City of Benson
City Council Communication

Regular Meeting **February 9, 2015**

To: Mayor and Council Agenda Item # 4

From: William Stephens, City Manager

Subject:

Resolution 7-2015 of the Mayor and Council of the City of Benson, Arizona, to dissolve the City of Benson Fourth of July Committee and, in accordance, all Resolutions related thereto (10-92, 07-2002, 31-2006, 51-2009)

Discussion:

Staff placed this item on the Agenda as a recommendation to Mayor and Council to dissolve the City of Benson 4th of July Committee.

Attachments:

Memo to Mayor and Council regarding reasons for dissolution of the City of Benson 4th of July Committee.

Resolution 7-2015.

Staff Recommendation:

Approval of Resolution 7-2015

RESOLUTION 7-2015

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, TO DISSOLVE THE CITY OF BENSON FOURTH OF JULY COMMITTEE AND, IN ACCORDANCE, ALL RESOLUTIONS RELATED THERETO (10-92, 07-2002, 31-2006, 51-2009)

WHEREAS, Resolution 10-92 designated that a group coordinate and sponsor the official City of Benson's Independence Day activities, and,

WHEREAS, the City of Benson, Arizona now has a Recreation Department to coordinate and execute the event activities, and no longer desires to have a committee formed by or with members appointed by the Mayor and Council involved in any planning of the City's Independent Day activities, if any.

WHEREAS, the City of Benson wants to make Resolutions 10-92, 07-2002, 31-2006, 51-2009, and any related resolution will no longer be effective.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, Arizona as follows:

1. Resolutions 10-92, 07-2002, 31-2006, 51-2009, and any related resolution are no longer effective.

2. The City formed committee to plan or assist in planning the City's Independence Day activities is disbanded.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 9th day of February, 2015.

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TONEY D. KING, SR., Mayor

ATTEST:

_____
VICKI L. VIVIAN, CMC, City Clerk

APPROVED AS TO FORM:

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MESCH, CLARK AND ROTHSCHILD, P.C.
By Gary J. Cohen
City's Attorney

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 8, 2015**

TO: **Mayor and Council**

CC: **William Stephens, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **July 4 Celebration**

Since the start of furloughs, I have reevaluated the day-to-day operations of the Recreation Department. It is my recommendation that Mayor and Council dissolve the 4th of July Committee for the following reasons: Open Meeting Law creates a road block for efficient event decisions, additional time required for me to attend July 4 meetings, ensure agendas and minutes are submitted to the Clerk's Office in a timely manner. When planning an event the event planner(s) are at the mercy of the event timeline. Open Meeting Laws prohibit execution of necessary decisions and taking effective steps in the preparation and execution of the event. Even with part-time staff in my office, taking time off to flex out hours to attend meetings will cause the City to loose revenue for the Summer Programs. During the summer, it is necessary for a member of staff to attend the Camps to ensure registration and payment continues for new enrollees; if there is not anyone in the office departmental revenues will decrease (registration and reservations). Some of my duties; at the request of committee members, has been to proofread minutes and agendas prior to submission to the Clerk's Office.

My current duties as a Liaison to the July 4 Committee are:

- Update and print applications
- Advertising
- Receive applications
- Parade lineup
- Vendor layout
- Update and monitor Committee budget
- Contract and coordinate with Fireworks Company
- Work with other City departments to assist with the execution of the event,
- Recruit volunteers to help with the parade
- Contact and coordinate with a DJ
- Ensure we are in compliance with the procurement code for purchase of Fireworks
- As necessary all other aspects to execute the event: contracts, entertainment, and sponsorship.

Volunteers are critical to the success of this event; therefore, I plan to continue to recruit volunteers to assist with planning and executing this event.

I contacted other municipalities to find a standard of operations. Of the six municipalities contacted, there is not an official City Committee under Boards and Commissions for this event.

Other Municipalities:

City of Tucson

- No Committee
- Executed and hosted by Parks and Recreation
- Fireworks primarily paid for by donations

Town of Marana

- No Committee
- In house Special Event Coordinator
- Executed by City Staff (Parks and Recreation)
- Volunteers are used to assist with Traffic Control (Explorers)

City of Sierra Vista

- No Committee
- Funded and hosted by the Rotary Club.
- City Staff is provided day of to assist with executing event

City of Willcox

- No Committee
- Funded by donations only
- Hosted and executed by the volunteer Fire Department

City of Chandler

- No Committee
- Until this year was hosted and paid for by a non-profit; non-profit no longer doing event.
- At time of phone call; City Staff (Parks and Recreation) will most likely plan and execute event.
- The City will most likely fund event.

City of Bisbee

- No Committee
- Sometimes City funded, other times it is funded by non-profits
- Planned and executed by Public Works (acts as Parks and Recreation)
- Fire Chief handles fireworks