

STERLING

A Colorado Treasure

**MONTHLY REPORTS
NOVEMBER 2015**

CITY MANAGER

NOVEMBER 2015 MONTHLY REPORT

City Manager:

City Manager Donald J. Saling attended the following meetings during the month of November:

- City Attorney meetings for various legal issues and advice
- Attended 2 Regular City Council meetings
- Attended various meetings including the Logan County Economic Development Corporation and the Chamber of Commerce
- Met with Councilmember Brigham regarding a proposed Ordinance on sidewalk cafes
- Attended the Sterling Fire Departments First Annual Awards Banquet
- Attended the Pre-bid and bid opening for the Scalva Farm Lease
- Assisted the City Employee's in constructing the City's entry to the Parade of Lights

Executive Secretary:

The Executive Secretary continues to do the packets for Council. She helped with a reception for the incoming and outgoing Councilmembers.

Executive Secretary Bornhoft 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 2016 budget, Connie assembled the budgets for distribution. She also helped with the building of the City's float for the Parade of Lights.

Sterling Emergency Communications Center:

- Communications Center handled 1,814 calls for service during the month of November 2015, a 3 percent decrease from the 1871 calls received in November 2014.
- Sterling Police Department handled 1,052 calls for service in November 2015, a 3 percent increase compared to 1,025 calls for service received in November 2014.
- Logan County Sheriff's Office received 498 calls for service in November 2015, a 12 percent decrease compared to 569 calls for service received in November 2014.
- Crook Fire Department handled 8 calls for service in November 2015 compared to 11 calls for service in November 2014.
- Fleming Fire received 6 calls for service in November 2015 compared to 6 calls for service in November 2014.
- Merino Fire handled 20 calls for service in November 2015 compared to 13 calls for service in November 2014.

- Peetz Fire handled 5 calls for service in November 2015 compared to 6 calls for service in November 2014.
- Sterling Fire handled 225 calls for service in November 2015, a 17 percent increase compared to 193 calls handled in November 2014.

DESCRIPTION	NOV	NOV	NOV	YTD	YTD	YTD
	2015	2014	Change	2015	2014	Change
CALLS for SERVICE						
STERLING DISPATCH	1,814	1,871	-3%	24,975	22,816	9%
CITY OF STERLING	1,052	1,025	3%	13,288	11,863	12%
LOGAN COUNTY	498	569	-12%	7,516	7,601	-1%
STERLING FIRE 07530	225	193	17%	2,533	2,193	16%
CROOK FIRE 07505	8	11	-27%	107	125	-14%
FLEMING FIRE 07515	6	6		62	53	17%
MERINO FIRE 07522	20	13	54%	165	152	9%
PEETZ FIRE 07525	5	6	-17%	34	31	10%

Information Technology Specialist (ITS):

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

ITS Anderson assisted several departments with computer, phone, e-mail, printer issues, and website changes. She took one computer in for repair and one for RAM upgrade. The ITS installed the new police programs on two more computers. She answered several calls to dispatch over the Thanksgiving holiday.

The Police Evidence Tracker program was moved to the new file server, as well as the FIREHOUSE program for the Fire Department.

The NWS message switch for NCIC was installed by Les. Bob of NWS has been allowed connection everyday for weeks getting the connection set up with CBI. Three NWS trainers were on site 2 different weeks for law enforcement records and CAD and corrections program building.

Mary Ann attended the monthly SWellness meeting and prepared flyers and information for the upcoming activities. The SWellness food drive collected over 1200 pounds of non-perishable food!

Mary Ann helped with the Christmas float building on one day. She helped serve cookies and punch at the Council meeting for changing of Councilmembers. Mary Ann answered phones at the reception desk to allow for breaks as needed.

CITY ATTORNEY

NOVEMBER 2015 MONTHLY REPORT

MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, and various other meetings as needed, including meetings with department directors, individual City Council members, and other personnel. The City Attorney attended various meetings with the City Manager and individuals as needed and requested, including conferences with the City's water attorneys regarding settlement negotiations on a particular case. The City Attorney also attended and conducted the pre-bid meeting regarding an agricultural lease on city-owned property. The Deputy City Attorneys attend meetings as required for their respective positions.

The paralegal attends secretarial meetings when there is training, and various meetings as requested by the City Attorney, including City Council meetings and work sessions.

DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 11-1-15, Series of 2015 – A Resolution before the City of Sterling, Logan County, Colorado accepting the bid from Hydro Construction Company Inc. relating to the Water Meter Replacement Project, and approving an Agreement.

Resolution No. 11-2-15, Series of 2015 – A Resolution before the City of Sterling, Logan County, Colorado accepting the proposal from KMH Industries, Inc. doing business as Morning Star Elevator LLC, relating to the City of Sterling 2015 Hydraulic Wheelchair Lift Project at the City Recreation Center, and approving an Agreement.

Resolution No. 11-3-15, Series of 2015 – A Resolution before the City of Sterling, Logan County, Colorado, accepting the proposal from Hatch Mott MacDonald, LLC relating to engineering services for the 2015 Sterling Wastewater System Improvements Project, and approving an Agreement.

Prepared the following Ordinances:

None.

Other Documents:

The City Attorney reviews and assists in finalizing various contracts and other legal documents for City departments.

MUNICIPAL COURT:

The Deputy City Attorney prosecuted two charges, and the Defendant was found not guilty on both charges. Three defendants entered into a deferred judgment stipulation, one defendant changed her plea to guilty; and one charge was dismissed prior to trial. This office prepares Court documents, including miscellaneous pleadings such as guilty pleas and stipulations; various subpoenas; memos to the Police Department, Public Works 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 renewal of liquor license.

MISCELLANEOUS:

The City Attorney continues to work with the City's Water Attorneys on water / water court issues.

The paralegal does research, drafts documents and pleadings, and performs all other 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 with answering the telephones and receptionist duties when needed, and covers/assists other departments as requested, when necessary.

FINANCE DEPARTMENT

NOVEMBER 2015 MONTHLY REPORT

The Finance Department assisted 2,726 customers during the month of November 2015. This compares to 2,618 customers in November 2014. This number does not include the contacts made by the Director of Finance. There were on average 130 customer contacts per day for November 2015. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in November 2015 in comparison to November 2014.

The General Fund revenues for the month of November 2015 amounted to \$1,093,277.84. The revenue for the month ended November 2014 in the General Fund amounted to \$1,189,644.60. Expenditures for the General fund for the month ending November 30, 2015 amounted to \$1,314,393.91 and for the same period in 2014 the expenditures were \$776,426.80.

Cash in all City funds totaled \$3,175,116.95 on November 30, 2015 and for November 30, 2014 on hand was \$2,432,807.56. On November 30, 2015 the City of Sterling had outstanding a total of \$19,881,264.69 in investments, this amount is for all funds. This breaks down to \$206,523.05 in Certificates of Deposit, \$19,574,204.32, ColoTrust Plus and \$100,537.32 in Money Market.

There were \$1,468,563.87 worth of checks issued in November 2015 for all funds; this compares to \$1,128,985.41 for the same period in 2014. There were 5686.0 gallons of gasoline and diesel used in the month of November 2015 for all City operations. This compares to 5812.6 gallons of gasoline and diesel used in November 2014.

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

Investment Breakdown

2015

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.	11/30/15
General Fund:				
Colostrust Plus	\$3,384,653.31	\$1,005,000.00	\$420,557.09	\$2,800,210.40
Colostrust Plus - Seizure Money	\$7,536.10	\$0.00	\$1.50	\$7,537.60
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$3,392,189.41	\$1,005,000.00	\$420,558.59	\$2,807,748.00
Hotel Tax Fund:				
Colostrust Plus	\$585,479.55	\$12,500.00	\$114.10	\$573,093.65
TOTALS	\$585,479.55	\$12,500.00	\$114.10	\$573,093.65
Water Fund:				
Colostrust Plus	\$7,109,006.21	\$0.00	\$186,423.32	\$7,295,429.53
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$7,109,006.21	\$0.00	\$186,423.32	\$7,295,429.53
Sanitation Fund:				
Colostrust Plus	\$364,809.05	\$15,000.00	\$20,070.60	\$369,879.65
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$364,809.05	\$15,000.00	\$20,070.60	\$369,879.65
Sewer Fund:				
Colostrust Plus	\$4,029,064.94	\$20,000.00	\$60,797.14	\$4,069,862.08
Certificates of Deposit	\$206,257.16	\$0.00	\$265.89	\$206,523.05
Money Market	\$100,537.32	\$0.00	\$2.48	\$100,539.80
TOTALS	\$4,335,859.42	\$20,000.00	\$61,065.51	\$4,376,924.93
Perpetual Care Fund:				
Colostrust Plus	\$187,704.75	\$0.00	\$37.15	\$187,741.90
TOTALS	\$187,704.75	\$0.00	\$37.15	\$187,741.90

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	11/30/15
Library Improvement Fund:				
Colostrust Plus	\$27,005.06	\$0.00	\$5.34	\$27,010.40
TOTALS	\$27,005.06	\$0.00	\$5.34	\$27,010.40
Conservation Trust Fund:				
Colostrust Plus	\$46,958.78	\$0.00	\$33,285.06	\$80,243.84
TOTALS	\$46,958.78	\$0.00	\$33,285.06	\$80,243.84
Karl Faich Library Trust Fund:				
Colostrust Plus	\$31,212.02	\$0.00	\$6.18	\$31,218.20
TOTALS	\$31,212.02	\$0.00	\$6.18	\$31,218.20
Employee Self-Insurance Fund:				
Colostrust Plus	\$563,876.11	\$0.00	\$111.66	\$563,987.77
TOTALS	\$563,876.11	\$0.00	\$111.66	\$563,987.77
Service Center Fund:				
Colostrust Plus	\$545,560.10	\$265,000.00	\$40,101.60	\$320,661.70
TOTALS	\$545,560.10	\$265,000.00	\$40,101.60	\$320,661.70
Old Hire Police Pension Fund:				
Colostrust Plus	\$458,937.33	\$0.00	\$90.86	\$459,028.19
TOTALS	\$458,937.33	\$0.00	\$90.86	\$459,028.19
Risk Management Fund:				
Colostrust Plus	\$706,060.20	\$60,000.00	\$165,138.90	\$811,199.10
TOTALS	\$706,060.20	\$60,000.00	\$165,138.90	\$811,199.10
Capital Equipment Fund:				
Colostrust Plus	\$1,184,967.07	\$25,000.00	\$45,239.17	\$1,205,206.24
TOTALS	\$1,184,967.07	\$25,000.00	\$45,239.17	\$1,205,206.24

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	11/30/15
Capital Improvement Fund:				
Colostrust Plus	\$771,741.27	\$0.00	\$152.80	\$771,894.07
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$771,741.27	\$0.00	\$152.80	\$771,894.07
 Grand Totals All Funds:				
Colostrust Plus	\$20,004,571.85	\$1,402,500.00	\$972,132.47	\$19,574,204.32
Certificates of Deposit	\$206,257.16	\$0.00	\$265.89	\$206,523.05
Money Market	\$100,537.32	\$0.00	\$2.48	\$100,539.80
Grand Total	\$20,311,366.33	\$1,402,500.00	\$972,400.84	\$19,881,267.17

GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

11/30/2015

BALANCE SHEET

ASSETS:

Cash	\$374,906.55
Flex Cash Account	\$12,703.89
Petty Cash	\$1,080.00
Cash with County Treasurer	\$20,635.06
Accounts Receivable	\$172,152.73
Accounts Receivable - McKinley St	\$49.28
Taxes Receivable	\$52,898.74
Sales Tax Receivable	\$743,087.98
Property Tax Receivable	\$1,046,024.00
Loan Receivable - Curb	\$4,856.62
Investments	\$2,800,210.40
Investment - Federal Seizure	\$7,537.60
Prepaid Fuel	\$28,310.07
Prepaid Fuel - Airport	\$11,934.85
Postage Clearing Account	\$1,963.89
Prepaid Prisoner Housing	\$41,670.00
Sales Tax Clearing	\$0.00

TOTAL ASSETS

\$5,320,021.66

LIABILITIES:

Ded/Ben Clearing Account	\$3,513.58
Accounts Payable	\$144,479.28
Accounts Payable - Logan County	\$1,314.56
Accrued Salaries	\$220,996.83
Court Bonds	\$1,950.00
Restitution Clearing Account	\$1,342.02
Seizures	\$600.00
Deferred Revenue	\$1,040,136.00
Unearned Revenue	\$7,888.00

TOTAL LIABILITIES

\$1,422,220.27

FUND BALANCE:

Reserve for Museum (Bernice Sanders)	\$28,366.29
Reserve for Museum (Exhibits)	\$42,505.32
Designated for Arts	\$70,000.00
Unreserved Fund Balance	\$3,216,558.68
Excess Revenue over Expenditures	\$540,371.10

TOTAL FUND BALANCE

\$3,897,801.39

TOTAL LIABILITIES & FUND BALANCE

\$5,320,021.66

GENERAL FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Real & Personal Prop. Tax	\$1,055,002.00	\$6,412.62	\$1,046,997.22	\$8,004.78
Road & Bridge Fund Taxes	\$100,000.00	\$0.00	\$82,644.03	\$17,355.97
Auto Ownership Taxes	\$120,000.00	\$10,885.06	\$117,512.19	\$2,487.81
Sales Tax	\$6,819,589.00	\$587,247.31	\$6,654,087.30	\$165,501.70
Vehicle Use Tax	\$275,000.00	\$31,507.25	\$315,215.38	-\$40,215.38
Building Material Use Tax	\$70,000.00	\$4,381.88	\$145,333.11	-\$75,333.11
Sales Tax Rebate	\$58,000.00	\$4,024.00	\$50,523.00	\$7,477.00
Employment Occupation Tax	\$15,400.00	\$0.00	\$16,700.00	-\$1,300.00
TOTAL TAXES	\$8,512,991.00	\$644,458.12	\$8,429,012.23	\$83,978.77
Franchise Taxes	\$674,500.00	\$68,034.49	\$631,532.13	\$42,967.87
Licenses & Permits	\$189,025.00	\$13,718.75	\$254,487.66	-\$65,462.66
Intergovernmental Revenue	\$2,405,252.00	\$222,628.57	\$2,007,174.65	\$398,077.35
Charges for Service	\$263,825.00	\$18,245.66	\$231,496.43	\$32,328.57
Fines & Forfeits	\$114,700.00	\$8,404.04	\$100,597.12	\$14,102.88
Miscellaneous Revenue	\$655,539.00	\$18,725.21	\$277,446.80	\$378,092.20
Transfer from Other Funds	\$948,332.00	\$99,063.00	\$851,283.00	\$97,049.00
TOTAL OTHER REVENUES	\$5,251,173.00	\$448,819.72	\$4,354,017.79	\$897,155.21
GRAND TOTAL REVENUES	\$13,764,164.00	\$1,093,277.84	\$12,783,030.02	\$981,133.98

GENERAL FUND

11/30/2015

EXPENDITURES:	BUDGETED	EXPENSES	EXPENSES	
GENERAL GOVERNMENT:	2015	CURRENT MO.	TO DATE	BALANCE
Council	\$102,161.00	\$4,334.21	\$85,125.45	\$17,035.55
City Manager	\$382,211.00	\$22,794.49	\$268,903.77	\$113,307.23
City Attorney	\$265,423.00	\$20,194.89	\$210,867.94	\$54,555.06
Municipal Court	\$112,494.00	\$8,063.61	\$91,677.74	\$20,816.26
Finance	\$532,855.00	\$36,229.06	\$463,622.50	\$69,232.50
City Hall & Non-Departmental	\$1,654,552.00	\$120,626.35	\$1,539,078.40	\$115,473.60
Personnel	\$227,476.00	\$13,977.61	\$175,671.85	\$51,804.15
TOTAL GENERAL GOVERNMENT	\$3,277,172.00	\$226,220.22	\$2,834,947.65	\$442,224.35
PUBLIC SAFETY:				
Police	\$2,018,078.00	\$121,504.81	\$1,649,328.23	\$368,749.77
Dispatch Center	\$730,634.00	\$58,394.26	\$628,353.39	\$102,280.61
Youth Services	\$119,759.00	\$9,123.28	\$105,572.71	\$14,186.29
Fire	\$1,769,951.00	\$257,367.39	\$1,599,764.04	\$170,186.96
Ambulance Service	\$762,457.00	\$52,737.97	\$657,640.59	\$104,816.41
TOTAL PUBLIC SAFETY	\$5,400,879.00	\$499,127.71	\$4,640,658.96	\$760,220.04
PUBLIC WORKS:				
Street	\$2,419,968.00	\$124,618.22	\$1,494,440.29	\$925,527.71
Engineering & Operations	\$415,930.00	\$27,339.07	\$348,994.75	\$66,935.25
Airport	\$914,817.00	\$259,732.54	\$717,577.33	\$197,239.67
TOTAL PUBLIC WORKS	\$3,750,715.00	\$411,689.83	\$2,561,012.37	\$1,189,702.63
CULTURE & RECREATION:				
Riverside Cemetery	\$239,295.00	\$12,638.61	\$174,093.93	\$65,201.07
Museum	\$231,340.00	\$15,968.35	\$141,045.09	\$90,294.91
Parks	\$466,785.00	\$33,841.20	\$325,332.55	\$141,452.45
Recreation Center	\$553,518.00	\$33,685.76	\$503,907.61	\$49,610.39
Forestry	\$152,542.00	\$7,127.62	\$105,193.76	\$47,348.24
Rec. Administration	\$539,219.00	\$37,603.38	\$425,187.75	\$114,031.25
Softball	\$47,092.00	\$2,450.54	\$41,791.96	\$5,300.04
Youth Softball	\$13,689.00	\$0.00	\$11,008.80	\$2,680.20
Basketball	\$11,054.00	\$0.00	\$9,016.45	\$2,037.55
Volleyball	\$9,176.00	\$1,690.20	\$8,637.04	\$538.96
Tolla Brown Skate Park	\$9,500.00	\$720.87	\$6,900.64	\$2,599.36
Special Events	\$30,500.00	\$4,375.81	\$23,168.21	\$7,331.79
Tennis	\$16,950.00	\$305.40	\$4,085.70	\$12,864.30
Youth Basketball	\$19,678.00	\$45.00	\$13,982.14	\$5,695.86
Youth Volleyball	\$9,993.00	\$654.37	\$6,408.06	\$3,584.94
Baseball	\$27,020.00	\$342.96	\$2,978.51	\$24,041.49
Library	\$541,152.00	\$25,906.08	\$403,301.74	\$137,850.26
TOTAL CULTURE & RECREATION	\$2,918,503.00	\$177,356.15	\$2,206,039.94	\$712,463.06
GRAND TOTAL EXPENDITURES	\$15,347,269.00	\$1,314,393.91	\$12,242,658.92	\$3,104,610.08

HOTEL TAX FUND

11/30/2015

<u>REVENUES</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Hotel Tax	\$165,000.00	\$15,334.07	\$199,446.48	-\$34,446.48
Investment Earnings	\$300.00	\$114.10	\$787.21	-\$487.21
Penalty & Interest	\$200.00	\$0.00	\$0.00	\$200.00
TOTAL HOTEL TAX FUND REVENUE	\$165,500.00	\$15,448.17	\$200,233.69	-\$34,733.69

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$50.00	\$0.00	\$50.00	\$0.00
Beautification	\$90,100.00	\$23,046.00	\$68,713.90	\$21,386.10
TOTAL EXPENDITURES	\$90,150.00	\$23,046.00	\$68,763.90	\$21,386.10

BALANCE SHEET

11/30/2015

<u>ASSETS:</u>				
Cash	\$6,402.93			
Hotel Tax Receivable	\$23,204.93			
Investments	\$573,093.65			
		TOTAL ASSETS		\$602,701.51
<u>LIABILITIES:</u>				
Accounts Payable	\$11,498.30			
		TOTAL LIABILITIES		\$11,498.30
<u>FUND BALANCE:</u>				
Retained Earnings	\$459,733.42			
Excess Revenue over Expenditures	\$131,469.79			
		TOTAL FUND BALANCE		\$591,203.21
		TOTAL LIABILITIES AND FUND BALANCE		\$602,701.51

WATER FUND

11/30/2015

BALANCE SHEET

ASSETS:

Cash	\$299,715.55
Cash with Fiscal Agent	\$1,957,066.13
Accounts Receivable	\$4,816.04
Accounts Receivable - Utility Billing	\$495,561.49
Supply Inventory	\$330,192.45
Investments	\$7,295,429.53
Fixed Assets (Net)	<u>\$33,708,521.94</u>

TOTAL ASSETS

\$44,091,303.13

LIABILITIES:

Accounts Payable	\$144,536.88
Unpaid Compensated Absences	\$21,782.75
Accrued Salaries	\$14,383.98
Accounts Payable Assess Fee	\$8,373.50
Tax rebate payable - Ramada	\$143,458.34
Loan Payable CWRPDA	\$26,070,960.24
Loan Payable Premium	\$627,830.12
Due to Sewer Fund	\$212,984.11
Lease Interest Payable	<u>\$248,167.12</u>

TOTAL LIABILITIES

\$27,492,477.04

FUND BALANCE:

Reserve for Painting	\$695,000.00
Reserve for Capital Replacement	\$4,413,846.00
Retained Earnings	\$11,989,882.41
Excess Revenue over Expenditures	<u>-\$499,902.32</u>

TOTAL FUND BALANCE

\$16,598,826.09

**TOTAL LIABILITIES
AND FUND BALANCE**

\$44,091,303.13

WATER FUND

11/30/2015

<u>REVENUES</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$3,200,000.00	\$250,151.63	\$2,979,253.26	\$220,746.74
Water Revenue-Outside Residential	\$300,000.00	\$18,760.32	\$275,623.35	\$24,376.65
Water Revenue-Inside Commercial	\$1,000,000.00	\$83,681.60	\$935,208.02	\$64,791.98
Water Revenue-Outside Commercial	\$8,000.00	\$984.22	\$12,596.49	-\$4,596.49
Water Revenue-Inside Industrial	\$380,000.00	\$30,704.60	\$385,179.19	-\$5,179.19
Misc. Water Sales	\$5,000.00	\$3,284.17	\$7,213.48	-\$2,213.48
Surcharge	\$25,000.00	\$2,221.08	\$30,203.60	-\$5,203.60
Service Charges	\$45,000.00	\$2,966.57	\$38,501.63	\$6,498.37
Tapping Charges	\$5,000.00	\$445.00	\$4,475.00	\$525.00
Water Div. Services	\$4,000.00	\$114.67	\$5,585.02	-\$1,585.02
Penalties	\$40,000.00	\$2,367.10	\$42,312.82	-\$2,312.82
Investment Earnings	\$3,000.00	\$1,423.32	\$10,345.02	-\$7,345.02
Miscellaneous	\$1,000.00	\$281.69	\$2,554.92	-\$1,554.92
Rents from land	\$160,000.00	\$0.00	\$165,702.87	-\$5,702.87
Water Credits	\$0.00	\$0.00	\$1,297.00	-\$1,297.00
Plant Investment Fees	\$10,000.00	\$1,800.00	\$34,475.00	-\$24,475.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Other Refunds of Expenditures	\$0.00	\$0.00	\$380.00	-\$380.00
TOTAL REVENUES	\$5,186,000.00	\$399,185.97	\$4,930,906.67	\$255,093.33

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
<u>WATER LINES:</u>				
Personnel	\$277,468.00	\$19,919.03	\$254,940.41	\$22,527.59
Maintenance & Operation	\$640,722.00	\$40,772.21	\$560,224.92	\$80,497.08
Capital Outlay	\$2,161,000.00	\$53,819.99	\$355,948.30	\$1,805,051.70
Transfer to General Fund	\$137,729.00	\$11,477.00	\$126,247.00	\$11,482.00
TOTAL EXPENDITURES	\$3,216,919.00	\$125,988.23	\$1,297,360.63	\$1,919,558.37

<u>WATER PLANT:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$317,935.00	\$21,004.98	\$239,710.23	\$78,224.77
Maintenance & Operation	\$2,554,832.00	\$163,466.29	\$1,518,519.46	\$1,036,312.54
Capital Outlay	\$62,984.00	\$0.00	\$130,477.18	-\$67,493.18
Transfer to General Fund	\$416,913.00	\$34,742.00	\$382,162.00	\$34,751.00
TOTAL EXPENDITURES	\$3,352,664.00	\$219,213.27	\$2,270,868.87	\$1,081,795.13
Debt Service	\$1,862,579.00	\$0.00	\$1,862,579.49	-\$0.49
TOTAL WATER FUND W/DEBT	\$5,215,243.00	\$219,213.27	\$4,133,448.36	\$1,081,794.64

TOTAL EXPENDITURES	\$8,432,162.00	\$345,201.50	\$5,430,808.99	\$3,001,353.01
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SANITATION FUND

11/30/2015

BALANCE SHEET

ASSETS:

Cash	\$230,098.03
Accounts Receivable	\$507.06
Accounts Receivable - Utility Billing	\$58,433.53
Supply Inventory	\$17,882.14
Investments	\$369,879.65
Fixed Assets (Net)	\$1,419.22

TOTAL ASSETS

\$678,219.63

LIABILITIES:

Accounts Payable	\$23,273.82
Unpaid Compensated Absences	\$8,447.40
Accrued Salaries	\$7,148.19

TOTAL LIABILITIES

\$38,869.41

FUND BALANCE:

Reserve for Equipment	\$28,389.00
Reserve for Capital Replacement	\$999,712.00
Retained Earnings	-\$104,075.20
Excess Revenue over Expenditures	-\$284,675.58

TOTAL FUND BALANCE

\$639,350.22

TOTAL LIABILITIES AND FUND BALANCE

\$678,219.63

SANITATION FUND

11/30/2015

REVENUES:	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sanitation Revenue-Inside	\$475,000.00	\$38,655.54	\$422,037.97	\$52,962.03
Rubbish Collection Fees	\$1,500.00	\$66.00	\$1,997.00	-\$497.00
Sanitation Services	\$0.00	\$0.00	\$62.18	-\$62.18
Penalties	\$5,500.00	\$368.08	\$5,369.88	\$130.12
Investment Earnings	\$1,000.00	\$70.60	\$544.40	\$455.60
Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$483,050.00	\$39,160.22	\$430,011.43	\$53,038.57

EXPENDITURES:	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$186,629.00	\$13,855.42	\$151,989.90	\$34,639.10
Maintenance & Operation	\$317,143.00	\$38,188.99	\$269,240.11	\$47,902.89
Capital Outlay	\$224,190.00	\$0.00	\$224,190.00	\$0.00
Transfer to General Fund	\$75,566.00	\$6,297.00	\$69,267.00	\$6,299.00
TOTAL EXPENDITURES	\$803,528.00	\$58,341.41	\$714,687.01	\$88,840.99

SEWER FUND

11/30/2015

BALANCE SHEET

ASSETS:

Cash	\$250,358.25
Accounts Receivable	\$122.08
Accounts Receivable - Industrial	\$20,069.21
Accounts Receivable - Utility Billing	\$175,048.76
Due From Water Fund	\$212,984.11
Supply Inventory	\$85,544.39
Investments	\$4,376,924.93
Fixed Assets (Net)	<u>\$9,315,176.18</u>

TOTAL ASSETS

\$14,436,227.91

LIABILITIES:

Accounts Payable	\$17,514.05
Unpaid Compensated Absences	\$19,011.37
Accrued Salaries	\$11,845.23
Tax rebate payable - Ramada	\$87,863.37
Loan Payable CWRPDA	\$353,251.80
Interest Payable	<u>\$5,282.24</u>

TOTAL LIABILITIES

\$494,768.06

FUND BALANCE:

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$216,181.45
Reserve for Lagoons	\$392,861.26
Reserve for Capital Replacement	\$10,526,102.00
Retained Earnings	\$3,423,094.33
Excess Revenue over Expenditures	<u>-\$728,563.19</u>

TOTAL FUND BALANCE

\$13,941,459.85

**TOTAL LIABILITIES
AND FUND BALANCE**

\$14,436,227.91

SEWER FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$992,000.00	\$82,203.68	\$900,384.24	\$91,615.76
Sewer Revenue-Outside Residential	\$104,000.00	\$8,768.91	\$96,985.83	\$7,014.17
Sewer Revenue-Inside Commercial	\$346,000.00	\$31,675.24	\$329,998.85	\$16,001.15
Sewer Revenue-Outside Commercial	\$3,200.00	\$335.23	\$3,616.30	-\$416.30
Sewer Revenue-Inside Industrial	\$245,000.00	\$20,191.29	\$183,914.84	\$61,085.16
Tapping Charges	\$1,650.00	\$350.00	\$1,450.00	\$200.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$14,500.00	\$681.13	\$13,390.06	\$1,109.94
Investment Earnings	\$5,000.00	\$1,086.06	\$6,924.42	-\$1,924.42
Miscellaneous	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Outside Billing	\$2,400.00	\$0.00	\$0.00	\$2,400.00
Plant Investment Fees	\$10,000.00	\$2,000.00	\$42,667.00	-\$32,667.00
Sale of Asset	\$0.00	\$0.00	\$1,520.00	-\$1,520.00
Compensation for loss	\$0.00	\$0.00	\$0.00	\$0.00
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$1,728,750.00	\$147,291.54	\$1,580,851.54	\$147,898.46

<u>EXPENDITURES:</u> <u>LINES AND SERVICES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$101,974.00	\$3,982.12	\$54,759.39	\$47,214.61
Maintenance & Operation	\$401,924.00	\$24,713.10	\$340,604.33	\$61,319.67
Capital Outlay	\$880,000.00	\$0.00	\$356,983.00	\$523,017.00
Transfer to General Fund	\$75,585.00	\$6,298.00	\$69,278.00	\$6,307.00
TOTAL LINES & SERVICES	\$1,459,483.00	\$34,993.22	\$821,624.72	\$637,858.28
Debt Service	\$201,448.00	\$0.00	\$201,447.66	\$0.34
TOTAL LINES & SERVICES W/DEBT	\$1,660,931.00	\$34,993.22	\$1,023,072.38	\$637,858.62

<u>TREATMENT FACILITIES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$296,881.00	\$22,989.35	\$265,621.14	\$31,259.86
Maintenance & Operation	\$1,018,023.00	\$78,260.48	\$833,677.80	\$184,345.20
Capital Outlay	\$308,000.00	\$0.00	\$6,555.41	\$301,444.59
Transfer to General Fund	\$196,898.00	\$16,408.00	\$180,488.00	\$16,410.00
TOTAL TREATMENT FACILITIES	\$1,819,802.00	\$117,657.83	\$1,286,342.35	\$533,459.65

TOTAL EXPENDITURES	\$3,480,733.00	\$152,651.05	\$2,309,414.73	\$1,171,318.27
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PERPETUAL CARE FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$12,000.00	\$250.00	\$6,000.00	\$6,000.00
Perpetual Care - niches	\$15,000.00	\$0.00	\$4,000.00	\$11,000.00
Investment Earnings	\$200.00	\$37.15	\$281.92	-\$81.92
TOTAL REVENUES	\$27,200.00	\$287.15	\$10,281.92	\$16,918.08

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Columbarium	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$320.00	\$0.00	\$320.00	\$0.00
Niche Engraving	\$5,000.00	\$0.00	\$300.00	\$4,700.00
Transfer to General Fund	\$20,900.00	\$0.00	\$0.00	\$20,900.00
TOTAL EXPENDITURES	\$26,220.00	\$0.00	\$620.00	\$25,600.00

**BALANCE SHEET
11/30/2015**

<u>ASSETS:</u>			
Cash	\$11,726.36		
Investments	\$187,741.90		
		TOTAL ASSETS	\$199,468.26
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$189,806.34		
Excess Revenue over Expenditures	\$9,661.92		
		TOTAL FUND BALANCE	\$199,468.26
		TOTAL LIABILITIES & FUND BALANCE	\$199,468.26

LIBRARY IMPROVEMENT FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$30.00	\$5.34	\$44.26	-\$14.26
Contributions	\$0.00	\$0.00	\$1,536.20	-\$1,536.20
TOTAL REVENUES	\$30.00	\$5.34	\$1,580.46	-\$1,550.46

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$50.00	\$0.00	\$50.00	\$0.00
Equipment	\$25,640.00	\$0.00	\$4,188.15	\$21,451.85
TOTAL EXPENDITURES	\$25,690.00	\$0.00	\$4,238.15	\$21,451.85

BALANCE SHEET
11/30/2015

<u>ASSETS:</u>			
Cash	\$640.46		
Investments	\$27,010.40		
		TOTAL ASSETS	\$27,650.86
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$30,308.55		
Excess Revenue over Expenditures	-\$2,657.69		
		TOTAL FUND BALANCE	\$27,650.86
		TOTAL LIABILITIES & FUND BALANCE	\$27,650.86

CONSERVATION TRUST FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$150,000.00	\$33,266.04	\$104,112.56	\$45,887.44
Investment Earnings	\$200.00	\$15.06	\$142.14	\$57.86
TOTAL REVENUES	\$150,200.00	\$33,281.10	\$104,254.70	\$45,945.30

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Mower	\$30,000.00	\$0.00	\$32,477.80	-\$2,477.80
Turf Machine	\$55,000.00	\$0.00	\$48,254.10	\$6,745.90
Disc Golf	\$2,100.00	\$0.00	\$1,782.00	\$318.00
Fence	\$30,000.00	\$15,456.37	\$15,456.37	\$14,543.63
Playground Equipment	\$195,000.00	\$0.00	\$137,999.82	\$57,000.18
Recreation Center Improvements	\$69,900.00	\$0.00	\$49,534.00	\$20,366.00
Recreation Center Lift	\$22,000.00	\$0.00	\$0.00	\$22,000.00
TOTAL EXPENDITURES	\$404,000.00	\$15,456.37	\$285,504.09	\$118,495.91

BALANCE SHEET
11/30/2015

<u>ASSETS:</u>			
Cash	\$0.71		
Investments	\$80,243.84		
		TOTAL ASSETS	\$80,244.55
<u>LIABILITIES:</u>			
Accounts Payable	\$15,456.37		
		TOTAL LIABILITIES	\$15,456.37
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$246,037.57		
Excess Revenue over Expenditures	-\$181,249.39		
		TOTAL FUND BALANCE	\$64,788.18
		TOTAL LIABILITIES & FUND BALANCE	\$80,244.55

KARL FALCH LIBRARY TRUST FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$40.00	\$6.18	\$47.12	-\$7.12
TOTAL REVENUES	\$40.00	\$6.18	\$47.12	-\$7.12

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Books Purchased	\$800.00	\$0.00	\$0.00	\$800.00
Audit	\$55.00	\$0.00	\$55.00	\$0.00
TOTAL EXPENDITURES	\$855.00	\$0.00	\$55.00	\$800.00

BALANCE SHEET

11/30/2015

<u>ASSETS:</u>				
Cash	\$211.11			
Investments	\$31,218.20			
		TOTAL ASSETS		\$31,429.31
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
		TOTAL LIABILITIES		\$0.00
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$31,437.19			
Excess Revenue over Expenditures	-\$7.88			
		TOTAL FUND BALANCE		\$31,429.31
		TOTAL LIABILITIES & FUND BALANCE		\$31,429.31

EMPLOYEE SELF-INSURANCE FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$700.00	\$111.66	\$847.04	-\$147.04
Employee Premiums	\$213,600.00	\$25,326.16	\$432,301.45	-\$218,701.45
Wellness	\$0.00	\$1,590.00	\$1,590.00	-\$1,590.00
City Premiums	\$1,925,952.00	\$131,967.18	\$1,306,300.20	\$619,651.80
TOTAL REVENUES	\$2,140,252.00	\$158,995.00	\$1,741,038.69	\$399,213.31

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Wellness	\$0.00	\$0.00	\$1,590.00	-\$1,590.00
Premium	\$2,139,552.00	\$159,387.65	\$1,734,862.26	\$404,689.74
FLEX	\$3,000.00	\$335.00	\$2,220.00	\$780.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$2,143,182.00	\$159,722.65	\$1,739,302.26	\$403,879.74

BALANCE SHEET

11/30/2015

<u>ASSETS:</u>			
Cash	\$22,852.34		
Investments	\$563,987.77		
		TOTAL ASSETS	\$586,840.11
<u>LIABILITIES:</u>			
Accounts Payable	\$150.00		
		TOTAL LIABILITIES	\$150.00
<u>FUND BALANCE:</u>			
Retained Earnings	\$584,953.68		
Excess Revenue over Expenditures	\$1,736.43		
		TOTAL FUND BALANCE	\$586,690.11
		TOTAL LIABILITIES & FUND BALANCE	\$586,840.11

SERVICE CENTER FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$500.00	\$101.60	\$712.26	-\$212.26
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$509,778.00	\$42,459.00	\$467,049.00	\$42,729.00
Transfer for Lease Payment	\$234,840.00	\$19,567.00	\$215,237.00	\$19,603.00
TOTAL REVENUES	\$745,118.00	\$62,127.60	\$682,998.26	\$62,119.74

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$471,014.00	\$32,168.43	\$324,117.50	\$146,896.50
Maintenance & Operation	\$358,570.00	\$229,560.71	\$341,309.84	\$17,260.16
Capital Outlay	\$13,700.00	-\$329.00	\$6,868.13	\$6,831.87
Transfer to General Fund	\$23,841.00	\$23,841.00	\$23,841.00	\$0.00
TOTAL EXPENDITURES	\$867,125.00	\$285,241.14	\$696,136.47	\$170,988.53

BALANCE SHEET

11/30/2015

<u>ASSETS:</u>				
Cash	\$17,432.52			
Cash - Bank of Cherry Creek	\$2.60			
Investments	\$320,661.70			
Fixed Assets (Net)	\$1,885,574.01			
			TOTAL ASSETS	<u>\$2,223,670.83</u>
<u>LIABILITIES:</u>				
Accounts Payable	\$3,772.93			
Unpaid Compensated Absences	\$23,531.02			
Accrued Salaries	\$11,041.79			
Lease Payable	\$830,000.00			
Lease Interest Payable	\$3,320.00			
			TOTAL LIABILITIES	\$871,665.74
<u>FUND BALANCE:</u>				
Retained Earnings	\$1,365,143.30			
Excess Revenue over Expenditures	-\$13,138.21			
			TOTAL FUND BALANCE	<u>\$1,352,005.09</u>
			TOTAL LIABILITIES & FUND BALANCE	<u>\$2,223,670.83</u>

OLD HIRE POLICE FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$800.00	\$90.86	\$792.53	\$7.47
Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$800.00	\$90.86	\$792.53	\$7.47

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Pension	\$86,437.00	\$6,029.62	\$73,916.79	\$12,520.21
Capital Outlay	\$182,630.00	\$0.00	\$177,821.40	\$4,808.60
TOTAL EXPENDITURES	\$269,067.00	\$6,029.62	\$251,738.19	\$17,328.81

BALANCE SHEET
11/30/2015

<u>ASSETS:</u>			
Cash	\$915.94		
Accounts Receivable - FPPA	\$268,752.00		
Investments	\$459,028.19		
Prepaid Contribution	\$81,080.75		
		TOTAL ASSETS	\$809,776.88
<u>LIABILITIES:</u>			
Accounts Payable	\$268,752.00		
		TOTAL LIABILITIES	\$268,752.00
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$791,970.54		
Excess Revenue over Expenditures	-\$250,945.66		
		TOTAL FUND BALANCE	\$541,024.88
		TOTAL LIABILITIES & FUND BALANCE	\$809,776.88

RISK MANAGEMENT FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$900.00	\$138.90	\$1,130.85	-\$230.85
Miscellaneous	\$5,000.00	\$0.00	\$7,366.99	-\$2,366.99
Compensation for Loss	\$13,818.00	\$178,828.91	\$202,926.43	-\$189,108.43
Compensation for Loss - Flood	\$191,610.00	\$2,006.61	\$10,546.41	\$181,063.59
Transfer of Reserves	\$297,802.00	\$0.00	\$303,235.00	-\$5,433.00
Transfer Workers Comp	\$241,858.00	\$0.00	\$241,612.71	\$245.29
TOTAL REVENUES	\$750,988.00	\$180,974.42	\$766,818.39	-\$15,830.39

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$58,818.00	\$1,000.00	\$31,171.80	\$27,646.20
Expense for Workers Comp	\$241,858.00	\$0.00	\$241,851.00	\$7.00
Premium Fees	\$297,802.00	\$0.00	\$323,235.65	-\$25,433.65
Flood	\$264,565.00	\$108,729.99	\$257,887.21	\$6,677.79
Expense for Unemployment	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Materials & Supplies	\$300.00	\$0.00	\$407.59	-\$107.59
Audit	\$590.00	\$0.00	\$590.00	\$0.00
Transfer to General Fund	\$900.00	\$0.00	\$0.00	\$900.00
TOTAL EXPENDITURES	\$874,833.00	\$109,729.99	\$855,143.25	\$19,689.75

BALANCE SHEET

11/30/2015

<u>ASSETS:</u>			
Cash	\$17,654.60		
Accounts Receivable	\$6,689.80		
Grants Receivable	\$202,274.27		
Investments	\$811,199.10		
		TOTAL ASSETS	\$1,037,817.77
<u>LIABILITIES:</u>			
Accounts Payable	\$108,729.99		
		TOTAL LIABILITIES	\$108,729.99
<u>FUND BALANCE:</u>			
Emergency Reserve	\$370,000.00		
Retained Earnings	\$647,412.64		
Excess Revenue over Expenditures	-\$88,324.86		
		TOTAL FUND BALANCE	\$929,087.78
		TOTAL LIABILITIES & FUND BALANCE	\$1,037,817.77

CAPITAL EQUIPMENT FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,400.00	\$239.17	\$1,729.79	-\$329.79
Sale of Asset	\$0.00	\$0.00	\$7,630.00	-\$7,630.00
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Other Contributions	\$125,136.00	\$41.25	\$134,307.75	-\$9,171.75
Transfer of Reserves	\$555,512.00	\$46,291.00	\$509,201.00	\$46,311.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$682,048.00	\$46,571.42	\$652,868.54	\$29,179.46

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$905.00	\$0.00	\$905.00	\$0.00
Police Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$120,808.00	\$0.00	\$114,427.82	\$6,380.18
Public Works Equipment	\$174,000.00	\$0.00	\$160,189.00	\$13,811.00
Parks, Lib & Rec Equipment	\$22,000.00	\$0.00	\$19,930.05	\$2,069.95
Non-Dept Equipment	\$378,243.00	\$4,050.00	\$369,682.00	\$8,561.00
TOTAL EXPENDITURES	\$695,956.00	\$4,050.00	\$665,133.87	\$30,822.13

BALANCE SHEET

11/30/2015

Cash	\$14,533.81		
Accounts Receivable	\$1,541.25		
Investments	\$1,205,206.24		
Fixed Assets (Net)	\$2,007,607.04		
		TOTAL ASSETS	\$3,228,888.34
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
Lease Payable	\$68,913.34		
Lease Interest Payable	\$448.01		
		TOTAL LIABILITIES	\$69,361.35
<u>FUND BALANCE:</u>			
Retained Earnings	\$3,171,792.32		
Excess Revenue over Expenditures	-\$12,265.33		
		TOTAL FUND BALANCE	\$3,159,526.99
		TOTAL LIABILITIES & FUND BALANCE	\$3,228,888.34

CAPITAL IMPROVEMENT FUND

11/30/2015

<u>REVENUES:</u>	BUDGETED 2015	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,000.00	\$152.80	\$1,212.69	-\$212.69
Misc. Income	\$50.00	\$0.00	\$1,496.53	-\$1,446.53
TCI	\$7,100.00	\$0.00	\$6,982.37	\$117.63
Kentec	\$90.00	\$0.00	\$0.00	\$90.00
Fritzler	\$327.00	\$0.00	\$327.23	-\$0.23
Media Logic	\$2,448.00	\$201.37	\$2,215.07	\$232.93
Cell One	\$4,182.00	\$0.00	\$4,135.11	\$46.89
Sale of Asset	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$15,197.00	\$354.17	\$16,369.00	-\$1,172.00

<u>EXPENDITURES:</u>	BUDGETED 2015	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Building Improvements	\$100,000.00	\$0.00	\$46,041.00	\$53,959.00
Land Transactions	\$10,255.00	\$0.00	\$10,987.01	-\$732.01
Audit	\$300.00	\$0.00	\$300.00	\$0.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$110,555.00	\$0.00	\$57,328.01	\$53,226.99

BALANCE SHEET

11/30/2015

<u>ASSETS:</u>				
Cash	\$16,551.28			
Accounts Receivable	\$11,435.38			
Investments	\$771,894.07			
			TOTAL ASSETS	\$799,880.73
<u>LIABILITIES:</u>				
Deferred Revenue	\$0.00			
			TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$840,839.74			
Excess Revenue over Expenditures	-\$40,959.01			
			TOTAL FUND BALANCE	\$799,880.73
			TOTAL LIABILITIES & FUND BALANCE	\$799,880.73

HUMAN RESOURCES DEPARTMENT

NOVEMBER 2015 MONTHLY REPORT

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

CDL TESTING – CDL Random Drug Screens were held during November. Six (6) pre-employment drug screens conducted during November.

WORKERS' COMPENSATION – The City continues to follow all injury cases that are presented for on-the-job injuries. One (1) claim was filed during November.

JOB OPPORTUNITIES

Positions Open	Positions Filled
Police Officer (2)	Custodian PT (1)
PCF Superintendent	Water Treatment Plant Operator
Utility Operator I	Public Safety Dispatcher (1)
Public Safety Dispatcher (1)	

PERSONNEL BOARD – Personnel Board did not meet in November.

MISCELLANEOUS ACTIVITIES

HR Director met with four (4) applicants and made conditional offers to Public Safety Dispatcher, Firefighter, Police Officer, Water Treatment Plant Operator and PT Custodian.

HR Assistant participated in interviews for Water Treatment Plant Operator and PT Custodian in November.

HR Director conducted one exit interview.

HR Director conducted one written exam for Police Officer candidate.

HR Assistant conducted two (2) orientations during November.

Open Enrollment for 2016 was conducted by HR Assistant during November for Flexible Spending Program.

Property Survey was conducted by Jay Williamson with HR Director.

HR Director participated in CPR/First Aid training and viewed CHP webinar on Affordable Care Act.

Open Enrollment for 2016 health insurance was completed in November.

Annual evaluations were received from supervisors during November. Evaluation period is September 15 through November 15. A few remain to be returned at the end of November.

ICMA visited in November and met with interested employees. HR Assistant and ICMA representative audited the employee database for former employees and contacts.

MUNICIPAL COURT
NOVEMBER 2015 MONTHLY REPORT

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
ARRAIGNMENTS	56	31	81%	527	480	10%	628	-16%
JUVENILE CASES	5	13	-62%	92	100	-8%	103	-11%
TRAFFIC				5	6	-17%	5	4%
NO INSURANCE							1	-100%
NO SEAT BELT							1	-100%
SPEEDING				2	2		3	-23%
UNDERAGE POSS OF TOBACCO		2	-100%	3	7	-57%	5	-42%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA	2	7	-71%	21	27	-22%	17	24%
THEFT				23	10	130%	12	85%
DISTURBING THE PEACE/NOISES				6	14	-57%	11	-44%
RESISTING ARREST/FAILURE TO COMPLY							1	-100%
INJURING/DEFACING PROPERTY				5	2	150%	7	-29%
TRESPASSING					4	-100%	7	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	1	2	-50%	11	12	-8%	20	-46%
CURFEW FOR MINORS		1	-100%	7	13	-46%	6	13%
OTHER	2	1	100%	9	3	200%	7	25%
ADULT CASES	51	18	183%	435	380	14%	525	-17%
TRAFFIC	3	2	50%	49	54	-9%	64	-24%
NO INSURANCE	2	2		12	20	-40%	33	-64%
NO SEAT BELT	1			16	28	-43%	55	-71%
SPEEDING	1			10	15	-33%	49	-80%
PARKING	2	1	100%	21	27	-22%	50	-58%
POSS. MARIJUANA/DRUG PARAPHERNALIA	8	1	700%	35	24	46%	28	25%
THEFT	21	4	425%	112	73	53%	50	126%
DISTURBING THE PEACE/NOISES	3	2	50%	43	19	126%	21	103%
RESISTING ARREST/FAILURE TO COMPLY	1			12	3	300%	5	150%
INJURING/DEFACING PROPERTY	4	1	300%	10	7	43%	9	11%
TRESPASSING	1			25	14	79%	18	39%
UNDERAGE POSS/CONS ALCOHOL	3	5	-40%	27	54	-50%	61	-55%
SALE / PROCUREMENT / OPEN CONTAINER				1	1		5	-81%
OTHER	1			9	15	-40%	21	-58%
ANIMAL				53	24	121%	26	107%
NUISANCES					2	-100%	19	-100%
JUVENILE ARR'S FOUND GUILTY	5	3	67%	54	67	-19%	58	-8%
JUVENILE ARR'S DISMISSED				1	2	-50%	18	-94%
JUVENILES PLACED ON PROB/DJ/UPS	6	5	20%	78	87	-10%	68	14%
JUVENILE VIOLS OF PROB/DJ/UPS	2			10	16	-38%	9	14%
JUVENILE FTA/PWL				1			54	-98%
ADULT ARR'S FOUND GUILTY	17	9	89%	163	160	2%	192	-15%
ADULT ARR'S DISMISSED	2			13	20	-35%	48	-73%
ADULTS PLACED ON PROB/DJ/UPS	6	7	-14%	79	84	-6%	87	-9%
ADULT VIOLS OF PROB/DJ/UPS	1	1		2	4	-50%	15	-87%
ADULT FTA/PWL	2	1	100%	44	50	-12%	114	-61%

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	44	19	132%	411	302	36%	397	4%
CONTINUANCE/SET FOR TRIALS/ETC	22	7	214%	172	107	61%	138	25%
CASES REVIEWED	60	36	67%	539	444	21%	420	28%
TRIALS FOUND GUILTY	4	3	33%	102	61	67%	61	68%
TRIALS FOUND NOT GUILTY	2	2		4	3	33%	346	-99%
TRIALS DISMISSED	1	3	-67%	33	33		68	-51%
NEW CHARGES PROCESSED	79			915	733	25%	777	18%
NEW WARRANTS	23	8	188%	168	126	33%	142	18%
DAYS JUVENILES SENT TO DETENTION		10	-100%	2	14	-86%	198	-99%
DAYS ADULTS SENT TO JAIL		10	-100%	19	57	-67%	135	-86%
PAID TICKETS	29	27	7%	400	393	2%	601	-33%
PAID WITH AUTO POINT REDUCTION	24	17	41%	246	194	27%	182	35%
PAID AS REGULAR TICKET	5	10	-50%	154	199	-23%	280	-45%
FROM PWL TO WARRANT				4			2	100%

POLICE DEPARTMENT

NOVEMBER 2015 MONTHLY REPORT

During November 2015, the police department responded to 1,052 Calls for Service, a three percent increase over the 1,025 Calls for Service responded to in November of 2014. The year-to-date calls for service at the end of November 2015 were 13,289, a 12 percent increase over the 11,865 noted at the end of November 2014.

Officers responded to 25 traffic accidents during the month of November, and this is a four percent decrease over the 26 accidents responded to in November of 2014. Officers issued 34 penalty assessments during November 2015, which is a 17 percent increase over the 29 penalty assessments issued in November of 2014. Officers also issued 99 Warning tickets during November 2015, a 24 percent decrease over the 130 Warning tickets issued in November 2014. Officers arrested two drivers on DUI charges during November 2015.

Among the criminal offenses reported were two false imprisonment offenses, three sex offenses, seven assault offenses, ten burglaries, 43 larceny/thefts, one motor vehicle theft, four counterfeiting/forgery offenses, seven fraud offenses, one stolen property offense, 22 vandalisms, 18 drug violations, one bribery, and two weapon law violations. The value of property stolen during the month was \$58,328 and \$1,798 was recovered. Officers arrested 73 adults and eight juveniles, for a total of 81 arrests in November 2015. This is 44 more arrests or a 54 per cent increase over the 37 total arrests made in November of 2014.

In November the Youth Services Division received 15 youth referrals (10 males and 5 females). Youth referrals numbering 15 were received from the Sterling Police Department.

Officers responded to 82 calls at local liquor establishments, with 51 calls being reported in November of 2014.

The SPD's Canine Unit completed 6.08 hours of training in November 2015. K9 Officer Glock and K9 Corporal Nick Hrycaj were deployed one time during November, 2015. The deployment involved a drug sniff at a school.

Corporal Matt Williams, DRE, responded to one DR incident on November 3, 2015 at the Logan County Detention Center.

Sterling Police Officers and staff completed 81 hours of training during the month of November 2015. At the end of November, staff completed 5,835.09 hours of training.

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	1,052	1,025	3%	13,289	11,865	12%	11,481	16%
MOTOR VEHICLE ACCIDENTS	25	26	-4%	245	250	-2%	241	2%
CRIMINAL OFFENSES	215	154	40%	2,100	1,657	27%	1,436	46%
GROUP "A" OFFENSES	121	89	36%	1,201	924	30%	820	47%
GROUP "B" OFFENSES	94	65	45%	899	816	10%	638	41%
VANDALISM	22	15	47%	198	181	9%	173	15%
ARRESTS								
ADULTS	73	36	103%	626	530	18%	512	22%
JUVENILES	8	1	700%	71	44	61%	56	27%
PROPERTY								
STOLEN	58,328	42,558	37%	466,037	496,459	-6%	377,762	23%
RECOVERED	1,798	17,718	-90%	72,531	177,582	-59%	122,515	-41%
MUNICIPAL CHARGES								
PA'S	34	29	17%	425	412	3%	609	-30%
CRIMINAL CHARGES	33	17	94%	319	253	26%	246	30%
WARNINGS	99	130	-24%	1,887	1,629	16%	2,298	-18%
STATE CHARGES								
TRAFFIC	18	22	-18%	239	261	-8%	291	-18%
DUI'S	2	3	-33%	51	52	-2%	61	-16%
CRIMINAL CHARGES	28	25	12%	318	332	-4%	311	2%
K-9 GLOCK-DEPLOYMENT COUNT	1			37				
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	10	12	-17%	167	186	-10%	168	-1%
FEMALE	5	12	-58%	89	117	-24%	106	-16%
TOTAL	15	24	-38%	254	303	-16%	274	-7%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	15	21	-29%	230	285	-19%	250	-8%
LOGAN COUNTY SHERIFF'S OFFICE				5	2	150%	5	9%
DISTRICT COURT				8			3	167%
STATE PATROL/OTHER JURISDICTION		1	-100%	2	1	100%	2	11%
PARENT/SELF				2	1	100%	2	11%
SCHOOL		2	-100%	1	14	-93%	14	-93%

**STERLING FIRE DEPARTMENT
NOVEMBER 2015 MONTHLY REPORT**

CHIEF VOGEL

- Lead Command Staff Meeting
- Attended Sterling Rural Protection Meeting
- Commissioners Meeting
- Visited with Sterling Regional Medical Center about fire code questions
- Worked on revisions of SOP's

STATION ACTIVITIES

- CHANGE YOUR CLOCK/CHANGE YOUR BATTERY
- FIREMEN'S AWARD BANQUET
- SWEARING IN OF NEW FIREFIGHTERS AND LIEUTENANTS
- 3 LIQUOR LICENSE RENEWAL INSPECTIONS



N 9TH AND STATE STREETS



SWEARING IN

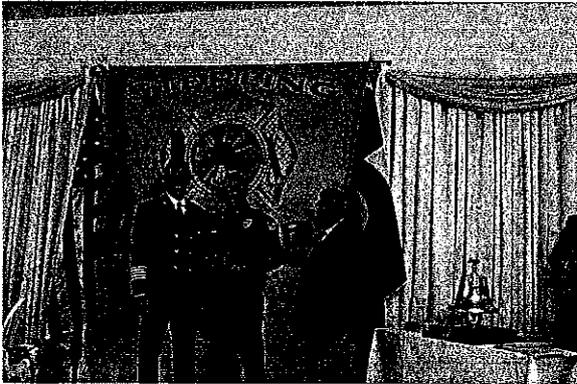
AWARDS BANQUET 2015



C SHIFT LIFE SAVERS



FIREFIGHTER OF THE YEAR



ROOKIE OF THE YEAR



PARAMEDIC OF YEAR



VOLUNTEER OF YEAR



EDUCATION FIREFIGHTER OF THE YEAR

PUBLIC WORKS DEPARTMENT
NOVEMBER 2015 MONTHLY REPORT

The citizens of Sterling enjoyed unusually mild and dry weather throughout the month of November with a high temperature of 66.3° recorded at the Sterling Municipal Airport on the 10th. Evening temperatures also fluctuated similarly with a low of the month being 10.3° on the morning of the 27th and an evening low of 23.6° recorded on the 29th. The Sterling Municipal Airport recorded twenty three days with no precipitation in the month of November. The airport recorded a total precipitation of .24" for the month of November, with a max rain of .09" on the 16th.

MONTHLY CLIMATOLOGICAL SUMMARY for NOV. 2015

Sterling Municipal Airport TEMPERATURE ('F), RAIN (in), WIND SPEED (mph)

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT COOL		RAIN	AVG		DOM DIR	
						DEG DAYS	DEG DAYS		WIND SPEED	WIND HIGH		WIND TIME
1	41.7	45.4	12:30a	39.7	1:30a	1.5	0.0	0.00	3.7	14.0	12:30a	SSW
2												
3												
4												
5	43.8	51.9	3:30p	32.6	12:00m	11.5	0.0	0.00	4.8	31.0	5:30p	W
6	36.4	43.8	3:00p	28.5	10:30p	28.6	0.0	0.03	2.1	19.0	10:30a	NNE
7	36.8	54.6	4:30p	22.9	6:00a	28.2	0.0	0.01	3.4	16.0	10:30a	SW
8	40.5	68.8	3:30p	23.2	7:00a	24.6	0.1	0.00	3.9	13.0	12:30p	SSE
9	40.3	61.1	3:00p	21.5	6:30a	24.7	0.0	0.00	1.5	12.0	1:00p	S
10	43.4	66.3	2:00p	23.1	6:30a	21.7	0.1	0.00	6.0	31.0	11:30p	SE
11	37.2	46.0	3:00p	29.2	10:00p	27.8	0.0	0.07	15.2	49.0	2:30p	NW
12	40.0	51.6	2:00p	26.1	12:00rn	25.0	0.0	0.00	7.0	39.0	4:30a	WNW
13	36.6	59.8	2:30p	21.6	6:00a	28.4	0.0	0.00	5.3	21.0	2:30p	SSW
14	41.6	66.4	2:30p	21.8	7:00a	23.5	0.1	0.00	4.4	13.0	1:00p	S
15	39.1	62.0	3:30p	21.0	6:30a	25.9	0.0	0.00	3.3	15.0	2:30p	S
16	37.7	52.1	12:30p	21.4	4:30a	27.3	0.0	0.09	7.5	39.0	10:00p	NNE
17	34.9	42.4	3:30p	26.9	10:30p	30.1	0.0	0.02	14.5	45.0	11:00a	NNW
18	40.9	59.7	11:30a	26.0	10:30p	24.1	0.0	0.01	16.8	59.0	12:00p	W
19	32.9	51.6	4:30p	18.1	7:00a	32.1	0.0	0.00	2.0	12.0	3:30p	SW
20	30.5	36.8	12:30p	24.7	12:00rn	34.5	0.0	0.00	9.2	33.0	12:30p	N
21	25.5	40.9	3:00p	12.9	6:00a	39.5	0.0	0.00	7.0	22.0	10:30a	SSW
22	35.3	62.3	3:00p	15.3	5:30a	29.7	0.0	0.00	4.0	20.0	1:30p	S
23	37.4	63.9	2:00p	21.2	4:30a	27.6	0.0	0.00	2.3	10.0	5:00a	SSW
24	37.6	65.9	3:30p	20.8	5:00a	27.4	0.0	0.00	3.6	18.0	12:00p	SSW
25	30.3	37.9	12:30p	24.7	6:30a	34.7	0.0	0.00	8.9	29.0	12:00p	NNE
26	22.2	27.4	12:30a	18.6	12:00rn	42.8	0.0	0.00	8.3	20.0	4:00a	NNE
27	20.1	23.5	1:30p	10.3	7:30a	44.9	0.0	0.00	2.1	12.0	4:00a	NNE
28	24.8	28.5	3:30p	21.4	8:30a	40.2	0.0	0.00	3.1	15.0	8:00a	SE
29	26.5	30.5	3:00p	23.6	6:30p	38.5	0.0	0.00	0.8	9.0	2:00p	SE
30	27.8	34.4	1:30p	22.7	12:00m	37.2	0.0	0.01	8.5	31.0	12:00p	W
	34.9	68.8	8	10.3	27	782.0	0.3	0.24	5.9	59.0	18	SSW

Max > 90.0: 0

Max< 32.0: 4

Min < 32.0: 25

Min < 0.0: 0

Max Rain: 0.09 ON 11/16/15

Days of Rain: 4 (>.01 in) 0 (>.1 in) 0 (>1 in)

Heat Base: 65.0 Cool Base: 65.0 Method: Integration

STREET/SANITATION DIVISIONS

The resources spent sweeping City streets is down by approximately 53% with 123 miles being swept throughout the month of November. The department had a 433% increase in resources in grading alleys this year (16 Hours) versus 3 hours in resources last year. The department spend the majority of its resources hauling 2,214 cubic yards of materials from project site and 77 cubic yards of backfill pit run and stock yard dirt a 9000% increase in hauled material and a 310% increase in backfill versus last year.

The division expended 2,603 pounds of cold mix-asphalt (up 633% from last year) and expended 74 tons of hot bituminous mix (up 52% from last year) in pothole repair.

The division repaired 1 traffic control signs, repaired 6 rollouts and 15 dumpsters, amounting to a 35% decrease in rollout repairs from last year.

The sanitation division collected 44 tons of loose trash, 427 tons of compacted trash, a180 tons of yard sweeping and miscellaneous debris, as well as 37 tons of trash removed from alleys throughout the month of November. Loose trash collected is up by 215% from last year and compacted trash is up by 17% compared to November 2014.

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)							3,517	-100%
Streets Swept (Miles)	123	262	-53%	2,057	1,598	29%	320	543%
Sweeper Water-Dust Control (Gals)	3,200	1,250	156%	56,400	47,240	19%	53,781	5%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)	21			147	20	633%	252	-42%
Gravel/ABC-Streets (Tons)					3	-100%	701	-100%
Grading Alleys (Blocks)							877	-100%
Grading Streets (Blocks)							237	-100%
Grade Parking Lots (Blocks)								
Excavate Sub-base (Cu Yds)							270	-100%
Excavate Asphalt (Tons)				78			190	-59%
Excavate Concrete (Tons)				14			5	154%
Structure Backfill (Tons)				34			437	-92%
Backfill-Pit Run & Yard Stock Dirt (CuYrd)	77	19	310%	335	134	151%	962	-65%
Hot Bituminous Mix (Tons)	30			546	769	-29%	704	-22%
Emulsion/Tack Oil (Gals)							61	-100%
Cold Mix-Asphalt (Tons)							740	-100%
Catchbasins - Altosid Briquets				329	98	236%	945	-65%
Catchbasins Cleaned (Each)	131	197	-34%	4,167	3,575	17%	4,273	-2%
Painting-Parking (Gals)				32	27	21%	68	-53%
Painting-Crosswalks (Gals)				139	126	11%	133	5%
Painting-Curbs (Gals)	8	1	700%	39	98	-60%	196	-80%
Painting-Symbols (Gals)		6	-100%	12	22	-46%	5	158%
Painting-Lanes(Gals)				3	5	-40%	9	-68%
SIGN MAINTENANCE								
Traffic Control-Repair (Each)		2	-100%	16	68	-76%	83	-81%
Traffic Control-Replace (Each)	1	4	-75%	36	197	-82%	154	-77%
Traffic Control-Install (Each)		6	-100%	20	19	5%	110	-82%
Traffic Control-Remove (Each)				10	14	-29%	103	-90%
Street Name-Repair (Each)				4	25	-84%	68	-94%

Street Name-Replace (Each)							105	-100%
Street Name-Install (Each)							95	-100%
Delineators-Repair & Replace (Each)			4	4			2	150%
SNOW/ICE CONTROL								
Snow Removal (Loads)			402	311	29%		308	31%
Salt/Sand Mix Material (Tons)	43	29	49%	132	259	-49%	201	-34%
Plowed/Sanded Streets (Miles)	516	297	74%	960	3,763	-74%	2,355	-59%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	44	14	215%	796	736	8%	971	-18%
Compacted Trash Collection (Tons)	427	364	17%	5,373	5,346	1%	5,438	-1%
Alley Debris/Trash Removal: T & M (Tons)	37	2	1593%	567	375	51%	255	123%
Yard: Sweepings + Misc Debris (Tons)	180	62	192%	1,195	835	43%	780	53%
Container Repairs-90 Rollouts (Each)	6	11	-45%	148	98	51%	90	64%
Container Repairs-Dumpsters (Each)	15	19	-21%	321	426	-25%	367	-13%
Level Dumpsters - Gravel Base Pad				27	9	189%	44	-38%
Weed Control-Mowing (Hours)	8	3	150%	76	249	-69%	198	-62%
Weed Control-Burning (Hours)		30	-100%	29	30	-4%	13	122%
MATERIAL PROCESSING								
Haul Materials from Vendor Yard (Tons)	83	29	189%	1,810	1,299	39%	1,107	63%
Haul Materials from Project Site (Cu Yds)	2,214	24	9012%	3,588	188	1807%	1,109	223%
Haul Pulverized Asphalt/Millings (Cu Yds)	7	32	-79%	5,607	439	1178%	554	913%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete				3,010	1,172	157%	354	749%
Crack Sealing (pounds)				2,060	14,980	-86%	26,042	-92%
Grading Alleys (Hours)	16	3	433%	168	166	1%	33	406%
Grading Streets (Hours)	5	14	-64%	50	135	-63%	27	86%
Grade Parking Lots (Hours)								
Cold Mix Asphalt (Pounds)		1,650	-100%	32,691	13,595	140%	2,719	1102%

WATER/SEWER DIVISION

The sewer division responded to 76 requests for manhole, 23 tap, and 47 line locates.

The water division produced 65,245,800 gallons, an 13% decrease compared to November a year ago, and a 22% increase in hours logged. Furthermore the division responded to 222 requests for locates throughout the month. The meter reader read 4,606 meters resulting in 38 turn-offs for delinquent payment, 55 investigations for zero consumption and 0 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to zero and cleared zero SCADA alarms at the time of reporting. The department lost approximately 188,000 gallons due to water breaks and service repairs. A list of the break locations, dates, and water loss include:

- 11/05/15 10" WMB 805 S. 7th Ave approx 10,000 gal loss
- 11/09/15 4" WMB S. 6th /Taylor St approx 36,000 gal loss
- 11/13/15 4" WMB address not documented approx 10,000 gal loss
- 11/24/15 10" WMB S. 10th Ave / Delmar approx 132,000 gal loss

DESCRIPTION	Nov	Nov	Nov	YTD	YTD	YTD	5 yr	5 yr
	2015	2014	Change	2015	2014	Change	Avg	Change
Monthly Water Demand								
Sterling WTP								
Monthly Total Demand (MG)	56	52	8%	886	823	8%	333	166%
Average Daily Demand (MG)	2	2	8%	3	2	8%	11	-76%
Maximum Daily Demand (MG)	2	2	9%	36	34	6%	14	153%
Minimum Daily Demand (MG)	2	2	7%	21	20	5%	8	162%

Monthly Total FW Production (MG)	56	52	8%	886	823	8%	333	166%
Average Daily FW Production (MG)	2	2	8%	3	2	8%	11	-76%
Maximum Daily FW Production (MG)	2	2	9%	38	37	4%	15	152%
Minimum Daily FW Production (MG)	1	1	-13%	20	15	36%	6	238%
WATER DISTRIBUTION								
WATER SERVICES INSTALLED (No.)								
Water Services Installed -3/4"								
Water Service Installed-1"				17				
Water Service Installed-1 1/2"								
Water Service Installed-2"								
Water Service Installed->2"								
Water Taps Installed (all sizes)				1				
Water Services Repaired (leak)		3	-100%	23	19	21%	13	74%
WATER MAINS INSTALLED (Ft) 4"								
Water main Installed-6"				500			3	17757%
Water main Installed-8"							1	-100%
Water main Installed-10"							1	-100%
Water main Installed->10"								
Water main Repaired (breaks) No.		1	-100%	19	34	-44%	17	10%
WATER MAINS REPLACED (Ft) 4"								
Water main Replaced-6"		13	-100%		13	-100%	13	-100%
Water main Replaced-8"								
Water main Replaced-10"				34			106	-68%
Water main Replaced->10"		5	-100%		5	-100%	3	-100%
WATER MAIN VALVES INSTALLED (No.) 4"								
Valves Installed-6"				2			0	900%
Valves Installed-8"								
Valves Installed-10"				1			0	150%
Valves Installed->10"							0	-100%
Valves Repaired							3	-100%
Valves Replaced				2			4	-44%
Valves Exercised							36	-100%
Valve Boxes Replaced							0	-100%
Valves Boxes Repaired								
LOCATES (No.)								
Valves	78	28	179%	658	561	17%	1,359	-52%
Water Mains	44	17	159%	392	381	3%	758	-48%
Service Lines	100	33	203%	931	749	24%	415	124%
FIRE HYDRANTS (No.)								
Fire Hydrants Installed							1	-100%
Fire Hydrants Repaired				1	1		6	-84%
Fire Hydrants Replaced							1	-100%
Fire Hydrants Inspected							0	-100%
Fire Hydrants Flushed							14	-100%
Fire Hydrants Painted		2	-100%		4	-100%	1	-100%
Pipe Fittings Installed								
Cross (No)							0	-100%
Tee (No)							0	-100%
Bend (No)								
MISCELLANEOUS - OTHER								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)							14	-100%
METER SECTION								
METERS (No.)								

Meters Read	4,606	4,800	-4%	52,112	55,106	-5%	51,437	1%
Meter Turn-offs (for repair)	4	6	-33%	89	116	-23%	126	-29%
Meter Turn-offs (delinquent)	38	67	-43%	847	922	-8%	768	10%
Meter Turn-ons (all)	71	67	6%	1,068	1,118	-4%	913	17%
METER MAINTENANCE (No.)								
Meters Repaired - In House								
Meters Repaired - In Field	3			6			4	58%
Meters Repaired - Manufacturer								
METER INVESTIGATIONS (No.)								
Zero Consumption	55	3	1733%	99	276	-64%	105	-6%
High Usage		1	-100%	4	150	-97%	281	-99%
Leaking in Meter Pit	15			251	12	1992%	11	2268%
METER PIT MAINTENANCE (No.)								
Curb Stops Replaced				9	2	350%	1	800%
METER PIT INSTALLATION (No.)								
Meter Pits Installed	4			9				
MISCELLANEOUS - OTHER (No.)								
Concrete Risers Manufactured					2	-100%	0	-100%
Meter Pits Manufactured								
OPERATIONS SECTION								
WELL METERS (No.)								
Well Meters Read		12	-100%	152	136	12%	178	-15%
Park Meters Read		42	-100%	210	362	-42%	317	-34%
WELL HOUSE MAINTENANCE (No.)								
Motors Checked				171	1,603	-89%	3,400	-95%
Well Building Security Checked				214	1,657	-87%	4,853	-96%
WELL MAINTENANCE (No.)								
Well GPM Check				186				
Well Check for Sand								
Well Static Level				1				
Well Draw Down								
Well Air Check				54			510	-89%
GROUND STORAGE TANKS (No.)								
7.5 MG Tank Checked		2	-100%	175	182	-4%	491	-64%
7.5 MG Tank Level Checked		2	-100%	175	182	-4%	491	-64%
2.0 MG Tank Checked		2	-100%	175	182	-4%	491	-64%
2.0 MG Tank Level Checked		2	-100%	175	180	-3%	490	-64%
Security Checks		2	-100%	319	198	61%	495	-36%
ELEVATED STORAGE TANKS (No.)								
0.25 MG North Checked		75	-100%	852	689	24%	868	-2%
0.25 MG North Level Checked		75	-100%	852	689	24%	869	-2%
0.25 MG South Checked		75	-100%	852	686	24%	868	-2%
0.25 MG South Level Checked		75	-100%	852	688	24%	868	-2%
Security Checks		150	-100%	1,715	1,183	45%	1,550	11%
WATER QUALITY TESTING (No.)								
Well Samples Taken				52			30	74%
Distribution Samples Taken				36	1	3500%	48	-26%
Chlorine Samples Taken		15	-100%	159	280	-43%	775	-79%
Bacteriological Samples Taken		15	-100%	159	159		137	16%
Other - Samples taken				190	17	1018%	60	219%
SCADA SYSTEM (No.)								
SCADA Alarms		152	-100%	925	1,487	-38%	904	2%
SCADA Alarms Cleared		152	-100%	919	1,523	-40%	911	1%
DISINFECTION (No.)								
Chlorine Bottles Picked Up							94	-100%

Chlorine Bottles Returned							97	-100%
POTABLE WELLS								
WELLS PUMPED								
Hours	2,530	2,081	22%	31,179	30,206	3%	30,972	1%
Gallons	65,246	75,326	-13%	921,695	977,828	-6%	959,879	-4%
Call Customer By Phone								
UNCC LOCATES								
City Requests		10	-100%	96	165	-42%	95	1%
Private Requests		45	-100%	884	966	-8%	790	12%
SANITARY SECTION	Nov	Nov	Nov	YTD	YTD	YTD	5 yr	5 yr
DESCRIPTION	2015	2014	Change	2015	2014	Change	YTD	Change
Sewer Service Installed (No.)								
Sewer Service Installed (No.) 4"								
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed No. all								
Sewer Service Inspected (No.)							0	-100%
Sewer Service Repaired (No.)	4			10			1	1567%
Sewer Lines Installed (Ft.)								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"							180	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" +								
Sewer Lines Replaced (Ft.) 4"								
Sewer Lines Replaced -6" (Ft)							5	-100%
Sewer Lines Replaced -8" (Ft)								
Sewer Lines Replaced -10" (Ft)								
Sewer Lines Replaced-12" + (Ft)								
Sanitary Sewer Relined-all sizes (Ft)								
Sewer Lines Cleaned (Ft.) 4"					15	-100%	3	-100%
Sewer Lines Cleaned (Ft.) 6"					1,807	-100%	1,572	-100%
Sewer Lines Cleaned (Ft.) 8"					9,312	-100%	6,520	-100%
Sewer Lines Cleaned (Ft.) 10"					4,000	-100%	5,990	-100%
Sewer Lines Cleaned (Ft.) 12" +					937	-100%	2,330	-100%
Sewer Lines Repaired (Ft.)								
Sewer Lines Repaired (Ft.) 6"							3	-100%
Sewer Lines Repaired (Ft.) 8"								
Sewer Lines Repaired (Ft.) 10"							361	-100%
Sewer Lines Repaired (Ft.) 12" +							0	-100%
Sanitary Tap Locates (No.)	23	18	28%	565	566	0%	296	91%
Sanitary Line Locates (No.)	47	20	135%	422	452	-7%	800	-47%
Sanitary Manhole Locates (No.)	76	36	111%	733	814	-10%	1,456	-50%
Sanitary Manholes Constructed (No.)								
Sanitary Manholes Inspected (No.)							0	-100%
Sanitary Manholes Repaired (No.)							0	-100%
Sanitary Manholes Raised (No.)								
Sanitary Manholes Lowered (No.)								
Lift Stations Checked (No.)							10	-100%
Lift Stations Cleaned/Washed (No.)					7	-100%	51	-100%
Lift Stations Repaired (No.)							1	-100%
Lift Station Alarms (No.)							10	-100%
MISCELLANEOUS-OTHER								
Sewer Lines Televised (Ft.) all sizes							20	-100%
Sewer Service Lines Televised (No)							1	-100%

Sewer Service Taps Televised (No)							1	-100%
Sewer Service Lines Replaced (No)							0	-100%
Sewer Service Taps Replaced (No)							0	-100%
Manhole Risers Manufactured (No.)								
STORM SECTION								
Storm Sewer Lines Installed (Ft.)								
Sewer Lines Installed -8" (Ft)							36	-100%
Sewer Lines Installed -10" (Ft)								
Sewer Lines Installed -12" + (Ft)								
Storm Sewer Lines Replaced (Ft.)								
sewer lines replaced-8" (Ft)								
Sewer lines replaced-10" (Ft)							1	-100%
Sewer Lines Replaced-12" + (Ft)								
Storm Sewer lines Cleaned (Ft.)								
Sewer lines cleaned-8" (Ft)				600	-100%		747	-100%
Sewer lines cleaned-10" (Ft)							71	-100%
Sewer lines cleaned-12" + (Ft)							430	-100%
Storm Sewer Lines Repaired (Ft.)								
Sewer Lines Repaired-8" (Ft)								
Sewer Lines Repaired-10" (Ft)								
Sewer Lines Repaired-12" + (Ft)								
Storm Manholes Constructed (No.)							0	-100%
Storm Manholes Inspected (No.)								
Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)								
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)								
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)							141	-100%
Storm Sewer Line Locates (No.)	28	3	833%	239	234	2%	692	-65%
Storm Sewer Manhole Locates (No.)	21	5	320%	226	171	32%	1,200	-81%
Call Customer by Phone							1	-100%

AIRPORT DIVISION

The airport division witnessed 171 operations during the month of November. Throughout the month this division sold 2,256 gallons of fuel, which is a 35% decrease from November 2014. However the total year-to-date of 28,547 gallons of fuel, is a 26% decrease compared to a year ago.

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
OPERATIONS BY A/C TYPE								
A/C Single Engine	86	98	-12%	1,228	1,429	-14%	1,352	-9%
A/C Multi Engine	6	6		124	173	-28%	143	-13%
Helicopter	12	12		195	172	13%	207	-6%
Turbojet	10	30	-67%	311	449	-31%	434	-28%
Other Types	2			4			1	400%
TOTAL OPERATIONS	116	146	-21%	1,862	2,223	-16%	2,137	-13%
AVIATION FUEL DISPENSATION								
Avgas (Gals.)	624	969	-36%	11,553	18,198	-37%	13,850	-17%
Jet-A (Gals.)	1,632	2,494	-35%	16,994	20,556	-17%	24,034	-29%
TOTAL FUEL	2,256	3,463	-35%	28,547	38,754	-26%	37,884	-25%

Units								
Value								
TOTALS								
Permits								
Units								
Value								
RESIDENTIAL ADD/ALTERATIONS								
Residential Additions/Alterations 434								
Permits	33	8	313%	742	129	475%	140	431%
Value	186,107	36,053	416%	5,639,621	750,150	652%	910,076	520%
Residential Garages/Carports 438								
Permits		1	-100%	2	12	-83%	10	-80%
Value		1,060	-100%	25,350	130,264	-81%	100,730	-75%
TOTALS - RES ADD/ALTERATIONS								
Permits	33	9	267%	744	141	428%	150	397%
Value	186,107	37,113	401%	5,664,971	880,414	543%	1,010,806	460%
NEW NONRESIDENTIAL								
Amusement & Recreation 318								
Permits				1			1	67%
Value				28,580			225,657	-87%
Churches & Religious 319								
Permits								
Value								
Industrial Buildings 320								
Permits				7	1	600%	0	1650%
Value				2,196,560	877,832	150%	265,566	727%
Auto Service & Repair 322								
Permits					1	-100%	0	-100%
Value					118,267	-100%	23,653	-100%
Hospitals & Institutions 323								
Permits					1	-100%	0	-100%
Value					2,266,440	-100%	453,288	-100%
Offices 324								
Permits					2	-100%	1	-100%
Value					1,158,500	-100%	623,320	-100%
Schools & Education 326								
Permits								
Value								
Commercial Buildings (Retail) 327								
Permits				4			0	1900%
Value				77,793			85,624	-9%
Public Works & Utilities 325								
Permits		1	-100%		1	-100%	1	-100%
Value		18,528	-100%		18,528	-100%	2,412,099	-100%
Other Buildings 328								
Permits				1	4	-75%	4	-72%
Value				497,050	520,971	-5%	219,906	126%
Structures 329								
Permits				1	3	-67%	1	-29%
Value				20,000	1,228,425	-98%	302,056	-93%
TOTALS - NEW NONRESIDENTIAL								
Permits		1	-100%	15	13	15%	9	70%

Value		18,528	-100%	3,269,983	6,188,963	-47%	4,611,170	-29%
NONRESIDENTIAL ADD/ALTERATIONS								
Nonresidential Add/Alterations 437								
Permits	8	3	167%	54	35	54%	42	30%
Value	319,151	26,358	1111%	2,444,295	1,508,120	62%	2,905,154	-16%
DEMOLITIONS								
Single-Family 645				1				
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649				6			0	2900%
PERMITS AND FEES								
Building								
Permits	41	13	215%	818	195	319%	204	301%
Fees	16,051	2,480	547%	351,321	236,530	49%	165,867	112%
Demolitions								
Permits	1	2	-50%	12	12		7	82%
Fees	5	50	-90%	280	300	-7%	160	75%
Fence								
Permits	4	2	100%	66	49	35%	60	10%
Fees	80	40	100%	1,320	980	35%	1,200	10%
Mechanical								
Permits	8	4	100%	48	135	-64%	70	-31%
Fees	311	123	152%	1,682	3,804	-56%	2,142	-21%
Sign								
Permits	2	4	-50%	41	32	28%	25	67%
Fees	40	80	-50%	840	820	2%	716	17%
Excavation								
Permits	10	2	400%	60	96	-38%	81	-26%
Fees	275			1,415	1,380	3%	812	74%
Manufactured Home Hookups								
Permits				1	5	-80%	4	-77%
Fees				1,718	2,028	-15%	661	160%
Miscellaneous								
Permits	1	4	-75%	33	124	-73%	407	-92%
Fees	25	807	-97%	1,258	23,403	-95%	97,509	-99%
TOTALS - PERMITS AND FEES								
Permits	67	31	116%	1,079	648	67%	858	26%
Fees	16,787	3,580	369%	359,834	269,245	34%	269,066	34%
Nuisance Violations								
Vehicle Violations	11	31	-65%	134	196	-32%	266	-50%
Grass/weed Violations		1	-100%	665	735	-10%	726	-8%
Miscellaneous Violations	34	48	-29%	323	550	-41%	380	-15%
Totals-Nuisance Violations	45	80	-44%	1,122	1,481	-24%	1,372	-18%

PARKS, LIBRARY AND RECREATION DEPARTMENT

NOVEMBER 2015 MONTHLY REPORT

2015	Pavilion Rentals	Facility Rentals	Bench	Bench \$
January	0	3	0	\$0.00
February	1	1	1	\$1,700.00
March	1	1	1	\$1,825.00
April	4	3	0	\$0.00
May	30	8	0	\$0.00
June	30	4	0	\$0.00
July	27	0	0	\$0.00
August	20	3	0	\$0.00
September	15	4	1	\$1,700.00
October	1	4	0	\$0.00
November	0	3	0	\$0.00
December				
YTD	129	34	3	\$5,225.00

2015	Tree Plant Program	\$	Tree Removal Program	\$
January	0		0	
February	0		0	
March	0		0	
April	0		0	
May	4	\$174.47	0	
June	1	\$49.50	0	
July	0	\$0.00	1	\$200.00
August	0	\$0.00	0	\$0.00
September	0	\$0.00	0	\$0.00
October	0	\$0.00	0	\$0.00
November	0	\$0.00	0	\$0.00
December				
YTD	5	\$223.97	1	\$200.00

PARKS, CEMETERY, AND FORESTRY

Parks – Parks department has been continually cutting new tree rings and adding woodchips to existing areas. Parks department has been assisting Forestry with holiday lights.

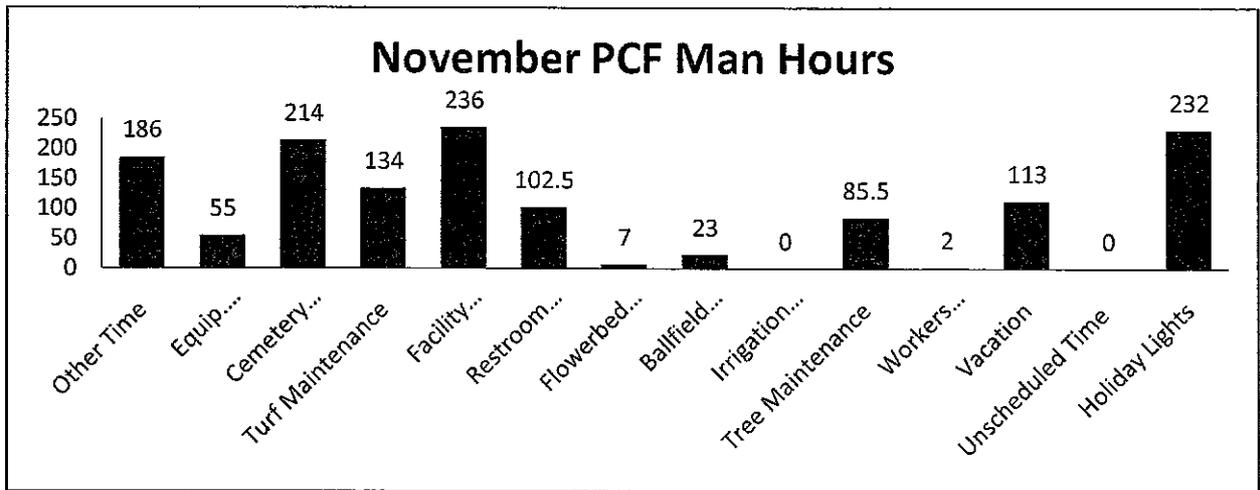
Cemetery – There were nine (9) opening and closings, two (2) full burial and nine (9) cremains. There were a total of ninety (90) graves repaired this month. Routine maintenance is being taken care of as needed. Graves are being leveled when weather permits. Proper retraining of employees is ongoing.

Forestry – The foresters completed zero (0) action requests, trimmed fifteen (15) trees and removed zero (0) trees. They picked up twelve (12) fallen branches, and removed three (3) hanger. They removed zero (0) tree stumps in the month. They have hauled zero (0) loads to the landfill. They chipped zero (0) loads of trees. They replace zero (0) lights. Has been busy with holiday lights.

Ongoing PCF projects:

- Perform all routine maintenance activities, action requests and stump grinding as necessary.
- Performing routine maintenance in restrooms.
- Adding tree rings to parks.
- Construction on the dog park.

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
Parks								
Man-hours of equip maint (all PCF)	55	98	-44%	734	1145.8	-36%	1308.82	-44%
Facility reservations	0	5	-100%	75	192	-61%	228	-67%
Restroom cleanings/inspections	102	140	-27%	853	1749	-51%	1651.5	-48%
Man-hours of ballfield preparation	23	27	-15%	1227.5	1473.5	-17%	1471.4	-17%
CEMETERY								
Opening/Closing	11	4	175%	39	104	-63%	98	-60%
Creamains - Openings/Closing	9	0	0%	28	41	-32%	43	-35%
Spaces sold	1	2	-50%	12	39	-69%	42.8	-72%
Niches sold	0	0	0%	3	32	-91%	26.2	-89%
Graves repaired/raised	90	118	-24%	765	1001	-24%	1037.6	-26%
FORESTRY								
Action requests completed	0	0	0%	19	48	-60%	52.8	-64%
Trees trimmed	15	5	200%	88	194	-55%	323.2	-73%
Trees removed	0	10	-100%	178	142	25%	136.2	31%
Trees Planted	0	0	0%	33	36	-8%	55	-40%
Stumps removed	0	12	-100%	71	124	-43%	52.6	35%



RECREATION DIVISION

RECREATION DIVISION

YOUTH BASKETBALL: Recreation Division and Recreation Center staff have been preparing for the Youth Basketball program. There are 69 teams and 497 participants in the Youth Basketball program. This is down 11 teams and down 77 participants from last year. Our youth leagues are recreational.

There are also three other competitive, travel, youth basketball leagues available that some Sterling players/teams participate in. The Hwy 34 league is based in Ft. Morgan, the Gold Crown and Colorado Premier are based in Denver.

Our program practices began the week of December 1st and games begin January 9, 2016. 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 Youth Basketball Coaches Clinic coach's clinic on Wednesday Dec. 2, with 45 of the 69 team coaches participating. This was a very good turnout. This is the ninth year we have conducted Youth Basketball coaches' clinics. There are two Youth Basketball officials and scorekeepers clinics scheduled on Dec. 21st and Jan. 3rd. Officials and scorekeepers are required to attend one of the two mandatory clinics. This is also the ninth year that the supervisor, official & scorekeeper clinics have been scheduled.

Some key points covered at the coach's clinic were 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 keep the roughness under control. The administration has implemented rule changes, supervisor meetings, coach's clinics and mandatory official/scorekeeper clinics to help remedy this problem.

ADULT BASKETBALL: Beginning in 2015, we began offering Complete, Intermediate and Recreational divisions. Leagues consist of a six game schedule, a double elimination tournament, and prizes for the championship team in each division.

Preparation for the Adult Basketball Leagues took place in November. Registrations were taken through December 2nd and are still coming in.

We have offered several new leagues in the last few years trying to find new niches of adult basketball players. The "Open Women's" league is one that was tried four years ago and it has succeeded. Last year, we offered a Adult CO-REC League but it did not go. We have offered it again this year.

Returning officials, scorekeepers and gym supervisors were contacted in November and prospective new employees will be interviewed and orientated in December. This year, we will again provide a adult basketball officials clinic on December 29th hosted by Bob Kudson, a CHSAA Certified basketball official.

RACQUETBALL & WALLYBALL LEAGUES: Fall Racquetball & Wallyball Leagues are underway. There are 15 teams participating in the Wallyball league and 0 players participating in Racquetball Leagues. This is up 4 Wallyball teams from 2014. The Wallyball leagues accounted for 104 patrons using the Recreation Center in November, 2015. Participants schedule their own matches once a week, based on the schedule provided by the Recreation Division.

DODGEBALL LEAGUES: In November, the Recreation Division made preparations for the Dodgeball leagues which begin in early January, 2016. Leagues are dependent on gym space and if the Adult Co-Rec. Basketball league goes. This year will be the programs third year.

RECREATION CENTER:

SANTA CITY PREPARATIONS: Santa City is scheduled at the Sterling Public Library on Tuesday, December 8th, from 4:00 -7:00 p.m. Last year there were approximately 800 children and their parents attending. This is a huge program that the Sterling Recreation Center does in conjunction with the Sterling Public Library. A meeting with Sandy VanDusen and the library staff was held in November to ensure that both facilities staffs know exactly who is responsible for which details of the event.

OVERALL ADMISSIONS: There were 1,756 total admissions to the Sterling Recreation Center in November, 2015. This is down just 11 patron visits from November, 2014.

Paid admissions in November, 2015 do not include 556 visits to the Sterling Recreation Center from Sterling High School P.E. classes. These 556 free visits to the Recreation Center by RE-1 students are provided through Intergovernmental Agreements. Lifeguards are specifically scheduled for the classes during hours when the pool is not open to the public.

A.R.C. LIFEGUARDING PRE-TEST: This year we took advantage of the Sterling High School students coming into the Recreation Center for PE classes. We worked with the coaches and found many good swimmers within the classes. The PE coaches let us use the swimming class time to work with the good swimmers on the A.R.C. Lifeguarding pre-test. We need lifeguards, and kids need jobs in the summer, so this was a win/win situation.

CHILD ADMISSIONS: There were a total of 42 Child admissions to the Recreation Center in November, 2015. This is down 6 visits from November, 2014.

LIBRARY

The patron count for Sterling Public Library from November 1 through November 30, 2015 was 2669.

The library had 8 Community Servants for a total of 70 hours of community service. Nine volunteers worked 18.5 hours. Two CWEP participants worked 33 hours. Total volunteer hours for the month of November were 121.

Sterling Public Library made 168 interlibrary loan requests of other libraries and received 139 items. Other libraries made 131 interlibrary loan requests and Sterling Public Library loaned 124 items. Lending libraries were unable to fill 37 requests and Sterling Public Library was unable to fill 7 requests. Total interlibrary loan requests were 299 and 263 items were circulated.

Janet Bigler reported that 8 tutors worked with 18 students for a total of 102.5 hours during November.

One participants attend Our Time during November.

Our theme for the November Crafty Characters was Scarecrow Boy. Nineteen kids and eleven adults attended. The kids also decorated triangles which formed a Christmas tree to hang on the wall in the children's area.

Two IliffHeadstart groups visited the library on Nov. 19th and 24th. There were 70 kids and 12 adults that visited. Denise provided stories and the kids made ornaments to hang on a tree in the library.

Saturday Kids Movie on Nov. 21st was Inside Out. Eighteen kids and 7 adults attended.

Thirty people attended the annual Veteran's Day lunch on November 9th. Members of DAR helped serve the soup lunch. John Voehl provided a program as Abe Lincoln. Twenty five people attended the program.

Marvelous Monday program was held on Nov.16th. The program was a Charlie Brown Thanksgiving. Nine kids and 7 adults attended. Denise read a Charlie Brown Thanksgiving and the kids enjoyed a Charlie Brown Thanksgiving meal.

Trees were assembled with the help of the NJC Women's Softball team for the Parade of Trees. Trees were decorated by various businesses, organizations and individuals.

PROJECT UPDATE

Technology continues to be an important part of the library. Nine hundred sixty nine patrons signed up and used the Internet and public access computers during November.

There were 83 children who called Dial-a-Story during November. Stories were read by Vickie Wettstein, Denise Ladd, Jaime Miller and Dorothy Schreyer. The stories can be heard by calling 522-6808.

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons								
Books Checked Out	5,949	6,157	-3%	81,321	89,805	-9%	95,135	-15%
Digital media								
Overdrive checkouts	888	747	19%	10,160	8,786	16%	4,571	122%
e-magazines	10			276				
Music downloads	105	72	46%	730	633	15%	127	477%
Music streaming	277			1,658				
In-house Circulation	154	417	-63%	2,482	8,139	-70%	7,961	-69%
Volunteer Hours	19	42	-56%	496	517	-4%	348	43%
Story Time Attendance	62	61	2%	941	926	2%	738	27%
Summer Reading Program				582	590	-1%	629	-7%
Reference Questions	280	338	-17%	3,965	5,066	-22%	7,838	-49%
Books Placed on Hold	171	232	-26%	2,885	3,523	-18%	4,887	-41%
Inter-Library Loans								
Borrowed requests	168	105	60%	1,725	1,937	-11%	2,313	-25%
Loaned requests	131	92	42%	1,635	1,743	-6%	2,112	-23%
Total	299	197	52%	3,406	3,680	-7%	4,425	-23%
Library Meeting Room Use	25	30	-17%	245	298	-18%	240	2%
Patrons Using Facility	2,669	3,460	-23%	35,635	44,287	-20%	48,595	-27%
Hours Tutoring	103	92	11%	1,342	1,309	3%	1,432	-6%
Internet use	969	1,117	-13%	12,083	17,134	-29%	20,114	-40%

OVERLAND TRAIL MUSEUM

The Overland Trail Museum had 279 visitors during the month of November from 10 states and one foreign country.

Family Fun Saturday took place on November 7 with good attendance. Families had a variety of Thanksgiving themed crafts to choose from and a I Spy Turkey game as they toured the museum.

The Teddy & Friends Tea took place on November 14. This program was designed for preschool age children. Several games were planned as well as a semi-traditional tea and a power point history of the teddy bear in America. Children and parents enjoyed this very interactive program.

History Café took place the first three Thursdays in November. Participants made handmade ornaments at each event and heard a short historic presentation. The themes and ornaments for each were: 1) History of quilting/quilted ball ornament 2) History of the German/Russian immigrants/ paper German bell ornaments and 3) History of holiday foods/felt gingerbread men ornaments.

Hanging of the Greens took place on November 21. Groups came and decorated the Dailey Store, the Lutheran church, the Conoco station, the Karg Barn and the Hamil steps and landing. All other decorating has been done by Museum staff.

Perry took a small display of Military memorabilia to Merino High School for their Veterans Day celebration on November 5. Kay was on both radio stations promoting upcoming events.

Museum Projects

Oral History project	In Progress
Collections storage cleaning	In progress
Accessioning artifacts	Ongoing project
Archiving obits & anniversaries	Ongoing project
Cleaning buildings & artifacts	Ongoing
Tannery	In progress
Archive room	In progress
Research Room	Plans progressing
Reorganization of photo archives	In progress
Concrete work (gutters & sidewalks)	On hold

DESCRIPTION	Nov 2015	Nov 2014	Nov Change	YTD 2015	YTD 2014	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	2	2		23	27	-15%	27	-16%
Number of items donated	2	4	-50%	150	197	-24%	100	50%
Number of School Visits				15	27	-44%	22	-32%
Number of Students				607	1,525	-60%	978	-38%
Prairie School Students				79	75	5%	66	20%
Prairie School Teachers				10	10		9	9%
Number of Special Events	6	2	200%	29	19	53%	17	73%
Total Attendance of Special Events	154	127	21%	3,451	4,046	-15%	3,813	-9%
Number of facility rentals		4	-100%	32	29	10%	19	65%
Number of Tour Buses				1	1		3	-62%
Tour Bus Visitors				20	40	-50%	69	-71%
States represented	10	16	-38%	234	217	8%	221	6%
Foreign Countries Represented	1			21	21		22	-4%
Total of All Visitors	279	562	-50%	10,671	11,373	-6%	10,222	4%
Volunteer Hours	10	11	-9%	109	174	-37%	486	-78%
Square Foot, Bldg. Maintained	29,766	29,766		327,426	327,426		249,894	31%