CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 16, 2014**

TO: **William Stephens, City Manager**

FROM: **Megan Moreno, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for September, 2014**

Current Department Projects:

- Processes for Greyhound accounting are in place and operating smoothly.
- 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 actively preparing for our upcoming audit.
- Served on the committee for the Economic Outlook Luncheon

Upcoming:

- Our Annual Financial Statement Audit will be the first week of November this year.
- Attending the GFOAz Annual Budget Forum in October
- Attending an Informational Meeting on new TPT implementation for the Department of Revenue in October.

Finance Department Statistics for September, 2014

Utility payments processed	2,924
Other payments processed	296
Payroll checks issued	191
Accounts Payable checks issued	203
New Business License Applications taken	5
Customers enrolled on Xpress Bill Pay	564
Customers signed up for Online Statements	223

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 10/15/14

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: September 2014 Department Head Report

Operations

During the month of September, Benson Fire Department responded to 93 calls. The average number of Firefighters responding to the calls for the month was 3. The lowest number was 1 and the highest number was 7. The average response time from page to on scene was 9 minutes. The average time from page to en route was 5 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	0
Vehicle Fire	0
Brush Fire	4
EMS	60
Rescue	1
Haz-Mat	4
Service Calls	0
Good Intent Calls	24
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department assisted with one (1) Mutual Aide call.

Meetings and Trainings

Business/Training meetings were held on September 10th and September 17th, 2014.

Vehicle Maintenance

None

Miscellaneous

Attended Fire Association Meetings.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 9, 2014**
To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

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

On September 4th we conducted interviews for the part-time page position. Tawn Tripp was offered the job and started work on the 22nd of the month. With filling the part-time position we have been able get the material re-shelved in a timelier manner and allow other staff to work on the backlog of work.

The weekend of September 13-14th Executech installed a new firewall and worked on the computers. On the following Monday the public Internet computers were unavailable to the public and printing was not available until Wednesday. This reflects in our end of the month statistics.

September 24th the Children's Story Time program started its fall session in the Whetstone Room. This program follows the school calendar and is geared for 3 to 5 year old children and their parents.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
September-14

	Sep-14	Sep-13	YTD-2014	YTD-2013	
Total Circulation	5,765	6,437	17,523	20,293	monthly circulation of material
Patrons	4,628	5,360	13,375	17,471	patrons entering the library
New Registration	79	61	220	238	new patron cards
Total Registration	7,509	6,966	7,509	6,966	total # of patrons in database
Programs	2	9	4	15	#of programs provided by library
Pr. Attend	30	28	125	65	total attendance for programs
Ref. Questions	551	610	1,536	2,344	ref questions answered by staff
Volunteers	0	2	7	2	new volunteers this month
Volunteer hours	23.75	82.5	155.25	190.25	total of monthly volunteer hours
Book Count					
Titles added	160	163	412	664	new titles added to database
Titles deleted	169	428	1,176	857	titles removed from collection
Collection Total	33,955	36,928	33,955	36,928	total material in database
Overdues:					
Titles overdue	641	473	1,824	1,509	number of overdue items
Contacts	192	130	519	444	number of patrons contacted
Titles returned	361	395	1,064	1,240	# of overdue items returned
Internet Users	1,016	1,311			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 10/13/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

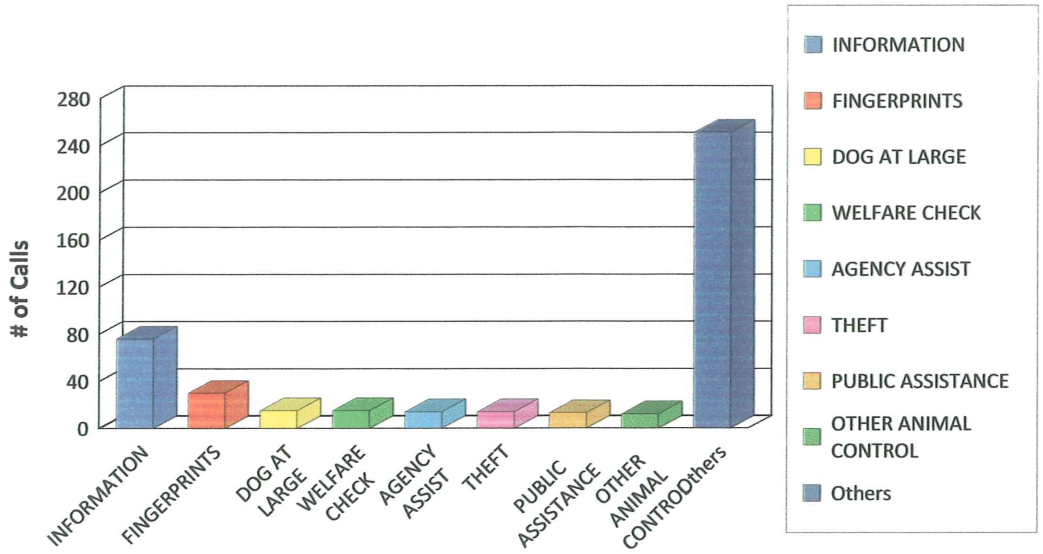
SUBJECT: September Report

Attached is the September recap of Police Department calls for service, calls by type, and incidents by description. October will be a very busy month for the police department, with Butterfield Days, Biker Rodeo, and the 100 year Anniversary of the Benson Schools.

Calls Statistics by Type Summary

9/1/2014 - 9/30/2014
00:00:00 - 23:59:59

Agency - BPD



	9/2014	Total
30 DAY IMPOUND HEARING	3	3
911 HANG UP	6	6
ABANDONDED/DISABLED VEH	10	10
ACCIDENT W/OUT INJURY	2	2
ACCIDENT/NO INJURY PP	1	1
ACCIDENT/UNKNOWN INJ	1	1
AGENCY ASSIST	14	14
ASSAULT	4	4
ATTEMPT TO LOCATE	6	6
BARKING DOGS	4	4
BUILDING SEARCH	1	1
BURGLARY	3	3
BURGLARY ALARM	7	7
CIVIL MATTER-REFERED	4	4
CIVIL MATTER-STAND BY	3	3
CODE WATCH PATROL	11	11
CRIMINAL DAMAGE	6	6
CUSTODIAL INTERFERENCE	1	1
DEBRIS	1	1

	9/2014	Total
DISORDERLY CONDUCT	7	7
DISTURBANCE	7	7
DOG AT LARGE	15	15
DOMESTIC VIOLENCE	8	8
DRIVING ON SUSPENDED LIC	4	4
DRUGS	2	2
DRUNK DRIVER	3	3
DRUNK SUBJECT	2	2
EMS ASSIGNMENT	4	4
ENDANGERMENT	1	1
ESCORT/PARADE	2	2
FINGERPRINTS	30	30
FINGERPRINTS COURT ORDER	5	5
FIRE	3	3
FIRE ALARM	2	2
FIREWORKS	2	2
FOUND PROPERTY/ETC/RETUI	4	4
FRAUD	5	5
HIT AND RUN/NO INJURY	2	2
ILLEGAL BURNING	1	1
INCORRIGIBLE JUVENILE	2	2
INFORMATION	76	76
INSANE PERSON	9	9
LIQUOR LAW VIOLATION	1	1
LIVESTOCK	1	1
LOST PROPERTY	3	3
MEDIC ASSIST	3	3
NOISE COMPLAINT	7	7
OTHER ANIMAL CONTROL	12	12
PUBLIC ASSISTANCE	13	13
PUBLIC RELATIONS	1	1
RECKLESS DRIVER	3	3
SHOPLIFTING	1	1
SNAKE	8	8

	9/2014	Total
SUBJECT W/GUN	1	1
SUBJECT W/KNIFE	1	1
SUICIDE THREAT	1	1
SUSPICIOUS ACTIVITY	9	9
SUSPICIOUS PERSON	2	2
SUSPICIOUS VEHICLE	4	4
THEFT	14	14
THREAT	3	3
TRAVELORS ASSISTANCE	1	1
TRESPASSING	11	11
UNWANTED SUBJECT	8	8
UTILITIES CALLOUT	5	5
VEHICLE FIRE	1	1
VEHICLE RELEASE	3	3
VEHICLE THEFT	1	1
VERBAL DV	5	5
VICTIM NOTIFICATION	1	1
VIOLATION OF COURT ORDER	6	6
WARRANT	11	11
WELFARE CHECK	15	15
Total	440	440

Incidents - By Description

Report Date: 09/01/2014- 09/30/2014

		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
ACCIDENT/NON INJURY	1	0	1	0	0	0
AGGRAVATED DUI	1	1	0	0	0	0
ASSAULT	1	0	0	1	0	0
BURGLARY	1	0	1	0	0	0
CRIMINAL DAMAGE	2	0	2	0	0	0
DOMESTIC VIOLENCE	5	1	4	0	0	0
DRIVING ON SUSPENDED LIC	4	0	4	0	0	0
DRUGS	2	0	2	0	0	0
DRUNK DRIVER	2	0	2	0	0	0
FALSE REPORTING	1	0	1	0	0	0
FRAUD	1	1	0	0	0	0
HIT AND RUN/NO INJURY	1	0	1	0	0	0
INFORMATION	6	1	5	0	0	0
OTHER	1	0	1	0	0	0
SHOPLIFTING	1	0	1	0	0	0
SUBJECT W/KNIFE	1	0	0	1	0	0
THEFT	6	0	6	0	0	0
VEHICLE THEFT	1	0	1	0	0	0
VIOLATION OF COURT ORDER	1	0	1	0	0	0
WARRANT	6	0	6	0	0	0
TOTAL	47	4	41	2	0	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	509										1632
SELF INITIATED	124	317	272										713
CITIZEN	32	36	14										82
PUBLIC RELATIONS	324	209	250										783
PAPERS SERVED	17	5	17										39
FOLLOW UP	29	74	75										178
VERBAL WARNING	129	149	151										429
DRUG RLTD DR'S	3	6	2										11
ACCIDENT REPORTS	10	11	5										26
ALCOHOL INVL	0	0	0										0
SPEED CITE INVL	3	4	2										9
PEDESTRIAN INVL	0	1	0										1
BICYCLE INVL	0	0	0										0
FELONY OBSERVED	8	6	5										19
MISD. OBSERVED	30	23	21										74
DOMESTIC VIOL	3	3	9										15
ALCOHOL INVL	2	1	4										7
WEAPON INVL	0	0	0										0
CHILD PRESENT	1	1	2										4
DV ARREST(S)	1	1	4										6
FEMALE	1	0	1										2
MALE	0	1	3										4
DUAL	0	0	1										1
JUVENILE ARREST(S)	13	2	4										19
ALCOHOL INVL	5	0	0										5
DRUGS INVL	3	1	2										6
STATUS OFFENSE	3	1	0										4
OTHER	2	0	1										3
DUI	5	1	3										9
BACK UPS	114	128	115										357
AGENCY ASSIST	28	19	22										69
TRANSPORTS	15	12	14										41

Benson Animal Control

Monthly Report

Month in Report___ September 2014_____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	3	36
Dogs Picked up:	7	78
Dogs Adopted:	11	98
Dogs Euthanized / Owner Requested:	2	9
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	9
Dogs Returned to Owner:	5	41
Dog Complaints:	12	51
Dog Bites:	0	4
Dog Licenses Sold:	13	342
Cats Turned In:	4	32
Cats Picked up:	0	7
Cats Returned to Owner:	0	5
Cats Adopted:	4	44
Cats Euthanized / Owner Requested	1	4
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	7
Cat Bites:	0	0
Removals (Snake,Skunk, birds, etc):***	3	14
Calls Responded to:	15	132
Compliance Notices (Warnings):	0	5
Citations Issued:	0	1
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**23**	**178**
Cats at the shelter (time of Report):	**12**	**80**

Removals:***
1 doa dog
1 doa cat

Donations:
1500 lbs of dog/cat food, cat litter, dog toys/bones, dog/cat treats

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: October 2, 2014

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor

CC: Bill Stephens, City Manager

SUBJECT: Prosecutorial Statistics for September, 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:	01
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	01

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	45
General Crime Pretrial Conference Hearings:	47
Drug Related Pretrial Conference Hearings:	14
Domestic Violence Pretrial Conference Hearings:	09
D.U.I. Pretrial Conference Hearings:	10
Animal Control/Game and Fish Pretrial Conference Hearings:	01
Total Pretrials	126

HEARINGS:

Restitution/OSC and Sentencing Hearings:	05
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	05
Total Case Matters Closed this Month	50
PROSECUTORIAL TIME SPENT IN COURT	**17.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**65.50 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: **October 15, 2014**

TO: **William Stephens, City Manager**

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

SUBJECT: **September 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.
- Performed quarterly Patrolling of areas of possible erosion from flooding.

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.

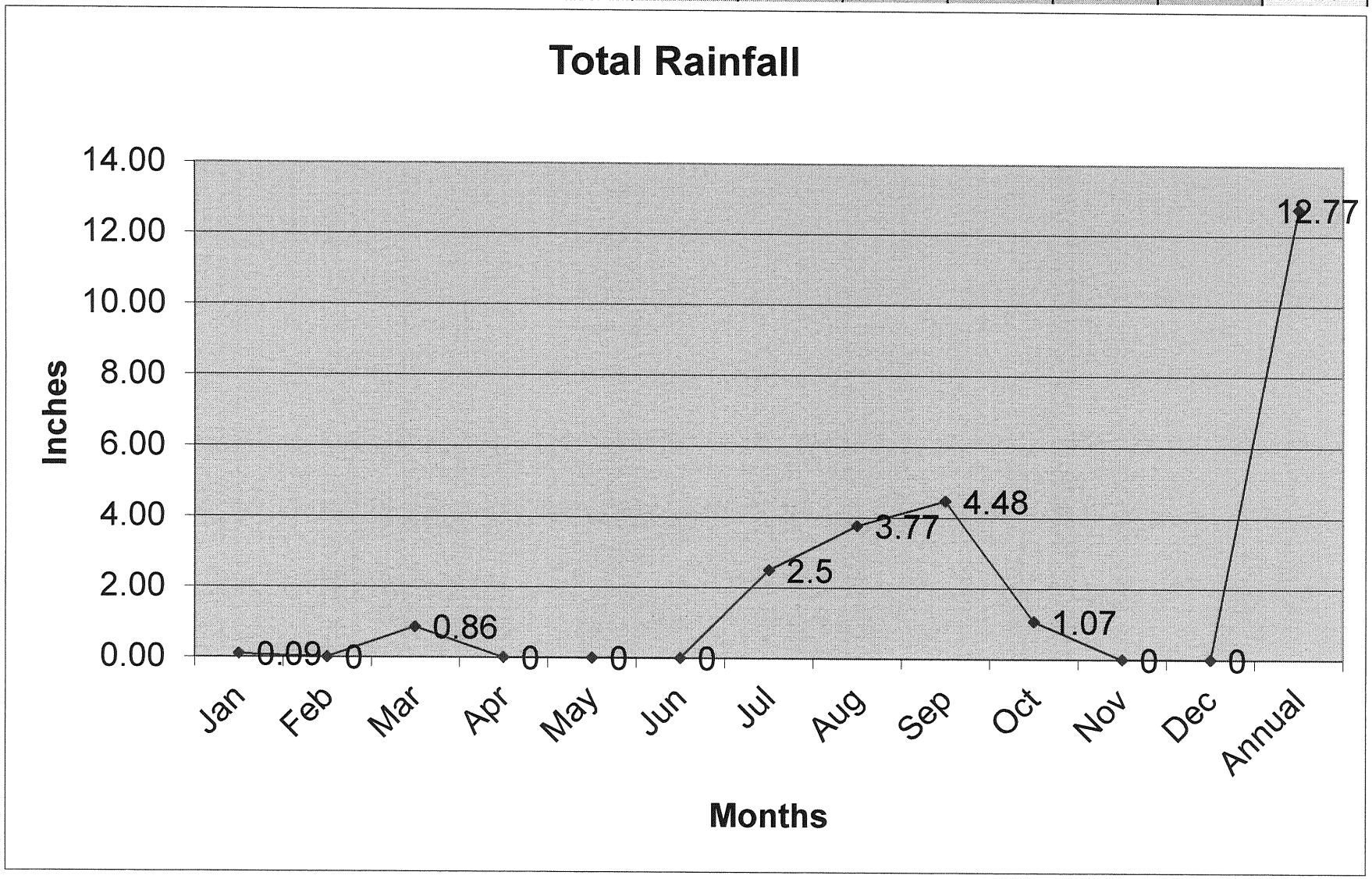
5. Parks Department:

Parks Department continues maintenance of fields and parks. Continued efforts to remove the weeds generated from this monsoon season.

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	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	6				54
Gas Odor/Leak survey	5	6	2	8	0	2	1	2	10				36
Install Protection Poles	0	0	0	2	0	4	1	1	0				8
3rd Party Hit	0	1	0	0	0	0	0	0	0				1
Meter Upgrades	4	8	17	11	5	0	14	1	1				61
High Usage	1	1	0	0	0	0	0	0	0				2
No Gas / zero usage	0	0	1	0	0	0	1	1	1				4
Bluestakes	47	66	48	48	46	49	58	33	46				441
Gas Units Sold	192,240	122,153	77,924	62,757	51,917	32,672	31,176	34,655	28,168				633,662
(100) cubic feet per unit													
2014 Water Dept.O&M													
New Service	0	0	1	0	1	0	0	0	0				2
Leaks	4	4	0	2	2	3	5	3	2				25
Instal/Remove Hydrant Meter	0	0	0	1	0	1	3	3	4				12
No water / pressure	0	1	1	0	2	2	1	0	0				7
Repair/replace equipment	2	1	2	1	2	2	0	1	0				11
Meter Upgrades	4	0	0	0	3	1	2	0	1				11
High usage / re-read	0	0	0	0	3	0	0	0	0				3
Bluestakes	47	66	48	48	46	49	58	33	46				441
Water Units Sold	22,368	18,330	19,320	23,815	32,939	30,601	30,414	30,837	22,165				230,789
(748 gallons per unit)													
2014 Sewer Dept.O&M													
New service	0	0	0	0	1	0	0	1	1				3
Sewer Backup	4	4	1	1	1	1	1	3	0				16
Spray for pests/odor	0	0	1	0	0	1	0	1	0				3
Clean sewer mains	2	0	0	0	0	0	0	0	1				3
Raise / repair manhole	0	0	0	0	0	0	0	0	0				0
Maintenance / Repairs	0	2	0	0	2	0	0	0	0				4
Bluestakes	47	66	48	48	46	49	58	33	46				441
Gallons Treated	13,033	11,269	12,289	11,262	11,263	10,497	11,829	12,026	12,028				105,496
(million gallons)													

Total Rainfall												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
0.09	0	0.86	0	0	0	2.5	3.77	4.48	1.07	0	0	12.77



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 15, 2014**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – September 10, 2014 through October 15, 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 10 Special Event Permit Applications this month. The large number of Special Event Permit Applications consumed the majority of our work hours this month.

- Recommended changes to the Recreation Department's fee schedule in Chapter 16 of the City Code are complete.
- We are current on our Records Destruction.
- We completed the advertising for Butterfield Stage Days and Rodeo.
- The Tree Lighting and Light Parade Event information is available on the City website.

Status of Ongoing Projects:

- 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.
- 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 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.
- We are planning the Tree Lighting Ceremony and Light Parade.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 15, 2014**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for September 2014**

• Our Visitor count for September 2014 was 534 as compared to 583 in Sept of 2013, down 49 from last year.

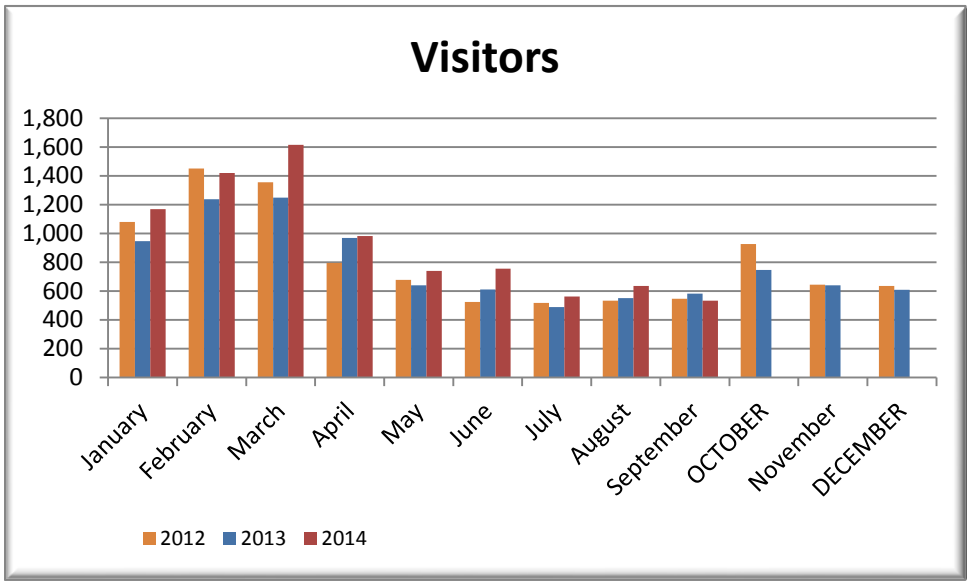
• We added signs to let people know the stop has moved from MacDonald's to the caboose on the corner of 4th and San Pedro streets. The City installed a lock box so we can receive packages after hours. We put a Benson Map with transportation options on the side of the Bus stop shade.

• We also added a Benson map in the AMTRAK information board that shows motels and restaurants as well as phone numbers of private shuttle services that will pick up AMTRAK passengers and take them anywhere in the County.

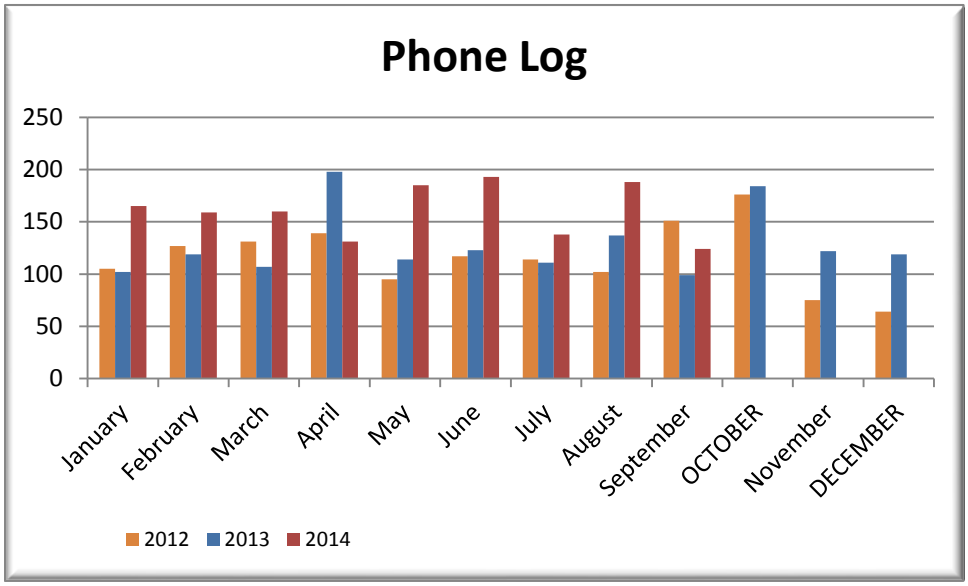
• The Cochise County Tourism Council had a special meeting in Bisbee with Mitch Nichols, our Tourism Consultant. We will be updating our regional marketing plan based on his suggestions.

• Below are our Visitor Counts for August of 2014

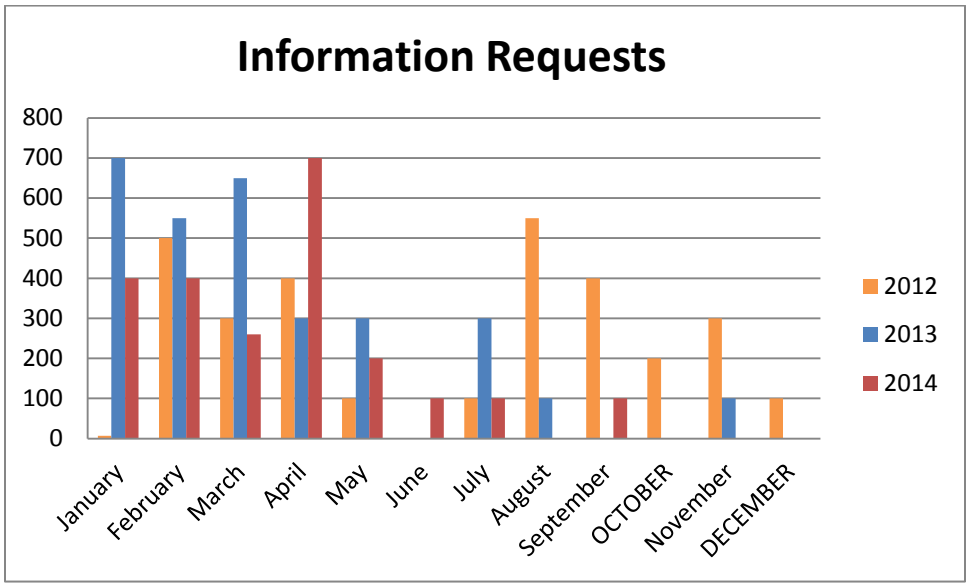
Visitor Center Headcount Comparisons September, 2014



Visitor Center Phone calls
Comparisons by Graph September, 2014



Visitor Center Information Requests
Comparisons by Graph September, 2014



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 16, 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.

Although the City's election process is over, the General Election will be held on November 4. Remaining election responsibilities, such as Campaign Finance Reports being collected and posted on the City's website, will continue.

The newly elected Councilmembers will be sworn in at a Special Meeting to be held on January 5, 2015. This meeting will be similar to the meeting held on July 1, 2013 with the only orders of business being to thank outgoing Councilmembers for their service, to swear in incoming Councilmembers and to select a Vice Mayor.

Newly elected officials training, put on by the League of Arizona Cities & Towns, will be held December 11-12. All Councilmembers are encouraged to attend. I have sent out the invitations and will be following up with Councilmembers to arrange registration and accomodations.

At the Council meeting held on September 22, Council removed a member of the Benson Economic Development Committee (BEDC) and directed Staff to advertise for the position. Display ads were placed in the local newspaper on October 1 and October 8 with a deadline for submission of applications being October 31. Councilmember Brooks who is also the Chairman for the BEDC, asked that the committee membership be expanded from the current 7 members to 11 members. The issue of expanding the membership will be placed before Council for consideration in conjunction with the review of submitted applications for appointment.

The current code governing the BEDC membership is as follows:

Section 18-6-4 Membership

The Benson Economic Development Committee shall consist of an odd number of members, with no less than five members and no more than nine members. Committee membership terms shall be staggered two-year terms as follows: the majority of initial members shall serve a two-year term, and the minority of initial

members shall serve a one-year term, and all subsequent, appointed members shall serve two-year terms. No Committee Member shall serve more than three consecutive terms. Committee Members shall serve without compensation, except for reimbursement of expenses incurred for Committee business that are pre-approved by the Mayor and Council. Committee Members are appointed and authorized to hold and maintain their appointment at the pleasure and full discretion of the Mayor and Council. Upon a vacancy occurring during an unexpired portion of a term, the appointment to fill that vacancy shall be an interim appointment for the unexpired portion of such term. Completion of an interim appointment shall be considered a completion of a full term.

The City's 90th birthday is coming up and the City Clerk's office will be holding a birthday celebration in December. The City's previous Mayors will be invited to attend and the celebration will feature historic photos and memorabilia. More information will be given to Council as the event details are decided upon. We hope all the current Councilmembers will be able to attend.

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.