CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 27, 2016**

TO: **William Stephens, City Manager**

FROM: **Dustin DeSpain, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance/Transit Department Monthly Report for May, 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 ASRS Audit.
- 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 had an ADOT Alcohol and Drug Abuse Audit for Transit/ Awaiting items we need to work on.
- Finished Transit Grant Application for upcoming Fiscal Year. Waiting for award
- We continue in our Joint efforts with City Clerk's office to monitor and provide Human Resource support.
- Ordered 2 New Buses arriving end of September
- Working on Final Budget
- Working on Home Rule

Upcoming:

- Monitoring Airport Tie Down agreements and fee collections
- Coordinating Human Resource activities with Vicki, as we have no HR Coordinator
- Assisting in New Job Descriptions
- Assisting in Greyhound Close Out
- Completing Training and Audit adjustments for Transit Compliance
- Volunteer Fire Department Retirement Funds
- Working on Financial Projections with DA/CMP
- Tentative Budget Public Hearing
- Home Rule Public Hearings

Finance Department Statistics for April, 2016

Utility payments processed	3012
Other payments processed	451
Payroll checks issued	199
Accounts Payable checks issued	219
New Business License Applications taken	6
Customers enrolled on Xpress Bill Pay	848
Customers signed up for Online Statements	326
Fixed Route Bus #7003 Rides	410
Fixed Route Bus #7005 Rides	278
Dial–A-Ride Bus #7004 Rides	500
Back-up Bus #7001 Rides	10

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 6/13/16

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: May 2016 Department Head Report

Operations

During the month of May, Benson Fire Department responded to 61 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 16 minutes. The average time from page to en-route was 4 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	1
Brush Fire	1
EMS	25
Rescue	0
Haz-Mat	0
Service Calls	3
Good Intent Calls	31
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department had no Mutual Aide calls.

Meetings and Trainings

Business/Training meetings were held on May 01 and May 07, 2016.

Vehicle Maintenance

Rescue 71 had brakes the brakes and transmission serviced and got new tires.
Support 71 had AC work performed

Miscellaneous

Attended the CCEMS and Fire Association meetings in Ft. Huachuca.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 7, 2016**

To: **William Stephens, City Manager**

FROM: **Kelli Jeter, Library Branch Manager**

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

The last of the adult lecture series was held in May. On May 4th William Jakobek showed the crowed how to make balloon animals, and on May 10th local author Larry Dempster was at the library giving a presentation and slide show on his latest book, Dever: Life and death of America's sheriff. These lectures were very well received by the public.

Temporary employee Amanda Burkey's last day was May 6th.

Part-time employee Ophelia Micinski started on May 25th.

Benson Public Library

Statistical Report
May-16

	May-16	May-15	YTD-2016	YTD-2015	
Total Circulation	6,409	5,037	60,305	69,122	monthly circulation of material
Patrons	5,220	4,335	55,039	50,154	patrons entering the library
New Registration	68	44	561	713	new patron cards
Total Registration	8,322	7,829	8,322	7,829	total # of patrons in database
Programs	8	9	105	80	#of programs provided by library
Pr. Attend	196	202	1,759	1,470	total attendance for programs
Ref. Questions	637	563	6,559	6,358	ref questions answered by staff
Volunteers	2	0	15	9	new volunteers this month
Volunteer hours	18.75	14	183.25	297.65	total of monthly volunteer hours
Book Count					
Titles added	184	76	1,386	1,542	new titles added to database
Titles deleted	69	29	1,353	2,304	titles removed from collection
Collection Total	34,123	33,845	34,123	33,845	total material in database
Overdues:					
Titles overdue	514	347	5,233	5,466	number of overdue items
Contacts	100	131	1,355	1,435	number of patrons contacted
Titles returned	346	378	2,924	4,023	# of overdue items returned

Internet Users	937	N/A	# of people signed up for p.c.'s

COCHISE COUNTY LIBRARY DISTRICT
REQUEST SYSTEM STATISTICS
MAY, 2016

To:	BE	CQ	DG	HC	SV	TO	ESH	BKM	BW	EL	PO	SCL	SZ	CCLD	TOTAL ITEMS LENT
From:															
BE	0	15	25	10	144	3	20	1	1	13	1	12	25	7	277
CQ	37	0	25	10	160	11	12	5	0	12	7	9	10	6	304
DG	29	22	0	3	101	3	11	3	1	12	1	15	8	3	212
HC	41	8	4	0	56	5	11	5	1	16	3	6	10	2	168
SV	94	68	55	17	0	20	81	13	3	50	19	29	50	15	514
TO	8	11	8	2	41	0	15	1	2	9	2	4	9	3	115
ESH	29	10	6	9	94	3	0	4	1	12	4	8	16	6	202
BKM	4	4	6	6	14	1	2	0	1	8	0	1	0	5	52
BW	5	7	6	3	30	0	2	0	0	9	0	3	1	1	67
EL	20	12	9	3	56	0	11	3	0	0	0	1	6	7	128
PO	9	7	2	5	26	3	5	2	1	5	0	5	4	2	76
SCL	12	9	2	6	45	1	7	1	2	9	3	0	7	2	106
SZ	25	6	5	2	46	2	7	4	0	2	4	5	0	1	109
CCLD	36	27	37	5	116	19	25	37	8	34	16	14	21	0	395
TOTAL ITEMS REC'D	349	206	190	81	929	71	209	79	21	191	60	112	167	60	2725

PC Reservation PC Usage Report

Organized By Date

Prepared 6/7/2016

From 5/1/2016 to 5/31/2016
Includes Timeouts, Inactivity, Early Close, Forced Close, Declined Policy

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Totals

Date	Total Uses	Total Time	Average Session
5/2/2016	58	29:43	30.741
5/3/2016	46	28:07	36.674
5/4/2016	49	33:30	41.020
5/5/2016	45	29:02	38.711
5/6/2016	33	18:45	34.091
5/9/2016	53	41:50	47.358
5/10/2016	47	34:22	43.872
5/11/2016	37	25:44	41.730
5/12/2016	46	32:41	42.630
5/13/2016	34	20:50	36.765
5/16/2016	63	39:09	37.286
5/17/2016	41	24:02	35.171
5/18/2016	39	18:02	27.744
5/19/2016	34	25:52	45.647
5/20/2016	36	24:01	40.028
5/23/2016	59	40:00	40.678
5/24/2016	47	32:55	42.021
5/25/2016	34	26:32	46.824
5/26/2016	39	27:18	42.000
5/27/2016	44	31:05	42.386
5/31/2016	53	30:45	34.811
TOTALS	937	614:15	39.333

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 06/20/2016

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: May Report

Attached is the May recap of Police Department calls for service, calls by type, Animal Control activity 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 dispatchers. We hired Jonathon Williams as a Probationary Police Officer and he is currently in the Police Academy.

Nature of Call	Total Calls Received	% of Total
911 HANGUP	9	2.04
Open Line 911	4	0.91
Abandoned Vehicle	1	0.23
Agency Assistance	13	2.95
Alarm	13	2.95
Robbery Alarm	4	0.91
Animal/Lost Animal	1	0.23
Animal Problem	15	3.40
Cruelty to Animals	2	0.45
Assault	1	0.23
Attempted Suicide	2	0.45
Attempt to Locate	5	1.13
Barking Dog	2	0.45
Burglary	3	0.68
Citizen Assist	20	4.54
Citizen Dispute	1	0.23
Civil	3	0.68
Civil Standby	7	1.59
Criminal Damage	10	2.27
Custodial Interference	3	0.68
Dead Body	1	0.23
Disorderly Conduct	6	1.36
Disturbance	21	4.76
Domestic Trouble	9	2.04
Controlled Substance Problem	1	0.23
Drunk Subject	2	0.45
DUI Alcohol or Drugs	2	0.45
EMS	1	0.23
Extra Patrol	5	1.13
Fight	3	0.68
Fingerprints	15	3.40
Fire	1	0.23
Fire	1	0.23
Found Property	7	1.59
Fraud Credit Card	1	0.23
Gas Leak/Odor	1	0.23
Harassment	4	0.91
Harrassment	1	0.23
Traffic Accident Hit and Run	3	0.68
Information Report	28	6.35
Juvenile Problem	9	2.04
Lost Property	2	0.45
Medical Emergency	14	3.17
Missing Person	2	0.45
Motorist Assist	3	0.68
Noise	1	0.23
Overdose	1	0.23
Traffic Accident w/ Damage	8	1.81
Phone Scam	1	0.23
Rape	1	0.23
Reckless Driving	5	1.13
Recovered Stolen Property	1	0.23
Return Propery	3	0.68
Runaway Juvenile	1	0.23
Sex Offense	1	0.23

Nature of Call	Total Calls Received	% of Total
Shots Fired	1	0.23
Animal snake	2	0.45
Suspicious Person/Circumstanc	30	6.80
Theft	17	3.85
Threatening	7	1.59
Traff Acc N/I	8	1.81
Traffic Hazard	5	1.13
Traffic Violation	2	0.45
Traffic Stop	33	7.48
Trespassing	6	1.36
Unwanted Person	7	1.59
Utilities Callout	2	0.45
Vehicle Theft	2	0.45
Vehicle release	2	0.45
Viol Crt Order	9	2.04
Wanted Person	2	0.45
Warrant	1	0.23
Welfare Check	20	4.54
Total Calls:	441	

Report Includes:
All dates between `00:00:00 05/01/16` and `23:59:59 05/31/16`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

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Offense	CC	ACT	CLO	CAA	CEX	CRA	FDT	CJA	Other	Total
	25	10	0	0	0	0	0	0	0	35
8-201.13 Incorigle Juvenile	6	2	0	0	0	0	0	1	0	9
8-303C2 Runaway Juvenile	0	0	1	0	0	0	0	0	0	1
13-1302A Custodial interfere	1	2	0	0	0	0	0	0	0	3
13-1419 Unlawful Sexual Cond	1	0	0	0	0	0	0	0	0	1
13-1506 Burglary-3rd degree	0	1	1	0	0	0	1	0	0	3
13-1602 Criminal damage	3	3	4	0	0	0	0	0	0	10
13-1814A4 Theft of Means of	0	3	0	1	0	0	0	0	0	4
13-1202A Threatening/Intimid	3	4	0	0	0	0	0	0	0	7
13-1203 Assault	1	0	0	1	0	0	0	0	0	2
13-1903A Agg rob oth wp misc	1	3	0	0	0	0	0	0	0	4
13-1802 Larceny/Theft	8	4	1	3	1	0	0	0	0	17
13-2011A Fraudulent creatio	1	0	0	0	0	0	0	0	0	1
13-2310 Fraudulent schemes	1	0	0	0	0	0	0	0	0	1
13-2411C7 Impers Ofcr Sxl as	0	1	0	0	0	0	0	0	0	1
13-2904 Disorderly conduct	4	1	0	2	0	0	0	0	0	7
13-2904A6 Recklsly handl/dis	0	1	0	0	0	0	0	0	0	1
13-2917B1 disturb prvt/pub	10	9	1	1	1	0	0	0	0	22
13-2921B Harass against publ	1	4	0	0	0	0	0	0	0	5
13-3415A Poss or use drug pa	0	0	0	1	0	0	0	0	0	1
13-3407A4 manu danger drug	1	0	0	0	0	0	0	0	0	1
13-3601 Domestic Violence	3	4	0	2	0	0	0	0	0	9
13-4902A1 Criminal trespass	3	1	0	1	1	0	0	0	0	6
DUN Dri under influence-liqu	0	1	0	0	0	0	0	0	0	1
Animal control	15	2	3	0	0	0	0	0	0	20
Welfare Check	8	11	0	0	0	0	0	0	0	19
Missing Person	2	0	0	0	0	0	0	0	0	2
Found Property	5	0	1	0	1	0	0	0	0	7
Suspicious person	21	15	0	0	2	0	0	0	0	38
Information	18	8	0	0	2	0	0	0	0	28
Alarm	7	5	0	0	1	0	0	0	0	13
Warrant Arrest	0	1	0	1	0	0	0	0	0	2
Citizen Dispute- non crimina	2	0	0	0	0	0	0	0	0	2
Assist other agency	5	8	0	0	0	0	0	0	0	13
Civil complaint	2	1	0	0	0	0	0	0	0	3
Civil standby/domstc viol	3	3	0	0	1	0	0	0	0	7
Death Investigation- Natural	1	0	0	0	0	0	0	0	0	1
Death Invest:Suicide	1	1	0	0	0	0	0	0	0	2
Public - other types	11	11	0	0	2	0	0	0	0	24
911 Hangup	3	6	0	0	0	0	0	0	0	9
Attempt to Locate	1	3	0	0	1	0	0	0	0	5
Medical assistance	4	11	0	0	0	0	0	0	0	15
Lost Property	1	1	0	0	0	0	0	0	0	2
Recovered Property	1	0	0	0	0	0	0	0	0	1
Search Warrant	0	1	0	0	0	0	0	0	0	1
Vioation of Court order	5	2	1	1	0	0	0	0	0	9
28-693 Reckless Driving	3	2	0	0	0	0	0	0	0	5
28-1381A1 DUI;alch,drugs,tox	0	0	0	1	0	0	0	0	0	1
28-4831 Unlwfl abandonment o	0	1	0	0	0	0	0	0	0	1
Prop Damage: Miscellaneous	2	3	2	0	0	0	0	0	0	7
Private Property Accident	0	0	1	0	0	0	0	0	0	1
Other Traffic Incidents	16	18	2	1	2	1	0	0	0	40
Accident,no injury	8	1	1	0	0	0	0	0	0	10
Accident with injury	0	0	1	0	0	0	0	0	0	1

Offense	CC	ACT	CLO	CAA	CEX	CRA	FDT	CJA	Other	Total
Grand Totals	218	169	20	16	15	1	1	1	0	441
Percentages	49.4	38.3	4.5	3.6	3.4	0.2	0.2	0.2	0.0	100.0

Report Includes:
All dates between `00:00:00 05/01/16` and `23:59:59 05/31/16`
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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Benson Animal Control Monthly Report

Month in Report___May 2016____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	5	16
Dogs Picked up:	11	32
Dogs Transferred to Rescues	1	15
Dogs Adopted:	4	29
Dogs Euthanized / Owner Requested:	0	2
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	1	2
Dogs Returned to Owner:	13	32
Dog Complaints:	13	62
Dog Bites:	1	1
Dog Licenses Sold:	5	213
Cats Turned In:	0	8
Cats Picked up:	1	5
Cats Returned to Owner:	0	0
Cats Adopted:	4	11
Cats transferred to Rescues		0
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	1
Cat Bites:	0	0
Removals (Snake,Skunk, birds, etc):***	6	11
Calls Responded to:	19	63
Compliance Notices (Warnings):	0	0
Citations Issued:	0	0
P.D.Assist	1	1
Dogs at the shelter (time of Report):		**6**
Cats at the shelter (time of Report):		**0**
Feral Cats Spay & Release	**1**	**4**

Removal: 4 Rattlesnakes

Live / Well Rate	**97%**
Empty Kennels	**15**
Empty Cat Kennels	**12**

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 15, 2016**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for June 15, 2016**

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:	01
Domestic Violence Trials:	02
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	05

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	22
General Crime Pretrial Conference Hearings:	17
Drug Related Pretrial Conference Hearings:	12
Domestic Violence Pretrial Conference Hearings:	11
D.U.I. Pretrial Conference Hearings:	06
Animal Control/Game and Fish Pretrial Conference Hearings:	00
Total Pretrials	68

HEARINGS:

Restitution/OSC and Sentencing Hearings:	00
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/Status	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	00
Total Case Matters Closed this Month	52
PROSECUTORIAL TIME SPENT IN COURT	**14.50 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: **May 16, 2016**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – May 17, 2016 through June 6, 2016**

Summer Programs:

- We have been busy with summer program registration, and have only had to cancel one camp. At this time we do not expect to cancel any of the other camps.

Pool:

- We had 35 patrons attend the Dive in Movie.
- To date we have had a total of 806 swimmers at the pool, since we opened on May 27.
- We had 100 people attend the Memorial Day Pool Party.

Lions Park:

- The park remains full with reservations.

Community Center:

- Center rentals have slowed, but we still remain busy with rentals.

Completed Tasks:

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Posted Council Meetings to the City Facebook page, current through November 10, 2016.
- I have sent the recommended changes to Chapter 11 of the City Code to the attorney.
- I processed and approved three Special Event Permit Applications.
- I completed a memo of the Recreation Department Responsibilities more specifically as they pertain to the Recreation Coordinator to include recommendations for staff following my departure as a City employee.
- I completed a recommended staffing schedule to get the Recreation Department through the summer.

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 received a bid from McGann and Associates to update the Lions Park Master Plan. I am looking for grant money to pay for the plan update.
- 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 am waiting to be notified of the Cenpatico Grant Awards. I applied for a grant to purchase multiuse skate park equipment, a shade canopy for Union Street Park and a shade canopy for the pool.
- 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:

- Cleaned Community Center Weekly
- Arts and Crafts and Family and Me project planning is near completion
- 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:

- Recreation Department Responsibilities
- Recommended Staffing Schedule

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 31, 2016**

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

CC: **Vicki Vivian, City Clerk**
Brad Hamilton, Public Works Director
Dustin DeSpain, Finance Director

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Recreation Department Responsibilities**

The following is a list of the Recreation Department's Responsibilities, more predominately the responsibilities of the Recreation Coordinator. I have also attached to this memo the responsibilities of the Recreation Assistant. It is my recommendation that the City work to ensure there is additional staff in the Recreation Department Office following my departure. This Department will need someone who will be available to answer the phone, take reservations, camp registration, and input data in to the appropriate spreadsheets. SOP's are available for all pertinent duties in this Department.

Staff also needs to consider who will assume the following responsibilities immediately:

- Management of the City's Facebook page, and become the official monitor over the Visitor Center and Library Facebook page.
- Special Event Permit Applications
- Updating the City's Website
- Be available to take responsibility of major pool decisions during and after typical working hours.
- 4th of July
- Butterfield Days
- Movie in the Park
- Dive in Movies
- Teen Night
- Game Night
- Chain of Command for this Department upon my departure
- Overseeing completion of Pool Shade Canopy, Union Street Playground Shade Canopy and Skate Park Equipment Purchase if we are awarded the grants.
- Additional office staff
- Assign new Bingo Manager and submit Affidavit to ADR Bingo Division.
- Waiting for a response on the scheduling of the Blood-borne Pathogen Training. Requested via email on March 1, 2016 with a follow-up request on May 17, 2016.

Responsibilities of the Recreation Coordinator:

- Direct the development, organization and monitoring of an annual program plan of action for Special Events and City wide recreation and aquatics programs; to include organize, supervise, schedule and execute City wide recreational programs, events and aquatic programs.
- Hire, schedule and supervise Lifeguards; to include review and evaluate personnel performance. Create, implement and execute personnel training and safety programs; develop and implement policies subject to approval of the City Manager. Completion of job blueprints and PAFs upon hiring of Recreation Department personnel.
- Contact, negotiate with, and hire Summer Program Instructors.
- Prepare budget proposals and allocation, management and review of the overall programs and activities to help insure adherence to the departmental goals and objectives in providing these services; develop, implement and monitor assigned budgets. Create and maintain tracking methods for use of City Facilities; to include income, and program participation.
- Create, and distribute promotional materials for events, programs, and facility rentals.
- Coordinate, schedule and manage public use of City Facilities in the Parks and Recreation Departments.
- Collect fees for park facilities and Community Center.
- Meet and greet members of the public either by phone or in person as they contact the Recreation Department with inquires or for services.
- Update, maintain and create Parks and Recreation forms as necessary.
- Work with individuals to plan and execute Community Projects.
- Maintain master recreation schedules.
- Maintain, update and monitor the City website.
- Maintain, update and monitor City social/media networking sites. Work with other departments in establishing department specific social/media networking sites.
- Create and update Standard Operating Procedures.
- Maintain and update Community Center and Pool SDS Sheets.
- Develop Emergency Action Plans for the Recreation Department's activities, programs, events and facilities.
- Create and/or update the City Code as they pertain to the Parks Recreation Departments, Special Events and or other job duties.
- Coordinate with local school districts to ensure school participation of appropriate City events.
- Negotiate IGAs with Benson, Pomerene and St. David School Districts. Place on Agenda for approval by Mayor and Council.
- Request and review Certificates of Insurance and Endorsements from third parties using City Property who pose an increased risk of liability to the City. (Required information can be found in the Vendor Bulletin.)
- Negotiate CCS Contract. Place on Agenda for approval by Mayor and Council.
- Maintain a Certified Pool Operators Certificate; to include maintaining the City Pool.
- Accept, process, approve and issue Special Event Permit Applications/Permits; to include working closely with the appropriate Department Heads for application approval.

- Work with other organizations and or City Committees as the City's Special Events Liaison; to also include organize and execute City wide events.
- City wide events: prepare summary reports, budget proposals and allocation, management and overall review. Prepare and accept forms, applications, contracts and fees. Recruit and work closely with volunteers, monitor progress with regards to event preparation and execution. Seek sponsorship. Coordinate advertising with appropriate sources.
- Maintain effective working relations with the public, parents, Adult and Youth Leagues, City staff and representatives of local agencies; to also include maintaining professional contacts with City Departments, local business', and governmental agencies for the coordination of activities, acquisition of materials, and exchange of information.
- Work with members of the Community on Community Projects; project research, budget proposals and allocation, management and overall review.
- Ensure the cleanliness of the Community Center.
- Attend City Council and Budget Meetings as they pertain to the Recreation Department and or Special Events.
- Create a Partnerships and Sponsorships policy for the City.
- Create a Parks Trails and Open Spaces Master Plan.
- And other duties as assigned or necessary.

Current Projects of the Recreation Coordinator (2016): The information provided below does not include daily administrative duties.

- **4th of July Tasks that need to be completed**
    - Advertising
    - Parade Lineup
    - Find judges
    - Purchase additional fireworks as funds are available
    - Addendum to the Fireworks contract
    - Vendor Layout
    - Announcer's packet and email to DJ and announcer one week prior to the parade.
    - Print Judges Packet.
    - Print parade lineup
    - Mark the street
    - Call in Bluestake at VFW for Kartchner Tents
    - Savannah Quiroz has been training for the last three years to take over the parade. Savannah has been involved in six day of parade activities. Savannah is willing to take over the parade and recruit volunteers to assist.
    - I am in the process of writing a completed 4th of July tasks memo.
- **Skate Park improvement project**
    - Project started September 2012
    - Applied for Cenpatico's Community Reinvestment Grant $25,000.00.
    - An additional $5,000.00 has been approved by Mayor and Council for the purchase of new Skate Park Equipment.
    - The purpose of this project is to purchase equipment that is rated for use by skateboards, BMX Bikes and Scooters. The current equipment is for skateboards only. Attachment: Quote from ExerPlay, Copy of Grant Application.
- **Ball Field project (on hold)**

    - Cost Analysis.
    - Proposals.
    - Network to raise funds.
    - Apply for grants as available.
    - Maintain project budget.
    - Ensure completion of project.
    - A bid for lights was submitted in 2011.
- **Union Street Playground Shade Canopy**
    - Project started spring of 2016
    - Applied for a $25,000.00 grant through Cenpatico's Community Reinvestment Grant Program.
    - $8,172.45 CIP money was allocated toward the completion of this project if awarded the grant.
    - Grant awards will be announced in June 2016.
- **Pool Shade Canopy**
    - Project started spring of 2016
    - Applied for a $25,000.00 grant through Cenpatico's Community Reinvestment Grant Program.
    - $8,172.45 CIP money was allocated toward the completion of this project if awarded the grant.
    - Grant awards will be announced in June 2016

- **Chapter 11 of the City Code**
    - Draft changes have been completed and has been to the City Attorney for review.
    - Pending Direction from the City Manager to take it to Mayor and Council.
- **Draft Special Event Chapter of the City Code**
    - Is complete, and pending review by the City Attorney.

- **Implementation of the new City website (project started 2012)**
    - Photos.
    - Training.
    - Content – meet with each individual City Department to ensure all necessary information is on the City website.
    - Website is ready for launch once Finance, Public Works and Clerks Office verify information on their sections.
    - Keith has requested additional information be added to his section of the website.
    - http://cms4.revize.com/revize/cityofbenson/index.php
    - Contact: Denise 313-598-1584.
    - Vicki has a user name and password to access this site.
- **Butterfield Stage Days**
    - Maintain advertising budget ($2,500.00).
    - Process and approve Special Event Permit Applications.
        - Benson Clean and Beautiful – Application approved. Dorthey has the letter with the requested documentation due to the Rec department no later than September 29, 4 pm.
    - Need Special Event Permit Applications from:
        - Benson Junior Women's Club
        - Benson Butterfield Rodeo Committee
    - Coordinate schedule of events with Benson Clean and Beautiful, Jr. Women's Club, Pony Express Ride Manager and the Butterfield Rodeo Committee.
    - Add event schedule to the What's Happening section of the City website.
        - Add vendor applications
        - Add car show applications
        - Add parade application
        - Add contact phone numbers to each component of the event on the City website.
    - Advertising, artwork for posters and flyers, artwork for print ads, provide content to Cox for commercial.
        - Benson News Sun
        - Sierra Vista Harold
        - Willcox Range News
        - Destination Tucson (Stephen Myers (stephen@tucsonlocalmedia.com)
        - Facebook paid advertising
    - Distribute posters and flyers.
        - If Fireworks are rescheduled, hire DJ and coordinate scheduling and music for Fireworks, work with Fireworks Company and appropriate City Departments for successful launch of display.
    - Schedule event to post in Facebook

- **Light Parade**
    - Maintain event budget.
    - Update parade application and parade rules.
    - Find someplace to stage the announcer and DJ for the parade.
    - Work with SSVEC with regards to sponsorship and prizes and scheduling the street lights to be turned off.
    - Promote event; contacting potential participants.
    - Get DJ, judges, and announcer.
    - Gain permission to use School Parking Lot for staging area.
    - Work with volunteers to lineup and start the parade.
    - Set up and take down.
    - Apply for In Kind Sponsorship through Cox's Igans system.
    - Advertising: artwork for posters and flyers, artwork for print ads, apply for Cox PSA's, provide content for Cox PSA's
    - Place ad in Benson News Sun if funds are available.
    - Distribute posters and flyers.
    - Print parade numbers on card stock.
    - Purchase parade supplies: pens, safety pins, masking tape, batteries for flashlights and radios.
    - Need lighting for the judges, announcer and DJ.
    - Ensure there are enough safety vests, flash lights, clipboards for volunteers.
    - Make parade lineup.
    - Print equal number of parade lineups as there are volunteers.
    - Announcer's packet. Print for announcers
    - Judges packet. Print for judges.
    - Call participants to come pick up their parade numbers the week of the parade.
    - This event requires a minimum of 8 volunteers and two City staff members to execute the event the day of.
    - Ask Public Works to setup barricades for street closure.
    - If the parade is held the second Saturday in December it cannot go past Apache Park because of the Basketball Tournament.
    - Setup day of event:
        - Tables and Chairs: 3 tables, 6 chairs. Needs to be setup in staging location for the Announcer and DJ.
        - Run electricity for the DJ and lights for the judges and announcer to use.
        - Lineup parade participants.
        - Start parade.

- **2017 Summer Program**
    - Contact potential camp instructors for availability.
    - Work with the school and other organizations to avoid any conflicts with regards to scheduling and activities.
    - Review and revise: registration forms, policies, procedures, camps and camp descriptions.
    - Research and study feasibility of existing camps and implementing new camps to best meet the needs of our residents.
    - Prepare contracts.
    - Cost analysis of camps; supplies, instructor fees and revenues.
    - Provide school with program information for publication.

- Promote summer program on the City website and Facebook.
- Work with Cox Communications on scheduling and promoting the Movie in the Park.

Summer Program: Purpose; to create a summer recreational program to meet the needs and interests of our community, in an affordable manner without putting the burden of the costs on non-program users.

- Establish a budget consistent with the current Fiscal Year financial planning and submit to Recreation Coordinator for approval.
- Create camp descriptions.
- Prepare "lesson plans" to include needed materials and cost; as necessary.
- Monitor and/or instruct Summer Programs as directed.
- Enhance existing program by introducing new programs.
- Work with other organizations to avoid scheduling conflicts.
- Assist with preparation of marketing materials.
- Track registration, participation, revenue and attendance.
- Prepare Camp rosters and notify appropriate camp instructors of number of participants prior to the camp start date.
- Maintain appropriate spreadsheets.
- Provide Supervisor with reports; by email or in the shared drive, the third Friday of each month.
- Always remember to establish a working relationship with all participants and provide excellent customer service.
- **2017 Aquatics Program**
  - Review and revise: swim lesson registration forms, policies, procedures, swim lesson participation and program descriptions.
  - Inventory pool supplies and chemicals and prepare order for the start of the new swim season.
  - Safety inspections.
  - Promote on City website and Facebook page.
  - Schedule Aquatics Program: Swim Lessons, Open Swim, Adult Swim, Dive in Movies, Pool Parties, Pool Rentals.
- **Lions Park Master Plan**
  - Received bid from McGann and Associates
  - Need to apply for a grant to get the plan updated
  - Possible available grants are:
  - http://azstateparks.com/grants/
    https://www.asla.org/NewsListingDetails.aspx?id=47806
    https://www.nps.gov/ncrc/programs/lwcf/manual/lwcf.pdf
    or the Legacy Foundation.

Recreation Assistant Task List

General Duties:

- Answering phones. Check phone messages; first thing, upon arrival to work.
- Filing, add records destruction date to all new folders created.
- Records destruction.

- Update the Community Center, Catholic Community Services and the Pool Safety Data Sheets, keep SDS and index(s) current.
- Monitor front entrance of the building to ensure those who go in main hall don't leave the property without making contact with an employee.
- Notify Police and Park Departments; as needed, of all approved Park Use and/or City wide Special Events (on last day of the work week).
- Email Jose of special requests for field and Ramada rentals.
- Run Xpress Bill Pay Report on the last day of the work week, and ensure cash/checks balance with report.
- Maintain monthly Walmart Credit Card Log. Submit to Finance on or around the 17th of each month.
- Input invoice data in spreadsheet under appropriate budget line item.
- Oversee Bingo – cash handling, recruiting and scheduling volunteers, record keeping, and establishing relationships with players.
- Prepare and complete charts and graphs by the first Friday of each month. Print to one PDF document.
- Schedule the use of facilities.
- Maintain Calendars.
- Check Center Rental Calendar every first business day of the week and schedule a time for Renter to come in and pick up a key for their rental, prior to 4 pm on Thursday (if weekend rental including Fridays).
- Put trash bags on kitchen trash can for each weekend rental; including Friday. For week day rentals prior to renter arriving for rental.
- Cash handling and receipts.
- Assist with Special Events.
- Assist with Pool Maintenance during winter months; check chemical levels, backwash filters and vacuum.
- Maintain stocked, clean restrooms (check daily).
- Ensure cleanliness of the Community Center
- Accept Vendor and Parade Applications.
- Check fire extinguisher daily for keys.
- Preform monthly maintenance inspections; record in book.
- Preform weekly eyewash station inspections; record in book.

July 2 - 8	Saturday 7/2/16	Monday 7/4/16	Tuesday 7/5/16	Wednesday 7/6/16	Thursday 7/7/16	Friday 7/8/16	Wkly Totals	
		Bob						
		Parade & Park 6 am - 11 pm						
		Dorthey	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey Wk 4**	29
		Park 6 am - 1 pm	Office 7 am - 11 am	Off	Office 12 pm - 5 pm	Office 12 pm - 5 pm		
		Park 5 pm - 11 pm						29
	Rec Aide	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide Wk 4**	21
		Off	Office 11 am - 5 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm		
						Office 2 pm - 5 pm		21
Total Hours								**50**

July 9-15	Saturday 7/9/16	Monday 7/11/16	Tuesday 7/12/16	Wednesday 7/13/16	Thursday 7/14/16	Friday 7/15/16	Wkly Totals	
	Dorthey	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey Wk 5**	26
	Off	Office 1 pm - 2:30 pm	Office 1 pm - 2:30 pm	Office 1 pm - 2:30 pm	Office 1 pm - 2:30 pm	Office 12 pm - 2:30 pm		
		Grownup 2:30 pm - 6 pm	Grownup 2:30 pm - 6 pm	Grownup 2:30 pm - 6 pm	Grownup 2:30 pm - 6 pm	Grownup 2:30 pm - 6 pm		26
		Dustin					**Dustin Wk 5**	2.5
		Bingo 12:30 pm - 3 pm						2.5
	Rec Aide	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide Wk 5**	30
	Off	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm		
		Office 3 pm - 3:30 pm	Office 3 pm - 3:30 pm	Office 3 pm - 3:30 pm	Office 3 pm - 3:30 pm	Office 3 pm - 3:30 pm		
		Wrestling 3:30 pm - 4 pm	Wrestling 3:30 pm - 4 pm	Wrestling 3:30 pm - 4 pm	Wrestling 3:30 pm - 4 pm	Wrestling 3:30 pm - 4 pm		
		Office 4 pm - 5 pm	Office 4 pm - 5 pm	Office 4 pm - 5 pm	Office 4 pm - 5 pm	Office 4 pm - 5 pm		30
Total Hours								**58.5**

July 16-22	Saturday 7/16/16	Monday 7/18/16	Tuesday 7/19/16	Wednesday 7/20/16	Thursday 7/21/16	Friday 7/22/16	Wkly Totals	
	Dorthey	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey Wk 6**	28
	Off	Toddler 9 am - 11 am	Toddler 9 am - 11 am	Toddler 9 am - 11 am	Toddler 9 am - 11 am	Toddler 9 am - 11 am		
		Arts 3 pm - 6 pm	Arts 3 pm - 6 pm	Arts 3 pm - 6 pm	Arts 3 pm - 6 pm	Movie 12 pm - 6 pm		28
	Mark							7
	CPR 7:30 am - 2:30 pm							7
		Dustin					**Dustin Wk 6**	2.5
		Bingo 12:30 pm - 3 pm						2.5
	Rec Aide	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide Wk 6**	25
		Office 10:00 am - 10:30 am	Office 10:00 am - 10:30 am	Office 10:00 am - 10:30 am	Office 10:00 am - 10:30 am	Office 10:00 am - 10:30 am		
		Gymnastics 10:30 am - 11 am	Gymnastics 10:30 am - 11 am	Gymnastics 10:30 am - 11 am	Gymnastics 10:30 am - 11 am	Gymnastics 10:30 am - 11 am		
		Office 11 am - 3 pm	Office 11 am - 3 pm	Office 11 am - 3 pm	Office 11 am - 3 pm	Office 11 am - 3 pm		25
Total Hours								**62.5**

June 6 -10	Monday 6/6/16	Tuesday 6/7/16	Wednesday 6/8/16	Thursday 6/9/16	Friday 6/10/16	Wkly Totals	
	Dave	**Dave**	**Dave**	**Dave**	**Dave**	**Dave Wk 1**	16.25
	Tennis 7:30 am - 10:45 am	Tennis 7:30 am - 10:45 am	Tennis 7:30 am - 10:45 am	Tennis 7:30 am - 10:45 am	Tennis 7:30 am - 10:45 am		16.25
	Vball 12:00 pm - 3:15 pm	Vball 12:00 pm - 3:15 pm	Vball 12:00 pm - 3:15 pm	Vball 12:00 pm - 3:15 pm	Vball 12:00 pm - 3:15 pm		32.5
	Rec Aide	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide Wk 1**	
	Office 8 am - 12 pm	Office 8 am - 1 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm		19
	Office 1 pm - 5 pm		Office 1 pm - 4 pm				19
	Dorthey	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey Wk 1**	25
	Bingo 11 am - 4 pm	Office 1 pm - 3 pm	Office 12 pm - 1:30 pm	Office 12 pm - 5 pm	Office 12 pm - 5 pm		
		Kartchner 3 pm - 6 pm	Cooking 1:30 pm - 3:30 pm				25
			Office 3:30 pm - 5:00 pm				
Total Hours							76.5

June 11 - 17	Saturday 6/11/16	Monday 6/13/16	Tuesday 6/14/16	Wednesday 6/15/16	Thursday 6/16/16	Friday 6/17/16	Wkly Totals	
	Dave	**Dave**	**Dave**	**Dave**	**Dave**	**Dave**	**Dave Wk 2**	16.25
	Off	Baseball 7:30 am - 10:45 am	Baseball 7:30 am - 10:45 am	Baseball 7:30 am - 10:45 am	Baseball 7:30 am - 10:45 am	Baseball 7:30 am - 10:45 am		16.25
		Basketball 12 pm - 3:15 pm	Basketball 12 pm - 3:15 pm	Basketball 12 pm - 3:15 pm	Basketball 12 pm - 3:15 pm	Basketball 12 pm - 3:15 pm		32.5
	Rec Aide	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide Wk 2**	25.5
	Off	Office 8 am - 12 pm	Office 8 am - 1 pm	8 am - 12 pm	8 am - 12 pm	Office 8 am - 12 pm		
		Office 1 pm - 5 pm		1 pm - 4 pm		Movie 4 pm - 10:30 pm		25.5
	Dorthey	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey Wk 2**	29
	Off	Bingo 11 am - 4 pm	Office 1 pm - 3 pm	Office 12 pm - 1:30 pm	Office 12 pm - 5 pm	Office 1 pm - 4 pm		
			Kartchner 3 pm - 6 pm	Cooking 1:30 pm - 3:30 pm		Movie 4 pm - 10:30 pm		
				Office 3:30 pm - 5 pm				29
Total Hours								87

June 18-24	Saturday 6/18/16	Monday 6/20/16	Tuesday 6/21/16	Wednesday 6/22/16	Thursday 6/23/16	Friday 6/24/16	Wkly Totals	
	Dave	**Dave**	**Dave**	**Dave**	**Dave**	**Dave**	**Dave Wk 2**	16.25
	Off	Lollap 7:30 am - 10:45 am	Lollap 7:30 am - 10:45 am	Lollap 7:30 am - 10:45 am	Lollap 7:30 am - 10:45 am	Lollap 7:30 am - 10:45 am		16.25
		Water 12 pm - 3:15 pm	Water 12 pm - 3:15 pm	Water 12 pm - 3:15 pm	Water 12 pm - 3:15 pm	Water 12 pm - 3:15 pm		32.5
	Rec Aide	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide Wk 2**	25
	Off	Office 8 am - 12 pm	Office 8 am - 1 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm		
		Office 1 pm - 5 pm						25
	Dorthey	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey Wk 2**	25
	Off	Bingo 11 am - 4 pm	Office 1 pm - 3 pm	Office 12 pm - 5 pm	Office 12 pm - 5 pm	Office 12 pm - 5 pm		
			Kartchner 3 pm - 6 pm					25
Total Hours								82.5

June 25-July 1	Saturday 6/25/16	Monday 6/27/16	Tuesday 6/28/16	Wednesday 6/29/16	Thursday 6/30/16	Friday 7/1/16	Wkly Totals	
	Dave							
	Off for the rest of the summer! Happy Montanaing!							
	Mark	**Mark**	**Mark**	**Mark**	**Mark**	**Mark**	**Mark Wk 3**	15
	Off	Babysitting 3:30 pm - 6:30 pm	Babysitting 3:30 pm - 6:30 pm	Babysitting 3:30 pm - 6:30 pm	Babysitting 3:30 pm - 6:30 pm	Babysitting 3:30 pm - 6:30 pm		15
	Rec Aide	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide**	**Rec Aide Wk 3**	29.5
	Pool 7 pm - 9 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm	Office 8 am - 12 pm		
		Office 1 pm - 5 pm	Kartchner 5:30 pm - 8 pm					29.5
	Dorthey	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey**	**Dorthey Wk 3**	29
	Off	Bingo 11 am - 4 pm	Office 12 pm - 5 pm	Office 12 pm - 1 pm	Youth Surviv 8 am - 12 pm	Office 12 pm - 5 pm		
					Office 1 pm - 5 pm			
								29
Total Hours								73.5

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 19, 2016**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for April 2016**

• Our Visitor count for April 2016 was 732 as compared to 987 in April of 2015, down 255 from last year.

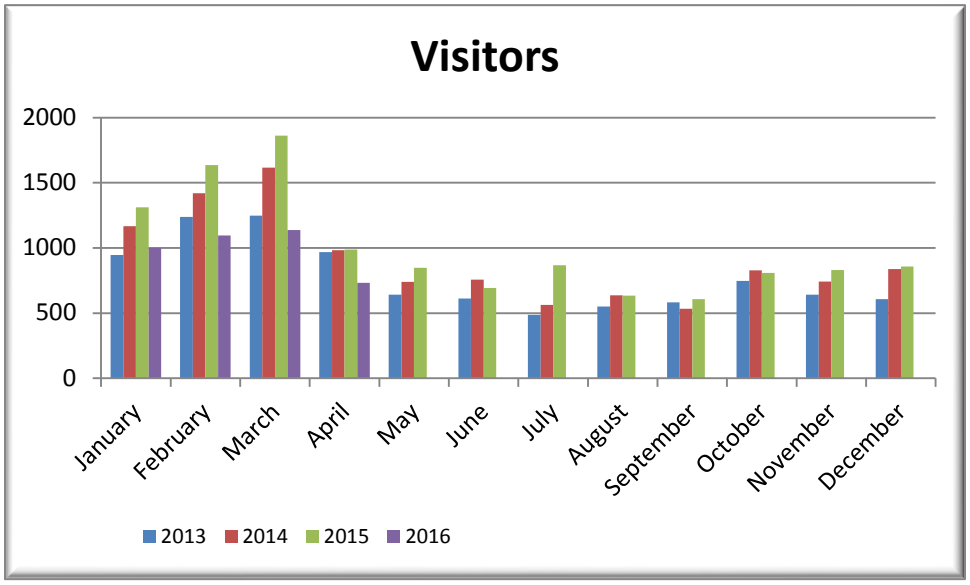
• We are no longer selling Greyhound tickets at the Visitor Center. We are having more time to do our regular work.

• We are supposed to get anodther community service person to pull the weeds in front of the Visitor Center. It looks really nice. Also our Queen Victoria agave is blooming.

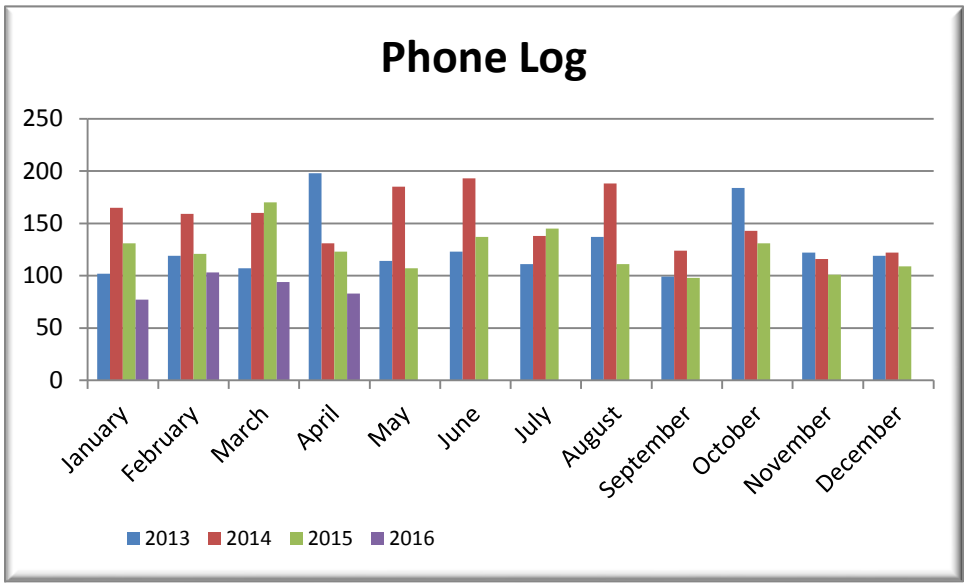
• We are still working on our "G" Scale model railroad layout at the Visitor Center that was provided by last year's Union Pacific Foundation grant. We will hopefully have it completed by late June of this year.

• Below are our Visitor Counts for April of 2016

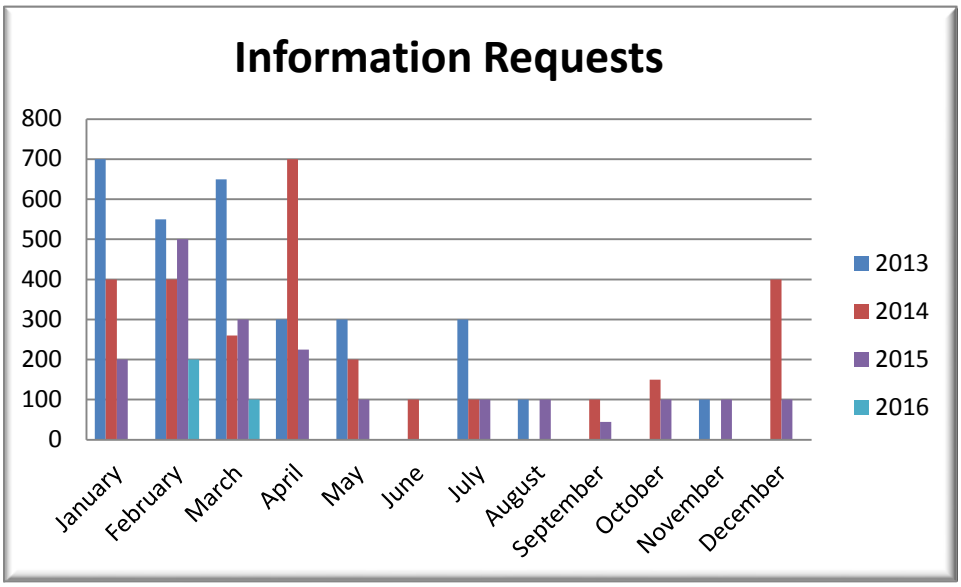
Visitor Center Headcount Comparisons April, 2016



Visitor Center Phone calls Comparisons by Graph April, 2016



Visitor Center Information Requests Comparisons by Graph April, 2016



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 20, 2016**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for May 2016**

• Our Visitor count for April 2016 was 620 as compared to 847 in April of 2015, down 227 from last year.

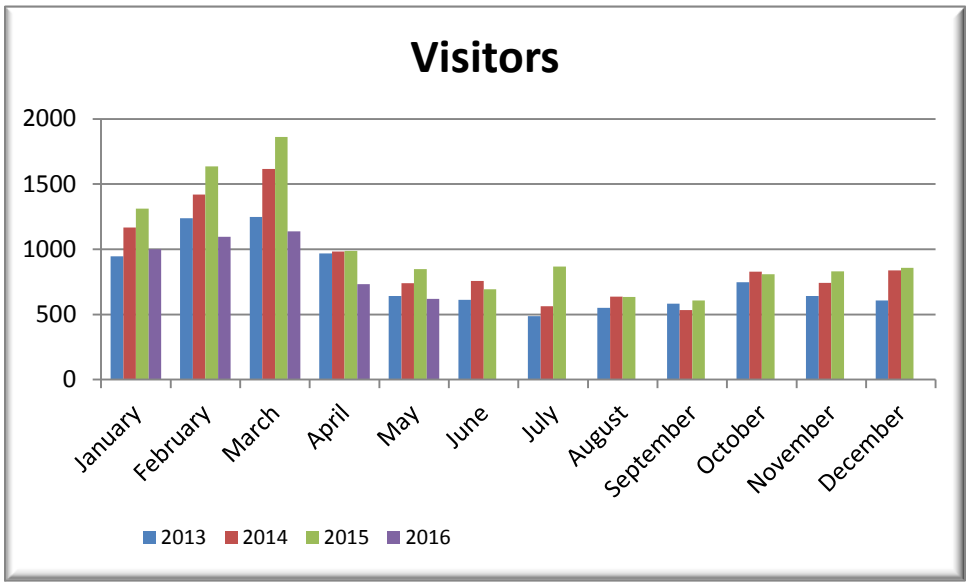
• We are working on the July fourth celebration. We should have a good parade. We will be having Congresswoman Martha McSally as our Grand Marshal.

• 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. We have started installing the track curve structures.

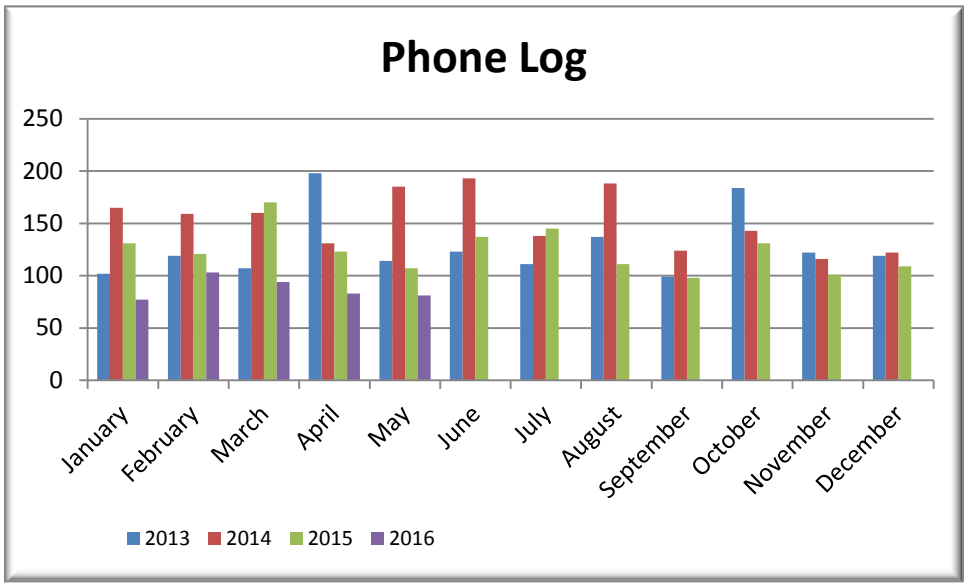
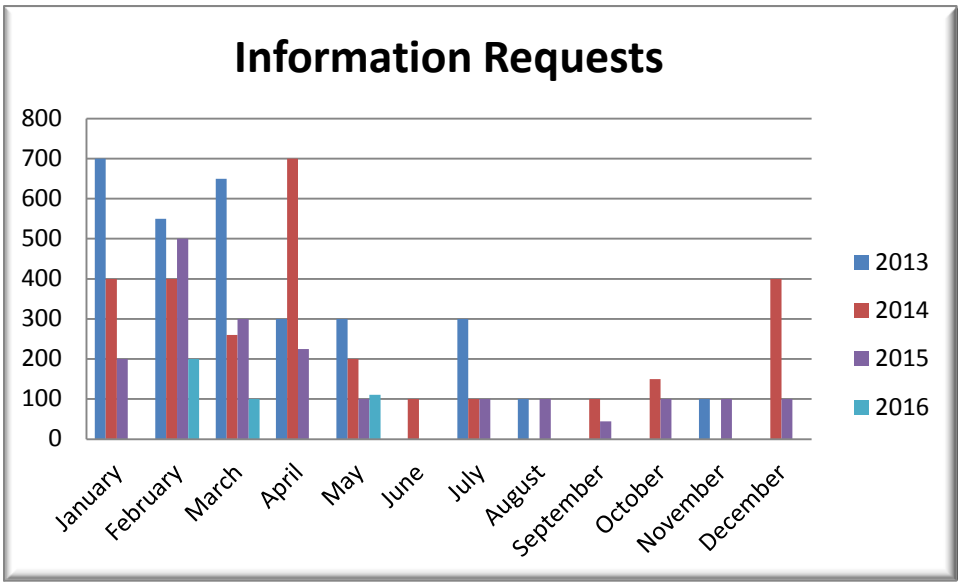
• Our Cochise County Tourism Council is changing from monthly meetings to Quarterly meetings. The last monthly meeting will be hosted by Benson at Kartchner Caverns State Park on June 22nd.

• Below are our Visitor Counts for May of 2016

Visitor Center Headcount Comparisons May, 2016



Visitor Center Phone calls Comparisons by Graph May, 2016



Visitor Center Information Requests Comparisons by Graph May, 2016