CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 04/09/2013

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: March Report

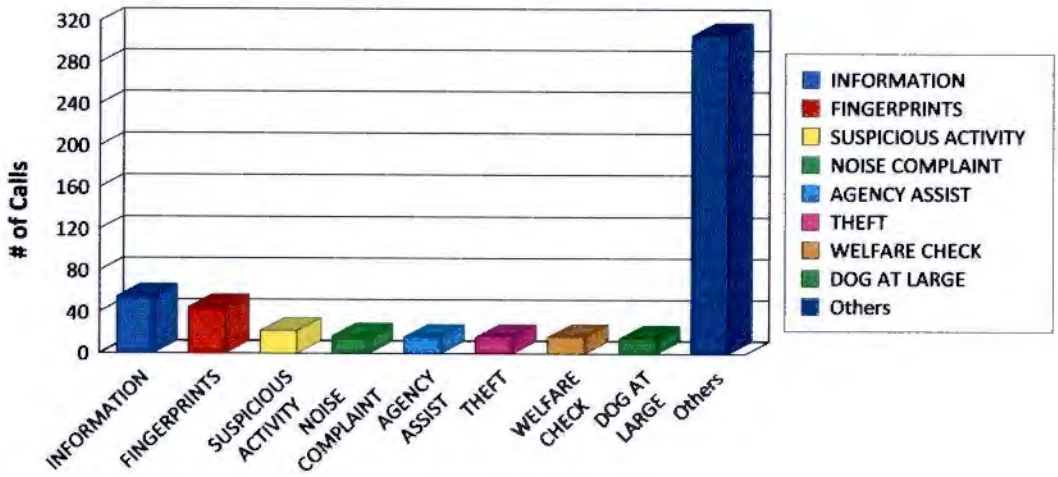
Attached is the March recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.

The police department continues to be down two officers and one dispatcher, for which we are currently testing. In addition one additional dispatcher is on medical leave and another dispatcher has given her notice. It has become extremely difficult to find suitable candidates for both positions.
On April 10th, Arizona P.O.S.T. will conduct an audit of our training records.

Calls Statistics by Type Summary

3/1/2013 - 3/31/2013
00:00:00 - 23:59:27

Agency - BPD



	3/2013	Total
30 DAY IMPOUND HEARING	1	1
911 HANG UP	6	6
ABANDONDED/DISABLED VEH	4	4
ACCIDENT W/INJURY	4	4
ACCIDENT W/OUT INJURY	9	9
ACCIDENT/NO INJURY PP	7	7
ACCIDENT/UNKNOWN INJ	1	1
AGENCY ASSIST	16	16
ASSAULT	2	2
ASSAULT W/DEADLY WEAP	1	1
ATTEMPT TO LOCATE	6	6
BARKING DOGS	5	5
BUILDING SEARCH	1	1
BURGLARY	4	4
BURGLARY ALARM	10	10
CIVIL MATTER-REFERED	2	2
CIVIL MATTER-STAND BY	6	6
CODE WATCH PATROL	10	10
CRIMINAL DAMAGE	13	13

	3/2013	Total
CUSTODIAL INTERFERENCE	3	3
DEAD BODY	5	5
DEBRIS	2	2
DISORDERLY CONDUCT	8	8
DISTURBANCE	7	7
DOG AT LARGE	15	15
DOG BITE/ANIMAL BITE	2	2
DOMESTIC VIOLENCE	7	7
DRUGS	11	11
DRUNK DRIVER	4	4
DRUNK SUBJECT	3	3
ESCORT/PARADE	3	3
FIGHT	6	6
FINGERPRINTS	45	45
FIRE	3	3
FIRE ALARM	1	1
FIREWORKS	1	1
FOUND PROPERTY/ETC/RETUI	8	8
FRAUD	10	10
GAS LEAK/ODOR	3	3
HARRASSMENT	6	6
HIT AND RUN/NO INJURY	1	1
INCORRIGIBLE JUVENILE	2	2
INFORMATION	55	55
INSANE PERSON	5	5
LOST PROPERTY	4	4
MEDIC ASSIST	3	3
MISSING PERSON	2	2
MOLESTATION	1	1
NOISE COMPLAINT	17	17
OTHER	1	1
OTHER ANIMAL CONTROL	6	6
PUBLIC ASSISTANCE	10	10
RECKLESS DRIVER	5	5

	3/2013	Total
RECOVERED STOLEN PROPERT	1	1
REPOSSESSION	1	1
RUNAWAY JUVENILE	2	2
SEXUAL ASSAULT	2	2
SHOPLIFTING	9	9
SUICIDE THREAT	2	2
SUSPICIOUS ACTIVITY	22	22
SUSPICIOUS PERSON	3	3
SUSPICIOUS VEHICLE	5	5
THEFT	16	16
THREAT	4	4
TRAFFIC OFFENSE	9	9
TRAVELORS ASSISTANCE	1	1
TRESPASSING	4	4
UDA	2	2
UNWANTED SUBJECT	15	15
UTILITIES CALLOUT	4	4
VEHICLE FIRE	1	1
VEHICLE RELEASE	5	5
VEHICLE THEFT	4	4
VERBAL DV	1	1
VIOLATION OF COURT ORDER	2	2
WARRANT	5	5
WELFARE CHECK	16	16
Total	509	509

Incidents - By Description

Report Date: 03/01/2013- 03/31/2013

		CASE STATUS				
Description	***#Incidents***	***#Active(A)***	***#Cleared(B/C)***	***#Cleared Juv(J)***	***#Unfounded(U)***	***#Other***
ACCIDENT W/INJURY	2	0	2	0	0	0
ACCIDENT W/OUT INJURY	3	0	3	0	0	0
ACCIDENT/TRAFFIC	1	0	1	0	0	0
ACCIDENT/UNKNOWN INJ	1	0	1	0	0	0
ASSAULT	1	0	1	0	0	0
BURGLARY	4	1	3	0	0	0
CRIMINAL DAMAGE	2	0	2	0	0	0
DEAD BODY	3	0	3	0	0	0
DISORDERLY CONDUCT	2	1	0	0	0	1
DOG AT LARGE	1	1	0	0	0	0
DOG BITE/ANIMAL BITE	1	1	0	0	0	0
DOMESTIC VIOLENCE	5	0	5	0	0	0
DRUGS	10	2	8	0	0	0
DRUGS/SALE	2	0	2	0	0	0
DRUNK DRIVER	3	0	3	0	0	0
DUI/ALCOHOL	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	1	0	1	0	0	0
FRAUD	3	0	3	0	0	0
HIT AND RUN/NO INJURY	1	0	1	0	0	0
INFORMATION	4	0	3	1	0	0
OTHER ANIMAL CONTROL	1	0	1	0	0	0
RUNAWAY JUVENILE	1	0	1	0	0	0
SEXUAL ASSAULT	2	0	2	0	0	0
SHOPLIFTING	9	3	5	1	0	0
THEFT	5	1	4	0	0	0
TRAFFIC OFFENSE	3	0	3	0	0	0
TRESPASSING	1	0	1	0	0	0
UDA	1	0	1	0	0	0
VEHICLE THEFT	3	0	3	0	0	0
VERBAL DV	1	0	1	0	0	0
VIOLATION OF COURT ORDER	1	0	1	0	0	0
WARRANT	3	1	2	0	0	0
TOTAL	82	11	68	2	0	1

RANGE USED

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

BENSON POLICE DEPARTMENT JULY 01, 2012 THRU JUNE 2013 ACTIVITY REPORT

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
SERVICE CALLS	659	654	494	621	490	423	505	478	599				4923
SELF INITIATED	303	340	246	238	296	247	210	220	184				2284
CITIZEN	10	26	7	34	18	16	15	14	13				153
PUBLIC RELATIONS	212	216	58	209	28	49	123	116	138				1149
PAPERS SERVED	15	13	16	10	7	8	24	14	12				119
FOLLOW UP	82	33	28	43	11	13	9	16	16				251
VERBAL WARNING	119	181	141	147	184	194	105	90	112				1273
DRUG RLTD DR'S	3	8	4	5	9	1	7	5	10				52
ACCIDENT REPORTS	8	4	4	6	5	6	13	11	8				65
ALCOHOL INVL	0	0	2	0	1	0	1	1	1				6
SPEED CITE INVL	5	0	0	1	0	1	2	3	1				13
PEDESTRIAN INVL	0	0	0	0	0	2	0	0	0				2
BICYCLE INVL	0	0	0	0	0	0	0	0	0				0
FELONY OBSERVED	8	6	6	5	9	2	3	9	8				56
MISD. OBSERVED	29	37	42	34	20	15	26	17	24				244
DOMESTIC VIOL	2	3	3	2	3	1	6	5	7				32
ALCOHOL INVL	2	0	0	0	1	0	1	2	2				8
WEAPON INVL	0	0	0	0	0	0	0	1	0				1
CHILD PRESENT	1	0	1	1	0	0	2	1	1				7
DV ARREST(S)	3	1	0	2	2	1	3	2	3				17
FEMALE	2	0	0	1	1	0	1	1	0				6
MALE	1	1	0	1	1	1	2	1	3				11
DUAL	1	0	0	1	1	0	0	0	0				3
JUVENILE ARREST(S)	0	3	1	1	2	1	1	0	0				9
ALCOHOL INVL	0	0	0	0	0	0	0	0	0				0
DRUGS INVL	0	0	0	0	0	1	0	0	0				1
STATUS OFFENSE	0	2	0	0	0	0	0	0	0				2
OTHER	0	0	0	0	0	0	0	0	0				0
DUI	1	4	1	2	2	0	1	0	4				15
BACK UPS	79	111	75	76	128	69	62	46	65				711
AGENCY ASSIST	10	10	9	14	12	5	8	10	12				90
TRANSPORTS	20	11	10	26	8	9	7	11	10				112

Benson Animal Control

Monthly Report

Month in Report___ March 2013_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	9	19
Dogs Picked up:	5	22
Dogs Adopted:	16	47
Dogs Euthanized / Owner Requested:	0	2
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	5
Dogs Returned to Owner:	6	12
Dog Complaints:	22	73
Dog Bites:	1	4
Dog Licenses Sold:	115	260
Cats Turned In:	7	19
Cats Trapped:	3	3
Cats Returned to Owner:	0	3
Cats Adopted:	9	29
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	8	10
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***		0
Calls Responded to:	26	80
Compliance Notices (Warnings):	1	3
Citations Issued:		0
P.D.Assist		0
Dogs at the shelter (time of Report):		**26**
Cats at the shelter (time of Report):		**6**

Removals:***

Donations:

500 lbs dog/cat food, kitty litter, livestock feed

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 10, 2013

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor
CC: Jim Cox, Interim City Manager

SUBJECT: Prosecutorial Statistics for March, 2013

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	00
General Crime Trials:	11
Drug Related Trials:	02
Domestic Violence Trials:	05
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	01
Total Trials – All trials vacated in February	19

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	70
General Crime Pretrial Conference Hearings:	28
Drug Related Pretrial Conference Hearings:	13
Domestic Violence Pretrial Conference Hearings:	04
D.U.I. Pretrial Conference Hearings:	06
Animal Control/Game and Fish Pretrial Conference Hearings:	08
Total Pretrials	129

HEARINGS:

Restitution and Sentencing Hearings:	04
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	01
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing	01
Change of Plea Hearing	03
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	08
Total Case Matters Closed this Month	80

PROSECUTORIAL TIME SPENT IN COURT	**26.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**59.50 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: **April 22, 2013**

TO: **Mayor and City Council**

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

SUBJECT: **February 2013 Monthly Report**

For the month of March Human Resources continues to advertise and recruit for the positions of Recreation Assistant, Lifeguards and Head Guard.

Interviews were conducted for Tourism Clerk and Custodian.

- New hires include:
    - Tourism Clerk (Part Time)

HR continues to work with Ken Strobeck from the League of Arizona Cities and Towns providing requested information to City Council regarding the City Manager opening.

Began compiling information for the census and working with ESG for benefit bids for the 2012-13 year.

HR provides assistance to the City Manager with scheduling, phone calls, public record requests and correspondence as requested.

HR works with employees who have benefit questions, inquiries and reimbursements.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 22, 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 March, 2013

Current Department Projects:

- Annual Financial Statement audit is completed. The City received an unqualified opinion- which is great! Two findings were noted and we have already implemented new procedures to address these issues. Presentation of the audit will be given at a Council Meeting in April.
- The budget process is moving along well. The recommended budget is scheduled to be given to Council on April 22nd and approved on June 10th.
- Online Bill Pay service is still actively being researched. Preliminary information received from vendors show that we can implement the online bill pay service and still save additional money to the City by changing our merchant card services provider as well! The recreation department is scheduling an online demonstration with one of the vendors to see how we can offer online registrations and payments for facility rentals and summer programs.
- Deferred Compensation plan changes are being studied for possible presentation to Council. The Finance department is recommending the addition of TIAA-CREF as an option for deferred compensation plans. Currently, the City offers a plan through Nationwide.
- Staffed spent a considerable amount of time reviewing all active utility customers and their garbage services. We are conducting an internal audit of these services to ensure that all customers are being charged the proper rate for the type of receptacle and the frequency of pickups.
- Staff spent the day shadowing Willcox employees on how to implement the Service Order module in Caselle. Finance is actively working to implement the new module. We are seeking input from all utility crews and will host a training class before implementation occurs. Everyone is excited for the changes.
- The IGA with ADOA-GAO has been submitted for the City to host financial data on the State's Transparency website - Arizona OpenBooks (OpenBooks.az.gov). We are now working with Caselle to generate a file to upload to the test module. Our first posting of transactions will be in April 2013.

Ongoing Department Projects:

- Monitoring of Sales Tax receipts. Still no support from the Department of Revenue.
- Monitoring of House Bill HB 2111 which was amended with a strike-everything amendment to include language concerning changes to Transaction Privilege Tax
- 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 and the implementation of the Service Order module on Caselle.

Finance Department Statistics for March, 2013

Utility payments processed	2,453
Other payments processed	347
Work orders processed	200
Traffic count	460
Telephone calls	1,475

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 8, 2013**

TO: **Glenn Nichols, City Manager**

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

CC: **Mayor & Council**

SUBJECT: **March 2013 Department Head Report**

Staff is preparing for the Annual Arizona Corporation Commission Audit for the natural gas system April 22-26. This involves an internal audit of the required paperwork documenting the work performed on the gas system for year 2012.

The playground equipment project at the park next to the Community Center is almost been completed.

Installation of the emergency generator at the Airport continues.

Progress on the softball field continues with the planting of grass and applying fertilizer.

Staff now performs the "vault and haul" activity and the Whetstone Ranch Water Reclamation Facility.

1. Gas Department.

- (For the Week Ending Wednesday, April 3, 2013) *(U.S. Energy Information Administration)*
- Both spot and futures prices posted modest declines this report week (Wednesday, March 27 – Wednesday, April 3). The Henry Hub spot price decreased from $4.08 per million British thermal units (MMBtu) last Wednesday to $4.00 per MMBtu yesterday. Most price points across the country also experienced modest declines.
- The May 2013 New York Mercantile Exchange (Nymex) contract also declined, from $4.068 per MMBtu last Wednesday to close at $3.900 per MMBtu yesterday.
- Working natural gas in storage declined to 1,687 Bcf as of Friday, March 29, according to EIA's Weekly Natural Gas Storage Report (WNGSR). An implied storage withdrawal of 94 Bcf for the week moved storage levels 779 Bcf below year-ago levels, and 37 Bcf below the 5-year average.
- Natural gas rotary rigs totaled 389 as of Friday, March 28, according to data released by Baker Hughes Incorporated. This represents a decline of 29 rigs from the previous week and is the first time it has fallen below 400 since 1999. Oil rigs rose by 30 to 1,354.

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 now performs 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 continues work on all fields in preparation of spring events. Parks crews also continue keeping up with the weed and trash control at the various park locations and landscape areas.

City of Benson
Public Works Department

Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Service	0	1	0										1
Inspections	0	0	1										1
ve/Repair equipment	0	11	3										14
ly Operation/Maintain	7	5	6										18
Odor/Leak survey	4	6	8										18
Protection Poles	4	7	7										18
arty Hit	1	0	0										1
Upgrades	16	8	6										30
Usage	0	2	0										2
as / pressure	1	5	2										8
takes	74	49	62										185
Units Sold	184,956	179,076	176,534										540,566
cubic feet per unit													
Water Dept.O&M													
Service	0	1	2										3
s	15	5	7										27
/Remove Hydrant Meter	1	1	1										3
ater / pressure	3	0	1										4
ir/replace equipment	3	4	5										12
Upgrades	22	22	16										60
usage / re-read	1	2	0										3
takes	74	49	62										185
r Units Sold	18,698	20,947	23,511										63,156
gallons per unit)													
Sewer Dept.O&M													
service	0	1	0										1
r Backup	2	5	3										10
for pests/odor April	0	0	0										0
sewer mains	0	0	0										0
/ repair manhole	0	0	0										0
enance / Repairs	0	0	0										0
takes	74	49	62										185
ns Treated	12,653	11,503	11,720										35,876
on gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 04/11/13

TO: Glenn Nichols, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: March 2013 Department Head Report

Operations

During the month of March, Benson Fire Department responded to 91 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 9. 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	1
Brush Fire	2
EMS	42
Rescue	1
Haz-Mat	6
Service Calls	0
Good Intent Calls	38
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department had no Mutual Aide calls.

Meetings and Trainings

Business/Training meetings were held on March 2, March 9, March 13, and March 23, 2013.

Vehicle Maintenance

Engine 711 is out for maintenance.

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.

98% of the Firefighters have completed their Wildland Refresher and Pack Test to qualify them to work on Wildland assignments. The pack test consists of the Firefighter putting on a 45 lb. weighted vest and having to walk 3 miles in 45 minutes. This will be mandatory for all Firefighters starting next year.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 27, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Laura Parkin, Recreation Coordinator** Laura Parkin

SUBJECT: **Bluegrass Festival – Setup and Take Down Assistance**

Monday (or prior to):

- Pick up Programs from Az. G&T (Laura).
- Make No Pets Signs ~~(Laura).~~ Danna
- Request use of two Golf Carts.
- Submit work orders to appropriate departments (Laura)
- Bluegrass Banner on Caboose (Bob and Dick).
- Cash Handling Procedure.
- Pick up Banners (Laura).
- Pickup Vendor Signs (Bob).
- Notify PD overnight Camping dates and times (Laura).
- Coordinate with Walmart (Laura).
- Make Vendor Location maps to be placed at entrances (Bob).
- New signs to hang at ticket tables with correct pricing information (Bob).
- Employee ticket sign up list and give employees tickets (Admin).
- Permission for overnight camping in Lions Park April 24, 12:00 pm – April 29, 12:00 pm.
- Change (Finance and Laura).

Tuesday (April 23):

- Notify PD of overnight camping in Lions Park (Laura).
- Notify PD of request for close patrol (Laura).

Wednesday (April 24):

- Deliver Stage to Large Ramada (see attached map) 8:30 am. Public Works
- Put together erector set for stage 9:30 am. Parks, Dick, Bob, Laura.
- Put cover on stage. Parks, Dick, Bob, Laura.
- 2 Canopies Danna.
- Close Patrol after 5:00 pm. PD

Thursday (April 25):

- Give Emcee Sponsor Information (Laura).
- 7:00 am Kartchner Tents delivered to and setup at Lions Park (Kartchner Caverns).
- Hang Banners (Laura).
- Close Patrol after 5:00 pm. PD

Friday (April 26):

- 6:00 am Place Barricade on Adams south of Little League Field (Dick Ferdon).
- 6:00 am – 9:00 am Vendor Setup (Kathleen).
- 7:00 am Signs and Frames (Bob and Laura).
- 7:30 am Pick up Golf Carts from Golf Course (Bob and Laura).
- 8:00 am Decorate Stage (Walmart).
- 8:00 am Water bottles (Walmart).
- 8:00 am Take coolers and Ice to Lions Park (Laura).
- 8:00 am Take two tables and 6 chairs; from Visitor Center to Lions Park, for ticket sales (Darrell).
- 8:00 am Setup Canopies for ticket sales (Danna).
- 8:00 am Cash boxes (Laura).
- 8:00 am Fire Extinguisher and No Smoking Signs in Tent (Laura).
- 9:00 am Remove Barricade on Adams south of Little League Field (Dick Ferdon).
- 9:00 am Brief Walmart Employees on Cash Handling Procedure (continue as necessary throughout event) Danna.
- Close Patrol after 5:00 pm. PD

Saturday (April 27):

- 8:00 am Ticket Sales. Danna
- Close Patrol Patrol after 5:00 pm. PD
- Open City Hall and Safe.

Sunday (April 28):

- 9:00 am Ticket Sales. Danna
- Parks Crew to maintain Park and Facility Cleanliness.
- 4:00 pm Take down signs (Bob and Laura).
- 5:00 pm Gather Barricades (Bob and Laura)
- Close Patrol after 5:00 pm. PD
- Open City Hall and Safe.

Monday (April 29):

- Take down erector set. Parks, Dick, Bob, Laura.
- Cleanup.

Items Needed:

- 2 Popup Canopies.
- Fire Extinguisher. Laura
- No Smoking Signs. Laura
- Ice.
- 2 Cash Boxes. Laura
- Rope. Laura

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 12, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for March 2013**

• Our Visitor count for March 2013 was 1,249 as compared to 1,355 in March of 2012, down 106 from last year.

• One of our Visitor Center Volunteers, Dick Ferdon, came down and helped out at the Visitor Center for 18 hours in March, 2013.

• We had a visit from a travel writer named David Peter Allen on April 11, 2013. He came in on the Amtrak 9:15 and left back to LA on the 5:18. I took him around town and bought him lunch at the Horseshoe Restaurant. He visited our Museum and did our walking tour. He writes freelance about rail accessible destinations. Hopefully he will write a positive piece on Benson.

• We have started on the Union Pacific Grant Project of producing ten historical railroad logos to be mounted in various places around the Visitor Center. The blanks have been Plasma cut and are the fabricator's shop here in Benson where they will be assembled.

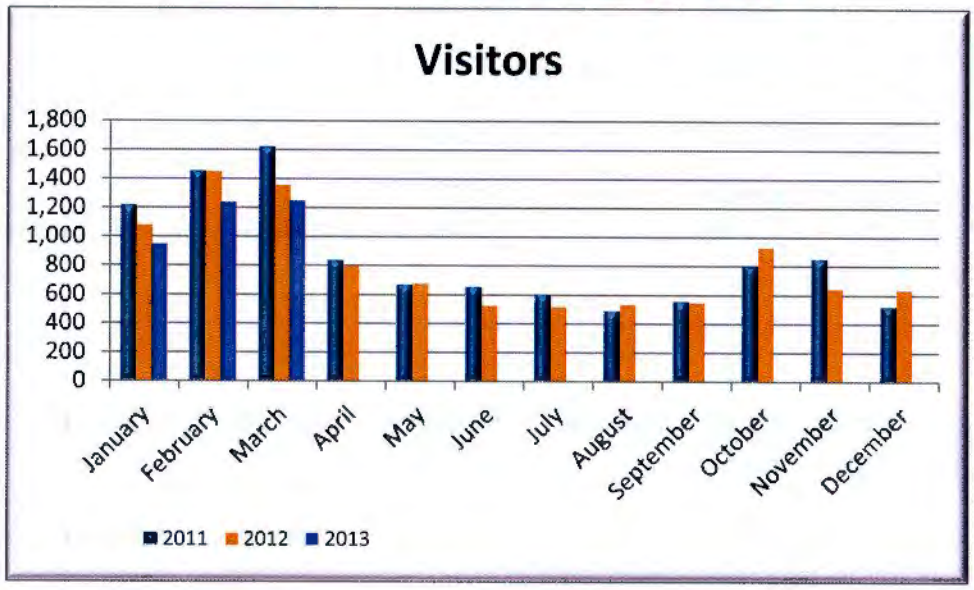
• We continue working with Apache Nitrogen on a possible Dynamite Museum.

• We are continuing to work with on our upcoming *"Bluegrass in the Park"* scheduled for April 26, 27 & 28 2013. We will spend the weekend of April 13th and 14th at the Bluegrass Festival in Marana to promote our Benson Bluegrass Festival.

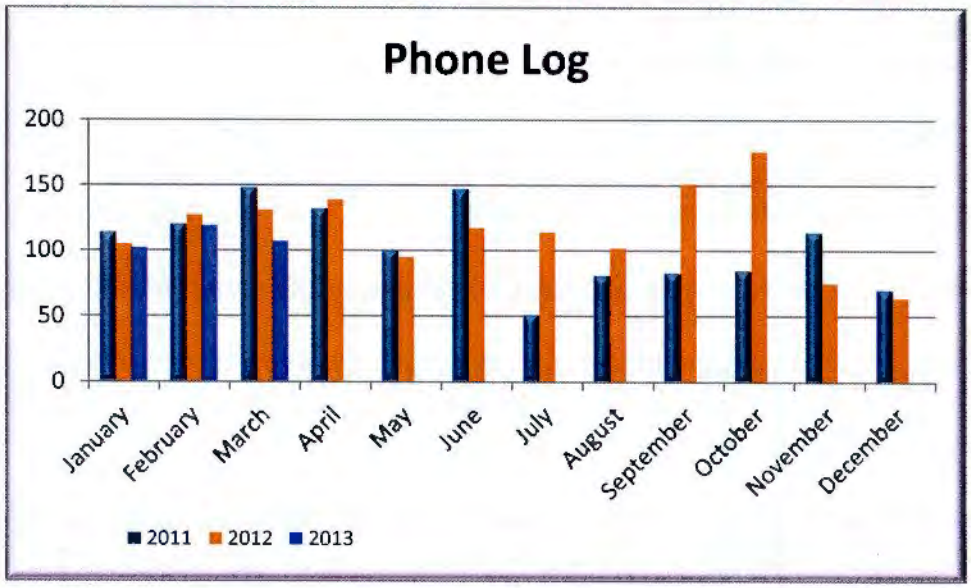
• The Visitor Center has been giving talks on Benson History to groups of our Winter Visitors. We gave four in March and we have one more scheduled for April 30th at Gammons Gulch.

• Below are our Visitor Counts for March of 2013

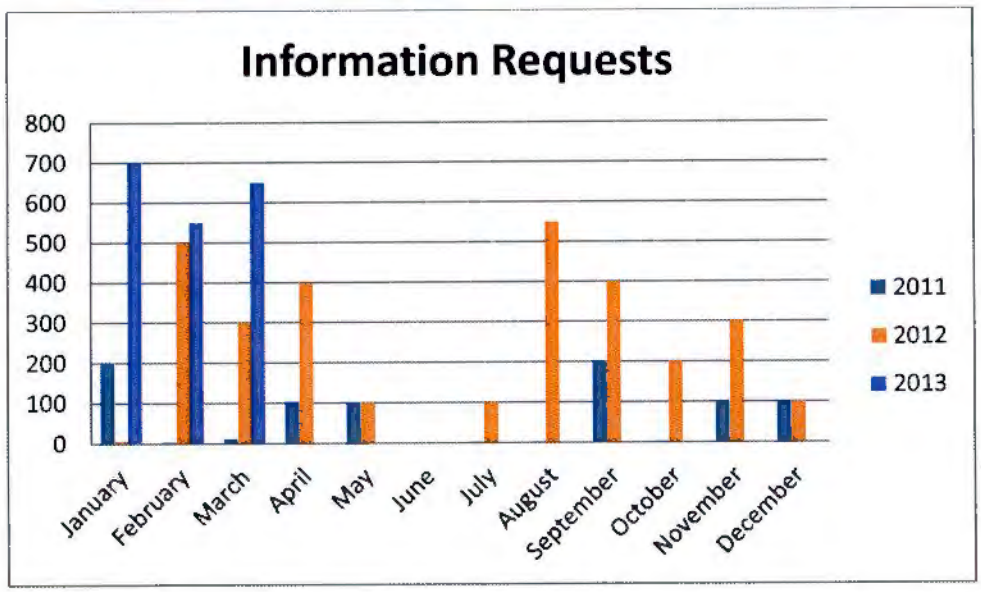
Visitor Center Headcount Comparisons March, 2013



Visitor Center Phone calls Comparisons by Graph March, 2013



Visitor Center Information Requests Comparisons by Graph March, 2013



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 5, 2013, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Peggy Scott, Library Director**

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

March 6th Kelli Jeter attended a Novelist and Common Core webinar. Common Core is geared to educational institutions to assist with reading requirements for students.

March 7th Andrew Parkin attended Emergency Preparedness and Disaster Planning workshop at the Sierra Vista Library. This provided information about to deal with mold and other destruction to library materials in a timely manner to reduce damage.

March 18th reported damage to building to the police department. Broken beer bottles in the parking lot Saturday morning and damage to the wall. Darryl Foster repaired the stucco and painted. Red liquid had been dumped in the night depository box and damaged several books.

Library Board member Steve Johnson passed away March 23rd. His presence will be missed in the library.

March 27th Kelli Jeter and Andrew Parkin attended a Cataloguing class at the Cochise County Library in Bisbee. This class introduced the new RDA cataloguing format which is replacing the AACR2 format.

Megan Oros attended a webinar on" How to start a seed library at your public library". This is a program that Pima County Tucson Library has implemented allowing them to share seeds from local areas. We would like to research this some more and consider implementing this at the Benson Library.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
March-13

	23/1/2013	Mar-12	YTD-2013	YTD-2012	
Total Circulation	6,504	6,126	53,201	59,110	monthly circulation of material
Patrons	6,094	6,678	52,132	53,285	patrons entering the library
New Registration	66	90	672	782	new patron cards
Total Registration	6,633	6,759	6,633	6,759	total # of patrons in database
Programs	7	12	42	89	#of programs provided by library
Pr. Attend	164	221	844	1,420	total attendance for programs
Ref. Questions	733	582	7,404	4,171	ref questions answered by staff
Volunteers	0	12	0	14	new volunteers this month
Volunteer hours	114.5	297.2	738	1059.5	total of monthly volunteer hours
Book Count					
Titles added	110	233	1,552	1,839	new titles added to database
Titles deleted	179	190	1,619	1,477	titles removed from collection
Collection Total	37,436	38,616	37,436	38,616	total material in database
Overdues:					
Titles overdue	413	532	4,648	6,166	number of overdue items
Contacts	113	227	1,231	1,566	number of patrons contacted
Titles returned	396	403	3,346	4,190	# of overdue items returned

Internet Users	1,474	1,675	# of people signed up for p.c.'s
Workforce	20		
Hours	21.25		

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 11th, 2013**

TO: **Glenn Nichols, City Manager**

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

SUBJECT: **March 2013 Golf Course Report**

San Pedro Golf Course month of March was positive with 2960 rounds of golf. This is an increase from Last year of 1209 rounds. This is very positive sign with the cold weather that we received last month, During this period the golf course averaged 95 players a day. Golf course conditions are really good and customer feedback continues to be positive with the over seeded fairways and current playing conditions. In the coming months the golf course will target the Vail and East Tucson area's with a marketing campaign. This should start in April and continue through the summer months and capture more golfers.

Maintenance has continued to use millings to improve cart paths on the golf course and will complete all paths around the end of April 2013. They also are currently removing weeds from native areas on the course to improve playing conditions. Also continue trimming and removing trees 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. In the coming months the maintenance crew will start to transition turf area's to prepare for summer conditions.

The Benson City Grille new hours have really accommodated our golfers, especially the regular groups who golf weekly. Our business regulars have been eating here more often now that we are open Mondays and Tuesdays. We have had a positive response to being open seven days a week. Unfortunately, the response from closing dinners was not so positive. Mostly, customers did not understand why. After explaining to guests our new approach for the Grille, most of our customers understood and have come back to the restaurant during the new hours. However, there are those few who just want dinner and said they would return when we opened up for dinner again. Finally, I feel confident that our new approach will allow us to accommodate special events.

I believe that rounds should continue to stay positive, up from last year because course conditions are consistently better than last year with the over-seeded fairways. The golf course will continue to use online bookings engines, social media, and advertising in key market areas to promote the golf course and grille. The golf course will continue selling the Pedro's Pass and the Player's Pass, I believe both passes are gaining a loyal following from golfers and give them reason to continue to play San Pedro Golf Course.