CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 12, 2014**

TO: **William Stephens, City Manager**

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

SUBJECT: **Monthly Department Report**

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

At the August 12, 2013 worksession, the "Council Policies and Procedures," and Chapter 2 of the Benson City Code were presented to Council for direction to Staff. Council decided to hold worksessions as needed to address possible code changes, as well as changes to the Council Policies and Procedures document. The City Clerk will integrate comments from Council to these documents and consult with the City Attorney as needed for legal compliance and the finished "draft" of these products will be presented to Council for action at Council meetings in the near future. So far, worksessions have been held on September 23, 2013, October 14, 2013, November 25, 2013, January 13, 2014 and March 24, 2014. At the March 24 worksession, Council revisited areas they had wished to review with new legal counsel in place (Mr. Cohen). Council directed Mr. Cohen to draft language on those issues and bring it back to Council for their consideration. The Clerk and the City Attorney will then present a final draft for Council's consideration. This draft is scheduled to be presented to Council at a worksession on July 14. Additional worksessions will be scheduled, as time and schedules permit, to review Chapter 2 of the Benson City code also. I have also drafted Ordinance 572 and will present it to Council for consideration on June 23. This change was requested by Councilmember Wangsness in order to make Chapter 2, Article 2-1, Section 2-1-4(A) "Vacancies in Council" compliant with State law. Other changes need to be made to Chapter 2 and hopefully, the review of that chapter will begin right after the Policies and Procedures are approved by Council.

Preparations continue for the upcoming regular City elections that will be held this year. The Primary election will be held on August 26, 2014 and the General election will be held on November 4, 2014. The elections will be held to elect the Mayor and 4 Councilmembers. The Mayoral seat is open for candidates wishing to run for Mayor, which is a 2-year term. Three Council seats are open for candidates wishing to serve a 4-year term on Council and one Council seat is open for candidates wishing to serve a 2-year term on Council. The documents to run for these offices were due in the Clerk's office no later than May 28, 2014 at 5:00 p.m. Candidates for the Council seats are as follows:

Mayor	3 Council seats (4-years)	1 Council seat (2-years)
Toney D. King, Sr.	Ron Brooks	Pat Boyle
Chris Moncada	Carol Campbell	
	Joe Konrad	
	David Lambert	
	Lori McGoffin	
	Al Sacco	

For City residents wishing to participate in the election process, they must be registered to vote. The deadline for voter registration for the 2014 Primary Election is July 28, 2014 and for the 2014 General Election is October 6, 2014. The General Election, if held, will be held to fill any Council positions that may not be seated at the Primary Election.

The Arizona Municipal Clerk's Association holds the Institute and Academy for Clerks in June. I will be attending the Academy June 17-19. This annual training is held in the Phoenix area and is required to obtain and maintain the Certified Municipal Clerk (CMC) designation. Andrew Parkin, the Deputy City Clerk will attend the Arizona Municipal Clerk's Association Institute next June. This will enable him to have a year of experience as he moves toward obtaining his CMC designation.

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

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 06/11/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police

CC:

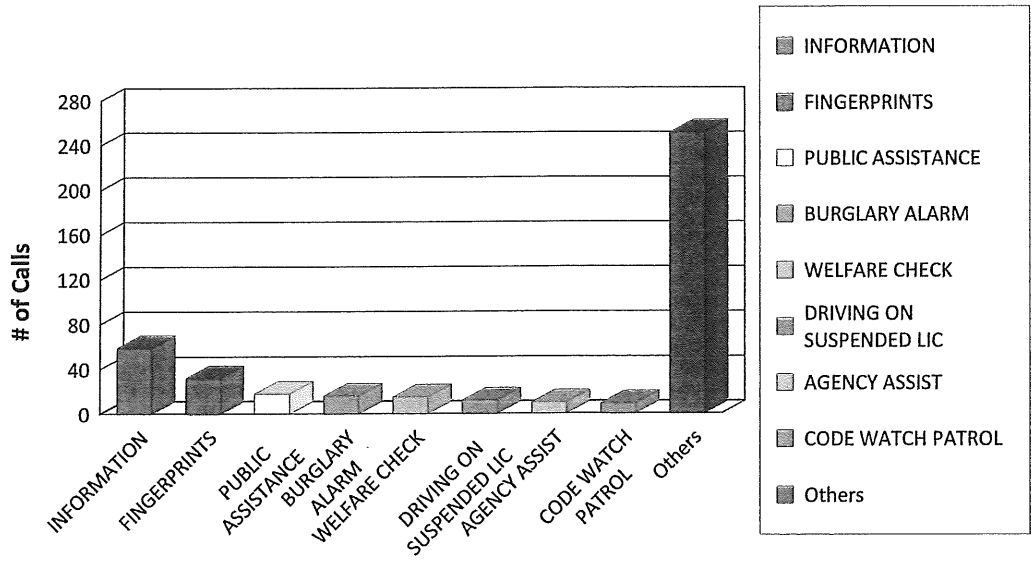
SUBJECT: May Report

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

Calls Statistics by Type Summary

5/1/2014 - 5/31/2014
00:00:00 - 23:59:59

Agency - BPD



	5/2014	Total
30 DAY IMPOUND HEARING	6	6
911 HANG UP	3	3
911 MIS-USE	1	1
ABANDONDED/DISABLED VEH	3	3
ACCIDENT W/INJURY	1	1
ACCIDENT W/OUT INJURY	7	7
ACCIDENT/NO INJURY PP	3	3
ACCIDENT/UNKNOWN INJ	2	2
AGENCY ASSIST	10	10
ASSAULT	5	5
ATTEMPT TO LOCATE	1	1
BARKING DOGS	2	2
BURGLARY	1	1
BURGLARY ALARM	16	16
CHILD ABUSE	1	1
CIVIL MATTER-REFERED	7	7
CIVIL MATTER-STAND BY	6	6
CODE WATCH PATROL	9	9
CRIMINAL DAMAGE	7	7

	5/2014	Total
DEAD BODY	1	1
DEBRIS	3	3
DISCHARGE OF FIREARM	1	1
DISORDERLY CONDUCT	8	8
DISTURBANCE	7	7
DOG AT LARGE	8	8
DOMESTIC VIOLENCE	4	4
DRIVING ON SUSPENDED LIC	12	12
DRUGS	2	2
DRUNK DRIVER	1	1
DRUNK SUBJECT	4	4
EMS ASSIGNMENT	1	1
ENDANGERMENT	1	1
ESCORT/PARADE	1	1
FIGHT	2	2
FINGERPRINTS	32	32
FINGERPRINTS COURT ORDER	2	2
FIRE	4	4
FORGERY	3	3
FOUND PROPERTY/ETC/RETUI	8	8
FRAUD	3	3
HARRASSMENT	4	4
HIT AND RUN/NO INJURY	2	2
INCORRIGIBLE JUVENILE	4	4
INFORMATION	59	59
INSANE PERSON	2	2
JUVENILES/CURFEW	1	1
LANDLORD/TENANT DISPTE	1	1
LIQUOR LAW VIOLATION	1	1
LOST PROPERTY	5	5
MEDIC ASSIST	6	6
MISSING JUVENILE	1	1
MISSING PERSON	2	2
NOISE COMPLAINT	4	4

	5/2014	Total
OTHER ANIMAL CONTROL	4	4
PROWLER	1	1
PUBLIC ASSISTANCE	18	18
PUBLIC RELATIONS	1	1
RECKLESS DRIVER	4	4
REPOSSESSION	1	1
SHOPLIFTING	2	2
SNAKE	6	6
SUICIDE THREAT	6	6
SUSPICIOUS ACTIVITY	8	8
SUSPICIOUS PERSON	5	5
SUSPICIOUS VEHICLE	6	6
THEFT	8	8
THREAT	6	6
TRAFFIC OFFENSE	2	2
TRESPASSING	5	5
UDA	2	2
UNDERAGE CONSUMPTION	4	4
UNWANTED SUBJECT	2	2
UTILITIES CALLOUT	1	1
VEHICLE BLOCKING	3	3
VEHICLE FIRE	1	1
VEHICLE RELEASE	3	3
VERBAL DV	5	5
VIOLATION OF COURT ORDER	3	3
WARRANT	9	9
WELFARE CHECK	15	15
Total	422	422

Incidents - By Description

Report Date: 05/01/2014- 05/31/2014

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	4	0	4	0	0	0
ACCIDENT/WITHOUT INJ	1	0	1	0	0	0
AGENCY ASSIST	1	0	1	0	0	0
ASSAULT	2	0	2	0	0	0
BURGLARY	1	0	1	0	0	0
CRIMINAL DAMAGE	2	0	2	0	0	0
DEAD BODY	1	0	1	0	0	0
DISCHARGE OF FIREARM	1	0	1	0	0	0
DISORDERLY CONDUCT	5	1	4	0	0	0
DOMESTIC VIOLENCE	3	0	2	1	0	0
DOMESTIC VIOLENCE/ASSAULT	1	0	1	0	0	0
DRIVING ON SUSPENDED LIC	12	0	12	0	0	0
DRUGS	2	0	2	0	0	0
DRUNK DRIVER	1	0	1	0	0	0
FIGHT	1	1	0	0	0	0
FORGERY	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	1	1	0	0	0	0
FRAUD	1	1	0	0	0	0
HIT AND RUN/NO INJURY	1	0	1	0	0	0
INFORMATION	4	0	4	0	0	0
LIQUOR LAW VIOLATION	1	0	1	0	0	0
LOST PROPERTY	4	0	3	0	1	0
SHOPLIFTING	1	0	1	0	0	0
THEFT	4	0	4	0	0	0
THREAT	1	0	1	0	0	0
TRESPASSING	1	0	1	0	0	0
UDA	1	0	1	0	0	0
UNDERAGE CONSUMPTION	3	0	2	1	0	0
WARRANT	4	0	4	0	0	0
WARRANT FOR ARREST	1	0	1	0	0	0
TOTAL	68	4	61	2	1	0

RANGE USED

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

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

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
SERVICE CALLS	437	463	503	501	522	586	561	502	524	525	531		5655
SELF INITIATED	147	133	163	179	190	160	186	333	318	312	264		2385
CITIZEN	7	9	8	10	17	22	79	28	10	6	13		209
PUBLIC RELATIONS	118	168	268	326	135	163	194	153	256	260	170		2211
PAPERS SERVED	8	7	9	4	6	3	5	7	8	5	9		71
FOLLOW UP	8	52	5	58	24	15	26	15	39	29	20		291
VERBAL WARNING	78	107	164	99	97	64	56	135	159	149	160		1268
DRUG RLTD DR'S	7	8	6	5	8	6	10	7	12	7	5		81
ACCIDENT REPORTS	5	7	7	4	6	9	10	9	2	5	7		71
ALCOHOL INVL	1	0	0	0	1	0	0	0	0	0	0		2
SPEED CITE INVL	1	0	0	1	1	1	3	5	1	1	1		15
PEDESTRIAN INVL	0	0	1	0	0	0	0	0	0	0	0		1
BICYCLE INVL	0	0	0	0	0	0	0	0	0	0	0		0
FELONY OBSERVED	20	3	4	5	10	4	2	8	10	5	4		75
MISD. OBSERVED	25	26	30	31	26	25	20	32	34	32	53		334
DOMESTIC VIOL	7	4	4	3	7	3	6	5	7	4	6		56
ALCOHOL INVL	1	0	1	2	2	1	3	1	3	2	2		18
WEAPON INVL	0	0	0	0	0	0	0	0	0	0	0		0
CHILD PRESENT	2	1	1	0	1	1	0	0	2	1	2		11
DV ARREST(S)	3	2	0	2	2	1	4	1	2	4	2		23
FEMALE	1	0	0	0	0	1	2	1	1	2	1		9
MALE	2	2	0	2	2	0	2	1	1	2	1		15
DUAL	0	0	0	0	0	0	0	1	1	1	0		3
JUVENILE ARREST(S)	3	0	1	0	0	3	2	1	1	6	6		23
ALCOHOL INVL	0	0	0	0	0	1	1	1	1	5	5		14
DRUGS INVL	0	0	1	0	0	1	1	0	0	2	1		6
STATUS OFFENSE	3	0	0	0	0	0	0	0	1	2	0		6
OTHER	0	0	0	0	0	1	0	0	0	0	0		1
DUI	2	3	2	1	0	2	0	3	3	2	1		19
BACK UPS	33	96	43	80	60	68	82	79	75	99	66		781
AGENCY ASSIST	8	17	12	11	18	19	15	14	29	13	15		171
TRANSPORTS	4	16	6	8	7	13	18	14	18	17	21		142

Benson Animal Control

Monthly Report

Month in Report___ May 2014_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	5	24
Dogs Picked up:	6	41
Dogs Adopted:	16	60
Dogs Euthanized / Owner Requested:	2	6
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	6
Dogs Returned to Owner:	2	17
Dog Complaints:	6	13
Dog Bites:	0	4
Dog Licenses Sold:	11	282
Cats Turned In:	4	23
Cats Picked up:	1	3
Cats Returned to Owner:	0	4
Cats Adopted:	4	30
Cats Euthanized / Owner Requested	1	2
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	5
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***	2	5
Calls Responded to:	8	85
Compliance Notices (Warnings):	1	5
Citations Issued:	0	0
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**20**	**83**
Cats at the shelter (time of Report):	**9**	**34**

Removals:***
2 black racers

Donations:
850 lbs of dog/cat food, kitty litter, bleach, laundry detergent

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 10, 2014, 2014, 2014**
To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for May 2014**

During the month of May the Library lost 2 full-time employees. Andrew Parkin left to take a position at City Hall, and Megan Oro's resigned. We have advertised one full-time position and contracted through a temp agency one person to help us from May 14th through the end of June, at which time we hope to have that position filled.

Due to a reduction in staff the library reduced their hours starting on May 27th. The new hours are Monday thru Thursday 10 a.m. to 6 p.m. and Friday 10 a.m. to 5 p.m.

May 1st we conducted 4 tours of the library for the 1st grade classes. There were 75 children and 32 adults taking the tour. They learned how to search the card catalogue, choose and find the book on the shelf.

On May 19th Kelli participated in the Library Institute training webinar in preparation for her June classes in Flagstaff.

Director Scott is about 2/3rd of the way through the weeding of the adult non-fiction section. When finished with that section the adult fiction is the next area to tackle.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
May-14

	May-14	May-13	YTD-2014	YTD-2013	
Total Circulation	5,914	5,910	71,281	65,637	monthly circulation of material
Patrons	5,228	6,212	61,300	64,525	patrons entering the library
New Registration	50	81	809	814	new patron cards
Total Registration	7,314	6,734	7,314	6,734	total # of patrons in database
Programs	9	11	111	65	#of programs provided by library
Pr. Attend	183	355	1,444	1,381	total attendance for programs
Ref. Questions	527	729	7,236	8,944	ref questions answered by staff
Volunteers	1	0	4	0	new volunteers this month
Volunteer hours	36.25	70.25	396.25	871.25	total of monthly volunteer hours
Book Count					
Titles added	199	204	1,980	1,970	new titles added to database
Titles deleted	155	521	4,181	2,345	titles removed from collection
Collection Total	34,920	37,128	34,920	37,128	total material in database
Overdues:					
Titles overdue	446	446	5,647	5,835	number of overdue items
Contacts	82	133	1,421	1,633	number of patrons contacted
Titles returned	399	380	4,455	4,150	# of overdue items returned
Internet Users	1,289	1,354			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 12, 2014**

TO: **Mr. Stephens, City Manager**

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – May 16, 2014 through June 12, 2014**

Summer Programs:

- Tennis Camp – 36 total participants (down 1 participant from last year); total expense $200.00 (instructor fee); total revenue $360.00. Profit $160.00
- Jazz/Ballet – 37 total participants (9.78% decrease over 2013); total expense $200.00; total revenue $370.00. Profit $170.00.
- Volleyball – 48 total participants (45.45% increase over 2013)
- Geocahsing was cancelled due to lack of registration.
- Both Movies in the Park were very successful this year with a record number of attendees at each movie.

Pool:

- In May there were a total of 981 patrons at the pool compared to 704 last year. There were 4 extra days this year in May. On May 28, we had a record number of patrons 202.
- There were 150 patrons throughout the day for our Memorial Day Pool Party (14.5% increase over last year).
- Benson Middle School students were at the pool for a pool party on May 20th.
- The Lifeguards attended extensive 8 hour training this year prior to opening the pool. All Lifeguards received their Bloodborne Pathogens Certification and attended Scared Straight Drowning Prevention. Training was provided by AMRRP, and Mesh, Clark and Rothschild.
- Annual pool maintenance has been completed.

Lions Park:

- We are struggling to accommodate the high demand for the ball fields. We have seen an increase in Ramada Rentals.

Community Center:

- The Center remains full with reservations.

Completed Tasks:

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.

- Preformed regular pool maintenance.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Notified the Police Department of Park Reservations and Events.
- We have processed one Special Event Permit Application this month.

Status of Ongoing Projects:

- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Field we have been working on the feasibility of a Ball field Project; to include working with member of the community for possible funding, looking for available grants, cost analysis and communicating with the appropriate City Departments.
- We are looking for a cost effective way to update the Lions Park Master Plan so that we can apply for the Field of Dreams Grant. The Grant cycle is July 1, each year.
- We are working toward completion of our updates to our SOPs.
- We are working on our Emergency Action Plans.
- We are working with local High School Students to create and implement a Skin Cancer Prevention and Awareness Program. Once this program is implemented for a year we will be able to apply for a grant to purchase a shade structure for the Union Street Playground Equipment.
- We are working toward going live with the new City website.
- We are looking at the feasibility of hosting a Cycling Event in Benson.
- We need to complete reports for the 4th of July.
- We need to apply for the skate park grant.
- We need to complete our Emergency Response Certification Classes.
- We need to revise our Refund Policy to include Community Center and Pool Rentals.
- We are working on our Records Destruction.
- We are working with the 4th of July Committee on this year's celebration.
- We are accepting parade and vendor applications for the 4th of July Committee. To include data entry, deposits and record keeping.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 17, 2014**

TO: **William Stephens, City Manager, Mayor & Council**

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

SUBJECT: **May 2014 Department Head Report for Public Works**

1. Airport

- Staff continues to work with Armstrong consulting to design FAA project 17. Planning to bid at the first of July.
- Northrup-Grumman continuous to operate UAV's at the Airport.
- Staff is working with ADOT for the resurfacing of runway 10-28

2. Gas Department.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission and PHMSA.
- Check chart boxes weekly and performed monthly calibrations on gas detection equipment.
- Continue to perform meter inspections and upgrade gas meters.
- The Gas Department's exit audit with the Arizona Corporation Commission went well with one probable non-compliance item concerning the evaluation of the Public Awareness Program. Staff will complete this evaluation by November of this year.

3. 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.

4. Wastewater Department.

- Continued maintenance and repair at the treatment plant.
- Staff continues 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.

5. 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.

6. Parks Department:

- Parks Department continues maintenance of fields and parks preparing for summer events.

City of Benson
Public Works Department

2014 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**Total**
New Service	0	0	0	1	1								2
Meter Inspections	0	0	0	0	0								0
Remove/Repair equipment	2	3	1	3	5								14
Monthly Operation/Maintain	6	6	5	7	6								30
Gas Odor/Leak survey	5	6	2	8	0								21
Install Protection Poles	0	0	0	2	0								2
3rd Party Hit	0	1	0	0	0								1
Meter Upgrades	4	8	17	11	5								45
High Usage	1	1	0	0	0								2
No Gas / zero usage	0	0	1	0	0								1
Bluestakes	47	66	48	48	46								255
Gas Units Sold	192,240	122,153	77,924	62,757	51,917								506,991
(100) cubic feet per unit													
2014 Water Dept.O&M													
New Service	0	0	1	0	1								2
Leaks	4	4	0	2	2								12
Instal/Remove Hydrant Meter	0	0	0	1	0								1
No water / pressure	0	1	1	0	2								4
Repair/replace equipment	2	1	2	1	2								8
Meter Upgrades	4	0	0	0	3								7
High usage / re-read	0	0	0	0	3								3
Bluestakes	47	66	48	0	46								207
Water Units Sold	22,368	18,330	19,320	23,815	32,939								116,772
(748 gallons per unit)													
2014 Sewer Dept.O&M													
New service	0	0	0	0	1								1
Sewer Backup	4	4	1	1	1								11
Spray for pests/odor	0	0	1	0	0								1
Clean sewer mains	2	0	0	0	0								2
Raise / repair manhole	0	0	0	0	0								0
Maintenance / Repairs	0	2	0	0	2								4
Bluestakes	47	66	48	48	46								255
Gallons Treated	13,033	11,269	12,289	11,262	11,263								59,116
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **June 16, 2014**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for May 2014**

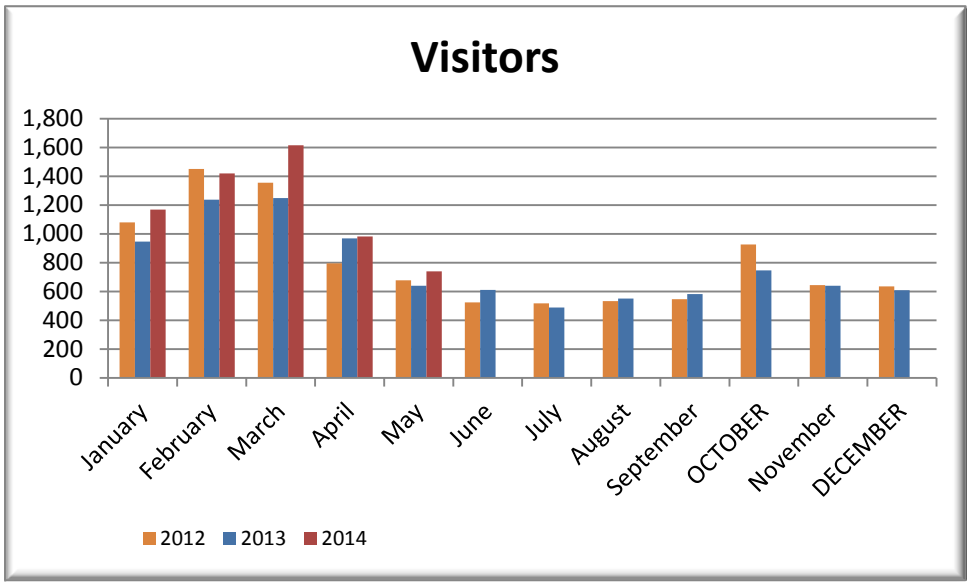
• Our Visitor count for May 2014 740 as compared to 641 in May of 2013, up 99 from last year.

• We are still working on our new map sign frames.

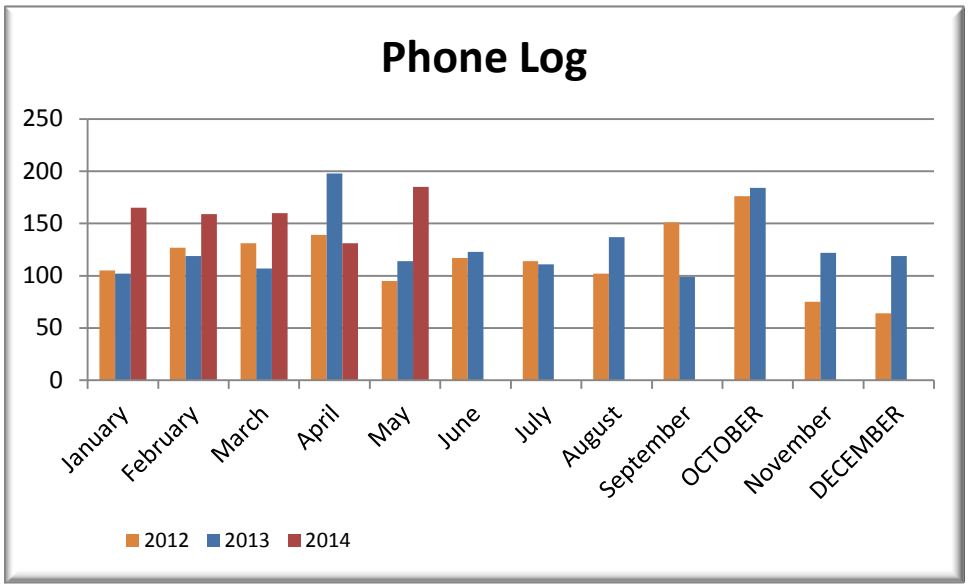
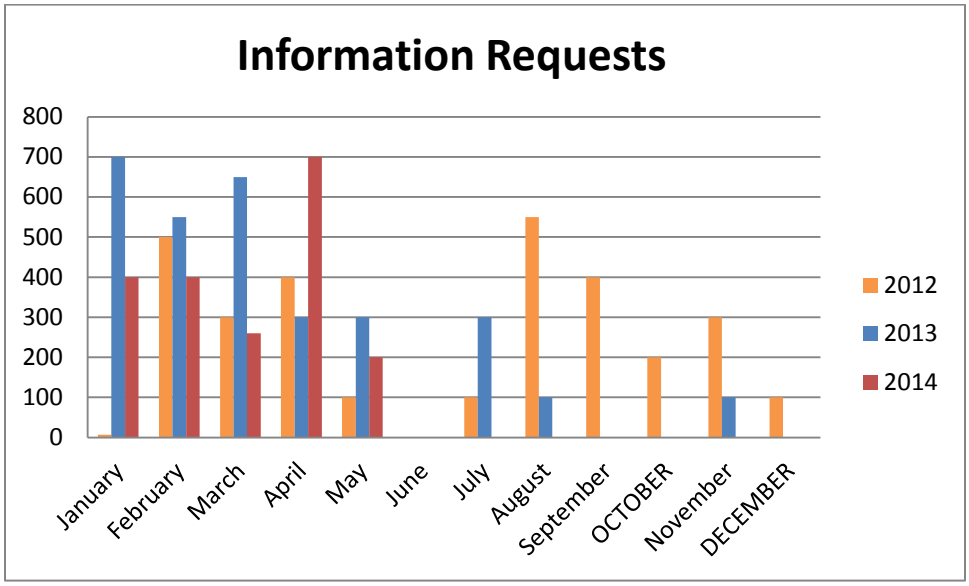
• We are working on a dedication for our Murals and Historic Railroad Logos. The dedication will be held on June 27th at 10:00am at the Visitor Center.

• Below are our Visitor Counts for April of 2014

Visitor Center Headcount Comparisons May, 2014



Visitor Center Phone calls Comparisons by Graph April, 2014



Visitor Center Information Requests Comparisons by Graph April, 2014