CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 24, 2013**

TO: **Mayor and City Council**

FROM: **James F. Cox, Interim City Manager** JFC

SUBJECT: **Manager's Report – April 15, 2013 through June 12, 2013**

April 29, 2013	9:00 a.m.	Department Head Meeting
April 30, 2013	11:30 a.m.	Conference call with League
April 30, 2013	1:30 p.m.	Met with Pete Tamez, President Little League, Brad Hamilton, PW Director & Laura Parkin, Recreation Coordinator regarding ball fields
April 30, 2013	3:00 p.m.	Met with George Scott regarding Economic Development and Airport
May 1, 2013	9:00 a.m.	Presentation in the Chambers with local Realtors for Sales Tax and Golf Course Economics
May 1, 2013	12:00 p.m.	Met with Al Thunberg & Jon Stewart, ESG Representatives, Megan Moreno, Finance Director & Melissa Quiroz, HR Coordinator regarding benefit renewals
May 2, 2013	9:00 a.m.	SEAGO meeting at Cochise College
May 2, 2013	2:00 p.m.	Meeting with Larry & Brad Eversol regarding Ventana, Arizona
May 3, 2013	12:00 p.m.	Met with Jay Tomerlin, Director of Golf, Robert Michael regarding Golf Course Restaurant
May 6, 2013	9:00 a.m.	Department Head Meeting
May 13th-17th		Vacation

May 20, 2013	8:30 a.m.	Met with Councilman Brooks and Kathy Suagee regarding complaints
May 21, 2013	11:00 a.m.	Met with Jerry Degrazia and Brad Hamilton, PW Director regarding development
May 22, 2013	12:00 p.m.	Met with Al Thunberg from ESG regarding employee benefits
May 27, 2013	9:00 a.m.	Department Head Meeting
May 28, 2013	4:00 p.m.	Met with Councilman Brooks regarding complaints
May 29, 2013	10:00 a.m.	Met with George Scott and Brad Hamilton, PW Director regarding Economic Development and Airport
May 30, 2013	10:00 a.m.	Met with Stephen Rose, Owner of Little Caeser's
June 3, 2013	9:00 a.m.	Department Head Meeting
June 3, 2013	3:00 p.m.	Met with Laura Parkin, Recreation Coordinator
June 3, 2013	4:00 p.m.	Met with Melissa Quiroz, HR Coordinator
June 5, 2013	9:00 a.m.	Met with Luis Garcia, Building Official regarding conversation with Mary's Mission attorney
June 5, 2013	10:00 a.m.	Conference Call with Al Thunberg & Jon Stewart, ESG Representatives, Megan Moreno, Finance Director & Melissa Quiroz, HR Coordinator regarding insurance renewals
June 5, 2013	1:30 a.m.	Met with Armando Dimas, Utility Supervisor
June 5, 2013	2:30 p.m.	Met with Molly Ingram, Police Officer
June 5, 2013	4:00 p.m.	Met with Brad Hamilton, PW Director
June 10, 2013	9:00 a.m.	Department Head Meeting
June 10, 2013	11:30 a.m.	Met with BBVA- Compass Bank

June 10, 2013	1:00 p.m.	Met with Dianne Tipton regarding complaint
June 10, 2013	2:00 p.m.	Met with Councilman Brooks regarding complaint
June 11, 2013	9:30 a.m.	Conference call with Luis Garcia, Building Official and Cliff Deane regarding P&Z and Mary's Mission
June 11, 2013	10:30 a.m.	Phone call with Tom Hartley regarding ADEQ and P&Z
June 11, 2013	11:00 a.m.	Met with Mr. Crafts regarding Council matters
June 11, 2013	2:00 p.m.	Met with Mayor King regarding Council Meeting
June 11, 2013	2:30 p.m.	Met with Brad Hamilton, PW Director and Melissa Quiroz, HR Coordinator regarding Personnel
June 11, 2013	3:00 p.m.	Met with Jay Tomerlin, Director of Golf and Melissa Quiroz, HR Coordinator regarding Personnel
June 11, 2013	4:30 p.m.	Met with Mr. Wangsness regarding Council matters
June 12, 2013	10:00 a.m.	Met with George Scott regarding Airport and Apache Museum
June 12, 2013	11:00 a.m.	Phone call with Councilman Brooks regarding use of City resources to influence elections
June 12, 2013	3:00 p.m.	Met with Councilman Brooks regarding new employee complaint
June 12, 2013	3:30 p.m.	Met with Mr. Cook regarding Council matters

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 24, 2013**

TO: **James F. Cox, Interim City Manager**

CC: **Mayor and Council**

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

SUBJECT: **April/May 2013 Monthly Report**

For the months of April and May Human Resources advertised for the positions of Communication Specialist, Lifeguards, Utility Operator and Police Officer.

Interviews were conducted for Communication Specialist and Lifeguards.

- New hires include:
    - Tourism Clerk (Part Time)
    - Recreation Assistant
    - Lifeguards (Seasonal)

Processed paperwork for 1 full time and 6 part time new hires.

Copied and redacted 24 personnel files for record requests.

The HR office responded to approximately 23 inquiries regarding potential employment.

HR continues to work with Ken Strobeck from the League of Arizona Cities and Towns providing requested information to City Council regarding the City Manager opening.

Continue working with the City Manager, Finance Director and ESG representatives for employee benefits.

The HR office processed various Worker Compensation claims, COBRA notices and FMLA requests.

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

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 06/13/13

TO: Jim Cox, Interim City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: May 2013 Department Head Report

Operations

During the month of May, Benson Fire Department responded to 88 calls. The average number of Firefighters responding to the calls for the month was 3. The lowest number was 1 and the highest number was 14. The average response time from page to on scene was 7 minutes. The average time from page to en route was 4 minutes and the average time from en route to on scene was 2 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	0
Vehicle Fire	0
Brush Fire	2
EMS	44
Rescue	0
Haz-Mat	0
Service Calls	0
Good Intent Calls	42
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department was assisted by Arizona State Forestry Division, Mescal-J6 FD, Tombstone FD and St. David FD.

Meetings and Trainings

Business/Training meetings were held on May 1, May 8, and May 25, 2013.

Vehicle Maintenance

Engine 71 returned to service.

Additional Items

2012 Department of Homeland Security Grant: Grant completed. All Departments will pay for their own Air Cards in June.

Brush Truck: Side boxes were installed, striping is on, truck is complete and in service.

Fire east of 4th street and the San Pedro River: The fire is contained but due to all the trash dumped on the west side of the river bank, there are hot spots deep within the bank. We are constantly monitoring the area.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 06/11/2013

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: May Report

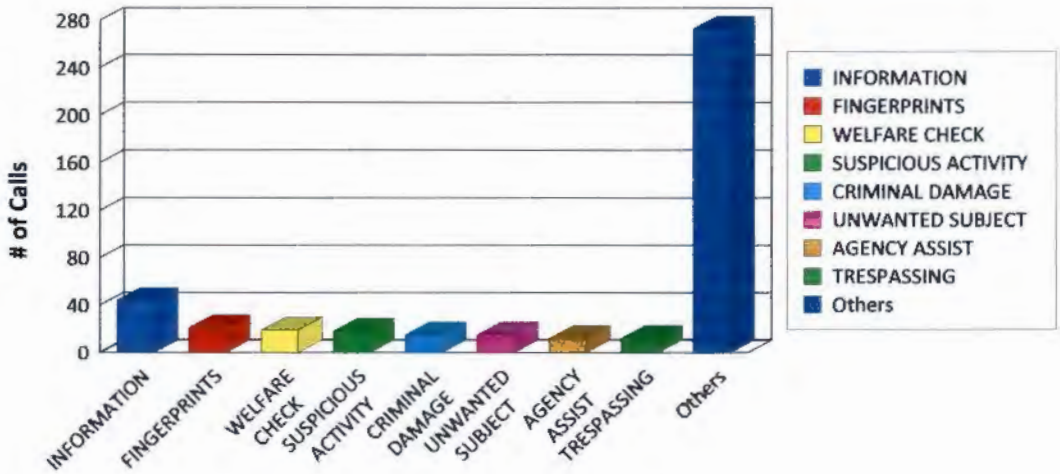
Attached is the May recap of calls for service, calls by type, incidents by description, and Animal Control Division activities.

The police department has hired two non certified officers and one dispatcher. In addition the one dispatcher, who gave her notice, has changed her mind and is going to stay. One of our dispatchers has informed the police department that she will retire in July.

Calls Statistics by Type Summary

5/1/2013 - 5/31/2013
00:00:00 - 23:59:59

Agency - BPD



	5/2013	Total
30 DAY IMPOUND HEARING	2	2
911 HANG UP	4	4
911 MIS-USE	1	1
ABANDONDED/DISABLED VEH	3	3
ACCIDENT W/INJURY	1	1
ACCIDENT W/OUT INJURY	6	6
ACCIDENT/NO INJURY PP	4	4
ACCIDENT/UNKNOWN INJ	5	5
AGENCY ASSIST	12	12
ARSON	1	1
ASSAULT	5	5
ATTEMPT TO LOCATE	2	2
ATV/MC	1	1
BARKING DOGS	10	10
BRUSH FIRE	1	1
BURGLARY	3	3
BURGLARY ALARM	11	11
CELL PHONE/LOST/STOLEN	1	1
CHECK PROOF OWNERSHIP	1	1

	5/2013	Total
CIVIL MATTER-STAND BY	5	5
CODE WATCH PATROL	9	9
CRIMINAL DAMAGE	15	15
CUSTODIAL INTERFERENCE	2	2
DEAD BODY	2	2
DEBRIS	1	1
DISCHARGE OF FIREARM	1	1
DISORDERLY CONDUCT	3	3
DISTURBANCE	8	8
DOG AT LARGE	5	5
DOMESTIC VIOLENCE	4	4
DRIVING ON SUSPENDED LIC	2	2
DRUGS	8	8
DRUNK DRIVER	1	1
EMS ASSIGNMENT	2	2
ENDANGERMENT	5	5
ESCORT/PARADE	1	1
FICTITIOUS PLATES	1	1
FIGHT	4	4
FINGERPRINTS	21	21
FIRE	3	3
FIRE ALARM	1	1
FIREWORKS	1	1
FORGERY	1	1
FOUND PROPERTY/ETC/RETUI	3	3
FRAUD	3	3
HARRASSMENT	6	6
HIT AND RUN/NO INJURY	3	3
IDENTITY THEFT	1	1
INCORRIGIBLE JUVENILE	2	2
INFORMATION	44	44
INSANE PERSON	8	8
JUVENILES/CURFEW	3	3
LOST PROPERTY	3	3

	5/2013	Total
MEDIC ASSIST	6	6
MISSING JUVENILE	2	2
MOLESTATION	1	1
NOISE COMPLAINT	3	3
OTHER ANIMAL CONTROL	11	11
PASS COUNTERFIET BILLS	1	1
PUBLIC ASSISTANCE	11	11
PUBLIC RELATIONS	2	2
RECKLESS DRIVER	8	8
REPOSSESSION	4	4
SHOPLIFTING	2	2
SNAKE	3	3
SUSPICIOUS ACTIVITY	18	18
SUSPICIOUS PERSON	8	8
SUSPICIOUS VEHICLE	7	7
THEFT	6	6
THREAT	10	10
TRAFFIC OFFENSE	3	3
TRESPASSING	12	12
UDA	1	1
UNWANTED SUBJECT	15	15
UTILITIES CALLOUT	2	2
VEHICLE RELEASE	1	1
VEHICLE THEFT	3	3
VICIOUS DOG	1	1
VIOLATION OF COURT ORDER	5	5
WARRANT	8	8
WELFARE CHECK	19	19
Total	429	429

Incidents - By Description

Report Date: 05/01/2013- 05/31/2013

		CASE STATUS				
Description	***#Incidents***	***#Active(A)***	***#Cleared(B/C)***	***#Cleared Juv(J)***	***#Unfounded(U)***	***#Other***
ACCIDENT W/INJURY	1	0	1	0	0	0
ACCIDENT W/OUT INJURY	4	1	3	0	0	0
ACCIDENT/UNKNOWN INJ	2	1	1	0	0	0
AGENCY ASSIST	1	0	1	0	0	0
ARSON	1	1	0	0	0	0
ASSAULT	1	0	1	0	0	0
BURGLARY	2	1	1	0	0	0
CELL PHONE/LOST/STOLEN	1	0	1	0	0	0
CHECK PROOF OWNERSHIP	1	0	1	0	0	0
CRIMINAL DAMAGE	5	0	5	0	0	0
DEAD BODY	2	0	2	0	0	0
DISORDERLY CONDUCT	4	0	4	0	0	0
DRIVING ON SUSPENDED LIC	2	2	0	0	0	0
DRUGS	5	1	4	0	0	0
FICTITIOUS PLATES	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	1	0	1	0	0	0
FRAUD	2	0	2	0	0	0
IDENTITY THEFT	1	0	1	0	0	0
INCORRIGIBLE JUVENILE	1	0	0	1	0	0
INFORMATION	4	1	2	1	0	0
LOST PROPERTY	1	0	1	0	0	0
OTHER ANIMAL CONTROL	2	0	2	0	0	0
PASS COUNTERFIET BILLS	1	0	1	0	0	0
SHOPLIFTING	2	0	2	0	0	0
SUSPICIOUS ACTIVITY	1	1	0	0	0	0
THEFT	2	0	2	0	0	0
TRAFFIC OFFENSE	1	0	1	0	0	0
TRESPASSING	2	0	2	0	0	0
UDA	1	0	1	0	0	0
VEHICLE THEFT	1	1	0	0	0	0
VIOLATION OF COURT ORDER	3	0	3	0	0	0
WARRANT	4	0	4	0	0	0
TOTAL	63	10	51	2	0	0

RANGE USED

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

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

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
SERVICE CALLS	659	654	494	621	490	423	505	478	599	515	499		5937
SELF INITIATED	303	340	246	238	296	247	210	220	184	197	185		2666
CITIZEN	10	26	7	34	18	16	15	14	13	11	22		186
PUBLIC RELATIONS	212	216	58	209	28	49	123	116	138	206	196		1551
PAPERS SERVED	15	13	16	10	7	8	24	14	12	10	11		140
FOLLOW UP	82	33	28	43	11	13	9	16	16	23	16		290
VERBAL WARNING	119	181	141	147	184	194	105	90	112	76	120		1469
DRUG RLTD DR'S	3	8	4	5	9	1	7	5	10	8	6		66
ACCIDENT REPORTS	8	4	4	6	5	6	13	11	8	9	5		79
ALCOHOL INVL	0	0	2	0	1	0	1	1	1	1	0		7
SPEED CITE INVL	5	0	0	1	0	1	2	3	1	0	1		14
PEDESTRIAN INVL	0	0	0	0	0	2	0	0	0	0	0		2
BICYCLE INVL	0	0	0	0	0	0	0	0	0	0	0		0
FELONY OBSERVED	8	6	6	5	9	2	3	9	8	4	6		66
MISD. OBSERVED	29	37	42	34	20	15	26	17	24	31	28		303
DOMESTIC VIOL	2	3	3	2	3	1	6	5	7	9	2		43
ALCOHOL INVL	2	0	0	0	1	0	1	2	2	0	1		9
WEAPON INVL	0	0	0	0	0	0	0	1	0	0	0		1
CHILD PRESENT	1	0	1	1	0	0	2	1	1	2	1		10
DV ARREST(S)	3	1	0	2	2	1	3	2	3	3	1		21
FEMALE	2	0	0	1	1	0	1	1	0	1	0		7
MALE	1	1	0	1	1	1	2	1	3	2	1		14
DUAL	1	0	0	1	1	0	0	0	0	0	0		3
JUVENILE ARREST(S)	0	3	1	1	2	1	1	0	0	0	0		9
ALCOHOL INVL	0	0	0	0	0	0	0	0	0	0	0		0
DRUGS INVL	0	0	0	0	0	1	0	0	0	0	0		1
STATUS OFFENSE	0	2	0	0	0	0	0	0	0	0	0		2
OTHER	0	0	0	0	0	0	0	0	0	0	0		0
DUI	1	4	1	2	2	0	1	0	4	1	0		16
BACK UPS	79	111	75	76	128	69	62	46	65	62	48		821
AGENCY ASSIST	10	10	9	14	12	5	8	10	12	14	12		116
TRANSPORTS	20	11	10	26	8	9	7	11	10	12	5		129

Benson Animal Control

Monthly Report

Month in Report___ May 2013_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	8	18
Dogs Picked up:	5	22
Dogs Adopted:	21	52
Dogs Euthanized / Owner Requested:	0	2
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	5
Dogs Returned to Owner:	0	6
Dog Complaints:	22	73
Dog Bites:	0	3
Dog Licenses Sold:	51	196
Cats Turned In:	3	15
Cats Trapped:	2	2
Cats Returned to Owner:	1	4
Cats Adopted:	4	24
Cats Euthanized / Owner Requested	1	2
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	3	5
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***	3	3
Calls Responded to:	28	82
Compliance Notices (Warnings):	8	10
Citations Issued:	2	5
P.D.Assist		0
Dogs at the shelter (time of Report):		**16**
Cats at the shelter (time of Report):		**13**

Removals:***
2 king snakes, 1 snake was goa

Donations:

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 07/15/2013

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: June Report

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

Officer E. Eismon left the department on July 4th, and Communications Specialist P. Pralgo retired on July 5th. Former officer Brandon Jacquez, who left the department in January, has started the process to return to the police department.

Incidents - By Description

Report Date: 06/01/2013- 06/30/2013

		CASE STATUS				
Description	***#Incidents***	***#Active(A)***	***#Cleared(B/C)***	***#Cleared Juv(J)***	***#Unfounded(U)***	***#Other***
ACCIDENT W/OUT INJURY	1	0	1	0	0	0
AGENCY ASSIST	4	0	4	0	0	0
ASSAULT	3	0	3	0	0	0
BRIBERY	1	0	1	0	0	0
BURGLARY	2	0	2	0	0	0
CELL PHONE/LOST/STOLEN	1	0	1	0	0	0
CRIMINAL DAMAGE	9	0	9	0	0	0
DEAD BODY	1	0	1	0	0	0
DISCHARGE OF FIREARM	1	0	1	0	0	0
DISORDERLY CONDUCT	5	0	4	1	0	0
DOMESTIC VIOLENCE	4	0	4	0	0	0
DRIVING ON SUSPENDED LIC	3	0	3	0	0	0
DRUGS	9	0	8	1	0	0
DRUGS/SALE	1	0	1	0	0	0
DRUNK DRIVER	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	1	0	1	0	0	0
FRAUD	3	0	3	0	0	0
INFORMATION	3	1	2	0	0	0
MISSING PERSON	1	0	1	0	0	0
OTHER ANIMAL CONTROL	4	0	4	0	0	0
PASS COUNTERFIET BILLS	1	0	1	0	0	0
RUNAWAY	1	0	0	1	0	0
SHOPLIFTING	1	0	1	0	0	0
THEFT	7	1	6	0	0	0
TRAFFIC OFFENSE	1	0	1	0	0	0
TRESPASSING	1	0	1	0	0	0
UDA	1	0	1	0	0	0
UNWANTED SUBJECT	1	0	1	0	0	0
VEHICLE THEFT	1	1	0	0	0	0
WARRANT	7	0	7	0	0	0
TOTAL	80	3	74	3	0	0

RANGE USED

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

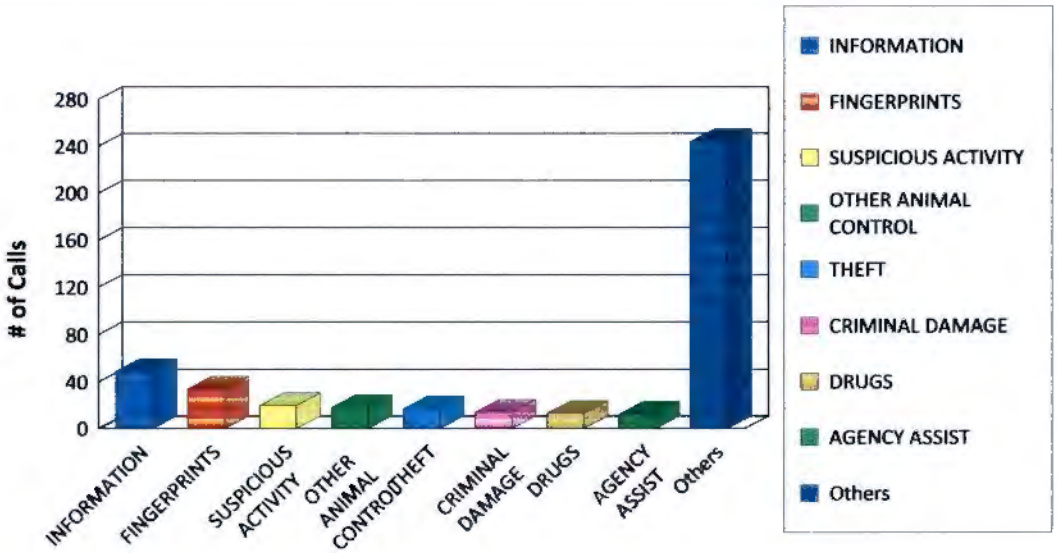
BENSON POLICE DEPARTMENT JULY 01, 2012 THRU JUNE 2013 ACTIVITY REPORT

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
SERVICE CALLS	659	654	494	621	490	423	505	478	599	515	499	460	6397
SELF INITIATED	303	340	246	238	296	247	210	220	184	197	185	155	2821
CITIZEN	10	26	7	34	18	16	15	14	13	11	22	7	193
PUBLIC RELATIONS	212	216	58	209	28	49	123	116	138	206	196	133	1684
PAPERS SERVED	15	13	16	10	7	8	24	14	12	10	11	6	146
FOLLOW UP	82	33	28	43	11	13	9	16	16	23	16	46	336
VERBAL WARNING	119	181	141	147	184	194	105	90	112	76	120	36	1505
DRUG RLTD DR'S	3	8	4	5	9	1	7	5	10	8	6	11	77
ACCIDENT REPORTS	8	4	4	6	5	6	13	11	8	9	5	4	83
ALCOHOL INVL	0	0	2	0	1	0	1	1	1	1	0	0	7
SPEED CITE INVL	5	0	0	1	0	1	2	3	1	0	1	0	14
PEDESTRIAN INVL	0	0	0	0	0	2	0	0	0	0	0	0	2
BICYCLE INVL	0	0	0	0	0	0	0	0	0	0	0	0	0
FELONY OBSERVED	8	6	6	5	9	2	3	9	8	4	6	8	74
MISD. OBSERVED	29	37	42	34	20	15	26	17	24	31	28	43	346
DOMESTIC VIOL	2	3	3	2	3	1	6	5	7	9	2	5	48
ALCOHOL INVL	2	0	0	0	1	0	1	2	2	0	1	1	10
WEAPON INVL	0	0	0	0	0	0	0	1	0	0	0	0	1
CHILD PRESENT	1	0	1	1	0	0	2	1	1	2	1	2	12
DV ARREST(S)	3	1	0	2	2	1	3	2	3	3	1	3	24
FEMALE	2	0	0	1	1	0	1	1	0	1	0	1	8
MALE	1	1	0	1	1	1	2	1	3	2	1	2	16
DUAL	1	0	0	1	1	0	0	0	0	0	0	0	3
JUVENILE ARREST(S)	0	3	1	1	2	1	1	0	0	0	0	1	10
ALCOHOL INVL	0	0	0	0	0	0	0	0	0	0	0	0	0
DRUGS INVL	0	0	0	0	0	1	0	0	0	0	0	1	2
STATUS OFFENSE	0	2	0	0	0	0	0	0	0	0	0	0	2
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
DUI	1	4	1	2	2	0	1	0	4	1	0	1	17
BACK UPS	79	111	75	76	128	69	62	46	65	62	48	38	859
AGENCY ASSIST	10	10	9	14	12	5	8	10	12	14	12	14	130
TRANSPORTS	20	11	10	26	8	9	7	11	10	12	5	7	136

Calls Statistics by Type Summary

6/1/2013 - 6/30/2013
00:00:00 - 23:59:59

Agency - BPD



	6/2013	Total
30 DAY IMPOUND HEARING	3	3
911 HANG UP	1	1
ABANDONDED/DISABLED VEH	4	4
ACCIDENT W/INJURY	1	1
ACCIDENT W/OUT INJURY	3	3
ACCIDENT/NO INJURY PP	5	5
AGENCY ASSIST	12	12
ASSAULT	6	6
ATTEMPT TO LOCATE	4	4
BARKING DOGS	1	1
BRUSH FIRE	2	2
BURGLARY	3	3
BURGLARY ALARM	8	8
CELL PHONE/LOST/STOLEN	1	1
CHECK PROOF OWNERSHIP	1	1
CHILD ABUSE	1	1
CIVIL MATTER-REFERED	3	3
CIVIL MATTER-STAND BY	4	4

	6/2013	Total
CRIMINAL DAMAGE	14	14
CRUELTY TO ANIMALS	1	1
CUSTODIAL INTERFERENCE	2	2
DEAD BODY	1	1
DEBRIS	2	2
DISCHARGE OF FIREARM	1	1
DISORDERLY CONDUCT	5	5
DISTURBANCE	5	5
DOG AT LARGE	2	2
DOG BITE/ANIMAL BITE	2	2
DOMESTIC VIOLENCE	6	6
DRIVING ON SUSPENDED LIC	3	3
DRUGS	13	13
DRUNK DRIVER	6	6
DRUNK SUBJECT	2	2
ENDANGERMENT	2	2
ESCORT/PARADE	2	2
FAILURE TO YIELD	1	1
FIGHT	4	4
FINGERPRINTS	34	34
FIRE	2	2
FOUND PROPERTY/ETC/RETUI	5	5
FRAUD	8	8
GAS LEAK/ODOR	1	1
HARRASSMENT	4	4
HIT AND RUN/INJURY	1	1
HIT AND RUN/NO INJURY	1	1
IDENTITY THEFT	2	2
INCORRIGIBLE JUVENILE	1	1
INDECENT EXPOSURE	1	1
INFORMATION	49	49
INSANE PERSON	3	3
JUVENILES/CURFEW	4	4

	6/2013	Total
MEDIC ASSIST	9	9
MISSING JUVENILE	3	3
MISSING PERSON	1	1
NOISE COMPLAINT	4	4
OTHER ANIMAL CONTROL	18	18
PASS COUNTERFIET BILLS	1	1
PUBLIC ASSISTANCE	9	9
PUBLIC RELATIONS	4	4
RECKLESS DRIVER	5	5
ROBBERY ALARM	1	1
SHOPLIFTING	1	1
SNAKE	6	6
SUICIDE THREAT	2	2
SUSPICIOUS ACTIVITY	20	20
SUSPICIOUS PERSON	6	6
SUSPICIOUS VEHICLE	4	4
THEFT	17	17
THREAT	5	5
TRAFFIC OFFENSE	1	1
TRESPASSING	4	4
UDA	2	2
UNWANTED SUBJECT	5	5
UTILITIES CALLOUT	2	2
VEHICLE FIRE	2	2
VEHICLE RELEASE	1	1
VEHICLE THEFT	1	1
VERBAL DV	3	3
VIOLATION OF COURT ORDER	3	3
WARRANT	9	9
WELFARE CHECK	11	11
Total	421	421

Benson Animal Control

Monthly Report

Month in Report___ June 2013_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	4	14
Dogs Picked up:	4	21
Dogs Adopted:	11	42
Dogs Euthanized / Owner Requested:	0	2
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	1	6
Dogs Returned to Owner:	2	8
Dog Complaints:	14	65
Dog Bites:	1	3
Dog Licenses Sold:	24	169
Cats Turned In:	0	12
Cats Trapped:	1	1
Cats Returned to Owner:	0	3
Cats Adopted:	2	22
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	2
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***	10	10
Calls Responded to:	25	79
Compliance Notices (Warnings):	1	3
Citations Issued:	4	9
P.D.Assist		0
Dogs at the shelter (time of Report):		**20**
Cats at the shelter (time of Report):		**12**

Removals:***

1 rattlesnake
1 bull snake

Donations:

8000 lbs misc. cat food and dog food, Livestock food and litter from Walmart

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: June 10, 2013

TO: MAYOR AND CITY COUNCIL

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

SUBJECT: Prosecutorial Statistics for May, 2013

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	01
General Crime Trials:	03
Drug Related Trials:	01
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	06

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	39
General Crime Pretrial Conference Hearings:	18
Drug Related Pretrial Conference Hearings:	10
Domestic Violence Pretrial Conference Hearings:	08
D.U.I. Pretrial Conference Hearings:	04
Animal Control/Game and Fish Pretrial Conference Hearings:	02
Total Pretrials	81

HEARINGS:

Restitution and Sentencing Hearings:	06
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	04
Total Case Matters Closed this Month	51

PROSECUTORIAL TIME SPENT IN COURT 22.00 HRS
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT* 42.75 HRS

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: June 21, 2013

TO: Jim Cox, City Manager

FROM: Bob Nilson, Tourism Supervisor

SUBJECT: Tourism Report for May 2013

• Our Visitor count for May 2013 was 641 as compared to 677 in May of 2012, down 36 from last year.

• One of our Visitor Center Volunteers, Dick Ferdon, came down and helped out at the Visitor Center for 8 hours in May, 2013.

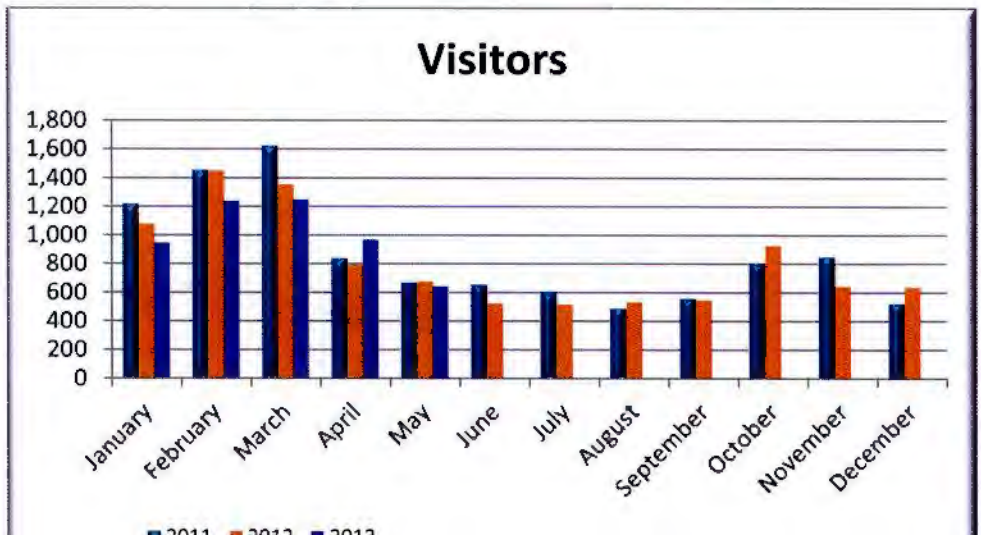
• We have made a few mounting modifications to the Union Pacific Railroad logos project. The blanks are at the fabricator's shop here in Benson and should be taken to the powder coating shop sometime next week. We will also be re-painting all the yellow walls at the Visitor Center parking area before mounting the finished logos.

• We have been helping out with the 4th of July Celebration by laying out advertising and taking pictures of the grand marshals.

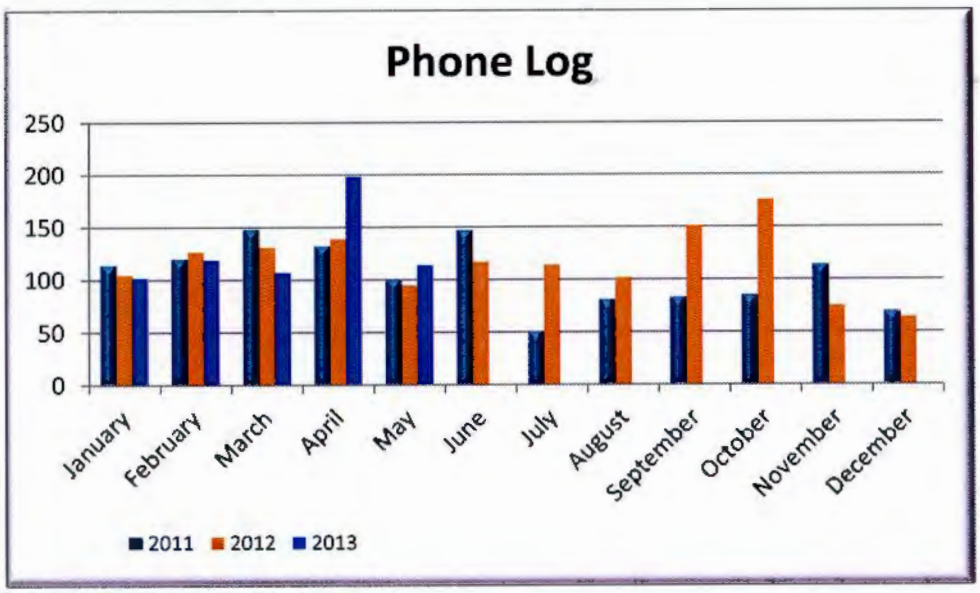
• We received a donation of an art print called "West of Contention" by Fred Locke the fine arts representative for Sherry Blanchard Stuart. It depicts a stage coach from the 1880's crossing the San Pedro River west of Contention City. We will be having it framed and hang it on the wall at the Visitor Center.

• Below are our Visitor Counts for May of 2013

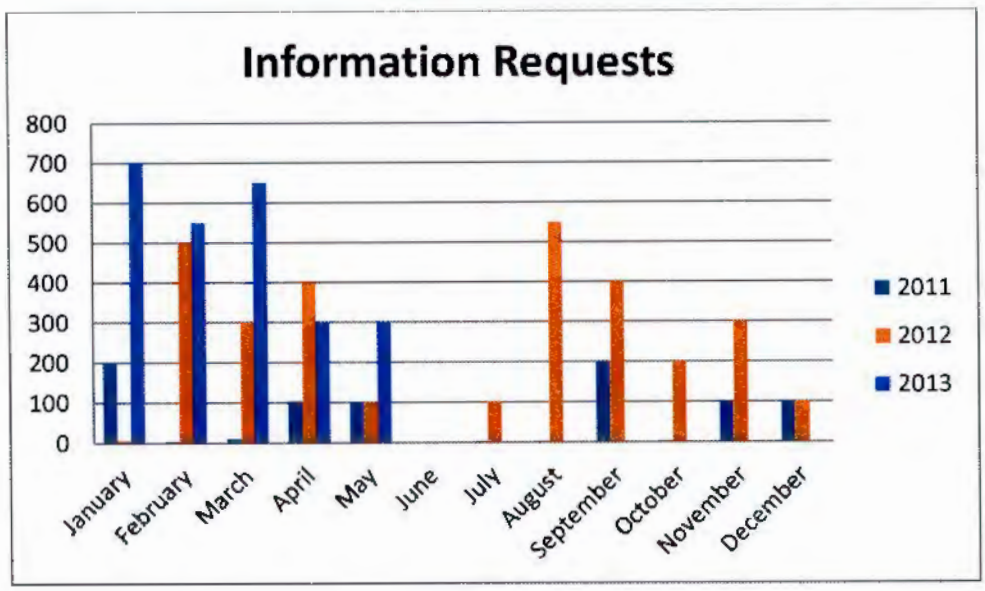
Visitor Center Headcount Comparisons May, 2013



Visitor Center Phone calls Comparisons by Graph May, 2013



Visitor Center Information Requests Comparisons by Graph May, 2013



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **July 3, 2013**

TO: **Honorable Mayor and Council**

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

SUBJECT: **Department Head Report June 2013**

Planning, Zoning, and Building Divisions:

- *Projects/ Events of Interest:*

June was a fantastic month for Department recognition and accomplishment. The City of Benson currently has an Intergovernmental Agreement (IGA) with the Office of Manufactured Housing (OMH) to act on their behalf for all installations in Benson. In order to maintain the IGA in Benson, annual audits must be conducted by the OMH to ensure the residents of Benson are provided with the services according to State law. The City of Benson has received it **Second Consecutive PERFECT audit.** During a daylong audit which included the review of administrative files as well as a field demonstration, the OMH had zero corrections and extended the IGA for an additional year.

Secondly the City of Benson has received the designation of **100% Certified** according to the International Code Council (ICC), the most widely used model code in the United States. The designation was granted under the *Get Everyone Certified Challenge* hosted by the ICC. At the time of the designation, Benson was the 9th jurisdiction to receive such designation in the State of Arizona.

- *Inspector Activity- October 2012*

RESIDENTIAL INSPECTION STOPS 16

										Inspection Totals
New SFR"s										2
Remodels										8
Additions										4
Accessory Structures										3
	Building	new sfr	2	remodel	4	add	2	acc.struc	0	8
	Electrical	new sfr	2	remodel	3	add	0	acc.struc	0	5
	Fuel Gas	new sfr	0	remodel	0	add	0	acc.struc	0	0
	Mechanical	new sfr	2	remodel	1	add	0	acc.struc	0	3
	Plumbing	new sfr	2	remodel	3	add	0	acc.struc	0	5
Reroofs										0
Pools										0

Demolition									0	
COMMERCIAL INSPECTION STOPS										3
New Buildings		0								
Tenant Improvements		3								
Additions		0								
Accessory Structures		0								
Building	new bldg	0	ti	2	add	0	acc.struc	0	2	
Electrical	new bldg	0	ti	1	add	0	acc.struc	0	1	
Fuel Gas	new bldg	0	ti	0	add	0	acc.struc	0	0	
Mechanical	new bldg	0	ti	1	add	0	acc.struc	0	1	
Plumbing	new bldg	0	ti	2	add	0	acc.struc	0	2	
Reroofs									0	
Pools - Public / Semi-public									0	
Demolition									0	
MANUFACTURED / MODULAR HOME / FACTORY BUILT - BUILDING INSPECTION STOPS										1
			NEW INSTALLATIONS							
Building									1	
Electrical									1	
Fuel Gas									1	
Mechanical									1	
Plumbing									1	
Accessory Structures									0	
M.H/MODULAR/FACTORY BUILT BUILDING REMODEL & ADDITION INSPECTION STOPS										4
Remodel of									0	
Addition to									3	
Accessory Structures									1	
Building									3	
Electrical									3	
Fuel Gas									1	
Mechanical									1	
Plumbing									1	
Reroofs									0	
Demolition									0	
GAS RECONNECT INSPECTIONS----------										3
PRE-BUSINESS SAFETY INSPECTIONS----------										1
PRE-CONSTRUCTION MEETINGS----------										2
ZONING INSPECTIONS----------										0
STOP WORK ORDERS----------										0
FIRE SAFETY INSPECTIONS----------										0
VIOLATION INSPECTIONS----------										1
COURTESY INSPECTIONS----------										4
TOTAL STOPS FOR MONTH										35

- *Permit Activity*

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

RESIDENTIAL	**NUMBER OF PERMITS**	**VALUATION**
1 NEW HOMES:	0	$0.00
2 ADDN/REPAIRS:	0	$0.00
3 REROOFING:	3	$8,900.00
4 GARAGE/CARPORT:	0	$0.00
5 ACCESSORY BLDG:	0	$0.00
6 MISC; GAS, ELEC, SEWER:	5	$4,950.00
6.5 MULTI FAMILY	0	$0.00
	RESIDENTIAL TOTAL:	**$13,850.00**

COMMERCIAL		
7 NEW BUILDING	0	$0.00
8 ADDITION/REPAIRS:	0	$0.00
9 REROOF:	0	$0.00
10 MISC; GAS, ELEC, SEWER:	3	$24,452.00
11 RV PARKS:	0	$0.00
12 ZONING	0	$0.00
13 PUBLIC WORKS	0	$0.00
	COMMERCIAL TOTAL:	**$24,452.00**

		CONSTRUCTION TOTAL:	**$38,302.00**
PARK MODELS:	0		
MANUFACTURED HOMES:	0		
TOTAL PAYMENTS:	11	**MONTHLY TOTAL:**	**$38,302.00**
DEMOLITION:			
RESIDENTIAL:	0		$0.00
COMMERCIAL:	0		$0.00

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **July 8, 2013**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – June 18, 2013 through July 8, 2013**

Summer Programs:

- Wrestling Camp – 39 total participants (40% increase over last year); total expense $200.00 (instructor fee), total revenue $390.00.
- Ballet/Jazz – There were 41 total participants for this new camp. Due to the high interest in this camp we had to make some adjustments so that we could allow more children to participate. Total expense $200.00 (instructor fee), total revenue $410.00.
- Advanced SNAG (Starting New at Golf) – 21 total participants, this was the first year for this camp.
- Softball Camp – There were 23 participants. This camp is hosted each year by the Arizona Panic Softball Team; promoted by the City. Arizona Panic uses this camp as a fundraiser to assist with their expenses. This camp brings participants and their families to Benson from around Southeastern Arizona; 4 from Sierra Vista, 11 from Benson, 1 from Pearce, 1 from Ft. Huachuca and 2 from Elfrida.
- Sandlot Sports – This camp was cancelled due to lack of registration.

Pool:

- There were 40 patrons in attendance for the last "Dive in Movie" of the season.
- The pool is currently closed due to equipment failure. We called the parents with children registered in the last session of swim lessons; they preferred to receive a refund as opposed to trying to make the classes up so close to the start of the school year.
- Attachments: June Monthly Headcount and Dive in Movie Participation.

Lions Park:

- The park remains busy with Little League All Stars Tournaments and the Adult Softball Leagues. The next available full day for the Big Ramada is August 3.

Community Center:

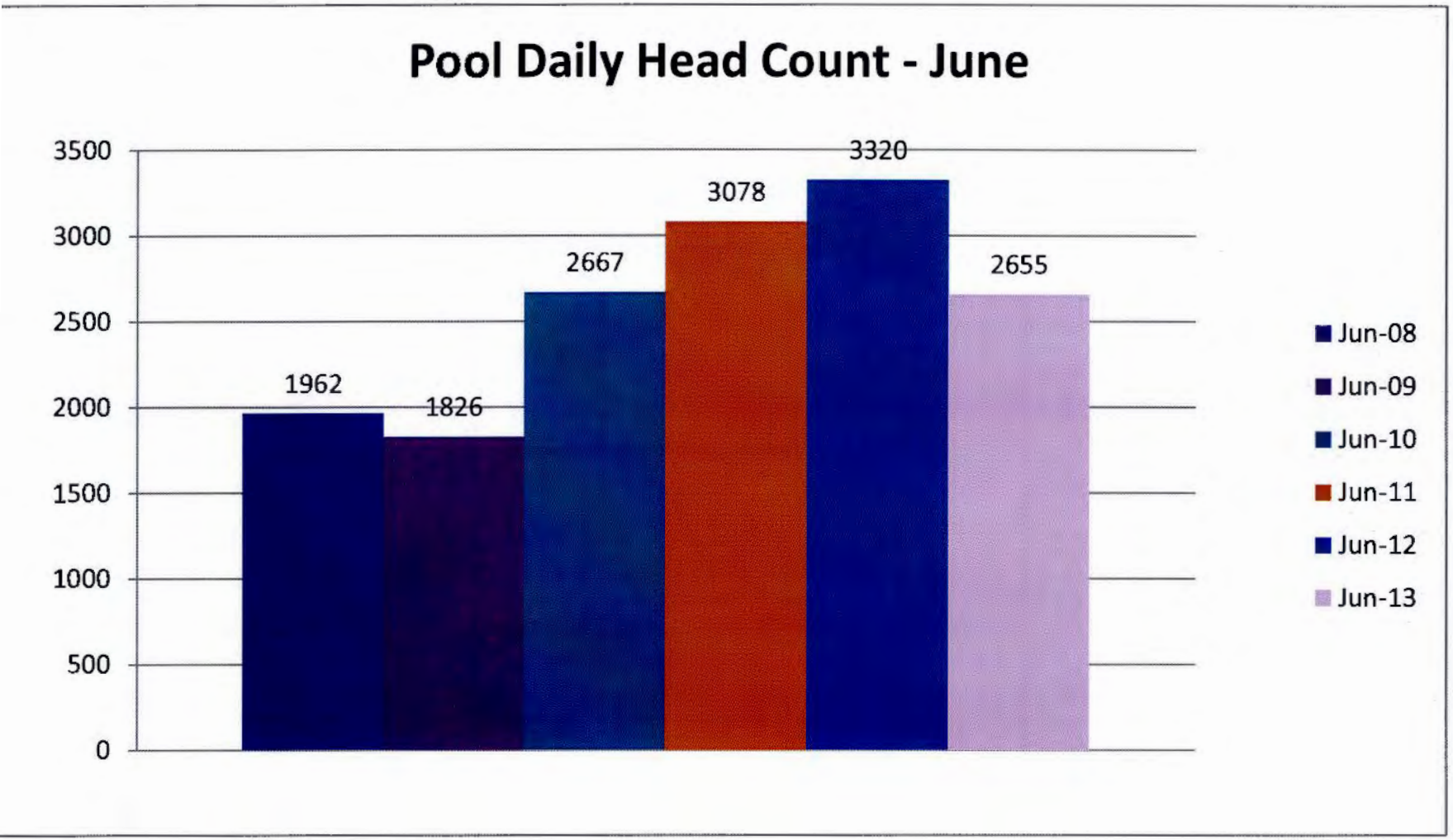
- The Community Center remains full with reservations. We have seen an increase in Sunday rentals this summer.

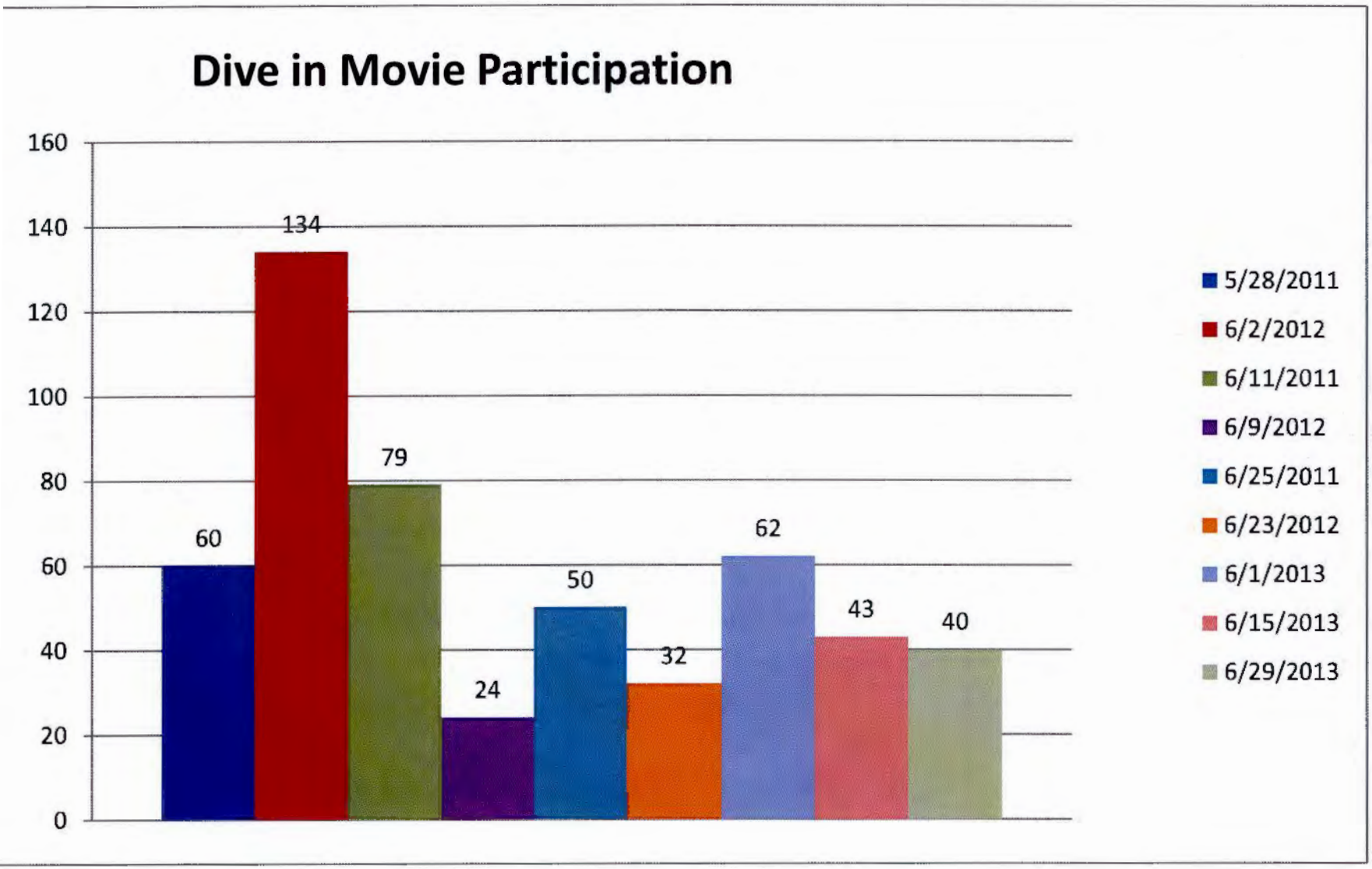
Other Items:

- Restructuring the Website – We continue to add information to the website as it is provided to us by other departments.
- We are creating Emergency Action Plans for the Recreation Department.
- We are redoing our Standard Operating Procedures for the Recreation Department.
- We are still working with ASU on the Survey.
- We are working to complete a summary of the 2013 4th of July Festivities. We have found this year that operating under Committee guidelines is nonproductive

members worked very hard on this event and did a great job. We value their time, effort and most importantly their thoughts and opinions. We would like to have them continue to work with us as Volunteers without the restrictions as a Committee.

- We are working with Ty Moncada on the Skate Park Project.
- We have completed two of the Emergency Response Certification Classes and are in the process of completing the third.
- We have planned a Ribbon Cutting Ceremony for the newly completed Union Street Park Playground.


Pool Daily Head Count - June
3500
3000
2500
2000
1500
1000
500
0
1962
1826
2667
3078
3320
2655
Jun-08
Jun-09
Jun-10
Jun-11
Jun-12
Jun-13


Dive in Movie Participation
160
140
120
100
80
60
40
20
0
60
134
79
24
50
32
62
43
40
5/28/2011
6/2/2012
6/11/2011
6/9/2012
6/25/2011
6/23/2012
6/1/2013
6/15/2013
6/29/2013

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **July 10, 2013**

TO: **MAYOR AND CITY COUNCIL**

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

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

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	02
General Crime Trials:	00
Drug Related Trials:	00
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	03

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	03
General Crime Pretrial Conference Hearings:	01
Drug Related Pretrial Conference Hearings:	01
Domestic Violence Pretrial Conference Hearings:	01
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	01
Total Pretrials	12

HEARINGS:

Restitution and Sentencing Hearings:	00
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	00
Total Case Matters Closed this Month	13

PROSECUTORIAL TIME SPENT IN COURT	**12.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**22.50 HRS**

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 11, 2013**

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

FROM: **Bradley J. Hamilton, P.E.**

CC: **Mayor & Council**

SUBJECT: **April May 2013 Department Head Report**

Staff has completed the Annual Arizona Corporation Commission Audit of the natural gas system April 22-26. This involved an audit of the required paperwork documenting the work performed on the gas system for year 2012, performance of Operator Qualifications tasks and inspection of the overall natural gas system operated by the City of Benson. See attached letter,

The wastewater treatment plant was recently inspected for our multiple permits to operate. See attached letter.

Lions Park Softball field is now in full operation.

Public Works employees have completed 1 Ramada at Lions Park and 2 more to complete.

Installation of the emergency generator at the Airport is completed.

1. Gas Department.

- (For the Week Ending Wednesday, June 5, 2013) *(U.S. Energy Information Administration)*
- Natural gas prices declined across all regional hubs this week (Wednesday to Wednesday). The Henry Hub closed at $3.99 per MMBtu yesterday, down 16 cents, or 3.9%, for the week.
- At the Nymex, the June 2013 contract closed at $4.148 per MMBtu on Wednesday, May 29, its final day of trading. The near-month (July) Nymex contract finished trading yesterday at $4.001 per MMBtu, 2.2 cents, or 0.5%, below its first day as the near-month contract on May 30, and 1.1 cents per MMBtu above the Henry Hub spot price.
- Working natural gas in storage increased to 2,252 Bcf as of Friday, May 31, according to the U.S. Energy Information Administration's (EIA) Weekly Natural Gas Storage Report (WNGSR). A net storage injection of 111 Bcf for the week resulted in storage levels of 616 Bcf below year-ago levels, and 69 Bcf below the 5-year average.
- The Baker Hughes natural gas rotary rig count totaled 354 units as of Friday, May 31, the same total as the preceding two weeks. The average oil rig count rose by 8 units to 1,410, following two weeks of declines.
- The weekly average natural gas plant liquid composite price for last week (Tuesday, May 28 – Friday, May 31) decreased by 2%, falling $0.17 per MMBtu over the previous week to $9.07 per MMBtu. The ethane and propane spot prices fell by 4% and 2%, respectively, driving the decrease in the composite price.

Gas Department cont.

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

2. Water Department.

- Continued daily monitoring and maintenance on wells/tanks sites including painting and meter / valve maintenance.
- General maintenance and repairs on meters and hydrants.
- Monthly water sampling of the water as required by ADEQ.
- Continue upgrading water meters.

3. Wastewater Department.

- Continued maintenance and repair at the treatment plant.
- Staff now performs the "vault and haul" activity and the Whetstone Ranch Water Reclamation Facility.
- Daily and monthly monitoring samples as required by ADEQ permits.
- Wastewater Department continues the scheduled sewer main and manhole maintenance including spraying for roaches and cleaning.

4. Streets Department:

Street department continues to regularly maintain the streets by filling the potholes, weed control, sign maintenance, tree trimming and maintain curbing.

Inmate labor continues along various locations picking up trash; weed control and filling potholes Monday thru Thursday.

5. Parks Department:

The Parks department continues work on all fields in preparation of summer events. Parks crews also continue keeping up with the weed and trash control at the various park locations and landscape areas.

City of Benson
Public Works Department

s Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
vice	0	1	0	0	0								1
spections	0	0	1	0	0								1
'Repair equipment	0	11	3	3	7								24
Operation/Maintain	7	5	6	5	6								29
r/Leak survey	4	6	8	4	0								22
otection Poles	4	7	7	0	1								19
Hit	1	0	0	1	1								3
grades	16	8	6	3	1								34
age	0	2	0	1	0								3
pressure	1	5	2	0	0								8
es	74	49	62	64	66								315
s Sold	184,956	179,076	176,534	60,735	42,313								643,614
bic feet per unit													
ater Dept.O&M													
vice	0	1	2	0	0								3
	15	5	7	5	7								39
emove Hydrant Meter	1	1	1	1	0								4
r / pressure	3	0	1	1	2								7
eplace equipment	3	4	5	2	5								19
grades	22	22	16	23	7								90
ge / re-read	1	2	0	0	2								5
es	74	49	62	64	66								315
nits Sold	18,698	20,947	23,511	24,159	26,820								114,135
ons per unit)													
wer Dept.O&M													
vice	0	1	0	1	0								2
ackup	2	5	3	3	0								13
r pests/odor April	0	0	0	0	2								2
ewer mains	0	0	0	0	0								0
epair manhole	0	0	0	0	0								0
ance / Repairs	0	0	0	1	1								2
es	74	49	62	64	66								315
Treated	12,653	11,503	11,720	11,499	11,621								58,996
gallons)													

COMMISSIONERS
BOB STUMP - Chairman
GARY PIERCE
BRENDA BURNS
BOB BURNS
SUSAN BITTER SMITH

JODI JERICH
Executive Director

ROBERT MARVIN
Safety Division Director

ARIZONA CORPORATION COMMISSION
SAFETY DIVISION

May 2, 2013

Mr. Glen Nichols
City Manager
City of Benson
120 West 6th Street
Benson, Arizona 85602

RECEIVED
JUN 4 2013
CITY OF BENSON

RE: 2013 CODE COMPLIANCE AUDIT

Mr. Nichols:

The Arizona Corporation Commission's (Commission) Office of Pipeline Safety has the responsibility to enforce the Arizona Revised Statute Section 40-441. The Commission has adopted Title 49, Code of Federal Regulations, Parts 191, 192, 199 and 40 and the Arizona Administrative Code R14-5-202 and R14-5-203 as the minimum standards for the transportation of Natural Gas by pipeline. City of Benson is transporting Natural Gas and is required to meet these minimum standards.

The Audit was conducted during May of 2013, by Joel Perry, of the Commission's Office of Pipeline Safety and consisted of a review of the Operations and Maintenance Plan, Emergency Plan, a random review of records and a field inspection of pipeline facilities.

There were no probable noncompliance items noted during this year's Audit.

Thank you for your interest in pipeline safety. Should you have any questions regarding this matter, you may contact me at (602) 262-5601.

Sincerely,

Robert E. Miller
Pipeline Safety Supervisor
Pipeline Safety Division

REM:JP:vbg

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1110 West Washington Street • Phoenix, Arizona 85007
(602) 771-2300 • www.azdeq.gov

Janice K. Brewer
Governor

Henry R. Darwin
Director

May 24, 2013

Place ID #:1127

City of Benson
Attention: Jim Cox, Interim City Manager
P.O. Box 2223
Benson, AZ 85602

Subject: Compliance Inspection of Benson Wastewater Treatment Facility
Individual Aquifer Protection Permit No. P-100829, Inspection #198781
Type 2 Reclaimed Water General Permit No. R-105000, Inspection #198785
Individual AZPDES (Major) Permit No. AZ0026026, Inspection #198788
Stormwater MSGP, Inspection #198792

Dear Mr. Cox:

Enclosed are copies of the subject inspection reports concerning the referenced facility. The inspections were performed on May 22, 2013, in accordance with Arizona Revised Statutes (A.R.S.) § 49-101 *et seq.* and with the Arizona Administrative Code (A.A.C.) R18-9-101 *et seq.*

No deficiencies were found in the operation or maintenance of this system, and any previous deficiencies had been corrected. The system was also found to be in compliance with respect to monitoring, and reporting requirements. No further action will result from these inspections.

Please contact me at (520) 628-6738 should you have any questions regarding this inspection report.

Sincerely,

Larry A. Bogdanski

Larry A. Bogdanski, Environmental Engineering Specialist
Regional Compliance Unit
Southern Regional Office

cc: Brad Hamilton, Public Works Director/City Engineer, City of Benson
Armando Dimas, Public Works Superintendent, City of Benson
Cochise County Health Department
Mindi Cross, Manager, WQCS, WQD, ADEQ

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 10, 2013, 2013**

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

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

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

Andrew Parkin continues his computer classes on Wednesday and Thursday mornings. The current Wednesday class ended on the 29th. The Thursday class will continue throughout the month of June and classes will carry on as needed.

May 3rd Andrew Parkin swapped out an old computer in the junior area to give the kids 2 computers for games.

May 11th a Volunteer Appreciation get-together was held at the library.

May 14th the Benson Public Library Facebook page went live.

May 14th Cochise County Library's Bensons link now links directly to the City of Benson's Library page.

May 14th Megan Oros and Kelli Jeter participated in a webinar "Handling challenging situations; challenging and mentally ill" part one. On May 21st part 2 of 2 was completed on the subject.

May 16th Kelli Jeter participated in a Library Institute webinar, preparing her for the week long institute she will attend in June.

May 21st Kelli Jeter completed GCFLearning Excel 2010 class earning 1 continuing education unit.

May 24th Andrew Parkin completed GCFLearning Excel 2010 class earning 1 continuing education unit.

May 29th Andrew Parkin completed a wireless security webcast. Provided by OpenDNS, which is the filtering system used in the library.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
May

	May-13	May-12	YTD-2013	YTD-2012	
Total Circulation	5,910	6,124	65,637	69,999	monthly circulation of material
Patrons	6,212	5,874	64,525	65,089	patrons entering the library
New Registration	81	73	814	932	new patron cards
Total Registration	6,734	6,865	6,734	6,865	total # of patrons in database
Programs	11	12	65	111	#of programs provided by library
Pr. Attend	355	248	1,381	1,797	total attendance for programs
Ref. Questions	729	645	8,944	5,297	ref questions answered by staff
Volunteers	0	1	0	18	new volunteers this month
Volunteer hours	70.25	164	871.25	1349.45	total of monthly volunteer hours
Book Count					
Titles added	204	176	1,970	2,193	new titles added to database
Titles deleted	521	433	2,345	2,240	titles removed from collection
Collection Total	37,128	38,207	37,128	38,207	total material in database
Overdues:					
Titles overdue	446	560	5,835	7,222	number of overdue items
Contacts	133	165	1,633	1,906	number of patrons contacted
Titles returned	380	326	4,150	4,962	# of overdue items returned

Internet Users	1,354	1,593	# of people signed up for p.c.'s
Workforce	17		
Hours	15.5		

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **July 9, 2013**
To: **Jim Cox, Interim City Manager**

FROM: **Peggy Scott, Library Director**

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

Kelli Jeter attended the Library Institute the week beginning June 3rd in Flagstaff, Arizona. The institute is paid for by the Arizona State Library providing training and education for librarians without a MLS Degree.

Summer Reading Program theme this summer was "Dig into reading". Programs were held on June 12th, 19th, and 26th. June 12th was a magician paid for by the Cochise County Library District. All ages were welcome that day and was a huge success. The 19th was Deni Mitchell from the Amerind Foundation. She brought a number of artifacts and introduced the children to historical pieces, how they were used and how they preserve them today. The 26th was a day of crafts and stories for the children.

The Wednesday computer classes were put on hold due to the Summer Reading Program conflicting times and space. These classes will resume this summer. The Thursday classes have continued uninterrupted except for holidays.

Last month we launched our social media programs. We are promoting new books, staff picks, and general library and city information that may be of interest to our virtual patrons. We are hoping to expand our social media following.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
June

	Jun-13	Jun-12	YTD-2013	YTD-2012	
Total Circulation	5,776	5,933	71,413	75,932	monthly circulation of material
Patrons	5,353	5,854	69,878	70,943	patrons entering the library
New Registration	111	91	925	1,023	new patron cards
Total Registration	6,821	6,923	6,821	6,923	total # of patrons in database
Programs	5	8	70	119	#of programs provided by library
Pr. Attend	159	355	1,540	2,152	total attendance for programs
Ref. Questions	521	495	9,465	5,792	ref questions answered by staff
Volunteers	2	2	2	20	new volunteers this month
Volunteer hours	76	145.8	947.25	1495.25	total of monthly volunteer hours
Book Count					
Titles added	157	225	2,127	2,418	new titles added to database
Titles deleted	164	342	2,509	2,582	titles removed from collection
Collection Total	37,121	38,090	37,121	38,090	total material in database
Overdues:					
Titles overdue	425	564	6,260	7,720	number of overdue items
Contacts	160	139	1,793	2,062	number of patrons contacted
Titles returned	348	421	4,498	5,375	# of overdue items returned

Internet Users	1,238	1,430	# of people signed up for p.c.'s
Workforce	24		
Hours	22		

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **July 8, 2013**

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

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

cc: **Benson City Council Members**

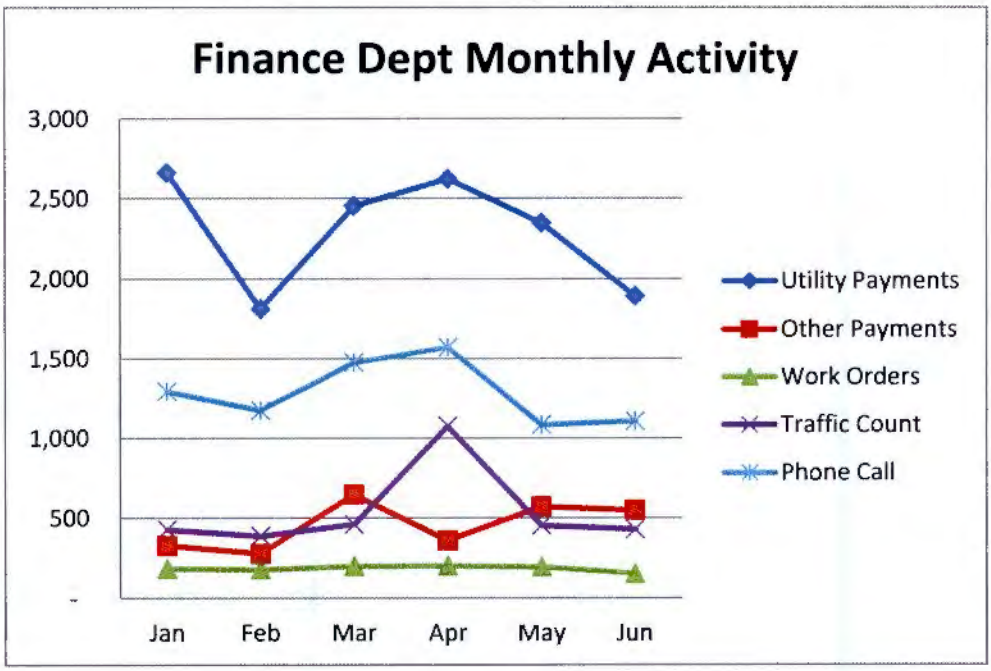
SUBJECT: **Finance Department Monthly Report for June, 2013**

Current Department Projects:

- The Final Budget was approved by Council on June 24th.
- Project Online Bill Pay Service is back to being top priority. We have narrowed the search down to one company that is a preferred vendor by Caselle, our accounting software system. Based on the relationship between Caselle and Xpress Bill Pay, we are confident that they are the only company that can provide the level of service that we need. We are working out all the details at the moment and this will be brought before Council for approval within the coming month.
- We are continuing to analyze New Business Reports from the Department of Revenue to ensure the business was operating in the city with a valid City Business License.
- Finance is actively searching for an Accounting Specialist. We hope to have the position filled in August.
- Finance met with representatives from SEACAP to discuss them possibly administering a utility "Round Up" program for the City. The goal of the program would be to create a pool of money, funded entirely by donations from our utility customers that can be used to assist residents of the City with their utility bill. SEACAP is interested in being the Administrator. We will be discussing more details in the coming month.

Finance Department Statistics for June, 2013

Utility payments processed	1892
Other payments processed	549
Work orders processed	153
Traffic count	430
Telephone calls	1107


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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 07/10/13

TO: Jim Cox, Interim City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: June 2013 Department Head Report

Operations

During the month of June, Benson Fire Department responded to 68 calls. The average number of Firefighters responding to the calls for the month was 2. The lowest number was 1 and the highest number was 8. The average response time from page to on scene was 10 minutes. The average time from page to en route was 10 minutes and the average time from en route to on scene was 2 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	0
Vehicle Fire	1
Brush Fire	4
EMS	36
Rescue	0
Haz-Mat	0
Service Calls	0
Good Intent Calls	27
False Alarms	0
Miscellaneous Calls	0

Meetings and Trainings

Business/Training meeting was held on June 12, 2013.

Vehicle Maintenance

None

Additional Items

Benson Fire Department hosted the Cochise County EMS Council meeting and the Cochise County Fire Association meeting.