CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 16, 2014**

TO: **Bill Stephens, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – March 14, 2014 through April 16, 2014**

Summer Programs:

- This year's Summer Program is complete and available online.
- Laura Parkin attended a Rotary Club Meeting on Wednesday, April 2, to promote the Summer Program and Aquatics Schedule.
- Brittney Batten has made a display to be placed at National Bank to promote our upcoming programs and events.

Pool:

- This year's Aquatics Schedule is complete and available online.
- We are preforming annual maintenance at the pool for the upcoming season.
- Al Caruthers is draining the pool. Once the pool is drained he will replace the Main Drain Covers as required by the Virginia Graeme Baker Act.

Lions Park:

- We are struggling to accommodate the high demand for the ball fields. We have seen an increase in Ramada Rentals.

Community Center:

- The Center remains full with reservations.
- Al Caruthers and Laura Parkin assisted Darrell Foster with stripping and waxing the Community Center floor.
- The stage is complete and in the Community Center.

Completed Tasks:

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.
- Attended a CCTC Meeting with Bob.
- 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.

- We have completed changes to all of our forms based on the recommendations of the City Attorney.
- Brittney Batten received her CPR/First Aid Certifications this month.
- We have completed our budget for the 2014/15 Fiscal Year.
- We have completed our goals and accomplishments for the 2013/14 Fiscal Year.
- We have processed seven Special Event Permit Applications this month.
- We have updated the 4th of July Sponsorship Packet, Adopt-a-Firework Donation Form, Vendor and Parade Applications – all available online.

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 looking for a cost effective way to update the Lions Park Master Plan so that we can apply for the Field of Dreams Grant. The Grant cycle is July 1, each year.
- We are working toward completion of our updates to our SOPs.
- We are working on our Emergency Action Plans.
- 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 revise our Refund Policy to include Community Center and Pool Rentals.
- We are working on our Records Destruction.
- We are working with the 4th of July Committee on this year's celebration.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 4/16/14

TO: William Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: March 2014 Department Head Report

Operations

During the month of March, Benson Fire Department responded to 86 calls. The average number of Firefighters responding to the calls for the month was 4. The lowest number was 1 and the highest number was 10. The average response time from page to on scene was 2 minutes. The average time from page to en route was 1 minute and the average time from en route to on scene was 1 minute. The break down of calls is listed below.

Type	Number
Structure Fire	0
Vehicle Fire	1
Brush Fire	3
EMS	59
Rescue	1
Haz-Mat	3
Service Calls	0
Good Intent Calls	19
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department assisted with three (3) Mutual Aide calls.

Meetings and Trainings

Business/Training meetings were held on March 12th and March 19th

Vehicle Maintenance

Brush 71	Waiting for its return, on the tank build
Command 71	Had battery change

Fire Prevention

Conducted fire inspections at various Businesses

Miscellaneous

Renewed the Cooperative Rate Agreement with State Forestry.

Attended the CCEMS/CCFA in Palominas

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 7, 2014

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor
CC: Bill Stephens, City Manager

SUBJECT: Prosecutorial Statistics for March, 2014

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	03
General Crime Trials:	02
Drug Related Trials:	03
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	02
Total Trials	11

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	29
General Crime Pretrial Conference Hearings:	21
Drug Related Pretrial Conference Hearings:	09
Domestic Violence Pretrial Conference Hearings:	06
D.U.I. Pretrial Conference Hearings:	06
Animal Control/Game and Fish Pretrial Conference Hearings:	04
Total Pretrials	75

HEARINGS:

Restitution and Sentencing Hearings:	01
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	01
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	02
Total Case Matters Closed this Month	37
PROSECUTORIAL TIME SPENT IN COURT	**18.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**45.00 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.

MARCH WAS A LIGHT MONTH DUE TO SPRING BREAK VACATION

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 04/16/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

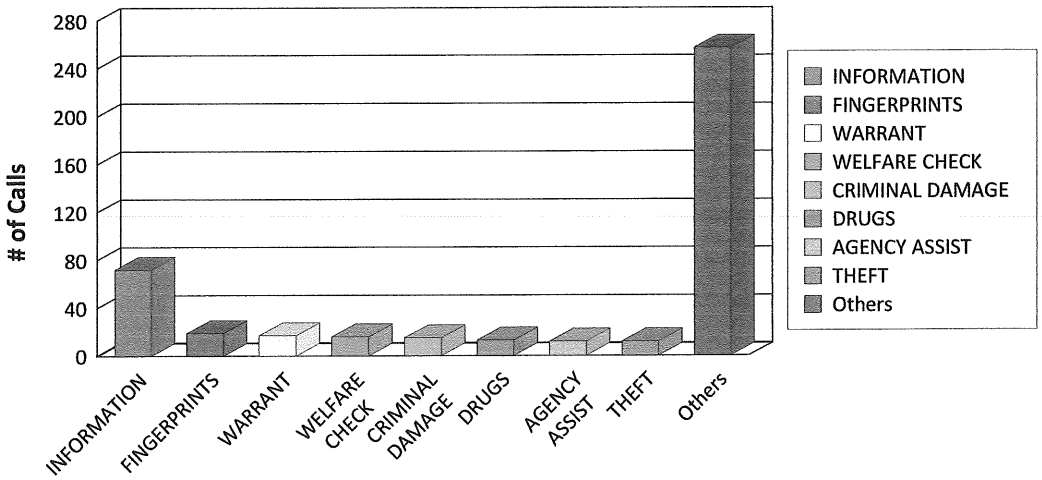
SUBJECT: March Report

Attached is the March recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.
The Benson Police Department continues to advertise for Police Officer position.

Calls Statistics by Type Summary

3/1/2014 - 3/31/2014
00:00:00 - 23:59:52

Agency - BPD



	3/2014	Total
30 DAY IMPOUND HEARING	5	5
911 HANG UP	6	6
911 MIS-USE	2	2
ABANDONDED/DISABLED VEH	5	5
ACCIDENT W/OUT INJURY	4	4
ACCIDENT/NO INJURY PP	2	2
AGENCY ASSIST	12	12
ASSAULT	1	1
ASSAULT W/DEADLY WEAP	1	1
ATTEMPT TO LOCATE	7	7
ATTEMPTED SUICIDE	1	1
BARKING DOGS	1	1
BRUSH FIRE	1	1
BUILDING SEARCH	2	2
BURGLARY	1	1
BURGLARY ALARM	11	11
CIVIL MATTER-REFERED	4	4
CIVIL MATTER-STAND BY	6	6
CODE WATCH PATROL	7	7

	3/2014	Total
CRIMINAL DAMAGE	15	15
CUSTODIAL INTERFERENCE	2	2
DISORDERLY CONDUCT	7	7
DISTURBANCE	11	11
DOG AT LARGE	6	6
DOG BITE/ANIMAL BITE	2	2
DOMESTIC VIOLENCE	6	6
DRIVING ON SUSPENDED LIC	4	4
DRUGS	13	13
DRUNK DRIVER	5	5
DRUNK SUBJECT	2	2
DUI/DRUGS	1	1
EMS ASSIGNMENT	1	1
ESCORT/PARADE	1	1
FINGERPRINTS	19	19
FINGERPRINTS COURT ORDER	3	3
FIRE	1	1
FOUND PROPERTY/ETC/RETUI	6	6
FRAUD	2	2
HARRASSMENT	6	6
HIT AND RUN UNK/INJ	1	1
HIT AND RUN/NO INJURY	1	1
INCORRIGIBLE JUVENILE	2	2
INDECENT EXPOSURE	1	1
INFORMATION	72	72
INSANE PERSON	1	1
JUVENILES/CURFEW	1	1
LIVESTOCK	1	1
LOST PROPERTY	4	4
MEDIC ASSIST	7	7
MISSING JUVENILE	1	1
MISSING PERSON	1	1
NOISE COMPLAINT	7	7
OTHER	1	1

	3/2014	Total
OTHER ANIMAL CONTROL	9	9
PASS COUNTERFEIT BILLS	1	1
PROWLER	1	1
PUBLIC ASSISTANCE	8	8
PUBLIC RELATIONS	6	6
RECKLESS DRIVER	6	6
REPOSSESSION	2	2
RUNAWAY JUVENILE	1	1
SHOPLIFTING	1	1
STORM DAMAGE	1	1
SUBJECT W/GUN	1	1
SUSPICIOUS ACTIVITY	11	11
SUSPICIOUS PERSON	8	8
SUSPICIOUS VEHICLE	3	3
THEFT	12	12
THREAT	6	6
TRAFFIC OFFENSE	2	2
TRESPASSING	6	6
UDA	2	2
UNDERAGE CONSUMPTION	1	1
UNWANTED SUBJECT	7	7
UTILITIES CALLOUT	2	2
VEHICLE BLOCKING	1	1
VEHICLE RELEASE	4	4
VERBAL DV	2	2
VIOLATION OF COURT ORDER	3	3
WARRANT	17	17
WELFARE CHECK	16	16
Total	433	433

Incidents - By Description

Report Date: 03/01/2014- 03/31/2014

		CASE STATUS				
Description	*#Incidents*	*#Active(A)*	*#Cleared(B/C)*	*#Cleared Juv(J)*	*#Unfounded(U)*	*#Other*
ACCIDENT W/OUT INJURY	2	0	2	0	0	0
AGENCY ASSIST	1	0	1	0	0	0
ASSAULT	1	0	1	0	0	0
ATTEMPTED MURDER	1	0	1	0	0	0
ATTEMPTED SUICIDE	1	0	1	0	0	0
CRIMINAL DAMAGE	11	0	11	0	0	0
CRIMINAL DAMAGE/DV	1	0	1	0	0	0
DISORDERLY CONDUCT	2	0	1	1	0	0
DOG BITE/ANIMAL BITE	1	0	1	0	0	0
DOMESTIC VIOLENCE	3	0	3	0	0	0
DRIVING ON SUSPENDED LIC	4	0	4	0	0	0
DRUGS	11	0	11	0	0	0
DRUGS/SALE	1	0	1	0	0	0
DRUNK DRIVER	2	0	2	0	0	0
DRUNK SUBJECT	1	0	1	0	0	0
DUI/ALCOHOL	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	3	1	2	0	0	0
MISSING JUVENILE	1	0	1	0	0	0
PASS COUNTERFEIT BILLS	1	0	1	0	0	0
RECKLESS DRIVER	1	0	1	0	0	0
RUNAWAY JUVENILE	1	0	0	1	0	0
SHOPLIFTING	1	0	1	0	0	0
THEFT	6	0	6	0	0	0
THREAT	2	0	2	0	0	0
TRAFFIC OFFENSE	1	0	1	0	0	0
TRESPASSING	2	0	2	0	0	0
UNDERAGE CONSUMPTION	1	0	0	1	0	0
VERBAL/ DOMESTIC VIOLENCE	1	0	1	0	0	0
WARRANT	5	0	5	0	0	0
TOTAL	73	1	69	3	0	0

RANGE USED

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

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	561	502	524				4599
SELF INITIATED	147	133	163	179	190	160	186	333	318				1809
CITIZEN	7	9	8	10	17	22	79	28	10				190
PUBLIC RELATIONS	118	168	268	326	135	163	194	153	256				1781
PAPERS SERVED	8	7	9	4	6	3	5	7	8				57
FOLLOW UP	8	52	5	58	24	15	26	15	39				242
VERBAL WARNING	78	107	164	99	97	64	56	135	159				959
DRUG RLTD DR'S	7	8	6	5	8	6	10	7	12				69
ACCIDENT REPORTS	5	7	7	4	6	9	10	9	2				59
ALCOHOL INVL	1	0	0	0	1	0	0	0	0				2
SPEED CITE INVL	1	0	0	1	1	1	3	5	1				13
PEDESTRIAN INVL	0	0	1	0	0	0	0	0	0				1
BICYCLE INVL	0	0	0	0	0	0	0	0	0				0
FELONY OBSERVED	20	3	4	5	10	4	2	8	10				66
MISD. OBSERVED	25	26	30	31	26	25	20	32	34				249
DOMESTIC VIOL	7	4	4	3	7	3	6	5	7				46
ALCOHOL INVL	1	0	1	2	2	1	3	1	3				14
WEAPON INVL	0	0	0	0	0	0	0	0	0				0
CHILD PRESENT	2	1	1	0	1	1	0	0	2				8
DV ARREST(S)	3	2	0	2	2	1	4	1	2				17
FEMALE	1	0	0	0	0	1	2	1	1				6
MALE	2	2	0	2	2	0	2	1	1				12
DUAL	0	0	0	0	0	0	0	1	1				2
JUVENILE ARREST(S)	3	0	1	0	0	3	2	1	1				11
ALCOHOL INVL	0	0	0	0	0	1	1	1	1				4
DRUGS INVL	0	0	1	0	0	1	1	0	0				3
STATUS OFFENSE	3	0	0	0	0	0	0	0	1				4
OTHER	0	0	0	0	0	1	0	0	0				1
DUI	2	3	2	1	0	2	0	3	3				16
BACK UPS	33	96	43	80	60	68	82	79	75				616
AGENCY ASSIST	8	17	12	11	18	19	15	14	29				143
TRANSPORTS	4	16	6	8	7	13	18	14	18				104

Benson Animal Control

Monthly Report

Month in Report___ March 2014_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	2	12
Dogs Picked up:	9	26
Dogs Adopted:	10	41
Dogs Euthanized / Owner Requested:	0	2
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	1	6
Dogs Returned to Owner:	6	12
Dog Complaints:	10	61
Dog Bites:	1	4
Dog Licenses Sold:	74	219
Cats Turned In:	4	16
Cats Trapped:		
Cats Returned to Owner:	1	4
Cats Adopted:	3	23
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	1	3
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***		0
Calls Responded to:	10	64
Compliance Notices (Warnings):	0	2
Citations Issued:	0	0
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**24**	**44**
Cats at the shelter (time of Report):	**9**	**19**

Removals:***

Donations:

550 lbs misc. cat food and dog food, Livestock food and litter

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 4, 2014**
To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for March 2014**

Andrew Parkin is continuing the computer classes this month. They are very well received and patrons are asking about future classes. Andrew continues to update all of the library computers.

Safety walk on March 6th showed the library in full compliance.

Library Director was the guest speaker on March 12th at Rotary Club.

Kelli Jeter completed a course by InfoPeople called "*eReaders: Practical help for patrons and staff*". Kelli also participated in a webinar "*Measurements that matter; analyzing patron behavior*" presented by InfoPeople. She also viewed a webinar "*E-books; present and future*" presenting by American Libraries Live.

Megan Oros launched the Benson Seed Library on Wednesday March 26th. She connected with Pima Tucson Library Seed Library for guidance and advice. The seeds and other materials acquired were donated for this project. To promote this program we have advertised on Facebook and sent notices to other libraries in the area. Bob Nilson has offered to place this on the marquis at the Visitors Center.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
March-14

	Mar-14	Mar-13	YTD-2014	YTD-2013	
Total Circulation	7,342	6,504	58,642	53,201	monthly circulation of material
Patrons	5,806	6,094	50,098	52,132	patrons entering the library
New Registration	134	66	717	672	new patron cards
Total Registration	7,258	6,633	7,258	6,633	total # of patrons in database
Programs	11	7	89	42	#of programs provided by library
Pr. Attend	131	164	1,049	844	total attendance for programs
Ref. Questions	712	733	6,041	7,404	ref questions answered by staff
Volunteers	0	0	3	0	new volunteers this month
Volunteer hours	15.75	114.5	332.5	738	total of monthly volunteer hours
Book Count					
Titles added	193	110	1,611	1,552	new titles added to database
Titles deleted	510	179	3,528	1,619	titles removed from collection
Collection Total	35,204	37,436	35,204	37,436	total material in database
Overdues:					
Titles overdue	548	413	4,592	4,648	number of overdue items
Contacts	156	113	1,156	1,231	number of patrons contacted
Titles returned	349	396	3,569	3,346	# of overdue items returned
Internet Users	1,450	1,474			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 17, 2014

TO: William Stephens, City Manager

FROM: Vicki Vivian, CMC, City Clerk

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. However, with the recent vacancy of the Deputy Clerk position, forward progress will cease. The focus will be the Council action taken at current Council meetings until the position is filled.

At the August 12, 2013 worksession, the "Council Policies and Procedures," and Chapter 2 of the Benson City Code were presented to Council for direction to Staff. Council decided to hold worksessions as needed to address possible code changes, as well as changes to the Council Policies and Procedures document. The City Clerk will integrate comments from Council to these documents and consult with the City Attorney as needed for legal compliance and the finished "draft" of these products will be presented to Council for action at Council meetings in the near future. So far, worksessions have been held on September 23, 2013, October 14, 2013, November 25, 2013, January 13, 2014 and March 24, 2014. At the March 24 worksession, Council revisited areas they had wished to review with new legal counsel in place (Mr. Cohen). Council directed Mr. Cohen to draft language on those issues and bring it back to Council for their consideration. The Clerk and the City Attorney will then present a final draft for Council's consideration. Additional worksessions will be scheduled, as time and schedules permit, to review Chapter 2 of the Benson City code also.

As you are aware, I have called a recall election to be held on May 20, 2014 for the recall of Councilmember Cook. Candidate packets for those who wanted to run against Councilmember Cook were required to be submitted to the Clerk's office not later than March 21, 2014 at 5:00 p.m. Carol Campbell submitted documents to run and will be running in the recall election along with Councilmember Cook. Election preparations are comprised of numerous duties and include a training class with the Election Board before the election, 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.

The upcoming regular City elections will be held this year with the Primary election held on August 26, 2014 and the General election held on November 4, 2014. The elections will be held to elect the Mayor and 4 Councilmembers. The Mayoral seat is open for

candidates wishing to run for Mayor, which is a 2-year term. Three Council seats are open for candidates wishing to serve a 4-year term on Council and one Council seat is open for candidates wishing to serve a 2-year term on Council. Candidate packets are now available in the City Clerk's office and the documents to run for office must be submitted to the Clerk's office no later than May 28, 2014 at 5:00 p.m. For City residents wishing to participate in the election process, they must be registered to vote. The deadline for voter registration for the recall election is April 21, 2014. The deadline for voter registration for the 2014 Primary Election is July 28, 2014 and for the 2014 General Election is October 6, 2014. The General Election, if held, will be held to fill any Council positions that may not be seated at the Primary Election.

The City Clerk and the City Manager held a "Potential City Council Candidate Forum" on April 10, 2014 at 6:00 p.m. at City Hall for anyone interested in running for municipal office. There were several members of the public attending and the forum lasted approximately 2 hours going over City-provided services and the election process.

The Clerk's office also continues to work closely with the Interim City Manager and other departments concerning public records requests, documentation for research purposes and the drafting of documentation for upcoming items requiring Council action.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 17, 2014

TO: William Stevens, City Manager

FROM: Bob Nilson, Tourism Supervisor

SUBJECT: Tourism Report for March 2014

• Our Visitor count for March 2014 was 1,616 as compared to 1,249 in March of 2013, up 367 from last year. This is the largest increase since 2011.

• The Benson OVG/maps are in and are being distributed to all the RV Parks, Motels and Restaurants in Benson.

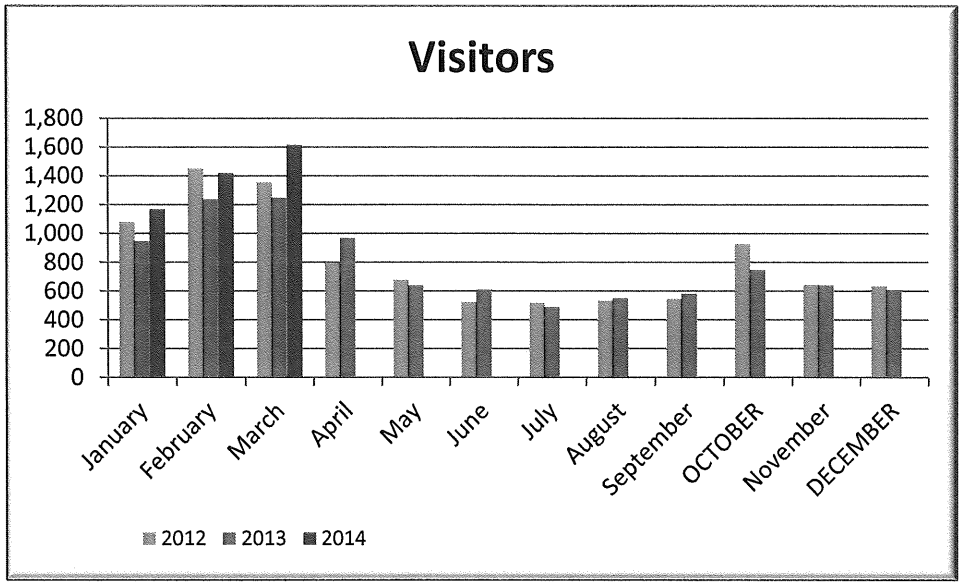
• We have started fabricating our new map sign frames. I believe it should take about a month to complete.

• Our Cochise County Tourism Council will be printing the new maps in the next couple weeks. It is the first update in four years.

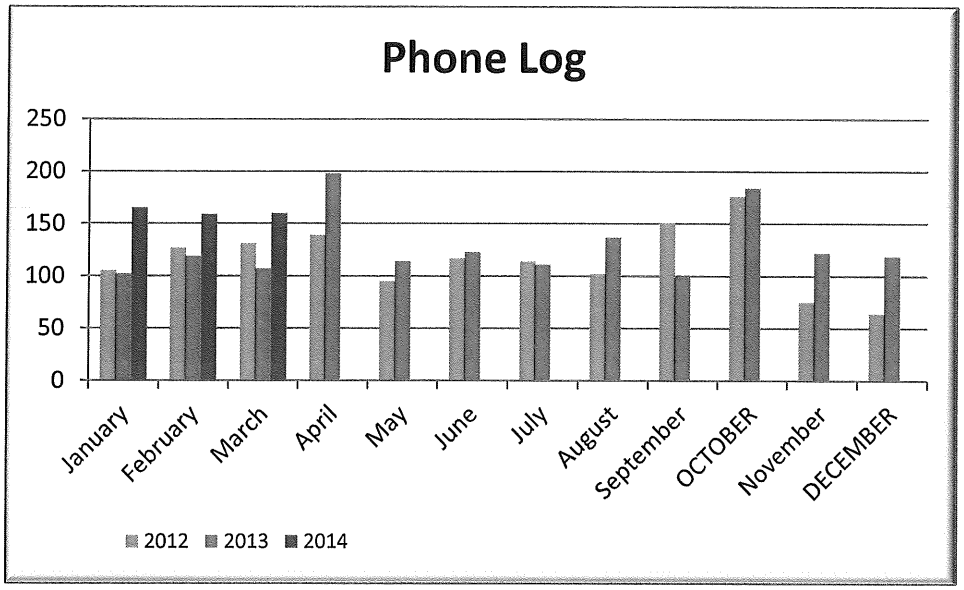
• We assisted Parks and Recreation on the relay for life.

• Below are our Visitor Counts for February of 2014

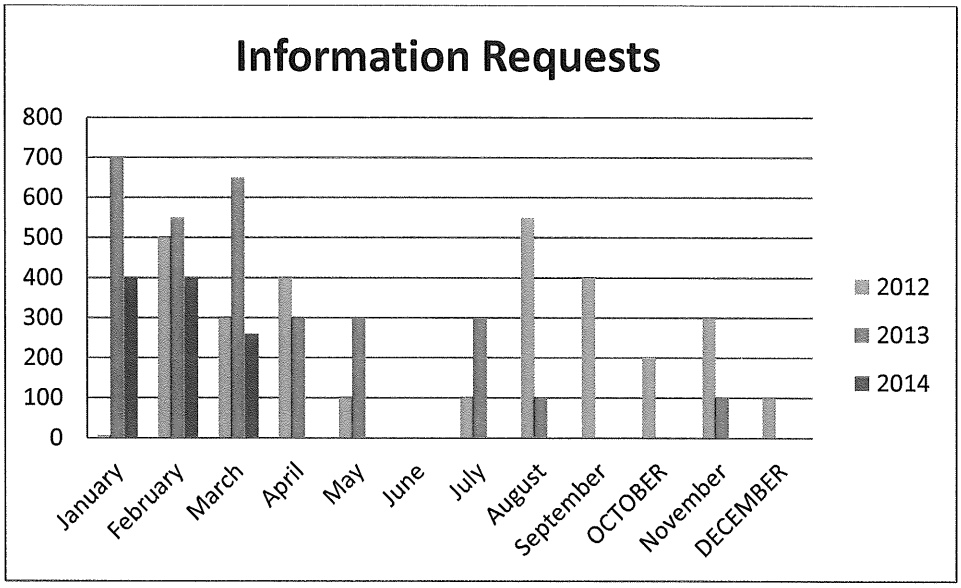
Visitor Center Headcount Comparisons March, 2014



Visitor Center Phone calls Comparisons by Graph March, 2014



Visitor Center Information Requests Comparisons by Graph March, 2014



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 17, 2014

TO: William Stephens, City Manager

FROM: Megan Moreno, Finance Director

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for March, 2014

Current Department Projects:

- Finance is working on preparing the annual budget. The Recommended Budget will be given to council April 28th.
- National Bank Corporate Card Program- This is a promising program for the City. It will increase the internal controls over our credit cards and allow us the ability to earn a rebate from our purchases. This has been put on hold until we can determine procurement requirements.
- First Draft SOP's for Procurement have been drafted.
- Finance has taken over the financial portion of Transit. We will now be responsible for preparing and submitting reimbursement requests and will be assisting in the grant application process. We submitted the ADOT 5311 and SEAGO AAA grant applications this past week.

Upcoming:

- Health Insurance Renewals- We are anticipating a significant increase in our premiums based on the Affordable Care Act. More information will be relayed as it becomes available.
- Worker's Compensation Insurance- We have seen an increase in our Emod factor from AMRRP. This translates into higher insurance premiums for the coming year. Finance is researching if any better rates are available.
- State Shared Revenue Estimates- The League of Cities and Towns produces a revenue estimation each year to help us budget for the coming year. We are expected to see increases for State Shared Revenues, State Sales Tax, HURF revenues, and Vehicle License Tax.

Finance Department Statistics for March, 2014

Utility payments processed	3,016
Other payments processed	367
Payroll checks issued	217
Accounts Payable checks issued	230
New Business License Applications taken	3
Customers enrolled on Xpress Bill Pay	391
Customers signed up for Online Statements	158

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 17, 2014**

TO: **Mayor & Council**

FROM: **Bradley J. Hamilton, P.E., Director of Public Works**

SUBJECT: **March 2014 Department Head Report for Public Works**

Gas Department is preparing for the annual Arizona Corporation Commission Audit by performing an internal audit prior to the April 21-25 audit. Inspectors from the ACC will review the gas operations procedures as written in the Operations & Maintenance Manuel, all forms documenting all work performed on the gas system, drug & alcohol plans, operator qualification plan and distribution integrity management plan. Inspector will then check the system in the field checking the regulator stations, meter sets, river & wash crossings, equipment used in the field along with the storage of supplies for the gas system. Although these are State inspectors they review the compliance with the US Department of Transportation Pipeline & Hazardous Material Safety Administration.

1. Gas Department.

- (For the Week Ending Wednesday, March 12, 2014) (U.S. Energy Information Administration)
- With temperatures rising in most of the United States, natural gas spot prices declined during the report week (Wednesday, March 5, through Wednesday, March 12) at most locations. The Henry Hub spot price averaged $4.66 per million British thermal units (MMBtu) yesterday, a $1.75/MMBtu decrease for the report week.
- At the New York Mercantile Exchange (Nymex), the April 2014 contract decreased to $4.490/MMBtu, a 3.3 cent/MMBtu decrease for the report week. The contract had increased to $4.605/MMBtu through trading on Tuesday, March 11, but its price dropped yesterday by 11.5 cents/MMBtu.
- Working natural gas in storage fell to 1,001 Bcf as of Friday, March 7, according to the U.S. Energy Information Administration (EIA) Weekly Natural Gas Storage Report (WNGSR). A net storage withdrawal of 195 Bcf for the week resulted in storage levels 48.9% below year-ago levels and 46.2% below the 5-year average.
- The natural gas rotary rig count totaled 345 as of March 7. This represents an increase of 10 rigs from the previous week, but still down 62 rigs from the same time last year, according to data from Baker Hughes Inc. Oil rigs rose for the fourth week in a row, by 13 units to 1,443, which is 102 greater than last year at this time. The total rig count was 1,792, up 23 from last week and 40 from a year ago.
- The weekly average natural gas plant liquids composite price decreased for the fifth week in a row this week (covering March 3 through March 7), by 4.7%, and is now at $10.15/MMBtu. This is more than $2.50/MMBtu less than at the end of January, when the composite price was $12.69/MMBtu. The price of ethane decreased by 9.3%, while the price of propane decreased for the fourth week in a row, by 6.3%. Butane, isobutene, and natural gasoline prices also continued to slide, declining by 2.0%, 3.7%, and 0.2%, respectively.
- 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 preparing for spring events.

6. Airport:

- The runway 10-28 has been crack seal.
- Northrop Grumman has been permitted by the FAA and has successfully operated two unmanned aerial vehicle (UAV) from the Airport.
- Staff is working with Armstrong Consultants, Inc. on the next Airport Capital Improvement Project (ACIP) for FY-14. We are work to bid in June.
- Staff is work on development of an RFQ for UAV management services.

City of Benson
Public Works Department

2014 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New Service	0	0	0										0
Meter Inspections	0	0	0										0
Remove/Repair equipment	2	3	1										6
Monthly Operation/Maintain	6	6	5										17
Gas Odor/Leak survey	5	6	2										13
Install Protection Poles	0	0	0										0
3rd Party Hit	0	1	0										1
Meter Upgrades	4	8	17										29
High Usage	1	1	0										2
No Gas / zero usage	0	0	1										1
Bluestakes	47	66	48										161
Gas Units Sold	192,240	122,153	77,924										392,317
(100) cubic feet per unit													
2014 Water Dept.O&M													
New Service	0	0	1										1
Leaks	4	4	0										8
Instal/Remove Hydrant Meter	0	0	0										0
No water / pressure	0	1	1										2
Repair/replace equipment	2	1	2										5
Meter Upgrades	4	0	0										4
High usage / re-read	0	0	0										0
Bluestakes	47	66	48										161
Water Units Sold	22,368	18,330	19,320										60,018
(748 gallons per unit)													
2014 Sewer Dept.O&M													
New service	0	0	0										0
Sewer Backup	4	4	1										9
Spray for pests/odor	0	0	1										1
Clean sewer mains	2	0	0										2
Raise / repair manhole	0	0	0										0
Maintenance / Repairs	0	2	0										2
Bluestakes	47	66	48										161
Gallons Treated	13,033	11,269	12,289										36,591
(million gallons)													