MONTHLY PERMIT REPORT

PERMIT REPORT FOR MONTH OF: January-16

RESIDENTIAL	**NUMBER OF PERMITS**	**VALUATION**	
NEW HOMES:	0	$0.00	
ADDN/REPAIRS:	0	$0.00	
REROOFING:	0	$0.00	
GARAGE/CARPORT:	0	$0.00	
ACCESSORY BLDG:	1	$3,000.00	
MISC; GAS, ELEC, SEWER:	8	$0.00	
MULTI FAMILY	0	$0.00	
ZONING/INSPECTION	0	$0.00	
RESIDENTIAL PERMITS:	**9**	**RESIDENTIAL TOTAL:**	**$3,000.00**
COMMERCIAL			
NEW BUILDING	0	$0.00	
ADDITION/REPAIRS:	3	$0.00	
REROOF:	1	$31,000.00	
MISC; GAS, ELEC, SEWER:	1	$0.00	
RV PARKS:	0	$0.00	
ZONING	0	$0.00	
PUBLIC WORKS	0	$0.00	
COMMERCIAL PERMITS:	**5**	**COMMERCIAL TOTAL:**	**$31,000.00**
		CONSTRUCTION TOTAL:	**$34,000.00**
INSTALLATIONS			
PARK MODELS:	0		$0.00
MANUFACTURED HOMES:	0		$0.00
INSTALLATION PERMITS:	**0**	**INSTALLATION TOTAL:**	**$0.00**
DEMOLITION PERMITS:	**0**	**DEMOLITION TOTAL**	**$0.00**
TOTAL PERMITS	**14**	**VALUATION TOTAL:**	**$34,000.00**

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 17, 2016**

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.

I attended a recent training opportunity with the Finance Director that covered Affordable Care Act Employer Reporting regarding mandatory reporting requirements and deadlines, the process of Bond Elections, Contract Record Keeping & Procurement which illustrated the City of Flagstaff's use of imaging software to track and maintain their contracts and agreements as well as rules, regulations and laws as they relate to municipal procurement, purchase records and the best practices on how to manage them. The training also reviewed the Arizona Public Records Law. Attending these training sessions keeps Staff abreast of changes in state law and offer networking opportunities to discuss these changes and new procedures with other cities and towns, benefitting the City.

Budget preparations are commencing and the Clerk's office will be working with the Finance Department in not only preparing the City Clerk's budget and the Council budget, but with scheduling budget meetings and the public hearings.

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.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 22, 2016**

TO: **William Stephens, City Manager**

FROM: **Dustin DeSpain, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance/Transit Department Monthly Report for January, 2016**

Current Department Projects:

- Continually working on reporting compliance with the new HealthCare Reforms
- Working on Risk Pool Insurance Safety Training
- Preparing Preliminary Audit Documents for Auditing Firm.
- We are working on changes to our tax code regarding rental tax, business licensing and fees. We plan to bring this change to Council. .
- We have been working on our Transit Grant Budget and Filing.
- We are finishing ADOT Transit Audit compliance list
- We had an ADOT Alcohol and Drug Abuse Audit for Transit/ Awaiting items we need to work on.
- Starting Transit Grant Application for upcoming Fiscal Year.
- We continue in our Joint efforts with City Clerk's office to monitor and provide Human Resource support.
- Ordered 2 New Buses
- Working on Budget Projections for 2016-2017

Upcoming:

- Audit on Financials for Budget year 2014-2015 starting February 16, 2016
- Monitoring Airport Tie Down agreements and fee collections
- Coordinating Human Resource activities with Vicki, as we have no HR Coordinator
- Completing Training and Audit adjustments for Transit Compliance
- Volunteer Fire Department Retirement Funds
- Moving Transit to Finance Department/ Drivers will Report to Finance Director
- CFD Policy and Procedures

Finance Department Statistics for January, 2016

Utility payments processed	2257
Other payments processed	330
Payroll checks issued	180
Accounts Payable checks issued	191
New Business License Applications taken	6
Customers enrolled on Xpress Bill Pay	800
Customers signed up for Online Statements	483
Fixed Route Bus #7003 Rides	127
Fixed Route Bus #7005 Rides	356
Dial–A-Ride Bus #7004 Rides	515
Back-up Bus #7001 Rides	20

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 2/16/16

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: January 2016 Department Head Report

Operations

During the month of January, Benson Fire Department responded to 83 calls. The average number of Firefighters responding to the calls for the month was 2. The lowest number was 1 and the highest number was 6. The average response time from page to on scene was 7 minutes. The average time from page to en route was 6 minutes and the average time from en route to on scene was 3 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	0
Vehicle Fire	0
Brush Fire	0
EMS	49
Rescue	0
Haz-Mat	4
Service Calls	0
Good Intent Calls	30
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department had no Mutual Aide calls.

Meetings and Trainings

Business/Training meetings were held on 1/13/16 and 1/20/16.

Vehicle Maintenance

Rescue 71 had the heater hoses replaced. Engine 71 had warranty work done, for oil and fuel leaks. Command 71 had the front axle replaced.

Miscellaneous

None

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 3, 2016**

To: **William Stephens, City Manager**

FROM: **Kelli Jeter, Sr. Library Assistant**

SUBJECT: **End of the month report for January 2016**

On January 5th we noticed we had a leak in the roof and some of the ceiling tiles were damaged. The roof was repaired on January 7th.

January 6th Krista Kenyon started her Beginning Computer classes. These classes ran for 4 weeks with a total of 5 classes (2 on one week). She has had a request for additional classes in the future.

Temporary employee Amanda Burkey started on January 7th. She is working out very well and her help is appreciated.

Kelli Jeter participated in an LSTA webinar on January 8th. This was sponsored by Arizona State Library.

All library employees completed the required Defensive Driving online course.

Benson Public Library

Statistical Report
January-16

	Jan-16	Jan-15	YTD-2016	YTD-2015	
Total Circulation	6,437	5,385	35,795	34,244	monthly circulation of material
Patrons	4,687	4,617	32,724	26,860	patrons entering the library
New Registration	60	66	321	441	new patron cards
Total Registration	8,168	7,692	8,168	7,692	total # of patrons in database
Programs	18	11	40	35	#of programs provided by library
Pr. Attend	208	196	647	653	total attendance for programs
Ref. Questions	639	732	3,900	3,788	ref questions answered by staff
Volunteers	0	0	11	8	new volunteers this month
Volunteer hours	11	15.9	98	248.15	total of monthly volunteer hours
Book Count					
Titles added	46	96	842	993	new titles added to database
Titles deleted	57	113	1,072	1,482	titles removed from collection
Collection Total	33,918	33,766	33,918	33,766	total material in database
Overdues:					
Titles overdue	269	371	3,254	3,630	number of overdue items
Contacts	115	128	869	876	number of patrons contacted
Titles returned	267	370	1,508	2,544	# of overdue items returned
Internet Users	988	973			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 02/16/2016

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: January Report

Attached is the January recap of Police Department calls for service, calls by type, and incidents by description. The report is in the new format, Spillman Technologies provides a lot of different reporting options at this time the two attached are the ones that provide council with the information that they are used to getting from the police department. The Police Department is currently advertising for police officers and is performing background checks, on two officer applicants and reviewing dispatcher applications. As you have heard by now Paul Teza was hired as the part-time Animal Control Officer, Paul have done great work with the shelter, cleaning it up and getting it organized, he has been tasked with the evaluation of all shelter operations and programs and to make recommendations to the Chief of Police.

Offense	ACT	CC	CEX	CLO	CJA	CRA	CAA	FDT	Other	Total
	26	36	2	0	0	0	0	0	0	64
6-2-14 Vicious Animals	1	0	0	0	0	0	0	0	0	1
8-201.13 Incorigle Juvenile	3	0	0	1	3	0	0	0	0	7
13-1419 Unlawful Sexual Cond	1	0	0	0	0	0	0	0	0	1
13-1602 Criminal damage	1	1	0	0	0	0	1	0	0	3
13-1602A1 Deface or damage p	1	1	0	0	0	0	1	0	0	3
13-1802A Theft	1	0	0	1	0	0	0	0	0	2
13-1802A1 Theft-Deprive of P	0	0	0	1	0	0	0	0	0	1
13-1814A4 Theft of Means of	3	0	0	1	0	0	0	0	0	4
13-1202A Threatening/Intimid	2	2	0	0	1	0	0	0	0	5
13-1203 Assault	2	0	0	0	0	0	1	0	0	3
13-1203A Assault	1	0	0	0	0	0	0	0	0	1
13-1903A Agg rob oth wp misc	3	0	0	0	0	0	0	0	0	3
13-1802 Larceny/Theft	9	5	0	4	0	0	0	0	1	19
13-1803 lar/thf Unlwful use	0	0	0	1	0	0	0	0	0	1
4-244.41 Underage drinking	0	0	0	0	3	0	0	0	0	3
13-2002A2 Possess a forged i	0	0	0	1	0	0	0	0	0	1
13-2008A Taking Identity of	2	0	0	0	0	0	0	0	0	2
13-2011A Fraudulent creatio	1	0	0	3	0	0	0	1	0	5
13-2311A Fraudulent schemes	0	0	0	0	0	0	0	1	0	1
13-2904 Disorderly conduct	3	1	0	0	2	0	0	0	0	6
13-2904A1 Fightng, Disruptv	1	0	0	0	0	2	0	0	0	3
13-2904A2 Make unreasonable	0	0	0	0	1	0	0	0	0	1
13-2904A6 Recklsly handl/dis	2	0	0	0	0	0	0	0	0	2
13-2917B1 disturb prvt/pub	2	3	0	0	0	0	0	0	0	5
13-3407 Poss,sell,manuf dang	1	0	0	0	0	0	0	0	0	1
13-3407 P,S,M dan drug Hallu	1	0	0	0	0	0	0	0	0	1
13-3407A4 manu danger drug	0	1	0	0	0	0	0	0	0	1
13-3601 Domestic Violence	0	2	0	0	0	0	0	0	0	2
13-3904 Violation of promise	0	0	0	0	0	0	1	0	0	1
13-4902A1 Criminal trespass	6	0	0	0	0	0	0	0	0	6
Animal control	6	7	2	2	0	0	0	0	0	18
Welfare Check	4	7	3	1	0	0	0	0	0	15
Missing Person	0	1	0	0	0	0	0	0	0	1
Found Property	2	1	0	1	0	0	0	0	0	4
Suspicious person	14	12	1	1	0	0	0	0	0	28
Information	5	4	0	0	0	0	0	0	0	9
Alarm	7	4	0	0	0	0	0	0	0	11
Citizen Dispute- non crimina	0	1	0	0	0	0	0	0	0	1
Assist other agency	11	8	0	2	0	0	0	0	0	21
Civil complaint	1	1	0	0	0	0	0	0	0	2
Civil standby/domstc viol	1	4	0	0	0	0	0	0	0	5
Civil - paper service	0	1	0	0	0	0	0	0	0	1
Death Investigation- Natural	1	0	0	0	0	0	0	0	0	1
Death Invest:Suicide	1	0	0	0	0	0	0	0	0	2
Public - other types	9	5	3	0	0	0	0	0	0	17
911 Hangup	6	5	0	0	0	0	0	0	0	11
Attempt to Locate	5	1	0	0	0	0	0	0	0	6
Background Check	1	0	0	0	0	0	0	0	0	1
Medical assistance	3	1	0	0	0	0	0	0	0	4
Lost Property	3	0	0	1	0	0	0	0	0	4
Search Warrant	1	0	0	0	0	0	1	0	0	2
Vioation of Court order	0	0	0	0	0	0	0	0	0	1
28-693 Reckless Driving	1	0	0	0	0	0	0	0	0	1
28-701 Speeding Violations	0	0	0	1	0	1	0	0	0	2

Offense	ACT	CC	CEX	CLO	CJA	CRA	CAA	FDT	Other	Total
28-701A Flr Ctrl Spd/Nt Rsn/	0	0	0	1	0	0	0	0	0	1
28-701.02A3 Exceed 85mph	1	0	0	0	0	0	0	0	0	1
28-771 Fail yld rght-of-wy @	1	0	0	0	0	0	0	0	0	1
28-772 Fail to yld mkng lft	1	0	0	0	0	0	0	0	0	1
28-3473A Drv w/susp/revok/ca	0	0	0	0	0	1	0	0	0	1
28-4831 Unlwfl abandonment o	2	5	1	0	0	0	0	0	0	8
Pers injury accidents	1	0	0	1	0	0	0	0	0	2
Prop Damage: Miscellaneous	4	1	1	1	0	0	0	0	0	7
Other Traffic Incidents	50	14	16	2	0	1	0	0	0	83
Accident,no injury	1	3	1	0	0	0	0	0	0	5
Grand Totals	216	138	30	27	10	5	5	2	4	437
Percentages	49.4	31.6	6.9	6.2	2.3	1.1	1.1	0.5	0.9	100.0

Report Includes:
All dates between `00:00:00 01/01/16` and `23:59:59 01/31/16`
All agencies matching `BNPD`
All officers
All dispositions
All natures
All locations
All cities
All clearance codes
All observed offenses
All reported offenses
All offense codes

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Nature of Call	Total Calls Received	% of Total
30 Day Impound Hearing	1	0.24
911 HANGUP	11	2.66
Abandoned Vehicle	8	1.93
Agency Assistance	21	5.07
Alarm	11	2.66
Robbery Alarm	3	0.72
Animal/Lost Animal	1	0.24
Animal Problem	8	1.93
Welfare of Animal	2	0.48
Cruelty to Animals	1	0.24
Animal/Barking Dog	1	0.24
Assault	3	0.72
Attempted Suicide	2	0.48
Attempt to Locate	6	1.45
Background Check	1	0.24
Barking Dog	2	0.48
Citizen Assist	15	3.62
Citizen Dispute	1	0.24
Civil	2	0.48
Civil Standby	5	1.21
Criminal Damage	3	0.72
Dead Body	1	0.24
Disorderly Conduct	4	0.97
Disturbance	5	1.21
Dog Bite	1	0.24
Domestic Trouble	2	0.48
Driving on Suspended license	2	0.48
Controlled Substance Problem	1	0.24
Drunk Subject	4	0.97
EMS	5	1.21
Extra Patrol	1	0.24
Fingerprints	40	9.66
Fire	2	0.48
Vehicle Fire	1	0.24
Found Property	4	0.97
Fraud	5	1.21
Fraud Credit Card	1	0.24
Gas Leak/Odor	5	1.21
Harrassment	1	0.24
Traffic Accident Hit and Run	5	1.21
House Check	1	0.24
Identity Theft	2	0.48
Information Report	9	2.17
Juvenile Problem	8	1.93
Lost Property	4	0.97
Medical Emergency	4	0.97
Missing Person	1	0.24
Noise	1	0.24
Traffic Accident w/ Damage	7	1.69
Traffic Accident, w/ Injuries	3	0.72
Reckless Driving	1	0.24
Recovered Stolen Vehicle	1	0.24
Return Propery	3	0.72
Sex Offense	1	0.24
Shoplifting	1	0.24

Nature of Call	Total Calls Received	% of Total
Shots Fired	2	0.48
Stray Animal	4	0.97
Suspicious Person/Circumstanc	28	6.76
Theft	16	3.86
Threatening	5	1.21
Traffic Acc	3	0.72
Traffic Hazard	7	1.69
Traffic Violation	7	1.69
Traffic Stop	65	15.70
Trespassing	6	1.45
Unsecure Premise	1	0.24
Utilities Callout	2	0.48
Vandalism	2	0.48
Vehicle Theft	3	0.72
Viol Crt Order	1	0.24
Warrant	3	0.72
Welfare Check	14	3.38
Total Calls:	414	

Report Includes:
All dates between `00:00:00 01/01/16` and `23:59:59 01/31/16`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

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CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 9, 2016**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for January, 2016**

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	01
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	01

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	68
General Crime Pretrial Conference Hearings:	26
Drug Related Pretrial Conference Hearings:	17
Domestic Violence Pretrial Conference Hearings:	11
D.U.I. Pretrial Conference Hearings:	08
Animal Control/Game and Fish Pretrial Conference Hearings:	05
Total Pretrials	135

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/Status	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	01
Total Case Matters Closed this Month	56
PROSECUTORIAL TIME SPENT IN COURT	**20.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**68.00 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: **February 18, 2016**

TO: **William Stephens, City Manager**

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

SUBJECT: **Jan. 2016 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.
- Perform meter inspections and perform maintenance as needed.

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.
- Conducts minimal maintenance of the City swimming pool..

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.

Parks have inmate labor maintaining parks, and minimal maintenance at the Community Center and Visitors Center.

Public Works employees are preparing the site for the new ADA bathrooms at Lions Park; the building should be delivered in March. This is grant funded through SEAGO.

City of Benson
Public Works Department

2016 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**Total**
New Service	0												0
Meter Inspections	2												2
Remove/Repair equipment	1												1
Monthly Operation/Maintain	4												4
Gas Odor/Leak survey	6												6
Install Protection Poles													0
3rd Party Hit													0
Meter Upgrades	11												11
High Usage													0
No Gas / zero usage	3												3
Bluestakes	51												51
Gas Units Sold	227,373												227,373
(100) cubic feet per unit													
2016 Water Dept.O&M													
New Service	0												0
Leaks	3												3
Instal/Remove Hydrant Meter	0												0
No water / pressure	1												1
Repair/replace equipment	0												0
Meter Upgrades	0												0
High usage / re-read	1												1
Bluestakes	51												51
Water Units Sold	22,674												22,674
(748 gallons per unit)													
2016 Sewer Dept.O&M													
New service	0												0
Sewer Backup	1												1
Spray for pests/odor	0												0
Clean sewer mains	0												0
Raise / repair manhole	0												0
Maintenance / Repairs	0												0
Bluestakes	51												51
Gallons Treated	14,252												14,252
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 14, 2016**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – January 15, 2016 through February 16, 2016**

Summer Programs:

- We are working on next year's Summer Program.

Pool:

- We are working on next year's aquatic schedule.

Lions Park:

- See attached for rentals and revenue.

Community Center:

- See attached for rentals and revenue.

Parks, Trails and Open Spaces Master Plan:

- The third meeting was held on February 10, there were several key Stakeholders in attendance.
- Dorthey attended Little League registration on January 23, and handed out a questionnaire so that we can begin learning the physical activity patterns, needs and behaviors of adults in our community. We continue to distribute this questionnaire throughout the community. To date we are pleased with the responses. The general input has been the same from respondents.
- I submitted three different grants to Cenpatico in an effort to receive money to complete pending projects.
- I am working on a feasibility study in consideration of park expansion opportunities.
- Cate Bradly and I met with the medical staff at Benson Hospital and with the ministers group. Again, their input mirrored that of the respondents of the questionnaire.
- Additional information on the progress of the Parks, Trails and Open Spaces Master Plan meetings can be found on the City's website under Parks and Recreation.

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.
- I have sent the recommended changes to Chapter 11 of the City Code to the attorney.
- I attended nine meetings this month.
- I processed and approved one Special Event Permit Application.

Cochise County Tourism Council:

- I am working to provide Allen Baker, Committee President with information from the Arizona Department of Liquor to consider the possibility of working with Willcox to bring wine tasting rooms to Benson that would feature wines made in Cochise County.

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.
- On August 14, 2015 I emailed each of the Department Heads a link to their sections of the new City website, I am waiting for feedback from them for changes, suggestions, etc. so we can go live with it.
- 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 am re reviewing the draft of the Special Event Chapter of the City Code to send to the attorney.
- I am working on the Sun Corridor Trail project.

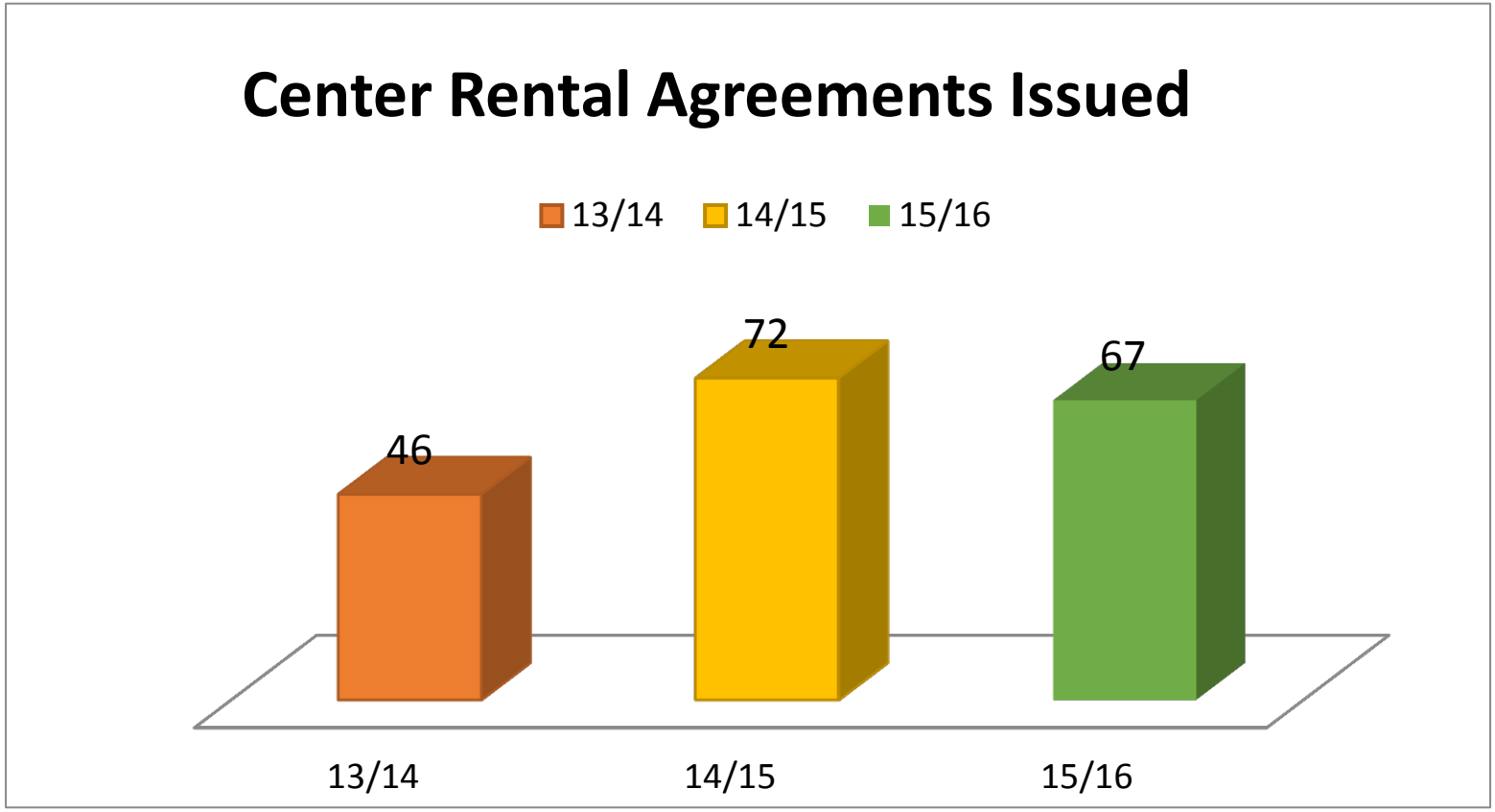
- I am working to complete a volunteer background check policy and procedure for City volunteers who work directly with children.

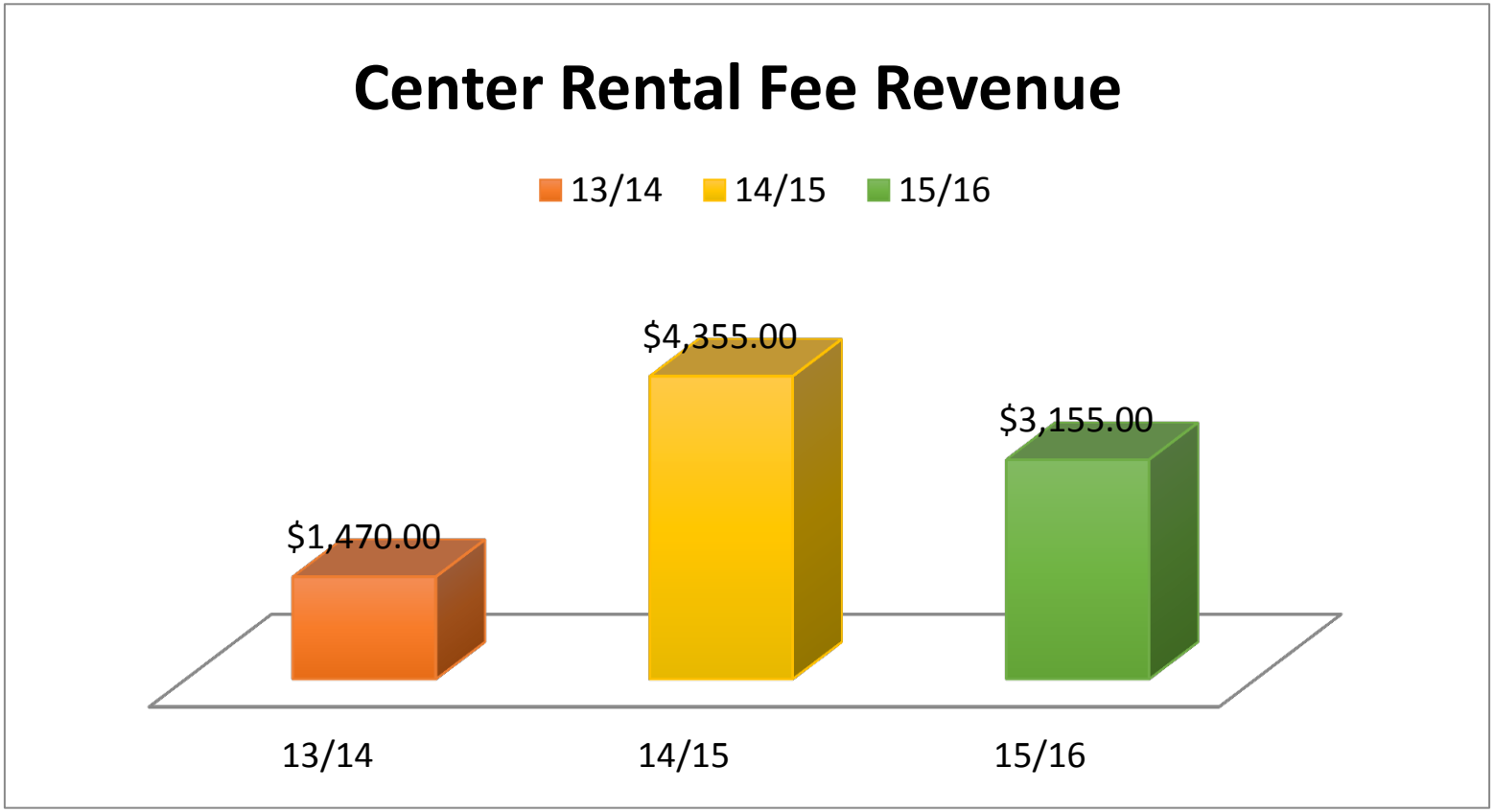
Dorthey's Completed Monthly/Daily Tasks:

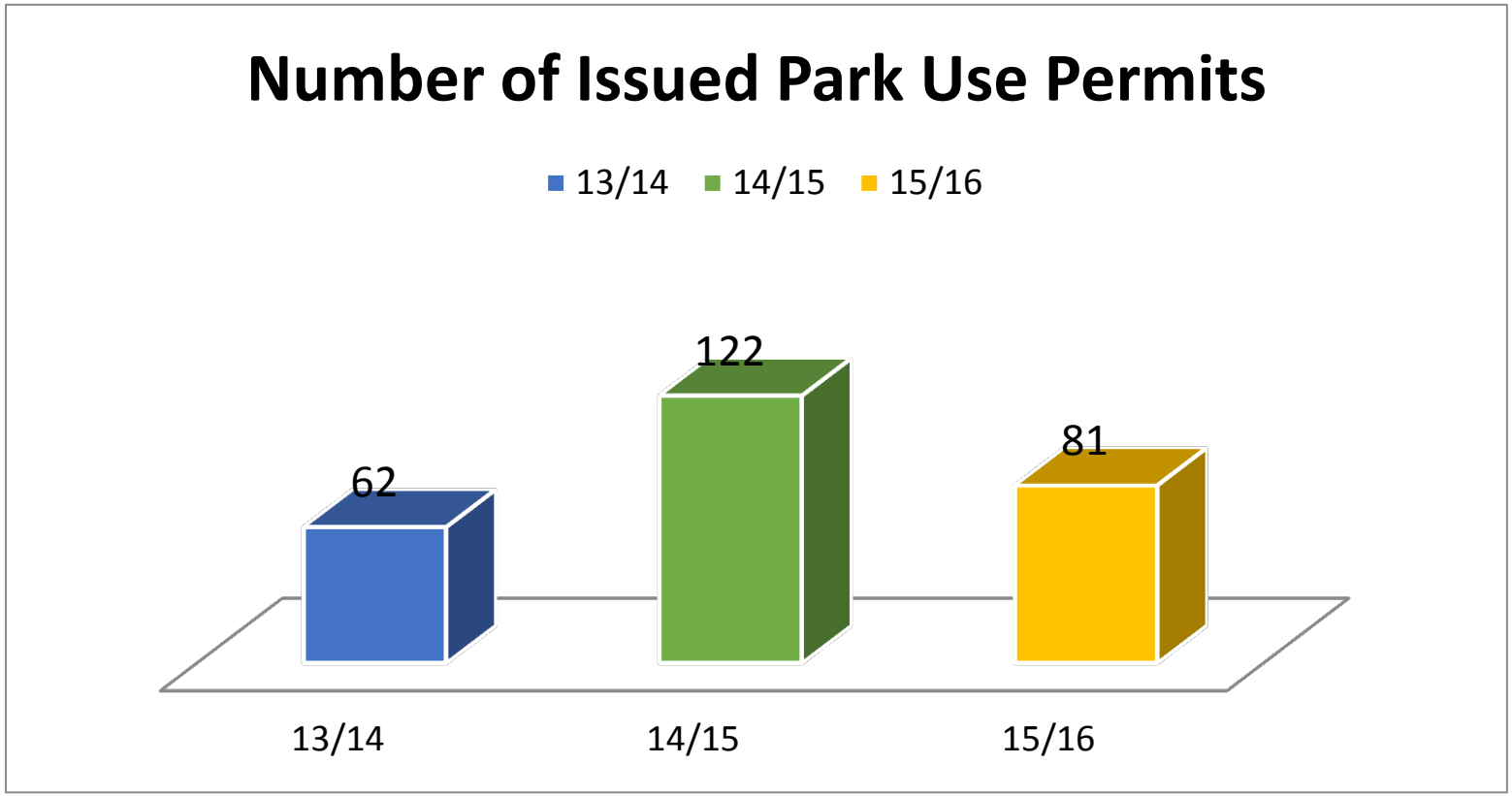
- Issued invoice for Women's Softball
- Issued invoice for Men's Softball
- Cleaned Community Center Weekly
- Weekly Safety Check which includes (Pool):
    - Testing Eye Wash Station and documenting
- Monthly Safety Check which includes (Center and Pool):
    - Testing smoke detectors
    - Fire Extinguishers
    - Testing emergency exit lights
    - Testing GFI Switches
    - Testing the Defibrillator
    - Documenting all checks
- Bingo which includes:
    - Getting change from the bank
    - Balancing till
    - Deposit
    - Record keeping
    - Setup tables and chairs
    - Sell Bingo Cards
    - Handout prize money
    - Scheduling and coordinating with volunteers
    - Verifying winning cards
- Attended a planning meeting with one of our volunteers
- Notified the Police Department of Park Reservations and Events.

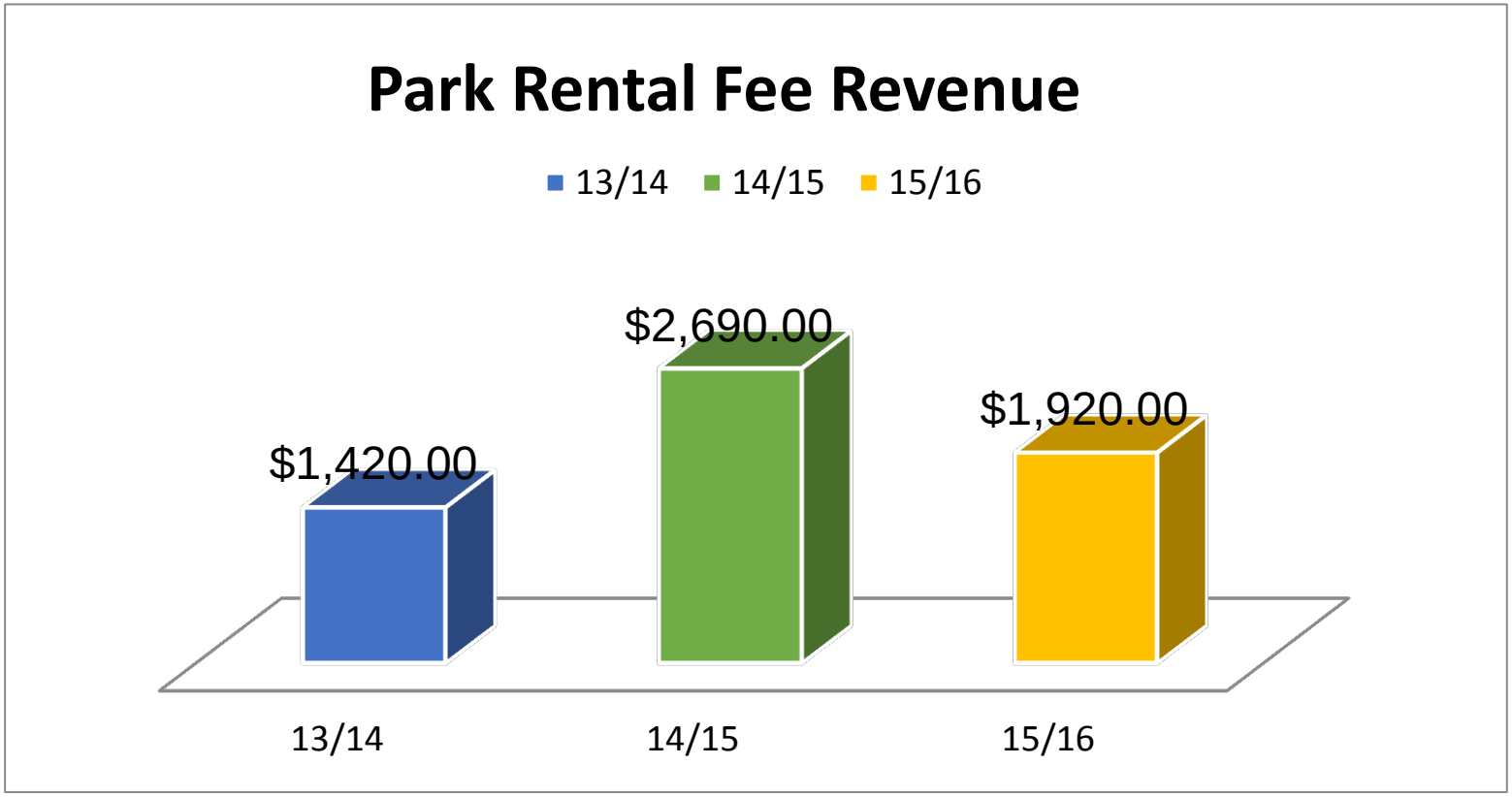
Attachments:

- Center Rental Agreements Issued
- Center Rental Revenue
- Park Use Permits Issued
- Park Rental Revenue
- National Average Weather
- Average Gas Prices

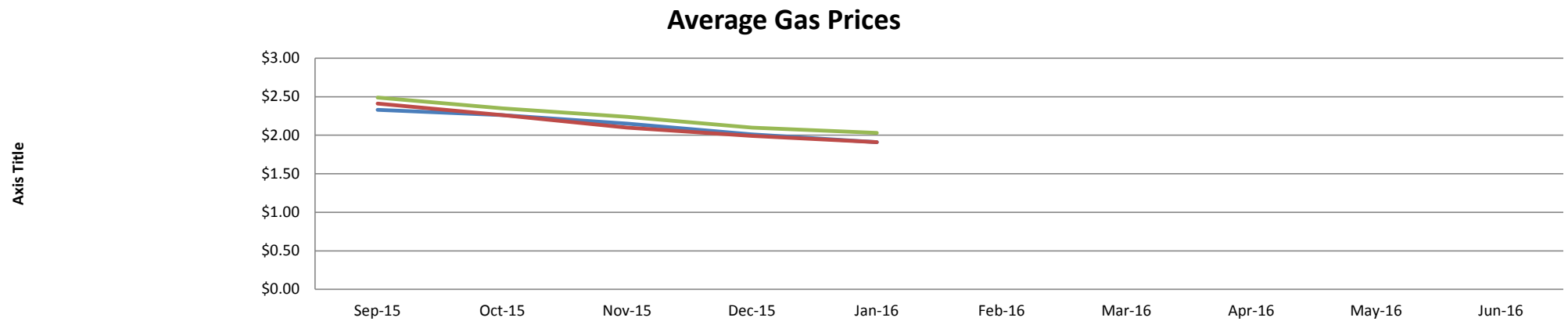

Center Rental Agreements Issued
13/14
14/15
15/16
46
72
67
13/14
14/15
15/16


Center Rental Fee Revenue
13/14
14/15
15/16
$1,470.00
$4,355.00
$3,155.00
13/14
14/15
15/16


Number of Issued Park Use Permits
13/14
14/15
15/16
62
122
81
13/14
14/15
15/16


Park Rental Fee Revenue
13/14
14/15
15/16
$1,420.00
$2,690.00
$1,920.00
13/14
14/15
15/16

Average Weather															
Date	Benson Average Temp High	Benson Average Temp Low	Benson Average Precipitation	West Average Temp High	West Average Temp Low	West Average Precipitation	South Average Temp High	South Average Temp Low	South Average Precipitation	Mid West Average Temp High	Midwest Average Temp Low	Midwest Average Precipitation	Northeast Average Temp High	Northeast Average Temp Low	Northeast Average Precipitation
8/30/2015	96	65.1	2.9	82.9	53.4	1.7	87.9	66.7	4.1	83.3	59.3	3.3	78.3	57	3.9
9/30/2015	92.8	57.6	1.3	75.6	46.6	1.7	83.4	61.1	4	74.9	50.5	3	70.9	49.7	3.9
10/31/2015	83.5	46	1	67.4	39.9	2	73.2	49.5	3.4	62.6	39.2	2.4	60.1	40.2	3.6
12/3/2015	73	35	0.67	51.4	29	2.5	62.5	40.1	3.5	46.7	27.4	2	47.9	30.7	4
1/5/2016	64	29.2	1.2	46	24.6	2.8	52.8	32.8	3.8	35.4	16.3	1.6	37.4	20.1	33.8
2/4/2016	64.6	30.3	1.2	41.6	21.2	2.6	50.9	30.4	3.7	31	11.4	1.3	32.5	14.1	3.3



	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Regular Gas Price (US $/G)	$2.33	$2.26	$2.15	$2.01	$1.91					
Regular Gas Price (AZ $/G)	$2.41	$2.26	$2.10	$1.99	$1.91					
Regular Gas Price Benson (Benson$/G)	$2.49	$2.35	$2.24	$2.10	$2.03					

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 16, 2016**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for January 2016**

• Our Visitor count for January 2016 was 999 as compared to 1313 in January of 2015, down 314 from last year.

• Again Greyhound ticket sales are the same in January with 20 ticket transactions. More people have been purchasing Greyhound ticket on line.

• We have been awarded another Union Pacific Foundation Grant in the amount of $7,500 for the construction of a rest area Ramada on the corner of Pomerene Road and highway 86.

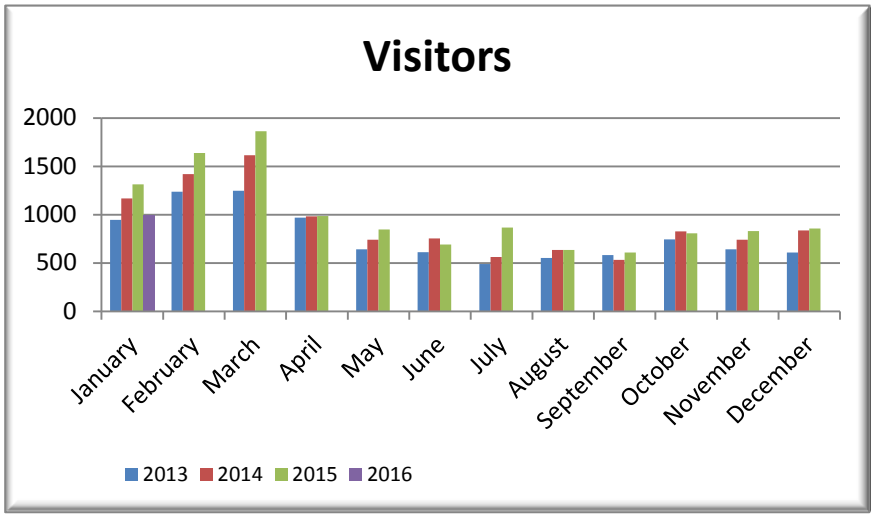
• Stronghold Sign Company has our three map signs complete. They are being stored in a con-ex container at the city yard. We will need to decide where to install the signs.

• We have a new ad that came out today in RV West Magazine. RV West is a Canadian magazine for RVr's in Western Canada with 30,000 copies being distributed.

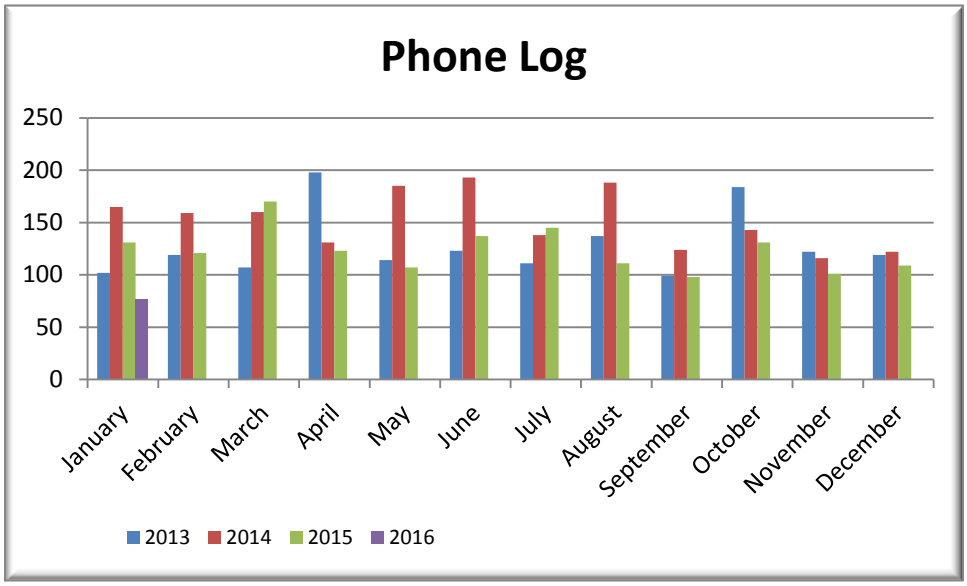
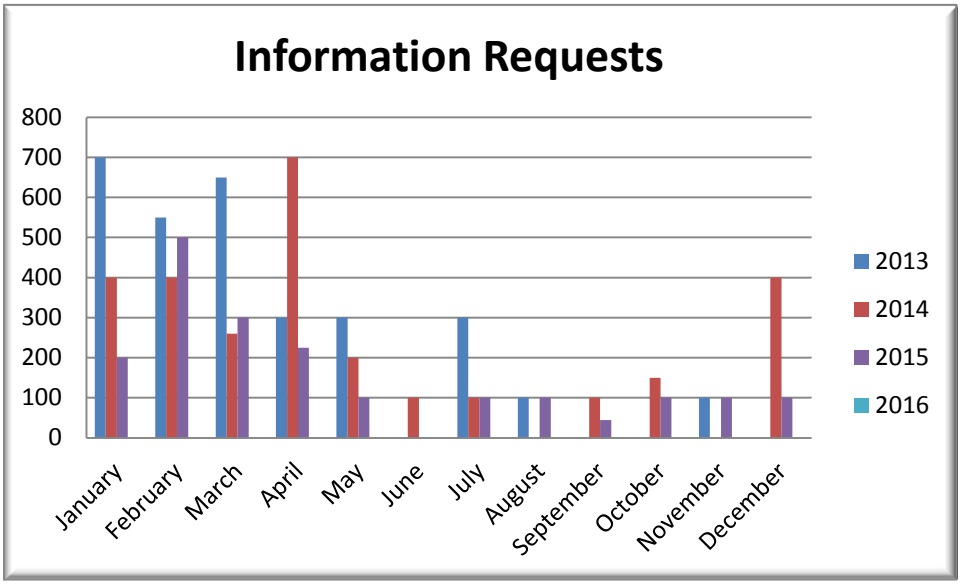
• We are still working on our "G" Scale model railroad layout at the Visitor Center that was provided by last year's Union Pacific Foundation grant.

• Below are our Visitor Counts for November of 2015

Visitor Center Headcount Comparisons January, 2016



Visitor Center Phone calls Comparisons by Graph January, 2016



Visitor Center Information Requests Comparisons by Graph January, 2016