CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 23, 2015**

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.

The Deputy Clerk, Andrew Parkin, will attend his first week of the Arizona Municipal Clerks of Arizona's (AMCA) Institute being held June 8-12. This course consists of 120 hours of continuing education and is completed over a 3-year period, enabling Clerks and Deputy Clerks to obtain the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks. I will be attending the AMCA Clerk's Academy, being held June 16-18. The continuing education is required to not only keep my CMC, but to assist my advancement to the Master Municipal Clerk (MMC) designation.

The Clerk's office has been assisting with Human Resource functions since the HR Coordinator left the City's employ on March 12. The duties have temporarily been divided between the Clerk's office and the Finance Department with the Clerk's office handling all administration of new hires, from advertising, the interview process and all paperwork for the implementation of a new employee and the Finance Department handling all existing employee issues. The Clerk's office will work hand in hand with the Finance Department as open enrollment meetings are held to ensure a smooth transition for any employee changing or enrolling into benefit programs.

The Clerk's office also continues to work closely with the City Manager and other departments concerning public records requests, documentation for research purposes and the drafting of documentation for upcoming items requiring Council action.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 5/19/15

TO: William Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: April 2015 Department Head Report

Operations

During the month of April, Benson Fire Department responded to 105 calls. The average number of Firefighters responding to the calls for the month was 5. The lowest number was 1 and the highest number was 7. 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 4 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	3
Vehicle Fire	1
Brush Fire	5
EMS	76
Rescue	0
Haz-Mat	1
Service Calls	1
Good Intent Calls	18
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department had one (1) Mutual Aide Call

Meetings and Trainings

Business/Training meeting was held on April 8, 2015.

Vehicle Maintenance

None

Miscellaneous

Attended the CCFA meeting for the month in Palominas.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 11, 2015**

TO: **William Stephens, City Manager**

FROM: **Dustin DeSpain, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for April, 2015**

Current Department Projects:

- We are currently working on the 2015-2016 Annual Budget and have had the first work session meeting with council. We are now working on suggestion and changes given to us during the 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.
- We are moving forward with educational pieces on the proposed 1% sales tax increase. We held the final Forum May 7th. Turn out from the community was less than expected.
- We have been working on our Transit Grant Budget and Filing. We are meeting later this month with ADOT to go over changes.
- We have been monitoring Facebook posts and have had ask Finance Director questions sessions.

Upcoming:

- Tentative Budget Approval June 1, 7PM Special Meeting
- Transit application review and audit June 2015.
- Coordinating Human Resource activities with Vicki, as we have no HR Coordinator
- Our office remains closed Fridays through June 26, 2015 or further depending on budget.

Finance Department Statistics for April, 2015

Utility payments processed	2690
Other payments processed	365
Payroll checks issued	196
Accounts Payable checks issued	199
New Business License Applications taken	10
Customers enrolled on Xpress Bill Pay	681
Customers signed up for Online Statements	253

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: **April Department Report**

April is a month that golf courses struggle with, do we lower pricing to grab the few winter visitors that are staying late or do we make a small change in pricing to match other golf courses and take more dollars per round, hoping they are staying to get more golf in before they leave. We chose to lower our rates on the 15th to summer levels rather than make an extra change in pricing and confusing our regular customers.

We are continuing to migrate in replacement inventory. 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.

The final numbers for April in, we were down on rounds compared to last April but we limited our loss by half. April 2014 had a loss of $18,417, April 2015 showed a loss of $9,450 over the entire operation. Part of that loss is due to making two payments on our new Golf Cars. We payed $9,549 compared to $0 payed April of 14. If we compare the two months, make our month $0 we would have broke even for April 15. That is very hard to do in April, so I am very happy with the month. I am going to meet in the next couple weeks with the finance dept. to clear up some differences in the numbers I get from my software and how those numbers are produced in the month end report.

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 April have had 14 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: **May 1, 2015**

To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

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

April 7th Executech worked on the PCReservation system as we were having some malfunction issues. We continued to have problems for several days with the reservation system before it was working correctly.

April 14th Visions Charter School visited the library with the 22 children and 5 adults.

Kelli Jeter participated in a webinar on April 16th presented by Tech Soup titled "tablets are not just toys".

On Friday April 24th bags of clothes, etc. were left at the front of the library. We were able to replay the security camera video showing the person was at the library about 1 a.m. that morning. We contacted the Benson Police and an officer viewed the recording. He also brought someone from St. Vincent's as we believe the bags belonged to them. We were unable to identify the person in the video.

Monday April 27th another bag of clothing was left at the front of the library. Video showed the person was here about 3 a.m. Sunday morning but the face was not visible in the recording.

We called Mr. Rooter to repair the toilet in the women's bathroom on April 28th.

Attachment: Monthly statistics

	Apr-15	Apr-14	YTD-2015	YTD-2014	
Total Circulation	5,154	6,725	64,085	65,367	monthly circulation of material
Patrons	4,773	5,974	45,819	56,072	patrons entering the library
New Registration	43	42	669	759	new patron cards
Total Registration	7,805	7,284	7,805	7,284	total # of patrons in database
Programs	13	13	71	102	#of programs provided by library
Pr. Attend	218	212	1,268	1,261	total attendance for programs
Ref. Questions	593	668	5,795	6,709	ref questions answered by staff
Volunteers	0	0	9	3	new volunteers this month
Volunteer hours	5.5	27.5	283.65	360	total of monthly volunteer hours
Book Count					
Titles added	174	170	1,466	1,781	new titles added to database
Titles deleted	62	498	2,275	4,026	titles removed from collection
Collection Total	33,798	34,876	33,798	34,876	total material in database
Overdues:					
Titles overdue	401	609	5,099	5,201	number of overdue items
Contacts	148	183	1,304	1,339	number of patrons contacted
Titles returned	399	487	3,645	4,056	# of overdue items returned
Internet Users	1,089	1,520			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 05/12/2015

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PGM

CC:

SUBJECT: April Report

Attached is the April 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 March report. The Police Department is currently advertising for police officers and is performing background checks on two dispatch applicants.

Offense	CC	ACT	CLO	CAA	CRA	CEX	CAM	ADF	Other	Total
	43	12	0	0	0	0	0	0	0	55
8-201.13 Incorigle Juvenile	7	0	0	0	0	1	0	0	0	8
13-810 Failure to pay fine	0	1	0	0	0	0	0	0	0	1
13-901 Probation Violation	0	0	0	1	0	0	0	0	0	1
13-1302A Custodial interfere	1	0	0	0	0	0	0	0	0	1
13-1410 Child molestation	0	1	0	0	0	0	0	0	0	1
13-1419 Unlawful Sexual Cond	0	1	0	0	0	0	0	0	0	1
13-1504A2 Trespss-look in re	1	0	0	0	0	0	0	0	0	1
13-1506 Burglary-3rd degree	0	3	0	0	0	0	0	0	0	3
13-1602 Criminal damage	5	1	1	0	0	0	0	1	0	8
13-1602A1 Deface or damage p	0	0	0	0	2	0	0	0	0	2
13-1802A Theft	0	1	0	0	0	0	0	0	0	1
13-1802A1 Theft-Deprive of P	0	0	1	0	0	0	0	0	0	1
13-1805A1 Shplft-remove good	0	0	1	0	0	0	0	0	0	1
13-1814A4 Theft of Means of	1	0	0	0	0	0	0	0	0	1
13-1201 Endangerment	0	1	0	0	0	0	0	0	0	1
13-1202A Threatening/Intimid	8	1	0	0	0	1	0	0	0	10
13-1202A1 Phy injury/prop da	1	0	0	0	0	0	0	0	0	1
13-1203 Assault	4	0	0	0	0	0	0	0	0	4
13-1903A Agg rob oth wp misc	3	0	0	0	0	0	0	0	0	3
13-1904A2 Rob oth wp chain s	0	0	0	0	0	0	0	0	1	1
13-1802 Larceny/Theft	9	8	2	1	1	0	1	1	1	24
13-1802A1 Lar/thfs deprive o	0	0	1	0	0	0	0	0	0	1
13-1805 lar/thf Shoplifting	0	1	0	1	0	0	0	0	0	2
13-1805A lar/thf shoplifting	0	0	1	0	0	0	0	0	0	1
13-1805A1 lar/thf shplft-rem	0	0	0	0	0	0	1	0	0	1
13-1819A Organizd retail The	0	0	0	0	0	0	1	0	0	1
4-241 alch to minr/misrep ag	0	0	0	0	1	0	0	0	0	1
13-2008 Taking Identity of	0	0	1	0	0	0	0	0	0	1
13-2011A Fraudulent creatio	3	0	0	0	0	0	0	0	0	3
13-2506 Fail to appear in 2n	0	0	0	1	0	0	0	0	0	1
13-2810A2 Judic Procdg-disob	0	1	0	0	0	0	0	0	0	1
13-2904 Disorderly conduct	5	0	0	0	0	0	0	0	0	5
13-2904A3 Use abusive lang t	1	0	0	0	0	0	0	0	0	1
13-2904A6 Recklsly handl/dis	1	0	0	0	0	0	0	0	0	1
13-2917B1 disturb prvt/pub	6	2	0	0	0	0	0	0	0	8
13-2904+DV Disord Conduct +	0	0	0	1	0	0	0	0	0	1
13-2921B Harass against publ	1	2	0	0	0	0	0	0	0	3
13-3102 Misconduct involving	0	1	0	0	0	0	0	0	0	1
13-3102A Misconduct involvin	0	1	0	0	0	0	0	0	0	1
13-3405A1 Possess or use mar	0	0	1	0	1	0	0	0	0	2
13-3415 Poss,mke,manuf,deliv	0	0	0	0	0	1	0	0	0	1
13-3415A Poss or use drug pa	0	0	1	0	0	0	0	0	0	1
13-3407A4 manu danger drug	2	0	2	1	1	0	0	0	0	6
13-3601 Domestic Violence	1	0	0	1	0	0	0	0	0	2
13-3623+DV Child abuse + Dom	1	0	0	0	0	0	0	0	0	1
13-4902A1 Criminal trespass	2	0	0	0	0	0	0	0	0	2
Animal control	17	15	0	0	1	0	0	0	0	35
Welfare Check	17	2	0	0	0	0	0	0	0	19
Missing Person	1	1	1	0	0	0	0	0	0	3
Found Property	4	0	0	0	0	0	0	0	0	4
Suspicious person	27	11	0	1	0	0	0	0	0	39
Information	6	2	0	0	0	0	0	0	0	8
Alarm	8	1	0	0	0	0	0	0	0	9
Warrant Arrest	0	2	0	1	0	0	0	0	0	3

Offense	CC	ACT	CLO	CAA	CRA	CEX	CAM	ADF	Other	Total
Citizen Dispute- non crimina	0	1	0	0	0	0	0	0	0	1
Assist other agency	5	6	1	0	0	0	0	0	0	12
Civil complaint	2	0	0	0	0	0	0	0	0	2
Civil standby/domstc viol	2	1	0	0	0	0	0	0	0	3
Death Investigation- Natural	1	0	1	0	0	0	0	0	0	2
Public - other types	21	10	0	0	0	0	0	0	0	31
911 Hangup	1	3	0	0	0	1	0	0	0	5
Medical assistance	0	3	0	0	0	0	0	0	0	3
Lost Property	1	1	0	0	0	0	0	0	0	2
Search Warrant	0	1	0	2	0	0	0	0	0	3
Vioation of Court order	1	0	0	1	0	0	0	0	0	2
28-693 Reckless Driving	4	1	0	0	0	0	0	0	0	5
28-701 Speeding Violations	0	0	1	0	0	0	0	0	0	1
28-701A Flr Ctrl Spd/Nt Rsn/	0	0	2	0	0	0	0	0	0	2
28-701.02A3 Exceed 85mph	0	0	0	1	0	0	0	0	0	1
28-771 Fail yld rght-of-wy @	0	0	1	0	0	0	0	0	0	1
28-1381A1 DUI;alch,drugs,tox	0	1	1	0	0	0	0	0	0	2
28-1381A2 DUI;0.08/more alch	0	0	1	0	0	0	0	0	0	1
28-1382A Extreme DUI 0.15 or	0	0	1	0	0	0	0	0	0	1
28-3473A Drv w/susp/revok/ca	0	0	0	0	2	0	0	0	0	2
28-4831 Unlwfl abandonment o	2	0	0	0	0	0	0	0	0	2
Prop Damage: Miscellaneous	0	0	2	0	0	0	0	0	0	2
Other Traffic Incidents	6	2	2	1	1	0	0	0	0	12
Accident,no injury	1	0	1	0	0	0	0	0	0	2
Accident with injury	0	0	1	0	0	0	0	0	0	1
6-2-5 Running At large - Nui	0	0	0	0	1	0	0	0	0	1
Grand Totals	233	102	28	14	11	4	3	2	4	401
Percentages	58.1	25.4	7.0	3.5	2.7	1.0	0.7	0.5	1.0	100.0

Report Includes:
All dates between `00:00:00 04/01/15` and `23:59:59 04/30/15`
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

*** End of Report /tmp/rptlzwSpV-rplwods.r1_1 ***

Nature of Call	Total Calls Received	% of Total
911 HANGUP	4	1.09
Abandoned Vehicle	2	0.55
Agency Assistance	12	3.28
Alarm	12	3.28
Alcohol Offense	1	0.27
Animal Problem	17	4.64
Cruelty to Animals	2	0.55
Animal/Barking Dog	1	0.27
Armed Robbery	1	0.27
Assault	4	1.09
Barking Dog	2	0.55
Burglary	2	0.55
Child Abuse or Neglect	1	0.27
Child Molestation	1	0.27
Citizen Assist	23	6.28
Civil	2	0.55
Civil Standby	3	0.82
Criminal Damage	9	2.46
Custodial Interference	1	0.27
Dead Body	2	0.55
Disorderly Conduct	4	1.09
Disturbance	8	2.19
Domestic Trouble	4	1.09
Driving on Suspended license	2	0.55
Controlled Substance Problem	7	1.91
Drunk Subject	2	0.55
DUI Alcohol or Drugs	1	0.27
Endangerment	1	0.27
Extra Patrol	7	1.91
Failure to Comply	1	0.27
Fight	1	0.27
Fingerprints	9	2.46
Fingerprints	35	9.56
Fire	1	0.27
Found Property	4	1.09
Fraud	3	0.82
Harassment	3	0.82
Harrassment	1	0.27
Traffic Accident Hit and Run	1	0.27
Identity Theft	2	0.55
Information Report	8	2.19
Juvenile Problem	8	2.19
Lost Person	1	0.27
Lost Property	1	0.27
Medical Emergency	3	0.82
Miscellaneous CAD Call Record	1	0.27
Missing Person	2	0.55
Traffic Accident w/ Damage	3	0.82
Reckless Driving	5	1.37
Security Check	1	0.27
Sex Offense	1	0.27
Shots Fired	1	0.27
Animal snake	5	1.37
Stray Animal	10	2.73
Suspicious Person/Circumstanc	32	8.74

Nature of Call	Total Calls Received	% of Total
Theft	21	5.74
Threatening	10	2.73
Traffic Acc	5	1.37
Traffic Hazard	4	1.09
Traffic Violation	2	0.55
Trespassing	2	0.55
Unwanted Person	7	1.91
Utilities Callout	4	1.09
Vehicle Theft	1	0.27
VIN Number Inspection	1	0.27
Viol Crt Order	2	0.55
Wanted Person	3	0.82
Warrant	3	0.82
Weapon Offense	1	0.27
Welfare Check	19	5.19
Total Calls:	366	

Report Includes:
All dates between `00:00:00 04/01/15` and `23:59:59 04/30/15`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

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

Benson Animal Control Monthly Report

Month in Report___April 2015_____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	2	6
Dogs Picked up:	10	17
Dogs Adopted:	14	30
Dogs Euthanized / Owner Requested:	1	2
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	2	3
Dogs Returned to Owner:	6	12
Dog Complaints:	13	73
Dog Bites:	1	4
Dog Licenses Sold:	44	227
Cats Turned In:	4	15
Cats Picked up:	1	3
Cats Returned to Owner:	0	0
Cats Adopted:	6	17
Cats Euthanized / Owner Requested	0	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):	2	3
Citations Issued:	0	3
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**26**	**91**
Cats at the shelter (time of Report):	**7**	**24**

Removals:***
Removed 2 Gopher Snakes

Donations:
800 lbs dog/cat food, kitty litter

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 13, 2015**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for April, 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:	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	00

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	36
General Crime Pretrial Conference Hearings:	10
Drug Related Pretrial Conference Hearings:	10
Domestic Violence Pretrial Conference Hearings:	08
D.U.I. Pretrial Conference Hearings:	08
Animal Control/Game and Fish Pretrial Conference Hearings:	01
Total Pretrials	70

HEARINGS:

Restitution/OSC and Sentencing Hearings:	04
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	04
Total Case Matters Closed this Month	37
PROSECUTORIAL TIME SPENT IN COURT	**15.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**72.00 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 27, 2015**

TO: **William Stephens, City Manager**

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

SUBJECT: **April 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.
- Perform meter inspections and perform maintenance as needed.
- Staff participated in the Annual Arizona Corporation Commission Audit of the natural gas system. Results of the Audit will be presented May 26 to staff from a representative of the Arizona Corporation Commission.

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:	427 riders
PM Fixed Bus Route:	491 riders
Dial a Ride Route:	449 riders

Ridership ending April 2015	
AM Fixed Route:	373 riders
PM Fixed Route:	527 riders
Dial a Ride Route:	520 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									0
Meter Inspections	1	0	0	0									1
Remove/Repair equipment	3	4	2	0									9
Monthly Operation/Maintain	7	5	7	6									25
Gas Odor/Leak survey	8	4	3	2									17
Install Protection Poles	2	0	1	0									3
3rd Party Hit	1	0	1	0									2
Meter Upgrades	0	0	0	0									0
High Usage	1	2	0	0									3
No Gas / zero usage	1	0	1	0									2
Bluestakes	46	25	40	34									145
Gas Units Sold	206,715	118,069	85,444	57,193									467,421
(100) cubic feet per unit													
2015 Water Dept.O&M													
New Service	0	0	0	1									1
Leaks	1	4	0	6									11
Instal/Remove Hydrant Meter	0	0	1	1									2
No water / pressure	1	0	0	1									2
Repair/replace equipment	1	0	2	0									3
Meter Upgrades	1	0	0	0									1
High usage / re-read	0	0	2	0									2
Bluestakes	46	25	40	34									145
Water Units Sold	24,166	18,893	20,550	24,439									88,048
(748 gallons per unit)													
2015 Sewer Dept.O&M													
New service	0	0	0	0									0
Sewer Backup	2	3	0	2									7
Spray for pests/odor	0	0	0	0									0
Clean sewer mains	0	0	0	0									0
Raise / repair manhole	1	0	0	0									1
Maintenance / Repairs		0	0	0									0
Bluestakes	46	25	40	34									145
Gallons Treated	13,252	11,700	12,713	11,502									49,167
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 27, 2015**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – April 17, 2015 through May 27, 2015**

Summer Programs:

- Summer camp registration is in full swing and we have been very busy, although preregistration has been slower than the previous year.
- The summer publication is complete and available to the public. Due to some last minute changes the start date of the swim lessons was pushed back to June 1, and the Movie in the Park is June 12th.
- All summer program information is now available online.

Pool:

- The pool officially opened on Friday, May 22, at noon.
- There were 101 and patrons at the pool on Memorial Day for our annual pool party, which is down 45 from last year. Based on last year's numbers to date we see a consistent trend of lower patron numbers from last year. This can be attributed to two different factors cooler weather this year over last year, and due to furloughs and being short staffed we were unable to publish our prepublication in early spring. It is doubtful the weather is not the main reason due to the fact that summer camp registration to date is lower this year than this time last year.
- Jose brought his DOC crew over to help us get all of the rocks out of the pool so we could clean it and get it ready to open.
- The 2015 Aquatics Schedule is available online.

Lions Park:

- Reservations for Lions Park remain busy with June 27, as the next available Saturday.
- San Pedro Valley Little League is hosting Girls Softball All Stars in Benson this year. All Stars begins on Saturday, June 22, through June 29.

Community Center:

- The Center remains full with reservations.
- The Community Center is booked every Saturday until August 15.

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.

Completed 4th of July Tasks:

- Dorthey is contacting potential sponsors.
- 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: **May 14, 2015**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for April 2015**

• Our Visitor count for April 2015 was 987 as compared to 982 in April of 2014, up 5 from last year. Even though it was only up 5 over the previous year, it is still the best count since 2009.

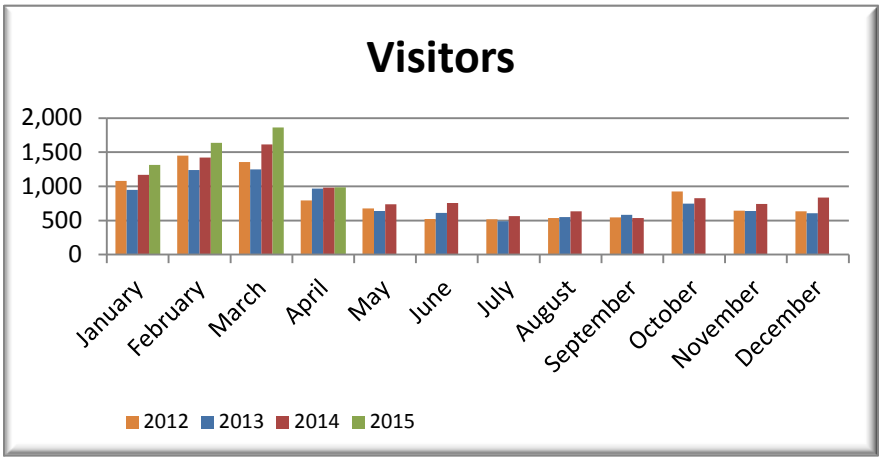
• Greyhound ticket sales have still been a little slow in April, but we have been getting more freight shipments.

• We received an $8,000 check from a Union Pacific Grant that was written last year to put a "G" scale model railroad around the inside perimeter of the Visitor Center at a height of 8 foot high. We think this will attract train buffs from all around southern Arizona. $2,000 was given to Clean and Beautiful for more murals.

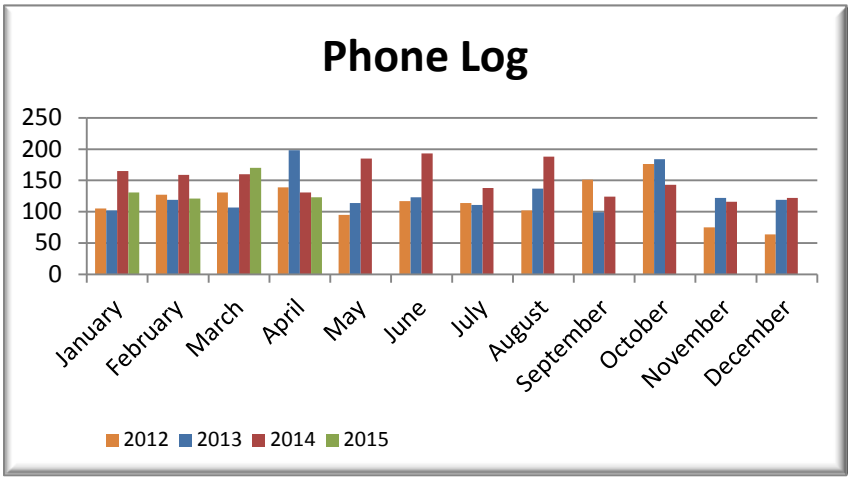
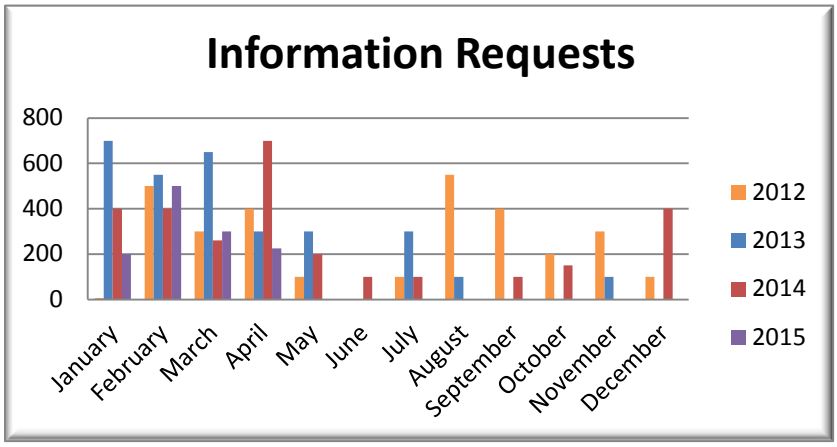
• We received the ad equivalent for the Los Angeles Times May 3rd story to be worth $37,334 with a circulation of 965,598. That means if City of Benson had to buy the space the story took up it would have cost $37,334. The story was a direct result of a press release sent out by or CCTC PR firm, Arizona Communications Group. We also got a phone call from AMTRAK thanking us for the mention of the Benson AMTRAK stop and possible financial assistance on some Benson AMTRAK brochures to be distributed along the AMTRAK routes in the west.

• Below are our Visitor Counts for April of 2015

Visitor Center Headcount
Comparisons April, 2015



Visitor Center Phone calls
Comparisons by Graph April, 2015



Visitor Center Information Requests
Comparisons by Graph April, 2015