CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 24, 2012**

TO: **Mayor and City Council**

FROM: **Glenn Nichols, City Manager** GWN

SUBJECT: **Manager's Report – November 15, 2012 through December 12, 2012**

November 22 & 23, 2012		Closed for Thanksgiving Holiday
November 26, 2012	9:00 a.m.	Department Head Meeting
November 26, 2012	11:00 a.m.	Met with Jerry DeGrazia
November 28, 2012	9:00 a.m.	Meeting at Sierra Vista Economic Development Regarding UAS
November 29, 2012	8:00 a.m.	Mediation in Tucson
November 30, 2012	10:00 a.m.	Cochise County Solid Waste Rate Review Advisory Board (RRAB) in Bisbee
December 3, 2012	9:30 a.m.	UAS Conference Call
December 6, 2012	9:00 a.m.	Reviewed IT RFP with Melissa Quiroz, HR Coordinator
December 12, 2012	9:00 a.m.	Meeting with HR Coordinator Regarding posting of Custodian And other Job Openings

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 15, 2012**

TO: **Glenn Nichols, 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 upcoming City elections will be held in 2013 with the Primary election held on March 12, 2013 and the General election held on May 21, 2013. The election will be held to elect the Mayor and 3 Councilmembers. Candidate packets were due by December 12, 2012. There are 2 candidates running for Mayor and 5 candidates running for Council. The candidates are as follows:

Mayor	Councilmember
Toney D. King, Sr.	Jeff Cook
David Lambert	Brian Crafts
	Nick Maldonado
	Lori McGoffin
	Peter Wangsness

There have been many questions regarding HB2826 (consolidated elections) and how it affects elections in 2013. The provisions of HB2826 do not become effective until the 2014 Election Cycle. It is the suggestion of the League of Arizona Cities and Towns to all cities and towns that have Mayor and Council and Home Rule reauthorization elections in 2013 to proceed with the elections as they would normally. Proposed clean-up language that will be offered by the League in next year's legislative session will clarify how and when future authorization elections need to occur. The League recommended notifying proposed candidates of the following statement:

"The implementation of this new law will affect the length of your term if you are a successful candidate in the upcoming election. Your term may be shortened, ending in the fall of 2016, or it may be lengthened and end in the fall of 2018. We do not know when this issue will be settled but it is unlikely that it will be before this spring's (2013) elections."

The Clerk's office has worked with the Finance Department to prepare for the Alternative Expenditure Limitation portion of the upcoming 2013 City elections, which will present the Home Rule Option to voters. The public hearings for the Home Rule option were held on October 29 and November 5, 2012 at the Council meetings. The solicitation for arguments both for and against the Home Rule option were published on November 14 and November 21 and were required to be submitted no later than December 12, 2012. No arguments for or against the Home Rule were received.

Election preparations are comprised of numerous duties and include a training class with the Election Board before the Primary and General election dates, as well as the witnessing of the required test of Automatic Equipment and Programs, which will be held before the elections at the Cochise County Elections Department. Other preparations, such as the language for the General election ballot continue to move forward and will be completed before State requirements.

The Clerk's office continues to work closely with other departments concerning public records requests, documentation for research purposes and the drafting of documentation for upcoming items requiring Council action, as well as continuing research for our outside counsel, Mr. Jeff Murray for pending litigation cases.

The next EDSC meeting will be held January 7 at City Hall. The Clerk serves in the same function as Council's support for the EDSC.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: December 11, 2012

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor
CC: Glenn Nichols, City Manager

SUBJECT: Prosecutorial Statistics for November, 2012

Statistics for prosecutorial activity in the Benson Magistrate/Justice of the Peace, Precinct No. III:

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	02
General Crime Trials:	12
Drug Related Trials:	00
Domestic Violence Trials:	05
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	01
Total Trials	20

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	63
General Crime Pretrial Conference Hearings:	20
Drug Related Pretrial Conference Hearings:	11
Domestic Violence Pretrial Conference Hearings:	13
D.U.I. Trials Pretrial Conference Hearings:	17
Animal Control/Game and Fish Pretrial Conference Hearings:	04
Total Pretrials	128

HEARINGS:

Restitution and Sentencing Hearings:	03
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	01
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing	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	57
PROSECUTORIAL TIME SPENT IN COURT	**26.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**78.50 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: **December 10, 2012, 2012**

TO: **Honorable Mayor and Council**

FROM: **Luis Garcia Jr., CBO, CSBA Building Official/ Zoning Administrator**

SUBJECT: **Department Head Report November 2012**

Planning, Zoning, and Building Divisions:

- *Projects/ Events of Interest:* Another exciting month for training opportunities!

Staff Michelle Johnson attended a training seminar exploring Urban Farming. In the ever growing global population, development has continued to intrude on agricultural land. Cities around the United States as well as the world are incorporating farming opportunities into their potential land uses. This training session gave tips on incorporating these opportunities into cities. The following are highlights of the training:

- Use as permitted infill use for residential, commercial and industrial for non-profit community gardens. Community gardens increase property values.

- Consider residential home gardens as landscaping (NOT ACCESSORY USE like is being done in some municipalities). Don't worry about if/when the homeowner sells/givers away produce, can possibly treat like home occupation. Permit other agricultural practices requiring structures (i.e. aqua culture) in back/side yards simply as accessory uses/accessory structures that may or may not require permits based on size. Pens for animals to be located to maximize distance between pens and all houses (their house and neighbors' houses). This will probably mean locating the pens against the back property line, meaning no setback, as they can also use existing fence as a side to the pen.

- Consider community gardens as allowed uses for infill. Gardeners can eat/sell/give away. Generally, community gardens are non-profit so don't allow sales on site, but it could be considered even though this might bring "retail" into a residential infill location.

- Urban Farms are for profit. Consider as conditional use in residential, but allowed in Commercial/industrial since they will have larger scale, possibly trucks, possibly on-site sales.

Note: The above mentioned notes derived from the training session and are just ideas from industry professional. Staff continues to attend training in an effort to bring the best practices and trends to the City of Benson.

- *Inspector Activity- October 2012*

RESIDENTIAL INSPECTION STOPS 9

									Inspection Totals
New SFR"s									2
Remodels									3
Additions									3
Accessory Structures									0
Building	new sfr	2	remodel	1	add	0	acc.struc	0	3
Electrical	new sfr	2	remodel	0	add	1	acc.struc	0	3
Fuel Gas	new sfr	1	remodel	0	add	1	acc.struc	0	2
Mechanical	new sfr	1	remodel	0	add	0	acc.struc	0	1
Plumbing	new sfr	1	remodel	1	add	1	acc.struc	0	3
Reroofs									3
Pools									1
Demolition									0

COMMERCIAL INSPECTION STOPS 3

New Buildings		0						
Tenant Improvements		2						
Additions		0						
Accessory Structures		1						
Building	new bldg	0	ti	2	add	0	acc.struc	1
Electrical	new bldg	0	ti	1	add	0	acc.struc	1
Fuel Gas	new bldg	0	ti	0	add	0	acc.struc	0
Mechanical	new bldg	0	ti	0	add	0	acc.struc	0
Plumbing	new bldg	0	ti	1	add	0	acc.struc	0
Reroofs								0
Pools - Public / Semi-public								0
Demolition								0

MANUFACTURED / MODULAR HOME / FACTORY BUILT - BUILDING INSPECTION STOPS 5

NEW INSTALLATIONS

Building	4
Electrical	2
Fuel Gas	3
Mechanical	1
Plumbing	3
Accessory Structures	0

M.H/MODULAR/FACTORY BUILT BUILDING REMODEL & ADDITION INSPECTION STOPS 2

Remodel of	1
Addition to	1
Accessory Structures	0
Building	1
Electrical	1
Fuel Gas	0
Mechanical	0

Plumbing	0
Reroofs	1
Demolition	0

GAS RECONNECT INSPECTIONS----------	1
PRE-BUSINESS SAFETY INSPECTIONS----------	2
PRE-CONSTRUCTION MEETINGS----------	0
ZONING INSPECTIONS----------	3
STOP WORK ORDERS----------	6
FIRE SAFETY INSPECTIONS----------	7
VIOLATION INSPECTIONS----------	6
COURTESY INSPECTIONS----------	4

TOTAL STOPS FOR MONTH	44

- *Permit Activity*

PERMIT REPORT FOR MONTH OF:		November-12	
RESIDENTIAL	**NUMBER OF PERMITS**	**VALUATION**	
1 NEW HOMES:	0	$0.00	
2 ADDN/REPAIRS:	2	$8,400.00	
3 REROOFING:	3	$5,500.00	
4 GARAGE/CARPORT:	0	$0.00	
5 ACCESSORY BLDG:	0	$0.00	
6 MISC; GAS, ELEC, SEWER:	3	$19,575.00	
6.5 MULTI FAMILY	0	$0.00	
7 ZONING/INSPECTION	0	$0.00	
		RESIDENTIAL TOTAL:	**$33,475.00**
COMMERCIAL			
7 NEW BUILDING	0	$0.00	
8 ADDITION/REPAIRS:	1	$65,000.00	
9 REROOF:	0	$0.00	
10 MISC; GAS, ELEC, SEWER:	2	$5,300.00	
11 RV PARKS:	0	$0.00	
12 ZONING	0	$0.00	
13 PUBLIC WORKS	0	$0.00	
		COMMERCIAL TOTAL:	**$70,300.00**
		CONSTRUCTION TOTAL:	**$103,775.00**
PARK MODELS:	1		**$23,000.00**
MANUFACTURED HOMES:	0		
TOTAL PAYMENTS:	12	**MONTHLY TOTAL:**	**$126,775.00**
DEMOLITION:	0		
RESIDENTIAL:	0		$0.00
COMMERCIAL:	0		$0.00

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 11, 2012**

TO: **Glenn Nichols, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for November 2012**

November 2nd Kelli Jeter participated in an e-books task force webinar provided by Arizona State Library. The purpose of the webinar was to gain input from libraries throughout the state and how the Arizona State Library can provide for the future of e-books.

November 13th landscaping in front of library building was damaged by the public. Darryl repaired the damage on Nov. 14th.

November 21st Megan Oros participated in Recorded Books OneClick Digital webinar. This webinar was teaching staff on assisting the public on downloading audiobooks.

Library ordered new computers to replace outdated public computers. Andrew Parkin is working with I.T. to install them.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
November-12

	Nov-12	Nov-11	YTD-2012	YTD-2011	
Total Circulation	5,648	5,786	28,042	34,003	monthly circulation of material
Patrons	5,299	5,285	30,123	29,354	patrons entering the library
New Registration	69	75	381	454	new patron cards
Total Registration	6,442	6,534	6,442	6,534	total # of patrons in database
Programs	4	13	13	42	#of programs provided by library
Pr. Attend	69	209	300	592	total attendance for programs
Ref. Questions	731	349	4,209	2,150	ref questions answered by staff
Volunteers	0	0	0	1	new volunteers this month
Volunteer hours	51.25	189.15	390.25	461.4	total of monthly volunteer hours
Book Count					
Titles added	118	148	1,001	1,014	new titles added to database
Titles deleted	382	109	1,390	868	titles removed from collection
Collection Total	37,692	38,400	37,692	38,400	total material in database
Overdues:					
Titles overdue	448	919	2,667	3,633	number of overdue items
Contacts	199	186	726	853	number of patrons contacted
Titles returned	310	514	1,810	2,428	# of overdue items returned
Internet Users	1,486	1,525			# of people signed up for p.c.'s
Workforce	33				
Hours	36				

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 10, 2012**

TO: **Glenn Nichols, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – November 14, 2012 through December 10, 2012**

Summer Programs:

- The possibility of restructuring the 2013 Summer Program is not feasible at this time due to the fact that we are still short staffed. The Summer Program will remain the same as previous years with a few changes. We are in the process of working toward completion of the 2013 schedule.

Pool:

- We are in the process of completing the 2013 Aquatics Schedule.
- We have begun working with the school on recruiting candidates for the 2013 Lifeguard positions.
- We have begun making contact with organizations who offer Lifeguard Certification Classes.
- We have made suggested changes to the pool pass fees to reflect a shorter swim season.

Lions Park:

- AYSO Soccer has completed their 2012 Season.
- We have begun working with San Pedro Valley Little League in assisting them with the scheduling of Lions Park.
- See attached for park usage.

Community Center:

- The next available Saturday, for the Community Center is January 5.

Other Items:

- Restructuring the Website – We continue to add information to the website as it is provided to us by other departments.
- We are continuing to create Emergency Action Plans for the Recreation Department.
- We are in the process of redoing our Standard Operating Procedures for the Recreation Department.
- We are currently working on a Rental Policy for the Community Center.
- We have begun moving forward with completing a survey within the 2012/13 Fiscal Year, so we can begin work on the Parks, Trails, Open Spaces Master Plan in the next fiscal year. .
- We have been working on Bluegrass in the Park.
- We coordinated the Tree Lighting Ceremony and Light Parade.
- We purchased Lights and Decorations for the Visitor Center and the Trees on 4th Street; we coordinated with the Parks Department so that they could execute the decorating of 4th Street.
- We have been working with the 4th of July Committee on the 2013 July 4, Celebration.

- We have begun working with Ty Moncada on the Skate Park Project.
- We have created and begun maintaining a City Facebook Page.
- We are in the process of completing our 2013/14 Goals and Accomplishments.
- We have completed two of the Emergency Response Certification Classes and are in the process of completing the third.
- We have updated our Recreation and Special Event Forms.
- We have begun working on our budget for the 2013/14 Fiscal Year.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 13, 2012**

TO: **Glenn Nichols, City Manager**

FROM: **Jim Cox, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for November, 2012**

Current and Recent Finance Department projects include:

- Currently, sales tax receipts are being monitored, and any compliance efforts are being coordinated with AZDOR, with no cooperation from AZDOR. Hence, there are no measurable compliance efforts. **Ongoing.**
- Documentation of all Finance Department procedures in a formal Accounting Manual. The finished product will be a "cookbook" that documents all procedures and internal controls within the department. **In Progress.**
- Cross Training for all Finance positions continues. **Ongoing.**
- Megan Moreno, the City's new Deputy Finance Director, has joined the Finance Department team. She is well into training on all finance department positions and procedures. Megan is also concentrating on account analyses for grants and other critical accounting areas for the upcoming audit. I believe Megan is right on track to become a fine Finance Director for the City.
- Preparation and updates of a departmental SOP's. **In Progress.**
- Reviews of and preparation of financial reports for the month of October have been completed and written reports have been submitted to the City Manager and Council. **Completed.**
- Review of November financial operating results is in process. The reports for October and November will be at the January 14, 2013 Council meeting. **In Progress.**
- Roundup Utility Assistance Fund is being structured. **In Progress**.
- Retiree insurance changes are being studied for possible presentation to Council. **In Progress.**
- The intense review of all transactions for fiscal 2011-2012 is in process for the City's annual independent audit. **In Progress.**
- The City Code does not address the position of Finance Director or the functions of the Finance Department. Drafting of that portion of the Code has been submitted to the City Manager for approval.

During the next few months the finance department workload will become manageable with the new Deputy Finance Director on board. Our goal is to make the transition within the department as seamless as possible and give my successor the best possible opportunity to continue to develop the high quality performance of the department.

Finance Department Statistics for November, 2012

➢ Utility payments processed	1,918
➢ Other payments processed	273
➢ Work orders processed	231
➢ Traffic count	305
➢ Telephone calls	1,149

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 12/11/2012

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PJM

CC:

SUBJECT: November Report

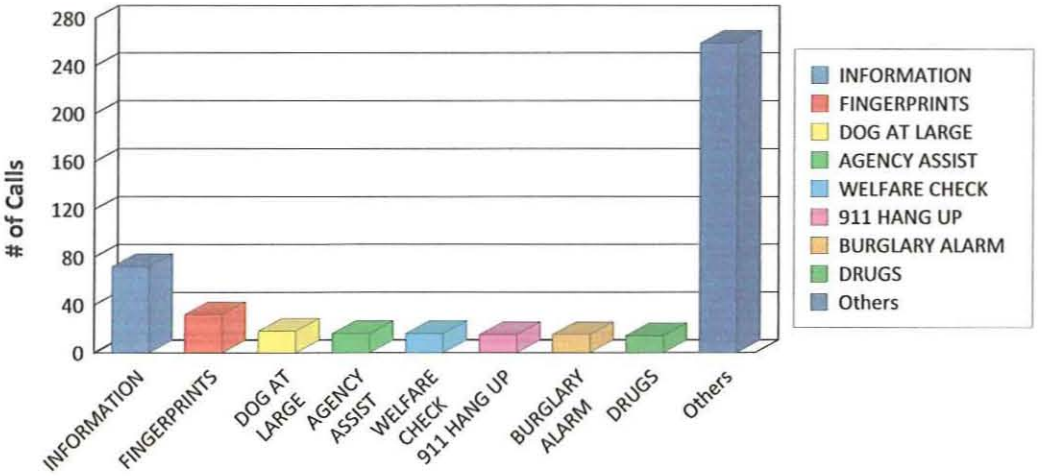
Attached is the November recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.

The police officer hiring process is progressing we have one candidate still in the process, after the first of the year we will continue the hiring process for a dispatcher.

Calls Statistics by Type Summary

11/1/2012 - 11/30/2012
00:00:00 - 23:59:33

Agency - BPD



	11/2012	Total
30 DAY IMPOUND HEARING	5	5
911 HANG UP	15	15
911 MIS-USE	2	2
ABANDONDED/DISABLED VEH	4	4
ACCIDENT W/INJURY	1	1
ACCIDENT W/OUT INJURY	7	7
ACCIDENT/NO INJURY PP	4	4
AGENCY ASSIST	16	16
ASSAULT	4	4
ATTEMPT TO LOCATE	8	8
BARKING DOGS	7	7
BRUSH FIRE	1	1
BUILDING SEARCH	2	2
BURGLARY	6	6
BURGLARY ALARM	15	15
CIVIL MATTER-REFERED	2	2
CIVIL MATTER-STAND BY	1	1
CODE WATCH PATROL	3	3
CRIMINAL DAMAGE	6	6

	11/2012	Total
CRUELTY TO ANIMALS	1	1
CUSTODIAL INTERFERENCE	2	2
DEAD BODY	1	1
DEBRIS	2	2
DISCHARGE OF FIREARM	1	1
DISORDERLY CONDUCT	2	2
DISTURBANCE	8	8
DOG AT LARGE	18	18
DOMESTIC VIOLENCE	4	4
DRUGS	14	14
DRUNK DRIVER	3	3
DRUNK SUBJECT	3	3
FIGHT	3	3
FINGERPRINTS	32	32
FIRE	3	3
FORGERY	2	2
FOUND PROPERTY/ETC/RETUI	8	8
FRAUD	5	5
GAS ASSISTANCE	1	1
GAS LEAK/ODOR	6	6
HARRASSMENT	5	5
HIT AND RUN/NO INJURY	1	1
ILLEGAL BURNING	1	1
ILLEGAL DUMPING	2	2
INFORMATION	72	72
INSANE PERSON	12	12
JUVENILES/CURFEW	1	1
LIQUOR LAW VIOLATION	1	1
MEDIC ASSIST	6	6
MISSING JUVENILE	1	1
MISSING PERSON	1	1
NOISE COMPLAINT	6	6
OTHER ANIMAL CONTROL	4	4
PROWLER	1	1

	11/2012	Total
PUBLIC ASSISTANCE	11	11
PUBLIC RELATIONS	1	1
RECKLESS DRIVER	2	2
RECOVERED STOLEN PROPERT	1	1
REPOSSESSION	2	2
SEXUAL ASSAULT	1	1
SHOPLIFTING	1	1
SNAKE	2	2
SUICIDE THREAT	2	2
SUSPICIOUS ACTIVITY	14	14
SUSPICIOUS PERSON	2	2
SUSPICIOUS VEHICLE	6	6
THEFT	12	12
THREAT	8	8
TRAFFIC OFFENSE	4	4
TRESPASSING	4	4
UNWANTED SUBJECT	6	6
UTILITIES CALLOUT	4	4
VEHICLE RELEASE	5	5
VERBAL DV	1	1
VICIOUS DOG	1	1
VICTIM NOTIFICATION	2	2
VIOLATION OF COURT ORDER	1	1
WARRANT	6	6
WELFARE CHECK	16	16
Total	457	457

Incidents - By Description

Report Date: 11/01/2012- 11/30/2012

		CASE STATUS				
Description	*#Incidents*	*#Active(A)*	*#Cleared(B/C)*	*#Cleared Juv(J)*	*#Unfounded(U)*	*#Other*
ACCIDENT W/INJURY	1	0	1	0	0	0
ACCIDENT W/OUT INJURY	5	1	4	0	0	0
AGENCY ASSIST	1	0	1	0	0	0
ASSAULT	2	0	2	0	0	0
BRUSH FIRE	1	0	1	0	0	0
BURGLARY	2	0	2	0	0	0
CRIMINAL DAMAGE	4	0	4	0	0	0
DEAD BODY	1	0	1	0	0	0
DOG AT LARGE	1	1	0	0	0	0
DOMESTIC VIOLENCE	3	0	3	0	0	0
DRUGS	13	0	13	0	0	0
DRUNK DRIVER	3	2	1	0	0	0
DUI/ALCOHOL	1	0	1	0	0	0
FORGERY	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	1	1	0	0	0	0
FRAUD	1	0	1	0	0	0
INFORMATION	5	0	4	1	0	0
INSANE PERSON	1	0	1	0	0	0
LIQUOR LAW VIOLATION	1	0	1	0	0	0
SHOPLIFTING	1	1	0	0	0	0
THEFT	3	0	2	0	0	1
TRESPASS	1	0	1	0	0	0
TRESPASSING	3	0	3	0	0	0
WARRANT	2	0	1	1	0	0
TOTAL	58	6	49	2	0	1

RANGE USED

Officer#: -
Team#: -
Location#: -
Violation#: -
Agency#: BPD

BENSON POLICE DEPARTMENT JULY 01, 2012 THRU JUNE 2013 ACTIVITY REPORT

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
SERVICE CALLS	659	654	494	621	490								2918
SELF INITIATED	303	340	246	238	296								1423
CITIZEN	10	26	7	34	18								95
PUBLIC RELATIONS	212	216	58	209	28								723
PAPERS SERVED	15	13	16	10	7								61
FOLLOW UP	82	33	28	43	11								197
VERBAL WARNING	119	181	141	147	184								772
DRUG RLTD DR'S	3	8	4	5	9								29
ACCIDENT REPORTS	8	4	4	6	5								27
ALCOHOL INVL	0	0	2	0	1								3
SPEED CITE INVL	5	0	0	1	0								6
PEDESTRIAN INVL	0	0	0	0	0								0
BICYCLE INVL	0	0	0	0	0								0
FELONY OBSERVED	8	6	6	5	9								34
MISD. OBSERVED	29	37	42	34	20								162
DOMESTIC VIOL	2	3	3	2	3								13
ALCOHOL INVL	2	0	0	0	1								3
WEAPON INVL	0	0	0	0	0								0
CHILD PRESENT	1	0	1	1	0								3
DV ARREST(S)	3	1	0	2	2								8
FEMALE	2	0	0	1	1								4
MALE	1	1	0	1	1								4
DUAL	1	0	0	1	1								3
JUVENILE ARREST(S)	0	3	1	1	2								7
ALCOHOL INVL	0	0	0	0	0								0
DRUGS INVL	0	0	0	0	0								0
STATUS OFFENSE	0	2	0	0	0								2
DUI	1	4	1	2	2								10
BACK UPS	79	111	75	76	128								469
AGENCY ASSIST	10	10	9	14	12								55
TRANSPORTS	20	11	10	26	8								75

Benson Animal Control

Monthly Report

Month in Report___ November, 2012_____

Discription	*Current Month*	*Year to Date*
Dogs Turned in:	6	34
Dogs Picked up:	4	37
Dogs Adopted:	23	118
Dogs Euthanized / Owner Requested:	0	8
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	18
Dogs Returned to Owner:	2	18
Dog Complaints:	30	191
Dog Bites:	0	7
Dog Licenses Sold:	2	258
Cats Turned In:	4	31
Cats Trapped:	0	3
Cats Adopted:	12	62
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	1	23
Cat Bites:		
Removals (Snake,Skunk, birds, etc):***	2	22
Calls Responded to:	33	226
Compliance Notices (Warnings):	0	5
Citations Issued:	1	6
P.D.Assist		
Dogs at the shelter (time of Report):		**15**
Cats at the shelter (time of Report):		**11**

Removals:***

2 rattlesnake

Donations:

850 lbs dog, cat, livestock feed, kitty litter, cat and dog toys

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 12/5/12

TO: Glenn Nichols, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: November 2012 Department Head Report

Operations

During the month of November Benson Fire Department responded to 78 calls. The average number of Firefighters responding to the calls for the month was 3. The lowest number was 1 and the highest number was 9. The average response time from page to on scene was 8 minutes. The average time from page to en route was 4 minutes 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	1
Vehicle Fire	0
Brush Fire	2
EMS	47
Rescue	2
Haz-Mat	3
Service Calls	1
Good Intent Calls	22
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department received Mutual Aid one time and gave Mutual Aid one time.

Meetings and Trainings

Business/Training meeting was held November 14, 2012.

Vehicle Maintenance

Fire Prevention

Conducted fire inspections on businesses

Additional Items

2011 Department of Homeland Security Grant: This grant is completed and all funds have been requested for reimbursed to the City.

2012 Department of Homeland Security Grant: All Equipment has been installed.

Governor's Office of Highway Safety Grant: Grant is completed and all funds have been reimbursed to the City.

Brush Truck: Truck is in. Boxes are ordered and waiting for delivery.

Attended the Monthly Cochise County EMS Council and The Cochise County Fire Association meeting in Portal.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: December 12, 2012

TO: Glenn Nichols, City Manager

FROM: Bob Nilson, Tourism Supervisor

SUBJECT: Tourism Report for November 2012

• Our Visitor count for November 2012 was 644 as compared to 849 in November of 2011.

• The new Visitor Center Christmas lights look really nice. We have had many comments as to how nice the Visitor Center lights look this year. Also everyone is welcome to stop by and check out the Christmas tree and decorations inside the Visitor Center.

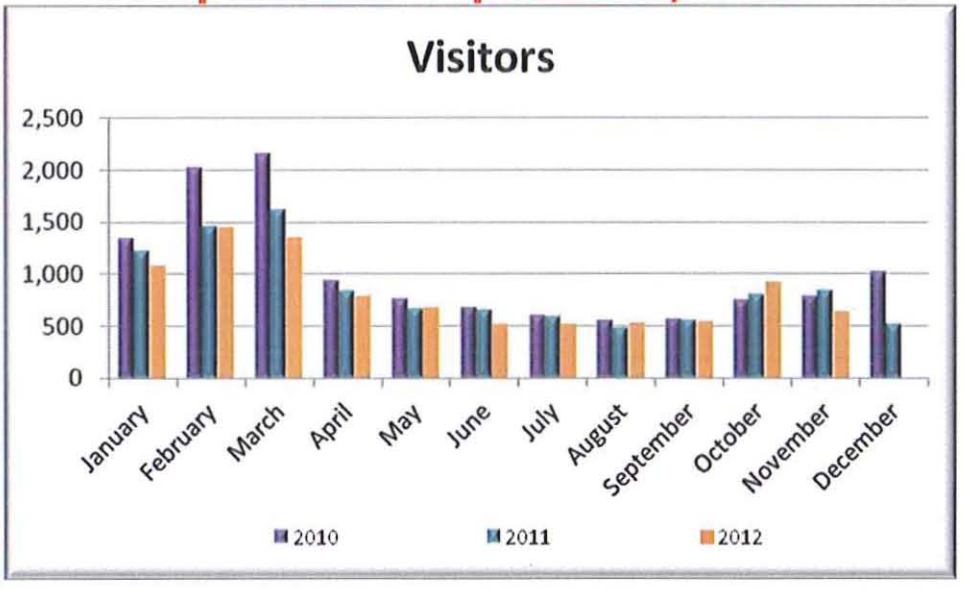
• One of our Visitor Center Volunteers, Dick Ferdon, came down and helped out at the Visitor Center for 8 hours in November, 2012.

• We are still working on the billboards. The Clear Channel sign we were interested in leasing was leased to Apache Spirit Ranch. The good news is most of the existing signs tell people to exit at 303. I have a call in to Bowlin's about a possible westbound sign between exit 306 and 304. We will get a design approved and have it ready when a sign becomes available.

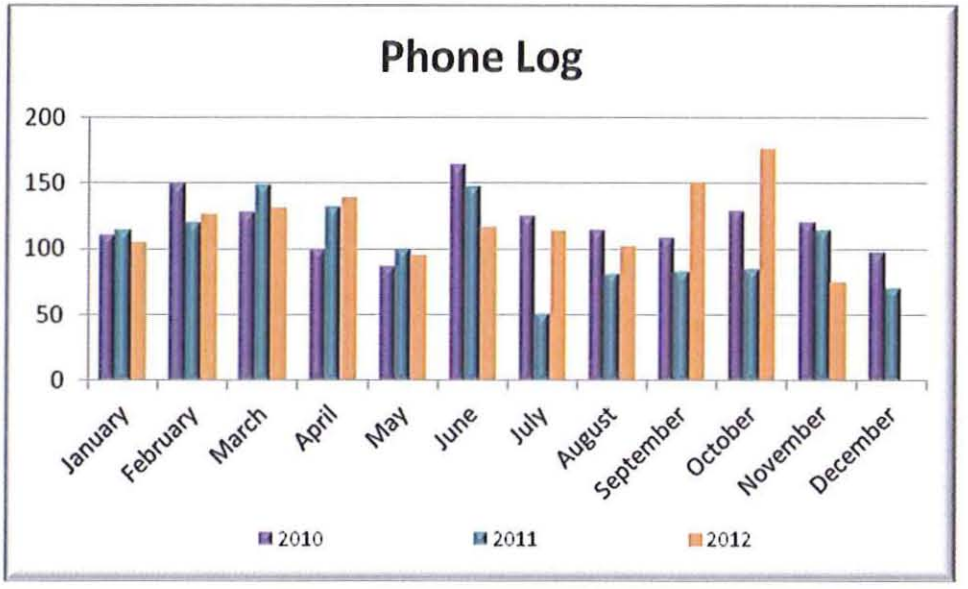
• Our Benson Map/ OVG's were printed and all the RV parks and motels have been given copies to distribute. A total of 50,000 copies were printed for FY 2012-2013. Anyone needing the new maps should stop by the Visitor Center and pick some up.
Maps also available at City Hall.

• Below are the Visitor Counts thru October 2012.

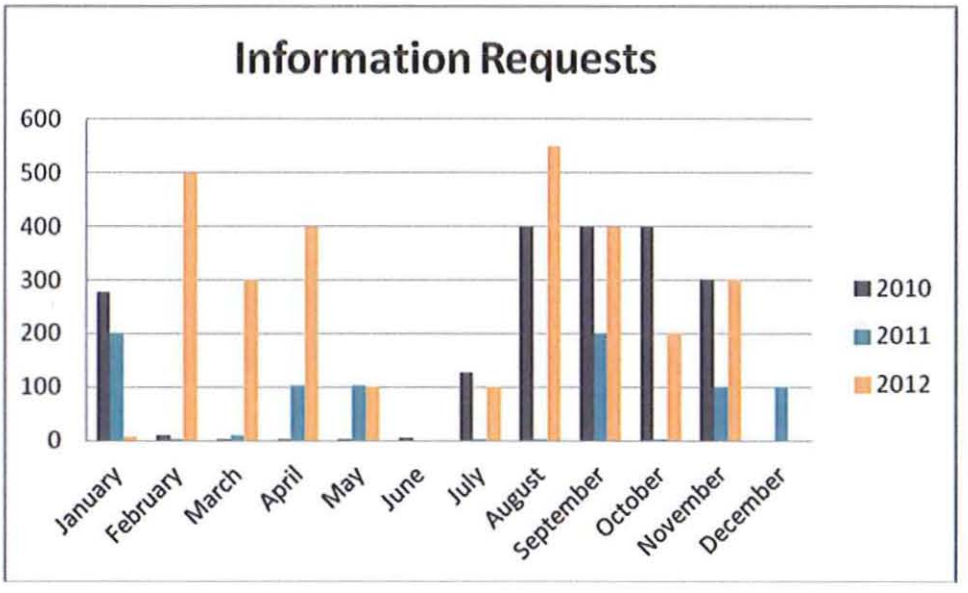
Visitor Center Headcount Comparisons September, 2012



Visitor Center Phone calls
Comparisons by Graph
September, 2012



Visitor Center Information Requests
Comparisons by Graph
September, 2012



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **December 15, 2012**

TO: **Glenn Nichols, 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 upcoming City elections will be held in 2013 with the Primary election held on March 12, 2013 and the General election held on May 21, 2013. The election will be held to elect the Mayor and 3 Councilmembers. Candidate packets were due by December 12, 2012. There are 2 candidates running for Mayor and 5 candidates running for Council. The candidates are as follows:

Mayor	Councilmember
Toney D. King, Sr.	Jeff Cook
David Lambert	Brian Crafts
	Nick Maldonado
	Lori McGoffin
	Peter Wangsness

There have been many questions regarding HB2826 (consolidated elections) and how it affects elections in 2013. The provisions of HB2826 do not become effective until the 2014 Election Cycle. It is the suggestion of the League of Arizona Cities and Towns to all cities and towns that have Mayor and Council and Home Rule reauthorization elections in 2013 to proceed with the elections as they would normally. Proposed clean-up language that will be offered by the League in next year's legislative session will clarify how and when future authorization elections need to occur. The League recommended notifying proposed candidates of the following statement:

"The implementation of this new law will affect the length of your term if you are a successful candidate in the upcoming election. Your term may be shortened, ending in the fall of 2016, or it may be lengthened and end in the fall of 2018. We do not know when this issue will be settled but it is unlikely that it will be before this spring's (2013) elections."

The Clerk's office has worked with the Finance Department to prepare for the Alternative Expenditure Limitation portion of the upcoming 2013 City elections, which will present the Home Rule Option to voters. The public hearings for the Home Rule option were held on October 29 and November 5, 2012 at the Council meetings. The solicitation for arguments both for and against the Home Rule option were published on November 14 and November 21 and were required to be submitted no later than December 12, 2012. No arguments for or against the Home Rule were received.

Election preparations are comprised of numerous duties and include a training class with the Election Board before the Primary and General election dates, as well as the witnessing of the required test of Automatic Equipment and Programs, which will be held before the elections at the Cochise County Elections Department. Other preparations, such as the language for the General election ballot continue to move forward and will be completed before State requirements.

The Clerk's office continues to work closely with other departments concerning public records requests, documentation for research purposes and the drafting of documentation for upcoming items requiring Council action, as well as continuing research for our outside counsel, Mr. Jeff Murray for pending litigation cases.

The next EDSC meeting will be held January 7 at City Hall. The Clerk serves in the same function as Council's support for the EDSC.