	419 Holly Drive	Medical (Recall)
11-22-12	IR# 1905	1330 Sidney Ave	Transport (Recall)
11-22-12	IR# 1906	730 S 8 <sup>th</sup> Ave	Medical (Recall)
11-27-12	IR# 1930	100 E Broadway St 1-B	Structure Fire (General)
11-28-12	IR# 1933	623 N 4 <sup>th</sup> St	Medical (Recall)
11-28-12	IR# 1936	N 3 <sup>rd</sup> St / Chestnut St	Medical (Recall)
11-28-12	IR# 1940	514 E Broadway St	Medical (Recall)

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>FIRES</b>								
City	8	3	167%	34	33	3%	35	-3%
Rural	0	7	-100%	119	64	86%	59	102%
Total	8	10	-20%	153	97	58%	94	62%
<b>EMS/RESCUE</b>								
City	88	78	13%	1,004	749	34%	677	48%
Rural	23	26	-12%	158	196	-19%	168	-6%
Total	111	104	7%	1,162	945	23%	845	37%
<b>HAZARDOUS CONDITION</b>								
City	13	13		221	196	13%	214	3%
Rural	7	12	-42%	87	89	-2%	80	8%
Total	20	25	-20%	308	285	8%	294	5%
<b>TOTAL 911 SERV CALLS</b>								
City	107	94	14%	1,256	979	28%	972	29%
Rural	30	45	-33%	364	350	4%	310	18%
Total	137	139	-1%	1,620	1,329	22%	1,282	26%
<b>AVERAGE RESPONSE TIME</b>								
City	5	3	30%	57	40	43%	47	20%
Rural	13	12	6%	136	133	2%	124	10%
Overall Average	9	8	11%	96	87	11%	85	13%
<b>GENERAL ALARMS</b>								
Total General Alarms	7	6	17%	80	49	63%	47	72%
Average Number of Firefighters	11	14	-21%	102			118	-13%
<b>BUILDING FIRES</b>								
Total Building Fires	2	2		17	15	13%	17	
Fires Confined to Rm of Origin	1	1		4	6	-33%	4	-9%
<b>TRAINING HOURS</b>								
Career Hours	365	497	-27%	5,659	3,949	43%	2,521	124%
Volunteer Hours	32	39	-17%	680	864	-21%	605	12%
Total Hours	397	536	-26%	6,339	4,813	32%	3,126	103%
Average Career Hours	24.3	33.1	-27%	377	263	43%	168	124%
Average Volunteer Hours	2.7	3.3	-17%	57	72	-21%	50	12%
<b>FIRE INSPECTIONS</b>								
New Inspections	30	19	58%	85	101	-16%	366	-77%
Re-Inspections	23	9	156%	64	17	274%	172	-63%
Total Inspections	53	28	89%	149	118	27%	538	-72%
<b>HYDRANT INSPECTIONS</b>								
	2	90	-98%	3	104	-97%	314	-99%

## PUBLIC WORKS DEPARTMENT

### NOVEMBER 2012 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of November with a high temperature of 72° recorded at the water stations on the 21st. Evening temperatures also fluctuated similarly with a low of the month being 11° on the evening of the 12th and a high evening low of 41° recorded on the 5th. The station located east of Sterling recorded a total precipitation of .0" for the month. However, at Sterling Municipal Airport there was a total of .08" recorded in the month of November.

#### MONTHLY CLIMATOLOGICAL SUMMARY for NOV. 2012

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	48.6	70.7	3:00p	32.9	8:00a	17.1	0.7	0.00	4.5	16.0	1:30p	SSW
2	50.9	61.8	3:30p	37.7	12:00m	14.1	0.0	0.00	7.2	27.0	9:30a	NNE
3	43.7	66.4	4:30p	25.5	7:30a	21.3	0.0	0.00	4.8	27.0	12:00p	S
4	47.8	66.3	3:00p	30.4	2:30a	17.2	0.0	0.00	8.5	26.0	10:30a	S
5	52.0	64.8	2:00p	41.0	7:00a	13.0	0.0	0.00	6.1	20.0	11:00a	W
6	50.6	66.8	1:30p	36.2	12:00m	14.4	0.1	0.00	3.7	18.0	1:00p	SSE
7	49.4	78.7	2:00p	29.9	5:30a	17.4	1.9	0.00	5.2	22.0	12:30p	SSE
8	44.4	58.7	3:30p	30.2	5:30a	20.6	0.0	0.00	6.9	27.0	9:30a	NE
9	43.8	59.4	3:30p	33.0	12:00m	21.2	0.0	0.00	4.9	21.0	8:00p	ENE
10	31.4	39.3	10:00a	21.0	12:00m	33.6	0.0	0.05	9.6	27.0	5:30p	NNE
11	19.0	28.6	3:00p	10.9	7:00a	46.0	0.0	0.00	4.7	17.0	12:00m	SSW
12	24.6	38.6	3:30p	10.8	7:30a	40.5	0.0	0.02	5.9	20.0	3:00a	S
13	34.4	52.8	1:30p	21.0	12:30a	30.6	0.0	0.01	4.5	23.0	12:30p	WNW
14	37.3	53.0	4:00p	23.0	6:00a	27.7	0.0	0.00	4.5	24.0	12:00m	S
15	42.8	52.7	2:30p	32.2	12:00m	22.2	0.0	0.00	5.6	23.0	12:30a	NNW
16	40.2	60.7	3:30p	23.2	6:30a	24.8	0.0	0.00	4.5	22.0	10:00a	SW
17	42.9	64.6	2:00p	24.7	3:30a	22.1	0.0	0.00	3.5	12.0	11:00a	S
18	44.6	67.9	2:30p	27.2	5:30a	20.6	0.3	0.00	5.0	17.0	1:30p	W
19	42.6	66.2	1:30p	29.5	7:30a	22.4	0.0	0.00	6.1	20.0	3:00p	S
20	41.8	66.6	3:00p	24.6	6:30a	23.3	0.1	0.00	5.7	16.0	11:30a	SSW
21	43.8	72.0	2:00p	24.3	7:00a	22.0	0.8	0.00	4.9	18.0	2:30p	S
22	39.3	52.5	7:30a	24.9	10:00p	25.7	0.0	0.00	9.8	37.0	7:30a	NNE
23	31.3	50.8	3:30p	16.5	6:00a	33.7	0.0	0.00	4.7	19.0	12:30p	SSW
24	41.0	69.0	1:30p	22.6	12:30a	24.1	0.2	0.00	6.9	21.0	12:00p	S
25	40.9	60.2	2:30p	23.6	7:00a	24.1	0.0	0.00	6.2	26.0	8:30p	SE
26	28.1	35.7	3:30p	18.3	9:30p	36.9	0.0	0.00	4.3	17.0	1:30a	NE
27	30.5	55.6	3:30p	13.5	5:30a	34.5	0.0	0.00	3.6	13.0	8:30a	S
28	31.5	53.0	2:00p	17.0	3:00a	33.5	0.0	0.00	5.8	21.0	12:00p	SSW
29	39.4	66.3	2:30p	19.5	4:30a	25.7	0.0	0.00	6.3	19.0	6:00p	S
30	40.0	63.0	3:00p	23.6	6:00a	25.0	0.0	0.00	3.3	14.0	11:30a	S
<hr/>												
	40.0	78.7	7	10.8	12	755.3	4.1	0.08	5.6	37.0	22	S

Max >= 90.0: 0

Max <= 32.0: 1

Min <= 32.0: 24

Min <= 0.0: 0

Max Rain: 0.05 ON 11/10/12

Days of Rain: 2 (>.01 in) 0 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration



Traffic Control-Repair (Each)	6			108	2	5300%	17	521%
Traffic Control-Replace (Each)	74	1	7300%	210	115	83%	122	73%
Traffic Control-Install (Each)	1	1		194	149	30%	153	26%
Traffic Control-Remove (Each)		1	-100%	155	118	31%	138	13%
Street Name-Repair (Each)	2			222	2	11000%	25	795%
Street Name-Replace (Each)	4			82	178	-54%	108	-24%
Street Name-Install (Each)				84	180	-53%	133	-37%
Delineators-Repair & Replace (Each)							3	-100%
SNOW/ICE CONTROL								
Snow Removal (Loads)				129	730	-82%	761	-83%
Salt/Sand Mix Material (Tons)	10			96	237	-60%	253	-62%
Plowed/Sanded Streets (Miles)	79	343	-77%	1,435	3,119	-54%	2,755	-48%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	91	18	415%	929	754	23%	939	-1%
Compacted Trash Collection (Tons)	406	467	-13%	5,229	5,543	-6%	5,660	-8%
Alley Debris/Trash Removal: T & M (Tons)		181	-100%	101	184	-45%	129	-22%
Yard: Sweepings + Misc Debris (Tons)	154	187	-18%	823	987	-17%	1,322	-38%
Container Repairs-90 Rollouts (Each)	8	5	60%	58	51	14%	263	-78%
Container Repairs-Dumpsters (Each)	27	27		422	267	58%	359	17%
Level Dumpsters - Gravel Base Pad				14			3	400%
Weed Control-Mowing (Hours)	22			214	218	-2%	182	18%
Weed Control-Burning (Hours)	24			35			7	393%
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)								
Haul Sand from Logan County Landfill							4	-100%
Haul Materials from Vendor Yard (Tons)				496	1,293	-62%	1,377	-64%
Haul Materials from Project Site (Cu Yds)		195	-100%	318	1,889	-83%	2,623	-88%
Haul Pulverized Asphalt/Millings (Cu Yds)	50	20	150%	318	599	-47%	755	-58%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete							129	-100%
Crack Sealing (#'s per day)				28,980	38,790	-25%	26,825	8%

## **WATER/SEWER DIVISION**

The water division produced 47,554,000 gallons, a 13% decrease compared to November a year ago, and a 17% decrease in hours logged. Furthermore the division responded to 96 requests for locates throughout the month. The meter reader read 1,589 meters resulting in 86 turn-offs for delinquent payment and also 22 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 73 and cleared 73 SCADA alarms at the time of reporting.

The sewer division responded to 73 requests for locates.

An increase in resources was expended in cleaning catch basins with the number being 619 throughout the month compared to 0 a year ago.



<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)				30			19,016	-100%
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	1,589	5,658	-72%	46,733	50,394	-7%	39,174	19%
Meter Turn-offs (for repair)		8	-100%	81	147	-45%	118	-31%
Meter Turn-offs (delinquent)	86	23	274%	714	609	17%	544	31%
Meter Turn-ons (all)	48	50	-4%	828	820	1%	10,625	-92%
<b>METER MAINTENANCE (No.)</b>							30	-100%
Meters Repaired - In House							147	-100%
Meters Repaired - In Field					2	-100%	190	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption				14			8	67%
High Usage	22	28	-21%	304	277	10%	375	-19%
Leaking in Meter Pit	20			22				
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired					2	-100%	63	-100%
<b>METER PIT INSTALLATION (No.)</b>								
Meter Pits Installed							0	-100%
<b>MISCELLANEOUS - OTHER (No.)</b>								
Concrete Risers Manufactured								
Meter Pits Manufactured								
<b>OPERATIONS SECTION</b>								
<b>WELL METERS (No.)</b>								
Well Meters Read	22	25	-12%	241	163	48%	119	102%
Park Meters Read	42	22	91%	325	279	16%	196	66%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	157	390	-60%	4,122	4,342	-5%	3,389	22%
Well Building Security Checked	193	630	-69%	6,598	7,014	-6%	4,754	39%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							887	-100%
Well Check for Sand							1,417	-100%
Well Static Level							4	-100%
Well Draw Down								
Well Air Check	26	90	-71%	938	1,002	-6%	337	178%
<b>GROUND STORAGE TANKS (No.)</b>							10	-100%
7.5 MG Tank Checked	32	60	-47%	642	668	-4%	491	31%
7.5 MG Tank Level Checked	32	60	-47%	642	668	-4%	482	33%
2.0 MG Tank Checked	32	60	-47%	642	668	-4%	481	34%
2.0 MG Tank Level Checked	32	60	-47%	642	668	-4%	568	13%
Security Checks	32	60	-47%	642	668	-4%	760	-16%
<b>ELEVATED STORAGE TANKS (No.)</b>							86	-100%
0.25 MG North Checked	36	90	-60%	951	1,002	-5%	889	7%
0.25 MG North Level Checked	36	90	-60%	951	1,002	-5%	907	5%
0.25 MG South Checked	36	90	-60%	951	1,002	-5%	820	16%
0.25 MG South Level Checked	36	90	-60%	951	1,002	-5%	985	-3%

Security Checks	36	180	-80%	1,866	2,004	-7%	1,758	6%
<b>WATER QUALITY TESTING (No.)</b>							163	-100%
Well Samples Taken					11	-100%	237	-100%
Distribution Samples Taken					15	-100%	399	-100%
Chlorine Samples Taken	144	150	-4%	1,669	868	92%	532	213%
Bacteriological Samples Taken	47			47	106	-56%	134	-65%
Other - Samples taken							109	-100%
<b>SCADA SYSTEM (No.)</b>							94	-100%
SCADA Alarms	73	42	74%	792	986	-20%	409	94%
SCADA Alarms Cleared	73	42	74%	798	982	-19%	385	107%
<b>DISINFECTION (No.)</b>								
Chlorine Bottles Picked Up	4	15	-73%	194	143	36%	125	55%
Chlorine Bottles Returned	8	15	-47%	214	144	49%	124	73%
<b>POTABLE WELLS</b>								
<b>WELLS PUMPED</b>							21	-100%
Hours	1,476	1,784	-17%	31,528	30,023	5%	29,595	7%
Gallons	47,554	54,747	-13%	1,026,218	923,878	11%	874,104	17%
Call Customer By Phone							6,581	-100%
<b>UNCC LOCATES</b>							185,914	-100%
City Requests	4	15	-73%	84	172	-51%	34	144%
Private Requests	53	90	-41%	1,006	1,059	-5%	212	375%

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>SANITARY SECTION</b>								
<b>Sewer Service Installed (No.)</b>								
Sewer Service Installed (No.) 4"							1	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all							1	-100%
Sewer Service Inspected (No.)							1	-100%
Sewer Service Repaired (No.)							4	-100%
<b>Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed (Ft.) 6"							62	-100%
Sewer Lines Installed (Ft.) 8"							521	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
<b>Sewer Lines Replaced (Ft.) 4"</b>							0	-100%
Sewer Lines Replaced -6" (Ft)					23	-100%	5	-100%
Sewer Lines Replaced -8" (Ft)								
Sewer Lines Replaced -10" (Ft)							3	-100%
Sewer Lines Replaced -12" & larger (Ft)							105	-100%
Sanitary Sewer Relined-all sizes (Ft)								
<b>Sewer Lines Cleaned (Ft.) 4"</b>							20	-100%
Sewer Lines Cleaned (Ft.) 6"					429	-100%	1,594	-100%
Sewer Lines Cleaned (Ft.) 8"					5,665	-100%	19,648	-100%
Sewer Lines Cleaned (Ft.) 10"				3,200	8,750	-63%	10,240	-69%

Sewer Lines Cleaned (Ft.) 12" & larger				3,000	5,615	-47%	5,518	-46%
<b>Sewer Lines Repaired (Ft.)</b>								
Sewer Lines Repaired (Ft.) 6"		15	-100%		15	-100%	3	-100%
Sewer Lines Repaired (Ft.) 8"							171	-100%
Sewer Lines Repaired (Ft.) 10"					4	-100%	461	-100%
Sewer Lines Repaired (Ft.) 12" & larger							330	-100%
Sanitary Tap Locates (No.)	27	10	170%	169	18	839%	73	133%
Sanitary Line Locates (No.)	22	72	-69%	817	1,111	-26%	975	-16%
Sanitary Manhole Locates (No.)	24	104	-77%	1,527	2,180	-30%	1,627	-6%
Sanitary Manholes Constructed (No.)							0	-100%
Sanitary Manholes Inspected (No.)							6	-100%
Sanitary Manholes Repaired (No.)					1	-100%	2	-100%
Sanitary Manholes Raised (No.)								
Sanitary Manholes Lowered (No.)								
Lift Stations Checked (No.)				6	1	500%	51	-88%
Lift Stations Cleaned/Washed (No.)				14	50	-72%	59	-76%
Lift Stations Repaired (No.)							4	-100%
Lift Station Alarms (No.)				35	15	133%	32	11%
<b>MISCELLANEOUS-OTHER</b>								
Sewer Lines Televised (Ft.) all sizes				60	40	50%	799	-92%
Sewer Service Lines Televised (No.)				1			5	-81%
Sewer Service Taps Televised (No.)				2			3	-41%
Sewer Service Lines Replaced (No.)				1			0	150%
Sewer Service Taps Replaced (No.)				1			0	150%
Manhole Risers Manufactured (No.)								
<b>STORM SECTION</b>								
<b>Storm Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed - 8" (Ft.)					180	-100%	36	-100%
Sewer Lines Installed - 10" (Ft.)								
Sewer Lines Installed - 12" & larger (Ft.)								
<b>Storm Sewer Lines Replaced (Ft.)</b>								
sewer lines replaced-8" (Ft.)							10	-100%
Sewer lines replaced-10" (Ft.)					4	-100%	1	-100%
Sewer Lines Replaced-12" & larger (Ft.)								
<b>Storm Sewer lines Cleaned (Ft.)</b>								
Sewer lines cleaned-8" (Ft.)					1,144	-100%	683	-100%
Sewer lines cleaned-10" (Ft.)					354	-100%	320	-100%
Sewer lines cleaned-12" & larger (Ft.)					2,151	-100%	633	-100%
<b>Storm Sewer Lines Repaired (Ft.)</b>								
Sewer Lines Repaired-8" (Ft.)							16	-100%
Sewer Lines Repaired-10" (Ft.)							2	-100%
Sewer Lines Repaired-12" & larger (Ft.)							5	-100%
Storm Manholes Constructed (No.)							0	-100%
Storm Manholes Inspected (No.)								
Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)							6	-100%

Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)	619			695			7	9292%
Storm Sewer Line Locates (No.)	11	62	-82%	829	1,114	-26%	1,310	-37%
Storm Sewer Manhole Locates (No.)	6	124	-95%	1,308	2,226	-41%	1,520	-14%
Call Customer by Phone							1	-100%

## **AIRPORT DIVISION**

The airport division witnessed 242 operations during the month of November. Throughout the month this division sold 3,789 gallons of fuel, which is a 14% decrease from November 2011. However the total year-to-date of 43,415 gallons of fuel, is also a 4% decrease compared to a year ago.

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	151	67	125%	1,780	1,492	19%	1,501	19%
A/C Multi Engine	14	9	56%	170	110	55%	173	-2%
Helicopter	12	14	-14%	236	218	8%	210	12%
Turbojet	65	59	10%	528	419	26%	558	-5%
Other Types				2			9	-78%
<b>TOTAL OPERATIONS</b>	<b>242</b>	<b>149</b>	<b>62%</b>	<b>2,716</b>	<b>2,239</b>	<b>21%</b>	<b>2,451</b>	<b>11%</b>
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	1,060	929	14%	16,139	13,971	16%	14,782	9%
Jet-A (Gals.)	2,730	3,475	-21%	27,275	31,380	-13%	25,354	8%
<b>TOTAL FUEL</b>	<b>3,789</b>	<b>4,404</b>	<b>-14%</b>	<b>43,415</b>	<b>45,351</b>	<b>-4%</b>	<b>40,136</b>	<b>8%</b>

## **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 12 permits for residential additions/alterations with a construction value of \$426,849.00. There were 0 permits issued for new non-residential work with a construction value of \$0 in the month of November. Furthermore there were 3 permits for non-residential additions and/or alterations with a construction value of \$21,948.00. For summation of the month there was a total of 15 building permits issued with a fee structure of \$6,300; 1 demo permit with a fee structure of \$24; 4 fence permits with a fee structure of \$80; 4 mechanical permits with a fee structure of \$96; 1 sign permit with a fee structure of \$60; 5 excavation permits with a fee structure of \$0, 0 manufactured home hookup permits with a fee structure of \$0 and 31 miscellaneous permits and/or approvals issued with a fee structure of \$7,342.00. Throughout November, there were 61 permits and/or approvals issued with a 67% decrease compared to a year ago. The fee structure is \$13,902.00, a 71% decrease compared to a year ago.

DESCRIPTION	NOV 2012	NOV 2011	NOV Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>NEW RESIDENTIAL</b>								
Single-Family Detached 101								
Permits				3	2	50%	1	400%
Units				3	2	50%	1	400%
Value				373,000	204,300	83%	54,060	590%
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits							0	-100%
Units							0	-100%
Value							37,310	-100%
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits				3	2	50%	1	275%
Units				3	2	50%	1	200%
Value				373,000	204,300	83%	91,370	308%
<b>NEW RESIDENTIAL (GROUP/TRANSIENT)</b>								
Hotels & Motels 213								
Permits								
Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits								
Units								
Value								
<b>RESIDENTIAL ADD/ALTERATIONS</b>								
Residential Additions/Alterations 434								
Permits	10	21	-52%	195	129	51%	107	83%

Value	379,849	68,216	457%	1,692,255	621,819	172%	712,208	138%
Residential Garages/Carports 438								
Permits	2	1	100%	7	13	-46%	9	-20%
Value	47,000	1,525	2982%	124,901	108,194	15%	89,203	40%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	12	22	-45%	202	142	42%	115	75%
Value	426,849	69,741	512%	1,817,156	730,013	149%	801,411	127%
<b>NEW NONRESIDENTIAL</b>								
Amusement & Recreation 318								
Permits							1	-100%
Value							228,794	-100%
Churches & Religious 319								
Permits							0	-100%
Value							279,826	-100%
Industrial Buildings 320								
Permits								
Value								
Auto Service & Repair 322								
Permits							0	-100%
Value							20,532	-100%
Hospitals & Institutions 323								
Permits							0	-100%
Value							986,000	-100%
Offices 324								
Permits				1	1		1	67%
Value				1,924,600	10,000	19146%	112,651	1608%
Schools & Education 326								
Permits								
Value								
Commercial Buildings (Retail) 327								
Permits				1			1	25%
Value				428,119			370,323	16%
Public Works & Utilities 325								
Permits					2	-100%	0	-100%
Value					12,001,939	-100%	2,400,388	-100%
Other Buildings 328								
Permits				2	2		11	-81%
Value				236,517	46,602	408%	439,535	-46%
Structures 329								
Permits							7	-100%
Value							96,084	-100%
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits				4	5	-20%	21	-81%
Value				2,589,236	12,058,541	-79%	4,934,133	-48%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
Nonresidential Add/Alterations 437								
Permits	3	4	-25%	43	39	10%	43	-1%
Value	21,948	63,687	-66%	3,438,400	2,130,043	61%	3,013,136	14%



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

### **NOVEMBER 2012 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were no pavilion reservations made in November for a year-to-date total of 179. There were four facility reservations prepared during November.

The year-to-date total for Tree Removal program is \$2,250. The year-to-date total for the Tree Planting program is \$574.89.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared and distributed PLR news releases to media and answered the phone four times for the HR Dept. Department secretary also attended and assisted with the retirement reception for Chuck Vorderberg. She also prepared the December City newsletter and distributed it. Department secretary assisted in decorating the City Hall Christmas tree. She also decorated two trees at the library for their Parade of Trees.

Nov. 5 – Director and Department secretary attended AFLAC meetings.

Nov. 6 – Director participated in Webinar “Health Places – Designing an Active Colorado.”

Nov. 8 – Director assisted in distributing candy bars as part of the Excellence Committee.

Nov. 9 – Director met at museum with the Weavers family and the Logan County Historical Society re: Luft House.

Nov. 13 – Director and Department secretary attended the PLR Board meeting. Items discussed were: new fitness equipment at Sterling Middle School, Division reports, request for trash can at Columbine Park and the bicycle trail along the drainage ditch, Special Olympics state track meet; PLR Christmas lunch.

Nov. 15 – Director met with HR Director Brown and Recreation Superintendent Fuller.

Nov. 16 – Director and Library Superintendent VanDusen attended the Front Range Public Library Directors meeting in Ft. Collins.

Nov. 16 – Director attended retirement reception for Chuck Vorderberg.

Nov. 28 – Director met with Museum Curator Rich, PCF Superintendent Gandee and Liebert McAtee survey at the Overland Trail Museum.

Nov. 29 – A letter was sent to Shawn Conter, PCF Employee.

Nov. 29 – Director met with Chris Delgado about July Jams.

Nov. 29 – Director met with City Manager.

## PARKS, CEMETERY, AND FORESTRY MONTHLY REPORT FOR NOVEMBER 2012

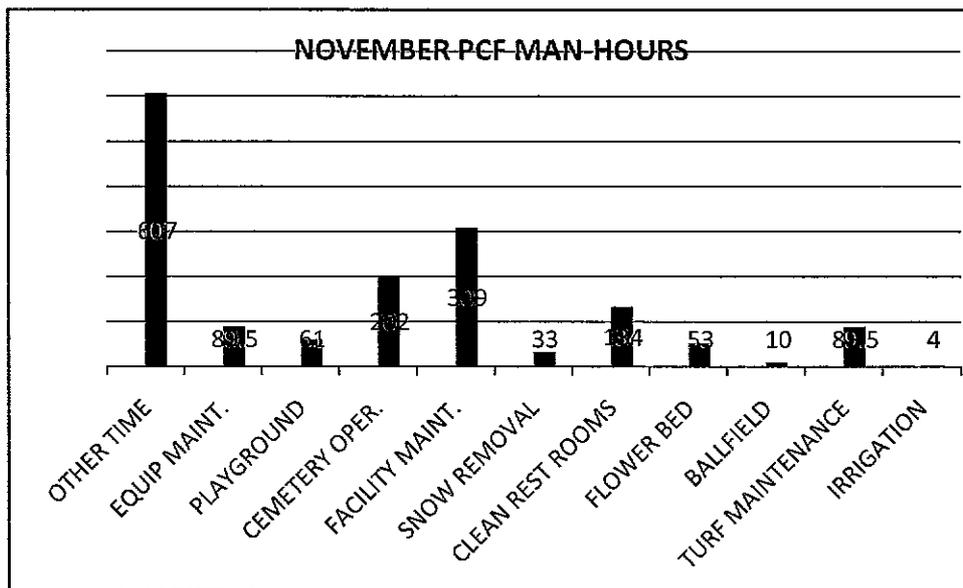
**Parks** – Mowing and irrigation operations have come to a stop for the season. NJC and the SHS softball teams have finished their fall seasons. Spraying operations have ended for the year. There was one pavilion/facility reservations for November. Installation of the new playground in Pioneer Park began on 11/6/2012 and was completed on 11/13/2012. Five members of the PCF staff attended flagger certification training on 11/20/2012. Installation of the sidewalks around and connecting to the playground began on 11/28/2012.

**Cemetery** – Unusually warm weather for the month of November lead to steady visitations at the cemetery. There were ten grave openings and closings, five cremation and five full burials. Two grave spaces were sold and eighty-three grave spaces were repaired by the cemetery crew. Facility and grounds maintenance continued as scheduled. Due to scheduling conflicts the installation of the shop insulation will begin around 12/7/2012.

**Forestry** – Work on Action Requests is continuing as scheduled. There were a total of three Action Requests completed, two trees were removed and ten trees were trimmed. The hanging of the Holiday Lights began on 11/12/2012 and was completed on 11/21/2012, with the official lighting on 11/23/2012.

### **Ongoing PCF projects:**

- Perform all routine maintenance activities and action requests as necessary.
- Snow removal as needed.
- Complete finishing work on and around the new playground.
- Install and finish walking bridges.
- Maintenance on the holiday lights as needed.
- Installation of the insulation in the cemetery shop.



Graph denotes man-hours used during the month of November.

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>PARKS</b>								
Man-hours of equip maint (all PCF)	90	81	11%	1,470	1,135	30%	1,533	-4%
Facility reservations	1			202	355	-43%	247	-18%
Restroom cleanings/inspections	134	86	56%	1,650	1,259	31%	1,641	1%
Man-hours of ballfield preparation	10			1,371	1,696	-19%	1,501	-9%
<b>CEMETERY</b>								
Opening/Closing	10	6	67%	98	102	-4%	102	-4%
Cremains - Opening/Closing	5	2	150%	36	36		41	-11%
Spaces sold	2			53	44	20%	54	-2%
Monument permits					186	-100%	173	-100%
Graves repaired/raised	83	130	-36%	1,088	976	11%	912	19%
Niches Sold				21	24	-13%	19	11%
<b>FORESTRY</b>								
Trees trimmed	10	7	43%	599	270	122%	641	-7%
Trees removed	2	7	-71%	136	82	66%	169	-20%
Action Requests completed	3	2	50%	52	40	30%	76	-31%
Trees planted				37	57	-35%	67	-45%
Stumps removed by contract		23	-100%	37	23	43	43	-14%

## LIBRARY

The patron count for Sterling Public Library from November 1 through November 30, 2012 was 4451.

The library had 5 Community Servants for a total of 75.5 hours of community service. Eight volunteers worked 45 hours. Total volunteer hours for the month of November were 120.

Sterling Public Library made 161 interlibrary loan requests of other libraries and received 160 items. Other libraries made 215 interlibrary loan requests and Sterling Public Library loaned 185 items. Lending libraries were unable to fill 28 requests and Sterling Public Library was unable to fill 29 requests. Total interlibrary loan requests were 376 and 345 items were circulated.

The Literacy Coordinator position has been advertised.

Denise Ladd attended a Summer Reading workshop in Denver On Nov. 5<sup>th</sup>. The 2013 theme is Dig into Reading.

Sandy Van Dusen attended the Beyond BTOP conference on Nov. 8<sup>th</sup> and 9<sup>th</sup> in Colorado Springs. The session discussed successes of the grant and sustainability. Sandy won a gift of Carson Block's time to evaluate our network and make possible suggestions for improvements.

The Veteran's Day lunch was held on Nov. 9<sup>th</sup>. Fifty people attended the lunch and listened to Evelyn Harper tell about Dr. Elliff's book Sterling Heroes.

The library showed Brave to 26 kids and 12 adults on Nov. 17<sup>th</sup>.

Cheryl provided stories and activities for Our Time. There were 8 people who participated.

**PROJECT UPDATE:**

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

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons							12,857	-100%
Books Checked Out	7,630	8,809	-13%	99,082	105,138	-6%	89,295	11%
Digital check out	538			6,378				
In-house Circulation	406	512	-21%	5,453	10,306	-47%	11,885	-54%
Volunteer Hours	45	5	800%	525	108	386%	168	213%
Story Time Attendance	94	116	-19%	780	792	-2%	513	52%
Summer Reading Program				659	680	-3%	688	-4%
Reference Questions	582	730	-20%	6,854	10,190	-33%	9,165	-25%
Books Placed on Hold	558	563	-1%	5,956	6,755	-12%	4,067	46%
Inter-Library Loans								
Borrowed requests	161	181	-11%	2,365	2,555	-7%	2,151	10%
Loaned requests	215	243	-12%	2,113	2,389	-12%	2,046	3%
Total	376	424	-11%	4,478	4,944	-9%	4,199	7%
Library Meeting Room Use	31	25	24%	311	147	112%	173	80%
Patrons Using Facility	4,451	4,761	-7%	53,088	51,588	3%	51,135	4%
Hours Tutoring		104.5		1,891	1,085	74%	1,394	36%
Internet use	1,881	1,852	2%	23,595	21,294	11%	19,291	22%

**RECREATION DIVISION**

**YOUTH BASKETBALL:** Recreation Division and Recreation Center staff have been preparing for the Youth Basketball program. There are 69 teams and 530 kids in the Youth Basketball program. This is down 19 teams and 190 participants from last year. This year there is a new competitive, travel league that started in Ft. Morgan. There are a number of Sterling teams that are playing in that league.

Practices began the week of November 25<sup>th</sup> and games begin January 12, 2013. 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, St. Anthony's 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 to the teams.

The Recreation Division conducted a coach's clinics this year on Sunday Nov. 18<sup>th</sup>, with 51 of the 69 team coaches participating. This was the fifth year we have conducted Youth Basketball coaches' clinics. Youth Basketball supervisors, officials and scorekeepers clinics are also scheduled and they are required to attend one of the two mandatory clinics scheduled for them on Dec. 27<sup>th</sup> or Jan. 3<sup>rd</sup>. This is the fifth year that the supervisor, official & scorekeeper clinics are scheduled.

Some key points covered this year at the coaches clinics was the mandatory concussion training and how we need their help in keeping the youth basketball players from being "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 through November 28<sup>th</sup> for the Adult Basketball program. There are 7 teams in the Men's "A/B" division, 5 teams in the Men's "Upper C" division, 7 teams in the Men's "Lower C" division and 5 teams in the Women's Open" division. Overall, there are three less teams playing this year that there were last year. One new league was offered this year along with the regular leagues. A "Men's Over 35" league was offered, but no teams signed up. We have offered several new leagues in recent years trying to find new niches of adult basketball players. The "Open Women's" league is one that was tried last year and succeeded. Returning officials, scorekeepers and gym supervisors are being contacted and prospective employees are being interviewed and orientated in December.

#### **RECREATION CENTER:**

**SANTA CITY PREPARATIONS:** Staff has spent many hours decorating and preparing the Recreation Center for Christmas. This year, the Recreation Center's annual Santa at the Center event is being relocated to the Sterling Public Library, and renamed Santa City. The Recreation Center hallways are too small, and become too congested to safely continue the event at the Recreation Center. Meetings have been held to ensure that both facilities staffs know who is responsible for what details. Santa City is scheduled for Tuesday, December 11<sup>th</sup>, from 4:00 – 8:00 p.m. Normally, there are between 300-500 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 16 teams participating in the Wallyball leagues and 6 players participating in racquetball league. This is up 1 Wallyball team and down 4 Racquetball players from 2011. There is a Women's Wallyball league again this year with 4 teams participating. Both these leagues accounted for 151 patrons using the facility in November, 2012.

**OVERALL ADMISSIONS:** There were 1,953 total admissions to the Sterling Recreation Center in November, 2012. This is down 236 patron visits from November, 2011. Total paid admissions in November, 2011 do not include 218 children from RE-1 Schools that used the Sterling Recreation Center free due to Intergovernmental Agreements. The RE-1 use breakdown is as follows: 204 kids from Sterling High School PE classes and 14 kids from other Logan County schools.

**CHILD ADMISSIONS:** There were a total of 64 Child admissions to the Recreation Center in November, 2012. This is up 23 visits from November, 2011.

**YOUTH ADMISSIONS:** There were a total of 280 Youth Admissions to the Recreation Center in November, 2012. This is down 42 visits from November, 2011.

**SENIOR ADMISSIONS:** There were a total of 287 Senior Admissions to the Recreation Center in November, 2012. This is up 57 visits from November, 2011.

**ADULT ADMISSIONS:** There were a total of 796 Adult Admissions to the Recreation Center in November, 2012. This is down 14 visits from November, 2011.

**YEARLY ADMISSIONS:** There were 396 Yearly Pass Admissions to the Recreation Center in November, 2012. This is down 69 visits from November, 2011.

**AQUA AEROBICS CLASS:** There were 136 patrons attending the morning aqua aerobics class in November, 2012. This is up 48 visits from November, 2011. A group of individuals hold their own evening aqua aerobics from 5:00 - 6:00 p.m. on M, W, & F. These individuals teach their own class without pay and pay full admission. The class size has increased slightly. These Aqua Aerobics patrons doing their own class are not counted in our Aqua Aerobics totals.

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams							23	-100%
Volleyball Participants							530	-100%
Volleyball Spectators							871	-100%
Adult Basketball Teams				52	46	13%	39	33%
Adult Basketball Participants				1,212	920	32%	1,032	17%
Adult Basketball Spectators				2,020	1,840	10%	1,428	41%
Youth Basketball Teams				176	174	1%	178	-1%
Youth Basketball Participants				6,704	9,744	-31%	12,582	-47%
Youth Basketball Spectators				13,320	15,660	-15%	14,790	-10%
Adult Basketball Tourn. Teams					28	-100%	31	-100%
Adult Basketball Tourn. Participants					210	-100%	333	-100%
Adult Basketball Tourn. Spectators					420	-100%	448	-100%
Open Gym Participants								
Denver Nugget Basketball Skills Challenge							15	-100%
Santa at the Center Participants								
<b>Spring</b>								
Volleyball Teams				46	72	-36%	75	-39%
Volleyball Participants				1,472	1,824	-19%	2,220	-34%
Volleyball Spectators				1,840	2,280	-19%	2,403	-23%
<b>Summer</b>								
Adult Softball Teams				78	81	-4%	91	-14%

Adult Softball Participants			4,380	5,060	-13%	4,818	-9%
Adult Softball Spectators			3,670	5,460	-33%	7,436	-51%
Wildcat Softball Teams			96	87	10%	83	16%
Wildcat Softball Participants			2,900	3,404	-15%	3,790	-23%
Wildcat Softball Spectators			6,860	8,760	-22%	9,164	-25%
Pet Show Participants			10	11	-9%	13	-24%
Rockies Baseball Skills Challenge			20	15	33%	19	3%
July 4th Dance Attendance			200	400	-50%	480	-58%
July 4th Fireworks Attendance				5,000	-100%	5,600	-100%
Tennis Lessons			18	11	64%	2	718%
Tennis Leagues							
<b>Fall</b>							
Softball Teams			24	18	33%	29	-18%
Softball Participants			1,014	792	28%	1,416	-28%
Softball Spectators			1,440	1,080	33%	1,264	14%
Volleyball Teams	14		42	28	50%	39	8%
Volleyball Participants	36		336	800	-58%	750	-55%
Volleyball Spectators	60		560	670	-16%	1,146	-51%
Punt, Pass & Kick Participants				15	-100%	14	-100%
Open Gym Participants							
Youth Volleyball Teams			96	144	-33%	92	4%
Youth Volleyball Participants			1,152	3,840	-70%	2,894	-60%
Youth Volleyball Spectators			8,640	8,640		6,978	24%
Trick or Treat Street Participants			3,000	3,000		2,940	2%

## OVERLAND TRAIL MUSEUM

Attendance at the Museum during the month of November was 360 visitors representing 9 states.

We have had three facility rentals this month; one wedding, one business meeting and the Ladies Lunch Out from NJC.

Family Fun Saturday took place on November 3 with a good attendance. Participating kids had their choice of several Thanksgiving themed crafts to make and take home.

Ladies Lunch Out took place on November 8 with the Museum staff providing the program. Kay Rich talked about the importance of oral histories and shared information about the upcoming Smithsonian exhibit. Three staff members portrayed historic characters from Logan County: Perry Johnson portrayed David Leavitt, Janet Bigler portrayed Mable Frank and Snow Staples portrayed Carrie Ayres.

Kay Rich attended the Logan County Historical Society meeting on November 12. The LCHS will hold their December meeting/holiday dinner at the Museum on December 10.

The modified "Hanging of the Greens" took place on November 17. Several groups participated and decorated various village buildings including the church, store, O'Connell House and Karg Barn. Chili and cinnamon rolls were served to those helping. The Museum staff worked the following Monday, November 19 on decorating and the work has continued throughout the month. A much larger outdoor light display will be a part of the Museum decorations this year with less emphasis on decorating the main museum building.

Jody, Wade and Kay met with Leibert McAtee to discuss the gutters and sidewalks. A site survey is being done.

Staff has continued work on various projects including updating the anniversary and obituary books and recording them onto the computer for easier access.

Staff has been busy preparing for "Child's Christmas on the Prairie," which takes place on December 1.

Wayne and Darin have successfully "rebuilt" the parts of the large white windmill that had deteriorated.

DESCRIPTION	Nov 2012	Nov 2011	Nov Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	1	5	-80%	32	26	23%	46	-30%
Number of items donated	1	5	-80%	89	76	17%	183	-51%
Number of School Visits		3	-100%	23	21	10%	22	6%
Number of Students		15	-100%	895	504	78%	841	6%
Prairie School Students				30	76	-61%	114	-74%
Prairie School Teachers				4	10	-60%	11	-64%
Number of Special Events	2	3	-33%	13	21	-38%	13	-3%
Total Attendance of Special Events	110	340	-68%	3,687	3,789	-3%	3,415	8%
Number of facility rentals	3			22	3	633%	4	511%
Number of Tour Buses				3	3		2	88%
Tour Bus Visitors				75	118	-36%	39	92%
States represented	9	14	-36%	203	241	-16%	241	-16%
Foreign Countries Represented		1	-100%	19	25	-24%	25	-25%
Total of All Visitors	360	330	9%	10,598	9,115	16%	9,237	15%
Volunteer Hours	132	225	-41%	398	788	-50%	764	-48%
Square Foot, Bldg. Maintained	29,766	29,766		327,426	292,426	12%	276,426	18%

**Museum Projects**

Accessioning artifacts.....	Ongoing project
Archiving obits & anniversaries.....	Ongoing project
Cleaning buildings & artifacts.....	Ongoing
Archive room.....	In progress
Tannery.....	In progress
Research Room.....	Plans progressing
Reorganization of photo archives.....	In progress
Concrete work (gutters & sidewalks).....	Site survey in progress