CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: December 12, 2014

TO: William Stephens, City Manager

FROM: Megan Moreno, Finance Director

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for November, 2014

Current Department Projects:

- We are working on a project to identify taxpayers subject to our local rental tax. Our goal is to increase compliance with the tax and to educate the community on the requirements surrounding this tax.
- We are working on a change to our tax code regarding rental tax. We plan to bring this change to Council in December.
- Finance met with our investment banking firm to discuss the ins and outs of establishing a Community Facilities District (CFD) for Whetstone Ranch. We will consult with our attorneys as we gain more information from El Dorado holdings and their intentions.
- I am working part-time- Mondays and Fridays in the office. I intend to resign my position as soon as a replacement is hired. The job posting closed on December 5th and 5 applications were received.
- We are still waiting on our final audited financial statements from the auditors. The goal is to issue before Christmas.
- Laurie attended a transit conference with ADOT the first week of December. She found it very informative for the financial piece of our transit grant management.
- Laurie and Kay attended Greyhound training at the visitor's center. They can now serve as a backup for selling Greyhound tickets.

Upcoming:

- Preparation for FY16 Budget will begin in January. A council retreat is being scheduled for January.

Finance Department Statistics for October, 2014

Utility payments processed	2,420
Other payments processed	266
Payroll checks issued	197
Accounts Payable checks issued	198
New Business License Applications taken	5
Customers enrolled on Xpress Bill Pay	590
Customers signed up for Online Statements	228

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 12/10/14

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: November 2014 Department Head Report

Operations

During the month of November, Benson Fire Department responded to 76 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 8 minutes. The average time from page to en route was 4 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	1
Vehicle Fire	0
Brush Fire	0
EMS	55
Rescue	0
Haz-Mat	2
Service Calls	0
Good Intent Calls	18
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 November 12 and November 19.

Vehicle Maintenance

Eng. 711 pump tested and passed.

Miscellaneous

Attended CCMS and CCFA meetings in Portal.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 8th, 2011**

TO: **Bill Stevens, City Manager**

cc: **Megan Moreno, Finance Director**

FROM: **Joe DelVecchio, Director of Golf Operations**

SUBJECT: **November 2014 Golf Course Report**

Golf Operations

San Pedro Golf Course month of November showed signs of winter visitors making their way to the Benson area. The Golf Shop took in $53,569 for the month of November, compared to $54,819 from 2013. Rounds were down by 96, that was due to two more events held last year that accounted for over 100 rounds. That makes Novembers numbers actually very close to, if not higher then last years. The range was down $1000 from last year, it might be the two events but I have also noticed the range has needed to be closed during and after rain days due to the inability to use the range picker in the mud. Plans are to seed the range in the spring with common Bermuda or sprig with scalping's from other areas of the range and course.
The range itself would have pushed us over last years numbers. With the new fee structure we should continue to improve and move ahead of last years month to month. This is my first 60 days here, so I'm pulling numbers from the computer and using that data I have to assume its accurate. After conversations with staff I will develop my plan moving forward to correct the above issues and improve the course revenues.
I have found several areas where we can improve our numbers and have made some changes to our pricing structure, inventory choices and membership fees, so we should see green fee revenue increase, at least that's the plan. More on that in the months to come.

Maintenance

The golf course is in very good condition, greens are in outstanding shape, tee's and fairways are good. Having not been here for overseeding it seems to have gone as well as expected with all the rain during that time. I will say that comments on the golf courses condition have been very positive. There are areas we will work on going forward but most of the projects can't be started until the warmer spring weather kicks in. A detailed report on course improvements will be on a separate report to M & C towards the end of January.

Benson City Grille

The Grille has had a very positive month again. The restaurant business continues to grow everyday with local residents, local business, and golfers. I believe that the restaurant will continue to grow because of the positive response it has had in the short time I have been here. We are pushing special limited rates on-line that include Golf and Lunch and it has sold out daily. It is my opinion that the food and preparation of menu items are some of the best at any municipal golf course I have ever attended. The current cook staff are outstanding and it has shown with the comments I receive from daily visitors. With some creative marketing the event and banquet side of the grille should continue to grow.

Note: The National Golf Foundation has reported that golf in the US hit its bottom in late 2013, early 2014. They are predicting golf to increase steadily for the next 10 years. Courses that have made it through the tough times are at an advantage over the courses that have closed or going through closures, sales or other changes. Like any business its very hard to predict the future, (unless your Apple) we can plan and prepare for growth but the key is making it happen. I believe San Pedro Golf Course can improve and thrive in the next five years and beyond to be a valid choice for golfers from Tucson and surrounding areas to make frequent visits to instead of the once a month or two place to play.

Thank you,

Joe DelVecchio PGA

CITY OF BENSON
INTEROFFICE MEMORANDUM

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

FROM: **Peggy Scott, Library Director**

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

During this month Kelli Jeter participated in 6 webinars.

- "Recruiting and training volunteers for library advocacy" presented by WebJunction
- "New approaches to existing spaces" by Demco
- "Public Library Advisory Board handbook overview" by Texas State Library
- "Cutting your collection; the fine art of weeding" by American Library Association
- Idaho Commission for Libraries presented "Collection maintenance"
- "Floating collection; how it can work in a large multi-campus academic library" presented by American Library Association

On the 10th soda had been dumped in the night depository and several items were damaged. Most of the liquid we were able to remove from the outside jackets of books and DVD's.

We had some IT issues on November 13th and were unable to send emails. This problem was corrected later that day.

On the 26th staff complained of gas odors in the library. James Barker checked inside the building and the roof. He determined the odor was coming from sewer vents on the roof and advised us what to do if we notice this again.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
November-14

	Nov-14	Nov-13	YTD-2014	YTD-2013	
Total Circulation	4,883	6,161	28,859	32,954	monthly circulation of material
Patrons	3,943	5,037	22,243	28,168	patrons entering the library
New Registration	61	54	375	367	new patron cards
Total Registration	7,614	7,041	7,614	7,041	total # of patrons in database
Programs	7	9	20	32	#of programs provided by library
Pr. Attend	114	101	385	267	total attendance for programs
Ref. Questions	437	585	2,582	3,613	ref questions answered by staff
Volunteers	1	0	8	3	new volunteers this month
Volunteer hours	24	16.75	211.5	272.75	total of monthly volunteer hours
Book Count					
Titles added	94	176	715	1,012	new titles added to database
Titles deleted	107	468	1,369	1,463	titles removed from collection
Collection Total	34,065	36,670	34,065	36,670	total material in database
Overdues:					
Titles overdue	445	506	2,672	2,668	number of overdue items
Contacts	71	112	650	706	number of patrons contacted
Titles returned	389	445	1,814	2,157	# of overdue items returned
Internet Users	939	1,328			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 12/15/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police

CC:

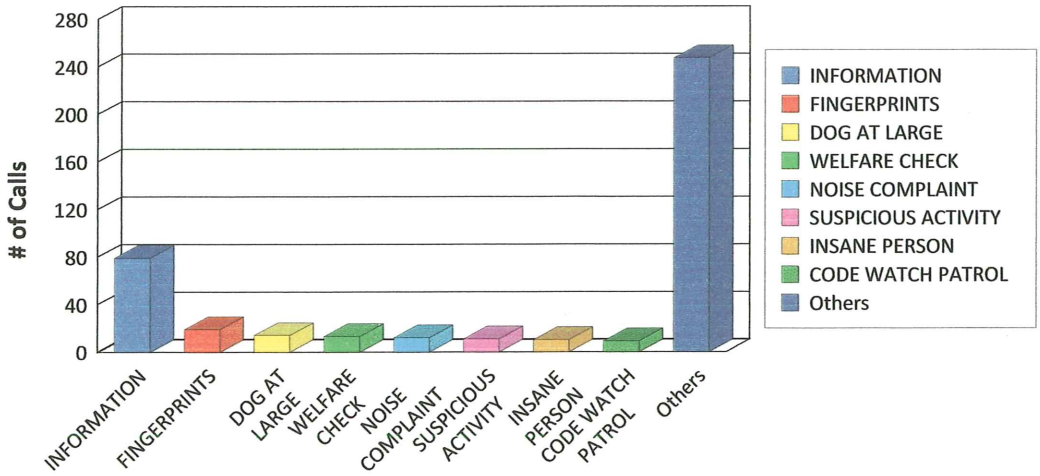
SUBJECT: November Report

Attached is the November recap of Police Department calls for service, calls by type, and incidents by description. Early December has been a very busy month for the police department, as we prepare for the transition from one Records keeping system to a new one. All department personnel have attended training at Sierra Vista P.D. during the month and IT Techs have installed all the software we will need for the change over.

Calls Statistics by Type Summary

11/1/2014 - 11/30/2014
00:00:00 - 23:59:33

Agency - BPD



	11/2014	Total
30 DAY IMPOUND HEARING	2	2
911 HANG UP	3	3
911 MIS-USE	2	2
ABANDONDED/DISABLED VEH	8	8
ACCIDENT W/INJURY	3	3
ACCIDENT W/OUT INJURY	4	4
ACCIDENT/NO INJURY PP	4	4
AGENCY ASSIST	7	7
ASSAULT	3	3
ASSAULT W/DEADLY WEAP	1	1
ATTEMPT TO LOCATE	8	8
BARKING DOGS	2	2
BUILDING SEARCH	2	2
BURGLARY ALARM	8	8
CHILD ABUSE	1	1
CIVIL MATTER-REFERED	7	7
CIVIL MATTER-STAND BY	2	2
CODE WATCH PATROL	9	9
CRIMINAL DAMAGE	8	8

	11/2014	Total
CUSTODIAL INTERFERENCE	1	1
DEBRIS	1	1
DISORDERLY CONDUCT	9	9
DISTURBANCE	2	2
DOG AT LARGE	14	14
DOG BITE/ANIMAL BITE	1	1
DOMESTIC VIOLENCE	6	6
DRIVING ON SUSPENDED LIC	5	5
DRUGS	3	3
DRUNK DRIVER	2	2
DRUNK SUBJECT	2	2
ENDANGERMENT	1	1
ESCORT/PARADE	2	2
FALSE INFO TO PO	1	1
FIGHT	2	2
FINGERPRINTS	19	19
FIRE	1	1
FIRE ALARM	1	1
FOUND PROPERTY/ETC/RETUI	9	9
FRAUD	3	3
GAS LEAK/ODOR	1	1
HARRASSMENT	6	6
HIT AND RUN/NO INJURY	2	2
INCORRIGIBLE JUVENILE	3	3
INFORMATION	79	79
INSANE PERSON	10	10
JUVENILES/CURFEW	1	1
LANDLORD/TENANT DISPTE	3	3
LOST PROPERTY	6	6
MEDIC ASSIST	5	5
MISSING JUVENILE	1	1
NOISE COMPLAINT	12	12
OTHER ANIMAL CONTROL	7	7
PROWLER	2	2

	11/2014	Total
PUBLIC ASSISTANCE	9	9
RAPE	1	1
RECKLESS DRIVER	5	5
SNAKE	6	6
SUBJECT W/KNIFE	1	1
SUICIDE THREAT	4	4
SUSPICIOUS ACTIVITY	11	11
SUSPICIOUS PERSON	6	6
SUSPICIOUS VEHICLE	3	3
THEFT	9	9
THREAT	4	4
TRAFFIC OFFENSE	1	1
TRAVELORS ASSISTANCE	1	1
TRESPASSING	5	5
UDA	2	2
UNDERAGE CONSUMPTION	1	1
UNWANTED SUBJECT	6	6
UTILITIES CALLOUT	4	4
VEHICLE BLOCKING	2	2
VEHICLE RELEASE	1	1
VERBAL DV	4	4
VIOLATION OF COURT ORDER	1	1
WARRANT	6	6
WEAPON VIOLATION	1	1
WELFARE CHECK	13	13
Total	414	414

Incidents - By Description

Report Date: 11/01/2014- 11/30/2014

		CASE STATUS				
Description	***#Incidents***	***#Active(A)***	***#Cleared(B/C)***	***#Cleared Juv(J)***	***#Unfounded(U)***	***#Other***
ACCIDENT W/INJURY	3	0	3	0	0	0
ACCIDENT W/OUT INJURY	3	0	3	0	0	0
AGENCY ASSIST	3	0	3	0	0	0
ASSAULT W/DEADLY WEAP	1	0	1	0	0	0
CRIMINAL DAMAGE	2	0	2	0	0	0
CUSTODIAL INTERFERENCE	1	0	0	0	0	1
DESTRUCTION PROPERTY	1	0	1	0	0	0
DISORDERLY CONDUCT	1	0	1	0	0	0
DOG BITE/ANIMAL BITE	1	0	1	0	0	0
DOMESTIC VIOLENCE	4	0	4	0	0	0
DRIVING ON SUSPENDED LIC	5	0	5	0	0	0
DRUGS	2	0	1	1	0	0
DRUNK DRIVER	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	2	0	2	0	0	0
HIT AND RUN/NO INJURY/	1	0	1	0	0	0
INFORMATION	3	0	3	0	0	0
OTHER ANIMAL CONTROL	1	0	1	0	0	0
SEXUAL ASSAULT	1	0	1	0	0	0
SUSPICIOUS ACTIVITY	1	0	1	0	0	0
THEFT	3	0	3	0	0	0
UNDERAGE CONSUMPTION	1	0	1	0	0	0
VIOLATION OF COURT ORDER	1	0	1	0	0	0
WARRANT	1	0	1	0	0	0
WEAPON VIOLATION	1	0	1	0	0	0
TOTAL	44	0	42	1	0	1

RANGE USED

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 8, 2014**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for November, 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:	40
General Crime Pretrial Conference Hearings:	16
Drug Related Pretrial Conference Hearings:	09
Domestic Violence Pretrial Conference Hearings:	06
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	02
Total Pretrials	78

HEARINGS:

Restitution/OSC and Sentencing Hearings:	01
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing	01
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	35
PROSECUTORIAL TIME SPENT IN COURT	**17.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**65.00 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: **December 16, 2014**

TO: **William Stephens, City Manager**

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

SUBJECT: **November 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.

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	0	1		3
Meter Inspections	0	0	0	0	0	0	0	0	0	0	0		0
Remove/Repair equipment	2	3	1	3	5	5	8	1	0	0	3		31
Monthly Operation/Maintain	6	6	5	7	6	6	6	6	6	12	3		69
Gas Odor/Leak survey	5	6	2	8	0	2	1	2	10	20	10		66
Install Protection Poles	0	0	0	2	0	4	1	1	0	0	0		8
3rd Party Hit	0	1	0	0	0	0	0	0	0	0	0		1
Meter Upgrades	4	8	17	11	5	0	14	1	1	0	0		61
High Usage	1	1	0	0	0	0	0	0	0	0	0		2
No Gas / zero usage	0	0	1	0	0	0	1	1	1	1	1		6
Bluestakes	47	66	48	48	46	49	58	33	46	45	25		511
Gas Units Sold	192,240	122,153	77,924	62,757	51,917	32,672	31,176	34,655	28,168	36,035	48,983		718,680
(100) cubic feet per unit													
2014 Water Dept.O&M													
New Service	0	0	1	0	1	0	0	0	0	0	1		3
Leaks	4	4	0	2	2	3	5	3	2	1	1		27
Instal/Remove Hydrant Meter	0	0	0	1	0	1	3	3	4	1	0		13
No water / pressure	0	1	1	0	2	2	1	0	0	0	0		7
Repair/replace equipment	2	1	2	1	2	2	0	1	0	2	1		14
Meter Upgrades	4	0	0	0	3	1	2	0	1	0	0		11
High usage / re-read	0	0	0	0	3	0	0	0	0	0	2		5
Bluestakes	47	66	48	48	46	49	58	33	46	45	25		511
Water Units Sold	22,368	18,330	19,320	23,815	32,939	30,601	30,414	30,837	22,165	25,459	19,542		275,790
(748 gallons per unit)													
2014 Sewer Dept.O&M													
New service	0	0	0	0	1	0	0	1	1	0	0		3
Sewer Backup	4	4	1	1	1	1	1	3	0	2	1		19
Spray for pests/odor	0	0	1	0	0	1	0	1	0	0	0		3
Clean sewer mains	2	0	0	0	0	0	0	0	1	0	0		3
Raise / repair manhole	0	0	0	0	0	0	0	0	0	0	0		0
Maintenance / Repairs	0	2	0	0	2	0	0	0	0	1	0		5
Bluestakes	47	66	48	48	46	49	58	33	46	45	25		511
Gallons Treated	13,033	11,269	12,289	11,262	11,263	10,497	11,829	12,026	12,028	11,683	11,735		128,914
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 11, 2014**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – November 18, 2014 through December 11, 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 has ended.
- 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.
- There have been several requests from organizations to use Lions Park for Special Events. These requests are making scheduling more challenging than normal. There is also the potential that Leagues are going to have less time on the fields because of these requests.
- Ramada rentals have slowed for the month of December.

Community Center:

- The Center remains full with reservations.
- We have one available Saturday in December on the 29th. We have also seen an increase this year in weeknight, and Sunday 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 two 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 are current on our Records Destruction.
- We completed the advertising for Butterfield Stage Days and Rodeo.

- Mr. Stephens and Laura Parkin attended a trails meeting in Phoenix this month.
- Mr. Stephens and Laura Parkin attended the National Parks Service Sustainable Outdoor Recreation workshop.
- I also had nine scheduled meetings this month with various members of our community.

Christmas Tree Lighting Ceremony:

Participation was lower this year than past years, many of our repeat families were not in attendance. Local Cub Scout Troops held a successful food drive, and donated several items to the Food Bank. I drastically reduced our expenditures for this year's event the total cost this year was $402.95. I appreciate the help of the volunteers that contributed their time for this year's Tree Lighting. Overall, those in attendance had fun.

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.
- I 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.
- I am working toward completion of departmental updates to our SOPs.
- I am working on departmental Emergency Action Plans.
- I am working to find local High School Students to create and implement a Skin Cancer Prevention and Awareness Program. Once I have implemented this program for a year, I will be able to apply for a grant to purchase a shade structure for the Union Street Playground Equipment.
- I am working toward going live with the new City website.
- I am looking at the feasibility of hosting a Cycling Event in Benson.
- I need to apply for the skate park grant.
- I need to complete my Emergency Response Certification Classes.
- I 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.
- I have submitted the draft of the Special Events chapter to Mr. Stephens for review prior to sending it to the City Attorney.
- I am working on final planning for the Festival of Lights – Light Parade.
- I have someone assisting me in my office so he can complete his community service hours. Thanks to his help I am able to work on some of my ongoing projects.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 12, 2014**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for November 2014**

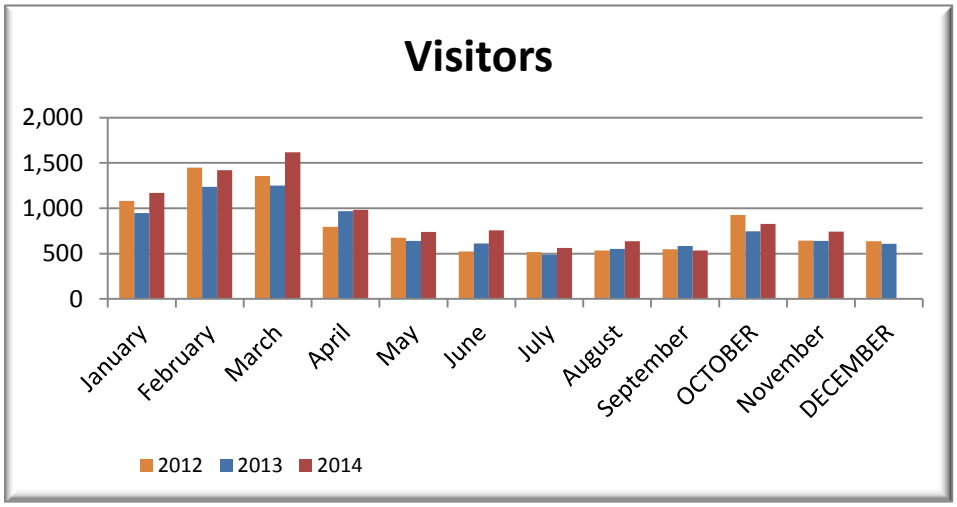
• Our Visitor count for November 2014 was 742 as compared to 641 in November of 2013, up 101 from last year. Still we are having RV's coming in early probably because of cold weather in the north and Midwest and with the lower cost of gasoline we should have more winter visitors coming this year.

• We met with Robert Hernandez of Greyhound to set up our parcel shipping services this month. We have noticed heavier Greyhound traffic with the holiday season.

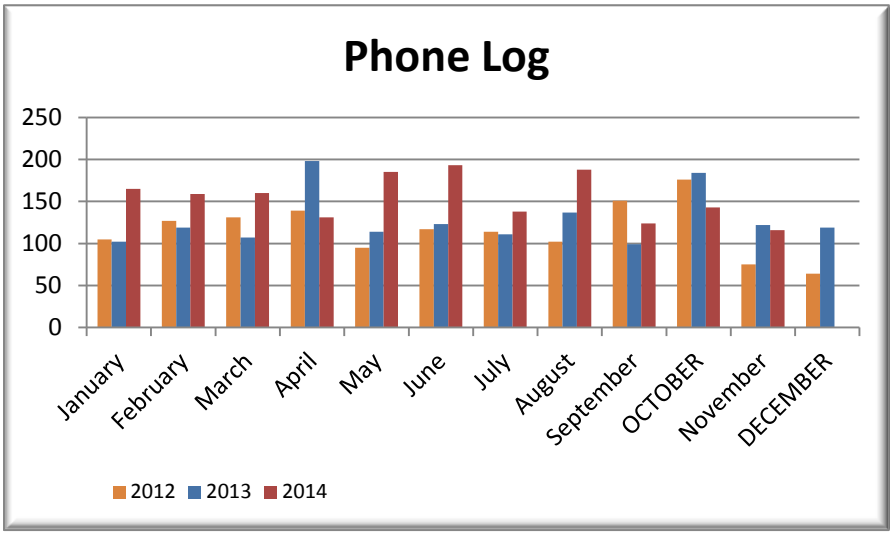
• Pastor Kirk Sorensen dropped off a 100 foot ten gauge extension cord to replace the one stolen last year. We will be installing it to the Nativity scene at the Visitor Center on Monday December 15th. He said it was donated by the Pastors from several Benson Churches.

• Below are our Visitor Counts for November of 2014

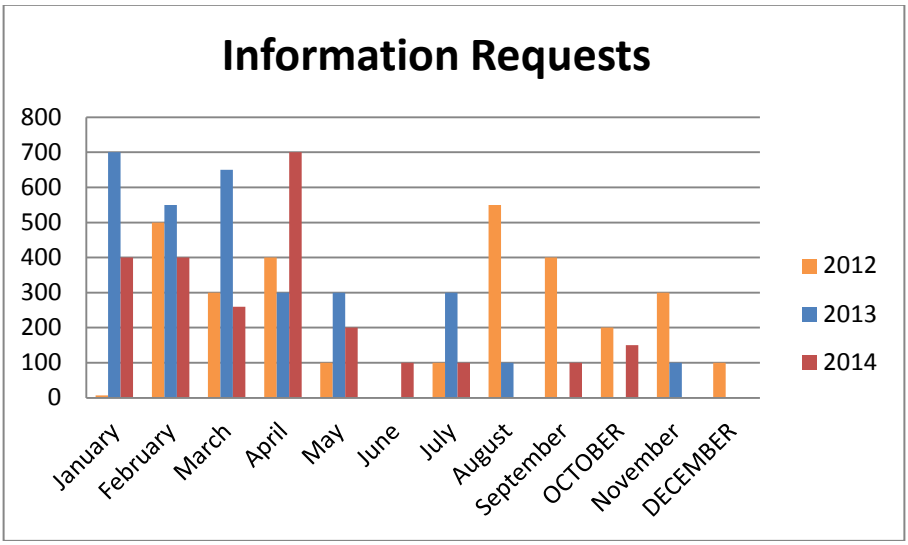
Visitor Center Headcount Comparisons November, 2014



Visitor Center Phone calls
Comparisons by Graph November, 2014



Visitor Center Information Requests
Comparisons by Graph November, 2014



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 15, 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.

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, was held December 11-12. The Clerk's office handled the registration, travel and accommodations for the attending Council. The training offers a wealth of knowledge for new Councilmembers as well as updates and important information for already-seated Councilmembers. Hopefully, at some point, all the Council will be able to attend this valuable training.

The City's 90th birthday celebration was held on December 8 prior to the regular Council meeting. The City's previous Mayors, as well as the current Mayor and Council, were invited to attend the celebration, which featured historic photos and memorabilia.

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.