CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: January 16, 2014

TO: Mayor & Council

FROM: Bradley J. Hamilton, P.E., Interim City Manager / Director of Public Works

SUBJECT: December 2013 Department Head Report for Public Works

1. Gas Department.

- (For the Week Ending Wednesday, January 8, 2014) (U.S. Energy Information Administration)
- Natural gas spot prices increased at most locations during the report week in response to extremely high weather-driven demand. The Henry Hub spot price posted a slight overall from $4.33/million British thermal unit (MMBtu) last Thursday, January 2, to $4.35/MMBtu yesterday, with an increase up to $4.54/MMBtu in the middle of the report week. Regional price variations were much more pronounced, with some Northeast prices rising to greater than $70/MMBtu in trading Monday.
- At the New York Mercantile Exchange, the February 2014 contract fell from $4.321/MMBtu last Thursday to $4.216/MMBtu yesterday.
- Working natural gas in storage decreased to 2,817 Bcf as of Friday, January 3, according to the EIA *Weekly Natural Gas Storage Report* (*WNGSR*). Stocks declined by 157 Bcf for the week. Storage levels are 15.1% below year-ago levels and 10.1% below the 5-year average.
- The natural gas rotary rig count totaled 372 as of Friday, January 3, according to data released by Baker Hughes Inc. This represents a decline of 2 rigs from the previous week. The oil rig count fell by 4 units to 1378. Total rigs come to 1,751, compared to 1,762 a year ago.
- The weekly average natural gas plant liquids composite price fell 1.6% this week (covering December 30 through January 3) compared to the previous week, and is now at $10.87/MMBtu. Natural gasoline and ethane drove the decrease in the composite price, falling by 4.4% and 4.2%, respectively, over this period. Isobutane increased by 1.8%, while butane increased by 0.1%, and propane decreased by 0.5%.

Gas Department cont.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission.
- 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 continues 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 including spraying for roaches 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:

Parks Department continues maintenance of fields and parks thru the winter months.

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	1	0	0	0	0	1	0	0	0	3	0	5
Meter Inspections	0	0	1	0	0	0	1	0	0	2	0	0	4
Remove/Repair equipment	0	11	3	3	7	7	0	0	5	4	3	1	44
Monthly Operation/Maintain	7	5	6	5	6	6	8	6	6	5	5	9	74
Gas Odor/Leak survey	4	6	8	4	0	1	6	1	2	9	4	1	46
Install Protection Poles	4	7	7	0	1	3	1	2	2	0	0	1	28
3rd Party Hit	1	0	0	1	1	0	1	0	0	0	1	0	5
Meter Upgrades	16	8	6	3	1	0	0	0	1	0	0	0	35
High Usage	0	2	0	1	0	1	0	0	0	0	1	0	5
No Gas / zero usage	1	5	2	0	0	5	0	0	0	1	0	0	14
Bluestakes	74	49	62	64	66	48	69	54	58	59	41	40	684
Gas Units Sold	184,956	179,076	176,534	60,735	42,313	40,443	28,355	34,752	25,768	29,456	52,100	127,499	981,987
(100) cubic feet per unit													
2013 Water Dept.O&M													
New Service	0	1	2	0	0	0	1	0	1	0	1	0	6
Leaks	15	5	7	5	7	2	7	3	2	3	5	5	66
Instal/Remove Hydrant Meter	1	1	1	1	0	2	0	2	1	3	0	1	13
No water / pressure	3	0	1	1	2	0	1	1	2	0	1	0	12
Repair/replace equipment	3	4	5	2	5	3	2	0	2	1	0	0	27
Meter Upgrades	22	22	16	23	7	19	12	6	1	0	0	0	128
High usage / re-read	1	2	0	0	2	2	0	1	0	0	0	1	9
Bluestakes	74	49	62	64	66	48	69	54	58	59	41	40	684
Water Units Sold	18,698	20,947	23,511	24,159	26,820	38,970	28,369	29,604	20,280	21,875	24,245	23,424	300,902
(748 gallons per unit)													
2013 Sewer Dept.O&M													
New service	0	1	0	1	0	1	0	0	1	0	0	0	4
Sewer Backup	2	5	3	3	0	1	1	2	1	4	3	1	26
Spray for pests/odor April	0	0	0	0	2	2	3	0	1	1	0	0	9
Clean sewer mains	0	0	0	0	0	0	0	0	0	0	0	0	0
Raise / repair manhole	0	0	0	0	0	0	0	0	0	1	0	0	1
Maintenance / Repairs	0	0	0	1	1	1	0	0	0	0	0	0	3
Bluestakes	74	49	62	64	66	48	69	54	58	59	41	40	684
Gallons Treated	12,653	11,503	11,720	11,499	11,621	10,817	10,754	11,481	10,862	12,317	11,742	12,203	139,172
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 01/13/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

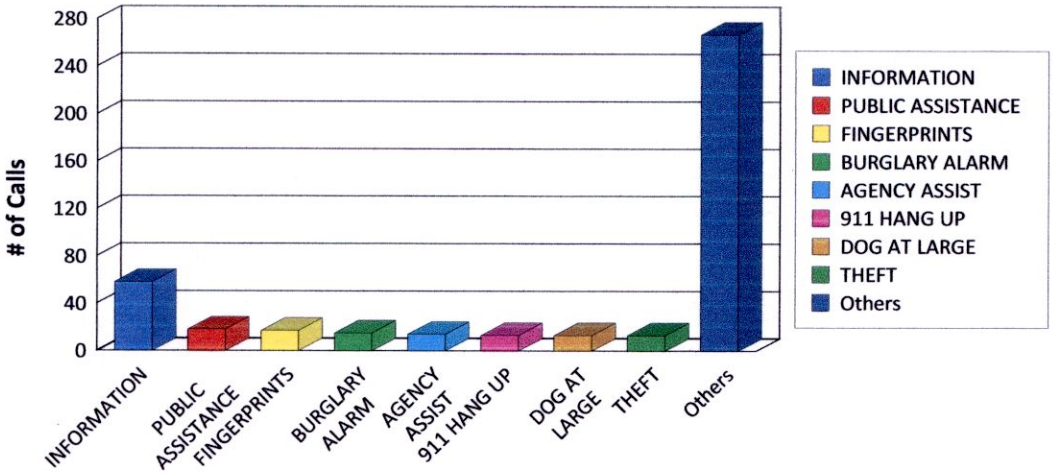
SUBJECT: December Report

Attached is the December recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.
The Benson Police Department continues to advertise for both Police Officer and Communication Specialist positions.

Calls Statistics by Type Summary

12/1/2013 - 12/31/2013
00:00:00 - 23:59:59

Agency - BPD



	12/2013	Total
30 DAY IMPOUND HEARING	1	1
911 HANG UP	13	13
ABANDONDED/DISABLED VEH	12	12
ACCIDENT W/OUT INJURY	8	8
ACCIDENT/NO INJURY PP	7	7
ACCIDENT/UNKNOWN INJ	1	1
AGENCY ASSIST	14	14
ASSAULT	6	6
ATTEMPT TO LOCATE	9	9
BRUSH FIRE	3	3
BUILDING SEARCH	2	2
BURGLARY	4	4
BURGLARY ALARM	15	15
CIVIL MATTER-REFERED	1	1
CIVIL MATTER-STAND BY	6	6
CODE WATCH PATROL	6	6
CRIMINAL DAMAGE	8	8
CUSTODIAL INTERFERENCE	3	3
DEBRIS	1	1

	12/2013	Total
DISCHARGE OF FIREARM	1	1
DISORDERLY CONDUCT	3	3
DISTURBANCE	7	7
DOG AT LARGE	13	13
DOG BITE/ANIMAL BITE	2	2
DOMESTIC VIOLENCE	10	10
DRIVING ON SUSPENDED LIC	2	2
DRUGS	6	6
DRUNK DRIVER	2	2
DRUNK SUBJECT	1	1
DUI/DRUGS	1	1
ENDANGERMENT	1	1
FIGHT	2	2
FINGERPRINTS	17	17
FIRE	1	1
FIREWORKS	1	1
FLIGHT	1	1
FOUND DRUG PARAPHERNALI	1	1
FOUND PROPERTY/ETC/RETUI	5	5
FRAUD	3	3
GAS ASSISTANCE	1	1
HARRASSMENT	5	5
HIT AND RUN/NO INJURY	1	1
INCORRIGIBLE JUVENILE	2	2
INDECENT EXPOSURE	1	1
INFORMATION	58	58
INSANE PERSON	1	1
LIQUOR LAW VIOLATION	1	1
LIVESTOCK	1	1
LOST PROPERTY	2	2
MEDIC ASSIST	7	7
MISSING JUVENILE	1	1
MOLESTATION	3	3
NOISE COMPLAINT	6	6

	12/2013	Total
OTHER ANIMAL CONTROL	11	11
PROWLER	2	2
PUBLIC ASSISTANCE	18	18
PUBLIC RELATIONS	3	3
RECKLESS DRIVER	8	8
RECOVERED STOLEN V	1	1
REPOSSESSION	2	2
RUNAWAY JUVENILE	1	1
SHOPLIFTING	2	2
SUBJECT W/GUN	2	2
SUICIDE THREAT	1	1
SUSPICIOUS ACTIVITY	12	12
SUSPICIOUS PERSON	5	5
SUSPICIOUS VEHICLE	3	3
THEFT	13	13
THREAT	7	7
TRAFFIC OFFENSE	5	5
TRESPASSING	5	5
UNWANTED SUBJECT	5	5
VEHICLE BLOCKING	3	3
VEHICLE RELEASE	5	5
VEHICLE THEFT	1	1
VERBAL DV	3	3
VICIOUS DOG	2	2
VIOLATION OF COURT ORDER	3	3
WARRANT	3	3
WELFARE CHECK	12	12
Total	428	428

Incidents - By Description

Report Date: 12/01/2013- 12/31/2013

Description	#Incidents	CASE STATUS #Active(A)	#Cleared(B/C)	#Cleared Juv(J)	#Unfounded(U)	#Other
ABANDONDED/DISABLED VEHIC	1	0	1	0	0	0
ACCIDENT W/OUT INJURY	6	0	6	0	0	0
ACCIDENT/NO INJURY PP	2	0	2	0	0	0
ACCIDENT/UNKNOWN INJ	1	0	1	0	0	0
AGG. ASSAULT	1	0	1	0	0	0
BURGLARY	4	0	4	0	0	0
CRIMINAL DAMAGE	4	0	4	0	0	0
DISORDERLY CONDUCT	2	0	2	0	0	0
DOG BITE/ANIMAL BITE	2	0	2	0	0	0
DOMESTIC VIOLENCE	2	0	2	0	0	0
DRIVING ON SUSPENDED LIC	1	0	1	0	0	0
DRUGS	5	0	5	0	0	0
DRUNK DRIVER	1	0	1	0	0	0
DUI/ALCOHOL	1	0	1	0	0	0
FLIGHT	1	0	1	0	0	0
FOUND DRUG PARAPHERNALIA	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	1	0	1	0	0	0
FRAUD	1	0	1	0	0	0
HIT AND RUN/NO INJURY	1	0	1	0	0	0
INFORMATION	4	0	4	0	0	0
LIQUOR LAW VIOLATION	1	0	1	0	0	0
MISCONDUCT INVOL. WEAPONS	1	0	1	0	0	0
MOLESTATION	1	0	1	0	0	0
SHOPLIFTING	2	0	2	0	0	0
THEFT	6	0	6	0	0	0
THREAT	1	0	1	0	0	0
THREATS	2	0	2	0	0	0
TRAFFIC OFFENSE	1	0	0	1	0	0
VEHICLE BLOCKING	1	0	1	0	0	0
VEHICLE THEFT	1	0	1	0	0	0
VIOLATION OF COURT ORDER	1	0	1	0	0	0
WARRANT	1	0	1	0	0	0
TOTAL	61	0	60	1	0	0

RANGE USED

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

Benson Animal Control

Monthly Report

Month in Report___ December 2013_____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	3	57
Dogs Picked up:	7	75
Dogs Adopted:	14	165
Dogs Euthanized / Owner Requested:	0	8
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	15
Dogs Returned to Owner:	4	34
Dog Complaints:	18	228
Dog Bites:	3	15
Dog Licenses Sold:	3	210
Cats Turned In:	1	33
Cats Trapped:	3	27
Cats Returned to Owner:	0	7
Cats Adopted:	5	66
Cats Euthanized / Owner Requested	0	2
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	3	30
Cat Bites:	0	1
Removals (Snake,Skunk, birds, etc):***	0	23
Calls Responded to:	18	267
Compliance Notices (Warnings):	0	34
Citations Issued:	0	13
P.D.Assist	0	0
Dogs at the shelter (time of Report):		**33**
Cats at the shelter (time of Report):		**0**

Removals:***

Donations:

1200 lbs misc. cat food and dog food, Livestock food and litter from Walmart

BENSON POLICE DEPARTMENT FISCAL YEAR JULY 01, 2013 THRU JUNE 2014 ACTIVITY REPORT

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
SERVICE CALLS	437	463	503	501	522	586							3012
SELF INITIATED	147	133	163	179	190	160							972
CITIZEN	7	9	8	10	17	22							73
PUBLIC RELATIONS	118	168	268	326	135	163							1178
PAPERS SERVED	8	7	9	4	6	3							37
FOLLOW UP	8	52	5	58	24	15							162
VERBAL WARNING	78	107	164	99	97	64							609
DRUG RLTD DR'S	7	8	6	5	8	6							40
ACCIDENT REPORTS	5	7	7	4	6	9							38
ALCOHOL INVL	1	0	0	0	1	0							2
SPEED CITE INVL	1	0	0	1	1	1							4
PEDESTRIAN INVL	0	0	1	0	0	0							1
BICYCLE INVL	0	0	0	0	0	0							0
FELONY OBSERVED	20	3	4	5	10	4							46
MISD. OBSERVED	25	26	30	31	26	25							163
DOMESTIC VIOL	7	4	4	3	7	3							28
ALCOHOL INVL	1	0	1	2	2	1							7
WEAPON INVL	0	0	0	0	0	0							0
CHILD PRESENT	2	1	1	0	1	1							6
DV ARREST(S)	3	2	0	2	2	1							10
FEMALE	1	0	0	0	0	1							2
MALE	2	2	0	2	2	0							8
DUAL	0	0	0	0	0	0							0
JUVENILE ARREST(S)	3	0	1	0	0	3							7
ALCOHOL INVL	0	0	0	0	0	1							1
DRUGS INVL	0	0	1	0	0	1							2
STATUS OFFENSE	3	0	0	0	0	0							3
OTHER	0	0	0	0	0	1							1
DUI	2	3	2	1	0	2							10
BACK UPS	33	96	43	80	60	68							380
AGENCY ASSIST	8	17	12	11	18	19							85
TRANSPORTS	4	16	6	8	7	13							54

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 10, 2014**

TO: **Honorable Mayor and Council**

FROM: **Luis Garcia Jr., CBO, CSBA Building Official/ Zoning Administrator**

SUBJECT: **Department Head Report December 2013**

Planning, Zoning, and Building Divisions:

- *Projects/ Events of Interest:*

The staffs of the Building Safety, Planning and Zoning Departments are eager to continue with the updates to the existing codes. Currently the Building Safety Department is enforcing the 2006 edition of the building codes which according to the Insurance Services Office (ISO) is obsolete. This condition will result in a higher ISO rating which will in turn raise insurance premiums for the residents and business owners of Benson. Staff is prepared to pursue the 2012 edition which would assist in lowering the ISO rating and keeping premiums as low as possible.

Staff is requesting direction to pursue an update to the building safety codes. The first step in the process is a review of the building codes with the Board of Appeals per the City Code.

- *Inspector Activity*

RESIDENTIAL INSPECTION STOPS 8

									Inspection Totals
New SFR"s									1
Remodels									5
Additions									0
Accessory Structures									2
Building	new sfr	1	remodel	1	add	0	acc.struc	2	4
Electrical	new sfr	1	remodel	0	add	0	acc.struc	0	1
Fuel Gas	new sfr	1	remodel	0	add	0	acc.struc	0	1
Mechanical	new sfr	1	remodel	0	add	0	acc.struc	0	1
Plumbing	new sfr	1	remodel	4	add	0	acc.struc	0	5
Reroofs									0
Pools									0
Demolition									0

COMMERCIAL INSPECTION STOPS 2

New Buildings		0							
Tenant Improvements		0							
Additions		0							
Accessory Structures		2							
Building	new bldg	0	ti	0	add	0	acc.struc	2	2
Electrical	new bldg	0	ti	0	add	0	acc.struc	0	0

Fuel Gas	new bldg	0	ti	0	add	0	acc.struc	0	0
Mechanical	new bldg	0	ti	0	add	0	acc.struc	0	0
Plumbing	new bldg	0	ti	0	add	0	acc.struc	0	0
Reroofs									0
Pools - Public / Semi-public									0
Demolition									0

MANUFACTURED / MODULAR HOME / FACTORY BUILT - BUILDING INSPECTION STOPS 0

NEW INSTALLATIONS

Building	0
Electrical	0
Fuel Gas	0
Mechanical	0
Plumbing	0
Accessory Structures	0

M.H/MODULAR/FACTORY BUILT BUILDING REMODEL & ADDITION INSPECTION STOPS 1

Remodel of	0
Addition to	1
Accessory Structures	0
Building	1
Electrical	1
Fuel Gas	0
Mechanical	1
Plumbing	1
Reroofs	0
Demolition	0

GAS RECONNECT INSPECTIONS----------		3
PRE-BUSINESS SAFETY INSPECTIONS----------		1
PRE-CONSTRUCTION MEETINGS----------		0
ZONING INSPECTIONS----------		1
STOP WORK ORDERS----------		0
FIRE SAFETY INSPECTIONS----------		34
VIOLATION INSPECTIONS----------		23
COURTESY INSPECTIONS----------	------	5
VIOLATION COMPLIANCES----------		4
TOTAL STOPS FOR MONTH		73

- *Permit Activity*

PERMIT REPORT FOR MONTH OF: **October-13**

RESIDENTIAL	**NUMBER OF PERMITS**	**VALUATION**
1 NEW HOMES:	0	$0.00
2 ADDN/REPAIRS:	2	$20,000.00
3 REROOFING:	1	$1,394.00

4 GARAGE/CARPORT:	1	$28,000.00	
5 ACCESSORY BLDG:	1	$3,000.00	
6 MISC; GAS, ELEC, SEWER:	9	$13,825.00	
6.5 MULTI FAMILY	0	$0.00	
		RESIDENTIAL TOTAL:	**$66,219.00**

COMMERCIAL

7 NEW BUILDING	0	$0.00	
8 ADDITION/REPAIRS:	0	$0.00	
9 REROOF:	0	$0.00	
10 MISC; GAS, ELEC, SEWER:	2	$142,000.00	
11 RV PARKS:	0	$0.00	
12 ZONING	0	$0.00	
13 PUBLIC WORKS	0	$0.00	
		COMMERCIAL TOTAL:	**$142,000.00**
		CONSTRUCTION TOTAL:	**$208,219.00**
PARK MODELS:	0		
MANUFACTURED HOMES:	0		
TOTAL PAYMENTS:		**MONTHLY TOTAL:**	**$208,219.00**

DEMOLITION:

RESIDENTIAL:	0	$0.00
COMMERCIAL:	0	$0.00

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 16, 2014**

TO: **MAYOR AND CITY COUNCIL**

FROM: **Ann P. Roberts, City Prosecutor**
CC: **Brad Hamilton, Interim City Manager**

SUBJECT: **Prosecutorial Statistics for December, 2014**

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:	00
Drug Related Trials:	00
Domestic Violence Trials:	00
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	00

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	00
General Crime Pretrial Conference Hearings:	02
Drug Related Pretrial Conference Hearings:	00
Domestic Violence Pretrial Conference Hearings:	00
D.U.I. Pretrial Conference Hearings:	04
Animal Control/Game and Fish Pretrial Conference Hearings:	00
Total Pretrials	06

HEARINGS:

Restitution and Sentencing Hearings:	00
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	03
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	23

PROSECUTORIAL TIME SPENT IN COURT	**7.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**32.50 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.

The Judge was on vacation during the month of December, so we only had court scheduled for one day in Benson. Other Rule 11 Hearings were in Bisbee.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: January 16, 2014

TO: Brad Hamilton, Interim City Manager/PW Director

FROM: Megan Moreno, Finance Director

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for December, 2013

Current Department Projects:

- Our annual audit is wrapping up. Our financial statements will be issued at the end of January and most likely will be brought before Council in February.
- Finance is happy to welcome Kay back to work after being out for a few months with an injury.
- Year End Payroll and Accounts Payable procedures are coming along smoothly. We should have all tax documents out before the end of January.

Upcoming:

- The Finance Department was selected to participate in an external internship program with the University of Arizona Eller College. We will be hosting a Business Management student for a day in the first week of January.

Finance Department Statistics for December, 2013

Utility payments processed	2,452
Other payments processed	262
Payroll checks issued	214
Accounts Payable checks issued	211
New Business License Applications taken	3
Customers enrolled on Xpress Bill Pay	304
Customers signed up for Online Statements	131

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 16, 2014**

TO: **Brad Hamilton, Interim City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – December 13, 2013 through January 16, 2014**

Summer Programs:

- We near completion of the 2014 Summer Program.

Pool:

- We are near completion of the 2014 Aquatics Schedule.

Lions Park:

- There is a Softball Tournament on January 25, 2014.

Community Center:

- The Mobile Medical Clinic is at the Community Center every third Wednesday of the month. They provide Women's Wellness Health Checks for underinsured/uninsured. These checks are free to all women who qualify.
- We are working with the Chiricahua Community Health Center to provide them with a place so that their mobile unit can increase service in Benson. This fully self-contained unit will provide weekly family practice services to those who qualify.
- The Center remains full with reservations.

Completed Tasks:

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.
- Preformed regular pool maintenance.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Notified the Police Department of Park Reservations and Events.
- Completed our Walmart receipt log for December.
- We have completed revisions to the Aquatics Manual. Once the revisions are approved by the Interim City Manager we will make final changes and prepare them for the 2014 Aquatic Season.

- We have successfully entered all of our receipts from July 1, 2013 in our spreadsheet. This spreadsheet is used for inventory control, purchasing and budgeting.
- We have updated the MSDS Sheets for the pool. We maintain two MSDS books for the Pool; one is kept at the Pool and the other in the Recreation Department's Office.
- We completed our 2013 Swim Season Aquatics Report.
- We completed two Blue Sheets for the January 27, 2014 Council Meeting.

Status of Ongoing Projects:

- We continue to work on our Presentation on the Economic Impact of Parks and Recreation.
- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Field we have been working on the feasibility of a Ball field Project; to include working with member of the community for possible funding, looking for available grants, cost analysis and communicating with the appropriate City Departments.
- We are working with local High School Students to create and implement a Skin Cancer Prevention and Awareness Program. Once this program is implemented for a year we will be able to apply for a grant to purchase a shade structure for the Union Street Playground Equipment.
- We are working toward going live with the new City website.
- We are looking at the feasibility of hosting a Cycling Event in Benson.
- We need to complete reports for the 4th of July.
- We need to apply for the skate park grant.
- We need to complete our Emergency Response Certification Classes.
- We need to complete our Emergency Action Plans.
- We need to revise our Refund Policy to include Community Center and Pool Rentals.
- We need to complete our SOP's.
- We are working on our budget for the 2014/15 Fiscal Year.
- We are working on our goals and accomplishments for the 2013/14 Fiscal Year.
- We are updating our MSDS Sheets for the Community Center.
- We are working on our Records Destruction.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 7, 2014**
To: **Brad Hamilton, Interim City Manager**

FROM: **Peggy Scott, Library Director**

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

On December 18th Kelli Jeter participated in a Sirsi bibliography reports webinar. The webinar showed the scope of available reporting through Sirsi WorkFlows. Some reports would have to be set up by Cochise County Library District who provides our software program.

Andrew Parkin has completed his latest round of computer classes for the public. The classes ran from August 22nd to December 12th and ranged from basic computer skills and into Microsoft Office Suite. These classes were very well received and patrons are inquiring about future classes at the library.

Director Scott met with the sales representative from Recorded Books and discussed options for obtaining audiobooks during this fiscal year and limited spending capabilities. Hopefully we can continue to supply the patrons with new audiobooks this year.

Staff would like to thank the City Council for the extra days off during the holiday season.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
December-13

	Dec-13	Dec-12	YTD-2013	YTD-2012	
Total Circulation	5,825	5,081	38,779	33,123	monthly circulation of material
Patrons	4,602	4,673	32,770	34,796	patrons entering the library
New Registration	53	59	420	440	new patron cards
Total Registration	7,075	6,478	7,075	6,478	total # of patrons in database
Programs	8	2	40	15	#of programs provided by library
Pr. Attend	98	29	365	329	total attendance for programs
Ref. Questions	398	723	4,011	4,932	ref questions answered by staff
Volunteers	0	0	3	0	new volunteers this month
Volunteer hours	16.75	83.75	272.75	474	total of monthly volunteer hours
Book Count					
Titles added	119	145	1,131	1,146	new titles added to database
Titles deleted	620	171	2,083	1,561	titles removed from collection
Collection Total	36,169	37,666	36,169	37,666	total material in database
Overdues:					
Titles overdue	587	513	3,255	3,180	number of overdue items
Contacts	98	159	804	885	number of patrons contacted
Titles returned	360	365	2,517	2,175	# of overdue items returned
Internet Users	1,127	1,357			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 01/23/14

TO: Brad Hamilton, Interim City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: December 2013 Department Head Report

Operations

During the month of December, 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 12. 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 3 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	2
Vehicle Fire	1
Brush Fire	1
EMS	40
Rescue	0
Haz-Mat	1
Service Calls	0
Good Intent Calls	28
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department assisted with two (2) Mutual calls.

Meetings and Trainings

Business/Training meeting was held December 11, 2013.

Vehicle Maintenance

Engine 711 Pump tested.

All ground ladders and aerial were inspected, tested and passed.

Fire Prevention

Conducted fire inspections at various Businesses

Additional Items

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

2013 Statistics:

Alarm Response 877 Calls

Type of Alarm:	Number	Percentage of Annual Calls
Structure	14	1.6%
Vehicle Fire	11	1.3%
Brush Fire	18	2.1%
EMS	471	54.4%
Rescue	9	1.0%
Haz-Mat	23	2.6%
Service Calls	2	0.2%
Good Intent	323	37.3%
False Alarm	3	0.3%
Miscellaneous	3	0.3%

Mutual Aid

Total	Received	Given
17	03	14

Yearly Response Time Average

Paged to Enroute	04 Minutes
Enroute to on Scene	03 Minutes
Paged to on Scene	07 Minutes
Time on Scene	1 hour, 10 Minutes

The Membership at the end of December is 27

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 11, 2014**

TO: **Brad Hamilton, Interim City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for December 2013**

• Our Visitor count for December 2013 was 608 as compared to 636 in November of 2012, down 28 from last year.

• The Benson Visitor Center mural project is finally completed and we will be putting together a walking tour brochure for the people that want to read the story behind each of the murals.

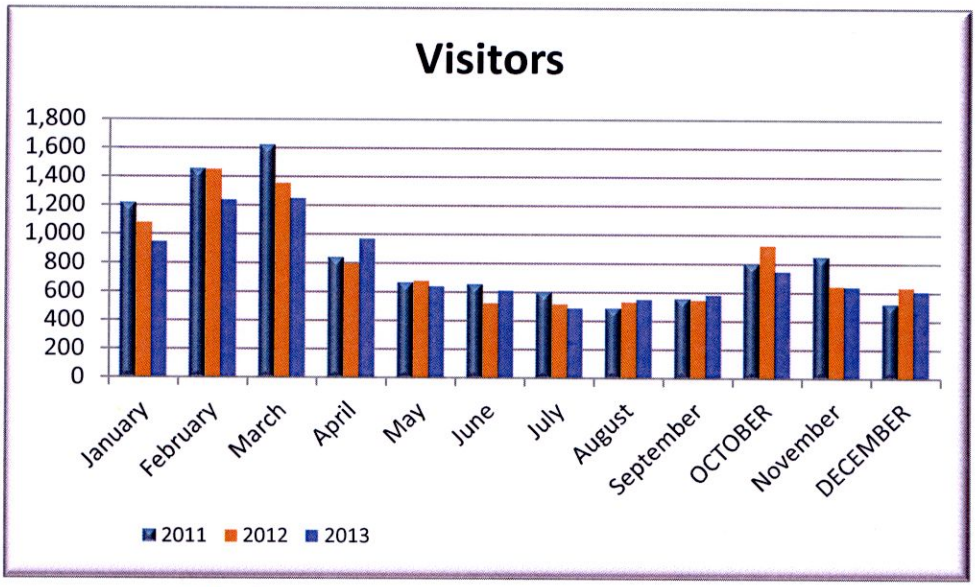
• We are finishing the Benson OVG/map updates and should be ready to go to print in next week. We added the San Pedro Golf Course in the center panel. This will help promote the Golf Course at no extra cost.

• We Now that we have the Benson map updated, we will start constructing three frames to hold maps 32" high by 48" wide. They will be constructed in 2"x4" welded steel and powder coated when finished.

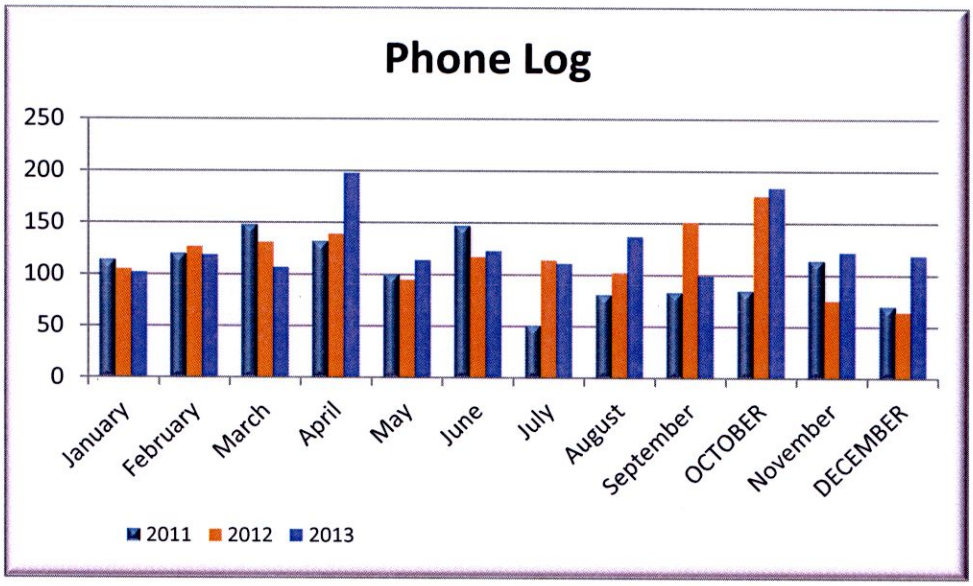
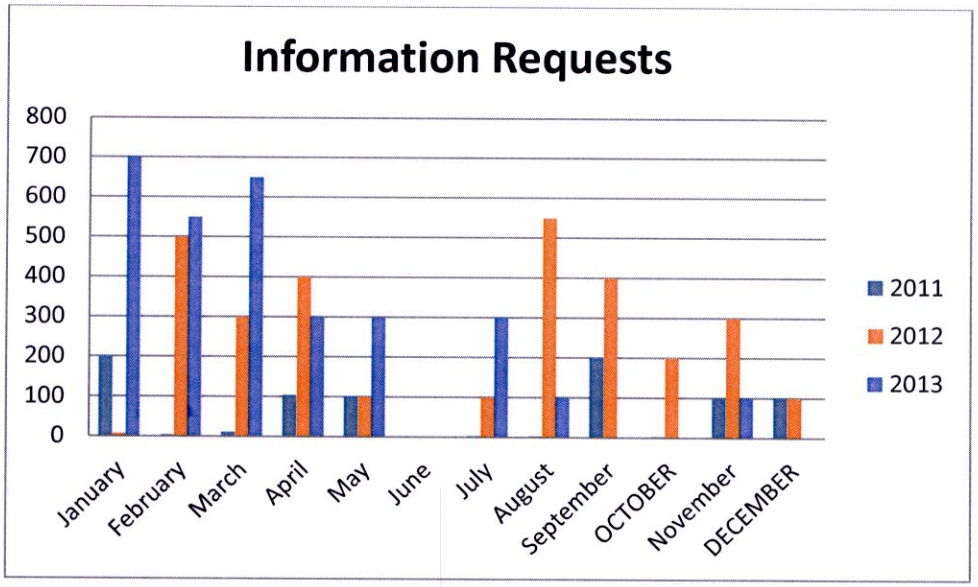
• Our Cochise County Tourism Council will be printing the new county maps this month. We will be producing the Land of legends around May of 2014.

• Below are our Visitor Counts for November of 2013

Visitor Center Headcount Comparisons December, 2013



Visitor Center Phone calls Comparisons by Graph December, 2013



Visitor Center Information Requests Comparisons by Graph December, 2013