CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 16, 2013**

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

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

cc: **Benson City Council Members**

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

Current Department Projects:

- The recommended budget was given to Council on April 30th. The Final Budget is scheduled to be approved by Council on June 24th.
- Online Bill Pay service has been set aside to focus on budget. It will be the first project we pick back up on in July.
- Finance recommended the addition of a new Deferred Compensated Plan (457b) for employees. TIAA-CREF was approved as an additional option.
- As a follow up to our garbage audit, Southwest Disposal is conducting its own independent audit. We are sorting through the findings.
- Finance made the City's first Transparency Reporting posting to AZOpenBooks. You can view our transactions online at openbooks.az.gov
- Researching the possibility of hiring an accounting intern for the summer months before we hire a full time employee.

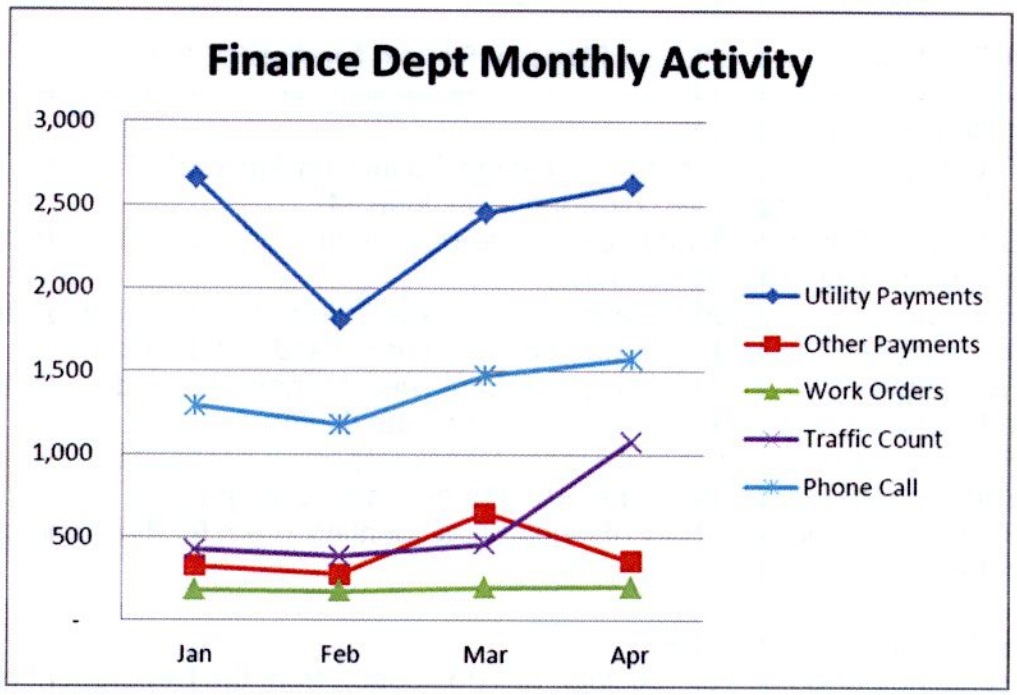
Ongoing Department Projects:

- Monitoring of Sales Tax receipts. Still no support from the Department of Revenue.
- Monitoring changes to Transaction Privilege Tax at the State level.
- Documentation of a formal Accounting Manual which will show all procedures and internal controls for the Finance Department.
- Cross Training for all Finance positions continues.
- Roundup Utility Assistance Fund is being researched.
- 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.

The Finance department saw a change in personnel during the month of April. Maggie left for the Recreation department and we wish her the best of luck. Jim moved on to Interim City Manager and Megan has taken over as Finance Director. Finance is working hard on the Budget, implementing electronic service orders, and straightening out our garbage records with Southwest Disposal.

Finance Department Statistics for April, 2013

- Utility payments processed 2,453
- Other payments processed 347
- Work orders processed 200
- Traffic count 460
- Telephone calls 1,475



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: May 16, 2013

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor
CC: Jim Cox, Interim City Manager

SUBJECT: Prosecutorial Statistics for April, 2013

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	01
General Crime Trials:	03
Drug Related Trials:	01
Domestic Violence Trials:	07
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials – All trials vacated in February	12

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	52
General Crime Pretrial Conference Hearings:	19
Drug Related Pretrial Conference Hearings:	12
Domestic Violence Pretrial Conference Hearings:	08
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	06
Total Pretrials	102

HEARINGS:

Restitution and Sentencing Hearings:	07
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
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	07

Total Case Matters Closed this Month	75

PROSECUTORIAL TIME SPENT IN COURT	**27.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**48.50 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: **April 12, 2013**

TO: **Glenn Nichols, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – March 15, 2013 through April 12, 2013**

Summer Programs:

- We are working toward completion of the 2013 schedule.
- We have been working with Cox on the Movie in the Park. This year's movie is Wreck it Ralph and will be held Saturday, May 25, 2013. Cox is also providing us with 90 days of Public Service Announcements for this movie.

Pool:

- We have completed the 2013 Aquatics Schedule.
- We sent 12 Benson High School Students to the Cove to take the pretest for the Lifeguard Certification Class; 1 passed. The March 18 certification class for Benson students was cancelled due to lack of participants. .

Lions Park:

- The next available Saturday for the Big Ramada is May 4. We have seen an increase in Sunday Ramada Rentals.

Community Center:

- The next available Saturday, for the Community Center is April 27. There are no available Saturdays in May.
- AARP Tax Aide is at the Community Center every Tuesday, April 9.

Other Items:

- Restructuring the Website – We continue to add information to the website as it is provided to us by other departments.
- We are creating Emergency Action Plans for the Recreation Department.
- We are redoing our Standard Operating Procedures for the Recreation Department.
- We are still working with ASU on the Survey.
- We are working on Bluegrass in the Park. Danna Judd is helping with Bluegrass.
- We are working with the 4th of July Committee on the 2013 July 4, Celebration.
- We are working with Ty Moncada on the Skate Park Project.
- We have completed two of the Emergency Response Certification Classes and are in the process of completing the third.
- Maggie Castillo is helping in our office a few hours a day this month.
- We interviewed for the Recreation Assistant on April 11, we hope to have the successful candidate start soon.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 05/14/2013

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: April Report

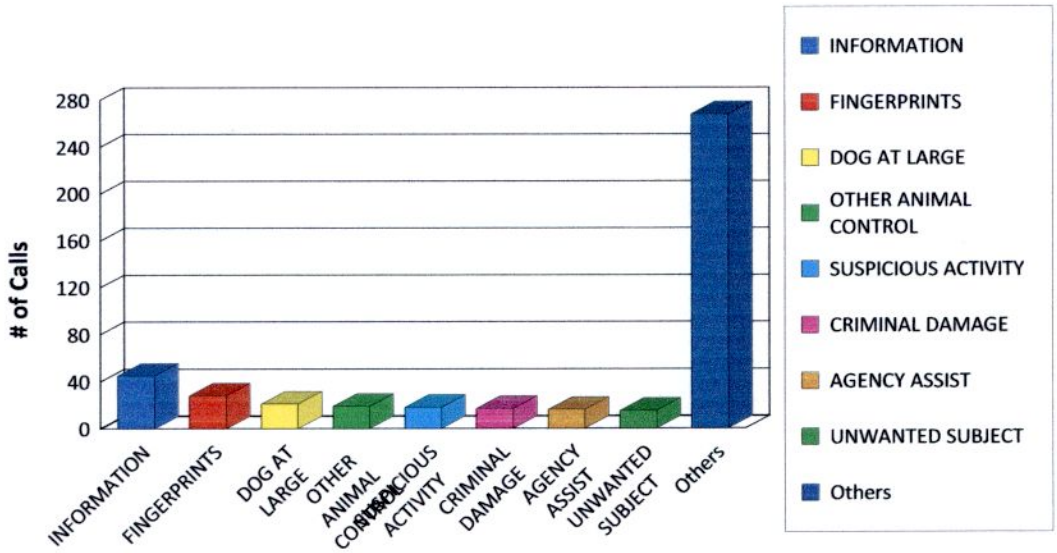
Attached is the April recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.

The police department continues to be down two officers and one dispatcher, for which we are currently testing. In addition one dispatcher has given her notice. It has become extremely difficult to find suitable candidates for both positions.
On April 10th, Arizona P.O.S.T. conducted an audit of our training records and found the Police Department in compliance.
The Department of Homeland Security's audit of our Stone Garden grants found the Police Department to be in compliance with their record keeping requirements.

Calls Statistics by Type Summary

4/1/2013 - 4/30/2013
00:00:00 - 23:59:59

Agency - BPD



	4/2013	Total
30 DAY IMPOUND HEARING	1	1
911 HANG UP	5	5
ABANDONDED/DISABLED VEH	3	3
ACCIDENT W/OUT INJURY	8	8
ACCIDENT/NO INJURY PP	2	2
AGENCY ASSIST	16	16
ASSAULT	3	3
ASSAULT W/DEADLY WEAP	1	1
ATTEMPT TO LOCATE	3	3
ATV/MC	4	4
BARKING DOGS	3	3
BRUSH FIRE	1	1
BUILDING SEARCH	1	1
BURGLARY	4	4
BURGLARY ALARM	11	11
CIVIL MATTER-REFERED	6	6
CIVIL MATTER-STAND BY	4	4
CODE WATCH PATROL	1	1
CRIMINAL DAMAGE	17	17

	4/2013	Total
CUSTODIAL INTERFERENCE	2	2
DEBRIS	2	2
DISCHARGE OF FIREARM	2	2
DISORDERLY CONDUCT	9	9
DISTURBANCE	12	12
DOG AT LARGE	21	21
DOG BITE/ANIMAL BITE	4	4
DOMESTIC VIOLENCE	6	6
DRIVING ON SUSPENDED LIC	3	3
DRUGS	6	6
DRUNK DRIVER	2	2
DRUNK SUBJECT	2	2
EMS ASSIGNMENT	1	1
FIGHT	2	2
FINGERPRINTS	28	28
FIRE	3	3
FOUND PROPERTY/ETC/RETUI	6	6
FRAUD	4	4
GAS LEAK/ODOR	1	1
HARRASSMENT	3	3
ILLEGAL DUMPING	2	2
INFORMATION	45	45
INSANE PERSON	5	5
JUVENILES/CURFEW	2	2
LANDLORD/TENANT DISPTE	1	1
LIVESTOCK	1	1
LOST PROPERTY	2	2
MEDIC ASSIST	7	7
MISSING PERSON	2	2
NOISE COMPLAINT	9	9
OTHER	1	1
OTHER ANIMAL CONTROL	19	19
PUBLIC ASSISTANCE	12	12
RECKLESS DRIVER	8	8

	4/2013	Total
SHOPLIFTING	5	5
SNAKE	3	3
SUICIDE THREAT	3	3
SUSPICIOUS ACTIVITY	18	18
SUSPICIOUS PERSON	2	2
SUSPICIOUS VEHICLE	8	8
THEFT	9	9
THREAT	9	9
TRAVELORS ASSISTANCE	1	1
TRESPASSING	4	4
UNWANTED SUBJECT	15	15
UTILITIES CALLOUT	4	4
VEHICLE BLOCKING	1	1
VEHICLE FIRE	1	1
VEHICLE RELEASE	2	2
VEHICLE THEFT	1	1
VERBAL DV	1	1
VICTIM NOTIFICATION	1	1
VIOLATION OF COURT ORDER	10	10
WARRANT	9	9
WELFARE CHECK	11	11
Total	447	447

Incidents - By Description

Report Date: 04/01/2013- 04/30/2013

		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	8	0	8	0	0	0
AGENCY ASSIST	1	0	1	0	0	0
ANIMAL/DOG BITE	1	1	0	0	0	0
ANIMAL/OTHER	1	0	1	0	0	0
ASSAULT	2	0	2	0	0	0
BURGLARY	1	0	1	0	0	0
CRIMINAL DAMAGE	11	2	8	1	0	0
DISORDERLY CONDUCT	2	1	1	0	0	0
DOG AT LARGE	1	0	1	0	0	0
DOMESTIC VIOLENCE	5	0	4	1	0	0
DRIVING ON SUSPENDED LIC	2	0	2	0	0	0
DRUGS	5	0	4	1	0	0
FIGHT	1	0	0	1	0	0
FOUND PROPERTY/ETC/RETURN	2	0	2	0	0	0
FRAUD	2	2	0	0	0	0
INFORMATION	5	0	4	1	0	0
OTHER ANIMAL CONTROL	1	1	0	0	0	0
RECKLESS DRIVER	1	0	1	0	0	0
SHOPLIFTING	2	0	2	0	0	0
STALKING	1	0	1	0	0	0
SUSPICIOUS ACTIVITY	1	0	1	0	0	0
THEFT	6	1	5	0	0	0
THREAT	2	0	2	0	0	0
VEHICLE THEFT	1	0	1	0	0	0
VIOLATION OF COURT ORDER	4	1	3	0	0	0
WARRANT	2	1	1	0	0	0
TOTAL	72	10	57	5	0	0

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	423	505	478	599	515			5438
SELF INITIATED	303	340	246	238	296	247	210	220	184	197			2481
CITIZEN	10	26	7	34	18	16	15	14	13	11			164
PUBLIC RELATIONS	212	216	58	209	28	49	123	116	138	206			1355
PAPERS SERVED	15	13	16	10	7	8	24	14	12	10			129
FOLLOW UP	82	33	28	43	11	13	9	16	16	23			274
VERBAL WARNING	119	181	141	147	184	194	105	90	112	76			1349
DRUG RLTD DR'S	3	8	4	5	9	1	7	5	10	8			60
ACCIDENT REPORTS	8	4	4	6	5	6	13	11	8	9			74
ALCOHOL INVL	0	0	2	0	1	0	1	1	1	1			7
SPEED CITE INVL	5	0	0	1	0	1	2	3	1	0			13
PEDESTRIAN INVL	0	0	0	0	0	2	0	0	0	0			2
BICYCLE INVL	0	0	0	0	0	0	0	0	0	0			0
FELONY OBSERVED	8	6	6	5	9	2	3	9	8	4			60
MISD. OBSERVED	29	37	42	34	20	15	26	17	24	31			275
DOMESTIC VIOL	2	3	3	2	3	1	6	5	7	9			41
ALCOHOL INVL	2	0	0	0	1	0	1	2	2	0			8
WEAPON INVL	0	0	0	0	0	0	0	1	0	0			1
CHILD PRESENT	1	0	1	1	0	0	2	1	1	2			9
DV ARREST(S)	3	1	0	2	2	1	3	2	3	3			20
FEMALE	2	0	0	1	1	0	1	1	0	1			7
MALE	1	1	0	1	1	1	2	1	3	2			13
DUAL	1	0	0	1	1	0	0	0	0	0			3
JUVENILE ARREST(S)	0	3	1	1	2	1	1	0	0	0			9
ALCOHOL INVL	0	0	0	0	0	0	0	0	0	0			0
DRUGS INVL	0	0	0	0	0	1	0	0	0	0			1
STATUS OFFENSE	0	2	0	0	0	0	0	0	0	0			2
OTHER	0	0	0	0	0	0	0	0	0	0			0
DUI	1	4	1	2	2	0	1	0	4	1			16
BACK UPS	79	111	75	76	128	69	62	46	65	62			773
AGENCY ASSIST	10	10	9	14	12	5	8	10	12	14			104
TRANSPORTS	20	11	10	26	8	9	7	11	10	12			124

Benson Animal Control Monthly Report

Month in Report___ April 2013_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	3	13
Dogs Picked up:	5	22
Dogs Adopted:	12	43
Dogs Euthanized / Owner Requested:	1	3
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	1	6
Dogs Returned to Owner:	3	9
Dog Complaints:	37	88
Dog Bites:	3	6
Dog Licenses Sold:	70	215
Cats Turned In:	5	17
Cats Trapped:	5	5
Cats Returned to Owner:	2	5
Cats Adopted:	12	32
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	3	5
Cat Bites:	1	1
Removals (Snake,Skunk, birds, etc):***	1	1
Calls Responded to:	37	91
Compliance Notices (Warnings):	19	21
Citations Issued:	3	3
P.D.Assist		0
Dogs at the shelter (time of Report):		**17**
Cats at the shelter (time of Report):		**6**

Removals:***

1 bat

Donations:

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

300 lbs dog food donations from public donations

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May16th, 2013**

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

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

SUBJECT: **April 2013 Golf Course Report**

San Pedro Golf Course month of April was positive with 2305 rounds of golf. This is an increase from Last year of 1206 rounds. This is very positive sign; in fact the golf course averaged 77 players a day. Golf course conditions are really good and customer feedback continues to be positive with the over seeded fairways and current playing conditions. In the coming months the golf course will target the Vail and East Tucson area's with a marketing campaign. This should start in June and continue through the summer months and capture more golfers.

Maintenance has continued to use millings to improve cart paths on the golf course and will be completed with all paths around the end of June 2013. They have also currently removing 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. This will aid in the reduction of turf diseases in the more humid months. In the coming months the maintenance crew will start to transition turf area's to prepare for summer conditions.

The Benson City Grille new hours have really accommodated our golfers, especially the regular groups who golf weekly. Our business regulars have been eating here more often now that we are open Mondays and Tuesdays. For the summer months we are going to continue with a smaller menu. I fill with this menu we can control or food costs and labor costs. The new menu will be introduced on June 17th, 2013.

I believe that rounds should continue to stay very positive, up from last year because course conditions are consistently better from last year and over-seeded fairways. 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 and the Player's Pass, I believe both passes will gain a loyal following from golfers and give them reason to continue to play San Pedro Golf Course.