



Adopted Budget

2012-2013



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Mayor and Council

**Mayor
Honorable Toney King, Sr.**

**Vice-Mayor
Lori McGoffin**

**Council Member
Chris Moncada**

**Council Member
David Lambert**

**Council Member
Nick Maldonado**

**Council Member
Ron Brooks**

**Council Member
Al Sacco**

City Manager
Glenn Nichols

Department Heads

City Engineer / Public Works
Bradley Hamilton

Finance Director
James Cox

Development Services
Luis Garcia Jr.

Police Chief
Paul Moncada

Fire Chief
Keith Spangler

City Clerk
Vicki L. Vivian

Library Director
Peggy Scott

City Attorney
Michael Masee

Magistrate
Joseph Knoblock

City of Benson

Fiscal 2012-2013 Budget Calendar

Wednesday	May 2	Preliminary budget to Council
Monday, 7 PM	May 7	CIP work session General Fund Revenues Personnel, All Funds
Wednesday, 7 PM	May 9	Finish May 7 work session General Fund Expenditures
Wednesday, 7 PM	May 16, if necessary	Finish May 9 work session
Monday, 7 PM	May 21	Enterprise & Misc. Funds
Wednesday, 7 PM	May 23, if necessary	Finish May 21 work session
Monday, 7 PM	June 4	Approve Tentative Budget
Thursday, 7 PM	June 21	Public Hearings for: Truth in Taxation Property Tax Levy Tentative Budget
Monday, 7 PM	June 25, Council meeting	Adopt Final Budget!

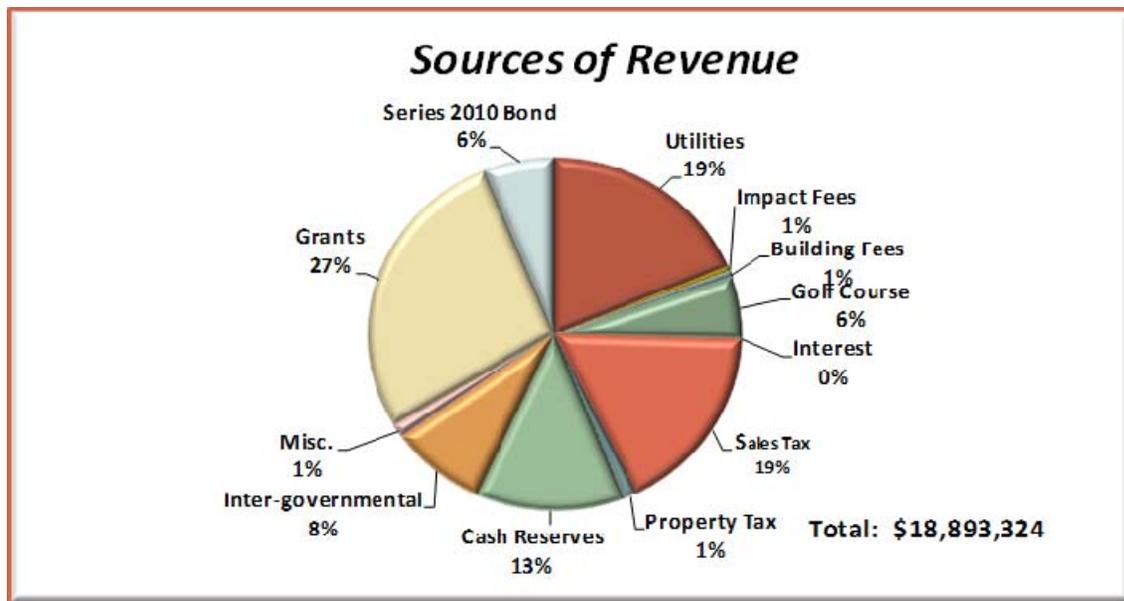
Summary by City Manager and Finance Director Fiscal Year 2012 – 2013 Annual Budget

TO: Honorable Mayor and City Council Members

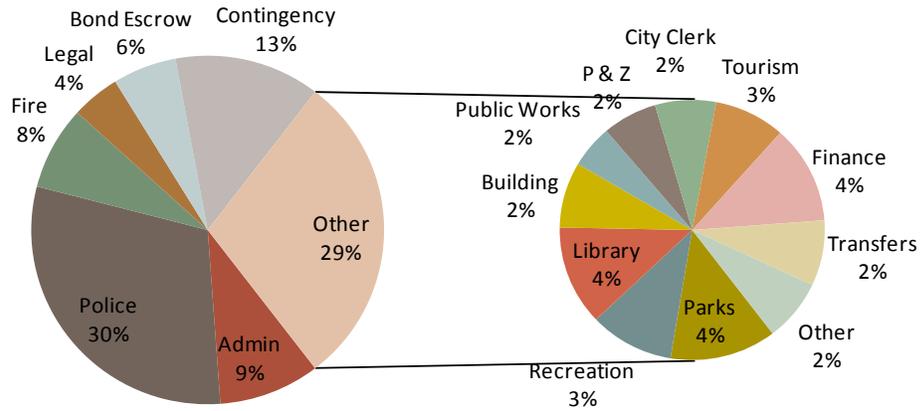
The City of Benson's fiscal year 2012-2013 Budget is scheduled to be adopted by Mayor and Council on June 25, 2012. The Budget, which was prepared based on input received at Council work sessions, is hereby respectfully submitted. We hope that this presentation format will give you a deeper understanding of the increasingly complex finances of the City.

The City's \$18,893,324 budget is balanced with a combination of funds carried forward from prior years and revenues expected to be collected during the new budget year. The fiscal 2012-2013 budget is \$650,000 less than the 2011-2012 budget. Budgeted ongoing operating revenues and expenditures are slightly higher when compared to the 2011-2012 fiscal year.

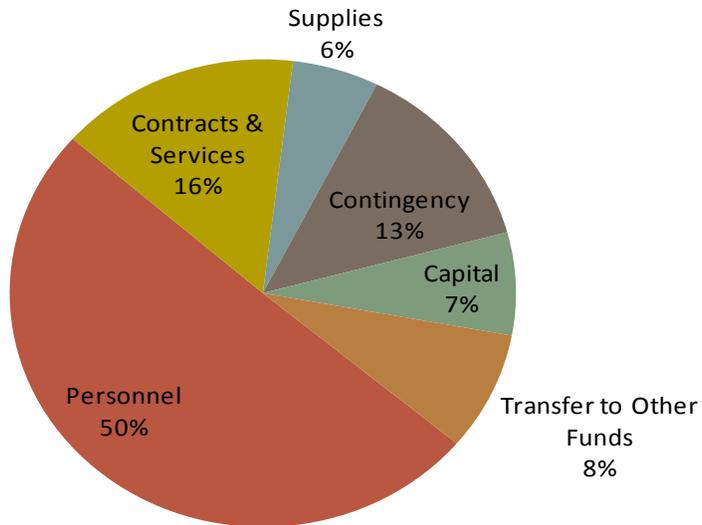
The charts below illustrate in picture form the makup of the City's revenues and expenditures.



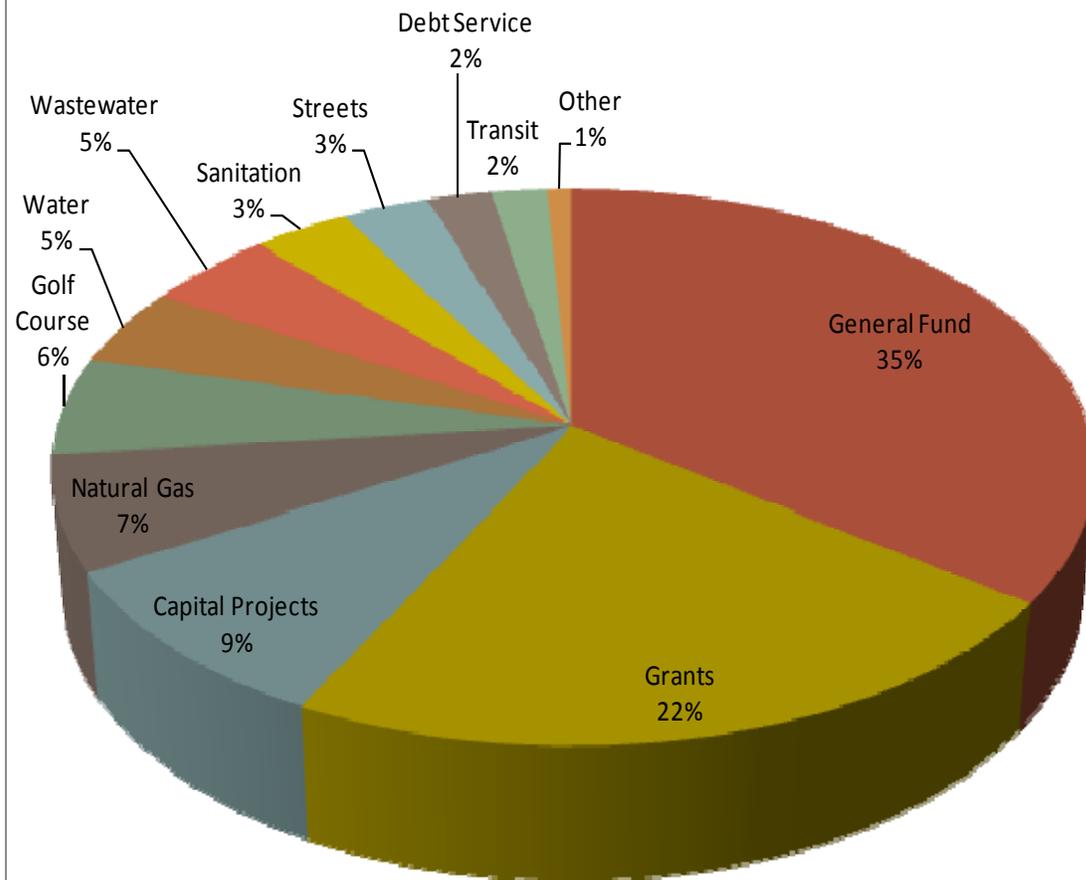
Expenditures by General Fund Department



Expenditures by General Fund Category



Expenditures by Fund



The fiscal 2012-2013 budget has been prepared based on the assumption that the local economy will continue to perform in a manner consistent with the three most recent recessionary fiscal years. However, it is flexible enough that spending could be accelerated or decelerated if the economy improves or declines during the year.

Personnel

The largest and most inflexible component of the budget is personnel costs. The highlights of the 2012-2013 personnel budget are:

- ❖ 3% Cost of Living Adjustment (COLA) for all employees
- ❖ No merit salary increases
- ❖ No significant changes in employee benefits
- ❖ No furloughs
- ❖ No layoffs

The total budgeted personnel costs have increased by \$277,000 from the 2011-2012 budget to \$5,325,005, an increase of 5.5%. There is an increase of 1.28 full time equivalent (FTE) employees, for a total of 102.0 FTE employees. The increase is due to several personnel additions, planned vacancies and classification changes, including:

- Finance – increase of 0.87 FTE employees for \$35,000, due to changeover in management and overlapping training periods. This is not a permanent change.
- Fire – Addition of 1.0 FTE employee, an Admin Asst. at grade 27 for +\$42,000.
- Administration – No change in number of employees. HR Analyst promoted to HR Coordinator at Grade 32 for +\$1,700. Executive Assistant position vacated. Custodian position added at Grade 14 for \$21,500. Overall salary decrease of \$16,300.
- Tourism – Addition of 0.63 FTE Tourism Clerk for +\$12,400. Tourism Clerk increased salary grade from 8 to 14 and salary increased by \$2,000.
- Recreation – New Department moved 2.67 FTE from Parks. Recreation Asst. promoted to Recreation Coordinator, increasing salary grade from 14 to 32 and an increase of \$6,400. Add 0.63 FTE Recreation Asst. for \$12,400.
- City Clerk – Salary Grade increase from 46 to 50 for an increase of \$2,500.
- Public Works – Decrease of 0.45 FTE for move of Engineering Aide partially to Transit Administration.
- Transit – Addition of part time relief driver for 0.3 FTE to cover for illness & vacations. Transfer of management of Transit from Finance to Public Works. Total salary increase of \$23,000.
- Utilities – Addition of Utility Worker I and Public Works Superintendent for 50% of the year for 1.0 FTE and an increase of \$34,000.
- Golf Course – Decrease of 1.0 FTE in Maintenance, 0.75 FTE in F&B and 0.66 FTE in Operations. Promotion of Interim Superintendent to G.C. Superintendent for +\$2,600, but is still \$8,000 less than former Superintendent. Salary grade is reduced to 31. Vacate one Maint. Worker and add one Irrigation Tech/Foreman for +\$2,800. Overall decrease of \$33,000 in golf course personnel costs.

Vacant positions that are not expected to be filled during the next budget year have not been budgeted. The Arizona state retirement contribution rate has increased from 10.1% to 11.145% for both employer and employee. The Public Safety Retirement System employer contribution rate is 17.29%. Health insurance costs will increase by a projected 6%.

During fiscal 2007-2008 Council approved and staff implemented a Flexible Spending Account (FSA) for all employees. The FSA allows plan participants to pay for health related expenses on a pretax basis. About 75% of staff participates in the plan. The contribution limit for 2012-2013 is unchanged at \$5,400.

The City has contracted for health insurance with Insight Risk Advisors, a sister Company of ESG Corp., which has provided benefits services for the City for several years. The City will probably renew its PPO health insurance and HRA program with essentially no change in benefits to the employee. The City will also offer a HMO type plan to employees as an alternative. The cost of health insurance is in negotiation at this time.

The table below shows recent actual and budgeted total personnel costs by department.

Budgeted Total Personnel Costs (includes taxes and benefits) Fiscal Year 2012-2013						
Department	Dollar Amount			Full Time Equivalent Employee		
	Budget 2011-12	Est. Actual 2011-12	Budget 2012-13	Budget 2011-12	Budget 2012-2013	Change
City Council	20,713	21,200	20,713			
City Administration	275,530	283,006	264,400	4.00	4.00	0.00
City Clerk	115,533	113,925	117,336	2.00	2.00	0.00
Finance	148,153	113,397	189,187	1.85	2.72	0.87
Tourism	76,812	116,237	97,696	2.00	2.62	0.62
Police/ Animal Control	1,585,843	1,533,102	1,657,690	24.00	24.00	0.00
Fire	135,150	135,066	191,962	2.00	3.00	1.00
City Attorney	112,204	114,321	116,687	2.00	2.00	0.00
Magistrate	26,970	27,055	27,779	1.00	1.00	0.00
Library	178,347	171,595	182,779	5.00	5.00	0.00
Parks	222,530	165,478	146,290	5.67	3.00	-2.67
Recreation	-	25,875	97,072	0.00	3.63	3.63
Building	133,906	136,475	141,214	2.50	2.50	0.00
Planning & Zoning	89,841	96,516	95,271	1.50	1.50	0.00
Public Works	81,013	82,723	66,510	1.35	0.90	-0.45
Total General Fund	3,202,545	3,135,971	3,412,586	54.87	57.87	3.00
Transit	118,659	116,318	131,946	3.40	3.70	0.30
Streets	159,930	154,987	166,428	3.15	3.15	0.00
Natural Gas	389,726	369,957	387,275	7.60	7.01	-0.60
Water	322,928	318,669	362,240	5.89	6.52	0.63
Wastewater	340,655	354,630	381,562	5.91	6.27	0.36
Golf-Operations	164,276	148,938	140,801	5.95	5.29	-0.66
Golf-Maintenance	202,403	189,836	175,572	6.00	5.00	-1.00
Golf- Food & Beverage	147,229	159,095	166,595	7.95	7.20	-0.75
Total Other Funds	1,845,806	1,812,430	1,912,419	45.85	44.14	(1.72)
Grand Total	5,048,351	4,948,401	5,325,005	100.72	102.00	1.28

Budget Policy Statement – “Permanent” Contingency Funds Set Aside

The City committed in fiscal 2007-2008 to building a special contingency reserve fund over the next five years in an amount equal to 20% of the City’s annual operating costs. Cash in the fund would be used only for unbudgeted emergency expenditures required due to natural or unnatural events that would threaten services delivered by the City to its customers or due to a temporary economic downturn that would impair the City’s operating cash balances. Any funds withdrawn from the Contingency Reserve Fund would require special Council approval.

The fiscal 2007-2008 and 2008-2009 contributions to the fund were \$450,000, resulting in a total of \$900,000 allocated to the contingency.

Due to the state of the economy, Council has chosen to not fund the contingency for fiscal 2009-2010, 2010-2011, 2011-2012 and fiscal 2012-2013. In fact, contingency funds may be used if the economy deteriorates more than currently budgeted.

Budget Policy Statement – Use of Contingency Line Items in the Various Funds

Most Funds contain a line item called “Contingency”. Those contingency line items are intended for expenditures that are necessary for the efficient operation of the Fund, but were not anticipated or known with certainty at the time the budget was prepared. When contingency funds are used Council will be informed of their use. Any expenditure of contingency funds in excess of \$10,000 requires Council approval.

Budget Policy Statement – Capital Improvement Plan

The five year Capital Improvement Plan (CIP) is an integral part of this Budget. Plan particulars are discussed in the CIP section of the Budget.

Budget Policy Statement – Capital Projects Fund & Restriction on Construction Sales Tax

The Capital Projects Fund (CPF) was set up in the 2007-2008 fiscal year. It is designed to fund capital projects that are regional in nature. The funding sources for the CPF are the Construction Sales Tax, selected debt financing and anticipated grants. The Capital Projects Fund is discussed in more detail in the CIP section of the Budget.

Budget Policy Statement – Human Resources Rate Plan

The Salary Rate Plan for the City of Benson for the 2012-2013 fiscal year is shown beginning on page 12 herein. All salaries paid by the City during the next fiscal year will be within the salary ranges listed on the Plan, except for those salaries that were above the maximum prior to the beginning of the fiscal year. Salary ranges for fiscal 2012-2013 have been increased to reflect the 3% COLA.

Organization of the Budget

The foregoing information has been presented to give the reader an overview of the sources and uses of funds in the budget on a citywide basis. The following sections will provide both an overview and detailed line item budget and historical information on a department by department and Fund by Fund basis. In addition, each department head has provided additional information on the activities of his/her department/Fund.

The Capital Improvement Plan (CIP) is the final section of the Budget. It contains a summary five year plan followed by individual project sheets for each planned project.

Conclusion

The City of Benson has responded to the economic downturn in a most responsible manner. City staff and Council are to be recognized for their dedication to building on past successes despite the significant reduction in revenues during the past several years. Thanks to their efforts the City is entering the 2012-2013 fiscal year as financially healthy as it ended the prior year. The fiscal 2012-2013 budget is designed to be a flexible tool that will allow the City to maintain its financial stability and continue to provide the services our citizens want and need.

Respectfully submitted,

Glenn H. Nichols
City Manager

James F. Cox
Finance Director

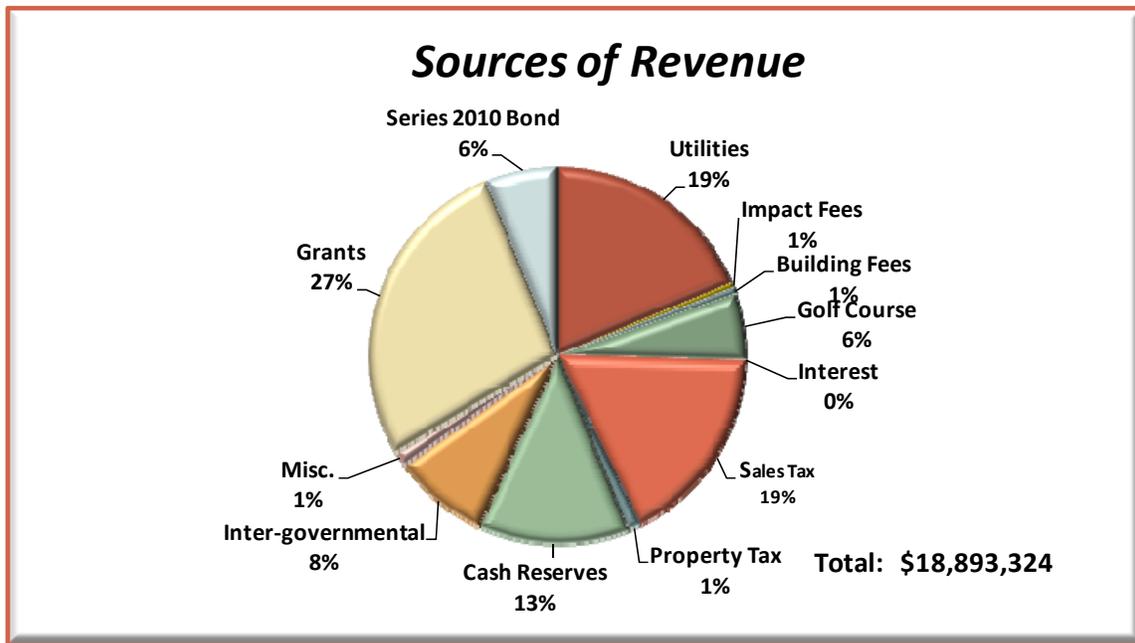
Fiscal 2012-2013 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
		(Adjusted for 3.0% COLA as of 7/1/12)		
City Management				
City Manager	72	89,890.12	112,362.65	134,835.18
Human Resources Director	55	59,075.34	73,844.18	88,613.01
Executive Asst. to City Manager	30	31,864.68	39,830.85	47,797.02
Facilities Supervisor	31	32,661.30	40,826.63	48,991.95
Administrative Assistant	24	27,476.82	34,346.02	41,215.22
Information Technology Specialist	34	35,172.65	43,965.81	52,758.97
Information Technology Technician	24	27,476.82	34,346.02	41,215.22
Human Resource Analyst I	24	27,476.82	34,346.02	41,215.22
Human Resource Coordinator	32	33,477.83	41,847.29	50,216.75
Custodian	14	21,464.84	26,831.06	32,197.27
Legal				
City Attorney	68	81,436.01	101,795.01	122,154.01
Prosecuting Attorney	58	63,617.68	79,522.10	95,426.52
Legal Assistant	32	33,477.83	41,847.29	50,216.75
Finance				
Finance Director	58	63,617.68	79,522.10	95,426.52
Deputy Finance Director	46	47,303.30	59,129.13	70,954.95
Accounting Supervisor	32	33,477.83	41,847.29	50,216.75
Accounting Specialist	32	33,477.83	41,847.29	50,216.75
Account Clerk III	24	27,476.82	34,346.02	41,215.22
Account Clerk II	20	24,892.64	31,115.80	37,338.96
Account Clerk I	16	22,551.50	28,189.38	33,827.25
City Clerk				
City Clerk	50	52,213.99	65,267.49	78,320.99
Deputy City Clerk	32	33,477.83	41,847.29	50,216.75
Development Services				
Building				
Building Official	50	52,213.99	65,267.49	78,320.99
Building Inspector II	36	36,953.26	46,191.58	55,429.89
Building Inspector I	32	33,477.83	41,847.29	50,216.75
Planning Technician	24	27,476.82	34,346.02	41,215.22
Code Enforcement Officer	24	27,476.82	34,346.02	41,215.22
Senior Permit Technician	26	28,867.83	36,084.79	43,301.75
Planning & Zoning				
Planning & Zoning Director	50	52,213.99	65,267.49	78,320.99
Senior Planner	40	40,789.49	50,986.86	61,184.23
Planning Technician	24	27,476.82	34,346.02	41,215.22
GIS Manager	40	40,789.49	50,986.86	61,184.23

Fiscal 2012-2013 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
(Adjusted for 3.0% COLA as of 7/1/12)				
Tourism				
Tourism Supervisor	30	31,864.68	39,830.85	47,797.02
Tourism Clerk	12	20,430.55	25,538.19	30,645.82
Library				
Library Director	40	40,789.49	50,986.86	61,184.23
Senior Library Assistant	22	26,152.83	32,691.04	39,229.24
Library Assistant	14	21,464.84	26,831.06	32,197.27
Library Page	6	17,617.20	22,021.50	26,425.80
Parks				
Parks Director	50	52,213.99	65,267.49	78,320.99
Parks Supervisor	31	32,661.30	40,826.63	48,991.95
Parks Maintenance Worker II	19	24,285.50	30,356.88	36,428.25
Parks Maintenance Worker I	15	22,001.47	27,501.83	33,002.20
Recreation				
Recreation Coordinator	32	33,477.83	41,847.29	50,216.75
Recreation Asst.	12	20,430.55	25,538.19	30,645.82
Lifeguard	9	18,971.80	23,714.74	28,457.69
Police Operations				
Police Chief	60	66,838.33	83,547.91	100,257.49
Police Commander	50	52,213.99	65,267.49	78,320.99
Support Services Division Lieutenant	46	47,303.30	59,129.13	70,954.95
Police Sergeant	44	45,023.96	56,279.95	67,535.94
Police Corporal	40	40,789.49	50,986.86	61,184.23
Detective	40	40,789.49	50,986.86	61,184.23
Police Officer	38	38,824.02	48,530.03	58,236.03
Police Support				
Police Communications Supervisor	34	35,172.65	43,965.81	52,758.97
Police Communications Specialist	22	26,152.83	32,691.04	39,229.24
Police Assistant	26	28,867.83	36,084.79	43,301.75
Police Records Clerk	22	26,152.83	32,691.04	39,229.24
Senior Animal Control Officer	26	28,867.83	36,084.79	43,301.75
Animal Control Officer	20	24,892.64	31,115.80	37,338.96
Fire Department				
Fire Chief	50	52,213.99	65,267.49	78,320.99
Admin Specialist	27	29,589.53	36,986.91	44,384.29

Fiscal 2012-2013 Salary Rate Plan				
Job Families and Job Titles	Salary Grade	Recommended		
		Minimum	Midpoint	Maximum
(Adjusted for 3.0% COLA as of 7/1/12)				
Public Works Department				
Public Works Director	60	66,838.33	83,547.91	100,257.49
Public Works Superintendent	50	52,213.99	65,267.49	78,320.99
Streets Superintendent	40	40,789.49	50,986.86	61,184.23
Administrative Assistant, Public Works	24	27,476.82	34,346.02	41,215.22
Engineering Aide	24	27,476.82	34,346.02	41,215.22
Utilities Operations Supervisor	35	36,051.96	45,064.96	54,077.95
Utilities Operator III	31	32,661.30	40,826.63	48,991.95
Utilities Operator II	27	29,589.53	36,986.91	44,384.29
Utilities Operator I	23	26,806.65	33,508.31	40,209.98
Street Maintenance Supervisor	31	32,661.30	40,826.63	48,991.95
Street Maintenance Worker III	27	29,589.53	36,986.91	44,384.29
Street Maintenance Worker II	23	26,806.65	33,508.31	40,209.98
Street Maintenance Worker I	19	24,285.50	30,356.88	36,428.25
Maintenance Technician	27	29,589.53	36,986.91	44,384.29
Meter Reader	23	26,806.65	33,508.31	40,209.98
Transit				
Transit Driver I	19	24,285.50	30,356.88	36,428.25
Transit Driver II	19	24,285.50	30,356.88	36,428.25
Golf Course				
Director of Golf Operations	40	40,789.49	50,986.86	61,184.23
Golf Shop Customer Service	4	16,768.30	20,960.38	25,152.45
Golf Course Superintendent	31	32,661.30	40,826.63	48,991.95
G.C. Mechanic	14	21,464.84	26,831.06	32,197.27
Foreman/Irrigation Tech.	16	22,551.50	28,189.38	33,827.25
Equipment Operator	8	18,509.07	23,136.34	27,763.60
Kitchen Manager & Chef	31	32,661.30	40,826.63	48,991.95
Cook	10	19,446.09	24,307.61	29,169.14
Dishwasher/Prep Cook	4	16,768.30	20,960.38	25,152.45
Lead Waitstaff	6	17,617.20	22,021.50	26,425.80
Waitstaff	4	16,768.30	20,960.38	25,152.45
Beverage Cart Attendent	4	16,768.30	20,960.38	25,152.45

Summary of Expenditures by Department or Fund			
Description	Fiscal 2011-2012		Fiscal
	Budget	Estimated Actual	2012-2013 Budget
General Fund			
Administration	492,738	588,619	628,508
City Council	27,813	32,040	62,613
City Clerk	143,663	119,523	148,046
Community Enrichment	109,250	62,698	88,750
Miscellaneous	2,130,697	396,000	1,461,566
Finance	196,683	147,852	240,487
Tourism	117,512	161,573	171,749
Police	1,815,393	1,730,642	2,044,090
Fire	768,391	737,919	524,003
City Attorney	193,304	195,442	237,987
Magistrate	132,175	63,555	64,329
Library	228,622	230,128	243,104
Parks	275,656	248,392	258,340
Recreation	41,149	62,341	204,002
Building	150,006	142,942	160,564
Planning & Zoning	107,991	113,520	132,221
Public Works	118,313	111,058	104,910
Total General Fund	7,049,356	5,144,243	6,775,269
Natural Gas	1,285,386	945,758	1,247,500
Water	767,000	678,751	858,000
Wastewater	870,600	809,788	880,000
Sanitation	700,500	664,201	650,500
Golf Course	1,048,000	989,153	1,065,170
Total Enterprise Funds	4,671,486	4,087,651	4,701,170
Airport	81,700	55,786	102,700
Streets	555,852	563,804	591,180
Transit	352,903	191,187	380,546
Debt Service	2,603,310	310,475	1,600,000
Capital Projects	1,560,000	879,309	1,752,000
Impact Fees	100,000	83,850	80,000
Grants	4,050,000	546,901	4,250,000
Firemen's Pension	26,400	26,334	26,400
Total - Other Funds	9,330,165	2,657,645	8,782,826
TOTAL - ALL FUNDS	21,051,007	11,889,539	20,259,265
Less: Interfund Transfers	(1,513,373)		(1,365,941)
Total Net Expenditures	19,537,634		18,893,324

Revenues



General Fund Revenues	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Administration					
General Property Tax	216,000	207,281	220,000	221,000	224,000
City Sales Tax (2.5%)	2,625,000	2,694,080	2,500,000	2,550,000	2,617,000
Bed Tax	154,000	74,689	76,000	52,850	52,000
State Sales Tax	355,606	365,038	386,226	386,226	426,881
Franchise Tax	150,000	151,334	160,000	160,356	165,000
Auto Lieu Tax	206,869	210,914	235,871	224,977	233,871
Business License	20,000	20,375	20,000	15,000	15,000
State Revenue Sharing	461,288	461,357	430,884	429,783	521,417
Interest Income	5,000	23,724	5,000	15,000	12,000
Copies and Notary Fees	750	3,189	3,000	554	600
Miscellaneous	2,000	7,221	5,000	9,352	7,500
Sale of Fixed Assets	2,500	5,562	6,000	3,724	5,000
Property Rental	33,000	32,625	21,000	50,697	40,000
Total Administration	4,232,013	4,257,391	4,068,981	4,119,518	4,320,269
Building / Planning & Zoning Development					
Planning & Zoning Fees	1,000	24,651	5,000	1,091	2,000
Building Permits	100,000	75,766	75,000	73,760	75,000
Building Plan Review Fees	35,000	23,855	25,000	18,511	20,000
Public Works Review Fees	20,000	31,849	39,000	6,962	7,200
PW Recording/ Misc Fees	500	650	750	-	600
Total Development	156,500	156,770	144,750	100,324	104,800
Police / Animal Control					
Forfeiture Rev /Checkproof Veh	32,000	19,949	20,000	8,669	12,000
Report Income	800	845	650	955	1,200
Fingerprint Revenue	1,400	1,015	1,000	1,576	1,500
Dog License / Shelter Fees	8,000	7,708	6,000	9,433	9,000
Shelter Fees from County	15,000	16,708	17,500	6,803	8,000
Animal medical Donations				825	7,500
Spay/Neuter Grants				-	15,000
GITEM Salary Reimbursement	58,800	61,025	61,000	20,915	30,000
Stonegarden Grant for OT	96,000	82,063	100,000	82,240	80,000
Stonegarden Grant for Equipment				-	72,000
GITEM Grant OT	60,000	62,373	65,000	64,100	5,000
GOHS Grant OT				-	7,000
RICO Seizure Revenue	-	-	2,000	-	
Other Income	18,000	7,557	7,000	6,238	7,000
Total Police Dept	290,000	259,243	280,150	201,754	255,200

General Fund Revenues	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Fire Dept					
Firemen's Revenue	5,000	-	5,000	-	18,000
Fire Dept Donations	500	250	1,000	-	500
Total Fire Dept	5,500	250	6,000	-	18,500
Magistrate					
Citations from Benson PD	1,600	751	900	17	100
Total Magistrate	1,600	751	900	17	100
Library					
Library Fines	6,000	7,814	8,500	7,280	7,500
Library Donations - Restricted	-	400	100	-	100
Total Library	6,000	8,214	8,600	7,280	7,600
Parks & Recreation					
Pool Fees	2,000	5,591	2,000	2,629	4,000
Summer Program Fees	-	2,410	600	359	600
Park User Fees	-	-	4,000	-	2,000
Donations	-	-	5,000	-	1,000
July 4 Revenue / Donations	10,000	8,500	10,000	12,000	15,000
Cancer Awareness Trek (CAT) Walk	-	-	40,000	-	-
Bluegrass				18,000	20,000
Other Events					20,000
Miscellaneous	600	5,000	6,500	3,561	4,000
Total Parks & Recreation	12,600	21,501	68,100	36,549	66,600
Tourism					
Tourism Sales	1,200	1,902	3,000	1,730	1,000
Total Tourism	1,200	1,902	3,000	1,730	1,000
Cemetery					
Plot Sales	3,000	1,500	2,000	1,200	1,200
Total Cemetery	3,000	1,500	2,000	1,200	1,200
Miscellaneous					
Grant for Fire Brush Truck	-	-	281,000	-	
Cash from Fire Truck Cash Account			90,000	252,000	
Contingency Reserve	900,000	-	900,000	900,000	900,000
Carry Forward Balance	1,200,000	-	1,200,000	1,100,000	1,100,000
Total Miscellaneous	2,100,000	-	2,471,000	2,252,000	2,000,000
Total General Fund Revenue	6,808,413	4,707,522	7,053,481	6,720,371	6,775,269

Gas Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Gas Revenue	937,303	641,252	877,724	622,155	750,000
Multi-User Gas Revenue	5,000	8,297	8,723	7,978	7,500
Commercial Gas Revenue	314,000	275,538	351,439	293,442	390,000
Utility Service Charges	15,000	12,405	15,000	12,090	15,000
New Gas Hookups	6,500	6,582	7,500	6,499	7,500
Penalty and Interest Fees	14,000	7,300	10,000	5,562	7,500
Round Up Revenues	15,000	-	15,000	-	15,000
Bond Proceeds	-	-	-	-	55,000
Other Income	100	-	-	-	-
Total Revenues	1,306,903	951,373	1,285,386	947,726	1,247,500

Water Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Water Revenue	450,000	411,202	425,000	387,903	450,000
Commercial Water Revenue	330,000	325,902	320,000	288,060	330,000
New Hookups	25,000	14,646	15,000	24,835	30,000
Impact Fee Allocation	100,000	-	-	-	41,000
Construction Sales Tax Allocation	-	-	-	-	-
Water Tank Rental	12,000	-	-	-	-
Water Accomodation Fees	5,000	6,875	7,000	6,098	7,000
Other Income	-	-	-	-	-
Total Revenues	922,000	758,625	767,000	706,896	858,000

Wastewater Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Wastewater Fees	423,000	404,737	420,000	432,746	450,000
Multi-User Wastewater Fees	7,000	7,396	8,000	7,009	8,000
Commercial Wastewater Fees	249,000	259,442	265,000	249,504	265,000
New Hook Ups	30,000	15,725	16,000	16,093	15,000
Impact Fee Allocation	60,000	-	-	-	-
Series 2010 Bond	115,000	-	71,000	-	-
Whetstone W/W Fees	86,506	103,038	90,000	96,469	130,000
Misc Revenue	600	79,366	600	7,967	12,000
Total Revenues	971,106	869,704	870,600	809,788	880,000

Sanitation Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Sanitation Fees	315,000	308,827	330,000	326,725	350,000
Multi-User Sanitation Fees	1,000	233	500	-	500
Commercial Sanitation Fees	385,000	363,244	370,000	317,183	300,000
Total Revenues	701,000	672,304	700,500	643,908	650,500

Streets Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Gasoline Tax	343,295	340,097	355,852	355,852	371,180
State Lottery Revenue	-	4,145	-	12,131	20,000
Miscellaneous Income	-	24,147	-	-	-
Series 2010 Bond Proceeds	200,000	-	200,000	182,936	200,000
Total Revenues	543,295	368,388	555,852	550,919	591,180

San Pedro Golf Operations	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Memberships	-	5,697	10,000	37,088	42,570
Green and Cart Fees	180,000	183,839	300,000	233,209	309,206
Merchandise Sales	5,000	15,105	39,000	29,400	31,970
Practice Facility	-	13,620	21,000	20,448	22,089
AGS Donations	295,000	285,000	300,000	299,250	300,000
Other Income	-	675	-	479	500
Total Revenues	480,000	503,936	670,000	619,875	706,335

San Pedro F&B	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Food Sales	120,000	83,925	300,000	235,609	294,500
Beer Sales	-	19,536	50,000	35,247	42,295
Wine Sales	-	1,614	8,000	7,753	9,305
Liquor Sales	-	4,159	20,000	10,610	12,735
Total Revenues	120,000	109,234	378,000	289,219	358,835

Transit Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Grant Reimbursement - FTA 5311 - Capital	335,966	371,083	168,902	2,000	176,200
Grant Reimbursement - FTA 5311 - Operating	71,506	34,890	72,451	78,617	83,729
Grant Reimbursement - FTA 5311 - Admin	30,388	24,912	28,577	19,946	28,576
Grant Reimbursement - FTA 5316 (requested)	23,850	-	17,000	12,069	-
Grant Reimbursement - FTA 5317	12,750	-	10,500	10,000	-
SEAGO AAA	40,000	40,000	25,240	25,146	24,000
Fare Revenue	5,000	4,999	8,000	5,942	8,000
Allocation from General Fund	24,828	-	22,233	-	60,041
Total Revenues	544,288	475,884	352,903	153,721	380,546

Airport Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Contribution General Fund	96,100	-	69,700	-	90,700
Business Revenue	3,600	10,801	12,000	2,198	12,000
Total Revenues	99,700	10,801	81,700	2,198	102,700

Capital Projects Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Construction Sales Tax	600,000	318,176	400,000	383,089	440,000
Series 2010 Bond Proceeds	1,204,000	-	745,000	500,000	910,000
CDBG Grant	-	-	355,000	-	305,000
Anticipated Grant	250,000	-	60,000	-	97,000
Total Revenues	2,054,000	318,176	1,560,000	883,089	1,752,000

Impact Fee Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Impact Fee	120,000	86,110	100,000	83,850	80,000
Carry Forward Balance	540,000	-	-	-	-
Total Revenues	660,000	86,110	100,000	83,850	80,000

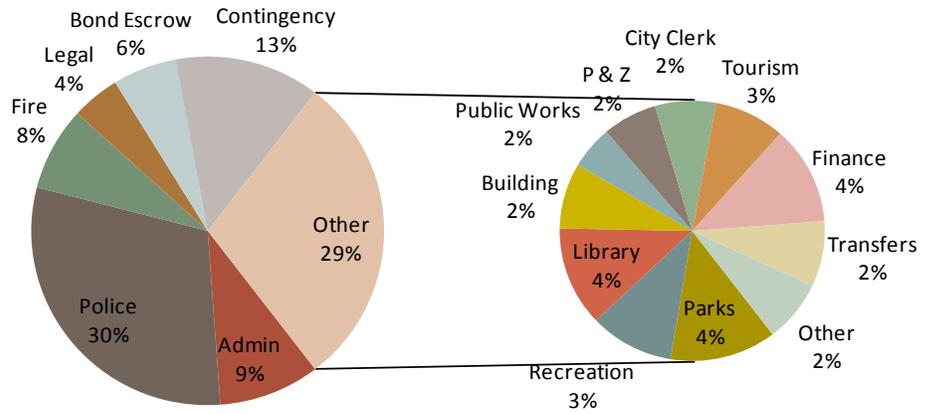
Debt Service Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Debt Service Escrow Carried Forward	-	-	406,000	-	-
Bond Proceeds Carried Forward	-	-	1,791,310	-	1,600,000
Series 2010 Bond Proceeds	5,020,000	-	-	-	-
Interest Income	2,000	31	10,000	-	-
Transfer From WW Infrastructure Fund	-	-	-	-	-
Transfer of Payments from General Fund	396,000	-	396,000	-	-
Total Revenues	5,418,000	31	2,603,310	-	1,600,000

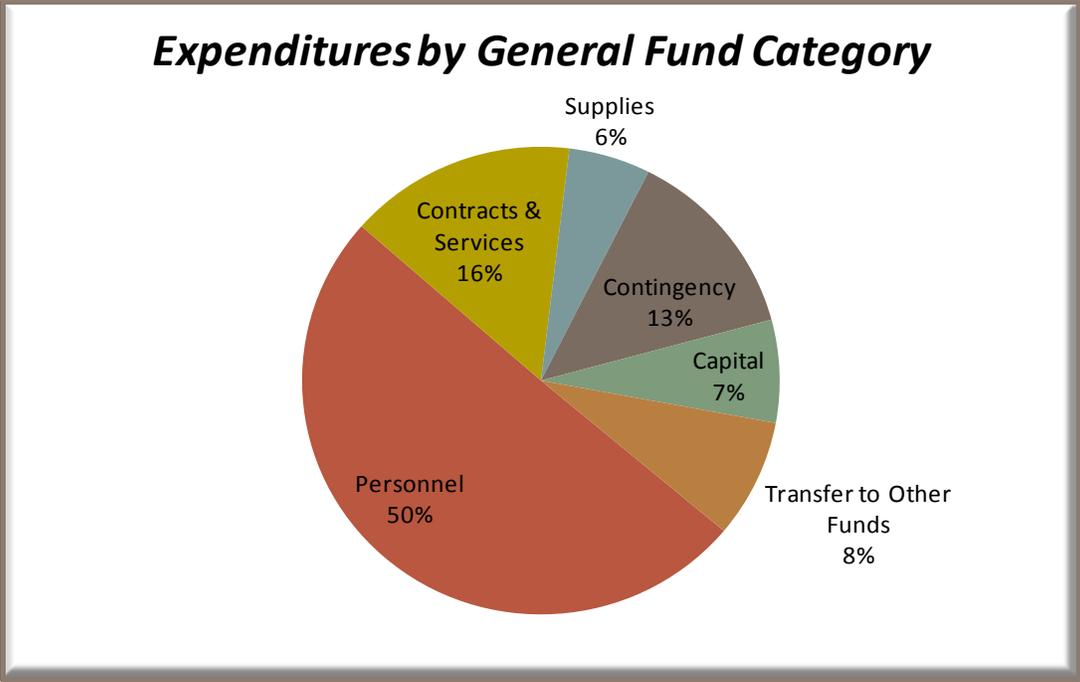
Fire Pension Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Contributions From State Fund	4,500	5,584	6,000	5,656	6,000
Contributions From Fire, Inc	-	574	960	849	1,200
Contributions From General Fund	19,900	-	9,440	-	9,200
Interest Income	2,000	11,901	10,000	-	10,000
Total Revenues	26,400	18,059	26,400	6,505	26,400

Revenues 20,259,265
Less: Transfers Between Funds [1,365,941]
TOTAL REVENUES \$18,893,324

General Fund
Expenditures

Expenditures by General Fund Department





City Council

The Mayor and City Council are comprised of seven elected officials of the City. The Mayor is directly elected by the citizens every two years while the Vice-Mayor is selected by the Council. They serve four year overlapping terms in the manner prescribed by State Law. The Mayor and City Council provide policy direction for the City through the City Manager with the adoption of rules, regulations and procedures.

City Council includes costs for the annual League of Cities booth. It also includes Employee Council expenditures for other employee promotions.

City Council	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	16800	17,980	19,200	19,152	19,200
Payroll Taxes	1285	1,481	1,469	1,656	1,469
Workman's Compensation	44	33	44	392	44
Total Personnel	18,129	19,493	20,713	21,200	20,713
Contracts & Services					
Travel	3500	4,247	3,000	5,250	5,200
Council Photos					500
Youth Council					3,000
Employee Council	2000	1,160	1,500	861	900
Total Contracts & Services	5,500	5,407	4,500	6,111	9,600
Supplies					
Operating Supplies	600	1,769	600	1,292	1,200
League of Cities	2000	3,047	2,000	2,584	3,200
Title 9 Books					900
Total Supplies & Expenses	2,600	4,817	2,600	3,876	5,300
Capital Projects					
CIP CM 12-2 Audio Equip.					12,000
CIP CM 12-3 Video Equip.					15,000
Total Capital Costs	-	-	-	-	27,000
Total Council	26,229	29,717	27,813	31,188	62,613

City Manager / City Administration

City Administration Departments

City Manager: The City Manager is the “Team Leader” responsible for the proper administration of the City and serves as the Chief Administrative Officer of the government under the control and direction of the City Council, as provided under Section 3-1-2 of the City Code. The City Manager is responsible for providing leadership in administering the programs and policies established by the Mayor and Council. The City Manager is further responsible for the coordination of the administrative functions of the various departments, boards, divisions and services of the City government. The following Department Heads report to and receive direction from the City Manager: Finance Director, City Clerk, Public Works Director/City Engineer, Building Official, Planning and Zoning Director, Chief of Police, Fire Chief and Library Director.

Human Resources: The Human Resource office provides personnel-related services to City employees. This includes employee relations, recruitment and selection, classification and compensation, employee benefits, employee safety and worker’s compensation (and elements of the City’s risk management effort), OSHA oversight, training and development, Human Resources Information Systems (HRIS), organizational development and employee records.

Facilities Management: The Facilities Management Division manages and coordinates the maintenance and repairs of all City owned property.

Economic Development: The City’s Economic Development Subcommittee is composed of City Council, City staff representatives and key local business leaders. The Economic Development Strategic Plan was developed as a plan to keep the City moving forward. The Mayor and Council’s goal for this plan is to encourage a healthy business climate by providing timely information to new and existing businesses. The City’s commitment to Economic Development will help diversify, expand and develop the local business sector. The plan has been distributed and is available for viewing on the City website.

Intergovernmental Liaison: One of the strategic plan goals is to promote cooperative partnerships with Local, County, State and Federal entities. This can best be accomplished by working on an intergovernmental liaison strategy. The City Manager develops, represents, and advocates the interests of the City of Benson.

Position	Number	Percentage
City Manager	1	100%
Custodian	1	100%
Human Resources Analyst	1	100%
Facilities Supervisor	1	100%

Administration	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	216,336	195,143	216,335	222,330	199,827
Overtime Wages	2,400	424	-	-	-
Payroll Taxes	16,550	14,319	16,550	16,758	15,287
Retirement Benefits	21,309	19,101	21,850	22,456	22,271
Employee Insurance	26,398	20,003	20,795	21,462	27,015
Total Personnel	282,993	248,991	275,530	283,006	264,400
Contracts & Services					
Professional Services	3,600	795	1,200	787	1,200
Professional Services - HR					3,300
IT Services	-	-	38,990	30,833	30,000
Intergovernmental Relations					10,000
Education and Training	1,200	1,020	1,000	992	1,500
Utilities	12,000	13,292	12,000	11,437	13,000
Telephone	12,000	16,458	16,000	15,573	16,000
Repairs & Maintenance	10,000	4,607	3,000	2,845	10,000
Rentals	3,800	3,940	3,800	1,784	1,800
Uniforms	200	399	200	458	400
Insurance	80,000	51,672	74,000	57,677	64,000
Public Notices, Advertising	3,600	1,637	1,200	1,671	1,200
Advertising - HR					5,000
Travel	1,200	172	300	-	-
Dues & Licenses	9,600	8,456	9,600	11,316	7,800
Other	300	65	300	-	-
Total Contracts & Services	137,500	102,513	161,590	135,372	165,200
Supplies					
Office Supplies	6,400	1,803	1,200	2,180	3,000
Postage & Shipping	5,400	5,020	5,400	4,043	1,000
Computer Supplies	120	1,279	600	8,849	600
IT Supplies	-	-	3,000	17,936	10,000
Operating Supplies	6,000	14,381	12,000	10,091	10,000
Vehicle Fuel & Oil	2,400	3,182	3,000	2,796	3,000
Vehicle Repairs & Maint	3,600	5,542	3,600	4,332	4,500
Total Supplies	23,920	31,207	28,800	50,228	32,100
Capital Projects					
CIP PW 11-6 City Hall Roof	-	-	20,000	-	20,000
CIP 12-1 CM Vehicle					15,000
CIP CM 12-5 UAS Econ Dev.					25,000
Uninsured Claims	-	-	-	108,996	100,000
Property Payment	6,808	6,807	6,808	6,790	6,808
Contingency	-	-	-	4,226	-
Total Capital Projects	6,808	6,807	26,808	120,013	166,808
Total Administration	451,221	389,518	492,728	588,619	628,508

Community Enrichment	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Contracts & Services					
City Promotion	35,000	36,428	35,000	35,000	54,000
Historical Commission	1,200	656	600	-	600
Arts Council	1,200	1,653	1,200	1,200	1,200
Economic Development	4,200	2,664	3,000	1,995	5,000
Fire Works	18,000	19,227	18,000	14,968	15,000
Food Pantry	1,600	1,300	1,200	1,556	1,200
Governor's Alliance Recreation Programs	-	-	4,000	-	4,000
Butterfield Rodeo	-	-	750	998	750
Arizona Rangers Rodeo	-	-	750	998	750
Shop with a Cop	-	-	500	665	500
Youth Council	-	-	3,500	319	-
Cancer Awareness Trek (CAT) Walk	-	-	40,000	5,000	5,000
City/School Joint Cooperative Activities	-	-	750	-	750
Grant Matches	-	-	-	-	-
Total Contracts & Services	61,200	61,927	109,250	62,698	88,750
Total Community Enrichment	61,200	61,927	109,250	62,698	88,750

Miscellaneous	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Contribution to Fire Pension	19,900	-	9,440	-	9,200
Contribution to Airport	96,100	-	69,700	-	90,700
Contribution to Transit	24,828	-	22,233	-	60,041
Contingency	879,972	-	733,324	-	5,625
Contingency Reserve Set Aside	900,000	-	900,000	-	900,000
Bond Escrow Reserve	396,000	-	396,000	396,000	396,000
Total Miscellaneous	2,316,800	-	2,130,697	396,000	1,461,566

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City Clerk

City Clerk: The City Clerk is the historian of the City and is responsible for preserving the City's legislative history through the timely and accurate accumulation, preservation and accessibility of the official legal records. The Clerk's office is the centralized information distribution point, serving as a link between citizens and government as the primary source for providing information, striving to be a valuable resource for our citizens, City Council and staff. The City Clerk's office also conducts elections, assists with voter registration and performs notary services. Other duties of the City Clerk include maintaining the City Code, preparing notices of public hearings, maintaining listings of Board & Commission members, as well as serving as the Deputy Secretary to the Benson Municipal Property Corporation, the Firefighters' Pension & Relief Fund and the Economic Development Subcommittee. The Clerk's Office provides staff support to City Council; preparing, assembling and distributing the Council Agendas and Packets; fulfilling all legal posting requirements; and recording City Council actions. Functions of the Clerk's Office are performed in accordance with Arizona Revised Statutes, Benson's City Code and the administration policies and objectives of the City.

Fiscal 2011-2012 Accomplishments:

- Completion and implementation of the Clerk's Strategic Plan, outlining the process to ensure records on file are organized, indexed, scanned and retained according to the records retention policy.
- Organized physical storage of declared public records, bids, deeds, easements and rights-of-way
- Continued electronic storage and organization of subdivision records by subdivision, which include development or pre-development agreements, annexations, plats, trust assurance agreements, partial releases, full releases and any other document brought to Council for action
- Indexes have been completed for:
 - Ordinances – to 1980
 - Resolutions – to 1980
 - Declared Public Documents – to 1980
 - Deeds, Easements & Rights-of-Way – to 1924
 - Leases, Contracts & Agreements – to 1991
- All Council agendas, complete packets, minutes, ordinances, resolutions, leases, contracts & agreements, public hearing notices and quorum notices for the calendar year of 2011, as well as the index for leases, contracts & agreements back to 1991, were combined into an electronic file for Council and staff use. New to this file for 2011 was the addition of all newspaper articles relating to the City.

- Attended the Showcase of Cities & Towns event at the League of Arizona Cities & Towns conference with the Tourism Supervisor in August, 2011, hosting a successful booth that received many compliments

Fiscal 2012-2013 Goals & Objectives:

- Continue progress on organizing, scanning and indexing City records utilizing the City Council meeting minutes per the Clerk’s strategic plan.
- Renew Boards & Commission training seminar
- Work with the City Attorney to establish quarterly worksessions to keep City Council abreast of policies, procedures and new legislation
- Create and implement an Electronic Records Policy and Training
- Adopt the City Code in new format with changes as recommended by Staff and approved by Council
- Establish and conduct a Voter Outreach program
- Implement a Council approved Youth Council program in cooperation with the Benson School, possibly forming a chapter of the Junior State of America (JSA) program to educate and encourage participation in our local government
- Hold a Candidate Forum, December 2012
- Completing 2013 Primary and General Elections, implementing all new election laws

Position	Number	Percentage
City Clerk	1	100%
Deputy City Clerk	1	100%

City Clerk	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	85,709	83,878	85,709	87,687	90,838
Payroll Taxes	6,557	6,179	6,557	6,828	6,949
Retirement Benefits	8,442	8,171	8,657	8,856	10,124
Employee Insurance	16,021	10,916	14,610	10,554	9,425
Total Personnel	116,729	109,144	115,533	113,925	117,336
Contracts & Services					
Professional Services	600	725	750	677	900
IT Services	-	-	1	173	150
Education and Training	2,500	1,305	2,500	2,500	2,500
Public Notices & Advertising	2,400	5,380	2,400	332	2,400
Travel	60	64	60	28	60
Dues & Licenses	710	458	950	656	950
Total Contracts & Services	6,270	7,932	6,661	4,366	6,960
Supplies					
Election Supplies & Postage	20,000	24,024	20,000	-	20,000
Office Supplies	1,200	1,073	1,200	1,190	100
Computer Supplies	120	66	120	-	3,500
Operating Supplies	120	267	150	42	150
Total Supplies	21,440	25,429	21,470	1,232	23,750
Total City Clerk	144,439	142,505	143,664	119,523	148,046

Tourism Division

The Tourism division manages the Benson Visitors Center providing relevant and interesting information to local residents, City employees, and business and leisure travelers, improving their access to the City's services, programs and amenities, and enhancing the image of the City. One of the key tools is the tourism web-site, which includes a regional calendar of events.

The Tourism Supervisor also provides technical support for the Economic Development Subcommittee.

Position	Number	Percentage
Tourism Supervisor	1	100%
Tourism Clerk	1	100%
Tourism Clerk	1	62%

Tourism	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	50,685	73,240	56,864	84,861	73,429
Overtime Wages	1,000	2	-	-	
Payroll Taxes	3,877	5,437	4,350	6,609	5,617
Retirement Benefits	4,993	7,159	5,743	8,571	8,184
Employee Insurance	10,784	13,373	9,855	16,196	10,466
Total Personnel	71,339	99,211	76,812	116,237	97,696
Contracts & Services					
Professional Services	-	195	-	-	
IT Services	-	-	1		500
Education and Training	300	336	300	280	300
Utilities	3,600	3,789	3,600	3,386	3,600
Telephone	2,400	2,620	2,400	2,885	2,400
Repairs & Maintenance	600	2,926	2,400	2,031	3,150
Uniforms	120	21	-	-	
Public Notices, Advertising	20,000	21,860	16,189	19,774	42,417
County Tourism Council	10,011	-	10,011	10,011	10,011
Travel	1,200	267	1,000	992	1,100
TEAM Grant Matches	-	-	-	-	
Grant Matches	-	-	-	-	1,000
Total Contracts & Services	38,231	32,016	35,901	39,360	64,478
Supplies					
Office Supplies	600	936	600	428	2,705
Computer Supplies	500	1,568	1,200	162	1,980
Souvenir Inventory	1,200	1,500	1,500	738	3,390
Operating Supplies	2,000	4,009	1,500	4,648	1,500
Total Supplies	4,300	8,013	4,800	5,976	9,575
Total Tourism	113,870	139,239	117,513	161,573	171,749

FINANCE DEPARTMENT

Description of Activities

The Finance Department is responsible for processing, monitoring and reporting on the City's financial activities. Specific duties include accounting, financial reporting, managerial analysis and reporting, maintenance of internal controls, investment management, debt management, audit coordination, budgeting, procurement administration, grant administration, sales tax monitoring and audits, risk and insurance administration, accounts payable, payroll, utility billing and collection, work order processing and business licensing. The Department also develops and administers the City's Capital Improvement Program, procurement program, participates in economic development and special projects as assigned by the City Manager and City Council.

The Finance Department manages the Golf Course.

Fiscal 2011-2012 Accomplishments

- Obtained unqualified audit opinions on the City's Comprehensive Annual Financial Report and Annual Expenditure Limitation Report.
- Refined monthly written and oral financial reports presented to City Council.
- Expanded the analysis, monitoring and audit of sales tax collections.
- Revamped the grant accounting and administrative procedures.
- Tightened internal controls through more documented review procedures.
- Made significant progress on staff development through formal classes and cross training on all departmental functions. Staff is nearing 90% cross trained for all Finance Department activities except the functions of the Finance Director.
- Participated as a member of City Council's Economic Development Subcommittee.
- Submitted comprehensive financial information on the financial performance of the City on a year by year basis over the past five years to Standard & Poors in order to obtain an independent rating of the City's financial strength. Standard & Poors granted the City a bond rating of "AA-Stable". The high bond rating has enabled the City to secure favorable public bond financing.
- Completed a bond issue in the amount of \$5,240,000 at an average coupon rate of 4.14% and all in total interest cost of 4.69%.
- Secured four grant awards in the total amount of \$565,000 in order to create a transit system to serve the City and surrounding areas.
- Created and implemented a fixed deviated transit system to serve the City and surrounding areas.

- Completed the transfer of the San Pedro Golf Course to the City under favorable and workable financial terms.
- Hired key staff members for the golf course and restaurant. Supervised the refurbishment and reopening of the golf course and restaurant. Designed the operating structure for the facility. Set up and implemented all accounting and financial reporting systems. The Finance Director directs the management of the facility.

2012-2013 Goals and Objectives

- Expand the audit capability of staff to become more active in sales tax and general internal auditing
- Continue to refine timely, accurate and informative financial reports to management and Council
- Continue to receive unqualified audit opinions from the City’s auditors
- Continue to place strong emphasis on professional development of all Finance Department staff
- Continue the development of “user friendly” internal and external financial reports
- Continue to manage the Series 2010 bond financing
- Continue the management of the City’s new transit program and golf course
- Succession Planning. The finance director is contemplating retirement. The department is committed to creating a seamless transition to the new management.
- Purchase of additional Caselle modules to make cash receipting and work order processing more efficient and user friendly.

Personnel

The Finance Department is not requesting any additional permanent positions. The Finance Director is contemplating retirement during fiscal 2013, so the budget reflects the addition of a Deputy Finance Director who could possibly succeed the current Finance Director upon his retirement. The Finance Director allocates 95% of his time to Finance and 5% to the golf course. The Accounting Supervisor allocates 40% of her time to Finance and 20% to each of the Utility Funds. The Accounting Clerks I, II and III are allocated 90% to Utilities. The Accounting Specialist position is 55% Finance and 45% Utilities. All of the positions listed report to the Finance Director.

Position	Number	Percentage
Finance Director (75% of year)	1	95%
Accounting Supervisor	1	40%
Accounting Specialist (60% of year)	1	55%
Deputy Finance Director	1	100%
Account Clerk I, 75% time	1	10%
Account Clerk III	1	10%

Account Clerk II	1	10%
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Finance	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	102,953	101,356	112,359	88,912	141,543
Overtime Wages	-	81	-	53	
Payroll Taxes	7,876	7,359	8,596	6,316	10,828
Retirement Benefits	10,141	10,163	11,348	8,930	15,775
Employee Insurance	14,047	36,205	15,850	9,187	21,041
Total Personnel	135,017	155,164	148,153	113,397	189,187
Contracts & Services					
Professional Services	24,000	16,513	21,000	16,000	18,000
IT Services	-	-	1	758	1,800
Education and Training	4,200	411	600	1,306	2,400
Bank Charges	600	1,397	750	3,701	3,600
Telephone	1,800	2,540	2,700	1,398	2,700
Repairs & Maintenance	600	260	350	297	300
Uniforms	-	-	200	-	200
Public Notices, Advertising	1,200	3,609	3,800	286	4,000
Travel	100	-	100	-	100
Dues & Licenses	230	230	230	306	600
Total Contracts & Services	32,730	24,960	29,731	24,052	33,700
Supplies					
Office Supplies	3,600	1,929	1,200	1,377	1,200
Postage & Shipping	1,800	-	-	-	
Computer Supplies	6,000	7,332	3,600	5,762	4,800
IT Supplies	4,800	1,429	-	-	
Network Supplies	3,600	4,343	-	-	
Operating Supplies	1,200	6,891	6,000	3,263	3,600
Total Supplies	21,000	21,924	10,800	10,403	9,600
Capital Projects					
Capital Outlay	5,750	-	8,000	-	8,000
Total Capital Projects	5,750	-	8,000	-	8,000
Total Finance Dept.	194,497	202,049	196,684	147,852	240,487

Police Department

Description of Department Activities:

The Benson Police Department consists of the Chief of Police and as many police and civilian personnel as approved by the City Council to provide order and safety for the community.

Fiscal 2011-2012 Achievements:

Motto "Continuous Improvement"

Mobile Data terminals in car system.

Purchased two new Police Tahoe's, with new graphics.

Re-painted half the patrol fleet to black and white scheme

Arrested two suspects in Homicide Case

Continued success in city drug investigations.

Assigned a second officer to investigations.

Installation of new Emergency Generator at Police/Fire complex

Grant Funding:

\$ 72,800.00 Stone Garden-overtime money and mileage

\$ 62,500.00 Stone Garden-equipment

\$ 9,000 Governor's Office of Highway-Radar & overtime

Grant Applications:

\$ 175,000.00 Stone Garden-overtime money, mileage, equipment, (one year)

\$ 100,000.00 Governor's Office of Highway Safety

\$ 150,000.00 Department of Homeland Security

2012-2013 Goals & Objectives:

Continue to provide training that improves the department and the personnel.

Continue to provide professional service to the community.

Continue to search for new technology to aid the officers perform their duties.

Use grant money to acquire needed equipment and additional overtime for the department.

Grant a minimum 3% increase in pay for all personnel in the police department.

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Position	Number	Percentage
Police Chief	1	100%
Police Commander	1	vacant
Police Lieutenant	1	vacant
Police Sergeant	2	100%
Police Corporal/Detective	2	100%
Police Corporal	1	100%
Police Officer	9	100%
Police Officer	2	vacant
Police Assistant	1	100%
Police Communications Specialist	5	100%
Police Records Clerk	1	100%
Senior Animal Control Officer	1	100%
Animal Control Officer	1	100%

Police	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	1,050,675	1,062,341	1,005,432	1,045,685	1,022,057
Overtime Wages	40,000	65,448	55,000	60,717	70,000
StoneGarden OT	60,000	70,325	75,000	11,301	80,000
GITEM OT	-	960	1,200	3,817	5,000
GOHS OT	-	212	-	2,351	7,000
Payroll Taxes	88,027	87,691	86,953	82,703	90,580
Retirement Benefits	179,905	169,083	192,291	168,508	200,690
Employee Insurance	202,594	172,970	169,967	158,021	182,363
Total Personnel	1,621,201	1,629,030	1,585,843	1,533,102	1,657,690
Contracts & Services					
Professional Services	18,000	32,049	48,000	20,065	30,000
Holding Cell Supplies & Meals	300	120	300	158	300
IT Services	-	-	1	10,490	20,000
Education and Training	7,500	7,401	7,500	4,698	7,500
Utilities	10,600	18,244	18,000	13,119	15,000
Telecommunications	18,000	21,700	18,100	20,699	25,000
Bldg & Equip Repairs & Maint	7,000	8,936	7,000	7,025	10,000
Rentals	3,600	5,711	3,600	4,921	5,800
Uniforms	23,700	23,027	32,000	22,758	24,000
Public Notices, Advertising	1,200	298	-	511	300
Community Sponsorships	250	-	500	200	500
Travel	-	-	2,500	173	2,500
Dues & Licenses	600	950	750	1,689	1,200
Animal Control Medical	3,200	2,019	2,100	1,989	3,800
Animal Med. From Donations				-	7,500
Spay & Neuter from Grants				-	15,000
Grant Matches	-	-	10,000	-	10,000
Total Contracts & Services	93,950	120,455	150,351	108,496	178,400
Supplies					
Office Supplies	4,800	5,182	4,000	3,533	4,500
Computer Supplies	5,000	9,987	7,200	5,733	7,500
Operating Supplies	9,000	9,638	10,000	9,654	10,000
Vehicle Fuel & Oil	26,000	34,611	25,000	36,874	45,000
Vehicle Repairs & Maint	22,000	17,850	23,000	33,249	30,000
Total Supplies	66,800	77,268	69,200	89,044	97,000
Capital Projects					
PD 12-1 Computer Server	-	-	-	-	20,000
PD 12-2 2 ATVs & Trailer					30,000
PD 12-3 Patrol Vehicle	36,000				42,000
Dispatch Upgrades	-	-	10,000	-	10,000
Office Equipment					9,000
Total Capital Projects	36,000	-	10,000	-	111,000
Total Police Dept.	1,817,951	1,826,752	1,815,394	1,730,642	2,044,090

Fire Department

The Benson Fire Department's Mission is to provide our customers (residents, businesses and visitors) protection from natural and man made causes of loss of life and property. We strive to provide this service through Community Education, Fire Suppression, Emergency Medical Services (EMS) response, Rescue, Hazardous Material Mitigation, Emergency Management Services and Fire Code Compliance.

2011-2012 Accomplishments:

- Received Three Grants
 - The Tohono O'odham Nation Grant was awarded to the City for \$36,335.00 for Thermal Imaging Cameras and Carboxyhemoglobin Saturation Monitors
 - The Department received a grant from the Governor's Office of Highway Safety for \$11,550.00 for Extrication Equipment
 - The Arizona State Homeland Security Grant Program (SHSGP) grant was awarded to the City for a Dispatch Center upgrade to accommodate for the dispatching of the area Fire Departments. This grant was for \$146,000.00
- The Department continues to respond to EMS calls and maintain a great working relationship with the local ambulance service.
- We have had three Firefighters take the EMT course and become certified.
- Two Firefighters have taken the Driver Operator Course and have been certified
- One Firefighter has completed the Firefighter I and II certification academy
- The Department continues to train and work with the area Fire Departments for Mutual Aid Interoperability. (No Funds Required)
- The Department along with the Building Department continue to work on the Commercial Fire Inspection Program. (No additional funds required)
- The annual inspections and certifications are being completed as required for apparatus, tool/equipment and test equipment per the NFPA Standards. (Completed by annual budgeted funds)
- The Department worked with the other fire agencies to move forward with centralized dispatch through Benson PD.
- All radios will be Narrow Banded by May, thus completing the federal mandate to Narrow Band all Public Safety Radios. (done through Budgeted Funds)

- As a member of the Cochise County EMS Council and the Vice-Chairman of the Cochise County Fire Association, I have fostered partnerships with other area Chiefs. (FY Budgeted Funds \$100.00)
- The Department has hired one new Firefighter and has several other people interested in joining the Department.
- The Department is working on joining the Arizona State Forestry Division Cooperative Rate Agreement.
- Applied for a DHS SHSGP Grant for the second phase of an interoperability communications project. No matching funds.
- Applied for a Grant from the Governor's Office of Highway Safety for extrication equipment. No matching funds.
- The Records Management System is working out great. Several of the area Departments are using the same system and we are able to link reports as needed. (Budgeted funds approx. \$1,400.00)
- Sent two personnel for certification for Self Contained Breathing Apparatus Technician for repair and maintenance of our breathing air packs. (from training budget)
- Purchased a 3500 gallon Tender to increase the type of service to this community and others. This will also be available for assignment for large fires from the AZ State Forestry Division
- Purchased a cab and chassis for an upgrade to a Brush Engine.
- The Department is requiring members get an annual medical physical for Fit for Duty status.
- The Department established an Explorer Post with The Boy Scouts of America. We currently have four explorers. The explorers train and respond to calls with the other Firefighters.

2012-2013 Continued progress and Direction:

- The Department will continue to provide exceptional service to the Citizens and the Public. We will accomplish this by continuing to follow the current response guidelines for fires, Haz-mat incidents, EMS rescue, and other calls for service.
- The Department will continue to conduct commercial occupancy inspections for the public so the citizens can feel safe in the buildings around the City.
- The Department will continue to look for funding opportunities for equipment. This will be done through the various grants that become available throughout the year.

- We will continue to train our Personnel to the latest training standards for effective service to our Citizens.
- Hire an Executive Assistant (EA) to help with the daily administrative duties to include but not limited to:
 - Grant paperwork management, billing for State Forestry Fires and billing for out of City Responses.
 - Review reports, maintain a late report list and keep the Firefighters informed of their status on their reports.
 - Log and track all turnouts including the required maintenance.
 - Set up all annual Physicals and New Hire Physicals.
 - Be responsible for the monthly statistics for grants. This will include all the calls from the Alarm logs; number of medical pages, number of fire pages, type of call, if EMS page, would need to know the type of EMS call including if a cancellation or not.
 - Maintain a log of number of accidents we respond to and if extrication was done, number of injuries and fatalities. If the fire was a brush fire, will have to maintain a log of brush fires to include location, hours on scene, size of fire, number of apparatus responding and who was on the call.
 - Responsible for the Payroll and activity stats for the Firefighters. This entails counting how many times a Firefighters responded to calls. If the call was a cancellation or not. Then determine the rate of pay for each and add any extra pay. The pay is then submitted to City Hall.
 - Responsible for placing orders for equipment once it is determined what is needed by the Operations Staff.
 - Schedule meetings and inspections for the Chief and other Fire Officers.
 - Issue burn permits in the Chief's behalf.
 - Maintain all records pertaining to the burn permits and submit the annual report to ADEQ as required per the agreement with ADEQ.
 - Maintain a file on all issued equipment to the Firefighters. This includes keys, radios, pagers, wildland PPE, Structural turnouts, EMS pants and jackets.
 - Maintain the equipment inventory of the Department and the status of that equipment; in service or not, in supply or at a shop for repairs.
 - Maintain the apparatus records; this will include monthly fuel usage, any maintenance done on the apparatus, the annual pump tests and inspections, cost per apparatus per month for budget purposes.
 - Assist in the budget process by maintaining files of all line items and what was spent in that line item monthly and annually.
- Hire two Full time Firefighters to help with the operational side of the Fire Department. This will enable better coverage during day time hours

- during the week. The Firefighters (FF) will be responsible for maintaining the equipment on the apparatus. This will include the daily, weekly and monthly required checks. The FF would be responsible for an accurate list of equipment on each apparatus and ensuring the equipment is properly marked so it will not get lost or stolen. The FF will also be required to complete Commercial Inspections along with the Building Department on the Fire Prevention side of the Department. The FF will have to set trainings up for the volunteers to make sure the volunteers maintain their training and are up to standard on current firefighting tactics.
- The Department will continue to recruit Volunteers to our Fire Department.

Fire	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	91,926	70,790	93,995	96,589	139,868
Overtime Wages	-	173	-	1,699	-
Payroll Taxes	7,032	4,885	7,191	7,149	10,700
Retirement Benefits	14,340	5,597	18,501	17,122	23,404
Employee Insurance	14,842	7,195	15,463	12,508	17,990
Total Personnel	128,140	88,640	135,150	135,066	191,962
Contracts & Services					
Professional Services	48,000	48,073	48,000	48,000	60,000
Fire Marshall Fees	1,200	1,120	1,200	-	1,200
Firefighter Healthcare	6,000	4,079	8,000	-	8,000
IT Services	-	-	1	532	1,000
Education and Training	7,000	7,121	16,000	12,975	16,000
Utilities	8,200	10,613	8,200	9,151	9,000
Telephone	8,000	9,987	8,000	8,837	9,000
Equipment Repairs & Maint	7,000	14,104	10,000	13,512	14,000
Turnout Maint	2,000	-	5,000	2,237	5,000
Turnout Replacements	-	-	8,000	-	16,000
Station Repairs & Maint	3,000	6,607	5,000	3,475	8,000
Rentals	2,400	3,368	2,900	3,814	3,800
Uniforms	800	820	800	798	800
Community Sponsorships	-	-	500	-	500
Travel	300	17	300	-	-
Dues	200	1,534	600	173	1,500
Community Service Projects	1,000	625	3,500	4,400	4,500
Grant Matches	10,000	-	10,000	-	10,000
Total Contracts & Services	105,100	108,068	136,001	107,905	168,300
Supplies					
Office Supplies	600	938	1,000	873	1,500
Computer Supplies	300	78	3,000	4,155	4,000
Operating Supplies	10,000	7,027	18,000	8,070	18,000
EMS Supplies	1,500	1,400	2,000	-	3,000
Vehicle Fuel & Oil	4,000	6,251	4,000	11,683	12,000
Vehicle Repairs & Maint	24,000	32,730	28,000	28,926	32,000
Total Supplies	40,400	48,423	56,000	53,707	70,500
Capital Projects					
Capital Outlay Brush Truck	-	-	281,000	281,000	-
FD 07-1 Ford F550 Crew Truck	-	-	90,000	90,000	23,000
Truck Payment	70,241	70,241	70,241	70,241	70,241
Total Capital Projects	70,241	70,241	441,241	441,241	93,241
Total Fire Dept.	343,881	315,372	768,392	737,919	524,003

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City Attorney

Description of Department Activities

The City's Attorney's Office provides legal advice in the areas of Administration, Civil, and Criminal Divisions.

In performing the Administrative function, the contracted law firm City Attorney provides legal advice to the Mayor and Council.

In the area of Civil practice, the contracted law firm City Attorney provides legal advice and representation to the Mayor and Council, the City Manager, and all City departments to ensure the lawfulness of the official business of the City and when possible, avoid litigation before federal and state courts.

The Criminal Division prosecutes, on behalf of the City and in the name of the State, all criminal and civil cases within the jurisdiction of the Justice of the Peace, Precinct No. III and the City Court. This division prosecutes violations of City codes and state laws and provides deferred prosecution. This division also enforces state and local laws regulating nuisance properties such as those that are the site of recurring criminal activity, and prosecutes cases to abate nuisance conditions, such as weedy lots, junked cars, and vacant and neglected structures. The Criminal Division also provides notice to both state mandated and non-mandated crime victims.

Personnel

The Legal Department is not requesting any new employees in the fiscal 2012-2013 budget. The City contracts with an independent law firm to fulfill the administrative and civil responsibilities of the City Attorney. The Prosecuting Attorney manages the Criminal Division. Employees of the City Attorney's Office are shown in the table below.

Position	Number	Percentage
Prosecuting Attorney (Part Time, 0.50 FTE)	1	100%
Legal Assistant	1	100%
Contracted City Attorney (0.5 FTE)	1	100%

City Attorney	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries & Wages	90,937	91,287	90,937	93,036	93,665
Payroll Taxes	6,957	6,630	6,957	6,888	7,165
Retirement Benefits	8,957	8,957	9,185	9,397	10,439
Employee Insurance	5,574	4,911	5,125	5,001	5,418
Total Personnel	112,425	111,785	112,204	114,321	116,687
Contracts & Services					
Professional Services	80,000	96,277	80,000	80,000	120,000
Public Notices, Advertising	500	-	-	-	-
Travel	500	245	300	308	300
Total Contracts & Services	81,000	96,522	80,300	80,308	120,300
Supplies					
Office Supplies	300	794	600	756	800
Operating Supplies	100	958	200	56	200
Total Supplies	400	1,753	800	813	1,000
Total City Attorney	193,825	210,059	193,304	195,442	237,987

Magistrate Division

The Benson Magistrate Court is currently combined with the Justice of the Peace Precinct #3. The Judge hears criminal cases, civil and criminal traffic, civil actions under \$10,000, small claims actions under \$2,500, landlord/tenant (forcible detainer) disputes where damages are \$10,000 or less, violations of city ordinances and city codes, petty offenses, and is the juvenile hearing officer for traffic violations. The Judge issues search warrants, arrest warrants, writs, orders of protection, injunctions against harassment and presides over requested hearings. The Judge conducts initial appearances for felony arrests and may conduct preliminary hearings when a defendant's case is unable to go before a grand jury in the time allowed by law. The Judge also performs marriage ceremonies during regular business hours and after hours when available.

The Court is responsible for records maintenance, retention, and destruction including exhibits used for evidence and digital recording of all hearings and trials. All records in the court are considered public record and access to the records are provided to the public. Jury trials with a certified court reporter is another civic right provided and, when necessary, appeals are prepared and forwarded to the Superior Court for decision. The Court collects all fines, fees, bonds and restitution; City monies collected are submitted monthly to the City Treasurer. Mandatory state reports are submitted on a monthly, quarterly, and annual basis. Minimum Accounting Standard requirements are adhered to and external operational reviews conducted every three years. Other services provided are Interpreting, Alternative Dispute Resolution, Court Security, Judicial Fine Enforcement and collection reporting.

Magistrate	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries & Wages	25,000	25,000	25,000	25,000	25,750
Payroll Taxes	1,913	1,969	1,912	2,022	1,970
Employee Insurance	65	37	58	32	59
Total Personnel	26,978	27,006	26,970	27,055	27,779
Contracts & Services					
Professional Services	37,000	43,747	104,640	36,000	36,000
Education & Training	-	542	200	500	500
Fines to County	900	249	300	-	-
Dues & Licenses	-	50	50	-	50
State Fees Paid	1,300	11	15	-	-
Total Contracts & Services	39,200	44,598	105,205	36,500	36,550
Total Magistrate	66,178	71,605	132,175	63,555	64,329

LIBRARY

Description of Department Activities

The business of the library is to meet the information, knowledge, and reading needs of the people.

The public library supports this mission by providing services, materials, and electronic access to information that will meet the needs of the adult and youth community.

The Benson Library service area extends beyond the city limits, including surrounding communities and rural residents of Cochise County. There are currently 7,000 registered cardholders.

Description	Number	Percentage
Library Director	1	100%
	1	100%
Library Assistant	2	100%
Library Page (Part Time 0.50 FTE)	2	100%

Library	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	136,138	136,484	137,464	137,193	139,258
Overtime Wages	-	31		-	
Payroll Taxes	10,415	10,163	10,516	10,601	10,653
Retirement Benefits	13,410	13,395	13,884	13,182	15,520
Employee Insurance	21,658	17,009	16,483	10,619	17,348
Total Personnel	181,621	177,082	178,347	171,595	182,779
Contracts & Services					
Professional Services	-	585	600	178	300
IT Services	-	-	1	5,307	3,600
Education and Training	200	-	200	78	200
Utilities	12,800	14,256	14,250	11,973	12,000
Telephone	2,800	2,771	2,800	2,860	2,800
Telephone - Online	2,400	-	1,400	-	
Repairs & Maintenance	800	2,914	2,000	4,260	4,000
Public Notice & Advertising	-	-	-	696	400
Travel	50	16	50	-	50
Dues & Licenses	200	175	175	233	175
Grant Matches	-	-	-	-	
Total Contracts & Services	19,250	20,717	21,476	25,585	23,525
Supplies					
Office Supplies	1,200	736	1,000	863	1,000
Computer Supplies	4,200	6,488	4,200	5,152	5,200
Operating Supplies	3,600	4,351	3,600	4,933	5,600
Books	20,000	21,261	20,000	22,000	25,000
Total Supplies	29,000	32,835	28,800	32,949	36,800
Total Library	229,871	230,633	228,623	230,128	243,104

PARKS

Parks & Recreation have been separated into two separate departments for fiscal 2012-2013

The parks department provides municipal Parks services to the residents of the City. Three public parks facilities, Lion's Park, Apache Park and Union Street Park provide residents with a variety of leisure opportunities. Amenities include sports fields with lights, basketball courts, horseshoes, volleyball, skate park, walking trails, ramadas, grills, playgrounds and (4) four restrooms. Existing facilities will be maintained and upgraded due to growth and demand.

- ❖ Lions Park is approximately 15 acres total (9 acres with improvements). The park includes (1) one little league field with a concession stand, (1) one softball field, and (2) two multi-purpose fields (soccer, football and little league practice).
- ❖ Apache Park is approximately 1.6 acres with no improvements at this time.
- ❖ Union Street Park is less than 1.5 acres, and it includes the community center and the community pool.
- ❖ Railroad Liner Park includes the tourism center, Veterans Memorial Park and a fire wise exhibit.

Personnel:

The Parks and Recreation Department is not requesting added personnel in the new budget.

Personnel costs are shown below.

Position	Number	Percentage
Parks Maintenance		
Parks Maintenance Supervisor	1	100%
Parks Maintenance Worker II	2	100%
Parks Maintenance Worker I	1	vacant

Parks	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	175,360	134,177	166,608	123,440	101,148
Overtime Wages	4,000	4,006	4,000	2,738	5,000
Payroll Taxes	13,415	10,684	13,051	10,032	8,121
Retirement Benefits	12,099	10,897	12,887	10,355	11,846
Employee Insurance	27,820	21,673	25,984	18,914	20,175
Total Personnel	232,694	181,436	222,530	165,478	146,290
Contracts & Services					
Professional Services	600	783	600	2,639	3,000
DOC Labor					5,000
IT Services	-	-	1	738	500
Education and Training	900	143	400	120	400
Utilities	16,000	15,405	15,000	22,229	15,000
Telephone	1,800	3,032	3,000	2,801	1,600
Repairs & Maintenance	10,000	20,068	16,000	20,334	30,000
Uniforms	1,200	1,112	1,200	994	1,200
Community Sponsorships	-	250	-	-	250
Dues & Licenses	600	523	500	100	500
Total Contracts & Services	31,100	41,317	36,701	49,954	57,450
Supplies					
Office Supplies	900	377	600	445	600
Computer Supplies	200	206	200	301	500
Operating Supplies	18,000	15,179	18,000	17,372	20,000
Vehicle Fuel & Oil	5,000	6,444	4,800	8,329	10,000
Vehicle Repairs & Maint	1,800	2,622	2,400	6,512	7,500
Total Supplies	25,900	24,828	26,000	32,960	38,600
Capital Outlay					
CIP PR 12-2 Storage Container					6,000
CIP PR 12-3 ATV Gator					10,000
Total Capital Outlay					16,000
Total Parks Dept.	289,694	247,581	285,231	248,392	258,340

Recreation Department

Recreation Department:

The Recreation Division works closely with our local and surrounding public schools and sports leagues. The City of Benson's programs are operated at the highest level of quality to ensure a safe environment to develop lifetime residents. The program includes a pool program including lap swimming, open swim and swimming lessons for adults and youth, as well as senior citizen programs, adult fitness programs. In conjunction with the Benson Unified School District, our summer recreation program provides camps, activities and trips. The City is committed to hosting and sponsoring special events. With strong leadership and the support of special committees the Recreation Division also works closely with the Tourism Department to provide a variety of annual special events. The City investment in these special events not only pays dividends to our local merchants but also contributes to the image of Benson, helping housing sales and supporting our workforce development.

Fiscal 2011-2012 Accomplishments:

- Completed a proposed draft for the City Code – Special Events.
- Finalized proposed changes to Chapter 11 of City Code.
- Salt System and sand filters installed at the pool.
- Had the pool Acid Washed.
- Completed feasibility study of park fees; successfully implemented fees for use of park.
- Completed fee schedule for lights and Ramada's in Lions Park.
- Completed study of costs to the City to support Sports Leagues; successfully implemented a fee schedule for use of ball fields in Lions Park.
- Increased summer program participation and phased out programs not meeting community needs.
- Restructured the Aquatics program to better meet the needs of the community; increased swim lesson sessions and adult swim days.
- Completed a pay grade study for the Lifeguards to save the City money and for training purposes. Gained approval from Council to restructure the Lifeguard pay scale.
- Created a Special Events Permit Application and Guidelines; successfully implemented a procedure for processing and approving Special Event Applications.
- Completed Social Media guidelines and procedures.
- Completed a study on the possibility of allowing BMX Bikes in the Skate Park.
- Completed the Union Street Park Community Project; new Playground Equipment purchased.

- Worked in conjunction with the Tourism Department to coordinate and promote Bluegrass in the Park.

Fiscal 2012-2013 Goals and Objectives (Short Term):

- Implement the proposed draft for the City Code – Special Events.
- Implement the proposed changes to Chapter 11 of the City Code.
- Install Playground Equipment at Union Street Park.
- Continued growth of Summer Programs.
- Continued growth of Aquatics Program.
- Continue to introduce new programs to meet community interests as funds are available.
- Implement the Social Media guidelines and procedures.
- Continue to phase out programs not meeting community interests.
- Continue to work with the community to find individuals and organizations willing to volunteer their time to assist with community activities.
- Continue to work with South Eastern Arizona Governments Organization (SEAGO) to establish the interests and needs of our seniors.
- Make necessary improvements to the Skate Park equipment to enable use of park by skate boards and BMX Bikes. Purchase new equipment suitable for use by skate boards and BMX Bikes as funds and/or grant monies become available.
- Make changes to the City website as funds are available.
- Establish a strong Social Media presence online. Continue to update current information on the web.

Fiscal 2012-2013 Goals and Objectives (Long Term):

- Create survey for area residents to ensure their interests and needs are being met. Survey area residents; evaluate and compare results to what is currently available.
- Prepare and execute a plan based on survey results to continue to meet the interests and needs of the community.
- Create a Parks, Trails and Open Spaces Master Plan.
- Continued up date of Lions Park Master Plan including band/shell stage as funds and grants are available.
- Study the feasibility of implementing a get out and walk program. If feasible implement a get out and walk program.
- Work with the community and SEAGO to provide programs that meet the interests and needs of our seniors once established.
- Continue to support and create community events.
- Create and implement a Management Policy as it pertains to Municipal Sponsorships and Marketing Alliances.
- Multipurpose trails connecting outlying areas of our community to Benson.

Personnel:

The Recreation Department is requesting one part time additional employee in the new budget.

Personnel costs are shown below.

Position	Number	Percentage
Recreation		
Recreation Coordinator	1	100%
Recreation Asst.	1	62%
Life Guard (Part Time, 1.2FTE)	5	100%

Recreation	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	33,480	22,483	29,299	25,875	78,395
Payroll Taxes					5,997
Retirement Benefits					5,156
Employee Insurance					7,524
Total Personnel	33,480	22,483	29,299	25,875	97,072
Contracts & Services					
Summer Programs	9,714	6,806	4,400	1,233	2,500
Summer Program Events	-		-	298	500
IT Services	-	-	1	490	3,980
Education and Training	900	143	400	20	600
Utilities - Pool				8,672	8,680
Telephone - Pool		488	488	501	510
Repairs & Maintenance	2,938	1,948	1,948	1,028	1,950
Utilities - Comm. Center	14,000	14,852	15,000	15,294	18,000
Telephone - Comm. Center	1,600	1,647	1,500	1,808	1,800
Repairs - Comm. Center	1,200	5,337	1,200	3,082	14,750
Uniforms	311	390	311	350	400
Dues & Licenses	600	523	500	100	1,790
Grant Matches	-	-	-	-	10,000
Total Contracts & Services	31,263	32,134	25,748	32,875	65,460
Supplies					
Office Supplies	734	445	445	365	520
Computer Supplies				288	1,990
Pool Supplies	12,000	15,722	12,000	2,387	3,610
Operating Supplies	158	268	300	151	250
Vehicle Fuel & Oil				400	500
Vehicle Repairs & Maint					600
Total Supplies	12,892	16,435	12,745	3,591	7,470
Capital Outlay					
CIP PR 08-2 Union Playground	8,000	-	-	8,000	12,000
CIP CM 12-4 ADA Compliant	-	-	-	-	17,000
CIP PR 12-1 Skate Park Imps	-	-	-	-	5,000
Total Capital Outlay					34,000
Total Recreation	77,635	71,052	67,792	62,341	204,002

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BUILDING DEPARTMENT

Description:

The main goal of the Building Division is to safeguard the health, safety and general welfare of the public, through adopted building codes. Some of the major functions of the Building Division are:

- Administer and enforce all laws regulating construction,
- Issue Building permits after the examination of plans, calculations and specifications shows compliance with the adopted building codes,
- Provide inspections of all aspects of construction and components that become part of the structure.
- Maintain records of permits and construction activity within the city.
- Work with City Clerk's Office to establish records retention schedule for the keeping of electronic files in lieu of paper files. Submit for approval to the Arizona Libraries.

Position	Number	Percentage
Building Official	1	50%
Building Inspector I	1	100%
Senior Permit Technician	1	100%

Building	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	102,821	95,994	98,684	101,942	103,112
Overtime Wages	-	-	-	-	-
Payroll Taxes	7,866	6,804	7,549	7,484	7,888
Retirement Benefits	10,128	9,332	9,967	10,296	11,492
Employee Insurance	19,297	16,021	17,706	16,753	18,722
Total Personnel	140,112	128,151	133,906	136,475	141,214
Contracts & Services					
Professional Services	36,000	11,680	10,000	-	10,000
IT Services	-	-	1	958	300
Education and Training	1,200	1,140	1,200	246	2,500
Telephone	521	719	600	940	900
Repairs & Maintenance	-	87	-	6	200
Uniforms	200	395	200	351	350
Public Notices, Advertising	150	-	100	-	200
Dues & Licenses	200	120	200	283	250
Total Contracts & Services	38,271	14,140	12,301	2,784	14,700
Supplies					
Office Supplies	1,800	3,431	2,400	2,347	2,400
Postage & Shipping	60	100	100	-	200
Computer Supplies	200	725	150	195	200
Operating Supplies	900	192	150	212	250
Vehicle Fuel & Oil	300	803	500	775	800
Vehicle Repairs & Maint	800	922	500	154	800
Total Supplies	4,060	6,172	3,800	3,683	4,650
Total Building Dept.	182,443	148,463	150,007	142,942	160,564

Planning and Zoning Department

Description:

The Planning and Zoning Division (P&Z) is responsible for administering and enforcing the City of Benson Zoning Regulations and General Development Plan. The Planning and Zoning Division also coordinates specific plans dealing with Master Planned Development Areas. The Planning and Zoning Division also oversees several boards and commissions including the Planning and Zoning Division, the Historical Preservation Commission, and the Board of Adjustments.

Development Services (Building, Planning and Zoning) 2012 Goals and Accomplishments

Re-examine and re-focus the Development Services Department to be more customer friendly while following standardized policies and procedures

- A Customer Service Survey has been created and is available at the front counter for public input.
- A Developer Guide Book is now complete and is being updated as standards and codes change.
- Staff has also completed check sheets for all normal projects and will continue to update as more efficient processes are created.
- Staff is currently looking at software to manage the development process and permits to increase efficiency of the system.
- A call first policy was established to expedite the review process by not delaying correspondence to conventional mail.

Establish a regular meeting between developers and representatives from staff

- A pre-submittal meeting is held with the Developer on all new projects including staff Development Services and Public Works.
- Weekly Development Review meetings are held as needed to have the staff review projects.

Encourage affordable housing in Old Benson through incentives to lower or eliminate utility connection fees, permit fees, plan check fees, impact fees, etc.

- In-fill impact fee area has been established and code and map area match.

Miscellaneous Accomplishments.

- Intergovernmental Agreement with State of Arizona Office of Manufactured Housing.
- Assisted in the organization/ continuation of the City of Benson Fire Prevention Program.

- Received a Grant for Apache Park. This Grant was to take soil samples and have a drainage study done with the anticipation of future beautification of Apache Park.

2012 Goals (Short Term)

- Establish a Residential Green Building Program.
- Complete Zoning Regulation Update.
- Establish a Development Services stakeholder committee to provide an avenue of correspondence between staff and the construction community.
- Update City Code establishing Development Services Department with Planning, Zoning, and Building Safety as Divisions.
- Update City Code to establish a more user friendly, effective, and efficient code enforcement process.
- Continue the data point collection of City utilities into GIS database.
- Update website to contain all forms used in Development Services Department.
- Create Department Bulletins to provide citizens with information on Frequently Asked Questions and post bulletins on website.

Long Term Goals

- In conjunction with permit tracking database, provide Interactive Voice Recognition System to schedule inspections.
- Provide interactive website to enable developers to track projects via City website.

Position	Number	Percentage
Planning & Zoning Director	1	50%
Senior Planner	1	Vacant
GIS Manager/Planning Technician	1	100%

Planning & Zoning	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	73,109	65,919	68,974	71,896	72,510
Overtime Wages	-	892	-	941	
Payroll Taxes	5,593	4,993	5,277	5,309	5,547
Retirement Benefits	7,201	6,463	6,966	7,356	8,081
Employee Insurance	9,465	8,143	8,624	11,013	9,133
Total Personnel	95,368	86,410	89,841	96,516	95,271
Contracts & Services					
Professional Services	1,200	439	600	2,261	1,200
IT Services	-	-	1	525	300
Education and Training	300	5	300	1,039	500
Telephone	-	411	300	91	100
Public Notices, Advertising	2,000	5,223	4,000	1,857	4,000
Travel	-	108	200	-	400
Dues & Licenses	200	-	-	238	200
Total Contracts & Services	3,700	6,187	5,401	6,012	6,700
Supplies					
Office Supplies	400	517	600	868	600
Computer Supplies	400	495	400	15	400
Operating Supplies	250	153	250	615	250
GIS Software and Equipment	-	-	4,000	1,995	4,000
Total Supplies	1,050	1,166	5,250	3,492	5,250
Capital Projects					
CIP PZ 12-1 Permit Track Databas	-	-	-	-	25,000
General Plan Update	7,500	-	7,500	7,500	
Total Capital Projects	7,500	-	7,500	7,500	25,000
Total Planning & Zoning	107,618	93,764	107,992	113,520	132,221

PUBLIC WORKS

Public Works Administration

Public Works Administration provides leadership, direction and coordination to the public works divisions. Administration promotes the department communication by consulting with governmental officials about operations of the Public Works Department and keeping the public informed. Administration performs administrative tasks for the Public Works Department.

Engineering

The Engineering Division provides services to support the community. Examples of responsibilities of the division are: Capital Improvement Project planning and design, flood plain management, traffic engineering, transportation planning, and right-of way management.

Public Works Field Engineering Division

To provide safe, efficient and timely improvements for the streets, wastewater facilities, roadways and drainage-ways, the Field Engineering Division provides construction management services for the City public construction projects. This Division oversees the two sections: construction management and private development.

Public Works—Streets

The Public Works Department manages the Highway User Revenue Funds (HURF). The use of Highway User Revenue Funds (HURF) is governed by the State of Arizona's constitution where expenditures of HURF Funds must be for improvements in the public roadway right-of-way. The HURF fund is primarily used for operations and maintenance of the roadway system. The Public Works Director, Street Superintendent and the Engineering Divisions oversee these operations, which include pavement management, sidewalks, traffic signals, landscaping, signing, and striping.

Public Works Street Division maintains all streets and roadway drainage-ways to ensure that the facilities fulfill the function for which it is designed. The Streets Division oversees the two sections: traffic operations and streets maintenance.

Wastewater Operations Division

Wastewater Utility provides outstanding customer service, while providing the most effective and economical methods for the collection and treatment of wastewater. The wastewater utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Wastewater Operations Division provides maintenance

to ensure a safe, effective and operational system while ensuring that Federal, and State environmental standards are met or exceeded.

Water Operations Division

The primary function of the Water Utility is the protection of public health and safety through the production and efficient delivery of water that meets and/or exceeds water quality standards and in sufficient quantity to meet customer demands. The water utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Responsibilities include regulatory compliance, customer service; promote water conservation, efficient use of available water resources and coordination with the development community.

Gas Operations Division

Gas Utility provides outstanding customer service, while providing the most effective and economical methods for the distribution of Natural Gas. The Gas utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works.

Gas Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State standards are met or exceeded.

Notes:

Portions of the salaries of most of the listed positions are spread for accounting purposes to the various departments or funds that benefit from their services.

Position	Number	Percentage
Public Works Director	1	25%
Streets Superintendent	1	10%
Engineering Aide	1	60%

Public Works	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Personnel					
Salaries and Wages	62,471	62,146	62,471	63,758	51,081
Payroll Taxes	4,779	4,470	4,779	4,676	3,908
Retirement Benefits	6,153	6,098	6,310	6,440	5,693
Employee Insurance	8,140	7,837	7,453	7,849	5,828
Total Personnel	81,543	80,551	81,013	82,723	66,510
Contracts & Services					
Professional Services	6,000	14,825	15,000	13,224	15,000
IT Services	-	-	1	698	1,500
Education and Training	300	115	300	-	300
Utilities	-	-	4,700	3,370	3,500
Telephone	36	646	3,200	3,612	3,200
Repairs & Maintenance	300	287	1,500	656	1,500
Uniforms	120	-	150	-	250
Public Notices, Advertising	300	253	500	-	500
Community Sponsorships	-	250	-	-	500
Travel	-	51	100	35	300
Dues & Licenses	200	238	250	-	250
Total Contracts & Services	7,256	16,664	25,701	21,594	26,800
Supplies					
Office Supplies	900	1,346	1,500	992	1,500
Postage & Shipping	50	152	100	93	100
Computer Supplies	300	220	300	155	1,000
Operating Supplies	600	1,181	7,500	2,748	5,000
Cemetery	-	-	600	90	1,000
Vehicle Fuel & Oil	100	1,452	1,200	2,104	2,500
Vehicle Repairs & Maint	200	117	400	559	500
Total Supplies	2,150	4,468	11,600	6,740	11,600
Capital Projects					
	-	-	-	-	-
	-	-	-	-	-
Total Capital Projects	-	-	-	-	-
Total Public Works	90,949	101,683	118,314	111,058	104,910

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Enterprise Funds

San Pedro Golf Course
&
Benson City Grille

The San Pedro Golf Course was donated to the City effective November 1, 2010. The former owner also pledged to donate to the City up to \$950,000 over three years to fund cash shortfalls the City may have.

The golf course was built around the City's wastewater treatment facility. It uses the treated wastewater effluent as its water source.

The goal of the facility is to be self sustaining financially over the long term. It is on schedule to remain self sustaining through the three year period that is subject to the donation agreement discussed above. The challenge is to operate at or near break even after the period of donation subsidies has expired.

The facility is operated by 19.9 full time equivalent employees (FTE's) in three divisions:

- Golf Operations 5.29 FTE's
- Maintenance 5.00 FTE's
- Restaurant 7.20 FTE's

The paid staff is supplemented by Department of Corrections labor for maintenance activities at the facility. The facility is overseen by the City's finance director.

San Pedro Golf Operations	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Memberships	-	5,697	10,000	37,088	42,570
Green and Cart Fees	180,000	183,839	300,000	233,209	309,206
Merchandise Sales	5,000	15,105	39,000	29,400	31,970
Practice Facility	-	13,620	21,000	20,448	22,089
AGS Donations	295,000	285,000	300,000	299,250	300,000
Other Income	-	675	-	479	500
Total Revenues	480,000	503,936	670,000	619,875	706,335
Expenditures					
Personnel					
Salaries and Wages	72,902	80,587	135,637	120,876	118,919
Overtime Wages	-	64	-	516	-
Payroll Taxes	5,605	5,745	10,376	9,874	9,097
Retirement Benefits	4,007	4,120	8,489	8,580	9,372
Employee Insurance	1,018	5,040	9,774	9,093	3,413
Total Personnel	83,532	95,556	164,276	148,938	140,801
Contracts & Services					
Professional Services	1,200	1,618	1,200	4,917	4,000
Commissions	-	-	3,000	-	-
Pro Shop Inventory	2,500	5,360	19,500	38,974	27,500
Education and Training	2,500	421	1,200	2,715	2,750
Bank Charges	5,000	7,514	7,500	14,638	15,235
Cash Short	-	477	-	169	-
Utilities	8,000	14,312	12,000	23,893	29,500
Telephone	4,800	4,919	7,200	6,261	6,360
Repairs & Maint - Building	500	7,734	1,200	6,820	10,000
Rentals	-	118	-	566	500
Uniforms	500	1,259	400	865	1,325
Insurance	1,500	306	3,000	7,442	5,765
Advertising	4,000	4,251	18,000	11,456	18,000
Travel	600	-	600	-	600
Dues & Licenses	3,000	1,084	1,000	1,131	1,850
Other	-	-	-	-	-
Total Contracts & Services	34,100	49,372	75,800	119,848	123,385
Supplies					
Operating Supplies	5,250	3,487	3,600	2,530	5,250
Office Supplies	300	1,705	1,200	1,016	1,750
Postage & Shipping	300	1,145	100	-	300
Computer Supplies	300	1,057	1,800	371	1,150
Golf Cart Operating Costs	-	464	-	3,454	4,250
Range Operating Supplies	2,250	-	2,500	4,942	5,250
Depreciation	-	136,656	-	-	-
Fuel & Oil- Golf Carts	7,500	7,849	9,000	13,405	17,100
Repairs & Maint- Golf Carts	5,576	5,018	9,000	10,804	8,150
GPS Costs	9,600	7,000	12,000	12,602	8,000
Building Renovations	-	115,657	-	-	-
Total Supplies	31,076	280,037	39,200	49,123	51,200
Capital Expenditures	90,000				
Contingency	5,000		16,651		29,203
Total Expenditures	153,708	424,965	295,927	317,909	344,589

S.P. Golf Maintenance	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Expenditures					
Personnel					
Salaries and Wages	96,720	90,753	144,040	135,703	121,371
Overtime Wages	-	-	-	2,618	2,000
Payroll Taxes	7,436	6,986	11,019	11,119	9,438
Retirement Benefits	9,574	8,441	14,548	13,971	13,750
Employee Insurance	25,125	18,117	32,796	26,424	29,013
Total Personnel	138,855	124,298	202,403	189,836	175,572
Contracts & Services					
Professional Services	1,840	2,712	7,400	2,001	2,495
Contract Labor- DOC	8,400	4,480	9,400	5,470	8,200
Education and Training	950	322	1,200	-	1,200
Utilities	24,000	22,522	16,000	26,082	37,695
Telephone	800	774	600	808	970
Repairs & Maint - Irrigation	3,700	10,565	8,000	9,258	15,448
Rentals	-	98	300	550	500
Uniforms	800	1,106	900	2,104	2,300
Insurance	1,000	-	1,200	-	-
Advertising	-	332	600	202	-
Travel	400	30	300	209	250
Dues & Licenses	500	160	400	-	300
Other	-	-	-	-	-
Total Contracts & Services	42,390	43,100	46,300	46,684	69,358
Supplies					
Golf Course Supplies	3,200	3,931	9,000	9,961	9,891
Fertilizers	21,700	16,824	27,450	13,177	23,120
Chemicals	8,000	6,296	18,200	27,974	25,700
Landscaping	880	-	1,320	-	1,500
Sand & Gravel	5,000	7,807	14,000	4,775	10,500
Seed	-	5,140	7,500	11,442	19,575
Office Supplies	300	33	300	28	150
Computer Supplies	300	-	100	1,943	1,500
Other Operating Supplies	-	527	-	3,336	2,950
Depreciation	-	-	-	-	-
Fuel & Oil	12,000	14,454	18,000	17,463	19,982
Repairs & Maint- Equipment	16,000	9,746	29,500	21,673	23,099
Total Supplies	67,380	64,758	125,370	111,770	137,967
Contingency	5,000		5,000		
Total Golf Maint.	253,625	232,156	379,073	348,290	382,897

San Pedro F&B	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Food Sales	120,000	83,925	300,000	235,609	294,500
Beer Sales	-	19,536	50,000	35,247	42,295
Wine Sales	-	1,614	8,000	7,753	9,305
Liquour Sales	-	4,159	20,000	10,610	12,735
Total Revenues	120,000	109,234	378,000	289,219	358,835
Expenditures					
Personnel					
Salaries and Wages	46,933	47,162	122,033	126,931	128,499
Overtime Wages	-	632	-	3,448	-
Payroll Taxes	3,609	4,126	9,335	12,398	9,830
Retirement Benefits	1,175	1,481	7,266	7,623	14,321
Employee Insurance	3,903	3,980	8,665	8,694	13,945
Total Personnel	55,620	57,382	147,299	159,095	166,595
Contracts & Services					
Professional Services	-	1,318	600	3,133	3,388
Food Cost	26,250	47,798	120,000	119,845	117,800
Beer Cost	6,500	8,050	17,500	12,244	14,803
Wine Cost	500	-	2,800	659	3,256
Liquor Cost	4,000	1,807	6,000	3,262	3,821
Employee Meals	-	647	-	-	-
Education and Training	-	-	600	-	-
Cash Short	-	-	-	820	-
Bank Charges	1,200	-	-	-	-
Utilities	-	-	-	134	-
Telephone	-	455	600	688	420
Direct TV	-	515	900	1,648	1,848
Repairs & Maint	1,000	2,333	4,800	3,903	5,164
Rentals	-	763	1,200	5,062	4,799
Uniforms	250	817	1,800	2,787	2,900
Insurance	500	-	-	-	-
Advertising	1,000	2,677	1,800	337	1,200
Travel	-	367	1,200	498	650
Dues & Licenses	500	509	500	437	500
Other	-	40	-	-	-
Total Contracts & Services	41,700	68,095	160,300	155,456	160,549
Supplies					
Kitchen Supplies	-	6,858	12,000	5,250	6,300
Restaurant Supplies	-	-	3,000	2,946	3,390
Office Supplies	300	64	600	17	-
Postage & Shipping	-	6	-	-	-
Computer Supplies	300	-	600	138	350
Depreciation	-	-	-	-	-
Fuel & Oil	4,747	398	-	52	500
Total Supplies	5,347	7,327	16,200	8,403	10,540
Contingency					
			54,201		
Total Expenditures	102,667	132,804	378,000	322,954	337,684

NATURAL GAS UTILITY

Gas Operations Division:

Gas Utility provides outstanding customer service, while providing the most effective and economical methods for the distribution of Natural Gas. The Gas utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works.

Gas Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State standards are met or exceeded.

Personnel

The Gas Department is not requesting any new positions in the budget. Personnel costs are shown below

Position	Number	Percentage
Public Works Director	1	25%
Public Works Superintendent	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	34%
IT Specialist	1	vacant
Utilities Operations Supervisor - Gas	1	100%
Utilities Operator III	1	90%
Utilities Operator II	1	5%
Utilities Operator I	3	90%
Utilities Operator I	4	5%
Utilities Operator I	1	vacant
Meter Reader	2	50%
Accounting Supervisor	1	20%
Accounting Specialist	1	15%
Accounting Clerk III	1	30%
Accounting Clerk I	1	30%

Gas Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Gas Revenue	937,303	641,252	877,724	622,155	750,000
Multi-User Gas Revenue	5,000	8,297	8,723	7,978	7,500
Commercial Gas Revenue	314,000	275,538	351,439	293,442	390,000
Utility Service Charges	15,000	12,405	15,000	12,090	15,000
New Gas Hookups	6,500	6,582	7,500	6,499	7,500
Penalty and Interest Fees	14,000	7,300	10,000	5,562	7,500
Round Up Revenues	15,000	-	15,000	-	15,000
Bond Proceeds	-	-	-	-	55,000
Other Income	100	-	-	-	-
Total Revenues	1,306,903	951,373	1,285,386	947,726	1,247,500
Expenditures					
Personnel					
Salaries and Wages	296,687	281,137	277,620	267,580	272,101
Overtime Wages	10,000	7,792	6,000	8,681	10,000
Payroll Taxes	23,462	20,386	21,697	20,759	21,581
Retirement Benefits	30,223	26,949	28,640	27,199	31,471
Employee Insurance	60,227	48,661	55,769	45,739	52,122
Total Personnel	420,599	384,924	389,726	369,957	387,275
Contracts & Services					
Professional Services	12,000	12,830	12,000	13,706	12,000
IT Services	-	-	1	98	1,500
Education and Training	3,600	1,439	1,500	3,133	2,500
Bank Charges	3,000	4,479	4,200	4,773	4,500
Utilities	2,000	2,591	2,400	2,139	2,400
Telephone	1,200	2,356	2,500	1,979	2,500
Repairs & Maintenance	6,000	11,945	10,000	9,158	15,000
Rentals	7,200	6,836	4,000	2,910	3,000
Uniforms	2,400	2,433	2,100	2,025	2,100
Insurance	48,000	31,507	40,000	46,514	51,000
Public Notices & Advertising	300	369	300	366	2,000
Dues & Licenses	1,500	1,370	1,500	1,997	3,500
Round Up Donations	15,000	-	15,000	-	15,000
Bad Debt Write Off	150	45,241	6,087	8,096	6,000
Total Contracts & Services	102,350	123,396	101,588	96,894	123,000
Supplies					
Natural Gas Purchased	670,404	503,027	682,560	325,000	495,391
Office Supplies	250	497	450	88	250
Printing & Postage	4,500	4,900	5,000	5,155	5,000
Computer Supplies	1,800	3,974	2,999	3,053	2,500
Gas Outage Supplies	-	113	-	-	250
Operating Supplies	36,000	40,329	32,000	52,393	50,000
Depreciation	-	38,567	-	-	-
Vehicle Fuel & Oil	12,000	13,720	11,000	15,973	16,000
Vehicle Repairs & Maint	4,000	9,896	11,000	8,176	10,000
Total Supplies	728,954	615,023	745,009	409,838	579,391
Contingency	25,000	-	25,000	-	87,834
Capital Projects					
CIP GS 07-5 Truck	-	-	-	-	15,000
CIP GS 07-4 Telemeters	30,000	(1)	30,000	69,070	30,000
CIP GS 12-1 Gas Detection Equipment	-	-	-	-	25,000
Total Capital Projects	30,000	(1)	30,000	69,070	70,000
Total Expenditures	1,306,903	1,123,342	1,291,323	945,758	1,247,500
Total Gas Net Revenue (Deficit)	-	(171,968)	(5,937)	1,968	-

WATER UTILITY

Description:

The primary function of the Water Utility is the protection of public health and safety through the production and efficient delivery of water that meets and/or exceeds water quality standards and in sufficient quantity to meet customer demands. The water utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works. Responsibilities include regulatory compliance, customer service; promote water conservation, efficient use of available water resources and coordination with the development community.

Personnel:

The Water Department is expects to add a Utility Worker I by mid year. Personnel costs are shown below.

Position	Number	Percentage
Public Works Director	1	25%
Streets Superintendent	1	20%
Administrative Assistant, Public Works	1	33%
Utilities Operations Supervisor - Water	1	100%
Public Works Superintendent	1	25%
Utilities Operator III	1	5%
Utilities Operator II	1	5%
Utilities Operator I	3	90%
Utilities Operator I	4	5%
Utilities Operator I	1	90%
Meter Reader	2	50%
Accounting Supervisor	1	20%
Accounting Specialist	1	10%
Accounting Clerk III	1	30%
Accounting Clerk I	1	30%

Water Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Water Revenue	450,000	411,202	425,000	387,903	450,000
Commercial Water Revenue	330,000	325,902	320,000	288,060	330,000
New Hookups	25,000	14,646	15,000	24,835	30,000
Impact Fee Allocation	100,000	-	-	-	41,000
Construction Sales Tax Allocation	-	-	-	-	-
Water Tank Rental	12,000	-	-	-	-
Water Accommodation Fees	5,000	6,875	7,000	6,098	7,000
Other Income	-	-	-	-	-
Total Revenues	922,000	758,625	767,000	706,896	858,000
Expenditures					
Personnel					
Salaries and Wages	232,549	247,262	232,486	236,952	259,922
Overtime Wages	5,000	6,547	5,000	4,791	5,000
Payroll Taxes	18,140	17,409	18,168	18,243	20,267
Retirement Benefits	23,406	23,343	23,986	24,382	29,541
Employee Insurance	45,200	39,011	43,288	34,300	47,510
Total Personnel	324,295	333,572	322,928	318,669	362,240
Contracts & Services					
Professional Services	10,000	7,773	25,000	17,407	25,000
Chemical Analysis	12,000	8,541	12,000	2,554	10,000
IT Services	-	-	1	98	1,500
Education and Training	600	360	400	399	500
Bank Charges	3,200	4,479	4,500	4,773	4,500
Utilities	112,000	128,904	110,000	119,524	137,045
Telephone	4,800	5,717	5,780	4,829	5,000
Repairs & Maintenance	36,055	21,469	25,492	30,081	25,817
Rentals	7,200	1,681	2,400	1,727	1,000
Uniforms	1,350	1,201	1,100	1,018	1,100
Insurance	9,500	6,301	9,500	9,303	11,000
Interest	-	8,194	-	-	-
Public Notices & Advertising	1,200	1,241	500	-	500
Dues & Licenses	1,800	375	1,200	8,558	13,000
Series 2005 Bond Interest	-	-	-	-	-
Bad Debt Write Off	200	21	200	5,836	2,500
Total Contracts & Services	199,905	196,258	198,073	206,107	238,462
Supplies					
Office Supplies	300	301	300	88	300
Printing & Postage	4,800	5,261	4,800	5,034	4,800
Computer Supplies	2,400	4,031	2,399	2,199	2,600
Operating Supplies	58,000	36,956	48,000	20,480	48,000
Depreciation	-	156,129	-	-	-
Vehicle Fuel & Oil	7,800	8,809	7,500	10,439	10,000
Vehicle Repairs & Maint	4,500	6,809	8,000	2,421	8,000
Total Supplies	77,800	218,296	70,999	40,662	73,700
Contingency	50,000	963	75,000	-	53,598
Capital Projects					
CIP WA 07-9 Truck	-	-	-	-	15,000
Telemeters	150,000	-	100,000	113,313	100,000
CIP WA 08-1 SueJuan Repairs	-	2,670	-	-	15,000
CIP WA 07-4 Ball Park Reuse Well	20,000	4,736	-	-	-
CIP Contribution	100,000	-	-	-	-
Total Capital Projects	270,000	7,406	100,000	113,313	130,000
Total Expenditures	922,000	756,494	767,000	678,751	858,000
Total Water Net Revenue (Deficit)	-	2,131	-	28,145	-

WASTEWATER UTILITY

Description:

Wastewater Utility provides outstanding customer service, while providing the most effective and economical methods for the collection and treatment of wastewater. The wastewater utility is a Division of the Public Works Department. The engineering and administration of utility is done in that as a function of Public Works.

Wastewater Operations Division provides maintenance to ensure a safe, effective and operational system while ensuring that Federal, and State environmental standards are met or exceeded.

Personnel

The Wastewater Department is not seeking additional personnel in the current budget, except for its 25% share of the P.W. Superintendent.

Personnel costs are shown below

Position	Number	Percentage
Public Works Director	1	25%
Public Works Superintendent	1	25%
Streets Superintendent	1	25%
Administrative Assistant, Public Works	1	33%
IT Specialist	1	Vacant
Utilities Operations Supervisor - Wastewater	1	100%
Utilities Operator III	1	100%
Utilities Operator III	1	5%
Utilities Operator II	1	90%
Utilities Operator I	1	90%
Utilities Operator I	6	5%
Accounting Supervisor	1	20%
Accounting Specialist	1	10%
Accounting Clerk III	1	30%
Accounting Clerk I	1	30%

Wastewater Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Wastewater Fees	423,000	404,737	420,000	432,746	450,000
Multi-User Wastewater Fees	7,000	7,396	8,000	7,009	8,000
Commercial Wastewater Fees	249,000	259,442	265,000	249,504	265,000
New Hook Ups	30,000	15,725	16,000	16,093	15,000
Impact Fee Allocation	60,000	-	-	-	-
Series 2010 Bond	115,000	-	71,000	-	-
Whetstone WW Fees	86,506	103,038	90,000	96,469	130,000
Misc Revenue	600	79,366	600	7,967	12,000
Total Revenues	971,106	869,704	870,600	809,788	880,000
Expenditures					
Personnel					
Salaries and Wages	306,449	280,021	242,788	251,954	265,083
Overtime Wages	10,000	16,564	10,000	15,095	15,000
Payroll Taxes	24,208	21,509	19,337	20,184	21,426
Retirement Benefits	31,185	27,339	25,531	26,937	31,261
Employee Insurance	53,329	41,068	42,999	40,459	48,792
Total Personnel	425,171	386,501	340,655	354,630	381,562
Contracts & Services					
Professional Services	9,000	16,937	39,335	7,199	10,000
Chemical Analysis	13,600	14,754	13,600	17,762	21,000
Whetstone Waste Disposal	86,506	105,833	90,000	114,792	130,000
IT Services	-	-	1	477	1,500
Education and Training	600	283	400	-	500
Bank Charges	3,200	4,479	4,200	4,773	5,000
Utilities	72,000	68,535	60,000	70,511	70,000
Telephone	3,600	4,973	5,200	3,926	5,200
Repairs & Maintenance	24,000	42,279	60,000	9,093	60,000
Rentals	4,200	-	-	-	1,000
Uniforms	2,000	1,687	1,600	1,339	1,500
Insurance	30,000	18,956	30,000	27,908	31,000
Public Notices & Advertising	100	-	200	-	250
Dues & Licenses	9,000	13,395	9,310	6,488	12,000
Bad Debt Write Off	100	1,577	100	9,777	100
Total Contracts & Services	257,906	293,688	313,946	274,045	349,050
Supplies					
Office Supplies	400	306	400	88	400
Printing & Postage	4,800	5,771	4,800	5,060	4,800
Computer Supplies	1,800	4,176	1,800	3,504	2,500
Operating Supplies	46,129	35,380	39,000	24,054	23,188
Depreciation	-	267,760	-	-	-
Vehicle Fuel & Oil	7,200	8,853	6,500	9,887	10,000
Vehicle Repairs & Maint	2,700	7,699	7,500	2,333	3,500
Total Supplies	63,029	329,946	60,000	44,925	44,388
Contingency	50,000	-	85,000	-	25,000
Capital Projects					
CIP 07-4 Truck Purchase	-	-	-	-	15,000
CIP WW 07-3 Vactor Trailer	50,000	-	-	-	-
CIP WW 08-1 Jet Router	65,000	-	65,000	-	65,000
CIP WW 09-1 Permit Renewal	40,000	-	-	-	-
CIP WW 08-2 NPDES ADEQ Permit	20,000	-	6,000	-	-
Total Capital Projects	175,000	-	71,000	-	80,000
Total Expenditures	971,106	1,010,136	870,601	673,600	880,000
Total WWater Net Revenue (Deficit)	-	(140,432)	(1)	136,188	-

SANITATION FUND

The Sanitation Fund accounts for the City's solid waste (garbage) pickup service. Southwest Disposal has contracted with the City for the past seven years to provide this service. The parties negotiated a second five year contract effective July 1, 2007 that has fixed the price for their services through June 30, 2012. An RFP has been put out for the upcoming 5 years.

The City contracts with Cochise County for landfill services.

Sanitation Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Residential Sanitation Fees	315,000	308,827	330,000	326,725	350,000
Muli-User Sanitation Fees	1,000	233	500	-	500
Commercial Sanitation Fees	385,000	363,244	370,000	317,183	300,000
Total Revenues	701,000	672,304	700,500	643,908	650,500
Contingency	25,000	-	33,394	-	15,900
Expenditures					
Bank Charges	-	4,479	4,232	4,773	4,500
Public Notices, Advertising	-	-	-	-	-
Operating Supplies	-	-	-	-	-
County Solid Waste	227,000	205,877	206,000	194,884	210,000
Residential Service Contract	204,098	215,919	215,000	228,624	220,000
Commercial Service Contract	236,408	237,467	237,000	227,295	200,000
Bad Debt Write Off	100	34	100	8,625	100
Total Expenditures	667,606	663,776	662,332	664,201	634,600
Total Sanitation Net Revenue (Deficit)	33,394	8,528	38,168	(20,293)	-

Other Funds

AIRPORT FUND

The Airport Fund reports the revenues earned by and the expenditures incurred in running the City's municipal airport.

The vast majority of the construction costs at the airport are paid through FAA and ADOT grants that are reported in the Grant Fund.

The business of the Airport is managed by Southwestern Aviation, LLC.

The current goal of the fund is to break even on airport activities. The budget reflects that the General Fund contributions will cover the cost of Grant matches required and some unusual maintenance expenses that are scheduled for the new budget year. Airport revenues earned are budgeted to equal the City's day to day costs for the operation.

Airport Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Contribution General Fund	96,100	-	69,700	-	90,700
Business Revenue	3,600	10,801	12,000	2,198	12,000
Total Revenues	99,700	10,801	81,700	2,198	102,700
Expenditures					
Contracts & Services					
Professional Services	15,000	18,799	12,000	11,970	25,000
Utilities	12,000	12,468	14,000	14,892	20,000
Telephone	600	697	600	695	700
Repairs & Maint	14,000	6,827	14,000	9,540	15,000
Insurance	18,000	13,482	11,000	18,502	22,000
Total Contracts & Services	59,600	52,273	51,600	55,600	82,700
Supplies					
Total Supplies	100	45	100	186	-
Capital Projects					
Depreciation	-	233,546	-	-	-
Contingency	20,000	-	10,000	-	-
Grant Match	20,000	-	20,000	-	20,000
Total Capital Projects	40,000	233,546	30,000	-	20,000
Total Expenditures	99,700	285,865	81,700	55,786	102,700
Total Airport Net Rev	-	(275,064)	-	(53,587)	-

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STREET (HURF) FUND

Description of Services

The Public Works Department manages the Highway User Revenue Funds (HURF). The use of HURF is governed by the State of Arizona's constitution where expenditures of HURF funds must be for improvements in the public roadway right-of-way. The HURF fund is primarily used for operations and maintenance of the roadway system. The Public Works Director, Street Superintendent and the Engineering Divisions oversee these operations, which include pavement management, sidewalks, traffic signals, landscaping, signing, and striping.

Public Works Street Division maintains all streets and roadway drainage-ways to ensure that the facilities fulfill the function for which it is designed. The Streets Division oversees the two sections: traffic operations and streets maintenance.

Personnel

The Streets Department is not requesting added personnel in the new budget. Personnel costs are shown below

Position	Number	Percentage
Streets Superintendent	1	10%
Streets Maintenance Supervisor	1	100%
Street Maintenance Worker III	1	100%
Street Maintenance Worker II	2	100%
Street Maintenance Worker II	1	vacant

Streets Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Gasoline Tax	343,295	340,097	355,852	355,852	371,180
State Lottery Revenue	-	4,145	-	12,131	20,000
Miscellaneous Income	-	24,147	-	-	-
Series 2010 Bond Proceeds	200,000	-	200,000	182,936	200,000
Total Revenues	543,295	368,388	555,852	550,919	591,180
Personnel					
Salaries and Wages	142,763	128,934	110,922	114,308	114,250
Overtime Wages	1,500	1,513	1,500	113	1,500
Payroll Taxes	10,921	9,921	8,601	8,769	8,855
Retirement Benefits	14,062	12,705	11,355	11,480	12,900
Employee Insurance	35,926	27,275	27,552	20,316	28,923
Total Personnel	205,172	180,349	159,930	154,987	166,428
Contracts & Services					
Professional Services	24,000	55,690	46,000	36,858	46,000
Contract Labor - DOC	-	1,786	-	4,664	3,500
Education and Training	600	150	500	166	500
Utilities	54,000	59,489	56,000	63,076	58,826
Telephone	1,200	1,594	1,500	1,070	1,500
Repairs & Maintenance - Equip	2,200	5,724	5,000	15,784	15,000
Repairs & Maintenance - Streets	11,704	20,238	38,604	50,106	44,676
Rentals	1,000	2,858	5,000	2,124	5,000
Uniforms	1,800	1,707	1,700	1,342	1,750
Insurance	11,619	7,562	11,618	11,163	13,000
Materials & Supplies	12,000	10,618	10,000	13,059	15,000
Vehicle Fuel & Oil	6,000	9,095	6,000	11,240	10,000
Vehicle Repairs & Maint	12,000	13,905	14,000	15,230	10,000
Total Contracts & Services	138,123	190,416	195,922	225,881	224,752
Capital Projects					
CIP PW 07-8 Pavement Management	200,000	167,700	200,000	182,936	200,000
Total Capital Projects	200,000	167,700	200,000	182,936	200,000
Total Expenditures	543,295	538,465	555,852	563,804	591,180
Total Streets Net Revenue	-	(170,076)	-	(12,885)	-

Transit Fund

The Transit Division hopes to improve the quality of life for the residents of Benson by providing low cost transportation within the city limits, and surrounding unincorporated areas of the County including St. David, Pomerene and J-6/Mescal.

The City of Benson has applied for grant funding for capital and operation of the Transit Division. The Transit Division and its related grants will be managed by the Public Works Department

Goals 2012-2013

- Continue to adjust routes for busses to best suit the needs of the community
- Attend Cochise County Transportation Coordination meetings
- Track ridership numbers and demographics
- Ensure drivers are adequately trained for passenger and employee safety
- Ensure all grant reports and reimbursements are done in a timely manner

Position	Number	Percentage
Engineering Aide	1	40%
Transit Driver	3.30	100%

Transit Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Grant Reimbursement - FTA 5311 - Capital	335,966	371,083	168,902	2,000	176,200
Grant Reimbursement - FTA 5311 - Operating	71,506	34,890	72,451	78,617	83,729
Grant Reimbursement - FTA 5311 - Admin	30,388	24,912	28,577	19,946	28,576
Grant Reimbursement - FTA 5316 (requested)	23,850	-	17,000	12,069	-
Grant Reimbursement - FTA 5317	12,750	-	10,500	10,000	-
SEAGO AAA	40,000	40,000	25,240	25,146	24,000
Fare Revenue	5,000	4,999	8,000	5,942	8,000
Allocation from General Fund	24,828	-	22,233	-	60,041
Total Revenues	544,288	475,884	352,903	153,721	380,546
Personnel					
Salaries and Wages	85,421	63,291	85,623	86,011	95,800
Overtime Wages	-	452	-	666	-
Payroll Taxes	6,535	4,678	6,550	6,896	7,328
Retirement Benefits	7,825	6,001	8,648	8,248	10,677
Employee Insurance	19,507	8,654	17,838	14,497	18,141
Total Personnel	119,288	83,076	118,659	116,318	131,946
Contracts & Services					
Professional Services	4,400	1,851	1,200	1,994	2,000
Education and Training	1,000	811	500	888	1,000
Utilities	300	-	1,500	-	1,500
Telephone	200	2,653	3,000	3,728	3,000
Rentals- Office	1,200	-	1,200	-	1,200
Uniforms	600	269	500	-	500
Insurance- Vehicles	7,000	1,452	3,500	16,787	17,000
Public Notices & Advertising	4,000	544	3,000	428	600
Travel	500	46	-	80	600
Dues & Licenses	250	-	-	552	500
Total Contracts & Services	19,450	7,626	14,400	24,456	27,900
Supplies					
Office Supplies	500	36	1,000	-	1,000
Printing & Postage	200	1,355	5,000	1,831	5,000
Computer Supplies	1,000	982	-	1,863	-
Operating Supplies	4,750	490	500	122	500
Vehicle Fuel & Oil	23,000	11,865	25,000	25,587	30,000
Vehicle Repairs & Maint	6,700	4,351	3,000	10,040	5,000
Vehicle License	3,000	-	3,000	-	3,000
Total Supplies	39,150	19,079	37,500	39,443	44,500
Contingency	20,200		1,374	-	-
Capital					
CIP TR 10-2 Transit Van	330,000	379,241	-	-	-
CIP TR 10-3 Bus Stops & Signage	10,000	28,479	20,970	10,970	10,000
CIP TR 10-4 Communication Equipment	6,200	-	-	-	6,200
CIP TR 11-1 Bus Barn & Paving	-	-	150,000	-	150,000
CIP TR 11-2 Security Cameras & Installation	-	-	10,000	-	10,000
Total Capital	346,200	407,720	180,970	10,970	176,200
Total Expenditures	544,288	517,501	352,903	191,187	380,546
Total Transit Net Revenue (Defic	-	(41,618)	-	(37,466)	-

Debt Service Fund

Debt Service Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Debt Service Escrow Carried Forward	-	-	406,000	-	-
Bond Proceeds Carried Forward	-	-	1,791,310	-	1,600,000
Series 2010 Bond Proceeds	5,020,000	-	-	-	-
Interest Income	2,000	31	10,000	-	-
Transfer From WW Infrastructure Fund	-	-	-	-	-
Transfer of Payments from General Fund	396,000	-	396,000	-	-
Total Revenues	5,418,000	31	2,603,310	-	1,600,000
Expenditures					
Payment WW Plant Debt	2,455,450	-	-	-	-
Payment of Zions Bank Loan	342,000	-	-	-	-
Cost of Bond Issuance	212,717	-	-	-	-
Original Issue Discount	-	21,854	-	-	-
Refunding Issue Discount	-	23,811	-	-	-
Underwriters Discount	-	37,875	-	-	-
Refunding Underwriters Discount	-	40,725	-	-	-
Guaranty Insurance Policy	-	13,990	-	-	-
Refunding Insurance	-	15,056	-	-	-
Transfer to Capital Projects Fund	1,204,000	98,456	745,000	-	910,000
Transfer to Streets Fund	200,000	80,585	200,000	182,936	200,000
Transfer to Gas Fund	-	-	-	-	55,000
Transfer to Waste Water Fund	115,000	-	71,000	-	-
Bond Debt Service	100,000	-	399,350	127,539	-
Debt Service Escrow Carried Forward	-	-	412,650	-	-
Bond Proceeds Carried Forward	788,833	-	775,310	-	435,000
Total Expenditures	5,418,000	332,352	2,603,310	310,475	1,600,000
Total Debt Service Net Revenue	-	(332,321)	-	(310,475)	-

CAPITAL PROJECTS FUND

The Capital Projects Fund (CPF) was seen for the first time in the fiscal year 2007-08 budget. The fund was created in conjunction with the Capital Improvement Projects process placed in service effective July 1, 2007.

The Fund has been set up to accommodate those capital projects that are regional in nature, which means that the project must benefit all citizens of the City. Examples include the improvement at Lions Park, City Hall projects, improvements made to arterial roadways such as Ocotillo Avenue, major equipment purchases that are used by Public Works, etc. The Fund is particularly useful for tracking multi-year projects.

The primary funding source for the Capital Projects Fund is the 4% construction sales tax. The “seed” money for the Fund has been provided by allocation of FY 2006-07 construction sales tax collected during the 2006-07 fiscal year. Future construction sales tax collections have been restricted for use solely for CPF projects.

The use of construction sales tax collections, which are “one time only” collections, to pay for “one time only” expenditures is a true matching of financial resources with financial costs.

PLEASE NOTE: The Capital Projects Fund contains only those capital projects that are regional in nature, as noted above. All other capital projects can be found in the fund and/or the department that benefits from the expenditure.

Please see the CIP section for further information on the capital projects.

Capital Projects Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Construction Sales Tax	600,000	318,176	400,000	383,089	440,000
Series 2010 Bond Proceeds	1,204,000	-	745,000	500,000	910,000
CDBG Grant	-	-	355,000	-	305,000
Anticipated Grant	250,000	-	60,000	-	97,000
Total Revenues	2,054,000	318,176	1,560,000	883,089	1,752,000
Expenditures					
CIP PR 06-1 Lions Park Imp	-	47,765	-	7,886	-
CIP CM 07-1 Land Acquisition	-	-	-	65,510	-
CIP PW 07-1 Drainage Study Intercity	-	-	75,000	-	25,000
CIP PZ 07-2 General Plan Update	15,000	-	15,000	-	-
CIP PW 07-8 Pavement Management	-	-	-	-	200,000
CIP CM 08-1 Walmart Payment	250,000	500,000	250,000	250,000	-
CIP PR 08-2 Union Park Playgrnd	-	-	10,000	6,194	12,000
CIP PR 10-1 Swimming Pool Improvement	35,000	6,500	35,000	73,147	-
CIP PR 12-1 Skate Park Improvements	-	-	-	-	5,000
CIP PR 12-4 Park Master Plan	-	-	-	-	20,000
CIP GS 10-1 Ocotillo Line Replacement	60,000	-	60,000	-	60,000
CIP WW 10-1 Ocotillo Sewer Line Replac	310,000	-	-	3,990	-
CIP WA 10-2 West End Pressure Reduce	80,000	-	80,000	-	80,000
CIP ST 10-3 Street Signage Upgrades	-	-	100,000	3,086	100,000
CIP WA 10-3 5th St & Ocotillo Water Line	275,000	-	275,000	4,945	275,000
CIP WA 10-5 Hill Crest St Water Line	-	-	50,000	-	50,000
CIP WA 10-7 Sue Juan Well Cap & Close	-	-	50,000	1,174	50,000
CIP PW 11-1 Police Roof Replacement	-	-	80,000	110,371	-
CIP PW 11-2 Utility Rate Studies	-	-	45,000	-	45,000
CIP PW 11-3 Backup Generator Fire/Pol	-	1,678	60,000	79,132	-
CIP PW 11-5 Library Roof Replacement	-	-	-	-	50,000
CIP PW 11-7 5th St Reconstruction	-	-	280,000	-	280,000
CIP PW 11-8 2 Used County Dump Truck	-	-	50,000	-	50,000
CIP PW 12-1 UAS Infrastructure Develop.	-	-	-	-	200,000
Country Club Sewer Extention	-	-	-	23,874	-
Walmart Land Payment	-	-	-	250,000	250,000
Carryforward	230,000	24,522	-	-	-
Transfers	-	50,263	-	-	-
Total Capital Projects	1,255,000	630,728	1,515,000	879,309	1,752,000
Total CIP Net Revenue (D)	799,000	(312,552)	45,000	3,780	-

IMPACT FEE FUND

Impact Fee Fund revenues are earned through receipt of impact fees from new construction developments. Expenditures are made from the Fund for capital improvements that benefit the public infrastructure in the areas of the developments.

Impact Fee Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Impact Fee	120,000	86,110	100,000	83,850	80,000
Carry Forward Balance	540,000	-	-	-	-
Total Revenues	660,000	86,110	100,000	83,850	80,000
Expenditures					
Capital Outlay Reserve	120,000	86,110	100,000	83,850	39,000
Transfer to Water Fund	100,000	-	-	-	41,000
Transfer to Waste Water Fund	60,000	-	-	-	-
Carryforward Balance	380,000	-	-	-	-
Transfers	-	-	-	-	-
Total Expenditures	660,000	86,110	100,000	83,850	80,000
Total Impact Fee Fund	-	-	-	-	-

GRANTS FUND

The Grant Fund is set up to track grants received from any source outside the City itself. The fund reflects grant monies being received and spent. Each grant is tracked through this fund. When a grant is completed and closed, then any excess expenditures, called the grant match, are transferred to and reflected as an expenditure of the specific department benefiting from the grant. As a result, the Grant Fund always balances to \$0 upon completion of each grant project.

Grants Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues:					
PD Stonegarden	-	47,427	-	39,900	
FAA 13 Helipad, Rehab Runway	-	5,676	-	1,780	
FAA 14/ ADOT E1F02	-	378,920	-	264,080	
CDBG Streets	72,000	88,386	-	40,927	
CDBG Drainage Study	-	-	-	64,927	
Historic Preservation	-	4,430	-	-	
ADOT E5S18 Env Survey	-	2,391	-	2,516	
ADOT E7S81 Instrument Approach	-	6,063	-	7,903	
Police Grants	-	129,201	-	68,134	
Fire Grants	-	11,500	-	57,636	
Misc Grants	-	-	-	8,645	
EECGB Dept of Commerce	-	68,958	-	-	
Unclassified Airport Grants	1,295,000	-	550,000	-	750,000
Unclassified Grants	2,400,000	-	3,500,000	5,949	3,500,000
FAA 15/ADOT	-	-	-	131,097	
Total Revenues	3,767,000	742,952	4,050,000	562,395	4,250,000
Expenditures:					
CDBG Streets	72,000	88,386	-	41,106	
CDBG Drainage Study	-	-	-	84,403	
PD Stone Garden	-	47,427	-	40,461	
FAA 13 Helipad, Rehab Runway	-	5,676	-	-	
FAA 14/ ADOT E1F02	-	378,920	-	233,718	
FAA 15/ADOT	-	-	-	137,996	
ACJC Police Grant	-	46,957	-	-	
GOER GS-01	-	76,080	-	-	
GOER 132	-	7,155	-	9,217	
GOHS AL-001	-	1,072	-	-	
Police Grants	-	7,269	-	-	
Fire Grants	-	11,500	-	-	
ADOT E5S18 Env Survey	-	2,657	-	-	
ADOT E7S81 Instrument Approach	-	6,737	-	-	
Library Grants	-	3,824	-	-	
Unclassified Airport Grants	1,295,000	68,958	550,000	-	750,000
Unclassified Grants	2,400,000	7,738	3,500,000	-	3,500,000
Total Expenditures	3,767,000	760,355	4,050,000	546,901	4,250,000
Total Grants Net Revenue (Def)	-	(17,403)	-	15,494	-

FIREMAN'S PENSION FUND

The Fireman's Pension Fund is set up to pay a monthly benefit to retired volunteer firemen.

The fund is managed independently from the City. The State makes an annual donation to the Fund.

Fire Pension Fund	2010-11 Budget	2010-11 Actual	2011-12 Budget	2011-12 Projected Actual	2012-13 Budget
Revenues					
Contributions From State Fund	4,500	5,584	6,000	5,656	6,000
Contributions From Fire, Inc	-	574	960	849	1,200
Contributions From General Fund	19,900	-	9,440	-	9,200
Interest Income	2,000	11,901	10,000	-	10,000
Total Revenues	26,400	18,059	26,400	6,505	26,400
Expenditures					
Pension Payments	26,400	26,400	26,400	26,400	26,400
Contingency	-	-	-	-	-
Total Expenditures	26,400	26,400	26,400	26,400	26,400
Total Fire Pension Net F	-	(8,341)	-	(19,895)	-

CAPITAL IMPROVEMENT PLAN (CIP)

Developing the Capital Improvement Plan

The CIP is the City's five-year blueprint for creating and maintaining the crucial infrastructure that will support the continued growth and development of City of Benson. Each year, in conjunction with the annual budgeting process, the City Manager and Finance Department coordinate the process of revising and updating the long-range CIP document. Other documents, such as the City's General Plan and Strategic Plan, also provide valuable information and guidance in the preparation of the CIP. Several of the City's department heads and all Council Members annually review past capital project accomplishments and identify new projects for inclusion in the Plan. Projects included in the 2012-2017 CIP form the basis of appropriation in the 2012-2017 fiscal year capital budget.

Individual projects will continue to be subjected to ongoing community and City Council review and discussion during the annual appropriations process. The CIP is also an important public communication medium. The CIP gives residents and businesses an overall view of the City's long-term direction in the area of capital improvements and helps to illustrate the City's ongoing need for stable revenue sources to fund large or multi-year capital projects.

The 2012-2017 CIP assumes continued very modest commercial and residential growth of the City. The current plan assumes that 40 new dwelling units will be built and that sales tax collections will equal 2011-2012 collections. Growth of construction sales tax revenues for the following fiscal years is projected to gradually ramp up to pre-recession levels by 2017. The CIP is designed so that expenditures can be accelerated or decelerated based on the actual financial performance of the City.

Definition of a Capital Improvement Project

For the purposes of the CIP, a capital expenditure is one that results in the acquisition or addition to the government's capital assets. The assets included in the CIP cost \$10,000 or more and have a useful life of at least three years. Streets, water production and distribution facilities, wastewater collection system and treatment plants, parks, buildings, and major one-time acquisitions of equipment are all examples of capital improvements.

Financing the Capital Improvement Plan

When developing the CIP, the City must consider its ability to finance the needed projects. This requires prioritization of projects while maximizing use of available financing mechanisms. The City's available financing options include some or all of the following sources:

Grants and Contributions - There are a number of grants available from federal, state, and local sources. The City has begun to aggressively pursue this type of funding. The current CIP anticipates about \$29 million in grant funding over the next five fiscal years.

Long-term Debt/Bonds - Debt financing is an important component of most Capital Improvement Plans. The proceeds from any long term debt issuance are restricted for uses as described within the loan/bond covenants. The City successfully completed a \$5 million Excise Tax Revenue Bond issue in 2010. \$2.6 million was used to pay off existing debt, \$400,000 was spent for capital improvements during fiscal 2010-2011 and a like amount was spent in fiscal 2011-2012. The remaining \$1.6 million is being used for projects described in this document.

Four Percent (4%) Construction Sales Tax - The City's 4% tax on new construction has been designated as a primary funding source for the Capital Projects Fund. A project is eligible for the

Capital Project Fund if it is regional in nature or it benefits the specific development area that generated the tax proceeds.

Projected construction sales tax revenues for the next five years are (\$000 omitted) \$440, \$485, \$500, \$525 and \$550 respectively. Actual collections may vary significantly from the projections. New capital projects will be either slowed or accelerated to more closely match actual revenues available.

Development Impact Fees – Each new home constructed in the City has an impact on the City's water, wastewater, public safety, parks and administrative infrastructure. Development fees are assessments on new home construction that allow for "pay-as-you-go" financing for capital projects that benefit the home under construction. The majority (85%) of impact fees collected will be spent on water and wastewater capital projects.

General Funds – A portion of General Fund revenues are allocated to CIP projects each year. CIP project timing is usually somewhat flexible, so the amount allocated from the General Fund each year is related to the excess revenues generated within the Fund. Projected General Fund CIP contributions for the next five years are (\$000) \$219, \$64, \$70, \$142 and \$188, respectively.

Enterprise Funds – Connection fees, excess user fees and impact fees are the primary funding sources for Utility Fund ongoing capital projects. Very large capital projects require long term debt financing.

Carryover Projects/Fund Balance

Due to the nature of capital projects, the life of a project may span across fiscal years. As funds are designated for a project, they are accumulated in the appropriate capital fund and expended as the project progresses. When the funds are not spent in one year they remain in the fund balance to be used in the future. This is also referred to as carryover. As the City refines the annual CIP, these carryover projects will be redefined into areas of contractual obligation, and ongoing projects will be appropriated again in the following year to ensure full project funding.

Revenues, such as construction sales tax, designated for capital projects but not appropriated in the current fiscal year, are carried forward to the next year as a fund balance.

Operating and Capital Budget Relationship

The Capital Improvement Plan also impacts the operating budget as projects are completed. Operating funds are required for the routine maintenance and operation of facilities and equipment, including, utilities, staffing, repairs, fuel for heavy equipment and equipment maintenance. Recurring equipment replacement expenses for new patrol cars and recurring maintenance costs such as street asphalt overlay are also funded through the operating budget. These ongoing costs must be tied to ongoing revenues (e.g., higher user revenue funds, sales tax, user fees, and intergovernmental revenues) to ensure they can be sustained.

CIP Status Report

CIP Status Report		
Projects Completed During Fiscal Year 2011-2012		
CIP FD 07-1	Ford F550 Crew Truck	90,000
CIP FD 10-2	Brush Truck	281,000
CIP PW 07-9	Pavement Management	216,000
CIP PW 11-1	Police Roof Replacement	83,000
CIP PW 11-4	Central Ave Alley Drainage	45,000
CIP PW 11-3	Police Backup Generator	60,000
CIP PZ 07-2	General Plan Update	15,000
CIP AIR 08-1	Airport Projects	230,000
CIP CM 07-1	Land Acquisition	49,000
CIP PR 08-2	Union Park Playground	15,000
CIP PR 10-1	Pool Improvements	60,000
CIP PR 06-1	Lions Park Imps.	6,000
CIP PW	Country Club Sewer Ext.	18,000
CIP PW 07-1	Drainage Study	75,000
CIP AIR 08-1	Airport Imps.	280,000
CIP GS 07-4	Electronic Meters	70,000
CIP WA 07-2	Electronic Meters	100,000
Total Projects Completed During Fiscal Year 2011-2012		\$ 1,693,000

Transit Fund								
Project	CIP #	2012-13	2013-14	2014-15	2015-16	2016-17	Total	
Bus Stops & Signage	TR 10-3	10					10	Grant
IT & Communication Equipment	TR 10-4	6					6	Grant
Bus Barn & Paving	TR 11-1	150					150	Grant
Surveillance Camera	TR 11-2	10					10	Grant
Total Funds Spent		176	0	0	0	0	176	
Fund Sources								
Balance, Beginning of Year		0	0	0	0	0	0	
5311 Grant Funds		164					164	
General Fund Grant Match		12					12	
Total Fund Sources		176	0	0	0	0	176	
Balance, End of Year		0	0	0	0	0	0	
Airport Fund								
Project	CIP #	2012-13	2013-14	2014-15	2015-16	2016-17	Total	
Phase I	AIR 08-1	750	750	1,000	740		3,240	
Phase II	AIR 08-2	0	0	0	3,125	0	3,125	
Phase III	AIR 08-3	0	0	0	0	3,200	3,200	
Phase IV	AIR 08-4	0	0	0	0	2,525	2,525	
Total Funds Spent		750	750	1,000	3,865	5,725	12,090	
Fund Sources								
Balance, Beginning of Year		0	0	0	0	0	0	
Grant Funds		731	731	975	3,768	5,582	11,787	
General Fund Capital Allocation		19	19	25	97	143	303	
Total Fund Sources		750	750	1,000	3,865	5,725	12,090	
Balance, End of Year		0	0	0	0	0	0	
CIP Summary								
	CIP #	2012-13	2013-14	2014-15	2015-16	2016-17	Total	
Total CIP Expenditures		2,968	3,308	4,226	12,071	14,204	36,777	
Fund Sources								
General Fund Capital Allocation		219	64	70	142	188	683	
Series 2010 Bond		965	600	85	80	560	2,290	
Scheduled Grants		1,272	815	1,011	3,804	5,654	12,556	
Construction Sales Tax		440	485	500	525	550	2,500	
Impact Fees		41	100	100	100	100	441	
Enterprise Fund Capital		184	115	225	345	325	1,194	
Anticipated Grants/Bonds		97	1,379	2,485	7,325	6,827	18,113	
Walmart Payments		(250)	(250)	(250)	(250)	0	(1,000)	
Total Fund Sources		2,968	3,308	4,226	12,071	14,204	36,777	

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: CM 12-1

Name of Project: City Manager Vehicle

Submitting Department: Administration

Project Description: Replace City Manager vehicle that is in poor condition.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: none

Project Time Table/Budget: ASAP

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase vehicle	\$15,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: CM 12-2

Name of Project: Audio Equipment For Council Chambers

Submitting Department: City Council

Project Description: Purchase & install new audio equipment for Council Chambers

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & Install	\$12,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: CM 12-3

Name of Project: Video Equipment for Council Chambers

Submitting Department: City Council

Project Description: Purchase & install new video equipment for Council Chambers

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & Install	\$15,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: CM 12-4

Name of Project: ADA Compliant doors for Community Center

Submitting Department: Administration

Project Description: Purchase & install new ADA compliant doors for the Community Center

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & Install	\$17,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: CM 12-5

Name of Project: Unmanned Aerial Systems (UAS) Economic Development

Submitting Department: Administration

Project Description: Provisional cost estimate to prepare studies and documents that may be necessary to attract the proposed UAS project to Benson.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: Undefined

Project Time Table/Budget: As needed

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Incur costs as needed	\$25,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 07-1

Name of Project: Fire Crew Truck

Submitting Department: Fire Department

Project Description: Complete the setup of the recently purchased Ford F-550 Crew Cab Diesel pickup truck.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Fire Truck Fund and General Fund

Project Staffing Implications: None

Project Time Table/Budget: ASAP

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Complete setup of truck	\$23,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 07-2

Name of Project: Fire Hose & Accessories

Submitting Department: Fire Department

Project Description: Purchase 1,200 feet of 5" fire hose, 9 different nozzles & 6 sets of turnouts

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016	Purchase Equipment	23,000
2016-2017		
2017-2018		
Project Total		23,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 09-1

Name of Project: Chevy Tahoe

Submitting Department: Fire Department

Project Description: Purchase Chevy Tahoe SUV for use as Command Vehicle

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017	Vehicle and Equipment	45,000
2017-2018		
Project Total		45,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 09-2

Name of Project: Chevy Crew Truck

Submitting Department: Fire Department

Project Description: Purchase Chevy Crew Cab Truck for use as

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Vehicle and Equipment	90,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		90,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 10-1

Name of Project: Vehicle Exhaust Removal System at Station

Submitting Department: Fire Department

Project Description: This project is for installation of an exhaust removal system. This system directly removes all exhaust emissions from all apparatus parked in the bays. This keeps the harmful emissions from settling on equipment and the firefighter's personal protective equipment. The system will keep the cancer causing byproducts of diesel fuel from being dispersed in the bays and the firefighters breathing it. It will also keep harmful emissions being accidentally put into the breathing air system.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Install Exhaust Removal System	70,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		70,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 10-3

Name of Project: Extraction Equipment Upgrade

Submitting Department: Fire Department

Project Description: The purpose of this CIP is to upgrade the existing Extrication Equipment to meet the challenges of the new style vehicles. This will also enable the purchase of additional equipment the department does not have which would be a benefit to have on rescue calls.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Extrication Equipment	65,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		65,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 10-4

Name of Project: Narrow Banding of Radio Frequencies

Submitting Department: Fire Department

Project Description: The Federal Government has mandated a frequency change for all public safety departments. This frequency change is to allow for more frequencies and keep non emergency companies from over riding on emergency frequencies. This mandated change will take place on January 1, 2013. Any public safety agency transmitting on a non narrow band frequency is subject to penalties and fines. Going to narrow band will reduce the clarity of the transmissions so a new system will have to be placed into service. New pagers will have to be purchased because the old style pagers we have cannot be programmed to Narrow Band.

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Narrow Band Radio System	129,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		129,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: FD 12-1

Name of Project: Fire Engine Type I

Submitting Department: Fire Department

Project Description: The replacement of this Engine Company will enable the department to upgrade to an NFPA compliant apparatus. This will replace a 30 yr old, open cab, front line engine and place it back to reserve status. This apparatus will have the current safety requirements for apparatus. It will be a direct gallon per minute pump replacement so ISO rating will not be affected.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Looking at Grant replacement first then all other options

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016	Purchase Engine Company	\$500,000
2016-2017		
2017-2018		
Project Total		\$500,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PD 07-1

Name of Project: Patrol Vehicle Replacements

Submitting Department: Police Department

Project Description: Replacement of worn out vehicles and additions for police new hires. Cost includes all patrol car equipment.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Purchase 2 vehicles	84,000
2014-2015	Purchase 1 vehicles	36,000
2015-2016	Purchase 1 vehicles	36,000
2016-2017	Purchase 2 vehicles	72,000
2017-2018		
Project Total		\$228,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PD 07-2

Name of Project: Animal Control Vehicle

Submitting Department: Police Department

Project Description: Purchase replacement vehicle for Animal Control Dept.

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): General Funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016	Purchase Truck	22,000
2016-2017		
2017-2018		
Project Total		\$22,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PD 12-1

Name of Project: Police Server backup

Submitting Department: Police

Project Description: Set up a off-site back up for the main police department server

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications:

Project Time Table/Budget: Complete project during Fiscal Year 2012-2013

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Build off-site server and go live	\$ 20,000.00
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PD 12-2

Name of Project: 2 ATV'S & TRAILER

Submitting Department: Police

Project Description: Purchase two off road ATVs, a trailer to transport the ATVs

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Stonegarden Grant

Project Staffing Implications: None

Project Time Table/Budget: Complete project by September 30, 2012

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Buy and deploy all equipment	\$ 30,000.00
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PD 12-3

Name of Project: Tahoe marked police vehicle

Submitting Department: Police

Project Description: New marked police vehicle

Is the Project Routine Replacement? no

Financing Options (Grant, Lease-Purchase, etc.): Stonegarden grant

Project Staffing Implications: none

Project Time Table/Budget: Complete by 2013

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & deploy	\$42,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 06-2

Name of Project: Apache Park Improvements

Submitting Department: Parks & Recreation

Project Description: The Historic Preservation Commission has recommended improvement to Apache Park using Historic Preservation guidelines. The main improvement in the park will include a historic gazebo equipped for a variety of entertainment. Additional improvements are a small parking facility and a pedestrian path that loops the park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be general funds. Part of this project could be funded via donations and via State Heritage Grants.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016	Design and Construction	225,000
2016-2017		
2017-2018		
Project Total		225,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 07-5

Name of Project: Senior Center

Submitting Department: Parks and Recreation

Project Description: This new Senior Center facility will include room for a variety of food service non-profit organizations.

Is the Project Routine Replacement?

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be a Community Development Block Grant.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		100,000
2017-2018		
Project Total		100,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 12-2

Name of Project: Storage Container

Submitting Department: Parks

Project Description: Storage Container for secure storage of Parks assets

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Const sales tax

Project Staffing Implications: none

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & install	\$6,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 12-3

Name of Project: ATV Gator

Submitting Department: Parks

Project Description: ATV John Deere Gator

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Const sales tax

Project Staffing Implications: none

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & install	\$10,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 07-2

Name of Project: Quiet Zone Train Crossing Phase I Study

Submitting Department: Public Works Department

Project Description: If the City makes safety improvements to the existing railroad crossing, the trains will not have to blow their whistle. FHWA requires extensive study and addition improvements to reduce noise from the train whistle.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund for the study. Construction will be funded by combinations of loans and grants.

Project Staffing Implications: Contract Administration and extensive Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017	Study	67,000
2017-2018		
Project Total		67,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 07-3

Name of Project: Union Street Wash Crossing

Submitting Department: Public Works Department

Project Description: This project would be to upgrade the inlet structure and strengthen the dike and headwall on the Southside of Union street west of the Benson Schools. This area has presented flooding problems in the past.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund and possibly grants

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		45,000
2014-2015		45,000
2015-2016		
2016-2017		
2017-2018		
Project Total		90,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 07-4

Name of Project: Wal-Mart Site Drainage

Submitting Department: Public Works Department

Project Description: This project is to improve drainage and add detention basins and a low flow channel to the Wash downstream from the Wal-Mart. The Project would create both flood control and a linear desert park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund for studies and design. Combination of loans and grants for construction.

Project Staffing Implications: Contract Administration and extensive Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015	Design	25,000
2015-2016	Construction	20,000
2016-2017		500,000
2017-2018		
Project Total		\$545,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 11-6

Name of Project: Roof Repairs on City Hall

Submitting Department: Public Works Department

Project Description: This Project is to complete the other ½ of the roof repairs on City Hall

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, General fund, Capital projects funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Construction	20,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$20,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PZ 12-1

Name of Project: Permit Tracking Database

Submitting Department: Planning & Zoning

Project Description: Caselle permit tracking database to accurately track development services permits issued.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Fund

Project Staffing Implications: none

Project Time Table/Budget: ASAP

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & install software	\$25,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: CM 07-1

Name of Project: Public Safety/Land Acquisitions

Submitting Department: City Manager

Project Description: In order to start the ultimate Campus style City Hall we need to start with a space needed to study to determine the ultimate size of the complex. It is desirable to construct the City Hall in phases, for example, one idea is to build the ultimate downtown police station first. This would allow for the fire department to expand into the existing police complex and allow for city administration to utilize the unused space in the new police station temporarily. In order to accomplish this, the City would start land acquisition in the downtown area. After these steps are taken, the design and construction for the police station can begin.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Capital Projects Funds (CPF) generated from construction sales tax and debt.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Space Needs Study/Planning Land Acquisition	225,000
2013-2014	Land Acquisition/ Planning	120,000
2014-2015	Land Acquisition	100,000
2015-2016	Design	500,000
2016-2017		
2017-2018		
Project Total		\$945,000

Additional Comments:

**City of Benson Capital Improvement Plan
Project Sheet FY 12-13**

Project Number: PR 06-1

Name of Project: Lions Parks Improvements Phase I

Submitting Department: Parks and Recreation

Project Description: This project will include the addition of playing fields, a multi use trail, ramadas, new restrooms and minor amenities. This project will be phased in several design and construction projects but the first phase is a master plan. The master plan will in a public participation process to generate public comments and will eventually be approved by Mayor and Council. The master plan will generate specific projects and their respected phasing. This master plan will focus on developing the west side of the park including improvements to the existing park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be the Capital Project Fund (CPF), financed via a GADA loan. Additional funds will come from the general fund and donations. Staff will apply for State grants.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016	Planning/Design	500,000
2016-2017	Design/Construction	900,000
2017-2018		
Project Total		\$1,400,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 07-2

Name of Project: Lions Park Improvements Phase II

Submitting Department: Parks and Recreation

Project Description: This scope of this project was based on the Lions Park Master Plan and will deliver the next set of improvements at Lions Park. Lions Park Improvements Phase III is expected to complete the major improvement at the Lions Park.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The main source of funding for this project will be the capital infrastructure improvement fund (construction sales tax). Additional funds will come from general funds and donations. Staff will apply for a Heritage Grant.

Project Staffing Implications: Contract Administration, Project Management and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017	Design	185,000
2017-2018		
Project Total		\$185,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 08-1

Name of Project: Rodeo Grounds and Land Acquisitions

Submitting Department: Parks & Recreation

Project Description: The City would start a study that will lead to a cost estimate and possible cost of land acquisition. After these steps are taken, the design and construction for the rodeo grounds can begin.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Capital Project Fund and possible private sector donations.

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016	Study	20,000
2016-2017	Acquisition and Construction	100,000
2017-2018		
Project Total		\$120,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 08-2

Name of Project: Union Street Park Playground

Submitting Department: Parks Department

Project Description: Installation of sidewalk and landscaping for new playground at Union Park

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Donations, General Funds

Project Staffing Implications: Minimal

Project Time Table/Budget: ASAP

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Complete landscaping	\$12,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 12-1

Name of Project: Skate Park Improvements

Submitting Department: Recreation

Project Description: Skate park improvements to make the equipment bicycle friendly

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Const Sales Tax

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase & install	\$5,000
2013-2014		
2014-2015		
2015-2016		
2017-2018		
2018-2019		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PR 12-4

Name of Project: Update Parks Master Plan

Submitting Department: Parks Department

Project Description: Provisional cost estimate to update the Master Plan for Lions Park

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Series 2010 Bond or Grant

Project Staffing Implications: Minimal

Project Time Table/Budget: As needed

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Incur costs as needed	\$20,000
2013-2014		
2014-2015		
2015-2016		
2017-2018		
2018-2019		
Project Total		

Additional Comments:

**City of Benson Capital Improvement Plan
Project Sheet FY 12-13**

Project Number: PW 07-1

Name of Project: Drainage Study Inter City Phase I

Submitting Department: Public Works

Project Description: A drainage study to define drainage problems in the downtown area of Benson. This study would include an overview of the drainage system and Identify projects to upgrade the system to safely and efficiently move storm water from the downtown area. This would also include cost estimates to plan these projects in future CIP's

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): CDBG

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Study	25,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$25,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 07-5

Name of Project: Ocotillo Street Phase I (4th Street to Union Street)

Submitting Department: Public Works

Project Description: Rebuilding Ocotillo Street from 2 to 4-5 lanes with drainage and landscape improvements.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): CPF

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015	Study/Design	300,000
2015-2016	Construction	1,000,000
2016-2017	Construction	2,000,000
2017-2018		
Project Total		\$3,300,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 07-6

Name of Project: Ocotillo Street Phase II (I-10 to 4th street)

Submitting Department: Public Works

Project Description: Rebuilding Ocotillo Street from 3 to 4-5 lanes with drainage and landscape improvements. Including multi-purpose lanes and sidewalks.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): HURF Grants, Help Loan, CPF Funds.

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Study/Design	250,000
2014-2015		
2015-2016	Construction	2,500,000
2016-2017		
2017-2018		
Project Total		\$2,750,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 07-7

Name of Project: Ocotillo Avenue Phase III (Union Street to Janella)

Submitting Department: Public Works

Project Description: Repaving Ocotillo Avenue from Union to Via Javelina

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): HURF, CPF, loans and grants.

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		300,000
2017-2018		
Project Total		\$300,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 07-8

Name of Project: Ongoing Pavement Management

Submitting Department: Public Works

Project Description: Repave, patch and rehab existing City Streets

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Minimal HURF and General Funds

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		200,000
2013-2014		200,000
2014-2015		200,000
2015-2016		200,000
2016-2017		200,000
2017-2018		
Project Total		\$1,000,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 08-1

Name of Project: City Hall Improvements

Submitting Department: Public Works

Project Description: Improvements to City Hall building; including roof repairs, bathroom ADA improvements, and painting.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): General Funds.

Project Staffing Implications: Contract Administration and Construction Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		20,000
2014-2015		20,000
2015-2016		40,000
2016-2017		40,000
2017-2018		
Project Total		\$120,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 11-2

Name of Project: Utility Rate Studies

Submitting Department: Public Works

Project Description: This project is to conduct rate studies for all four City utilities – Natural Gas, Water, Wastewater and Solid Waste.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Conduct Studies	45,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$45,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 11-5

Name of Project: Roof replacement on Library Building

Submitting Department: Public Works

Project Description: Replacement of Roofing on Library Building

Is the Project Routine Replacement? Yes (20-25 years)

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, General fund, Capital projects funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Construction	50,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$50,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 11-7

Name of Project: 5th Street Reconstruction

Submitting Department: Public Works

Project Description: This project is to reconstruct 5th Street from Ocotillo to Quarterhorse Lane

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): CDBG funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Design/Construction	280,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$280,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 11-8

Name of Project: Two used Dump Trucks

Submitting Department: Public Works

Project Description: Cochise County has 2 used dump trucks in good condition that they are willing to sell to the City at bargain price

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Const Sales Tax or bond

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase trucks	\$50,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW 12-1

Name of Project: Unmanned Aerial Systems (UAS) Infrastructure Development

Submitting Department: Public Works

Project Description: Provisional cost estimate to initiate construction of utility infrastructure at the Airport in the event that Benson is awarded a UAS development site.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Series 2010 Bond

Project Staffing Implications: Undefined

Project Time Table/Budget: As needed

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Incur costs as needed	\$200,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PZ 07-1

Name of Project: Bike and Pedestrian Plan

Submitting Department: Planning Department

Project Description: In order to take the maximum advantage of the unique outdoor environment of Benson it is proposed to develop a Bike and Pedestrian Plan. The plan will set a direction for an interconnected bike and pedestrian system so the City of Benson can take maximum advantage of grant and developer contributions. This plan will attempt to connect the San Pedro Valley to the Whetstone Mountains by developing a system for multi use paths, bike routes, and trails system. This Bike and Pedestrians Plan will include trail heads and parking facilities. The City of Benson has unique opportunities such as the birding trail along the San Pedro, the abandoned railroad route and the trails in the Whetstones. This plan will be developed with a series of public participation meetings to maximize public input.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The source of funding for this project will be general funds.

Project Staffing Implications: Project Management is required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		45,000
2015-2016		
2016-2017		30,000
2017-2018		
Project Total		\$75,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GS 10-1

Name of Project: Ocotillo Line Replacement

Submitting Department: Public Works (Gas)

Project Description: Design and Construction of a 4" gas line from 5th street to Union street.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Design/Construction	60,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$60,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GS 10-2

Name of Project: Pomerene Road Line Replacement

Submitting Department: Public Works (Gas)

Project Description: Design and Construction of a 4" gas line on Pomerene Road

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Design/Construction	50,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$50,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: ST 10-1

Name of Project: Street resurfacing and replacement

Submitting Department: Public Works (Streets)

Project Description: Milling and placement of Streets in need of it City wide

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Property tax Bond funds

Project Staffing Implications: Additional Staff will be required

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Design	100,000
2014-2015	Construction	2,000,000
2015-2016	Construction	2,000,000
2016-2017	Construction	2,000,000
2017-2018		
Project Total		\$6,100,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: ST 10-2

Name of Project: Survey of 4th Street

Submitting Department: Public Works (Streets)

Project Description: Survey of 4th Street from Ocotillo to B-10 Interchange

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Capital Project Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Survey	15,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$15,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: ST 10-3

Name of Project: Street Signage Upgrades

Submitting Department: Public Works (Streets)

Project Description: Project is to replace street signs that do not meet the 2012 MUTCD standards.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): HURF, General Funds, Bonds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Signs	100,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$100,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 10-2

Name of Project: West Benson-Wal-Mart Pressure Reducing Station

Submitting Department: Public Works (water)

Project Description: Design and Construction of a PR station on the 12" Wal-Mart water line and connection to the upper zone water system

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Design & Construction	80,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$80,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 10-3

Name of Project: 5th Street and Ocotillo Water line

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line from 5th street to Union Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Design & Construction	275,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$275,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 10-4

Name of Project: North side 4th Street Waterline upgrades

Submitting Department: Public Works (water)

Project Description: Design and Construction of water lines on the north side of 4th street from Prickly Pear to Ocotillo Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Design & Construction	300,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$300,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 10-5

Name of Project: Hill Crest Street Water Line

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line on Hill Crest Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Design & Construction	50,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$50,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 10-6

Name of Project: Union Street Water line

Submitting Department: Public Works (water)

Project Description: Design and Construction of an 8" water line from Patagonia Street to High Street. Including fire hydrants.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Design & Construction	150,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$150,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 10-7

Name of Project: Sue Juan Well Cap and Closure

Submitting Department: Public Works (water)

Project Description: Capping of the Two Sue Juan well and removal of the equipment at the Sue Juan Well Site.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Construction	50,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$50,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 10-1

Name of Project: Ocotillo Sewer line Replacement

Submitting Department: Public Works (wastewater)

Project Description: Design and Construction of an 8" sewer line from 5th street to Union Street.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Design & Construction	310,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$310,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 10-2

Name of Project: Wastewater plant roaders upgrade.

Submitting Department: Public Works (wastewater)

Project Description: Add roaders to the current oxidation ditches to increase treatment efficiency.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Design & Install	100,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$100,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 10-3

Name of Project: Wastewater plant software upgrade

Submitting Department: Public Works (wastewater)

Project Description: Upgrading the computer software that controls the treatment process to allow more flexibility and energy savings.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Bond funds, Impact fees, Capital projects funds, or Grant funds.

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Design & Install	80,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$80,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GAS 07-1

Name of Project: Planning Area Gas Skeletal and upgrade Model

Submitting Department: Public Works (Gas Department)

Project Description: This Project is to produce a basic model for the City's Gas System. This is to identify any current problems and to show what off site improvements that developers would have to install for there Sub-divisions.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015	Model	25,000
2015-2016		
2016-2017	Update	30,000
2017-2018		
Project Total		\$55,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GAS 07-2

Name of Project: Highway 80 Utility Relocation

Submitting Department: Public Works (Gas Department)

Project Description: This is to relocate the wastewater lines when ADOT does reconstruction work on Highway 80.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		35,000
2016-2017		60,000
2017-2018		
Project Total		\$95,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GAS 07-3

Name of Project: Benson Regulator System

Submitting Department: Public Works (Gas Department)

Project Description: Upgrade the Main Regulator Station near Lions Park to allow the City serve more customers in this part of the city.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		20,000
2014-2015		100,000
2015-2016		
2016-2017		
2017-2018		
Project Total		\$120,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GAS 07-4

Name of Project: Telemeter System

Submitting Department: Public Works (Gas Department)

Project Description: This is upgrading the gas meters in the city to be read by the telemeter and upgrade older meters.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Project Management and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		30,000
2013-2014		60,000
2014-2015		60,000
2015-2016		60,000
2016-2017		60,000
2017-2018		
Project Total		\$270,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GAS 07-5

Name of Project: Work Truck Replacements

Submitting Department: Public Works (Gas)

Project Description: This is replace work trucks for the Gas division

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Split	15,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		20,000
2017-2018		
Project Total		\$35,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GAS 07-6

Name of Project: SKP Line Extension

Submitting Department: Public Works (Gas Department)

Project Description: Complete the gas line extension along with sewer.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Project Management required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		60,000
2016-2017		
2017-2018		
Project Total		\$60,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: GAS 08-1

Name of Project: Self Contained Breathing Apparatus

Submitting Department: Public Works (Gas Department)

Project Description: Purchase four (4) Breathing Apparatus to replace outdated safety equipment.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Gas Fund

Project Staffing Implications: Project Management required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		10,000
2016-2017		10,000
2017-2018		
Project Total		\$20,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: PW GAS 12-1

Name of Project: Gas Detection Equipment

Submitting Department: Public Works (gas)

Project Description: Replace old gas detection equipment with new equipment.

Is the Project Routine Replacement? yes

Financing Options (Grant, Lease-Purchase, etc.): Bond funds or Capital projects funds,

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Purchase	25,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		25,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 07-1

Name of Project: Upper Storage Tank Connection to SKP Water Distribution

Submitting Department: Public Works (Water)

Project Description: This project is to connect the Upper Storage tank with the SKP water tank with an 8" diameter line. This will allow the City to move water from wells that produce low Arsenic to supply the eastside of the City.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		200,000
2015-2016		200,000
2016-2017		500,000
2017-2018		
Project Total		900,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 07-2

Name of Project: Telemeter System

Submitting Department: Public Works (Water)

Project Description: This is to replace older water meters throughout the City to reduce the water loss rate. This program was put in place because the loss rate was 30%. The Goal of the program is to reduce loss rates to less than 10%

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		100,000
2013-2014		100,000
2014-2015		50,000
2015-2016		50,000
2016-2017		
2017-2018		
Project Total		\$300,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 07-3

Name of Project: Highway 80 Utility Relocation

Submitting Department: Public Works (Water)

Project Description: This is to relocate the water lines when ADOT does reconstruction work on Highway 80.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		35,000
2016-2017		60,000
2017-2018		
Project Total		\$95,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 07-5

Name of Project: New 500,000 gal. Storage Tank (Cochise College Site)

Submitting Department: Public Works (Water)

Project Description: This to add two 500,000 gallon storage tanks at the site of the new Cochise College Well. This is to upgrade the supply of water to our current system as we take wells off line that contain Arsenic above the new water quality standard.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		400,000
2016-2017		550,000
2017-2018		
Project Total		\$950,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 07-6

Name of Project: Hydrological Studies (update)

Submitting Department: Public Works (Water)

Project Description: This project is to produce a 3D subsurface model of the aquifer under the City.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		45,000
2017-2018		
Project Total		\$45,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 07-8

Name of Project: Planning Area Potable Water Skeletal Model

Submitting Department: Public Works (Water)

Project Description: This is to update the water system model that was completed by Stantec.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): The funding will be provided via the development impact fee.

Project Staffing Implications: Contract Administration, Project Management

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		25,000
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$25,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 07-9

Name of Project: Replacement Trucks

Submitting Department: Public Works (Water)

Project Description: This is routine replacement of City Trucks

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		15,000
2013-2014		
2014-2015		
2015-2016		30,000
2016-2017		
2017-2018		
Project Total		\$45,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WA 08-1

Name of Project: Suejuan Water Repairs

Submitting Department: Water Department

Project Description: Add a loop in the SueJaun water system

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Water Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Complete repairs & replacements	15,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$15,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 07-1

Name of Project: Planning Area Wastewater Skeletal Model

Submitting Department: Public Works (Wastewater)

Project Description: This Project is to produce a basic model for the City's Wastewater System. This is to identify any current problems and to show what offsite improvements that developers would have to install for their Sub-divisions.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration and Project Management are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014	Planning	50,000
2014-2015		
2015-2016	Plan Update	50,000
2016-2017		
2017-2018		
Project Total		\$100,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 07-4

Name of Project: Replacement Trucks

Submitting Department: Public Works (Wastewater)

Project Description: This is replace work trucks for the wastewater division

Is the Project Routine Replacement? Yes

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		15,000
2013-2014		20,000
2014-2015		
2015-2016		30,000
2016-2017		
2017-2018		
Project Total		\$65,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 07-5

Name of Project: Reclaimed Water System Model

Submitting Department: Public Works (Wastewater)

Project Description: This is a study to review & select options for future reclaimed water use.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		25,000
2016-2017		20,000
2017-2018		
Project Total		\$45,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 07-6

Name of Project: Highway 80 Utility Relocation Wastewater

Submitting Department: Public Works (Wastewater)

Project Description: This is to relocate the wastewater lines when ADOT does reconstruction work on Highway 80

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		35,000
2016-2017		60,000
2017-2018		
Project Total		\$95,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 07-7

Name of Project: Prickly Pear

Submitting Department: Public Works (Wastewater)

Project Description: This is to relocate the wastewater lines on Prickly Pear.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: Contract Administration, Project Management, and Construction Inspection are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		25,000
2017-2018		
Project Total		\$25,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: WW 08-1

Name of Project: High Pressure Jet Router

Submitting Department: Public Works (Wastewater)

Project Description: Purchase of high pressure jet router to replace current 10 yr old jet router.

Financing Options (Grant, Lease-Purchase, etc.): Wastewater Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		65,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$65,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: TR 10-3

Name of Project: Transit Stops and Signage

Submitting Department: Transit Division

Project Description: Purchase Bus Stops for Transit Program

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grants, General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		10,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$10,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: TR 10-4

Name of Project: Transit IT & Communication Equipment

Submitting Department: Transit Division

Project Description: Purchase Bus Equipment for Transit Program

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grants, General Fund

Project Staffing Implications: None

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		6,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$6,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: TR 11-1

Name of Project: Bus Barn and Paving

Submitting Department: Transit Division

Project Description: Construct Bus Pole Barn, Pave Parking Area

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grants, General Fund

Project Staffing Implications: In Kind Labor

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		150,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$150,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: TR 11-2

Name of Project: Surveillance Cameras

Submitting Department: Transit Division

Project Description: Purchase and install surveillance cameras

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Grants, General Fund

Project Staffing Implications: In Kind Labor

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		10,000
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
Project Total		\$10,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: AIR 08-1

Name of Project: Airport Phase 1 improvements

Submitting Department: Public Works

Project Description: Phase 1 Airport Projects include Land Acquisition Phase I, Seal Coat Runway, Approach System, Install Security Fencing, Land Acquisition Phase II, Structurally Upgrade Apron, Drainage/Erosion Control, and Design Runway Extension.

Is the Project Routine Replacement? No

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013	Design & Construction	750,000
2013-2014		750,000
2014-2015		1,000,000
2015-2016		740,000
2016-2017		
2017-2018		
Project Total		\$3,240,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: AIR 08-2

Name of Project: Airport Phase 2 improvements

Submitting Department: Public Works

Project Description: Phase 2 Airport Projects include Extend Runway, Extend Taxiway, Design Terminal, Design Access Road Reconstruction, Design Apron Expansion, Design Helipad, and Airport Perimeter Fencing.

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016	Design & Construction	3,125,000
2016-2017		
2017-2018		
Project Total		\$3,125,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: AIR 08-3

Name of Project: Airport Phase 3 Improvements

Submitting Department: Public Works

Project Description: Phase 3 Airport Projects includes Reconstruct Access Road, Construct Helipad, Design Perimeter Road, Construct Terminal (4,000 Sq Ft), Upgrade PAPI-4s for Runway, Land Acquisition Phase III

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017	Design & Construction	3,200,000
2017-2018		
Project Total		\$3,200,000

Additional Comments:

**City of Benson Capital Improvements Plan
Project Sheet FY 12-13**

Project Number: AIR 08-4

Name of Project: Airport Phase 4 Improvements

Submitting Department: Public Works

Project Description: Phase 4 Airport Projects include Land Acquisition Phase IV, Construct Aircraft Wash Rack, Construct Perimeter Road, Update Airport Master Plan, and Pavement Preservation.

Financing Options (Grant, Lease-Purchase, etc.): Federal Aviation Administration, Grants, Arizona Department of Transportation Grants, General Funds

Project Staffing Implications: Contract Administration, Project Management, Contracting Services and Construction Inspections are required.

Project Time Table/Budget:

FISCAL YEAR	ACTIVITY	BUDGET
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017	Design & Construction	2,525,000
2017-2018		
Project Total		\$2,525,000

Additional Comments: