CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 25, 2013**

TO: **Mayor and City Council**

FROM: **Glenn Nichols, City Manager**

SUBJECT: **Manager's Report – January 17, 2013 through February 6, 2013**

January 17, 2013	11:30 a.m.	Mayor/Manager Luncheon at Cochise College
January 17, 2013	3:00 p.m.	Met with Brad Hamilton and Melissa Quiroz regarding Personnel
January 21, 2013	9:00 a.m.	Department Head Meeting
January 22, 2013	10:00 a.m.	Solid Waste Rate Review Advisory Board (RRAB) Meeting
January 23, 2013	9:00 a.m.	Attended the Arizona Workforce Connection workshop at Benson Public Library
January 24, 2013	2:00 p.m.	Met with Don Buchanan Regarding 4th of July Activities
January 25, 2013	8:00 a.m.	Attended the Police Chiefs Retirement Luncheon in Phoenix with Chief Moncada
January 28, 2013	9:00 a.m.	Department Head Meeting
January 28, 2013	10:00 a.m.	Met with Luis Garcia, Building Official
January 28, 2013	10:30 a.m.	Met with Jay Tomerlin, Director of Golf Operations
January 28, 2013	11:00 a.m.	Met with George Scott regarding Economic Development

January 28, 2013	2:30 p.m.	Met with Laura Parkin, Recreation Coordinator
January 29, 2013	9:00 a.m.	Met with Bob Nilson and Melissa Quiroz
February 1, 2013	9:00 a.m.	SEAGO Administrative Meeting at the Fire Station
February 1, 2013	11:30 a.m.	Lunch with Steve Pauken, Bisbee City Manager and Carlos De La Torre to discuss Transit

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 02/14/2013

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police

CC:

SUBJECT: January Report

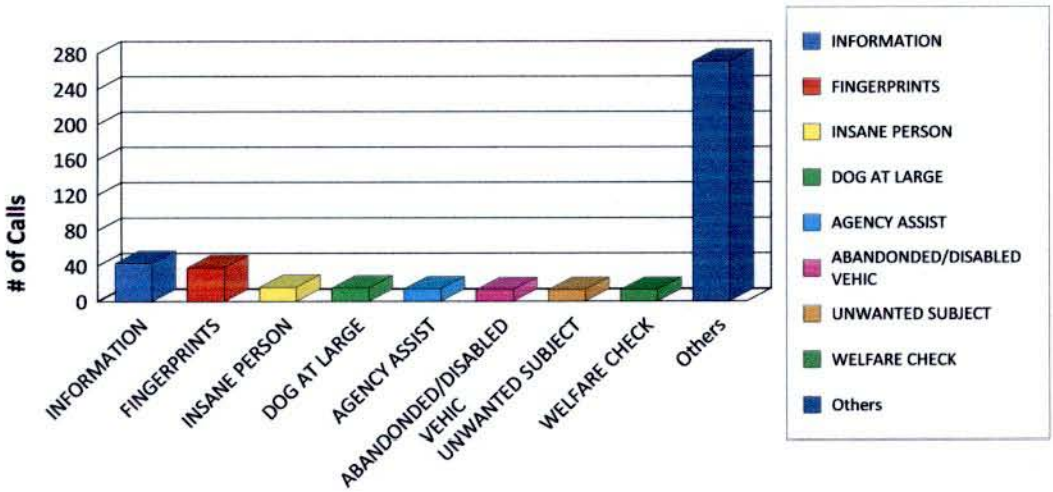
Attached is the January recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.

The police department currently has two officer and one dispatcher vacancies, for which we are currently advertising. In addition one additional dispatcher is on medical leave.

Calls Statistics by Type Summary

1/1/2013 - 1/31/2013
00:00:00 - 23:59:59

Agency - BPD



	1/2013	Total
30 DAY IMPOUND HEARING	2	2
911 HANG UP	5	5
911 MIS-USE	2	2
ABANDONDED/DISABLED VEH	13	13
ACCIDENT W/INJURY	3	3
ACCIDENT W/OUT INJURY	7	7
ACCIDENT/NO INJURY PP	6	6
AGENCY ASSIST	14	14
ARSON	1	1
ASSAULT	5	5
ATTEMPT TO LOCATE	3	3
ATTEMPTED SUICIDE	1	1
BARKING DOGS	3	3
BURGLARY	4	4
BURGLARY ALARM	10	10
CIVIL MATTER-REFERED	2	2
CIVIL MATTER-STAND BY	1	1
CODE WATCH PATROL	8	8
CRIMINAL DAMAGE	7	7

	1/2013	Total
CUSTODIAL INTERFERENCE	2	2
DEAD BODY	1	1
DEBRIS	3	3
DISCHARGE OF FIREARM	2	2
DISORDERLY CONDUCT	7	7
DISTURBANCE	11	11
DOG AT LARGE	15	15
DOG BITE/ANIMAL BITE	2	2
DOMESTIC VIOLENCE	4	4
DRIVING ON SUSPENDED LIC	2	2
DRUGS	6	6
DRUNK DRIVER	3	3
DRUNK SUBJECT	5	5
DUI/DRUGS	1	1
ESCORT/PARADE	2	2
FICTITIOUS PLATES	1	1
FIGHT	2	2
FINGERPRINTS	38	38
FIRE	1	1
FIRE ALARM	2	2
FIREWORKS	2	2
FOUND DRUG PARAPHERNALI	1	1
FOUND PROPERTY/ETC/RETUI	9	9
FRAUD	6	6
GAS ASSISTANCE	3	3
GAS LEAK/ODOR	1	1
HARRASSMENT	10	10
HIT AND RUN/NO INJURY	1	1
IDENTITY THEFT	1	1
ILLEGAL BURNING	1	1
INCORRIGIBLE JUVENILE	3	3
INFORMATION	43	43
INSANE PERSON	16	16
JUVENILES/CURFEW	2	2

	1/2013	Total
LOST PROPERTY	6	6
MEDIC ASSIST	9	9
MOLESTATION	1	1
NOISE COMPLAINT	6	6
OTHER	1	1
OTHER ANIMAL CONTROL	8	8
PASS COUNTERFIET BILLS	1	1
PROWLER	1	1
PUBLIC ASSISTANCE	7	7
PUBLIC RELATIONS	3	3
RECKLESS DRIVER	1	1
REPOSSESSION	1	1
RUNAWAY JUVENILE	1	1
SHOPLIFTING	7	7
SUICIDE THREAT	2	2
SUSPICIOUS ACTIVITY	12	12
SUSPICIOUS PERSON	5	5
SUSPICIOUS VEHICLE	2	2
THEFT	5	5
THREAT	5	5
TRAFFIC OFFENSE	4	4
TRESPASSING	3	3
UNWANTED SUBJECT	13	13
UTILITIES CALLOUT	3	3
VEHICLE BLOCKING	1	1
VEHICLE RELEASE	1	1
VEHICLE THEFT	1	1
VERBAL DV	2	2
VICIOUS DOG	2	2
VIOLATION OF COURT ORDER	1	1
WARRANT	2	2
WELFARE CHECK	13	13
Total	436	436

Incidents - By Description

Report Date: 01/01/2013- 01/31/2013

		CASE STATUS				
Description	***#Incidents***	***#Active(A)***	***#Cleared(B/C)***	***#Cleared Juv(J)***	***#Unfounded(U)***	***#Other***
911 MIS-USE	1	0	1	0	0	0
ACCIDENT W/INJURY	3	0	3	0	0	0
ACCIDENT W/OUT INJURY	7	1	6	0	0	0
ACCIDENT/NO INJURY PP	1	0	1	0	0	0
AGENCY ASSIST	2	0	2	0	0	0
ASSAULT	1	0	0	1	0	0
ATTEMPTED SUICIDE	1	0	1	0	0	0
BURGLARY	3	0	3	0	0	0
CRIMINAL DAMAGE	3	0	3	0	0	0
DISORDERLY CONDUCT	1	0	1	0	0	0
DOG BITE/ANIMAL BITE	1	0	1	0	0	0
DOMESTIC VIOLENCE	5	0	3	2	0	0
DRIVING ON SUSPENDED LIC	2	0	2	0	0	0
DRUGS	5	2	2	1	0	0
DRUNK DRIVER	1	0	1	0	0	0
DUI/ALCOHOL	1	0	1	0	0	0
DUI/DRUGS	1	0	1	0	0	0
FICTITIOUS PLATES	1	0	1	0	0	0
FOUND DRUG PARAPHERNALIA	1	0	1	0	0	0
FRAUD	1	0	1	0	0	0
HARRASSMENT	1	0	0	1	0	0
HIT AND RUN/NO INJURY	1	0	1	0	0	0
IDENTITY THEFT	1	0	1	0	0	0
INCORRIGIBLE JUVENILE	1	0	0	1	0	0
INFORMATION	4	0	4	0	0	0
INSANE PERSON	2	0	2	0	0	0
LOST PROPERTY	2	0	2	0	0	0
MOLESTATION	1	1	0	0	0	0
PASS COUNTERFIET BILLS	1	1	0	0	0	0
RECKLESS BURNING	1	0	1	0	0	0
SHOPLIFTING	4	0	4	0	0	0
SUICIDE THREAT	1	0	1	0	0	0
THEFT	2	1	1	0	0	0
THREAT	2	0	2	0	0	0
TRESPASSING	1	0	1	0	0	0
WARRANT	2	0	2	0	0	0
TOTAL	69	6	57	6	0	0

RANGE USED

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

Benson Animal Control

Monthly Report

Month in Report___ January 2013_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	5	5
Dogs Picked up:	8	8
Dogs Adopted:	17	17
Dogs Euthanized / Owner Requested:		
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	3	3
Dogs Returned to Owner:	4	4
Dog Complaints:	26	26
Dog Bites:	2	2
Dog Licenses Sold:	72	72
Cats Turned In:	6	6
Cats Trapped:		
Cats Returned to Owner:	1	1
Cats Adopted:	13	13
Cats Euthanized / Owner Requested		
Cats Euthanized / Unadoptable (Feral, Sick, Injured):		0
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***		0
Calls Responded to:	29	29
Compliance Notices (Warnings):	2	2
Citations Issued:		0
P.D.Assist		0
Dogs at the shelter (time of Report):		**21**
Cats at the shelter (time of Report):		**6**

Removals:***

Donations:

600 lbs misc. cat food and dog food, Livestock food and litter from Walmart
bleach, dog and cat toys, blankets, towels, cleaning supplies from private party donations

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: February 25, 2013

TO: Glenn Nichols, City Manager

FROM: Jim Cox, Finance Director, Megan Moreno, Deputy Finance Director

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for January, 2013

Current Department Projects:

- Annual Financial Statement audit field work was completed during the last week in January. We are anticipating our published report in the near future.
- The budget process has officially started! Detailed ledger reports and budget worksheets were distributed to all department heads. Worksheets need to be returned to the finance department by February 28th.
- Online Bill Pay service is actively being researched. We have contacted two companies so far to get an idea of how the services can be incorporated into our utility billings and Caselle software. We are also looking into coordinating our software with the software at the Golf Course- EZ Links.
- Review of and preparation of financial reports for the month of January have been completed and written reports have been submitted to the City Manager and Council.
- Retiree insurance changes are being studied for possible presentation to Council.
- Current monitoring of House Bill HB 2657 Changes to Transaction Privilege Tax and how this will impact the City.
- Finance is making preparations to be in compliance with new transparency reporting requirements. We are striving to post our first quarter of transactions on Arizona OpenBooks (OpenBooks.az.gov) on April 1, 2013. We will be meeting with Caselle and ADOA representatives on February 27th to work out details.

Ongoing Department Projects:

- Monitoring of Sales Tax receipts. Still no support from the Department of Revenue.
- Documentation of a formal Accounting Manual which will show all procedures and internal controls for the Finance Department.
- Cross Training for all Finance positions continues.
- Roundup Utility Assistance Fund is being researched.
- Preparation and updates of departmental SOP's.
- The installation of the animal control module on Caselle is in progress.
- 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 will be actively working on the budget process as well as preparing Megan to take the lead. Our goal is to make the transition within the department as seamless as possible and give Megan the best possible opportunity to continue to develop the high quality performance of the department.

Finance Department Statistics for January, 2013

➢ Utility payments processed	2,659
➢ Other payments processed	328
➢ Work orders processed	183
➢ Traffic count	427
➢ Telephone calls	1,291

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 5, 2013, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for January 2013**

January 23rd Arizona WorkForce Connection (AWC) held a resume workshop at the library. AWC partners with libraries throughout Southeastern Arizona, providing computers for assisting the community in job searches, resume writing, etc. Benson Library staff provides one-on-one assistance to individuals who need help applying for unemployment benefits, job searches, resume writing, etc.

During the month Kelli Jeter took the IS-00700.a FEMA course, and Megan Oros completed the IS-00100.b FEMA course.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
January-13

	Jan-13	Jan-12	YTD-2013	YTD-2012	
Total Circulation	6,868	6,839	39,991	46,367	monthly circulation of material
Patrons	5,782	6,300	40,578	40,610	patrons entering the library
New Registration	99	98	539	607	new patron cards
Total Registration	6,545	6,640	6,545	6,640	total # of patrons in database
Programs	9	15	24	64	#of programs provided by library
Pr. Attend	141	235	470	937	total attendance for programs
Ref. Questions	947	585	5,879	3,090	ref questions answered by staff
Volunteers	0	1	0	2	new volunteers this month
Volunteer hours	62.75	99.25	536.75	656.25	total of monthly volunteer hours
Book Count					
Titles added	179	170	1,325	1,419	new titles added to database
Titles deleted	99	170	1,660	1,150	titles removed from collection
Collection Total	37,746	38,523	37,746	38,523	total material in database
Overdues:					
Titles overdue	618	793	3,798	5,047	number of overdue items
Contacts	108	274	993	1,181	number of patrons contacted
Titles returned	402	421	2,577	3,314	# of overdue items returned

Internet Users	*1321	1,782	# of people signed up for p.c.'s
Workforce	21		
Hours	27		

* public computers were down 1 1/2 days

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 14, 2013**

TO: **Glenn Nichols, City Manager**

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

CC: **Mayor & Council**

SUBJECT: **January 2013 Department Head Report**

Public Works employees attended two training sessions in January, Competent Person / Trench & Excavation Safety and Temporary Traffic Control Training. These were held at the Fire Department Training room staffed by instructors from Rural Water Association of Arizona.

Staff participated in the interviews of 3 Utility Operator positions.

Installation of the emergency generator at the Airport continues.

Progress on the softball field continues with the installation of the sprinkler system.

1. Gas Department.

- **(For the Week Ending Wednesday, February 6, 2013)** *(U.S. Energy Information Administration)*
- Natural gas prices rose at most major regional trading locations this week, particularly in the Northeast. Prices in New York and New England, which fell back to single-digit dollar levels at the end of last report week due to the end of a cold snap, rose back into the double-digits upon the arrival of more cold weather. The Henry Hub price rose by 17 cents per million British thermal units (MMBtu) this week to $3.41 per MMBtu, after having dropped last week by 29 cents per MMBtu.
- The March 2013 New York Mercantile Exchange (Nymex) contract rose by 2.5 percent from $3.335 per MMBtu last Wednesday to $3.418 per MMBtu yesterday. Similarly, the April 2013 Nymex contract rose by 2.3 percent, from $3.385 per MMBtu last Wednesday to $3.464 per MMBtu yesterday.
- Working natural gas in storage declined to 2,684 Bcf as of Friday, February 1, according to the U.S. Energy Information Administration's (EIA) *Weekly Natural Gas Storage Report* (*WNGSR*). An implied storage withdrawal of 118 Bcf for the week moved storage levels 226 Bcf below year-ago levels, and 351 Bcf above the 5-year average.
- The United States natural gas rotary rig count fell by 6 to 428 last Friday, according to data reported by Baker Hughes Incorporated. The oil-directed rig count rose by 17 to 1,332 active rigs.

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
- 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 picking up trash, weed control and filling potholes Monday thru Thursday.

5. Parks Department:

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

Parks Department continues the upkeep at park facilities.

City of Benson
Public Works Department

2013 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New Service	0												0
Meter Inspections	0												0
Remove/Repair equipment	0												0
Monthly Operation/Maintain	7												7
Gas Odor/Leak survey	4												4
Install Protection Poles	4												4
3rd Party Hit	1												1
Meter Upgrades	16												16
High Usage	0												0
No Gas / pressure	1												1
Bluestakes	74												74
Gas Units Sold	184,956												184,956
(100) cubic feet per unit													
2013 Water Dept.O&M													
New Service	0												0
Leaks	15												15
Instal/Remove Hydrant Meter	1												1
No water / pressure	3												3
Repair/replace equipment	3												3
Meter Upgrades	22												22
High usage / re-read	1												1
Bluestakes	74												74
Water Units Sold	18,698												18,698
(748 gallons per unit)													
2013 Sewer Dept.O&M													
New service	0												0
Sewer Backup	2												2
Spray for pests/odor April	0												0
Clean sewer mains	0												0
Raise / repair manhole	0												0
Maintenance / Repairs	0												0
Bluestakes	74												74
Gallons Treated													0
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: February 13, 2013

TO: Glenn Nichols, City Manager

FROM: Bob Nilson, Tourism Supervisor

SUBJECT: Tourism Report for January 2013

• Our Visitor count for January 2013 was 947 as compared to 1,080 in January of 2012, down 133 from last year.

• One of our Visitor Center Volunteers, Dick Ferdon, came down and helped out at the Visitor Center for 59 hours in January, 2013.

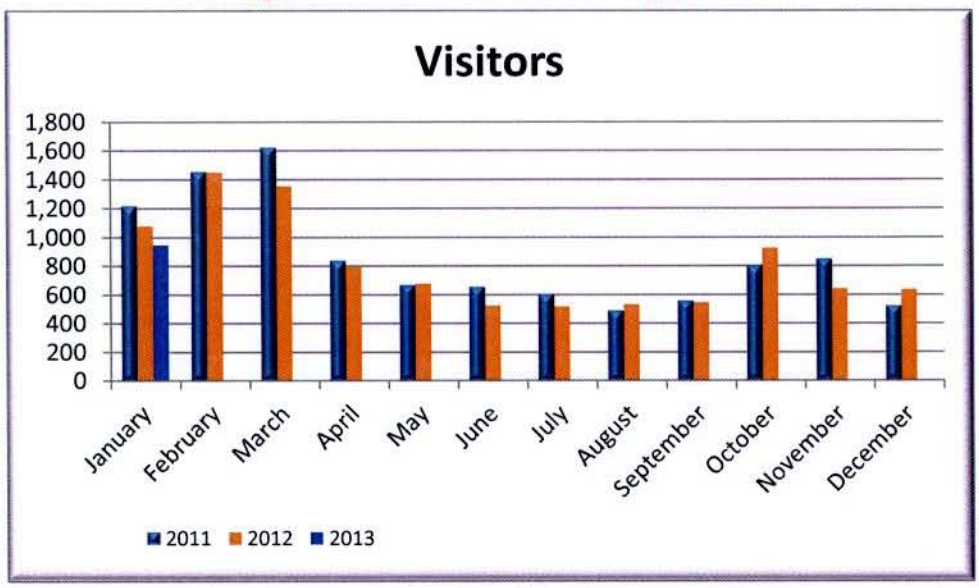
• We now have our two billboards on interstate 10. One is 16' x 48' Eastbound at mile mark 297.70, the second is 14' x 48 Westbound 306.8. The sign faces were installed on Friday February 1st 2013.

• We will be receiving a $5,000 grant from Union Pacific Railroad for Historic railroad logos to be produced and installed in the area of the Visitor Center and caboose.

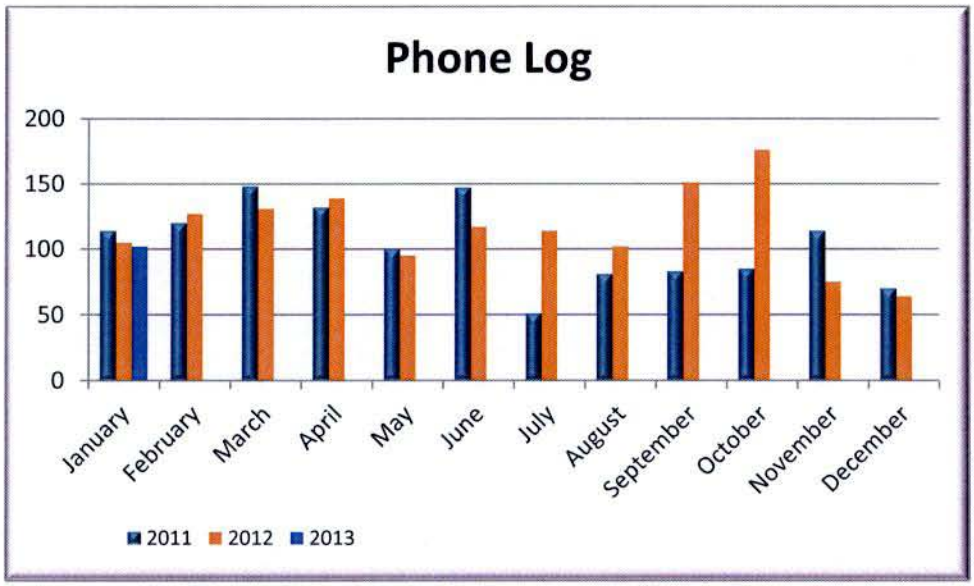
• We are continuing to work with SADEG and Apache Nitrogen Products on our Apache Dynamite Museum. Apache might have a metal building that could be assembled if we could find a suitable site that would meet our requirements.

• Below are our Visitor Counts for January of 2013

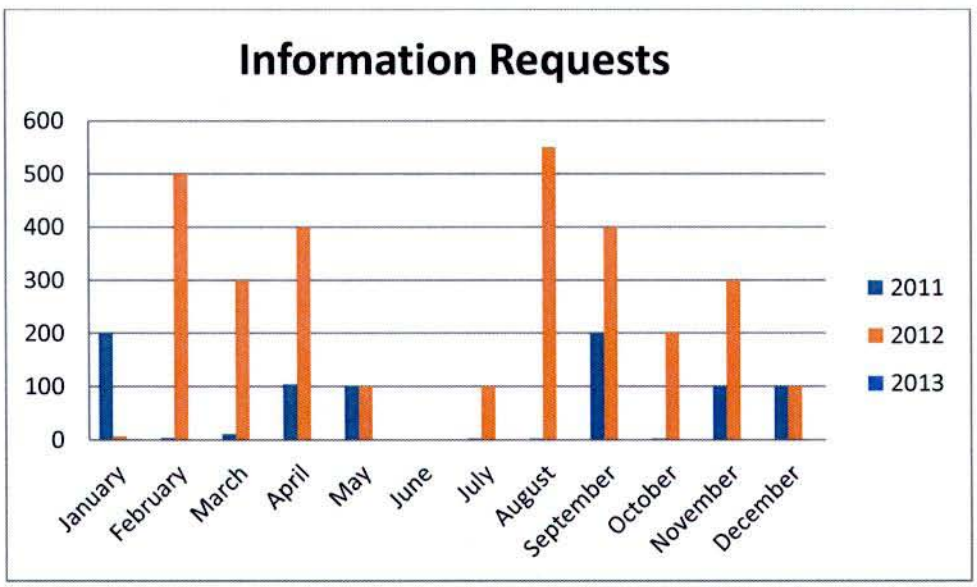
Visitor Center Headcount Comparisons January, 2013



Visitor Center Phone calls
Comparisons by Graph
January, 2013



Visitor Center Information Requests
Comparisons by Graph
January, 2013



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 14, 2013**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for January, 2013**

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	01
General Crime Trials:	10
Drug Related Trials:	01
Domestic Violence Trials:	07
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	19

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	37
General Crime Pretrial Conference Hearings:	20
Drug Related Pretrial Conference Hearings:	13
Domestic Violence Pretrial Conference Hearings:	10
D.U.I. Pretrial Conference Hearings:	06
Animal Control/Game and Fish Pretrial Conference Hearings:	04
Total Pretrials	90

HEARINGS:

Restitution and Sentencing Hearings:	06
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing	00
Change of Plea Hearing	01
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	07
Total Case Matters Closed this Month	60

PROSECUTORIAL TIME SPENT IN COURT	**34.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**50.50 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: **February 25, 2013**

TO: **Mayor and City Council**

FROM: **Melissa Quiroz, HR Coordinator** MQ

SUBJECT: **January 2013 Monthly Report**

For the month of January Human Resources opened and advertised for the positions of Custodian, Tourism Clerk, Recreation Assistant, Golf Course Customer Service Representative, Communication Specialist and Police Officer.

Interviews were conducted for Communication Specialist, Golf Course Dishwasher/Prep Cook and Utility Operators.

- New hires include:
    - Public Works Utility Operator I (3 Positions)
    - Golf Course Dishwasher/Prep Cook (On hold)
    - Communication Specialist (Reopened)

Southwest Risk Services conducted a Loss Control Survey walk through for the City of Benson. The purpose of this survey is to identify hazardous conditions or practices that are observed. Then recommend changes and improvements that will improve health and safety procedures and/or practices. With these evaluations safety hazards continue to decline.

- Issues found in walk through:
    - 2010- 45
    - 2011- 15
    - 2013- 02

Employees are working together as a team being aware and diligently taking precautions and removing safety hazards from the workplace.

We are in the process of establishing an Employee Safety Committee and safety workbook for the City. Establishing a safety committee and working closely with our risk specialist will help elevate safety awareness in the workplace and consequently help reduce and/or eliminate accidents and/or injuries.

Implemented and added the Social Media Standard Operating Procedure (SOP).

HR continues to assist employees with benefit questions, inquiries and reimbursements.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 13th, 2013**

TO: **Glenn Nichols, City Manager**

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

SUBJECT: **January 2013 Golf Course Report**

San Pedro Golf Course month of January was positive with 1955 rounds of golf. This is an increase from last year of 66 rounds. The course conditions are good at this point even with the hard freezes in January. Customer feedback continues to be positive with the over-seeded fairways and playing conditions.

Maintenance has been using millings to improve cart paths on the golf course and will have all paths completed around the end of March. They are also currently removing weeds from native areas on the course to improve playing conditions. Trees are being trimmed and removed from key areas around #11, #12, #13, #14, & #15 greens in order to increase air flow to these areas. This will aid in the reduction of turf diseases in the more humid months.

The Benson City Grille will be going through changes in the months to come. After looking at the revenue for the past two years the current business plan needs to change. The Grille will be changing to a lunch only menu and no longer be open on Friday and Saturday nights. New hours will target lunch being open seven days a week. I believe this will be positive with golfers and will help with employee scheduling and labor cost. The new menu will focus on soups, salads, and sandwiches which will be more cost effective.

Golf rounds should continue to stay positive, up from last year, due to course conditions being consistently better than last year with the over-seeded fairways. The golf course will continue to use online booking engines, social media, and advertising in key market areas to promote the golf course and grille. The Golf course will continue to sell the Pedro's Pass and the Player's Pass. I believe both passes continue to gain a loyal following which contributes to continued play at San Pedro Golf Course.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 14, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – January 14, 2013 through February 14, 2013**

Summer Programs:

- We are working toward completion of the 2013 schedule.

Pool:

- We have completed the 2013 Aquatics Schedule.
- We are working with the school on recruiting candidates for the 2013 Lifeguard positions.
- The Cove in Sierra Vista is doing a Lifeguard Certification Class for 10 High School Students from Benson. This class will be held in March during Spring Break.
- We are working with Pima County and the Cove to hold a WSI Certification Class in Sierra Vista, so that we can increase our number of WSI Certified Lifeguards.

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. For the month of February we have 2 available dates, two Sunday's.

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 have created a new Rental Policy for the Community Center.
- We are on target for completion of the survey by mid-March,.
- 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 have completed our budget for the 2013/14 Fiscal Year.
- Maggie Castillo is helping in our office a few hours a day for the month of February.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 02/11/13

TO: Glenn Nichols, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: January 2013 Department Head Report

Operations

During the month of January Benson Fire Department responded to 88 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 7. The average response time from page to on scene was 7 minutes. The average time from page to en route was 4 minutes and the average time from en route to on scene was 2 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	1
Vehicle Fire	0
Brush Fire	1
EMS	47
Rescue	1
Haz-Mat	1
Service Calls	0
Good Intent Calls	35
False Alarms	2
Miscellaneous Calls	0

Benson Fire Department had no Mutual Aide calls.

Meetings and Trainings

Business/Training meetings were held on January 9 and January 16, 2013.

Vehicle Maintenance

None

Fire Prevention

Conducted fire inspections at various businesses

Additional Items

2012 Department of Homeland Security Grant: We are working on getting a CAD System for all Apparatus.

Brush Truck: Side Boxes are in, working on installation and paint.

Cochise County Emergency Medical Service Council and Cochise County Fire Association meetings were held in Douglas.