CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **September 12, 2014**

TO: **William Stephens, City Manager**

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

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

1. Gas Department.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission and PHMSA.
- Check chart boxes weekly and performed monthly calibrations on gas detection equipment.
- Continue to perform meter inspections and upgrade gas meters.
- Gas crew continues to monitoring the gas odorant levels since June 13.

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 along with rest of Public Works Departments has been busy with weeding and clearing streets after all the rain this season.

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 summer events.

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	1	1	0	0	0					2
Meter Inspections	0	0	0	0	0	0	0	0					0
Remove/Repair equipment	2	3	1	3	5	5	8	1					28
Monthly Operation/Maintain	6	6	5	7	6	6	6	6					48
Gas Odor/Leak survey	5	6	2	8	0	2	1	2					26
Install Protection Poles	0	0	0	2	0	4	1	1					8
3rd Party Hit	0	1	0	0	0	0	0	0					1
Meter Upgrades	4	8	17	11	5	0	14	1					60
High Usage	1	1	0	0	0	0	0	0					2
No Gas / zero usage	0	0	1	0	0	0	1	1					3
Bluestakes	47	66	48	48	46	49	58	33					395
Gas Units Sold	192,240	122,153	77,924	62,757	51,917	32,672	31,176	34,655					605,494
(100) cubic feet per unit													
2014 Water Dept.O&M													
New Service	0	0	1	0	1	0	0	0					2
Leaks	4	4	0	2	2	3	5	3					23
Instal/Remove Hydrant Meter	0	0	0	1	0	1	3	3					8
No water / pressure	0	1	1	0	2	2	1	0					7
Repair/replace equipment	2	1	2	1	2	2	0	1					11
Meter Upgrades	4	0	0	0	3	1	2	0					10
High usage / re-read	0	0	0	0	3	0	0	0					3
Bluestakes	47	66	48	48	46	49	58	33					395
Water Units Sold	22,368	18,330	19,320	23,815	32,939	30,601	30,414	30,837					208,624
(748 gallons per unit)													
2014 Sewer Dept.O&M													
New service	0	0	0	0	1	0	0	1					2
Sewer Backup	4	4	1	1	1	1	1	3					16
Spray for pests/odor	0	0	1	0	0	1	0	1					3
Clean sewer mains	2	0	0	0	0	0	0	0					2
Raise / repair manhole	0	0	0	0	0	0	0	0					0
Maintenance / Repairs	0	2	0	0	2	0	0	0					4
Bluestakes	47	66	48	48	46	49	58	33					395
Gallons Treated	13,033	11,269	12,289	11,262	11,263	10,497	11,829	12,026					93,468
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **September 10, 2014**

TO: **Mr. Stephens, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – August 14, 2014 through September 10, 2014**

Summer Programs:

- We are working on our 2015 Summer Program.

Pool:

- Regular Pool maintenance.
- We are working on our 2015 Aquatics Program.

Lions Park:

- The AYSO Soccer Season is going well.
- Benson Youth Football and Cheer continue to practice in Lions Park.
- There has been a higher demand for use of the fields this year. We find it increasingly more challenging each year to accommodate the demand for use of fields.

Community Center:

- The Center remains full with reservations.
- We have four available Saturdays left from now until December 29. Available Saturdays are November 1, 29, December 13, and 27. We have also seen an increase this year in weeknight rentals.

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.
- Posted Council Meetings to the City Facebook page.
- Notified the Police Department of Park Reservations and Events.
- We have processed 0 Special Event Permit Applications this month.
- Recommended changes to the Recreation Department's fee schedule in Chapter 16 of the City Code are complete.

- We prepared a Blue Sheet to request an increase in rental fees for the Recreation Department.
- We have completed our revisions to the Refund Policy to include the Community Center.
- We are current on our Records Destruction.
- We have successfully coordinated a Butterfield Days Schedule with Benson Jr. Women's Club, Benson Butterfield Rodeo Committee, Benson Museum, Pony Express and the Benson San Pedro Chamber of Commerce to ensure the schedule of the weekend's events run smoothly.
- We have designed the Posters and Flyers for Butterfield Days. We will begin distribution September 15.

Status of Ongoing Projects:

- We have three pending Special Event Permit Applications, and expect to receive two more.
- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Fields, 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.
- Due to our difficult economic times, we have begun modifying our existing park master plan based on the 2013 Parks and Recreation Survey Results. Once we complete changes, we will meet with Mr. Stephens and Mr. Hamilton prior to moving forward.
- 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 we have implemented this program 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 apply for the skate park grant.
- We need to complete our Emergency Response Certification Classes.
- We are working on the advertising for Butterfield Stage Days and Rodeo.
- We have submitted our changes to Chapter 11 of the City Code to Mr. Stephens for his review prior to sending it to the City Attorney.
- We have submitted the draft of the Special Events chapter to Mr. Stephens for review prior to sending it to the City Attorney.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: September 9, 2014

TO: MAYOR AND CITY COUNCIL

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

SUBJECT: Prosecutorial Statistics for August, 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:	02
Drug Related Trials:	02
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	05

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	45
General Crime Pretrial Conference Hearings:	25
Drug Related Pretrial Conference Hearings:	16
Domestic Violence Pretrial Conference Hearings:	22
D.U.I. Pretrial Conference Hearings:	11
Animal Control/Game and Fish Pretrial Conference Hearings:	03
Total Pretrials	122

HEARINGS:

Restitution/OSC and Sentencing Hearings:	00
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	01

Total Case Matters Closed this Month	53

PROSECUTORIAL TIME SPENT IN COURT	**26.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**73.00 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.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: September 11, 2014

TO: William Stephens, City Manager

FROM: Laurie Botts, Accounting Specialist

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for August, 2014

Current Department Projects:

- Continue working on setting up remittance to Greyhound for tickets sold minus our commissions.
- Payroll is continuing to attach supporting documentation electronically to our Caselle Software. This will make it easier to pull up documents when needed.
- We are continuing to work on closing down the fiscal year in the system. This usually takes us through September, when we schedule our annual financial statement audit.
- Reminder notices were mailed out to customers who had not yet renewed their business licenses.

Upcoming:

- Our Annual Financial Statement Audit will be in November this year.
- Looking forward to Megan's return.

Finance Department Statistics for August, 2014

Utility payments processed	2,141
Other payments processed	341
Payroll checks issued	307
Accounts Payable checks issued	245
New Business License Applications taken	5
Customers enrolled on Xpress Bill Pay	539
Customers signed up for Online Statements	212

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 09/11/14

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: August 2014 Department Head Report

Operations

During the month of July, Benson Fire Department responded to 86 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 5. The average response time from page to on scene was 8 minutes. The average time from page to en route was 3 minutes and the average time from en route to on scene was 4 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	2
Vehicle Fire	0
Brush Fire	1
EMS	48
Rescue	2
Haz-Mat	0
Service Calls	1
Good Intent Calls	32
False Alarms	0
Miscellaneous Calls	0

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

Meetings and Trainings

Business/Training meetings were held on August 13, 2014.

Vehicle Maintenance

Engine Company was returned from maintenance.

Miscellaneous

None

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **September 3, 2014**
To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

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

The library was closed from August 6th through the 8th for inventory. The Cochise County Library requested all library's to inventory to help clean up the database and hopefully find lost or missing items. I'm happy to say that we found very few errors or lost/missing items on our shelves. Thanks to our volunteers and staff inventory was completed on August 26th.

We lost Internet on August 18th due to a bad port on the firewall. We have been informed that our equipment is old and needs replacing soon. We still have one public computer that has been out of service since April.

During the month we have been able to paint a few of our inside walls thanks to donations of paint. We relocated our bulletin boards, flyers, and handouts to the hallway leading to the Whetstone Room. The Friends of the Library purchased acrylic wall displays for this area. We feel this has removed clutter from the entrance area and is more open and inviting to the public.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
August-14

	Aug-14	Aug-13	YTD-2014	YTD-2013	
Total Circulation	5,499	6,791	11,758	13,856	monthly circulation of material
Patrons	4,035	5,905	8,747	12,111	patrons entering the library
New Registration	60	99	141	177	new patron cards
Total Registration	7,467	6,926	7,467	6,926	total # of patrons in database
Programs	0	3	2	6	#of programs provided by library
Pr. Attend	0	25	95	37	total attendance for programs
Ref. Questions	537	991	985	1,734	ref questions answered by staff
Volunteers	1	2	7	2	new volunteers this month
Volunteer hours	102.75	45.75	131.5	102.75	total of monthly volunteer hours
Book Count					
Titles added	149	255	252	501	new titles added to database
Titles deleted	622	381	1,007	429	titles removed from collection
Collection Total	33,964	37,193	33,964	37,193	total material in database
Overdues:					
Titles overdue	586	495	1,183	1,036	number of overdue items
Contacts	147	187	327	314	number of patrons contacted
Titles returned	279	452	703	845	# of overdue items returned
Internet Users	902	1,403			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 09/05/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

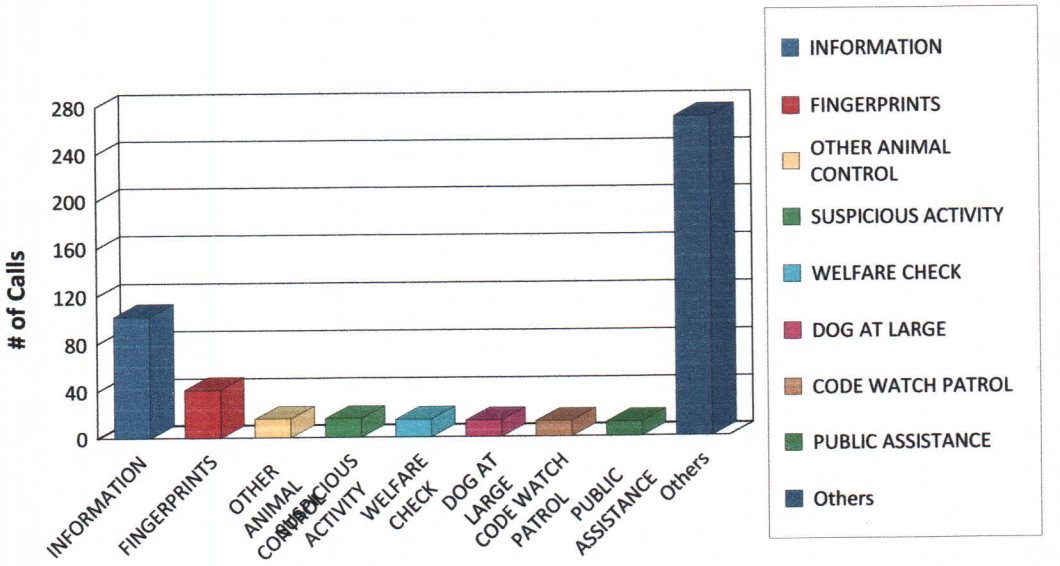
SUBJECT: August Report

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

Calls Statistics by Type Summary

8/1/2014 - 8/31/2014
00:00:00 - 23:59:59

Agency - BPD



	8/2014	Total
30 DAY IMPOUND HEARING	2	2
911 HANG UP	9	9
911 MIS-USE	4	4
ABANDONDED/DISABLED VEH	8	8
ACCIDENT W/INJURY	5	5
ACCIDENT W/OUT INJURY	7	7
ACCIDENT/NO INJURY PP	6	6
ACCIDENT/UNKNOWN INJ	2	2
AGENCY ASSIST	11	11
ASSAULT	5	5
ATTEMPT TO LOCATE	4	4
BARKING DOGS	2	2
BURGLARY	2	2
BURGLARY ALARM	11	11
CIVIL MATTER-REFERED	5	5
CIVIL MATTER-STAND BY	5	5
CODE WATCH PATROL	13	13
CRIMINAL DAMAGE	8	8
DEAD BODY	2	2

	8/2014	Total
DEBRIS	1	1
DISORDERLY CONDUCT	7	7
DISTURBANCE	9	9
DOG AT LARGE	14	14
DOMESTIC VIOLENCE	4	4
DRIVING ON SUSPENDED LIC	4	4
DRUGS	7	7
DRUNK DRIVER	2	2
DRUNK SUBJECT	4	4
EMS ASSIGNMENT	1	1
ESCORT/PARADE	1	1
FIGHT	2	2
FINGERPRINTS	41	41
FINGERPRINTS COURT ORDER	3	3
FIRE	2	2
FIRE ALARM	1	1
FOUND PROPERTY/ETC/RETUI	3	3
FRAUD	3	3
HARRASSMENT	3	3
HIT AND RUN UNK/INJ	1	1
INCORRIGIBLE JUVENILE	2	2
INDECENT EXPOSURE	1	1
INFORMATION	103	103
INSANE PERSON	4	4
LIVESTOCK	5	5
LOST PROPERTY	4	4
MEDIC ASSIST	4	4
MISSING JUVENILE	1	1
NOISE COMPLAINT	5	5
OTHER ANIMAL CONTROL	16	16
PROWLER	1	1
PUBLIC ASSISTANCE	12	12
PUBLIC RELATIONS	4	4
RECKLESS DRIVER	6	6

	8/2014	Total
RECOVERED STOLEN PROPERT	1	1
REPOSSESSION	2	2
RUNAWAY JUVENILE	1	1
SHOPLIFTING	1	1
SNAKE	12	12
STRUCTURE FIRE	1	1
SUBJECT W/GUN	1	1
SUBJECT W/KNIFE	1	1
SUICIDE THREAT	4	4
SUSPICIOUS ACTIVITY	16	16
SUSPICIOUS PERSON	5	5
SUSPICIOUS VEHICLE	3	3
TEST CALL - Sleuth	1	1
THEFT	10	10
THREAT	6	6
TRAFFIC OFFENSE	2	2
TRESPASSING	7	7
UNWANTED SUBJECT	2	2
UTILITIES CALLOUT	1	1
VEHICLE FIRE	1	1
VEHICLE RELEASE	1	1
VERBAL DV	1	1
VIOLATION OF COURT ORDER	5	5
WARRANT	8	8
WELFARE CHECK	15	15
Total	500	500

Incidents - By Description

Report Date: 08/01/2014- 08/31/2014

Description	#Incidents	CASE STATUS #Active(A)	#Cleared(B/C)	#Cleared Juv(J)	#Unfounded(U)	#Other
911 MIS-USE	1	0	1	0	0	0
ABANDONDED/DISABLED VEHIC	1	0	1	0	0	0
ACCIDENT W/INJURY	5	0	5	0	0	0
ACCIDENT W/OUT INJURY	7	0	7	0	0	0
ACCIDENT/UNKNOWN INJ	1	1	0	0	0	0
AGENCY ASSIST	1	1	0	0	0	0
AGG DUI	1	0	1	0	0	0
ASSAULT	2	0	1	0	1	0
BURGLARY	1	0	1	0	0	0
CRIMINAL DAMAGE	2	0	2	0	0	0
DEAD BODY	2	0	2	0	0	0
DISORDERLY CONDUCT	1	0	1	0	0	0
DOMESTIC VIOLENCE	2	0	2	0	0	0
DRIVING ON SUSPENDED LIC	4	0	4	0	0	0
DRUGS	6	0	5	1	0	0
DRUNK DRIVER	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	1	0	1	0	0	0
INFORMATION	6	4	2	0	0	0
LOST PROPERTY	3	0	3	0	0	0
RECKLESS DRIVER	1	0	1	0	0	0
RUNAWAY JUVENILE	1	0	0	1	0	0
SHOPLIFTING	1	0	0	1	0	0
THEFT	5	0	5	0	0	0
THREAT	1	0	1	0	0	0
VIOLATION OF COURT ORDER	1	0	1	0	0	0
WARRANT	3	0	3	0	0	0
WRECKER (TOW TRUCK)	1	0	1	0	0	0
TOTAL	62	6	52	3	1	0

RANGE USED

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

BENSON POLICE DEPARTMENT FISCAL YEAR JULY 01, 2014 THRU JUNE 2015 ACTIVITY REPORT

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
SERVICE CALLS	546	577											1123
SELF INITIATED	124	317											441
CITIZEN	32	36											68
PUBLIC RELATIONS	324	209											533
PAPERS SERVED	17	5											22
FOLLOW UP	29	74											103
VERBAL WARNING	129	149											278
DRUG RLTD DR'S	3	6											9
ACCIDENT REPORTS	10	11											21
ALCOHOL INVL	0	0											0
SPEED CITE INVL	3	4											7
PEDESTRIAN INVL	0	1											1
BICYCLE INVL	0	0											0
FELONY OBSERVED	8	6											14
MISD. OBSERVED	30	23											53
DOMESTIC VIOL	3	3											6
ALCOHOL INVL	2	1											3
WEAPON INVL	0	0											0
CHILD PRESENT	1	1											2
DV ARREST(S)	1	1											2
FEMALE	1	0											1
MALE	0	1											1
DUAL	0	0											0
JUVENILE ARREST(S)	13	2											15
ALCOHOL INVL	5	0											5
DRUGS INVL	3	1											4
STATUS OFFENSE	3	1											4
OTHER	2	0											2
DUI	5	1											6
BACK UPS	114	128											242
AGENCY ASSIST	28	19											47
TRANSPORTS	15	12											27

Benson Animal Control

Monthly Report

Month in Report___ August 2014_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	4	33
Dogs Picked up:	11	71
Dogs Adopted:	6	87
Dogs Euthanized / Owner Requested:	2	9
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	1	9
Dogs Returned to Owner:	6	36
Dog Complaints:	13	39
Dog Bites:	0	4
Dog Licenses Sold:	7	329
Cats Turned In:	1	28
Cats Picked up:	0	7
Cats Returned to Owner:	0	5
Cats Adopted:	1	40
Cats Euthanized / Owner Requested	0	3
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	7
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***	4	11
Calls Responded to:	17	117
Compliance Notices (Warnings):	0	5
Citations Issued:	0	1
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**27**	**155**
Cats at the shelter (time of Report):	**15**	**68**

Removals:***
1 rattlesnake

Donations:
700 lbs of dog/cat food, kitty litter

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **September 13, 2014**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for August 2014**

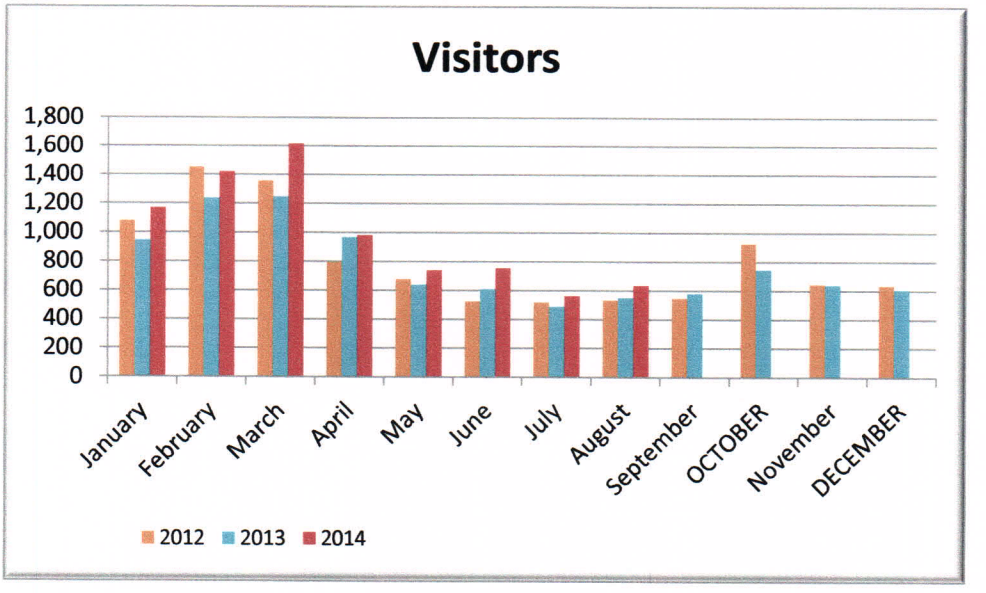
• Our Visitor count for August 2014 was 636 as compared to 552 in August of 2013, up 84 from last year.

• We are getting better at selling Greyhound Bus tickets at the Visitor Center. We are still adding equipment and signs to let people know the stop has moved from MacDonald's to the caboose on the corner of 4th and San Pedro streets. The City installed a nice bus stop shade and bench for the Greyhound passengers to wait at. We will be putting a Benson Map with transportation options on the side of the Bus stop shade.

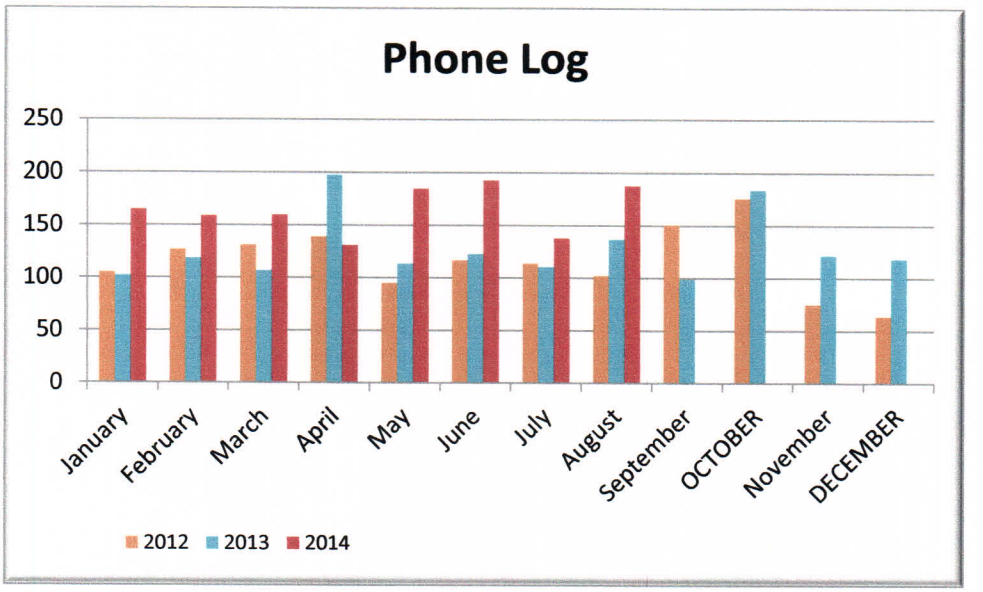
• Our Cochise County Tourism Council has hired Mike Finney of Arizona Communications Group for our Public Relations firm.

• Below are our Visitor Counts for August of 2014

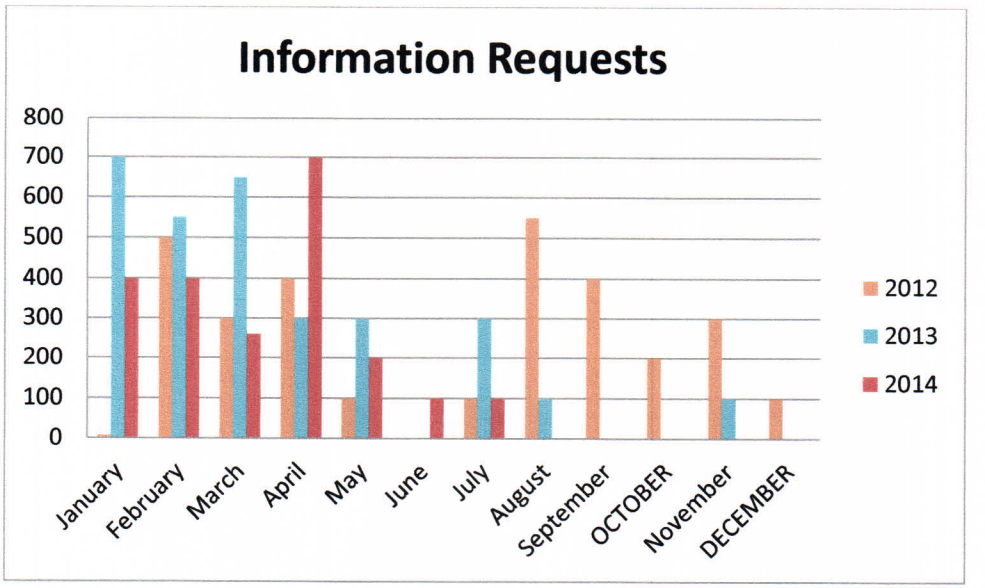
Visitor Center Headcount Comparisons August, 2014



Visitor Center Phone calls Comparisons by Graph August, 2014



Visitor Center Information Requests Comparisons by Graph August, 2014



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **September 10, 2014**

TO: **William Stephens, City Manager**

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

SUBJECT: **Monthly Department Report**

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

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 has worked with the City Attorney to integrate comments from Council and consulted with him for legal compliance. The finished "draft" of the Council Policies and Procedures was then presented to Council for a final review, which was completed at the July 28 Council worksession. The document was then presented to Council for their consideration on August 28, after additional changes were made, the final draft was approved by Council on September 8, 2014. Staff will now begin their review of Chapter 2 in the City Code and draft an ordinance with the changes needed to ensure consistency between the City Code and the approved Council Policies and Procedures. The ordinance will then be presented to Council for their consideration.

Preparations continued for the regular City Primary Election held on August 26, 2014. Candidates for the office of Mayor and Council (three 4-year terms and one 2-year term) received more than the required percentage of votes to be considered seated at the Primary election, resulting in no need to hold a General Election. The City Clerk prepared Resolution 25-2014 canvassing the votes of the Primary Election and it was approved by Council at the meeting held on September 8. The remaining election responsibilities, such as Campaign Finance Reports being collected and posted on the City's website, will continue.

For City residents wishing to participate in the remaining election process, they must be registered to vote. The deadline for voter registration for the 2014 General Election is October 6, 2014.

At the Council meeting held on August 11, the Council was presented with 2 applications for the Airport Advisory Committee (which had been submitted in the Administration Office). A third application was submitted on August 11. On August 20, I

sent a memo to Council regarding this application process which read, "The code governing the Airport Committee applications is as follows:

> ***Section 18-7-3 Application***
>
> *Before consideration by the Mayor and Council for appointment as a Benson Airport Advisory Committee member, Committee member candidates must timely submit — within the time frame(s) established by the Mayor and Council — an Application approved by a majority vote of the Mayor and Council.*

Should the Council want to consider expanding the committee to its maximum 13 members, the Council would need to establish an application submission deadline and Staff would need to solicit applications to allow all those who would like to be considered for an appointment to submit their applications. Therefore, the committee will remain at 11 members, unless I hear from the Mayor or 2 Councilmembers requesting to place the item on an upcoming agenda." The applications will continue to be held in my office until such time, the Council decides to address the issue of the committee's membership.

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