CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 28, 2016**

TO: **William Stephens, City Manager**

FROM: **Dustin DeSpain, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance/Transit Department Monthly Report for February, 2016**

Current Department Projects:

- Continually working on reporting compliance with the new HealthCare Reforms
- Working on Risk Pool Insurance Safety Training
- Preparing Preliminary Audit Documents for Auditing Firm.
- We are working on changes to our tax code regarding rental tax, business licensing and fees. We plan to bring this change to Council. .
- We have been working on our Transit Grant Budget and Filing.
- We are finishing ADOT Transit Audit compliance list
- We had an ADOT Alcohol and Drug Abuse Audit for Transit/ Awaiting items we need to work on.
- Starting Transit Grant Application for upcoming Fiscal Year.
- We continue in our Joint efforts with City Clerk's office to monitor and provide Human Resource support.
- Ordered 2 New Buses
- Working on Budget Projections for 2016-2017

Upcoming:

- Audit on Financials for Budget year 2014-2015 starting February 16, 2016
- Monitoring Airport Tie Down agreements and fee collections
- Coordinating Human Resource activities with Vicki, as we have no HR Coordinator
- Completing Training and Audit adjustments for Transit Compliance
- Volunteer Fire Department Retirement Funds
- Working on Financial Projections with DA/CMP

Finance Department Statistics for January, 2016

Utility payments processed	2257
Other payments processed	408
Payroll checks issued	181
Accounts Payable checks issued	198
New Business License Applications taken	7
Customers enrolled on Xpress Bill Pay	817
Customers signed up for Online Statements	314
Fixed Route Bus #7003 Rides	388
Fixed Route Bus #7005 Rides	146
Dial–A-Ride Bus #7004 Rides	537
Back-up Bus #7001 Rides	19

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 3/10/16

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: February 2016 Department Head Report

Operations

During the month of February, Benson Fire Department responded to 66 calls. The average number of Firefighters responding to the calls for the month was 6. The lowest number was 1 and the highest number was 10. The average response time from page to on scene was 16 minutes. The average time from page to en route was 2 minutes and the average time from en route to on scene was 3 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	0
Vehicle Fire	4
Brush Fire	5
EMS	44
Rescue	0
Haz-Mat	2
Service Calls	0
Good Intent Calls	10
False Alarms	0
Miscellaneous Calls	1

Benson Fire Department had no Mutual Aide calls.

Meetings and Trainings

Business/Training meetings were held on 2/10/16 and 2/17/16.

Vehicle Maintenance

Engine 711 in now in service. Engine 71 went in for warranty work on the motor.

Miscellaneous

Attended the Cochise County Emergency Medical Services Council and Cochise County Fire Association meetings in Willcox.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 3, 2016**

To: **William Stephens, City Manager**

FROM: **Kelli Jeter, Sr. Library Assistant**

SUBJECT: **End of the month report for February 2016**

The adult lecture series resumed this past month. They are being very well attended and we are getting positive feedback from participants. The schedule for February was:

February 9 - Baxter Black local cowboy poet

February 16 - Eric Kaldahl from the Amerind Foundation

February 23 - Penny Jewwett who presented on furniture restoration

These lectures will continue into May.

Franchesca Hinecker attend the Summer Reading Program class held in Sierra Vista on February 25th. This was sponsored by Arizona State Library. She returned with lots of great ideas for this year's program.

Benson Public Library

Statistical Report
February-16

	Feb-16	Feb-15	YTD-2016	YTD-2015	
Total Circulation	6,067	5,838	41,862	46,139	monthly circulation of material
Patrons	5,744	4,792	38,468	36,066	patrons entering the library
New Registration	62	59	383	551	new patron cards
Total Registration	8,210	7,731	8,210	7,731	total # of patrons in database
Programs	17	16	57	51	#of programs provided by library
Pr. Attend	187	266	834	919	total attendance for programs
Ref. Questions	724	737	4,624	4,525	ref questions answered by staff
Volunteers	2	1	13	9	new volunteers this month
Volunteer hours	24	13.75	122	261.9	total of monthly volunteer hours
Book Count					
Titles added	47	124	887	1,117	new titles added to database
Titles deleted	20	148	1,092	2,094	titles removed from collection
Collection Total	33,945	33,742	33,945	33,742	total material in database
Overdues:					
Titles overdue	350	513	3,604	4,100	number of overdue items
Contacts	93	97	962	957	number of patrons contacted
Titles returned	313	288	1,821	2,846	# of overdue items returned
Internet Users	1,057	1,119			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 9, 2016**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for February, 2016**

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:	02
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	03

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	71
General Crime Pretrial Conference Hearings:	26
Drug Related Pretrial Conference Hearings:	17
Domestic Violence Pretrial Conference Hearings:	10
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	02
Total Pretrials	131

HEARINGS:

Restitution/OSC and Sentencing Hearings:	00
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/Status	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	00
Total Case Matters Closed this Month	60
PROSECUTORIAL TIME SPENT IN COURT	**17.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**74.00 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: **March 18, 2016**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for February 2016**

• Our Visitor count for February 2016 was 1,095 as compared to 1,637 in February of 2015, down 542 from last year.

• Again Greyhound ticket sales are the same in February with 20 ticket transactions. More people have been purchasing Greyhound ticket on line. We are spending more time dealing with Greyhound problems that we are not being compensated for.

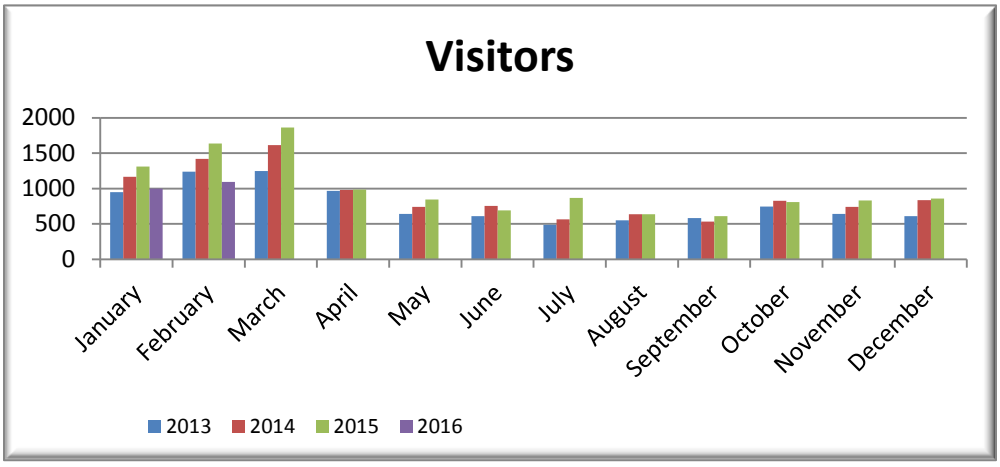
• We met with Andy Perez of Union Pacific Foundation on Monday March 14th where he presented a check for $7,500 to Mayor King for the construction of a rest area Ramada on the corner of Pomerene Road and highway 86. We sent a press release to the San Pedro News Sun. They said they will do a story on the presentation.

• Stronghold Sign Company has our three map signs complete. They are being stored in a con-ex container at the city yard. We will need to decide where to install the signs.

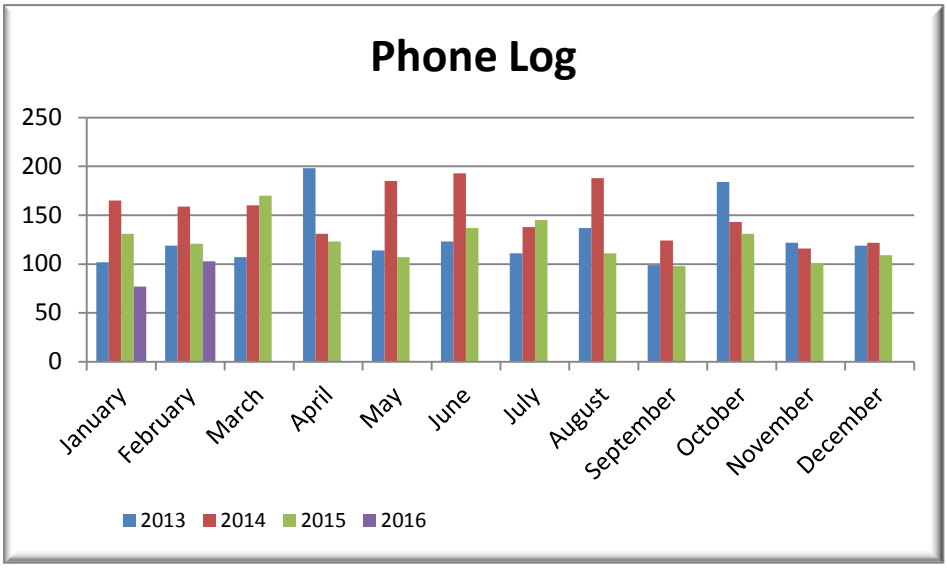
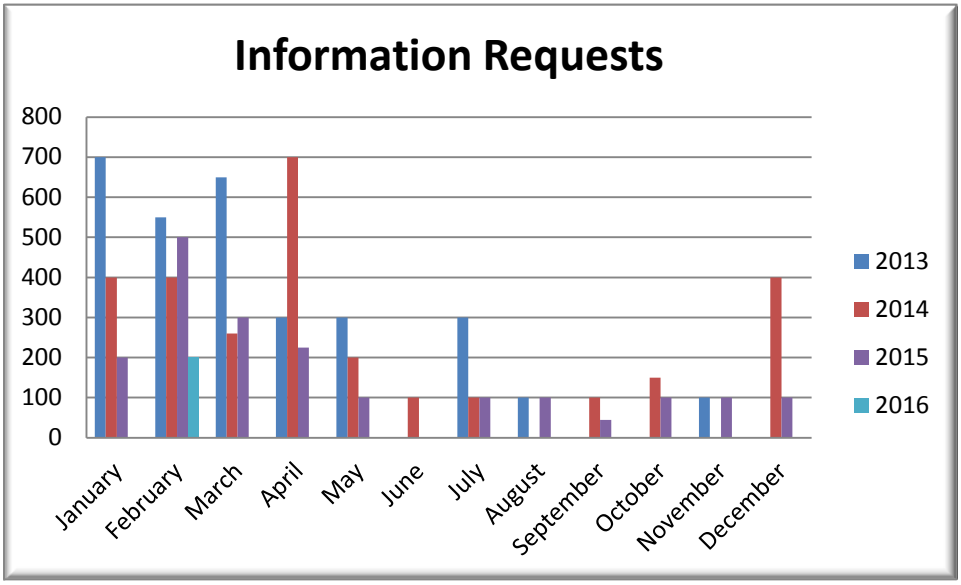
• We are still working on our "G" Scale model railroad layout at the Visitor Center that was provided by last year's Union Pacific Foundation grant. We will hopefully have it completed by May of this year.

• Below are our Visitor Counts for February of 2016

Visitor Center Headcount
Comparisons February, 2016



Visitor Center Phone calls
Comparisons by Graph February, 2016



Visitor Center Information Requests
Comparisons by Graph February, 2016