# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **September 12, 2013**

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

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

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

**SUBJECT:** **August 2013 Department Head Report**

Staff held a pre-bid meeting for the RFQ for the Airport Engineering.

Public Works employees continue to keep the weeds under control.

1. Gas Department.

- (For the Week Ending Wednesday, September 11, 2013) (U.S. Energy Information Administration)

- Natural gas hub prices decreased in most areas except the Northeast during the report week (Wednesday, September 4, to Wednesday, September 11). The Henry Hub spot price closed yesterday at $3.60 per million British thermal units (MMBtu), down 8 cents from $3.68 the previous week.3.

- At the Nymex, futures prices also decreased over the week. The near-month contract (October 2013) fell from $3.683 per MMBtu on September 4 to $3.567 per MMBtu yesterday.

- Working natural gas in storage increased to 3,253 Bcf as of Friday, September 6, according to EIA's Weekly Natural Gas Storage Report (WNGSR). A net storage injection of 65 Bcf for the week resulted in storage levels 5.0% below year-ago levels and 1.4% above the 5-year average.

- The Baker Hughes natural gas rotary rig count totaled 394 active units as of Friday, September 6, an increase of 14 rigs from the previous week. The oil rig count decreased by 23 to 1,365.

- The weekly average natural gas plant liquids composite price fell this week (covering August 26 through September 6) compared to last week by 0.8%, and is now at $10.81 per MMBtu. Natural gasoline, butane, and isobutane decreased by 2.3%, while ethane and propane rose by 1% and 0.8%, respectively.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission.

- Performed annual inspection of the Benson & Pomerene Regulator stations.

- 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

| 2013 Gas Dept. O&M | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New Service | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | 2 |
| Meter Inspections | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | | | | | 2 |
| Remove/Repair equipment | 0 | 11 | 3 | 3 | 7 | 7 | 0 | 0 | | | | | 31 |
| Monthly Operation/Maintain | 7 | 5 | 6 | 5 | 6 | 6 | 8 | 6 | | | | | 49 |
| Gas Odor/Leak survey | 4 | 6 | 8 | 4 | 0 | 1 | 6 | 1 | | | | | 30 |
| Install Protection Poles | 4 | 7 | 7 | 0 | 1 | 3 | 1 | 2 | | | | | 25 |
| 3rd Party Hit | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | | | | | 4 |
| Meter Upgrades | 16 | 8 | 6 | 3 | 1 | 0 | 0 | 0 | | | | | 34 |
| High Usage | 0 | 2 | 0 | 1 | 0 | 1 | 0 | 0 | | | | | 4 |
| No Gas / zero usage | 1 | 5 | 2 | 0 | 0 | 5 | 0 | 0 | | | | | 13 |
| Bluestakes | 74 | 49 | 62 | 64 | 66 | 48 | 69 | 54 | | | | | 486 |
| Gas Units Sold | 184,956 | 179,076 | 176,534 | 60,735 | 42,313 | 40,443 | 28,355 | 34,752 | | | | | 747,164 |
| (100) cubic feet per unit | | | | | | | | | | | | | |
| **2013 Water Dept.O&M** | | | | | | | | | | | | | |
| New Service | 0 | 1 | 2 | 0 | 0 | 0 | 1 | 0 | | | | | 4 |
| Leaks | 15 | 5 | 7 | 5 | 7 | 2 | 7 | 3 | | | | | 51 |
| Instal/Remove Hydrant Meter | 1 | 1 | 1 | 1 | 0 | 2 | 0 | 2 | | | | | 8 |
| No water / pressure | 3 | 0 | 1 | 1 | 2 | 0 | 1 | 1 | | | | | 9 |
| Repair/replace equipment | 3 | 4 | 5 | 2 | 5 | 3 | 2 | 0 | | | | | 24 |
| Meter Upgrades | 22 | 22 | 16 | 23 | 7 | 19 | 12 | 6 | | | | | 127 |
| High usage / re-read | 1 | 2 | 0 | 0 | 2 | 2 | 0 | 1 | | | | | 8 |
| Bluestakes | 74 | 49 | 62 | 64 | 66 | 48 | 69 | 54 | | | | | 486 |
| Water Units Sold | 18,698 | 20,947 | 23,511 | 24,159 | 26,820 | 38,970 | 28,369 | 29,604 | | | | | 211,078 |
| (748 gallons per unit) | | | | | | | | | | | | | |
| **2013 Sewer Dept.O&M** | | | | | | | | | | | | | |
| New service | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | | | | | 3 |
| Sewer Backup | 2 | 5 | 3 | 3 | 0 | 1 | 1 | 2 | | | | | 17 |
| Spray for pests/odor April | 0 | 0 | 0 | 0 | 2 | 2 | 3 | 0 | | | | | 7 |
| Clean sewer mains | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 |
| Raise / repair manhole | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 |
| Maintenance / Repairs | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | | | | | 3 |
| Bluestakes | 74 | 49 | 62 | 64 | 66 | 48 | 69 | 54 | | | | | 486 |
| Gallons Treated | 12,653 | 11,503 | 11,720 | 11,499 | 11,621 | 10,817 | 10,754 | | | | | | 80,567 |
| (million gallons) | | | | | | | | | | | | | |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **September 10th, 2013**

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

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

**SUBJECT:** **Department Head Report August 2013**

## Planning, Zoning, and Building Divisions:

- *Projects/ Events of Interest:*

We have experienced a good amount of rainfall in Benson as of late. While this is a positive thing for our dryer conditions, it also brings the growth of vegetation along with it. If this growth is left unattended, becomes a fire hazard as well as a harbor for insect, snakes. Beginning in August, the Planning, Zoning, and Building Department began canvassing the entire community for over-grown vegetation in violation of the City Code. Staff is issuing a voluntary compliance notification to the property owners in an attempt to work with community. Staff is optimistic for positive results.

- *Inspector Activity*

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **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*

| RESIDENTIAL | NUMBER OF PERMITS | VALUATION |
|---|---|---|
| 1 NEW HOMES: | 0 | $0.00 |
| 2 ADDN/REPAIRS: | 0 | $0.00 |
| 3 REROOFING: | 2 | $8,450.00 |
| 4 GARAGE/CARPORT: | 0 | $0.00 |
| 5 ACCESSORY BLDG: | 0 | $0.00 |
| 6 MISC; GAS, ELEC, SEWER: | 5 | $51,688.00 |
| 6.5 MULTI FAMILY | 0 | $0.00 |
| | | **RESIDENTIAL TOTAL:** **$60,138.00** |

| COMMERCIAL | | |
|---|---|---|
| 7 NEW BUILDING | 0 | $0.00 |
| 8 ADDITION/REPAIRS: | 2 | $59,000.00 |
| 9 REROOF: | 0 | $0.00 |
| 10 MISC; GAS, ELEC, SEWER: | 4 | $31,271.00 |
| 11 RV PARKS: | 0 | $0.00 |
| 12 ZONING | 0 | $0.00 |
| 13 PUBLIC WORKS | 0 | $0.00 |
| | | **COMMERCIAL TOTAL:** **$90,271.00** |

| | | |
|---|---|---|
| | | **CONSTRUCTION TOTAL:** **$150,409.00** |
| **PARK MODELS:** | 0 | |
| **MANUFACTURED HOMES:** | 1 | **$5,000.00** |
| **TOTAL PAYMENTS:** | 14 | **MONTHLY TOTAL:** **$155,409.00** |
| **DEMOLITION:** | | |
| RESIDENTIAL: | 0 | $0.00 |
| COMMERCIAL: | 0 | $0.00 |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **September 11, 2013**

**TO:** **MAYOR AND CITY COUNCIL**

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

**SUBJECT:** **Prosecutorial Statistics for August, 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: | 00 |
| Drug Related Trials: | 00 |
| Domestic Violence Trials: | 00 |
| D.U.I. Jury Trials: | 00 |
| Animal Control/Game and Fish Trials/Registrar of Contractors: | 00 |
| Total Trials | 01 |

**PRETRIAL CONFERENCES:**

| | |
|---|---|
| Criminal Traffic Pretrial Conference Hearings: | 35 |
| General Crime Pretrial Conference Hearings: | 14 |
| Drug Related Pretrial Conference Hearings: | 09 |
| Domestic Violence Pretrial Conference Hearings: | 06 |
| D.U.I. Pretrial Conference Hearings: | 06 |
| Animal Control/Game and Fish Pretrial Conference Hearings: | 02 |
| Total Pretrials | 72 |

**HEARINGS:**

| | |
|---|---|
| Restitution and Sentencing Hearings: | 03 |
| 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 | 03 |

| | |
|---|---|
| Total Case Matters Closed this Month | 51 |

| | |
|---|---|
| **PROSECUTORIAL TIME SPENT IN COURT** | **16.50 HRS** |
| **PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*** | **43.00 HRS** |

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

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** 09/10/13

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

**FROM:** Keith Spangler, Fire Chief

**SUBJECT:** August 2013 Department Head Report

**Operations**

During the month of August, Benson Fire Department responded to 59 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 10. The average response time from page to on scene was 10 minutes. The average time from page to en route was 6 minutes and the average time from en route to on scene was 4 minutes. The break down of calls is listed below.

| Type | Number |
|---|---|
| Structure Fire | 2 |
| Vehicle Fire | 2 |
| Brush Fire | 1 |
| EMS | 31 |
| Rescue | 2 |
| Haz-Mat | 0 |
| Service Calls | 0 |
| Good Intent Calls | 21 |
| False Alarms | 0 |
| Miscellaneous Calls | 0 |

**Meetings and Trainings**

Business/Training meeting was held on August 14, 2013.

**Vehicle Maintenance**

Ladder 71 - Is in Phoenix for the annual service.

**Additional Items**

Attended the Cochise County Fire Association meeting in Sierra Vista.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **September 23, 2013**

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

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

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

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

**Current Department Projects:**

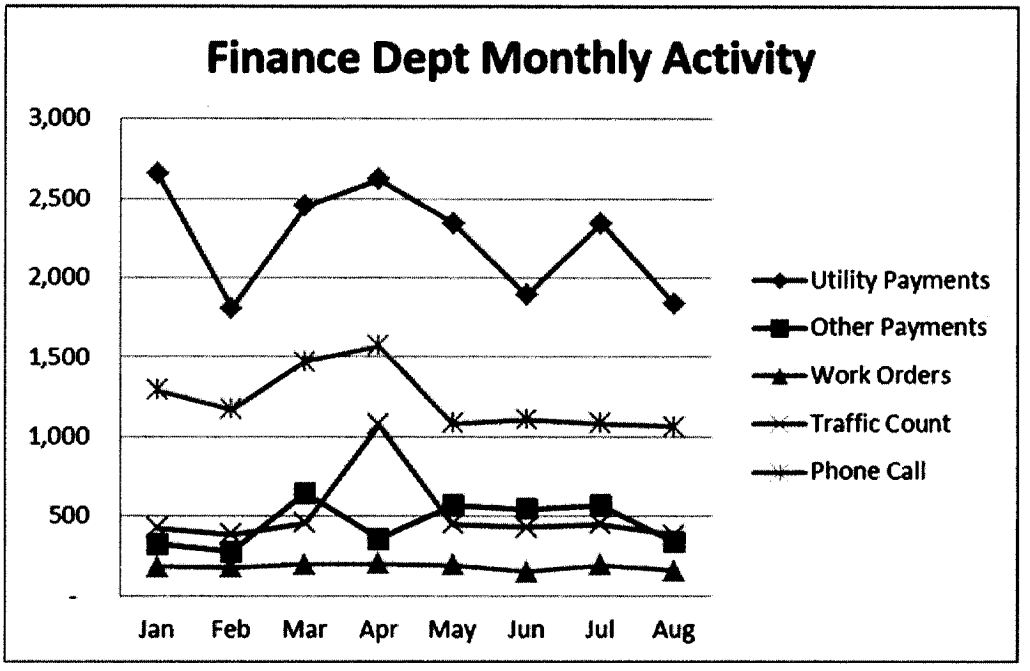
- Xpress Bill Pay will go live for customer use on September 18th.
- City Business License renewals were sent out. Finance is following up with businesses that did not renew.
- The Accounting Specialist position was filled. Our new employee started on September 9th.
- Discussion on a possible "Round up" program for utility customers has been put on hold until the capability has been added to our online bill pay software.
- Finance and Public Works are working together to incorporate electronic service orders, a module available to us in Caselle. This will provide us with a more efficient and reliable database of workorders.
- Finance and Public Works are also working hard to perform a physical count of our garbage receptacles to ensure that we have accurate records maintained in Caselle.
- Finance is actively seeking ways to cut costs including telecommunications, merchant services charges, and bank service fees.

**Upcoming:**

- Our annual external audit of our Financial Statements and our A-133 Single Audit is scheduled for October 7-11.

**Finance Department Statistics for July, 2013**

| | |
|---|---|
| Utility payments processed | 1837 |
| Other payments processed | 340 |
| Work orders processed | 159 |
| Traffic count | 384 |
| Telephone calls | 1066 |


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

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

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

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

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

On August 7th Kelli Jeter participated in an additional RDA webinar that provided more information on the new cataloguing system.

Director Scott attended the 2013 AzLA Regional Forum at Sierra Vista Library on August 28th. A tour of the MILibrary on Fort Huachuca was provided in the afternoon. Librarians from Southern and Central Arizona attended the forum sharing information, etc.

Kelli Jeter viewed a webinar on the Affordable Care Act and Health Insurance Market Place on August 28th. Libraries are being touted nationally as places for individuals to get information and computer access to sign up for individual health insurance. We are anticipating more webinars in the future as the ACA continues to make changes to the act.

Andrew Parkin began a new round of computer classes in the library. The month of August computer basics part 1 and 2 were the topic. He has set up a 5 month schedule running from August through December of this year.

Attachment: Monthly statistics

**Benson Public Library**

**Statistical Report**
**August-13**

| | Aug-13 | Aug-12 | YTD-2013 | YTD-2012 | |
|---|---|---|---|---|---|
| Total Circulation | 6,791 | 6,000 | 13,856 | 10,910 | monthly circulation of material |
| Patrons | 5,905 | 6,605 | 12,111 | 12,628 | patrons entering the library |
| New Registration | 99 | 117 | 177 | 194 | new patron cards |
| Total Registration | 6,926 | 7,036 | 6,926 | 7,036 | total # of patrons in database |
| Programs | 3 | 1 | 6 | 1 | #of programs provided by library |
| Pr. Attend | 25 | 8 | 37 | 8 | total attendance for programs |
| Ref. Questions | 991 | 900 | 1,734 | 1,564 | ref questions answered by staff |
| Volunteers | 2 | 0 | 2 | 0 | new volunteers this month |
| Volunteer hours | 45.75 | 67 | 107.75 | 185.25 | total of monthly volunteer hours |
| **Book Count** | | | | | |
| Titles added | 255 | 158 | 501 | 413 | new titles added to database |
| Titles deleted | 381 | 130 | 429 | 413 | titles removed from collection |
| **Collection Total** | 37,193 | 38,090 | 37,193 | 38,090 | total material in database |
| **Overdues:** | | | | | |
| Titles overdue | 495 | 492 | 1,036 | 1,219 | number of overdue items |
| Contacts | 187 | 103 | 314 | 250 | number of patrons contacted |
| Titles returned | 452 | 453 | 845 | 847 | # of overdue items returned |
| Internet Users | 1,403 | 1,671 | | | # of people signed up for p.c.'s |

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

**DATE:** **September 12, 2013**

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

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

**SUBJECT:** **Monthly Report – August 16, 2013 through September 12, 2013**

**Summer Programs:**

- See below.

**Pool:**

- The Pool is currently closed.

**Lions Park:**

- The park remains busy with Soccer and Benson Youth Football and Cheer practice. We continue to see an increase in Ball Field and Ramada Rentals.

**Community Center:**

- The Community Center remains full with reservations.

**Completed Tasks:**

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Billed BYFC, AYSO and the Women's Softball League for Light Usage in Lions Park. Billing consists of Reviewing the Field Use Request Form, Game and Practice Schedules, verifying sunset times for each date at http://www.calendar-updates.com/sun
- Assisted the Clerk's Office at the Arizona League of Cities.
- Attended the Department Head Meetings.
- Scheduled two future Community Center Rentals while I was at my son's Football game Friday, September 6, 7:30 pm.
- Performed regular pool maintenance.
- Completed a memo containing our daily and annual job tasks and the importance of employing an additional employee in the Recreation Department.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Notified the Police Department of Park Reservations and Events.
- Placed work orders for the Jr. Women's Club and the Museum as part of their requests for assistance from the City for Butterfield Days.
- Purchased Prizes for the Labor Day Pool Party and the Memorial Day Pool Party (while they were on sale). Paid for the Pizza. Promoted the Party on the City's Facebook Page. Revised the Facebook Cover Photo Artwork for the Memorial Day Pool Party.

- **Butterfield Days:** Worked with the Rodeo Committee, Jr. Women's Club, Benson Museum, Arizona Justice and the Pony Express Ride Manager to successfully coordinate the Butterfield Days Schedule of events. Completed art work for the newspaper ads (4 locations – 10 ads). Completed art work for the posters and flyers. Purchased rubber stamp, paper and envelopes for the Pony Express. Printed Pony Express paper and envelopes. Placed Butterfield Days information on the City website. Created art work for the Facebook cover page to market Butterfield Days. Had posters and flyers printed. Picked up posters and flyers from Arizona's G & T. Revised the Pony Express Liability Waiver. Communicated with Cox for completion of the commercial.
- **Light Parade:** Worked with SSVEC for sponsorship of the Light Parade and to get the street lights turned off. Revised the Parade rules. Revised the Parade Application. Applied for a grant from Cox for PSA's to assist with advertising.
- **Tree Lighting Ceremony:** Located a Christmas Tree. Booked the entertainment. Completed the schedule of events. Added schedule of event to City Website.

**Status of Ongoing Projects:**

- We are researching the Economic Impact of Parks and Recreation for presentation; to include reading Arizona Department of Transportation's completed study on the economic impact of bicycling in Arizona and the National Recreation and Park Association's Economic Impact Study.
- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Field we have been working on the feasibility of a Ball field Project; to include working with member of the community for possible funding, looking for available grants, cost analysis and communicating with the appropriate City Departments.
- Working to complete our Departmental Summary for the completion of the Parks and Recreation Survey.
- We are working toward going live with the new City website.
- We need to hire a DJ for the Fireworks on Butterfield Days and get the flyers and posters out to the public. We also need to get the Mayor in the Parade and find him a convertible.
- We need to begin promoting the Tree Lighting Ceremony and Light Parade. Apply for the Cox PSA's. Do the art work for the newspaper ads and posters and flyers. We need to purchase the Tree for the Tree Lighting Ceremony and find arts and crafts projects. We have already received several inquiries on the Light Parade.
- We are looking at the feasibility of hosting a Cycling Event in Benson.
- We need to complete reports for the 4th of July and the 2013 Aquatics Season.
- We need to begin working on the Aquatics and Summer Programs.
- We need to apply for the skate park grant.
- We need to complete our Emergency Response Certification Classes.
- We need to revise the Aquatics Manual prior to opening the pool in 2014.
- We need to complete our Emergency Action Plans.

- We need to revise our Refund Policy to include Community Center and Pool Rentals.
- We need to complete our SOP's.
- For the purpose of expenditure and inventory control we need to enter our receipts from July 1 to date in our spreadsheet.
- We need to update our Ball Field Use Request form for 2014, which requires completion of our Summer Program to avoid scheduling conflicts at the Park.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **September 11, 2013**

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

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

**SUBJECT:** **Tourism Report for August 2013**

• Our Visitor count for August 2013 was 552 as compared to 534 in August of 2012, up 18 from last year.

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

• We have mounted the Historical Railroad logos and are in the process of fabricating the San Pedro and Southwestern Logos. We hope to have them ready to install in about four weeks.

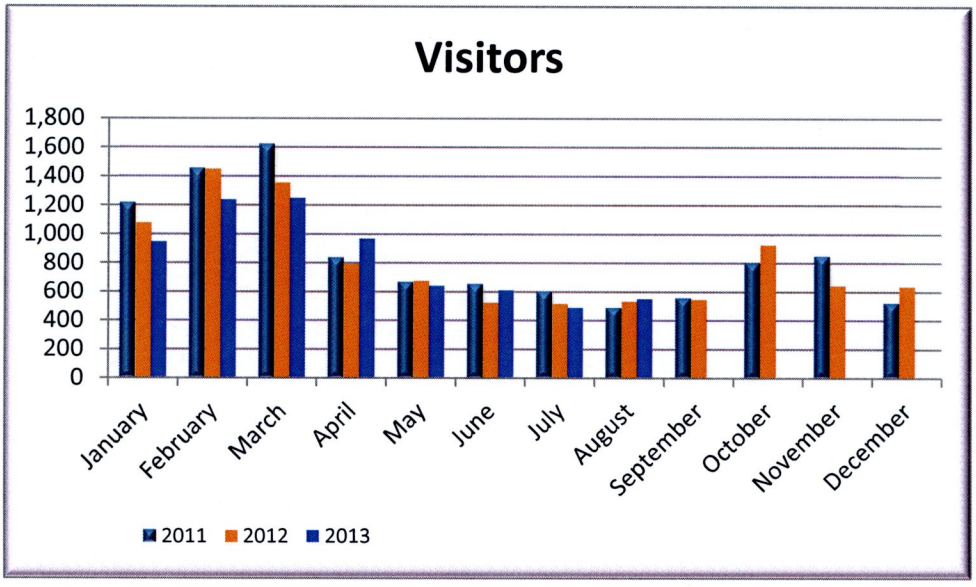
• Doug Quarles, the Benson Clean & Beautiful artist, is almost finished painting the murals. The Associated Press picked up the mural story from the Sierra Vista Herald and it has appeared in sixteen newspapers around the country including the Chicago Tribune, Miami Herald and the San Francisco Examiner. These stories put Benson out there nationally.

• We are still researching the possibility of putting in an AMTRAK platform in Benson.

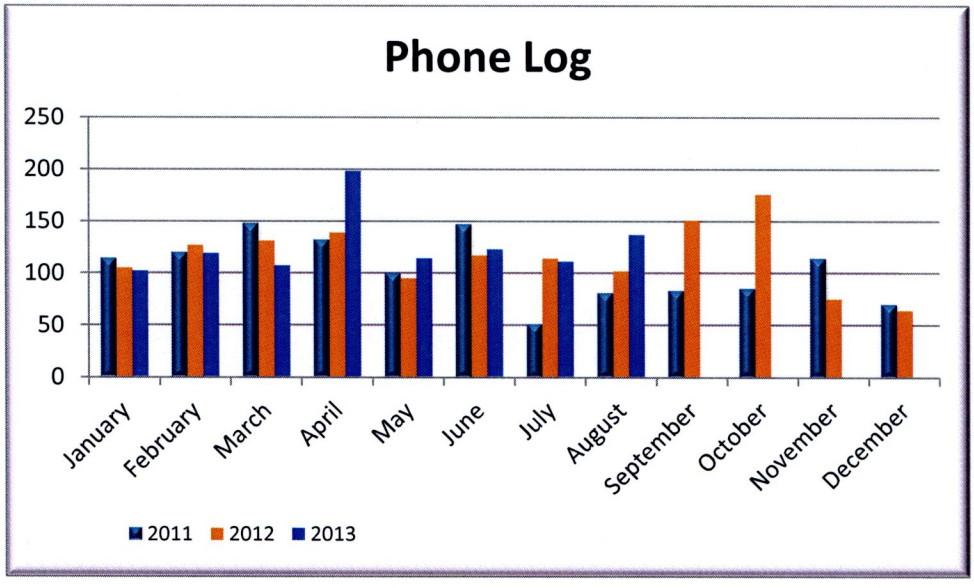
• The Cochise County Tourism Council has finished a tourism study done by Northern Arizona University. We will be giving an electronic copy to the City Council members.

• Below are our Visitor Counts for August of 2013

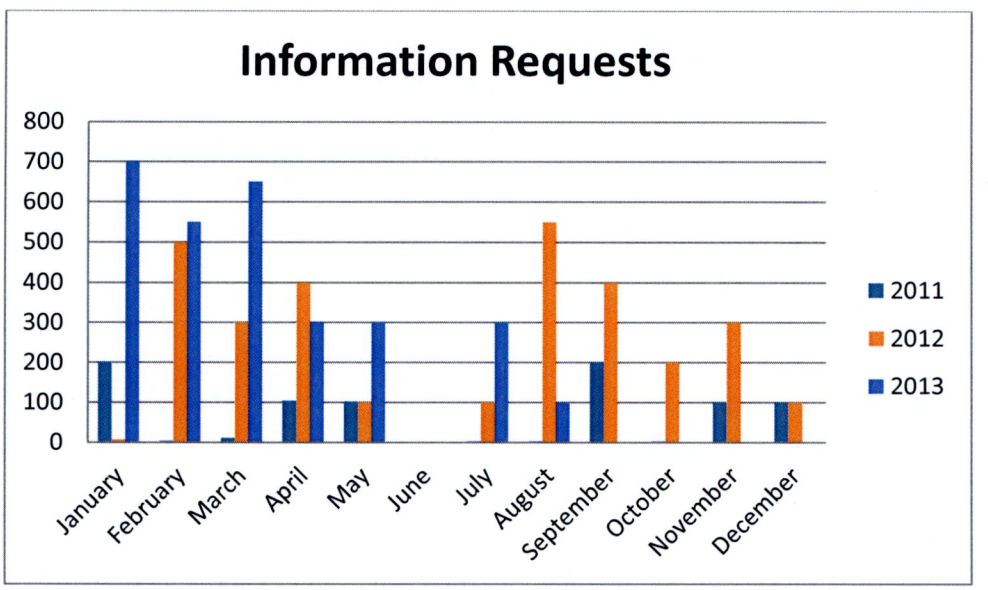
# Visitor Center Headcount Comparisons August, 2013




# Visitor Center Phone calls Comparisons by Graph August, 2013



# Visitor Center Information Requests Comparisons by Graph August, 2013



# Cochise County Tourism Study: 2012-2013 - Community Profile - Benson

**Town where survey was received**

| | Frequency | Percent | Valid Percent | Cumulative Percent |
|---|---|---|---|---|
| Benson | 156 | 100.0 | 100.0 | 100.0 |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Survey month totals?**

| | Frequency | % |
|---|---|---|
| July 2012 | 7 | 4.5% |
| August 2012 | 7 | 4.5% |
| September 2012 | 32 | 20.5% |
| October 2012 | 40 | 25.6% |
| November 2012 | 0 | 0.0% |
| December 2012 | 12 | 7.7% |
| January 2013 | 9 | 5.8% |
| February 2013 | 22 | 14.1% |
| March 2013 | 2 | 1.3% |
| April 2013 | 1 | 0.6% |
| May 2013 | 18 | 11.5% |
| June 2013 | 6 | 3.8% |
| Total | 156 | 100.0% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**How did you hear about Cochise County?**

| | Frequency | % |
|---|---|---|
| Newspaper | 7 | 5.0% |
| Magazine | 18 | 12.9% |
| Radio | 0 | 0.0% |
| TV | 4 | 2.9% |
| Online-Website | 25 | 17.9% |
| Social Networking Site | 3 | 2.1% |
| Word-of-mouth | 62 | 44.3% |
| Been here before | 53 | 37.9% |
| Total | 140 | 100.0% |

* Does not add to 100% because of multiple responses

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Is this a day trip or overnight excursion**

| | Frequency | % |
|---|---|---|
| Day-Trip | 83 | 53.2% |
| Overnight excursion | 73 | 46.8% |
| Total | 156 | 100.0% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**If you are staying overnight how many nights are you staying?**

| | Mean | Median | Maximum |
|---|---|---|---|
| Days spent in Cochise County | 5.4 | 2.0 | 45 |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Domestic State of Origin**

| | Frequency | % |
|---|---|---|
| Arizona | 44 | 32.6% |
| California | 13 | 9.6% |
| Texas | 10 | 7.4% |
| Illinois | 7 | 5.2% |
| Colorado | 6 | 4.4% |
| Washington | 4 | 3.0% |
| Oregon | 4 | 3.0% |
| Iowa | 4 | 3.0% |
| Kansas | 3 | 2.2% |
| Wisconsin | 3 | 2.2% |
| Florida | 3 | 2.2% |
| Maryland | 3 | 2.2% |
| New Jersey | 3 | 2.2% |
| Massachusetts | 3 | 2.2% |
| Utah | 2 | 1.5% |
| Idaho | 2 | 1.5% |
| Nebraska | 2 | 1.5% |
| South Dakota | 2 | 1.5% |
| Ohio | 2 | 1.5% |
| Pennsylvania | 2 | 1.5% |
| New Hampshire | 2 | 1.5% |
| Alaska | 1 | 0.7% |
| Nevada | 1 | 0.7% |
| New Mexico | 1 | 0.7% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Domestic State of Origin**

| | Frequency | % |
|---|---|---|
| Wyoming | 1 | 0.7% |
| Michigan | 1 | 0.7% |
| Indiana | 1 | 0.7% |
| Georgia | 1 | 0.7% |
| South Carolina | 1 | 0.7% |
| West Virginia | 1 | 0.7% |
| New York | 1 | 0.7% |
| Maine | 1 | 0.7% |
| Total | 135 | 100.0% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Arizona Community of Origin**

| | Frequency | % |
|---|---|---|
| PHOENIX | 6 | 14.3% |
| TUCSON | 5 | 11.9% |
| SAFFORD | 2 | 4.8% |
| MESA | 2 | 4.8% |
| YUMA | 1 | 2.4% |
| TEMPE | 1 | 2.4% |
| SURPRISE | 1 | 2.4% |
| SUN CITY | 1 | 2.4% |
| SOUTH TUCSON | 1 | 2.4% |
| SCOTTSDALE | 1 | 2.4% |
| SADDLEBROOKE | 1 | 2.4% |
| RINCON | 1 | 2.4% |
| PEORIA | 1 | 2.4% |
| PAYSON | 1 | 2.4% |
| MISSION | 1 | 2.4% |
| MARICOPA | 1 | 2.4% |
| MARANA | 1 | 2.4% |
| LITCHFIELD PARK | 1 | 2.4% |
| JEROME | 1 | 2.4% |
| HEREFORD | 1 | 2.4% |
| GROOM CREEK | 1 | 2.4% |
| GREEN VALLEY | 1 | 2.4% |
| GOODYEAR | 1 | 2.4% |
| GLENDALE | 1 | 2.4% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Arizona Community of Origin**

| | Frequency | % |
|---|---|---|
| GILBERT | 1 | 2.4% |
| FRY | 1 | 2.4% |
| FLAGSTAFF | 1 | 2.4% |
| EL MIRAGE | 1 | 2.4% |
| CAVE CREEK | 1 | 2.4% |
| BENSON | 1 | 2.4% |
| ALLENTOWN | 1 | 2.4% |
| Total | 42 | 100.0% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**International Visitors**

| | Frequency | % |
|---|---|---|
| CANADA | 15 | 75.0% |
| UNITED KINGDOM | 3 | 15.0% |
| UKRAINE | 1 | 5.0% |
| CHILE | 1 | 5.0% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**What best describes your primary purpose for visiting Cochise County?**

| | Frequency | % |
|---|---|---|
| Vacation-Leisure | 102 | 66.7% |
| Passing through | 23 | 15.0% |
| Business | 7 | 4.6% |
| Visiting friends and relatives | 31 | 20.3% |
| Weekend excursion | 14 | 9.2% |
| Military training-Business | 2 | 1.3% |
| Day Trip | 42 | 27.5% |
| Customs-Border Patrol | 0 | 0.0% |
| Combination of business and pleasure | 5 | 3.3% |
| Total | 153 | 100.0% |

* Does not add to 100% because of multiple responses

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Tell us how interested are you in spending part of your vacation time on the following activities?**

| | Not at all | A little | Somewhat | Very | Extremely |
|---|---|---|---|---|---|
| Visiting sites of Old West History | 4.2% | 9.9% | 19.7% | 40.1% | 26.1% |
| Visiting Mexican cultural heritage sites | 13.2% | 16.3% | 30.2% | 25.6% | 14.7% |
| Visiting sites of mining history | 6.0% | 15.8% | 28.6% | 30.1% | 19.5% |
| Visiting Ghost Towns | 9.4% | 12.2% | 23.7% | 35.3% | 19.4% |
| Visiting National and State Parks | 4.3% | 8.0% | 13.8% | 42.0% | 31.9% |
| Visiting wineries and wine-tasting rooms | 27.6% | 17.9% | 27.6% | 16.3% | 10.6% |
| Touring agriculture-U-Pick operations | 30.8% | 28.3% | 25.0% | 9.2% | 6.7% |
| Photography | 10.6% | 17.9% | 24.4% | 30.9% | 16.3% |
| Bird watching-Observing wildlife | 16.3% | 22.8% | 24.4% | 28.5% | 8.1% |
| Hiking-Mountain Biking-Rock climbing | 19.0% | 22.2% | 26.2% | 23.0% | 9.5% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Tell us how interested are you in spending part of your vacation time on the following activities?**

| | Mean |
|---|---|
| Visiting sites of Old West History | 3.7 |
| Visiting Mexican cultural heritage sites | 3.1 |
| Visiting sites of mining history | 3.4 |
| Visiting Ghost Towns | 3.4 |
| Visiting National and State Parks | 3.9 |
| Visiting wineries and wine-tasting rooms | 2.6 |
| Touring agriculture-U-Pick operations | 2.3 |
| Photography | 3.2 |
| Bird watching-Observing wildlife | 2.9 |
| Hiking-Mountain Biking-Rock climbing | 2.8 |

1 = Not at all Interested
5 = Extremely Interested

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Expenditures Per-Party Per-Day in Cochise County?**

| | Mean | Median | Maximum |
|---|---|---|---|
| Lodging-camping | $74 | $65 | $200 |
| Restaurant and Grocery | $63 | $50 | $300 |
| Shopping-Arts and Crafts | $56 | $50 | $200 |
| Transportation (including gas) | $66 | $50 | $800 |
| Recreation/Entrance fees | $57 | $50 | $400 |
| Other expenditures | $49 | $20 | $500 |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Party Size?**

| | Mean | Median | Maximum | Frequency |
|---|---|---|---|---|
| Number of women | 1.5 | 1.0 | 10.0 | 139 |
| Number of men | 1.4 | 1.0 | 10.0 | 128 |
| Number of children under 18 years of age | 3.0 | 2.0 | 20.0 | 17 |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Gender of visitors**

| | Frequency | % |
|---|---|---|
| Female | 78 | 56.9% |
| Male | 59 | 43.1% |
| Total | 137 | 100.0% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Gender by Age?**

| | Gender | | | |
|---|---|---|---|---|
| | Female | | Male | |
| | Mean | Median | Mean | Median |
| Age | 56.5 | 51.0 | 50.3 | 48.0 |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**Gender by Age?**

| | Gender | |
|---|---|---|
| | Female | Male |
| | % | % |
| 20 and under | 0.0% | 0.0% |
| 21 - 25 years | 0.0% | 0.0% |
| 26 - 30 years | 1.6% | 0.0% |
| 31 - 35 years | 1.6% | 5.7% |
| 36 - 40 years | 11.1% | 11.3% |
| 41 - 45 years | 11.1% | 22.6% |
| 46 - 50 years | 23.8% | 26.4% |
| 51 - 55 years | 7.9% | 9.4% |
| 56 - 60 years | 9.5% | 5.7% |
| 61 - 65 years | 1.6% | 5.7% |
| 66 - 70 years | 11.1% | 7.5% |
| 71 - 75 years | 7.9% | 0.0% |
| 76 years and older | 12.7% | 5.7% |
| Total | 100.0% | 100.0% |

**Cochise County Tourism Survey**
**Community Profile - Benson**
**What best describes your annual household income?**

| | Count | Column N % |
|---|---|---|
| less than $14,999 | 4 | 3.4% |
| $15,000 - $19,999 | 4 | 3.4% |
| $20,000 - $29,999 | 4 | 3.4% |
| $30,000 - $39,999 | 7 | 6.0% |
| $40,000 - $49,999 | 10 | 8.6% |
| $50,000 - $69,999 | 27 | 23.3% |
| $70,000 - $89,999 | 24 | 20.7% |
| $90,000 - $109,999 | 13 | 11.2% |
| $110,000 - $124,999 | 10 | 8.6% |
| $125,000+ | 13 | 11.2% |
| Total | 116 | 100.0% |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **September 11th, 2013**

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

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

**SUBJECT:** **August 2013 Golf Course Report**

San Pedro Golf Course month of August is showing the signs of summer slowdown. The course did 1739 rounds of golf and this increase from Last year of 361 rounds. The golf course averaged 56 players a day. In the month of August we continued to mail out coupons that targeted Vail, Sierra Vista, and East side Tucson. In the month of August we saw an increase in revenue of $6,781 compared to August 2012.

Maintenance has continued to use millings to improve cart paths on the golf course and will continue with this to help improve conditions. They have also currently removing weeds from native areas on the course to improve playing conditions, also trimming and removing trees from key areas around #11, #12, #13, #14, & #15 greens in order to increase air flow to areas. This will aid in the reduction of turf diseases in the more humid months. Playing conditions have been outstanding all summer and turf conditions continue to improve.

The Benson City Grille released a new menu in August. The menu will focus on great lunch selections from salads, burgers, and specialty sandwiches. The menu also offers health choices in wraps and the option to have ground turkey with your burger instead of ground beef. Our business regulars have been eating here more often now that we are open Mondays and Tuesdays. I fill with this menu we can control or food costs and labor costs. Also the grille started the weekly $5.95 special, this is a special that changes every day and I believe is great way to attract more business.

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

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE: 09/16/2013**

**TO: Mayor King & City Council**

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

**CC:**

**SUBJECT: August Report**

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

# Incidents - By Description

**Report Date: 08/01/2013- 08/31/2013**

| Description | #Incidents | CASE STATUS #Active(A) | #Cleared(B/C) | #Cleared Juv(J) | #Unfounded(U) | #Other |
|---|---|---|---|---|---|---|
| ACCIDENT W/INJURY | 1 | 0 | 1 | 0 | 0 | 0 |
| ACCIDENT W/OUT INJURY | 6 | 0 | 6 | 0 | 0 | 0 |
| AGENCY ASSIST | 2 | 0 | 2 | 0 | 0 | 0 |
| ASSAULT | 2 | 0 | 1 | 1 | 0 | 0 |
| BURGLARY | 3 | 0 | 3 | 0 | 0 | 0 |
| CRIMINAL DAMAGE | 1 | 0 | 1 | 0 | 0 | 0 |
| DISORDERLY CONDUCT | 2 | 0 | 2 | 0 | 0 | 0 |
| DOG AT LARGE | 1 | 0 | 1 | 0 | 0 | 0 |
| DOG BITE/ANIMAL BITE | 1 | 0 | 1 | 0 | 0 | 0 |
| DOMESTIC VIOLENCE | 1 | 0 | 1 | 0 | 0 | 0 |
| DRIVER'S LIC VIOLATION | 1 | 0 | 1 | 0 | 0 | 0 |
| DRIVING ON SUSPENDED LIC | 2 | 0 | 2 | 0 | 0 | 0 |
| DRUGS | 7 | 0 | 7 | 0 | 0 | 0 |
| DRUNK DRIVER | 2 | 0 | 2 | 0 | 0 | 0 |
| DRUNK SUBJECT | 1 | 0 | 1 | 0 | 0 | 0 |
| DUI/DRUGS | 1 | 0 | 1 | 0 | 0 | 0 |
| FRAUD | 3 | 0 | 3 | 0 | 0 | 0 |
| IDENTITY THEFT | 1 | 0 | 1 | 0 | 0 | 0 |
| INFORMATION | 8 | 1 | 6 | 1 | 0 | 0 |
| RECKLESS DRIVER | 1 | 0 | 1 | 0 | 0 | 0 |
| RECOVERED STOLEN V | 1 | 0 | 1 | 0 | 0 | 0 |
| SHOPLIFTING | 2 | 0 | 2 | 0 | 0 | 0 |
| THEFT | 8 | 1 | 7 | 0 | 0 | 0 |
| THREAT | 1 | 0 | 1 | 0 | 0 | 0 |
| TRESPASSING | 1 | 0 | 1 | 0 | 0 | 0 |
| UDA | 1 | 0 | 1 | 0 | 0 | 0 |
| WARRANT | 2 | 0 | 2 | 0 | 0 | 0 |
| TOTAL | 63 | 2 | 59 | 2 | 0 | 0 |

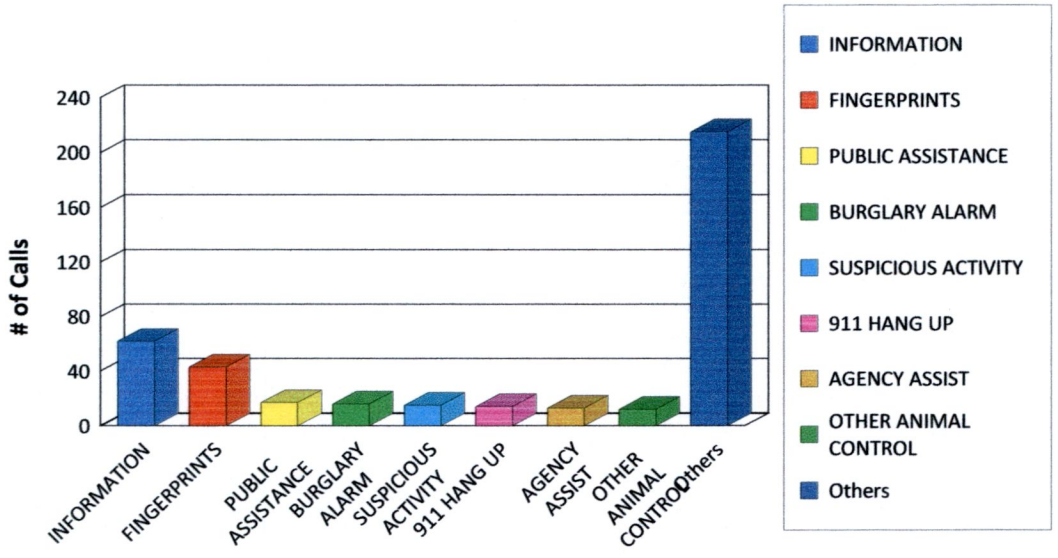
***RANGE USED***

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

# Calls Statistics by Type Summary

8/1/2013 - 8/31/2013
00:00:00 - 23:59:59

gency - BPD




| | 8/2013 | Total |
|---|---|---|
| 30 DAY IMPOUND HEARING | 2 | 2 |
| 911 HANG UP | 14 | 14 |
| ABANDONDED/DISABLED VEH | 4 | 4 |
| ACCIDENT W/INJURY | 2 | 2 |
| ACCIDENT W/OUT INJURY | 5 | 5 |
| ACCIDENT/NO INJURY PP | 4 | 4 |
| AGENCY ASSIST | 13 | 13 |
| ASSAULT | 2 | 2 |
| ASSAULT W/DEADLY WEAP | 1 | 1 |
| ATTEMPT TO LOCATE | 3 | 3 |
| BURGLARY | 4 | 4 |
| BURGLARY ALARM | 16 | 16 |
| CELL PHONE/LOST/STOLEN | 1 | 1 |
| CIVIL MATTER-REFERED | 4 | 4 |
| CIVIL MATTER-STAND BY | 6 | 6 |
| CODE WATCH PATROL | 6 | 6 |
| CRIMINAL DAMAGE | 4 | 4 |
| DEBRIS | 1 | 1 |
| DISCHARGE OF FIREARM | 1 | 1 |

| | 8/2013 | Total |
|---|---|---|
| DISORDERLY CONDUCT | 5 | 5 |
| DISTURBANCE | 11 | 11 |
| DOG AT LARGE | 7 | 7 |
| DOG BITE/ANIMAL BITE | 1 | 1 |
| DRIVING ON SUSPENDED LIC | 2 | 2 |
| DRUGS | 8 | 8 |
| DRUNK DRIVER | 5 | 5 |
| DRUNK SUBJECT | 7 | 7 |
| DUI/DRUGS | 1 | 1 |
| ESCORT/PARADE | 2 | 2 |
| FICTITIOUS PLATES | 1 | 1 |
| FINGERPRINTS | 43 | 43 |
| FIRE | 2 | 2 |
| FOUND PROPERTY/ETC/RETUI | 4 | 4 |
| FRAUD | 4 | 4 |
| GAS ASSISTANCE | 1 | 1 |
| HARRASSMENT | 4 | 4 |
| HIT AND RUN UNK/INJ | 1 | 1 |
| HIT AND RUN/NO INJURY | 1 | 1 |
| IDENTITY THEFT | 1 | 1 |
| INCORRIGIBLE JUVENILE | 3 | 3 |
| INFORMATION | 62 | 62 |
| INSANE PERSON | 1 | 1 |
| LOST PROPERTY | 1 | 1 |
| MEDIC ASSIST | 6 | 6 |
| MISSING JUVENILE | 1 | 1 |
| NOISE COMPLAINT | 3 | 3 |
| OTHER | 1 | 1 |
| OTHER ANIMAL CONTROL | 12 | 12 |
| PROWLER | 3 | 3 |
| PUBLIC ASSISTANCE | 17 | 17 |
| PUBLIC RELATIONS | 4 | 4 |
| RECKLESS DRIVER | 7 | 7 |
| RECOVERED STOLEN V | 2 | 2 |

| | 8/2013 | Total |
|---|---|---|
| REPOSSESSION | 1 | 1 |
| SHOPLIFTING | 2 | 2 |
| SNAKE | 9 | 9 |
| STRUCTURE FIRE | 1 | 1 |
| SUICIDE THREAT | 5 | 5 |
| SUSPICIOUS ACTIVITY | 15 | 15 |
| SUSPICIOUS PERSON | 1 | 1 |
| SUSPICIOUS VEHICLE | 2 | 2 |
| THEFT | 11 | 11 |
| THREAT | 3 | 3 |
| TRAFFIC OFFENSE | 1 | 1 |
| TRESPASSING | 5 | 5 |
| UDA | 1 | 1 |
| UNWANTED SUBJECT | 7 | 7 |
| VEHICLE RELEASE | 3 | 3 |
| VERBAL DV | 1 | 1 |
| VIOLATION OF COURT ORDER | 1 | 1 |
| WARRANT | 4 | 4 |
| WELFARE CHECK | 7 | 7 |
| Total | 407 | 407 |

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

| MONTH | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **SERVICE CALLS** | 437 | 463 | | | | | | | | | | | 900 |
| SELF INITIATED | 147 | 133 | | | | | | | | | | | 280 |
| CITIZEN | 7 | 9 | | | | | | | | | | | 16 |
| PUBLIC RELATIONS | 118 | 168 | | | | | | | | | | | 286 |
| PAPERS SERVED | 8 | 7 | | | | | | | | | | | 15 |
| FOLLOW UP | 8 | 52 | | | | | | | | | | | 60 |
| VERBAL WARNING | 78 | 107 | | | | | | | | | | | 185 |
| **DRUG RLTD DR'S** | 7 | 8 | | | | | | | | | | | 15 |
| **ACCIDENT REPORTS** | 5 | 7 | | | | | | | | | | | 12 |
| ALCOHOL INVL | 1 | 0 | | | | | | | | | | | 1 |
| SPEED CITE INVL | 1 | 0 | | | | | | | | | | | 1 |
| PEDESTRIAN INVL | 0 | 0 | | | | | | | | | | | 0 |
| BICYCLE INVL | 0 | 0 | | | | | | | | | | | 0 |
| **FELONY OBSERVED** | 20 | 3 | | | | | | | | | | | 23 |
| **MISD. OBSERVED** | 25 | 26 | | | | | | | | | | | 51 |
| **DOMESTIC VIOL** | 7 | 4 | | | | | | | | | | | 11 |
| ALCOHOL INVL | 1 | 0 | | | | | | | | | | | 1 |
| WEAPON INVL | 0 | 0 | | | | | | | | | | | 0 |
| CHILD PRESENT | 2 | 1 | | | | | | | | | | | 3 |
| **DV ARREST(S)** | 3 | 2 | | | | | | | | | | | 5 |
| FEMALE | 1 | 0 | | | | | | | | | | | 1 |
| MALE | 2 | 2 | | | | | | | | | | | 4 |
| DUAL | 0 | 0 | | | | | | | | | | | 0 |
| **JUVENILE ARREST(S)** | 3 | 0 | | | | | | | | | | | 3 |
| ALCOHOL INVL | 0 | 0 | | | | | | | | | | | 0 |
| DRUGS INVL | 0 | 0 | | | | | | | | | | | 0 |
| STATUS OFFENSE | 3 | 0 | | | | | | | | | | | 3 |
| OTHER | 0 | 0 | | | | | | | | | | | 0 |
| **DUI** | 2 | 3 | | | | | | | | | | | 5 |
| **BACK UPS** | 33 | 96 | | | | | | | | | | | 129 |
| **AGENCY ASSIST** | 8 | 17 | | | | | | | | | | | 25 |
| **TRANSPORTS** | 4 | 16 | | | | | | | | | | | 20 |

# Benson Animal Control

# Monthly Report

***Month in Report___ August 2013_____***

| ***Discription*** | ***Current Month*** | ***Year to Date*** |
|---|---|---|
| Dogs Turned in: | 5 | 43 |
| Dogs Picked up: | 8 | 52 |
| Dogs Adopted: | 14 | 121 |
| Dogs Euthanized / Owner Requested: | 0 | 3 |
| Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History): | 3 | 11 |
| Dogs Returned to Owner: | 3 | 20 |
| Dog Complaints: | 9 | 172 |
| Dog Bites: | 1 | 10 |
| Dog Licenses Sold: | 13 | 176 |
| Cats Turned In: | 0 | 28 |
| Cats Trapped: | 5 | 16 |
| Cats Returned to Owner: | 1 | 7 |
| Cats Adopted: | 4 | 55 |
| Cats Euthanized / Owner Requested | 0 | 2 |
| Cats Euthanized / Unadoptable (Feral, Sick, Injured): | 0 | 16 |
| Cat Bites: | 0 | 1 |
| Removals ( Snake,Skunk, birds, etc):*** | 2 | 19 |
| Calls Responded to: | 12 | 206 |
| Compliance Notices (Warnings): | 2 | 33 |
| Citations Issued: | 1 | 10 |
| P.D.Assist | 0 | 0 |
| Dogs at the shelter (time of Report): | | **20** |
| Cats at the shelter (time of Report): | | **8** |

**Removals:*****

1 gopher snake
1 snake goa

**Donations:**

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

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **September 16, 2013**

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

**FROM:** **Vicki Vivian, CMC, City Clerk**

**SUBJECT:** **Monthly Department Report**

The organization of records in the Clerk's office continues to move forward, scanning and indexing all current and previous Council action in the form of Ordinances, Resolutions, Contracts, Deeds & Easements and Declared Public Documents.

A Stipulation to Enter Judgment granting Injunctive Relief and enjoining the November 5, 2013 Scheduled Recall Election has been filed with the court. I have received official notification and the recall election has been cancelled. If you have any questions, please feel free to contact me.

At the August 12, 2013 worksession, the "Council Policies and Procedures," and Chapter 2 of the Benson City Code were presented to Council for direction to Staff. Council decided to hold worksessions as needed to address possible code changes, as well as changes to the Council Policies and Procedures document. The City Clerk will integrate comments from Council to these documents and consult with the City Attorney as needed for legal compliance, the finished "draft" of these products will be presented to Council for action at Council meetings in the near future. Also discussed was the implementation of recently passed State law requiring cities and towns to hold their elections in the fall of even-numbered years beginning in 2014. The new law affects our elections and the terms of Councilmembers who were elected in 2013, as well as those Councilmembers whose terms are scheduled to end on June 30, 2015. At the August 12, 2013 worksession, Council directed Staff to schedule a Public Hearing on September 9 at 6:00 p.m. to solicit comments from the public regarding Councilmembers' term lengths. At the public hearing, Council consensus was to consider shortening the current Council terms by approximately 6 months and directed Staff to prepare the necessary documents to do so and present it to Council for action on September 23, 2013.

The City Clerk, along with Council, received the resignation of Councilmember Brian Crafts on September 9, 2013. The City Clerk worked with the Interim City Manager to produce an advertisement to be placed both in the local newspaper and on the local radio station. Council will appoint someone to serve until the next regularly scheduled council election in August, 2014 and shall be eligible to run in that election to fill the remainder of the unexpired term. To be considered for the appointment to the vacant

Councilmember position each applicant must satisfy the eligibility requirements of A.R.S. § 9-232(A), complete an Affidavit of Qualification and an application, which can be obtained and filed at the City Clerk's office. The deadline to file the documents is 9:00 AM, Thursday, September 26, 2013. Forms are also available on the City's website www.cityofbenson.com.

The Clerk's office (with assistance of Recreation Coordinator Laura Parkin) and Tourism Director Bob Nilson hosted a booth for the Annual League of Arizona Cities & Towns Conference, during the Showcase of Cities & Towns on August 28. (The City Clerk was unable to attend due to a death in her family.)

The Clerk's office also continues to work closely with other departments concerning public records requests, documentation for research purposes and the drafting of documentation for upcoming items requiring Council action.

An EDSC meeting will be held on September 16 due to the Labor Day holiday. The City Clerk serves on this committee and provides support in the same capacity the Clerk serves City Council.