CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: May 15, 2014

TO: William Stephens, City Manager

FROM: Megan Moreno, Finance Director

cc: Benson City Council Members

SUBJECT: Finance Department Monthly Report for April, 2014

Current Department Projects:

- Finance is hard at work on preparing the annual budget. The Recommended Budget was given to council May 6th. Our first worksession will be on May 16th.
- Annual Business License renewals are in full swing. Kay is currently in the process of updating businesses information and sending out new business licenses for the next fiscal year.
- Finance is working on year end procedures to ensure the financial statements are closed in a timely manner.
- Finance and Public Works worked together to complete grant applications for our Transit program through ADOT and SEAGO. We were awarded the grant through SEAGO in the amount of $18,650. We have not received an award letter from ADOT yet.
- I was able to participate in an annual CTE program review for Benson High School. I participated in a round table discussion with teachers, students, and other professionals on how to help improve the program. It was an awesome experience and I look forward to participating again next year.

Upcoming:

- Health Insurance Renewals- We are switching healthcare providers based on results of bid proposals. Exact figures will be available in the near future.
- Tentative Budget- to be approved on June 2nd
- Public Hearings on Property Tax and Budget- to be held on June 19th
- FINAL BUDGET- to be adopted on June 23rd.

Finance Department Statistics for April, 2014

Utility payments processed	2,706
Other payments processed	316
Payroll checks issued	213
Accounts Payable checks issued	231
New Business License Applications taken	8
Customers enrolled on Xpress Bill Pay	460
Customers signed up for Online Statements	187

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: April 28, 2014

TO: William Stevens, City Manager

FROM: Bob Nilson, Tourism Supervisor

SUBJECT: Tourism Report for April 2014

- Our Visitor count for April 2014 982 as compared to 968 in April of 2013, up 14 from last year.

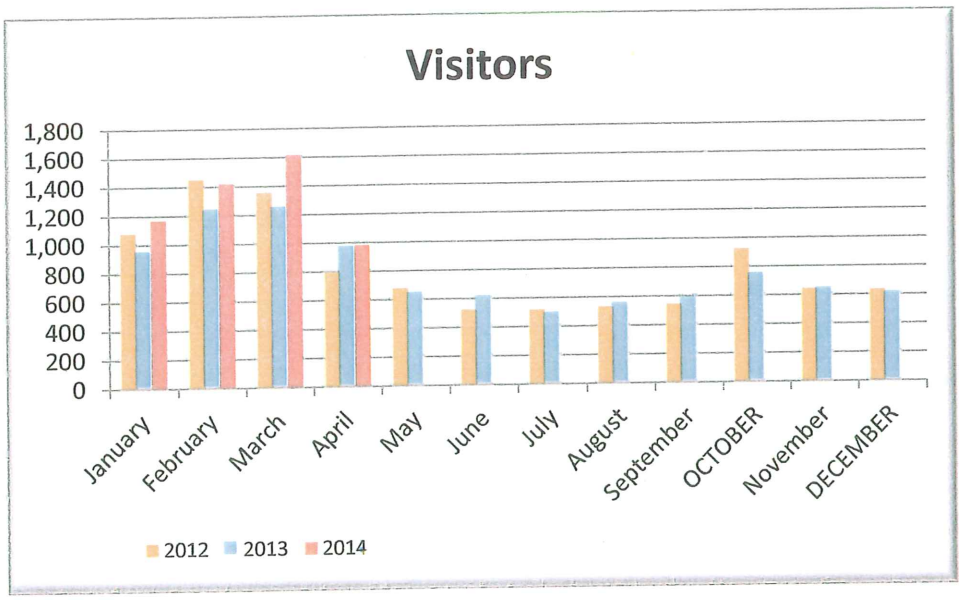
- We are still working on our new map sign frames.

- Our Cochise County Tourism Council has received our new county maps.

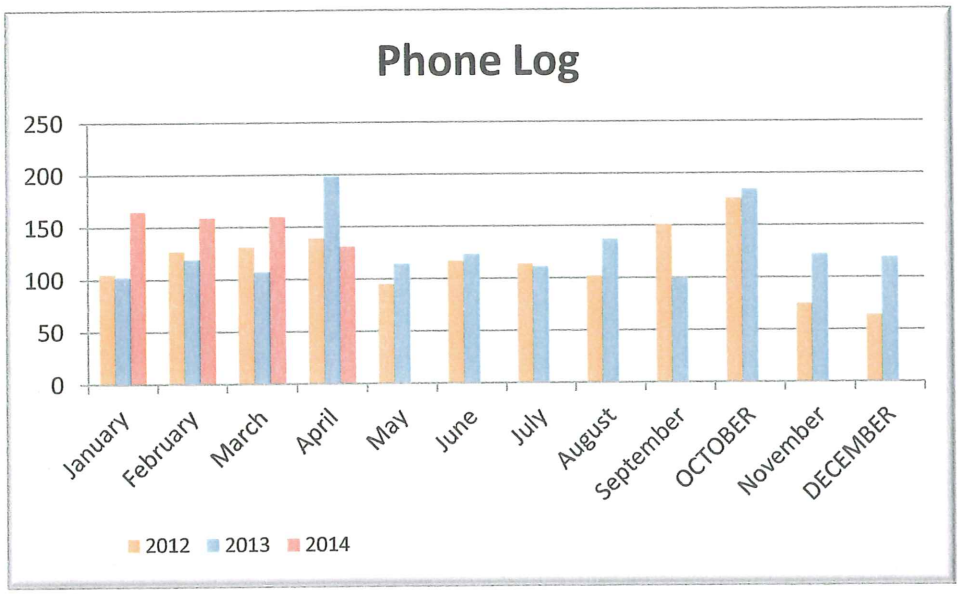
- We are working on a dedication for our Murals and Historic Railroad Logos. The dedication will be held on June 27th at 10:00am at the Visitor Center.

- Below are our Visitor Counts for April of 2014

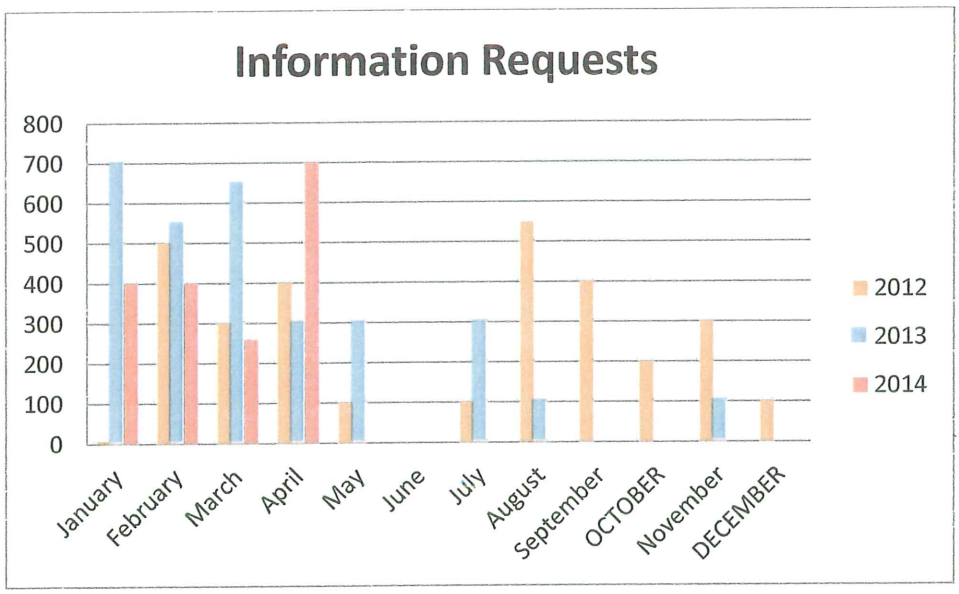
Visitor Center Headcount Comparisons April, 2014



Visitor Center Phone calls
Comparisons by Graph April, 2014



Visitor Center Information Requests
Comparisons by Graph April, 2014



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 5/15/14

TO: William Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: April 2014 Department Head Report

Operations

During the month of April, Benson Fire Department responded to 68 calls. The average number of Firefighters responding to the calls for the month was 4. The lowest number was 1 and the highest number was 09. The average response time from page to on scene was 6 minutes. The average time from page to en route was 3 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	1
Vehicle Fire	0
Brush Fire	0
EMS	42
Rescue	0
Haz-Mat	0
Service Calls	0
Good Intent Calls	22
False Alarms	0
Miscellaneous Calls	3

Meetings and Trainings

Business/Training meetings were held on April 9th and April 16th.

Vehicle Maintenance

Brush 71	New tires were installed and has been returned in service.
Engine 71	Was sent in for pump test/service

Fire Prevention

Conducted fire inspections at various Businesses

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **May 15, 2014**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – April 16, 2014 through May 15, 2014**

Summer Programs:

- This year's Summer Program is complete and available online.
- We are currently accepting registration.
- We have made all necessary preparation for the Movie in the Park on Friday, May 16.

Pool:

- This year's Aquatics Schedule is complete and available online.
- We are currently accepting Swim Lesson Registration.
- Annual pool maintenance is near completion.
- The pool will open May 23, at 11:00 am.
- Benson Middle School will bring their students to the pool for a pool party on May 20th.

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.
- Attended a CCTC Meeting with Bob.
- 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 completed changes to all of our forms based on the recommendations of the City Attorney.
- We have processed four Special Event Permit Applications this month.

- We completed and presented our Presentation on the Economic Impact of Parks and Recreation.

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: May 14, 2014

TO: William Stephens, City Manager, Mayor & Council

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

SUBJECT: March 2014 Department Head Report for Public Works

Gas Department completed for the annual Arizona Corporation Commission Audit April 21 – 25. The inspector from the ACC reviewed the gas operations procedures as written in the Operations & Maintenance Manuel, all forms documenting all work performed on the gas system, drug & alcohol plans, operator qualification plan and distribution integrity management plan. The inspector and staff checked the system in the field including the regulator stations, meter sets, river & wash crossings, equipment used in the field along with the storage of supplies for the gas system. Arizona Corporation Commission inspectors are sanctioned with the US Department of Transportation Pipeline & Hazardous Material Safety Administration to insure the City of Benson's Gas system is in compliance with the Federal Standards.
The exit audit will be conducted May 22 to review any probable noncompliance items that were found during the audit.

1. Gas Department.

- (For the Week Ending Wednesday, May 7, 2014) (U.S. Energy Information Administration)
- Natural gas spot prices were generally flat for the report period, moving by a few cents in some locations. The Henry Hub spot rose by 5 cents, moving from $4.78 per million British thermal units (MMBtu) last Wednesday to $4.83 yesterday.
- At the New York Mercantile Exchange (Nymex), the June contract fell by more than 7 cents, beginning the report week at $4.815/MMBtu last Wednesday and settling at $4.740/MMBtu yesterday.
- Working natural gas in storage rose to 1,055 Bcf as of Friday, May 2, according to the U.S. Energy Information Administration (EIA) Weekly Natural Gas Storage Report (WNGSR). A net storage injection of 74 Bcf for the week resulted in storage levels 43.0% below year-ago levels and 48.2% below the 5-year average.
- Active oil and natural gas drilling rigs totaled 1,854 as of May 2, down by 7 rigs from the previous week, according to data from Baker Hughes Inc. The natural gas rig count was flat at 323, and the number of oil-directed rigs decreased by 7 to 1,527. The oil rig count is currently 124 higher than this week last year, and the gas rig count is 31 lower.
- The weekly average natural gas plant liquids composite price decreased again this week (covering April 28 through May 2), falling 2.0% from $10.31/MMBtu to $10.10/MMBtu. The Mont Belvieu spot prices of ethane, propane, butane, and natural gasoline drove the decline, falling by between 1% and 3%. The isobutane spot price was flat.
- Working natural gas in storage rose to 1,055 Bcf as of Friday, May 2, according to the U.S. Energy Information Administration (EIA) Weekly Natural Gas Storage Report (WNGSR). A net storage injection of 74 Bcf for the week resulted in storage levels 43.0% below year-ago levels and 48.2% below the 5-year average.

Gas Department cont.

- 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.

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 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 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.

2014 Public Works

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
Meter Inspections	0	0	0	0									0
Remove/Repair equipment	2	3	1	3									9
Monthly Operation/Maintain	6	6	5	7									24
Gas Odor/Leak survey	5	6	2	8									21
Install Protection Poles	0	0	0	2									2
3rd Party Hit	0	1	0	0									1
Meter Upgrades	4	8	17	11									40
High Usage	1	1	0	0									2
No Gas / zero usage	0	0	1	0									1
Bluestakes	47	66	48	48									209
Gas Units Sold	192,240	122,153	77,924	62,757									455,074
(100) cubic feet per unit													
2014 Water Dept.O&M													
New Service	0	0	1	0									1
Leaks	4	4	0	2									10
Instal/Remove Hydrant Meter	0	0	0	1									1
No water / pressure	0	1	1	0									2
Repair/replace equipment	2	1	2	1									6
Meter Upgrades	4	0	0	0									4
High usage / re-read	0	0	0	0									0
Bluestakes	47	66	48	0									161
Water Units Sold	22,368	18,330	19,320	23,815									83,833
(748 gallons per unit)													
2014 Sewer Dept.O&M													
New service	0	0	0	0									0
Sewer Backup	4	4	1	1									10
Spray for pests/odor	0	0	1	0									1
Clean sewer mains	2	0	0	0									2
Raise / repair manhole	0	0	0	0									0
Maintenance / Repairs	0	2	0	0									2
Bluestakes	47	66	48	48									209
Gallons Treated	13,033	11,269	12,289	11,262									47,853
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: May 13, 2014, 2014
To: William Stephens, City Manager

FROM: Peggy Scott, Library Director

SUBJECT: End of the month report for April 2014

The Boy Scouts visited the Library on May 1st. They had a tour, instructed on using the card catalogue, and researched newspapers from the year they were born. This meets the requirements for a badge.

One of the public computers failed to start. We contacted ProLogic and are waiting for them to obtain replacement part and repair.

April 16th the Benson Library hosted the Cochise County Liaison meeting. Willcox, Benson, Sierra Vista, Douglas, Huachuca City and the District Library were represented. This group toured the library and the Friends of the Library building while here.

On April 23rd Kelli Jeter participated in a webinar on "Digital Libraries; Libraries respond to communication needs", presented by WebJunction.

On April 30th Andrew Parkin, Kelli Jeter and Franchesca Hinecker attended the mandatory Hazard Communication training.

An issue we occasionally encounter is inappropriate objects place in our night book depository. We recently had what I believe to be soda dumped in the night drop. This ruined one book that had to be discarded, but we were able to save several other items.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
April-14

	Apr-14	Apr-13	YTD-2014	YTD-2013	
Total Circulation	6,725	6,523	65,367	59,727	monthly circulation of material
Patrons	5,974	6,181	56,072	58,313	patrons entering the library
New Registration	42	61	759	733	new patron cards
Total Registration	7,284	6,683	7,284	6,683	total # of patrons in database
Programs	13	12	102	54	#of programs provided by library
Pr. Attend	212	182	1,261	1,026	total attendance for programs
Ref. Questions	668	811	6,709	8,215	ref questions answered by staff
Volunteers	0	0	3	0	new volunteers this month
Volunteer hours	27.5	63.25	360	801.25	total of monthly volunteer hours
Book Count					
Titles added	170	214	1,781	1,766	new titles added to database
Titles deleted	498	205	4,026	1,824	titles removed from collection
Collection Total	34,876	37,445	34,876	37,445	total material in database
Overdues:					
Titles overdue	609	759	5,201	5,407	number of overdue items
Contacts	183	269	1,339	1,500	number of patrons contacted
Titles returned	487	424	4,056	3,770	# of overdue items returned
Internet Users	1,520	1,429			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: May 5, 2014

TO: MAYOR AND CITY COUNCIL

FROM: Ann P. Roberts, City Prosecutor

CC: Bill Stephens, City Manager

SUBJECT: Prosecutorial Statistics for April, 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:	06
Drug Related Trials:	02
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	01
Total Trials	10

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	41
General Crime Pretrial Conference Hearings:	19
Drug Related Pretrial Conference Hearings:	17
Domestic Violence Pretrial Conference Hearings:	05
D.U.I. Pretrial Conference Hearings:	12
Animal Control/Game and Fish Pretrial Conference Hearings:	01
Total Pretrials	95

HEARINGS:

Restitution and Sentencing Hearings:	01
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	01
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	02
Total Case Matters Closed this Month	48
PROSECUTORIAL TIME SPENT IN COURT	**23.00 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**54.00 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: 05/14/2014

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

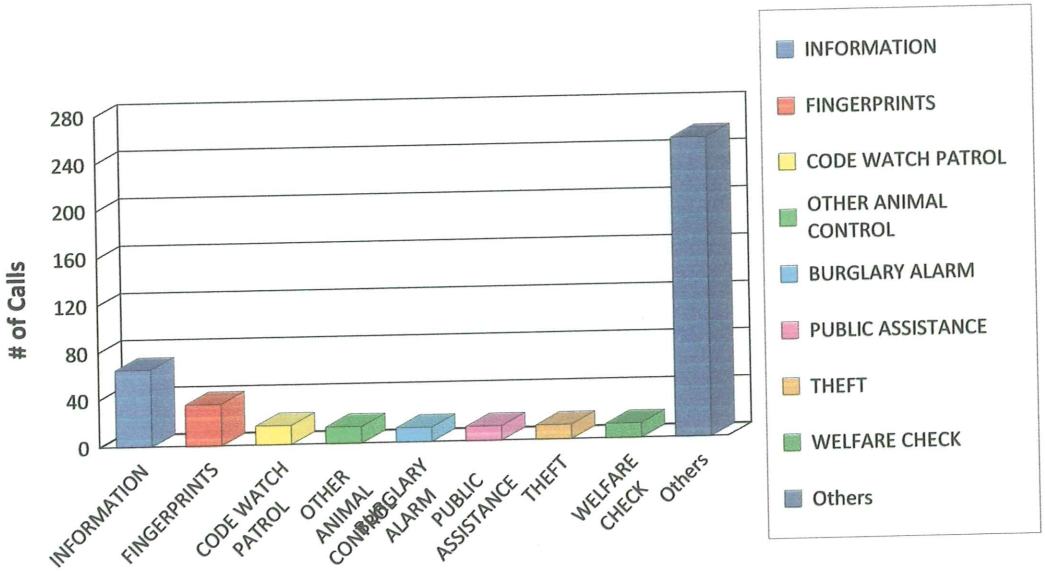
SUBJECT: April Report

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

4/1/2014 - 4/30/2014
00:00:00 - 23:59:53

Agency - BPD



	4/2014	Total
30 DAY IMPOUND HEARING	2	2
911 HANG UP	9	9
ABANDONDED/DISABLED VEH	2	2
ACCIDENT W/INJURY	1	1
ACCIDENT W/OUT INJURY	4	4
ACCIDENT/NO INJURY PP	3	3
AGENCY ASSIST	7	7
ASSAULT	9	9
ATTEMPT TO LOCATE	6	6
BARKING DOGS	4	4
BUILDING SEARCH	1	1
BURGLARY	1	1
BURGLARY ALARM	12	12
CHECK PROOF OWNERSHIP	1	1
CHILD RESTRAINT VIOL	1	1
CIVIL MATTER-REFERED	4	4
CIVIL MATTER-STAND BY	2	2
CODE WATCH PATROL	16	16
CRIMINAL DAMAGE	4	4

	4/2014	Total
CUSTODIAL INTERFERENCE	1	1
DISORDERLY CONDUCT	10	10
DISTURBANCE	7	7
DOG AT LARGE	9	9
DOG BITE/ANIMAL BITE	1	1
DOMESTIC VIOLENCE	6	6
DRIVING ON SUSPENDED LIC	4	4
DRUGS	8	8
DRUNK DRIVER	2	2
DRUNK SUBJECT	2	2
DUI/DRUGS	2	2
ENDANGERMENT	1	1
ESCORT/PARADE	1	1
FIGHT	1	1
FINGERPRINTS	35	35
FINGERPRINTS COURT ORDER	4	4
FIRE	2	2
FORGERY	1	1
FOUND PROPERTY/ETC/RETUI	10	10
FRAUD	3	3
HARRASSMENT	2	2
HIT AND RUN/NO INJURY	4	4
IDENTITY THEFT	1	1
INCORRIGIBLE JUVENILE	1	1
INDECENT EXPOSURE	1	1
INFORMATION	65	65
LANDLORD/TENANT DISPTE	1	1
LIVESTOCK	1	1
LOST PROPERTY	3	3
MEDIC ASSIST	7	7
MISSING PERSON	2	2
NOISE COMPLAINT	9	9
OTHER ANIMAL CONTROL	14	14
PUBLIC ASSISTANCE	12	12

	4/2014	Total
PUBLIC RELATIONS	4	4
RECKLESS DRIVER	6	6
REPOSSESSION	1	1
RUNAWAY JUVENILE	1	1
SNAKE	6	6
SUBJECT W/KNIFE	1	1
SUICIDE	1	1
SUICIDE THREAT	2	2
SUSPICIOUS ACTIVITY	7	7
SUSPICIOUS PERSON	4	4
SUSPICIOUS VEHICLE	5	5
THEFT	12	12
THREAT	5	5
TRAFFIC OFFENSE	3	3
TRAVELORS ASSISTANCE	1	1
TRESPASSING	6	6
UDA	3	3
UNDERAGE CONSUMPTION	2	2
UNWANTED SUBJECT	8	8
UTILITIES CALLOUT	1	1
VEHICLE RELEASE	2	2
VEHICLE THEFT	3	3
VERBAL DV	2	2
VIOLATION OF COURT ORDER	2	2
WARRANT	9	9
WELFARE CHECK	12	12
Total	431	431

Incidents - By Description

Report Date: 04/01/2014- 04/30/2014

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
AGENCY ASSIST	1	0	1	0	0	0
ASSAULT	3	0	3	0	0	0
BURGLARY	1	0	1	0	0	0
CHECK PROOF OWNERSHIP	1	0	1	0	0	0
CRIMINAL DAMAGE	3	0	3	0	0	0
DIS CON	1	1	0	0	0	0
DISORDERLY CONDUCT	4	0	3	1	0	0
DISORDERLY CONDUCT/DRUGS	1	0	1	0	0	0
DOG AT LARGE	2	0	2	0	0	0
DOMESTIC VIOLENCE	5	0	5	0	0	0
DRIVING ON SUSPENDED LIC	4	0	4	0	0	0
DRUGS	6	0	6	0	0	0
DRUNK DRIVER	1	0	1	0	0	0
DUI/DRIVING ON SUSPENDED	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	2	0	2	0	0	0
FRAUD	2	0	2	0	0	0
HIT AND RUN/NO INJURY	2	0	2	0	0	0
IDENTITY THEFT	1	0	1	0	0	0
INDECENT EXPOSURE	1	0	1	0	0	0
INFORMATION	4	0	4	0	0	0
SUBJECT W/KNIFE	1	0	1	0	0	0
SUICIDE	1	0	1	0	0	0
THEFT	3	0	3	0	0	0
UNDERAGE CONSUMPTION/DRUG	1	0	1	0	0	0
UNERAGE CONSUMPTION	1	0	1	0	0	0
VEHICLE THEFT	1	1	0	0	0	0
WARRANT	5	0	5	0	0	0
TOTAL	64	2	61	1	0	0

RANGE USED

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

BENSON POLICE DEPARTMENT FISCAL YEAR JULY 01, 2013 THRU ~~JUNE~~ APRIL 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			5124
SELF INITIATED	147	133	163	179	190	160	186	333	318	312			2121
CITIZEN	7	9	8	10	17	22	79	28	10	6			196
PUBLIC RELATIONS	118	168	268	326	135	163	194	153	256	260			2041
PAPERS SERVED	8	7	9	4	6	3	5	7	8	5			62
FOLLOW UP	8	52	5	58	24	15	26	15	39	29			271
VERBAL WARNING	78	107	164	99	97	64	56	135	159	149			1108
DRUG RLTD DR'S	7	8	6	5	8	6	10	7	12	7			76
ACCIDENT REPORTS	5	7	7	4	6	9	10	9	2	5			64
ALCOHOL INVL	1	0	0	0	1	0	0	0	0	0			2
SPEED CITE INVL	1	0	0	1	1	1	3	5	1	1			14
PEDESTRIAN INVL	0	0	1	0	0	0	0	0	0	0			1
BICYCLE INVL	0	0	0	0	0	0	0	0	0	0			0
FELONY OBSERVED	20	3	4	5	10	4	2	8	10	5			71
MISD. OBSERVED	25	26	30	31	26	25	20	32	34	32			281
DOMESTIC VIOL	7	4	4	3	7	3	6	5	7	4			50
ALCOHOL INVL	1	0	1	2	2	1	3	1	3	2			16
WEAPON INVL	0	0	0	0	0	0	0	0	0	0			0
CHILD PRESENT	2	1	1	0	1	1	0	0	2	1			9
DV ARREST(S)	3	2	0	2	2	1	4	1	2	4			21
FEMALE	1	0	0	0	0	1	2	1	1	2			8
MALE	2	2	0	2	2	0	2	1	1	2			14
DUAL	0	0	0	0	0	0	0	1	1	1			3
JUVENILE ARREST(S)	3	0	1	0	0	3	2	1	1	6			17
ALCOHOL INVL	0	0	0	0	0	1	1	1	1	5			9
DRUGS INVL	0	0	1	0	0	1	1	0	0	2			5
STATUS OFFENSE	3	0	0	0	0	0	0	0	1	2			6
OTHER	0	0	0	0	0	1	0	0	0	0			1
DUI	2	3	2	1	0	2	0	3	3	2			18
BACK UPS	33	96	43	80	60	68	82	79	75	99			715
AGENCY ASSIST	8	17	12	11	18	19	15	14	29	13			156
TRANSPORTS	4	16	6	8	7	13	18	14	18	17			121

Benson Animal Control

Monthly Report

Month in Report___ April 2014_____

Discription	***Current Month***	***Year to Date***
Dogs Turned in:	7	19
Dogs Picked up:	9	35
Dogs Adopted:	13	44
Dogs Euthanized / Owner Requested:	2	4
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	6
Dogs Returned to Owner:	3	15
Dog Complaints:	9	7
Dog Bites:	0	4
Dog Licenses Sold:	52	271
Cats Turned In:	3	19
Cats Trapped:	2	2
Cats Returned to Owner:	0	4
Cats Adopted:	3	26
Cats Euthanized / Owner Requested	0	1
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	2	5
Cat Bites:		0
Removals (Snake,Skunk, birds, etc):***		3
Calls Responded to:	13	77
Compliance Notices (Warnings):	2	4
Citations Issued:	0	0
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**19**	**63**
Cats at the shelter (time of Report):	**6**	**25**

Removals:***
1 red racer
1 coyote

Donations:
1000 lbs of dog/cat food, kitty litter, pillows, dog beds, bleach

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: May 29, 2014

TO: William Stephens, City Manager

FROM: Vicki Vivian, CMC, City Clerk

SUBJECT: Monthly Department Report

As you know, the recently vacated Deputy City Clerk position has been filled. After advertising internally, Andrew Parkin, formerly at the City Library, came to work in the Clerk's office on May 12. He is a welcome addition to the Administration office.

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. Additional worksessions will be scheduled, as time and schedules permit, to review Chapter 2 of the Benson City code also.

As you are aware, a recall election was held on May 20, 2014 for the recall of Councilmember Cook. Election preparations are comprised of numerous duties and include a training class with the Election Board before the election, as well as the witnessing of the required test of Automatic Equipment and Programs, all of which were done in compliance with Arizona State law. Canvassing the election results (after receiving the official canvass from the County) must be done no later than 20 days after the election; the resolution will be presented to Council at the June 9 Council meeting for 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	

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