CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 28, 2013**

TO: **Mayor and City Council**

FROM: **Glenn Nichols, City Manager**

SUBJECT: **Manager's Report – December 13, 2012 through January 16, 2013**

December 13, 2012	9:00 a.m.	Goodwill Resale Store Ribbon Cutting With Mayor Toney King
December 17, 2012	9:00 a.m.	Department Head Meeting
December 20, 2012	11:00 a.m.	Employee Council Luncheon
December 24 & 25, 2012		Offices Closed- Holiday
December 31, 2012 & January 1, 2013		Offices Closed- Holiday
January 7, 2013	9:00 a.m.	Department Head Meeting
January 8, 2013	9:00 a.m.	Safety Walk Through City Facilities with Luis Nieves, Southwest Risk and Melissa Quiroz, HR Coordinator
January 11, 2013	9:00 a.m.	Met with Jay Tomerlin and Melissa Quiroz regarding Contract Employees
January 11, 2013	10:00 a.m.	Met with Rich Pohlheber, CEO Benson Hospital
January 11, 2013	11:30 a.m.	Met with Cliff Deane regarding UAS
January 13, 2013	9:00 a.m.	Council Retreat
January 14, 2013	9:00 a.m.	Department Head Meeting

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 3rd, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Jay Tomerlin, Director of Golf Operations**

SUBJECT: **November & December 2012 Golf Course Report**

San Pedro Golf Course months of November and December was very positive with 3880 rounds of golf. This is an increase from Last year of 1,793 rounds. The course conditions are in pristine condition and customer feedback is very positive with the over seeded fairways. At the end of December the green speed is between 9 and 10 on the stimpmeter (a device used to measure the speed of a golf course putting green by applying a known force to a golf ball and measuring the distance traveled in feet). The height of the grass on the greens is at 140 and will continue to stay at this height through the winter months.

The Benson City Grille is showing signs of becoming more stable. The Friday night fish fry and Saturday night prime rib continue to stay positive, but restaurant continues to struggle through the weekdays with up and down revenue. This will be closely monitored working on the menu, hours, etc. Once again breakfast Wednesday through Sunday from 8:00 am till 11:00 am has shown some positive growth and should continue with revenue growth into the fall with the arrival of winter visitors.

I believe that rounds should continue to stay very positive, up from last year because course conditions are consistently better from last year and over-seeded fairways. The golf course will continue to use online bookings engines and the use of social media to market the golf course. Guests can book tee times on all sites and also post remarks and ask questions. Also the golf course will continue selling the Pedro's Pass and the Player's Pass. I believe both passes will gain a loyal following from golfers and give them reason to continue to play San Pedro Golf Course.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: January 17, 2013

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor
CC: Glenn Nichols, City Manager

SUBJECT: Prosecutorial Statistics for December, 2012

Statistics for prosecutorial activity in the Benson Magistrate/Justice of the Peace, Precinct No. III:

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	02
General Crime Trials:	06
Drug Related Trials:	02
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	20

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	28
General Crime Pretrial Conference Hearings:	09
Drug Related Pretrial Conference Hearings:	07
Domestic Violence Pretrial Conference Hearings:	03
D.U.I. Pretrial Conference Hearings:	08
Animal Control/Game and Fish Pretrial Conference Hearings:	03
Total Pretrials	58

HEARINGS:

Restitution and Sentencing Hearings:	03
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	03
Total Case Matters Closed this Month	54

PROSECUTORIAL TIME SPENT IN COURT	**15.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**53.25 HRS**

*TIME SPENT DEALING WITH DEFENSE COUNCIL, VICTIMS, DEFENDANTS AND ON OTHER MATTERS SUCH AS ISSUING WARRANTS, CASE PREPARATION, LEGAL RESEARCH AND REVIEW OF PENDING CRIMINAL CHARGES.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 01/18/2013

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: December Report

Attached is the December recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.

Officer Brandon Jacquez resigned from the department effective 1/17/2013 for "personal family reasons". The police officer hiring process is progressing we have one candidate still in the process, we will advertise for police officer again in January. Dispatcher testing is its final stages we will hopefully hire a new dispatcher in February.

Incidents - By Description

Report Date: 12/01/2012- 12/31/2012

		CASE STATUS				
Description	*#Incidents*	*#Active(A)*	*#Cleared(B/C)*	*#Cleared Juv(J)*	*#Unfounded(U)*	*#Other*
ACCIDENT W/INJURY	3	0	3	0	0	0
ACCIDENT W/OUT INJURY	3	0	3	0	0	0
ASSAULT	1	0	0	0	0	1
BURGLARY	2	0	2	0	0	0
CRIMINAL DAMAGE	4	0	4	0	0	0
DEAD BODY	2	0	2	0	0	0
DISORDERLY CONDUCT	4	0	3	1	0	0
DOMESTIC VIOLENCE	2	1	1	0	0	0
DRIVING ON SUSPENDED LIC	2	0	2	0	0	0
DRUGS	3	0	2	1	0	0
FICTITIOUS PLATES	1	0	1	0	0	0
FRAUD	3	1	2	0	0	0
INFORMATION	3	1	2	0	0	0
PASS COUNTERFIET BILLS	2	0	2	0	0	0
SHOPLIFTING	3	0	3	0	0	0
SUSPICIOUS VEHICLE	1	0	1	0	0	0
THEFT	5	1	4	0	0	0
THREAT	1	0	1	0	0	0
TRAFFIC OFFENSE	1	1	0	0	0	0
TRESPASSING	1	0	1	0	0	0
VEHICLE THEFT	1	0	1	0	0	0
WARRANT	3	0	3	0	0	0
WARRANT FOR ARREST	2	0	2	0	0	0
TOTAL	53	5	45	2	0	1

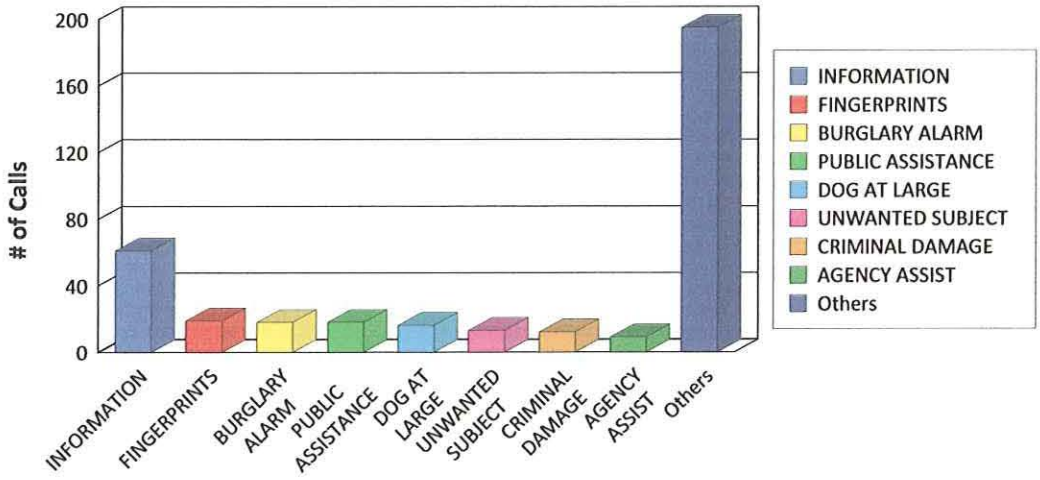
RANGE USED

Officer#: -
Team#: -
Location#: -
Violation#: -
Agency#: BPD

Calls Statistics by Type Summary

12/1/2012 - 12/31/2012
00:00:00 - 23:59:59

Agency - BPD



	12/2012	Total
911 HANG UP	7	7
911 MIS-USE	1	1
ABANDONDED/DISABLED VEH	2	2
ACCIDENT W/INJURY	3	3
ACCIDENT W/OUT INJURY	3	3
ACCIDENT/NO INJURY PP	5	5
AGENCY ASSIST	9	9
ASSAULT	3	3
ATTEMPT TO LOCATE	3	3
BARKING DOGS	2	2
BURGLARY	2	2
BURGLARY ALARM	18	18
CIVIL MATTER-REFERED	2	2
CIVIL MATTER-STAND BY	3	3
CODE WATCH PATROL	6	6
CRIMINAL DAMAGE	12	12
CUSTODIAL INTERFERENCE	1	1
DEAD BODY	2	2
DEBRIS	3	3

	12/2012	Total
DISORDERLY CONDUCT	5	5
DISTURBANCE	9	9
DOG AT LARGE	16	16
DOMESTIC VIOLENCE	3	3
DRIVING ON SUSPENDED LIC	2	2
DRUGS	4	4
DRUNK DRIVER	1	1
FICTITIOUS PLATES	1	1
FIGHT	1	1
FINGERPRINTS	19	19
FIRE	2	2
FIRE ALARM	3	3
FOUND DRUG PARAPHERNALI	1	1
FOUND PROPERTY/ETC/RETUI	6	6
FRAUD	4	4
GAS ASSISTANCE	3	3
GAS LEAK/ODOR	1	1
HARRASSMENT	4	4
IDENTITY THEFT	1	1
ILLEGAL BURNING	1	1
ILLEGAL DUMPING	1	1
INFORMATION	61	61
INSANE PERSON	1	1
JUVENILES/CURFEW	1	1
LANDLORD/TENANT DISPTE	1	1
LOST PROPERTY	1	1
MEDIC ASSIST	3	3
MISSING PERSON	1	1
NOISE COMPLAINT	9	9
OTHER	1	1
OTHER ANIMAL CONTROL	3	3
PASS COUNTERFIET BILLS	2	2
PUBLIC ASSISTANCE	18	18
RECKLESS DRIVER	3	3

	12/2012	Total
REPOSSESSION	1	1
RUNAWAY JUVENILE	1	1
SHOPLIFTING	3	3
SUICIDE THREAT	1	1
SUSPICIOUS ACTIVITY	8	8
SUSPICIOUS PERSON	5	5
SUSPICIOUS VEHICLE	6	6
TEST CALL - Sleuth	1	1
THEFT	9	9
THREAT	6	6
TRAFFIC OFFENSE	2	2
TRESPASSING	3	3
UNWANTED SUBJECT	13	13
UTILITIES CALLOUT	4	4
VEHICLE FIRE	1	1
VEHICLE RELEASE	2	2
VEHICLE THEFT	1	1
VERBAL DV	2	2
WARRANT	5	5
WELFARE CHECK	7	7
Total	361	361

Benson Animal Control

Monthly Report

Month in Report___ December 2012_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	8	36
Dogs Picked up:	5	38
Dogs Adopted:	19	114
Dogs Euthanized / Owner Requested:	0	8
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	3	21
Dogs Returned to Owner:	4	20
Dog Complaints:	21	182
Dog Bites:	0	7
Dog Licenses Sold:	2	258
Cats Turned In:	0	27
Cats Trapped:	1	3
Cats Adopted:	5	55
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	1	23
Cat Bites:		
Removals (Snake,Skunk, birds, etc):***	0	21
Calls Responded to:	19	212
Compliance Notices (Warnings):	1	6
Citations Issued:	0	5
P.D.Assist		
Dogs at the shelter (time of Report):		**19**
Cats at the shelter (time of Report):		**12**

Removals:***

Donations:

650 lbs dog, cat, livestock feed, kitty litter, cat and dog toys

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 11, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for December 2012**

On December 6th the Library updated the Internet filters to comply with Arizona HB 2712.

During the month of December P. Scott, K. Jeter, A. Parkin, and V. Hinecker completed the Introduction to Command System IS-00100.b instruction and test.

P. Scott also completed the National Incident Management System IS-00700.a instruction and test.

Bruce Wertz and Angelica Hernandez from Cochise WorkForce met with staff to discuss updating material and plan workshops for the public to assist in job searching and resume writing. The first workshop will be held at the library in January.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
December-12

	Dec-12	Dec-11	YTD-2012	YTD-2011	
Total Circulation	5,081	5,525	33,123	39,528	monthly circulation of material
Patrons	4,673	4,956	34,796	34,310	patrons entering the library
New Registration	59	55	440	509	new patron cards
Total Registration	6,478	6,572	6,478	6,572	total # of patrons in database
Programs	2	7	15	49	#of programs provided by library
Pr. Attend	29	110	329	702	total attendance for programs
Ref. Questions	723	355	4,932	2,505	ref questions answered by staff
Volunteers	0	0	0	1	new volunteers this month
Volunteer hours	83.75	95.7	474	557.1	total of monthly volunteer hours
Book Count					
Titles added	145	235	1,146	1,249	new titles added to database
Titles deleted	171	112	1,561	980	titles removed from collection
Collection Total	37,666	38,523	37,666	38,523	total material in database
Overdues:					
Titles overdue	513	621	3,180	4,254	number of overdue items
Contacts	159	54	885	907	number of patrons contacted
Titles returned	365	465	2,175	2,893	# of overdue items returned

Internet Users	1,357	1,551	# of people signed up for p.c.'s
Workforce	19		
Hours	17.5		

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 17, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Jim Cox, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for December, 2012**

Current and Recent Finance Department projects include:

- Currently, sales tax receipts are being monitored, and any compliance efforts are being coordinated with AZDOR, with no cooperation from AZDOR. Hence, there are no measurable compliance efforts. **Ongoing.**
- Documentation of all Finance Department procedures in a formal Accounting Manual. The finished product will be a "cookbook" that documents all procedures and internal controls within the department. **In Progress.**
- Cross Training for all Finance positions continues. **Ongoing.**
- Megan Moreno, the City's new Deputy Finance Director, is becoming a productive member of the Finance Department team. She is becoming well trained on all finance department positions and procedures. Megan is currently concentrating on the upcoming audit as we together begin preparations to enter the new budget cycle. She is right on track to bethe next Finance Director for the City.
- Preparation and updates of a departmental SOP's. **In Progress.**
- Reviews of and preparation of financial reports for the month of December have been completed and written reports have been submitted to the City Manager and Council. **Completed.**
- Roundup Utility Assistance Fund is being structured. **In Progress**.
- Retiree insurance changes are being studied for possible presentation to Council. **In Progress.**
- The installation of the animal control module on Caselle is in progress.
- Megan is studying the addition of online bill pay to serve our utility customers.
- The City Code does not address the position of Finance Director or the functions of the Finance Department. Drafting of that portion of the Code has been submitted to the City Manager for approval.

During the next few months the finance department workload will become manageable with the new Deputy Finance Director on board. Our goal is to make the transition within the department as seamless as possible and give my successor the best possible opportunity to continue to develop the high quality performance of the department.

Finance Department Statistics for December, 2012

➢ Utility payments processed	2,217
➢ Other payments processed	265
➢ Work orders processed	167
➢ Traffic count	401
➢ Telephone calls	1,187

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 9, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Bradley J. Hamilton, P.E.** B. Ham

CC: **Mayor & Council**

SUBJECT: **November & December 2012 Department Head Report**

- AJP Electric has been installing the emergency generator at the Airport.
- Employees have been taking the FEMA Incident Command System Training for Emergency Response Training on line.
- Work began on the improvements to Lions Park Softball Field; improvements include grading / leveling the field, installation of the sprinkler system and reseeding. The Softball field will be closed until the turf is re-established in the spring.
- A sewer line that collapsed on Patagonia and Pearl has been replace.

1. Gas Department.

- **(For the Week Ending Wednesday, January 9, 2013)**) *(U.S. Energy Information Administration)*

- At most market locations, natural gas prices fell during the report week (Wednesday, January 2 to Wednesday, January 9). The Henry Hub spot price fell from $3.30 per million Btu (MMBtu) last Wednesday to $3.14 per MMBtu yesterday.

- The near-month (February 2013) NYMEX futures contract declined 12 cents per MMBtu over the report week, from $3.233 per MMBtu last Wednesday to $3.113 per MMBtu yesterday.

- Working natural gas in storage declined last week to 3,316 billion cubic feet (Bcf) as of Friday, January 4, according to the U.S. Energy Information Administration's (EIA) *Weekly Natural Gas Storage Report* (*WNGSR*). An implied storage net withdrawal of 201 Bcf for the week positioned storage volumes 88 Bcf below year-ago levels.

- The natural gas rotary rig count, as reported by Baker Hughes Incorporated on January 4, rose to 439, an increase of 8 rigs from the previous week. The oil rig count fell by 9 rigs to 1318.

Gas Department cont.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission.
- Performed quarterly patrolling and odorant checks for the last quarter
- Held the Annual Emergency Plan & Procedure Liaison Meeting for all area emergency responders. This meeting is required by Federal and State mandates to establish a liaison with local emergency responders.
- Check chart boxes weekly and performed monthly calibrations on gas detection equipment.

- Continue to perform meter inspections and upgrade gas meters.

2. Water Department.

- Continued daily monitoring and maintenance on wells/tanks sites including painting and meter / valve maintenance.
- General maintenance and repairs on meters and hydrants.
- Monthly water sampling of the water as required by ADEQ.
- Continue upgrading water meters.

3. Wastewater Department.

- Continued maintenance and repair at the treatment plant.
- Staff monitors the "vault and haul" activity and the Whetstone Ranch Water Reclamation Facility.
- Daily and monthly monitoring samples as required by ADEQ permits.
- Wastewater Department continues the scheduled sewer main and manhole maintenance and cleaning.

4. Streets Department:

Street department continues to regularly maintain the streets by filling the potholes, weed control, sign maintenance, tree trimming and maintain curbing.

Inmate labor continues along various locations filling potholes Monday thru Thursday.

5. Parks Department:

The Parks department is currently keeping up with the weed control and mowing grass at the various park locations and landscape areas.

Parks Department continues the upkeep at park facilities. It's the season of grass and weed control.

City of Benson
Public Works Department

2012 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New Service	0	1	1	0	0	1	2	0	1	0	0	2	8
Meter Inspections	1	0	0	2	2	1	0	0	0	8	0	0	14
Remove/Repair equipment	2	4	1	8	1	0	1	2	3	3	0	2	27
Monthly Operation/Maintain	6	5	7	7	5	7	6	8	7	6	5	6	75
Gas Odor/Leak survey	5	2	8	3	2	3	3	3	2	7	4	6	48
Install Protection Poles	1	1	2	2	12	1	0	0	0	1	0	2	22
3rd Party Hit	0	0	0	0	0	2	0	0	0	0	1	0	3
Meter Upgrades	27	8	4	2	0	0	0	13	28	49	76	18	225
High Usage	0	0	0	0	1	0	0	0	0	0	0	1	2
No Gas / pressure	1	0	0	0	0	0	0	0	4	0	0	0	5
Bluestakes	62	67	94	79	80	89	90	77	63	84	91	33	909
Gas Units Sold	220,768	147,364	156,788	78,732	45,330	42,060	26,836	33,173	27,357	31,865	63,726	95,218	969,217
(100) cubic feet per unit													
2012 Water Dept.O&M													
New Service	2	2	1	0	1	1	1	2	0	0	0	0	10
Leaks	7	2	6	10	5	4	4	9	1	4	6	3	61
Instal/Remove Hydrant Meter	2	2	1	1	5	4	0	2	2	2	1	0	22
No water / pressure	0	0	0	1		0	2	1	1	0	0	1	6
Repair/replace equipment	2	3	0	1	2	1	0	2	0	8	3	3	25
Meter Upgrades	29	1	6	10	1	1	0	3	20	31	10	4	116
High usage / re-read	0	0	0	3	3	1	0	2	0	1	0	2	12
Bluestakes	62	67	94	79	80	89	90	77	63	84	91	33	909
Water Units Sold	21,849	17,303	24,501	21,977	26,322	37,226	28,516	30,312	23,236	22,527	27,438	18,626	299,833
(748 gallons per unit)													
2012 Sewer Dept.O&M													
New service	2	2	3	0	1	1	0	0	0	0	0	0	9
Sewer Backup	6	0	3	1	0	2	0	3	1	4	1	2	23
Spray for pests/odor April	0	0	0	0	1	3	1	0	1	0	0	0	6
Clean sewer mains	0	0	0	3	0	1	0	0	0	0	0	0	4
Raise / repair manhole	0	5	0	0	0	0	0	1	0	0	0	0	6
Maintenance / Repairs	2	1	0	0	0	0	1	0	0	1	0	0	5
Bluestakes	62	67	94	79	80	89	90	77	63	84	91	33	909
Gallons Treated	12,213	11,719	12,538	11,125	11,384	10,237	11,425	11,303	10,801	11,241	11,222	11,518	136,726
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 01/04/13

TO: Glenn Nichols, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: December 2012 Department Head Report

Operations

During the month of August Benson Fire Department responded to 73 calls. The average number of Firefighters responding to the calls for the month was 3. The lowest number was 1 and the highest number was 8. The average response time from page to on scene was 7 minutes. The average time from page to en route was 6 minutes and the average time from en route to on scene was 3 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	0
Vehicle Fire	1
Brush Fire	1
EMS	45
Rescue	1
Haz-Mat	4
Service Calls	0
Good Intent Calls	20
False Alarms	0
Miscellaneous Calls	1

Benson Fire Department had no Mutual Aide calls.

Meetings and Trainings

Business/Training meeting was held December 03, 2012.

Vehicle Maintenance

Tender 71	Sent in for warranty work. It is back in service.
Engine 711	Pump tested and had 3 valves repaired

Fire Prevention

Conducted fire inspections at various Businesses

Additional Items

2012 Department of Homeland Security Grant: Ordered equipment. All computers have been installed – working on Aircards to get Mobile Data Computer operable.

Brush Truck: Waiting on side boxes to come in.

No Cochise County Emergency Medical Service Council or Cochise County Fire Association meetings this month.

2012 Statistics:

Alarm Response 873 Calls

Type of Alarm:	Number	Percentage of Annual Calls
Structure	09	1.0%
Vehicle Fire	14	1.6%
Brush Fire	22	2.5%
EMS	454	51.9%
Rescue	9	1.0%
Haz-Mat	14	1.6%
Service Calls	14	1.6%
Good Intent	315	36.0%
False Alarm	5	0.6%
Miscellaneous	18	2.1%

Mutual Aid

Total	Received	Given
21	10	11

Yearly Response Time Average

Paged to Enroute	06 Minutes
Enroute to on Scene	03 Minutes
Paged to on Scene	07 Minutes
Time on Scene	25 Minutes

The Membership at the end of December is 26

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 14, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – December 10, 2012 through January 14, 2013**

Summer Programs:

- We are working toward completion of the 2013 schedule.

Pool:

- We are in the process of completing the 2013 Aquatics Schedule.
- We are working with the school on recruiting candidates for the 2013 Lifeguard positions.
- We are contacting organizations who offer Lifeguard Certification Classes. We are currently working with the COVE to offer a Lifeguard Certification Class for our local youth interested in Lifeguard Certification.

Lions Park:

- We are working with San Pedro Valley Little League in assisting them with the scheduling of Lions Park. Opening day is Saturday, March 23, 2013.

Community Center:

- The next available Saturday, for the Community Center is March 9.
- AARP Tax Aide begins Tuesday, February 5, and will continue through Tuesday, April 9, 2013.
- Center rentals have been higher this year over past years; currently we have very limited availability.

Other Items:

- Restructuring the Website – We continue to add information to the website as it is provided to us by other departments.
- We are creating Emergency Action Plans for the Recreation Department.
- We are redoing our Standard Operating Procedures for the Recreation Department.
- We are currently working on a Rental Policy for the Community Center.
- We are on target for completion of the survey by mid-March, so we can begin work on the Parks, Trails, Open Spaces Master Plan in the next fiscal year. Danna Judd and Vicki Vivian helped with mailing the survey.
- We are working on Bluegrass in the Park.
- We are working with the 4th of July Committee on the 2013 July 4, Celebration.
- We are working with Ty Moncada on the Skate Park Project.
- We have created and are maintaining a City Facebook Page; to date we have 103 likes. You can like the Facebook page from the home page (Important Information) of the City website.
- We have completed our 2013/14 Goals and Accomplishments.
- We have completed two of the Emergency Response Certification Classes and are in the process of completing the third.
- We are working on our budget for the 2013/14 Fiscal Year.

- We contracted with Shauna Judd to assist us with updating our MSDS Sheets, Records Destruction and cleaning the pool while she was home from school.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 18, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for December 2012**

• Our Visitor count for December 2012 was 636 as compared to 522 in December of 2011, up 114 from last year.

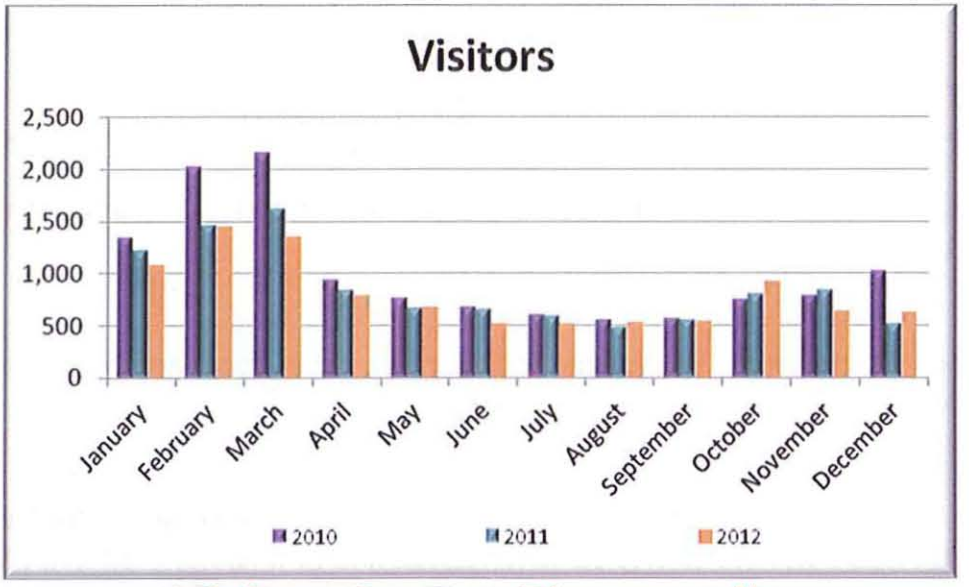
• One of our Visitor Center Volunteers, Dick Ferdon, came down and helped out at the Visitor Center for 20 hours in December, 2012.

• We now have a signed contract from Bowlin's Billboard sign company for two billboards on interstate 10. One is 16' x 48' Eastbound at mile mark 297.70 cross read the second is a 14' x 48 Westbound 306.8 right read. The sign faces will be installed soon.

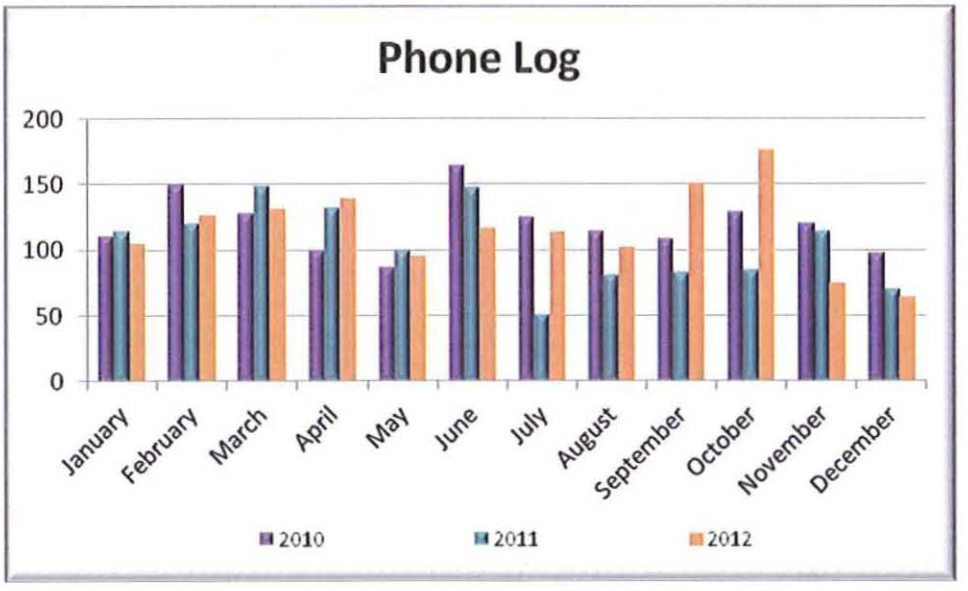
• We have been working with Gerald Ahnert, the author of "the Butterfield Overland Mail Route in Arizona". He will be giving City Council a presentation where the trail came through the Benson City limits. The trail appears to have come through where Lions Park is today. It might be a tourist draw to put a marker in the park so people can come see where the Butterfield Overland Mail Route came through.

• Below are our Visitor Counts for December of 2012

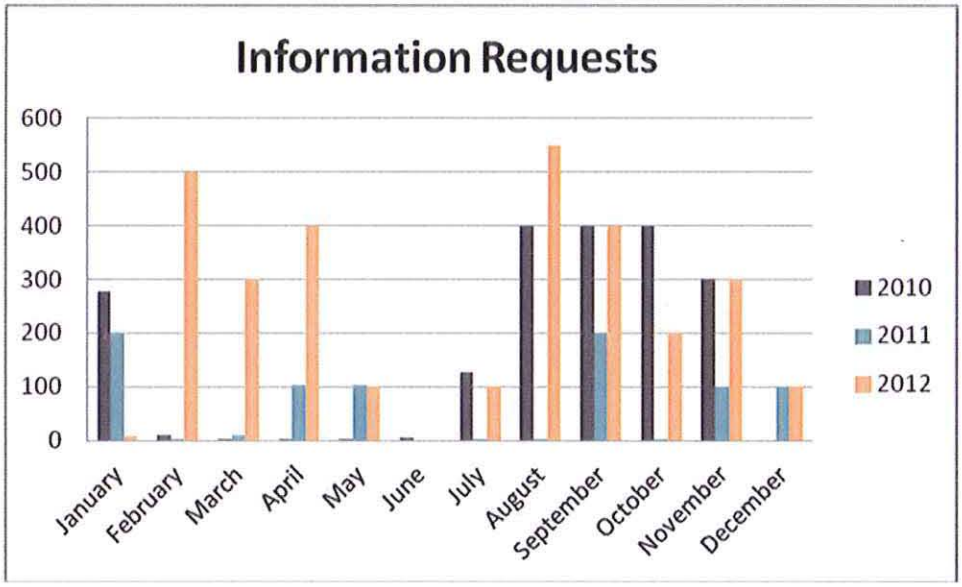
Visitor Center Headcount Comparisons December, 2012



Visitor Center Phone calls Comparisons by Graph December, 2012



Visitor Center Information Requests
Comparisons by Graph
September, 2012



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 15, 2012**

TO: **Glenn Nichols, City Manager**

FROM: **Vicki Vivian, CMC, City Clerk** VV

SUBJECT: **Monthly Department Report**

The organization of records in the Clerk's office continues to move forward, scanning and indexing all current and previous Council action in the form of Ordinances, Resolutions, Contracts, Deeds & Easements and Declared Public Documents.

The Clerk's office worked with the City Manager to host a successful Mayor/Manager luncheon on January 17, 2013 at Cochise College, here in Benson. Mr. Tom Belshe addressed the attendees on upcoming legislative issues and the resources and services the League of Arizona Cities and Towns provide. Since the luncheon was held locally, the City Manager approved the attendance of the City's Department Heads.

The City Council held their first retreat on January 26, 2013 with the second retreat scheduled for February 2. Both retreats were/are being held at the Community Center. The first retreat focused on each department of the City with Department Heads and Staff addressing Council with their accomplishments, as well as their goals for the upcoming year. This interaction enables the Council and those who attend to gain valuable information about each department and how they all relate to each other. The next retreat will focus on the Council updating the City's Strategic Plan.

The upcoming City elections will be held in 2013 with the Primary election held on March 12, 2013 and the General election held on May 21, 2013. The election will be held to elect the Mayor and 3 Councilmembers. Candidate packets were due by December 12, 2012. There are 2 candidates running for Mayor and 5 candidates running for Council. The candidates are as follows:

Mayor	Councilmember
Toney D. King, Sr.	Jeff Cook
David Lambert	Brian Crafts
	Nick Maldonado
	Lori McGoffin
	Peter Wangsness

There have been many questions regarding HB2826 (consolidated elections) and how it affects elections in 2013. It has been the suggestion of the League of Arizona Cities and

Towns to all cities and towns that have Mayor and Council and Home Rule reauthorization elections in 2013 to proceed with the elections as they would normally. Proposed clean-up language that will be offered by the League in next year's legislative session will clarify how and when future authorization elections need to occur. After hearing Mr. Tom Belshe at the recent Mayor/Manager luncheon, it appears the Legislature will address the length of terms for current Councilmembers, as well as those elected in the 2013 elections. Further information will be given to Council as it becomes available.

The Clerk's office has continued to work with the Finance Department and the City Attorney to prepare for the Alternative Expenditure Limitation portion of the upcoming 2013 City elections, which will present the Home Rule Option to voters. Election preparations are comprised of numerous duties and include a training class with the Election Board before the Primary and General election dates, as well as the witnessing of the required test of Automatic Equipment and Programs, which will be held before the elections at the Cochise County Elections Department. Other preparations continue to move forward and will be completed before State-imposed deadlines.

The Clerk's office continues to work closely with other departments concerning public records requests, documentation for research purposes and the drafting of documentation for upcoming items requiring Council action, as well as continuing research for our outside counsel, Mr. Jeff Murray for pending litigation cases.

The next EDSC meeting will be held March 4 at City Hall. The Clerk serves in the same function as Council's support for the EDSC.