# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **November 14, 2013**

**TO:** **Jim Cox, Interim City Manager**

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

**CC:** **Mayor & Council**

**SUBJECT:** **October 2013 Department Head Report**

Public Works employees finished the large restroom at Lions Park and continue to work on the smaller restroom.

1. Gas Department.

- (For the Week Ending Wednesday, November 13, 2013) (U.S. Energy Information Administration)
- Natural gas prices rose across most of the country over the report week (Wednesday to Wednesday). The Henry Hub spot price closed yesterday at $3.68/MMBtu, up 23 cents from $3.45/MMBtu at the beginning of the report week.
- At the New York Mercantile Exchange (Nymex), the December contract settled at $3.566/MMBtu yesterday, up 6.8 cents/MMBtu for the report period.
- Working natural gas in storage increased to 3,834 Bcf as of Friday, November 8, according to the U.S. Energy Information Administration's (EIA)
- Weekly Natural Gas Storage Report
- (*WNGSR*). A net storage injection of 20 Bcf for the week resulted in storage levels 2.0% below year-ago levels but 1.5% above the 5-year average.
- The Baker Hughes natural gas rotary rig count totaled 365 active units as of Friday, November 8, an increase of 5 rigs from the previous week. The oil rig count increased by 7 units over last week to 1,383. The total rig count is 1,754, up 12 rigs for the week and down 52 from a year ago.
- The weekly average natural gas plant liquids composite price fell this week (covering November 4 through November 8) compared to the previous week by 1.5%, and is now at $10.48/MMBtu. Ethane fell by 5.3%, while natural gasoline, butane, and isobutane fell between 1% and 3%. Propane increased by 0.7%.

Gas Department cont.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission.
- Check chart boxes weekly and performed monthly calibrations on gas detection equipment.
- Continue to perform meter inspections and upgrade gas meters.

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 now performs 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 employees prepare for the new restrooms installed at Lions Park.
Parks Department continues maintenance of fields for fall sports.

# City of Benson
## Public Works Department

| 2013 Gas Dept. O&M | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New Service | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | | 2 |
| Meter Inspections | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 | | | 4 |
| Remove/Repair equipment | 0 | 11 | 3 | 3 | 7 | 7 | 0 | 0 | 5 | 4 | | | 40 |
| Monthly Operation/Maintain | 7 | 5 | 6 | 5 | 6 | 6 | 8 | 6 | 6 | 5 | | | 60 |
| Gas Odor/Leak survey | 4 | 6 | 8 | 4 | 0 | 1 | 6 | 1 | 2 | 9 | | | 41 |
| Install Protection Poles | 4 | 7 | 7 | 0 | 1 | 3 | 1 | 2 | 2 | 0 | | | 27 |
| 3rd Party Hit | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | | | 4 |
| Meter Upgrades | 16 | 8 | 6 | 3 | 1 | 0 | 0 | 0 | 1 | 0 | | | 35 |
| High Usage | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | | | 4 |
| No Gas / zero usage | 1 | 5 | 2 | 0 | 0 | 5 | 0 | 0 | 0 | 1 | | | 14 |
| Bluestakes | 74 | 49 | 62 | 64 | 66 | 48 | 69 | 54 | 58 | 59 | | | 603 |
| Gas Units Sold | 184,956 | 179,076 | 176,534 | 60,735 | 42,313 | 40,443 | 28,355 | 34,752 | 25,768 | 29,456 | | | 802,388 |
| (100) cubic feet per unit | | | | | | | | | | | | | |
| **2013 Water Dept.O&M** | | | | | | | | | | | | | |
| New Service | 0 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | | | 5 |
| Leaks | 15 | 5 | 7 | 5 | 7 | 2 | 7 | 3 | 2 | 3 | | | 56 |
| Instal/Remove Hydrant Meter | 1 | 1 | 1 | 1 | 0 | 2 | 0 | 2 | 1 | 3 | | | 12 |
| No water / pressure | 3 | 0 | 1 | 1 | 2 | 0 | 1 | 1 | 2 | 0 | | | 11 |
| Repair/replace equipment | 3 | 4 | 5 | 2 | 5 | 3 | 2 | 0 | 2 | 1 | | | 27 |
| Meter Upgrades | 22 | 22 | 16 | 23 | 7 | 19 | 12 | 6 | 1 | 0 | | | 128 |
| High usage / re-read | 1 | 2 | 0 | 0 | 2 | 2 | 0 | 1 | 0 | 0 | | | 8 |
| Bluestakes | 74 | 49 | 62 | 64 | 66 | 48 | 69 | 54 | 58 | 59 | | | 603 |
| Water Units Sold | 18,698 | 20,947 | 23,511 | 24,159 | 26,820 | 38,970 | 28,369 | 29,604 | 20,280 | 21,875 | | | 253,233 |
| (748 gallons per unit) | | | | | | | | | | | | | |
| **2013 Sewer Dept.O&M** | | | | | | | | | | | | | |
| New service | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | | | 4 |
| Sewer Backup | 2 | 5 | 3 | 3 | 0 | 1 | 1 | 2 | 1 | 4 | | | 22 |
| Spray for pests/odor April | 0 | 0 | 0 | 0 | 2 | 2 | 3 | 0 | 1 | 1 | | | 9 |
| Clean sewer mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 |
| Raise / repair manhole | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | 1 |
| Maintenance / Repairs | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | | | 3 |
| Bluestakes | 74 | 49 | 62 | 64 | 66 | 48 | 69 | 54 | 58 | 59 | | | 603 |
| Gallons Treated | 12,653 | 11,503 | 11,720 | 11,499 | 11,621 | 10,817 | 10,754 | 11,481 | 10,862 | 12,317 | | | 115,227 |
| (million gallons) | | | | | | | | | | | | | |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **November 14, 2013**

**TO:** **Jim Cox, City Manager**

**FROM:** **Bob Nilson, Tourism Supervisor**

**SUBJECT:** **Tourism Report for October 2013**

• Our Visitor count for October 2013 was 746 as compared to 927 in October of 2012, down 181 from last year.

• One of our Visitor Center Volunteers, Dick Ferdon, came down and helped out at the Visitor Center for 12 hours in October, 2013.

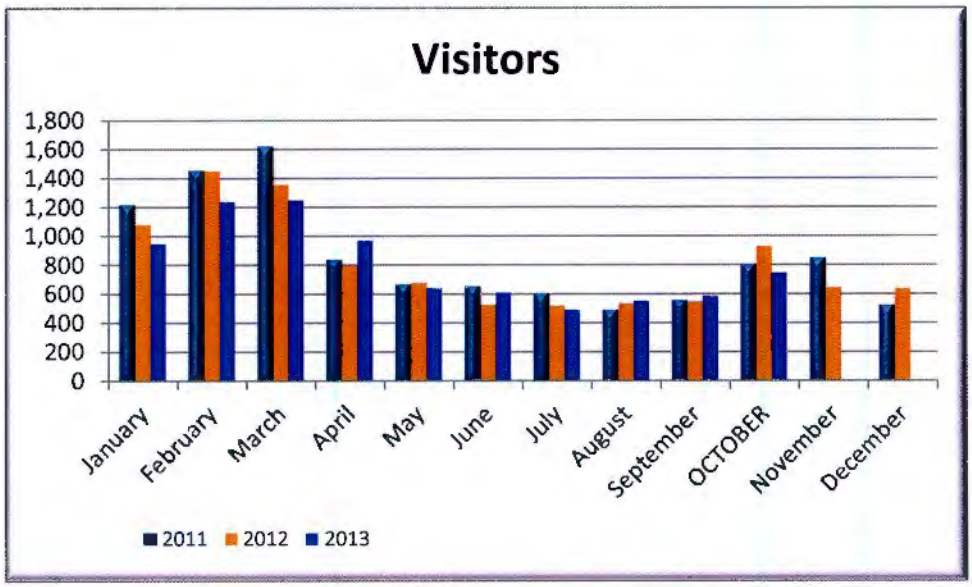
• We have finished all the Railroad logos and murals at the Visitor Center. We are now preparing the wall by the caboose for some more murals. They should be finished in late November.

• We have been working with Tombstone and AMTRAK to see about developing AMTRAK tour packages.

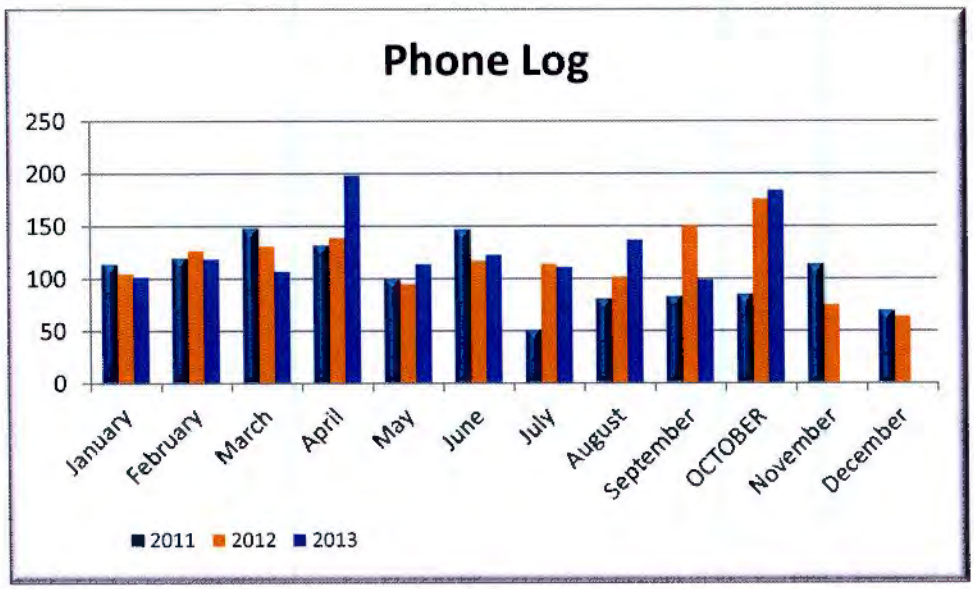
• We have been working with Parks and recreation on building a 8' x 16' stage to be used at the different events. The stage will be first used for the Christmas tree lighting ceremony.

• Below are our Visitor Counts for October of 2013

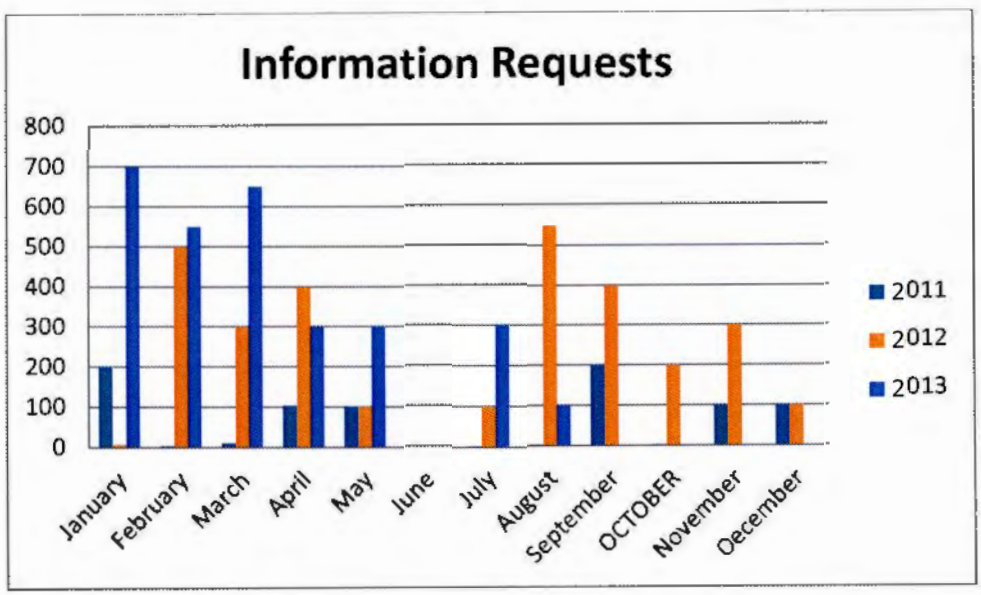
## Visitor Center Headcount Comparisons October, 2013




## Visitor Center Phone calls Comparisons by Graph October, 2013



# Visitor Center Information Requests Comparisons by Graph October, 2013



# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **November 6, 2013, 2013**
**To:** **Jim Cox, Interim City Manager**

**FROM:** **Peggy Scott, Library Director**

**SUBJECT:** **End of the month report for October 2013**

Thursday October 3rd Director Scott attended a meeting at Cochise County Library in Bisbee. Directors met to discuss the possibilities and problems with implementing one-card that would be usable for all libraries in Cochise County. There are still some issues that have not been worked out, but we will continue to discuss and work towards implementing the one-card library card for Cochise County.

The Friends of the Library moved out of the library and opened their bookstore on October 14th in the south side of the food bank building. This move has been well received by the community. Their Open House will be held November 14 from noon to 2 p.m. Council has been invited.

The new Wifi system was installed on the 29th and is working beautifully. The signal can now be picked up in the Whetstone room. We have rearranged the area to accommodate more tables and chairs for patrons with laptops and handheld devices.

Attachment: Monthly statistics

**Benson Public Library**

**Statistical Report**
**October-13**

| | Oct-13 | Oct-12 | YTD-2013 | YTD-2012 | |
|---|---|---|---|---|---|
| Total Circulation | 6,500 | 6,350 | 26,793 | 22,394 | monthly circulation of material |
| Patrons | 5,660 | 6,360 | 23,131 | 24,824 | patrons entering the library |
| New Registration | 75 | 56 | 313 | 312 | new patron cards |
| Total Registration | 7,005 | 6,398 | 7,005 | 6,398 | total # of patrons in database |
| Programs | 8 | 5 | 23 | 9 | #of programs provided by library |
| Pr. Attend | 101 | 140 | 166 | 231 | total attendance for programs |
| Ref. Questions | 684 | 960 | 3,028 | 3,478 | ref questions answered by staff |
| Volunteers | 1 | 0 | 3 | 0 | new volunteers this month |
| Volunteer hours | 65.75 | 59 | 256 | 339 | total of monthly volunteer hours |
| **Book Count** | | | | | |
| Titles added | 172 | 306 | 836 | 883 | new titles added to database |
| Titles deleted | 138 | 441 | 995 | 1,008 | titles removed from collection |
| **Collection Total** | 36,962 | 37,956 | 36,962 | 37,956 | total material in database |
| **Overdues:** | | | | | |
| Titles overdue | 653 | 521 | 2,162 | 2,219 | number of overdue items |
| Contacts | 150 | 176 | 594 | 527 | number of patrons contacted |
| Titles returned | 472 | 295 | 1,712 | 1,500 | # of overdue items returned |
| Internet Users | 1,523 | 1,768 | | | # of people signed up for p.c.'s |

**CITY OF BENSON**
**INTEROFFICE MEMORANDUM**

**DATE:** **November 15, 2013**

**TO:** **Jim Cox, Interim City Manager**

**FROM:** **Laura Parkin, Recreation Coordinator**

**SUBJECT:** **Monthly Report – October 18, 2013 through November 15, 2013**

**Summer Programs:**

- We are working on the Summer Program.

**Pool:**

- We are working on the 2014 Aquatics Schedule.

**Lions Park:**

- The park remains busy with Soccer, their season ends on November 23, this year. We have seen an increase in demand for use of Ball Fields over previous years. Currently; SPVLL, Benson Middle School and a new Coed Softball League will be using the Baseball and Softball Fields during the winter.

**Community Center:**

- The Community Center remains full with reservations. We have had two different insurance companies at the Community Center this month to educate seniors on the changes to Medicare.
- On November 20, the Mobile Medical Clinic begins Women's Wellness Health Checks for underinsured/uninsured women in Benson at the Community Center. These checks are free to all women who qualify.

**Completed Tasks:**

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.
- Preformed regular pool maintenance.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Notified the Police Department of Park Reservations and Events.
- Processed five Special Event Permit Applications.
- Completed the art work for the Tree Lighting News Paper Ads.
- Completed the art work for the Light Parade News Paper Ads.
- We have completed our Departmental Summary for the completion of the Parks and Recreation Survey.

- We have updated our Ball Field Use Request from for 2014.
- Completed and distributed the Posters and Flyers for the Tree Lighting Ceremony and the Light Parade. We incorporated the information for Christmas on Main and the Festival of Lights Craft Fair into the Posters and Flyers for the Light Parade.
- We have given all of the information to Cox Communications to they can do the PSA's for the Tree Lighting and the Light Parade.
- **Tree Lighting Ceremony:** We worked with Bob Nilson and Dick Ferdon to build a stage for the Tree Lighting Ceremony. We purchased all of the materials needed to build the stage. We purchased and picked up the Tree. The Streets Department Planted the Tree for us. The Parks Department staked down the tree to help keep it straight. Completed the prep work for the Arts and Crafts. We have requested a W9 from Bost Family Traditions.

**Status of Ongoing Projects:**

- We need to purchase decorations and additional lights for the Tree.
- We need to put lights on the tree and decorate it.
- We need to get an announcer and sound system for the Light Parade. We also need two more judges for the Light Parade.
- We continue to work on our Presentation on the Economic Impact of Parks and Recreation.
- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Field 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.
- We are working with local High School Students to create and implement a Skin Cancer Prevention and Awareness Program. Once this program is implemented for a year we will be able to apply for a grant to purchase a shade structure for the Union Street Playground Equipment.
- Completed our Walmart receipt log for November.
- We are working toward going live with the new City website.
- We are looking at the feasibility of hosting a Cycling Event in Benson.
- We need to complete reports for the 4th of July and the 2013 Aquatics Season.
- We need to apply for the skate park grant.
- We need to complete our Emergency Response Certification Classes.
- We need to revise the Aquatics Manual prior to opening the pool in 2014.
- We need to complete our Emergency Action Plans.
- We need to revise our Refund Policy to include Community Center and Pool Rentals.

- We need to complete our SOP's.
- For the purpose of expenditure and inventory control we need to enter our receipts from July 1 to date in our spreadsheet.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** November 13, 2013

**TO:** MAYOR AND CITY COUNCIL

**FROM:** Ann P. Roberts, City Prosecutor
**CC:** Brad Hamilton, Interim City Manager

**SUBJECT:** Prosecutorial Statistics for October, 2013

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: | 05 |
| Drug Related Trials: | 01 |
| Domestic Violence Trials: | 04 |
| D.U.I. Jury Trials: | 00 |
| Animal Control/Game and Fish Trials/Registrar of Contractors: | 00 |
| Total Trials | 08 |

**PRETRIAL CONFERENCES:**

| | |
|---|---|
| Criminal Traffic Pretrial Conference Hearings: | 54 |
| General Crime Pretrial Conference Hearings: | 23 |
| Drug Related Pretrial Conference Hearings: | 08 |
| Domestic Violence Pretrial Conference Hearings: | 07 |
| D.U.I. Pretrial Conference Hearings: | 12 |
| Animal Control/Game and Fish Pretrial Conference Hearings: | 07 |
| Total Pretrials | 111 |

**HEARINGS:**

| | |
|---|---|
| Restitution and Sentencing Hearings: | 01 |
| Probation Revocation Hearings: | 00 |
| Bond Forfeiture Hearings: | 00 |
| Rule Eleven (Incompetency) Hearings: | 00 |
| DUI Status/Suppression/Evidentiary Hearing | 01 |
| Change of Plea Hearing | 00 |
| Vicious Dog Hearing | 00 |
| Planning and Zoning Violations/Health Code Hearings | 00 |
| Total Hearings | 02 |
| | |
| Total Case Matters Closed this Month | 62 |

| | |
|---|---|
| **PROSECUTORIAL TIME SPENT IN COURT** | **23.00 HRS** |
| **PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*** | **35.00 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:** **October 28, 2013**

**TO:** **Honorable Mayor and City Council**

**FROM:** **Melissa Quiroz, HR Coordinator**

**SUBJECT:** **September 2013 Monthly Report**

For the month of September Human Resources advertised for the positions of Communication Specialist, Golf Course Customer Service Representative and Golf Course Wait Staff.

Interviews were conducted for Recreation Assistant, Golf Course Dishwasher/Prep Cook and City Manager.

- New hires include:
    - Communication Specialist (1 Full Time)
    - Accounting Specialist (1 Full Time)
    - Police Officer (1 Full Time)
    - Recreation Assistant (1Full Time)
    - Golf Course Equipment Operator (1 Full Time and 1 Part Time)

HR continues to work with Interim City Manager and Council regarding the City Manager opening and interviews.

Processed various employee verification of employment requests and COBRA notices.

HR provides assistance to the Interim City Manager with scheduling, phone calls, public record requests and correspondence.

HR works with employees who have benefit questions, inquiries and reimbursements.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **November 25, 2013**

**TO:** **Honorable Mayor and City Council**

**FROM:** **Melissa Quiroz, HR Coordinator**

**SUBJECT:** **October 2013 Monthly Report**

For the month of October Human Resources advertised for the positions of Utility Supervisor (Wastewater), City Manager and Golf Course Customer Service Representative.

Interviews were conducted for Communication Specialist, Golf Course Customer Service Representative, City Attorney and City Manager.

- New hires include:
    - Communication Specialist (1 Full Time)
    - Golf Course Customer Service Representative (3 Part Time)

The HR office responded to various inquiries regarding potential employment.

HR continues to work with Interim City Manager and Council regarding the City Manager opening and interviews.

Processed various employee verification of employment requests and COBRA notices.

HR provides assistance to the Interim City Manager with scheduling, phone calls, public record requests and correspondence.

HR works with employees who have benefit questions, inquiries and reimbursements.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE: 11/13/2013**

**TO: Mayor King & City Council**

**FROM: Paul Moncada, Chief of Police**

**CC:**

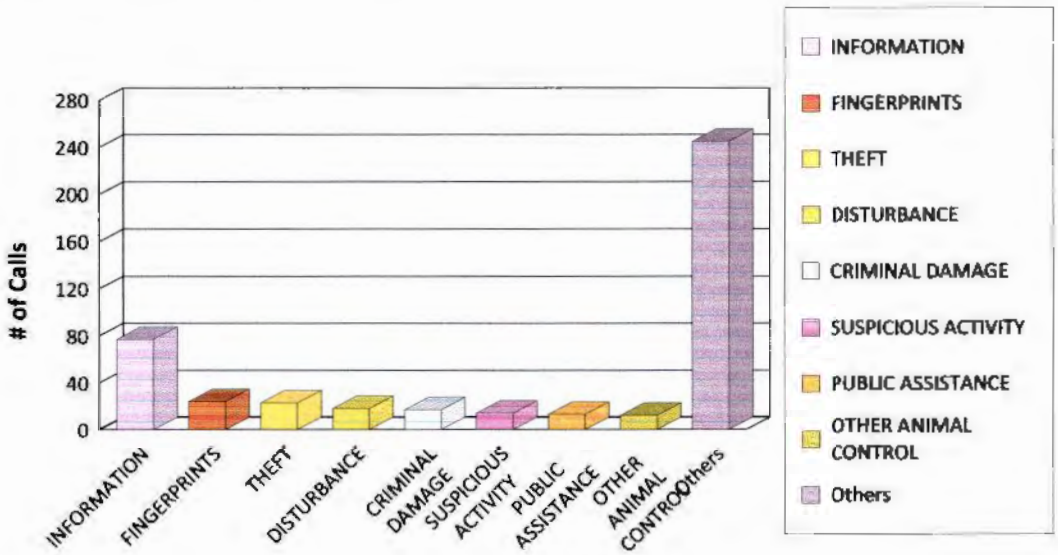
**SUBJECT: October Report**

Attached is the October recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.
Officers Cameron Judd and John Rodriguez graduated from the police academy on 11/7/2013 and have started their field training program, Communications Specialist, Rocio Varela started her training on 11/4/2013. Police Recruit Jason Poulsen is in the fifth week of the police academy.

# Calls Statistics by Type Summary

10/1/2013 - 10/31/2013
00:00:00 - 23:59:59

Agency - BPD




| | 10/2013 | Total |
|---|---|---|
| 30 DAY IMPOUND HEARING | 2 | 2 |
| 911 HANG UP | 7 | 7 |
| ABANDONDED/DISABLED VEH | 3 | 3 |
| ACCIDENT W/OUT INJURY | 8 | 8 |
| ACCIDENT/NO INJURY PP | 2 | 2 |
| ACCIDENT/UNKNOWN INJ | 1 | 1 |
| AGENCY ASSIST | 7 | 7 |
| ARMED ROBBERY | 1 | 1 |
| ASSAULT | 4 | 4 |
| ATTEMPT TO LOCATE | 8 | 8 |
| BARKING DOGS | 3 | 3 |
| BUILDING SEARCH | 1 | 1 |
| BURGLARY | 4 | 4 |
| BURGLARY ALARM | 9 | 9 |
| CHILD ABUSE | 1 | 1 |
| CIVIL MATTER-REFERED | 1 | 1 |
| CIVIL MATTER-STAND BY | 3 | 3 |
| CODE WATCH PATROL | 7 | 7 |

| | 10/2013 | Total |
|---|---|---|
| CUSTODIAL INTERFERENCE | 2 | 2 |
| DISCHARGE OF FIREARM | 1 | 1 |
| DISORDERLY CONDUCT | 2 | 2 |
| DISTURBANCE | 18 | 18 |
| DOG AT LARGE | 11 | 11 |
| DOG BITE/ANIMAL BITE | 1 | 1 |
| DOMESTIC VIOLENCE | 3 | 3 |
| DRIVING ON SUSPENDED LIC | 1 | 1 |
| DRUGS | 8 | 8 |
| DRUNK DRIVER | 2 | 2 |
| DRUNK SUBJECT | 3 | 3 |
| ENDANGERMENT | 2 | 2 |
| ESCORT/PARADE | 3 | 3 |
| FIGHT | 2 | 2 |
| FINGERPRINTS | 24 | 24 |
| FIRE | 3 | 3 |
| FIRE ALARM | 1 | 1 |
| FIREWORKS | 1 | 1 |
| FOUND DRUG PARAPHERNALI | 1 | 1 |
| FOUND PROPERTY/ETC/RETUI | 3 | 3 |
| FRAUD | 2 | 2 |
| GAS ASSISTANCE | 1 | 1 |
| GAS LEAK/ODOR | 1 | 1 |
| HARRASSMENT | 8 | 8 |
| HIT AND RUN/NO INJURY | 2 | 2 |
| IDENTITY THEFT | 1 | 1 |
| ILLEGAL DUMPING | 1 | 1 |
| INFORMATION | 77 | 77 |
| INSANE PERSON | 4 | 4 |
| JUVENILES/CURFEW | 1 | 1 |
| LANDLORD/TENANT DISPTE | 5 | 5 |
| LIVESTOCK | 1 | 1 |
| LOST PROPERTY | 2 | 2 |

| | 10/2013 | Total |
|---|---|---|
| MISSING JUVENILE | 2 | 2 |
| MISSING PERSON | 1 | 1 |
| NOISE COMPLAINT | 6 | 6 |
| OTHER ANIMAL CONTROL | 12 | 12 |
| PUBLIC ASSISTANCE | 13 | 13 |
| PUBLIC RELATIONS | 7 | 7 |
| RECKLESS DRIVER | 6 | 6 |
| SHOPLIFTING | 3 | 3 |
| SNAKE | 9 | 9 |
| SUBJECT THREATENING | 1 | 1 |
| SUICIDE THREAT | 2 | 2 |
| SUSPICIOUS ACTIVITY | 14 | 14 |
| SUSPICIOUS PERSON | 3 | 3 |
| SUSPICIOUS VEHICLE | 3 | 3 |
| THEFT | 23 | 23 |
| THREAT | 1 | 1 |
| TRAFFIC OFFENSE | 3 | 3 |
| TRESPASSING | 12 | 12 |
| UDA | 1 | 1 |
| UNWANTED SUBJECT | 3 | 3 |
| UTILITIES CALLOUT | 1 | 1 |
| VEHICLE BLOCKING | 1 | 1 |
| VEHICLE RELEASE | 1 | 1 |
| VEHICLE THEFT | 2 | 2 |
| VICIOUS DOG | 1 | 1 |
| VIOLATION OF COURT ORDER | 1 | 1 |
| WARRANT | 7 | 7 |
| WELFARE CHECK | 10 | 10 |
| Total | 443 | 443 |

# Incidents - By Description

**Report Date: 10/01/2013- 10/31/2013**

| | | CASE STATUS | | | | |
|---|---|---|---|---|---|---|
| ***Description*** | ***#Incidents*** | ***#Active(A)*** | ***#Cleared(B/C)*** | ***#Cleared Juv(J)*** | ***#Unfounded(U)*** | ***#Other*** |
| ABANDONDED/DISABLED VEHIC | 1 | 0 | 1 | 0 | 0 | 0 |
| ACCIDENT W/INJURY | 1 | 0 | 1 | 0 | 0 | 0 |
| ACCIDENT W/OUT INJURY | 4 | 0 | 4 | 0 | 0 | 0 |
| ACCIDENT/UNKNOWN INJ | 1 | 0 | 1 | 0 | 0 | 0 |
| ARMED ROBBERY | 1 | 0 | 1 | 0 | 0 | 0 |
| ASSAULT | 1 | 0 | 1 | 0 | 0 | 0 |
| BURGLARY | 4 | 0 | 4 | 0 | 0 | 0 |
| CRIMINAL DAMAGE | 7 | 0 | 7 | 0 | 0 | 0 |
| DISORDERLY CONDUCT | 1 | 0 | 1 | 0 | 0 | 0 |
| DOG AT LARGE | 4 | 0 | 4 | 0 | 0 | 0 |
| DOG BITE/ANIMAL BITE | 1 | 0 | 1 | 0 | 0 | 0 |
| DOMESTIC VIOLENCE | 2 | 0 | 2 | 0 | 0 | 0 |
| DRIVING ON SUSPENDED LIC | 1 | 0 | 1 | 0 | 0 | 0 |
| DRUGS | 6 | 1 | 5 | 0 | 0 | 0 |
| DRUNK DRIVER | 1 | 0 | 1 | 0 | 0 | 0 |
| FOUND DRUG PARAPHERNALIA | 1 | 0 | 1 | 0 | 0 | 0 |
| INFORMATION | 2 | 0 | 2 | 0 | 0 | 0 |
| MISSING PERSON | 1 | 0 | 1 | 0 | 0 | 0 |
| OTHER | 1 | 0 | 1 | 0 | 0 | 0 |
| RESIST OFFICER | 1 | 0 | 1 | 0 | 0 | 0 |
| SHOPLIFTING | 2 | 0 | 1 | 1 | 0 | 0 |
| SHOPLIFTING/FELONY | 1 | 0 | 1 | 0 | 0 | 0 |
| THEFT | 11 | 1 | 10 | 0 | 0 | 0 |
| TRAFFIC ACCIDENT | 1 | 0 | 1 | 0 | 0 | 0 |
| UDA | 1 | 0 | 1 | 0 | 0 | 0 |
| WARRANT | 3 | 0 | 3 | 0 | 0 | 0 |
| TOTAL | 61 | 2 | 58 | 1 | 0 | 0 |

***RANGE USED***

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

BENSON POLICE DEPARTMENT FISCAL YEAR JULY 01, 2013 THRU JUNE 2014 ACTIVITY REPORT

| MONTH | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **SERVICE CALLS** | 437 | 463 | 503 | 501 | | | | | | | | | 1904 |
| SELF INITIATED | 147 | 133 | 163 | 179 | | | | | | | | | 622 |
| CITIZEN | 7 | 9 | 8 | 10 | | | | | | | | | 34 |
| PUBLIC RELATIONS | 118 | 168 | 268 | 326 | | | | | | | | | 880 |
| PAPERS SERVED | 8 | 7 | 9 | 4 | | | | | | | | | 28 |
| FOLLOW UP | 8 | 52 | 5 | 58 | | | | | | | | | 123 |
| VERBAL WARNING | 78 | 107 | 164 | 99 | | | | | | | | | 448 |
| **DRUG RLTD DR'S** | 7 | 8 | 6 | 5 | | | | | | | | | 26 |
| **ACCIDENT REPORTS** | 5 | 7 | 7 | 4 | | | | | | | | | 23 |
| ALCOHOL INVL | 1 | 0 | 0 | 0 | | | | | | | | | 1 |
| SPEED CITE INVL | 1 | 0 | 0 | 1 | | | | | | | | | 2 |
| PEDESTRIAN INVL | 0 | 0 | 1 | 0 | | | | | | | | | 1 |
| BICYCLE INVL | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| **FELONY OBSERVED** | 20 | 3 | 4 | 5 | | | | | | | | | 32 |
| **MISD. OBSERVED** | 25 | 26 | 30 | 31 | | | | | | | | | 112 |
| **DOMESTIC VIOL** | 7 | 4 | 4 | 3 | | | | | | | | | 18 |
| ALCOHOL INVL | 1 | 0 | 1 | 2 | | | | | | | | | 4 |
| WEAPON INVL | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| CHILD PRESENT | 2 | 1 | 1 | 0 | | | | | | | | | 4 |
| **DV ARREST(S)** | 3 | 2 | 0 | 2 | | | | | | | | | 7 |
| FEMALE | 1 | 0 | 0 | 0 | | | | | | | | | 1 |
| MALE | 2 | 2 | 0 | 2 | | | | | | | | | 6 |
| DUAL | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| **JUVENILE ARREST(S)** | 3 | 0 | 1 | 0 | | | | | | | | | 4 |
| ALCOHOL INVL | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| DRUGS INVL | 0 | 0 | 1 | 0 | | | | | | | | | 1 |
| STATUS OFFENSE | 3 | 0 | 0 | 0 | | | | | | | | | 3 |
| OTHER | 0 | 0 | 0 | 0 | | | | | | | | | 0 |
| **DUI** | 2 | 3 | 2 | 1 | | | | | | | | | 8 |
| **BACK UPS** | 33 | 96 | 43 | 80 | | | | | | | | | 252 |
| **AGENCY ASSIST** | 8 | 17 | 12 | 11 | | | | | | | | | 48 |
| **TRANSPORTS** | 4 | 16 | 6 | 8 | | | | | | | | | 34 |

# Benson Animal Control Monthly Report

***Month in Report___ October 2013_____***

| ***Description*** | ***Current Month*** | ***Year to Date*** |
|---|---|---|
| Dogs Turned in: | 5 | 50 |
| Dogs Picked up: | 3 | 66 |
| Dogs Adopted: | 13 | 140 |
| Dogs Euthanized / Owner Requested: | 2 | 7 |
| Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History): | 1 | 12 |
| Dogs Returned to Owner: | 2 | 29 |
| Dog Complaints: | 14 | 195 |
| Dog Bites: | 1 | 12 |
| Dog Licenses Sold: | 9 | 202 |
| Cats Turned In: | 1 | 29 |
| Cats Trapped: | 3 | 21 |
| Cats Returned to Owner: | 0 | 7 |
| Cats Adopted: | 1 | 56 |
| Cats Euthanized / Owner Requested | 0 | 2 |
| Cats Euthanized / Unadoptable (Feral, Sick, Injured): | 3 | 19 |
| Cat Bites: | 0 | 1 |
| Removals ( Snake,Skunk, birds, etc):*** | 4 | 23 |
| Calls Responded to: | 18 | 233 |
| Compliance Notices (Warnings): | 1 | 34 |
| Citations Issued: | 3 | 13 |
| P.D.Assist | 0 | 0 |
| Dogs at the shelter (time of Report): | | **9** |
| Cats at the shelter (time of Report): | | **11** |

**Removals:*****
1 bull snake
1 rattlesnake

**Donations:**

900 lbs misc. cat food and dog food, Livestock food and litter from Walmart

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** 11/07/13

**TO:** Jim Cox, Interim City Manager

**FROM:** Keith Spangler, Fire Chief

**SUBJECT:** October 2013 Department Head Report

**Operations**

During the month of October, Benson Fire Department responded to 63 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 8. The average response time from page to on scene was 7 minutes. The average time from page to en route was 4 minutes 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 | 1 |
| Vehicle Fire | 1 |
| Brush Fire | 3 |
| EMS | 34 |
| Rescue | 1 |
| Haz-Mat | 2 |
| Service Calls | 0 |
| Good Intent Calls | 21 |
| False Alarms | 0 |
| Miscellaneous Calls | 0 |

**Meetings and Trainings**

Business/Training meeting was held on 10/09 and 10/16, 2013.

**Additional Items**

Had Fire Prevention at Presbyterian Pre-School on October 16 and at the Benson Primary School on October 18, 2013.

Attended the CCEMS/CCFA meetings in Bisbee.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **November 14, 2013**

**TO:** **Jim Cox, Interim City Manager; Brad Hamilton, PW Director**

**FROM:** **Megan Moreno, Finance Director**

**cc:** **Benson City Council Members**

**SUBJECT:** **Finance Department Monthly Report for October, 2013**

**Current Department Projects:**

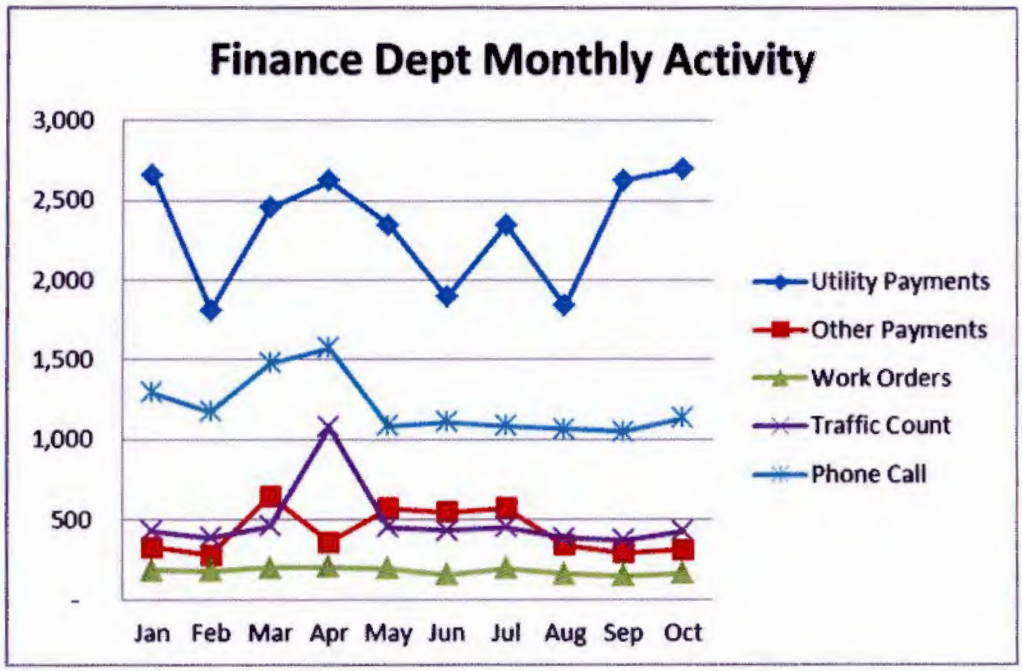
- I attended the Caselle annual conference in October. The classes were informative and I was able to see new products offered by partner vendors with Caselle. I was educated on Red Flag Compliance requirements for our IT systems and would like to implement minor changes in the near future to ensure we are in full compliance.
- Our Accounting Specialist participated in a web-based training on updates to Generally Accepted Accounting Principles and how these updates could affect the public sector.
- I participated in a web-based training on the new Arizona Water and Wastewater Rates Dashboard, operated by the Environmental Finance Center. This dashboard allows the City to compare its residential water and wastewater rates against multiple characteristics, including finances, system size, customer base demographics, and geography. The dashboard allows you to adjust current rates and see how it will affect the utility's financial stability, as well as the affordability for the customer (based on the average household income for the service area). This dashboard will prove to be a useful tool!
- Our annual audit is still ongoing. We are waiting to hear back from our auditors on any additional information they need to issue the report. We are still anticipating our financial statements being issued in December.
- Finance is still actively seeking ways to cut costs. My current focus is telecommunications (i.e. telephone, long distance, internet, etc.). I have consolidated services for certain departments and achieved lower rates. I still have about 5 departments to review.

**Upcoming:**

- We received a free assessment of our existing IT systems. We should be receiving a report in the coming weeks!

**Finance Department Statistics for October, 2013**

| | |
|---|---|
| Utility payments processed | 2697 |
| Other payments processed | 310 |
| Work orders processed | 164 |
| Traffic count | 429 |
| Telephone calls | 1131 |
| Customers enrolled on Xpress Bill Pay | 199 |
| Customers signed up for Online Statements | 79 |


Finance Dept Monthly Activity
3,000
2,500
2,000
1,500
1,000
500
-
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Utility Payments
Other Payments
Work Orders
Traffic Count
Phone Call

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **November 14th, 2013**

**TO:** **Jim Cox, Interim City Manager**

**FROM:** **Jay Tomerlin, Director of Golf Operations**

**SUBJECT:** **September & October 2013 Golf Course Report**

San Pedro Golf Course months of September and October are showing the signs of picking up for the winter season. The course did 1893 rounds in September and 1251 in October; this is an increase from Last year of 433 rounds. The golf course averaged 63 players a day in September and 40 players a day in October. In the month of October the golf course was closed for 11 days for over seeding, so this why we have a decrease in the average players per day. In the coming months the golf course will start some marketing programs to increase play, Pedro pass sales, and annual membership sales.

Maintenance has continued to use millings to improve cart paths on the golf course and will continue with this to help improve conditions. They have removed weeds from native areas on the course to improve playing conditions, also trimming and removing trees from key areas around #11, #12, #13, #14, & #15 greens in order to increase air flow to areas. The golf was closed from September 30th through October 11th for over seeding the course. The golf course re-opened October 12th and playing conditions are in great shape and all seeded areas look great.

The Benson City Grille has continued to see a positive sign since the new menu was released in August. The menu focuses on great lunch selections from salads, burgers, and specialty sandwiches. The menu also offers health choices in wraps and the option to have ground turkey with your burger instead of ground beef. Our business regulars have been eating here more often now that are menu has more variety of items. I fill with this menu we can control or food costs and labor costs. Also the grille started the weekly $5.95 special, this is a special that changes every day and I believe is great way to attract more business. In the coming months the grille will start marketing toward companies looking for places to holiday parties.

I believe that rounds should continue to stay very positive, up from last year because course conditions are consistently better from last year. The golf course will continue to use online bookings engines, social media, and advertising in key market areas to promote the golf course and grille. Also the golf course will continue selling the Pedro's Pass, Player's Pass, and the Unlimited Pass. I believe all three passes will gain a loyal following from golfers and give them reason to continue to play San Pedro Golf Course.

**CITY OF BENSON**
**INTEROFFICE MEMORANDUM**

**DATE:** **November 6, 2013**

**TO:** **Honorable Mayor and Council**

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

**SUBJECT:** **Department Head Report October 2013**

## Planning, Zoning, and Building Divisions:

- *Projects/ Events of Interest:*

On October 21st Building Official/ Zoning Administrator Luis Garcia participated in a community forum organized by JT Moffett. The forum was held at the City of Benson Council Chambers at had 40+ attendees from the public at large. Garcia presented the currently adopted City Code pertaining to premises maintenance as well as the currently adopted Building Safety Codes. Garcia presented short-comings in the adopted regulations and took time to listen to the public in attendance. Good comments and concerns came out of the forum as well as the correction of some misconceptions being passed around the community. The direction that was understood at the meeting is that more community input as well as Council work sessions will follow to successfully update the existing provisions.

- *Inspector Activity*

| **RESIDENTIAL INSPECTION STOPS** | | | | | | | | | | 17 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Inspection Totals | |
| New SFR"s | | | | | | | | | 7 | |
| Remodels | | | | | | | | | 11 | |
| Additions | | | | | | | | | 0 | |
| Accessory Structures | | | | | | | | | 0 | |
| Building | new sfr | 7 | remodel | 1 | add | 0 | acc.struc | 0 | 8 | |
| Electrical | new sfr | 4 | remodel | 2 | add | 0 | acc.struc | 0 | 6 | |
| Fuel Gas | new sfr | 3 | remodel | 1 | add | 0 | acc.struc | 0 | 4 | |
| Mechanical | new sfr | 4 | remodel | 0 | add | 0 | acc.struc | 0 | 4 | |
| Plumbing | new sfr | 4 | remodel | 1 | add | 0 | acc.struc | 0 | 5 | |
| Reroofs | | | | | | | | | 7 | |
| Pools | | | | | | | | | 0 | |
| Demolition | | | | | | | | | 0 | |

| **COMMERCIAL INSPECTION STOPS** | | | | | | | | | | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| New Buildings | | 0 | | | | | | | | |
| Tenant Improvements | | 10 | | | | | | | | |
| Additions | | 0 | | | | | | | | |
| Accessory Structures | | 0 | | | | | | | | |
| Building | new bldg | 0 | ti | 2 | add | 0 | acc.struc | 0 | 2 | |
| Electrical | new bldg | 0 | ti | 5 | add | 0 | acc.struc | 0 | 5 | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Fuel Gas | new bldg | 0 | ti | 7 | add | 0 | acc.struc | 0 | 7 |
| Mechanical | new bldg | 0 | ti | 2 | add | 0 | acc.struc | 0 | 2 |
| Plumbing | new bldg | 0 | ti | 7 | add | 0 | acc.struc | 0 | 7 |
| Reroofs | | | | | | | | | 0 |
| Pools - Public / Semi-public | | | | | | | | | 0 |
| Demolition | | | | | | | | | 0 |

**MANUFACTURED / MODULAR HOME / FACTORY BUILT - BUILDING INSPECTION STOPS** 0

NEW INSTALLATIONS

| | |
|---|---|
| Building | 0 |
| Electrical | 0 |
| Fuel Gas | 0 |
| Mechanical | 0 |
| Plumbing | 0 |
| Accessory Structures | 0 |

**M.H/MODULAR/FACTORY BUILT BUILDING REMODEL & ADDITION INSPECTION STOPS** 16

| | |
|---|---|
| Remodel of | 0 |
| Addition to | 2 |
| Accessory Structures | 14 |
| Building | 8 |
| Electrical | 3 |
| Fuel Gas | 7 |
| Mechanical | 0 |
| Plumbing | 8 |
| Reroofs | 0 |
| Demolition | 0 |

| | |
|---|---|
| **GAS RECONNECT INSPECTIONS** | 2 |
| **PRE-BUSINESS SAFETY INSPECTIONS** | 0 |
| **PRE-CONSTRUCTION MEETINGS** | 0 |
| **ZONING INSPECTIONS** | 1 |
| **STOP WORK ORDERS** | 2 |
| **FIRE SAFETY INSPECTIONS** | 34 |
| **VIOLATION INSPECTIONS** | 22 |
| **COURTESY INSPECTIONS** | 2 |
| **VIOLATION COMPLIANCES** | 8 |
| **TOTAL STOPS FOR MONTH** | 104 |

- *Permit Activity*

**PERMIT REPORT FOR MONTH OF:** **October-13**

| **RESIDENTIAL** | **NUMBER OF PERMITS** | **VALUATION** |
|---|---|---|
| 1 NEW HOMES: | 0 | $0.00 |
| 2 ADDN/REPAIRS: | 2 | $20,000.00 |
| 3 REROOFING: | 1 | $1,994.00 |

| | | | |
|---|---|---|---|
| 4 GARAGE/CARPORT: | 1 | $28,000.00 | |
| 5 ACCESSORY BLDG: | 1 | $3,000.00 | |
| 6 MISC; GAS, ELEC, SEWER: | 9 | $13,825.00 | |
| 6.5 MULTI FAMILY | 0 | $0.00 | |
| | | **RESIDENTIAL TOTAL:** | **$66,219.00** |

**COMMERCIAL**

| | | | |
|---|---|---|---|
| 7 NEW BUILDING | 0 | $0.00 | |
| 8 ADDITION/REPAIRS: | 0 | $0.00 | |
| 9 REROOF: | 0 | $0.00 | |
| 10 MISC; GAS, ELEC, SEWER: | 2 | $142,000.00 | |
| 11 RV PARKS: | 0 | $0.00 | |
| 12 ZONING | 0 | $0.00 | |
| 13 PUBLIC WORKS | 0 | $0.00 | |
| | | **COMMERCIAL TOTAL:** | **$142,000.00** |

| | | | |
|---|---|---|---|
| | | **CONSTRUCTION TOTAL:** | **$208,219.00** |
| **PARK MODELS:** | 0 | | |
| **MANUFACTURED HOMES:** | 0 | | |
| **TOTAL PAYMENTS:** | | **MONTHLY TOTAL:** | **$208,219.00** |

**DEMOLITION:**

| | | |
|---|---|---|
| RESIDENTIAL: | 0 | $0.00 |
| COMMERCIAL: | 0 | $0.00 |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **November 15, 2013**

**TO:** **Jim Cox, Interim 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.

At the August 12, 2013 worksession, the "Council Policies and Procedures," and Chapter 2 of the Benson City Code were presented to Council for direction to Staff. Council decided to hold worksessions as needed to address possible code changes, as well as changes to the Council Policies and Procedures document. The City Clerk will integrate comments from Council to these documents and consult with the City Attorney as needed for legal compliance and the finished "draft" of these products will be presented to Council for action at Council meetings in the near future. So far, worksessions have been held on September 23 and October 14 and will continue before each regular Council meeting unless something more important preempts them. The next worksession will be held on November 25.

On November 14, the City Clerk and the Deputy City Clerk attended a day-long training session hosted by the Arizona Municipal Clerks' Association. The training was on City and Town Clerk Best Practices and covered a multitude of topics. When these opportunities present themselves once or twice a year, it is important to participate and gain the perspective of other municipalities that may have gone through some of the issues our City faces.

The Clerk's office also 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.

An EDSC meeting was be held on November 4. At this meeting, the EDSC discussed holding an all-day retreat to review the existing Economic Development Strategic Plan and possibly create an entire new strategic plan. The City Clerk serves on this committee and provides support in the same capacity the Clerk serves City Council.