City of Benson
City Council Communication

Special Meeting **June 3, 2013**

To: Mayor and Council Agenda Item # 1

From: Megan Moreno, Finance Director

Subject:

Resolution 17-2013 of the Mayor and Council of the City of Benson, Arizona, approving a Tentative Budget for Fiscal Year 2013-2014

Discussion:

The Tentative Budget for Fiscal Year (FY) 2013-2014 is the product of Council worksessions conducted on May 6, May 8, May 13, May 15, and May 20, 2013. All changes made by Council have been incorporated into the version before Council, dated June 3, 2013.

It is important to note that the Tentative Budget expenditures cannot be increased following Council adoption of the Tentative Budget, but they CAN be decreased or rearranged.

Following adoption of the Tentative Budget, the Budget will be prepared on forms designed by the Arizona Auditor General to present the budget information as prescribed by ARS § 42-17101 and § 42-17102. It will then be advertised in the local newspaper on June 5 and June 12, 2013. A Public Hearing for the Tentative Budget and the Property Tax Levy is scheduled for June 20, followed by adoption of the FINAL BUDGET on June 24, 2013.

Staff Recommendation:

Approval of Resolution 17-2013

RESOLUTION 17-2013

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, APPROVING A TENTATIVE BUDGET FOR FISCAL YEAR 2013-2014

WHEREAS, A.R.S. § 42-17101 requires that the City adopt a tentative budget for the fiscal year by the third Monday in July; and

WHEREAS, the Mayor and City Council have engaged in numerous public worksessions discussing the proposed budget for Fiscal Year (FY) 2013-2014; and

WHEREAS, the City estimates its total revenues and expenditures for FY 2013-2014 to be $19,971,356 and the City Finance Director has prepared a tentative budget for said amount, which is within the spending limit set forth in Article IX, Section 20, Arizona State Constitution.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Benson, Arizona, that the tentative budget for FY 2013-2014 prepared by the City Finance Director is hereby approved and Staff is directed to schedule a public hearing on said tentative budget and otherwise take all necessary action preliminary to its final adoption by Council.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 3rd day of June, 2013.

_____
TONEY D. KING, SR., Mayor

ATTEST:

_____
VICKI L. VIVIAN, CMC, City Clerk

APPROVED AS TO FORM:

_____
MICHAEL J. MASSEE, City Attorney

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Annual Budget
Fiscal Year 2013-2014
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Mayor and Council

Mayor

Honorable Toney King, Sr.

Vice-Mayor

Lori McGoffin

Council Member

Al Sacco

Council Member

David Lambert

Council Member

Nick Maldonado

Council Member

Ron Brooks

Council Member

Chris Moncada

Interim City Manager
Jim Cox

Department Heads

City Engineer / Public Works
Bradley Hamilton

Finance Director
Megan Moreno

Building Official/Planning Administrator
Luis Garcia Jr.

Police Chief
Paul Moncada

Fire Chief
Keith Spangler

City Clerk
Vicki L. Vivian

Library Director
Peggy Scott

City Attorney
Michael Massee

Magistrate
Joseph Knoblock

City of Benson

Fiscal 2013-2014 Budget Calendar

Monday	April 29	Recommended Budget to Council
Monday, 7 PM	May 6	CIP Work Session Personnel, All Funds
Wednesday, 7 PM	May 8	Finish May 6 Work Session Golf Course
Monday, 6 PM	May 13 (Council Meeting)	General Fund Revenues & Expenditures
Wednesday, 7 PM	May 15, If Necessary	Finish May 13 Work Session
Monday, 7 PM	May 20	Enterprise Funds & Misc Funds
Wednesday, 7 PM	May 22, If Necessary	Finish May 20 Work Session
Monday, 7 PM	June 3	Approve Tentative Budget
Thursday, 7PM	June 20	Public Hearings for: Truth in Taxation Property Tax Levy Tentative Budget
Monday, 7 PM	June 24 (Council meeting)	Adopt Final Budget!

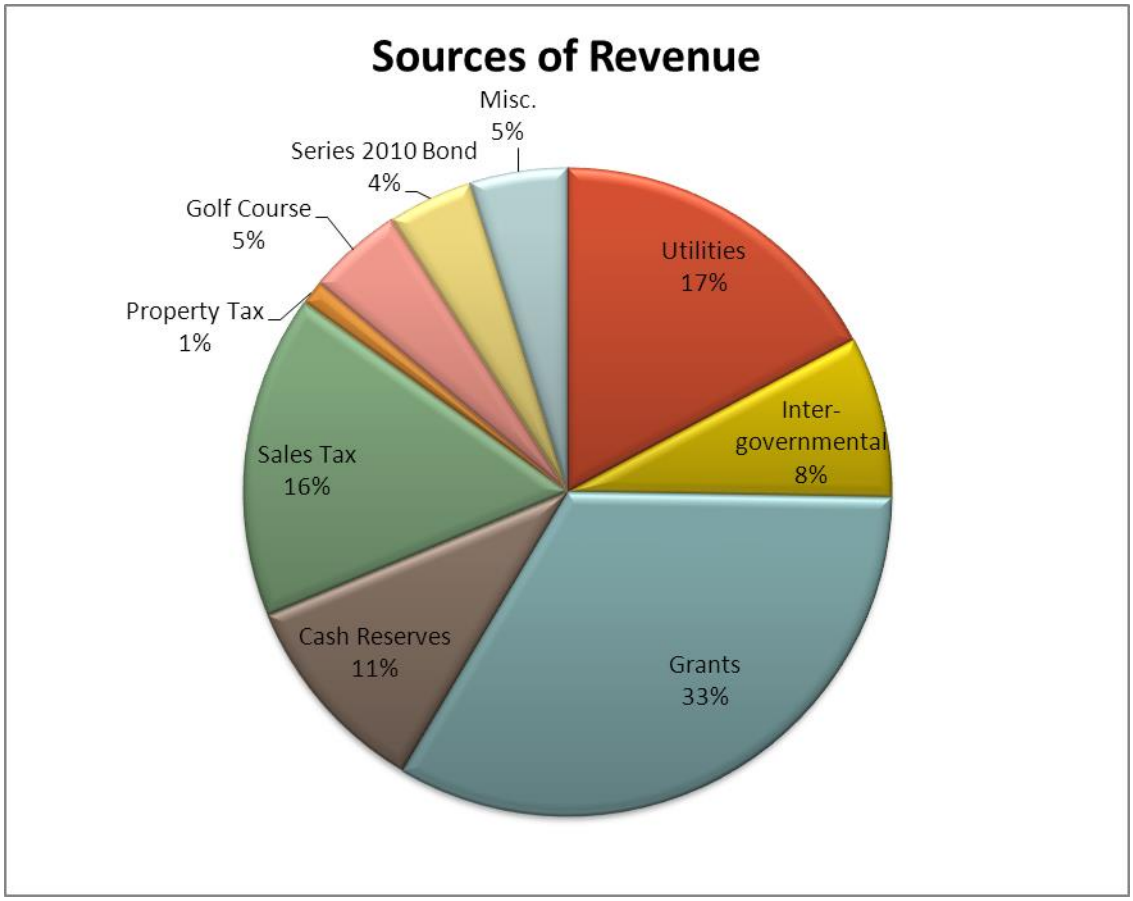
Summary by City Manager and Finance Director
Fiscal Year 2013 – 2014 Annual Budget

TO: Honorable Mayor and City Council Members

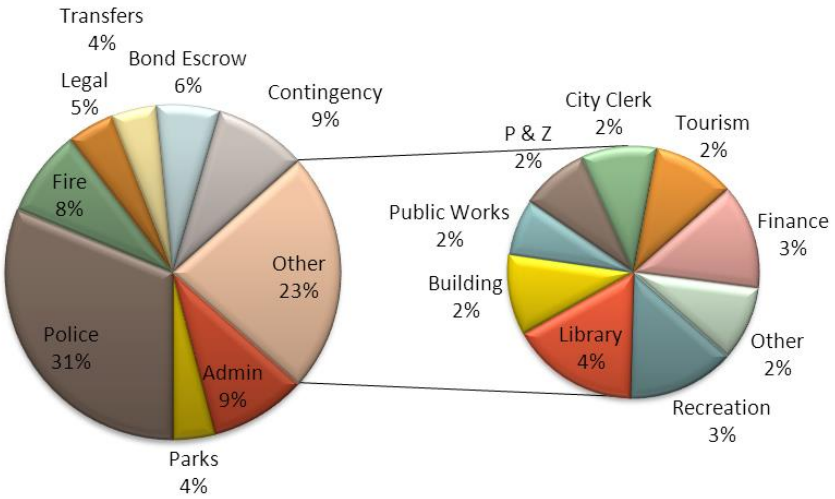
The City of Benson's fiscal year 2013-2014 Budget is scheduled to be adopted by Mayor and Council on June 24, 2013. The Budget, which was prepared based on input received at Council work sessions, is hereby respectfully submitted. We hope that this presentation format will give you a deeper understanding of the increasingly complex finances of the City.

The City's $19,971,356 budget is balanced with a combination of funds carried forward from prior years and revenues expected to be collected during the new budget year. The fiscal 2013-2014 budget is $1,078,032 more than the 2012-2013 budget, principally due to larger anticipated grants. Budgeted ongoing operating revenues and expenditures are only slightly higher when compared to the 2012-2013 fiscal year.

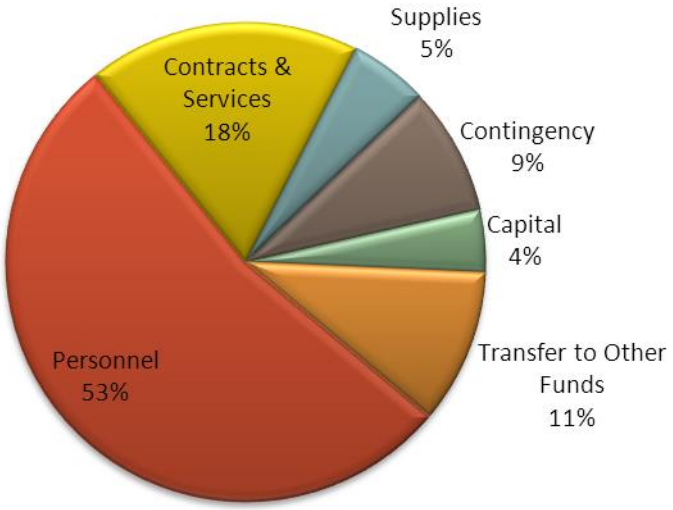
The charts below illustrate in picture form the makeup of the City's revenues and expenditures.

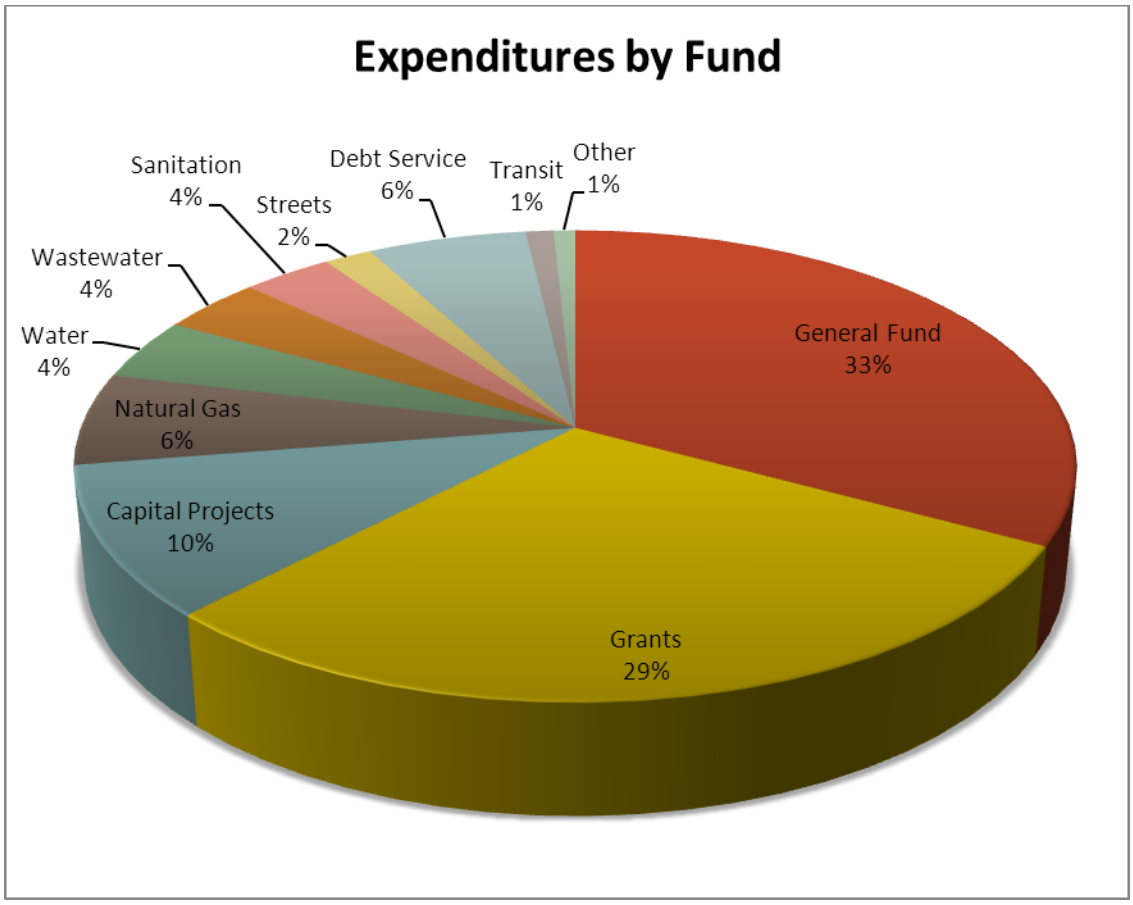


Expenditures by General Fund Department



Expenditures by General Fund Category




Expenditures by Fund
Sanitation 4%
Debt Service 6%
Transit 1%
Other 1%
Streets 2%
Wastewater 4%
Water 4%
General Fund 33%
Natural Gas 6%
Capital Projects 10%
Grants 29%

The fiscal 2013-2014 budget has been prepared based on the assumption that the local economy will continue to perform in a manner consistent with the three most recent recessionary fiscal years. However, it is flexible enough that spending could be accelerated or decelerated if the economy improves or declines during the year.

Personnel

The largest and most inflexible component of the budget is personnel costs. The highlights of the 2013-2014 personnel budget are:

- No Cost of Living Adjustment (COLA) for all employees
- Salary Step Plan implemented for Police Department
- No significant changes in employee benefits
- No furloughs
- No layoffs

The total budgeted personnel costs of $5,423,978 are comparable to the 2012-2013 budget. There is an increase of 0.28 full time equivalent (FTE) employees, for a total of 102.28 FTE employees. The changes of personnel costs by department or fund are due primarily to reallocations of personnel time spent in various activities by persons who are trained to cover several positions. Notable changes that are permanent include:

- Finance – decrease of 0.52 FTE employees due to the completion of the changeover in management and overlapping training periods. This was a temporary change completed during fiscal 2012-2013.
- Golf Operations – Increase of 0.49 FTE employees due to rearrangement of personnel schedules to provide better coverage during increasing busy periods.
- Golf Maintenance – One position was eliminated in the 2012-2013 budget, but that resulted in increased overtime because staff must be on duty 7 days per week. The 2013-2014 budget adds one half time employee.

Vacant positions that are not expected to be filled during the next budget year have not been budgeted. The Arizona state retirement contribution rate has increased from 11.145% to 11.54% for both employer and employee. The Public Safety Retirement System employer contribution rate is 22.8%. Health insurance costs are projected to increase by 8%. During fiscal 2007-2008 Council approved and staff implemented a Flexible Spending Account (FSA) for all employees. The FSA allows plan participants to pay for health related expenses on a pretax basis. About 75% of staff participates in the plan. The contribution limit for 2013-2014 has been reduced to $2,500 to satisfy a change in federal requirements.

The City has a contract for employee benefits management with Insight Risk Advisors, a sister Company of ESG Corp., which has provided benefits consulting services for the City for several years. The City provides both PPO and HMO health insurance options for all eligible employees. The City maintains an employer paid Health Reimbursement Arrangement (HRA) plan to supplement employee health insurance deductibles. The cost of health insurance is in negotiation at this time.

The table below shows recent actual and budgeted total personnel costs by department.

Budgeted Total Personnel Costs **(includes taxes and benefits)** **Fiscal Year 2013-2014**						
	Dollar Amount			**Full Time Equivalent Employee**		
Department	**Budget 2012-13**	**Est. Actual 2012-13**	**Budget 2013-14**	**Budget 2012-13**	**Budget 2013-2014**	**Change**
City Council	20,713	19,029	20,702			
City Administration	264,400	241,026	274,092	4.00	4.00	0.00
City Clerk	117,336	112,428	117,913	2.00	2.00	0.00
Finance	189,187	156,052	150,106	2.72	2.20	-0.52
Tourism	97,696	80,372	101,566	2.62	2.50	-0.12
Police/ Animal Control	1,657,690	1,456,423	1,752,225	24.00	26.00	2.00
Fire	191,962	178,687	188,692	3.00	3.00	0.00
City Attorney	116,687	112,997	117,088	2.00	2.00	0.00
Magistrate	27,779	24,842	27,761	1.00	1.00	0.00
Library	182,779	174,467	191,942	5.00	5.00	0.00
Parks	146,290	135,876	146,148	3.00	3.00	0.00
Recreation	97,072	61,908	110,785	3.63	3.50	-0.13
Building	141,214	139,104	142,213	2.50	2.50	0.00
Planning & Zoning	95,271	92,471	95,901	1.50	1.50	0.00
Public Works	66,510	64,593	57,748	0.90	0.85	-0.05
Total General Fund	**3,412,586**	**3,050,275**	**3,494,881**	**57.87**	**59.05**	**1.19**
Transit	131,946	117,835	134,870	3.70	3.70	0.00
Streets	166,428	151,713	171,215	3.15	3.25	0.10
Natural Gas	387,275	349,103	341,132	7.01	6.16	-0.85
Water	362,240	310,674	387,560	6.52	6.99	0.47
Wastewater	381,562	319,443	376,753	6.27	6.11	-0.16
Sanitation	-	-	24,421	0.00	0.55	0.55
Golf-Operations	140,801	148,940	158,155	5.29	5.78	0.49
Golf-Maintenance	175,572	167,949	181,688	5.00	5.45	0.45
Golf- Food & Beverage	166,595	197,114	153,303	7.20	7.25	0.05
Total Other Funds	**1,912,419**	**1,762,772**	**1,929,097**	**44.14**	**45.23**	**1.09**
Grand Total	**5,325,005**	**4,813,047**	**5,423,978**	**102.00**	**104.28**	**2.28**

Budget Policy Statement – <u>Use of Contingency Line Items in the Various Funds</u>
Most Funds contain a line item called "Contingency". Those contingency line items are intended for expenditures that are necessary for the efficient operation of the Fund, but were not anticipated or known with certainty at the time the budget was prepared. When contingency funds are used Council will be informed of their use. Any expenditure of contingency funds in excess of $10,000 requires Council approval.

Budget Policy Statement – <u>Capital Improvement Plan</u>
The five year Capital Improvement Plan (CIP) is an integral part of this Budget. Plan particulars are discussed in the CIP section of the Budget.

Budget Policy Statement – Capital Projects Fund & Restriction on Construction Sales Tax

The Capital Projects Fund (CPF) was set up in the 2007-2008 fiscal year. It is designed to fund capital projects that are regional in nature. The funding sources for the CPF are the Construction Sales Tax, selected debt financing and anticipated grants. The Capital Projects Fund is discussed in more detail in the CIP section of the Budget.

Budget Policy Statement – Human Resources Rate Plan

The Salary Rate Plan for the City of Benson for the 2013-2014 fiscal year is shown beginning on page 12 herein. All salaries paid by the City during the next fiscal year will be within the salary ranges listed on the Plan, except for those salaries that were above the maximum prior to the beginning of the fiscal year.

Organization of the Budget

The foregoing information has been presented to give the reader an overview of the sources and uses of funds in the budget on a citywide basis. The following sections will provide both an overview and detailed line item budget and historical information on a department by department and Fund by Fund basis. In addition, each department head has provided additional information on the activities of his/her department/Fund.

The Capital Improvement Plan (CIP) is the final section of the Budget. It contains a summary five year plan followed by individual project sheets for each planned project.

Conclusion

The City of Benson has responded to the economic downturn in a most responsible manner. City staff and Council are to be recognized for their dedication to building on past successes despite the significant reduction in revenues during the past several years. Thanks to their efforts the City is entering the 2013-2014 fiscal year financially sound. The fiscal 2013-2014 budget is designed to be a flexible tool that will allow the City to maintain its financial stability and continue to provide the services our citizens want and need.

Respectfully submitted,

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James F. Cox	Megan J. Moreno
Interim City Manager	Finance Director

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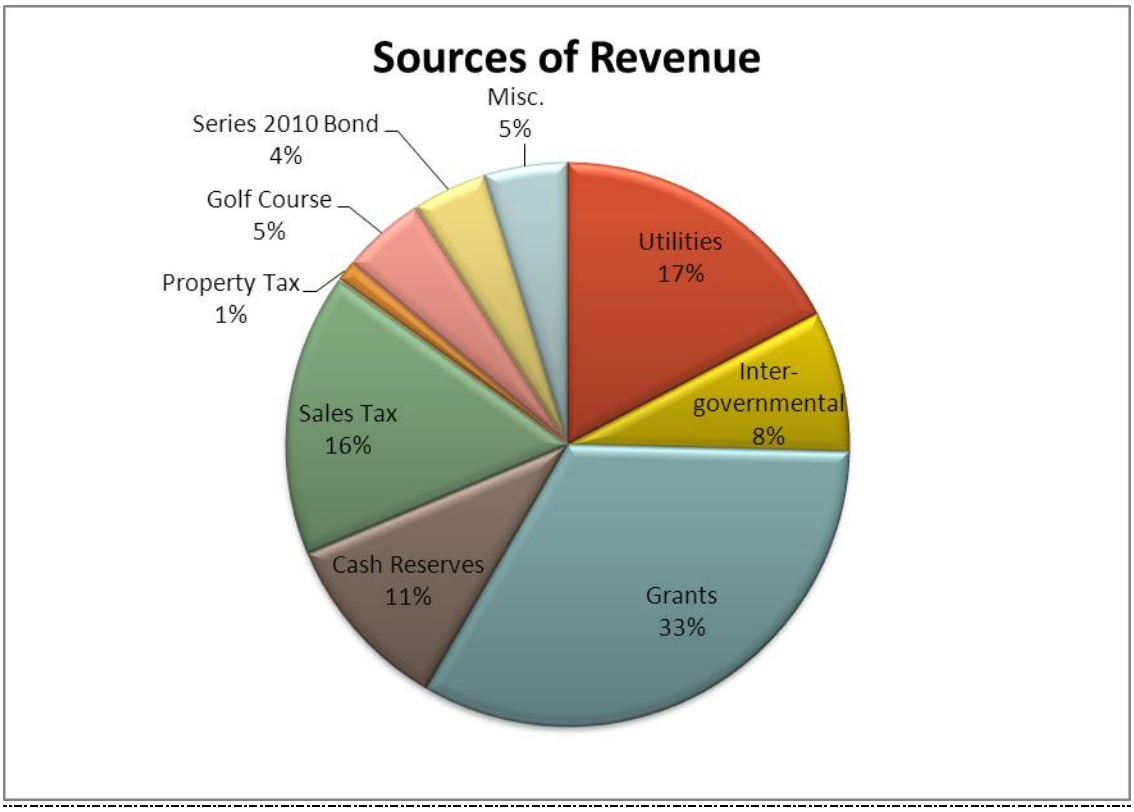
Fiscal 2013-2014 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
City Management				
City Manager	72	89,890.12	112,362.65	134,835.18
Human Resources Director	55	59,075.34	73,844.18	88,613.01
Executive Asst. to City Manager	30	31,864.68	39,830.85	47,797.02
Facilities Supervisor	31	32,661.30	40,826.63	48,991.95
Administrative Assistant	24	27,476.82	34,346.02	41,215.22
Information Technology Specialist	34	35,172.65	43,965.81	52,758.97
Information Technology Technician	24	27,476.82	34,346.02	41,215.22
Human Resource Analyst I	24	27,476.82	34,346.02	41,215.22
Human Resource Coordinator	32	33,477.83	41,847.29	50,216.75
Custodian	14	21,464.84	26,831.06	32,197.27
Legal				
City Attorney	68	81,436.01	101,795.01	122,154.01
Prosecuting Attorney	58	63,617.68	79,522.10	95,426.52
Legal Assistant	32	33,477.83	41,847.29	50,216.75
Finance				
Finance Director	58	63,617.68	79,522.10	95,426.52
Deputy Finance Director	46	47,303.30	59,129.13	70,954.95
Accounting Supervisor	32	33,477.83	41,847.29	50,216.75
Accounting Specialist	32	33,477.83	41,847.29	50,216.75
Account Clerk III	24	27,476.82	34,346.02	41,215.22
Account Clerk II	20	24,892.64	31,115.80	37,338.96
Account Clerk I	16	22,551.50	28,189.38	33,827.25
City Clerk				
City Clerk	50	52,213.99	65,267.49	78,320.99
Deputy City Clerk	32	33,477.83	41,847.29	50,216.75
Building				
Building Official	50	52,213.99	65,267.49	78,320.99
Building Inspector II	36	36,953.26	46,191.58	55,429.89
Building Inspector I	32	33,477.83	41,847.29	50,216.75
Planning Technician	24	27,476.82	34,346.02	41,215.22
Code Enforcement Officer	24	27,476.82	34,346.02	41,215.22
Senior Permit Technician	26	28,867.83	36,084.79	43,301.75
Planning & Zoning				
Planning & Zoning Director	50	52,213.99	65,267.49	78,320.99
Senior Planner	40	40,789.49	50,986.86	61,184.23
Planning Technician	24	27,476.82	34,346.02	41,215.22
GIS Manager	40	40,789.49	50,986.86	61,184.23

Fiscal 2013-2014 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
Tourism				
Tourism Supervisor	30	31,864.68	39,830.85	47,797.02
Tourism Clerk	12	20,430.55	25,538.19	30,645.82
Library				
Library Director	40	40,789.49	50,986.86	61,184.23
Senior Library Assistant	22	26,152.83	32,691.04	39,229.24
Library Assistant	14	21,464.84	26,831.06	32,197.27
Library Page	6	17,617.20	22,021.50	26,425.80
Parks				
Parks Director	50	52,213.99	65,267.49	78,320.99
Parks Supervisor	31	32,661.30	40,826.63	48,991.95
Parks Maintenance Worker II	19	24,285.50	30,356.88	36,428.25
Parks Maintenance Worker I	15	22,001.47	27,501.83	33,002.20
Recreation				
Recreation Coordinator	32	33,477.83	41,847.29	50,216.75
Recreation Asst.	12	20,430.55	25,538.19	30,645.82
Lifeguard	9	18,971.80	23,714.74	28,457.69
Police Operations				
Police Chief	60	66,838.33	83,547.91	100,257.49
Police Commander	50	52,213.99	65,267.49	78,320.99
Support Services Division Lieutenant	46	47,303.30	59,129.13	70,954.95
Police Sergeant	44	45,023.96	56,279.95	67,535.94
Police Corporal	40	40,789.49	50,986.86	61,184.23
Detective	40	40,789.49	50,986.86	61,184.23
Police Officer	38	38,824.02	48,530.03	58,236.03
Police Support				
Police Communications Supervisor	34	35,172.65	43,965.81	52,758.97
Police Communications Specialist	22	26,152.83	32,691.04	39,229.24
Police Assistant	26	28,867.83	36,084.79	43,301.75
Police Records Clerk	22	26,152.83	32,691.04	39,229.24
Senior Animal Control Officer	26	28,867.83	36,084.79	43,301.75
Animal Control Officer	20	24,892.64	31,115.80	37,338.96
Fire Department				
Fire Chief	50	52,213.99	65,267.49	78,320.99
Admin Specialist	27	29,589.53	36,986.91	44,384.29

Fiscal 2013-2014 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
Public Works Department				
Public Works Director	60	66,838.33	83,547.91	100,257.49
Public Works Superintendent	50	52,213.99	65,267.49	78,320.99
Streets Superintendent	40	40,789.49	50,986.86	61,184.23
Administrative Assistant	24	27,476.82	34,346.02	41,215.22
Engineering Aide	24	27,476.82	34,346.02	41,215.22
Utilities Operations Supervisor	35	36,051.96	45,064.96	54,077.95
Utilities Operator Ⅲ	31	32,661.30	40,826.63	48,991.95
Utilities Operator Ⅱ	27	29,589.53	36,986.91	44,384.29
Utilities Operator I	23	26,806.65	33,508.31	40,209.98
Street Maintenance Supervisor	31	32,661.30	40,826.63	48,991.95
Street Maintenance Worker Ⅲ	27	29,589.53	36,986.91	44,384.29
Street Maintenance Worker Ⅱ	23	26,806.65	33,508.31	40,209.98
Street Maintenance Worker I	19	24,285.50	30,356.88	36,428.25
Maintenance Technician	27	29,589.53	36,986.91	44,384.29
Meter Reader	23	26,806.65	33,508.31	40,209.98
Transit				
Transit Driver I	19	24,285.50	30,356.88	36,428.25
Transit Driver Ⅱ	19	24,285.50	30,356.88	36,428.25
Golf Course				
Director of Golf Operations	40	40,789.49	50,986.86	61,184.23
Golf Shop Customer Service	4	16,768.30	20,960.38	25,152.45
Golf Course Superintendent	31	32,661.30	40,826.63	48,991.95
G.C. Mechanic	14	21,464.84	26,831.06	32,197.27
Foreman/Irrigation Tech.	16	22,551.50	28,189.38	33,827.25
Equipment Operator	8	18,509.07	23,136.34	27,763.60
Kitchen Manager & Chef	31	32,661.30	40,826.63	48,991.95
Cook	10	19,446.09	24,307.61	29,169.14
Dishwasher/Prep Cook	4	16,768.30	20,960.38	25,152.45
Lead Waitstaff	6	17,617.20	22,021.50	26,425.80
Waitstaff	4	16,768.30	20,960.38	25,152.45
Beverage Cart Attendent	4	16,768.30	20,960.38	25,152.45

Summary of Expenditures by Department or Fund			
	Fiscal 2012-2013		Fiscal
		Estimated	2013-2014
Description	**Budget**	**Actual**	**Budget**
General Fund			
Administration	628,508	601,895	617,492
City Council	62,613	49,233	50,252
City Clerk	148,046	134,855	147,623
Community Enrichment	88,750	84,069	98,137
Miscellaneous	1,461,566	538,026	1,250,214
Finance	240,487	209,772	204,906
Tourism	171,749	149,096	160,092
Police	2,044,090	1,690,813	2,070,725
Fire	524,003	459,306	547,733
City Attorney	237,987	189,107	238,088
Magistrate	64,329	62,553	65,111
Library	243,104	238,237	249,867
Parks	258,340	199,161	263,548
Recreation	204,002	111,590	210,843
Building	160,564	147,944	157,763
Planning & Zoning	132,221	121,573	133,351
Public Works	104,910	90,029	109,398
Total General Fund	**6,775,269**	**5,077,257**	**6,575,141**
Natural Gas	1,247,500	938,934	1,262,500
Water	858,000	568,198	852,000
Wastewater	880,000	655,247	765,000
Sanitation	650,500	618,646	680,500
Golf Course	1,065,170	1,079,486	1,069,277
Total Enterprise Funds	**4,701,170**	**3,860,511**	**4,629,277**
Airport	102,700	64,902	173,750
Streets	591,180	550,591	361,147
Transit	380,546	214,440	210,970
Debt Service	1,600,000	252,769	1,200,000
Capital Projects	1,752,000	464,478	2,055,000
Impact Fees	80,000	18,809	50,000
Grants	4,250,000	397,517	5,845,690
Firemen's Pension	26,400	24,600	24,600
Total - Other Funds	**8,782,826**	**1,988,104**	**9,921,157**
TOTAL - ALL FUNDS	**20,259,265**	**10,925,872**	**21,125,575**
Less: Interfund Transfers	(1,365,941)		(1,154,219)
Total Net Expenditures	**18,893,324**		**19,971,356**

Revenues


Sources of Revenue
Misc.
5%
Series 2010 Bond
4%
Golf Course
5%
Property Tax
1%
Utilities
17%
Inter-
governmental
8%
Sales Tax
16%
Cash Reserves
11%
Grants
33%

General Fund Revenues	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru Mar 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Administration						
General Property Tax	220,000	222,811	224,000	165,043	230,000	240,000
City Sales Tax (2.5%)	2,500,000	2,554,449	2,617,000	1,913,557	2,550,771	2,600,000
Bed Tax	76,000	51,928	52,000	44,558	59,396	60,000
State Sales Tax	386,226	398,850	426,881	307,178	409,469	441,111
Franchise Tax	160,000	160,289	165,000	132,886	177,137	165,000
Auto Lieu Tax	235,871	228,253	233,871	155,036	206,662	234,741
Business License	20,000	21,425	15,000	8,575	11,430	12,000
State Revenue Sharing	430,884	430,866	521,417	391,099	521,334	569,539
Interest Income	5,000	-	12,000	1,106	1,474	5,000
Copies and Notary Fees	3,000	479	600	128	171	500
Miscellaneous	5,000	7,907	7,500	3,055	4,072	7,500
Sale of Fixed Assets	6,000	2,510	5,000	-	-	5,000
Property Rental	21,000	38,548	40,000	30,188	40,240	40,000
Total Administration	**4,068,981**	**4,118,316**	**4,320,269**	**3,152,408**	**4,212,157**	**4,380,391**
Building / Planning & Zoning Development						
Planning & Zoning Fees	5,000	820	2,000	1,300	1,733	2,000
Building Permits	75,000	73,683	75,000	24,015	32,012	35,000
Building Plan Review Fees	25,000	17,643	20,000	6,835	9,110	10,000
Public Works Review Fees	39,000	12,407	7,200	1,949	2,598	25,000
PW Recording/ Misc. Fees	750	-	600	-	-	600
Total Development	**144,750**	**104,552**	**104,800**	**34,098**	**45,453**	**72,600**
Police / Animal Control						
Forfeiture Rev /Check proof Veh	20,000	11,194	12,000	4,510	6,012	6,000
Report Income	650	928	1,200	399	532	750
Fingerprint Revenue	1,000	1,480	1,500	786	1,048	1,200
Dog License / Shelter Fees	6,000	9,619	9,000	3,489	4,651	5,000
Animal medical Donations		1,405	7,500	1,846	2,461	5,000
Spay/Neuter Grants		-	15,000	7,000	9,331	10,000
Shelter Fees from County	17,500	8,248	8,000	5,979	7,970	8,000
Police Reimbursement SRO		15,725			-	-
GITEM Salary Reimbursement	61,000	60,341	30,000	-	-	30,000
Stonegarden Grant for OT	100,000	61,834	80,000	24,829	33,097	75,000
Stonegarden Grant for Equipment			72,000	-	-	100,000
GITEM Grant OT	65,000		5,000	51,567	68,739	5,000
GOHS Grant OT			7,000	-	-	5,000
RICO Seizure Revenue	2,000				-	54,000
Other Income	7,000	5,841	7,000	8,635	11,511	10,000
Total Police Dept	**280,150**	**176,615**	**255,200**	**109,041**	**145,351**	**314,950**

General Fund Revenues	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru Mar 2013	2012-13 Projected Actual	2013-14 Budget
Fire Dept						
Firemen's Revenue	5,000	7	18,000	2,865	3,819	30,000
Fire Dept Donations	1,000		500	-	-	500
Total Fire Dept	**6,000**	**7**	**18,500**	**2,865**	**3,819**	**30,500**
Magistrate						
Citations from Benson PD	900	341	100	860	1,147	1,500
Total Magistrate	**900**	**341**	**100**	**860**	**1,147**	**1,500**
Library						
Library Fines	8,500	7,464	7,500	5,088	6,782	7,500
Library Donations - Restricted	100		100	-	-	100
Total Library	**8,600**	**7,464**	**7,600**	**5,088**	**6,782**	**7,600**
Parks & Recreation						
Pool Fees	2,000	4,272	4,000	2,769	5,000	5,000
Summer Program Fees	600	1,325	600	550	733	600
Park User Fees	4,000	-	2,000	1,434	1,911	2,000
Donations	5,000	-	1,000	-	-	1,000
July 4 Revenue / Donations	10,000	8,481	15,000	200	7,500	10,000
Cancer Awareness Trek (CAT) Walk	40,000	-	-		-	-
Bluegrass		16,045	20,000	1,825	24,000	24,000
Other Events			20,000	1,040	1,386	20,000
Miscellaneous	6,500	3,931	4,000	1,875	2,499	2,500
Total Parks & Recreation	**68,100**	**34,054**	**66,600**	**9,692**	**43,029**	**65,100**
Tourism						
Tourism Sales	3,000	1,749	1,000	816	1,087	1,500
Total Tourism	**3,000**	**1,749**	**1,000**	**816**	**1,087**	**1,500**
Cemetery						
Plot Sales	2,000	900	1,200	650	866	1,000
Total Cemetery	**2,000**	**900**	**1,200**	**650**	**866**	**1,000**
Miscellaneous						
Grant for Fire Brush Truck	281,000	-				-
Cash from Fire Truck Cash Account	90,000	256,582				-
Contingency Reserve	900,000	-	900,000	-	-	900,000
Carry Forward Balance	1,200,000	-	1,100,000	-	-	800,000
Total Miscellaneous	**2,471,000**	**256,582**	**2,000,000**	**-**	**-**	**1,700,000**
Total General Fund Revenue	**7,053,481**	**4,700,580**	**6,775,269**	**3,315,518**	**4,459,693**	**6,575,141**

Gas Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Gas Revenue	883,661	622,314	750,000	481,492	641,828	750,000
Multi-User Gas Revenue	8,723	7,183	7,500	4,643	6,189	7,500
Commercial Gas Revenue	351,439	256,918	390,000	200,566	267,354	390,000
Utility Service Charges	15,000	11,010	15,000	8,610	11,477	15,000
New Gas Hookups	7,500	4,887	7,500	7,792	10,387	7,500
Penalty and Interest Fees	10,000	5,537	7,500	3,030	4,039	7,500
Round Up Revenues	15,000		15,000	-	-	15,000
Series 2010 Bond Proceeds		51,932		23,750	31,659	70,000
Bond Proceeds	-		55,000	-	-	
Other Income	-		-	-	-	
Total Revenues	**1,291,323**	**959,781**	**1,247,500**	**729,883**	**972,934**	**1,262,500**

Water Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Water Revenue	425,000	412,310	450,000	283,311	377,654	450,000
Commercial Water Revenue	320,000	291,731	330,000	215,650	287,462	330,000
New Hookups	15,000	18,937	30,000	4,328	5,770	15,000
Impact Fee Allocation	-		41,000	-	-	20,000
Construction Sales Tax Allocation	-			-	-	
Water Tank Rental	-			-	-	
Water Accommodation Fees	7,000	7,354	7,000	14,510	19,342	7,000
Series 2010 Bond Proceeds		103,407		-	-	30,000
Other Income	-			-	-	
Total Revenues	**767,000**	**833,737**	**858,000**	**517,800**	**690,227**	**852,000**

Wastewater Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Wastewater Fees	420,000	428,618	450,000	305,220	406,858	450,000
Multi-User Wastewater Fees	8,000	6,966	8,000	5,086	6,780	8,000
Commercial Wastewater Fees	265,000	244,932	265,000	166,184	221,524	265,000
New Hook Ups	16,000	13,550	15,000	6,175	8,231	15,000
Impact Fee Allocation	-			-	-	
Series 2010 Bond	71,000	-		-	-	
Whetstone W/W Fees	90,000	72,533	130,000	-	-	15,000
Misc. Revenue	600	5,990	12,000	-	-	12,000
Total Revenues	**870,600**	**772,589**	**880,000**	**482,665**	**643,392**	**765,000**

Sanitation Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Sanitation Fees	350,000	325,886	350,000	237,548	316,651	360,000
Multi-User Sanitation Fees	500	-	500	-	-	500
Commercial Sanitation Fees	300,000	312,492	300,000	220,110	293,407	320,000
Total Revenues	**650,500**	**638,378**	**650,500**	**457,658**	**610,058**	**680,500**

Streets Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Gasoline Tax	355,852	305,381	371,180	234,351	312,390	341,147
State Lottery Revenue	-	9,121	20,000	-	-	20,000
Miscellaneous Income	-				-	
Series 2010 Bond Proceeds	200,000	182,936	200,000	207,387	276,447	
Total Revenues	**555,852**	**497,438**	**591,180**	**441,738**	**588,837**	**361,147**

San Pedro Golf Operations	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Memberships	10,000	29,136	42,570	58,270	77,674	92,703
Green and Cart Fees	300,000	226,233	309,206	250,403	333,787	446,507
Merchandise Sales	39,000	30,996	31,970	30,413	40,540	45,950
Practice Facility	21,000	19,464	22,089	16,765	22,347	30,715
AGS Donations	300,000	300,000	300,000	225,000	299,925	25,000
Other Income	-	1,520	500	-	-	-
Teaching Revenue	-	404		690	920	2,500
Contribution from General Fund						117,599
Total Revenues	**670,000**	**607,753**	**706,335**	**581,541**	**775,194**	**760,974**

San Pedro F&B	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Food Sales	300,000	238,220	294,500	165,938	221,195	237,279
Beer Sales	50,000	34,321	42,295	36,451	48,589	50,896
Wine Sales	8,000	7,829	9,305	3,537	4,715	4,492
Liquor Sales	20,000	10,085	12,735	10,002	13,332	11,579
Banquet Revenue	-	1,887		2,588	3,450	4,057
Total Revenues	**378,000**	**292,341**	**358,835**	**218,516**	**291,281**	**308,303**

Transit Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Grant Reimbursement - FTA 5311 - Capital	168,902	536	176,200	29,975	26,761	
Grant Reimbursement - FTA 5311 - Operating	72,451	81,858	83,729	59,120	60,000	96,767
Grant Reimbursement - FTA 5311 - Admin	28,577	16,004	28,576	14,874	20,000	36,233
Grant Reimbursement - FTA 5316 (requested)	17,000	12,069	-	3,785	3,785	
Grant Reimbursement - FTA 5317	10,500	10,000	-	9,416	9,416	
SEAGO AAA	25,240	25,216	24,000	18,927	24,000	24,000
Fare Revenue	8,000	5,990	8,000	5,798	7,729	8,000
Allocation from General Fund	22,233		60,041	-	64,973	44,970
RTAP	-	1,015		228	305	1,000
Total Revenues	**352,903**	**152,689**	**380,546**	**142,122**	**216,664**	**210,970**

Airport Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Contribution General Fund	69,700	-	90,700	-	62,402	111,750
Business Revenue	12,000	8,739	12,000	1,521	2,500	62,000
Total Revenues	**81,700**	**8,739**	**102,700**	**1,521**	**64,902**	**173,750**

Capital Projects Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Construction Sales Tax	400,000	376,580	440,000	236,938	315,838	400,000
Series 2010 Bond Proceeds	745,000	65,459	910,000	29,074	38,756	750,000
CDBG Grant	355,000	-	305,000	-	-	250,000
Hanger Financing					-	500,000
Anticipated Grant	60,000	-	97,000	-	-	155,000
Total Revenues	**1,560,000**	**442,039**	**1,752,000**	**266,012**	**354,594**	**2,055,000**

Impact Fee Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Impact Fee	100,000	76,730	80,000	14,110	18,809	50,000
Carry Forward Balance			-			
Total Revenues	**100,000**	**76,730**	**80,000**	**14,110**	**18,809**	**50,000**

Debt Service Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Debt Service Escrow Carried Forward	406,000	-		-	-	
Bond Proceeds Carried Forward	1,791,310	-	1,600,000		-	
Series 2010 Bond Proceeds	-	403,734		189,624	252,769	1,200,000
Interest Income	10,000	-		-	-	
Transfer From WW Infrastructure Fund	-			-	-	
Transfer of Payments from General Fund	396,000	-		-	-	
Total Revenues	**2,603,310**	**403,734**	**1,600,000**	**189,624**	**252,769**	**1,200,000**

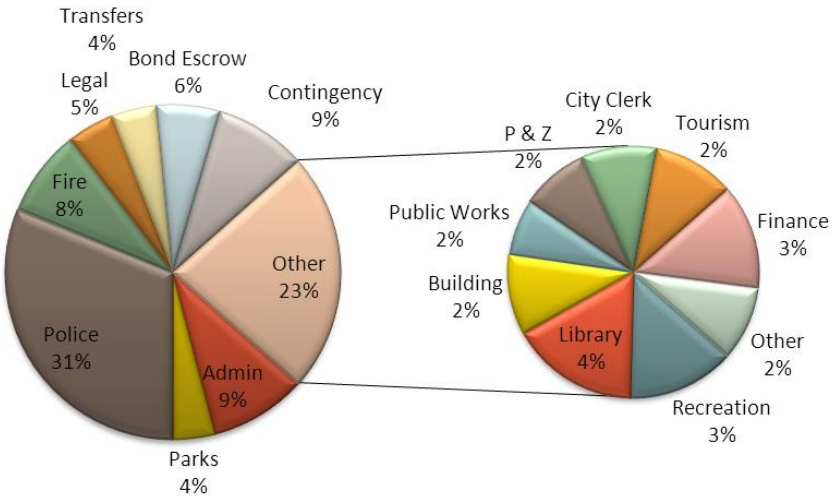
Fire Pension Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Contributions From State Fund	6,000	5,656	6,000	5,569	5,569	6,000
Contributions From Fire, Inc.	960	719	1,200	642	856	1,200
Contributions From General Fund	9,440	-	9,200	-	10,675	9,900
Interest Income	10,000	-	10,000	339	7,500	7,500
Total Revenues	**26,400**	**6,374**	**26,400**	**6,549**	**24,600**	**24,600**

Grants Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues:						
PD Stonegarden		30,000		72,198	96,240	
FAA 13 Helipad, Rehab Runway		1,338			-	-
FAA 14/ ADOT E1F02		204,319			-	
CDBG Streets		35,972		205,786	274,313	
CDBG Drainage Study		73,906		2,802	3,734	
Historic Preservation					-	
ADOT E5S18 Env Survey		1,892			-	
ADOT E7S81 Instrument Approach		5,942			-	
Police Grants		51,228		6,908	9,208	14,500
Fire Grants		43,335		140,086	186,735	
Misc Grants		6,500			-	
EECGB Dept of Commerce					-	
Unclassified Airport Grants	550,000	-	750,000	-	-	2,296,190
Unclassified Grants	3,500,000	4,473	3,500,000	-	-	3,500,000
WIFA SCADA and Energy Study					-	35,000
FAA 15/ADOT		98,569			-	
GOHS AL-001				7,688	10,248	
Emergency Generator				119,012	158,644	
FAA 16 / ADOT				2,044	2,724	
Tourism Grant				5,000	6,665	
CDBG Park Grant				5,124	6,830	
Total Revenues	**4,050,000**	**557,473**	**4,250,000**	**566,648**	**570,231**	**5,845,690**

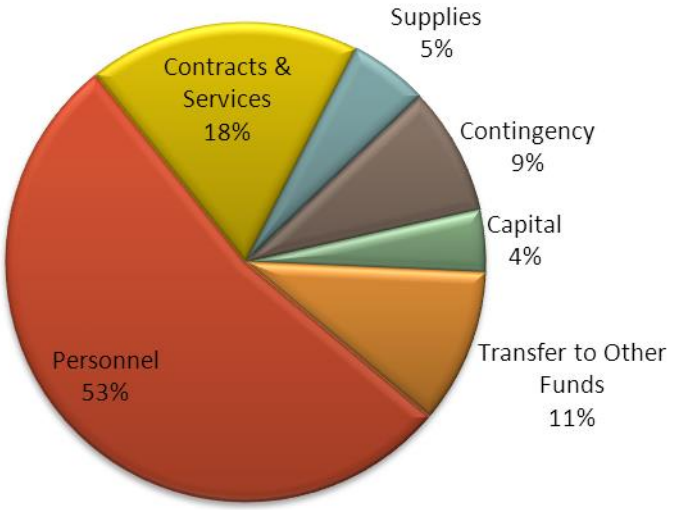
Revenues	**21,125,575**
Less: Transfers Between Funds	**[1,154,219]**
TOTAL REVENUES	**$19,971,356**

General Fund Expenditures

Expenditures by General Fund Department



Expenditures by General Fund Category



City Council

The Mayor and City Council are comprised of seven elected officials of the City. The Mayor is directly elected by the citizens every two years while the Vice-Mayor is selected by the Council. They serve four year overlapping terms in the manner prescribed by State Law. The City Council serves as the legislative and policy-making body of the municipal government and has responsibilities for enacting city ordinances and providing policy direction to the City Manager, who is responsible for carrying out its established policies and administering operations. In addition, the City Council is responsible for appropriating funds to conduct City business by adopting an annual budget that maintains the fiscal stability of the City.

City Council includes costs for the annual League of Cities booth. It also includes Employee Council expenditures for other employee promotions.

City Council	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	19,200	20,800	19,200	12,800	17,062	19,200
Payroll Taxes	1,469	1,841	1,469	1,183	1,577	1,469
Workman's Compensation	44	440	44	292	389	33
Total Personnel	**20,713**	**23,082**	**20,713**	**14,275**	**19,029**	**20,702**
Contracts & Services						
Travel	3,000	5,232	5,200	4,101	4,064	5,200
Council Photos			500	-	-	500
Youth Council			3,000	-	-	3,000
Employee Council	1,500	648	900	323	430	900
Total Contracts & Services	**4,500**	**5,879**	**9,600**	**4,424**	**4,494**	**9,600**
Supplies						
Operating Supplies	600	1,151	1,200	181	241	1,750
League of Cities	2,000	2,584	3,200	2,430	2,430	3,200
Title 9 Books			900	526	526	
Total Supplies & Expenses	**2,600**	**3,735**	**5,300**	**3,136**	**3,197**	**4,950**
Capital Projects						
CIP CM 12-2 Audio Equip.			12,000	-	12,000	
CIP CM 12-3 Video Equip.			15,000	10,513	10,513	15,000
Total Capital Costs	**-**	**-**	**27,000**	**10,513**	**22,513**	**15,000**
Total Council	**27,813**	**32,695**	**62,613**	**32,349**	**49,233**	**50,252**

City Manager / City Administration

City Administration Departments

City Manager: The City Manager is the "Team Leader" responsible for the proper administration of the City and serves as the Chief Administrative Officer of the government under the control and direction of the City Council, as provided under Section 3-1-2 of the City Code. The City Manager is responsible for providing leadership in administering the programs and policies established by the Mayor and Council. The City Manager is further responsible for the coordination of the administrative functions of the various departments, boards, divisions and services of the City government. The following Department Heads report to and receive direction from the City Manager: Finance Director, City Clerk, Public Works Director/City Engineer, Building Official, Planning and Zoning Director, Chief of Police, Fire Chief and Library Director.

Human Resources: The Human Resource office provides personnel-related services to City employees. This includes employee relations, recruitment and selection, classification and compensation, employee benefits, employee safety and worker's compensation (and elements of the City's risk management effort), OSHA oversight, training and development, Human Resources Information Systems (HRIS), organizational development and employee records.

Facilities Management: The Facilities Management Division manages and coordinates the maintenance and repairs of all City owned property.

Economic Development: The City's Economic Development Subcommittee is composed of City Council, City staff representatives and key local business leaders. The Economic Development Strategic Plan was developed as a plan to keep the City moving forward. The Mayor and Council's goal for this plan is to encourage a healthy business climate by providing timely information to new and existing businesses. The City's commitment to Economic Development will help diversify, expand and develop the local business sector. The plan has been distributed and is available for viewing on the City website.

IT Services: This service is contracted to the City. The service is responsible for all aspects of the systems in the City.

Intergovernmental Liaison: One of the strategic plan goals is to promote cooperative partnerships with Local, County, State and Federal entities. This can best be accomplished by working on an intergovernmental liaison strategy. The City Manager develops, represents, and advocates the interests of the City of Benson.

Position	Number	Percentage
City Manager	1	100%
Custodian	1	100%
Human Resources Coordinator	1	100%
Facilities Supervisor	1	100%

Administration	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	216,335	224,565	199,827	138,439	184,539	200,244
Overtime Wages	-			58	77	5,000
Payroll Taxes	16,550	16,790	15,287	10,488	13,980	15,701
Retirement Benefits	21,850	24,101	22,271	15,403	20,532	23,685
Employee Insurance	20,795	23,508	27,015	16,428	21,898	29,461
Total Personnel	**275,530**	**288,964**	**264,400**	**180,815**	**241,026**	**274,092**
Contracts & Services						
Professional Services	1,200	1,166	1,200	-	-	1,200
Professional Services - HR		-	3,300	7,921	10,559	3,300
IT Services	38,990	26,533	30,000	16,923	22,558	25,000
Intergovernmental Relations		-	10,000	1,939	2,584	10,000
Education and Training	1,000	746	1,500	628	837	2,000
Utilities	12,000	13,656	13,000	10,115	13,484	15,000
Telephone	16,000	18,596	16,000	10,975	14,630	15,000
Repairs & Maintenance	3,000	5,232	10,000	7,552	10,067	10,000
Rentals	3,800	2,270	1,800	1,144	1,525	1,000
Uniforms	200	462	400	301	401	450
Insurance	74,000	43,366	64,000	49,282	65,692	75,000
Public Notices, Advertising	1,200	4,529	1,200	867	1,155	800
Advertising - HR		-	5,000	4,625	6,165	8,000
Travel	300	-		-	-	
Dues & Licenses	9,600	9,928	7,800	7,210	9,611	7,800
Legal Fees					-	100,000
Sponsorships						1,500
Other	300	-		330	440	
Total Contracts & Services	**161,590**	**126,483**	**165,200**	**119,810**	**159,707**	**276,050**
Supplies						
Office Supplies	1,200	2,444	3,000	1,921	2,561	3,000
Postage & Shipping	5,400	6,126	1,000	4,552	6,068	3,000
Computer Supplies	600	10,305	600	1,063	1,416	600
IT Supplies	3,000	13,485	10,000	3,350	4,466	5,000
Operating Supplies	12,000	10,932	10,000	2,447	3,262	5,000
Vehicle Fuel & Oil	3,000	3,384	3,000	2,674	3,565	3,500
Vehicle Repairs & Maint	3,600	4,352	4,500	1,996	2,661	2,250
Total Supplies	**28,800**	**51,028**	**32,100**	**18,004**	**23,999**	**22,350**
Capital Projects						
CIP PW 11-6 City Hall Roof	20,000	-	20,000	-	-	20,000
CIP 12-1 CM Vehicle			15,000	14,701	14,701	
CIP CM 12-5 UAS Econ Dev.			25,000	-	-	25,000
Uninsured Claims	-	96,189	100,000	55,817	74,405	
Property Payment	6,808	6,807	6,808	5,105	6,806	
Land Purchases				81,251	81,251	
Contingency	-	3,178			-	
Total Capital Projects	**26,808**	**106,174**	**166,808**	**156,875**	**177,162**	**45,000**
Total Administration	**492,728**	**572,648**	**628,508**	**475,504**	**601,895**	**617,492**

Community Enrichment	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Contracts & Services						
City Promotion	35,000	35,000	54,000	16,641	50,000	2,500
Bluegrass	-	26,334		-	-	27,000
Historical Commission	600	-	600	-	-	600
Arts Council	1,200	1,130	1,200	1,067	1,422	1,500
Food Bank			-	4,104	5,471	5,652
Economic Development	3,000	2,000	5,000	2,000	2,666	4,000
Fire Works/ Advertising	18,000	16,576	15,000	13,034	15,000	24,000
Food Pantry	1,200	1,560	1,200	1,170	1,560	1,560
Governor's Alliance Recreation Programs	4,000	4,000	4,000	-	4,000	4,000
Butterfield Rodeo	750	750	750	750	750	4,675
Arizona Rangers Rodeo	750	750	750	-	750	750
Shop with a Cop	500	500	500	500	500	500
Youth Council	3,500	240			-	-
Relay for Life	40,000	1,745	5,000	-	1,200	1,500
City/School Joint Cooperative Activities	750	-	750	750	750	750
Miscellaneous Enrichment Project	-	500			-	-
Southwest Ranch Roping Association						1,000
Pony Express						200
Southeastern AZ Economic Development Group						2,000
City Billboards w/lights						11,400
Holiday Tree purchase & Lighting						2,850
Holiday Light Parade						1,700
Total Contracts & Services	**109,250**	**91,086**	**88,750**	**40,015**	**84,069**	**98,137**
Total Community Enrichment	**109,250**	**91,086**	**88,750**	**40,015**	**84,069**	**98,137**

Miscellaneous	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Contribution to Fire Pension	9,440	-	9,200	-	16,900	9,900
Contribution to Airport	69,700	-	90,700	-	73,353	111,750
Contribution to Transit	22,233	-	60,041	-	51,773	44,970
Contribution to Golf Course						117,599
Contingency	733,324	-	5,625	-		
Contingency Reserve Set Aside	900,000	-	900,000	-	-	565,557
Bond Escrow Reserve	396,000	-	396,000	93,794	396,000	400,438
Total Miscellaneous	**2,130,697**	**-**	**1,461,566**	**93,794**	**538,026**	**1,250,214**

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City Clerk

The City Clerk is the historian of the City and is responsible for preserving the City's legislative history through the timely and accurate accumulation, preservation and accessibility of the official legal records. The Clerk's office is the centralized information distribution point, serving as a link between citizens and government as the primary source for providing information, striving to be a valuable resource for our citizens, City Council and Staff. The City Clerk's office also conducts elections, assists with voter registration and performs notary services. Other duties of the City Clerk include maintaining the City Code, preparing notices of public hearings, maintaining listings of Board & Commission members, as well as serving as the Deputy Secretary to the Benson Municipal Property Corporation, the Firefighters' Pension & Relief Fund and the Economic Development Subcommittee. The Clerk's Office provides staff support to City Council; preparing, assembling and distributing the Council Agendas and Packets; fulfilling all legal posting requirements; and recording City Council actions. Functions of the Clerk's Office are performed in accordance with Arizona Revised Statutes, Benson's City Code and the administration policies and objectives of the City.

Fiscal 2012-2013 Accomplishments:

- Completion and implementation of the Clerk's Strategic Plan, outlining the process to ensure records on file are organized, indexed, scanned and retained according to the records retention policy.
- Continued physical organization and electronic storage ordinances, resolutions, contracts & agreements, deeds & easements, annexations, declared public records, policies, subdivision records and any other documents brought to Council for action. The electronic documents are stored to a shared file enabling access and viewing by all departments.
- Indexes have been completed for the following records:
  - Ordinances – to 1980
  - Resolutions – to 1980
  - Declared Public Documents – to 1973
  - Deeds, Easements & Rights-of-Way – to 1924
  - Leases, Contracts & Agreements – to 1991
- All Council agendas, complete packets, minutes, ordinances, resolutions, leases, contracts & agreements back to 1991 were combined into an electronic file for Council and Staff use. New to this file for 2011 was the addition of all newspaper articles relating to the City.
- Attended the Showcase of Cities & Towns event at the League of Arizona Cities & Towns conference with the Tourism Supervisor in August, 2012 hosting a successful booth that received many compliments.
- Prepared draft "Council Rules & Procedures" to be placed before Council for action in the first quarter of 2013

- Held a candidate forum for potential City Council candidates, November 2012
- Held a “Voter Registration Day” to encourage voter registration and participation, showing where information can be found on the City’s website and explaining participation through attendance and the Call to the Public at City Council meetings.
- Attended annual election training to retain election certification with the Deputy City Clerk completing the course and testing to successfully receive her election certification, July 2012
- City Clerk’s office lent support to the Recreation Department in hosting the Bluegrass Festival and the 4th of July celebration
- Attended notary training to ensure processes are up-to-date with State requirements
- Followed Council’s directive to transition to electronic Council packets, with the purchase of iPads and the installation of apps needed to view, save and edit Council packets by Councilmembers
- Worked with legal counsel on discovery for litigation cases, resulting in the submission of approximately 30,000 documents
- Served as the Deputy Secretary for the Benson Municipal Property Corporation
- Served as the Deputy Secretary for the Benson Economic Development Subcommittee

Fiscal 2013-2014 Goals & Objectives:

- Continue progress on organizing, scanning and indexing City records utilizing the City Council meeting minutes per the Clerk’s strategic plan
- All 2013 Council agendas, complete packets, minutes, ordinances, resolutions, leases, contracts & agreements and newspaper articles relating to the City will be combined into an electronic file for Council and Staff use and will then be distributed to Council.
- Renew Boards & Commissions training seminar
- Work with the City Attorney to establish quarterly worksession to keep City Council abreast of policies, procedures and new legislation
- Create and implement an Electronic Records Policy and Training
- Present proposed City Code changes to Council in new format for improved use
- Implement a Youth Council program and have the Youth Council attend the 2013 League of Arizona Cities & Towns Conference for youth centered programs

Complete 2013 Primary and General Elections, implementing all new election laws

Position	Number	Percentage
City Clerk	1	100%
Deputy City Clerk	1	100%

City Clerk	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	85,709	89,005	90,838	67,053	89,382	91,757
Payroll Taxes	6,557	6,866	6,949	5,181	6,906	7,019
Retirement Benefits	8,657	9,555	10,124	7,470	9,957	10,589
Employee Insurance	14,610	10,306	9,425	4,638	6,182	8,548
Total Personnel	**115,533**	**115,732**	**117,336**	**84,342**	**112,428**	**117,913**
Contracts & Services						
Professional Services	750	946	900	919	1,225	1,050
IT Services	1	395	150	795	1,060	600
Education and Training	2,500	1,425	2,500	522	696	2,500
Public Notices & Advertising	2,400	249	2,400	429	572	1,500
Travel	60	21	60	36	48	60
Dues & Licenses	950	656	950	273	364	1,400
Total Contracts & Services	**6,661**	**3,693**	**6,960**	**2,974**	**3,965**	**7,110**
Supplies						
Election Supplies & Postage	20,000	-	20,000	13,398	13,500	20,000
Office Supplies	1,200	959	100	896	1,194	1,100
Computer Supplies	120	137	3,500	2,242	3,500	500
Operating Supplies	150	31	150	202	269	1,000
Total Supplies	**21,470**	**1,128**	**23,750**	**16,738**	**18,462**	**22,600**
Total City Clerk	**143,664**	**120,554**	**148,046**	**104,054**	**134,855**	**147,623**

Tourism Division

The Tourism division manages the Benson Visitor Center providing relevant and interesting information to local residents, City employees, and business and leisure travelers, improving access to the City's services, programs and amenities, and enhancing the image of the City. One of the key tools is the tourism website, which includes a regional calendar of events.
The Tourism Supervisor also provides technical support for the Economic Development Subcommittee.

Fiscal 2012-1013 Achievements:

● The Cochise County Tourism Council is still marketing the county as a region and partners with Arizona Office of Tourism to help promote regional tourism as well as Benson Attractions.

● The Tourism Department budgeted for, helped plan and install, two Billboards to help draw people off interstate 10 to help promote Benson and the local businesses such as Restaurants, Motels, RV parks and other travel related services in the local area.

● The Tourism Department also continues to update and produce 50,000 8 ½" X 11" full color map of Benson locating all motels, restaurants, RV parks, as well as library, schools, hospital, post office and other important information. We have also produced several dozen 24" X 36" full color maps to be displayed at the RV parks and Motels.

● The Tourism Department wrote a Union Pacific Grant and will be receiving $5,000 for a historical railroad logo theme project. The project will include at least ten 36" diameter historic Railroad logos produced and installed on the walls around the caboose and Visitor Center.

● The Tourism Department also helps to put on and promote several events during the year. Starting with the July 4th Celebration, The Butterfield Overland Stage Days, the Christmas Light Parade, and Bluegrass in the Park held the last week of April every year. These events bring thousands of people to Benson that eat in our restaurants and shop in our stores and stay in our accommodations.

Fiscal 2013-1014 Goals:

● The Tourism Department would like to produce several 48" X 32" map sign frames kiosks to be installed in key locations around Benson. It will be designed to work in conjunction with our interstate 10 billboards.

● The Tourism Department is in the process of updating all of our literature and brochures in an electronic form so they can be updated from time to time with a limited amount of time and effort.

● Staff is developing better tracking mechanisms for events and advertising.

Position	Number	Percentage
Tourism Supervisor	1	100%
Tourism Clerk (1.5 FTE)	1	100%

Tourism	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	56,864	59,011	73,429	44,928	59,889	71,346
Overtime Wages	-	-			-	5,000
Payroll Taxes	4,350	4,575	5,617	3,575	4,765	5,840
Retirement Benefits	5,743	6,335	8,184	4,996	6,660	8,810
Employee Insurance	9,855	11,285	10,466	6,795	9,057	10,568
Total Personnel	**76,812**	**81,206**	**97,696**	**60,294**	**80,372**	**101,566**
Contracts & Services						
Professional Services	-			-	-	-
IT Services	1	545	500	113	150	500
Education and Training	300	211	300	189	252	1,200
Utilities	3,600	3,771	3,600	2,251	3,001	3,600
Telephone	2,400	2,888	2,400	2,186	2,914	2,915
Repairs & Maintenance	2,400	1,832	3,150	586	781	1,500
Uniforms	-			-	-	100
Public Notices, Advertising	16,189	20,373	42,417	29,188	42,000	30,900
County Tourism Council	10,011	5,056	10,011	-	10,011	10,011
Travel	1,000	833	1,100	335	446	500
TEAM Grant Matches	-			-	-	
Grant Matches	-		1,000	-	-	
Total Contracts & Services	**35,901**	**35,507**	**64,478**	**34,847**	**59,555**	**51,226**
Supplies						
Office Supplies	600	526	2,705	2,608	3,477	3,000
Computer Supplies	1,200	421	1,980	2,188	2,916	500
Souvenier Inventory	1,500	1,148	3,390	1,521	1,800	1,300
Operating Supplies	1,500	4,006	1,500	732	976	2,500
Total Supplies	**4,800**	**6,101**	**9,575**	**7,049**	**9,169**	**7,300**
Total Tourism	**117,513**	**122,814**	**171,749**	**102,190**	**149,096**	**160,092**

FINANCE DEPARTMENT

Description of Activities

The Finance Department is responsible for processing, monitoring and reporting on the City's financial activities. Specific duties include accounting, financial reporting, managerial analysis and reporting, maintenance of internal controls, investment management, debt management, audit coordination, budgeting, procurement administration, grant administration, sales tax monitoring and audits, risk and insurance administration, accounts payable, payroll, utility billing and collection, work order processing and business licensing. The Department also develops and administers the City's Capital Improvement Program, procurement program, participates in economic development and special projects as assigned by the City Manager and City Council.

Fiscal 2012-2013 Accomplishments

- Obtained unqualified audit opinions on the City's Comprehensive Annual Financial Report and Annual Expenditure Limitation Report.
- Refined monthly written and oral financial reports presented to City Council.
- Expanded the analysis, monitoring and audit of sales tax collections.
- Revamped the grant accounting and administrative procedures.
- Submitted comprehensive financial information on the financial performance of the City on a year by year basis over the past five years to Standard & Poors in order to obtain an independent rating of the City's financial strength. Standard & Poors granted the City a bond rating of "AA-Stable". The high bond rating has enabled the City to secure favorable public bond financing.
- Designed, implemented and increased the efficiency of operations of the San Pedro Golf Course, including solid financial controls. Management of the Golf Course was recently moved to Administration.
- Transferred management of the City's Transit System to the Public Works Department.
- Hired and trained a new Finance Director
- Entered into an Interagency Agreement with the Arizona Department of Administration- Government Accounting Office to host the City's financial data on their transparency reporting website, AZ OpenBooks, in order to comply with new statutory requirements on the transparency of financial data for municipalities.

2013-2014 Goals and Objectives

- Expand the audit capability of staff to become more active in sales tax and general internal auditing
- Continue to refine timely, accurate and informative financial reports to management and Council

- Continue to receive unqualified audit opinions from the City's auditors
- Continue to place strong emphasis on professional development of all Finance Department staff
- Continue the development of "user friendly" internal and external financial reports
- Continue to manage the Series 2010 bond financing
- Implementation of an online bill payment system for utility customers.
- Provide Internship opportunities during summer months for local high school and returning college students.
- Replace paper work orders with electronic service orders to increase efficiency and enhance traceability.

Position	Number	Percentage
Finance Director	1	100%
Accounting Supervisor	1	40%
Accounting Specialist	1	60%
Account Clerk III	1	10%
Account Clerk II	1	10%

Finance	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	112,359	92,788	141,543	91,054	121,375	112,470
Overtime Wages	-	40			-	-
Payroll Taxes	8,596	6,621	10,828	6,772	9,027	8,604
Retirement Benefits	11,348	10,554	15,775	10,144	13,521	12,979
Employee Insurance	15,850	9,719	21,041	9,099	12,128	16,053
Total Personnel	**148,153**	**119,723**	**189,187**	**117,068**	**156,052**	**150,106**
Contracts & Services						
Professional Services	21,000	18,664	18,000	15,292	18,000	21,000
IT Services	1	1,188	1,800	1,595	1,800	7,200
Education and Training	600	1,329	2,400	860	1,146	2,400
Bank Charges	750	4,199	3,600	6,136	8,179	8,400
Telephone	2,700	1,558	2,700	1,605	2,139	1,500
Repairs & Maintenance	350	988	300	2,018	2,690	300
Uniforms	200	-	200	-	-	-
Public Notices, Advertising	3,800	402	4,000	4,225	5,632	4,000
Travel	100	-	100	-	-	100
Dues & Licenses	230	230	600	280	373	500
Total Contracts & Services	**29,731**	**28,557**	**33,700**	**32,010**	**39,960**	**45,400**
Supplies						
Office Supplies	1,200	2,214	1,200	1,398	1,864	1,200
Postage & Shipping	-	-		-	-	100
Computer Supplies	3,600	4,495	4,800	5,832	7,774	2,000
IT Supplies	-				-	
Network Supplies	-				-	
Operating Supplies	6,000	3,456	3,600	1,217	1,623	3,600
Total Supplies	**10,800**	**10,165**	**9,600**	**8,448**	**11,261**	**6,900**
Capital Projects						
Capital Outlay	8,000	-	8,000	-	2,500	2,500
Total Capital Projects	**8,000**	**-**	**8,000**	**-**	**2,500**	**2,500**
Total Finance Dept.	**196,684**	**158,445**	**240,487**	**157,526**	**209,772**	**204,906**

Police Department

Description of Department Activities:

The Benson Police Department consists of the Chief of Police and as many police and civilian personnel as approved by the City Council to provide order and safety for the community.

Fiscal 2012-2013 Achievements:

- Motto "Continuous Improvement"
- Completed backup server project
- Purchased a new Police Pickup
- Purchased two new ATVs and a four passenger side by side ATU
- Purchased a new trailer to haul ATVs
- Continued success in city drug investigations.
- Entered into agreements with Mescal/J6 Fire, St David Fire and Pomerene Fire to provide Dispatch Services
- Replaced Roof at Police Fire Complex

Grant Funding:

$ 128,800.00 Stone Garden-overtime money and mileage

$ 79,175.00 Stone Garden-equipment

$ 6,000 Governor's Office of Highway-Radar & overtime

Grant Applications:

$ 100,000.00 Stone Garden-overtime money, mileage, equipment, (one year)

$ 100,000.00 Governor's Office of Highway Safety

$ 150,000.00 Department of Homeland Security

2012-2013 Goals & Objectives:

- Continue to provide training that improves the department and personnel.
- Continue to provide professional service to the community.
- Continue to search for new technology to aid officers in performing their duties.
- Use grant money to acquire needed equipment and additional overtime for the department.
- Grant a merit increase in pay for all Officers and Dispatchers in the police department.

Position	Number	Percentage
Police Chief	1	100%
Police Commander	1	Vacant
Police Lieutenant	1	Vacant
Police Sergeant	2	100%
Police Corporal/Detective	2	100%
Police Corporal	1	100%
Police Officer	8	100%
Police Officer	2	Vacant
Police Assistant	2	100%
Police Communications Specialist	5	100%
Senior Animal Control Officer	1	100%
Animal Control Officer	1	100%

Police	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	1,005,432	1,035,947	1,022,057	706,393	941,621	1,092,919
Overtime Wages	55,000	57,498	70,000	55,798	74,379	75,000
StoneGarden OT	75,000	16,555	80,000	20,150	26,859	75,000
GITEM OT	1,200	3,826	5,000	2,350	3,132	5,000
GOHS OT	-	2,667	7,000	326	434	5,000
Payroll Taxes	86,953	81,315	90,580	58,313	77,731	95,848
Retirement Benefits	192,291	170,811	200,690	137,016	182,642	222,049
Employee Insurance	169,967	166,139	182,363	112,246	149,624	181,409
Total Personnel	**1,585,843**	**1,534,758**	**1,657,690**	**1,092,591**	**1,456,423**	**1,752,225**
Contracts & Services						
Professional Services	48,000	17,133	30,000	18,962	25,277	26,000
Holding Cell Supplies & Meals	300	161	300	110	147	300
IT Services	1	10,663	20,000	15,781	21,036	20,000
Education and Training	7,500	4,753	7,500	3,753	5,002	8,500
Utilities	18,000	14,350	15,000	10,784	14,375	15,000
Telecommunications	18,100	22,483	25,000	17,878	23,831	25,000
Bldg & Equip Repairs & Maint	7,000	5,991	10,000	3,656	4,873	7,500
Rentals	3,600	4,300	5,800	2,500	3,333	6,000
Uniforms	32,000	23,612	24,000	16,023	21,358	24,000
Public Notices, Advertising	-	478	300	-	-	
Community Sponsorships	500	275	500	48	63	-
Travel	2,500	145	2,500	2,514	3,352	2,500
Dues & Licenses	750	1,295	1,200	750	1,000	1,200
Animal Control Medical	2,100	1,746	3,800	653	871	3,500
Animal Med. From Donations			7,500	415	553	5,000
Spay & Neuter from Grants		-	15,000	1,648	2,197	10,000
Grant Matches	10,000	-	10,000	-	-	-
Total Contracts & Services	**150,351**	**107,383**	**178,400**	**95,474**	**127,267**	**154,500**
Supplies						
Office Supplies	4,000	3,580	4,500	2,004	2,672	5,000
Computer Supplies	7,200	4,506	7,500	5,898	7,862	13,000
Operating Supplies	10,000	9,736	10,000	7,294	9,723	12,000
Vehicle Fuel & Oil	25,000	42,641	45,000	25,588	34,109	45,000
Vehicle Repairs & Maint	23,000	24,575	30,000	18,307	24,403	25,000
Total Supplies	**69,200**	**85,038**	**97,000**	**59,090**	**78,768**	**100,000**
Capital Projects						
PD 12-1 Computer Server	-	-	20,000	18,259	18,259	
PD 12-2 2 ATVs & Trailer			30,000		-	
PD 12-3 Patrol Vehicle			42,000		-	42,000
Dispatch Upgrades	10,000	-	10,000	261	348	10,000
PD 13-01 Drug Dog						12,000
Office Equipment			9,000	9,748	9,748	
Total Capital Projects	**10,000**	**-**	**111,000**	**28,268**	**28,355**	**64,000**
Total Police Dept.	**1,815,394**	**1,727,179**	**2,044,090**	**1,275,423**	**1,690,813**	**2,070,725**

Fire Department

The Benson Fire Department's Mission is to provide our customers (residents, businesses and visitors) protection from natural and manmade causes of loss of life and property. We strive to provide this service through Community Education, Fire Suppression, Emergency Medical Services (EMS) response, Rescue, Hazardous Material Mitigation, Emergency Management Services and Fire Code Compliance.

2012-2013 Accomplishments:

- Awarded a grant for Mobile Data computers for area Fire Departments for better interoperability and centralized dispatch in the amount of $52,673.05.
- The Department continues to respond to EMS calls and maintain a great working relationship with the local ambulance service.
- We have had one Firefighter take the EMT course and is certified.
- One Firefighter has taken the Driver Operator Course and is certified.
- Two Firefighters have completed the Firefighter I and II Certification Academy.
- The Department continues to train and work with the area Fire Departments for Mutual Aid Interoperability. (No funds required)
- The Department along with the Building Department continues to work on the Commercial Fire Inspection Program. (No additional funds required)
- The annual inspections and certifications are being completed as required for apparatus, tool/equipment and test equipment per the NFPA Standards. (Completed by annual budgeted funds)
- The Department worked with the other fire agencies to move forward with centralized dispatch through Benson Police Department.
- All radios were Narrow Banded in May, thus completing the federal mandate to Narrow Band all Public Safety Radios. (Done through Budgeted funds)
- As a Member of the Cochise County EMS Council and the Vice-Chairman of the Cochise County Fire Association, the Fire Chief has fostered partnerships with other area Chiefs. (FY Budgeted funds $100.00)
- The Records Management System is working out great. Several of the area Departments are using the same system and we are able to link reports as needed. (Budgeted funds approx. $1,400.00)
- Placed Tender in service
- Placed Brush Truck in service

- The Department established an Explorer Post with the Boys Scouts of America. We currently have 3 active Explorers. We are recruiting from the High School.
- All Members are required to complete and pass a physical agility test.

2013-2014 Continued Progress and Direction:

- The Department will continue to provide exceptional service to the Citizens and the Public. We will accomplish this by continuing to follow the current response guidelines for fires, Haz-mat incidents, EMS Rescue, and other calls for service.
- The Department will continue to conduct Commercial Occupancy Inspections for the public so citizens can feel safe in the buildings around the City.
- The Department will continue to look for funding opportunities for equipment. This will be done through the various grants that become available throughout the year.
- We will continue to train our Personnel to the latest training standards for effective service to our Citizens.
- The Department is looking into expanding its training to include annual live fire training. This training is standard throughout the Country.
- Hire two full time Firefighters (FF) to help with the operational side of the Fire Department. This will enable better coverage during day time hours during the week. The FF will be responsible for maintaining the equipment on the Apparatus. This will include the daily, weekly and monthly required checks. The FF would be responsible for an accurate list of equipment on each Apparatus and ensuring the equipment is property marked so it will not get lost or stolen. The FF will also be required to complete Commercial Inspections in conjunction with the Building Department for Fire Prevention. The FF will have to set up training for the volunteers to make sure they maintain their training and are up to standard on current Firefighting tactics.
- The Department will continue to recruit Volunteers and put into practice innovative ways to provide coverage for the City.
- Working on a Mutual Aid Agreement between the City of Benson Fire Department and Rincon Valley Fire District.
- Purchase Emergency Incident Action Plan computerized paperwork.

Position	Number	Percentage
Fire Chief	1	100%
Administrative Assistant	1	100%
Communications Specialist	1	100%

Fire	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	93,995	99,537	139,868	101,442	135,223	139,867
Overtime Wages	-	1,436		683	911	-
Payroll Taxes	7,191	7,272	10,700	7,685	10,244	10,700
Retirement Benefits	18,501	17,678	23,404	15,503	20,666	23,055
Employee Insurance	15,463	13,415	17,990	8,734	11,643	15,069
Total Personnel	**135,150**	**139,337**	**191,962**	**134,049**	**178,687**	**188,692**
Contracts & Services	`					
Professional Services	48,000	48,068	60,000	46,478	61,955	79,200
Fire Marshall Fees	1,200	-	1,200	-	-	1,200
Firefighter Healthcare	8,000	2,250	8,000	3,336	4,447	8,000
IT Services	1	985	1,000	983	1,310	1,000
Education and Training	16,000	9,756	16,000	6,553	8,735	8,000
Utilities	8,200	10,369	9,000	7,655	10,204	10,000
Telephone	8,000	9,146	9,000	5,432	7,241	9,000
Equipment Repairs & Maint	10,000	12,485	14,000	10,544	14,055	14,000
Turnout Maint	5,000	2,298	5,000	795	1,060	5,000
Turnout Replacements	8,000	4,165	16,000	6,085	8,111	8,000
Station Repairs & Maint	5,000	2,948	8,000	3,454	4,604	15,000
Rentals	2,900	3,468	3,800	3,468	4,623	3,800
Uniforms	800	800	800	600	800	800
Community Sponsorships	500	-	500	-	-	-
Travel	300	-		-	-	300
Dues	600	370	1,500	385	513	1,500
Community Service Projects	3,500	3,308	4,500	5,234	6,977	4,500
Grant Matches	10,000	-	10,000	-	-	30,000
Total Contracts & Services	**136,001**	**110,416**	**168,300**	**101,001**	**134,634**	**199,300**
Supplies						
Office Supplies	1,000	744	1,500	956	1,274	1,500
Computer Supplies	3,000	3,281	4,000	66	88	4,000
Operating Supplies	18,000	14,886	18,000	13,740	18,316	20,000
EMS Supplies	2,000	843	3,000	2,977	3,969	3,000
Postage				-	-	500
Vehicle Fuel & Oil	4,000	12,521	12,000	9,788	13,048	14,000
Vehicle Repairs & Maint	28,000	28,489	32,000	16,281	21,703	32,000
Total Supplies	**56,000**	**60,764**	**70,500**	**43,808**	**58,396**	**75,000**
Capital Projects						
Capital Outlay Brush Truck	281,000	206,905		-	-	
FD 07-1 Ford F550 Crew Truck	90,000	61,598	23,000	17,348	17,348	
Truck Payment	70,241	70,241	70,241	70,241	70,241	70,241
SCBA Bottle Replacement						6,000
Portable fire pump						8,500
Total Capital Projects	**441,241**	**338,744**	**93,241**	**87,589**	**87,589**	**84,741**
Total Fire Dept.	**768,392**	**649,260**	**524,003**	**366,446**	**459,306**	**547,733**

City Attorney

The City Attorney's Office provides legal advice in the areas of Administration, Civil, and Criminal Divisions.

In performing the Administrative function, the contracted law firm City Attorney provides legal advice to the Mayor and Council.

In the area of Civil practice, the contracted law firm City Attorney provides legal advice and representation to the Mayor and Council, the City Manager, and all City departments to ensure the lawfulness of the official business of the City and when possible, avoid litigation before federal and state courts.

The Criminal Division prosecutes, on behalf of the City and in the name of the State, all criminal and civil cases within the jurisdiction of the Justice of the Peace, Precinct No. III and the City Court. This division prosecutes violations of City codes and state laws and provides deferred prosecution. This division also enforces state and local laws regulating nuisance properties such as those that are the site of recurring criminal activity, and prosecutes cases to abate nuisance conditions, such as weedy lots, junked cars, and vacant and neglected structures. The Criminal Division also provides notice to both state mandated and non-mandated crime victims.

The City contracts with an independent law firm to fulfill the administrative and civil responsibilities of the City Attorney. The Prosecuting Attorney manages the Criminal Division. Employees of the City Attorney's Office are shown in the table below.

Position	Number	Percentage
Prosecuting Attorney (Part Time, 0.50 FTE)	1	100%
Legal Assistant	1	100%
Contracted City Attorney (0.50 FTE)	1	100%

City Attorney	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries & Wages	90,937	94,435	93,665	68,448	91,241	93,665
Payroll Taxes	6,957	6,923	7,165	5,210	6,945	7,165
Retirement Benefits	9,185	10,138	10,439	7,625	10,164	10,809
Employee Insurance	5,125	5,441	5,418	3,487	4,648	5,448
Total Personnel	**112,204**	**116,936**	**116,687**	**84,769**	**112,997**	**117,088**
Contracts & Services						
Professional Services	80,000	73,801	120,000	38,200	75,000	120,000
Public Notices, Advertising	-	257			-	-
Travel	300	338	300	249	332	300
Total Contracts & Services	**80,300**	**74,396**	**120,300**	**38,449**	**75,332**	**120,300**
Supplies						
Office Supplies	600	859	800	488	651	500
Operating Supplies	200	42	200	96	128	200
Total Supplies	**800**	**902**	**1,000**	**584**	**778**	**700**
Total City Attorney	**193,304**	**192,233**	**237,987**	**123,802**	**189,107**	**238,088**

Magistrate Division

The Benson Magistrate Court is currently combined with the Justice of the Peace Precinct #3. The Judge hears criminal cases, civil and criminal traffic, civil actions under $10,000, small claims actions under $2,500, landlord/tenant (forcible detainer) disputes where damages are $10,000 or less, violations of city ordinances and city codes, petty offenses, and is the juvenile hearing officer for traffic violations. The Judge issues search warrants, arrest warrants, writs, orders of protection, injunctions against harassment and presides over requested hearings. The Judge conducts initial appearances for felony arrests and may conduct preliminary hearings when a defendant's case is unable to go before a grand jury in the time allowed by law. The Judge also performs marriage ceremonies during regular business hours and after hours when available.

The Court is responsible for records maintenance, retention, and destruction including exhibits used for evidence and digital recording of all hearings and trials. All records in the court are considered public record and access to the records are provided to the public. Jury trials with a certified court reporter is another civic right provided and, when necessary, appeals are prepared and forwarded to the Superior Court for decision. The Court collects all fines, fees, bonds and restitution; City monies collected are submitted monthly to the City Treasurer. Mandatory state reports are submitted on a monthly, quarterly, and annual basis. Minimum Accounting Standard requirements are adhered to and external operational reviews conducted every three years. Other services provided are Interpreting, Alternative Dispute Resolution, Court Security, Judicial Fine Enforcement and collection reporting.

Magistrate	**2011-12 Budget**	**2011-12 Actual**	**2012-13 Budget**	**2012-13 Actual Thru March 2013**	**2012-13 Projected Actual**	**2013-14 Budget**
Personnel						
Salaries & Wages	25,000	27,083	25,750	17,167	22,883	25,750
Payroll Taxes	1,912	2,170	1,970	1,409	1,878	1,970
Employee Insurance	58	50	59	61	81	41
Total Personnel	**26,970**	**29,303**	**27,779**	**18,636**	**24,842**	**27,761**
Contracts & Services						
Professional Services	104,640	18,000	36,000	-	36,000	36,000
Education & Training	200	580	500	150	500	500
Fines to County	300	639		406	541	500
Dues & Licenses	50	50	50	-	50	50
State Fees Paid	15	236		465	620	300
Total Contracts & Services	**105,205**	**19,504**	**36,550**	**1,021**	**37,711**	**37,350**
Total Magistrate	**132,175**	**48,808**	**64,329**	**19,657**	**62,553**	**65,111**

LIBRARY

The business of the library is to meet the information, knowledge, and reading needs of the community. The public library supports this mission by providing services, materials, and electronic access to information that will meet the needs of the adult and youth community. The support from the City shows that the health, welfare, and literacy of all its citizens is a primary concern.

The Benson Library services extend beyond the city limits including surrounding communities and rural residents of Cochise County. There are currently 6,545 registered card holders.

Informed citizens make better decisions for themselves and their families and the library is here to help them get information.

2012-2013 Accomplishments:

- Arizona Workforce Connection computer installed for public use in job searching, resume writing and other job related activities.
- Provided Kindle/E-reader workshops.
- A computer maintenance log for all 30 computers was created. This will assist with needed repairs or replacement of computers. The log will track all issues/updates and save time and money now and in the future. Also updated all computers to the same operating system and the same version of programs.
- Updated our computer filters to comply with HB 2712, which states that if we do not conform our Arizona State funding could be cut by 10%.
- New roof/coating was completed in September 2012.
- Created a *Staff Picks* folder that recommends material to the public. This has been placed on the website, on the City of Benson's Facebook page and tweeted to reach out to the public. This has been well received.
- Library Personnel attended the State of Arizona Library Institute in Flagstaff.

2013-2014 Goals and Objectives

- Focus on new technology and maintaining, upgrading, and replacing our present equipment as necessary.
- Work on developing Twitter and Facebook account.
- Trim painted on building.
- Offer basic computer classes and more Kindle/E-reader classes to public.
- Apply for Arizona State-in-aid grant to pave lot west of building and resurface existing parking lot. This is a 50/50 matching grant.
- Apply for Arizona Library State Technology Act grant to install/implement a self-check-out system. This is a full grant.
- Conduct customer satisfaction survey.
- Proliferation of staff salary grades.

Description	Number	Percentage
Library Director	1	100%
Senior Library Assistant	1	100%
Library Assistant	3	100%
Library Page	1	Vacant

Library	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	137,464	138,299	139,258	100,927	134,535	141,994
Overtime Wages	-	-		25	34	-
Payroll Taxes	10,516	10,686	10,653	8,044	10,722	10,863
Retirement Benefits	13,884	14,259	15,520	11,168	14,887	16,386
Employee Insurance	16,483	12,586	17,348	10,719	14,288	22,700
Total Personnel	**178,347**	**175,830**	**182,779**	**130,883**	**174,467**	**191,942**
Contracts & Services						
Professional Services	600	221	300	125	167	300
IT Services	1	4,185	3,600	180	240	3,000
Education and Training	200	59	200	-	-	200
Postage					-	1,200
Utilities	14,250	13,870	12,000	9,805	13,070	12,000
Telephone	2,800	3,229	2,800	2,169	2,892	2,800
Telephone - Online	1,400	-			-	
Repairs & Maintenance	2,000	3,653	4,000	3,534	4,710	1,000
Public Notice & Advertising	-	617	400	-	-	400
Travel	50	-	50	-	-	50
Dues & Licenses	175	175	175	175	233	275
Grant Matches	-				-	
Total Contracts & Services	**21,476**	**26,009**	**23,525**	**15,988**	**21,312**	**21,225**
Supplies						
Office Supplies	1,000	1,029	1,000	1,009	1,345	1,500
Computer Supplies	4,200	3,874	5,200	7,886	10,512	4,900
Operating Supplies	3,600	4,267	5,600	3,791	5,600	5,300
Books	20,000	24,532	25,000	19,885	25,000	25,000
Total Supplies	**28,800**	**33,701**	**36,800**	**32,571**	**42,457**	**36,700**
Total Library	**228,623**	**235,541**	**243,104**	**179,443**	**238,237**	**249,867**

PARKS

The parks department provides municipal Parks services to the residents of the City. Three public parks facilities: Lion's Park, Apache Park and Union Street Park provide residents with a variety of leisure opportunities. Amenities include lighted sports fields, basketball courts, horseshoe pits, volleyball courts, skate park, walking trails, ramadas, grills, playgrounds and restrooms. Existing facilities will be maintained and upgraded due to growth and demand.

- Lions Park is approximately 15 acres total (9 acres with improvements). The park includes (1) one little league field with a concession stand, (1) one softball field, and (2) two multi-purpose fields (soccer, football and little league practice).
- Apache Park is approximately 1.6 acres with no improvements at this time.
- Union Street Park is less than 1.5 acres, and it includes the community center, the community pool, and a newly added playground.
- Railroad Liner Park includes the tourism center, Veterans Memorial Park and a fire wise exhibit.

Position	Number	Percentage
Parks Maintenance Supervisor	1	100%
Parks Maintenance Worker II	2	100%
Parks Maintenance Worker I	1	vacant

Parks	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	166,608	152,521	101,148	73,996	98,637	101,148
Overtime Wages	4,000	3,467	5,000	781	1,041	5,000
Payroll Taxes	13,051	12,278	8,121	5,848	7,795	8,120
Retirement Benefits	12,887	14,066	11,846	8,330	11,104	12,249
Employee Insurance	25,984	25,934	20,175	12,978	17,300	19,630
Total Personnel	**222,530**	**208,265**	**146,290**	**101,933**	**135,876**	**146,148**
Contracts & Services						
Professional Services	600	3,462	3,000	-	-	3,000
DOC Labor		-	5,000	1,649	2,198	5,000
IT Services	1	945	500	-	-	500
Education and Training	400	149	400	80	107	500
Utilities	15,000	26,400	15,000	11,642	15,519	20,000
Telephone	3,000	3,112	1,600	1,592	2,123	2,000
Repairs & Maintenance	16,000	25,841	30,000	9,162	12,213	30,000
Uniforms	1,200	1,090	1,200	705	940	1,200
Community Sponsorships	-	250	250	-	-	500
Dues & Licenses	500	667	500	-	-	700
Total Contracts & Services	**36,701**	**61,916**	**57,450**	**24,831**	**33,100**	**63,400**
Supplies						
Office Supplies	600	368	600	92	123	500
Computer Supplies	200	561	500	-	-	500
Pool Supplies		14,111		-	-	
Operating Supplies	18,000	24,657	20,000	11,021	14,691	20,000
Vehicle Fuel & Oil	4,800	8,800	10,000	6,412	8,548	10,000
Vehicle Repairs & Maint	2,400	6,537	7,500	5,119	6,823	7,500
Total Supplies	**26,000**	**55,035**	**38,600**	**22,644**	**30,185**	**38,500**
Capital Outlay						
CIP PR 12-2 Storage Container			6,000	-	-	6,000
CIP PR 12-3 ATV Gator			10,000	-	-	10,000
Total Capital Outlay			**16,000**			**16,000**
Total Parks Dept.	**285,231**	**325,216**	**258,340**	**149,408**	**199,161**	**264,048**

Recreation Department

The Recreation Division works closely with our local and surrounding public schools and sports leagues. The City of Benson's programs are operated at the highest level of quality to ensure a safe environment to develop lifetime residents. The program includes a pool program including lap swimming, open swim and swimming lessons for adults and youth, as well as senior citizen programs, adult fitness programs. In conjunction with the Benson Unified School District, our summer recreation program provides camps, activities and trips.

The City is committed to hosting and sponsoring special events. With strong leadership and the support of special committees the Recreation Division also works closely with the Tourism Department to provide a variety of annual special events. The City's investment in these special events not only pays dividends to our local merchants but also contributes to the image of Benson, helping housing sales and supporting our workforce development.

Accomplishments:

- Implemented the Social Media guidelines and procedures.
- Created a City Facebook Page.
- Had the pool Acid Washed.
- Planned, organized and coordinated two new City Events (Tree Lighting Ceremony and Light Parade).
- Completed a Lifeguard pay grade study and adjusted the Lifeguard pay grade accordingly.
- Changed the structure of the Chain of Command for the Lifeguards; reporting directly to the Head Guard.
- Increased actual participation of Summer Programs.
- Installation of Playground Equipment at Union Park
- Update the Recreation Department's Fee Schedule in Chapter 16 of the City Code.

Short Term Goals:

- Continued growth of Summer Programs.
- Continued growth of Aquatics Program.
- Continue to introduce new programs to meet community interests as funds are available.
- Continue to phase out programs not meeting community interests.
- Continue to work with the community to find individuals and organizations willing to volunteer their time to assist with community activities.
- Continue to work with Southeastern Arizona Governments Organization (SEAGO) to establish the interests and needs of Benson.
- Make necessary improvements to the Skate Park equipment to enable use of park by skate boards and BMX Bikes. Purchase new equipment

suitable for use by skate boards and BMX Bikes as funds and/or grant monies become available.

- Continue to improve the City Website.
- Continue to maintain a strong Social Media presence online. Continue to update current information on the web.
- Create survey for area residents to ensure their interests and needs are being met. Survey area residents; evaluate and compare results to what is currently available. Create a Parks, Trails and Open Spaces Master Plan.
- Prepare and execute a plan based on survey results to continue to meet the interests and needs of the community.
- Adoption of changes to Chapter 11 of the City Code.
- Adoption of the proposed Special Events draft for the City Code.
- Complete a cost and comparison study on rental fees for the Community Center.

Long Term Goals:

- Continued up date of Lions Park Master Plan including band/shell stage as funds and grants are available.
- Study the feasibility of implementing a get out and walk program. If feasible implement a get out and walk program.
- Work with the community and SEAGO to provide programs that meet the interests and needs of our seniors once established.
- Continue to support and create community events.
- Create and implement a Management Policy as it pertains to Municipal Sponsorships and Marketing Alliances.
- Multipurpose trails connecting developing areas of our community.

Position	Number	Percentage
Recreation Coordinator	1	100%
Recreation Assistant	1	100%
Lifeguards	5	100%

Recreation	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	29,299	4,402	78,395	36,512	48,670	80,973
Overtime	-			205	274	5,000
Payroll Taxes		393	5,997	3,113	4,149	6,577
Retirement Benefits		113	5,156	2,945	3,926	7,036
Employee Insurance		509	7,524	3,668	4,889	11,199
Total Personnel	**29,299**	**5,417**	**97,072**	**46,443**	**61,908**	**110,785**
Contracts & Services						
Professional Services	-	88		179	238	3,700
Summer Programs	4,400	1,359	2,500	672	1,345	2,500
Summer Program Events	-		500	189	378	500
IT Services	1		3,980	-	-	500
Education and Training	400		600	69	-	1,000
Utilities - Pool			8,680	4,764	6,199	8,680
Telephone - Pool	488		510	329	413	510
Repairs & Maintenance	1,948		1,950	985	1,256	2,210
Utilities - Comm. Center	15,000	18,346	18,000	13,319	19,200	19,200
Telephone - Comm. Center	1,500	1,816	1,800	1,552	1,878	2,278
Repairs - Comm. Center	1,200	5,304	14,750	2,947	5,136	15,950
Uniforms	311		400	-	-	500
Dues & Licenses	500		1,790	250	333	1,800
Grant Matches	-		10,000	-	-	10,000
Total Contracts & Services	**25,748**	**26,826**	**65,460**	**25,255**	**36,375**	**69,328**
Supplies						
Office Supplies	445		520	250	460	1,020
Postage						500
Computer Supplies			1,990	892	1,784	1,000
Pool Supplies	12,000		3,610	1,574	3,064	3,610
Operating Supplies	300		250	404	730	2,900
Vehicle Fuel & Oil			500	270	396	500
Vehicle Repairs & Maint			600	348	697	1,200
Total Supplies	**12,745**	**-**	**7,470**	**3,739**	**7,131**	**10,730**
Capital Outlay						
CIP PR 08-2 Union Playground		-	12,000	-	-	
CIP CM 12-4 ADA Compliant Doors	-	-	17,000	4,633	6,176	
CIP PR 12-1 Skate Park Imps	-	-	5,000	-	-	5,000
Parks, Trails Open Spaces Master Plan						15,000
Total Capital Outlay			**34,000**	**4,633**	**6,176**	**20,000**
Total Recreation	**67,792**	**32,243**	**204,002**	**80,069**	**111,590**	**210,843**

Building Department

The main goal of the Building Division is to safeguard the health, safety and general welfare of the public, though adopted building codes. Some of the major functions of the Building Division are:

- Administer and enforce all laws regulating construction,
- Issue Building permits after the examination of plans, calculations and specifications shows compliance with the adopted building codes,
- Provide inspections of all aspects of construction and components that become part of the structure.
- Maintain records of permits and construction activity within the city.
- Work with City Clerk's Office to establish records retention schedule for the keeping of electronic files in lieu of paper files. Submit for approval to the Arizona Libraries.

Accomplishments for the Building Dept and Planning and Zoning

- GIS Manager/ Planning Technician became American Institute of Certified Planners (AICP) certified. The AICP certification is the highest planning designation in the industry.

- Building Official/ Zoning Administrator became a Certified Sustainable Building Advisor (CSBA) through the Sustainable Building Institute and obtained a full scholarship to the program which included a nine month class delivered learning as well as an ending project.

- Permit Specialist and Building Inspector I attended training at the Arizona Building Officials Educational Institute. Some of the course work included "Improving the Reputation of your Building Department", "Counter Intelligence, Strategies for the Front Counter", "Hoarding Issues & Code Enforcement Techniques", "Fire Inspection Techniques", and "The Update to the Energy Conservation Code". This coursework has already proved valuable with policies and practices already being put in action.

- Successfully permitted and approved O'Reilly Auto Parts new construction project. This project included the construction of a new building that is protected by an automatic sprinkler system as well as some infrastructure improvements such as a new driveway apron access from 4th St.

- Successfully permitted and approved the Benson Unified School District Budget Override project Phase II. Phase II included the construction of a new kindergarten and first grade classrooms as well as additional bathroom facilities. A complete remodel of the old cafeteria was

converted to Information Technology labs and created a new home for the local charter school. Bathroom remodel for the historic gymnasium and the construction of an accessory building at the bus barn rounded out the scope of work.

- Successfully permitted and approved the new construction for the local Episcopal Church. The new church included an automatic sprinkler system.
- Continued the inspection (fire/ life safety) of non-single family structures (commercial) to identify and alleviate immediate life safety items. Inspected over 130 buildings throughout the City of Benson.

2013 Goals (Short Term)

- Complete Zoning Regulation Update.
- Complete General Development Plan Update.
- Update City Code establishing Development Services Department with Planning, Zoning, and Building Safety as Divisions and update to establish a more user friendly, effective, and efficient code enforcement process.
- Establish a Residential Green Building Program.
- Continue the data point collection of City utilities into GIS database.
- Update website to contain all forms used in Development Services Department.
- Launch permit tracking database.
- Continue to create Department Bulletins to provide citizens with information on Frequently Asked Questions and post bulletins on website.

Long Term Goals

- Work with City Clerk's Office to establish records retention schedule for the keeping of electronic files in lieu of paper files. Submit for approval to the Arizona Libraries.
- In conjunction with a permit tracking database, provide Interactive Voice Recognition System to schedule inspections.
- Provide interactive website to enable developers to track projects via City website.
- Update the City of Benson Subdivision Regulations.
- Create an Adaptive Reuse Program in order to have existing vacant buildings used.

Position	Number	Percentage
Building Official	1	50%
Building Inspector I	1	100%
Senior Permit Technician	1	100%

Building	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	98,684	104,757	103,112	76,645	102,168	105,204
Overtime Wages	-			-	-	
Payroll Taxes	7,549	7,592	7,888	5,655	7,538	8,048
Retirement Benefits	9,967	11,401	11,492	8,539	11,382	12,141
Employee Insurance	17,706	18,199	18,722	13,516	18,016	16,820
Total Personnel	**133,906**	**141,949**	**141,214**	**104,354**	**139,104**	**142,213**
Contracts & Services						
Professional Services	10,000	68	10,000	68	91	5,000
IT Services	1	1,045	300	715	953	500
Education and Training	1,200	1,153	2,500	692	923	2,500
Telephone	600	1,200	900	728	970	900
Repairs & Maintenance	-	64	200	683	910	250
Uniforms	200	387	350	246	327	350
Public Notices, Advertising	100	-	200	-	-	200
Dues & Licenses	200	213	250	-	250	350
Total Contracts & Services	**12,301**	**4,130**	**14,700**	**3,132**	**4,424**	**10,050**
Supplies						
Office Supplies	2,400	2,052	2,400	1,269	1,692	2,400
Postage & Shipping	100	-	200	-	-	200
Computer Supplies	150	146	200	1,250	1,667	1,300
Operating Supplies	150	231	250	129	172	250
Vehicle Fuel & Oil	500	882	800	581	775	850
Vehicle Repairs & Maint	500	259	800	82	109	500
Total Supplies	**3,800**	**3,571**	**4,650**	**3,312**	**4,415**	**5,500**
Total Building Dept.	**150,007**	**149,650**	**160,564**	**110,798**	**147,944**	**157,763**

Planning and Zoning Department

The Planning and Zoning Division (P&Z) is responsible for administering and enforcing the City of Benson Zoning Regulations and General Development Plan. The Planning and Zoning Division also coordinates specific plans dealing with Master Planned Development Areas. The Planning and Zoning Division also oversees several boards and commissions including the Planning and Zoning Division, the Historical Preservation Commission, and the Board of Adjustments.

Position	Number	Percentage
Planning & Zoning Director	1	50%
Senior Planner	1	Vacant
GIS Manager/Planning Technician	1	100%

Planning & Zoning	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	68,974	73,049	72,510	53,068	70,740	72,510
Overtime Wages	-	919		135	180	-
Payroll Taxes	5,277	5,357	5,547	4,067	5,421	5,547
Retirement Benefits	6,966	7,786	8,081	5,927	7,900	8,368
Employee Insurance	8,624	11,627	9,133	6,173	8,229	9,476
Total Personnel	**89,841**	**98,738**	**95,271**	**69,371**	**92,471**	**95,901**
Contracts & Services						
Professional Services	600	1,700	1,200	1,408	1,877	1,500
IT Services	1	460	300	709	945	500
Education and Training	300	836	500	276	367	500
Telephone	300	69	100	27	36	100
Public Notices, Advertising	4,000	2,259	4,000	126	167	4,000
Travel	200	-	400	55	73	400
Dues & Licenses	-	361	200	150	200	300
Total Contracts & Services	**5,401**	**5,685**	**6,700**	**2,751**	**3,667**	**7,300**
Supplies						
Office Supplies	600	653	600	-	-	500
Computer Supplies	400	11	400	-	-	400
Operating Supplies	250	660	250	21	28	250
Total Supplies	**1,250**	**1,323**	**1,250**	**21**	**28**	**1,150**
Capital Projects						
CIP PZ 12-1 Permit Track Databas	-	-	25,000		25,000	25,000
GIS Software and Equipment	4,000	1,500	4,000	306	408	4,000
General Plan Update	7,500	-			-	
Total Capital Projects	**11,500**	**1,500**	**29,000**	**306**	**25,408**	**29,000**
Total Planning & Zoning	**107,992**	**107,246**	**132,221**	**72,448**	**121,573**	**133,351**

PUBLIC WORKS

Public Works Administration
Public Works Administration provides leadership, direction and coordination to the public works divisions. Administration promotes the department communication by consulting with governmental officials about operations of the Public Works Department and keeping the public informed. Administration performs administrative tasks for the Public Works Department.

Engineering
The Engineering Division provides services to support the community. Examples of responsibilities of the division are: Capital Improvement Project planning and design, flood plain management, traffic engineering, transportation planning, and right-of way management.

Public Works Field Engineering Division
To provide safe, efficient and timely improvements for the streets, wastewater facilities, roadways and drainage-ways, the Field Engineering Division provides construction management services for the City public construction projects. This Division oversees the two sections: construction management and private development.

Streets Division
The Public Works Department manages the Highway User Revenue Funds (HURF). The use of Highway User Revenue Funds (HURF) is governed by the State of Arizona's constitution where expenditures of HURF Funds must be for improvements in the public roadway right-of-way. The HURF fund is primarily used for operations and maintenance of the roadway system. The Public Works Director, Street Superintendent and the Engineering Divisions oversee these operations, which include pavement management, sidewalks, traffic signals, landscaping, signing, and striping.

Public Works Street Division maintains all streets and roadway drainage-ways to ensure that the facilities fulfill the function for which it is designed. The Streets Division oversees the two sections: traffic operations and streets maintenance.

Wastewater Operations Division
Wastewater Utility provides outstanding customer service, while providing the most effective and economical methods for the collection and treatment of wastewater. The wastewater utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Wastewater Operations Division provides maintenance

to ensure a safe, effective and operational system while ensuring that Federal, and State environmental standards are met or exceeded.

Water Operations Division

The primary function of the Water Utility is the protection of public health and safety through the production and efficient delivery of water that meets and/or exceeds water quality standards and in sufficient quantity to meet customer demands. The water utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Responsibilities include regulatory compliance, customer service; promote water conservation, efficient use of available water resources and coordination with the development community.

Gas Operations Division

Gas Utility provides outstanding customer service, while providing the most effective and economical methods for the distribution of Natural Gas. The Gas utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works.

Gas Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State standards are met or exceeded.

Note:

Portions of the salaries of most of the listed positions are spread for accounting purposes to the various departments or funds that benefit from their services.

Position	Number	Percentage
Public Works Director	1	25%
Engineering Aide	1	60%

Public Works	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Personnel						
Salaries and Wages	62,471	62,369	51,081	37,381	49,828	43,947
Payroll Taxes	4,779	4,530	3,908	2,731	3,640	3,362
Retirement Benefits	6,310	7,179	5,693	4,164	5,551	5,071
Employee Insurance	7,453	8,006	5,828	4,181	5,573	5,367
Total Personnel	**81,013**	**82,084**	**66,510**	**48,457**	**64,593**	**57,748**
Contracts & Services						
Professional Services	15,000	19,016	15,000	856	1,142	20,000
IT Services	1	720	1,500	1,563	2,083	3,000
Education and Training	300	-	300	4	5	500
Utilities	4,700	3,659	3,500	5,003	6,670	4,000
Telephone	3,200	3,799	3,200	2,954	3,937	4,000
Repairs & Maintenance	1,500	493	1,500	1,410	1,879	1,500
Uniforms	150	-	250	-	-	500
Public Notices, Advertising	500	65	500	44	58	1,000
Community Sponsorships	-	250	500	-	-	500
Travel	100	26	300	-	-	300
Dues & Licenses	250	-	250	-	-	250
Total Contracts & Services	**25,701**	**28,028**	**26,800**	**11,833**	**15,774**	**35,550**
Supplies						
Office Supplies	1,500	1,049	1,500	510	680	1,500
Postage & Shipping	100	89	100	41	55	100
Computer Supplies	300	1,274	1,000	1,997	2,662	1,500
Operating Supplies	7,500	2,766	5,000	1,295	1,726	5,000
Cemetery	600	68	1,000	2,397	3,195	5,000
Vehicle Fuel & Oil	1,200	2,260	2,500	946	1,261	2,500
Vehicle Repairs & Maint	400	1,466	500	63	83	500
Total Supplies	**11,600**	**8,972**	**11,600**	**7,248**	**9,662**	**16,100**
Capital Projects						
	-	-	-	-	-	-
	-	-		-	-	-
Total Capital Projects	**-**	**-**	**-**	**-**	**-**	**-**
Total Public Works	**118,314**	**119,084**	**104,910**	**67,538**	**90,029**	**109,398**

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Enterprise Funds

San Pedro Golf Course
&
Benson City Grille

The San Pedro Golf Course was donated to the City effective November 1, 2010. The former owner also pledged to donate to the City up to $950,000 over three years to fund cash shortfalls the City may have. The golf course was built around the City's wastewater treatment facility. It uses the treated wastewater effluent as its water source.

The goal of the facility is to be self sustaining financially over the long term. The donation subsidies, as mentioned above, are set to expire in July of this budget year. The paid staff is supplemented by Department of Corrections labor for maintenance activities at the facility. The facility is overseen by the City Manager.

Accomplishments:

Golf Operations

- Developed annual junior golf SNAG camps to get local community involvement at golf course.
- Developed new annual passes and rewards program to create loyalty to golf course.
- Developed golf course Facebook page to post comments and book tee times.
- E-mail database now exceeds 3400 golfers.

Golf Maintenance

- Over seeded golf course for the first time since 2007 and completed project in deadlines of course closure and budget.
- Developed recover program for greens and fully recovered all turf areas without the cost of sodding.
- Designed and implemented new executive junior tee's to increase play.

Benson City Grille

- Developed Banquet menu for private functions and weddings at the golf course.
- Installed gift card program to replace gift certificates.

Short Term Goals:

- Begin to build a business that is sustainable over the long term based on neutral cash flow.
- Create and implement marketing efforts to attract golfers from all regions to increase golf operations revenues. Emphasis will be on growing annual passes to six hundred or beyond.
- Obtain a new or used golf car fleet to replace present golf cars and design fleet management program to insure longevity.
- Design and implement a new menu for the grille that will help with food costs and labor costs.
- Address maintenance equipment problems with a possible lease program. (Toro, John Deere, and Jacobson)
- Continue to show operating savings in all areas possible through the use of early order and incentive programs.
- Increase synergy between golf and food and beverage. Implement creative, cost effective events geared toward attracting golfers and increasing awareness of food and beverage.
- Devise new strategies to increase merchandise sales. Look into vendor support outings and merchandise bundling tied golf rounds.
- Develop policy and procedures for all golf operations.

Long Term Goals:

- Develop and offer a wide variety of instructional programs and clinics to obtain and retain golfers.
- Address the irrigation and soil issues in fairway areas that continue to struggle during summer transition.
- Develop a course wide weed control program that uses both cultural and chemical methods to greatly decrease the weed populations in all turf areas.
- Develop a cross training program to prepare for emergency situations and potential staffing short falls.
- Purchase and install fountain for upper lake on #18 to aid in lake management and add visual appeal.
- Install concrete or asphalt cart paths through entire golf course to help with equipment repair and golf car maintenance.
- Develop an environmental policy for the clubhouse and maintenance areas.

Position	Number	Percentage
Golf Operations		
Director of Golf	1	100%
Customer Service (.65 FTE)	1	100%
Golf Shop (1.8 FTE)	4	100%
Outside Operations (2.3 FTE)	5	100%
Maintenance		
Superintendent	1	100%
Foreman/Irrigation Tech	1	100%
Mechanic	1	100%
Maintenance	2	100%
Equipment Operator (.45 FTE)	1	100%
Food and Beverage		
Cook	2	100%
Dishwasher/Prep Cook (1.4 FTE)	2	100%
Lead Waitstaff	1	100%
Waitstaff (3.05 FTE)	7	100%

San Pedro Golf Operations	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Memberships	10,000	29,136	42,570	58,270	77,674	92,703
Green and Cart Fees	300,000	226,233	309,206	250,403	333,787	446,507
Merchandise Sales	39,000	30,996	31,970	30,413	40,540	45,950
Practice Facility	21,000	19,464	22,089	16,765	22,347	30,715
AGS Donations	300,000	300,000	300,000	225,000	299,925	25,000
Other Income	-	1,520	500	-	-	-
Teaching Revenue	-	404		690	920	2,500
Contribution from General Fund						117,599
Total Revenues	**670,000**	**607,753**	**706,335**	**581,541**	**775,194**	**760,974**
Expenditures						
Personnel						
Salaries and Wages	135,637	124,436	118,919	92,048	122,700	129,443
Overtime Wages	-	428		383	510	250
Payroll Taxes	10,376	10,213	9,097	7,677	10,233	9,922
Retirement Benefits	8,489	9,740	9,372	8,160	10,877	11,360
Employee Insurance	9,774	8,128	3,413	3,466	4,620	7,180
Total Personnel	**164,276**	**152,945**	**140,801**	**111,733**	**148,940**	**158,155**
Contracts & Services						
Professional Services	1,200	5,231	4,000	3,268	4,356	3,250
Commissions	3,000	-		-	-	
Pro Shop Inventory	19,500	38,778	27,500	34,699	35,000	29,225
Education and Training	1,200	2,042	2,750	2,300	3,066	1,875
Bank Charges	7,500	15,657	15,235	10,706	14,271	15,000
Cash Short	-	199		433	577	350
Utilities	12,000	27,643	29,500	20,673	27,557	27,500
Telephone	7,200	6,283	6,360	4,803	6,402	6,750
Repairs & Maint - Building	1,200	6,494	10,000	6,018	8,022	9,775
Rentals		425	500	-	-	250
Uniforms	400	651	1,325	168	224	1,435
Insurance	3,000	5,596	5,765	6,359	8,476	5,765
Advertising	18,000	12,114	18,000	15,151	18,000	18,000
Travel	600	-	600	-	-	600
Dues & Licenses	1,000	4,540	1,850	1,205	1,606	1,850
Total Contracts & Services	**75,800**	**125,652**	**123,385**	**105,783**	**127,558**	**121,625**
Supplies						
Operating Supplies	3,600	2,017	5,250	2,419	3,225	4,775
Office Supplies	1,200	1,163	1,750	1,158	1,543	1,455
Postage & Shipping	100	248	300	1,190	1,586	500
Computer Supplies	1,800	497	1,150	519	692	1,200
Golf Cart Opperating Costs		2,895	4,250	321	428	850
Range Operating Supplies	2,500	3,888	5,250	5,719	7,624	4,250
Fuel & Oil- Golf Carts	9,000	12,410	17,100	10,745	14,323	15,500
Repairs & Maint- Golf Carts	9,000	11,036	8,150	18,825	25,000	3,000
GPS Costs	12,000	13,033	8,000	4,001	4,001	8,000
Total Supplies	**39,200**	**47,186**	**51,200**	**44,897**	**58,421**	**39,530**
Capital Expenditures						**60,000**
Contingency	**16,651**		**29,203**	**-**		
Total Expenditures	**295,927**	**325,783**	**344,589**	**262,412**	**334,920**	**379,310**

S.P. Golf Maintenance	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Expenditures						
Personnel						
Salaries and Wages	144,040	135,640	121,371	88,382	117,814	128,778
Overtime Wages	-	2,147	2,000	3,630	4,839	1,000
Payroll Taxes	11,019	10,977	9,438	7,291	9,719	9,928
Retirement Benefits	14,548	14,688	13,750	10,250	13,663	14,976
Employee Insurance	32,796	28,707	29,013	16,439	21,914	27,006
Total Personnel	**202,403**	**192,158**	**175,572**	**125,993**	**167,949**	**181,688**
Contracts & Services						
Professional Services	7,400	1,986	2,495	1,706	2,274	2,495
Contract Labor- DOC	9,400	5,760	8,200	3,172	4,228	6,500
Education and Training	1,200	-	1,200	270	360	1,200
Utilities	16,000	35,897	37,695	20,240	26,980	36,995
Telephone	600	773	970	699	931	650
Repairs & Maint - Irrigation	8,000	15,149	15,448	4,173	5,563	7,000
Rentals	300	714	500	396	528	850
Uniforms	900	2,428	2,300	941	1,254	1,500
Insurance	1,200	-		-	-	
Advertising	600	152		-	-	
Travel	300	157	250	-	-	250
Dues & Licenses	400	-	300	510	680	300
Total Contracts & Services	**46,300**	**63,017**	**69,358**	**32,107**	**42,798**	**57,740**
Supplies						
Golf Course Supplies	9,000	8,720	9,891	9,336	12,444	4,550
Fertilizers	27,450	14,968	23,120	10,872	14,492	25,520
Chemicals	18,200	34,046	25,700	5,958	7,942	15,797
Landscaping	1,320	1,250	1,500	-	-	1,500
Sand & Gravel	14,000	7,963	10,500	1,898	2,530	10,500
Seed	7,500	8,603	19,575	17,060	18,000	27,000
Office Supplies	300	34	150	101	134	150
Computer Supplies	100	1,461	1,500	-	-	1,500
Other Operating Supplies	-	4,871	2,950	1,096	1,461	5,050
Fuel & Oil	18,000	13,242	19,982	13,063	17,414	21,500
Repairs & Maint- Equipment	29,500	23,640	23,099	27,041	35,000	27,500
Total Supplies	**125,370**	**118,799**	**137,967**	**86,424**	**109,416**	**140,567**
Contingency	**5,000**			**-**		
Equipment				**4,800**	**75,000**	
Total Golf Maint.	**379,073**	**373,974**	**382,897**	**249,324**	**395,164**	**379,995**

San Pedro F&B	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Food Sales	300,000	238,220	294,500	165,938	221,195	237,279
Beer Sales	50,000	34,321	42,295	36,451	48,589	50,896
Wine Sales	8,000	7,829	9,305	3,537	4,715	4,492
Liquor Sales	20,000	10,085	12,735	10,002	13,332	11,579
Banquet Revenue	-	1,887		2,588	3,450	4,057
Total Revenues	**378,000**	**292,341**	**358,835**	**218,516**	**291,281**	**308,303**
Expenditures						
Personnel						
Salaries and Wages	122,033	129,461	128,499	99,686	132,881	112,858
Overtime Wages	-	3,035		1,925	2,566	500
Payroll Taxes	9,335	12,589	9,830	9,608	12,807	8,672
Retirement Benefits	7,266	9,471	14,321	11,438	15,247	12,799
Employee Insurance	8,665	9,842	13,945	25,216	33,612	18,475
Total Personnel	**147,299**	**164,399**	**166,595**	**147,872**	**197,114**	**153,303**
Contracts & Services						
Professional Services	600	5,303	3,388	3,841	5,119	5,250
Food Cost	120,000	126,334	117,800	74,988	99,959	103,407
Beer Cost	17,500	11,883	14,803	12,594	16,787	17,286
Wine Cost	2,800	1,226	3,256	923	1,231	1,647
Liquor Cost	6,000	3,603	3,821	2,718	3,623	3,102
Education and Training	600	-		275	367	
Cash Short	-	766		100	133	250
Utilities	-	101		-	-	
Telephone	600	743	420	355	473	1,050
Direct TV	900	1,883	1,848	1,463	1,950	1,950
Repairs & Maint	4,800	5,428	5,164	365	487	3,000
Rentals	1,200	6,343	4,799	6,808	9,075	7,225
Uniforms	1,800	2,542	2,900	2,084	2,779	2,875
Advertising	1,800	347	1,200	-	-	1,200
Travel	1,200	711	650	76	102	250
Dues & Licenses	500	610	500	370	493	
Total Contracts & Services	**160,300**	**167,820**	**160,549**	**106,960**	**142,578**	**148,492**
Supplies						
Supplies & Expenses	-	1,662		248	330	-
Kitchen Supplies	12,000	5,691	6,300	4,211	5,614	5,252
Restaurant Supplies	3,000	4,127	3,390	2,353	3,137	2,775
Office Supplies	600	13		12	16	150
Computer Supplies	600	104	350	408	543	
Fuel & Oil	-	78	500	-	-	
Vehicle Repairs & Maintenance				52	70	
Total Supplies	**16,200**	**11,675**	**10,540**	**7,285**	**9,710**	**8,177**
Contingency	**54,201**					
Total Expenditures	**378,000**	**343,894**	**337,684**	**262,117**	**349,402**	**309,972**

NATURAL GAS UTILITY

Gas Utility provides outstanding customer service, while providing the most effective and economical methods for the distribution of Natural Gas. The Gas utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works.

Gas Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State standards are met or exceeded.

Position	Number	Percentage
Public Works Director	1	25%
Public Works Superintendent	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	34%
Utilities Operations Supervisor - Gas	1	100%
Utilities Operator III	1	34%
Utilities Operator III	1	5%
Utilities Operator II	1	5%
Utilities Operator I	2	90%
Utilities Operator I	4	5%
Meter Reader	2	50%
Accounting Supervisor	1	15%
Accounting Specialist	1	10%
Accounting Clerk III	1	25%
Accounting Clerk II	1	25%

Gas Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Gas Revenue	883,661	622,314	750,000	481,492	641,828	750,000
Muli-User Gas Revenue	8,723	7,183	7,500	4,643	6,189	7,500
Commercial Gas Revenue	351,439	256,918	390,000	200,566	267,354	390,000
Utility Service Charges	15,000	11,010	15,000	8,610	11,477	15,000
New Gas Hookups	7,500	4,887	7,500	7,792	10,387	7,500
Penalty and Interest Fees	10,000	5,537	7,500	3,030	4,039	7,500
Round Up Revenues	15,000		15,000	-	-	15,000
Series 2010 Bond Proceeds		51,932		23,750	31,659	70,000
Bond Proceeds	-		55,000	-	-	
Other Income	-		-	-	-	
Total Revenues	**1,291,323**	**959,781**	**1,247,500**	**729,883**	**972,934**	**1,262,500**
Expenditures						
Personnel						
Salaries and Wages	277,620	270,517	272,101	187,817	250,360	236,335
Overtime Wages	6,000	9,213	10,000	7,636	10,178	10,000
Payroll Taxes	21,697	20,793	21,581	14,669	19,554	18,845
Retirement Benefits	28,640	29,121	31,471	21,507	28,669	28,427
Employee Insurance	55,769	48,958	52,122	30,264	40,342	47,525
Total Personnel	**389,726**	**378,604**	**387,275**	**261,893**	**349,103**	**341,132**
Contracts & Services						
Professional Services	12,000	12,625	12,000	5,444	7,257	12,000
IT Services	1	377	1,500	735	980	1,500
Education and Training	1,500	2,356	2,500	3,288	4,383	5,000
Bank Charges	4,200	4,987	4,500	3,497	4,662	4,500
Utilities	2,400	2,254	2,400	1,467	1,956	2,400
Telephone	2,500	2,216	2,500	1,582	2,109	2,500
Repairs & Maintenance	10,000	8,650	15,000	1,292	1,722	15,000
Rentals	4,000	4,302	3,000	2,413	3,216	3,000
Uniforms	2,100	2,254	2,100	1,332	1,776	2,100
Insurance	40,000	34,973	51,000	39,743	52,978	55,000
Public Notices & Advertising	300	307	2,000	443	590	2,000
Dues & Licenses	1,500	1,997	3,500	2,211	2,947	3,500
Round Up Donations	15,000		15,000	-	-	15,000
Bad Debt Write Off	6,087	6,421	6,000	3,805	5,072	5,000
Total Contracts & Services	**101,588**	**83,716**	**123,000**	**67,254**	**89,649**	**128,500**
Supplies						
Natural Gas Purchased	682,560	348,575	495,391	278,205	370,848	495,000
Office Supplies	450	208	250	390	520	450
Printing & Postage	5,000	5,326	5,000	4,170	5,559	6,000
Computer Supplies	2,999	2,296	2,500	2,550	3,399	2,500
Gas Outage Supplies	-		250	-	-	250
Operating Supplies	32,000	57,778	50,000	21,580	28,767	50,000
Vehicle Fuel & Oil	11,000	17,601	16,000	10,574	14,095	16,000
Vehicle Repairs & Maint	11,000	7,829	10,000	5,438	7,248	10,000
Total Supplies	**745,009**	**439,612**	**579,391**	**322,907**	**430,436**	**580,200**
Contingency	**25,000**	**-**	**87,834**	**-**	**-**	**112,668**
Capital Projects						
CIP GS 07-5 Truck	-		15,000	-	-	15,000
CIP GS 07-4 Telemeters	30,000	65,602	30,000	52,323	69,747	60,000
CIP GS 12-1 Gas Detection Equipment	-		25,000	-	-	25,000
Total Capital Projects	**30,000**	**65,602**	**70,000**	**52,323**	**69,747**	**100,000**
Total Expenditures	**1,291,323**	**967,534**	**1,247,500**	**704,377**	**938,934**	**1,262,500**
Total Gas Net Revenue (Deficit)	**-**	**(7,753)**	**-**	**25,506**	**33,999**	**0**

WATER UTILITY

Description:
The primary function of the Water Utility is the protection of public health and safety through the production and efficient delivery of water that meets and/or exceeds water quality standards and in sufficient quantity to meet customer demands. The water utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Responsibilities include regulatory compliance, customer service; promote water conservation, efficient use of available water resources and coordination with the development community.

Position	Number	Percentage
Public Works Director	1	25%
Public Works Superintendent	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	33%
Utilities Operations Supervisor - Water	1	100%
Utilities Operator III	1	5%
Utilities Operator III	1	33%
Utilities Operator II	1	90%
Utilities Operator I	3	90%
Utilities Operator I	4	5%
Meter Reader	2	50%
Accounting Supervisor	1	15%
Accounting Specialist	1	10%
Accounting Clerk III	1	25%
Accounting Clerk II	1	25%

Water Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Water Revenue	425,000	412,310	450,000	283,311	377,654	450,000
Commercial Water Revenue	320,000	291,731	330,000	215,650	287,462	330,000
New Hookups	15,000	18,937	30,000	4,328	5,770	15,000
Impact Fee Allocation	-		41,000	-	-	20,000
Construction Sales Tax Allocation	-			-	-	
Water Tank Rental	-			-	-	
Water Accomodation Fees	7,000	7,354	7,000	14,510	19,342	7,000
Series 2010 Bond Proceeds		103,407		-	-	30,000
Other Income	-			-	-	
Total Revenues	**767,000**	**833,737**	**858,000**	**517,800**	**690,227**	**852,000**
Expenditures						
Personnel						
Salaries and Wages	232,486	240,526	259,922	171,796	229,004	278,999
Overtime Wages	5,000	4,446	5,000	5,750	7,665	6,000
Payroll Taxes	18,168	18,299	20,267	13,466	17,951	21,802
Retirement Benefits	23,986	25,655	29,541	19,512	26,009	32,889
Employee Insurance	43,288	36,512	47,510	22,539	30,045	47,870
Total Personnel	**322,928**	**325,437**	**362,240**	**233,064**	**310,674**	**387,560**
Contracts & Services						
Professional Services	25,000	13,466	25,000	12,481	16,637	25,000
Chemical Analysis	12,000	2,756	10,000	2,417	3,222	5,000
IT Services	1	117	1,500	285	380	1,500
Education and Training	400	300	500	43	58	2,500
Bank Charges	4,500	4,986	4,500	3,497	4,662	5,000
Utilities	110,000	146,228	137,045	82,172	109,535	120,000
Telephone	5,780	4,933	5,000	1,492	1,989	2,500
Repairs & Maintenance	25,492	21,669	25,817	4,004	5,337	
Rentals	2,400	1,298	1,000	1,324	1,765	2,000
Uniforms	1,100	1,117	1,100	718	957	1,500
Insurance	9,500	6,995	11,000	7,949	10,596	12,000
Interest	-				-	
Public Notices & Advertising	500	31	500	467	622	1,000
Dues & Licenses	1,200	6,885	13,000	7,125	9,497	13,000
Series 2005 Bond Interest	-				-	
Bad Debt Write Off	200	4,776	2,500	1,425	1,900	2,500
Total Contracts & Services	**198,073**	**215,557**	**238,462**	**125,399**	**167,156**	**193,500**
Supplies						
Office Supplies	300	207	300	230	307	500
Printing & Postage	4,800	5,235	4,800	4,088	5,449	6,000
Computer Supplies	2,399	1,653	2,600	2,550	3,399	2,600
Operating Supplies	48,000	27,875	48,000	17,383	23,172	48,000
Depreciation	-				-	
Vehicle Fuel & Oil	7,500	11,557	10,000	8,783	11,708	12,000
Vehicle Repairs & Maint	8,000	2,945	8,000	6,774	9,030	10,000
Total Supplies	**70,999**	**49,472**	**73,700**	**39,808**	**53,064**	**79,100**
Contingency	**75,000**	**-**	**53,598**	**-**	**-**	**106,840**
Capital Projects						
CIP WA 07-9 Truck	-		15,000	-	-	20,000
Telemeters	100,000	112,568	100,000	27,984	37,303	50,000
CIP WA 08-1 SueJuan Repairs	-		15,000	-	-	15,000
Total Capital Projects	**100,000**	**112,568**	**130,000**	**27,984**	**37,303**	**85,000**
Total Expenditures	**767,000**	**703,034**	**858,000**	**426,255**	**568,198**	**852,000**
Total Water Net Revenue (Deficit	**-**	**130,703**	**-**	**91,545**	**122,029**	**(0)**

WASTEWATER UTILITY

Wastewater Utility provides outstanding customer service, while providing the most effective and economical methods for the collection and treatment of wastewater. The wastewater utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works.

Wastewater Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State environmental standards are met or exceeded.

Position	Number	Percentage
Public Works Director	1	25%
Public Works Superintendent	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	33%
Utilities Operations Supervisor - Wastewater	1	100%
Utilities Operator III	1	90%
Utilities Operator III	1	33%
Utilities Operator II	1	5%
Utilities Operator I	2	90%
Utilities Operator I	4	5%
Accounting Supervisor	1	15%
Accounting Specialist	1	10%
Accounting Clerk III	1	25%
Accounting Clerk I	1	25%

Wastewater Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Wastewater Fees	420,000	428,618	450,000	305,220	406,858	450,000
Muli-User Wastewater Fees	8,000	6,966	8,000	5,086	6,780	8,000
Commercial Wastewater Fees	265,000	244,932	265,000	166,184	221,524	265,000
New Hook Ups	16,000	13,550	15,000	6,175	8,231	15,000
Impact Fee Allocation	-			-	-	
Series 2010 Bond	71,000	-		-	-	
Whetstone W/W Fees	90,000	72,533	130,000	-	-	15,000
Misc Revenue	600	5,990	12,000	-	-	12,000
Total Revenues	**870,600**	**772,589**	**880,000**	**482,665**	**643,392**	**765,000**
Expenditures						
Personnel						
Salaries and Wages	242,788	254,607	265,083	171,510	228,623	262,720
Overtime Wages	10,000	14,367	15,000	10,703	14,268	15,000
Payroll Taxes	19,337	20,161	21,426	13,874	18,494	21,246
Retirement Benefits	25,531	28,429	31,261	19,933	26,571	32,049
Employee Insurance	42,999	41,888	48,792	23,621	31,487	45,739
Total Personnel	**340,655**	**359,452**	**381,562**	**239,642**	**319,443**	**376,753**
Contracts & Services						
Professional Services	39,335	6,091	10,000	4,538	6,050	15,000
Chemical Analysis	13,600	16,960	21,000	16,028	21,365	22,000
Whetstone Waste Disposal	90,000	121,520	130,000	69,993	70,000	15,000
IT Services		532	1,500	435	580	1,500
Education and Training	400	20	500	73	97	1,500
Bank Charges	4,200	4,986	5,000	3,497	4,662	5,000
Utilities	60,000	81,905	70,000	59,689	79,565	80,000
Telephone	5,200	3,978	5,200	2,512	3,349	4,000
Repairs & Maintenance	60,000	16,919	60,000	23,539	31,377	50,000
Rentals	-		1,000	8,721	11,625	1,000
Uniforms	1,600	1,476	1,500	796	1,061	1,500
Insurance	30,000	20,984	31,000	23,846	31,787	31,000
Public Notices & Advertising	200	31	250	-	-	250
Dues & Licenses	9,310	8,253	12,000	8,875	12,000	12,000
Bad Debt Write Off	100	6,933	100	1,943	2,590	100
Total Contracts & Services	**313,945**	**290,588**	**349,050**	**224,485**	**276,107**	**239,850**
Supplies						
Office Supplies	400	207	400	164	219	400
Printing & Postage	4,800	5,260	4,800	4,093	5,456	6,000
Computer Supplies	1,800	2,634	2,500	2,274	3,032	3,000
Operating Supplies	39,000	23,263	23,188	23,033	30,703	35,000
Vehicle Fuel & Oil	6,500	10,868	10,000	7,584	10,109	10,000
Vehicle Repairs & Maint	7,500	3,384	3,500	7,800	10,398	8,000
Total Supplies	**60,000**	**45,618**	**44,388**	**44,949**	**59,697**	**62,400**
Contingency	**85,000**	**-**	**25,000**	**-**	**-**	**5,997**
Refunds		**938**				
Capital Projects						
CIP 07-4 Truck Purchase	-	-	15,000	-	-	15,000
CIP WW 08-1 Jet Router	65,000	-	65,000		-	65,000
CIP WW 08-2 NPDES ADEQ Permit	6,000	-			-	
Total Capital Projects	**71,000**	**-**	**80,000**	**-**	**-**	**80,000**
Total Expenditures	**870,600**	**696,596**	**880,000**	**509,075**	**655,247**	**765,000**
Total WWater Net Revenue (Deficit)	**-**	**75,993**	**-**	**(26,410)**	**(11,855)**	**(0)**

SANITATION FUND

The Sanitation Fund accounts for the City's solid waste (garbage) pickup service. Southwest Disposal has contracted with the City for the past seven years to provide this service. The parties negotiated a four year contract effective December 31, 2012 that has fixed the price for their services through December 31, 2016.

The City contracts with Cochise County for landfill services.

Sanitation Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Residential Sanitation Fees	350,000	325,886	350,000	237,548	316,651	360,000
Muli-User Sanitation Fees	500	-	500	-	-	500
Commercial Sanitation Fees	300,000	312,492	300,000	220,110	293,407	320,000
Total Revenues	**650,500**	**638,378**	**650,500**	**457,658**	**610,058**	**680,500**
Expenditures						
Personnel						
Salaries and Wages				-	-	17,605
Overtime Wages				-	-	-
Payroll Taxes				-	-	1,347
Retirement Benefits				-	-	2,032
Employee Insurance				-	-	3,438
Total Personnel	**-**	**-**	**-**	**-**	**-**	**24,421**
Contracts & Services						
Bank Charges	4,232	4,986	4,500	3,497	4,662	4,500
Public Notices, Advertising	-			90	120	500
Operating Supplies	-				-	
County Solid Waste	206,000	194,238	210,000	136,158	181,499	224,000
Residential Service Contract	215,000	230,224	220,000	171,153	228,146	220,000
Commercial Service Contract	225,168	227,279	200,000	151,453	201,888	200,000
Bad Debt Write Off	100	6,726	100	1,749	2,331	1,500
Total Contracts and Services	**650,500**	**663,454**	**634,600**	**464,100**	**618,646**	**650,500**
Contingency		**-**	**15,900**	**-**	**-**	**5,579**
Total Expenditures	**650,500**	**663,454**	**634,600**	**464,100**	**618,646**	**674,921**
Total Sanitation Net Revenue (Deficit)	**-**	**(25,076)**	**-**	**(6,442)**	**(8,588)**	**(0)**

Other Funds

AIRPORT FUND

The Airport Fund reports the revenues earned by and the expenditures incurred in running the City's municipal airport.

The vast majority of the construction costs at the airport are paid through FAA and ADOT grants that are reported in the Grant Fund.

The business of the Airport is managed by Southwestern Aviation, LLC.

The current goal of the fund is to break even on airport activities. The budget reflects that the General Fund contributions will cover the cost of Grant matches required and some unusual maintenance expenses that are scheduled for the new budget year. Airport revenues earned are budgeted to equal the City's day to day costs for the operation.

Airport Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Contribution General Fund	69,700	-	90,700	-	62,402	111,750
Business Revenue	12,000	8,739	12,000	1,521	2,500	62,000
Total Revenues	**81,700**	**8,739**	**102,700**	**1,521**	**64,902**	**173,750**
Expenditures						
Contracts & Services						
Professional Services	12,000	13,433	25,000	13,504	18,000	75,000
Utilities	14,000	15,991	20,000	13,517	18,018	31,000
Telephone	600	697	700	536	714	750
Repairs & Maint	14,000	9,264	15,000	5,695	7,591	15,000
Insurance	11,000	13,911	22,000	15,438	20,579	22,000
Total Contracts & Services	**51,600**	**53,297**	**82,700**	**48,689**	**64,902**	**143,750**
Supplies						
Total Supplies	**100**	**155**				**-**
Capital Projects						
Depreciation	-			-	-	
Contingency	10,000	-		-	-	10,000
Grant Match	20,000	-	20,000	-	-	20,000
Total Capital Projects	**30,000**	**-**	**20,000**	**-**	**-**	**30,000**
Total Expenditures	**81,700**	**53,451**	**102,700**	**48,689**	**64,902**	**173,750**
Total Airport Net Rev	**-**	**(44,712)**	**-**	**(47,168)**	**0**	**-**

STREET (HURF) FUND

The Public Works Department manages the Highway User Revenue Funds (HURF). The use of HURF is governed by the State of Arizona's constitution where expenditures of HURF funds must be for improvements in the public roadway right-of-way. The HURF fund is primarily used for operations and maintenance of the roadway system. The Public Works Director, Street Superintendent and the Engineering Divisions oversee these operations, which include pavement management, sidewalks, traffic signals, landscaping, signing, and striping.

Public Works Street Division maintains all streets and roadway drainage-ways to ensure that the facilities fulfill the function for which it is designed. The Streets Division oversees the two sections: traffic operations and streets maintenance.

Personnel
The Streets Department is not requesting added personnel in the new budget. Personnel costs are shown below

Position	Number	Percentage
Streets Superintendent	1	10%
Streets Maintenance Supervisor	1	100%
Street Maintenance Worker III	1	100%
Street Maintenance Worker II	1	100%
Street Maintenance Worker II	1	vacant

Streets Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Gasoline Tax	355,852	305,381	371,180	234,351	312,390	341,147
State Lottery Revenue	-	9,121	20,000	-	-	20,000
Miscellaneous Income	-				-	
Series 2010 Bond Proceeds	200,000	182,936	200,000	207,387	276,447	
Total Revenues	**555,852**	**497,438**	**591,180**	**441,738**	**588,837**	**361,147**
Personnel						
Salaries and Wages	110,922	115,940	114,250	83,591	111,426	121,384
Overtime Wages	1,500	528	1,500	113	151	1,500
Payroll Taxes	8,601	8,809	8,855	6,418	8,555	9,401
Retirement Benefits	11,355	12,749	12,900	9,325	12,430	14,181
Employee Insurance	27,552	21,654	28,923	14,367	19,151	24,750
Total Personnel	**159,930**	**159,679**	**166,428**	**113,813**	**151,713**	**171,215**
Contracts & Services						
Professional Services	46,000	45,435	46,000	27,870	37,151	36,000
Contract Labor - DOC	-	5,518	3,500	2,664	3,550	4,000
Education and Training	500	175	500	80	107	100
Utilities	56,000	68,983	58,826	43,741	58,306	60,000
Telephone	1,500	1,173	1,500	803	1,070	1,000
Repairs & Maintenance - Equip	5,000	16,081	15,000	2,398	3,197	3,000
Repairs & Maintenance - Streets	38,604	76,496	44,676	26,360	35,138	39,132
Rentals	5,000	7,001	5,000	100	133	500
Uniforms	1,700	1,474	1,750	966	1,288	1,200
Insurance	11,618	8,393	13,000	9,538	12,715	13,000
Materials & Supplies	10,000	14,803	15,000	9,041	12,052	12,000
Vehicle Fuel & Oil	6,000	12,685	10,000	8,404	11,203	10,000
Vehicle Repairs & Maint	14,000	14,755	10,000	11,248	14,994	10,000
Total Contracts & Services	**195,922**	**272,971**	**224,752**	**143,213**	**190,903**	**189,932**
Capital Projects						
CIP PW 07-8 Pavement Management	200,000	182,936	200,000	207,975	207,975	
Total Capital Projects	**200,000**	**182,936**	**200,000**	**207,975**	**207,975**	**-**
Total Expenditures	**555,852**	**615,586**	**591,180**	**465,001**	**550,591**	**361,147**
Total Streets Net Revenue	**-**	**(118,148)**	**-**	**(23,263)**	**38,246**	**(0)**

Transit Fund

The Transit Division hopes to improve the quality of life for the residents of Benson by providing low cost transportation within the city limits, and surrounding unincorporated areas of the County including St. David, Pomerene and J-6/ Mescal.

The City of Benson has applied for grant funding for capital and operation of the Transit Division. The Transit Division and its related grants will be managed by the Public Works Department

Position	Number	Percentage
Engineering Aide	1	40%
Transit Driver	3.30	100%

Transit Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Grant Reimbursement - FTA 5311 - Capital	168,902	536	176,200	29,975	26,761	
Grant Reimbursement - FTA 5311 - Operating	72,451	81,858	83,729	59,120	60,000	96,767
Grant Reimbursement - FTA 5311 - Admin	28,577	16,004	28,576	14,874	20,000	36,233
Grant Reimbursement - FTA 5316 (requested)	17,000	12,069	-	3,785	3,785	
Grant Reimbursement - FTA 5317	10,500	10,000	-	9,416	9,416	
SEAGO AAA	25,240	25,216	24,000	18,927	24,000	24,000
Fare Revenue	8,000	5,990	8,000	5,798	7,729	8,000
Allocation from General Fund	22,233		60,041	-	64,973	44,970
RTAP	-	1,015		228	305	1,000
Total Revenues	**352,903**	**152,689**	**380,546**	**142,122**	**216,664**	**210,970**
Personnel						
Salaries and Wages	85,623	88,717	95,800	66,274	88,344	100,573
Overtime Wages	-	632	-	382	510	-
Payroll Taxes	6,550	7,095	7,328	5,409	7,210	7,694
Retirement Benefits	8,648	8,874	10,677	6,752	9,000	10,487
Employee Insurance	17,838	15,158	18,141	9,581	12,772	16,116
Total Personnel	**118,659**	**120,476**	**131,946**	**88,398**	**117,835**	**134,870**
Contracts & Services						
Professional Services	1,200	2,222	2,000	4,751	6,332	2,000
Education and Training	500	1,397	1,000	288	600	1,000
Utilities	1,500	-	1,500	-	-	
Telephone	3,000	2,749	3,000	2,011	2,681	3,000
Rentals- Office	1,200	-	1,200	-	-	
Uniforms	500	-	500	441	588	400
Insurance- Vehicles	3,500	8,393	17,000	9,538	12,715	17,000
Public Notices & Advertising	3,000	214	600	763	1,017	3,000
Travel	-	40	600	96	128	700
Dues & Licenses	-	276	500	1,767	1,767	2,000
Total Contracts & Services	**14,400**	**15,291**	**27,900**	**19,656**	**25,828**	**29,100**
Supplies						
Office Supplies	1,000	158	1,000	187	250	1,500
Printing & Postage	5,000	1,376	5,000	6	8	5,000
Computer Supplies	-	1,401	-		-	
Operating Supplies	500	528	500	683	910	1,000
Vehicle Fuel & Oil	25,000	30,101	30,000	21,311	28,407	31,500
Vehicle Repairs & Maint	3,000	10,289	5,000	10,410	13,877	5,000
Vehicle License	3,000	-	3,000	-	-	3,000
Total Supplies	**37,500**	**43,853**	**44,500**	**32,597**	**43,452**	**47,000**
Contingency	**1,374**			-	-	**-**
Capital						
CIP TR 10-3 Bus Stops & Signage	20,970	5,423	10,000	16,761	16,761	
CIP TR 10-4 Communication Equipment	-		6,200	-	-	
CIP TR 11-1 Bus Barn & Paving	150,000	-	150,000	-	-	
CIP TR 11-2 Security Cameras & Installation	10,000	-	10,000	10,563	10,563	
Total Capital	**180,970**	**5,423**	**176,200**	**27,324**	**27,324**	**-**
Total Expenditures	**352,903**	**185,043**	**380,546**	**167,975**	**214,440**	**210,970**
Total Transit Net Revenue (Deficit	**-**	**(32,354)**	**-**	**(25,853)**	**2,224**	**(0)**

Debt Service Fund

Debt Service Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Debt Service Escrow Carried Forward	406,000	-		-	-	
Bond Proceeds Carried Forward	1,791,310	-	1,600,000		-	
Series 2010 Bond Proceeds	-	403,734		189,624	252,769	1,200,000
Interest Income	10,000	-		-	-	
Transfer From WW Infrastructure Fund	-			-	-	
Tranfer of Payments from General Fund	396,000	-		-	-	
Total Revenues	**2,603,310**	**403,734**	**1,600,000**	**189,624**	**252,769**	**1,200,000**
Expenditures						
Payment WW Plant Debt	-				-	
Payment of Zions Bank Loan	-				-	
Cost of Bond Issuance	-				-	
Original Issue Discount	-				-	
Refunding Issue Discount	-				-	
Underwriters Discount	-				-	
Refunding Underwriters Discount	-				-	
Guaranty Insurance Policy	-				-	
Refunding Insurance	-				-	
Transfer to Capital Projects Fund	745,000	65,459	910,000	29,074	38,756	750,000
Transfer to Streets Fund	200,000	182,936	200,000	136,800	182,354	
Transfer to Gas Fund		51,932	55,000	23,750	31,659	70,000
Transfer to Water Fund		103,407			-	30,000
Transfer to Waste Water Fund	71,000	-			-	
Bond Debt Service	399,350	95,894			-	
Debt Service Escrow Carried Forward	412,650	-			-	
Bond Proceeds Carried Forward	775,310	-	435,000	-	-	350,000
Total Expenditures	**2,603,310**	**499,628**	**1,600,000**	**189,624**	**252,769**	**1,200,000**
Total Debt Service Net Revenu	**-**	**(95,894)**	**-**	**(0)**	**(0)**	**-**

CAPITAL PROJECTS FUND

The Capital Projects Fund CPF) was seen for the first time in the fiscal year 2007-08 budget. The fund was created in conjunction with the Capital Improvement Projects process placed in service effective July 1, 2007.

The Fund has been set up to accommodate those capital projects that are regional in nature, which means that the project must benefit all citizens of the City. Examples include the improvement at Lions Park, City Hall projects, improvements made to arterial roadways such as Ocotillo Avenue, major equipment purchases that are used by Public Works, etc. The Fund is particularly useful for tracking multi-year projects.

The primary funding source for the Capital Projects Fund is the 4% construction sales tax. The “seed” money for the Fund has been provided by allocation of FY 2006-07 construction sales tax collected during the 2006-07 fiscal year. Future construction sales tax collections have been restricted for use solely for CPF projects.

The use of construction sales tax collections, which are “one time only” collections, to pay for “one time only” expenditures is a true matching of financial resources with financial costs.

PLEASE NOTE: The Capital Projects Fund contains only those capital projects that are regional in nature, as noted above. All other capital projects can be found in the fund and/or the department that benefits from the expenditure.

Please see the CIP section for further information on the capital projects.

Capital Projects Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Construction Sales Tax	400,000	376,580	440,000	236,938	315,838	400,000
Series 2010 Bond Proceeds	745,000	65,459	910,000	29,074	38,756	750,000
CDBG Grant	355,000	-	305,000	-	-	250,000
Hanger Financing					-	500,000
Anticipated Grant	60,000	-	97,000	-	-	115,000
Total Revenues	**1,560,000**	**442,039**	**1,752,000**	**266,012**	**354,594**	**2,015,000**
Expenditures						
CIP CM 07-1 Land Acquisition	-	49,255		-	-	
CIP PW 07-1 Drainage Study Intercity	75,000	-	25,000	-	-	
CIP PZ 07-2 General Plan Update	15,000	-		-	-	
CIP PW 07-8 Pavement Management	-		200,000	-	-	200,000
CIP CM 08-1 Walmart Payment	250,000	250,000	250,000		250,000	250,000
CIP PR 08-2 Union Park Playgrnd	10,000	4,657	12,000	832	1,108	
CIP Sue Juan Water Co	-	1,512		-	-	
CIP PR 10-1 Swimming Pool Improvement	35,000	73,719		(4,277)	(5,702)	
CIP PR 12-1 Skate Park Improvements			5,000	-	-	
CIP PR 12-4 Park Master Plan			20,000	42	55	30,000
CIP GS 10-1 Ocotillo Line Replacement	60,000	-	60,000	-	-	60,000
CIP WA 10-2 West End Pressure Reduce	80,000	18,771	80,000	10,678	14,234	
CIP ST 10-3 Street Signage Upgrades	100,000	3,427	100,000	3,111	4,147	100,000
CIP WA 10-3 5th St & Ocotillo Water Line	275,000	48,300	275,000	29,074	38,756	250,000
CIP WA 10-5 Hill Crest St Water Line	50,000	-	50,000	-	-	50,000
CIP WA 10-7 Sue Juan Well Cap & Close	50,000	883	50,000	10,459	13,942	
Country Club Sewer Extention	-	17,950		-	-	
Lions Park Fields	-	6,087		21,515	28,679	50,000
CIP PW 11-1 Police Roof Replacement	80,000	82,986		-	-	
CIP PW 11-2 Utility Rate Studies	45,000	-	45,000	-	45,000	45,000
CIP PW 11-3 Backup Generator Fire/Polic	60,000	59,498		-	-	
CIP PW 11-4 Central Ave Alley	45,000	-		-	-	
CIP PW 11-5 Library Roof Replacement			50,000	41,371	41,371	
CIP PW 11-7 5th St Reconstruction	280,000	-	280,000	-	-	
CIP PW 11-8 2 Used County Dump Trucks	50,000	-	50,000	32,887	32,887	30,000
CIP PW 12-1 UAS Infrastructure Develop.			200,000	-	-	200,000
CIP PR 13-01 Lions Park Restrooms						250,000
Airport Hanger (s)						500,000
Carryforward	-				-	
Transfers	-				-	
Total Capital Projects	**1,560,000**	**617,045**	**1,752,000**	**145,690**	**464,478**	**2,015,000**
Total CIP Net Revenue (D	**-**	**(175,005)**	**-**	**120,322**	**(109,883)**	**-**

IMPACT FEE FUND

Impact Fee Fund revenues are earned through receipt of impact fees from new construction developments. Expenditures are made from the Fund for capital improvements that benefit the public infrastructure in the areas of the developments.

Impact Fee Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Impact Fee	100,000	76,730	80,000	14,110	18,809	50,000
Carry Forward Balance			-			
Total Revenues	**100,000**	**76,730**	**80,000**	**14,110**	**18,809**	**50,000**
Expenditures						
Capital Outlay Reserve	100,000	76,730	39,000	14,110	18,809	30,000
Transfer to Water Fund	-		41,000	-	-	20,000
Transfer to Waste Water Fund	-				-	
Carryforward Balance	-				-	
Transfers	-				-	
Total Expenditures	**100,000**	**76,730**	**80,000**	**14,110**	**18,809**	**50,000**
Total Impact Fee Fund I	**-**	**-**	**-**	**-**	**-**	**-**

GRANTS FUND

The Grant Fund is set up to track grants received from any source outside the City itself. The fund reflects grant monies being received and spent. Each grant is tracked through this fund. When a grant is completed and closed, then any excess expenditures, called the grant match, are transferred to and reflected as an expenditure of the specific department benefiting from the grant. As a result, the Grant Fund always balances to $0 upon completion of each grant project.

Grants Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues:						
PD Stonegarden		30,000		72,198	96,240	
FAA 13 Helipad, Rehab Runway		1,338			-	-
FAA 14/ ADOT E1F02		204,319			-	
CDBG Streets		35,972		205,786	274,313	
CDBG Drainage Study		73,906		2,802	3,734	
Historic Preservation					-	
ADOT E5S18 Env Survey		1,892			-	
ADOT E7S81 Instrument Approach		5,942			-	
Police Grants		51,228		6,908	9,208	
Fire Grants		43,335		140,086	186,735	
Misc Grants		6,500			-	
EECGB Dept of Commerce					-	
Unclassified Airport Grants	550,000	-	750,000	-	-	2,296,190
Unclassified Grants	3,500,000	4,473	3,500,000	-	-	3,500,000
WIFA SCADA and Energy Study					-	35,000
FAA 15/ADOT		98,569			-	
GOHS AL-001				7,688	10,248	
Emergency Generator				119,012	158,644	
FAA 16 / ADOT				2,044	2,724	
Tourism Grant				5,000	6,665	
CDBG Park Grant				5,124	6,830	
Total Revenues	**4,050,000**	**557,473**	**4,250,000**	**566,648**	**570,231**	**5,796,190**
Expenditures:						
CDBG Streets		36,306		225,928	301,162	
CDBG Drainage Study		76,801			-	
PD Stone Garden		84,145			-	
FAA 13 Helipad, Rehab Runway					-	
FAA 14/ ADOT E1F02		178,774			-	
FAA 15/ADOT		103,756			-	
ACJC Police Grant					-	
GOER GS-01					-	
GOER 132		6,930			-	
GOHS AL-001		5,496		4,591	6,120	
Police Grants					-	
Fire Grants				7,688	10,248	
ADOT E5S18 Env Survey					-	
ADOT E7S81 Instrument Approach					-	
Library Grants					-	
Unclassified Airport Grants	-		750,000	17	22	2,296,190
Unclassified Grants	550,000	119,332	3,500,000	79,592	79,964	3,500,000
WIFA SCADA and Energy Study					-	35,000
Tohono Odom 2011 Communication				26,674	35,557	
Stone Garden				17,038	22,712	
Airport Pavement Mgt E3S1Q				77,444	103,233	
Emergency Generator				181,850	242,406	
Homeland Security Grant				1,453	1,936	
CDBG Parks				5,124	6,830	
Total Expenditures	**550,000**	**611,540**	**4,250,000**	**627,400**	**397,517**	**5,796,190**
Total Grants Net Revenue (Def	**3,500,000**	**(54,067)**	**-**	**-**	**172,714**	**-**

FIREMAN'S PENSION FUND

The Fireman's Pension Fund is set up to pay a monthly benefit to retired volunteer firemen.
The fund is managed independently form the City. The State makes an annual donation to the Fund.

Fire Pension Fund	2011-12 Budget	2011-12 Actual	2012-13 Budget	2012-13 Actual Thru March 2013	2012-13 Projected Actual	2013-14 Budget
Revenues						
Contributions From State Fund	6,000	5,656	6,000	5,569	5,569	6,000
Contributions From Fire, Inc	960	719	1,200	642	856	1,200
Contributions From General Fund	9,440	-	9,200	-	10,675	9,900
Interest Income	10,000	-	10,000	339	7,500	7,500
Total Revenues	**26,400**	**6,374**	**26,400**	**6,549**	**24,600**	**24,600**
Expenditures						
Pension Payments	26,400	26,400	26,400	19,200	24,600	24,600
Contingency	-			-	-	
Total Expenditures	**26,400**	**26,400**	**26,400**	**19,200**	**24,600**	**24,600**
Total Fire Pension Net F	**-**	**(20,026)**	**-**	**(12,651)**	**(0)**	**-**

CAPITAL IMPROVEMENT PLAN (CIP)

Developing the Capital Improvement Plan
The CIP is the City's five-year blueprint for creating and maintaining the crucial infrastructure that will support the continued growth and development of City of Benson. Each year, in conjunction with the annual budgeting process, the City Manager and Finance Department coordinate the process of revising and updating the long-range CIP document. Other documents, such as the City's General Plan and Strategic Plan, also provide valuable information and guidance in the preparation of the CIP. Several of the City's department heads and all Council Members annually review past capital project accomplishments and identify new projects for inclusion in the Plan. Projects included in the 2013-2018 CIP form the basis of appropriation in the 2013-2018 fiscal year capital budget.

Individual projects will continue to be subjected to ongoing community and City Council review and discussion during the annual appropriations process. The CIP is also an important public communication medium. The CIP gives residents and businesses an overall view of the City's long-term direction in the area of capital improvements and helps to illustrate the City's ongoing need for stable revenue sources to fund large or multi-year capital projects.

The 2013-2018 CIP assumes continued very modest commercial and residential growth of the City. The current plan assumes that 40 new dwelling units will be built and that sales tax collections will slightly increase from 2011-2012 collections. Construction sales tax revenues for the following fiscal years is projected to decrease in the first few years and then gradually ramp up to pre-recession levels by 2018. The CIP is designed so that expenditures can be accelerated or decelerated based on the actual financial performance of the City.

Definition of a Capital Improvement Project
For the purposes of the CIP, a capital expenditure is one that results in the acquisition or addition to the government's capital assets. The assets included in the CIP cost $10,000 or more and have a useful life of at least three years. Streets, water production and distribution facilities, wastewater collection system and treatment plants, parks, buildings, and major one-time acquisitions of equipment are all examples of capital improvements.

Financing the Capital Improvement Plan
When developing the CIP, the City must consider its ability to finance the needed projects. This requires prioritization of projects while maximizing use of available financing mechanisms. The City's available financing options include some or all of the following sources:

Grants and Contributions - There are a number of grants available from federal, state, and local sources. The City has begun to aggressively pursue this type of funding. The current CIP anticipates about $30 million in grant funding over the next five fiscal years.

Long-term Debt/Bonds – Debt financing is an important component of most Capital Improvement Plans. The proceeds from any long term debt issuance are restricted for uses as described within the loan/bond covenants. The City successfully completed a $5 million Excise Tax Revenue Bond issue in 2010. Of those proceeds, $2.6 million was used to pay off existing debt, $1.2 million was spent for capital improvements during fiscal years 2010-13, and the remaining $1.2 million is being used for projects described in this document.

Four Percent (4%) Construction Sales Tax - The City's 4% tax on new construction has been designated as a primary funding source for the Capital Projects Fund. A project is eligible for the Capital Project Fund if it is regional in nature or it benefits the specific development area that generated the tax proceeds.

Projected construction sales tax revenues for the next five years are (in thousands) $400, $485, $500, $525 and $550 respectively. Actual collections may vary significantly from the projections. New capital projects will be either slowed or accelerated to more closely match actual revenues available.

Development Impact Fees – Each new home constructed in the City has an impact on the City's water, wastewater, public safety, parks and administrative infrastructure. Development fees are assessments on new home construction that allow for "pay-as-you-go" financing for capital projects that benefit the home under construction. The majority (85%) of impact fees collected will be spent on water and wastewater capital projects.

General Funds – A portion of General Fund revenues are allocated to CIP projects each year. CIP project timing is usually somewhat flexible, so the amount allocated from the General Fund each year is related to the excess revenues generated within the Fund. Projected General Fund CIP contributions for the next five years are (in thousands) $208, $98, $115, $164 and $165, respectively.

Enterprise Funds – Connection fees, excess user fees and impact fees are the primary funding sources for Utility Fund ongoing capital projects. Very large capital projects require long term debt financing.

Carryover Projects/Fund Balance
Due to the nature of capital projects, the life of a project may span across fiscal years. As funds are designated for a project, they are accumulated in the appropriate capital fund and expended as the project progresses. When the funds are not spent in one year they remain in the fund balance to be used in the future. This is also referred to as carryover. As the City refines the annual CIP, these carryover projects will be redefined into areas of contractual obligation, and ongoing projects will be appropriated again in the following year to ensure full project funding.

Revenues, such as construction sales tax, designated for capital projects but not appropriated in the current fiscal year, are carried forward to the next year as a fund balance.

Operating and Capital Budget Relationship
The Capital Improvement Plan also impacts the operating budget as projects are completed. Operating funds are required for the routine maintenance and operation of facilities and equipment, including, utilities, staffing, repairs, fuel for heavy equipment and equipment maintenance. Recurring equipment replacement expenses for new patrol cars and recurring maintenance costs such as street asphalt overlay are also funded through the operating budget. These ongoing costs must be tied to ongoing revenues (e.g., higher user revenue funds, sales tax, user fees, and intergovernmental revenues) to ensure they can be sustained.

CIP Status Report

Projects Completed during fiscal 2012-2013

CIP CM 12-1	City Manager Vehicle	$15,000
CIP CM 12-3	Video Equipment (iPads)	$15,000
CIP CM 12-2	Audio Equipment Council Chambers	$12,000
CIP PD 12-1	Computer Server	$20,000
CIP FD 07-1	Ford F550 Crew Truck	$23,000
CIP CM 12-4	ADA Compliant Doors	$17,000
CIP TR 10-3	Bus Stops and Signs	$10,000
CIP TR 11-2	Security Cameras	$10,000
CIP PR 08-02	Union St. Park Playground	$12,000
CIP PR	Lions Park Fields	$22,000
CIP PW 07-8	Pavement Management	$200,000
CIP PW 11-5	Library Roof Replacement	$50,000
CIP PW 11-7	5th St Reconstruction	$280,000
CIP PW 11-8	Wastewater Hauler	$50,000
CIP GS 12-1	Telemeters	$53,000

Total CIP Projects Completed during fiscal 2012-2013		**$789,000**

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Capital Improvement Plan (CIP) Budget Summary 2013-2018

Project	Page #	CIP #	2013-14	2014-15	2015-16	2016-17	2017-18	Total
General Fund (GF) ($000)								
Video Equipment	97	CM 12-3	15					15
UAS Economic Development	98	CM 12-5	25					25
Fire Hoses & Accessories	99	FD 07-2			23			23
Vehicle, Chevy Tahoe	100	FD 09-1				45		45
Vehicle, Chevy 4500 Crew Truck	101	FD 09-2		90				90
Vehicle Exhaust Removal System	102	FD 10-1		70				70
Extracation Equipment	103	FD 10-3		65				65
Narrow Band Radio Frequencies	104	FD 10-4		129				129
Fire Engine Type I	105	FD 12-1		500				500
SCBA Bottle Replacement	106	FD 13-01	6	6	6	6	6	30
Portable Pump	107	FD 13-02	9					9
Vehicles, Patrol, equipped	108	PD 07-1		26	26	26	26	104
Vehicle, Animal Control	109	PD 07-2		5	5	5	5	20
Tahoe Police Vehicle	110	PD 12-3	42					42
Drug Dog	111	PD 13-01	12					12
Training Equipment	112	PD 13-02	15					15
Unmarked Cars	113	PD 13-03		11	11	11	11	44
Apache Park Improvements	114	PR 06-2			225			225
Senior Center	115	PR 07-5				100		100
Skate Park Improvements	116	PR 12-1	5	5				10
Storage Container	117	PR 12-2	6		.			6
ATV Gator	118	PR 12-3	10					10
Parks, Trails, and Open Space MP	119	PR 13-1	15					15
Land Purchase	120	PR 13-2	30					30
Quiet Rail Crossing	121	PW 07-2				67		67
Union St. Wash Crossing	122	PW 07-3		45	45			90
Wal-Mart Site Drainage	123	PW 07-4		25	20	500		545
Roof Repairs- City Hall	124	PW 11-6	20					20
SCADA and Energy Study	125	PW 13-2	58					58
Permit Tracking Database	126	PZ 12-01	25					25
Total Funds Spent			**293**	**977**	**361**	**760**	**48**	**2,439**
General Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
General Fund Capital Allocation			189	72	90	67	22	440
Series 2010 Bond Proceeds				25	20	500		545
Stonegarden Grant				26	26	26	26	104
Anticipated Grant			104	854	225	167		1,350
Total Fund Sources			**293**	**977**	**361**	**760**	**48**	**2,439**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

Capital Projects Fund (CPF)								
Project	**Page #**	**CIP #**	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**2017-18**	**Total**
Public Safety/Land Acquisitions	127	CM 07-1		225	120	100	500	945
Lions Park Phase I	128	PR 06-1				500	900	1,400
Lions Park Phase II	129	PR 07-2					185	185
Rodeo/ Events Arena	130	PR 08-1				20	100	120
Update Park Master Plan	131	PR 12-4	30					30
Lions Park Fields	132	PR 13-3	50					50
Lions Park ADA Bathrooms	133	PR 13-4	250					250
Airport Hangers	134	AIR 13-01	500					500
Ocotillo Phase I - 4th to Union	135	PW 07-5			300	1,000	2,000	3,300
Ocotillo Phase II - 4th to I-10	136	PW 07-6		250		2,500		2,750
Ocotillo Phase III - Union to Javalina	137	PW 07-7					300	300
Pavement Management	138	PW 07-8	200	200	200	200	200	1,000
City Hall Improvements	139	PW 08-1	20	20	20	40	40	140
Utility Rate Studies	140	PW 11-2	45					45
2 Used Dump Trucks	141	PW 11-8	30					30
UAS Infrastructure Development	142	PW 12-1	200					200
Library Expansion	143	PW 13-1	20					20
Bike & Pedestrian Plan	144	PZ 07-1			45		30	75
Ocotillo Line Replacement	145	GS 10-1	60					60
Pomerene Road Line Replacement	146	GS 10-2		50				50
Street Resurface & Replace	147	ST 10-1		100	2,000	2,000	2,000	6,100
Survey 4th Street	148	ST 10-2		15				15
Street Signage Upgrades	149	ST 10-3	100					100
5th Street & Ocotillo Water Line	150	WA 10-3	250					250
N. Side 4th St Waterline Upgrade	151	WA 10-4		300				300
Hill Crest St Water Line	152	WA 10-5	50					50
Union St Water Line	153	WA 10-6		150				150
Ocotillo Sewer Line Replacement	154	WW 10-1		310				310
Wastewater Plant Roaders Upgrade	155	WW 10-2		100				100
Wastewater Plant Software Upgrade	156	WW 10-3		80				80
Total Funds Spent			**1,805**	**1,800**	**2,685**	**6,360**	**6,255**	**18,905**
Capital Projects Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Construction Sales Tax			400	485	500	525	550	2,460
CDBG Grant Proceeds			250					250
Series 2010 Bond Proceeds			750	540				1,290
Anticipated Grant/Bond			155	1,025	2,435	6,085	5,705	15,405
Loan/Lease Financing			500					500
Less: Wal-Mart Payment			(250)	(250)	(250)	(250)		(1,000)
Total Fund Sources			**1,805**	**1,800**	**2,685**	**6,360**	**6,255**	**18,905**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

Natural Gas Fund

Project	Page #	CIP #	2013-14	2014-15	2015-16	2016-17	2017-18	Total
Gas Planning Model	157	GS 07-1			25		30	55
Hwy 80 Utility Relocation	158	GS 07-2				35	60	95
Benson Regulator System	159	GS 07-3		20	100			120
Telemeters	160	GS 07-4	60	60	60	60	60	300
Truck Replacements	161	GS 07-5	15				20	35
SKP Line Extension	162	GS 07-6				60		60
Self Contained Breathing App. X2	163	GS 08-1				10	10	20
Gas Detection Equipment	164	GS 12-1	25					25
Total Funds Spent			**100**	**80**	**185**	**165**	**180**	**710**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Series 2010 Bond Proceeds				60	60	60	60	240
Gas Fund Capital Allocation			100	20	125	105	120	470
Total Fund Sources			**100**	**80**	**185**	**165**	**180**	**710**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

Water Fund

Project	Page #	CIP #	2013-14	2014-15	2015-16	2016-17	2017-18	Total
Upper Storage to SKP	165	WA 07-1			200	200	500	900
Telemeter	166	WA 07-2	50	100	50	50		250
Hwy 80 Utility Relocation	167	WA 07-3				35	60	95
Cochise Storage Tank	168	WA 07-5				400	550	950
Hydrological Studies Update	169	WA 07-6					45	45
Water Planning Model	170	WA 07-8		25				25
Truck Replacements	171	WA 07-9	20			30		50
SueJuan Repairs	172	WA 08-1	15					15
Total Funds Spent			**85**	**125**	**250**	**715**	**1,155**	**2,330**
Fund Sources								
Balance, Beginning of Year				0	0	0	0	0
Impact Fees			20	100	100	100	100	420
Water Fund Capital Allocation			65	25	100	100	100	390
Anticipated Grant/Loan			0		50	515	955	1,520
Total Fund Sources			**85**	**125**	**250**	**715**	**1,155**	**2,330**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

Wastewater Fund

Project	Page #	CIP #	2013-14	2014-15	2015-16	2016-17	2017-18	Total
Planning Area WW Skeletal Model	173	WW 07-1		50		50		100
Truck Replacements	174	WW 07-4	15	20		30		65
Reclaimed System model	175	WW 07-5				25	20	45
Hwy 80 Utility Relocation	176	WW 07-6				35	60	95
Prickly Pear	177	WW 07-7					25	25
High Pressure Jet Router	178	WW 08-1	65					65
Total Funds Spent			**80**	**70**	**0**	**140**	**105**	**395**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
WW Fund Capital Allocation			80	70		140	105	395
Series 2010 Bond Proceeds								0
Total Fund Sources			**80**	**70**	**0**	**140**	**105**	**395**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

Transit Fund

Project	Page #	CIP #	2013-14	2014-15	2015-16	2016-17	2017-18	Total
Bus Barn & Paving	179	TR 11-1		150				150
Total Funds Spent			**0**	**150**	**0**	**0**	**0**	**150**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
5311 Grant Funds				143				143
General Fund Grant Match				7				7
Total Fund Sources			**0**	**150**	**0**	**0**	**0**	**150**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

Golf Course Fund

Project	Page #	CIP #	2013-14	2014-15	2015-16	2016-17	2017-18	Total
Golf Car Fleet Replacement	180	GC 14-01	60	60	60	60	60	300
Greens Aerator	181	GC 14-02		13				13
Chemical Applicator Rig	182	GC 14-03		30				30
Total Funds Spent			**60**	**103**	**60**	**60**	**60**	**343**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Loan/Lease Financing			60	60	60	60	60	300
Golf Course Fund Match			0	43				43
Total Fund Sources			**60**	**103**	**60**	**60**	**60**	**343**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

Airport Fund								
Project	**Page #**	**CIP #**	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**2017-18**	**Total**
Phase I	183	AIR 08-1	750	750	1,000	740		**3,240**
Phase II	184	AIR 08-2	0	0	0	3,125	0	**3,125**
Phase III	185	AIR 08-3	0	0	0	0	3,200	**3,200**
Phase IV	186	AIR 08-4	0	0	0	0	2,525	**2,525**
Total Funds Spent			**750**	**750**	**1,000**	**3,865**	**5,725**	**12,090**
Fund Sources								
Balance, Beginning of Year			0	0	0	0	0	0
Grant Funds			731	731	975	3,768	5,582	11,787
General Fund Capital Allocation			19	19	25	97	143	303
Total Fund Sources			**750**	**750**	**1,000**	**3,865**	**5,725**	**12,090**
Balance, End of Year			**0**	**0**	**0**	**0**	**0**	**0**

CIP Summary								
			2013-14	**2014-15**	**2015-16**	**2016-17**	**2017-18**	**Total**
Total CIP Expenditures			**3,173**	**4,055**	**4,541**	**12,065**	**13,528**	**37,362**
Fund Sources								
General Fund Capital Allocation			208	98	115	164	165	750
Series 2010 Bond			750	625	80	560	60	2,075
Scheduled Grants			981	900	1,001	3,794	5,608	12,284
Construction Sales Tax			400	485	500	525	550	2,460
Impact Fees			20	100	100	100	100	420
Enterprise Fund Capital Allocation			245	158	225	345	325	1,298
Anticipated Grants/Bonds			259	1,879	2,710	6,767	6,660	18,275
Loan/Lease Financing			560	60	60	60	60	800
Walmart Payments			(250)	(250)	(250)	(250)	0	(1,000)
Total Fund Sources			**3,173**	**4,055**	**4,541**	**12,065**	**13,528**	**37,362**

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **CM 12-3**

Name of Project: **Video Equipment for Council Chambers**

Submitting Department: City Council

Project Description: Purchase and install new video equipment for Council Chambers

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase and Install	$15,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$15,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **CM 12-5**

Name of Project: **Unmanned Aerial Systems (UAS) Economic Development**

Submitting Department: Administration

Project Description: Provisional cost estimate to prepare studies and documents that may be necessary to attract the proposed UAS project to Benson.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: Undefined

Project Time Table/Budget: As needed

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Incur costs as needed	$25,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 07-02**

Name of Project: **Fire Hose and Accessories**

Submitting Department: Fire Department

Project Description: Purchase 1,200 feet of 5" fire hose, 9 different nozzles and six sets of turnouts.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016	Purchase Equipment	$23,000
2016-2017		
2017-2018		
Project Total		**$23,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 09-1**

Name of Project: **Chevy Tahoe**

Submitting Department: Fire Department

Project Description: Purchase Chevy Tahoe SUV for use as Command Vehicle

Is the Project Routine Replacement? Replacement

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017	Vehicle and Equipment	$45,000
2017-2018		
Project Total		**$45,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 09-2**

Name of Project: **Chevy Crew Truck**

Submitting Department: Fire Department

Project Description: Purchase Chevy Crew Cab Truck

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Vehicle and Equipment	$90,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$90,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 10-1**

Name of Project: **Vehicle Exhaust Removal System at Station**

Submitting Department: Fire Department

Project Description: This project is for installation of an exhaust removal system. This system directly removes all exhaust emissions from all apparatus parked in the bays. This keeps the harmful emissions from settling on equipment and the firefighter's personal protective equipment. The system will keep the cancer causing byproducts of diesel fuel from being dispersed in the bays and the firefighters breathing it. It will also keep harmful emissions being accidently put into the breathing air system.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Install Exhaust Removal System	$70,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$70,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 10-3**

Name of Project: **Extraction Equipment Upgrade**

Submitting Department: Fire Department

Project Description: The purpose of this CIP is to upgrade the existing Extrication Equipment to meet the challenges of the new style vehicles. This will also enable the purchase of additional equipment the department does not have which would be a benefit to have on rescue calls.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Extrication Equipment	65,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$65,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 10-4**

Name of Project: **Narrow Banding of Radio Frequencies**

Submitting Department: Fire Department

Project Description: The Federal Government has mandated a frequency change for all public safety departments. This frequency change is to allow for more frequencies and keep non emergency companies from over riding on emergency frequencies. This mandated change will take place on January 1, 2013. Any public safety agency transmitting on a non narrow band frequency is subject to penalties and fines. Going to narrow band will reduce the clarity of the transmissions so a new system will have to be placed into service. New pagers will have to be purchased because the old style pagers we have cannot be programmed to Narrow Band.

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Narrow Band Radio System	129,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$129,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 12-1**

Name of Project: **Fire Engine Type I**

Submitting Department: Fire Department

Project Description: The replacement of this Engine Company will enable the department to upgrade to an NFPA compliant apparatus. This will replace a 30 yr old, open cab, front line engine and place it back to reserve status. This apparatus will have the current safety requirements for apparatus. It will be a direct gallon per minute pump replacement so ISO rating will not be affected.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Looking at Grant replacement first then all other options

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Purchase Engine Company	$500,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$500,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 13-01**

Name of Project: **SCBA Bottle Replacement**

Submitting Department: Fire Department

Project Description: Replace aluminum Self Contained Breathing Apparatus bottles with lighter Carbon Fiber bottles

Is the Project Routine Replacement? Once the program is started it will become a routine replacement program

Financing Options (Grant, Lease-Purchase, etc.): None at this time

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase 6 SCBA Bottles	$6,000.00
2014-2015	Purchase 6 SCBA Bottles	$6,000.00
2015-2016	Purchase 6 SCBA Bottles	$6,000.00
2016-2017	Purchase 6 SCBA Bottles	$6,000.00
2017-2018	Purchase 6 SCBA Bottles	$6,000.00
Project Total		**$30,000.00**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **FD 13-02**

Name of Project: **Portable Pump**

Submitting Department: Fire Department

Project Description: Portable pump to pump water from static sources

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): None at this time

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	BB4US WLDFIR Portable Pump	$8,500
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$8,500**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PD 07-1**

Name of Project: **Patrol Vehicle Replacements**

Submitting Department: Police Department

Project Description: Replacement of worn out vehicles and additions for police new hires. Cost includes all patrol car equipment.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Lease

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Lease Vehicles	$25,663
2015-2016	Lease Vehicles	$25,663
2016-2017	Lease Vehicles	$25,663
2017-2018	Lease Vehicles	$25,663
Project Total		**$102,652**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PD 07-2**

Name of Project: **Animal Control Vehicle**

Submitting Department: Police Department

Project Description: Purchase replacement vehicle for Animal Control Dept.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Lease

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Lease Truck	$5,076
2015-2016	Lease Truck	$5,076
2016-2017	Lease Truck	$5,076
2017-2018	Lease Truck	$5,076
Project Total		**$20,304**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PD 12-3**

Name of Project: New K-9 Tahoe Police Vehicle

Submitting Department: Police

Project Description: Replace the K-9 police vehicle

Is the Project Routine Replacement? yes

Financing Options (Grant, Lease-Purchase, etc.): RICO monies

Project Staffing Implications: none

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase Tahoe	$42,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$42,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PD 13-01**

Name of Project: **New Drug Dog**

Submitting Department: Police

Project Description: Replace the police drug dog

Is the Project Routine Replacement? yes

Financing Options (Grant, Lease-Purchase, etc.): RICO

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase new dog	$12,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$12,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PD 13-02**

Name of Project: **Judgmental Shooting Training**

Submitting Department: Police

Project Description: Purchase equipment and software for Judgmental Shoot

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grant

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase equip and Software	$ 14,500
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$14,500**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PD 13-03**

Name of Project: **Replace Unmarked Police Cars**

Submitting Department: Police

Project Description: Replace worn out unmarked police cars

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Lease-Purchase

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Lease Cars	$10,689
2015-2016	Lease Cars	$10,689
2016-2017	Lease Cars	$10,689
2017-2018	Lease Cars	$10,689
Project Total		**$42,756**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 06-2**

Name of Project: **Apache Park Improvements**

Submitting Department: Parks & Recreation

Project Description: The Historic Preservation Commission has recommended improvement to Apache Park using Historic Preservation guidelines. The main improvement in the park will include a historic gazebo equipped for a variety of entertainment. Additional improvements are a small parking facility and a pedestrian path that loops the park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be general funds. Part of this project could be funded via donations and via State Heritage Grants.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016	Design and Construction	225,000
2016-2017		
2017-2018		
Project Total		**$225,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 07-5**

Name of Project: **Senior Center**

Submitting Department: Parks and Recreation

Project Description: This new Senior Center facility will include room for a variety of food service non-profit organizations.

Is the Project Routine Replacement?

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be a Community Development Block Grant.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017	Design and Construct	100,000
2017-2018		
Project Total		**$100,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **CIP PR 12-1**

Name of Project: **Skate Park Improvements**

Submitting Department: Recreation Department

Project Description: Purchase new equipment for the Skate Park so it is useable for multiple groups.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): CIP

Project Staffing Implications: Requires Staff time.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Budgeted	$5,000.00
2014-2015	Carry Over	$5,000.00
2015-2016	Completed	
2016-2017		
2017-2018		
Project Total		**$10,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 12-2**

Name of Project: **Storage Container**

Submitting Department: Parks

Project Description: Storage Container for secure storage of Parks assets

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Construction sales tax

Project Staffing Implications: none

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase & install	$6,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$6,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 12-3**

Name of Project: **ATV Gator**

Submitting Department: Parks

Project Description: ATV John Deere Gator

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Construction sales tax

Project Staffing Implications: none

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase & install	$10,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$10,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 13-1**

Name of Project: **Parks, Trails, and Open Spaces Master Plan**

Submitting Department: Recreation Department

Project Description: Outline service and facility standards for neighborhood, community, district parks, trails and open spaces.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): CIP

Project Staffing Implications: If this project is not contracted out it will require City Staff for Completion.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Start	$15,000.00
2014-2015	Completed	
2015-2016		
2016-2017		
2017-2018		
Project Total		**$15,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **CIP PR 13-2**

Name of Project: **Land Purchase**

Submitting Department: Parks Department

Project Description: Purchase land to use for an explosive museum

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase Land	30,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$30,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 07-2**

Name of Project: **Quiet Zone Train Crossing Phase I Study**

Submitting Department: Public Works Department

Project Description: If the City makes safety improvements to the existing railroad crossing, the trains will not have to blow their whistle. FHWA requires extensive study and addition improvements to reduce noise from the train whistle.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund for the study. Construction will be funded by combinations of loans and grants.

Project Staffing Implications: Contract Administration and extensive Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017	Study	67,000
2017-2018		
Project Total		**$67,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 07-3**

Name of Project: **Union Street Wash Crossing**

Submitting Department: Public Works Department

Project Description: This project would be to upgrade the inlet structure and strengthen the dike and headwall on the Southside of Union street west of the Benson Schools. This area has presented flooding problems in the past.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund and possibly grants

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		45,000
2015-2016		45,000
2016-2017		
2017-2018		
Project Total		**$90,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 07-4**

Name of Project: **Wal-Mart Site Drainage**

Submitting Department: Public Works Department

Project Description: This project is to improve drainage and add detention basins and a low flow channel to the Wash downstream from the Wal-Mart. The Project would create both flood control and a linear desert park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund for studies and design. Combination of loans and grants for construction.

Project Staffing Implications: Contract Administration and extensive Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design	25,000
2015-2016	Construction	20,000
2016-2017	Construction	500,000
2017-2018		
Project Total		**$545,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 11-6**

Name of Project: **Roof Repairs on City Hall**

Submitting Department: Public Works Department

Project Description: This Project is to complete the other ½ of the roof repairs on City Hall

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, General fund, Capital projects funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Construction	20,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$20,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 13-2**

Name of Project: **SCADA and Energy**

Submitting Department: Public Works

Project Description: Study and design of computerized management system for the water system

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): WIFA Grant with a 40% Local Match

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Planning and Design	58,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**58,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PZ 12-1**

Name of Project: **Permit Tracking Database**

Submitting Department: Planning & Zoning

Project Description: Caselle permit tracking database to accurately track development services permits issued.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: none

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase & install software	$25,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$25,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **CM 07-1**

Name of Project: **Public Safety/Land Acquisitions**

Submitting Department: City Manager

Project Description: In order to start the ultimate Campus style City Hall we need to start with a space needed to study to determine the ultimate size of the complex. It is desirable to construct the City Hall in phases, for example, one idea is to build the ultimate downtown police station first. This would allow for the fire department to expand into the existing police complex and allow for city administration to utilize the unused space in the new police station temporally. In order to accomplish this, the City would start land acquisition in the downtown area. After these steps are taken, the design and construction for the police station can begin.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Capital Projects Funds (CPF) generated from construction sales tax and debt.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Space Needs Study/Planning Land Acquisition	225,000
2015-2016	Land Acquisition/ Planning	120,000
2016-2017	Land Acquisition	100,000
2017-2018	Design	500,000
Project Total		**$945,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 06-1**

Name of Project: **Lions Parks Improvements Phase I**

Submitting Department: Parks and Recreation

Project Description: This project will include the addition of playing fields, a multi use trail, ramadas, new restrooms and minor amenities. This project will be phased in several design and construction projects but the first phase is a master plan. The master plan will in a public participation process to generate public comments and will eventually be approved by Mayor and Council. The master plan will generate specific projects and their respected phasing. This master plan will focus on developing the west side of the park including improvements to the existing park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be the Capital Project Fund (CPF), financed via a GADA loan. Additional funds will come from the general fund and donations. Staff will apply for State grants.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017	Planning/Design	500,000
2017-2018	Design/Construction	900,000
Project Total		**$1,400,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 07-2**

Name of Project: **Lions Park Improvements Phase II**

Submitting Department: Parks and Recreation

Project Description: This scope of this project was based on the Lions Park Master Plan and will deliver the next set of improvements at Lions Park. Lions Park Improvements Phase III is expected to complete the major improvement at the Lions Park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be the capital infrastructure improvement fund (construction sales tax). Additional funds will come from general funds and donations. Staff will apply for a Heritage Grant.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018	Design	185,000
Project Total		**$185,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 08-1**

Name of Project: **Rodeo Grounds and Land Acquisitions**

Submitting Department: Parks & Recreation

Project Description: The City would start a study that will lead to a cost estimate and possible cost of land acquisition. After these steps are taken, the design and construction for the rodeo grounds can begin.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Capital Project Fund and possible private sector donations.

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017	Study	20,000
2017-2018	Acquisition and Construction	100,000
Project Total		**$120,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 12-4**

Name of Project: **Update Parks Master Plan**

Submitting Department: Parks Department

Project Description: Provisional cost estimate to update the Master Plan for Lions Park

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Series 2010 Bond or Grant

Project Staffing Implications: Minimal

Project Time Table/Budget: As needed

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Incur costs as needed	$30,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$30,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 13-3**

Name of Project: **Lions Park Fields**

Submitting Department: Public Works (Parks)

Project Description: Maintenance and upgrades to playing fields

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Bond or CST

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		$50,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$50,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PR 13-4**

Name of Project: **Lions Park ADA Restrooms**

Submitting Department: Public Works (Parks)

Project Description: Remove and preplace two restrooms at Lions Park

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, CDBG Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		$250,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$250,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **AIR 13-01**

Name of Project: **Airport Hangers**

Submitting Department: Public Works (Airport)

Project Description: Design and construct Hanger(s) at Benson Airport

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Loans

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Design & Construct	500,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$500,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 07-5**

Name of Project: **Ocotillo Street Phase I (4th Street to Union Street)**

Submitting Department: Public Works

Project Description: Rebuilding Ocotillo Street from 2 to 4-5 lanes with drainage and landscape improvements.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): CPF

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016	Study/Design	300,000
2016-2017	Construction	1,000,000
2017-2018	Construction	2,000,000
Project Total		**$3,300,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 07-6**

Name of Project: **Ocotillo Street Phase II (I-10 to 4th street)**

Submitting Department: Public Works

Project Description: Rebuilding Ocotillo Street from 3 to 4-5 lanes with drainage and landscape improvements. Including multi-purpose lanes and sidewalks.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): HURF Grants, Help Loan, CPF Funds.

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Study/Design	250,000
2015-2016		
2016-2017	Construction	2,500,000
2017-2018		
Project Total		**$2,750,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 07-7**

Name of Project: **Ocotillo Avenue Phase III (Union Street to Janella)**

Submitting Department: Public Works

Project Description: Repaving Ocotillo Avenue from Union to Via Javelina

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): HURF, CPF, loans and grants.

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		300,000
Project Total		**$300,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 07-8**

Name of Project: **Ongoing Pavement Management**

Submitting Department: Public Works

Project Description: Repave, patch and rehab existing City Streets

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Minimal HURF and General Funds

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		200,000
2014-2015		200,000
2015-2016		200,000
2016-2017		200,000
2017-2018		200,000
Project Total		**$1,000,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 08-1**

Name of Project: **City Hall Improvements**

Submitting Department: Public Works

Project Description: Improvements to City Hall building; including roof repairs, insulation upgrades, bathroom ADA improvements, and painting.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds.

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		20,000
2014-2015		20,000
2015-2016		20,000
2016-2017		40,000
2017-2018		40,000
Project Total		**$140,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 11-2**

Name of Project: **Utility Rate Studies**

Submitting Department: Public Works

Project Description: This project is to conduct rate studies for all four City utilities – Natural Gas, Water, Wastewater and Solid Waste.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Conduct Studies	45,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$45,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 11-8**

Name of Project: **Two used Dump Trucks**

Submitting Department: Public Works

Project Description: Cochise County has 2 used dump trucks in good condition that they are willing to sell to the City at bargain price

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Const Sales Tax or bond

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase trucks	$30,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$30,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 12-1**

Name of Project: **Unmanned Aerial Systems (UAS) Infrastructure Development**

Submitting Department: Public Works

Project Description: Provisional cost estimate to initiate construction of utility infrastructure at the Airport in the event that Benson is awarded a UAS development site.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Series 2010 Bond

Project Staffing Implications: Undefined

Project Time Table/Budget: As needed

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Incur costs as needed	$200,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$200,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW 13-1**

Name of Project: **Library Expansion**

Submitting Department: Public Works

Project Description: Utilize the property adjacent to the library for expansion.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grant, Construction Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Planning and Design	20,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**20,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PZ 07-1**

Name of Project: **Bike and Pedestrian Plan**

Submitting Department: Planning Department

Project Description: In order to take the maximum advantage of the unique outdoor environment of Benson it is proposed to develop a Bike and Pedestrian Plan. The plan will set a direction for an interconnected bike and pedestrian system so the City of Benson can take maximum advantage of grant and developer contributions. This plan will attempt to connect the San Pedro Valley to the Whetstone Mountains by developing a system for multi use paths, bike routes, and trails system. This Bike and Pedestrians Plan will include trail heads and parking facilities. The City of Benson has unique opportunities such as the birding trail along the San Pedro, the abandoned railroad route and the trails in the Whetstones. This plan will be developed with a series of public participation meetings to maximize public input.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The source of funding for this project will be general funds.

Project Staffing Implications: Project Management is required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		45,000
2016-2017		
2017-2018		30,000
Project Total		**$75,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GS 10-1**

Name of Project: **Ocotillo Line Replacement**

Submitting Department: Public Works (Gas)

Project Description: Design and Construction of a 4" gas line from 5th street to Union street.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Design/Construction	60,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$60,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GS 10-2**

Name of Project: **Pomerene Road Line Replacement**

Submitting Department: Public Works (Gas)

Project Description: Design and Construction of a 4" gas line on Pomerene Road

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design/Construction	50,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$50,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **ST 10-1**

Name of Project: **Street resurfacing and replacement**

Submitting Department: Public Works (Streets)

Project Description: Milling and placement of Streets in need of it City wide

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Property tax Bond funds

Project Staffing Implications: Additional Staff will be required

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design	100,000
2015-2016	Construction	2,000,000
2016-2017	Construction	2,000,000
2017-2018	Construction	2,000,000
Project Total		**$6,100,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **ST 10-2**

Name of Project: **Survey of 4th Street**

Submitting Department: Public Works (Streets)

Project Description: Survey of 4th Street from Ocotillo to B-10 Interchange

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Capital Project Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Survey	15,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$15,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **ST 10-3**

Name of Project: **Street Signage Upgrades**

Submitting Department: Public Works (Streets)

Project Description: Project is to replace street signs that do not meet the 2012 MUTCD standards.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): HURF, General Funds, Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Signs	100,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$100,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 10-3**

Name of Project: **5th Street and Ocotillo Water line**

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line from 5th street to Union Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Design & Construction	250,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$250,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 10-4**

Name of Project: **North side 4th Street Waterline upgrades**

Submitting Department: Public Works (water)

Project Description: Design and Construction of water lines on the north side of 4th street from Prickly Pear to Ocotillo Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design & Construction	300,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$300,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 10-5**

Name of Project: **Hill Crest Street Water Line**

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line on Hill Crest Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Design & Construction	50,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$50,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 10-6**

Name of Project: **Union Street Water line**

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line from Patagonia Street to High Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design & Construction	150,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$150,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 10-1**

Name of Project: **Ocotillo Sewer line Replacement**

Submitting Department: Public Works (wastewater)

Project Description: Design and Construction of an 8" sewer line from 5th street to Union Street.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design & Construction	310,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$310,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 10-2**

Name of Project: **Wastewater plant roaders upgrade.**

Submitting Department: Public Works (wastewater)

Project Description: Add roaders to the current oxidation ditches to increase treatment efficiency.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design & Install	100,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$100,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 10-3**

Name of Project: **Wastewater plant software upgrade**

Submitting Department: Public Works (wastewater)

Project Description: Upgrading the computer software that controls the treatment process to allow more flexibility and energy savings.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Design & Install	80,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$80,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GAS 07-1**

Name of Project: **Planning Area Gas Skeletal and upgrade Model**

Submitting Department: **Public Works (Gas Department)**

Project Description: This Project is to produce a basic model for the City's Gas System. This is to identify any current problems and to show what off site improvements that developers would have to install for there Sub-divisions.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016	Model	25,000
2016-2017		
2017-2018	Update	30,000
Project Total		**$55,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GAS 07-2**

Name of Project: **Highway 80 Utility Relocation**

Submitting Department: Public Works (Gas Department)

Project Description: This is to relocate the wastewater lines when ADOT does reconstruction work on Highway 80.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		35,000
2017-2018		60,000
Project Total		**$95,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GAS 07-3**

Name of Project: **Benson Regulator System**

Submitting Department: Public Works (Gas Department)

Project Description: Upgrade the Main Regulator Station near Lions Park to allow the City serve more customers in this part of the city.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		20,000
2015-2016		100,000
2016-2017		
2017-2018		
Project Total		**$120,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GAS 07-4**

Name of Project: **Telemeter System**

Submitting Department: Public Works (Gas Department)

Project Description: This is upgrading the gas meters in the city to be read by the telemeter and upgrade older meters.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Project Management and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		60,000
2014-2015		60,000
2015-2016		60,000
2016-2017		60,000
2017-2018		60,000
Project Total		**$300,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GAS 07-5**

Name of Project: **Work Truck Replacements**

Submitting Department: Public Works (Gas)

Project Description: This is replace work trucks for the Gas division

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		15,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		20,000
Project Total		**$35,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GAS 07-6**

Name of Project: **SKP Line Extension**

Submitting Department: Public Works (Gas Department)

Project Description: Complete the gas line extension along with sewer.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Project Management required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		60,000
2017-2018		
Project Total		**$60,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GAS 08-1**

Name of Project: **Self Contained Breathing Apparatus**

Submitting Department: Public Works (Gas Department)

Project Description: Purchase four (4) Breathing Apparatus to replace outdated safety equipment.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Project Management required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		10,000
2017-2018		10,000
Project Total		**$20,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **PW GAS 12-1**

Name of Project: **Gas Detection Equipment**

Submitting Department: Public Works (gas)

Project Description: Replace old gas detection equipment with new equipment.

Is the Project Routine Replacement? yes

Financing Options (Grant, Lease-Purchase, etc.): Bond funds or Capital projects funds,

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase	25,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$25,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 07-1**

Name of Project: **Upper Storage Tank Connection to SKP Water Distribution**

Submitting Department: Public Works (Water)

Project Description: This project is to connect the Upper Storage tank with the SKP water tank with an 8" diameter line. This will allow the City to move water from wells that produce low Arsenic to supply the eastside of the City.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		200,000
2016-2017		200,000
2017-2018		500,000
Project Total		**$900,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 07-2**

Name of Project: **Telemeter System**

Submitting Department: Public Works (Water)

Project Description: This is to replace older water meters thought out the City to reduce the water loss rate. This program was put in place because the loss rate was 30%. The Goal of the program is to reduce loss rates to less than 10%

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		50,000
2014-2015		100,000
2015-2016		50,000
2016-2017		50,000
2017-2018		
Project Total		**$250,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 07-3**

Name of Project: **Highway 80 Utility Relocation**

Submitting Department: Public Works (Water)

Project Description: This is to relocate the water lines when ADOT does reconstruction work on Highway 80.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		35,000
2017-2018		60,000
Project Total		**$95,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 07-5**

Name of Project: **New 500,000 gal. Storage Tank (Cochise College Site)**

Submitting Department: Public Works (Water)

Project Description: This to add two 500,000 gallon storage tanks at the site of the new Cochise College Well. This is to upgrade the supply of water to our current system as we take wells off line that contain Arsenic above the new water quality standard.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		400,000
2017-2018		550,000
Project Total		**$950,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 07-6**

Name of Project: **Hydrological Studies (update)**

Submitting Department: Public Works (Water)

Project Description: This project is to produce a 3D subsurface model of the aquifer under the City.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018	45,000	45,000
Project Total		**45,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 07-8**

Name of Project: **Planning Area Potable Water Skeletal Model**

Submitting Department: Public Works (Water)

Project Description: This is to update the water system model that was completed by Stantec.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The funding will be provided via the development impact fee.

Project Staffing Implications: Contract Administration, Project Management

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		25,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**25,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 07-9**

Name of Project: **Replacement Trucks**

Submitting Department: Public Works (Water)

Project Description: This is routine replacement of City Trucks

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		20,000
2014-2015		
2015-2016		
2016-2017		30,000
2017-2018		
Project Total		**$50,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WA 08-1**

Name of Project: **Suejuan Water Repairs**

Submitting Department: Water Department

Project Description: Add a loop in the SueJaun water system

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Complete repairs & replacements	15,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**15,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 07-1**

Name of Project: **Planning Area Wastewater Skeletal Model**

Submitting Department: **Public Works (Wastewater)**

Project Description: This Project is to produce a basic model for the City's Wastewater System. This is to identify any current problems and to show what offsite improvements that developers would have to install for their Sub-divisions.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Planning	50,000
2015-2016		
2016-2017	Plan Update	50,000
2017-2018		
Project Total		**$100,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 07-4**

Name of Project: **Replacement Trucks**

Submitting Department: Public Works (Wastewater)

Project Description: This is replace work trucks for the wastewater division

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		15,000
2014-2015		20,000
2015-2016		
2016-2017		30,000
2017-2018		
Project Total		**65,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 07-5**

Name of Project: **Reclaimed Water System Model**

Submitting Department: **Public Works (Wastewater)**

Project Description: This is a study to review & select options for future reclaimed water use.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		25,000
2017-2018		20,000
Project Total		**$45,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 07-6**

Name of Project: **Highway 80 Utility Relocation Wastewater**

Submitting Department: Public Works (Wastewater)

Project Description: This is to relocate the wastewater lines when ADOT does reconstruction work on Highway 80

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		35,000
2017-2018		60,000
Project Total		**$95,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 07-7**

Name of Project: **Prickly Pear**

Submitting Department: Public Works (Wastewater)

Project Description: This is to relocate the wastewater lines on Prickly Pear.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		25,000
Project Total		**$25,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **WW 08-1**

Name of Project: **High Pressure Jet Router**

Submitting Department: Public Works (Wastewater)

Project Description: Purchase of high pressure jet router to replace current 10 yr old jet router.

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		65,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		**$65,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **TR 11-1**

Name of Project: **Bus Barn and Paving**

Submitting Department: Transit Division

Project Description: Construct Bus Pole Barn, Pave Parking Area

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grants, General Fund

Project Staffing Implications: In Kind Labor

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		150,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$150,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GC14-01**

Name of Project: **72 Golf Cars**

Submitting Department: Golf Course

Project Description: Replace 12 year old golf car fleet

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Lease purchase ($1 buyout)

Project Staffing Implications: None

Project Time Table/Budget: **July 1, 2013**

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Purchase equipment	60,000
2014-2015		60,000
2015-2016		60,000
2016-2017		60,000
2017-2018		60,000
Project Total		**$300,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GC14-02**

Name of Project: **Greens Aerator**

Submitting Department: Golf Course

Project Description: Replace 12 year old greens aerator

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Golf Course Fund

Project Staffing Implications: None

Project Time Table/Budget: **July 1, 2014**

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Purchase equipment	12,800
2015-2016		
2016-2017		
2017-2018		
Project Total		**$12,800**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **GC14-04**

Name of Project: **Chemical Applicator Rig**

Submitting Department: Golf Course

Project Description: Replace 12 year old spray rig

Is the Project Routine Replacement? Routine replacement

Financing Options (Lease-Purchase, etc.): Golf Course Fund

Project Staffing Implications: None

Project Time Table/Budget: **July 1, 2014**

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015	Purchase equipment	30,000
2015-2016		
2016-2017		
2017-2018		
Project Total		**$30,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **AIR 08-1**

Name of Project: **Airport Phase 1 improvements**

Submitting Department: Public Works

Project Description: Phase 1 Airport Projects include Land Acquisition Phase I, Seal Coat Runway, Approach System, Install Security Fencing, Land Acquisition Phase II, Structurally Upgrade Apron, Drainage/Erosion Control, and Design Runway Extension.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014	Design & Construction	750,000
2014-2015		750,000
2015-2016		1,000,000
2016-2017		740,000
2017-2018		
Project Total		**$3,240,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **AIR 08-2**

Name of Project: **Airport Phase 2 improvements**

Submitting Department: Public Works

Project Description: Phase 2 Airport Projects include Extend Runway, Extend Taxiway, Design Terminal, Design Access Road Reconstruction, Design Apron Expansion, Design Helipad, and Airport Perimeter Fencing.

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017	Design & Construction	3,125,000
2017-2018		
Project Total		**$3,125,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **AIR 08-3**

Name of Project: **Airport Phase 3 Improvements**

Submitting Department: Public Works

Project Description: Phase 3 Airport Projects includes Reconstruct Access Road, Construct Helipad, Design Perimeter Road, Construct Terminal (4,000 Sq Ft), Upgrade PAPI-4s for Runway, Land Acquisition Phase III

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018	Design & Construction	3,200,000
Project Total		**$3,200,000**

Additional Comments:

City of Benson Capital Improvements Plan
Project Sheet FY 13-14

Project Number: **AIR 08-4**

Name of Project: **Airport Phase 4 Improvements**

Submitting Department: Public Works

Project Description: Phase 4 Airport Projects include Land Acquisition Phase IV, Construct Aircraft Wash Rack, Construct Perimeter Road, Update Airport Master Plan, and Pavement Preservation.

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018	Design & Construction	2,525,000
Project Total		**$2,525,000**

Additional Comments: