

STERLING

A Colorado Treasure

MONTHLY REPORTS

October 2011

CITY MANAGER

OCTOBER 2011 MONTHLY REPORT

City Manager:

City Manager Kiolbasa attended and met with the following:

- Meeting with Chris Vandemoer regarding water for Buffalo Hills;
- Submitted 2012 proposed budget;
- Meeting with Greg Giesen;
- Meeting with citizen regarding damage claim;
- Attended After Hours at the Cancer Center; and
- Attended an Excellence Committee meeting.

Executive Secretary:

The Executive Secretary continues to do the packets for Council. There were no proclamations or amplified music requests prepared.

Executive Secretary Bornhott 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.

The Executive Secretary 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.

Connie prepared for and attended the Sterling Urban Renewal Authority meeting on October 11, 2011.

Emergency Management Coordinator (EMC):

MEETINGS ATTENDED

Northeast Colorado Emergency Managers Group (NCEM)

EMC Owens hosted the meeting at the Sterling / Logan EOC.

Items discussed included:

- 2012 Emergency Managers Program Grant (EMPG). We reviewed all required forms, tasks and deadlines for the grant.
- Overview of the Regional Type 3 EMAC team. Overview of the team's capabilities and recent deploys to disasters in Virginia and New York.

Logan County ESF 8 Group

The first organized meeting of the Logan County ESF 8 stakeholders group. ESF 8 includes the Northeast Colorado Health Department, Sterling Regional Med Center, Logan County EMS, Logan County OEM and the Sterling Emergency Communications Center.

This group will deal with issues that affect public health, hospitals, and pre-hospital care during large events.

Items discussed included:

- The NCHD MOU with regional counties.

- Specific ESF 8 communications needs during emergency events and disasters.
- Continuity of operations during technical and IT outages.
- The organization of regular bi-monthly meetings.

RE-1 Schools Safety Committee

The RE-1 Safety Committee monthly meeting was held at Hagan Elementary.

The exercise design sub-committee announced that the large-scale exercise on student reunification after evacuation was going to be rescheduled to April 2012. There were substantial issues with getting enough volunteers to participate. It was decided that we would use DOC employees for the exercise instead of parents.

Logan County EMS Council

The Logan County EMS Council held its quarterly meeting at the hospital. Two County Commissioners attended. Items discussed included:

- The 2010-2011 RETAC grant funds. Each agency may request funding from the RETAC, but the process needs to be done before the end of the year. The commissioners wanted more accountability in how the requests were entered and how the equipment and money is tracked. Bob volunteered to write a uniform funds request form for the group. The requests will then be reviewed by the Council and funds distributed by December.
- The 2011 Injury Prevention Grant from will need to be distributed soon.
- The group will need to hold elections in January to fill the vacant Chairman and Vice Chairman positions.

Colorado Resource Ordering Development Group

The Colorado Department of Emergency Management (CDEM) organized a development group comprised of agencies from across Colorado to create a uniform procedure of ordering resources during a disaster. The committee members represent a cross section of emergency management across the state and were recommended by the regional field managers.

This group will develop a uniform process that will provide a system and forms for statewide use during large events. The group will also develop a county-based resource list database that will show what is available statewide during a disaster. The project is expected to take four to six months to complete.

TRAINING

Oil Well and Pipeline Rupture Response and Planning

The EMC attended an all day training sponsored by the Marathon Oil and Wild Well Control. This training included information on how to develop response protocols, agency pre-event planning, emergency communications and dispatch of the event and responder preparedness.

OTHER ACTIVITIES

Bob assisted the Sterling Regional Med Center with their disaster planning and business contingency plan. He worked on a DHS grant for EOC equipment.

The EMC met with Motorola representatives for our annual warranty review. This warranty covers the MC7500 digital console radios and the Nicell digital recorder in dispatch. We discussed future equipment needs and pricing.

EMC Owens performed all of the October E911 bookkeeping duties. He assisted with job interviews for SECC.

Sterling Emergency Communications Center:

- Communications Center handled 2,192 calls for service during the month of October 2011, a 6 percent increase from the 2,076 calls received in October 2010.
- Sterling Police Department handled 997 calls for service in October 2011, a decrease of one percent compared to 1,009 calls for service received in October 2010.
- Logan County Sheriff's Office received 985 calls for service in October 2011, a 15 percent increase compared to 859 calls for service received in October 2010.
- Crook Fire Department handled six calls for service in October 2011 compared to 10 calls in October 2010.
- Fleming Fire received four calls for service in October 2011 compared to nine calls for service in October 2010.
- Merino Fire handled 14 calls for service in October 2011 compared to seven calls for service in October 2010.
- Peetz Fire handled six calls for service in October 2011 compared to seven calls for service in October 2010.
- Sterling Fire handled 170 calls for service in October 2011, an increase of 49 percent compared to 114 calls handled in October 2010. A portion of this increase is due to Sterling Fire handling all medical calls within Logan County beginning October 1, 2011.

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,192	2,076	6%	19,695	21,819	-10%
CITY OF STERLING	997	1,009	-1%	9,711	11,674	-17%
LOGAN COUNTY	985	859	15%	7,870	7,898	0%
EMS		127	-100%	1,072	1,342	-20%
STERLING FIRE 07530	170	114	49%	1,311	1,184	11%
CROOK FIRE 07505	6	10		73	68	
FLEMING FIRE 07515	4	9		60	54	
MERINO FIRE 07522	14	7		89	72	
PEETZ FIRE 07525	6	7		42	37	

Information Technology Specialist (ITS):

Daily backup of servers and Finance & Police Systems continue. The ITS performed Sunday system saves on the AS/400's. IBM replaced a battery on the Police System. ITS Anderson restored a file for the HR department, set up six new fire users and other server maintenance.

The ITS installed software updates for the New World Police system and processed New World agreements for 2012. She assisted at the Library with a printer problem, completed set up for two staff computers and cleaned up profiles on two public computers. Downloaded and installed programs for the building inspector in Public Works.

ITS Anderson allowed ADG tech access to fix a problem with the tax program. The ADG program was having conflict with updated php.exe file on the server. ADG runs with an older version.

Mary Ann attended a Wellness meeting and answered questions at a clerical staff meeting.

CITY ATTORNEY

OCTOBER 2011 MONTHLY REPORT

MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors and other personnel. The City Attorney attended meetings with CIRSA and two meetings regarding Buffalo Hills. The paralegal attends staff meetings in the absence of the City Attorney, 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. 10-1-11, Series of 2011 – A Resolution before the City of Sterling, Logan County, Colorado, approving the settlement agreement and release with Dell Marketing LP, a division of Dell, Inc., and authorizing the mayor to sign it.

Resolution No. 10-2-11, Series of 2011 – A Resolution before the City of Sterling, Logan County, Colorado, approving an Employment Agreement with Jay Brammer.

Prepared the following Ordinances:

None.

Other Documents:

None.

MUNICIPAL COURT:

The Deputy City Attorney prosecuted two charges in October. One Defendant was found guilty and one defendant was found not guilty. The Deputy City Attorney attended one pretrial conference. Six charges were dismissed prior to trial, including one handicap parking, one at the request of the citizen complaint, and one after proof of transfer of title on a vehicle that was improperly parked. One Defendant changed her plea to guilty prior to trial. Court documents are prepared, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the police department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and police department, Humane Society, and attorney files are prepared for trial.

LIQUOR LICENSING:

This office processed four liquor license renewals and two special event permits.

MISCELLANEOUS:

The paralegal makes telephone calls to library patrons regarding past due items and processes letters to library patrons prepared by the library staff, regarding past due items. The paralegal also assists the HR Department with answering the telephones and receptionist duties when needed.

FINANCE DEPARTMENT

OCTOBER 2011 MONTHLY REPORT

The Finance Department assisted 2,579 customers during the month of October 2011. This compares to 2,656 customers in October 2010. This number does not include the contacts made by the Director of Finance. There were on average 123 customer contacts per day for October 2011. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in October 2011 in comparison to October 2010.

The General Fund revenues for the month of October 2011 amounted to \$998,854.45. The revenue for the month ended October 2010 in the General Fund amounted to \$1,418,860.72. Expenditures for the General fund for the month ending October 31, 2011 amounted to \$907,364.13 and for the same period in 2010 the expenditures were \$2,270,034.76.

Cash in all City funds totaled \$1,853,948.48 on October 31, 2011 and for October 31, 2010 on hand was \$985,098.81. On October 31, 2011 the City of Sterling had outstanding a total of \$8,963,233.34 in investments, this amount is for all funds. This breaks down to \$205,699.79 in Certificates of Deposit, \$8,657,162.18 ColoTrust Plus and \$100,371.37 in Money Market.

There were \$2,680,320.36 worth of checks issued in October 2011 for all funds; this compares to \$2,505,344.26 for the same period in 2010. There were 5494.7 gallons of gasoline and diesel used in the month of October 2011 for all City operations. This compares to 5437.5 gallons gasoline and diesel used in October 2010.

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

Investment Breakdown

2011

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

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	10/31/11
General Fund:				
Colostrust Plus	\$1,456,678.26	\$260,000.00	\$84.41	\$1,196,762.67
Colostrust Plus - Seizure Money	\$26,572.33	\$0.00	\$1.85	\$26,574.18
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$1,483,250.59	\$260,000.00	\$86.26	\$1,223,336.85
Water Fund:				
Colostrust Plus	\$75,342.61	\$0.00	\$215,013.00	\$290,355.61
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$75,342.61	\$0.00	\$215,013.00	\$290,355.61
Sanitation Fund:				
Colostrust Plus	\$542,602.71	\$0.00	\$35.06	\$542,637.77
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$542,602.71	\$0.00	\$35.06	\$542,637.77
Sewer Fund:				
Colostrust Plus	\$2,750,312.95	\$700,000.00	\$645,195.33	\$2,695,508.28
Certificates of Deposit	\$205,699.79	\$0.00		\$205,699.79
Money Market	\$100,371.37	\$0.00	\$8.52	\$100,379.89
TOTALS	\$3,056,384.11	\$700,000.00	\$645,203.85	\$3,001,587.96
Perpetual Care Fund:				
Colostrust Plus	\$135,632.41	\$0.00	\$8.72	\$135,641.13
TOTALS	\$135,632.41	\$0.00	\$8.72	\$135,641.13
Elna Anderson Trust Fund:				
Colostrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	10/31/11
Ethel Lindstrom Trust Fund:				
Colostrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
Library Improvement Fund:				
Colostrust Plus	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
Conservation Trust Fund:				
Colostrust Plus	\$188,377.73	\$827.00	\$12.14	\$187,562.87
TOTALS	\$188,377.73	\$827.00	\$12.14	\$187,562.87
Karl Falch Library Trust Fund:				
Colostrust Plus	\$31,019.41	\$0.00	\$1.91	\$31,021.32
TOTALS	\$31,019.41	\$0.00	\$1.91	\$31,021.32
Employee Self-Insurance Fund:				
Colostrust Plus	\$578,358.11	\$0.00	\$37.41	\$578,395.52
TOTALS	\$578,358.11	\$0.00	\$37.41	\$578,395.52
Service Center Fund:				
Colostrust Plus	\$413,072.23	\$0.00	\$25,027.70	\$438,099.93
TOTALS	\$413,072.23	\$0.00	\$25,027.70	\$438,099.93
Risk Management Fund:				
Colostrust Plus	\$896,912.73	\$0.00	\$55,060.05	\$951,972.78
TOTALS	\$896,912.73	\$0.00	\$55,060.05	\$951,972.78
Capital Equipment Fund:				
Colostrust Plus	\$744,682.35	\$0.00	\$30,049.28	\$774,731.63
TOTALS	\$744,682.35	\$0.00	\$30,049.28	\$774,731.63

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	10/31/11
Capital Improvement Fund:				
Colotrust Plus	\$628,611.36	\$0.00	\$84,373.82	\$712,985.18
Colotrust Plus - Museum Bldg	\$0.00	\$0.00	\$0.00	\$0.00
Colotrust Plus - Mus Exhibits	\$124,236.33	\$29,330.00	\$6.98	\$94,913.31
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$752,847.69	\$29,330.00	\$84,380.80	\$807,898.49
Grand Totals All Funds:				
Colotrust Plus	\$8,592,411.52	\$990,157.00	\$1,054,907.66	\$8,657,162.18
Certificates of Deposit	\$205,699.79	\$0.00	\$0.00	\$205,699.79
Money Market	\$100,371.37	\$0.00	\$8.52	\$100,379.89
Grand Total	\$8,898,482.68	\$990,157.00	\$1,054,916.18	\$8,963,241.86

GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

10/31/2011

BALANCE SHEET

ASSETS:

Cash	\$657,185.81
Flex Cash Account	\$12,277.91
Petty Cash	\$830.00
Cash with County Treasurer	\$13,417.43
Accounts Receivable	\$132,992.10
Allowance for Uncollectables	-\$42,974.94
Taxes Receivable	\$47,150.00
Sales Tax Receivable	\$687,855.67
Property Tax Receivable	\$1,018,263.00
Investments	\$1,196,762.67
Investment - Federal Seizure	\$26,574.18
Prepaid Fuel	\$46,402.36
Prepaid Fuel - Airport	\$17,513.07
Payroll Clearing Account	\$21,290.03
Postage Clearing Account	\$2,500.90
Prepaid Prisoner Housing	\$53,477.00
Sales Tax Clearing	\$0.00

TOTAL ASSETS

\$3,891,517.19

LIABILITIES:

Ded/Ben Clearing Account	\$7,483.73
Accounts Payable	\$159,133.40
Accounts Payable - Logan County	\$14,401.75
Accrued Salaries	\$172,452.85
Court Bonds	\$1,035.00
Jury Deposit	\$704.00
Restitution Clearing Account	\$2,484.68
Seizures	\$600.00
Deferred Revenue	\$1,018,263.00
Deferred Revenue - Other	\$3,244.07

TOTAL LIABILITIES

\$1,379,802.48

FUND BALANCE:

Reserve for Museum	\$28,199.92
Designated for Arts	\$50,000.00
Unreserved Fund Balance	\$2,082,294.45
Excess Revenue over Expenditures	\$351,220.34

TOTAL FUND BALANCE

\$2,511,714.71

TOTAL LIABILITIES & FUND BALANCE

\$3,891,517.19

GENERAL FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Real & Personal Prop. Tax	\$1,018,420.00	\$2,653.62	\$1,018,195.26	\$224.74
Road & Bridge Fund Taxes	\$170,000.00	\$0.00	\$79,941.18	\$90,058.82
Auto Ownership Taxes	\$120,000.00	\$7,422.88	\$80,556.71	\$39,443.29
Sales Tax	\$5,650,000.00	\$588,438.15	\$5,260,348.19	\$389,651.81
Vehicle Use Tax	\$185,000.00	\$22,059.16	\$166,513.10	\$18,486.90
Building Material Use Tax	\$70,000.00	\$48,006.14	\$122,458.82	-\$52,458.82
Employment Occupation Tax	\$14,200.00	\$0.00	\$15,300.00	-\$1,100.00
TOTAL TAXES	\$7,227,620.00	\$668,579.95	\$6,743,313.26	\$484,306.74
Franchise Taxes	\$711,000.00	\$47,317.91	\$570,978.67	\$140,021.33
Licenses & Permits	\$138,250.00	\$56,863.99	\$235,456.31	-\$97,206.31
Intergovernmental Revenue	\$1,531,734.00	\$85,850.73	\$859,275.27	\$672,458.73
Charges for Service	\$266,825.00	\$26,881.40	\$242,568.12	\$24,256.88
Fines & Forfeits	\$191,300.00	\$9,957.52	\$114,488.50	\$76,811.50
Miscellaneous Revenue	\$564,384.00	\$61,157.95	\$458,849.78	\$105,534.22
Transfer from Other Funds	\$511,164.00	\$42,245.00	\$422,450.00	\$88,714.00
TOTAL OTHER REVENUES	\$3,914,657.00	\$330,274.50	\$2,904,066.65	\$1,010,590.35
GRAND TOTAL REVENUES	\$11,142,277.00	\$998,854.45	\$9,647,379.91	\$1,494,897.09

GENERAL FUND

10/31/2011

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
<u>GENERAL GOVERNMENT:</u>				
Council	\$95,093.00	\$4,718.85	\$67,117.27	\$27,975.73
City Manager	\$341,680.00	\$24,805.81	\$281,357.53	\$60,322.47
City Attorney	\$282,958.00	\$17,179.49	\$241,789.63	\$41,168.37
Municipal Court	\$99,967.00	\$6,867.73	\$73,939.67	\$26,027.33
Finance	\$436,575.00	\$29,290.68	\$337,158.63	\$99,416.37
City Hall & Non-Departmental	\$1,378,731.00	\$107,238.00	\$1,121,645.43	\$257,085.57
Personnel	\$226,655.00	\$16,922.27	\$171,677.91	\$54,977.09
TOTAL GENERAL GOVERNMENT	\$2,861,659.00	\$207,022.83	\$2,294,686.07	\$566,972.93
<u>PUBLIC SAFETY:</u>				
Police	\$1,737,304.00	\$132,303.79	\$1,279,758.87	\$457,545.13
Dispatch Center	\$513,423.00	\$35,670.24	\$397,137.46	\$116,285.54
Youth Services	\$105,125.00	\$8,281.13	\$84,281.48	\$20,843.52

Fire	\$1,395,586.00	\$126,172.46	\$1,043,557.39	\$352,028.61
Ambulance Service	\$245,133.00	\$46,952.31	\$61,154.16	\$183,978.84
TOTAL PUBLIC SAFETY	\$3,996,571.00	\$349,379.93	\$2,865,889.36	\$1,130,681.64

PUBLIC WORKS:

Street	\$2,262,316.00	\$74,771.68	\$1,624,377.47	\$637,938.53
Engineering & Operations	\$340,105.00	\$24,268.70	\$256,029.44	\$84,075.56
Airport	\$386,963.00	\$43,265.75	\$321,964.61	\$64,998.39
TOTAL PUBLIC WORKS	\$2,989,384.00	\$142,306.13	\$2,202,371.52	\$787,012.48

CULTURE & RECREATION:

Riverside Cemetery	\$212,036.00	\$31,967.05	\$169,081.26	\$42,954.74
Museum	\$185,890.00	\$12,365.01	\$146,616.82	\$39,273.18
Parks	\$433,171.00	\$43,845.01	\$368,666.27	\$64,504.73
Recreation Center	\$549,964.00	\$43,248.52	\$454,637.06	\$95,326.94
Forestry	\$140,551.00	\$6,729.96	\$93,986.12	\$46,564.88
Rec. Administration	\$221,122.00	\$16,725.64	\$175,308.45	\$45,813.55
Softball	\$41,156.00	\$2,390.03	\$38,765.09	\$2,390.91
Youth Softball	\$10,647.00	\$72.00	\$11,453.53	-\$806.53
Basketball	\$7,622.00	\$121.95	\$8,292.17	-\$670.17
Volleyball	\$7,035.00	\$1,097.31	\$5,936.66	\$1,098.34
Tolla Brown Skate Park	\$12,750.00	\$905.02	\$8,717.27	\$4,032.73
Special Events	\$28,950.00	\$1,718.21	\$14,887.38	\$14,062.62
Tennis	\$18,873.00	\$1,267.73	\$14,990.33	\$3,882.67
Youth Basketball	\$27,811.00	\$1,466.49	\$23,332.11	\$4,478.89
Youth Volleyball	\$7,998.00	\$6,022.23	\$8,508.38	-\$510.38
Baseball	\$27,136.00	\$1,176.77	\$18,046.32	\$9,089.68
Library	\$529,404.00	\$37,536.31	\$371,987.40	\$157,416.60
TOTAL CULTURE & RECREATION	\$2,462,116.00	\$208,655.24	\$1,933,212.62	\$528,903.38

GRAND TOTAL EXPENDITURES	\$12,309,730.00	\$907,364.13	\$9,296,159.57	\$3,013,570.43
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WATER FUND

10/31/2011

BALANCE SHEET

ASSETS:

Cash	\$57,566.84
Cash with Fiscal Agent	\$24,642,793.20
Accounts Receivable	\$917.38
Accounts Receivable - Utility Billing	\$431,117.29
Supply Inventory	\$161,847.99
Investments	\$290,355.61
Fixed Assets (Net)	\$10,077,673.36

TOTAL ASSETS

\$35,662,271.67

LIABILITIES:

Accounts Payable	\$527,392.27
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Unpaid Compensated Absences	\$10,068.86		
Accrued Salaries	\$5,596.57		
Accounts Payable Pawnee Ridge	\$6,319.17		
Loan Payable CWRPDA	\$28,558,845.11		
Due to Sewer Fund	\$1,145,505.00		
Lease Interest Payable	\$22,553.42		
		TOTAL LIABILITIES	\$30,276,280.40
<u>FUND BALANCE:</u>			
Reserve for Painting	\$450,000.00		
Reserve for Capital Replacement	\$2,855,550.00		
	-		
Retained Earnings	\$23,612,524.30		
Excess Revenue over Expenditures	\$25,692,965.57		
		TOTAL FUND BALANCE	\$5,385,991.27
		TOTAL LIABILITIES AND FUND BALANCE	\$35,662,271.67

WATER FUND

10/31/2011

<u>REVENUES</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$1,856,200.00	\$247,871.53	\$2,224,176.46	-\$367,976.46
Water Revenue-Outside Residential	\$161,400.00	\$18,975.36	\$198,124.50	-\$36,724.50
Water Revenue-Inside Commercial	\$626,200.00	\$85,674.48	\$712,794.03	-\$86,594.03
Water Revenue-Outside Commercial	\$4,210.00	\$533.54	\$5,191.11	-\$981.11
Water Revenue-Inside Industrial	\$369,900.00	\$36,181.98	\$368,371.94	\$1,528.06
Misc. Water Sales	\$2,000.00	\$765.30	\$5,215.74	-\$3,215.74
Surcharge	\$30,000.00	\$3,861.35	\$31,274.97	-\$1,274.97
Service Charges	\$35,000.00	\$4,277.89	\$42,925.84	-\$7,925.84
Tapping Charges	\$5,000.00	\$0.00	\$890.00	\$4,110.00
Water Div. Services	\$5,000.00	\$1,118.78	\$6,136.17	-\$1,136.17
Penalties	\$16,000.00	\$2,314.83	\$30,818.23	-\$14,818.23
Investment Earnings	\$250.00	\$13.00	\$123.42	\$126.58
Miscellaneous	\$200.00	-\$19.50	\$203.38	-\$3.38
Rents from land	\$50,000.00	\$0.00	\$23,710.93	\$26,289.07
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	\$2,160.00	\$20,040.00	-\$10,040.00
				-
Loan Proceeds	\$17,500,000.00	\$0.00	\$28,558,845.11	\$11,058,845.11
Sale of Assets	\$0.00	\$400.00	\$400.00	-\$400.00
				-
TOTAL REVENUES	\$20,671,360.00	\$404,128.54	\$32,229,241.83	\$11,557,881.83

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$205,736.00	\$12,438.67	\$164,051.35	\$41,684.65
Maintenance & Operation	\$1,298,824.00	\$203,856.61	\$1,257,655.68	\$41,168.32
Capital Outlay	\$21,918,769.00	\$1,202,858.43	\$4,639,115.30	\$17,279,653.70
Transfer to General Fund	\$225,385.00	\$18,782.00	\$187,820.00	\$37,565.00
TOTAL EXPENDITURES	\$23,648,714.00	\$1,437,935.71	\$6,248,642.33	\$17,400,071.67
Debt Service	\$0.00	\$0.00	\$287,633.93	-\$287,633.93
TOTAL WATER FUND W/DEBT	\$23,648,714.00	\$1,437,935.71	\$6,536,276.26	\$17,112,437.74

SANITATION FUND

10/31/2011

BALANCE SHEET

ASSETS:

Cash	\$223,825.49			
Accounts Receivable	\$507.07			
Accounts Receivable - Utility Billing	\$47,053.86			
Supply Inventory	\$24,667.00			
Investments	\$542,637.77			
Fixed Assets (Net)	\$283,220.08			
		TOTAL ASSETS		\$1,121,911.27

LIABILITIES:

Accounts Payable	\$3,386.46			
Unpaid Compensated Absences	\$9,991.75			
Accrued Salaries	\$4,925.27			
		TOTAL LIABILITIES		\$18,303.48

FUND BALANCE:

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$793,850.00			
Retained Earnings	\$272,458.16			
Excess Revenue over Expenditures	\$8,910.63			
		TOTAL FUND BALANCE		\$1,103,607.79
		TOTAL LIABILITIES AND FUND BALANCE		\$1,121,911.27

SANITATION FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sanitation Revenue-Inside	\$445,000.00	\$37,709.92	\$376,251.93	\$68,748.07
Rubbish Collection Fees	\$1,500.00	\$31.50	\$1,165.50	\$334.50
Sanitation Services	\$0.00	\$0.00	\$0.00	\$0.00

Penalties	\$5,000.00	\$353.73	\$4,408.47	\$591.53
Investment Earnings	\$1,000.00	\$35.06	\$400.05	\$599.95
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$452,500.00	\$38,130.21	\$382,225.95	\$70,274.05

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$160,480.00	\$13,800.79	\$121,153.03	\$39,326.97
Maintenance & Operation	\$241,231.00	\$26,008.02	\$202,062.29	\$39,168.71
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$60,130.00	\$5,010.00	\$50,100.00	\$10,030.00
TOTAL EXPENDITURES	\$461,841.00	\$44,818.81	\$373,315.32	\$88,525.68

**SEWER FUND
10/31/2011
BALANCE SHEET**

ASSETS:

Cash	\$27,422.08
Accounts Receivable	\$43,618.71
Accounts Receivable - Industrial	\$27,804.84
Accounts Receivable - Utility Billing	\$143,999.99
Due From Water Fund	\$1,145,505.00
Supply Inventory	\$42,976.78
Investments	\$3,001,587.96
Fixed Assets (Net)	\$10,251,554.07

TOTAL ASSETS **\$14,684,469.43**

LIABILITIES:

Accounts Payable	\$42,558.40
Unpaid Compensated Absences	\$15,474.09
Accrued Salaries	\$10,595.91
Loan Payable CWRPDA	\$963,414.00
Interest Payable	\$14,260.57

TOTAL LIABILITIES **\$1,046,302.97**

FUND BALANCE:

Reserve for Capital Projects	\$111,784.00
Reserve for Trunk Line Replacement	\$153,681.45
Reserve for Lagoons	\$380,425.26
Reserve for Capital Replacement	\$8,144,008.00
Retained Earnings	\$5,988,187.22
Excess Revenue over Expenditures	-\$1,139,919.47

TOTAL FUND BALANCE **\$13,638,166.46**

**TOTAL LIABILITIES
AND FUND BALANCE** **\$14,684,469.43**

SEWER FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$911,500.00	\$78,655.84	\$781,694.54	\$129,805.46
Sewer Revenue-Outside Residential	\$89,500.00	\$8,163.96	\$81,823.30	\$7,676.70
Sewer Revenue-Inside Commercial	\$316,800.00	\$35,281.25	\$294,904.80	\$21,895.20
Sewer Revenue-Outside Commercial	\$2,810.00	\$257.87	\$2,496.58	\$313.42
Sewer Revenue-Inside Industrial	\$342,900.00	\$63,254.23	\$244,705.15	\$98,194.85
Tapping Charges	\$4,000.00	\$0.00	\$625.00	\$3,375.00
Sewer Division Charges	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Penalties	\$14,000.00	\$723.42	\$11,767.45	\$2,232.55
Investment Earnings	\$10,000.00	\$237.82	\$4,081.05	\$5,918.95
Miscellaneous	\$500.00	-\$3,038.60	\$6,806.68	-\$6,306.68
Outside Billing	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Plant Investment Fees	\$10,000.00	\$0.00	\$20,067.00	-\$10,067.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for loss	\$0.00	\$0.00	\$3,215.93	-\$3,215.93
Other Refund of Expenditure	\$0.00	\$0.00	\$163.00	-\$163.00
TOTAL REVENUES	\$1,717,010.00	\$183,535.79	\$1,452,350.48	\$264,659.52

<u>EXPENDITURES:</u> <u>LINES AND SERVICES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$85,127.00	\$4,042.93	\$67,508.52	\$17,618.48
Maintenance & Operation	\$337,119.00	\$30,400.35	\$278,074.59	\$59,044.41
Capital Outlay	\$291,844.00	\$0.00	\$149,199.53	\$142,644.47
Transfer to General Fund	\$62,406.00	\$5,200.00	\$52,000.00	\$10,406.00
TOTAL LINES & SERVICES	\$776,496.00	\$39,643.28	\$546,782.64	\$229,713.36
Debt Service	\$198,733.00	\$0.00	\$198,733.68	-\$0.68
TOTAL LINES & SERVICES W/DEBT	\$975,229.00	\$39,643.28	\$745,516.32	\$229,712.68

<u>TREATMENT FACILITIES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$298,835.00	\$23,095.98	\$256,873.42	\$41,961.58
Maintenance & Operation	\$873,936.00	\$65,354.66	\$764,927.99	\$109,008.01
Capital Outlay	\$749,726.00	\$8,446.20	\$692,422.22	\$57,303.78
Transfer to General Fund	\$159,043.00	\$13,253.00	\$132,530.00	\$26,513.00
TOTAL TREATMENT FACILITIES	\$2,081,540.00	\$110,149.84	\$1,846,753.63	\$234,786.37

TOTAL EXPENDITURES	\$3,056,769.00	\$149,793.12	\$2,592,269.95	\$464,499.05
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PERPETUAL CARE FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$3,000.00	\$200.00	\$3,150.00	-\$150.00
Perpetual Care - niches	\$10,500.00	\$0.00	\$11,000.00	-\$500.00
Investment Earnings	\$300.00	\$8.72	\$128.59	\$171.41
TOTAL REVENUES	\$13,800.00	\$208.72	\$14,278.59	-\$478.59

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

BALANCE SHEET

10/31/2011

<u>ASSETS:</u>				
Cash	\$18,491.86			
Investments	\$135,641.13			
		TOTAL ASSETS		\$154,132.99
<u>LIABILITIES:</u>				
Accounts Payable	\$300.00			
		TOTAL LIABILITIES		\$300.00
<u>FUND BALANCE:</u>				
Unreserved Fund Balance	\$142,559.40			
Excess Revenue over Expenditures	\$11,273.59			
		TOTAL FUND BALANCE		\$153,832.99
		TOTAL LIABILITIES & FUND BALANCE		\$154,132.99

ELNA ANDERSON ESTATE TRUST

10/31/2011

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

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

**BALANCE SHEET
10/31/2011**

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

ETHEL LINDSTROM FUND

10/31/2011

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

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

BALANCE SHEET
10/31/2011

ASSETS:

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

LIABILITIES:

Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

FUND BALANCE:

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

		TOTAL LIABILITIES & FUND BALANCE	\$0.00
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LIBRARY IMPROVEMENT FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00
Contributions	\$0.00	\$0.00	\$4,800.00	-\$4,800.00
TOTAL REVENUES	\$0.00	\$0.00	\$4,800.00	-\$4,800.00

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

BALANCE SHEET
10/31/2011

ASSETS:

Cash	\$4,800.00		
Investments	\$0.00		
		TOTAL ASSETS	\$4,800.00

LIABILITIES:

Accounts Payable	\$0.00		
		TOTAL LIABILITIES	\$0.00

FUND BALANCE:

Unreserved Fund Balance	\$0.00		
Excess Revenue over Expenditures	<u>\$4,800.00</u>		
		TOTAL FUND BALANCE	<u>\$4,800.00</u>
		TOTAL LIABILITIES & FUND BALANCE	<u><u>\$4,800.00</u></u>

CONSERVATION TRUST FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	\$115,000.00	\$0.00	\$87,271.24	\$27,728.76
Investment Earnings	\$500.00	\$12.14	\$198.14	\$301.86
TOTAL REVENUES	<u>\$115,500.00</u>	<u>\$12.14</u>	<u>\$87,469.38</u>	<u>\$28,030.62</u>

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Tennis Court Improvements	\$15,000.00	\$0.00	\$6,985.00	\$8,015.00
Steel picnic tables	\$9,800.00	\$0.00	\$9,800.00	\$0.00
Bridge - Pioneer Park	\$78,911.00	\$0.00	\$78,911.03	-\$0.03
Aluminum tables	\$7,646.00	\$0.00	\$7,676.00	-\$30.00
Basketball Court Improvements	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Softball Field Improvements	\$21,450.00	\$0.00	\$21,450.00	\$0.00
Playground Equipment	\$73,000.00	\$21,549.50	\$21,549.50	\$51,450.50
Fitness Equipment	\$55,000.00	\$0.00	\$49,597.00	\$5,403.00
Pioneer Park Improvements	\$0.00	\$5,533.54	\$5,533.54	-\$5,533.54
Softball Field Backdrop	\$9,000.00	\$0.00	\$8,682.22	\$317.78
Roof - Columbine	\$2,900.00	\$0.00	\$3,102.85	-\$202.85
TOTAL EXPENDITURES	<u>\$277,707.00</u>	<u>\$27,083.04</u>	<u>\$213,287.14</u>	<u>\$64,419.86</u>

BALANCE SHEET

10/31/2011

ASSETS:

Cash	-\$2,485.82		
Investments	<u>\$187,562.87</u>		
		TOTAL ASSETS	<u>\$185,077.05</u>

LIABILITIES:

Accounts Payable	<u>\$23,769.50</u>		
		TOTAL LIABILITIES	\$23,769.50

FUND BALANCE:

Unreserved Fund Balance	\$287,125.31
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Excess Revenue over Expenditures	<u>-\$125,817.76</u>	TOTAL FUND BALANCE	<u>\$161,307.55</u>
		TOTAL LIABILITIES & FUND BALANCE	<u>\$185,077.05</u>

KARL FALCH LIBRARY TRUST FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$70.00	\$1.91	\$29.22	\$40.78
TOTAL REVENUES	<u>\$70.00</u>	<u>\$1.91</u>	<u>\$29.22</u>	<u>\$40.78</u>

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

BALANCE SHEET

10/31/2011

<u>ASSETS:</u>			
Cash	\$431.11		
Investments	<u>\$31,021.32</u>		
		TOTAL ASSETS	<u>\$31,452.43</u>
<u>LIABILITIES:</u>			
Accounts Payable	<u>\$0.00</u>		
		TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>			
Unreserved Fund Balance	\$31,613.27		
Excess Revenue over Expenditures	<u>-\$160.84</u>		
		TOTAL FUND BALANCE	<u>\$31,452.43</u>
		TOTAL LIABILITIES & FUND BALANCE	<u>\$31,452.43</u>

EMPLOYEE SELF-INSURANCE FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,400.00	\$37.41	\$565.13	\$834.87
Employee Premiums	\$137,844.00	\$19,522.54	\$215,965.12	-\$78,121.12
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
City Premiums	\$1,253,172.00	\$91,942.92	\$920,110.88	\$333,061.12
TOTAL REVENUES	\$1,392,416.00	\$111,502.87	\$1,136,701.13	\$255,714.87

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Old Hire Fire Pension	\$70,443.00	\$0.00	\$70,443.00	\$0.00
Wellness	\$0.00	\$0.00	\$60.00	-\$60.00
Premium	\$1,391,016.00	\$112,864.98	\$1,135,000.61	\$256,015.39
FLEX	\$3,600.00	\$210.00	\$2,245.00	\$1,355.00
Pre-employment Screening	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$600.00	\$0.00	\$600.00	\$0.00
Transfer General Fund	\$1,400.00	\$0.00	\$0.00	\$1,400.00
TOTAL EXPENDITURES	\$1,467,059.00	\$113,074.98	\$1,208,348.61	\$258,710.39

BALANCE SHEET

10/31/2011

<u>ASSETS:</u>				
Cash	\$24,455.08			
Accounts Receivable	\$1,530.30			
Investments	\$578,395.52			
			TOTAL ASSETS	\$604,380.90
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
			TOTAL LIABILITIES	\$0.00
<u>FUND BALANCE:</u>				
Retained Earnings	\$676,028.38			
Excess Revenue over Expenditures	-\$71,647.48			
			TOTAL FUND BALANCE	\$604,380.90
			TOTAL LIABILITIES & FUND BALANCE	\$604,380.90

SERVICE CENTER FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$700.00	\$27.70	\$336.49	\$363.51
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$411,090.00	\$34,256.00	\$342,560.00	\$68,530.00
Transfer from Capital Improvement	\$44,000.00	\$0.00	\$0.00	\$44,000.00
Transfer for Lease Payment	\$183,480.00	\$15,287.00	\$152,870.00	\$30,610.00
TOTAL REVENUES	\$639,270.00	\$49,570.70	\$495,766.49	\$143,503.51

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$303,039.00	\$24,450.07	\$242,492.94	\$60,546.06
Maintenance & Operation	\$337,839.00	\$11,384.48	\$124,397.03	\$213,441.97
Capital Outlay	\$2,135.00	\$0.00	\$2,209.38	-\$74.38
Transfer to General Fund	\$700.00	\$0.00	\$0.00	\$700.00
TOTAL EXPENDITURES	\$643,713.00	\$35,834.55	\$369,099.35	\$274,613.65

BALANCE SHEET
10/31/2011

<u>ASSETS:</u>			
Cash	\$14,557.21		
Cash - Bank of Cherry Creek	\$2.75		
Investments	\$438,099.93		
Fixed Assets (Net)	\$2,209,764.89		
		TOTAL ASSETS	\$2,662,424.78
<u>LIABILITIES:</u>			
Accounts Payable	\$484.37		
Unpaid Compensated Absences	\$22,867.06		
Accrued Salaries	\$12,172.42		
Lease Payable	\$1,510,000.00		
Lease Interest Payable	\$6,040.00		
		TOTAL LIABILITIES	\$1,551,563.85
<u>FUND BALANCE:</u>			
Retained Earnings	\$984,193.79		
Excess Revenue over Expenditures	\$126,667.14		
		TOTAL FUND BALANCE	\$1,110,860.93
		TOTAL LIABILITIES & FUND BALANCE	\$2,662,424.78

RISK MANAGEMENT FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,800.00	\$60.05	\$793.25	\$1,006.75
Miscellaneous	\$5,000.00	\$0.00	\$15,186.00	-\$10,186.00
Compensation for Loss	\$5,000.00	\$6,278.07	\$134,970.08	-\$129,970.08
Transfer of Reserves	\$200,000.00	\$50,003.00	\$200,000.00	\$0.00
Transfer Workers Comp	\$230,505.00	\$57,658.00	\$230,530.00	-\$25.00
TOTAL REVENUES	\$442,305.00	\$113,999.12	\$581,479.33	-\$139,174.33

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Claims Paid	\$60,000.00	\$9,582.32	\$17,703.33	\$42,296.67
Expense for Workers Comp	\$233,000.00	\$58,070.00	\$232,280.00	\$720.00
Premium Fees	\$200,000.00	\$49,638.25	\$201,809.21	-\$1,809.21
Expense for Unemployment	\$10,000.00	-\$2,917.64	\$3,779.26	\$6,220.74
Materials & Supplies	\$300.00	\$0.00	\$189.41	\$110.59
Audit	\$560.00	\$0.00	\$560.00	\$0.00
Transfer to General Fund	\$1,800.00	\$0.00	\$0.00	\$1,800.00
TOTAL EXPENDITURES	\$505,660.00	\$114,372.93	\$456,321.21	\$49,338.79

BALANCE SHEET

10/31/2011

<u>ASSETS:</u>				
Cash	\$26,426.18			
Investments	\$951,972.78			
		TOTAL ASSETS		\$978,398.96
<u>LIABILITIES:</u>				
Accounts Payable	\$0.00			
		TOTAL LIABILITIES		\$0.00
<u>FUND BALANCE:</u>				
Emergency Reserve	\$350,000.00			
Retained Earnings	\$503,240.84			
Excess Revenue over Expenditures	\$125,158.12			
		TOTAL FUND BALANCE		\$978,398.96
		TOTAL LIABILITIES & FUND BALANCE		\$978,398.96

CAPITAL EQUIPMENT FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$1,300.00	\$49.28	\$714.04	\$585.96
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for Loss	\$13,700.00	\$0.00	\$15,397.00	-\$1,697.00
Transfer of Reserves	\$131,487.00	\$13,734.00	\$104,004.00	\$27,483.00
Grants	\$4,860.00	\$0.00	\$5,400.00	-\$540.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$151,347.00	\$13,783.28	\$125,515.04	\$25,831.96

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$865.00	\$0.00	\$865.00	\$0.00
Police Equipment	\$62,437.00	\$0.00	\$35,472.01	\$26,964.99
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$67,000.00	\$0.00	\$52,430.10	\$14,569.90
Public Works Equipment	\$15,750.00	\$0.00	\$13,523.00	\$2,227.00
Parks, Lib & Rec Equipment	\$12,350.00	\$0.00	\$12,350.00	\$0.00
Non-Dept Equipment	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$158,402.00	\$0.00	\$114,640.11	\$43,761.89

BALANCE SHEET

10/31/2011

Cash	\$24,285.78		
Investments	\$774,731.63		
Fixed Assets (Net)	\$1,950,833.83		
		TOTAL ASSETS	\$2,749,851.24
<u>LIABILITIES:</u>			
Accounts Payable	\$0.00		
Lease Payable	\$213,210.98		
Lease Interest Payable	\$5,223.67		
		TOTAL LIABILITIES	\$218,434.65
<u>FUND BALANCE:</u>			
Retained Earnings	\$2,520,541.66		
Excess Revenue over Expenditures	\$10,874.93		
		TOTAL FUND BALANCE	\$2,531,416.59
		TOTAL LIABILITIES & FUND BALANCE	\$2,749,851.24

CAPITAL IMPROVEMENT FUND

10/31/2011

<u>REVENUES:</u>	BUDGETED 2011	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$2,000.00	\$50.80	\$1,043.67	\$956.33
Misc. Income	\$125,000.00	-\$3,339.03	\$213,061.84	-\$88,061.84
Rents From Land	\$44,971.00	\$3,116.18	\$38,877.37	\$6,093.63
Grants	\$126,970.00	\$0.00	\$55,000.00	\$71,970.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Communication Building	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Elna Anderson Fund	\$117,775.00	\$0.00	\$117,774.72	\$0.28
Transfer from Ethel Lindstrom Fund	\$151,622.00	\$0.00	\$151,621.17	\$0.83
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$568,338.00	-\$172.05	\$577,378.77	-\$9,040.77

<u>EXPENDITURES:</u>	BUDGETED 2011	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Museum Building	\$646,536.00	\$0.00	\$646,536.00	\$0.00
Museum Exhibits	\$242,751.00	\$1,192.06	\$119,758.78	\$122,992.22
Library Addition	\$486,445.00	\$0.00	\$203,755.86	\$282,689.14
Tennis Court Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$0.00	\$0.00	\$0.00	\$0.00
Land Purchase	\$125,000.00	\$100.00	\$104,355.14	\$20,644.86
Building Improvements - Comm Bldg	\$0.00	\$0.00	\$0.00	\$0.00
Audit	\$510.00	\$0.00	\$510.00	\$0.00
Transfer to Service Center	\$44,000.00	\$0.00	\$0.00	\$44,000.00
TOTAL EXPENDITURES	\$1,545,242.00	\$1,292.06	\$1,074,915.78	\$470,326.22

CAPITAL IMPROVEMENT FUND

BALANCE SHEET

10/31/2011

<u>ASSETS:</u>		
Cash	\$26,883.71	
Accounts Receivable	\$61,519.45	
Allowance for Collectables	-\$29,396.07	
Investments	\$712,985.18	
Investment - Museum Building	\$0.00	
Investment - Museum Exhibits	\$94,913.31	
TOTAL ASSETS		\$866,905.58

LIABILITIES:

Accounts Payable \$0.00

TOTAL LIABILITIES \$0.00

FUND BALANCE:

Unreserved Fund Balance \$1,364,442.59

Excess Revenue over Expenditures -\$497,537.01

TOTAL FUND BALANCE \$866,905.58

**TOTAL LIABILITIES
& FUND BALANCE \$866,905.58**

PERSONNEL/HR DEPARTMENT

OCTOBER 2011 MONTHLY REPORT

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

CDL TESTING – A DOT Random Drug test was not conducted during the month of October. There were two 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 October, there was one claim reported by an employee.

JOB OPPORTUNITIES –

Positions Open	Positions Filled
Maintenance Worker I (Cemetery) (Parks)	Firefighter positions (5)
Firefighter positions (2)	Police Officer (1)
Police Officer (2)	
Museum Assistant	
Library Assistant	

UPS COORDINATOR –

UPS CLIENTS		
	MONTH	YEAR TO DATE
Total clients for the month of October	34	355
Total City clients	13	213
City clients that worked	11	120
New City Clients during October	2	61
City Clients cases closed during October	6	70
Total hours assigned to City clients	420	6165
Total hours worked by City Clients	106	1392

PERSONNEL BOARD – Personnel Board did not meet during October.

MISCELLANEOUS ACTIVITIES

- HR Assistant continued working on Neogov setup for online applications.
- HR Assistant attended CML Salary Survey User Group Meeting in Denver on October 12.
- Open enrollment meeting with CHP is scheduled for November 15.
- AFLAC open enrollment meetings are scheduled for November 7 and 8.
- Supervisory personnel that did not attend the CIRSA webinar on Harassment presented by Tami Tanoue viewed the recorded webinar during October.
- MSEC training on documentation was scheduled.

MUNICIPAL COURT
OCTOBER 2011 MONTHLY REPORT

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
ARRAIGNMENTS	40	61	-34%	446	707	-37%	751	-41%
JUVENILE CASES	2	7	-71%	54	87	-38%	124	-56%
TRAFFIC		1	-100%	5	3	67%	4	14%
NO INSURANCE				1	2	-50%	1	-17%
NO SEAT BELT				1	2	-50%	2	-38%
SPEEDING					2	-100%	1	-100%
UNDERAGE POSS OF TOBACCO	2			8	6	33%	9	-9%
POSS.MARIJUANA/DRUG PARAPHERNALIA				4	4		15	-73%
THEFT		3	-100%	7	15	-53%	10	-30%
DISTURBING THE PEACE/NOISES		2	-100%	5	11	-55%	9	-43%
RESISTING ARREST/FAILURE TO COMPLY				3			2	88%
INJURING/DEFACING PROPERTY		1	-100%	5	6	-17%	7	-24%
TRESPASSING					8	-100%	6	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE				5	19	-74%	43	-88%
CURFEW FOR MINORS				1	3	-67%	8	-87%
OTHER				9	6	50%	8	10%
ADULT CASES	38	54	-30%	392	620	-37%	627	-37%
TRAFFIC	5			41	57	-28%	59	-30%
NO INSURANCE	2	13	-85%	16	128	-88%	54	-70%
NO SEAT BELT		2	-100%	46	78	-41%	91	-50%
SPEEDING	2	11	-82%	34	92	-63%	89	-62%
PARKING	6	16	-63%	47	83	-43%	70	-33%
POSS. MARIJUANA/DRUG PARAPHERNALIA	1	2	-50%	23	47	-51%	40	-42%
THEFT	4			44	20	120%	22	98%
DISTURBING THE PEACE/NOISES	2	1	100%	13	19	-32%	23	-43%
RESISTING ARREST/FAILURE TO COMPLY	2			4	1	300%	4	-5%
INJURING/DEFACING PROPERTY	2			11	2	450%	7	67%
TRESPASSING	2			9	8	13%	29	-69%
UNDERAGE POSS/CONS ALCOHOL	7	5	40%	36	44	-18%	66	-46%
SALE / PROCUREMENT / OPEN CONTAINER		1	-100%		3	-100%	7	-100%
OTHER	1			26	12	117%	29	-11%
ANIMAL	2	3	-33%	36	23	57%	37	-2%
NUISANCES				7	3	133%	21	-67%
JUVENILE ARR'S FOUND GUILTY	2	4	-50%	42	66	-36%	72	-42%
JUVENILE ARR'S DISMISSED		2	-100%		5	-100%	32	-100%
JUVENILES PLACED ON PROB/DJ/UPS	2	9	-78%	45	69	-35%	86	-48%
JUVENILE VIOLS OF PROB/DJ/UPS		3	-100%	4	11	-64%	12	-66%
JUVENILE FTA/PWL							56	-100%
ADULT ARR'S FOUND GUILTY	20	16	25%	197	247	-20%	240	-18%
ADULT ARR'S DISMISSED	4	8	-50%	37	114	-68%	93	-60%
ADULTS PLACED ON PROB/DJ/UPS	9	6	50%	98	89	10%	106	-7%
ADULT VIOLS OF PROB/DJ/UPS				3	3		16	-82%
ADULT FTA/PWL	2	12	-83%	41	48	-15%	130	-68%

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	29	25	16%	262	356	-26%	450	-42%
CONTINUANCE/SET FOR TRIALS/ETC	11	17	-35%	74	131	-44%	151	-51%
CASES REVIEWED	40	29	38%	376	451	-17%	437	-14%
TRIALS FOUND GUILTY	2	12	-83%	34	65	-48%	70	-51%
TRIALS FOUND NOT GUILTY	1			3	3		337	-99%
TRIALS DISMISSED	2	3	-33%	10	36	-72%	70	-86%
NEW CHARGES PROCESSED		103	-100%	618	1,556	-60%	1,227	-50%
NEW WARRANTS	9	12	-25%	126	177	-29%	201	-37%
DAYS JUVENILES SENT TO DETENTION				6	10	-40%	185	-97%
DAYS ADULTS SENT TO JAIL	5	20	-75%	43	90	-52%	148	-71%
PAID TICKETS	50	70	-29%	505	887	-43%	947	-47%
PAID WITH AUTO POINT REDUCTION	35	16	119%	209	237	-12%	244	-14%
PAID AS REGULAR TICKET	15	54	-72%	296	650	-54%	587	-50%
FROM PWL TO WARRANT		1	-100%	1	5	-80%	5	-80%

POLICE DEPARTMENT

OCTOBER 2011 MONTHLY REPORT

During October 2011, the police department responded to 998 Calls for Service, a two percent decrease from the 1,014 Calls for Service responded to in October 2010. The year-to-date Calls for Service at the end of October were 9,713, a 17 percent decrease from the 11,691 calls reported at the end of October, 2010.

Officers responded to 37 traffic accidents during the month of October, which is a 68 percent increase from the 22 responded to in October of 2010. Through the end of October, officers have responded to 248 traffic accidents, which is a 13 percent increase over the 220 accidents covered during the same time period last year.

Officers issued 66 penalty assessments during October 2011, which is an 8 percent decrease from the 72 penalty assessments issued in October 2010. Among the criminal offenses reported were six assault offenses, four burglaries, 16 larceny/thefts, two drug offenses and 15 vandalisms. The value of property stolen during the month was \$20,668 and \$12,245 was recovered. Officers arrested 40 adults and three juveniles, for a total of 43 arrests in October of 2011. This is 18 less arrests or a 29 percent decrease from the 61 total arrests made in October of 2010.

In October the Youth Services Division received 51 youth referrals (34 males and 17 females). Youth referrals were received from the following: 50 from the Sterling Police Department, and one from a school.

Officers responded to 47 calls at local liquor establishments, 24 more than the 23 calls responded to in October of 2010.

Sterling Police Officers and staff completed 268.87 hours of training during the month of October 2011. Year-to-date, employees have attended more than 4,652.45 hours of training.

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	998	1,014	-2%	9,713	11,691	-17%	12,320	-21%
MOTOR VEHICLE ACCIDENTS	37	22	68%	248	220	13%	239	4%
CRIMINAL OFFENSES	88	114	-23%	985	1,174	-16%	1,122	-12%
GROUP "A" OFFENSES	50	70	-29%	562	796	-29%	710	-21%
GROUP "B" OFFENSES	33	44	-25%	418	378	11%	411	2%
VANDALISM	15	13	15%	128	151	-15%	147	-13%
ARRESTS								
ADULTS	40	53	-25%	421	550	-23%	612	-31%
JUVENILES	3	8	-63%	31	95	-67%	113	-72%
PROPERTY								
STOLEN	20,668	22,104	-6%	188,009	392,574	-52%	306,520	-39%
RECOVERED	12,245	2,300	432%	42,164	132,555	-68%	99,982	-58%
MUNICIPAL CHARGES								
PA'S	66	72	-8%	592	1,060	-44%	1,214	-51%
CRIMINAL CHARGES	48	14	243%	209	184	14%	269	-22%
WARNINGS	360	223	61%	2,149	3,118	-31%	2,773	-23%
STATE CHARGES								
TRAFFIC	30	38	-21%	259	386	-33%	445	-42%
DUI'S	3	9	-67%	45	72	-38%	87	-49%
CRIMINAL CHARGES	28	35	-20%	241	321	-25%	333	-28%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	34	19	79%	171	138	24%	157	9%
FEMALE	17	9	89%	76	80	-5%	88	-14%
TOTAL	51	28	82%	247	218	13%	246	0%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	50	23	117%	220	193	14%	220	0%
LOGAN COUNTY SHERIFF'S OFFICE				4	4		9	-57%
DISTRICT COURT		1	-100%	5	5		2	150%
STATE PATROL/OTHER JURISDICTION				2	1	100%	2	11%
PARENT/SELF				1	2	-50%	4	-77%
SCHOOL	1	4	-75%	15	13	15%	8	79%

**STERLING FIRE DEPARTMENT
OCTOBER 2011 MONTHLY REPORT**

OPERATIONS:

Chief

- ❖ Attended Volunteer training
- ❖ Attended a meeting with Logan County Commissioners and Crook volunteer fire district
- ❖ Meeting with Dr. Bacon
- ❖ Swearing in ceremony for 5 of the 6 new hires
- ❖ Attended the EMS Council meeting
- ❖ Attended the Re-1 Valley Safety meeting
- ❖ Attended the Sterling Rural Fire Protection District meeting
- ❖ Attended a meeting with Logan County Commissioners and Phillips County
- ❖ Spoke at Rotary club
- ❖ Attended City picnic
- ❖ Attended "What Every Chief Should Know" webinar
- ❖ Attended the Excellence committee meeting
- ❖ Assisted with Reverse trick or treat
- ❖ Worked on part-time ambulance attendant job description
- ❖ Worked Medical protocol updates
- ❖ Attended a meeting at banner hospital

TRAINING:

- ❖ FETN Training
- ❖ Training with 4 Volunteers for Offensive + Defensive Attack
- ❖ Training SOP-Chap 17 + Med Protocols
- ❖ SCBA maze training
- ❖ Members assisted with Academy training
- ❖ 3 Volunteer Ride A-longs

MAINTENANCE:

- ❖ Ambulance and Med bag checks.
- ❖ Took Squad 14 to city shop, to have pull rope on pump repaired
- ❖ Took Rescue 17 to City shop
- ❖ Truck checks for E-16, T-18, S-19, and R-17
- ❖ 1002 Training-Med 2, E-12, Med 3, R-17
- ❖ Members washed (16) sections of hose

OTHER:

- ❖ October Sterling Fire swore in 3 new Firefighters at Library Community Room.
- ❖ Members completed 2 business re-inspection and 42 new inspections
- ❖ Members completed 10 Hydrant inspections.
- ❖ Fire Prevention Week-Public Ed for October-Campbell School, Ayers, Small World Daycare, St. Anthony's School, Trinity Lutheran School, Hagen, and Children's Corner, Iliff Head Start
- ❖ Members assisted in Tour of fire station with 10 children and 2 adults Fleming Preschool.
- ❖ Assisted with Station tour 3 children + 2 adults
- ❖ HOSA (Health Occupation Students of America) tour
- ❖ In October Firefighters started "Change Your Clock, Change your Battery Program.

MAJOR INCIDENTS:

10-2-11	IR# 1148	1510 W. Main St	Vehicle Fire
10-7-11	IR# 1167	CR 2 + CR 45.5	Grass Fire (C-Recall)
10-7-11	IR# 1168	CR 370 + Hwy 6	Gas Leak
10-10-11	IR# 1179	Peetz	Structure Fire

10-10-11	IR# 1180	532 Park St	Haz condition
10-11-11	IR# 1182	MM137, I-76	Agency Assist
10-14-11	IR# 1206	4 th St + Chestnut	Diesel Spill
10-14-11	IR# 1209	228 Platte	CO investigation
10-16-11	IR# 1210	CR 11	Structure Fire-General
10-17-11	IR# 1219	615 Fairhurst	Transport/Flight crew
10-19-11	IR# 1239	W Hwy 6 +MM 396	Crash
10-22-11	IR# 1266	10191 CR 23	Fire
10-24-11	IR# 1271	CR 29 + 22	Hay fire (Gen recall)
10-25-11	IR# 1279	CR 18 7562	Haz condition (Recall)
10-26-11	IR# 1282	145 College Drive	Med 2 (recall)
10-30-11	IR# 1306	619 Landrum Lane	Alarm (recall)

2011										
DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
FIRES										
City	4	3	5	2	5	3	4	1	1	2
Rural	2	3	4	4	4	16	10	4	5	5
Total	6	6	9	6	9	19	14	5	6	7
EMS/RESCUE										
City	71	54	59	79	49	61	62	72	64	86
Rural	14	9	18	21	13	23	16	18	24	13
Total	85	63	77	100	62	84	78	90	88	99
HAZARDOUS CONDITION										
City	17	16	20	12	16	24	22	17	17	22
Rural	15	4	5	8	8	12	5	9	1	10
Total	32	20	25	20	25	36	27	26	18	32
TOTAL 911 SERV CALLS										
City	92	73	84	93	70	88	87	90	82	110
Rural	31	16	27	33	25	51	31	31	30	27
Total	123	89	111	126	95	139	118	121	112	137
AVERAGE RESPONSE TIME										
City	4.55	4.20	3.48	3.35	3.26	3.32	3.19	3.44	3.48	3.3
Rural	5.19	10.57	11.48	11.2	10.42	9.40	9.32	12.14	14.59	12.2
Overall Average	8.30	6.01	6.06	5.44	5.35	6.08	5.11	6.18	7.21	5.4
GENERAL ALARMS										
Total General Alarms	4	4	3	4	3	8	7	2	3	5
Average Number of Firefighters	9	12	9	15	9	14	9	12	11	10
BUILDING FIRES										
Total Building Fires	0	2	1	0	1	4	3	0	2	0
Fires Confined to Room of Origin	0	0	0	0	0	0	0	0	0	0
TRAINING HOURS										
Career Hours	289	276	407	253.5	413	224	172	83	252.5	296.5
Volunteer Hours	80.3	67	85.5	41.5	125.5	86	34.5	95	54	79
Total Hours	369	343	492.5	295	538.5	310	207	178	307	376
Average Career Hours	19.3	18.4	27.1	16.9	27.5	14.9	11.5	5.53	16.8	19.8
Average Volunteer Hours	6.7	5.6	7.1	3.5	10.5	7.2	2.9	7.92	4.5	6.6
FIRE INSPECTIONS										
New Inspections	49	68	32	127	85	9	2	10	9	60
Re-Inspections	50	11	24	25	25	22	6	5	4	1.0
Total Inspections	99	79	56	152	110	31	8	15	13	61
HYDRANT INSPECTIONS										
	0	0	1	0	0	21	59	20	0	13

PUBLIC WORKS DEPARTMENT

OCTOBER 2011 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of October with a high temperature of 93° recorded at the water stations on the 2nd. Evening temperatures also fluctuated similarly with a low of the month being 17° on the evening of the 27th and a high evening low of 57° recorded on the 5th. The station located east of Sterling recorded a total precipitation of .90" for the month. However, at Sterling Municipal Airport there was a total of 1.35" recorded in the month of October.

STREET/SANITATION DIVISIONS

The resources spent sweeping City streets is down with 108 blocks being swept throughout the month compared to a year ago. However the division also expended 0 tons of granular base, grading 0 blocks of alleys and 0 blocks of streets throughout the City. The division expended 42 tons of hot bituminous mix in pothole repair.

A 100% decrease in resources was expended in cleaning catch basins with the number being 0 throughout the month compared to 768 reported a year ago.

The division installed 2 new traffic control signs, removed 1 traffic control sign and repaired 1 street name sign throughout the City. The division expended 60 gallons of paint during the month painting curbs.

The sanitation division collected 253 tons of loose trash throughout the month. However, they collected 492 tons of compacted trash. This compacted trash is a 3% increase compared to a year ago. Under time and material removals there were 3 tons this month. The division furthermore disposed of 97 tons of street sweepings and/or miscellaneous debris from the Service Center throughout the month.

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)	108	700	-85%	3,239	4,563	-29%	6,493	-50%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	1,600	5,230	-69%	41,000	63,420	-35%	73,302	-44%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)				270	727	-63%	538	-50%
Gravel/ABC-Streets (Tons)		27	-100%	693	235	195%	336	106%
Grading Alleys (Blocks)		53	-100%	1,441	1,047	38%	1,086	33%
Grading Streets (Blocks)		60	-100%	157	604	-74%	650	-76%
Grade Parking Lots (Blocks)							4	-100%
Excavate Sub-base (Cu Yds)	60	34	79%	316	536	-41%	415	-24%
Excavate Asphalt (Tons)		27	-100%		790	-100%	705	-100%
Excavate Concrete (Tons)					27	-100%	80	-100%
Structure Backfill (Tons)	97	82	19%	1,193	587	103%	1,052	13%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)		304	-100%	946	728	30%	849	11%
Hot Bituminous Mix (Tons)	42	76	-44%	744	922	-19%	911	-18%

Emulsion/Tack Oil (Gals)				203			109	86%
Cold Mix-Asphalt (Tons)		2	-100%	1,878	10	17871%	492	282%
Catchbasins - Altosid Briquets				2,340	2,161	8%	1,516	54%
Catchbasins Cleaned (Each)		768	-100%	5,251	5,040	4%	3,415	54%
Painting-Parking (Gals)				18	116	-84%	76	-76%
Painting-Crosswalks (Gals)				63	116	-46%	99	-37%
Painting-Curbs (Gals)	60	44	36%	170	335	-49%	229	-26%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)					14	-100%	23	-100%
SIGN MAINTENANCE								
Traffic Control-Repair (Each)		38	-100%	2	41	-95%	17	-88%
Traffic Control-Replace (Each)		14	-100%	114	111	3%	92	24%
Traffic Control-Install (Each)	2	19	-89%	148	151	-2%	115	29%
Traffic Control-Remove (Each)	1	19	-95%	117	139	-16%	97	20%
Street Name-Repair (Each)	1			2	76	-97%	25	-92%
Street Name-Replace (Each)				178	204	-13%	60	199%
Street Name-Install (Each)				180	204	-12%	88	104%
Delineators-Repair & Replace (Each)					3	-100%	7	-100%
SNOW/ICE CONTROL								
Snow Removal (Loads)				730	239	205%	627	16%
Salt/Sand Mix Material (Tons)				237	161	47%	228	4%
Plowed/Sanded Streets (Miles)				2,776	1,556	78%	2,087	33%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	253	288	-12%	737	1,327	-44%	938	-21%
Compacted Trash Collection (Tons)	492	478	3%	5,076	5,314	-4%	5,265	-4%
Alley Debris/Trash Removal: T & M (Tons)	3			3	419	-99%	115	-98%
Yard: Sweepings + Misc Debris (Tons)	97			799	612	31%	1,291	-38%
Container Repairs-90 Rollouts (Each)	1	4	-75%	46	156	-71%	281	-84%
Container Repairs-Dumpsters (Each)	10	12	-17%	240	360	-33%	309	-22%
Level Dumpsters - Gravel Base Pad							4	-100%
Weed Control-Mowing (Hours)	8	8		218	195	12%	155	40%
Weed Control-Burning (Hours)							7	-100%
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)							317	-100%
Haul Sand from Logan County Landfill					20	-100%	4	-100%
Haul Materials from Vendor Yard (Tons)				1,293	702	84%	1,434	-10%
Haul Materials from Project Site (Cu Yds)	305	220	39%	1,694	2,628	-36%	2,709	-37%
Haul Pulverized Asphalt/Millings (Cu Yds)				579	1,161	-50%	622	-7%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete							130	-100%
Crack Sealing (#'s per day)				38,790	20,310	91%	19,067	103%

WATER/SEWER DIVISION

The water division produced 59,357,200 gallons, a 31% decrease compared to October a year ago, and a 28% decrease in hours logged. Furthermore the division responded to 204 requests for locates throughout the month. The meter reader read 4,956 meters resulting in 53 turn-offs for delinquent payment and also 45 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 98 and cleared 98 SCADA alarms at the time of reporting.

The sewer division cleaned 900 feet of sewer line throughout the month. This division responded to 184 requests for locates.

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
WATER DISTRIBUTION								
WATER SERVICES INSTALLED (No.)								
Water Services Installed -3/4"							2	-100%
Water Service Installed-1"							2	-100%
Water Service Installed-1 1/2"							0	-100%
Water Service Installed-2"							0	-100%
Water Service Installed->2"							0	-100%
Water Taps Installed (all sizes)							2	-100%
Water Services Repaired (leak)				6	24	-75%	13	-54%
WATER MAINS INSTALLED (Feet) 4"							12	-100%
Watermain Installed-6"				14			94	-85%
Watermain Installed-8"				4				
Watermain Installed-10"				7			93	-92%
Watermain Installed->10"							4	-100%
Watermains Repaired (breaks) No.				19	16	19%	15	23%
WATER MAINS REPLACED (Feet) 4"				2			1	67%
Watermain Replaced-6"	15			34	20	70%	4	750%
Watermain Replaced-8"								
Watermain Replaced-10"	3			11	521	-98%	235	-95%
Watermain Replaced->10"				11				
WATER MAIN VALVES INSTALLED (No.) 4"				1			1	67%
Valves Installed-6"				1			0	400%
Valves Installed-8"								
Valves Installed-10"					2	-100%	1	-100%
Valves Installed->10"				1			0	400%
Valves Repaired				1	3	-67%	1	-29%
Valves Replaced				5	3	67%	1	400%
Valves Exercised				5	107	-95%	99	-95%
Valve Boxes Replaced				1			0	150%
Valves Boxes Repaired							0	-100%
LOCATES (No.)								
Valves	136	248	-45%	2,058	1,898	8%	1,151	79%
Water Mains	68	124	-45%	1,069	1,075	-1%	757	41%

Sewer Lines Replaced (Ft.) 4"							16	-100%
Sewer Lines Replaced -6" (Ft)				23				
Sewer Lines Replaced -8" (Ft)							848	-100%
Sewer Lines Replaced -10" (Ft)							65	-100%
Sewer Lines Replaced-12" & larger (Ft)							105	-100%
Sanitary Sewer Relined-all sizes (Ft)								
Sewer Lines Cleaned (Ft.) 4"							20	-100%
Sewer Lines Cleaned (Ft.) 6"				429	300	43%	1,618	-73%
Sewer Lines Cleaned (Ft.) 8"				5,665	9,750	-42%	26,121	-78%
Sewer Lines Cleaned (Ft.) 10"		600	-100%	8,750	6,000	46%	10,492	-17%
Sewer Lines Cleaned (Ft.) 12" & larger	900			5,615	1,100	410%	4,075	38%
Sewer Lines Repaired (Ft.)							0	-100%
Sewer Lines Repaired (Ft.) 6"								
Sewer Lines Repaired (Ft.) 8"							171	-100%
Sewer Lines Repaired (Ft.) 10"				4	1,800	-100%	460	-99%
Sewer Lines Repaired (Ft.) 12" & larger					1	-100%	80	-100%
Sanitary Tap Locates (No.)				8	98	-92%	71	-89%
Sanitary Line Locates (No.)	48	124	-61%	1,039	1,073	-3%	784	33%
Sanitary Manhole Locates (No.)	136	248	-45%	2,076	1,880	10%	1,147	81%
Sanitary Manholes Constructed (No.)							0	-100%
Sanitary Manholes Inspected (No.)					1	-100%	6	-100%
Sanitary Manholes Repaired (No.)				1	1		2	-38%
Sanitary Manholes Raised (No.)								
Sanitary Manholes Lowered (No.)								
Lift Stations Checked (No.)				1	44	-98%	50	-98%
Lift Stations Cleaned/Washed (No.)	6			50	89	-44%	63	-21%
Lift Stations Repaired (No.)					5	-100%	4	-100%
Lift Station Alarms (No.)	15			15	1	1400%	45	-67%
MISCELLANEOUS-OTHER								
Sewer Lines Televised (Ft.) all sizes				40			939	-96%
Sewer Service Lines Televised (No)					5	-100%	6	-100%
Sewer Service Taps Televised (No)					3	-100%	4	-100%
Sewer Service Lines Replaced (No)							0	-100%
Sewer Service Taps Replaced (No)							0	-100%
Manhole Risers Manufactured (No.)								
STORM SECTION								
Storm Sewer Lines Installed (Ft.)								
Sewer Lines Installed -8" (Ft)				180				
Sewer Lines Installed -10" (Ft)								
Sewer Lines Installed -12" & larger (Ft)								
Storm Sewer Lines Replaced (Ft.)								
sewer lines replaced-8" (Ft)							28	-100%
Sewer lines replaced-10" (Ft)				4				
Sewer Lines Replaced-12" & larger (Ft)								
Storm Sewer lines Cleaned (Ft.)								
Sewer lines cleaned-8" (Ft)				1,144			544	110%
Sewer lines cleaned-10" (Ft)				354			444	-20%
Sewer lines cleaned-12" & larger (Ft)	900			2,151			1,091	97%

Storm Sewer Lines Repaired (Ft.)								
Sewer Lines Repaired-8" (Ft)							34	-100%
Sewer Lines Repaired-10" (Ft)							2	-100%
Sewer Lines Repaired-12"&larger (Ft)							5	-100%
Storm Manholes Constructed (No.)					2	-100%	0	-100%
Storm Manholes Inspected (No.)								
Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)							11	-100%
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)					12	-100%	12	-100%
Storm Sewer Line Locates (No.)	68	124	-45%	1,052	1,039	1%	1,061	-1%
Storm Sewer Manhole Locates (No.)	136	248	-45%	2,102	1,997	5%	1,004	109%
Call Customer by Phone					5	-100%	4	-100%

AIRPORT DIVISION

The airport division witnessed 234 operations during the month of October. Throughout the month this division sold 5,248 gallons of fuel, which is a 244% increase from October 2010. However the total year-to-date of 40,947 gallons of fuel, is a 58% increase compared to a year ago.

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
OPERATIONS BY A/C TYPE								
A/C Single Engine	164			1,425	837	70%	1,682	-15%
A/C Multi Engine	8			101	107	-6%	172	-41%
Helicopter	18	24	-25%	204	240	-15%	184	11%
Turbojet	44			360	330	9%	556	-35%
Other Types							4	-100%
TOTAL OPERATIONS	234	24	875%	2,090	1,514	38%	2,599	-20%
AVIATION FUEL DISPENSATION								
Avgas (Gals.)	1,692	76	2129%	13,042	7,780	68%	16,081	-19%
Jet-A (Gals.)	3,557	1,452	145%	27,905	18,091	54%	21,682	29%
TOTAL FUEL	5,248	1,527	244%	40,947	25,871	58%	37,763	8%

CODE ENFORCEMENT DIVISION

There were 0 permits issued for new residential work with a construction value of \$0 in the month of October. There were 12 permits for residential additions/alterations with a construction value of \$51,583.00. There were 0 permits issued for new non-residential work with a construction value of \$0 in the month of October. Furthermore there was 1 permit for non-residential additions and/or alterations with a construction value of \$1,330.00. For summation of the month there was a total of 13 building permits issued with a fee structure of \$2,250; 0 demo permits with a fee structure of \$0; 4 fence permits with a fee structure of \$80; 10 mechanical permits with a fee structure of \$317; 0 sign permits with a fee structure of \$0; 3 excavation permits with a fee structure of \$60, 0 manufactured home hookup permits with a fee structure of \$0 and 262 miscellaneous permits and/or approvals issued with a fee structure of

Value								
RESIDENTIAL ADD/ALTERATIONS								
Residential Additions/Alterations 434								
Permits	10	9	11%	108	111	-3%	91	18%
Value	38,946	54,721	-29%	553,603	728,992	-24%	777,043	-29%
Residential Garages/Carports 438								
Permits	2	4	-50%	12	8	50%	6	94%
Value	12,637	36,366	-65%	106,669	80,982	32%	62,108	72%
TOTALS - RES. ADD/ALTERATIONS								
Permits	12	13	-8%	120	119	1%	98	23%
Value	51,583	91,087	-43%	660,272	809,974	-18%	839,152	-21%
NEW NONRESIDENTIAL								
Amusement & Recreation 318								
Permits					1	-100%	1	-100%
Value					850,000	-100%	228,794	-100%
Churches & Religious 319								
Permits							0	-100%
Value							279,826	-100%
Industrial Buildings 320								
Permits							0	-100%
Value							1,511	-100%
Auto Service & Repair 322								
Permits							0	-100%
Value							20,532	-100%
Hospitals & Institutions 323								
Permits							0	-100%
Value							399,813	-100%
Offices 324								
Permits				1			1	67%
Value				10,000			137,571	-93%
Schools & Education 326								
Permits								
Value								
Commercial Buildings (Retail) 327								
Permits							1	-100%
Value							750,323	-100%
Public Works & Utilities 325								
Permits				2				
Value				12,001,939				
Other Buildings 328								
Permits				2	4	-50%	14	-85%
Value				46,602	142,757	-67%	490,114	-90%
Structures 329								
Permits					2	-100%	8	-100%
Value					4,000	-100%	185,613	-100%
TOTALS - NEW NONRESIDENTIAL								
Permits				5	7	-29%	25	-80%
Value				12,058,541	996,757	1110%	2,494,096	383%

NONRESIDENTIAL ADD/ALTERATIONS								
Nonresidential Add/Alterations 437								
Permits	1	3	-67%	35	57	-39%	39	-11%
Value	1,330	30,111	-96%	2,066,356	5,313,207	-61%	2,925,973	-29%
DEMOLITIONS								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649					1	-100%	0	-100%
PERMITS AND FEES								
Building								
Permits	13	16	-19%	162	185	-12%	163	-1%
Fees	2,250	4,900	-54%	96,036	130,454	-26%	139,098	-31%
Demolitions								
Permits				4	6	-33%	7	-46%
Fees				94	141	-33%	174	-46%
Fence								
Permits	4	8	-50%	54	62	-13%	68	-20%
Fees	80	140	-43%	1,080	1,200	-10%	1,319	-18%
Mechanical								
Permits	10	3	233%	61	50	22%	41	50%
Fees	317	79	301%	1,730	1,712	1%	1,557	11%
Sign								
Permits		2	-100%	27	22	23%	25	8%
Fees		40	-100%	740	800	-8%	748	-1%
Excavation								
Permits	3	9	-67%	57	61	-7%	55	3%
Fees	60	40	50%	600	345	74%	629	-5%
Manufactured Home Hookups								
Permits				7	2	250%	7	-5%
Fees				525	150	250%	391	34%
Miscellaneous								
Permits	262	34	671%	746	226	230%	325	130%
Fees	68,070	9,263	635%	173,241	56,842	205%	61,330	182%
TOTALS - PERMITS AND FEES								
Permits	292	72	306%	1,118	614	82%	691	62%
Fees	70,777	14,462	389%	274,046	191,644	43%	205,246	34%

PARKS, LIBRARY AND RECREATION DEPARTMENT

OCTOBER 2011 MONTHLY REPORT

DEPARTMENT OVERVIEW

There were 198 pavilion reservations made during 2011. Also, there was one Facility Use Permit issued during the month.

The year-to-date balance is \$1,200 for the Tree Removal program. No money was paid out in the Tree Planting program in September, for a year-to-date total of \$100.

The department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared the monthly report and distributed PLR news releases to media. She also answered the phone five times for the HR Dept.

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

Oct. 5 – Director assisted in shopping for Excellence Committee treats.

Oct. 7 – Three thank you letters were written for memorial benches.

Oct. 10 – Director and Library Superintendent VanDusen attended an author event at the Douglas County Library.

Oct. 11 – Director attended the City Council meeting.

Oct. 11 – Director and department secretary attended the October PLR Board meeting. No quorum was present, however department updates were given.

Oct. 13 – Director attended the Kiwanis Banquet held at NJC.

Oct. 14 – Director interviewed several employees.

Oct. 13 – 15 – Director and Library Superintendent VanDusen attended the Colorado Association of Libraries Conference in Greeley.

Oct. 16 – Director and department secretary attended the City picnic, held at the Overland Trail Museum. Director purchased items for the picnic, arranged the meal, set up tables and helped to clean up after the event.

Oct. 19 – Director participated in AMA Webinar The Art of Collaborative Teaming.

Oct. 25 – Director met with Projects Coordinator Anderson, Gary Schlenz, and Wade Gandee, PCF employee, at the Girl Scout Building in Pioneer Park.

Oct. 25 – Director met with City Manager re: performance evaluation.

Oct. 27 – Director assisted the Excellence Committee with distribution of Halloween treats.

Oct. 31 – A thank you letter was written for a yearly cemetery donation.

PARKS, CEMETERY AND FORESTRY

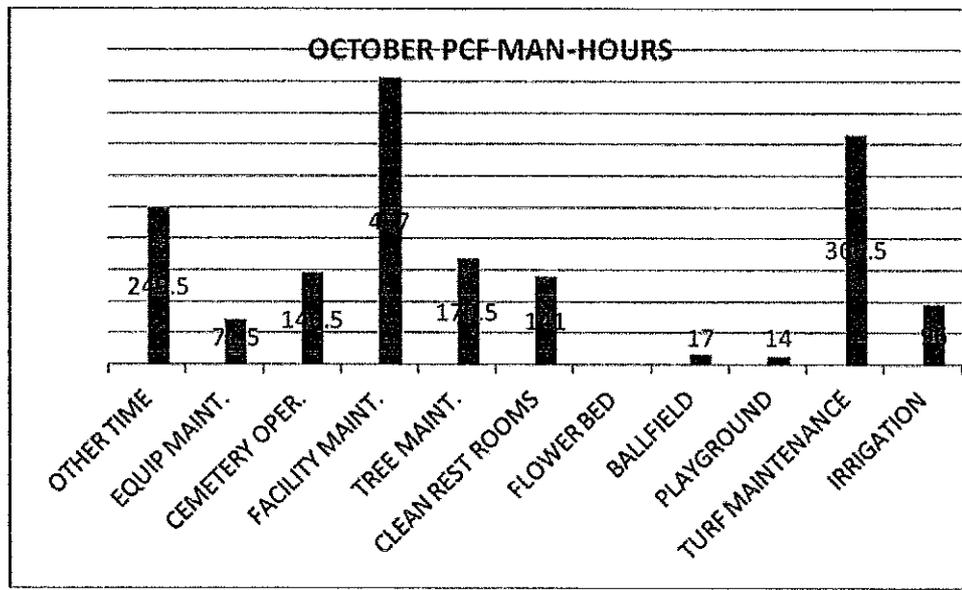
Parks- October has been a warm month, allowing crews to aerate turf and apply fertilizer. The Parks crew has fertilized all turf areas and utilized leaf blowers to remove fertilizer from concrete surfaces. Other projects have included replacement and repaving of the collapsed culvert at Pioneer Park. Three new steel pedestrian bridges, that match the existing bridges in the park, have been ordered from Sterling Correctional Facility. The new bridges will be decked with trek deck type material and will go in to replace the culverts on the trail portions crossing the stream. Removal of these culverts should allow the stream to flow better without bottle neck restrictions that cause it to run out of its banks. A new flag pole, benches and a trash receptacle were installed at the Library front entrance. Broken concrete at the Prairie Park tennis court sidewalk was cut out and ADA ramps were installed to allow easy access from the parking lot.

Cemetery- The Riverside staff has been busy mowing, aerating, fertilizing and winterizing the irrigation system. There were seven funerals in October, with five of them being cremains. The staff sold four grave spaces this month. Cemetery crews have been updating records on the computer.

Forestry- The Forestry Division has been slow due to a staff vacancy. Twelve trees were trimmed and 10 removed. The late October snow broke numerous branches and PCF crews were dispatched, with over 247 pickups. George Ramos has been assisting PCF crews with a multitude of projects, as the majority of Forestry operations require a minimum crew of two.

Ongoing PCF projects:

- Perform all routine maintenance activities necessary
- Pre-emergent application
- Winterize park facilities
- Install new swings in Krull Park
- Demo Columbine Park playground
- Adapt equipment for winter operations



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

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
PARKS								
Man-hours of equip maint (all PCF)	72	118	-39%	1,055	1,521	-31%	1,506	-30%
Facility reservations	5	12	-58%	355	198	79%	240	48%
Restroom cleanings/inspections	141	118	20%	1,173	1,565	-25%	1,680	-30%
Man-hours of ballfield preparation	17	31	-45%	1,696	1,540	10%	1,428	19%
CEMETERY								
Opening/Closing	7	7		96	73	32%	90	7%
Cremains - Opening/Closing	5	4	25%	34	30	13%	35	-2%
Spaces sold	4	3	33%	44	28	57%	55	-21%
Monument permits	5	11	-55%	186	184	1%	149	25%
Graves repaired/raised	53	53		846	1,118	-24%	774	9%
Niches Sold		3	-100%	24	14	71%	23	3%
FORESTRY								
Trees trimmed	12	40	-70%	263	321	-18%	541	-51%
Trees removed	10	18	-44%	75	213	-65%	139	-46%
Action Requests completed	2	2		38	79	-52%	79	-52%
Trees planted				57	51	12%	80	-29%
Stumps removed by contract					28	-100%	33	-100%

LIBRARY

The patron count for Sterling Public Library from Oct. 1 through Oct. 31, 2011 was 4767.

The library had 8 Community Servants for a total of 99 hours of community service. Three volunteers worked 10 hours. Total volunteer hours for the month of October were 109.

Sterling Public Library made 238 interlibrary loan requests of other libraries and received 163 items. Other libraries made 171 interlibrary loan requests and Sterling Public Library loaned 135 items. Lending libraries were unable to fill 56 requests and Sterling Public Library was unable to fill 36 requests. Total interlibrary loan requests were 409 and 298 items were circulated.

Jo Ann Conter reported 8 tutors worked with 16 students for 115.5 hours during October.

There was one session with 3 kids reading to Toby in October. Toby has nearly completed his training with Carol and will be moving on in November.

Jody Hungenberg and Sandy Van Dusen attended the Colorado Association of Libraries Conference October 13 through 15. Many great sessions were provided on all types of library issues. Dorothy Schreyer attended the AskColorado session on Oct. 13.

During Teen Read Week (Oct. 16 – 22) the library provided a word/picture puzzles for kids to complete. Puzzles were changed daily. For each puzzle they completed they received a small prize. There were 11 participants.

Fright Night was held on Oct. 27th with 52 kids and 27 adults attending. Denise told Halloween stories and kids made gingerbread haunted houses.

PROJECT UPDATE:

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

There were 79 children who called Dial-a-Story during October. Pam Kentfield, Margie Peake, Cheryl Schulte and Vickie Nills read stories during the month. The stories can be heard by calling 522-6808

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons							20,016	-100%
Books Checked Out	8,762	7,400	18%	96,329	82,164	17%	78,795	22%
In-house Circulation	453	1,183	-62%	9,794	10,514	-7%	11,228	-13%
Volunteer Hours	10	13	-23%	103	77	35%	165	-38%
Story Time Attendance	117	107	9%	676	384	76%	480	41%
Summer Reading Program				680	635	7%	709	-4%
Reference Questions	697	995	-30%	9,460	9,702	-2%	7,875	20%
Books Placed on Hold	657	560	17%	6,192	3,757	65%	2,835	118%
Inter-Library Loans								
Borrowed requests	238	231	3%	2,374	2,158	10%	1,868	27%
Loaned requests	171	271	-37%	2,146	2,124	1%	1,644	31%
Total	409	502	-19%	4,520	4,309	5%	3,516	29%
Library Meeting Room Use	20			122	43	184%	190	-36%
Patrons Using Facility	4,767	3,780	26%	46,827	41,024	14%	48,378	-3%
Hours Tutoring	116	127	-9%	1,085	1,252	-13%	1,393	-22%
Internet use	2,140	1,547	38%	19,442	15,719	24%	17,301	12%

RECREATION DIVISION

RECREATION DIVISION

FALL YOUTH VOLLEYBALL: Practice began the week of August 29th and the program ended October 22nd. This is the 12th year for this program. It has grown from 13 teams with just over 100 participants in 2000, to 48 teams and 406 participants in 2011. This is up 48 players from 2010. The 96 matches played in October accounted for 1,920 player and 6,720 spectator visits to the Sterling Middle School and N.J.C.

FALL WOMEN'S VOLLEYBALL: Fall Women's Volleyball started the week of Sept. 5th and continued through October. There were 14 teams competing. This is down 7 teams from 2010. There are 5 teams in the "Women's A" division, 4 teams in the "Women's Upper B" division and 5 teams in the "Women's B" division. No teams registered for the "Co-Rec." Division and the league was not run. A total of 12 league matches and 25 tournament matches were played in October which accounted for 444 player and 370 spectator visits to the Sterling Middle School and N.J.C. The tournaments ended October 24th.

YOUTH BASKETBALL: Registration for youth basketball took place in October. Team rosters for the out of town teams are being prepared. Advertising for Officials and scorekeeper positions took place. Equipment was inventoried and ordered. We will have two coaches' clinic on November 19th to try to get coaches on board to help them understand, and help us implement, the program better. Concussion training will be required for all youth sports beginning January 1, 2012. We are implementing this training for all coaches. There will also be two mandatory official's clinics to try and help officials understand the rules better and control play during games. The official's clinics will take place on Dec. 27th from 5:00 -7:00 p.m. at Wally Post Gym and on Jan. 3rd from 5:00 to 7:00 p.m. at the Recreation Center.

RECREATION CENTER

TRICK OR TREAT STREET: The Sterling Recreation Center hosted its annual "Trick Or Treat Street" on Halloween evening from 5:00 p.m. to 8:00 p.m. The event was sponsored by generous donations from 78 local businesses! There were 6 more sponsors this year than there were last year. Over \$1,900 worth of donation money was used to purchase the candy, which was handed out free to all costumed children 12 and under.

The fitness room was moved upstairs in January, 2011, so a new location had to be found for the event. The indoor pool deck was chosen and proved to be very successful. When it was held upstairs, the stairs were congested with patrons, both coming and leaving. Many positive comments were received about the event's new location, the ease of going through, and the decorations themselves.

This year the weather was perfect! The turnout was extremely high, with over 3,000 kids and parents passing through 12 different themed donation stations. Our theme was Charlie Brown's "The Great Pumpkin." Inside the Recreation Center was decorated with memorable, hand painted, scenes from the movie. The lifeguards were dressed up like: Charlie Brown, Snoopy, Lucy, Linus, Sally, Woodstock, Pig Pen, Peppermint Patty, Marcie, Ghosts, and the Great Pumpkin. In the future, copywrited themes will not be used. The exterior of the Recreation Center was fully decorated with props from previous years Trick or Treat Street themes, air filled decorations, and wooden props.

Before the event, 1,500 fliers were sent to each K-6th grade student in the RE-1 Valley schools and to all pre-schools and daycares. Press releases were sent and staff went to local radio stations to promote the event. The scene and prop construction involved many man-hours and took full-time staff, part-time staff, volunteers and U.P.S. workers a month to complete.

RECREATION CENTER LIGHTING RETROFIT: Due to energy rebates that are available to the City from Excel Energy, a very large lighting retrofit project is taking place at the Recreation Center. McMurrin Electric has changed out all the lighting fixtures and ballasts throughout the entire Recreation Center with fluorescent fixtures. The new fixtures are much more efficient. The fluorescent bulbs will last much longer and cost much less to replace. These bulbs can

even be purchased at local hardware stores. As of November 1st, there are just three courts left to complete in the whole Recreation Center. The cost of the retrofit is estimated to pay for itself within 2 years, and then it will begin saving the City money!

RACQUETBALL & WALLYBALL LEAGUES: Racquetball and Wallyball leagues began the week of October 16th. There are 10 participants in the Men's Open racquetball division. There are 5 teams in the 2-A-Side wallyball division, 6 teams in the CO-REC wallyball division and 4 teams in the Women's wallyball division.

TOTAL PAID ADMISSIONS: There were 2,162 total paid admissions to the Sterling Recreation Center in October, 2011. This is up 455 patron visits from October, 2010. This is a very significant increase. The increase in attendance is a continuation of a trend that started in January, 2011, when the new fitness room and equipment went in.

Total paid admissions in October, 2011 do not include 880 children from Re-1 Schools that used the Sterling Recreation Center free due to Intergovernmental Agreements. The RE-1 use breakdown is as follows: 341 students from Sterling High School PE classes, 515 students from Sterling Middle School PE classes, and another 24 students from St. Anthony's.

NON-PARTICIPANT ADMISSIONS: There were a total of 10 Non-Participant Admissions to the Recreation Center in October, 2011. This is down 23 non-participants from October, 2010.

CHILD ADMISSIONS: There were a total of 66 Child Admissions to the Recreation Center in October, 2010. This is up 16 participants from October, 2010.

YOUTH ADMISSIONS: There were a total of 310 Youth Admissions to the Recreation Center in October, 2011. This is up 40 participants from October, 2010.

ADULT ADMISSIONS: There were a total of 719 Adult Admissions to the Recreation Center in October, 2011. This is up 170 participants from October, 2010.

SENIOR ADMISSIONS: There were a total of 208 Senior Admissions to the Recreation Center in October, 2011. This is down 74 participants from October, 2010.

CITY EMPLOYEE ADMISSIONS: There were a total of 151 City Employee Admissions to the Recreation Center in October, 2011. This is up 34 participants from October, 2010.

YEARLY ADMISSIONS: There were 522 Yearly Pass Admissions to the Recreation Center in October, 2011. This is up 220 participants from October, 2010. This is where a large part of attendance increase came from and also indicates that Yearly Pass sales have increased. Through October, 2011, the actual number of Yearly Passes sold has increased a total of 16 yearly passes from October, 2010.

FAMILY ADMISSIONS: There were a total of 44 Family Admissions to the Recreation Center in October, 2011. This is up 18 family Admissions from October, 2010. Those 44 Family Admissions accounted for approximately 176 individuals using the Recreation Center for the month.

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
WINTER								
Volleyball Teams							24	-100%
Volleyball Participants							595	-100%
Volleyball Spectators							967	-100%
Adult Basketball Teams				46	40	15%	38	21%
Adult Basketball Participants				920	1,280	-28%	1,104	-17%
Adult Basketball Spectators				1,840	1,600	15%	1,380	33%
Youth Basketball Teams				174	182	-4%	180	-3%
Youth Basketball Participants				9,744	12,944	-25%	12,776	-24%
Youth Basketball Spectators				15,660	15,780	-1%	14,342	9%
Adult Basketball Tourn. Teams				28	40	-30%	31	-10%
Adult Basketball Tourn. Participants				210	368	-43%	362	-42%
Adult Basketball Tourn. Spectators				420	460	-9%	452	-7%
Open Gym Participants								
Denver Nugget Basketball Skills Challenge					21	-100%	15	-100%
Santa at the Center Participants								
Spring								
Volleyball Teams				72	81	-11%	61	18%
Volleyball Participants				1,824	2,416	-25%	2,290	-20%
Volleyball Spectators				2,280	3,020	-25%	2,491	-8%
Summer								
Adult Softball Teams				81	90	-10%	93	-13%
Adult Softball Participants				4,790	4,896	-2%	4,800	0%
Adult Softball Spectators				5,910	8,160	-28%	8,002	-26%
Wildcat Softball Teams				87	73	19%	84	4%
Wildcat Softball Participants				3,404	3,640	-6%	4,034	-16%
Wildcat Softball Spectators				8,760	12,140	-28%	9,392	-7%
Pet Show Participants				11	13	-15%	15	-25%
Rockies Baseball Skills Challenge				15	21	-29%	20	-25%
July 4th Dance Attendance				400	500	-20%	500	-20%
July 4th Fireworks Attendance				5,000	5,000		5,800	-14%
Fall								
Softball Teams				18	30	-40%	32	-43%

Softball Participants				792	1,440	-45%	1,570	-50%
Softball Spectators				1,080	1,200	-10%	1,308	-17%
Volleyball Teams	14	21	-33%	28	42	-33%	25	14%
Volleyball Participants	440	468	-6%	800	972	-18%	487	64%
Volleyball Spectators	370	780	-53%	670	1,620	-59%	844	-21%
Punt, Pass & Kick Participants				15	12	25%	14	6%
Open Gym Participants								
Youth Volleyball Teams	48	47	2%	144	94	53%	74	95%
Youth Volleyball Participants	2,880	3,248	-11%	3,840	5,640	-32%	2,370	62%
Youth Volleyball Spectators	5,760	6,540	-12%	8,640	8,460	2%	6,010	44%
Trick or Treat Street Participants	3,000	3,000		3,000	3,000		3,040	-1%

OVERLAND TRAIL MUSEUM

During the month of October, 551 visitors visited the Museum representing 17 states. The museum staff was pleased with good attendance again this month. October was the third straight month that has seen increased attendance over the past two years.

A group of home school students and parents are coming to the museum every Wednesday afternoon to study various aspects of Colorado History. This group is paying regular museum admission and enjoying using the classroom space as well as outdoor space. Their first visit included a complete tour of the museum led by Perry Johnson.

Our annual October program "Another Night at the Museum" took place on October 15th. Thirty children and parents participated, as well as four volunteers. This program continues to be one of our most popular programs.

The City of Sterling held their employee picnic at the Museum on Sunday, October 16 with around 115 people in attendance. Marilyn Hutt provided the food for this event.

Kay Rich attended the Mountain Plains Museum Association conference in Helena, Montana, October 18th – 21st. It was an excellent conference, with sessions on many topics pertaining to this museum and its programs.

Staff met on November 14th to begin planning the November and December calendars. Work has begun on programs such as the 75th anniversary, upcoming children's programs and a full slate of holiday programs.

The Fort Morgan Museum donated two large display cases to the museum. They are replacing the gift shop case and the rock case in the main museum room. These cabinets are antiques and fit the older section of the museum much better than the more contemporary cases that had been there.

The PCF Division came out and emptied the fountain and winterized it before the first big snowstorm. They also blew out the sprinkler systems. Following the first major storm a water leak developed in the ceiling above the handicap ramp in the Johnson room. Wayne and Darin removed snow from the flat roof, but more maintenance is necessary.

Progress continues on the tannery, with the volunteers spending many Saturdays in the barn working on this project.

Museum Projects

Accessioning artifactsOngoing project
 Cleaning buildings & artifacts.....Ongoing
 Tannery..... In progress
 Research Room..... Plans progressing

DESCRIPTION	Oct 2011	Oct 2010	Oct Change	YTD 2011	YTD 2010	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	1	3	-67%	21	27	-22%	49	-57%
Number of items donated	1	6	-83%	71	96	-26%	246	-71%
Number of School Visits	4			18	18		23	-20%
Number of Students	24			489	755	-35%	930	-47%
Prairie School Students				92	75	23%	118	-22%
Prairie School Teachers				12	10	20%	12	3%
Number of Special Events	1	1		18	15	20%	9	105%
Total Attendance of Special Events	30	35	-14%	3,449	3,024	14%	3,189	8%
Number of Weddings		1	-100%	1	4	-75%	4	-77%
Number of Tour Buses		1	-100%	2	3	-33%	2	25%
Tour Bus Visitors		22	-100%	78	67	16%	24	220%
States represented	17	27	-37%	227	248	-8%	241	-6%
Foreign Countries Represented				24	25	-4%	26	-7%
Total of All Visitors	551	396	39%	8,785	8,720	1%	9,133	-4%
Volunteer Hours	37	14	174%	563	302	86%	692	-19%
Square Foot, Bldg. Maintained	29,766	24,766	20%	262,660	247,660	6%	245,932	7%