CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: March 14, 2014

TO: Mayor & Council

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

SUBJECT: February 2014 Department Head Report for Public Works

This past week the City of Benson hosted EPA Small Drinking Water Systems Training at the Fire Department training room. Several of our employees attended along with several people from all over the state. There were approximately 48 total attendees. This no-cost training provided small drinking water systems with training and technical assistance to help comply with and/or maintain compliance the EPA's Safe Drinking Water Act.

Water Department continues water main upgrades.

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.

Gas Department cont.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission.
- Check chart boxes weekly and performed monthly calibrations on gas detection equipment.
- Continue to perform meter inspections and upgrade gas meters.

2. Water Department.

- Continued daily monitoring and maintenance on wells/tanks sites including painting and meter / valve maintenance.
- General maintenance and repairs on meters and hydrants.
- Monthly water sampling of the water as required by ADEQ.
- Continue upgrading water meters.

3. Wastewater Department.

- Continued maintenance and repair at the treatment plant.
- Staff continues the "vault and haul" activity and the Whetstone Ranch Water Reclamation Facility.
- Daily and monthly monitoring samples as required by ADEQ permits.
- Wastewater Department continues the scheduled sewer main and manhole maintenance including spraying for roaches and cleaning.

4. Streets Department:

Street department continues to regularly maintain the streets by filling the potholes, weed control, sign maintenance, tree trimming and maintain curbing.

Inmate labor continues along various locations picking up trash; weed control and filling potholes Monday thru Thursday.

5. Parks Department:

Parks Department continues maintenance of fields and parks preparing for spring events.

City of Benson
Public Works Department

2013 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
New Service	0	0											0
Meter Inspections	0	0											0
Remove/Repair equipment	2	3											5
Monthly Operation/Maintain	6	6											12
Gas Odor/Leak survey	5	6											11
Install Protection Poles	0	0											0
3rd Party Hit	0	1											1
Meter Upgrades	4	8											12
High Usage	1	1											2
No Gas / zero usage	0	0											0
Bluestakes	47	66											113
Gas Units Sold	192,240	122,153											314,393
(100) cubic feet per unit													
2013 Water Dept.O&M													
New Service	0	0											0
Leaks	4	4											8
Instal/Remove Hydrant Meter	0	0											0
No water / pressure	0	1											1
Repair/replace equipment	2	1											3
Meter Upgrades	4	0											4
High usage / re-read	0	0											0
Bluestakes	47	66											113
Water Units Sold	22,368	18,330											40,698
(748 gallons per unit)													
2013 Sewer Dept.O&M													
New service	0	0											0
Sewer Backup	4	4											8
Spray for pests/odor	0	0											0
Clean sewer mains	2	0											2
Raise / repair manhole	0	0											0
Maintenance / Repairs	0	2											2
Bluestakes	47	66											113
Gallons Treated	13,033	11,269											24,302
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: March 12, 2014

TO: Brad Hamilton, Interim City Manager/PW Director

FROM: Megan Moreno, Finance Director

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for February, 2014

Current Department Projects:

- Annual Financial Statement Audit and Expenditure Limitation Report- Completed!
- FY 2014-15 Budget- Department heads were given their individual budgets and they are due back to Finance March 28th. Tentatively, the Recommended Budget will come before council at the end of April.
- 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 will be coming before Council in next month.
- 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.
- Annual Sewer Recalculations- Every year we recalculate sewer rates based on a customer's average water usage for December, January, and February. Recalculations have been made and the new sewer rates will appear on April billings.
- Equal Pay Customer Recalculations- Customers have the option to sign up for equal pay for their utility bill. Their payment amount is adjusted annually based on the prior year usage. All accounts have been recalculated and customers have been notified of their change.

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.
- 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 expecting to see our estimates by Monday of next week. They are expected to increase over last year at least 5%!

Finance Department Statistics for February, 2014

Utility payments processed	2,541
Other payments processed	310
Payroll checks issued	217
Accounts Payable checks issued	213
New Business License Applications taken	6
Customers enrolled on Xpress Bill Pay	350
Customers signed up for Online Statements	146

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 3/10/14

TO: Brad Hamilton, Interim City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: February 2014 Department Head Report

Operations

During the month of February, Benson Fire Department responded to 69 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 11. The average response time from page to on scene was 3 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	1
Vehicle Fire	1
Brush Fire	3
EMS	37
Rescue	2
Haz-Mat	4
Service Calls	0
Good Intent Calls	21
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 February 12th and February 19th

Vehicle Maintenance

Brush 71 Tank being rebuilt and maintenance on the pump.
Brush 711 Fuel Tank repair, Inspection and Lube and oil change
Ten (1) SCBA Bottles were Hydro tested

Fire Prevention

Conducted fire inspections at various Businesses.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: March 11, 2014

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor

CC: Brad Hamilton, Interim 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:	00
General Crime Trials:	02
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	02

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	41
General Crime Pretrial Conference Hearings:	26
Drug Related Pretrial Conference Hearings:	11
Domestic Violence Pretrial Conference Hearings:	08
D.U.I. Pretrial Conference Hearings:	04
Animal Control/Game and Fish Pretrial Conference Hearings:	01
Total Pretrials	91

HEARINGS:

Restitution and Sentencing Hearings:	03
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	04
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	07
Total Case Matters Closed this Month	45
PROSECUTORIAL TIME SPENT IN COURT	**32.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**63.00 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: 03/12/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

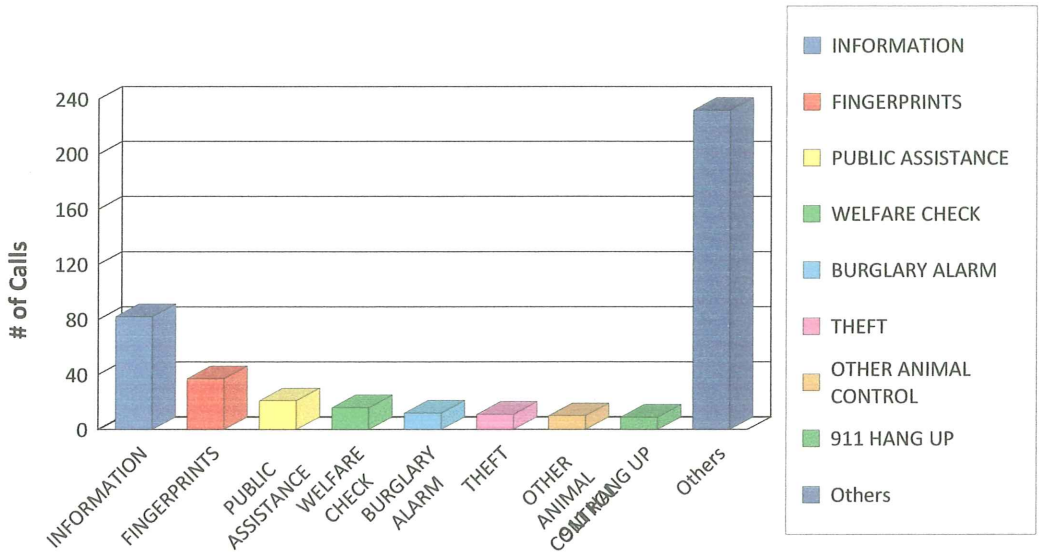
SUBJECT: February Report

Attached is the February 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 positions. Officer Jason Poulsen has graduated from the police academy and has started his Field Training. In December, the Benson Police Department applied for a stipend from the 100 Club of Arizona; in January we were notified that we had been awarded $7,500 to purchase new replacement Tasers for the patrol officers.

Calls Statistics by Type Summary

2/1/2014 - 2/28/2014
00:00:00 - 23:59:46

Agency - BPD



	2/2014	Total
30 DAY IMPOUND HEARING	3	3
911 HANG UP	9	9
911 MIS-USE	2	2
ABANDONDED/DISABLED VEH	7	7
ACCIDENT W/INJURY	3	3
ACCIDENT W/OUT INJURY	7	7
ACCIDENT/NO INJURY PP	5	5
ACCIDENT/UNKNOWN INJ	1	1
AGENCY ASSIST	4	4
ASSAULT	1	1
ATTEMPT TO LOCATE	8	8
BAD CHECKS	1	1
BARKING DOGS	3	3
BRUSH FIRE	1	1
BUILDING SEARCH	1	1
BURGLARY	1	1
BURGLARY ALARM	12	12
CHILD ABUSE	2	2
CIVIL MATTER-REFERED	2	2

	2/2014	Total
CIVIL MATTER-STAND BY	4	4
CODE WATCH PATROL	7	7
CRIMINAL DAMAGE	8	8
CUSTODIAL INTERFERENCE	1	1
DEAD BODY	2	2
DEBRIS	3	3
DISORDERLY CONDUCT	8	8
DISTURBANCE	2	2
DOG AT LARGE	7	7
DOG BITE/ANIMAL BITE	3	3
DOMESTIC VIOLENCE	2	2
DRIVING ON SUSPENDED LIC	2	2
DRUGS	9	9
DRUNK DRIVER	3	3
DRUNK SUBJECT	2	2
DUI/DRUGS	1	1
EMS ASSIGNMENT	2	2
FIGHT	1	1
FINGERPRINTS	37	37
FIRE	1	1
FIRE ALARM	1	1
FOUND DRUG PARAPHERNALI	2	2
FOUND PROPERTY/ETC/RETUI	4	4
FRAUD	4	4
GAS ASSISTANCE	2	2
GAS LEAK/ODOR	2	2
HARRASSMENT	2	2
HIT AND RUN/INJURY	1	1
INFORMATION	82	82
INSANE PERSON	1	1
JUVENILES/CURFEW	2	2
LIQUOR LAW VIOLATION	1	1
LOST PROPERTY	1	1
MEDIC ASSIST	6	6

	2/2014	Total
MISSING JUVENILE	1	1
MISSING PERSON	2	2
NOISE COMPLAINT	2	2
OTHER ANIMAL CONTROL	10	10
PROWLER	4	4
PUBLIC ASSISTANCE	21	21
PUBLIC RELATIONS	6	6
RECKLESS DRIVER	4	4
RECOVERED STOLEN PROPERT	1	1
SEX OFFENDER NOTIFICATION	1	1
SHOPLIFTING	5	5
STRUCTURE FIRE	1	1
SUICIDE THREAT	1	1
SUSPICIOUS ACTIVITY	7	7
SUSPICIOUS PERSON	8	8
SUSPICIOUS VEHICLE	3	3
THEFT	11	11
THREAT	5	5
TRAFFIC OFFENSE	2	2
TRESPASSING	6	6
UNWANTED SUBJECT	5	5
VEHICLE BLOCKING	1	1
VEHICLE FIRE	1	1
VEHICLE RELEASE	4	4
VEHICLE THEFT	3	3
VIOLATION OF COURT ORDER	1	1
WARRANT	9	9
WELFARE CHECK	16	16
Total	430	430

Incidents - By Description

Report Date: 02/01/2014- 02/28/2014

Description	#Incidents	CASE STATUS #Active(A)	#Cleared(B/C)	#Cleared Juv(J)	#Unfounded(U)	#Other
ABANDONDED/DISABLED VEHIC	2	0	2	0	0	0
ACCIDENT W/INJURY	2	0	2	0	0	0
ACCIDENT W/OUT INJURY	5	0	5	0	0	0
ACCIDENT/MINOR INJURY	1	0	1	0	0	0
ACCIDENT/UNKNOWN INJ	1	0	1	0	0	0
BURGLARY	1	0	1	0	0	0
CHILD ABUSE	1	0	1	0	0	0
CRIMINAL DAMAGE	2	0	2	0	0	0
DEAD BODY	2	0	2	0	0	0
DISORDERLY CONDUCT	6	0	6	0	0	0
DOG BITE/ANIMAL BITE	3	0	3	0	0	0
DOMESTIC VIOLENCE	1	0	1	0	0	0
DRIVER'S LIC VIOLATION	1	0	1	0	0	0
DRIVING ON SUSPENDED LIC	1	0	1	0	0	0
DRUGS	8	1	7	0	0	0
DRUNK DRIVER	3	0	3	0	0	0
DUI/DRUGS	1	0	1	0	0	0
FOUND DRUG PARAPHERNALIA	1	0	1	0	0	0
FOUND DRUGS	1	0	1	0	0	0
FRAUD	2	0	2	0	0	0
INFORMATION	2	0	2	0	0	0
LIQUOR LAW VIOLATION	1	0	0	1	0	0
MISSING JUVENILE	1	0	0	1	0	0
MISSING PERSON	1	0	1	0	0	0
POSSESS MARIJUANA	1	0	1	0	0	0
RECOVERED STOLEN PROPERTY	1	0	1	0	0	0
SEX OFFENDER NOTIFICATION	1	0	1	0	0	0
SHOPLIFTING	4	1	2	0	1	0
THEFT	6	1	5	0	0	0
TRESPASSING	1	0	1	0	0	0
UNWANTED SUBJECT	1	0	1	0	0	0
VEHICLE THEFT	1	0	1	0	0	0
WARRANT	3	0	3	0	0	0
TOTAL	69	3	63	2	1	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					4075
SELF INITIATED	147	133	163	179	190	160	186	333					1491
CITIZEN	7	9	8	10	17	22	79	28					180
PUBLIC RELATIONS	118	168	268	326	135	163	194	153					1525
PAPERS SERVED	8	7	9	4	6	3	5	7					49
FOLLOW UP	8	52	5	58	24	15	26	15					203
VERBAL WARNING	78	107	164	99	97	64	56	135					800
DRUG RLTD DR'S	7	8	6	5	8	6	10	7					57
ACCIDENT REPORTS	5	7	7	4	6	9	10	9					57
ALCOHOL INVL	1	0	0	0	1	0	0	0					2
SPEED CITE INVL	1	0	0	1	1	1	3	5					12
PEDESTRIAN INVL	0	0	1	0	0	0	0	0					1
BICYCLE INVL	0	0	0	0	0	0	0	0					0
FELONY OBSERVED	20	3	4	5	10	4	2	8					56
MISD. OBSERVED	25	26	30	31	26	25	20	32					215
DOMESTIC VIOL	7	4	4	3	7	3	6	5					39
ALCOHOL INVL	1	0	1	2	2	1	3	1					11
WEAPON INVL	0	0	0	0	0	0	0	0					0
CHILD PRESENT	2	1	1	0	1	1	0	0					6
DV ARREST(S)	3	2	0	2	2	1	4	1					15
FEMALE	1	0	0	0	0	1	2	1					5
MALE	2	2	0	2	2	0	2	1					11
DUAL	0	0	0	0	0	0	0	1					1
JUVENILE ARREST(S)	3	0	1	0	0	3	2	1					10
ALCOHOL INVL	0	0	0	0	0	1	1	1					3
DRUGS INVL	0	0	1	0	0	1	1	0					3
STATUS OFFENSE	3	0	0	0	0	0	0	0					3
OTHER	0	0	0	0	0	1	0	0					1
DUI	2	3	2	1	0	2	0	3					13
BACK UPS	33	96	43	80	60	68	82	79					541
AGENCY ASSIST	8	17	12	11	18	19	15	14					114
TRANSPORTS	4	16	6	8	7	13	18	14					86

Benson Animal Control

Monthly Report

Month in Report___February 2014_____

Description	*Current Month*	*Year to Date*
Dogs Turned in:	2	2
Dogs Picked up:	10	15
Dogs Adopted:	11	28
Dogs Euthanized / Owner Requested:	1	1
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	0
Dogs Returned to Owner:	7	7
Dog Complaints:	5	25
Dog Bites:	2	2
Dog Licenses Sold:	53	122
Cats Turned In:	8	11
Cats Trapped:	1	1
Cats Returned to Owner:	1	1
Cats Adopted:	7	8
Cats Euthanized / Owner Requested	1	3
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	1	1
Cat Bites:	1	1
Removals (Snake,Skunk, birds, etc):***	1	1
Calls Responded to:	6	15
Compliance Notices (Warnings):	1	1
Citations Issued:	0	0
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**25**	**45**
Cats at the shelter (time of Report):	**6**	**10**

Removals:***
1 skunk

Donations:

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 13, 2014**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – February 12, 2014 through March 13, 2014**

Summer Programs:

- With approval we will begin publishing our Summer Program.
- Thanks to Cox Communications and Cerendipitees we will have two Movies in the Park this year! On Friday, May 16. And Friday, June 6. This year's movies are "Frozen", and "Monsters University".

Pool:

- We are near completion of the 2014 Aquatics Schedule and are considering cuts.

Lions Park:

- We are struggling to accommodate the high demand for the ball fields. We have seen an increase in Ramada Rentals.
- Little League Opening Day is April 5.

Community Center:

- The Chiricahua Community Health Mobile Unit has seen an increase in visits from our residents.
- AARP Tax Aide is at the Community Center every Tuesday, through April 15, to provide Tax Assistance for low to moderate income.
- The Center remains full with reservations.

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.
- Completed our Walmart receipt log for February.

- We have completed revisions to the Aquatics Manual. Once the revisions are approved by the Interim City Manager we will make final changes and prepare them for the 2014 Aquatic Season.
- The Skin Cancer Awareness Project Outline is almost complete. We will provide the Interim City Manager with an informational memo prior to going public with the program.
- We have submitted all of our forms to the new City Attorney for his opinion. We are making changes to our forms based on his comments and recommendations.
- Laura Parkin completed the National Swimming Pool Foundation's Aquatic Risk Management Certification.

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 budget for the 2014/15 Fiscal Year.
- We are working on our goals and accomplishments for the 2013/14 Fiscal Year.
- We are working on our Records Destruction.
- We are working with the 4th of July Committee on this year's celebration.

- Brittney Batten will be attending a CPR/First Aid Certification class this month.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: March 14, 2014

TO: Brad Hamilton, Interim City Manager

FROM: Bob Nilson, Tourism Supervisor

SUBJECT: Tourism Report for February 2014

• Our Visitor count for February 2014 was 1,420 as compared to 1,237 in February of 2013, up 183 from last year. We seem to be having larger than normal visitation. It may be due to warm weather here in January, February and March.

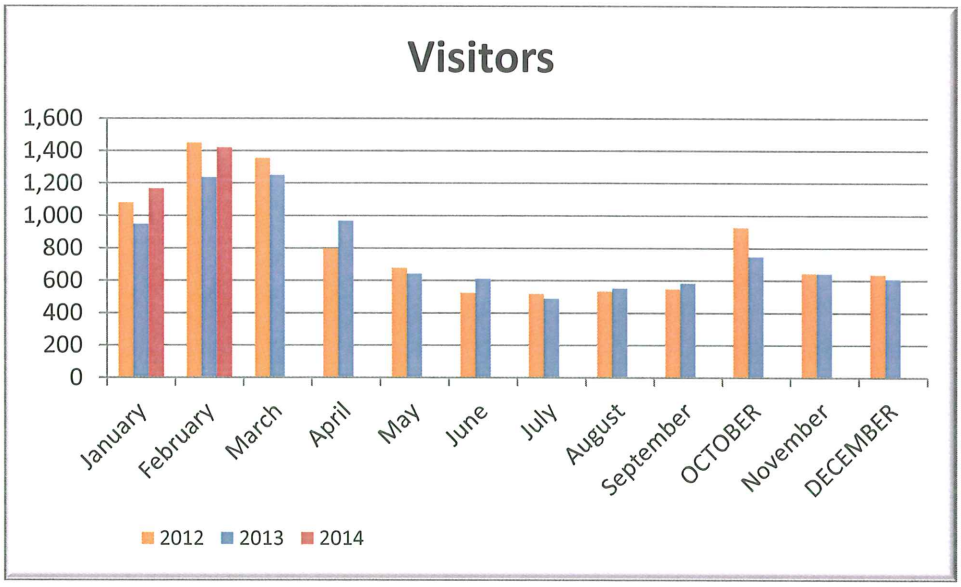
• The Benson OVG/maps are in and are being distributed to all the RV Parks, Motels and Restaurants in Benson.

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

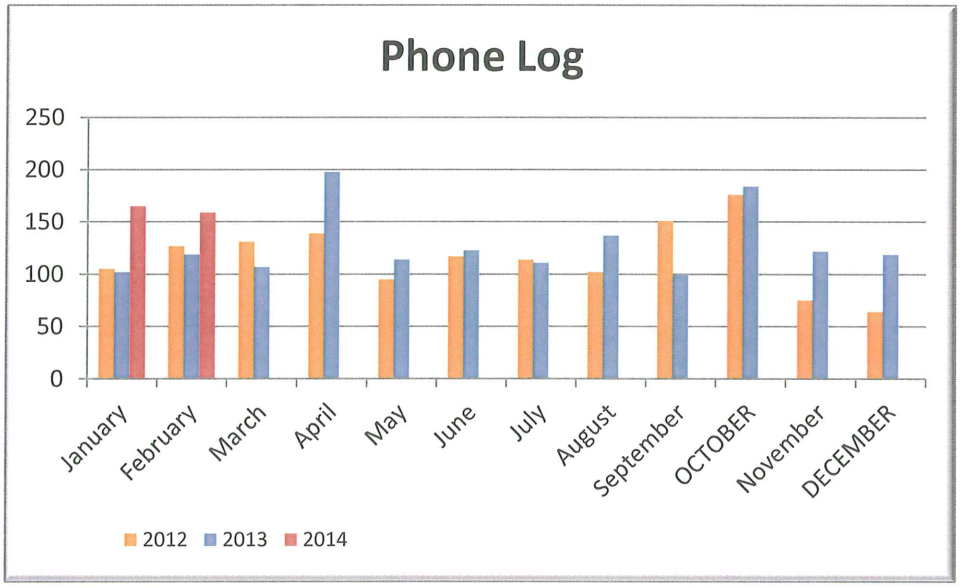
• Our Cochise County Tourism Council will be printing the new maps in the next couple weeks. It is the first update in four years.

• Below are our Visitor Counts for February of 2014

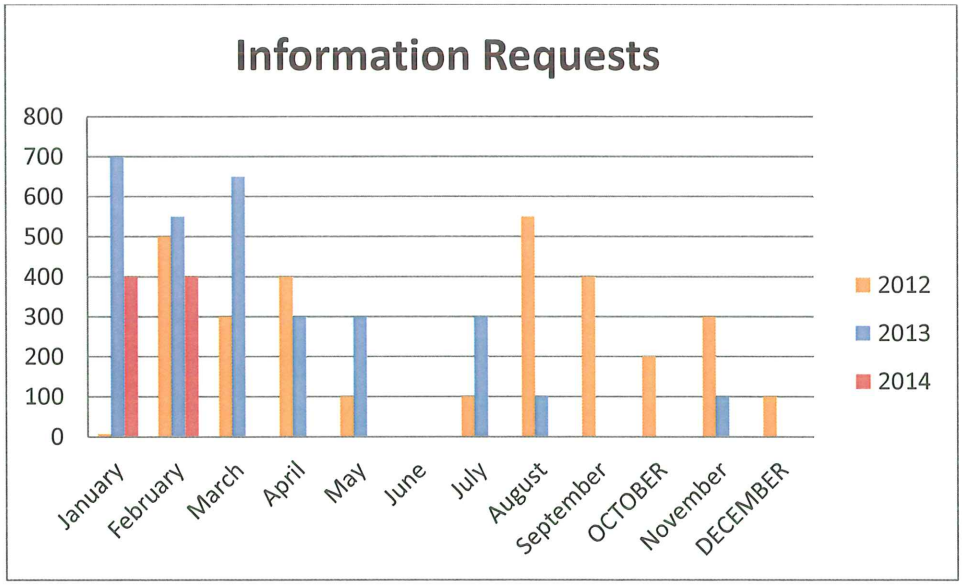
Visitor Center Headcount Comparisons February, 2014



Visitor Center Phone calls
Comparisons by Graph February, 2014



Visitor Center Information Requests
Comparisons by Graph February, 2014



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: March 18, 2014

TO: Brad Hamilton, Interim 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 vacancy of the Deputy Clerk position, all action on previous Council will be put on hold as the focus will be to organize only current Council action.

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 and January 13, 2014. At the January 13 worksession, Council completed their initial review of the Council Policies and Procedures; however, there are areas that will need to be revisited since the Council wanted to address them after the new City Attorney was in place. The worksession on these issues will be held on March 24. After the City Attorney has time to review the "finished" draft, hopefully resulting from the worksession, I will consult with the Mayor and schedule another worksession. Additional worksessions will also be scheduled to review Chapter 2 of the Benson City code after a final draft of the Council Policies and Procedures is complete.

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 are now available in the City Clerk's office for those who wish to run in the special election. The forms a candidate is required to submit in order to run in the election must be submitted to the City Clerk's office no later than March 21, 2014 at 5:00 p.m.

Preparation for the regular election will begin with the Primary election being held on August 26 and the General election being held on November 4. The election will be held to elect the Mayor and 4 Councilmembers (3 Councilmembers will serve a 4 year term and 1 Councilmember will serve a 2 year term). Election preparations are comprised of numerous duties, which will be completed according to State requirements.

On March 6, the City Clerk and the Deputy City Clerk attended a day-long election training session hosted by the Arizona Municipal Clerks' Association. The training covered an overview of the election process, campaign finance, compliance with new election laws and ballot measures. When these opportunities present themselves once or twice a year, it is important to participate and gain the perspective of other municipalities that may have gone through some of the issues our City faces.

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.

The Clerk's office also worked closely with the Interim City Manager in hosting the Mayor/Manager luncheon in Benson on March 13. Mr. Bob Mucci of the Cochise Small Business Development Center gave a presentation to those present.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 4, 2014**
To: **Brad Hamilton, Interim City Manager**

FROM: **Peggy Scott, Library Director**

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

Andrew Parkin resumed the computer classes this month. This session will continue through April 3rd. He also placed a computer in the Whetstone room with Microsoft Office for patrons.

Arizona Workforce Connection set up in the Whetstone room on February 20th to assist patrons with job searching and resumes. They were pleased with the turnout and were able to assist a number of patrons.

Kelli Jeter began an online course provided by InfoPeople called eReaders: Practical help for patrons and staff. The class ends March 24th.

Megan Oros will be launching the Benson Seed Library later this month. She connected with Pima Tucson Library Seed Librarian for guidance and advice. Oros created a video on how to start a small rural seed library that will be posted on YouTube. The seeds and other materials acquired were donated for this project. She had help from several volunteers sorting the seeds to get this project ready. She had to restructure the project to meet a small libraries space, staff and patrons needs.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
February-14

	Feb-14	Feb-13	YTD-2014	YTD-2013	
Total Circulation	5,834	6,706	51,300	46,697	monthly circulation of material
Patrons	5,739	5,460	44,292	46,038	patrons entering the library
New Registration	56	67	583	606	new patron cards
Total Registration	7,196	6,594	7,196	6,594	total # of patrons in database
Programs	22	11	78	35	#of programs provided by library
Pr. Attend	309	210	918	680	total attendance for programs
Ref. Questions	738	792	5,329	6,671	ref questions answered by staff
Volunteers	0	0	3	0	new volunteers this month
Volunteer hours	30	86.75	316.75	623.5	total of monthly volunteer hours
Book Count					
Titles added	76	117	1,418	1,442	new titles added to database
Titles deleted	586	138	3,018	1,798	titles removed from collection
Collection Total	35,521	37,725	35,521	37,725	total material in database
Overdues:					
Titles overdue	439	437	4,044	4,235	number of overdue items
Contacts	87	125	1,000	1,118	number of patrons contacted
Titles returned	330	373	3,220	2,950	# of overdue items returned
Internet Users	1,430	1,675			# of people signed up for p.c.'s