CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 12, 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 City Council held a Council retreat on January 31, 2015 at the Community Center beginning at 9:00 a.m. The Clerk's office handled the logistics for the meeting.

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

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 2/12/15

TO: William Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: January 2015 Department Head Report

Operations

During the month of January, Benson Fire Department responded to 106 calls. The average number of Firefighters responding to the calls for the month was 4. The lowest number was 1 and the highest number was 12. 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	0
Vehicle Fire	1
Brush Fire	2
EMS	63
Rescue	0
Haz-Mat	3
Service Calls	0
Good Intent Calls	37
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department had no Mutual Aide Calls

Meetings and Trainings

Business/Training meetings were held on January 14th and January 15th.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 12, 2015**

TO: **William Stephens, City Manager**

FROM: **Megan Moreno, Finance Director**

cc: **Benson City Council Members**

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

Current Department Projects:

- 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 February.
- 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.
- Budget spreadsheets are due back to Finance at the end of February. We will be working hard on budget from now till the end of June.
- Our audited financial statements are on hold until I can complete the Management Discussion and Analysis. This should be done before the end of February.
- I am working part-time- Mondays and Fridays in the office. My replacement will start March 2nd and I will be available to train through budget.

Upcoming:

- Laurie will be attending the GFOA Conference in Prescott the third week of February.
- Our office will be closed on Fridays starting February 13, 2015 through June 26, 2015.

Finance Department Statistics for January, 2015

Utility payments processed	2,069
Other payments processed	407
Payroll checks issued	289
Accounts Payable checks issued	200
New Business License Applications taken	4
Customers enrolled on Xpress Bill Pay	627
Customers signed up for Online Statements	241

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 12, 2015**

TO: **Bill Stevens, City Manager**

cc: **Megan Moreno, Finance Director**

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

SUBJECT: **January 2015 Golf Course Report**

Golf Operations

San Pedro Golf Course month of January continued to show signs of winter visitors making their way to the Benson area. The Golf Shop took in $50,620 for the month of January, down by 600 rounds from 2014 due to four rain days we were closed. January 2014 had 371 tournament rounds worth $3855.55 that this year were moved to February this year. The dollar per green fee round for January 2015 was $16.34, compared to $14.37 per round January 2014, so we have increased our dollar per green fee round over last year. So this January although down on rounds because of rain days and two moved events was an encouraging month. With just the events added to this January's revenue we were down $1312 over last year, easily made up if we were fully open the four rain days this year.

The range was down $1100 compared to last January, This January the range was closed a total of 10 days because of rain and not being able to pick the range due the picker not being able to be used in the mud. Plans for this spring and summer is to grow common Bermuda grass so we never have to close the range because of inability to pick the balls.

Maintenance

The golf course is in very good condition, greens are in outstanding shape, tee's and fairways are good. The one good effect from all the rain in January is that the fairways have turned a darker shade of green. We are continuing our efforts to clean out as many areas just off the fairways as possible with the limited staff and hours we have to make the course look better kept. Comments on the golf courses condition continue to be very positive. There are areas we will work on going forward but most of the projects can't be started until the warmer spring weather kicks in. We are working to improve the water holding on the golf course by cleaning out and filling up an area just to the right of No 1 tee box. It will give the immediate area close to the clubhouse and staging area a more finished look as well as having the ability to take more water from the plant as needed.

Benson City Grille

The Grille has had a very positive month again. The restaurant business continues to grow everyday with local residents, local business, and golfers. This January the grille took in an average of $4.20 per transaction compared to $4.00 last January. That number includes customers that purchase $1.50 soda's in the clubhouse and the beverage cart on the course. The grille also suffered from the same effects of rain days and early closures due to rain. We are starting out test run for diner on Feb 13th and will see how the added hours affect revenue. Current plans are to be open for diner Friday and Saturday's from 4:00 – 7:00pm

Note: All city employees receive 20% off in the grille. If you bring your family you receive 10% off the total bill. It is the best, made from scratch(even the cookies) food in the Benson area.

Thank you,

Joe DelVecchio PGA

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 5, 2015**

To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

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

Kelli Jeter completed and obtained her Library Practitioner's Certificate from the Arizona State Library. This required 162 hours of documented training in specified Core Competencies and 2,000 hours of library work.

On January 2nd and the 5th, bags of clothing, etc. where left scattered around the front and north side of the library building.

On January 15th Kelli Jeter and I participated in a BlueCloud-Sirsi-Dynix cataloguing webinar. This will be the new cataloguing program as Sirsi implemented a major upgrade on January 18th. Due to this upgrade all staff computers had to be updated, which was accomplished by staff and Executech.

Kelli Jeter attended "Every hero has a story" webinar in preparation for the Summer Reading Program on January 28th.

Library Director attended the Council Retreat on January 31st. Staff has already begun taking furlough days for the second half of the fiscal year.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
January-15

	Jan-15	Jan-14	YTD-2015	YTD-2014	
Total Circulation	5,385	6,687	40,301	45,466	monthly circulation of material
Patrons	4,617	5,783	31,274	38,553	patrons entering the library
New Registration	66	107	492	527	new patron cards
Total Registration	7,692	7,158	7,692	7,158	total # of patrons in database
Programs	11	16	35	56	#of programs provided by library
Pr. Attend	196	244	653	609	total attendance for programs
Ref. Questions	732	580	3,788	4,591	ref questions answered by staff
Volunteers	0	0	8	3	new volunteers this month
Volunteer hours	15.9	14	248.15	286.75	total of monthly volunteer hours
Book Count					
Titles added	96	211	993	1,342	new titles added to database
Titles deleted	113	349	1,946	2,432	titles removed from collection
Collection Total	33,766	36,031	33,766	36,031	total material in database
Overdues:					
Titles overdue	371	350	3,587	3,605	number of overdue items
Contacts	128	109	860	913	number of patrons contacted
Titles returned	370	373	2,558	2,890	# of overdue items returned
Internet Users	973	1,470			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 02/12/2015

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: January Report

Attached is the January recap of Police Department calls for service, calls by type, and incidents by description. The report is in the new format, Spillman Technologies provides a lot of different reporting options at this time the two attached are the ones that provide council with the information that they are used to getting from the police department.

Nature of Call	Total Calls Received	% of Total
30 Day Impound Hearing	4	0.93
911 HANGUP	5	1.17
Abandoned Vehicle	2	0.47
Administrative Complaint	3	0.70
Agency Assistance	14	3.26
Alarm	11	2.56
Robbery Alarm	1	0.23
Alcohol Offense	1	0.23
Animal Problem	24	5.59
Animal/Barking Dog	1	0.23
Assault	7	1.63
Attempted Suicide	1	0.23
Barking Dog	6	1.40
Bomb Threat or Attack	1	0.23
Citizen Assist	25	5.83
Citizen Dispute	3	0.70
Civil	14	3.26
Civil Standby	6	1.40
Criminal Damage	4	0.93
Custodial Interference	2	0.47
Dead Body	3	0.70
Deliver Message	3	0.70
Disorderly Conduct	11	2.56
Disturbance	17	3.96
Domestic Trouble	7	1.63
Controlled Substance Problem	2	0.47
DUI Alcohol or Drugs	4	0.93
Emergency	4	0.93
EMS	1	0.23
Evidence	1	0.23
Extra Patrol	4	0.93
Fingerprints	34	7.93
Fire	1	0.23
Found Animal	1	0.23
Found Property	6	1.40
Fraud	7	1.63
Harassment	6	1.40
Harrassment	1	0.23
Hazardous Materials Spill	1	0.23
Identity Theft	1	0.23
Impounded Vehicle	2	0.47
Information Report	25	5.83
Intoxicated Person	1	0.23
Juvenile Problem	2	0.47
Litter/Pollution/Public Healt	1	0.23
Lost Property	2	0.47
Medical Emergency	4	0.93
Missing Person	3	0.70
Overdose	1	0.23
Parking Problem	1	0.23
Traffic Accident w/ Damage	8	1.86
Traffic Accident, w/ Injuries	1	0.23
Prowler	1	0.23
Rape	1	0.23
Shots Fired	1	0.23

Nature of Call	Total Calls Received	% of Total
Soliciting Without a permit	1	0.23
Stray Animal	9	2.10
Suicide	1	0.23
Suspect Vehicle	3	0.70
Suspicious Person/Circumstanc	33	7.69
Theft	8	1.86
Theft-Automobil	1	0.23
Threatening	4	0.93
Traff Acc N/I	2	0.47
Traffic Acc	3	0.70
Traffic Hazard	8	1.86
Traffic Violation	7	1.63
Patient Transfer	2	0.47
Trespassing	9	2.10
Unwanted Person	4	0.93
Vandalism	2	0.47
Vehicle Theft	3	0.70
Vicious Animal	2	0.47
VIN Number Inspection	1	0.23
Viol Crt Order	5	1.17
Wanted Person	1	0.23
Warrant	2	0.47
Welfare Check	14	3.26
Total Calls:	429	

Report Includes:
All dates greater than `00:00:00 01/01/15`
All nature of incidents
All cities matching `BNS`
All types
All priorities
All agencies matching `BNPD`

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Offense	CC	ACT	CLO	CRA	CAA	UNF	FDT	ADF	Other	Total
	16	2	0	0	0	0	0	0	0	18
NOT A VAILID CODE!!!!!!!!!	1	0	0	0	0	0	0	0	0	1
11-1014 Biting Animal	1	0	0	0	0	0	0	0	0	1
6-2-14 Vicious Animals	1	1	0	0	0	0	0	0	0	2
8-201.13 Incorigle Juvenile	1	1	0	0	0	0	0	0	0	2
13-1204A Agg Ass pub off wea	0	1	0	0	0	0	0	0	0	1
13-1302A Custodial interfere	1	0	0	0	0	0	0	0	0	1
13-1503 Criminal trespass-2n	1	0	0	0	0	0	0	0	0	1
13-1504 Criminal trespass-1s	1	0	0	0	0	0	0	0	0	1
13-1504A Criminal trespass-1	1	0	0	0	0	0	0	0	0	1
13-1504A6 Tresspass-damage,d	1	0	0	0	0	0	0	0	0	1
13-1602 Criminal damage	0	1	2	0	0	0	0	1	0	4
13-1602A Criminal damage	0	0	0	0	0	0	0	1	0	1
13-1602A1 Deface or damage p	3	0	0	0	0	0	0	0	0	3
13-1603A1 Litter on pub or p	1	0	0	0	0	0	0	0	0	1
13-1802A1 Theft-Deprive of P	0	1	0	0	0	0	0	0	0	1
13-1814A4 Theft of Means of	0	2	0	0	0	1	0	0	0	3
13-1201 Endangerment	1	0	0	0	0	0	0	0	0	1
13-1202A Threatening/Intimid	2	2	0	0	0	0	0	0	0	4
13-1203 Assault	1	4	0	0	0	0	0	0	0	5
13-1203A1 Int Inj to another	0	0	0	1	0	0	0	0	0	1
13-1903A Agg rob oth wp misc	1	0	0	0	0	0	0	0	0	1
13-1802 Larceny/Theft	3	3	2	1	0	0	0	0	0	9
13-1805A lar/thf shoplifting	0	1	0	0	0	0	0	0	0	1
13-1805A5 theft Shplft-conce	0	1	0	0	0	0	0	0	0	1
Title 4 Liquor Offenses	0	1	0	0	0	0	0	0	0	1
4-241 alch to minr/misrep ag	1	0	0	0	0	0	0	0	0	1
13-2008A Taking Identity of	0	0	0	0	0	0	1	0	0	1
13-2011A Fraudulent creatio	5	1	0	0	0	0	0	0	0	6
13-2411C7 Impers Ofcr Sxl as	0	0	0	0	0	0	0	0	1	1
13-2506 Fail to appear in 2n	0	1	0	0	0	0	0	0	0	1
13-2810 Interfere with judic	0	0	1	0	0	0	0	0	0	1
13-2904 Disorderly conduct	6	4	1	0	0	0	0	0	0	11
13-2904A1 Fightng, Disruptv	0	1	0	0	0	0	0	0	0	1
13-2917B1 disturb prvt/pub	13	2	0	0	0	0	0	0	0	15
13-2921B Harass against publ	6	0	0	0	0	0	0	0	0	6
13-3407A4 manu danger drug	0	1	0	0	0	0	0	0	0	1
13-3601 Domestic Violence	5	2	0	0	0	0	0	0	0	7
13-4902A1 Criminal trespass	6	0	0	0	0	0	0	0	0	6
DNU Traffic offense	1	0	0	0	0	0	0	0	0	1
Animal control	25	8	1	2	0	0	0	0	0	37
Welfare Check	11	2	0	0	0	0	0	0	0	13
Missing Person	3	0	0	0	0	0	0	0	0	3
Found Property	6	1	0	0	0	0	0	0	0	7
Suspicious person	23	7	0	0	0	1	1	0	0	32
Suspicious vehicle	2	1	0	0	0	0	0	0	0	3
Information	31	5	1	0	0	0	1	0	0	38
Suspicious prowler	1	0	0	0	0	0	0	0	0	1
Alarm	9	2	0	0	0	0	0	0	0	11
Warrant Arrest	0	0	1	0	0	0	0	0	0	1
Citizen Dispute- non crimina	2	1	0	0	0	0	0	0	0	3
Assist other agency	11	3	0	0	0	1	0	0	0	15
Explosive disposal	1	0	0	0	0	0	0	0	0	1
Message delivery	2	0	0	0	0	0	0	0	0	2
Civil complaint	10	2	0	0	0	0	0	0	0	12

Offense	CC	ACT	CLO	CRA	CAA	UNF	FDT	ADF	Other	Total
Civil standby/domstc viol	6	1	0	0	0	0	0	0	0	7
Civil - paper service	4	0	0	0	0	0	0	0	0	4
Death Investigation- Natural	0	2	1	0	0	0	0	0	0	3
Death Invest:Suicide	1	1	0	0	0	0	0	0	0	2
Public - other types	38	10	0	0	0	0	0	0	0	48
911 Hangup	4	1	0	0	0	0	0	0	0	5
Administrative Complaint	2	1	0	0	0	0	0	0	0	3
Medical assistance	2	2	1	1	0	0	0	0	0	6
Emergency Unknown problem	1	1	0	0	0	0	0	0	0	2
Hazmat	0	0	0	0	0	1	0	0	0	1
Lost Property	1	0	1	0	0	0	0	0	0	2
Search Warrant	0	2	0	0	0	0	0	0	0	2
Vioation of Court order	3	0	0	0	2	0	0	0	0	5
28-662A Lv acc sc/damg att v	0	2	1	0	0	0	0	0	0	3
28-1381A1 DUI;alch,drugs,tox	3	1	0	0	0	0	0	0	0	4
28-3473A Drv w/susp/revok/ca	0	0	0	0	3	0	0	0	0	3
28-4831 Unlwfl abandonment o	1	0	0	0	0	0	0	0	0	1
28-3511A1 Vehicle Impound	0	0	1	0	0	0	0	0	0	1
Pers injury accidents	2	1	0	0	0	0	0	0	0	3
Prop Damage: Miscellaneous	3	2	1	0	0	0	0	0	0	7
Other Traffic Incidents	12	8	0	2	1	0	0	0	0	23
Accident,no injury	2	1	0	0	0	0	0	0	0	3
Grand Totals	302	101	15	7	6	4	3	2	3	443
Percentages	68.2	22.8	3.4	1.6	1.4	0.9	0.7	0.5	0.7	100.0

Report Includes:
All dates between `00:00:00 01/01/15` and `23:59:59 01/31/15`
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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CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 9, 2015**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for January, 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:	03
Drug Related Trials:	00
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	04

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	32
General Crime Pretrial Conference Hearings:	09
Drug Related Pretrial Conference Hearings:	05
Domestic Violence Pretrial Conference Hearings:	04
D.U.I. Pretrial Conference Hearings:	06
Animal Control/Game and Fish Pretrial Conference Hearings:	00
Total Pretrials	56

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	01
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	01
Total Case Matters Closed this Month	36
PROSECUTORIAL TIME SPENT IN COURT	**11.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**45.00 HRS**

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 12, 2015**

TO: **William Stephens, City Manager**

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

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

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.

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.

1. 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.

2. 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.

3. Parks Department:
   Parks Department continues maintenance of fields and parks. Preparing parks and fields for upcoming spring events.

4. Transit Department:
   Ridership ending January 2015:
   AM Fixed Bus Route: 376 riders
   PM Fixed Bus Route: 480 riders
   Dial a Ride Route: 360 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
Meter Inspections	1												1
Remove/Repair equipment	3												3
Monthly Operation/Maintain	7												7
Gas Odor/Leak survey	8												8
Install Protection Poles	2												2
3rd Party Hit	1												1
Meter Upgrades	0												0
High Usage	1												1
No Gas / zero usage	1												1
Bluestakes	46												46
Gas Units Sold	206,715												206,715
(100) cubic feet per unit													
2015 Water Dept.O&M													
New Service	0												0
Leaks	1												1
Instal/Remove Hydrant Meter	0												0
No water / pressure	1												1
Repair/replace equipment	1												1
Meter Upgrades	1												1
High usage / re-read	0												0
Bluestakes	46												46
Water Units Sold	24,166												24,166
(748 gallons per unit)													
2015 Sewer Dept.O&M													
New service	0												0
Sewer Backup	2												2
Spray for pests/odor	0												0
Clean sewer mains	0												0
Raise / repair manhole	1												1
Maintenance / Repairs													0
Bluestakes	46												46
Gallons Treated	13,252												13,252
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 11, 2015**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – December 11, 2014 through February 11, 2015**

Summer Programs:

- I am working on our 2015 Summer Program.
- I have contacted potential camp instructors.
- I am in the process of finalizing the summer camp schedule.

Pool:

- Regular Pool maintenance.
- I am working on our 2015 Aquatics Program.

Lions Park:

- Little League is in the process of scheduling the use of Lions Park for the 2015 baseball season.
- 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.
- There have been several requests from organizations to use Lions Park for Special Events. These requests are making scheduling more challenging than normal. There is also the potential that Leagues are going to have less time on the fields because of these requests.
- Benson Middle School requested the Softball Field for a Tournament, due to a previously scheduled event I was not able to accommodate them. They are looking at the possibility of a different weekend, which will conflict with the Men's Fast Pitch schedule.
- The number of Ramada rentals is increasing.

Community Center:

- The Center remains full with reservations.
- The Community Center is booked every Saturday until April.
- Due to reasons beyond their control Valley Crafters has relocated to the Community Center for their biannual event. Due to lack of availability at the Community Center they had to shorten their event by a day.

- On February 3, AARP began their tax assistance at the Community Center every Tuesday, until April 14.

Completed Tasks:

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.
- Attended the CCTC Meeting.
- Preformed regular pool maintenance.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Posted Council Meetings to the City Facebook page.
- Notified the Police Department of Park Reservations and Events.
- I have processed two Special Event Permit Applications this month, and currently have two pending.
- Due to lack of space and problems with my computer I spent two days transferring documents, artwork, advertising materials and photos to a shared drive. I still have several things left to move.

Light Parade:

The Light Parade went very well this year despite the weather. I did not have as many entries due to lack of staff and not being able to solicit potential applicants. Overall everyone that braved the weather enjoyed the parade, and the entries were great. I appreciate my volunteers: Dick Ferdon, Andrew Parkin, Savannah Quiroz, Bob Nilson, Drew LaRue, Anita Gilmore, and Don and Jill Bologna coming out to help with the parade. I would not be able to execute this parade without them.

Completed 4th of July Tasks:

- I contacted 27 of last year's vendors to offer them the opportunity to participate again this year, three have confirmed.
- I secured Arizona's G&T for the parade announcing and sound.
- I have updated all forms and applications.
- Dick Ferdon secured the use of Kartchner's Tents for the parade.
- My volunteers and I have agreed on a parade theme, and grand marshal.
- I have contacted all but two of my sponsors from last year, two have verbally committed.
- Warren Johnson is contacting his sponsors from last year.
- I have created a new 4th of July logo, and posted on the City's Facebook page.
- I have placed the 4th of July cover photo on the City's Facebook page.
- David Bryan is coordinating National Anthem Auditions. We plan to have the auditions in April.

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 on my 2015/16 FY Budget.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **February 12, 2015**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for January 2015**

• Our Visitor count for January 2015 was 1,313 as compared to 1,168 in January of 2014, up 145 from last year. This is the best count since 2010. I think we will have good visitor counts as long as gas prices stay around the $2.00 price range.

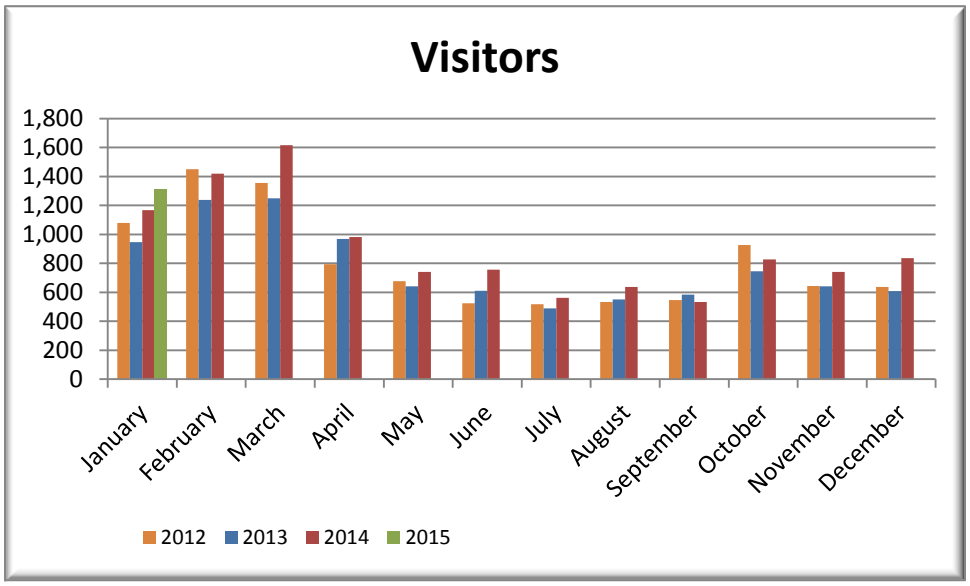
• We were informed that we will receive an $8,000 grant from the Union Pacific Foundation for specific beautification projects around Benson and the Visitor Center. There is a copy of the grant application with the specifics at the Visitor Center. Officials from Union Pacific Railroad will present the City of Benson with a check sometime in April.

• Greyhound ticket sales have slowed down considerably since the holiday season. We now only have one westbound Greyhound bus per day at 8:00am. We still have the 3:00pm and 9:35pm eastbound busses.

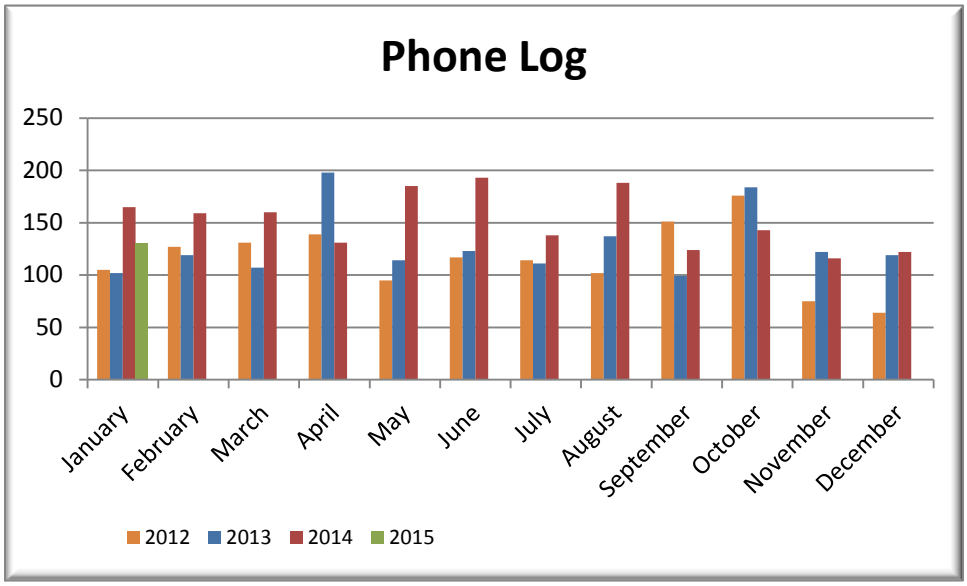
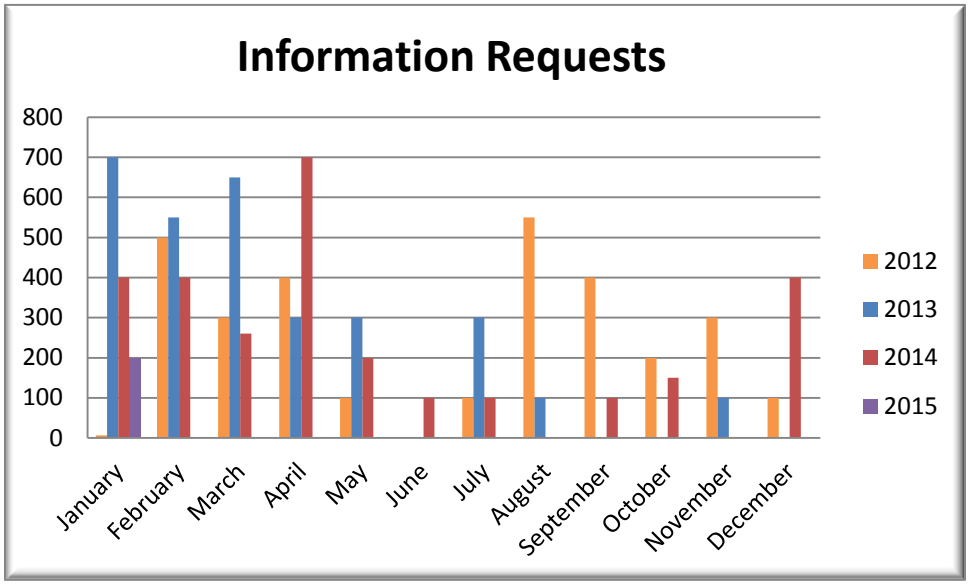
• Benson hosted the January Cochise County Tourism Council meeting at Kartchner Caverns State Park. All attendees took a tour of the Rotunda Room. We are in the process of updating our strategic plan for the Cochise County Tourism Council.

• Below are our Visitor Counts for January of 2015.

Visitor Center Headcount Comparisons January, 2015



Visitor Center Phone calls
Comparisons by Graph January, 2015



Visitor Center Information Requests
Comparisons by Graph January, 2015