CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 4/13/15

TO: William Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: March 2015 Department Head Report

Operations

During the month of March, Benson Fire Department responded to 116 calls. The average number of Firefighters responding to the calls for the month was 10. The lowest number was 1 and the highest number was 10. The average response time from page to on scene was 5 minutes. The average time from page to en route was 1 minute 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	2
Vehicle Fire	2
Brush Fire	3
EMS	88
Rescue	1
Haz-Mat	3
Service Calls	0
Good Intent Calls	15
False Alarms	0
Miscellaneous Calls	2

Benson Fire Department had three (3) Mutual Aide Calls

Meetings and Trainings

Business/Training meetings were held on March 11th and March 18th.

Vehicle Maintenance

Engine 71 in shop for annual service and pump testing.

Miscellanous

Attended the CCEMS and CCFA meeting for the month at Sonoita, Arizona.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 20, 2015

TO: William Stephens, City Manager

FROM: Dustin DeSpain, Finance Director

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for March, 2015

Current Department Projects:

- We are currently working on the 2015-2016 Annual Budget and are well into the process of delivering the working papers to council for Budget Work session
- We are working on a project to identify taxpayers subject to our local rental tax. Our goal is to increase compliance with the tax and to educate the community on the requirements surrounding this tax.
- We are working on a change to our tax code regarding rental tax. We plan to bring this change to Council in June.
- We are monitoring certain bills in the legislature currently that could affect Benson. A bill was introduced on Community Facilities Districts that we are in the process of gathering more information on. We continue to monitor the effects of the State Revenue funds Sweep.
- Budget spreadsheets have been received and are being consolidated into the budget.
- Our audited financial statements are completed and will be presented to the Council April 27.
- We are moving forward with educational pieces on the proposed 1% sales tax increase. We held our first educational seminar on April 16th. We had very few from the public.
- We have been meeting with Chamber of Commerce and other business owners in order to provide education on the proposed 1% Sales tax Increase.
- We have been monitoring Facebook posts and have had ask Finance Director questions sessions.

Upcoming:

- Sales Tax forums are scheduled for April 23, 30, and May 7
- Annual Budget work session will be May 9th.
- Transit application is due April 23. Laurie is working in conjunction with Brad to complete.
- Our office remains closed Fridays through June 26, 2015 or further depending on budget.

Finance Department Statistics for March, 2015

Utility payments processed	3107
Other payments processed	402
Payroll checks issued	201
Accounts Payable checks issued	207
New Business License Applications taken	7
Customers enrolled on Xpress Bill Pay	666
Customers signed up for Online Statements	340

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 20th, 2015**

TO: **Dustin DeSpain, Finance Director, Bill Stephens City Manager**

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

SUBJECT: **March Department Report**

On January 5th I implemented a rate increase on the Pedro Pass holders. The pass is basically a rewards card for golfers who play a lot of Golf at San Pedro.
The pass is sold for a $140 yearly fee and was getting that golfer a $20 round of golf with cart all year. That green fee was not even close to the same card used in other City's. The City of Tucson sold the same type card for $50/year and the golfer received the lowest special rate for the time of year. So they were playing a round of Golf with cart for $25 during the summer and $49 during the winter.
So as you see, San Pedro had extremely under priced themselves for the calibre of Golf Course it is.

I also made some changes to the merchandise in the Golf Shop. What I inherited was a shop that had the wrong price point for municipal or Public Golf. Shirts that where $49.95 - $129. Those items have been put on sale and are moving out of the shop. I am replacing the Brand from Titleist and Oakley to Nike. Everyone knows Nike. The price points are consistent with the public golfer in mind.

As a result, the Month of March was a record month for San Pedro GC. With revenues at $102,607 golf had a $13,631 profit and F&B made $3,929. That is with in a month that had some large expenditures carried over from a pre-booked merchandise program that was implemented before I came on board. Those have been completed and cancelled. We will work on a open to buy model for the next fiscal year.

Accomplishments:
Golf Operations

- Adjusted annual pass and rewards program price to reflect increases in maintenance costs. The course was charging $20 per round including cart for pass holders. Was raised to $25, which is still low for this course.
- Aggressively price online book engines to expand access to online tee times.
- Golf course continues to receive positive reviews from customers on both course layout and customer service.
- Reaching out to over 50 clubs in the Tucson area to get them to put San Pedro on their schedules. As of March have had eight of those clubs play and are returning.

Golf Maintenance

- Working on cleaning out overgrown areas just off the fairways.
- Trimming old trees around greens and tee boxes.
- Laying down asphalt millings to create the look of cart paths, helping limit the amount of dust in the air as well as on customers equipment.

Benson City Grille

- Developed new menu with more cost saving measures.
- Re-structured hours of operation around lunch time and golfers
- Created coupon program with golf shop to attract more golfers to grille.
- Starting Feb 13th will be open Friday and Saturday for dinner.
- Designed and printed flyers for hotels and RV Parks.

Short Term Goals:

- Repair hole #5 green, extending it forward to maintain a safe distance from the river that has encroached, while still keeping it a great par 5
- Work on driving range, growing in grass, to eliminate the need to close during and after rain. Right now we have to close the range for a day or two because we cant run the ball picker in the mud.
- Create and implement marketing efforts with tourism to attract golfers from all regions to increase operations revenues.
- Continue to implement new menus seasonally for the grille that will help with food costs and labor costs.
- Address maintenance equipment problems with possible lease program. (Toro, John Deere, and Jacobson)
- Continue to use early order and incentive programs to show operating savings in all areas.
- Implement creative, cost effective events geared toward attracting golfers and increasing awareness of food and beverage.
- Develop policy and procedures for all golf operations.
- Re-surface and re-stripe golf course parking areas.

Long Term Goals:

- Develop a plan to finish the golf course, with the first phase being the installation of cart paths. Without them we will continue to see grass areas decrease as customers continue to drive on the grass close to the existing dirt paths to eliminate being dusted. This will also lower maintenance on golf carts and other equipment.
- Develop and offer a wide variety of instructional programs and clinics to obtain and retain golfers.
- Address the irrigation and soil issues on golf course that continue to struggle during transition periods.
- Develop a course wide weed control program that uses both cultural and chemical methods to greatly decrease the weed populations in turf areas.
- Develop a cross training program to prepare for emergency situations and potential staffing short falls.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 16, 2015**

To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for March 2015**

United Fire did the yearly fire alarm inspection of the system on March 16th. Two batteries needed replacing due to low amperage, but otherwise everything passed inspection. The batteries were replaced that day.

During the month we lost the PC Reservation system off of the secondary circulation desk computer. We asked Executech to reinstall the program and the statistics up to that time were lost. Due to this we were unable to report public computer usage for the month of March.

The Pre-K children's program had their final get-together. Parents were pleased with the program and we're looking forward to continuing in the next school year.

Attachment: Monthly statistics

March-15

	Mar-15	Mar-14	YTD-2015	YTD-2014	
Total Circulation	6,396	7,342	52,535	58,642	monthly circulation of material
Patrons	4,980	5,806	41,046	50,098	patrons entering the library
New Registration	75	134	626	717	new patron cards
Total Registration	7,776	7,258	7,776	7,258	total # of patrons in database
Programs	7	11	58	89	#of programs provided by library
Pr. Attend	131	131	1,050	1,049	total attendance for programs
Ref. Questions	677	712	5,202	6,041	ref questions answered by staff
Volunteers	0	0	9	3	new volunteers this month
Volunteer hours	16.25	15.75	278.15	332.5	total of monthly volunteer hours
Book Count					
Titles added	175	193	1,292	1,611	new titles added to database
Titles deleted	119	510	2,213	3,528	titles removed from collection
Collection Total	33,686	35,204	33,686	35,204	total material in database
Overdues:					
Titles overdue	598	548	4,698	4,592	number of overdue items
Contacts	216	156	1,173	1,156	number of patrons contacted
Titles returned	400	349	3,246	3,569	# of overdue items returned
Internet Users	na	1,450			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 04/20/2015

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: March Report

Attached is the March 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. At the time of this report the police department's manpower level is the same as it was in my February report.

Offense	CC	ACT	CLO	CAA	CRA	ADF	CAM	UNF	Other	Total
	37	14	0	0	0	0	0	0	1	52
8-201.13 Incorigle Juvenile	1	2	1	0	0	0	0	0	0	4
8-303C2 Runaway Juvenile	0	1	0	0	0	0	0	0	0	1
11-1008E License Required	0	0	0	0	0	0	0	0	0	1
13-810 Failure to pay fine	0	0	0	3	0	0	0	0	0	3
13-1302A Custodial interfere	6	0	0	0	0	0	0	0	0	6
13-1502A1 Enter/remain unlwf	0	0	0	1	0	0	0	0	0	1
13-1506A1 Burglary-non resid	0	1	1	0	0	0	0	0	0	2
13-1602 Criminal damage	8	3	1	1	0	0	0	0	0	13
13-1602A Criminal damage	0	1	0	0	0	1	0	0	0	2
13-1602A1 Deface or damage p	0	0	1	1	0	0	0	0	0	2
13-1802A Theft	0	0	0	0	0	0	0	1	0	1
13-1802A1 Theft-Deprive of P	0	1	2	1	0	0	0	0	0	4
13-1814A4 Theft of Means of	2	1	0	0	0	0	0	1	0	4
13-1201 Endangerment	1	0	0	0	0	0	1	0	0	2
13-1202A Threatening/Intimid	3	2	0	0	0	0	0	0	0	5
13-1203 Assault	3	2	1	0	0	0	0	0	0	6
13-1203A Assault	0	0	0	0	0	0	0	0	0	1
13-1203A1 +DV Int inj ano/do	0	0	1	0	0	0	0	0	0	1
13-1903A Agg rob oth wp misc	2	0	0	0	0	0	0	0	0	2
13-1802 Larceny/Theft	5	3	3	1	0	2	0	1	0	15
13-1802 Lar/thf fr building	0	0	1	0	0	0	0	0	0	1
13-1805A lar/thf shoplifting	0	0	1	0	0	0	0	0	0	1
13-1805A1 lar/thf shplft-rem	0	0	1	0	2	0	0	0	0	3
13-1814A1 lar/thf transporta	0	0	0	0	0	0	0	1	0	1
4-251A1 Op MV while consum A	0	0	0	1	0	0	0	0	0	1
13-2011A Fraudulent creatio	4	0	0	0	0	1	0	0	0	6
13-2105 Fraudulent use of cr	0	0	0	0	0	1	0	0	0	1
13-2311A Fraudulent schemes	0	0	0	0	0	0	0	0	0	1
13-2402 Obstructing governme	0	1	0	0	0	0	0	0	0	1
13-2810 Interfere with judic	0	1	0	0	0	0	0	0	0	1
13-2810A2 Judic Procdg-disob	0	0	2	1	0	0	0	0	0	3
13-2904 Disorderly conduct	1	0	1	1	2	0	0	0	0	5
13-2904A1 Fightng, Disruptv	0	0	0	1	2	0	0	0	0	3
13-2904A6 Recklsly handl/dis	2	1	0	0	0	0	0	0	0	3
13-2907.01 False report to l	0	1	0	0	0	0	0	0	0	1
13-2907.01A False reprt to l	0	1	0	0	0	0	0	0	0	1
13-2917B1 disturb prvt/pub	9	2	0	1	0	0	0	1	0	13
13-3405A1 Possess or use mar	0	0	0	1	2	0	0	0	0	3
13-3415A Poss or use drug pa	0	0	0	0	0	0	1	0	0	1
13-3407A1 Poss dan drug	0	0	0	0	0	0	1	0	0	1
13-3407A4 manu danger drug	2	0	0	1	0	0	0	0	0	3
13-3601 Domestic Violence	5	0	0	0	0	0	1	0	0	6
13-3623A2 Child/vul adlt abu	0	0	0	0	0	0	1	0	0	1
13-3623+DV Child abuse + Dom	1	0	0	0	0	0	1	0	0	3
13-4902A1 Criminal trespass	4	1	0	0	0	0	0	0	0	5
Animal control	15	13	0	0	0	0	0	0	0	28
Welfare Check	13	3	0	0	0	0	0	0	0	16
Missing Person	2	1	0	0	0	0	0	0	0	3
Found Property	2	1	3	0	0	0	0	0	0	6
Suspicious person	24	11	0	0	0	0	0	0	0	35
Suspicious vehicle	1	1	0	0	0	0	0	0	0	2
Suspicious activity	0	1	0	0	0	0	0	0	0	1
Information	3	2	0	0	0	0	0	0	0	5
Suspicious prowler	0	1	0	0	0	0	0	0	0	1

Offense	CC	ACT	CLO	CAA	CRA	ADF	CAM	UNF	Other	Total
Alarm	6	3	0	0	0	0	0	0	0	9
Warrant Arrest	0	0	0	1	0	0	0	0	0	1
Citizen Dispute- non crimina	4	3	0	0	0	0	0	0	0	7
Assist other agency	7	3	1	0	0	0	0	0	0	11
Message delivery	1	1	0	0	0	0	0	0	0	2
Civil complaint	6	0	0	0	0	0	0	0	0	6
Civil standby/domstc viol	1	1	1	0	0	0	0	0	0	3
Civil - paper service	0	1	0	0	0	0	0	0	0	1
Death Investigation- Natural	0	1	1	0	0	0	0	0	0	2
Death Invest:Suicide	1	0	1	0	0	0	0	0	0	2
Public - other types	24	19	0	0	0	0	0	0	0	43
911 Hangup	2	2	0	0	0	0	0	0	0	4
Medical assistance	0	4	0	0	0	0	0	0	0	5
Hazmat	1	0	0	0	0	0	0	0	0	1
Lost Property	1	2	0	0	0	1	0	0	0	4
Search Warrant	2	0	1	1	0	0	0	0	0	4
Vioation of Court order	2	1	0	0	0	0	0	0	0	3
28-693 Reckless Driving	4	0	0	0	1	0	0	0	0	5
28-693A Reckless Driving	0	0	0	0	1	0	0	0	0	1
28-701A Flr Ctrl Spd/Nt Rsn/	0	0	1	0	0	0	0	0	0	1
28-701.02A3 Exceed 85mph	0	0	0	0	1	0	0	0	0	1
28-773 Fail to yld frm stp s	0	0	1	0	0	0	0	0	0	1
28-1381A1 DUI;alch,drugs,tox	0	2	2	2	0	0	0	0	0	6
28-1381A2 DUI;0.08/more alch	0	0	0	2	0	0	0	0	0	2
28-1382A Extreme DUI 0.15 or	0	0	0	1	0	0	0	0	0	1
28-4831 Unlwfl abandonment o	3	0	0	0	0	0	0	0	0	3
Pers injury accidents	2	0	0	0	0	0	0	0	0	2
Prop Damage: Miscellaneous	3	1	0	0	0	0	0	0	0	4
Other Traffic Incidents	9	4	2	0	3	0	0	0	0	18
Accident,no injury	0	0	1	0	0	0	0	0	0	1
Accident with injury	0	0	2	0	0	0	0	0	0	2
Grand Totals	235	121	34	22	14	6	6	5	7	450
Percentages	52.2	26.9	7.6	4.9	3.1	1.3	1.3	1.1	1.6	100.0

Report Includes:
All dates between `00:00:00 03/01/15` and `23:59:59 03/31/15`
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	4	0.98
Abandoned Vehicle	3	0.73
Administrative Complaint	1	0.24
Agency Assistance	11	2.69
Alarm	9	2.20
Robbery Alarm	2	0.49
Animal Problem	12	2.93
Assault	6	1.47
Attempted Suicide	2	0.49
Barking Dog	2	0.49
Brush Fire	1	0.24
Child Abuse or Neglect	3	0.73
Citizen Assist	37	9.05
Citizen Dispute	7	1.71
Civil	6	1.47
Civil Standby	3	0.73
Courtesy Transportation	2	0.49
Criminal Damage	14	3.42
Custodial Interference	6	1.47
Dead Body	2	0.49
Deceased Animal	1	0.24
Deliver Message	2	0.49
Disorderly Conduct	5	1.22
Disturbance	12	2.93
Domestic Trouble	6	1.47
Driving on Suspended license	1	0.24
Controlled Substance Problem	4	0.98
DUI Alcohol or Drugs	4	0.98
Endangerment	1	0.24
Extra Patrol	2	0.49
False Information to Police	1	0.24
Fingerprints	5	1.22
Fingerprints	30	7.33
Fire	1	0.24
Vehicle Fire	1	0.24
Found Property	6	1.47
Fraud	3	0.73
Fraud Checks	2	0.49
Fraud Credit Card	1	0.24
Gas Leak/Odor	2	0.49
Harrassment	2	0.49
Hazardous Materials Spill	1	0.24
Traffic Accident Hit and Run	1	0.24
Information Report	6	1.47
Juvenile Problem	4	0.98
Liquor Law Violation	1	0.24
Lost Property	1	0.24
Medical Emergency	5	1.22
Miscellaneous CAD Call Record	2	0.49
Missing Person	4	0.98
Obstructing or Tampering	1	0.24
Traffic Accident w/ Damage	6	1.47
Traffic Accident, w/ Injuries	2	0.49
Prowler	1	0.24

Nature of Call	Total Calls Received	% of Total
Reckless Driving	5	1.22
Runaway Juvenile	1	0.24
Shots Fired	3	0.73
Sick Animal	2	0.49
Stray Animal	12	2.93
Structure Fire	1	0.24
Suspect Vehicle	2	0.49
Suspicious Person/Circumstanc	28	6.85
Theft	19	4.65
Threatening	5	1.22
Traffic Acc	4	0.98
Traffic Hazard	3	0.73
Traffic Violation	10	2.44
Trespassing	5	1.22
Unsecure Premise	1	0.24
Unwanted Person	8	1.96
Utilities Callout	8	1.96
Utilities Callout	1	0.24
Vehicle Theft	2	0.49
Vehicle release	2	0.49
VIN Number Inspection	1	0.24
Viol Crt Order	3	0.73
Warrant	7	1.71
Welfare Check	15	3.67
Total Calls:	409	

Report Includes:
All dates between `00:00:00 03/01/15` and `23:59:59 03/31/15`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

*** End of Report /tmp/rptRfBe1I-rpcdtccr.r1_1 ***

Benson Animal Control Monthly Report

Month in Report___March 2015_____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	0	4
Dogs Picked up:	1	7
Dogs Adopted:	2	16
Dogs Euthanized / Owner Requested:	0	1
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	1
Dogs Returned to Owner:	1	6
Dog Complaints:	16	60
Dog Bites:	1	2
Dog Licenses Sold:	66	183
Cats Turned In:	3	11
Cats Picked up:	0	2
Cats Returned to Owner:	0	0
Cats Adopted:	2	11
Cats Euthanized / Owner Requested	1	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	4
Cat Bites:	0	0
Removals (Snake,Skunk, birds, etc):***	0	1
Calls Responded to:	16	60
Compliance Notices (Warnings):	1	1
Citations Issued:	0	3
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**30**	**65**
Cats at the shelter (time of Report):	**7**	**17**

Removals:***

Donations:
2500 lbs dog/cat food, kitty litter

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 7, 2015**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for March, 2015**

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:	54
General Crime Pretrial Conference Hearings:	16
Drug Related Pretrial Conference Hearings:	16
Domestic Violence Pretrial Conference Hearings:	06
D.U.I. Pretrial Conference Hearings:	10
Animal Control/Game and Fish Pretrial Conference Hearings:	01
Total Pretrials	103

HEARINGS:

Restitution/OSC and Sentencing Hearings:	05
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/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	72

PROSECUTORIAL TIME SPENT IN COURT	**19.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**68.50 HRS**

*****TIME SPENT DEALING WITH DEFENSE COUNCIL, VICTIMS, DEFENDANTS AND ON OTHER MATTERS SUCH AS ISSUING WARRANTS, CASE PREPARATION, LEGAL RESEARCH AND REVIEW OF PENDING CRIMINAL CHARGES.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 21, 2015**

TO: **William Stephens, City Manager**

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

SUBJECT: **March 2015 Department Head Report for Public Works**

1. Gas Department.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission and PHMSA.
- Check chart boxes weekly and performed monthly calibrations on gas detection equipment.
- Continue to perform meter inspections and upgrade gas meters.
- Staff preparing for the Annual Arizona Corporation Commission Audit of the natural gas system next month by performing an internal audit.

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 parks and fields for upcoming spring events. Parks have inmate labor maintaining parks.

6. Transit Department:

   Ridership ending March 2015:

   AM Fixed Bus Route: riders
   PM Fixed Bus Route: riders
   Dial a Ride Route: riders

City of Benson
Public Works Department

2015 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**Total**
New Service	0	0	0										0
Meter Inspections	1	0	0										1
Remove/Repair equipment	3	4	2										9
Monthly Operation/Maintain	7	5	7										19
Gas Odor/Leak survey	8	4	3										15
Install Protection Poles	2	0	1										3
3rd Party Hit	1	0	1										2
Meter Upgrades	0	0	0										0
High Usage	1	2	0										3
No Gas / zero usage	1	0	1										2
Bluestakes	46	25	40										111
Gas Units Sold	206,715	118,069	85,444										410,228
(100) cubic feet per unit													
2015 Water Dept.O&M													
New Service	0	0	0										0
Leaks	1	4	0										5
Instal/Remove Hydrant Meter	0	0	1										1
No water / pressure	1	0	0										1
Repair/replace equipment	1	0	2										3
Meter Upgrades	1	0	0										1
High usage / re-read	0	0	2										2
Bluestakes	46	25	40										111
Water Units Sold	24,166	18,893	20,550										63,609
(748 gallons per unit)													
2015 Sewer Dept.O&M													
New service	0	0	0										0
Sewer Backup	2	3	0										5
Spray for pests/odor	0	0	0										0
Clean sewer mains	0	0	0										0
Raise / repair manhole	1	0	0										1
Maintenance / Repairs		0	0										0
Bluestakes	46	25	40										111
Gallons Treated	13,252	11,700	12,713										37,665
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 16, 2015**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – March 15, 2015 through April 16, 2015**

Summer Programs:

- I am working on our 2015 Summer Program.
- I expect to finalize the summer program by the end of next week. This year's publication is almost complete.
- I have secured a date and movie for this year's Movie in the Park.

Pool:

- Regular Pool maintenance.
- I have finalized the 2015 aquatics schedule.

Lions Park:

- Little League is in full swing. They have been very flexible in helping me meet the needs of everyone who wishes to use the park. To include giving up playing time for the BMW Rally (April 16 – 19), and the Benson Middle School 10 team tournament (April 24 and 25). The Men's Fast Pitch Softball League has also given up playing time to accommodate the BMW Rally, and the BMS Tournament.
- I worked with the Southeastern Pickleball Association to host a clinic in Lions Park on April 11, from 9:00 am – 1:00 pm. There were 30 people in attendance for this clinic and was very successful for a first time clinic. This clinic would not have been possible without the help of the Parks Department. They took time out of their busy schedule to setup fencing around the old tennis court to keep the balls on the court.
- There has been a higher demand for use of the fields this year. We find it increasingly more challenging each year to accommodate the demand for use of fields.
- The number of Ramada rentals is increasing. The next available Saturday for the Big Ramada is May 9.

Community Center:

- The Center remains full with reservations.
- The Community Center is booked every Saturday until April 25.

Completed Tasks:

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.
- Preformed regular pool maintenance.
- Completed weekly janitorial duties at the Community Center.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Posted Council Meetings to the City Facebook page.
- Notified the Police Department of Park Reservations and Events.
- I have processed five Special Event Permit Applications this month, and currently have two pending.
- I have completed my 2015/16 FY budget.
- I have scheduled 12 people to come by my office this month.
- Dorthey brought the SDS books up to date for the Community Center and Pool.
- Dorthey prepared all the necessary aquatic records sheets for use this season.
- Dorthey eliminated the fire hazard of wires behind the copier in the office.
- Dorthey and I attended a CPR/AED First Aide Certification class this month.
- Dorthey filed all the office paperwork.
- Dorthey created an emergency exit/lights log sheet, which we will need to do now that Darrell retired.
- I completed the monthly Fire Extinguisher check.
- I worked with the Finance Director and Chief of Police to prepare and schedule Facebook posts regarding the 1% Sales Tax Increase.
- I have completed a draft job description for the Recreation Aide position. Due to insurance reasons we can no longer contract with summer camp instructors. Insurance requirements make contracting to cost prohibitive for both the City and the instructor.
- On February 25, I began working with the BMW Motorcycle Rally Coordinators in assisting them with their event to meet City requirements, coordinate City assistance, and act as a liaison for the Rally Coordinators and other City Departments. The application process was completed yesterday, and I was able to issue their permit.

Completed 4th of July Tasks:

- Dorthey is contacting potential sponsors.
- David Bryan has set the date and time for the National Anthem tryouts. He has also begun advertising the tryouts.

- I have secured the band for the Concert in the Park following the Fireworks.
- I am pleased with the status of this year's 4th of July Celebration. Almost everything is in place ready to go.

Status of Ongoing Projects:

- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Fields, we have been working on the feasibility of a Ball field Project; to include working with member of the community for possible funding, looking for available grants, cost analysis and communicating with the appropriate City Departments.
- I have begun modifying our existing park master plan based on the 2013 Parks and Recreation Survey Results. Once we complete changes, we will meet with Mr. Stephens and Mr. Hamilton prior to moving forward.
- I am working toward completion of departmental updates to our SOPs.
- I am working on departmental Emergency Action Plans.
- I am working to find local High School Students to create and implement a Skin Cancer Prevention and Awareness Program. Once I have implemented this program for a year, I will be able to apply for a grant to purchase a shade structure for the Union Street Playground Equipment.
- I am working toward going live with the new City website.
- I am looking at the feasibility of hosting a Cycling Event in Benson.
- I need to apply for the skate park grant.
- I need to complete my Emergency Response Certification Classes.
- I have submitted our changes to Chapter 11 of the City Code to Mr. Stephens for his review prior to sending it to the City Attorney.
- I have submitted the draft of the Special Events chapter to Mr. Stephens for review prior to sending it to the City Attorney.
- I need to get current on Records Destruction.
- I am working on the Sun Corridor Trail project.
- I am working with an intern on the Parks, Trails, and Open Spaces Master Plan.
- Dorthey is in the process of doing inventory on the pool supplies.
- I am working to complete a volunteer background check policy and procedure for City volunteers who work directly with children.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **April 20, 2015**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for March 2015**

• Our Visitor count for March 2015 was 1,862 as compared to 1,616 in March of 2014, up 246 from last year. This is the best count since 2010.

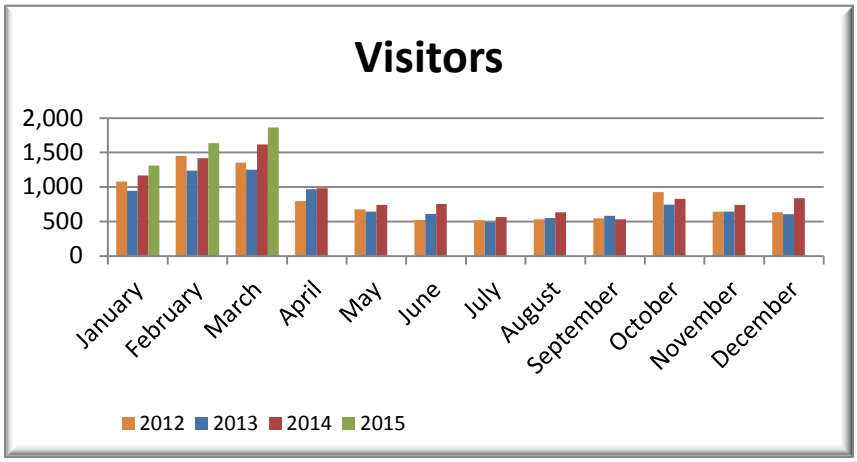
• Greyhound ticket sales have still been a little slow in March.

• We are still having three to five inquiries per week wanting to know about the El Dorado project.

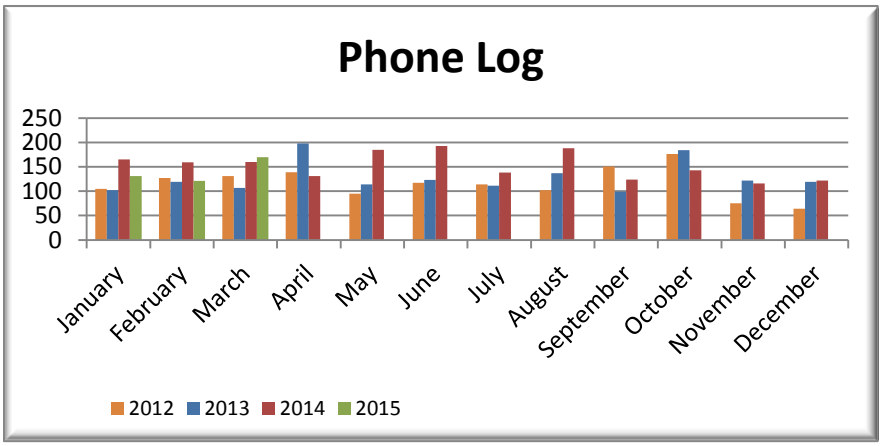
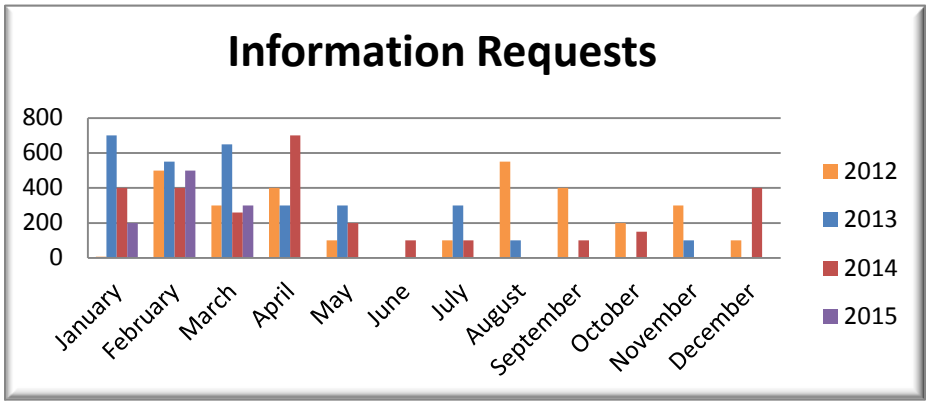
• We set up a table at the BMW Ironhorse Rally in Lions Park on Friday the 17th of April. The organizers seemed pleased with the turnout.

• We accompanied travel writer Jay Jones on a tour of some Benson attractions. He will be writing a story on some Benson attractions for the Los Angeles Times. We visited the Singing Wind Bookshop, Down by the River Bed & Breakfast and Kartchner Caverns on April 3rd. Andy at Mi Casa has been gracious enough to give Mr Jones a free lunch. The Story will be in the May 3rd issue of the Los Angeles Times, in the Travel section.
• Below are our Visitor Counts for February of 2015

Visitor Center Headcount Comparisons March, 2015



Visitor Center Phone calls
Comparisons by Graph March, 2015



Visitor Center Information Requests
Comparisons by Graph March, 2015