

# STERLING

A Colorado Treasure

## MONTHLY REPORTS

September 2012

## **CITY MANAGER**

### **SEPTEMBER 2012 MONTHLY REPORT**

#### **City Manager:**

The City Manager attended or met with the following:

- Meeting with Logan County Commissioners regarding Ambulance budget;
- Master Plan meeting with consultant and Council;
- Meeting with Emergency Management Coordinator, City Attorney and Police Chief regarding building security;
- Meeting with Personnel Board;
- Held interviews for Human Resources Director;
- Meeting with Logan County Economic Development Corporation regarding street conversion;
- Attended dinner meeting with National Guard;
- Meeting with Ron Clark regarding Buffalo Hills; and
- Attended Colorado Cross Disability Coalition dinner.

#### **Executive Secretary:**

The Executive Secretary continues to do the packets for Council. The Executive Secretary attends the Administrative Staff meetings and prepares the minutes. Connie prepared one proclamation for the Mayor's signature. She prepares the monthly reports and scans them into Laser Fiche for future reference.

Connie is a member of the employee newsletter committee and continues to help with the publication of it. She also attends the Web Group meetings. Connie helped answer telephones in the Personnel/HR Department.

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

##### **2012 Annual Local Emergency Planning Committee (LEPC) Summit Conference**

EMC Owens attended the 2012 annual LEPC Summit Conference in Breckenridge.

Subjects discussed were:

- HazMat Transportation Planning
- LEPC Federal and Legal Updates
- HazMat Grant process and opportunities
- HazMat Commodity Flow Studies
- HazMat Training and Exercises

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

Bob attended the September NCEM meeting in Loveland.

Subjects discussed were:

- FEMA NIMS / ICS information and data entry into the national database
- Pre-Disaster Mitigation Planning and the 2013 required update to FEMA
- WebEOC Resource Sharing project
- HazMat Emergency Response Guidebooks

### **Northeast All Hazards Region (NEAHR) Threat Assessment Training**

The EMC attended a regional multi agency retreat in Loveland with the NEAHR. An update to the regional threat assessment form was developed. Each County entered their information into the plan, which allows a regional snapshot of the regions natural and manmade threats. The hazards were prioritized by severity and frequency and entered into a hazard spreadsheet. This information is used for pre-disaster planning and is required for FEMA grants.

### **E1 School District Safety Committee**

EMC Owens attended two Safety Committee meetings in September. The first meeting was the final meeting before the multi-agency full-scale exercise. Final plans and details were worked out. The second meeting was a post exercise debriefing and discussion of lessons learned.

### **Colorado National Guard**

Bob attended a dinner meeting hosted by the Colorado National Guard in Sterling. He met with State and regional commanders and discussed resource sharing procedures and protocols. We also exchanged current contact information.

### **Logan County ESF 8 Group**

The EMC attended the monthly meeting of the Logan County ESF 8 group in Sterling. This group is made up of Hospitals, EMS and Mortuaries along with all of the agencies who would be involved in a large medical or health based emergency.

Subjects discussed were:

- A countywide emergency communications plan and interoperability
- Long Term Care (Nursing Home) issues in a disaster
- Mass Casualty incidents needing evacuation and sheltering operations

### **Logan County Rural Fire Chiefs Association**

EMC Owens attended a quarterly meeting of the Logan County Rural Fire Chiefs Association in Sterling.

Items discussed were:

- HazMat awareness training and the new Emergency Response Guidebooks
- Radio interoperability with Nebraska departments during emergencies
- The remote deployal of tornado sirens project
- New equipment in the county departments

### **City Building Security Project**

Work continued with City Manager Kiobasa, Sterling Police Chief Breivik and City Attorney Penny on developing a building security plan. There were two vendor proposals received for the building assessment. The group decided on a vendor and Bob moved forward with a date for the assessment in mid-October.

### **TRAINING**

The EMC participated in a countywide multi-agency full-scale exercise at the Sterling Middle School and High School. The exercise tested the schools capabilities and planning for a student reunification after evacuation of a school. This exercise is the conclusion of over a year planning. The safety committee wrote an emergency plan for the schools and made training presentations to every staff member in the school district. The emergency plan and response protocols were adopted by the district board.

Bob attended training from the EPA on HazMat spill response and notifications. He attended training from the CSP HazMat team on the transportation and storage of chemical weapons.

#### **OTHER OEM ACTIVITIES**

EMC Owens developed the Logan County 2013 EMPG grant. He completed and entered the required program paper of deliverables and all finance papers.

Bob performed all of the August E911 bookkeeping, checks and deposits.

The EMC presented an "Animals in disaster" program to the Logan County Humane Society. He will work with the LCHS to develop an annex to the Emergency Operations Plan that deals with the evacuation and sheltering of animals during disasters and emergencies.

Bob entered all of the Sterling and Logan County NIMS / ICS information into the FEMA website. This information must be updated annually to remain eligible for State and Federal grant money and post disaster aid.

EMC Owens continued work on the DHS grant projects. One project is for remote deployal capability in dispatch for the tornado sirens in Logan County's small towns. The other is for an interoperability Moto-Bridge in dispatch.

Bob participated in several dispatch employment interviews.

#### **Sterling Emergency Communications Center:**

- Communications Center handled 2,129 calls for service during the month of September 2012, a five percent increase from the 2,027 calls received in September 2011.
- Sterling Police Department handled 1,026 calls for service in September 2012, an increase of two percent compared to 1,004 calls for service received in September 2011.
- Logan County Sheriff's Office received 939 calls for service in September 2012, a 15 percent increase compared to 817 calls for service received in September 2011.
- Crook Fire Department received eight calls for service in September 2012, compared to 11 calls for service in September 2011.
- Fleming Fire received four calls for service in September 2012, compared to nine calls for service in September 2011.
- Merino Fire handled 14 calls for service in September 2012 compared to 11 calls for service in September 2011.
- Peetz Fire handled 10 calls for service in September 2012, compared to seven calls for service in September 2011.
- Sterling Fire handled 163 calls for service in September 2012, an increase of 17 percent compared to 139 calls for service September 2011.

	Sept	Sept	Sept	YTD	YTD	YTD
DESCRIPTION	2012	2011	Change	2012	2011	Change
ACTIVITIES						
CALLS for SERVICE						
STERLING DISPATCH	2,129	2,027	5%	18,813	17,503	7%
CITY OF STERLING	1,026	1,004	2%	9,522	10,665	-11%
LOGAN COUNTY	939	817	15%	7,601	7,039	8%
STERLING FIRE 07530	163	139	17%	1,573	1,070	47%
CROOK FIRE 07505	8	11	-27%	87	58	50%
FLEMING FIRE 07515	4	9	-56%	63	45	40%
MERINO FIRE 07522	14	11	27%	109	65	68%
PEETZ FIRE 07525	10	7	43%	58	30	93%

**Information Technology Specialist (ITS):**

Daily backup of all servers and Finance & Police Systems and routine user and file security maintenance continues.

ITS Anderson took a SCADA system computer in for repair and set up a backup computer. She assisted with printing problems at the Library and routine clean up on patron computers. The ITS answered calls to various computer and phone problems in several departments and restored several files from back up.

The new Water Treatment Plant has been configured to our City network.

Mary Ann attended a SWellness meeting and made flyers and arrangements for the next SWellness events. She set up Health Fair appointments and organized paperwork sent to employees.

## CITY ATTORNEY

### SEPTEMBER 2012 MONTHLY REPORT

#### MEETINGS:

The City Attorney attends City Council meetings and work sessions, Staff meetings, Planning Commission meetings, and various other meetings as needed, including meetings with department directors and other personnel. The City Attorney also attends miscellaneous meetings with the City Manager and individuals. The City Attorney continues to meet with the City Manager, Police Chief and Emergency Management Coordinator regarding City building security issues. The City Attorney also met with CIRSA counsel and others regarding a potential claim against the City. The Deputy City Attorneys attend meetings as required for their respective positions.

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

#### DOCUMENT PREPARATION:

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

Prepared the following Resolutions:

Resolution No. 9-1-12, Series of 2012 – A Resolution before the City of Sterling, Logan County, Colorado, approving final acceptance of public improvements relating to the Amended Gateway Business Park Redevelopment and Reimbursement Agreement, and authorizing reimbursement of the costs for construction of the public improvements to North Railway Street.

Prepared the following Ordinances:

Ordinance No. 7, Series of 2012 – An Ordinance amending an easement between the City of Sterling and The Donelan Company, regarding an easement on City-owned property for the benefit of adjoining property concerning the relocation of an existing loading dock.

Other Documents:

None.

#### MUNICIPAL COURT:

The Deputy City Attorney prosecuted 3 charges. Two defendants were found guilty and one defendant was given a deferred sentence at the request of Sterling Youth Services. One charge was dismissed at trial due to witness circumstances. Eleven Defendants changed their plea to guilty prior to trial; ten charges were dismissed, including charges for which there was insufficient evidence and the officer is no longer with the City. Six defendants entered into a Stipulation for Deferred Judgment. This office prepares Court documents, including miscellaneous pleadings such as guilty pleas and stipulations, various subpoenas, memos to the Police Department and Humane Society regarding trials, trial schedules, motions, jury instructions when needed, and correspondence and discovery letters. Court files are copied and Police Department, Humane Society, and attorney files are prepared for trial.

#### LIQUOR LICENSING:

This office processed one liquor license renewal application, one new liquor license application, and one application for special events permit.

MISCELLANEOUS:

This office prepared a letter of demand for reimbursement for damage to City property.

The paralegal assisted in proofing an emergency op. manual for the emergency management coordinator.

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

## **FINANCE DEPARTMENT**

### **SEPTEMBER 2012 MONTHLY REPORT**

The Finance Department assisted 2,827 customers during the month of September 2012. This compares to 2,583 customers in September 2011. This number does not include the contacts made by the Director of Finance. There were on average 141 customer contacts per day for September 2012. Please review the Finance Department Activities report for additional information regarding the various services that the Department of Finance and Records provided in September 2012 in comparison to September 2011.

The General Fund revenues for the month of September 2012 amounted to \$1,000,741.48. The revenue for the month ended September 2011 in the General Fund amounted to \$945,740.96. Expenditures for the General fund for the month ending September 30, 2012 amounted to \$918,224.15 and for the same period in 2011 the expenditures were \$1,342,380.39.

Cash in all City funds totaled \$3,035,613.64 on September 30, 2012 and for September 30, 2011 on hand was \$2,034,316.30. On September 30, 2012 the City of Sterling had outstanding a total of \$13,026,419.34 in investments, this amount is for all funds. This breaks down to \$205,858.86 in Certificates of Deposit, \$12,720,135.20 ColoTrust Plus and \$100,425.28 in Money Market.

There were \$1,876,783.45 worth of checks issued in September 2012 for all funds; this compares to \$3,287,970.42 for the same period in 2011. There were 5096.7 gallons of gasoline and diesel used in the month of September 2012 for all City operations. This compares to 5251.4 gallons gasoline and diesel used in September 2011.

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

## Investment Breakdown

2012

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

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	9/30/12
<b>General Fund:</b>				
Colotrust Plus	\$2,634,811.64	\$290,000.00	\$450,559.55	\$2,795,371.19
Colotrust Plus - Seizure Money	\$26,616.18	\$0.00	\$5.75	\$26,621.93
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$2,661,427.82</b>	<b>\$290,000.00</b>	<b>\$450,565.30</b>	<b>\$2,821,993.12</b>
<b>Hotel Tax Fund:</b>				
Colotrust Plus	\$67,553.29	\$0.00	\$14.54	\$67,567.83
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$67,553.29</b>	<b>\$0.00</b>	<b>\$14.54</b>	<b>\$67,567.83</b>
<b>Water Fund:</b>				
Colotrust Plus	\$1,801,584.20	\$150,000.00	\$275,390.70	\$1,926,974.90
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$1,801,584.20</b>	<b>\$150,000.00</b>	<b>\$275,390.70</b>	<b>\$1,926,974.90</b>
<b>Sanitation Fund:</b>				
Colotrust Plus	\$562,517.36	\$20,000.00	\$119.43	\$542,636.79
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$562,517.36</b>	<b>\$20,000.00</b>	<b>\$119.43</b>	<b>\$542,636.79</b>
<b>Sewer Fund:</b>				
Colotrust Plus	\$3,409,037.22	\$20,000.00	\$80,738.44	\$3,469,775.66
Certificates of Deposit	\$205,858.86	\$0.00	\$0.00	\$205,858.86
Money Market	\$100,425.28	\$0.00	\$4.13	\$100,429.41
<b>TOTALS</b>	<b>\$3,715,321.36</b>	<b>\$20,000.00</b>	<b>\$80,742.57</b>	<b>\$3,776,063.93</b>
<b>Perpetual Care Fund:</b>				
Colotrust Plus	\$160,887.08	\$0.00	\$34.63	\$160,921.71
<b>TOTALS</b>	<b>\$160,887.08</b>	<b>\$0.00</b>	<b>\$34.63</b>	<b>\$160,921.71</b>

DESCRIPTION	PRIOR MO. BAL.	MATURED	NEW INVEST.	9/30/12
<b>Library Improvement Fund:</b>				
Colostrust Plus	\$27,875.47	\$0.00	\$6.03	\$27,881.50
<b>TOTALS</b>	<b>\$27,875.47</b>	<b>\$0.00</b>	<b>\$6.03</b>	<b>\$27,881.50</b>
<b>Conservation Trust Fund:</b>				
Colostrust Plus	\$184,066.92	\$0.00	\$33,006.33	\$217,073.25
<b>TOTALS</b>	<b>\$184,066.92</b>	<b>\$0.00</b>	<b>\$33,006.33</b>	<b>\$217,073.25</b>
<b>Karl Falch Library Trust Fund:</b>				
Colostrust Plus	\$31,069.96	\$0.00	\$6.67	\$31,076.63
<b>TOTALS</b>	<b>\$31,069.96</b>	<b>\$0.00</b>	<b>\$6.67</b>	<b>\$31,076.63</b>
<b>Employee Self-Insurance Fund:</b>				
Colostrust Plus	\$574,299.13	\$0.00	\$123.69	\$574,422.82
<b>TOTALS</b>	<b>\$574,299.13</b>	<b>\$0.00</b>	<b>\$123.69</b>	<b>\$574,422.82</b>
<b>Service Center Fund:</b>				
Colostrust Plus	\$397,683.97	\$35,000.00	\$70,092.52	\$432,776.49
<b>TOTALS</b>	<b>\$397,683.97</b>	<b>\$35,000.00</b>	<b>\$70,092.52</b>	<b>\$432,776.49</b>
<b>Risk Management Fund:</b>				
Colostrust Plus	\$883,398.63	\$140,000.00	\$70,189.24	\$813,587.87
<b>TOTALS</b>	<b>\$883,398.63</b>	<b>\$140,000.00</b>	<b>\$70,189.24</b>	<b>\$813,587.87</b>
<b>Capital Equipment Fund:</b>				
Colostrust Plus	\$794,945.99	\$10,000.00	\$70,178.24	\$855,124.23
<b>TOTALS</b>	<b>\$794,945.99</b>	<b>\$10,000.00</b>	<b>\$70,178.24</b>	<b>\$855,124.23</b>
<b>Capital Improvement Fund:</b>				
Colostrust Plus	\$778,154.82	\$0.00	\$167.58	\$778,322.40
Colostrust Plus - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$778,154.82</b>	<b>\$0.00</b>	<b>\$167.58</b>	<b>\$778,322.40</b>

<b>DESCRIPTION</b>	<b>PRIOR MO. BAL.</b>	<b>MATURED</b>	<b>NEW INVEST.</b>	<b>9/30/12</b>
<b>Grand Totals All Funds:</b>				
Colotrust Plus	\$12,334,501.86	\$665,000.00	\$1,050,633.34	\$12,720,135.20
Certificates of Deposit	\$205,858.86	\$0.00	\$0.00	\$205,858.86
Money Market	\$100,425.28	\$0.00	\$4.13	\$100,429.41
<b>Grand Total</b>	<b>\$12,640,786.00</b>	<b>\$665,000.00</b>	<b>\$1,050,637.47</b>	<b>\$13,026,423.47</b>

## GENERAL FUND

This Document is for Internal Use and Represents Unaudited Figures

9/30/2012

### BALANCE SHEET

#### ASSETS:

Cash	\$240,246.27
Flex Cash Account	\$14,798.07
Petty Cash	\$830.00
Cash with County Treasurer	\$29,382.62
Accounts Receivable	\$195,776.77
Taxes Receivable	\$46,326.91
Sales Tax Receivable	\$661,556.92
Property Tax Receivable	\$1,009,612.00
Investments	\$2,795,371.19
Investment - Federal Seizure	\$26,621.93
Prepaid Fuel	\$58,344.98
Prepaid Fuel - Airport	\$34,214.40
Payroll Clearing Account	\$103.66
Postage Clearing Account	\$2,481.30
Prepaid Prisoner Housing	\$50,514.00
Sales Tax Clearing	-\$4.64

#### TOTAL ASSETS

\$5,166,176.38

#### LIABILITIES:

Ded/Ben Clearing Account	\$7,842.62
Accounts Payable	\$109,600.74
Accounts Payable - Logan County	\$1,985.95
Accrued Salaries	\$177,116.77
Court Bonds	\$1,905.00
Jury Deposit	\$754.00
Restitution Clearing Account	\$2,837.27
Seizures	\$600.00
Deferred Revenue	\$1,009,612.00
Deferred Revenue - Other	\$6,612.74

#### TOTAL LIABILITIES

\$1,318,867.09

#### FUND BALANCE:

Reserve for Museum (Bernice Sanders)	\$28,230.89
Reserve for Museum (Exhibits)	\$42,505.32
Designated for Arts	\$60,000.00
Unreserved Fund Balance	\$2,678,578.41
Excess Revenue over Expenditures	\$1,037,994.67

#### TOTAL FUND BALANCE

\$3,847,309.29

#### TOTAL LIABILITIES & FUND BALANCE

\$5,166,176.38

**GENERAL FUND**

9/30/2012

<u>REVENUES:</u>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Real & Personal Prop. Tax	\$1,010,091.00	\$14,110.74	\$996,838.62	\$13,252.38
Road & Bridge Fund Taxes	\$80,000.00	\$2,704.49	\$81,935.13	-\$1,935.13
Auto Ownership Taxes	\$100,500.00	\$9,113.44	\$82,832.78	\$17,667.22
Sales Tax	\$6,369,500.00	\$555,742.91	\$4,884,193.86	\$1,485,306.14
Vehicle Use Tax	\$190,000.00	\$16,400.00	\$188,241.65	\$1,758.35
Building Material Use Tax	\$50,000.00	\$6,620.15	\$110,188.68	-\$60,188.68
Employment Occupation Tax	\$15,300.00	\$0.00	\$15,400.00	-\$100.00
<b>TOTAL TAXES</b>	<b>\$7,815,391.00</b>	<b>\$604,691.73</b>	<b>\$6,359,630.72</b>	<b>\$1,455,760.28</b>
Franchise Taxes	\$706,000.00	\$52,726.69	\$506,123.60	\$199,876.40
Licenses & Permits	\$140,250.00	\$18,384.34	\$212,153.78	-\$71,903.78
Intergovernmental Revenue	\$3,444,638.00	\$197,356.06	\$1,284,484.54	\$2,160,153.46
Charges for Service	\$269,005.00	\$12,248.84	\$221,555.88	\$47,449.12
Fines & Forfeits	\$145,300.00	\$10,365.53	\$100,443.97	\$44,856.03
Miscellaneous Revenue	\$478,064.00	\$62,327.29	\$348,668.01	\$129,395.99
Transfer from Other Funds	\$513,989.00	\$42,641.00	\$433,697.94	\$80,291.06
<b>TOTAL OTHER REVENUES</b>	<b>\$5,697,246.00</b>	<b>\$396,049.75</b>	<b>\$3,107,127.72</b>	<b>\$2,590,118.28</b>
<b>GRAND TOTAL REVENUES</b>	<b>\$13,512,637.00</b>	<b>\$1,000,741.48</b>	<b>\$9,466,758.44</b>	<b>\$4,045,878.56</b>

**GENERAL FUND**

9/30/2012

<u>EXPENDITURES:</u>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
<b><u>GENERAL GOVERNMENT:</u></b>				
Council	\$85,473.00	\$2,800.71	\$51,089.15	\$34,383.85
City Manager	\$351,042.00	\$25,007.53	\$257,345.13	\$93,696.87
City Attorney	\$207,566.00	\$16,956.04	\$149,834.22	\$57,731.78
Municipal Court	\$102,233.00	\$7,125.44	\$69,957.81	\$32,275.19
Finance	\$433,869.00	\$29,757.67	\$328,173.10	\$105,695.90
City Hall & Non-Departmental	\$1,347,033.00	\$64,018.47	\$1,020,763.26	\$326,269.74
Personnel	\$233,579.00	\$11,186.83	\$158,429.82	\$75,149.18
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,760,795.00</b>	<b>\$156,852.69</b>	<b>\$2,035,592.49</b>	<b>\$725,202.51</b>
<b><u>PUBLIC SAFETY:</u></b>				
Police	\$1,829,361.00	\$115,347.25	\$1,189,146.59	\$640,214.41
Dispatch Center	\$553,312.00	\$35,952.37	\$380,867.05	\$172,444.95
Youth Services	\$107,849.00	\$8,066.55	\$80,009.65	\$27,839.35

Fire	\$1,508,489.00	\$159,550.26	\$1,112,803.98	\$395,685.02
Ambulance Service	\$694,320.00	\$49,516.42	\$396,406.35	\$297,913.65
<b>TOTAL PUBLIC SAFETY</b>	<b>\$4,693,331.00</b>	<b>\$368,432.85</b>	<b>\$3,159,233.62</b>	<b>\$1,534,097.38</b>

**PUBLIC WORKS:**

Street	\$2,231,557.00	\$127,060.52	\$725,126.26	\$1,506,430.74
Engineering & Operations	\$529,326.00	\$23,821.93	\$328,292.90	\$201,033.10
Airport	\$2,036,062.00	\$83,759.84	\$377,421.20	\$1,658,640.80
<b>TOTAL PUBLIC WORKS</b>	<b>\$4,796,945.00</b>	<b>\$234,642.29</b>	<b>\$1,430,840.36</b>	<b>\$3,366,104.64</b>

**CULTURE & RECREATION:**

Riverside Cemetery	\$227,900.00	\$6,803.60	\$140,788.27	\$87,111.73
Museum	\$134,167.00	\$8,718.18	\$80,328.02	\$53,838.98
Parks	\$524,064.00	\$30,638.59	\$361,266.06	\$162,797.94
Recreation Center	\$514,403.00	\$21,955.39	\$386,338.64	\$128,064.36
Forestry	\$157,488.00	\$10,013.99	\$104,671.09	\$52,816.91
Rec. Administration	\$410,735.00	\$30,904.97	\$298,620.71	\$112,114.29
Softball	\$40,359.00	\$3,298.45	\$30,689.31	\$9,669.69
Youth Softball	\$11,070.00	\$0.00	\$11,040.16	\$29.84
Basketball	\$8,216.00	\$0.00	\$8,128.11	\$87.89
Volleyball	\$6,859.00	\$170.78	\$3,190.20	\$3,668.80
Tolla Brown Skate Park	\$12,000.00	\$695.75	\$5,523.25	\$6,476.75
Special Events	\$22,950.00	\$273.55	\$13,273.13	\$9,676.87
Tennis	\$18,500.00	\$1,408.29	\$12,539.81	\$5,960.19
Youth Basketball	\$24,758.00	-\$0.01	\$15,301.48	\$9,456.52
Youth Volleyball	\$10,714.00	\$4,418.70	\$5,166.34	\$5,547.66
Baseball	\$27,440.00	\$1,035.02	\$8,571.46	\$18,868.54
Library	\$462,218.00	\$37,961.07	\$317,661.26	\$144,556.74
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>\$2,613,841.00</b>	<b>\$158,296.32</b>	<b>\$1,803,097.30</b>	<b>\$810,743.70</b>

<b>GRAND TOTAL EXPENDITURES</b>	<b>\$14,864,912.00</b>	<b>\$918,224.15</b>	<b>\$8,428,763.77</b>	<b>\$6,436,148.23</b>
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**HOTEL TAX FUND**

9/30/2012

<b><u>REVENUES</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Hotel Tax	\$102,300.00	\$14,314.42	\$79,441.48	\$22,858.52
Investment Earnings	\$100.00	\$14.54	\$46.83	\$53.17
Penalty & Interest	\$0.00	\$10.74	\$1,438.71	-\$1,438.71
<b>TOTAL HOTEL TAX FUND REVENUE</b>	<b>\$102,400.00</b>	<b>\$14,339.70</b>	<b>\$80,927.02</b>	<b>\$21,472.98</b>

**BALANCE SHEET**  
**9/30/2012**

**ASSETS:**

Cash	\$22,139.12
Investments	\$67,567.83

	<b>TOTAL ASSETS</b>
	<b><u>\$89,706.95</u></b>

**LIABILITIES:**

Accounts Payable	\$8,779.93
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	<b>TOTAL LIABILITIES</b>
	<b>\$8,779.93</b>

**FUND BALANCE:**

Retained Earnings	\$0.00
Excess Revenue over Expenditures	\$80,927.02

	<b>TOTAL FUND BALANCE</b>
	<b><u>\$80,927.02</u></b>

	<b>TOTAL LIABILITIES</b>
	<b>AND FUND BALANCE</b>
	<b><u>\$89,706.95</u></b>

**WATER FUND**

**9/30/2012**  
**BALANCE SHEET**

**ASSETS:**

Cash	-\$246,180.35
Cash with Fiscal Agent	\$12,915,799.53
Accounts Receivable	\$4,110.63
Accounts Receivable - Utility Billing	\$666,925.81
Supply Inventory	\$157,475.74
Investments	\$1,926,974.90
Fixed Assets (Net)	\$19,664,796.45

	<b>TOTAL ASSETS</b>
	<b><u>\$35,089,902.71</u></b>

**LIABILITIES:**

Accounts Payable	\$878,488.83
Unpaid Compensated Absences	\$6,926.00
Accrued Salaries	\$4,485.90
Accounts Payable Assess Fee	\$9,038.62
Loan Payable CWRPDA	\$28,558,845.11
Loan Payable Premium	\$734,948.06
Due to Sewer Fund	\$310,967.00
Lease Interest Payable	\$218,483.05

	<b>TOTAL LIABILITIES</b>
	<b>\$30,722,182.57</b>

**FUND BALANCE:**

Reserve for Painting	\$505,000.00
Reserve for Capital Replacement	\$3,038,822.00
Retained Earnings	\$6,651,843.51
Excess Revenue over Expenditures	-\$5,827,945.37

	<b>TOTAL FUND BALANCE</b>
	<b><u>\$4,367,720.14</u></b>

	<b>TOTAL LIABILITIES</b>
	<b>AND FUND BALANCE</b>
	<b><u>\$35,089,902.71</u></b>

## WATER FUND

9/30/2012

<u>REVENUES</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Water Revenue-Inside Residential	\$3,309,073.00	\$389,550.05	\$2,726,987.51	\$582,085.49
Water Revenue-Outside Residential	\$308,794.00	\$41,107.22	\$258,291.75	\$50,502.25
Water Revenue-Inside Commercial	\$1,082,446.00	\$108,205.79	\$829,386.40	\$253,059.60
Water Revenue-Outside Commercial	\$7,915.00	\$906.98	\$5,881.17	\$2,033.83
Water Revenue-Inside Industrial	\$580,320.00	\$50,235.47	\$383,384.52	\$196,935.48
Misc. Water Sales	\$5,000.00	\$1,156.12	\$7,745.08	-\$2,745.08
Surcharge	\$38,000.00	\$5,620.95	\$32,710.61	\$5,289.39
Service Charges	\$48,000.00	\$3,223.09	\$30,934.68	\$17,065.32
Tapping Charges	\$5,000.00	\$0.00	\$495.00	\$4,505.00
Water Div. Services	\$4,000.00	\$224.78	\$5,096.08	-\$1,096.08
Penalties	\$30,000.00	-\$1,109.03	\$34,437.85	-\$4,437.85
Investment Earnings	\$500.00	\$390.70	\$1,581.51	-\$1,081.51
Miscellaneous	\$250.00	\$1,467.25	\$5,833.80	-\$5,583.80
Rents from land	\$50,000.00	\$0.00	\$23,846.01	\$26,153.99
Rights	\$0.00	\$0.00	\$0.00	\$0.00
Water Credits	\$0.00	\$0.00	\$0.00	\$0.00
Plant Investment Fees	\$10,000.00	\$0.00	\$15,000.00	-\$5,000.00
Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Other Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$5,479,298.00</b>	<b>\$600,979.37</b>	<b>\$4,361,611.97</b>	<b>\$1,117,686.03</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
<u>WATER LINES:</u>				
Personnel	\$196,742.00	\$12,680.62	\$154,692.62	\$42,049.38
Maintenance & Operation	\$1,656,483.00	\$144,117.22	\$1,220,436.61	\$436,046.39
Capital Outlay	\$11,675,053.00	\$814,893.24	\$8,115,560.13	\$3,559,492.87
Transfer to General Fund	\$222,414.00	\$18,534.00	\$166,806.00	\$55,608.00
<b>TOTAL EXPENDITURES</b>	<b>\$13,750,692.00</b>	<b>\$990,225.08</b>	<b>\$9,657,495.36</b>	<b>\$4,093,196.64</b>
Debt Service	\$533,374.00	\$0.00	\$533,373.92	\$0.08
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$14,284,066.00</b>	<b>\$990,225.08</b>	<b>\$10,190,869.28</b>	<b>\$4,093,196.72</b>

### WATER PLANT:

Personnel	\$31,025.00	\$0.00	\$0.00	\$31,025.00
Maintenance & Operation	\$167,000.00	-\$1,754.30	-\$1,311.94	\$168,311.94
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00

<b>TOTAL EXPENDITURES</b>	<b>\$198,025.00</b>	<b>-\$1,754.30</b>	<b>-\$1,311.94</b>	<b>\$199,336.94</b>
Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL WATER FUND W/DEBT</b>	<b>\$198,025.00</b>	<b>-\$1,754.30</b>	<b>-\$1,311.94</b>	<b>\$199,336.94</b>

### SANITATION FUND

9/30/2012

#### BALANCE SHEET

**ASSETS:**

Cash	\$248,305.72			
Accounts Receivable	\$507.07			
Accounts Receivable - Utility Billing	\$49,455.91			
Supply Inventory	\$17,065.00			
Investments	\$542,636.79			
Fixed Assets (Net)	\$232,599.52			
		<b>TOTAL ASSETS</b>		<b>\$1,090,570.01</b>

**LIABILITIES:**

Accounts Payable	\$0.00			
Unpaid Compensated Absences	\$7,279.20			
Accrued Salaries	\$4,188.01			
		<b>TOTAL LIABILITIES</b>		<b>\$11,467.21</b>

**FUND BALANCE:**

Reserve for Equipment	\$28,389.00			
Reserve for Capital Replacement	\$839,721.00			
Retained Earnings	\$237,003.91			
Excess Revenue over Expenditures	-\$26,011.11			
		<b>TOTAL FUND BALANCE</b>		<b>\$1,079,102.80</b>

		<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>\$1,090,570.01</b>
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### SANITATION FUND

9/30/2012

<b>REVENUES:</b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Sanitation Revenue-Inside	\$450,000.00	\$37,388.56	\$338,644.37	\$111,355.63
Rubbish Collection Fees	\$1,500.00	\$157.50	\$1,354.50	\$145.50
Sanitation Services	\$0.00	\$0.00	\$59.75	-\$59.75
Penalties	\$5,500.00	\$424.09	\$3,883.66	\$1,616.34
Investment Earnings	\$500.00	\$119.43	\$928.93	-\$428.93
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$457,500.00</b>	<b>\$38,089.58</b>	<b>\$344,871.21</b>	<b>\$112,628.79</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$155,584.00	\$11,532.08	\$117,638.35	\$37,945.65
Maintenance & Operation	\$279,809.00	\$12,532.56	\$206,542.97	\$73,266.03
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to General Fund	\$62,273.00	\$5,189.00	\$46,701.00	\$15,572.00
<b>TOTAL EXPENDITURES</b>	<b>\$497,666.00</b>	<b>\$29,253.64</b>	<b>\$370,882.32</b>	<b>\$126,783.68</b>

### SEWER FUND

9/30/2012

#### BALANCE SHEET

##### **ASSETS:**

Cash	\$263,510.84		
Accounts Receivable	\$3,156.67		
Accounts Receivable - Utility Billing	\$159,700.71		
Due From Water Fund	\$310,967.00		
Supply Inventory	\$73,304.24		
Investments	\$3,776,063.93		
Fixed Assets (Net)	\$10,610,301.83		
		<b>TOTAL ASSETS</b>	<b><u>\$15,197,005.22</u></b>

##### **LIABILITIES:**

Accounts Payable	\$1,805.57		
Unpaid Compensated Absences	\$10,302.27		
Accrued Salaries	\$9,327.38		
Loan Payable CWRPDA	\$818,901.90		
Interest Payable	\$12,198.51		
		<b>TOTAL LIABILITIES</b>	<b>\$852,535.63</b>

##### **FUND BALANCE:**

Reserve for Capital Projects	\$111,784.00		
Reserve for Trunk Line Replacement	\$168,681.45		
Reserve for Lagoons	\$299,265.26		
Reserve for Capital Replacement	\$8,674,494.00		
Retained Earnings	\$5,412,124.61		
Excess Revenue over Expenditures	-\$321,879.73		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$14,344,469.59</u></b>

<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$15,197,005.22</u></b>
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## SEWER FUND

9/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Sewer Revenue-Inside Residential	\$971,112.00	\$81,569.23	\$731,772.31	\$239,339.69
Sewer Revenue-Outside Residential	\$99,952.00	\$8,453.54	\$77,245.44	\$22,706.56
Sewer Revenue-Inside Commercial	\$321,438.00	\$34,166.44	\$270,607.93	\$50,830.07
Sewer Revenue-Outside Commercial	\$2,868.00	\$262.63	\$2,494.48	\$373.52
Sewer Revenue-Inside Industrial	\$311,909.00	\$21,550.87	\$178,052.76	\$133,856.24
Tapping Charges	\$2,000.00	\$0.00	\$550.00	\$1,450.00
Sewer Division Charges	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Penalties	\$14,000.00	\$1,038.82	\$10,858.95	\$3,141.05
Investment Earnings	\$6,000.00	\$775.45	\$6,219.45	-\$219.45
Miscellaneous	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Outside Billing	\$0.00	\$200.00	\$288.90	-\$288.90
Plant Investment Fees	\$10,000.00	\$0.00	\$12,666.00	-\$2,666.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for loss	\$21,957.00	\$0.00	\$42,257.13	-\$20,300.13
Other Refund of Expenditure	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$1,766,236.00</b>	<b>\$148,016.98</b>	<b>\$1,333,013.35</b>	<b>\$433,222.65</b>

<u>EXPENDITURES:</u> <u>LINES AND SERVICES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$86,348.00	\$4,503.80	\$38,895.88	\$47,452.12
Maintenance & Operation	\$340,845.00	\$23,807.63	\$236,598.68	\$104,246.32
Capital Outlay	\$253,900.00	\$0.00	\$191,596.93	\$62,303.07
Transfer to General Fund	\$64,072.00	\$5,339.00	\$48,051.00	\$16,021.00
<b>TOTAL LINES &amp; SERVICES</b>	<b>\$745,165.00</b>	<b>\$33,650.43</b>	<b>\$515,142.49</b>	<b>\$230,022.51</b>
Debt Service	\$199,137.00	\$0.00	\$199,137.06	-\$0.06
<b>TOTAL LINES &amp; SERVICES W/DEBT</b>	<b>\$944,302.00</b>	<b>\$33,650.43</b>	<b>\$714,279.55</b>	<b>\$230,022.45</b>

<u>TREATMENT FACILITIES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Personnel	\$302,734.00	\$16,921.82	\$184,226.24	\$118,507.76
Maintenance & Operation	\$833,320.00	\$62,567.22	\$634,176.29	\$199,143.71
Capital Outlay	\$15,310.00	\$0.00	\$0.00	\$15,310.00
Transfer to General Fund	\$162,955.00	\$13,579.00	\$122,211.00	\$40,744.00
<b>TOTAL TREATMENT FACILITIES</b>	<b>\$1,314,319.00</b>	<b>\$93,068.04</b>	<b>\$940,613.53</b>	<b>\$373,705.47</b>

<b>TOTAL EXPENDITURES</b>	<b>\$2,258,621.00</b>	<b>\$126,718.47</b>	<b>\$1,654,893.08</b>	<b>\$603,727.92</b>
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**PERPETUAL CARE FUND**

9/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Perpetual Care	\$4,500.00	\$1,500.00	\$10,950.00	-\$6,450.00
Perpetual Care - niches	\$11,000.00	\$0.00	\$9,000.00	\$2,000.00
Investment Earnings	\$175.00	\$34.63	\$262.63	-\$87.63
<b>TOTAL REVENUES</b>	<b>\$15,675.00</b>	<b>\$1,534.63</b>	<b>\$20,212.63</b>	<b>-\$4,537.63</b>

<u>EXPENDITURES:</u>	BUDGETED 2012	EXPENSES CURRENT MO.	EXPENSES TO DATE	BALANCE
Audit	\$320.00	\$0.00	\$320.00	\$0.00
Niche Engraving	\$4,000.00	\$0.00	\$2,550.00	\$1,450.00
Transfer to General Fund	\$175.00	\$0.00	\$0.00	\$175.00
<b>TOTAL EXPENDITURES</b>	<b>\$4,495.00</b>	<b>\$0.00</b>	<b>\$2,870.00</b>	<b>\$1,625.00</b>

**BALANCE SHEET**

9/30/2012

<b><u>ASSETS:</u></b>				
Cash	\$10,575.86			
Investments	\$160,921.71			
		<b>TOTAL ASSETS</b>		<b>\$171,497.57</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$154,154.94			
Excess Revenue over Expenditures	\$17,342.63			
		<b>TOTAL FUND BALANCE</b>		<b>\$171,497.57</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$171,497.57</b>

**LIBRARY IMPROVEMENT FUND**

9/30/2012

<u>REVENUES:</u>	BUDGETED 2012	COLLECTIONS CURRENT MO.	COLLECTIONS TO DATE	BALANCE
Investment Earnings	\$0.00	\$6.03	\$45.12	-\$45.12
Contributions	\$0.00	\$400.00	\$1,300.00	-\$1,300.00

Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$406.03</b>	<b>\$1,345.12</b>	<b>-\$1,345.12</b>

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

**BALANCE SHEET  
9/30/2012**

<b><u>ASSETS:</u></b>				
Cash	\$402.86			
Investments	\$27,881.50			
		<b>TOTAL ASSETS</b>		<b>\$28,284.36</b>
<b><u>LIABILITIES:</u></b>				
Accounts Payable	\$0.00			
		<b>TOTAL LIABILITIES</b>		<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>				
Unreserved Fund Balance	\$26,939.24			
Excess Revenue over Expenditures	\$1,345.12			
		<b>TOTAL FUND BALANCE</b>		<b>\$28,284.36</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$28,284.36</b>

**CONSERVATION TRUST FUND**

9/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
State Contributions	\$118,000.00	\$32,961.87	\$108,857.59	\$9,142.41
Investment Earnings	\$400.00	\$44.33	\$309.87	\$90.13
<b>TOTAL REVENUES</b>	<b>\$118,400.00</b>	<b>\$33,006.20</b>	<b>\$109,167.46</b>	<b>\$9,232.54</b>

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

Basketball Court Improvements	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Softball Field Improvements	\$10,725.00	\$0.00	\$0.00	\$10,725.00
Playground Equipment	\$108,000.00	\$0.00	\$48,205.13	\$59,794.87
Fitness Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Krull Park	\$12,261.00	\$0.00	\$0.00	\$12,261.00
Pioneer Park Improvements	\$18,400.00	\$0.00	\$2,801.71	\$15,598.29
Softball Field Backdrop	\$0.00	\$0.00	\$0.00	\$0.00
Roof - Columbine	\$4,837.00	\$0.00	\$0.00	\$4,837.00
<b>TOTAL EXPENDITURES</b>	<b>\$174,523.00</b>	<b>\$0.00</b>	<b>\$62,410.97</b>	<b>\$112,112.03</b>

**BALANCE SHEET**  
9/30/2012

**ASSETS:**

Cash	\$0.07			
Investments	\$217,073.25			
		<b>TOTAL ASSETS</b>		<b>\$217,073.32</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$170,316.83			
Excess Revenue over Expenditures	\$46,756.49			
		<b>TOTAL FUND BALANCE</b>		<b>\$217,073.32</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$217,073.32</b>

**KARL FALCH LIBRARY TRUST FUND**

9/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$50.00	\$6.67	\$51.47	-\$1.47
<b>TOTAL REVENUES</b>	<b>\$50.00</b>	<b>\$6.67</b>	<b>\$51.47</b>	<b>-\$1.47</b>

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

**BALANCE SHEET**  
9/30/2012

**ASSETS:**

Cash	\$376.11		
Investments	\$31,076.63		
		<b>TOTAL ASSETS</b>	<b>\$31,452.74</b>

**LIABILITIES:**

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

**FUND BALANCE:**

Unreserved Fund Balance	\$31,456.27		
Excess Revenue over Expenditures	-\$3.53		
		<b>TOTAL FUND BALANCE</b>	<b>\$31,452.74</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$31,452.74</b>
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**EMPLOYEE SELF-INSURANCE FUND**

9/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$700.00	\$123.69	\$953.51	-\$253.51
Employee Premiums	\$268,977.00	\$18,095.67	\$189,155.52	\$79,821.48
Wellness	\$100.00	\$0.00	\$0.00	\$100.00
City Premiums	\$1,267,186.00	\$84,855.67	\$832,222.67	\$434,963.33
<b>TOTAL REVENUES</b>	<b>\$1,536,963.00</b>	<b>\$103,075.03</b>	<b>\$1,022,331.70</b>	<b>\$514,631.30</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Old Hire Fire Pension	\$0.00	\$0.00	\$0.00	\$0.00
Wellness	\$100.00	\$0.00	\$0.00	\$100.00
Premium	\$1,536,163.00	\$104,232.86	\$1,017,509.70	\$518,653.30
FLEX	\$3,600.00	\$205.00	\$2,055.00	\$1,545.00
Audit	\$630.00	\$0.00	\$630.00	\$0.00
Transfer General Fund	\$700.00	\$0.00	\$0.00	\$700.00
<b>TOTAL EXPENDITURES</b>	<b>\$1,541,193.00</b>	<b>\$104,437.86</b>	<b>\$1,020,194.70</b>	<b>\$520,998.30</b>

**BALANCE SHEET**  
9/30/2012

**ASSETS:**

Cash	\$25,810.02
Accounts Receivable	\$1,449.75

Investments	<u>\$574,422.82</u>	<b>TOTAL ASSETS</b>	<u><b>\$601,682.59</b></u>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	<u>\$0.00</u>	<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$599,545.59		
Excess Revenue over Expenditures	<u>\$2,137.00</u>	<b>TOTAL FUND BALANCE</b>	<u><b>\$601,682.59</b></u>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><b>\$601,682.59</b></u>

### SERVICE CENTER FUND

9/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$400.00	\$92.52	\$638.76	-\$238.76
Miscellaneous	\$0.00	\$0.00	\$1,540.00	-\$1,540.00
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Transfer of Reserves	\$426,881.00	\$35,573.00	\$320,157.00	\$106,724.00
Transfer from Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00
Transfer for Lease Payment	\$230,040.00	\$19,170.00	\$172,530.00	\$57,510.00
<b>TOTAL REVENUES</b>	<u><b>\$657,321.00</b></u>	<u><b>\$54,835.52</b></u>	<u><b>\$494,865.76</b></u>	<u><b>\$162,455.24</b></u>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Personnel	\$303,691.00	\$23,452.77	\$229,180.49	\$74,510.51
Maintenance & Operation	\$365,500.00	\$5,108.06	\$122,130.34	\$243,369.66
Capital Outlay	\$17,000.00	\$0.00	\$16,320.99	\$679.01
Transfer to General Fund	\$400.00	\$0.00	\$0.00	\$400.00
<b>TOTAL EXPENDITURES</b>	<u><b>\$686,591.00</b></u>	<u><b>\$28,560.83</b></u>	<u><b>\$367,631.82</b></u>	<u><b>\$318,959.18</b></u>

### BALANCE SHEET

9/30/2012

<b><u>ASSETS:</u></b>		<b>TOTAL ASSETS</b>	<u><b>\$2,570,680.05</b></u>
Cash	\$11,140.34		
Cash - Bank of Cherry Creek	\$3.13		
Investments	\$432,776.49		
Fixed Assets (Net)	<u>\$2,126,760.09</u>		
		<b>TOTAL ASSETS</b>	<u><b>\$2,570,680.05</b></u>

**LIABILITIES:**

Accounts Payable	\$866.28		
Unpaid Compensated Absences	\$19,924.74		
Accrued Salaries	\$8,715.41		
Lease Payable	\$1,355,000.00		
Lease Interest Payable	\$5,420.00		
		<b>TOTAL LIABILITIES</b>	<b>\$1,389,926.43</b>

**FUND BALANCE:**

Retained Earnings	\$1,053,519.68		
Excess Revenue over Expenditures	\$127,233.94		
		<b>TOTAL FUND BALANCE</b>	<b>\$1,180,753.62</b>

		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,570,680.05</b>
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**RISK MANAGEMENT FUND**

9/30/2012

<b>REVENUES:</b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,000.00	\$189.24	\$1,493.65	-\$493.65
Miscellaneous	\$5,000.00	\$0.00	\$13,997.00	-\$8,997.00
Compensation for Loss	\$5,000.00	\$0.00	\$67,934.05	-\$62,934.05
Transfer of Reserves	\$216,940.00	\$1,657.25	\$167,679.75	\$49,260.25
Transfer Workers Comp	\$181,227.00	\$4,449.63	\$134,082.47	\$47,144.53
<b>TOTAL REVENUES</b>	<b>\$409,167.00</b>	<b>\$6,296.12</b>	<b>\$385,186.92</b>	<b>\$23,980.08</b>

<b>EXPENDITURES:</b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Claims Paid	\$143,413.00	\$66,902.61	\$174,702.59	-\$31,289.59
Expense for Workers Comp	\$181,200.00	\$0.00	\$135,900.00	\$45,300.00
Premium Fees	\$228,132.00	\$0.00	\$173,895.55	\$54,236.45
Expense for Unemployment	\$10,000.00	\$0.00	\$8,094.00	\$1,906.00
Materials & Supplies	\$300.00	\$0.00	\$300.00	\$0.00
Audit	\$590.00	\$0.00	\$590.00	\$0.00
Transfer to General Fund	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$564,635.00</b>	<b>\$66,902.61</b>	<b>\$493,482.14</b>	<b>\$71,152.86</b>

**BALANCE SHEET**

9/30/2012

**ASSETS:**

Cash	\$21,404.71
Investments	\$813,587.87

		<b>TOTAL ASSETS</b>	<b><u>\$834,992.58</u></b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	<u>\$0.00</u>		
		<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b><u>FUND BALANCE:</u></b>			
Emergency Reserve	\$350,000.00		
Retained Earnings	\$593,287.80		
Excess Revenue over Expenditures	<u>-\$108,295.22</u>		
		<b>TOTAL FUND BALANCE</b>	<b><u>\$834,992.58</u></b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$834,992.58</u></b>

### CAPITAL EQUIPMENT FUND

9/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,000.00	\$178.24	\$1,292.15	-\$292.15
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Compensation for Loss	\$0.00	\$0.00	\$0.00	\$0.00
Other Compensation	\$22,148.00	\$22,148.00	\$22,148.00	\$0.00
Transfer of Reserves	\$512,271.00	\$42,689.00	\$384,201.00	\$128,070.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b><u>\$535,419.00</u></b>	<b><u>\$65,015.24</u></b>	<b><u>\$407,641.15</u></b>	<b><u>\$127,777.85</u></b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Audit	\$905.00	\$0.00	\$905.00	\$0.00
Police Equipment	\$92,495.00	\$0.00	\$91,993.21	\$501.79
Dispatch Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Equipment	\$80,675.00	\$0.00	\$49,045.00	\$31,630.00
Public Works Equipment	\$104,264.00	\$0.00	\$104,264.00	\$0.00
Finance Equipment	\$8,370.00	\$8,367.00	\$8,367.00	\$3.00
Parks, Lib & Rec Equipment	\$89,304.00	\$0.00	\$87,598.71	\$1,705.29
Non-Dept Equipment	\$21,440.00	\$0.00	\$21,440.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b><u>\$397,453.00</u></b>	<b><u>\$8,367.00</u></b>	<b><u>\$363,612.92</u></b>	<b><u>\$33,840.08</u></b>

**BALANCE SHEET**  
**9/30/2012**

Cash	\$15,049.86		
Investments	\$855,124.23		
Fixed Assets (Net)	\$1,783,326.98		
		<b>TOTAL ASSETS</b>	<b>\$2,653,501.07</b>
<b><u>LIABILITIES:</u></b>			
Accounts Payable	\$0.00		
Lease Payable	\$175,658.32		
Lease Interest Payable	\$9,737.88		
		<b>TOTAL LIABILITIES</b>	<b>\$185,396.20</b>
<b><u>FUND BALANCE:</u></b>			
Retained Earnings	\$2,424,076.64		
Excess Revenue over Expenditures	\$44,028.23		
		<b>TOTAL FUND BALANCE</b>	<b>\$2,468,104.87</b>
		<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$2,653,501.07</b>

**CAPITAL IMPROVEMENT FUND**

9/30/2012

<b><u>REVENUES:</u></b>	<b>BUDGETED 2012</b>	<b>COLLECTIONS CURRENT MO.</b>	<b>COLLECTIONS TO DATE</b>	<b>BALANCE</b>
Investment Earnings	\$1,500.00	\$167.58	\$1,292.52	\$207.48
Misc. Income	\$0.00	\$0.00	\$1,022.13	-\$1,022.13
Rents From Land	\$16,800.00	\$191.81	\$15,774.56	\$1,025.44
Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$85,500.00	\$0.00	\$0.00	\$85,500.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Museum Exhibits	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Elna Anderson Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Ethel Lindstrom Fund	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Library Improv Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$103,800.00</b>	<b>\$359.39</b>	<b>\$18,089.21</b>	<b>\$85,710.79</b>

<b><u>EXPENDITURES:</u></b>	<b>BUDGETED 2012</b>	<b>EXPENSES CURRENT MO.</b>	<b>EXPENSES TO DATE</b>	<b>BALANCE</b>
Museum Building	\$0.00	\$0.00	\$0.00	\$0.00
Museum Exhibits	\$49,110.00	\$0.00	\$49,928.67	-\$818.67
Library Addition	\$0.00	\$0.00	\$0.00	\$0.00
Land Transaction	\$0.00	\$0.00	\$0.00	\$0.00

Land Purchase	\$0.00	\$0.00	\$0.00	\$0.00
Building Improvements	\$90,000.00	\$0.00	\$0.00	\$90,000.00
Audit	\$535.00	\$0.00	\$535.00	\$0.00
Transfer to Service Center	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Library Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$139,645.00</b>	<b>\$0.00</b>	<b>\$50,463.67</b>	<b>\$89,181.33</b>

**BALANCE SHEET**  
9/30/2012

**ASSETS:**

Cash	\$15,552.84
Accounts Receivable	\$404.57
Investments	\$778,322.40

**TOTAL ASSETS** **\$794,279.81**

**LIABILITIES:**

Accounts Payable	\$0.00
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**TOTAL LIABILITIES** **\$0.00**

**FUND BALANCE:**

Unreserved Fund Balance	\$826,654.27
Excess Revenue over Expenditures	-\$32,374.46

**TOTAL FUND BALANCE** **\$794,279.81**

**TOTAL LIABILITIES  
& FUND BALANCE** **\$794,279.81**

## PERSONNEL/HR DEPARTMENT

### SEPTEMBER 2012 MONTHLY REPORT

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

**CDL TESTING** – A DOT Random Drug test was not conducted during the month of September. There were six (6) pre-employment drug screens conducted.

**WORKERS' COMPENSATION** – The City continues to work on all injury cases that are presented for on-the-job injuries. During the month of September, there were three (3) claims reported by employees.

#### **JOB OPPORTUNITIES** –

<b>Positions Open</b>	<b>Positions Filled</b>
Seasonal lifeguard and lifeguard WSI	Maintenance Worker III
Police Officer (4)	Maintenance Worker I (2)
Public Safety Dispatcher (1 40-hr, 2 32-hr)	Fire Captain
Cashier/Receptionist (Recreation Center)	
Firefighter (2)	
Maintenance Worker I (3)	
Recreation Center Custodian (PT)	
Secretary (Service Center)	

**PERSONNEL BOARD** – Personnel Board did meet during September to review a presentation by Police representatives regarding retention. Board Chairman presented information to Council on September 25.

#### **MISCELLANEOUS ACTIVITIES**

HR Assistant attended hands on training and User Group meeting for Neogov in Denver.

HR Assistant conducted four (4) orientations for employees.

HR Assistant attended Annual Meeting for CHP in Denver. Insurance rates for 2013 were received.

The written exam for Police Officer was given to seven (7) applicants.

**MUNICIPAL COURT**  
**SEPTEMBER 2012 MONTHLY REPORT**

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>ARRAIGNMENTS</b>	55	26	112%	462	406	14%	633	-27%
<b>JUVENILE CASES</b>	14	2	600%	63	52	21%	95	-34%
TRAFFIC				4	5	-20%	3	25%
NO INSURANCE				1	1		1	-17%
NO SEAT BELT					1	-100%	1	-100%
SPEEDING				1			1	-17%
UNDERAGE POSS OF TOBACCO	1			1	6	-83%	6	-84%
POSS. OF MARIJUANA/DRUG PARAPHERNALIA	1			15	4	275%	12	25%
THEFT	1	2	-50%	7	7		7	-5%
DISTURBING THE PEACE/NOISES				2	5	-60%	7	-71%
RESISTING ARREST/FAILURE TO COMPLY				1	3	-67%	1	
INJURING/DEFACING PROPERTY	2			10	5	100%	6	72%
TRESPASSING							5	-100%
UNDERAGE POSS/CONS ALCOHOL/PROCURE	7			13	5	160%	31	-58%
CURFEW FOR MINORS	1			3	1	200%	3	-6%
OTHER	1			5	9	-44%	9	-46%
<b>ADULT CASES</b>	41	24	71%	399	354	13%	538	-26%
TRAFFIC	4	3	33%	63	36	75%	51	23%
NO INSURANCE				14	14		54	-74%
NO SEAT BELT		1	-100%	24	46	-48%	81	-71%
SPEEDING	2	3	-33%	18	32	-44%	65	-72%
PARKING	7	1	600%	27	41	-34%	58	-54%
POSS. MARIJUANA/DRUG PARAPHERNALIA	2			32	22	45%	29	9%
THEFT	4	3	33%	43	40	8%	27	59%
DISTURBING THE PEACE/NOISES	4	2	100%	23	11	109%	15	49%
RESISTING ARREST/FAILURE TO COMPLY				6	2	200%	4	58%
INJURING/DEFACING PROPERTY				2	9	-78%	5	-63%
TRESPASSING	2	2		10	7	43%	23	-57%
UNDERAGE POSS/CONS ALCOHOL	5	3	67%	71	29	145%	52	37%
SALE / PROCUREMENT / OPEN CONTAINER	1			1			6	-84%
OTHER	3	3		23	25	-8%	27	-14%
ANIMAL	7	3	133%	37	34	9%	35	7%
NUISANCES				5	7	-29%	17	-70%
JUVENILE ARR'S FOUND GUILTY	11	2	450%	41	40	3%	58	-30%
JUVENILE ARR'S DISMISSED							17	-100%
JUVENILES PLACED ON PROB/DJ/UPS	9	2	350%	42	43	-2%	68	-38%
JUVENILE VIOLS OF PROB/DJ/UPS				3	4	-25%	13	-77%
JUVENILE FTA/PWL							63	-100%
ADULT ARR'S FOUND GUILTY	23	11	109%	159	177	-10%	209	-24%
ADULT ARR'S DISMISSED	2	2		29	33	-12%	69	-58%
ADULTS PLACED ON PROB/DJ/UPS	9	12	-25%	89	89		86	4%
ADULT VIOLS OF PROB/DJ/UPS				1	3	-67%	17	-94%
ADULT FTA/PWL	6	4	50%	23	39	-41%	116	-80%

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
FINE EXTENSIONS	53	28	89%	326	233	40%	350	-7%
CONTINUANCE/SET FOR TRIALS/ETC	13	4	225%	148	63	135%	111	34%
CASES REVIEWED	36	38	-5%	400	336	19%	358	12%
TRIALS FOUND GUILTY	17	8	113%	53	32	66%	48	11%
TRIALS FOUND NOT GUILTY				2	2		376	-99%
TRIALS DISMISSED	13	2	550%	39	8	388%	57	-32%
NEW CHARGES PROCESSED	93	69	35%	803	618	30%	950	-15%
NEW WARRANTS	9	9		115	117	-2%	157	-27%
DAYS JUVENILES SENT TO DETENTION					6	-100%	265	-100%
DAYS ADULTS SENT TO JAIL		5	-100%	50	38	32%	143	-65%
PAID TICKETS	39	41	-5%	365	455	-20%	782	-53%
PAID WITH AUTO POINT REDUCTION	22	20	10%	177	174	2%	179	-1%
PAID AS REGULAR TICKET	17	21	-19%	188	281	-33%	421	-55%
FROM PWL TO WARRANT					1	-100%	3	-100%

## **POLICE DEPARTMENT**

### **SEPTEMBER 2012 MONTHLY REPORT**

During September 2012, the police department responded to 1,026 Calls for Service, a two percent increase over the 1,005 Calls for Service responded to in September of 2011. The year-to-date Calls for Service at the end of September were 9,522, a 9 percent increase over the 8,716 calls reported at the end of September, 2011.

Officers responded to 22 traffic accidents during the month of September which is a decrease of 4 percent from the 23 responded to in September of 2011. Through the end of September, officers have responded to 178 traffic accidents, which is a 16 percent decrease over the 211 accidents covered during the same time period last year.

Officers issued 27 penalty assessments during September 2012, which is a 40 percent decrease over the 45 penalty assessments issued in September 2011. Among the criminal offenses reported were four sex offenses, seven assault offenses, four burglaries, 20 larceny/thefts, two counterfeiting/forgery, one fraud offenses, five drug offenses and 20 vandalisms. The value of property stolen during the month was \$9,376 and \$1,140 was recovered. Officers arrested 39 adults and one juvenile, for a total of 40 arrests in September, 2012. This is seven more arrests or an 18 percent increase from the 33 total arrests made in September of 2011.

In September, the Youth Services Division received 22 youth referrals (13 males and 9 females). All September youth referrals were received from the Sterling Police Department.

Officers responded to 32 calls at local liquor establishments, nine more than the 41 calls responded to in September 2011.

Sterling Police Officers and staff completed 143.28 hours of training during the month of September, 2012. Year-to-date, employees have attended more than 2,018.41 hours of training.

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
ACTIVITIES								
CALLS for SERVICE								
CITY OF STERLING	1,026	1,005	2%	9,522	8,716	9%	11,001	-13%
MOTOR VEHICLE ACCIDENTS	22	23	-4%	178	211	-16%	222	-20%
CRIMINAL OFFENSES	124	97	28%	1,130	1,012	12%	1,058	7%
GROUP "A" OFFENSES	65	65		627	565	11%	591	6%
GROUP "B" OFFENSES	59	32	84%	525	447	17%	468	12%
VANDALISM	20	18	11%	147	118	25%	129	14%
ARRESTS								
ADULTS	39	31	26%	380	388	-2%	541	-30%
JUVENILES	1	2	-50%	30	29	3%	87	-66%
PROPERTY								
STOLEN	9,376	50,360	-81%	182,743	209,496	-13%	251,856	-27%
RECOVERED	1,140	13,835	-92%	38,589	41,811	-8%	71,849	-46%
MUNICIPAL CHARGES								
PA'S	27	45	-40%	411	526	-22%	1,176	-65%
CRIMINAL CHARGES	30	17	76%	232	161	44%	239	-3%
WARNINGS	246	193	27%	2,145	1,789	20%	2,788	-23%
STATE CHARGES								
TRAFFIC	15	27	-44%	224	229	-2%	414	-46%
DUI'S	4	8	-50%	49	42	17%	75	-35%
CRIMINAL CHARGES	24	13	85%	234	213	10%	292	-20%
YOUTH SERVICES								
NUMBER OF REFERRALS								
MALE	9	8	13%	129	137	-6%	145	-11%
FEMALE	13	9	44%	83	59	41%	78	6%
TOTAL	22	17	29%	212	196	8%	223	-5%
REFERRING SOURCE								
STERLING POLICE DEPARTMENT	22	13	69%	199	170	17%	201	-1%
LOGAN COUNTY SHERIFF'S OFFICE				2	4	-50%	7	-71%
DISTRICT COURT				2	5	-60%	1	43%
STATE PATROL/OTHER JURISDICTION				1	2	-50%	1	
PARENT/SELF				2	1	100%	4	-50%
SCHOOL		3	-100%	6	14	-57%	8	-27%

**STERLING FIRE DEPARTMENT**  
**SEPTEMBER 2012 MONTHLY REPORT**

**OPERATIONS:**

Chief Vogel:

Led Command Staff meeting

Attended SRFPD meeting

Attended Eastern Colorado Rural EMS meeting

Attend Logan County Fire Chiefs meeting

Attended departmental Strategic Planning meeting

Assisted with HR Director Interviews

Attended Next Generation E911 meeting

Attended School reunification drill at Sterling High School

Gave presentation to City Council

**TRAINING:**

Fire Academy

Volunteer training-Auto pulse

Auto Pulse training

FETN training-ICS for EMS, Traumatic Brain Injury

FETN training-Stroke & TIA, Warehouse: Taming the Horizontal

**MAINTENANCE:**

Washed 10 lengths of 1-3/4" hose

Washed 8 lengths of 1-3/4" hose

ACES in house for Annual pump tests for E-12, E-11, E-16, T-18

Took R-17 to City Shop so seatbelt can be fixed

Took S-13 to the Shop for pump work.

**OTHER**

MDA Fill the Boot successful with contributions totally \$2,620

Members completed Pre-plan occupancies

Standby for Pee Football

Picked up Med 3 & E-104 from City Shop

Completed 20 new Business Inspections, 4 Re-inspect

Members placed the ID#'s on each Ambulances

**MAJOR INCIDENTS:**

9-1-12	IR# 1412	MM117, I-76	Vehicle Fire/Grassfire (General)
9-1-12	IR# 1413	CR 29 & 24	Haystack Fire
9-2-12	IR# 1417	500 Front Street	Medical (General/Recall)
9-4-12	IR# 1426	29923 CR 385	Grass Fire
9-4-12	IR# 1428	417 Holly Drive	Medical (Recall)
9-7-12	IR# 1447	MM56, Hwy 63	Fire
9-8-12	IR# 1455	12948 Cactus Drive	Hazard Condition
9-9-12	IR# 1458	CR 39 & CR 40	Auto Accident
9-10-12	IR# 1461	611 N. 4 <sup>th</sup> Street, #6	Medical (Recall)
9-10-12	IR# 1464	1411 S 9 <sup>th</sup> Ave	Medical (Recall)
9-10-12	IR# 1465	612 Oak Street	Medical (Recall)
9-10-12	IR# 1471	CR 52	Grass Fire
9-13-12	IR# 1481	CR 95 & Hwy 138	MVA (General)
9-17-12	IR# 1505	20525 CR 36	Medical (Recall)
9-18-12	IR# 1513	MM1, Hwy 113	Rollover Accident (General)
9-21-12	IR# 1518	106 Hamilton Street	Structure Fire (General)
9-22-12	IR# 1532	15930 CR 41	Medical (Recall)

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>FIRES</b>								
City	3	1	200%	26	28	-7%	28	-6%
Rural	7	5	40%	100	52	92%	52	93%
Total	10	6	67%	126	80	58%	79	59%
<b>EMS/RESCUE</b>								
City	84	64	31%	766	571	34%	542	41%
Rural	15	24	-38%	114	156	-27%	132	-14%
Total	99	88	13%	880	727	21%	674	31%
<b>HAZARDOUS CONDITION</b>								
City	10	17	-41%	174	161	8%	162	7%
Rural	10	1	900%	76	67	13%	61	25%
Total	20	18	11%	250	228	10%	223	12%
<b>TOTAL 911 SERV CALLS</b>								
City	101	82	23%	967	759	27%	793	22%
Rural	32	30	7%	290	275	5%	250	16%
Total	133	112	19%	1,257	1,034	22%	1,043	20%
<b>AVERAGE RESPONSE TIME</b>								
City	3	3	0%	46	32	43%	39	18%
Rural	12	15	-17%	110	94	17%	99	11%
Overall Average	8	9	-13%	78	63	23%	69	13%
<b>GENERAL ALARMS</b>								
Total General Alarms	4	3	33%	62	38	63%	39	57%
Average Number of Firefighters	13	11	18%	78			101	-23%
<b>BUILDING FIRES</b>								
Total Building Fires	2	2		13	13		13	2%
Fires Confined to Rm of Origin		0					5	-100%
<b>TRAINING HOURS</b>								
Career Hours	415	311	33%	3,993	3,064	30%	2,015	98%
Volunteer Hours	72	54	33%	600	738	-19%	505	19%
Total Hours	487	365	33%	4,593	3,802	21%	2,520	82%
Average Career Hours	27.6	20.7	33%	266	204	30%	134	98%
Average Volunteer Hours	6.0	4.5	33%	50	62	-19%	42	19%
<b>FIRE INSPECTIONS</b>					229	-100%	46	-100%
New Inspections	27	9	200%	43	21	102%	305	-86%
Re-Inspections	25	4	525%	27	7	288%	152	-82%
Total Inspections	52	13	300%	70	28	148%	457	-85%
<b>HYDRANT INSPECTIONS</b>		0		1	1	30%	268	-100%

## PUBLIC WORKS DEPARTMENT

### SEPTEMBER 2012 MONTHLY REPORT

The citizens of Sterling enjoyed a variety of weather throughout the month of September with a high temperature of 101° recorded at the water stations on the 1st. Evening temperatures also fluctuated similarly with a low of the month being 38° on the evening of the 9th and a high evening low of 64° recorded on the 2nd. The station located east of Sterling recorded a total precipitation of .34" for the month. However, at Sterling Municipal Airport there was a total of .57" recorded in the month of September.

#### MONTHLY CLIMATOLOGICAL SUMMARY for SEP. 2012

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

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

DAY	MEAN TEMP	HIGH	TIME	LOW	TIME	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR
1	81.1	99.0	4:00p	59.3	6:30a	0.5	16.7	0.00	8.3	35.0	10:30p	SSE
2	79.4	93.7	4:00p	66.0	5:30a	0.0	14.4	0.00	6.4	22.0	1:30p	NE
3	77.5	95.0	3:30p	60.1	6:30a	0.5	13.0	0.00	5.5	29.0	3:30p	S
4	76.8	96.1	3:00p	54.6	6:30a	2.0	13.8	0.00	6.8	35.0	10:00p	S
5	69.5	85.6	5:00p	49.9	6:30a	1.9	6.4	0.00	6.1	20.0	3:00p	SE
6	76.1	96.0	4:00p	50.8	7:00a	2.4	13.4	0.00	8.4	42.0	9:30p	SSE
7	64.1	72.1	6:00p	51.0	11:30p	2.5	1.6	0.00	7.7	24.0	1:00a	NNE
8	63.4	84.2	4:30p	42.8	6:30a	7.4	5.9	0.00	4.1	19.0	12:30p	NNE
9	67.5	91.1	4:30p	40.2	6:30a	6.3	8.8	0.00	7.1	27.0	1:30p	SSE
10	75.1	96.2	4:00p	51.0	6:00a	2.4	12.5	0.00	6.4	22.0	2:00p	SSE
11	75.3	93.6	3:30p	53.5	7:30a	1.5	11.9	0.00	7.1	31.0	8:30p	NE
12	54.6	67.5	12:30a	49.7	9:30a	10.5	0.0	0.40	5.8	29.0	12:30a	NNE
13	59.9	73.0	3:30p	51.8	2:00a	6.4	1.4	0.00	3.0	17.0	1:30p	NE
14	61.9	80.4	5:00p	43.8	5:30a	7.6	4.5	0.00	3.9	16.0	1:00p	SSE
15	64.1	87.5	5:30p	43.3	6:30a	7.0	6.1	0.00	4.6	16.0	11:30a	SSE
16	67.2	91.7	4:00p	46.5	6:00a	5.4	7.6	0.00	7.3	24.0	3:30p	NNE
17	58.2	67.5	4:30p	50.8	7:30a	7.0	0.1	0.00	6.6	29.0	2:00a	NE
18	62.2	83.1	4:30p	40.0	6:30a	8.4	5.6	0.00	5.9	25.0	11:30a	S
19	63.5	81.3	4:00p	43.7	6:30a	7.3	5.8	0.00	6.6	25.0	10:00a	NNE
20	62.3	82.1	1:30p	40.4	5:30a	7.6	4.9	0.00	4.4	26.0	10:30a	NNW
21	62.4	82.6	4:00p	41.4	7:00a	7.7	5.1	0.00	4.8	25.0	3:00p	S
22	61.2	77.4	5:00p	39.7	7:00a	6.9	3.1	0.00	5.6	19.0	3:30p	N
23	64.3	82.4	5:00p	45.5	7:30a	5.6	4.9	0.00	7.0	21.0	4:30p	SE
24	66.6	83.3	3:00p	52.6	5:30a	4.0	5.6	0.00	4.8	24.0	12:00p	ENE
25	66.1	78.2	2:30p	52.5	7:00a	2.9	4.0	0.00	5.1	23.0	4:30p	NNE
26	61.4	68.8	3:30p	54.0	1:00a	4.1	0.6	0.14	3.4	15.0	12:00p	W
27	58.3	63.3	1:00p	50.5	12:00m	6.7	0.0	0.02	5.8	24.0	2:00p	NE
28	58.6	73.0	5:00p	45.8	7:00a	8.0	1.7	0.00	3.9	16.0	1:30p	ESE
29	63.7	81.7	5:00p	47.4	7:00a	5.6	4.3	0.01	4.4	15.0	12:30p	S
30	65.5	81.4	3:00p	49.5	5:00a	4.7	5.2	0.00	6.9	29.0	1:30p	N
<hr/>												
	66.3	99.0	1	39.7	22	150.8	188.9	0.57	5.8	42.0	6	S

Max >= 90.0: 9  
 Max <= 32.0: 0  
 Min <= 32.0: 0  
 Min <= 0.0: 0  
 Max Rain: 0.40 ON 09/12/12  
 Days of Rain: 3 (>.01 in) 2 (>.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 up with 288 blocks being swept throughout the month compared to a year ago. However the division also expended 0 tons of granular base, grading 308 blocks of alleys and 48 blocks of streets throughout the City. The division expended 22 tons of hot bituminous mix in pothole repair.

A 71% decrease in resources was expended in cleaning catch basins with the number being 155 throughout the month compared to 533 a year ago.

The division expended 2 gallons of paint during the month painting parking, 4 gallons painting crosswalks and 92 gallons painting curbs.

The division repaired 10 traffic control signs, replaced 23 control signs, installed 25 new signs, and removed 8 traffic control signs throughout the City.

The division replaced 16 street name signs and installed 22 street name signs throughout the City.

The sanitation division collected 71 tons of loose trash throughout the month. However, they collected 456 tons of compacted trash. This compacted trash is a 13% decrease compared to a year ago. Under time and material removals there were 0 tons this month.

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
STREET MAINTENANCE								
Streets Swept (Blocks)	288	55	424%	3,418	3,131	9%	4,563	-25%
Streets Swept (Intersections)								
Sweeper Water-Dust Control (Gals)	3,840	1,280	200%	46,640	39,400	18%	64,326	-27%
Flushing Streets (Gals)								
Gravel/ABC-Alleys (Tons)		28	-100%	118	270	-56%	475	-75%
Gravel/ABC-Streets (Tons)		194	-100%	2,495	693	260%	371	572%
Grading Alleys (Blocks)	308	240	28%	1,134	1,441	-21%	1,138	0%
Grading Streets (Blocks)	48			296	157	88%	518	-43%
Grade Parking Lots (Blocks)							4	-100%
Excavate Sub-base (Cu Yds)		30	-100%	427	256	67%	380	12%
Excavate Asphalt (Tons)				108			453	-76%
Excavate Concrete (Tons)							50	-100%
Structure Backfill (Tons)		85	-100%	197	1,096	-82%	773	-75%
Backfill-Pit Run & Yard Stock Dirt (Cu Yds)		116	-100%	783	946	-17%	728	8%
Hot Bituminous Mix (Tons)	22	143	-85%	615	702	-12%	766	-20%
Emulsion/Tack Oil (Gals)		53	-100%	20	203	-90%	141	-86%
Cold Mix-Asphalt (Tons)	0			1,810	1,878	-4%	866	109%
Catchbasins - Altosid Briquets				125	2,340	-95%	1,817	-93%
Catchbasins Cleaned (Each)	155	533	-71%	2,587	5,251	-51%	3,675	-30%
Painting-Parking (Gals)	2			82	18	356%	70	17%
Painting-Crosswalks (Gals)	4			243	63	286%	91	168%

Painting-Curbs (Gals)	92	110	-16%	189	110	72%	211	-11%
Painting-Symbols (Gals)								
Painting-Lanes(Gals)				5			18	-72%
SIGN MAINTENANCE								
Traffic Control-Repair (Each)	10			102	2	5000%	8	1242%
Traffic Control-Replace (Each)	23	3	667%	104	114	-9%	99	5%
Traffic Control-Install (Each)	25	8	213%	186	146	27%	124	50%
Traffic Control-Remove (Each)	8	3	167%	155	116	34%	102	52%
Street Name-Repair (Each)				220	1	21900%	20	978%
Street Name-Replace (Each)	16			78	178	-56%	93	-16%
Street Name-Install (Each)	22			84	180	-53%	118	-29%
Delineators-Repair & Replace (Each)							3	-100%
SNOW/ICE CONTROL								
Snow Removal (Loads)				129	730	-82%	757	-83%
Salt/Sand Mix Material (Tons)				86	237	-64%	246	-65%
Plowed/Sanded Streets (Miles)				1,356	2,776	-51%	2,469	-45%
SANITATION								
Loose Trash/Debris Collection:WO (Tons)	71	43	65%	673	484	39%	667	1%
Compacted Trash Collection (Tons)	456	525	-13%	4,301	4,584	-6%	4,716	-9%
Alley Debris/Trash Removal: T & M (Tons)				101			93	9%
Yard: Sweepings + Misc Debris (Tons)		61	-100%	670	703	-5%	1,181	-43%
Container Repairs-90 Rollouts (Each)	1			48	45	7%	221	-78%
Container Repairs-Dumpsters (Each)	22	24	-8%	372	230	62%	281	32%
Level Dumpsters - Gravel Base Pad				14			3	400%
Weed Control-Mowing (Hours)	14	33	-58%	170	210	-19%	175	-3%
Weed Control-Burning (Hours)				3			3	15%
MATERIAL PROCESSING								
Haul Materials from Airport Pit (Cu Yds)								
Haul Sand from Logan County Landfill							4	-100%
Haul Materials from Vendor Yard (Tons)	127	104	22%	496	1,293	-62%	1,313	-62%
Haul Materials from Project Site (Cu Yds)		102	-100%	318	1,389	-77%	2,136	-85%
Haul Pulverized Asphalt/Millings (Cu Yds)		220	-100%	268	579	-54%	732	-63%
MISCELLANEOUS								
Haul Rip Rap Materials--Concrete							129	-100%
Crack Sealing (#s per day)				28,980	38,790	-25%	26,825	8%

## **WATER/SEWER DIVISION**

The water division produced 115,513,700 gallons, a 6% decrease compared to September a year ago, and a 12% increase in hours logged. Furthermore the division responded to 135 requests for locates throughout the month. The meter reader read 3,693 meters resulting in 84 turn-offs for delinquent payment and also 23 investigations for high usage. The division continued the testing regime necessary for the health department regulations, responded to 81 and cleared 81 SCADA alarms at the time of reporting.

The sewer division responded to 146 requests for locates.

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WATER DISTRIBUTION</b>								
<b>WATER SERVICES INSTALLED (No.)</b>								
Water Services Installed -3/4"							0	-100%
Water Service Installed-1"							1	-100%
Water Service Installed-1 1/2"							0	-100%
Water Service Installed-2"							0	-100%
Water Service Installed->2"							1	-100%
Water Taps Installed (all sizes)							1	-100%
Water Services Repaired (leak)		1	-100%	5	6	-17%	10	-50%
<b>WATER MAINS INSTALLED (Feet) 4"</b>							4	-100%
Watermain Installed-6"					14	-100%	97	-100%
Watermain Installed-8"					4	-100%	3	-100%
Watermain Installed-10"					7	-100%	1	-100%
Watermain Installed->10"							0	-100%
Watermains Repaired (breaks) No.				5	19	-74%	14	-63%
<b>WATER MAINS REPLACED (Feet) 4"</b>					2	-100%	93	-100%
Watermain Replaced-6"					19	-100%	12	-100%
Watermain Replaced-8"							2	-100%
Watermain Replaced-10"		8	-100%		8	-100%	106	-100%
Watermain Replaced->10"					11	-100%	2	-100%
<b>WATER MAIN VALVES INSTALLED (No.) 4"</b>					1	-100%	0	-100%
Valves Installed-6"					1	-100%	4	-100%
Valves Installed-8"								
Valves Installed-10"							1	-100%
Valves Installed->10"					1	-100%	0	-100%
Valves Repaired	9			9	1	800%	1	800%
Valves Replaced	7			7	5	40%	2	218%
Valves Exercised	64			68	5	1260%	30	124%
Valve Boxes Replaced					1	-100%	1	-100%
Valves Boxes Repaired							0	-100%
<b>LOCATES (No.)</b>								
Valves	35	216	-84%	1,465	1,922	-24%	1,064	38%
Water Mains	20	152	-87%	765	1,001	-24%	609	26%
Service Lines	80	22	264%	512	26	1869%	86	498%
<b>FIRE HYDRANTS (No.)</b>							290	-100%
Fire Hydrants Installed							197	-100%
Fire Hydrants Repaired		3	-100%	4	8	-50%	68	-94%
Fire Hydrants Replaced				3	1	200%	2	67%
Fire Hydrants Inspected				2			4	-50%
Fire Hydrants Flushed				2			7	-71%
Fire Hydrants Painted							0	-100%
<b>Pipe Fittings Installed</b>							0	-100%
Cross (No)							2	-100%
Tee (No)							0	-100%

Bend (No.)								
<b>MISCELLANEOUS - OTHER</b>								
Concrete Blocks Built (No.)								
Water Main Leak Detection (Feet)				30			8	275%
<b>METER SECTION</b>								
<b>METERS (No.)</b>								
Meters Read	3,693	4,268	-13%	39,732	39,780	0%	31,574	26%
Meter Turn-offs (for repair)	13	6	117%	73	126	-42%	102	-28%
Meter Turn-offs (delinquent)	84	32	163%	510	533	-4%	443	15%
Meter Turn-ons (all)	96	64	50%	650	708	-8%	8,818	-93%
<b>METER MAINTENANCE (No.)</b>							25	-100%
Meters Repaired - In House							121	-100%
Meters Repaired - In Field					2	-100%	152	-100%
Meters Repaired - Manufacturer								
<b>METER INVESTIGATIONS (No.)</b>								
Zero Consumption				3			0	1400%
High Usage	23	27	-15%	267	204	31%	306	-13%
Leaking in Meter Pit	2			2				
<b>METER PIT MAINTENANCE (No.)</b>								
Curb Stops Repaired					2	-100%	57	-100%
<b>METER PIT INSTALLATION (No.)</b>								
Meter Pits Installed							0	-100%
<b>MISCELLANEOUS - OTHER (No.)</b>								
Concrete Risers Manufactured								
Meter Pits Manufactured								
<b>OPERATIONS SECTION</b>								
<b>WELL METERS (No.)</b>								
Well Meters Read	24	23	4%	207	138	50%	102	102%
Park Meters Read	29	28	4%	261	257	2%	164	59%
<b>WELL HOUSE MAINTENANCE (No.)</b>								
Motors Checked	390	390		3,562	3,549	0%	2,772	28%
Well Building Security Checked	630	630		5,754	5,733	0%	3,842	50%
<b>WELL MAINTENANCE (No.)</b>								
Well GPM Check							728	-100%
Well Check for Sand							1,156	-100%
Well Static Level							4	-100%
Well Draw Down								
Well Air Check	90	90		819	819		261	214%
<b>GROUND STORAGE TANKS (No.)</b>							10	-100%
7.5 MG Tank Checked	60	60		548	546	0%	410	34%
7.5 MG Tank Level Checked	60	60		548	546	0%	401	37%
2.0 MG Tank Checked	60	60		548	546	0%	399	37%
2.0 MG Tank Level Checked	60	60		548	546	0%	461	19%
Security Checks	60	60		548	546	0%	624	-12%
<b>ELEVATED STORAGE TANKS (No.)</b>							62	-100%
0.25 MG North Checked	90	90		822	819	0%	734	12%
0.25 MG North Level Checked	90	90		822	819	0%	734	12%
0.25 MG South Checked	90	90		822	819	0%	672	22%

0.25 MG South Level Checked	90	90		822	819	0%	800	3%
Security Checks	180	180		1,644	1,638	0%	1,446	14%
WATER QUALITY TESTING (No.)							126	-100%
Well Samples Taken					11	-100%	195	-100%
Distribution Samples Taken					15	-100%	322	-100%
Chlorine Samples Taken	150	150		1,370	563	143%	417	228%
Bacteriological Samples Taken					106	-100%	114	-100%
Other - Samples taken							78	-100%
SCADA SYSTEM (No.)							73	-100%
SCADA Alarms	81	74	9%	627	846	-26%	352	78%
SCADA Alarms Cleared	81	74	9%	623	842	-26%	335	86%
DISINFECTION (No.)								
Chlorine Bottles Picked Up	18	14	29%	176	119	48%	107	65%
Chlorine Bottles Returned	18	14	29%	190	120	58%	106	79%
POTABLE WELLS								
WELLS PUMPED							16	-100%
Hours	3,506	3,127	12%	27,923	25,741	8%	25,166	11%
Gallons	115,514	123,470	-6%	907,851	809,774	12%	749,538	21%
Call Customer By Phone							5,763	-100%
UNCC LOCATES							160,680	-100%
City Requests	3	15	-80%	75	142	-47%	28	164%
Private Requests	54	115	-53%	876	904	-3%	181	385%

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>SANITARY SECTION</b>								
<b>Sewer Service Installed (No.)</b>								
Sewer Service Installed (No.) 4"							1	-100%
Sewer Service Installed (No.) 6" & larger								
Sewer Service Taps Installed (No.) all							1	-100%
Sewer Service Inspected (No.)							1	-100%
Sewer Service Repaired (No.)							4	-100%
<b>Sewer Lines Installed (Ft.)</b>								
Sewer Lines Installed (Ft.) 6"							62	-100%
Sewer Lines Installed (Ft.) 8"							521	-100%
Sewer Lines Installed (Ft.) 10"								
Sewer Lines Installed (Ft.) 12" & larger								
<b>Sewer Lines Replaced (Ft.) 4"</b>								
Sewer Lines Replaced -6" (Ft)					23	-100%	5	-100%
Sewer Lines Replaced -8" (Ft)								
Sewer Lines Replaced -10" (Ft)							3	-100%
Sewer Lines Replaced-12" & larger (Ft)								
Sanitary Sewer Relined-all sizes (Ft)								
<b>Sewer Lines Cleaned (Ft.) 4"</b>							20	-100%
Sewer Lines Cleaned (Ft.) 6"					429	-100%	1,159	-100%
Sewer Lines Cleaned (Ft.) 8"					5,665	-100%	16,447	-100%



Catchbasins Inspected (No.)							6	-100%
Catchbasins Repaired (No.)								
Catchbasins Replaced (No.)								
Catchbasins Cleaned (No.)							7	-100%
Storm Sewer Line Locates (No.)	63	130	-52%	807	984	-18%	1,109	-27%
Storm Sewer Manhole Locates (No.)	32	260	-88%	1,272	1,966	-35%	1,276	0%
Call Customer by Phone							1	-100%

### **AIRPORT DIVISION**

The airport division witnessed 258 operations during the month of September. Throughout the month this division sold 5,834 gallons of fuel, which is a 7% increase from September 2011. However the total year-to-date of 36,666 gallons of fuel, is also a 3% increase compared to a year ago.

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>OPERATIONS BY A/C TYPE</b>								
A/C Single Engine	153	192	-20%	1,552	1,261	23%	1,315	18%
A/C Multi Engine	43	14	207%	146	93	57%	149	-2%
Helicopter	30	24	25%	202	186	9%	186	9%
Turbojet	32	49	-35%	398	316	26%	458	-13%
Other Types				2			4	-55%
<b>TOTAL OPERATIONS</b>	<b>258</b>	<b>279</b>	<b>-8%</b>	<b>2,300</b>	<b>1,856</b>	<b>24%</b>	<b>2,112</b>	<b>9%</b>
<b>AVIATION FUEL DISPENSATION</b>								
Avgas (Gals.)	2,866	2,093	37%	14,408	11,350	27%	12,746	13%
Jet-A (Gals.)	2,969	3,357	-12%	22,257	24,348	-9%	21,068	6%
<b>TOTAL FUEL</b>	<b>5,834</b>	<b>5,450</b>	<b>7%</b>	<b>36,666</b>	<b>35,699</b>	<b>3%</b>	<b>33,813</b>	<b>8%</b>

### **CODE ENFORCEMENT DIVISION**

There was 1 permit issued for new residential work with a construction value of \$124,000 in the month of September. There were 16 permits for residential additions/alterations with a construction value of \$102,154.00. There was 1 permit issued for new non-residential work with a construction value of \$45,200.00 in the month of September. Furthermore there were 5 permits for non-residential additions and/or alterations with a construction value of \$339,600.00. For summation of the month there was a total of 23 building permits issued with a fee structure of \$17,661; 1 demo permit with a fee structure of \$24; 5 fence permits with a fee structure of \$100; 2 mechanical permits with a fee structure of \$48; 0 sign permits with a fee structure of \$0; 8 excavation permits with a fee structure of \$50, 0 manufactured home hookup permits with a fee structure of \$0 and 25 miscellaneous permits and/or approvals issued with a fee structure of \$6,026.00. Throughout September, there were 64 permits and/or approvals issued with an 81% decrease compared to a year ago. The fee structure is \$23,909.00, a 77% decrease compared to a year ago.

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>NEW RESIDENTIAL</b>								
Single-Family Detached 101								
Permits	1			3	2	50%	1	400%
Units	1			3	2	50%	1	400%
Value	124,000			373,000	204,300	83%	54,060	590%
Condominiums/Townhouses 102								
Permits								
Units								
Value								
Duplex 103								
Permits							0	-100%
Units							0	-100%
Value							37,310	-100%
Three & Four Family 104								
Permits								
Units								
Value								
> 4 Family Apartments 105								
Permits								
Units								
Value								
Manufactured Homes 106								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits	1			3	2	50%	1	275%
Units	1			3	2	50%	1	200%
Value	124,000			373,000	204,300	83%	91,370	308%
<b>NEW RESIDENTIAL (GROUP/TRANSIENT)</b>								
Hotels & Motels 213								
Permits								
Units								
Value								
Other Nonhousekeeping 214								
Permits								
Units								
Value								
<b>TOTALS</b>								
Permits								
Units								
Value								
<b>RESIDENTIAL ADD/ALTERATIONS</b>								
Residential Additions/Alterations 434								
Permits	16	22	-27%	162	98	65%	88	85%

Value	102,154	146,197	-30%	1,187,923	514,657	131%	529,421	124%
Residential Garages/Carports 438								
Permits		3	-100%	5	10	-50%	7	-24%
Value		6,468	-100%	77,901	94,032	-17%	71,719	9%
<b>TOTALS - RES. ADD/ALTERATIONS</b>								
Permits	16	25	-36%	167	108	55%	94	77%
Value	102,154	152,665	-33%	1,265,824	608,689	108%	601,139	111%
<b>NEW NONRESIDENTIAL</b>								
Amusement & Recreation 318								
Permits							0	-100%
Value							212,564	-100%
Churches & Religious 319								
Permits								
Value								
Industrial Buildings 320								
Permits								
Value								
Auto Service & Repair 322								
Permits							0	-100%
Value							20,532	-100%
Hospitals & Institutions 323								
Permits							0	-100%
Value							186,000	-100%
Offices 324								
Permits		1	-100%	1	1		1	67%
Value		10,000	-100%	1,924,600	10,000	19146%	112,651	1608%
Schools & Education 326								
Permits								
Value								
Commercial Buildings (Retail) 327								
Permits				1			1	67%
Value				428,119			346,523	24%
Public Works & Utilities 325								
Permits					2	-100%	0	-100%
Value					12,001,939	-100%	2,400,388	-100%
Other Buildings 328								
Permits	1			2	2		10	-79%
Value	45,200			236,517	46,602	408%	429,934	-45%
Structures 329								
Permits							6	-100%
Value							71,171	-100%
<b>TOTALS - NEW NONRESIDENTIAL</b>								
Permits	1	1		4	5	-20%	18	-78%
Value	45,200	10,000	352%	2,589,236	12,058,541	-79%	3,779,763	-31%
<b>NONRESIDENTIAL ADD/ALTERATIONS</b>								
Nonresidential Add/Alterations 437								
Permits	5	7	-29%	33	34	-3%	37	-11%
Value	339,600	954,094	-64%	2,876,512	2,065,026	39%	2,687,262	7%

<b>DEMOLITIONS</b>								
Single-Family 645								
Two-Family 646								
Three & Four Family 647								
Five or More Family 648								
Others 649							0	-100%
<b>PERMITS AND FEES</b>								
<b>Building</b>								
Permits	23	33	-30%	207	149	39%	151	37%
Fees	17,661	32,851	-46%	174,813	93,786	86%	108,112	62%
<b>Demolitions</b>								
Permits	1			7	4	75%	6	17%
Fees	24			167	94	78%	141	18%
<b>Fence</b>								
Permits	5	5		72	50	44%	61	19%
Fees	100	100		1,440	1,000	44%	1,192	21%
<b>Mechanical</b>								
Permits	2	7	-71%	38	51	-25%	38	1%
Fees	48	223	-78%	1,181	1,413	-16%	1,340	-12%
<b>Sign</b>								
Permits		4	-100%	14	27	-48%	22	-38%
Fees		160	-100%	520	740	-30%	644	-19%
<b>Excavation</b>								
Permits	8	2	300%	62	54	15%	55	12%
Fees	50	10	400%	535	540	-1%	571	-6%
<b>Manufactured Home Hookups</b>								
Permits		2	-100%	4	7	-43%	6	-38%
Fees		150	-100%	300	525	-43%	426	-30%
<b>Miscellaneous</b>								
Permits	25	287	-91%	546	484	13%	357	53%
Fees	6,026	69,625	-91%	139,839	105,171	33%	71,988	94%
<b>TOTALS - PERMITS AND FEES</b>								
Permits	64	340	-81%	950	826	15%	697	36%
Fees	23,909	103,119	-77%	318,795	203,269	57%	184,414	73%

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

### **SEPTEMBER 2012 MONTHLY REPORT**

#### **DEPARTMENT OVERVIEW**

There were 21 pavilion reservations made in August for a year-to-date total of 174. There were six facility reservations prepared during September.

The sum of \$250 was paid out in the Tree Removal program, for a year-to-date total of \$2,250. The sum of \$379.99 was paid out in the Tree Planting program for a year-to-date total of \$574.89.

The Department secretary attended PLR staff, secretary and newsletter meetings during the month. She prepared and distributed PLR news releases to media and answered the phone ten times for the HR Dept. She called for copier repair one time.

9/5/12 – Director met with PCF Superintendent Gandee.

9/5/12 – Director met with Museum Curator Rich.

9/6/12 – Director attended the SWellness Lunch & Learn noon meeting.

9/11/12 – Director attended City Council meeting.

9/11/12 - Director and Department secretary attended the PLR Board meeting. Items discussed were: alcohol at museum; use of Columbine Park for Relay of Life Even; Douglas County Libraries Report; Selling Merchandise in Parks; Library phone number and Tournaments/Awards. Also, the Library Gift Policy was adopted.

9/13/12 – Director and Department secretary attended the fall tea at the museum.

9/13/12 – Director and Department secretary attended the farewell reception for Sharon Rundle at the Service Center.

9/14/12 – Director participated in interviews for the Human Resources Director.

9/19/12 – Director met with Recreation Superintendent Fuller.

9/19/12 – Director met with Library Superintendent VanDusen.

9/27/12 – Director met with Recreation Superintendent Fuller and City Manager re: shirts for recreation programs.

9/28/12 – Director and Library Superintendent VanDusen attended the Front Range Library Director's meeting in Lakewood, CO.

#### **PARKS, CEMETERY, AND FORESTRY**

**Parks** – Mowing and irrigation operations; for the month of September; continued as scheduled. The City fall softball league ended the third week in September. NJC and the SHS

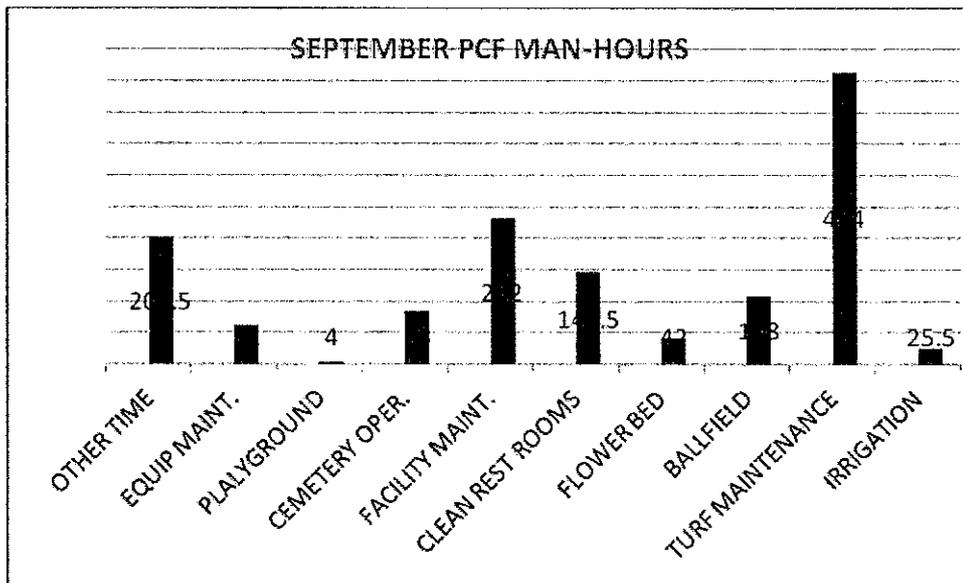
practiced and played games throughout the month. Spraying operations were taken care of as needed. There were a total of 20 pavilion/facility reservations for September. A new tine core aerator for the parks was delivered by MV Equipment. On September 13, Briana Kilgore was hired as the Maintenance III worker and Tom Alvarez as the Maintenance I worker on September 26.

**Cemetery** – Cemetery visitations remained steady in September with a number of fall plantings at the grave sites. There were eight grave openings and closings, two cremation and six full burials. Six grave spaces were sold this month. Fifty-three grave spaces were repaired by the cemetery crew. Facility and grounds maintenance continued as scheduled. The maintenance I position was filled by Josh Park on September 24. No sealed bids were received for the insulation project at the cemetery. Two companies are being contacted to see if they are still interested.

**Forestry** – The forestry crew worked in the parks and at the cemetery for the month while repairs were made to the bucket truck.

**Ongoing PCF projects:**

- Perform all routine maintenance activities as necessary.
- Prepare the north ball field for resurfacing.
- Complete Forestry Action Requests as needed.
- Fall application of fertilizer for the parks and cemetery.
- Winterize the irrigation systems in the parks and at the cemetery.
- Remove the playground on the west side of Pioneer Park.



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

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
PARKS								
Man-hours of equip maint (all PCF)	62	80	-23%	62	983	-94%	1,270	-95%
Facility reservations	20	17	18%	199	350	-43%	242	-18%
Restroom cleanings/inspections	148	154	-4%	1,369	1,032	33%	1,409	-3%
Man-hours of ballfield preparation	108	122	-11%	1,304	1,679	-22%	1,475	-12%
CEMETERY								
Opening/Closing	8	13	-38%	76	89	-15%	82	-8%
Cremains - Opening/Closing	2	1	100%	34	29	17%	33	4%
Spaces sold	6	5	20%	43	40	8%	45	-4%
Monument permits		27	-100%		181	-100%	158	-100%
Graves repaired/raised	53	73	-27%	932	793	18%	784	19%
Niches Sold		3	-100%	19	24	-21%	17	13%
FORESTRY								
Trees trimmed		27	-100%	473	251	88%	550	-14%
Trees removed				122	65	88%	140	-13%
Action Requests completed	3	2	50%	42	36	17%	68	-39%
Trees planted				37	57	-35%	66	-44%
Stumps removed by contract				37			23	62%

## **LIBRARY**

The patron count for Sterling Public Library from Sept. 1 through Sept. 30, 2012 was 4,251.

The library had 8 Community Servants for a total of 69 hours of community service. Eight volunteers worked 37.5 hours. Total volunteer hours for the month of September were 106.5.

Sterling Public Library made 199 interlibrary loan requests of other libraries and received 168 items. Other libraries made 155 interlibrary loan requests and Sterling Public Library loaned 134 items. Lending libraries were unable to fill 22 requests and Sterling Public Library was unable to fill 21 requests. Total interlibrary loan requests were 354 and 302 items were circulated.

To celebrate National Library Card Sign up Month, Mayor, Heather Brungardt, read a proclamation at the Sept. 11<sup>th</sup> Council meeting. The library staff also had a goal of signing up 80 people for new library cards. They surpassed this goal by registering 105 people for new library cards. We also celebrated the month tracking the number of library uses during the month. Our goal was 8000 which included materials checked out and computer uses. We surpassed this goal with 10,115 uses.

Eighteen people attended Tune Up and Tune In provided by Stephanie Becker.

During Our Time eight patrons listened to stories and completed a coloring craft.

On September 5<sup>th</sup> Denise Ladd, Dorothy Schreyer and Sandy Van Dusen attended the Overdrive training and update. Erica Kallsen and Pam Kentfield attend the same session on Sept. 18<sup>th</sup>.

Vickie Wettstein, Margie Peake, Vickie Nills and Pam Kentfield attended training on the EBSCO Premier and Academic database on Sept. 19<sup>th</sup>.

Sandy Van Dusen attended the E-media Smackdown workshop on September 21<sup>st</sup>. The event featured updates on e-media and the library's role.

### **PROJECT UPDATE:**

Technology continues to be an important part of the library. Two thousand five patrons signed up and used the Internet and public access computers during September.

There were 84 children who called Dial-a-Story during September. Denise Ladd, Erica Kallsen, Vickie Wettstein, Kim Sanchez and Vickie Nills read stories during the month.

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Active Library Patrons								
Books Checked Out	7,489	8,284	-10%	83,008	87,567	-5%	74,512	11%
Digital check out	621			5,241				
In-house Circulation	459	639	-28%	4,565	9,341	-51%	10,044	-55%
Volunteer Hours	40	21	88%	428	93	360%	150	186%
Story Time Attendance	103	86	20%	534	559	-4%	357	49%
Summer Reading Program				659	680	-3%	688	-4%
Reference Questions	530	695	-24%	5,648	8,763	-36%	7,628	-26%
Books Placed on Hold	521	662	-21%	4,826	5,535	-13%	3,257	48%
Inter-Library Loans								
Borrowed requests	199	202	-1%	1,967	2,136	-8%	1,799	9%
Loaned requests	155	199	-22%	1,692	1,975	-14%	1,595	6%
Total	354	401	-12%	3,659	4,111	-11%	3,392	8%
Library Meeting Room Use	36	20	80%	245	102	140%	137	78%
Patrons Using Facility	4,251	4,938	-14%	43,773	42,060	4%	41,927	4%
Hours Tutoring		102	-100%	1,891	970	95%	1,166	62%
Internet use	2,005	2,359	-15%	19,515	17,302	13%	15,851	23%

## **RECREATION DIVISION**

**FALL SOFTBALL:** The City fall slow pitch softball leagues ended September 19<sup>th</sup>; they had started on August 13<sup>th</sup>. There were 12 teams participating, which is the same number of teams as last year. The 18 games played in September accounted for 234 player and 540 spectator visits to the ball fields.

**FALL YOUTH VOLLEYBALL:** Practice began the week of August 26<sup>th</sup> and matches began Saturday, September 22<sup>nd</sup>. There are 48 teams participating, which is the same number of teams as last year. The 48 games in September accounted for 384 player and 2,880 spectator visits to the Sterling Middle School. Thirty-six of the forty-eight teams participating in the fall youth volleyball program are from out of town.

**FALL WOMEN'S VOLLEYBALL:** Fall Adult Volleyball started Sept. 17<sup>th</sup> with 14 teams competing. This is the same number of teams as last year. Again this year, no teams signed up for the "Co-Rec." division. A total of 16 games were played in September and accounted for 96 player and 160 spectator visits to N.J.C. and S.M.S. where the matches are played.

**PUNT, PASS & KICK COMPETITION:** On Saturday, September 15, 2012, 22 young football enthusiasts participated in The NFL Pepsi Punt, Pass and Kick competition. This is 7 more participants than last year. The competition was held at the Sterling High School - Tiger Field. Local participants were judged on distance and accuracy in punting, passing and kicking. The participants, with the highest cumulative distance in the three events, were the winners. Seven youngsters qualified locally to compete at the sectional competition, which is scheduled for Sunday, October 14<sup>th</sup> at 10:00 p.m., in Ft. Collins, at Spring Canyon Park.

## **RECREATION CENTER**

**ANNUAL MAINTENANCE:** This year, the Sterling Recreation Center did not do any annual maintenance in September. There are two large projects that will take place in January and the indoor pool may have to be closed for two to three weeks. We did not want to inconvenience the public with two closures. The projects are the indoor pool being re-plastered and the indoor pool deck being refinished.

**OUTDOOR POOL COVERED:** On September 6<sup>th</sup> the PCF Department personnel came to the Recreation Center and put the outdoor pool cover on the outdoor pool.

**NEW PIECE OF FITNESS EQUIPMENT:** A new TKO Multi-use Workout Station was purchased in September for the fitness room upstairs at the Recreation Center. It is used for three exercises: pull-ups, dips and leg lifts. It is the same colors as our Life Fitness equipment and looks like it was part of the original order. Many patrons have complemented us on the addition.

**OVERALL ADMISSIONS:** Total admissions for September, 2011 were 1,925. Total admissions for September, 2011 were 1,761. Total admissions were up 164 patron visits from September, 2011. Every category of admissions was up from September, 2011.

Paid admissions in September 2012 do not include 754 students from Re-1 Schools that used the Sterling Recreation Center for free due to Intergovernmental Agreements. The RE-1 breakdown is as follows: 421 students from S.H.S. PE classes and 333 students from S.M.S. PE classes.

**CHILD ADMISSIONS:** There were a total of 99 Child Admissions to the Recreation Center in September, 2012. This is up 72 children from September, 2011.

**YOUTH ADMISSIONS:** There were a total of 398 Youth Admissions to the Recreation Center in September, 2012. This is up 145 youth from September, 2011.

**ADULT ADMISSIONS:** There were a total 751 Adult Admissions to the Recreation Center in September, 2012. This is up 182 adults from September, 2011. The new fitness room continues to be a big draw.

**SENIOR ADMISSIONS:** There were a total of 255 Senior Admissions to the Recreation Center in September, 2012. This is up 13 participants from September, 2011.

**YEARLY ADMISSIONS:** There were 367 Yearly Pass Admissions to the Recreation Center in September, 2012. This is up 120 participants from September, 2011. Again, the new fitness room is a big draw.

**FAMILY AND NON-PARTICIPANT ADMISSIONS:** These 2 categories were eliminated in January, 2012. Last year, there were 177 individuals in these 2 categories. This year, those 177 individuals' would have paid admission into other categories. Total admissions were up 164 admissions from September, 2011.

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
<b>WINTER</b>								
Volleyball Teams							20	-100%
Volleyball Participants							496	-100%
Volleyball Spectators							843	-100%
Adult Basketball Teams				52	46	13%	39	33%
Adult Basketball Participants				1,212	920	32%	1,032	17%
Adult Basketball Spectators				2,020	1,840	10%	1,428	41%
Youth Basketball Teams				176	174	1%	178	-1%
Youth Basketball Participants				6,704	9,744	-31%	12,582	-47%
Youth Basketball Spectators				13,320	15,660	-15%	14,790	-10%
Adult Basketball Tourn. Teams					28	-100%	31	-100%
Adult Basketball Tourn. Participants					210	-100%	333	-100%
Adult Basketball Tourn. Spectators					420	-100%	448	-100%
Open Gym Participants								
Denver Nugget Basketball Skills Challenge							15	-100%
Santa at the Center Participants								
<b>Spring</b>								
Volleyball Teams				46	72	-36%	75	-39%
Volleyball Participants				1,472	1,824	-19%	2,220	-34%
Volleyball Spectators				1,840	2,280	-19%	2,403	-23%

<b>Summer</b>								
Adult Softball Teams				78	81	-4%	91	-14%
Adult Softball Participants				4,380	5,060	-13%	4,818	-9%
Adult Softball Spectators				3,670	5,460	-33%	7,436	-51%
Wildcat Softball Teams				96	87	10%	83	16%
Wildcat Softball Participants				2,900	3,404	-15%	3,790	-23%
Wildcat Softball Spectators				6,860	8,760	-22%	9,164	-25%
Pet Show Participants				10	11	-9%	13	-24%
Rockies Baseball Skills Challenge				20	15	33%	19	3%
July 4th Dance Attendance				200	400	-50%	480	-58%
July 4th Fireworks Attendance					5,000	-100%	5,600	-100%
Tennis Lessons				18	11	64%	2	718%
Tennis Leagues								
<b>Fall</b>								
Softball Teams	12	9	33%	24	18	33%	29	-18%
Softball Participants	234	396	-41%	1,014	792	28%	1,416	-28%
Softball Spectators	540	540		1,440	1,080	33%	1,264	14%
Volleyball Teams		14	-100%	14	14		14	1%
Volleyball Participants	14	360	-96%	96	360	-96%	275	-95%
Volleyball Spectators	96	300	-68%	160	300	-68%	404	-76%
Punt, Pass & Kick Participants	160	15	967%	22	15	47%	14	53%
Open Gym Participants	22							
Youth Volleyball Teams	48	48		48	96	-50%	51	-6%
Youth Volleyball Participants	384	480	-20%	384	960	-60%	994	-61%
Youth Volleyball Spectators	2,880	2,880		2,880	2,880		2,106	37%
Trick or Treat Street Participants								

## **OVERLAND TRAIL MUSEUM**

Attendance at the Museum during the month of September was 580 visitors representing 22 states and 2 foreign countries.

The Museum held the 7<sup>th</sup> annual September tea on September 13<sup>th</sup>. We had good attendance. Staff set up special displays of decades of wedding dresses and Janet Bigler presented a program about wedding traditions through the years. All 70 tickets were sold.

The HPEC was rented four times this month; 3 showers and an employee appreciation breakfast for Logan County employees. Facility rentals requests are increasing with six currently on the calendar for October.

Janet attended an oral history workshop in Lakewood on September 14<sup>th</sup>. She found the information to be very helpful. We are continuing to work towards having the oral history project at the Museum ready to begin in October.

Staff has been preparing a small exhibit to coincide with the Northern Colorado common read of the book "Unbroken". A story board and digital frame has been set up to tell the story of Louis Zamperini and WWII artifacts are being displayed.

Work has continued this month on the Lawrie Tannery. The belts are now being installed and the final pieces of machinery repaired. Wayne and Darin completed the work on the the floor (replacing some broken boards and extending the floor boards to cover the open areas on the edges of the space). They also built a covering for the pulley system so that visitors would not be able to access the pulley.

Work has been completed on the new machine shed mural. We will probably do a formal "unveiling" of the mural coinciding with the opening of the Lawrie tannery some time after the first of the year.

### Museum Projects

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

DESCRIPTION	Sept 2012	Sept 2011	Sept Change	YTD 2012	YTD 2011	YTD Change	5 yr YTD Avg	5 yr YTD Change
Numbers of Donors	5	3	67%	25	20	25%	40	-38%
Number of items donated	16	14	14%	84	70	20%	141	-41%
Number of School Visits		4	-100%	22	14	57%	20	10%
Number of Students		30	-100%	865	465	86%	826	5%
Prairie School Students				30	76	-61%	114	-74%
Prairie School Teachers				4	10	-60%	11	-64%
Number of Special Events	1	6	-83%	10	17	-41%	11	-6%
Total Attendance of Special Events	80	395	-80%	3,532	3,419	3%	3,234	9%
Number of facility rentals	4	1	300%	12	3	300%	3	275%
Number of Tour Buses				3	3		1	150%
Tour Bus Visitors				75	118	-36%	35	117%
States represented	22	31	-29%	171	210	-19%	204	-16%
Foreign Countries Represented	2	3	-33%	18	24	-25%	23	-23%
Total of All Visitors	580	926	-37%	9,578	8,234	16%	8,585	12%
Volunteer Hours	60	68	-12%	228	526	-57%	563	-60%
Square Foot, Bldg. Maintained	29,766	29,766		267,894	232,894	15%	262,660	2%