# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** August 11, 2014

**TO:** MAYOR AND CITY COUNCIL

**FROM:** Ann P. Roberts, City Prosecutor
**CC:** Bill Stephens, City Manager

**SUBJECT:** Prosecutorial Statistics for July, 2014

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

**TRIALS:**

| | |
|---|---|
| Child Abuse | 00 |
| Criminal Traffic Trials: | 00 |
| General Crime Trials: | 04 |
| Drug Related Trials: | 02 |
| Domestic Violence Trials: | 02 |
| D.U.I. Jury Trials: | 00 |
| Animal Control/Game and Fish Trials/Registrar of Contractors: | 01 |
| Total Trials | 09 |

**PRETRIAL CONFERENCES:**

| | |
|---|---|
| Criminal Traffic Pretrial Conference Hearings: | 31 |
| General Crime Pretrial Conference Hearings: | 13 |
| Drug Related Pretrial Conference Hearings: | 06 |
| Domestic Violence Pretrial Conference Hearings: | 06 |
| D.U.I. Pretrial Conference Hearings: | 04 |
| Animal Control/Game and Fish Pretrial Conference Hearings: | 02 |
| Total Pretrials | 62 |

**HEARINGS:**

| | |
|---|---|
| Restitution/OSC and Sentencing Hearings: | 04 |
| 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 | 01 |
| Planning and Zoning Violations/Health Code Hearings | 00 |
| Total Hearings | 05 |
| | |
| Total Case Matters Closed this Month | 42 |
| | |
| **PROSECUTORIAL TIME SPENT IN COURT** | **22.00 HRS** |
| **PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*** | **63.00 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:** **August 14, 2014**

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

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

**SUBJECT:** **Monthly Report – July 16, 2014 through August 14, 2014**

**Summer Programs:**

- We are working on our 2015 Summer Program.

**Pool:**

- In June, there were 2,536 patrons at the pool compared to 2,655 in 2013.
- In July, there were 715 patrons at the pool compared to 555 in 2013.
- We have received several complaints regarding the early closure of the pool this year. Due to budget cuts we decided not to keep the pool open on weekends when school started.
- We will perform regular pool maintenance until the pool reopens in May of 2015.

**Lions Park:**

- AYSO began their season on August 11, 2014.
- Benson Youth Football and Cheer began their season on August 1, 2014.
- There has been a higher demand for use of the fields this year. We find it increasingly more challenging each year to accommodate the demand for use of fields.
- The City's electric bill for use of Lights on the Ball Fields for the 2013/14 Fiscal Year was $5,783.25. The recovery amount from light fees charged was $2,954.78. The total cost to the taxpayer for use of lights at the park during the 2013/14 Fiscal Year was $2,828.47.
- In the spring of 2014, SSVEC increased the City's hourly light rate by 11 percent.

**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.

- Posted Council Meetings to the City Facebook page.
- Notified the Police Department of Park Reservations and Events.
- We have processed two Special Event Permit Applications this month.
- We prepared a Blue Sheet to request funds for advertising the 2014 Butterfield Stage Days and Rodeo Celebration.
- We completed a questionnaire on behalf of Mr. Stephens for the Benson Economic Development Committee to assist the City in preparing an RFP to contract a Special Events Coordinator.
- We completed our report on the 2014 4th of July Celebration.
- We completed a survey of operations in other Cities as they pertain to Senior Meals Programs.
- We completed a survey of pool fees charged by other Municipalities.
- We completed a survey of local facility rental fees to add to a fee study of facility rental fees from other Municipalities around the State.

**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 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 Benson Jr. Women's Club, Benson Butterfield Rodeo Committee, Benson Museum, Pony Express and the Benson San Pedro

Chamber of Commerce to coordinate the activities for Butterfield Stage Days and Rodeo in October.

- We are working on the advertising for Butterfield Stage Days and Rodeo.
- We are near completion of the recommended changes to the Recreation Department's fee schedule in Chapter 16 of the City Code.
- We have submitted our changes to Chapter 11 of the City Code to Mr. Stephens for his review prior to sending it to the City Attorney.
- We have submitted the draft of the Special Events chapter to Mr. Stephens for review prior to sending it to the City Attorney.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** August 14, 2014

**TO:** William Stephens, City Manager

**FROM:** Laurie Botts, Accounting Specialist

**cc:** Benson City Council Members

**SUBJECT:** Finance Department Monthly Report for July, 2014

**Current Department Projects:**

- Working on setting up remittance to Greyhound for tickets sold minus our commissions.
- Payroll is continuing to attach supporting documentation electronically to our Caselle Software. This will make it easier to pull up documents when needed.
- Finance has scheduled out our furlough days through December. We have alternated our days to ensure that our office will remain open for the same hours.
- We are actively working on closing down the fiscal year in the system. This usually takes us through September, when we schedule our annual financial statement audit.
- Finance is continuing to draft a Cost Allocation Plan to comply with ADOT and SEAGO grant requirements.
- Working on Bonded indebtedness reports for the State due September 19th.

**Upcoming:**

- I and Melissa will be attending an ASRS Conference in Tucson Aug 27th.
- Our Annual Financial Statement Audit will be in November this year.

**Finance Department Statistics for July, 2014**

| | |
|---|---|
| Utility payments processed | 2,732 |
| Other payments processed | 487 |
| Payroll checks issued | 215 |
| Accounts Payable checks issued | 193 |
| New Business License Applications taken | 13 |
| Customers enrolled on Xpress Bill Pay | 523 |
| Customers signed up for Online Statements | 209 |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE: 08/13/2014**

**TO: Mayor King & City Council**

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

**CC:**

**SUBJECT: July Report**

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

# Incidents - By Description

## Report Date: 07/01/2014- 07/31/2014

| Description | #Incidents | CASE STATUS #Active(A) | #Cleared(B/C) | #Cleared Juv(J) | #Unfounded(U) | #Other |
|---|---|---|---|---|---|---|
| ACCIDENT W/INJURY | 3 | 0 | 3 | 0 | 0 | 0 |
| ACCIDENT W/OUT INJURY | 4 | 0 | 4 | 0 | 0 | 0 |
| ASSAULT | 1 | 0 | 1 | 0 | 0 | 0 |
| ASSAULT W/DEADLY WEAP | 1 | 0 | 1 | 0 | 0 | 0 |
| BURGLARY | 3 | 0 | 2 | 0 | 0 | 1 |
| CRIMINAL DAMAGE | 3 | 1 | 2 | 0 | 0 | 0 |
| DEAD BODY | 1 | 1 | 0 | 0 | 0 | 0 |
| DISCHARGE OF FIREARM | 1 | 0 | 1 | 0 | 0 | 0 |
| DISORDERLY CONDUCT | 1 | 1 | 0 | 0 | 0 | 0 |
| DOG BITE/ANIMAL BITE | 1 | 0 | 1 | 0 | 0 | 0 |
| DOMESTIC VIOLENCE | 4 | 0 | 4 | 0 | 0 | 0 |
| DRIVING ON SUSPENDED LIC | 1 | 0 | 1 | 0 | 0 | 0 |
| DRUGS | 2 | 0 | 2 | 0 | 0 | 0 |
| DRUNK DRIVER | 4 | 0 | 4 | 0 | 0 | 0 |
| DUI/ALCOHOL | 1 | 0 | 1 | 0 | 0 | 0 |
| FALSE INFO TO PO | 1 | 0 | 1 | 0 | 0 | 0 |
| FALSE REPORTING | 1 | 0 | 1 | 0 | 0 | 0 |
| FOUND DRUG PARAPHERNALIA | 1 | 0 | 1 | 0 | 0 | 0 |
| FOUND PROPERTY/ETC/RETURN | 1 | 0 | 1 | 0 | 0 | 0 |
| FRAUD | 1 | 0 | 1 | 0 | 0 | 0 |
| FRAUD/CREDIT CARD | 1 | 0 | 1 | 0 | 0 | 0 |
| HIT AND RUN/NO INJURY | 1 | 0 | 1 | 0 | 0 | 0 |
| INFORMATION | 1 | 1 | 0 | 0 | 0 | 0 |
| SEX OFFENDER NOTIFICATION | 1 | 0 | 1 | 0 | 0 | 0 |
| SHOPLIFTING | 2 | 0 | 2 | 0 | 0 | 0 |
| SUBJECT W/GUN | 1 | 0 | 1 | 0 | 0 | 0 |
| THEFT | 4 | 3 | 1 | 0 | 0 | 0 |
| TRAFFIC OFFENSE | 1 | 0 | 1 | 0 | 0 | 0 |
| UNDERAGE CONSUMPTION | 2 | 0 | 2 | 0 | 0 | 0 |
| VEHICLE THEFT | 1 | 0 | 1 | 0 | 0 | 0 |
| VIOLATION OF COURT ORDER | 1 | 0 | 1 | 0 | 0 | 0 |
| WARRANT | 6 | 0 | 6 | 0 | 0 | 0 |
| TOTAL | 58 | 7 | 50 | 0 | 0 | 1 |

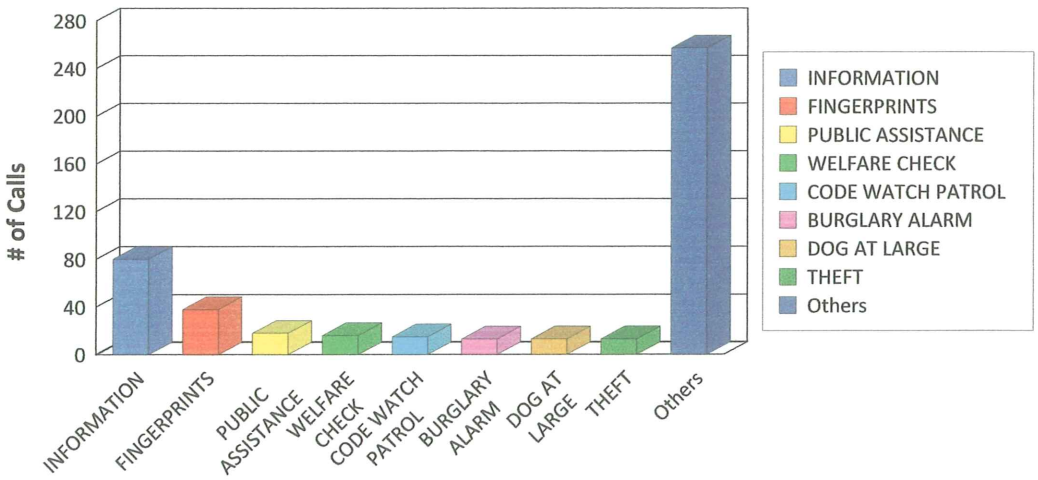
**RANGE USED**

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

# Calls Statistics by Type Summary

7/1/2014 - 7/31/2014
00:00:00 - 23:59:59

Agency - BPD




| | 7/2014 | Total |
|---|---|---|
| 30 DAY IMPOUND HEARING | 7 | 7 |
| 911 HANG UP | 9 | 9 |
| 911 MIS-USE | 1 | 1 |
| ABANDONDED/DISABLED VEH | 8 | 8 |
| ACCIDENT W/INJURY | 3 | 3 |
| ACCIDENT W/NO-INJURY/OFC | 2 | 2 |
| ACCIDENT W/OUT INJURY | 7 | 7 |
| ACCIDENT/NO INJURY PP | 3 | 3 |
| ACCIDENT/UNKNOWN INJ | 1 | 1 |
| AGENCY ASSIST | 10 | 10 |
| ASSAULT | 2 | 2 |
| ASSAULT W/DEADLY WEAP | 1 | 1 |
| ATTEMPT TO LOCATE | 4 | 4 |
| BRUSH FIRE | 1 | 1 |
| BURGLARY | 4 | 4 |
| BURGLARY ALARM | 13 | 13 |
| CIVIL MATTER-REFERED | 3 | 3 |
| CIVIL MATTER-STAND BY | 6 | 6 |
| CODE WATCH PATROL | 15 | 15 |

| | 7/2014 | Total |
|---|---|---|
| CRIMINAL DAMAGE | 7 | 7 |
| DEAD BODY | 1 | 1 |
| DEBRIS | 1 | 1 |
| DISCHARGE OF FIREARM | 2 | 2 |
| DISORDERLY CONDUCT | 1 | 1 |
| DISTURBANCE | 6 | 6 |
| DOG AT LARGE | 13 | 13 |
| DOG BITE/ANIMAL BITE | 2 | 2 |
| DOMESTIC VIOLENCE | 8 | 8 |
| DRIVING ON SUSPENDED LIC | 1 | 1 |
| DRUGS | 3 | 3 |
| DRUNK DRIVER | 6 | 6 |
| DRUNK SUBJECT | 3 | 3 |
| EMS ASSIGNMENT | 1 | 1 |
| ESCORT/PARADE | 1 | 1 |
| FALSE INFO TO PO | 1 | 1 |
| FIGHT | 1 | 1 |
| FINGERPRINTS | 38 | 38 |
| FINGERPRINTS COURT ORDER | 2 | 2 |
| FIRE | 4 | 4 |
| FIRE ALARM | 1 | 1 |
| FOUND DRUG PARAPHERNALI | 1 | 1 |
| FOUND PROPERTY/ETC/RETUI | 4 | 4 |
| FRAUD | 2 | 2 |
| GAS LEAK/ODOR | 1 | 1 |
| HARRASSMENT | 2 | 2 |
| HIT AND RUN/NO INJURY | 4 | 4 |
| ILLEGAL BURNING | 1 | 1 |
| INCORRIGIBLE JUVENILE | 2 | 2 |
| INFORMATION | 80 | 80 |
| INSANE PERSON | 4 | 4 |
| JUVENILES/CURFEW | 1 | 1 |
| LIVESTOCK | 1 | 1 |
| MEDIC ASSIST | 8 | 8 |

| | 7/2014 | Total |
|---|---|---|
| MISSING JUVENILE | 2 | 2 |
| NOISE COMPLAINT | 5 | 5 |
| OTHER ANIMAL CONTROL | 10 | 10 |
| PROWLER | 1 | 1 |
| PUBLIC ASSISTANCE | 18 | 18 |
| PUBLIC RELATIONS | 1 | 1 |
| RECKLESS DRIVER | 2 | 2 |
| REPOSSESSION | 2 | 2 |
| RUNAWAY JUVENILE | 2 | 2 |
| SEX OFFENDER NOTIFICATION | 1 | 1 |
| SEXUAL ASSAULT | 1 | 1 |
| SHOPLIFTING | 2 | 2 |
| SNAKE | 2 | 2 |
| SUBJECT W/GUN | 1 | 1 |
| SUICIDE THREAT | 3 | 3 |
| SUSPICIOUS ACTIVITY | 10 | 10 |
| SUSPICIOUS PERSON | 7 | 7 |
| SUSPICIOUS VEHICLE | 4 | 4 |
| THEFT | 13 | 13 |
| THREAT | 9 | 9 |
| TRAFFIC OFFENSE | 1 | 1 |
| TRESPASSING | 7 | 7 |
| UNDERAGE CONSUMPTION | 2 | 2 |
| UNWANTED SUBJECT | 8 | 8 |
| UTILITIES CALLOUT | 1 | 1 |
| VEHICLE FIRE | 2 | 2 |
| VEHICLE RELEASE | 1 | 1 |
| VEHICLE THEFT | 3 | 3 |
| VERBAL DV | 4 | 4 |
| VIOLATION OF COURT ORDER | 2 | 2 |
| WARRANT | 6 | 6 |
| WELFARE CHECK | 16 | 16 |
| Total | 463 | 463 |

BENSON POLICE DEPARTMENT FISCAL YEAR JULY 01, 2014 THRU JUNE 2015 ACTIVITY REPORT

| MONTH | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SERVICE CALLS | 546 | | | | | | | | | | | | 546 |
| SELF INITIATED | 124 | | | | | | | | | | | | 124 |
| CITIZEN | 32 | | | | | | | | | | | | 32 |
| PUBLIC RELATIONS | 324 | | | | | | | | | | | | 324 |
| PAPERS SERVED | 17 | | | | | | | | | | | | 17 |
| FOLLOW UP | 29 | | | | | | | | | | | | 29 |
| VERBAL WARNING | 129 | | | | | | | | | | | | 129 |
| DRUG RLTD DR'S | 3 | | | | | | | | | | | | 3 |
| ACCIDENT REPORTS | 10 | | | | | | | | | | | | 10 |
| ALCOHOL INVL | 0 | | | | | | | | | | | | 0 |
| SPEED CITE INVL | 3 | | | | | | | | | | | | 3 |
| PEDESTRIAN INVL | 0 | | | | | | | | | | | | 0 |
| BICYCLE INVL | 0 | | | | | | | | | | | | 0 |
| FELONY OBSERVED | 8 | | | | | | | | | | | | 8 |
| MISD. OBSERVED | 30 | | | | | | | | | | | | 30 |
| DOMESTIC VIOL | 3 | | | | | | | | | | | | 3 |
| ALCOHOL INVL | 2 | | | | | | | | | | | | 2 |
| WEAPON INVL | 0 | | | | | | | | | | | | 0 |
| CHILD PRESENT | 1 | | | | | | | | | | | | 1 |
| DV ARREST(S) | 1 | | | | | | | | | | | | 1 |
| FEMALE | 1 | | | | | | | | | | | | 1 |
| MALE | 0 | | | | | | | | | | | | 0 |
| DUAL | 0 | | | | | | | | | | | | 0 |
| JUVENILE ARREST(S) | 13 | | | | | | | | | | | | 13 |
| ALCOHOL INVL | 5 | | | | | | | | | | | | 5 |
| DRUGS INVL | 3 | | | | | | | | | | | | 3 |
| STATUS OFFENSE | 3 | | | | | | | | | | | | 3 |
| OTHER | 2 | | | | | | | | | | | | 2 |
| DUI | 5 | | | | | | | | | | | | 5 |
| BACK UPS | 114 | | | | | | | | | | | | 114 |
| AGENCY ASSIST | 28 | | | | | | | | | | | | 28 |
| TRANSPORTS | 15 | | | | | | | | | | | | 15 |

# Benson Animal Control Monthly Report

***Month in Report___ July 2014_____***

| ***Discription*** | ***Current Month*** | ***Year to Date*** |
|---|---|---|
| Dogs Turned in: | 3 | 29 |
| Dogs Picked up: | 11 | 60 |
| Dogs Adopted: | 8 | 81 |
| Dogs Euthanized / Owner Requested: | 1 | 7 |
| Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History): | 2 | 8 |
| Dogs Returned to Owner: | 8 | 30 |
| Dog Complaints: | 6 | 26 |
| Dog Bites: | 0 | 4 |
| Dog Licenses Sold: | 29 | 322 |
| Cats Turned In: | 3 | 27 |
| Cats Picked up: | 2 | 7 |
| Cats Returned to Owner: | 1 | 5 |
| Cats Adopted: | 3 | 39 |
| Cats Euthanized / Owner Requested | 0 | 3 |
| Cats Euthanized / Unadoptable (Feral, Sick, Injured): | 1 | 7 |
| Cat Bites: | | 0 |
| Removals ( Snake,Skunk, birds, etc):*** | 2 | 7 |
| Calls Responded to: | 8 | 100 |
| Compliance Notices (Warnings): | 0 | 5 |
| Citations Issued: | 0 | 1 |
| P.D.Assist | 0 | 0 |
| Dogs at the shelter (time of Report): | **26** | **128** |
| Cats at the shelter (time of Report): | **11** | **53** |

**Removals:*****
1 rattlesnake
1 doa chihuahua

**Donations:**
500 lbs of dog/cat food, kitty litter

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **August 12, 2014**
**To:** **William Stephens, City Manager**

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

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

The first week of July, staff began implementing the mandatory furloughs. The affects of the furloughs in addition to being already short staffed, (due to the full time position going to part-time and this spot unfilled to date,) have had significant repercussions on the library staff as well as our patrons.

Patrons are unable to get the level of service they are accustomed to with help that they request on research and computers. We are unable to leave the desk for any period of time, resulting in a slower turnaround of materials being available to our patrons and regular maintenance work building up. Lunch breaks are now having to be spread over three hours so that appropriate staff is maintained.

Our summer reading program was very successful this year and went beyond all participants expectations. Kelli Jeter did an excellent job of organizing this program for our young readers. The program included Science experiments on July 2nd and Juggler Extraordinaire, James Reid, concluded our program on July 9th.

Attachment: Monthly statistics

**Benson Public Library**

**Statistical Report**
**July-14**

| | Jul-14 | Jul-13 | YTD-2014 | YTD-2013 | |
|---|---|---|---|---|---|
| Total Circulation | 6,259 | 7,065 | 6,259 | 7,065 | monthly circulation of material |
| Patrons | 4,712 | 6,206 | 4,712 | 6,206 | patrons entering the library |
| New Registration | 81 | 78 | 81 | 78 | new patron cards |
| Total Registration | 7,418 | 6,869 | 7,418 | 6,869 | total # of patrons in database |
| Programs | 2 | 3 | 2 | 3 | #of programs provided by library |
| Pr. Attend | 95 | 12 | 95 | 12 | total attendance for programs |
| Ref. Questions | 448 | 743 | 448 | 743 | ref questions answered by staff |
| Volunteers | 6 | 0 | 6 | 0 | new volunteers this month |
| Volunteer hours | 28.75 | 62 | 28.75 | 62 | total of monthly volunteer hours |
| **Book Count** | | | | | |
| Titles added | 103 | 246 | 103 | 246 | new titles added to database |
| Titles deleted | 385 | 48 | 385 | 48 | titles removed from collection |
| **Collection Total** | 34,437 | 37,319 | 34,437 | 37,319 | total material in database |
| **Overdues:** | | | | | |
| Titles overdue | 597 | 541 | 597 | 541 | number of overdue items |
| Contacts | 180 | 127 | 180 | 127 | number of patrons contacted |
| Titles returned | 424 | 393 | 424 | 393 | # of overdue items returned |
| Internet Users | 1,028 | 1,490 | | | # of people signed up for p.c.'s |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **August 13, 2014**

**TO:** **William Stephens, City Manager**

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

**SUBJECT:** **Tourism Report for July 2014**

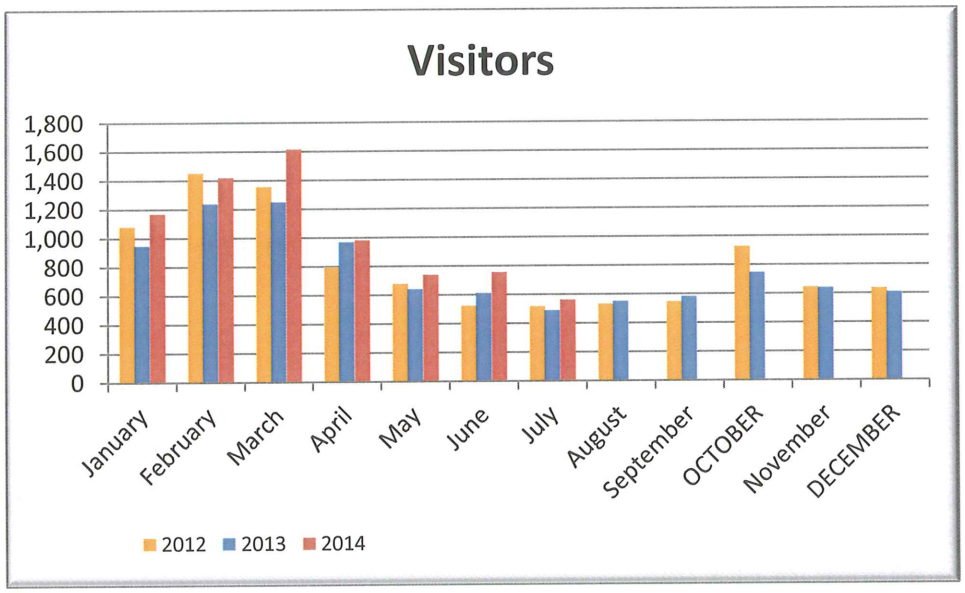
• Our Visitor count for July 2014 563 as compared to 488 in July of 2013, up 75 from last year.

• We are now selling Greyhound Bus tickets at the Visitor Center. Robin H., Kathleen C. and Bob Nilson have all been trained to sell Greyhound Tickets. We are still adding equipment and signs to let people know the stop has moved from MacDonald's to the caboose on the corner of 4th and San Pedro streets. It does get very busy at times. We also have been getting lost luggage delivered to the Visitor Center which we contact owners and arrange for pick up.

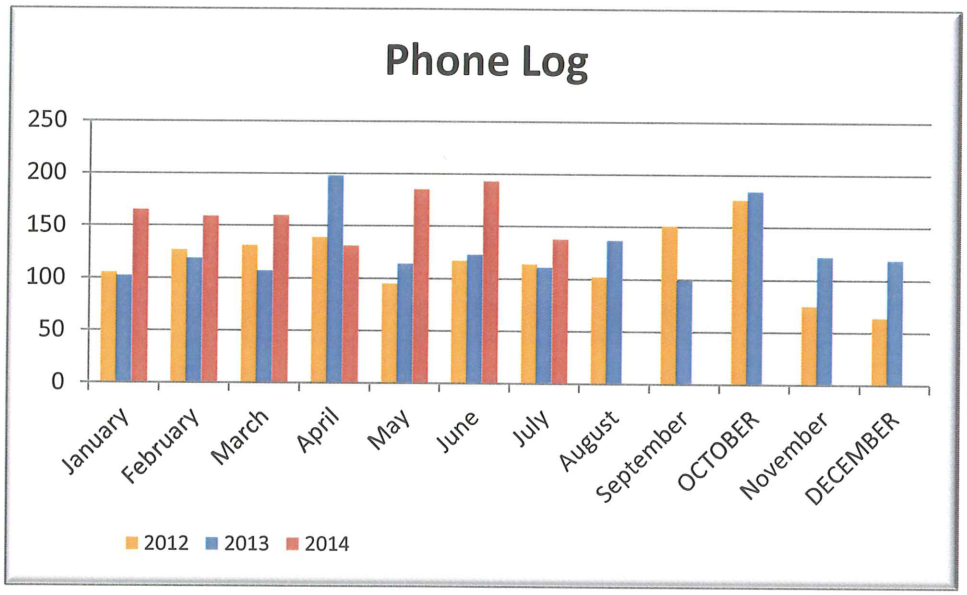
• Our Cochise County Tourism Council is in the process of replacing or Public Relations firm. We are doing our second set of interviews on August 14th.

• Below are our Visitor Counts for June of 2014

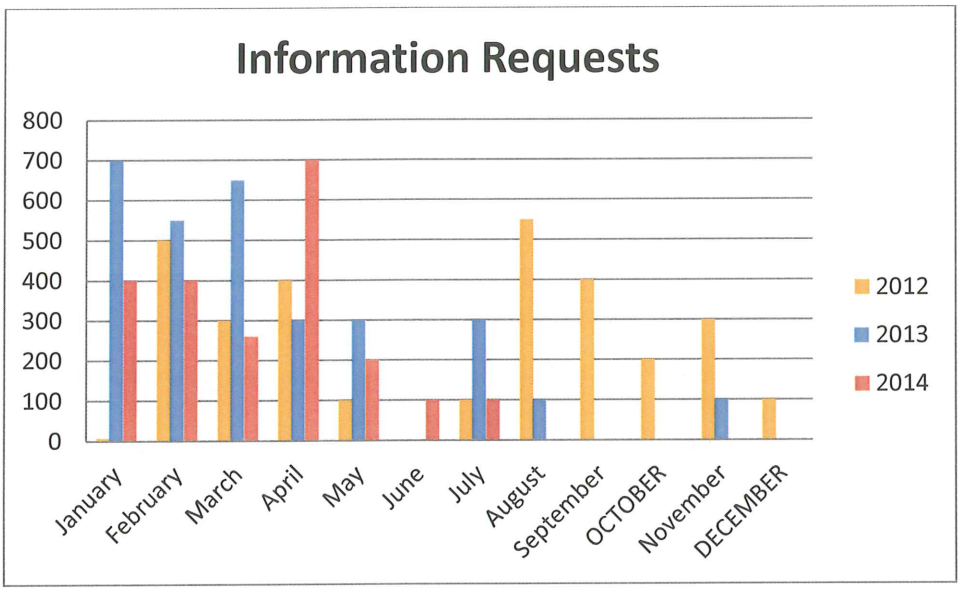
# Visitor Center Headcount Comparisons July, 2014



# Visitor Center Phone calls
# Comparisons by Graph July, 2014



# Visitor Center Information Requests Comparisons by Graph July, 2014



# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **August 14, 2014**

**TO:** **William Stephens, City Manager**

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

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

Paving at the airport is complete.

1. 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.
- Gas crew continues to monitoring the gas odorant levels since June 13. The City was notified by SWG and ACC of low levels of odorant in the system.

2. Water Department.

- Both City of Benson and Whetstone water systems were inspected by Arizona Department of Environmental Quality July 10. The Compliance Summary for both systems reflected no deficiencies.
- 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 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.

4. Streets Department:

Street Department along with rest of Public Works Departments has been busy with weeding and clearing streets after all the rain this season.

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:

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 | 0 | 0 | | | | | | 2 |
| Meter Inspections | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | 0 |
| Remove/Repair equipment | 2 | 3 | 1 | 3 | 5 | 5 | 8 | | | | | | 27 |
| Monthly Operation/Maintain | 6 | 6 | 5 | 7 | 6 | 6 | 6 | | | | | | 42 |
| Gas Odor/Leak survey | 5 | 6 | 2 | 8 | 0 | 2 | 1 | | | | | | 24 |
| Install Protection Poles | 0 | 0 | 0 | 2 | 0 | 4 | 1 | | | | | | 7 |
| 3rd Party Hit | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | | | | | 1 |
| Meter Upgrades | 4 | 8 | 17 | 11 | 5 | 0 | 14 | | | | | | 59 |
| High Usage | 1 | 1 | 0 | 0 | 0 | 0 | 0 | | | | | | 2 |
| No Gas / zero usage | 0 | 0 | 1 | 0 | 0 | 0 | 1 | | | | | | 2 |
| Bluestakes | 47 | 66 | 48 | 48 | 46 | 49 | 58 | | | | | | 362 |
| Gas Units Sold | 192,240 | 122,153 | 77,924 | 62,757 | 51,917 | 32,672 | 31,176 | | | | | | 570,839 |
| (100) cubic feet per unit | | | | | | | | | | | | | |
| **2014 Water Dept.O&M** | | | | | | | | | | | | | |
| New Service | 0 | 0 | 1 | 0 | 1 | 0 | 0 | | | | | | 2 |
| Leaks | 4 | 4 | 0 | 2 | 2 | 3 | 5 | | | | | | 20 |
| Instal/Remove Hydrant Meter | 0 | 0 | 0 | 1 | 0 | 1 | 3 | | | | | | 5 |
| No water / pressure | 0 | 1 | 1 | 0 | 2 | 2 | 1 | | | | | | 7 |
| Repair/replace equipment | 2 | 1 | 2 | 1 | 2 | 2 | 0 | | | | | | 10 |
| Meter Upgrades | 4 | 0 | 0 | 0 | 3 | 1 | 2 | | | | | | 10 |
| High usage / re-read | 0 | 0 | 0 | 0 | 3 | 0 | 0 | | | | | | 3 |
| Bluestakes | 47 | 66 | 48 | 48 | 46 | 49 | 58 | | | | | | 362 |
| Water Units Sold | 22,368 | 18,330 | 19,320 | 23,815 | 32,939 | 30,601 | 30,414 | | | | | | 177,787 |
| (748 gallons per unit) | | | | | | | | | | | | | |
| **2014 Sewer Dept.O&M** | | | | | | | | | | | | | |
| New service | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | | | 1 |
| Sewer Backup | 4 | 4 | 1 | 1 | 1 | 1 | 1 | | | | | | 13 |
| Spray for pests/odor | 0 | 0 | 1 | 0 | 0 | 1 | 0 | | | | | | 2 |
| Clean sewer mains | 2 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | 2 |
| Raise / repair manhole | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | 0 |
| Maintenance / Repairs | 0 | 2 | 0 | 0 | 2 | 0 | 0 | | | | | | 4 |
| Bluestakes | 47 | 66 | 48 | 48 | 46 | 49 | 58 | | | | | | 362 |
| Gallons Treated | 13,033 | 11,269 | 12,289 | 11,262 | 11,263 | 10,497 | 11,829 | | | | | | 81,442 |
| (million gallons) | | | | | | | | | | | | | |

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** **August 18, 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 has worked with the City Attorney to integrate comments from Council and consulted with him for legal compliance. The finished "draft" of the Council Policies and Procedures was then presented to Council for a final review, which was completed at the July 28 Council worksession. The document will be presented to Council on August 28 for their consideration. Once Council approves the document, Staff will review Chapter 2 in the City Code and draft an ordinance with the changes needed to ensure consistency between the City Code and the approved Council Policies and Procedures. The ordinance will then be presented to Council for their consideration.

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 | |

The Legislature adjourned its 2014 regular session passing two bills of particular interest to election officials. The first bill is H.B. 2126 which provides for a new way to calculate a “majority of votes cast” at the primary election in order for a candidate to win at the primary. The new law applies only to primary elections in 2014 and 2015. I will be consulting with the City Attorney and will provide Council with a memo explaining how the calculations are required to be done.

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 was 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 held the Institute and Academy for Clerks in June. I attended the Academy held 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 numerous and often very time-consuming public records requests, documentation for research purposes and the drafting of documentation for upcoming items requiring Council action.

# CITY OF BENSON
# INTEROFFICE MEMORANDUM

**DATE:** 08/18/14

**TO:** Bill Stephens, City Manager

**FROM:** Keith Spangler, Fire Chief

**SUBJECT:** July 2014 Department Head Report

**Operations**

During the month of July, Benson Fire Department responded to 86 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 8. The average response time from page to on scene was 7 minutes. The average time from page to en route was 3 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 | 0 |
| Vehicle Fire | 2 |
| Brush Fire | 4 |
| EMS | 46 |
| Rescue | 1 |
| Haz-Mat | 2 |
| Service Calls | 0 |
| Good Intent Calls | 31 |
| False Alarms | 0 |
| Miscellaneous Calls | 0 |

Benson Fire Department assisted with two (2) Mutual Aide calls.

**Meetings and Trainings**

Business/Training meetings were held on July 09, 2014 and July 16, 2014.

**Vehicle Maintenance**

Engine 71 out for air conditioning repairs.

**Miscellaneous**

None