CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 3/10/15

TO: William Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: February 2015 Department Head Report

Operations

During the month of February, Benson Fire Department responded to 84 calls. The average number of Firefighters responding to the calls for the month was 8. The lowest number was 1 and the highest number was 9. The average response time from page to on scene was 5 minutes. The average time from page to en route was 1 minute and the average time from en route to on scene was 3 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	3
Vehicle Fire	1
Brush Fire	0
EMS	63
Rescue	0
Haz-Mat	2
Service Calls	0
Good Intent Calls	15
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department had two (2) Mutual Aide Calls

Meetings and Trainings

Business/Training meetings were held on February 11th and February 18th.

Miscellanous

Attended the CCEMS and CCFA meeting for the month at Ft. Huachuca.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 19, 2015**

TO: **William Stephens, City Manager**

FROM: **Dustin DeSpain, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for February, 2015**

Current Department Projects:

- We are working on a project to identify taxpayers subject to our local rental tax. Our goal is to increase compliance with the tax and to educate the community on the requirements surrounding this tax.
- We are working on a change to our tax code regarding rental tax. We plan to bring this change to Council in April.
- We are monitoring certain bills in the legislature currently that could affect Benson. A bill was introduced on Community Facilities Districts that we are in the process of gathering more information on.
- Budget spreadsheets are due back to Finance at the end of March. We will be working hard on budget from now till the end of June.
- Our audited financial statements are completed and will be presented to the Council March 23.
- We are moving forward with educational pieces on the proposed 1% sales tax increase. We are putting together data showing the cost of privatizing the utilities and loss of services.

Upcoming:

- Starting before end of March sales tax educational Forums will be scheduled through end of April.
- Transit application is due April 17. Laurie is working in conjunction with Brad to complete.
- Our office remains closed Fridays through June 26, 2015 or further depending on budget.

Finance Department Statistics for February, 2015

Utility payments processed	2749
Other payments processed	326
Payroll checks issued	194
Accounts Payable checks issued	191
New Business License Applications taken	7
Customers enrolled on Xpress Bill Pay	655
Customers signed up for Online Statements	331

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 3, 2015**

To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for February 2015**

February 10th the circulation computer would not connect to the Internet, requiring a 1 1/2 hour phone call to Executech.

On the 25th provided a tour to a group of Webelo's so they may obtain a badge. They were shown how to use the card catalogue and then locate the material on the shelf.

February 27th was an all-day webinar on "Big talk for small libraries 2015" presented by Nebraska Library Commission. All staff were able to view portions of the webinar.

Completed the state report for the Arizona State Library.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
February-15

	Feb-15	Feb-14	YTD-2015	YTD-2014	
Total Circulation	5,838	5,834	46,139	51,300	monthly circulation of material
Patrons	4,792	5,739	36,066	44,292	patrons entering the library
New Registration	59	56	551	583	new patron cards
Total Registration	7,731	7,196	7,731	7,196	total # of patrons in database
Programs	16	22	51	78	#of programs provided by library
Pr. Attend	266	309	919	918	total attendance for programs
Ref. Questions	737	738	4,525	5,329	ref questions answered by staff
Volunteers	1	0	9	3	new volunteers this month
Volunteer hours	13.75	30	261.9	316.75	total of monthly volunteer hours
Book Count					
Titles added	124	76	1,117	1,418	new titles added to database
Titles deleted	148	586	2,094	3,018	titles removed from collection
Collection Total	33,742	35,521	33,742	35,521	total material in database
Overdues:					
Titles overdue	513	439	4,100	4,044	number of overdue items
Contacts	97	87	957	1,000	number of patrons contacted
Titles returned	288	330	2,846	3,220	# of overdue items returned
Internet Users	1,119	1,430			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 03/16/2015

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: February Report

Attached is the February recap of Police Department calls for service, calls by type, and incidents by description. The report is in the new format, Spillman Technologies provides a lot of different reporting options at this time the two attached are the ones that provide council with the information that they are used to getting from the police department. At the time of this report the police department is down to three full time dispatchers, we have lost another officer and have one officer's back ground investigation started by another agency and one of the detectives has informed me that he is testing with the Attorney General's Office.

Offense	CC	ACT	EJN	FTS	FBG	EJD	TFP	CRA	Other	Total
	3	2	0	0	0	0	0	0	0	5
13-1302A Custodial interfere	1	0	0	0	0	0	0	0	0	1
13-1203 Assault	1	0	0	0	0	0	0	0	0	1
13-2011A Fraudulent creatio	0	1	0	0	0	0	0	0	0	1
13-2917B1 disturb prvt/pub	2	1	0	0	0	0	0	0	0	3
13-4902A1 Criminal trespass	1	0	0	0	0	0	0	0	0	1
Animal control	4	1	0	0	0	0	0	0	0	5
Welfare Check	4	0	0	0	0	0	0	0	0	4
Found Property	1	0	0	0	0	0	0	0	0	1
Suspicious person	1	3	0	0	0	0	0	0	0	4
Information	2	0	0	0	0	0	0	0	0	2
Alarm	1	0	0	0	0	0	0	0	0	1
Assist other agency	1	0	0	0	0	0	0	0	0	1
Civil standby/domstc viol	2	0	0	0	0	0	0	0	0	2
Public - other types	2	0	0	0	0	0	0	0	0	2
Emergency Unknown problem	2	0	0	0	0	0	0	0	0	2
Vioation of Court order	1	0	0	0	0	0	0	0	0	1
28-871 Unsfe park,stop,stand	1	0	0	0	0	0	0	0	0	1
28-4831 Unlwfl abandonment o	1	0	0	0	0	0	0	0	0	1
Other Traffic Incidents	1	0	0	0	0	0	0	0	0	1
Grand Totals	32	8	0	0	0	0	0	0	0	40
Percentages	80.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0

Report Includes:
All dates between `00:00:00 02/01/15` and `23:59:59 02/28/15`
All agencies matching `BNPD`
All officers
All dispositions
All natures
All locations
All cities
All clearance codes
All observed offenses
All reported offenses
All offense codes

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Nature of Call	Total Calls Received	% of Total
30 Day Impound Hearing	4	1.16
911 HANGUP	2	0.58
Abandoned Vehicle	1	0.29
Agency Assistance	7	2.02
Alarm	8	2.31
Robbery Alarm	2	0.58
Animal Problem	11	3.18
Cruelty to Animals	1	0.29
Animal/Barking Dog	2	0.58
Assault	4	1.16
Assault with Deadly weapon	1	0.29
Attempt to Locate	1	0.29
Barking Dog	6	1.73
Burglary	1	0.29
Child Abuse or Neglect	2	0.58
Citizen Assist	17	4.91
Citizen Dispute	2	0.58
Civil	10	2.89
Civil Standby	7	2.02
Courtesy Transportation	1	0.29
Criminal Damage	2	0.58
Custodial Interference	3	0.87
Dead Body	2	0.58
Deliver Message	1	0.29
Disorderly Conduct	4	1.16
Disturbance	11	3.18
Domestic Trouble	5	1.45
Driving on Suspended license	3	0.87
Controlled Substance Problem	1	0.29
Drunk Subject	5	1.45
DUI Alcohol or Drugs	1	0.29
Emergency	4	1.16
Extra Patrol	3	0.87
Fingerprints	1	0.29
Fingerprints	17	4.91
Fire	1	0.29
Fire	1	0.29
Vehicle Fire	1	0.29
Firearms Registration	1	0.29
Found Property	2	0.58
Fraud	1	0.29
Gas Leak/Odor	2	0.58
Harassment	1	0.29
Harrassment	3	0.87
Traffic Accident Hit and Run	1	0.29
Information Report	15	4.34
Juvenile Problem	1	0.29
Lost Property	1	0.29
Medical Emergency	3	0.87
Overdose	1	0.29
Parking Problem	7	2.02
Traffic Accident w/ Damage	7	2.02
Traffic Accident, w/ Injuries	2	0.58
Reckless Driving	1	0.29
Runaway Juvenile	1	0.29

Nature of Call	Total Calls Received	% of Total
Sex Offense	1	0.29
Shots Fired	1	0.29
Animal snake	1	0.29
Stray Animal	9	2.60
Suspect Vehicle	2	0.58
Suspicious Person/Circumstanc	24	6.94
Theft	15	4.34
Threatening	9	2.60
Traffic Acc	3	0.87
Traffic Hazard	9	2.60
Traffic Violation	3	0.87
Patient Transfer	2	0.58
Trespassing	8	2.31
Unwanted Person	8	2.31
Utilities Callout	7	2.02
Vandalism	2	0.58
Vehicle Theft	1	0.29
Vehicle release	1	0.29
Vicious Animal	1	0.29
VIN Number Inspection	2	0.58
Viol Crt Order	8	2.31
Warrant	9	2.60
Welfare Check	14	4.05
Total Calls:	346	

Report Includes:
All dates between `00:00:00 02/01/15` and `23:59:59 02/28/15`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

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Benson Animal Control Monthly Report

Month in Report___February 2015_____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	3	4
Dogs Picked up:	0	6
Dogs Adopted:	6	14
Dogs Euthanized / Owner Requested:	0	1
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	1
Dogs Returned to Owner:	4	5
Dog Complaints:	31	44
Dog Bites:	1	1
Dog Licenses Sold:	51	117
Cats Turned In:	1	8
Cats Picked up:	2	2
Cats Returned to Owner:	0	0
Cats Adopted:	6	9
Cats Euthanized / Owner Requested	0	0
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	4
Cat Bites:	0	0
Removals (Snake,Skunk, birds, etc):***	0	1
Calls Responded to:	31	44
Compliance Notices (Warnings):	0	0
Citations Issued:	1	3
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**14**	**35**
Cats at the shelter (time of Report):	**5**	**10**

Removals:***
1 skunk

Donations:
600 lbs dog/cat food, kitty litter

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 10, 2015**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for February, 2015**

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	00
General Crime Trials:	04
Drug Related Trials:	01
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	06

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	56
General Crime Pretrial Conference Hearings:	18
Drug Related Pretrial Conference Hearings:	12
Domestic Violence Pretrial Conference Hearings:	11
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	02
Total Pretrials	104

HEARINGS:

Restitution/OSC and Sentencing Hearings:	00
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/Status	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	00
Total Case Matters Closed this Month	49
PROSECUTORIAL TIME SPENT IN COURT	**25.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**72.00 HRS**

*****TIME SPENT DEALING WITH DEFENSE COUNCIL, VICTIMS, DEFENDANTS AND ON OTHER MATTERS SUCH AS ISSUING WARRANTS, CASE PREPARATION, LEGAL RESEARCH AND REVIEW OF PENDING CRIMINAL CHARGES.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 16, 2015**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – February 12, 2015 through March 15, 2015**

Summer Programs:

- I am working on our 2015 Summer Program.
- I have contacted potential camp instructors.
- I am in the process of finalizing the summer camp schedule.

Pool:

- Regular Pool maintenance.
- I am working on our 2015 Aquatics Program.

Lions Park:

- Little League is in the process of scheduling the use of Lions Park for the 2015 baseball season.
- There has been a higher demand for use of the fields this year. We find it increasingly more challenging each year to accommodate the demand for use of fields.
- There have been several requests from organizations to use Lions Park for Special Events. These requests are making scheduling more challenging than normal. There is also the potential that Leagues are going to have less time on the fields because of these requests.
- Due to lack of availability of the Softball Field the Middle School Baseball Tournament will not be held in Benson.
- The number of Ramada rentals is increasing. The next available Saturday for the Big Ramada is May 9.

Community Center:

- The Center remains full with reservations.
- The Community Center is booked every Saturday until April.
- On February 3, AARP began their tax assistance at the Community Center every Tuesday, until April 14.

Completed Tasks:

- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.

- Attended Department Head Meetings.
- Preformed regular pool maintenance.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Posted Council Meetings to the City Facebook page.
- Notified the Police Department of Park Reservations and Events.
- I have processed five Special Event Permit Applications this month, and currently have two pending.
- I have completed my 2015/16 FY budget.
- I have scheduled twenty-nine people to come by my office this month.

Completed 4th of July Tasks:

- I contacted 27 of last year's vendors to offer them the opportunity to participate again this year, three have confirmed.
- I secured Arizona's G&T for the parade announcing and sound.
- I have updated all forms and applications.
- Dick Ferdon secured the use of Kartchner's Tents for the parade.
- My volunteers and I have agreed on a parade theme, and grand marshal.
- I have contacted all but two of my sponsors from last year, two have verbally committed.
- Warren Johnson is contacting his sponsors from last year.
- I have created a new 4th of July logo, and posted on the City's Facebook page.
- I have placed the 4th of July cover photo on the City's Facebook page.
- David Bryan is coordinating National Anthem Auditions. We plan to have the auditions in April.
- I have secured all but one of the bands for this year's celebration.
- I have secured the music for the Fireworks display.
- Secured bids for the 2015 4th of July Celebration.

Status of Ongoing Projects:

- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Fields, we have been working on the feasibility of a Ball field Project; to include working with member of the community for possible funding, looking for available grants, cost analysis and communicating with the appropriate City Departments.
- I have begun modifying our existing park master plan based on the 2013 Parks and Recreation Survey Results. Once we complete changes, we will meet with Mr. Stephens and Mr. Hamilton prior to moving forward.
- I am working toward completion of departmental updates to our SOPs.
- I am working on departmental Emergency Action Plans.

- I am working to find local High School Students to create and implement a Skin Cancer Prevention and Awareness Program. Once I have implemented this program for a year, I will be able to apply for a grant to purchase a shade structure for the Union Street Playground Equipment.
- I am working toward going live with the new City website.
- I am looking at the feasibility of hosting a Cycling Event in Benson.
- I need to apply for the skate park grant.
- I need to complete my Emergency Response Certification Classes.
- I have submitted our changes to Chapter 11 of the City Code to Mr. Stephens for his review prior to sending it to the City Attorney.
- I have submitted the draft of the Special Events chapter to Mr. Stephens for review prior to sending it to the City Attorney.
- I need to get current on Records Destruction.
- I am working on the Sun Corridor Trail project.
- I am working with an intern on the Parks, Trails, and Open Spaces Master Plan.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **March 17, 2015**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for February 2015**

• Our Visitor count for February 2015 was 1,637 as compared to 1,420 in February of 2014, up 217 from last year. This is the best count since 2010.

• We are designing a “G” scale Railroad for the Visitor Center as part of the Union Pacific Foundation grant. I have been getting a lot of interest from the several of the model railroad clubs. Hopefully this might attract model railroad fans to Benson just to see this layout.

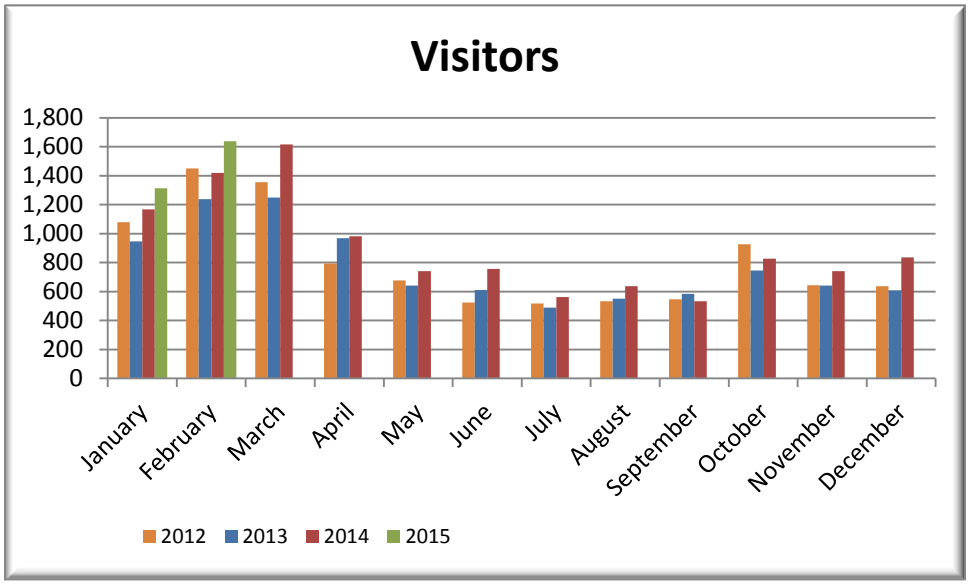
• Greyhound ticket sales have still been a little slow in February.

• I have been having three to five inquiries per week wanting to know about the El Dorado project.

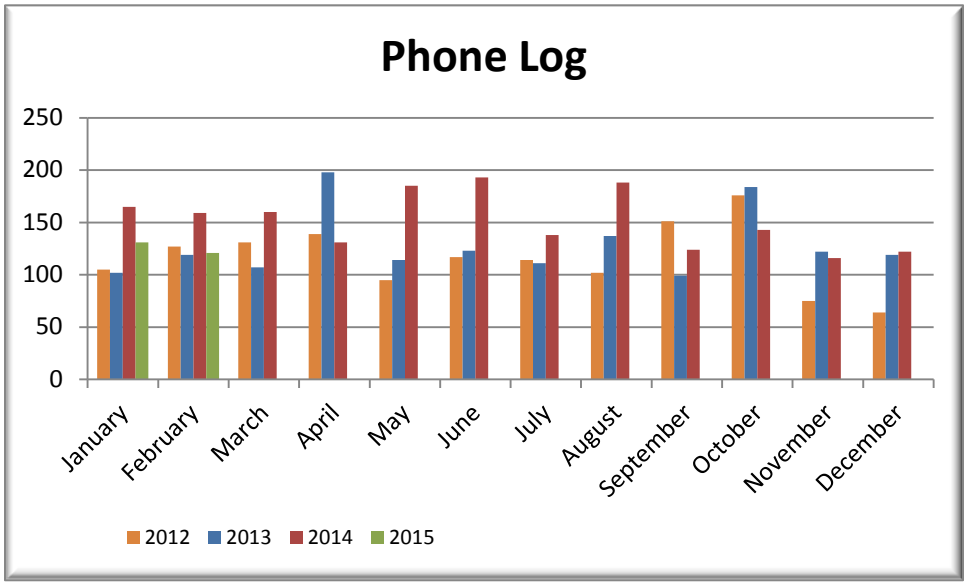
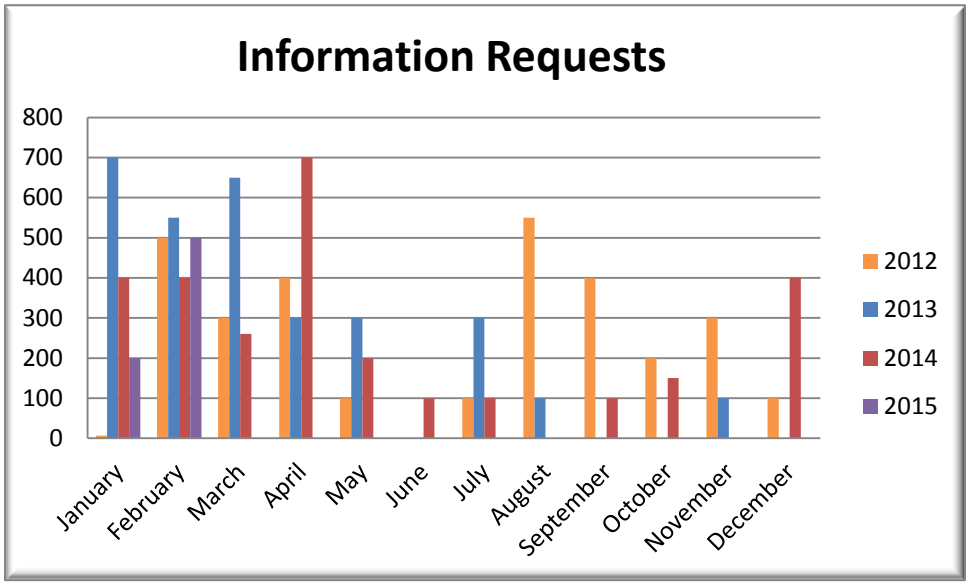
• I have set up an Itinerary for Jay Jones, a freelance travel writer who will be writing a story on some Benson attractions for the Los Angeles Times. He will be visiting the Singing Wind Bookshop, Down by the River Bed & Breakfast and Kartchner Caverns on April 3rd. Andy at Mi Casa has been gracious enough to give Mr Jones a free lunch. Hopefully he will write a good story on Benson.

• Below are our Visitor Counts for February of 2015

Visitor Center Headcount Comparisons February, 2015



Visitor Center Phone calls Comparisons by Graph February, 2015



Visitor Center Information Requests Comparisons by Graph February, 2015