STERLING
A Colorado Treasure

MONTHLY REPORTS

October 2013

CITY MANAGER

OCTOBER 2013 MONTHLY REPORT

City Manager:
City Manager Kiolbasa spent most of his time working on flood issues and the proposed 2014 budget.

Executive Secretary:
The Executive Secretary continues to do the packets for Council. Connie prepared one proclamation for the Mayor's signature.

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.

The Executive Secretary is a member of the employee newsletter committee and continues to help with the publication of it. She also attends the clerical staff weekly meetings.

Connie prepared for and attended the Sterling Urban Renewal Authority (SURA) meeting on October 8, 2013. She also prepared for and attended a special SURA meeting on October 14, 2013.

Emergency Management Coordinator (EMC):

MEETINGS ATTENDED

RE-1 Schools Safety Committee

EMC Owens attended the monthly RE-1 Schools Safety Committee meeting in October. Agenda Items were:

Discussion of the 2013 Platte River Flood Incident and lessons learned.
Discussion of the I Love You Guys program and active shooter training.

Logan County ESF 8 Committee

The EMC attended a monthly meeting of the ESF 8 committee in October. They had an open discussion on the flood event and lessons learned. He announced the After Action Review meeting would be held at the end of the month to capture the lessons learned. The committee also discussed future training for the group, distribution of the ESF 8 Communications Plan and the need to find a different chairman for the committee.

GIS Pictometry Demonstration
Bob attended a detailed presentation on the Pictometry Aerial Imaging system. The system would be used by both the County Assessor's Office and the Sterling Emergency Communications Center.

It was confirmed that the system would be compatible with the new proposed CAD system in dispatch. The groups will meet again at an E911 Authority meeting to discuss cost sharing.

Colorado Department of Transportation

EMC Owens attended the regional CDOT SNOW meeting in Sterling. This meeting includes the Colorado State Patrol and Emergency Management. They discussed planning and preparation for significant winter storm events including road closures and sheltering.

TRAINING AND RESPONSES

South Platte River Basin Flooding

Work continued on the short and long term recovery efforts from the Platte River flooding in September. Bob worked closely with State and FEMA agencies while acting as a liaison for local government agencies.

They held an Applicant Briefing meeting at the Courthouse where FEMA representatives explained the reimbursement process to local government agencies.

Next came the FEMA Kick Off meeting where agencies could begin to identify and turn in project worksheets.

Working with the State, staff has developed a Long Term Recovery Assistance Team for Logan County and Sterling. This team will initially meet weekly and have representatives from FEMA, State, County and City governments. The purpose of this team is to have all of the recovery agencies together to solve any recovery issues that local agencies may be having.

The team ordered a Significant Damage Assessment FEMA team to do a county wide damage assessment to develop final numbers.

The FEMA PAC team for all public assistance projects continued to work in the EOC. It is anticipated that they will be done with the EOC by December 1st.

Bob held an EOC After Action Review meeting for the Platte River flood incident in October. All agencies and personnel who worked in the EOC during the incident were invited to attend.

After a reading of the incident timeline and incident statistics each participant was asked to provide feedback to the group on what worked well, what needs improvement and what solutions can be developed. In all, there were 22 participants, who each provided valuable feedback.

The information gained will be compiled into a report that will be used for future planning, training and operations.

2013 Platte River Flood Statistics as of October 31, 2013

> 301 Logan County citizens registered for FEMA Individual Assistance.
> $610,635.00 of Individual Assistance has been provided to Logan County citizens.

There were 107 (Logan County) households that were impacted by the flood water.
62- Affected damage
27- Minor damage
7- Major damage
11- Destroyed

Flood Debris in Logan County
983 tons
4095 cubic yards
39 truckloads

Public Assistance for the City of Sterling

4 small projects (Under $67,500) total	$81,086.76
4 large projects (More than $67,500) total.....	$863,125.85
8 total projects	$944,212.61
FEMA Share	$708,159.46

OTHER OEM ACTIVITIES

The EMC completed the 4th Quarter, 2013 and the 2013 Annual Summary reports for the Emergency Management Program Grant (EMPG).
Bob worked on the New World Systems CAD project, setting up a revised date for the presentation.
EMC Owens completed all of the E911 Authority bookkeeping duties and paperwork for October.
Bob worked on the 2013 DHS radio grant with Wireless Advanced. They will get six new portable 800MHZ DTRS radios for use in disasters and large emergency incidents.

Sterling Emergency Communications Center:

- Communications Center handled 2,080 calls for service during the month of October 2013, a 2 percent decrease from the 2,125 calls received in October 2012.
- Sterling Police Department handled 1,017 calls for service in October 2013, an increase of 7 percent compared to 948 calls for service received in October 2012.
- Logan County Sheriff's Office received 745 calls for service in October 2013, a 21 percent decrease compared to 949 calls for service received in October 2012.
- Crook Fire Department handled 8 calls for service in October 2013 compared to 6 calls for service in October 2012.
- Fleming Fire received 8 calls for service in October 2013 compared to 7 calls for service in October 2012.
- Merino Fire handled 9 calls for service in October 2013 compared to 11 calls for service in October 2012.
- Peetz Fire handled 3 calls for service in October 2013 compared to 7 calls for service in October 2012.
- Sterling Fire handled 198 calls for service in October 2013, a 7 percent decrease compared to 214 calls handled in October 2012.

DESCRIPTION		Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change
ACTIVITIES							
CALLS for SERVICE							
STERLING DISPATCH		2,080	2,125	-2%	21,090	20,938	1%
CITY OF STERLING		1,017	948	7%	9,765	10,470	-7%
LOGAN COUNTY		745	949	-21%	7,813	8,550	-9%
STERLING FIRE	07530	198	214	-7%	1,909	1,787	7%
CROOK FIRE	07505	8	6		85	93	
FLEMING FIRE	07515	8	7		52	70	
MERINO FIRE	07522	9	11		96	120	
PEETZ FIRE	07525	3	7		45	65	

Information Technology Specialist (ITS):

Daily backup of all servers, Finance & Police Systems continue. Performed the routine user processes and file security maintenance. ITS Anderson performed system saves on the Finance and Police AS400 systems. She contacted IBM for assistance with the Finance console computer not connecting with the AS400 and got it reconnected.

A New World Systems trainer spent a week installing the newest version for Utilities on the Finance system and provided training for personnel.

The Console1 backup server crashed, one hard drive was replaced and the operating system was corrupt and had to be reinstalled. The Citrix server was having some log on issues and Les was able to make corrections that were caused by an update with Citrix support.

The Manager Plus program at the Service Center was updated to Manager Plus Pro.

The ITS assisted several departments with phone issues and printer and computer problems, took two computers in for repair and set up two new printers. She had Les make some front page changes on the City website to add the envisonsterling.com and discoversterling.com links. ITS Anderson worked on some problem public computers at the Library and prepared for backup and time change while she was gone.

Mary Ann attended the SWellness monthly meeting. The Health Fair went well with 50 flu vaccines and 28 blood draws. She also attended a city insurance meeting.

CITY ATTORNEY

OCTOBER 2013 MONTHLY REPORT

MEETINGS:
The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors, individual City Council members, and other personnel. The City Attorney also attends miscellaneous meetings with the City Manager and individuals as needed and requested, including: the City Attorney met with Council members, City Manager, and the PLR Director regarding an alleged incident at the cemetery; the City Attorney met with the Public Works Director, the PLR Director, and members of the Logan County Lodging Tax Citizen's Committee; and the City Attorney attended a telephone conference with outside legal counsel. The Deputy City Attorneys attend meetings as required for their respective positions.

The paralegal attends staff meetings, Swellness presentations, 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. 10-1-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado approving an Employment Agreement with Jay Brammer.

Resolution No. 10-3-13, Series of 2013 – A Resolution before the City of Sterling, Logan County, Colorado, approving a License/Use Agreement with the Federal Emergency Management Agency (FEMA), Department of Homeland Security for use of the County/City Emergency Operations Center.

Prepared the following Ordinances:

Ordinance No. 19, Series of 2013 – An Ordinance amending the Sterling City Code, Chapter 8, Flood Prevention and Protection.

Other Documents:

This office worked on a Press Release regarding an alleged incident at the cemetery.

MUNICIPAL COURT:
The Deputy City Attorney prosecuted three charges. One defendant was found guilty, one defendant was found not guilty, and one charge was dismissed at trial when the defendant provided proof of insurance. Three defendants changed their pleas to guilty prior to trial. Five charges were dismissed, including two for providing proof of insurance. Two defendants entered into a deferred judgment stipulation. This office prepares Court documents, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the Police Department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and Police Department, Humane Society, and attorney files are prepared for trial.

LIQUOR LICENSING:
This office processed one liquor license renewal and two applications for special event permits.

MISCELLANEOUS:
The paralegal does research, drafts documents and pleadings, and performs all other related legal work relating to the position. The paralegal makes telephone calls to library patrons

regarding past due items, and processes letters to library patrons prepared by the library staff, regarding past due items. The paralegal also assists with answering the telephones and receptionist duties when needed, and covers/assists other departments as requested, when necessary. The paralegal attended an emergency management update meeting regarding the flood event, at the direction of the City Attorney.

FINANCE DEPARTMENT

OCTOBER 2013 MONTHLY REPORT

The Finance Department assisted 3,048 customers during the month of October 2013. This compares to 3,188 customers in October 2012. This number does not include the contacts made by the Director of Finance. There were on average 133 customer contacts per day for October 2013. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in October 2013 in comparison to October 2012.

The General Fund revenues for the month of October 2013 amounted to $896,595.68. The revenue for the month ended October 2012 in the General Fund amounted to $880,807.99. Expenditures for the General fund for the month ending October 31, 2013 amounted to $1,437,783.10 and for the same period in 2012 the expenditures were $1,564,711.59.

Cash in all City funds totaled $2,469,952.15 on October 31, 2013 and for October 31, 2012 on hand was $2,388,642.82. On October 31, 2013 the City of Sterling had outstanding a total of $14,266,416.12 in investments, this amount is for all funds. This breaks down to $206,097.92 in Certificates of Deposit, $13,959,841.18 ColoTrust Plus and $100,477.02 in Money Market.

There were $1,764,998.89 worth of checks issued in October 2013 for all funds; this compares to $2,338,721.79 for the same period in 2012. There were 6399.9 gallons of gasoline and diesel used in the month of October 2013 for all City operations. This compares to 6469.6 gallons gasoline and diesel used in October 2012.

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

Investment Breakdown **2013**

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

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	10/31/13
General Fund:				
Colotrust Plus	$2,153,590.50	$235,000.00	$250,200.57	$2,168,791.07
Colotrust Plus - Seizure Money	$26,663.63	$0.00	$2.53	$26,666.16
Certificates of Deposit	$0.00	$0.00	$0.00	$0.00
TOTALS	**$2,180,254.13**	**$235,000.00**	**$250,203.10**	**$2,195,457.23**
Hotel Tax Fund:				
Colotrust Plus	$203,363.81	$0.00	$19,021.33	$222,385.14
TOTALS	**$203,363.81**	**$0.00**	**$19,021.33**	**$222,385.14**
Water Fund:				
Colotrust Plus	$2,148,971.40	$250,000.00	$335,203.50	$2,234,174.90
Certificates of Deposit	$0.00	$0.00	$0.00	$0.00
TOTALS	**$2,148,971.40**	**$250,000.00**	**$335,203.50**	**$2,234,174.90**
Sanitation Fund:				
Colotrust Plus	$563,503.64	$0.00	$10,055.38	$573,559.02
Certificates of Deposit	$0.00	$0.00	$0.00	$0.00
TOTALS	**$563,503.64**	**$0.00**	**$10,055.38**	**$573,559.02**
Sewer Fund:				
Colotrust Plus	$3,817,620.65	$0.00	$60,376.91	$3,877,997.56
Certificates of Deposit	$205,939.02	$0.00	$158.90	$206,097.92
Money Market	$100,474.46	$0.00	$2.56	$100,477.02
TOTALS	**$4,124,034.13**	**$0.00**	**$60,538.37**	**$4,184,572.50**
Perpetual Care Fund:				
Colotrust Plus	$188,193.47	$0.00	$18.34	$188,211.81
TOTALS	**$188,193.47**	**$0.00**	**$18.34**	**$188,211.81**

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	10/31/13
Library Improvement Fund:				
Colotrust Plus	$27,925.56	$0.00	$2.75	$27,928.31
TOTALS	**$27,925.56**	**$0.00**	**$2.75**	**$27,928.31**
Conservation Trust Fund:				
Colotrust Plus	$122,811.66	$0.00	$12.05	$122,823.71
TOTALS	**$122,811.66**	**$0.00**	**$12.05**	**$122,823.71**
Karl Falch Library Trust Fund:				
Colotrust Plus	$31,125.78	$0.00	$3.06	$31,128.84
TOTALS	**$31,125.78**	**$0.00**	**$3.06**	**$31,128.84**
Employee Self-Insurance Fund:				
Colotrust Plus	$570,322.05	$0.00	$55.80	$570,377.85
TOTALS	**$570,322.05**	**$0.00**	**$55.80**	**$570,377.85**
Service Center Fund:				
Colotrust Plus	$455,367.66	$35,000.00	$45,045.68	$465,413.34
TOTALS	**$455,367.66**	**$35,000.00**	**$45,045.68**	**$465,413.34**
Old Hire Police Pension Fund:				
Colotrust Plus	$753,910.86	$0.00	$73.78	$753,984.64
TOTALS	**$753,910.86**	**$0.00**	**$73.78**	**$753,984.64**
Risk Management Fund:				
Colotrust Plus	$934,897.79	$125,000.00	$85.97	$809,983.76
TOTALS	**$934,897.79**	**$125,000.00**	**$85.97**	**$809,983.76**
Capital Equipment Fund:				
Colotrust Plus	$1,101,730.81	$70,000.00	$45,105.18	$1,076,835.99
TOTALS	**$1,101,730.81**	**$70,000.00**	**$45,105.18**	**$1,076,835.99**

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	10/31/13
Capital Improvement Fund:				
Colotrust Plus	$809,499.85	$0.00	$79.23	$809,579.08
Certificates of Deposit	$0.00	$0.00	$0.00	$0.00
TOTALS	**$809,499.85**	**$0.00**	**$79.23**	**$809,579.08**
Grand Totals All Funds:				
Colotrust Plus	$13,909,499.12	$715,000.00	$765,342.06	$13,959,841.18
Certificates of Deposit	$205,939.02	$0.00	$158.90	$206,097.92
Money Market	$100,474.46	$0.00	$2.56	$100,477.02
Grand Total	**$14,215,912.60**	**$715,000.00**	**$765,503.52**	**$14,266,416.12**

GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

10/31/2013

BALANCE SHEET

ASSETS:			
Cash	$301,161.08		
Flex Cash Account	$15,695.26		
Petty Cash	$980.00		
Cash with County Treasurer	$20,432.68		
Accounts Receivable	$361,698.16		
Taxes Receivable	$61,153.71		
Sales Tax Receivable	$631,080.69		
Property Tax Receivable	$1,015,476.00		
Investments	$2,168,791.07		
Investment - Federal Seizure	$26,666.16		
Prepaid Fuel	$42,860.72		
Prepaid Fuel - Airport	$19,500.24		
Postage Clearing Account	$2,767.38		
Sales Tax Clearing	-$4.00		
Prepaid Prisoner Housing	$47,566.00		
		TOTAL ASSETS	**$4,715,825.15**
LIABILITIES:			
Ded/Ben Clearing Account	$11,016.04		
Accounts Payable	$577,062.20		
Accounts Payable - Logan County	$6,273.88		
Accrued Salaries	$211,526.81		
Court Bonds	$800.00		

Restitution Clearing Account	$1,366.16		
Seizures	$600.00		
Deferred Revenue	$1,015,476.00		
Deferred Revenue - Other	$9,909.26		
		TOTAL LIABILITIES	**$1,834,030.35**
FUND BALANCE:			
Reserve for Museum (Bernice Sanders)	$28,294.53		
Reserve for Museum (Exhibits)	$42,505.32		
Designated for Arts	$60,000.00		
Unreserved Fund Balance	$2,994,632.57		
Excess Revenue over Expenditures	-$243,637.62		
		TOTAL FUND BALANCE	**$2,881,794.80**
		TOTAL LIABILITIES & FUND BALANCE	**$4,715,825.15**

GENERAL FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Real & Personal Prop. Tax	$1,015,537.00	$8,848.25	$1,013,310.34	$2,226.66
Road & Bridge Fund Taxes	$80,000.00	$0.00	$102,142.43	-$22,142.43
Auto Ownership Taxes	$105,550.00	$8,537.40	$104,089.18	$1,460.82
Sales Tax	$6,744,000.00	$523,511.22	$5,469,699.39	$1,274,300.61
Vehicle Use Tax	$229,600.00	$32,781.79	$253,742.44	-$24,142.44
Building Material Use Tax	$70,000.00	$20,913.26	$79,612.57	-$9,612.57
Employment Occupation Tax	$15,400.00	$0.00	$15,400.00	$0.00
TOTAL TAXES	**$8,260,087.00**	**$594,591.92**	**$7,037,996.35**	**$1,222,090.65**
Franchise Taxes	$645,585.00	$48,492.64	$567,722.27	$77,862.73
Licenses & Permits	$166,600.00	$24,189.31	$159,689.37	$6,910.63
Intergovernmental Revenue	$3,406,322.00	$130,197.23	$1,380,324.89	$2,025,997.11
Charges for Service	$275,950.00	$11,557.67	$224,743.33	$51,206.67
Fines & Forfeits	$132,960.00	$9,042.71	$96,678.49	$36,281.51
Miscellaneous Revenue	$691,117.00	$42,351.20	$479,890.96	$211,226.04
Transfer from Other Funds	$531,178.00	$36,173.00	$361,730.00	$169,448.00
TOTAL OTHER REVENUES	**$5,849,712.00**	**$302,003.76**	**$3,270,779.31**	**$2,578,932.69**
GRAND TOTAL REVENUES	**$14,109,799.00**	**$896,595.68**	**$10,308,775.66**	**$3,801,023.34**

GENERAL FUND
10/31/2013

EXPENDITURES: GENERAL GOVERNMENT:	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Council	$76,880.00	$3,000.31	$34,850.73	$42,029.27
City Manager	$355,194.00	$25,570.45	$283,523.83	$71,670.17
City Attorney	$240,495.00	$9,321.23	$186,146.59	$54,348.41
Municipal Court	$104,661.00	$8,267.40	$78,815.89	$25,845.11
Finance	$435,486.00	$32,986.99	$351,036.93	$84,449.07
City Hall & Non-Departmental	$1,531,286.00	$96,533.18	$1,276,683.64	$254,602.36
Personnel	$292,108.00	$15,784.78	$191,796.63	$100,311.37
TOTAL GENERAL GOVERNMENT	**$3,036,110.00**	**$191,464.34**	**$2,402,854.24**	**$633,255.76**
PUBLIC SAFETY:				
Police	$1,850,078.00	$128,154.72	$1,438,721.74	$411,356.26
Dispatch Center	$582,327.00	$40,430.90	$417,133.70	$165,193.30
Youth Services	$109,923.00	$8,625.30	$90,401.08	$19,521.92
Fire	$1,541,968.00	$163,880.14	$1,204,519.60	$337,448.40
Ambulance Service	$613,789.00	$56,006.65	$486,451.62	$127,337.38
TOTAL PUBLIC SAFETY	**$4,698,085.00**	**$397,097.71**	**$3,637,227.74**	**$1,060,857.26**
PUBLIC WORKS:				
Street	$2,667,835.00	$626,575.91	$1,906,737.62	$761,097.38
Engineering & Operations	$437,481.00	$25,632.22	$343,310.25	$94,170.75
Airport	$2,076,910.00	$14,405.75	$328,266.21	$1,748,643.79
TOTAL PUBLIC WORKS	**$5,182,226.00**	**$666,613.88**	**$2,578,314.08**	**$2,603,911.92**
CULTURE & RECREATION:				
Riverside Cemetery	$234,534.00	$20,694.84	$137,520.18	$97,013.82
Museum	$150,655.00	$8,976.07	$98,860.93	$51,794.07
Parks	$451,556.00	$32,892.55	$317,904.73	$133,651.27
Recreation Center	$475,560.00	$27,543.78	$413,901.42	$61,658.58
Forestry	$177,060.00	$11,440.11	$138,564.77	$38,495.23
Rec. Administration	$584,912.00	$33,183.61	$345,167.68	$239,744.32
Softball	$42,933.00	$2,392.55	$28,762.24	$14,170.76
Youth Softball	$12,351.00	$26.80	$11,035.64	$1,315.36
Basketball	$8,651.00	$99.90	$6,063.07	$2,587.93
Volleyball	$6,980.00	$721.81	$3,808.98	$3,171.02
Tolla Brown Skate Park	$11,660.00	$881.41	$7,174.68	$4,485.32
Special Events	$24,500.00	-$100.00	$12,850.93	$11,649.07
Tennis	$18,450.00	$1,262.87	$9,962.62	$8,487.38
Youth Basketball	$25,001.00	$617.15	$17,608.13	$7,392.87
Youth Volleyball	$9,967.00	$5,939.54	$6,152.57	$3,814.43
Baseball	$25,451.00	$3,947.35	$10,733.11	$14,717.89
Library	$516,597.00	$32,086.83	$367,945.54	$148,651.46
TOTAL CULTURE & RECREATION	**$2,776,818.00**	**$182,607.17**	**$1,934,017.22**	**$842,800.78**
GRAND TOTAL EXPENDITURES	**$15,693,239.00**	**$1,437,783.10**	**$10,552,413.28**	**$5,140,825.72**

HOTEL TAX FUND

10/31/2013

REVENUES	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Hotel Tax	$102,300.00	$11,870.55	$119,937.93	-$17,637.93
Investment Earnings	$200.00	$21.33	$164.57	$35.43
Penalty & Interest	$3,000.00	$0.00	$235.23	$2,764.77
TOTAL HOTEL TAX FUND REVENUE	**$105,500.00**	**$11,891.88**	**$120,337.73**	**-$14,837.73**

EXPENDITURES:	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	$50.00	$0.00	$50.00	$0.00
Beautification	$11,036.00	$4,666.50	$11,495.33	-$459.33
TOTAL EXPENDITURES	**$11,086.00**	**$4,666.50**	**$11,545.33**	**-$459.33**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$9,865.67		
Investments	$222,385.14		
		TOTAL ASSETS	**$232,250.81**
LIABILITIES:			
Accounts Payable	$7,275.49		
		TOTAL LIABILITIES	**$7,275.49**
FUND BALANCE:			
Retained Earnings	$116,182.92		
Excess Revenue over Expenditures	$108,792.40		
		TOTAL FUND BALANCE	**$224,975.32**
		TOTAL LIABILITIES AND FUND BALANCE	**$232,250.81**

WATER FUND

10/31/2013
BALANCE SHEET

ASSETS:	
Cash	$203,161.26
Cash with Fiscal Agent	$9,071,391.53

Accounts Receivable	$504.57		
Accounts Receivable - Utility Billing	$453,580.10		
Supply Inventory	$179,435.73		
Investments	$2,234,174.90		
Fixed Assets (Net)	$30,058,693.58		
		TOTAL ASSETS	**$42,200,941.67**
LIABILITIES:			
Accounts Payable	$112,571.66		
Unpaid Compensated Absences	$5,468.60		
Accrued Salaries	$7,743.60		
Accounts Payable Assess Fee	$4,475.54		
Loan Payable CWRPDA	$28,553,086.12		
Loan Payable Premium	$699,242.08		
Due to Sewer Fund	$273,290.11		
Lease Interest Payable	$259,288.93		
		TOTAL LIABILITIES	**$29,915,166.64**
FUND BALANCE:			
Reserve for Painting	$570,000.00		
Reserve for Capital Replacement	$3,468,013.00		
Retained Earnings	$9,208,264.16		
Excess Revenue over Expenditures	-$960,502.13		
		TOTAL FUND BALANCE	**$12,285,775.03**
		TOTAL LIABILITIES AND FUND BALANCE	**$42,200,941.67**

WATER FUND

10/31/2013

REVENUES	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Water Revenue-Inside Residential	$3,309,073.00	$238,374.16	$2,690,092.54	$618,980.46
Water Revenue-Outside Residential	$308,794.00	$18,014.63	$238,493.01	$70,300.99
Water Revenue-Inside Commercial	$1,082,446.00	$59,756.98	$831,997.06	$250,448.94
Water Revenue-Outside Commercial	$7,915.00	$521.14	$5,815.66	$2,099.34
Water Revenue-Inside Industrial	$580,320.00	$23,253.02	$312,690.50	$267,629.50
Misc. Water Sales	$5,000.00	$170.19	$3,910.17	$1,089.83
Surcharge	$23,742.00	$1,831.40	$26,996.65	-$3,254.65
Service Charges	$46,421.00	$3,653.05	$34,403.41	$12,017.59
Tapping Charges	$5,000.00	$0.00	$0.00	$5,000.00
Water Div. Services	$4,000.00	$143.60	$1,755.82	$2,244.18
Penalties	$39,194.00	$5,242.94	$40,911.37	-$1,717.37
Investment Earnings	$941.00	$203.50	$2,034.48	-$1,093.48
Miscellaneous	$1,000.00	$1,873.54	$7,404.32	-$6,404.32
Rents from land	$46,783.00	$0.00	$165,912.87	-$119,129.87
Plant Investment Fees	$10,000.00	$0.00	$19,560.00	-$9,560.00

Sale of Assets	$0.00	$0.00	$742.50	-$742.50
Other Refunds of Expenditures	$0.00	$0.00	$71,866.09	-$71,866.09
TOTAL REVENUES	**$5,470,629.00**	**$353,038.15**	**$4,454,586.45**	**$1,016,042.55**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
WATER LINES:				
Personnel	$233,834.00	$16,340.54	$196,958.89	$36,875.11
Maintenance & Operation	$669,261.00	$27,781.45	$410,199.53	$259,061.47
Capital Outlay	$1,669,985.00	$8,063.68	$135,630.10	$1,534,354.90
Transfer to General Fund	$129,725.00	$10,810.00	$108,100.00	$21,625.00
TOTAL EXPENDITURES	**$2,702,805.00**	**$62,995.67**	**$850,888.52**	**$1,851,916.48**
Debt Service	$0.00	$0.00	$0.00	$0.00
TOTAL WATER FUND W/DEBT	**$2,702,805.00**	**$62,995.67**	**$850,888.52**	**$1,851,916.48**
WATER PLANT:				
Personnel	$362,438.00	$5,970.94	$59,044.98	$303,393.02
Maintenance & Operation	$2,252,568.00	$117,865.24	$1,225,357.06	$1,027,210.94
Capital Outlay	$3,343,244.00	$349,542.62	$1,423,059.10	$1,920,184.90
Transfer to General Fund	$95,275.00	$0.00	$0.00	$95,275.00
TOTAL EXPENDITURES	**$6,053,525.00**	**$473,378.80**	**$2,707,461.14**	**$3,346,063.86**
Debt Service	$1,856,738.00	$0.00	$1,856,738.92	-$0.92
TOTAL WATER FUND W/DEBT	**$7,910,263.00**	**$473,378.80**	**$4,564,200.06**	**$3,346,062.94**
TOTAL EXPENDITURES	**$10,613,068.00**	**$536,374.47**	**$5,415,088.58**	**$5,197,979.42**

SANITATION FUND

10/31/2013

BALANCE SHEET

ASSETS:			
Cash	$233,647.42		
Accounts Receivable	$507.06		
Accounts Receivable - Utility Billing	$46,584.47		
Supply Inventory	$16,153.25		
Investments	$573,559.02		
Fixed Assets (Net)	$181,979.14		
		TOTAL ASSETS	**$1,052,430.36**
LIABILITIES:			
Accounts Payable	$1,480.57		
Unpaid Compensated Absences	$11,797.42		
Accrued Salaries	$5,053.33		
		TOTAL LIABILITIES	**$18,331.32**
FUND BALANCE:			
Reserve for Equipment	$28,389.00		
Reserve for Capital Replacement	$894,254.00		

Retained Earnings	$129,200.96		
Excess Revenue over Expenditures	-$17,744.92		
		TOTAL FUND BALANCE	**$1,034,099.04**
		TOTAL LIABILITIES AND FUND BALANCE	**$1,052,430.36**

SANITATION FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Sanitation Revenue-Inside	$450,000.00	$37,977.42	$378,972.53	$71,027.47
Rubbish Collection Fees	$1,500.00	$0.00	$1,228.01	$271.99
Sanitation Services	$0.00	$0.00	$0.00	$0.00
Penalties	$5,500.00	$44.53	$4,294.67	$1,205.33
Investment Earnings	$1,100.00	$55.38	$597.72	$502.28
Miscellaneous	$0.00	$0.00	$3,017.60	-$3,017.60
Sale of Assets	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES	**$458,100.00**	**$38,077.33**	**$388,110.53**	**$69,989.47**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Personnel	$172,090.00	$8,515.66	$128,403.64	$43,686.36
Maintenance & Operation	$275,992.00	$14,656.99	$221,971.81	$54,020.19
Capital Outlay	$0.00	$0.00	$0.00	$0.00
Transfer to General Fund	$66,578.00	$5,548.00	$55,480.00	$11,098.00
TOTAL EXPENDITURES	**$514,660.00**	**$28,720.65**	**$405,855.45**	**$108,804.55**

SEWER FUND

10/31/2013

BALANCE SHEET

ASSETS:			
Cash	$228,003.52		
Accounts Receivable	$8,515.47		
Accounts Receivable - Industrial	$13,822.45		
Accounts Receivable - Utility Billing	$147,287.17		
Due From Water Fund	$273,290.11		
Supply Inventory	$76,634.10		
Investments	$4,184,572.50		
Fixed Assets (Net)	$10,211,039.28		
		TOTAL ASSETS	**$15,143,164.60**

LIABILITIES:			
Accounts Payable	$3,979.08		
Unpaid Compensated Absences	$12,771.00		
Accrued Salaries	$10,094.81		
Loan Payable CWRPDA	$669,037.50		
Interest Payable	$9,972.58		
		TOTAL LIABILITIES	**$705,854.97**
FUND BALANCE:			
Reserve for Capital Projects	$111,784.00		
Reserve for Trunk Line Replacement	$184,931.45		
Reserve for Lagoons	$330,546.26		
Reserve for Capital Replacement	$9,307,288.00		
Retained Earnings	$4,883,883.66		
Excess Revenue over Expenditures	-$381,123.74		
		TOTAL FUND BALANCE	**$14,437,309.63**
		TOTAL LIABILITIES AND FUND BALANCE	**$15,143,164.60**

SEWER FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Sewer Revenue-Inside Residential	$973,000.00	$81,344.58	$814,847.97	$158,152.03
Sewer Revenue-Outside Residential	$101,900.00	$8,556.12	$88,603.40	$13,296.60
Sewer Revenue-Inside Commercial	$339,434.00	$16,775.06	$281,078.39	$58,355.61
Sewer Revenue-Outside Commercial	$3,156.00	$262.63	$2,708.72	$447.28
Sewer Revenue-Inside Industrial	$264,733.00	$15,351.45	$178,974.78	$85,758.22
Tapping Charges	$1,650.00	$0.00	$0.00	$1,650.00
Sewer Division Charges	$3,000.00	$0.00	$0.00	$3,000.00
Penalties	$15,611.00	$1,427.63	$12,706.75	$2,904.25
Investment Earnings	$7,338.00	$563.85	$4,629.79	$2,708.21
Miscellaneous	$2,000.00	$0.00	$0.37	$1,999.63
Outside Billing	$2,400.00	$541.00	$1,624.00	$776.00
Plant Investment Fees	$10,000.00	$0.00	$22,034.00	-$12,034.00
Compensation for loss	$42,257.00	$0.00	$0.00	$42,257.00
Other Refund of Expenditure	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES	**$1,766,479.00**	**$124,822.32**	**$1,407,208.17**	**$359,270.83**

EXPENDITURES: LINES AND SERVICES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Personnel	$91,768.00	$5,532.05	$62,309.28	$29,458.72
Maintenance & Operation	$511,776.00	$26,913.79	$429,492.91	$82,283.09
Capital Outlay	$208,000.00	$0.00	$0.00	$208,000.00
Transfer to General Fund	$71,051.00	$5,920.00	$59,200.00	$11,851.00

TOTAL LINES & SERVICES	**$882,595.00**	**$38,365.84**	**$551,002.19**	**$331,592.81**
Debt Service	$179,141.00	$0.00	$179,150.94	-$9.94
TOTAL LINES & SERVICES W/DEBT	**$1,061,736.00**	**$38,365.84**	**$730,153.13**	**$331,582.87**
TREATMENT FACILITIES:				
Personnel	$277,958.00	$12,685.81	$177,785.82	$100,172.18
Maintenance & Operation	$882,601.00	$81,076.70	$741,442.96	$141,158.04
Capital Outlay	$22,040.00	$0.00	$0.00	$22,040.00
Transfer to General Fund	$166,749.00	$13,895.00	$138,950.00	$27,799.00
TOTAL TREATMENT FACILITIES	**$1,349,348.00**	**$107,657.51**	**$1,058,178.78**	**$291,169.22**
TOTAL EXPENDITURES	**$2,411,084.00**	**$146,023.35**	**$1,788,331.91**	**$622,752.09**

PERPETUAL CARE FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Perpetual Care	$16,000.00	$500.00	$11,800.00	$4,200.00
Perpetual Care - niches	$15,000.00	$4,500.00	$18,500.00	-$3,500.00
Investment Earnings	$300.00	$18.34	$194.42	$105.58
TOTAL REVENUES	**$31,300.00**	**$5,018.34**	**$30,494.42**	**$805.58**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Audit	$320.00	$0.00	$320.00	$0.00
Niche Engraving	$5,000.00	$650.00	$2,750.00	$2,250.00
Transfer to General Fund	$300.00	$0.00	$0.00	$300.00
TOTAL EXPENDITURES	**$5,620.00**	**$650.00**	**$3,070.00**	**$2,550.00**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$13,647.86		
Investments	$188,211.81		
		TOTAL ASSETS	**$201,859.67**
LIABILITIES:			
Accounts Payable	$0.00		
		TOTAL LIABILITIES	**$0.00**

FUND BALANCE:			
Unreserved Fund Balance	$174,435.25		
Excess Revenue over Expenditures	$27,424.42		
		TOTAL FUND BALANCE	**$201,859.67**
		TOTAL LIABILITIES & FUND BALANCE	**$201,859.67**

LIBRARY IMPROVEMENT FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Investment Earnings	$50.00	$2.75	$30.58	$19.42
Contributions	$0.00	$0.00	$1,050.00	-$1,050.00
TOTAL REVENUES	**$50.00**	**$2.75**	**$1,080.58**	**-$1,030.58**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Audit	$50.00	$0.00	$50.00	$0.00
Equipment	$25,000.00	$0.00	$0.00	$25,000.00
TOTAL EXPENDITURES	**$25,050.00**	**$0.00**	**$50.00**	**$25,000.00**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$1,402.86		
Investments	$27,928.31		
		TOTAL ASSETS	**$29,331.17**
LIABILITIES:			
Accounts Payable	$0.00		
		TOTAL LIABILITIES	**$0.00**
FUND BALANCE:			
Unreserved Fund Balance	$28,300.59		
Excess Revenue over Expenditures	$1,030.58		
		TOTAL FUND BALANCE	**$29,331.17**
		TOTAL LIABILITIES & FUND BALANCE	**$29,331.17**

CONSERVATION TRUST FUND

10/31/2013

REVENUES:	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
State Contributions	$140,000.00	$0.00	$116,792.16	$23,207.84
Investment Earnings	$350.00	$12.05	$123.91	$226.09
TOTAL REVENUES	**$140,350.00**	**$12.05**	**$116,916.07**	**$23,433.93**

EXPENDITURES:	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Tennis Court Improvements	$8,000.00	$0.00	$6,863.99	$1,136.01
Steel picnic tables	$11,000.00	$0.00	$11,000.00	$0.00
Bridge - Pioneer Park	$0.00	$0.00	$0.00	$0.00
Aluminum tables	$0.00	$0.00	$0.00	$0.00
Basketball Court Improvements	$0.00	$0.00	$0.00	$0.00
Softball Field Improvements	$0.00	$0.00	$0.00	$0.00
Wood Chips	$14,175.00	$0.00	$14,175.00	$0.00
Playground Equipment	$0.00	$0.00	$0.00	$0.00
Recreation Center Improvements	$4,500.00	$0.00	$3,679.00	$821.00
Krull Park	$0.00	$0.00	$0.00	$0.00
Pioneer Park Improvements	$0.00	$0.00	$0.00	$0.00
Replaster Pool	$46,000.00	$0.00	$46,000.00	$0.00
Roof - Columbine	$0.00	$0.00	$0.00	$0.00
Replace Tile	$76,825.00	$0.00	$77,961.00	-$1,136.00
TOTAL EXPENDITURES	**$160,500.00**	**$0.00**	**$159,678.99**	**$821.01**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$0.52		
Investments	$122,823.71		
		TOTAL ASSETS	**$122,824.23**
LIABILITIES:			
Accounts Payable	$0.00		
		TOTAL LIABILITIES	**$0.00**
FUND BALANCE:			
Unreserved Fund Balance	$165,587.15		
Excess Revenue over Expenditures	-$42,762.92		
		TOTAL FUND BALANCE	**$122,824.23**
		TOTAL LIABILITIES & FUND BALANCE	**$122,824.23**

KARL FALCH LIBRARY TRUST FUND

10/31/2013

REVENUES:	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	$60.00	$3.06	$34.16	$25.84
TOTAL REVENUES	**$60.00**	**$3.06**	**$34.16**	**$25.84**

EXPENDITURES:	BUDGETED 2013	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
10/31/2013

ASSETS:			
Cash	$321.11		
Investments	$31,128.84		
		TOTAL ASSETS	**$31,449.95**
LIABILITIES:			
Accounts Payable	$0.00		
		TOTAL LIABILITIES	**$0.00**
FUND BALANCE:			
Unreserved Fund Balance	$31,470.79		
Excess Revenue over Expenditures	-$20.84		
		TOTAL FUND BALANCE	**$31,449.95**
		TOTAL LIABILITIES & FUND BALANCE	**$31,449.95**

EMPLOYEE SELF-INSURANCE FUND

10/31/2013

REVENUES:	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	$1,000.00	$55.80	$622.88	$377.12
Employee Premiums	$174,132.00	$19,685.06	$221,108.00	-$46,976.00
Wellness	$0.00	$1,250.00	$1,250.00	-$1,250.00
City Premiums	$1,584,840.00	$98,377.21	$1,006,519.12	$578,320.88
TOTAL REVENUES	**$1,759,972.00**	**$119,368.07**	**$1,229,500.00**	**$530,472.00**

EXPENDITURES:	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Wellness	$0.00	$1,250.00	$1,250.00	-$1,250.00
Premium	$1,758,972.00	$120,759.39	$1,225,014.12	$533,957.88
FLEX	$3,000.00	$190.00	$1,950.00	$1,050.00
Audit	$630.00	$0.00	$630.00	$0.00
Transfer General Fund	$0.00	$0.00	$0.00	$0.00
TOTAL EXPENDITURES	**$1,762,602.00**	**$122,199.39**	**$1,228,844.12**	**$533,757.88**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$22,020.77		
Investments	$570,377.85		
		TOTAL ASSETS	**$592,398.62**
LIABILITIES:			
Accounts Payable	$0.00		
		TOTAL LIABILITIES	**$0.00**
FUND BALANCE:			
Retained Earnings	$591,742.74		
Excess Revenue over Expenditures	$655.88		
		TOTAL FUND BALANCE	**$592,398.62**
		TOTAL LIABILITIES & FUND BALANCE	**$592,398.62**

SERVICE CENTER FUND

10/31/2013

REVENUES:	BUDGETED 2013	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	$664.00	$45.68	$417.27	$246.73
Miscellaneous	$0.00	$0.00	$2,339.80	-$2,339.80
Transfer of Reserves	$421,178.00	$35,095.00	$350,950.00	$70,228.00
Transfer for Lease Payment	$232,120.00	$19,342.00	$193,420.00	$38,700.00
TOTAL REVENUES	**$653,962.00**	**$54,482.68**	**$547,127.07**	**$106,834.93**

EXPENDITURES:	BUDGETED 2013	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	$316,738.00	$23,054.95	$255,707.18	$61,030.82

Maintenance & Operation	$363,778.00	$5,991.59	$125,512.52	$238,265.48
Capital Outlay	$6,000.00	$0.00	$0.00	$6,000.00
Transfer to General Fund	$0.00	$0.00	$0.00	$0.00
TOTAL EXPENDITURES	**$686,516.00**	**$29,046.54**	**$381,219.70**	**$305,296.30**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$12,498.63		
Cash - Bank of Cherry Creek	$3.02		
Investments	$465,413.34		
Fixed Assets (Net)	$2,067,508.23		
		TOTAL ASSETS	**$2,545,423.22**
LIABILITIES:			
Accounts Payable	$302.36		
Unpaid Compensated Absences	$19,857.49		
Accrued Salaries	$10,166.34		
Lease Payable	$1,190,000.00		
Lease Interest Payable	$4,760.00		
		TOTAL LIABILITIES	**$1,225,086.19**
FUND BALANCE:			
Retained Earnings	$1,154,429.66		
Excess Revenue over Expenditures	$165,907.37		
		TOTAL FUND BALANCE	**$1,320,337.03**
		TOTAL LIABILITIES & FUND BALANCE	**$2,545,423.22**

OLD HIRE POLICE FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Investment Earnings	$2,500.00	$73.78	$484.64	$2,015.36
Proceeds	$1,059,335.00	$0.00	$1,440,619.29	-$381,284.29
TOTAL REVENUES	**$1,061,835.00**	**$73.78**	**$1,441,103.93**	**-$379,268.93**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Pension	$81,832.00	$5,459.78	$39,290.97	$42,541.03
Capital Outlay	$143,125.00	$0.00	$138,366.77	$4,758.23
TOTAL EXPENDITURES	**$224,957.00**	**$5,459.78**	**$177,657.74**	**$47,299.26**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$0.52		
Accounts Receivable - FPPA	$268,752.00		
Investments	$753,984.64		
Prepaid Contribution	$240,709.03		
		TOTAL ASSETS	**$1,263,446.19**
LIABILITIES:			
Accounts Payable	$0.00		
		TOTAL LIABILITIES	**$0.00**
FUND BALANCE:			
Unreserved Fund Balance	$0.00		
Excess Revenue over Expenditures	$1,263,446.19		
		TOTAL FUND BALANCE	**$1,263,446.19**
		TOTAL LIABILITIES & FUND BALANCE	**$1,263,446.19**

RISK MANAGEMENT FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Investment Earnings	$1,500.00	$85.97	$915.80	$584.20
Miscellaneous	$5,000.00	$0.00	$354.85	$4,645.15
Compensation for Loss	$5,000.00	$3,243.89	$46,668.35	-$41,668.35
Transfer of Reserves	$257,670.00	$0.00	$262,753.50	-$5,083.50
Transfer Workers Comp	$198,744.00	$0.00	$188,310.09	$10,433.91
TOTAL REVENUES	**$467,914.00**	**$3,329.86**	**$499,002.59**	**-$31,088.59**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Claims Paid	$60,000.00	$0.00	$23,145.64	$36,854.36
Expense for Workers Comp	$198,564.00	$49,641.00	$207,580.00	-$9,016.00
Premium Fees	$257,670.00	$62,226.25	$255,711.65	$1,958.35
Flood	$350,000.00	$119,357.68	$120,569.61	$229,430.39
Expense for Unemployment	$10,000.00	$0.00	$171.66	$9,828.34
Materials & Supplies	$300.00	$300.00	$581.77	-$281.77
Audit	$590.00	$0.00	$590.00	$0.00
Transfer to General Fund	$1,500.00	$0.00	$0.00	$1,500.00
TOTAL EXPENDITURES	**$878,624.00**	**$231,524.93**	**$608,350.33**	**$270,273.67**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$11,954.49		
Investments	$809,983.76		
		TOTAL ASSETS	**$821,938.25**
LIABILITIES:			
Accounts Payable	$102,193.15		
		TOTAL LIABILITIES	**$102,193.15**
FUND BALANCE:			
Emergency Reserve	$350,000.00		
Retained Earnings	$479,092.84		
Excess Revenue over Expenditures	-$109,347.74		
		TOTAL FUND BALANCE	**$719,745.10**
		TOTAL LIABILITIES & FUND BALANCE	**$821,938.25**

CAPITAL EQUIPMENT FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Investment Earnings	$1,400.00	$105.18	$1,177.66	$222.34
Sale of Asset	$0.00	$765.00	$11,337.50	-$11,337.50
Compensation for Loss	$0.00	$0.00	$15,375.00	-$15,375.00
Other Contributions	$0.00	$0.00	$0.00	$0.00
Transfer of Reserves	$611,300.00	$41,573.00	$481,285.00	$130,015.00
Grants	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES	**$612,700.00**	**$42,443.18**	**$509,175.16**	**$103,524.84**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Audit	$905.00	$0.00	$905.00	$0.00
Police Equipment	$0.00	$26,798.00	$27,413.00	-$27,413.00
Fire Equipment	$120,102.00	$0.00	$87,697.99	$32,404.01
Public Works Equipment	$284,500.00	$0.00	$252,808.00	$31,692.00
Finance Equipment	$8,175.00	$0.00	$6,824.00	$1,351.00
Parks, Lib & Rec Equipment	$45,365.00	$0.00	$40,806.00	$4,559.00
Non-Dept Equipment	$8,010.00	$0.00	$8,165.00	-$155.00
TOTAL EXPENDITURES	**$467,057.00**	**$26,798.00**	**$424,618.99**	**$42,438.01**

BALANCE SHEET
10/31/2013

Cash	$10,251.37		
Investments	$1,076,835.99		
Fixed Assets (Net)	$1,889,106.87		
		TOTAL ASSETS	**$2,976,194.23**
LIABILITIES:			
Accounts Payable	$0.00		
Lease Payable	$147,134.07		
Lease Interest Payable	$8,134.31		
		TOTAL LIABILITIES	**$155,268.38**
FUND BALANCE:			
Retained Earnings	$2,736,369.68		
Excess Revenue over Expenditures	$84,556.17		
		TOTAL FUND BALANCE	**$2,820,925.85**
		TOTAL LIABILITIES & FUND BALANCE	**$2,976,194.23**

CAPITAL IMPROVEMENT FUND

10/31/2013

REVENUES:	**BUDGETED 2013**	**COLLECTIONS CURRENT MO.**	**COLLECTIONS TO DATE**	**BALANCE**
Investment Earnings	$1,500.00	$79.23	$806.76	$693.24
Misc. Income	$50.00	-$1,465.40	$41.03	$8.97
Rents From Land	$17,006.00	$196.03	$32,545.61	-$15,539.61
Sale of Asset	$0.00	$0.00	$100.00	-$100.00
Grants	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES	**$18,556.00**	**-$1,190.14**	**$33,493.40**	**-$14,937.40**

EXPENDITURES:	**BUDGETED 2013**	**EXPENSES CURRENT MO.**	**EXPENSES TO DATE**	**BALANCE**
Museum Exhibits	$0.00	$0.00	$0.00	$0.00
Building Improvements	$0.00	$0.00	$0.00	$0.00
Audit	$300.00	$0.00	$300.00	$0.00
TOTAL EXPENDITURES	**$300.00**	**$0.00**	**$300.00**	**$0.00**

BALANCE SHEET
10/31/2013

ASSETS:			
Cash	$13,919.64		
Accounts Receivable	$851.25		
Investments	$809,579.08		
		TOTAL ASSETS	**$824,349.97**
LIABILITIES:			
Accounts Payable	$0.00		
		TOTAL LIABILITIES	**$0.00**
FUND BALANCE:			
Unreserved Fund Balance	$791,156.57		
Excess Revenue over Expenditures	$33,193.40		
		TOTAL FUND BALANCE	**$824,349.97**
		TOTAL LIABILITIES & FUND BALANCE	**$824,349.97**

HUMAN RESOURCES DEPARTMENT

OCTOBER 2013 MONTHLY REPORT

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

CDL TESTING – A DOT Random Drug test was conducted during the month of October. Three (3) pre-employment drug screens were conducted.

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

JOB OPPORTUNITIES –

Positions Open	Positions Filled
Seasonal positions in Recreation & Rec Center	Laborer
Police Officer (1)	Firefighter
Police Cadet	
Water Treatment Plant Operator (2)	
Lead Water Treatment Plant Operator	
Utilities Superintendent	
Dispatch Supervisor	
Public Safety Dispatcher (3)	
Maintenance Worker I – PCF	
Maintenance Worker I – PW	
Lab Technician	
Firefighter	
Recreation Center Custodian	

PERSONNEL BOARD – Personnel Board did meet during October for a disciplinary appeal hearing.

MISCELLANEOUS ACTIVITIES

Open Enrollment meeting was held on October 8 with Renee Nagle, Benefit Administrator, presenting the information on changes for 2014. HR Assistant completed the Open Enrollment during October. Changes were mailed to CHP on October 29. Due date is November 7. There are a few stragglers this year with qualifying events occurring during December.

HR Assistant attended CML Salary Survey meeting on October 3 in Denver. This meeting reviews the CML survey input period and the retrieving of information from the survey results. Input period is January 1 – March 2. The survey results are opened up around April 15.

HR Assistant attended MSEC On boarding training in Ft. Collins on October 18. Orientation presentation is sound but continuing information to new employees may help with retention. Training was very helpful with plenty of information obtained to create an on boarding program for the City.

HR Director and HR Assistant assisted an employee's family with death benefits during October.

HR Director and HR Assistant compiled Risk Management claims from the September flood and submitted to CIRSA. HR Assistant participated in a review of front line staff and possible improvements in this area during an emergency situation. HR Director participated in reviews of staff involvement also during the flood.

MUNICIPAL COURT

OCTOBER 2013 MONTHLY REPORT

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
ARRAIGNMENTS	**49**	**61**	**-20%**	**493**	**523**	**-6%**	**716**	**-31%**
JUVENILE CASES	**6**	**4**	**50%**	**88**	**67**	**31%**	**106**	**-17%**
TRAFFIC	1			4	4		4	11%
NO INSURANCE					1	-100%	1	-100%
NO SEAT BELT							1	-100%
SPEEDING				3	1	200%	2	88%
UNDERAGE POSS OF TOBACCO				2	1	100%	6	-67%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA				6	15	-60%	15	-59%
THEFT				20	7	186%	8	144%
DISTURBING THE PEACE/NOISES	1			13	2	550%	8	71%
RESISTING ARREST/FAILURE TO COMPLY				2	1	100%	1	233%
INJURING/DEFACING PROPERTY	1			12	10	20%	8	54%
TRESPASSING		3	-100%	3	3		6	-50%
UNDERAGE POSS/CONS ALCOHOL/PROCURE				15	13	15%	34	-56%
CURFEW FOR MINORS		1	-100%	4	4		4	-5%
OTHER	1			4	5	-20%	9	-55%
ADULT CASES	**43**	**57**	**-25%**	**405**	**456**	**-11%**	**610**	**-34%**
TRAFFIC	4	7	-43%	51	70	-27%	62	-17%
NO INSURANCE	5	2	150%	27	16	69%	61	-56%
NO SEAT BELT				19	24	-21%	81	-77%
SPEEDING	1	1		8	19	-58%	69	-88%
PARKING	10	2	400%	59	29	103%	63	-6%
POSS. MARIJUANA/DRUG PARAPHERNALIA	1	9	-89%	10	41	-76%	37	-73%
THEFT	4	8	-50%	61	51	20%	32	89%
DISTURBING THE PEACE/NOISES	1	2	-50%	24	25	-4%	20	20%
RESISTING ARREST/FAILURE TO COMPLY		1	-100%	7	7		5	40%
INJURING/DEFACING PROPERTY	1	1		13	3	333%	5	183%
TRESPASSING	1	4	-75%	13	14	-7%	27	-53%
UNDERAGE POSS/CONS ALCOHOL	6	9	-33%	52	80	-35%	68	-24%
SALE / PROCUREMENT / OPEN CONTAINER				5	1	400%	7	-29%
OTHER	2	2		19	25	-24%	28	-33%
ANIMAL	7	1	600%	29	38	-24%	37	-22%
NUISANCES		8	-100%	8	13	-38%	20	-60%
JUVENILE ARR'S FOUND GUILTY	6	4	50%	48	45	7%	63	-24%
JUVENILE ARR'S DISMISSED				5			20	-74%
JUVENILES PLACED ON PROB/DJ/UPS	8	4	100%	62	46	35%	75	-18%
JUVENILE VIOLS OF PROB/DJ/UPS	1			4	3	33%	14	-72%
JUVENILE FTA/PWL							69	-100%
ADULT ARR'S FOUND GUILTY	19	23	-17%	162	182	-11%	228	-29%
ADULT ARR'S DISMISSED		5	-100%	39	34	15%	75	-48%
ADULTS PLACED ON PROB/DJ/UPS	5	11	-55%	71	100	-29%	97	-27%
ADULT VIOLS OF PROB/DJ/UPS				3	1	200%	18	-84%
ADULT FTA/PWL	7	2	250%	36	25	44%	127	-72%

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	30	47	-36%	338	373	-9%	418	-19%
CONTINUANCE/SET FOR TRIALS/ETC	8	20	-60%	136	168	-19%	144	-6%
CASES REVIEWED	48	53	-9%	537	453	19%	411	31%
TRIALS FOUND GUILTY	5	7	-29%	51	60	-15%	61	-16%
TRIALS FOUND NOT GUILTY	1			9	2	350%	376	-98%
TRIALS DISMISSED	6	4	50%	43	43		71	-40%
NEW CHARGES PROCESSED	95			811	803	1%	1,065	-24%
NEW WARRANTS	19	17	12%	123	132	-7%	172	-28%
DAYS JUVENILES SENT TO DETENTION				4			293	-99%
DAYS ADULTS SENT TO JAIL	20	75	-73%	142	125	14%	178	-20%
PAID TICKETS	45	34	32%	385	399	-4%	846	-54%
PAID WITH AUTO POINT REDUCTION	24	10	140%	187	187		201	-7%
PAID AS REGULAR TICKET	21	24	-13%	198	212	-7%	441	-55%
FROM PWL TO WARRANT	3			5			4	32%

POLICE DEPARTMENT

OCTOBER 2013 MONTHLY REPORT

During October 2013, the police department responded to 1,107 Calls for Service, a 17 percent increase over the 948 Calls for Service responded to in October of 2012. The year-to-date calls for service at the end of October 2013 were 9,858, a six percent decrease from the 10,470 calls noted at the end of October 2012.

Officers responded to 24 traffic accidents during the month of October, a 50 percent increase over the 16 accidents responded to in October of 2012. Officers issued 35 penalty assessments during October 2013, which is a 52 percent increase over the 23 penalty assessments issued in October 2012. Officers also issued 193 Warning tickets during October 2013, a seven percent decrease from the 208 Warning tickets issued in October 2012. Officers arrested ten drivers on DUI charges during October 2013, which is a 25 percent increase over the eight DUI arrests in October of 2012.

Among the criminal offenses reported were one sex offense, 14 assault offenses, ten burglaries, 27 larceny/thefts, three fraud offenses, and 12 vandalisms. The value of property stolen during the month was $34,273 and $1,512 was recovered. Officers arrested 58 adults and two juveniles, for a total of 60 arrests in October 2013. This is nine less arrests or a 15 percent decrease over the total of 51 arrests made in October of 2012.

In October, the Youth Services Division received 28 youth referrals (14 males and 14 females). Youth Services received referrals from the following: 26 from the Sterling Police Department, and two from a court.

Officers responded to 36 calls at local liquor establishments, with 33 calls being reported in October of 2012.

Sterling Police officers and staff completed 1,198.25 hours of training during the month of October 2013. Year-to-date, officers and staff have completed 6,263.67 hours of training. Officer Michael Grant successfully completed the rigorous Field Training Officer Program on September 4, 2013.

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	1,107	948	17%	9,858	10,470	-6%	11,846	-17%
MOTOR VEHICLE ACCIDENTS	24	16	50%	208	194	7%	235	-11%
CRIMINAL OFFENSES	154	133	16%	1,535	1,263	22%	1,215	26%
GROUP "A" OFFENSES	77	65	18%	817	692	18%	699	17%
GROUP "B" OFFENSES	77	68	13%	718	593	21%	520	38%
VANDALISM	12	15	-20%	187	162	15%	155	21%
ARRESTS								
ADULTS	58	43	35%	469	423	11%	543	-14%
JUVENILES	2	8	-75%	48	38	26%	78	-38%
PROPERTY								
STOLEN	34,273	30,533	12%	363,591	213,276	70%	276,097	32%
RECOVERED	1,512	20,296	-93%	92,460	58,885	57%	80,277	15%
MUNICIPAL CHARGES								
PA'S	35	23	52%	378	434	-13%	1,071	-65%
CRIMINAL CHARGES	30	28	7%	226	260	-13%	241	-6%
WARNINGS	193	208	-7%	1,523	2,353	-35%	3,066	-50%
STATE CHARGES								
TRAFFIC	26	13	100%	217	237	-8%	392	-45%
DUI'S	10	8	25%	62	57	9%	74	-17%
CRIMINAL CHARGES	18	30	-40%	316	264	20%	308	3%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	14	22	-36%	147	151	-3%	166	-12%
FEMALE	14	20	-30%	119	103	16%	88	35%
TOTAL	28	42	-33%	266	254	5%	255	4%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	26	34	-24%	247	233	6%	229	8%
LOGAN COUNTY SHERIFF'S OFFICE		1	-100%	6	3	100%	6	3%
DISTRICT COURT	2			3	2	50%	2	25%
STATE PATROL/OTHER JURISDICTION				1	1		2	-38%
PARENT/SELF		1	-100%	1	3	-67%	3	-69%
SCHOOL		6	-100%	8	12	-33%	13	-38%

OCTOBER 2013

STERLING FIRE DEPARTMENT

CHIEF VOGEL:
LEAD MONTHLY COMMAND STAFF MEETING
ATTENDED STERLING RURAL FIRE BORD MEETING
ATTENDED CITY DEPARTMENT LUNCH
PRESENTED CPM CERTIFICATE FROM COLORADO UNIVERSITY

STAFF TRAINING:
MED VAC HELICOPTER
VECHILE EXTRICATION
HAZARDOUS FLOOD DEBRIS

STAFF ACTIVITIES:
FIRE PREVENTION WEEK
14 FIRE DEPARTMENT EMPLOYEES SPENT 37 HOURS EDUCATING OUR YOUNG CITIZENS. 1355 CHILDREN IN 10 EDUCATION ESTABLISHMENTS WERE TAUGHT ABOUT FIRE SAFETY

MAJOR INCIDENTS:
9 FIRES
118 RESCUE AND EMERGENCY MEDICAL INCIDENTS
3 HAZARDOUS CONDITIONS
152 TOTAL INCIDENTS
$3500.00 ESTIMATED LOSS

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
FIRES								
City	4	3	33%	2	25	-92%	29	-93%
Rural	5	5		1	108	-99%	67	-99%
Total	9	8	13%	3	133	-98%	96	-97%
EMS/RESCUE								
City	79	90	-12%	48	916	-95%	668	-93%
Rural	39	14	179%	2	146	-99%	148	-99%
Total	118	104	13%	50	1,062	-95%	816	-94%
HAZARDOUS CONDITION								
City	3	43	-93%	11	248	-96%	232	-95%
Rural		9	-100%	1	88	-99%	76	-99%
Total	3	52	-94%	12	336	-96%	309	-96%
TOTAL 911 SERV CALLS								
City	99	136	-27%	61	1,189	-95%	967	-94%
Rural	53	28	89%	4	342	-99%	292	-99%
Total	152	164	-7%	65	1,531	-96%	1,258	-95%
AVERAGE RESPONSE TIME								
City	4	15	-74%	9	52	-83%	45	-80%
Rural	10	13	-20%	7	123	-94%	115	-94%
Overall Average	7	14	-50%	8	87	-91%	79	-90%
GENERAL ALARMS								
Total General Alarms	5	11	-55%	7	73	-90%	48	-85%
Average Number of Firefighters	8	13	-38%	10	12	-22%	104	-91%
BUILDING FIRES								
Total Building Fires	1	1		2	16	-88%	17	-88%
Fires Confined to Rm of Origin	1	1			5	-100%	4	-100%
TRAINING HOURS								
Career Hours	861	733	18%	1,183	5,295	-78%	3,024	-61%
Volunteer Hours	72	36	100%	138	649	-79%	562	-75%
Total Hours	933	769	21%	1,321	5,944	-78%	3,586	-63%
Average Career Hours	57.4	48.8	18%	79	353	-78%	202	-61%
Average Volunteer Hours	6.0	3.0	100%	12	54	-79%	47	-75%
FIRE INSPECTIONS								
New Inspections	23	10	130%	5	396	-99%	408	-99%
Re-Inspections	1	14	-93%	1	245	-100%	205	-100%
Total Inspections	24	24		6	641	-99%	612	-99%
HYDRANT INSPECTIONS	24	0		0	29	-99%	230	-100%
				0				
				0				
				0				
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				0				
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				0				

PUBLIC WORKS DEPARTMENT

OCTOBER 2013 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of October with a high temperature of 81° recorded at the Sterling Municipal Airport on the 7th. Evening temperatures also fluctuated similarly with a low of the month being 24° on the evening of the 16th and a high evening low of 47° recorded on the 2nd. The station located east of Sterling recorded a total precipitation of .0" for the month. However, at Sterling Municipal Airport there was a total of 1.12" recorded in the month of October. (The current weather monitoring device at the water station is under repair.)

MONTHLY CLIMATOLOGICAL SUMMARY for OCT. 2013

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	61.1	75.9	4:30p	44.3	6:30a	6.2	2.4	0.00	4.0	16.0	4:00p	ESE
2	60.6	76.2	12:30p	46.8	7:30a	7.4	3.0	0.00	6.7	24.0	12:30p	NNE
3	52.7	58.2	1:00p	46.8	1:00a	12.3	0.0	0.00	8.2	24.0	3:00p	NE
4	41.2	49.6	12:30a	34.9	12:00m	23.8	0.0	0.12	19.7	44.0	4:00p	WNW
5	43.9	53.8	4:00p	34.9	12:30a	21.1	0.0	0.00	19.8	48.0	7:00a	WNW
6	53.6	67.6	2:30p	36.1	4:30a	11.7	0.3	0.00	9.5	35.0	1:00p	W
7	55.7	80.6	4:30p	33.9	6:00a	12.6	3.4	0.00	5.5	17.0	10:30a	S
8	57.0	78.7	3:30p	39.6	6:00a	11.1	3.1	0.00	4.1	22.0	5:30p	NE
9	55.1	67.9	4:30p	43.4	6:00a	10.2	0.3	0.00	5.3	19.0	1:00p	NNE
10	53.7	77.8	3:30p	38.9	6:00a	12.9	1.7	0.10	7.0	42.0	6:30p	SSW
11	52.5	59.3	4:00p	42.3	11:30p	12.5	0.0	0.34	13.6	47.0	3:00a	WNW
12	50.2	61.0	2:30p	42.0	6:30a	14.8	0.0	0.00	5.4	29.0	5:30p	SSE
13	56.5	69.5	3:00p	42.0	8:00a	9.1	0.6	0.02	12.9	35.0	10:30p	SE
14	48.9	65.1	2:00a	38.2	12:00m	16.1	0.0	0.26	16.8	46.0	1:30a	NW
15	38.9	46.0	1:00p	28.8	12:00m	26.1	0.0	0.00	13.3	37.0	4:00a	NW
16	39.2	55.9	5:30p	23.9	6:30a	25.8	0.0	0.00	4.0	21.0	2:30p	S
17	42.0	49.4	2:00p	33.9	12:00m	23.0	0.0	0.06	6.8	20.0	5:00a	NNE
18	37.0	46.8	4:00p	31.2	7:30a	28.0	0.0	0.22	6.5	30.0	2:30p	WNW
19	45.8	64.6	4:00p	28.3	1:30a	19.2	0.0	0.00	7.1	25.0	12:30p	S
20	45.0	54.9	4:00p	33.7	4:30a	20.0	0.0	0.00	6.1	24.0	12:30p	NW
21	48.3	61.8	4:30p	33.8	7:30a	16.7	0.0	0.00	8.7	34.0	2:00p	W
22	55.3	67.7	3:00p	42.1	9:30p	10.0	0.3	0.00	6.3	24.0	10:30a	W
23	49.7	68.1	3:00p	32.7	7:30a	15.7	0.4	0.00	4.4	18.0	12:00p	N
24	43.4	55.8	3:00p	31.0	6:00a	21.6	0.0	0.00	3.9	19.0	12:00p	N
25	48.3	73.1	4:00p	30.3	7:30a	17.5	0.8	0.00	3.7	14.0	1:30p	SE
26	49.4	66.1	3:00p	36.5	12:00m	15.6	0.1	0.00	3.6	12.0	11:30a	S
27	51.2	74.3	2:00p	32.8	6:30a	15.4	1.5	0.00	5.7	20.0	3:00p	S
28	37.7	49.5	12:30a	34.0	10:00a	27.3	0.0	0.00	8.8	29.0	7:00a	NE
29	37.3	40.0	4:00p	34.4	6:30a	27.7	0.0	0.00	3.7	16.0	6:30a	NE
30	45.7	59.3	3:00p	36.7	4:00a	19.3	0.0	0.00	6.1	26.0	1:00p	SSE
31	48.1	58.9	2:30p	35.2	1:00a	16.9	0.0	0.00	15.7	43.0	12:00p	W
	48.5	80.6	7	23.9	16	527.6	17.9	1.12	8.2	48.0	5	WNW

Max >= 90.0: 0
Max <= 32.0: 0
Min <= 32.0: 6
Min <= 0.0: 0
Max Rain: 0.34 ON 10/11/13
Days of Rain: 7 (>.01 in) 4 (>.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 3% with 456 blocks being swept throughout the month compared to a year ago.

A 232% increase in resources was expended in cleaning catch basins with the number being 511 throughout the month compared to 154 a year ago.

The division expended 28 gallons of paint during the month painting parking, 14 gallons of paint painting crosswalks, 24 gallons painting curbs, 1 gallon painting symbols and 8 gallons painting lanes.

The division repaired 7 traffic control signs and replaced 2 control signs.

The sanitation division collected 213 tons of loose trash throughout the month. However, they collected 509 tons of compacted trash. This compacted trash is a 3% decrease compared to a year ago. Under time and material removals there were 7 tons this month.

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)	456	470	-3%	3,334	3,888	-14%	4,788	-30%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	6,200	5,340	16%	42,465	51,980	-18%	62,920	-33%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)				64	118	-45%	498	-87%
Gravel/ABC-Streets (Tons)				80	2,495	-97%	887	-91%
Grading Alleys (Blocks)		108	-100%	205	1,242	-83%	1,251	-84%
Grading Streets (Blocks)	30			30	296	-90%	556	-95%
Grade Parking Lots (Blocks)							4	-100%
Excavate Sub-base (Cu Yds)					427	-100%	445	-100%
Excavate Asphalt (Tons)				50	108	-54%	393	-87%
Excavate Concrete (Tons)							46	-100%
Structure Backfill (Tons)					197	-100%	732	-100%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)					783	-100%	941	-100%
Hot Bituminous Mix (Tons)		37	-100%	241	652	-63%	785	-69%
Emulsion/Tack Oil (Gals)				80	20	300%	154	-48%
Cold Mix-Asphalt (Tons)	1	0	111%	2	1,811	-100%	1,222	-100%
Catchbasins - Altosid Briquets					125	-100%	1,668	-100%
Catchbasins Cleaned (Each)	511	154	232%	2,206	2,741	-20%	4,388	-50%
Painting-Parking (Gals)	28			94	82	14%	62	51%
Painting-Crosswalks (Gals)	14			117	243	-52%	120	-3%
Painting-Curbs (Gals)	24	35	-31%	124	224	-45%	188	-34%
Painting-Symbols (Gals)	1			1				
Painting-Lanes(Gals)	8			8	5	60%	14	-42%
SIGN MAINTENANCE								
Traffic Control-Repair (Each)	7			187	102	83%	35	431%
Traffic Control-Replace (Each)	2	32	-94%	109	136	-20%	128	-15%
Traffic Control-Install (Each)		7	-100%	6	193	-97%	162	-96%
Traffic Control-Remove (Each)				8	155	-95%	137	-94%

Street Name-Repair (Each)				8	220	-96%	64	-87%
Street Name-Replace (Each)				62	78	-21%	109	-43%
Street Name-Install (Each)				5	84	-94%	113	-96%
Delineators-Repair & Replace (Each)				1			3	-71%
SNOW/ICE CONTROL								
Snow Removal (Loads)				130	129	1%	323	-60%
Salt/Sand Mix Material (Tons)				232	86	172%	193	20%
Plowed/Sanded Streets (Miles)				1,902	1,356	40%	2,261	-16%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	213	165	29%	1,016	838	21%	896	13%
Compacted Trash Collection (Tons)	509	522	-3%	4,935	4,823	2%	5,136	-4%
Alley Debris/Trash Removal: T & M (Tons)	7			190	101	88%	113	67%
Yard: Sweepings + Misc Debris (Tons)				402	670	-40%	1,026	-61%
Container Repairs-90 Rollouts (Each)	1	2	-50%	51	50	2%	202	-75%
Container Repairs-Dumpsters (Each)	17	23	-26%	269	395	-32%	339	-21%
Level Dumpsters - Gravel Base Pad	190			196	14	1300%	4	4800%
Weed Control-Mowing (Hours)	9	22	-58%	114	192	-40%	173	-34%
Weed Control-Burning (Hours)		8	-100%		11	-100%	7	-100%
MATERIAL PROCESSING								
Haul Materials from Vendor Yard (Tons)	132			1,210	496	144%	1,291	-6%
Haul Materials from Project Site (Cu Yds)				137	318	-57%	2,267	-94%
Haul Pulverized Asphalt/Millings (Cu Yds)	29			251	268	-7%	661	-62%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete				600			129	365%
Crack Sealing (#'s per day)				27,150	28,980	-6%	28,571	-5%

WATER/SEWER DIVISION

The water division produced 61,353,200 gallons, a 13% decrease compared to October a year ago, and a 7% increase in hours logged. Furthermore the division responded to 102 requests for locates throughout the month. The meter reader read 4,811 meters resulting in 68 turn-offs for delinquent payment and 33 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 74 and cleared 74 SCADA alarms at the time of reporting.

The sewer division responded to 196 requests for locates.

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
WATER DISTRIBUTION								
WATER SERVICES INSTALLED (No.)								
Water Services Installed -3/4"							0	-100%
Water Service Installed-1"							1	-100%
Water Service Installed-1 1/2"								
Water Service Installed-2"							0	-100%

Water Service Installed->2"							0	-100%
Water Taps Installed (all sizes)								
Water Services Repaired (leak)					5	-100%	13	-100%
WATER MAINS INSTALLED (Feet) 4"							4	-100%
Watermain Installed-6"							3	-100%
Watermain Installed-8"							1	-100%
Watermain Installed-10"							94	-100%
Watermain Installed->10"							4	-100%
Watermains Repaired (breaks) No.					5	-100%	14	-100%
WATER MAINS REPLACED (Feet) 4"							0	-100%
Watermain Replaced-6"							11	-100%
Watermain Replaced-8"								
Watermain Replaced-10"							111	-100%
Watermain Replaced->10"							2	-100%
WATER MAIN VALVES INSTALLED (No.) 4"							1	-100%
Valves Installed-6"							0	-100%
Valves Installed-8"								
Valves Installed-10"							1	-100%
Valves Installed->10"							0	-100%
Valves Repaired					9	-100%	3	-100%
Valves Replaced					7	-100%	3	-100%
Valves Exercised					68	-100%	39	-100%
Valve Boxes Replaced							0	-100%
Valves Boxes Repaired							0	-100%
LOCATES (No.)								
Valves	28	29	-3%	454	1,494	-70%	1,786	-75%
Water Mains	23	19	21%	303	784	-61%	991	-69%
Service Lines	51	47	9%	553	559	-1%	215	157%
FIRE HYDRANTS (No.)								
Fire Hydrants Installed							0	-100%
Fire Hydrants Repaired					4	-100%	10	-100%
Fire Hydrants Replaced					3	-100%	1	-100%
Fire Hydrants Inspected					2	-100%	5	-100%
Fire Hydrants Flushed					2	-100%	3	-100%
Fire Hydrants Painted								
Pipe Fittings Installed								
Cross (No)							0	-100%
Tee (No)							0	-100%
Bend (No)								
MISCELLANEOUS - OTHER								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)					30	-100%	14	-100%
METER SECTION								
METERS (No.)								
Meters Read	4,811	5,412	-11%	49,158	45,144	9%	45,319	8%
Meter Turn-offs (for repair)	36	8	350%	144	81	78%	124	16%
Meter Turn-offs (delinquent)	68	118	-42%	772	628	23%	612	26%
Meter Turn-ons (all)	100	130	-23%	869	780	11%	727	19%

METER MAINTENANCE (No.)								
Meters Repaired - In House								
Meters Repaired - In Field							8	-100%
Meters Repaired - Manufacturer								
METER INVESTIGATIONS (No.)								
Zero Consumption		11	-100%	236	14	1586%	3	8329%
High Usage	33	15	120%	171	282	-39%	334	-49%
Leaking in Meter Pit	2			19	2	850%	0	4650%
METER PIT MAINTENANCE (No.)								
Curb Stops Repaired							1	-100%
METER PIT INSTALLATION (No.)								
Meter Pits Installed							0	-100%
MISCELLANEOUS - OTHER (No.)								
Concrete Risers Manufactured								
Meter Pits Manufactured								
OPERATIONS SECTION								
WELL METERS (No.)								
Well Meters Read	13	12	8%	139	219	-37%	165	-16%
Park Meters Read	43	22	95%	285	283	1%	247	15%
WELL HOUSE MAINTENANCE (No.)								
Motors Checked	286	403	-29%	2,358	3,965	-41%	3,972	-41%
Well Building Security Checked		651	-100%	1,746	6,405	-73%	6,128	-72%
WELL MAINTENANCE (No.)								
Well GPM Check								
Well Check for Sand							2	-100%
Well Static Level							14	-100%
Well Draw Down							10	-100%
Well Air Check		93	-100%		912	-100%	470	-100%
GROUND STORAGE TANKS (No.)								
7.5 MG Tank Checked	21	62	-66%	271	610	-56%	527	-49%
7.5 MG Tank Level Checked	21	62	-66%	271	610	-56%	527	-49%
2.0 MG Tank Checked	21	62	-66%	272	610	-55%	527	-48%
2.0 MG Tank Level Checked	21	62	-66%	271	610	-56%	529	-49%
Security Checks	21	62	-66%	274	610	-55%	615	-55%
ELEVATED STORAGE TANKS (No.)								
0.25 MG North Checked	88	93	-5%	622	915	-32%	882	-29%
0.25 MG North Level Checked	88	93	-5%	624	915	-32%	882	-29%
0.25 MG South Checked	88	93	-5%	624	915	-32%	880	-29%
0.25 MG South Level Checked	88	93	-5%	624	915	-32%	882	-29%
Security Checks	88	186	-53%	618	1,830	-66%	1,698	-64%
WATER QUALITY TESTING (No.)								
Well Samples Taken				9			55	-84%
Distribution Samples Taken				15			116	-87%
Chlorine Samples Taken	39	155	-75%	383	1,525	-75%	782	-51%
Bacterialogical Samples Taken	18			172			119	44%
Other - Samples taken	8			11			81	-86%
SCADA SYSTEM (No.)								
SCADA Alarms	74	92	-20%	828	719	15%	480	73%

SCADA Alarms Cleared	74	102	-27%	826	725	14%	480	72%
DISINFECTION (No.)								
Chlorine Bottles Picked Up		14	-100%		190	-100%	128	-100%
Chlorine Bottles Returned		16	-100%		206	-100%	130	-100%
POTABLE WELLS								
WELLS PUMPED								
Hours	2,268	2,129	7%	27,525	30,052	-8%	32,171	-14%
Gallons	61,353	70,813	-13%	812,666	978,664	-17%	960,649	-15%
Call Customer By Phone								
UNCC LOCATES								
City Requests	6	5	20%	40	80	-50%	47	-16%
Private Requests	91	77	18%	858	953	-10%	384	123%

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Monthly Water Demand Record								
Sterling WTP								
Monthly Total Demand (MG)	61			791				
Average Daily Demand (MG)	2			26				
Maximum Daily Demand (MG)	4			34				
Minimum Daily Demand (MG)	2			19				
Monthly Total FW Production (MG)	60			791				
Average Daily FW Production (MG)	2			26				
Maximum Daily FW Production (MG)	4			37				
Minimum Daily FW Production (MG)	1			14				

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
SANITARY SECTION								
Sewer Service Installed (No.)								
Sewer Service Installed (No.) 4"							1	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all								
Sewer Service Inspected (No.)							1	-100%
Sewer Service Repaired (No.)							4	-100%
Sewer Lines Installed (Ft.)								
Sewer Lines Installed (Ft.) 6"								
Sewer Lines Installed (Ft.) 8"							521	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
Sewer Lines Replaced (Ft.) 4"								
Sewer Lines Replaced -6" (Ft)							5	-100%
Sewer Lines Replaced -8" (Ft)								

Sewer Lines Replaced -10" (Ft)							3	-100%
Sewer Lines Replaced-12" & larger (Ft)								
Sanitary Sewer Relined-all sizes (Ft)								
Sewer Lines Cleaned (Ft.) 4"							20	-100%
Sewer Lines Cleaned (Ft.) 6"							1,199	-100%
Sewer Lines Cleaned (Ft.) 8"							12,915	-100%
Sewer Lines Cleaned (Ft.) 10"					3,200	-100%	6,930	-100%
Sewer Lines Cleaned (Ft.) 12" & larger					3,000	-100%	3,509	-100%
Sewer Lines Repaired (Ft.)								
Sewer Lines Repaired (Ft.) 6"								
Sewer Lines Repaired (Ft.) 8"							1	-100%
Sewer Lines Repaired (Ft.) 10"							361	-100%
Sewer Lines Repaired (Ft.) 12" & larger							0	-100%
Sanitary Tap Locates (No.)	62	20	210%	621	142	337%	93	565%
Sanitary Line Locates (No.)	50	29	72%	455	795	-43%	1,004	-55%
Sanitary Manhole Locates (No.)	84	33	155%	697	1,503	-54%	1,774	-61%
Sanitary Manholes Constructed (No.)							0	-100%
Sanitary Manholes Inspected (No.)							4	-100%
Sanitary Manholes Repaired (No.)							2	-100%
Sanitary Manholes Raised (No.)								
Sanitary Manholes Lowered (No.)								
Lift Stations Checked (No.)					6	-100%	42	-100%
Lift Stations Cleaned/Washed (No.)					14	-100%	51	-100%
Lift Stations Repaired (No.)							3	-100%
Lift Station Alarms (No.)					35	-100%	16	-100%
MISCELLANEOUS-OTHER								
Sewer Lines Televised (Ft.) all sizes					60	-100%	20	-100%
Sewer Service Lines Televised (No)					1	-100%	5	-100%
Sewer Service Taps Televised (No)					2	-100%	4	-100%
Sewer Service Lines Replaced (No)					1	-100%	0	-100%
Sewer Service Taps Replaced (No)					1	-100%	1	-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" & larger (Ft)								
Storm Sewer Lines Replaced (Ft.)								
sewer lines replaced-8" (Ft)								
Sewer lines replaced-10" (Ft)							1	-100%
Sewer Lines Replaced-12" & larger (Ft)								
Storm Sewer lines Cleaned (Ft.)								
Sewer lines cleaned-8" (Ft)							529	-100%
Sewer lines cleaned-10" (Ft)							320	-100%
Sewer lines cleaned-12" & larger (Ft)							590	-100%
Storm Sewer Lines Repaired (Ft.)								
Sewer Lines Repaired-8" (Ft)							1	-100%
Sewer Lines Repaired-10" (Ft)								

Sewer Lines Repaired-12"&larger (Ft)							2	-100%
Storm Manholes Constructed (No.)							0	-100%
Storm Manholes Inspected (No.)								
Storm Manholes Repaired (No.)								
Storm Manholes Replaced (No.)							0	-100%
Catchbasins Constructed (No.)								
Catchbasins Inspected (No.)								
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)		76	-100%		76	-100%	19	-100%
Storm Sewer Line Locates (No.)	17	11	55%	159	818	-81%	1,384	-89%
Storm Sewer Manhole Locates (No.)	20	30	-33%	131	1,302	-90%	1,637	-92%
Call Customer by Phone							1	-100%

AIRPORT DIVISION

The airport division witnessed 170 operations during the month of October. Throughout the month this division sold 3,018 gallons of fuel, which is a 2% increase from October 2012. However the total year-to-date of 32,309 gallons of fuel, is also an 18% decrease compared to a year ago.

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
OPERATIONS BY A/C TYPE								
A/C Single Engine	86	77	12%	1,118	1,629	-31%	1,448	-23%
A/C Multi Engine	20	10	100%	140	156	-10%	149	-6%
Helicopter	10	22	-55%	152	224	-32%	180	-16%
Turbojet	54	65	-17%	393	463	-15%	459	-14%
Other Types				2	2		4	-44%
TOTAL OPERATIONS	170	174	-2%	1,805	2,474	-27%	2,240	-19%
AVIATION FUEL DISPENSATION								
Avgas (Gals.)	1,340	671	100%	11,887	15,080	-21%	13,204	-10%
Jet-A (Gals.)	1,679	2,288	-27%	20,422	24,546	-17%	20,661	-1%
TOTAL FUEL	3,018	2,960	2%	32,309	39,625	-18%	33,865	-5%

CODE ENFORCEMENT DIVISION

There was 1 permit issued for new residential work with a construction value of $131,000 in the month of October. There were 20 permits for residential additions/alterations with a construction value of $119,438.00. There was 1 permit issued for new non-residential work with a construction value of $26,116 in the month of October. Furthermore there were 3 permits for non-residential additions and/or alterations with a construction value of $725,735. For summation of the month there was a total of 25 building permits issued with a fee structure of $30,819; 0 demo permits with a fee structure of $0; 4

fence permits with a fee structure of $80; 8 mechanical permits with a fee structure of $302; 0 sign permits with a fee structure of $0; 10 excavation permits with a fee structure of $160, 0 manufactured home hookup permits with a fee structure of $0 and 19 miscellaneous permits and/or approvals issued with a fee structure of $2,723.00. Throughout October, there were 66 permits and/or approvals issued with a 19% decrease compared to a year ago. The fee structure is $34,084.00, a 21% increase compared to a year ago.

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
NEW RESIDENTIAL								
Single-Family Detached 101								
Permits	1			5	3	67%	1	317%
Units	1			5	3	67%	1	317%
Value	131,000			641,000	373,000	72%	128,660	398%
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits							0	-100%
Units							0	-100%
Value							37,310	-100%
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits								
Units								
Value								
TOTALS								
Permits	1			5	3	67%	1	257%
Units	1			5	3	67%	2	213%
Value	131,000			641,000	373,000	72%	165,970	286%
NEW RESIDENTIAL (GROUP/TRANSIENT)								
Hotels & Motels 213								
Permits								
Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								

TOTALS								
Permits								
Units								
Value								
RESIDENTIAL ADD/ALTERATIONS								
Residential Additions/Alterations 434								
Permits	19	23	-17%	114	185	-38%	114	0%
Value	114,438	124,483	-8%	682,345	1,312,406	-48%	771,198	-12%
Residential Garages/Carports 438								
Permits	1			9	5	80%	9	5%
Value	5,000			59,310	77,901	-24%	93,458	-37%
TOTALS - RES. ADD/ALTERATIONS								
Permits	20	23	-13%	123	190	-35%	123	0%
Value	119,438	124,483	-4%	741,655	1,390,307	-47%	864,657	-14%
NEW NONRESIDENTIAL								
Amusement & Recreation 318								
Permits				1			0	150%
Value				28,285			186,230	-85%
Churches & Religious 319								
Permits							0	-100%
Value							279,826	-100%
Industrial Buildings 320								
Permits				1				
Value				450,000				
Auto Service & Repair 322								
Permits								
Value								
Hospitals & Institutions 323								
Permits							0	-100%
Value							186,000	-100%
Offices 324								
Permits				2	1	100%	1	150%
Value				23,500	1,924,600	-99%	497,571	-95%
Schools & Education 326								
Permits								
Value								
Commercial Buildings (Retail) 327								
Permits					1	-100%	1	-100%
Value					428,119	-100%	399,624	-100%
Public Works & Utilities 325								
Permits							0	-100%
Value							2,400,388	-100%
Other Buildings 328								
Permits	1			6	2	200%	7	-14%
Value	26,116			152,685	236,517	-35%	416,417	-63%
Structures 329								
Permits				2			4	-44%
Value				277,855			48,680	471%

TOTALS - NEW NONRESIDENTIAL								
Permits	1			12	4	200%	13	-9%
Value	26,116			932,325	2,589,236	-64%	4,414,735	-79%
NONRESIDENTIAL ADD/ALTERATIONS								
Nonresidential Add/Alterations 437								
Permits	3	7	-57%	26	40	-35%	41	-37%
Value	725,735	539,940	34%	1,915,608	3,416,452	-44%	3,474,261	-45%
DEMOLITIONS								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649							0	-100%
PERMITS AND FEES								
Building								
Permits	25	30	-17%	166	237	-30%	179	-7%
Fees	30,819	22,516	37%	132,007	197,329	-33%	147,259	-10%
Demolitions								
Permits				3	7	-57%	6	-50%
Fees				75	167	-55%	142	-47%
Fence								
Permits	4	3	33%	51	75	-32%	65	-21%
Fees	80	60	33%	1,040	1,500	-31%	1,276	-18%
Mechanical								
Permits	8	7	14%	44	45	-2%	42	4%
Fees	302	366	-17%	1,512	1,547	-2%	1,487	2%
Sign								
Permits		3	-100%	15	17	-12%	23	-35%
Fees		60	-100%	360	580	-38%	692	-48%
Excavation								
Permits	10	12	-17%	97	74	31%	67	44%
Fees	160	45	256%	760	580	31%	600	27%
Manufactured Home Hookups								
Permits				2	4	-50%	6	-64%
Fees				150	300	-50%	416	-64%
Miscellaneous								
Permits	19	26	-27%	162	572	-72%	448	-64%
Fees	2,723	5,074	-46%	26,267	144,913	-82%	101,830	-74%
TOTALS - PERMITS AND FEES								
Permits	66	81	-19%	540	1,031	-48%	836	-35%
Fees	34,084	28,121	21%	162,171	346,916	-53%	253,702	-36%
Nuisance Violations								
Vehicle Violations	68	59	15%	221	232	-5%	262	-16%
Grass/weed Violations	19	4	375%	803	728	10%	683	18%
Miscellaneous Violations	25	19	32%	529	377	40%	235	125%
Totals-Nuisance Violations	112	82	37%	1,553	1,337	16%	1,180	32%

PARKS, LIBRARY AND RECREATION DEPARTMENT
OCTOBER 2013 MONTHLY REPORT

DEPARTMENT OVERVIEW

There were no pavilion reservations made in October, for a year-to-date total of 188. There were two facility reservations prepared during the month.

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

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She also prepared and distributed PLR news releases to media. The Department secretary has been trained in answering the phone, preparing mail and the other duties of the receptionist. Department secretary also took part in the City SWellness Health Fair and insurance sign up. She also prepared the newsletter for November.

The Department Director attended Kiwanis meetings weekly during the month.

Department Director:

10-1-13 – Met with Scott Schaefer at the museum re: furnace
10-1-13 – Met with CIRSA
10-2-13 – Met with Curlee at the museum re: furnace
10-7-13 – Met with CIRSA at the museum
10-8-13 – Met with Luft Machine at the museum re: air conditioning stand
10-8-13 – Attended City insurance sign up
10-8-13 – Director and Dept. Secretary attended the PLR Board meeting. Items discussed were: Dept. updates, Master Plan, PCF Superintendent and the new location of the PLR office
10-8-13 – Attended City Council
10-10-13 – Attended Downtown Improvement Meeting.
10-10-13 – Met with Jim Merrill and Judy Bauder re: dog park
10-11-13 – Met with Library Superintendent VanDusen re: Parks and Recreation Master Plan
10-15-13 – Finished evaluations
10-16-13 – Attended FEMA meeting at the court house.
10-18-13 – Took FEMA folks on a tour of flood areas
10-21-13 – Taped a radio along with Library Superintendent VanDusen
10-22-13 – Attended a meeting at the cemetery
10-22-13 – Attended City Council meeting along with PCF Interim Superintendent Rewoldt
10-24-13 – Attended an insurance meeting at the museum
10-29-13 – Attended a Citizens' Advisory representatives meeting
10-31-13 – Met at the Health Dept. about EOC operations

PARKS, CEMETERY, AND FORESTRY

PARKS – Routine maintenance continued as scheduled. Machines were readied for winter snow plowing. Parks were readied for winter and maintenance is complete on irrigation systems. The last of mowing leaves in the parks was completed.

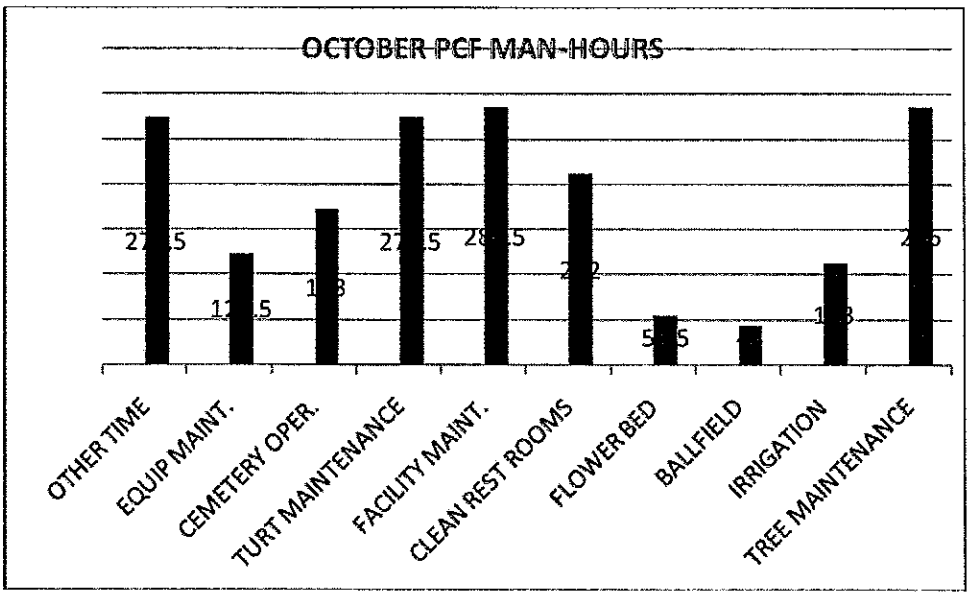
CEMETERY – During October there were fourteen grave openings and closings – eleven cremations and three full burials. Two grave spaces and nine niches were sold this month. Along with the cemetery's routine maintenance, eighty-nine graves were repaired.

FORESTRY – The foresters completed three Action Requests, trimming thirty and removing eleven trees. There were a total of fifty-four branches picked up and two hanging branches were removed from trees. There were twenty-two tree stumps removed in October.

Ongoing PCF projects:

- Perform all routine maintenance activities, Action Requests and stump grinding as necessary.
- Closing down selected park restrooms for winter.
- Forestry crew readying holiday lights.
- Repairing Overland Trail lower parking area (fencing).
- Cemetery crew tamping sunken areas.

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



DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
PARKS								
Man-hours of equip maint (all PCF)	124	93	33%	1,033	1,381	-25%	1,389	-26%
Facility reservations		2	-100%	191	201	-5%	239	-20%
Restroom cleanings/inspections	212	147	44%	1,714	1,516	13%	1,485	15%
Man-hours of ballfield preparation	44	57	-23%	1,211	1,361	-11%	1,482	-18%
CEMETERY								
Opening/Closing	3	12	-75%	93	88	6%	90	4%
Cremains - Opening/Closing	11	3	267%	56	37	51%	36	55%

Spaces sold	2	8	-75%	49	51	-4%	47	4%
Monument permits							157	-100%
Graves repaired/raised	89	73	22%	804	1,005	-20%	939	-14%
Niches Sold	9	2	350%	37	21	76%	18	103%
FORESTRY								
Trees trimmed	30	116	-74%	225	589	-62%	604	-63%
Trees removed	11	12	-8%	102	134	-24%	160	-36%
Action Requests completed	3	7	-57%	41	49	-16%	75	-45%
Trees planted				73	37	97%	72	1%
Stumps removed by contract	22			45	37	22%	39	14%

LIBRARY

The patron count for Sterling Public Library from Oct. 1 through Oct. 31, 2013 was 4,096.

The library had 2 Community Servants for a total of 6 hours of community service. Seven volunteers worked 40 hours. One workforce participant worked 16 hours. Total volunteer hours for the month of October were 62.

Sterling Public Library made 255 interlibrary loan requests of other libraries and received 190 items. Other libraries made 157 interlibrary loan requests and Sterling Public Library loaned 132 items. Lending libraries were unable to fill 40 requests and Sterling Public Library was unable to fill 25 requests. Total interlibrary loan requests were 412 and 322 items were circulated.

Janet Bigler reported 8 tutors worked with 23 students for 143 hours during October. The Coalition began helping 2 new adult and 5 new youth students.

Crafty Characters was held on October 7th. The kids made tissue paper pumpkins. Twenty-two kids and 10 adults attended.

Two children attended the Saturday Kids Connection. The theme of the program was skeletons. The kids made skeletons from macaroni following the educational portion of the program.

Teen Read Week was October 13 – 19, 2013. Seven kids attended the Snack night on October 14th. There were 10 kids and 1 adult that attended the movie Hunger Games on October 17th.

Sandy VanDusen attended the CAL Conference in Loveland October 17 – 19, 2013. Sessions covered various library topics.

Fright Night was held on Oct. 21st with 21 kids and 14 adults attending. Denise told Halloween stories and kids made monsters from paper bags.

There are 143 children registered for 1000 Books Before Kindergarten. Four children have completed the program by reading or listening to 1000 books.

PROJECT UPDATE:

Technology continues to be an important part of the library. One thousand six hundred ninety four patrons signed up and used the Internet and public access computers during October.

There were 70 children who called Dial-a-Story during October. Denise Ladd, Kim Sanchez, Vickie Wettstein and Cheryl Schulte read stories during the month. The stories can be heard by calling 522-6808.

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Books Checked Out	8,001	8,444	-5%	85,151	91,452	-7%	85,637	-1%
Digital check out	723	599	21%	7,016	5,840	20%	1,168	501%
In-house Circulation	212	482	-56%	4,122	5,047	-18%	10,371	-60%
Volunteer Hours	45	53	-14%	476	480	-1%	211	126%
Story Time Attendance	132	152	-13%	633	686	-8%	492	29%
Summer Reading Program				580	659	-12%	662	-12%
Reference Questions	518	624	-17%	6,009	6,272	-4%	8,182	-27%
Books Placed on Hold	381	572	-33%	3,598	5,398	-33%	4,261	-16%
Inter-Library Loans								
Borrowed requests	255	237	8%	2,190	2,204	-1%	2,102	4%
Loaned requests	157	206	-24%	1,748	1,898	-8%	1,986	-12%
Total	412	443	-7%	3,938	4,102	-4%	4,086	-4%
Library Meeting Room Use	40	35	14%	337	308	9%	148	128%
Patrons Using Facility	4,096	4,864	-16%	45,562	48,637	-6%	46,363	-2%
Hours Tutoring	143			1,345	1,891	-29%	1,410	-5%
Internet use	1,694	2,199	-23%	19,950	21,714	-8%	18,519	8%

RECREATION DIVISION

FALL YOUTH VOLLEYBALL: Practice began the week of August 26th and the program ended October 26th. This was the 13th year for this program. It has grown from 13 teams with just over 100 participants in 2000, to 48 teams, 340 participants and 90 volunteer coaches in 2013. This is up 1 player from 2012. The 95 matches played in October accounted for 665 player and 5,700 spectator visits to the Sterling Middle School and N.J.C.

This year, we incorporated several new rules pertaining to setting and serving. The new setting rule, allows a catch after the bump, which helps teach the bump, set and spike portion of volleyball at a younger age. The new serving rule encourages players to attempt an overhand serve from the regulation line but, if they are unsuccessful, they can serve underhand one more time from a closer spot where they can be successful.

FALL WOMEN'S VOLLEYBALL: Fall Women's Volleyball started the week of Sept. 16th and continued through November 7th. There were 16 teams competing. This is two more teams than there were in 2012. There are 6 teams in the "Women's A" division, 6 teams in the "Women's Upper B" division and 4 teams in the "Women's B" division. No teams registered for the "Co-Rec." or "Men's" Divisions, so the leagues did not run. A total of 35 league matches were played in October which accounted for 420 player and 350 spectator visits to the Sterling Middle School and N.J.C.

YOUTH BASKETBALL: Registration for youth basketball took place in October and ended November 7th. Advertising for officials and scorekeeper positions also took place. Equipment was inventoried and ordered. We have a coaches' clinic scheduled for November 24th, at N.J.C.., where we try to get coaches on board with us to implement the program. Yearly concussion training is required for all youth sports coaches. There will also be two mandatory official's clinics to try and help officials understand the rules better and control play during games. Two official's clinics will also take place before the program begins.

RACQUETBALL & WALLYBALL LEAGUES: Racquetball and Wallyball leagues began the week of October 27th. There are 8 participants in the Men's Open Racquetball division, which are 2 more players than last year. There are 9 teams in the 2-A-SIDE Wallyball division, which are 5 more teams than last year. There are 10 teams in the CO-REC Wallyball division, which are two more teams than last year. No teams registered for the WOMAN'S Wallyball division, which ran last year with 4 teams.

RECREATION CENTER

TRICK OR TREAT STREET: The Sterling Recreation Center held the 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 89 local businesses! There were 7 more sponsors this year than there were last year. Each sponsor donated $30. Over $2,700 was actually used to purchase candy alone. Treats were handed out free to all costumed children 12 and under.

Again this year, the turnout was extremely high, with over 3,000 kids and parents passing through 9 different themed donation stations. Our theme was "Freaky Farm." The inside of the Recreation Center was decorated with a barn, chicken coop, corn fields and anything else you might see on a farm. The lifeguards were dressed up like scarecrows, cows of all colors, farmers, Daisy Dukes and even Little Bo Peep. Outside, the Recreation Center was decorated like a haunted graveyard with crazy branches, tombstones, decorations and special lighting. The exterior of the Recreation Center was fully decorated with props from previous years Trick or Treat Street themes and wooden props. It was a little too windy for our air filled props and decorations to be used.

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.

TOTAL PAID ADMISSIONS: There were 1,777 total paid admissions to the Sterling Recreation Center in October, 2013. In October 2012, there were 2,052. This was down 275 patron admissions from October, 2012. This was a significant decrease and possibly because the

weather has been very mild outside. People were still exercising outside in the unseasonably warm temperatures of October.

Total paid admissions in October, 2013 do not include 774 students from Re-1 Schools who used the Sterling Recreation Center free due to Intergovernmental Agreements. The RE-1 use breakdown is as follows: 352 students from S.H.S. P.E. classes that use the Recreation Center during the day on Friday's and 392 students from S.M.S. P.E. classes that use the Recreation Center during the day on Tuesdays and Thursdays. We must bring in lifeguards specifically to guard these classes as the Recreation Center pool is not open to the public at these times.

CHILD ADMISSIONS: There were a total of 27 Child Admissions to the Recreation Center in October, 2013. In October 2012, there were 70. This was down 43 Child Admissions from October, 2012.

YOUTH ADMISSIONS: There were a total of 226 Youth Admissions to the Recreation Center in October, 2013. In October 2012, there were 325. This was down 99 Youth Admissions from October, 2012.

ADULT ADMISSIONS: There were a total of 670 Adult Admissions to the Recreation Center in October, 2013. In October 2012, there were 771. This was down 101 Adult Admissions from October, 2012.

SENIOR ADMISSIONS: There were a total of 296 Senior Admissions to the Recreation Center in October, 2013. In October 2012, there were 319. This was down 23 Senior Admissions from October, 2012.

CITY EMPLOYEE ADMISSIONS: There were a total of 82 City Employee Admissions to the Recreation Center in October, 2013. In October 2012, there were 120. This was down 38 City Employee admissions from October, 2012.

YEARLY ADMISSIONS: There were 476 Yearly Pass Admissions to the Recreation Center in October, 2013. In October 2012, there were 447. This was up 29 Yearly Admissions from October, 2012.

DESCRIPTION	2013	2012	Change	2013	2012	Change	Avg	Change
WINTER								
Volleyball Teams				52			9	491%
Volleyball Participants				1,376			202	583%
Volleyball Spectators				860			475	81%
Adult Basketball Teams				48	52	-8%	42	15%
Adult Basketball Participants				1,920	1,212	58%	1,127	70%
Adult Basketball Spectators				1,920	2,020	-5%	1,648	17%
Youth Basketball Teams				138	176	-22%	177	-22%
Youth Basketball Participants				3,560	6,704	-47%	10,979	-68%
Youth Basketball Spectators				12,720	13,320	-5%	14,694	-13%
Adult Basketball Tourn. Teams							25	-100%
Adult Basketball Tourn. Participants							237	-100%
Adult Basketball Tourn. Spectators							328	-100%

Open Gym Participants				614				
Denver Nugget Basketball Skills Challenge							15	-100%
Santa at the Center Participants								
Spring								
Volleyball Teams					46	-100%	70	-100%
Volleyball Participants					1,472	-100%	2,225	-100%
Volleyball Spectators					1,840	-100%	2,383	-100%
Summer								
Adult Softball Teams				54	78	-31%	86	-38%
Adult Softball Participants				3,958	4,380	-10%	4,677	-15%
Adult Softball Spectators				2,910	3,670	-21%	6,474	-55%
Wildcat Softball Teams				60	96	-38%	84	-29%
Wildcat Softball Participants				1,441	2,900	-50%	3,482	-59%
Wildcat Softball Spectators				5,640	6,860	-18%	8,640	-35%
Pet Show Participants				23	10	130%	12	92%
Rockies Baseball Skills Challenge				16	20	-20%	21	-24%
July 4th Dance Attendance				500	200	150%	420	19%
July 4th Fireworks Attendance				5,000			4,400	14%
Tennis Lessons					18	-100%	6	-100%
Tennis Leagues								
Fall								
Softball Teams				26	24	8%	26	-2%
Softball Participants				1,504	1,014	48%	1,225	23%
Softball Spectators				1,410	1,440	-2%	1,224	15%
Volleyball Teams	13	14	-7%	26	28	-7%	29	-12%
Volleyball Participants	420	204	106%	480	300	60%	611	-21%
Volleyball Spectators	350	340	3%	450	500	-10%	886	-49%
Punt, Pass & Kick Participants				16			12	38%
Open Gym Participants	16			16				
Youth Volleyball Teams	48	48		144	96	50%	99	46%
Youth Volleyball Participants	665	768	-13%	857	1,152	-26%	2,827	-70%
Youth Volleyball Spectators	5,700	5,760	-1%	7,020	8,640	-19%	7,776	-10%
Trick or Treat Street Participants	3,000	3,000		3,000	3,000		2,940	2%

OVERLAND TRAIL MUSEUM

The museum has remained closed due to the September flood. Attendance at meetings and facility rentals during the month of October was 167.

Despite the current conditions, our scheduled program, Night at the Museum, took place on October 5. Thirty three parents and children attended this popular program. Perry Johnson re-configured the flashlight tour/treasure hunt so that children were only accessing the back part of the museum grounds. Chelsea Leonard and Kay helped to staff the program.

Previously scheduled facility rentals occurred during the month of October: The LCHS board meeting, the Haxtun Hospital staff retreat, a private birthday party, an extension club meeting (attendees at this meeting helped the museum staff by clipping obituaries and anniversaries for our archival scrapbooks) and a wedding took place in the High Plains Education Center.

Kay was a guest on Andy Rice's show on KPMX on 3 occasions this month. Kay also spoke at both Lions club and at Rotary about the flood situation at the Museum. Kay and Perry are scheduled to speak at the Historical Society meeting in November on the same subject.

Kay spent a day in Denver at Colorado Art Restoration, assessing the items that were taken to this facility following the flood. Determination was made on which items were not salvageable and which items needed further treatment. Colorado Art Restoration also returned the fossils and rocks that were cleaned at their facility. The furniture restoration people spent two days at the museum working on the bottom portion of the built-in cases in the main lobby. The cases that were taken off site are still being worked on.

The tea committee met twice this month to plan the benefit tea which will take place on November 13. The benefit Tailgate Party at the Old Town Bistro was a great success, raising about $1,300 for the flood restoration fund. Other donations have continued to be added to this fund.

Kay, Perry Johnson, Wade Gandee and Bob Brown met with a representative from Interstate and a representative from Engle Martin to go through inventory lists of damaged items. This process has involved researching and attaching a value to each item and is an ongoing project. The asbestos abatement began on October 30 and was completed on November 7. The building is now ready for the construction bids.

Museum staff has done a complete inventory of the basement storage area and organized all shelves according to its content. Staff has also been working on cleaning items and researching best practice solutions for some of the flood related issues such as mold and rust.

Museum Projects

MUSEUM FLOOD RESTORATION.....ONGOING
Relocating Dr. Office exhibit..... In progress
Oral History project..... In Progress/ongoing project on hold until 1/14
Collections storage cleaning..... In progress
Accessioning artifacts..... Ongoing project
Archiving obits & anniversaries..... Ongoing project
Cleaning buildings & artifacts..... Ongoing
Archive room.....Ongoing
Tannery.....Plans progressing - on hold

Research Room.....Plans progressing – on hold
Reorganization of photo archives.....In progress – on hold
Concrete work (gutters & sidewalks).....Sidewalk to Karg barn - on hold

DESCRIPTION	Oct 2013	Oct 2012	Oct Change	YTD 2013	YTD 2012	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors		6	-100%	24	31	-23%	37	-35%
Number of items donated		4	-100%	39	88	-56%	157	-75%
Number of School Visits		1	-100%	21	23	-9%	20	4%
Number of Students		30	-100%	1,213	895	36%	800	52%
Prairie School Students				59	30	97%	69	-14%
Prairie School Teachers				10	4	150%	10	4%
Number of Special Events	1	1		13	11	18%	13	-3%
Total Attendance of Special Events	53	45	18%	4,305	3,577	20%	3,445	25%
Number of facility rentals	4	7	-43%	34	19	79%	7	400%
Number of Tour Buses				4	3	33%	2	100%
Tour Bus Visitors				87	75	16%	49	78%
States represented		23	-100%	189	194	-3%	224	-16%
Foreign Countries Represented		1	-100%	18	19	-5%	26	-30%
Total of All Visitors	167	660	-75%	10,977	10,238	7%	9,231	19%
Volunteer Hours		38	-100%	394	266	48%	466	-16%
Square Foot, Bldg. Maintained	29,766	29,766		297,660	297,660		260,660	14%