

CITY OF BENSON CITY COUNCIL SEPTEMBER 24, 2018 – 7:00 P.M. REGULAR MEETING

A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
WILL BE HELD ON SEPTEMBER 24, 2018 AT 7:00 P.M.,
AT THE BENSON COMMUNITY CENTER,
705 W. UNION STREET, BENSON, ARIZONA

Vicki L. Vivian, CMC, City Clerk

A G E N D A

The Council may discuss, direct, consider and take possible action as indicated below pertaining to the following:

CALL TO ORDER: The Call to Order will consist of the Mayor calling the Council to order. The Mayor or his designee shall then lead those present in the Pledge of Allegiance before introducing the invocation speaker, who will offer the invocation.

ROLL CALL: The City Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes.

EMPLOYEE RECOGNITION: The Mayor shall use this time to present employment awards to those City employees or to present recognition awards for specific acts regarding public service, if any.

PROCLAMATION: None

PUBLIC HEARING: None

CALL TO THE PUBLIC: Communications and comments from the citizens regarding the City of Benson or other matters properly addressed to the City Council shall be heard by the Council. Such remarks shall be addressed to the Council as a whole and shall be limited to five (5) minutes unless this time is adjusted in the discretion of the Mayor or Council. **

CITY MANAGER REPORT: The City Manager will announce meetings and events taking place regarding matters involving or related to the City of Benson.

NEW BUSINESS:

1. Discussion and possible action on the Consent Agenda: ***
 - 1a. Appointment of Elton Bowman to the Benson Planning & Zoning Commission *
 - 1b. Resolution 26-2018 of the Mayor and Council of the City of Benson, Arizona, (“City”) approving and authorizing the execution of an Intergovernmental Agreement between the City and the Pomerene School District #64 (“District”) to permit reciprocal use of the buildings and grounds of the City and the District *
 - 1c. Grant Agreement with the City of Tucson High Intensity Drug Trafficking Area (HIDTA) Program, CFDA Number: 95.001 *
 - 1d. Invoices processed for the period from August 30, 2018 through September 13, 2018 *
2. Recognition of assistance and support from Arizona G&T Cooperative for the City’s 4th of July festivities – **Vicki Vivian, CMC, Interim City Manager/City Clerk**
3. Discussion and possible action regarding Ordinance 593 of the Mayor and Council of the City of Benson, Arizona, amending prior inconsistent ordinances including 559, reducing to five (5) the number of members of the Planning & Zoning Commission – **Gary J. Cohen, City Attorney** *
4. Review of City Finances with emphasis on April and May 2018 financial results, and the City’s financial position at May 31, 2018 – **Seth Judd, Finance Director** *

DEPARTMENT REPORTS: Written Department Reports will be provided to Councilmembers as part of the Council packet monthly, discussion and direction to Staff, if any, may ensue.

ADJOURNMENT

POSTED this 21st day of September, 2018

Material related to the City Council meeting is available for public review the day before and the day of the meeting, during office hours, at the City Clerk's Office located at 120 W. 6th Street, Benson, Arizona, 520-586-2245 x 2011.

All facilities are handicapped accessible. If you have a special accessibility need, please contact Vicki L. Vivian, City Clerk, at (520) 586-2245 or TDD: (520) 586-3624, no later than eight (8) hours before the scheduled meeting time.

Any invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker.

Executive Sessions – Upon a vote of the majority of the City Council, the council may enter into Executive Sessions pursuant to Arizona Revised Statutes §38-431.03 (A)(3) to obtain legal advice on matters listed on the Agenda.

* Denotes an Exhibit in addition to the Council Communication

** Call to the Public

Arizona Revised Statutes §38-431.01(H) provides that “A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.” As such, a Call to the Public, if on the agenda, is provided as a courtesy.

In order to speak during the Call to the Public, please complete the Call to the Public form requesting to do so.

*** Consent Agenda

The Consent Agenda will be the first item under New Business and shall list separately distinct items requiring action by the City Council that are generally routine items not requiring Council discussion. A single motion will approve all items on the Consent Agenda, including any resolutions or ordinances, or claims/invoices that are of a routine nature. A Councilmember may remove any issue from the Consent Agenda, and that issue will be discussed and voted upon separately, immediately following the Consent Agenda under its proper regular category of New Business.

NOTICE TO PARENTS: Parents and legal guardians have the right (with certain exceptions) to consent before the City of Benson makes a video or voice recording of a minor child. A.R.S. §1-602(A)(9). Regular and Special Meetings of the Mayor and Council for the City of Benson are recorded, and that recording is usually posted on the City's website. If you permit your child to participate in a Regular or Special Meeting of the Mayor and Council for the City of Benson, a recording will be made. If your child is seated in the audience your child may be recorded, but you may request that your child be seated in a designated area to avoid recording. Please submit your request to the City Clerk.

Meetings

- Tuesday, October 2, 2018** – Planning & Zoning Commission, 6:00 p.m., Community Center
- Monday, October 8, 2018** – City Council Meeting, 7:00 p.m.,
- Tuesday, October 9, 2018** – Library Advisory Board, 4:00 p.m., City Library

Events

- Saturday, October 13 &
Sunday, October 14, 2018** – Benson Butterfield Overland Stage Days & Rodeo

This event includes the following:

- Parade
- Rodeo

For a full list of activities, locations and times, please see the City's website and www.bensonbutterfieldrodeo.com

OCTOBER 2018

FOR MORE INFORMATION VISIT WWW.CITYOFBENSON.COM

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Planning & Zoning Commission 7:00 p.m.	3	4	5	6
7	8 City Council Meeting 7:00 p.m.	9 Library Advisory Board 4:00 p.m.	10	11	12	13 Benson Butterfield Overland Stage Days Parade & Rodeo
Butterfield Rodeo 	14	15	16	17	18	19
21	22 City Council Meeting 7:00 p.m.	23	24	25	26	27
28	29	30	31 			

City of Benson City Council Communication



Regular Meeting

Sept 24, 2018

To: Mayor and Council

Consent Agenda Item # 1a

From: Michelle Johnson, Planning Technician/GIS

Subject:

Appointment of Elton Bowman to the Benson Planning & Zoning Commission

Discussion:

The Planning and Zoning Commission (P&Z) is a recommendation body, focusing on planning and development proposals and regulations prior to their formal adoption by Council. P&Z holds public hearings on development proposals to gather public input, and reviews and makes recommendations on proposed code changes.

P&Z has seven (7) positions, of which four (4) are filled, and three (3) are vacant. *(An ordinance reducing the number from 7 to 5 is on the agenda, in which case the applicant would fill the Commission as the fifth member.)* There are no qualifications applicants must meet to apply for, or be appointed to, the Planning and Zoning Commission. With residency requirements, applicants must be residents of the City of Benson.

Mr. Elton Bowman has submitted an application for appointment to the Planning and Zoning Commission. Mr. Bowman had already demonstrated his leadership in the community, via his grassroots cleanup campaigns. Mr. Bowman is willing to serve a three year term.

Member 1 Term 2016-2019 filled

Member 2 Term 2016-2019 VACANT

Member 3 Term 2017-2020 filled

Member 4 Term 2017-2020 filled

Member 5 Term 2018-2021 VACANT-have interested applicant

Member 6 Term 2018-2021 VACANT

Member 7 Term 2018-2021 filled

Attachments: Application for Elton Bowman

Staff Recommendation:

Staff recommends that Council appoint Elton Bowman to the Planning and Zoning Commission for a three year term, 2018-2021.



APPLICATION FOR BOARD, COMMITTEE OR COMMISSION

Name: Elton Bowman

Address: _____

Phone: _____

Email: _____

Which Board, Committee or Commission are you interested in?

Planning & Zoning

Please state why you would like to serve.

I am very interested in the the future development and improvement of Benson and believe I can contribute favorably to that.

What do you believe to be the key responsibility of this position?

The long term sustainability of the city with plans and zoning that will enhance the appearance and functionality of our infrastructure and promote growth in the business environment.

Please state why you believe that a Board Member, Committee Member or Commissioner can make a community better.

Each board member brings forth individual ideas and concepts formed over the years from experience and things seen and heard. These myriad ideas can be comingled to create new ideas and concepts unattainable by a single person.

What personal and/or professional experience or background will be advantageous to this Board, Committee or Commission?

Over 50 years in the business world managing and growing businesses from the ground up with a vision toward perpetuity

Each Board, Committee or Commission has scheduled meetings. The meetings could last 2 or 3 hours. Will this be a hardship?

Now that I am retired, time is no longer in short supply.

Board Members, Committee Members or Commissioners may be asked to participate in a sub-committee that meets other than the regularly scheduled meeting time. Will be you able to participate?

Absolutely

List any professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status.

Benson Chamber of Commerce

San Pedro Economic Development

Have you been convicted of a felony within the last seven (7) years? If yes, please explain. A positive answer will not necessarily disqualify you from consideration.

No

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained within this application for appointment to the Board, Committee or Commission as may be necessary in arriving at an appointment decision by the City Council.

In the event of appointment:

- I understand that false or misleading information given in my application may result in my being excused from the Board, Committee or Commission.
- I understand that attendance is important and I will strive to attend all meetings and that continual absences will result in my being excused from the Board, Committee or Commission.
- I understand that I am required to abide by all Arizona and City of Benson Statutes and Regulations adopted by these governing organizations.
- I understand that this application is subject to the Arizona Open Records law and should not be considered confidential.

Elton Davanna
Signature

8-30-18
Date

Office Use Only

Appointment Date: _____

Notification by: _____

Term of Position: _____

Date of Resignation/Term End: _____ / _____

Notification by: _____

City of Benson City Council Communication



Regular Meeting

September 24, 2018

To: Mayor and Council

Consent Agenda Item # 1b

From: Vicki Vivian, CMC, Interim City Manager/City Clerk

Subject:

Resolution 26-2018 of the Mayor and Council of the City of Benson, Arizona, ("City") approving and authorizing the execution of an Intergovernmental Agreement between the City and the Pomerene Elementary School District #64 ("District") to permit reciprocal use of the buildings and grounds of the City and the District

Discussion:

This resolution approves and authorizes the Intergovernmental Agreement (IGA) between the Pomerene Elementary School District #64 and the City of Benson for public parks, recreation and sports facilities. The (IGA) reflects a full definition of roles and responsibilities.

Staff Recommendation:

Approval of Resolution 26-2018

RESOLUTION 26-2018

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, (“CITY”) APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND THE POMERENE ELEMENTARY SCHOOL DISTRICT #64 (“DISTRICT”) TO PERMIT RECIPROCAL USE OF THE BUILDINGS AND GROUNDS OF THE CITY AND THE DISTRICT

WHEREAS, the City believes it would be in the public interest to enter into an Intergovernmental Agreement with the District to permit reciprocal use of the buildings and grounds of the City and the District; and

WHEREAS, the staffs of the City and the District have developed an Intergovernmental Agreement (the “Agreement”), which is attached hereto as Exhibit “A” and incorporated herein by this reference; and

WHEREAS, the City and the District desire to avail themselves of all provisions of law applicable to the Agreement and desire to jointly exercise their powers as provided for in A.R.S. § 11-951 *et seq.*; and

WHEREAS, the Mayor and Council of the City have reviewed the terms and conditions of the Agreement and have determined that approval of the Intergovernmental Agreement is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, Arizona, that the City hereby approves the Intergovernmental Agreement between the City of Benson and the St. David Unified School District, attached hereto as Exhibit “A”, and the Mayor is hereby directed to execute said Agreement on behalf of the City of Benson.

BE IT FURTHER RESOLVED that the staff of the City is hereby directed to take all actions necessary and proper to implement the Intergovernmental Agreement and further its purposes.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 24th day of September, 2018.

TONEY D. KING, SR., Mayor

ATTEST:

APPROVED AS TO FORM:

VICKI L. VIVIAN, CMC, City Clerk

MESCH CLARK ROTHSCHILD
By: GARY J. COHEN
City’s Attorney

Exhibit "A"
Intergovernmental Agreement

INTERGOVERNMENTAL AGREEMENT PUBLIC PARKS, RECREATION AND SPORTS FACILITIES

This Intergovernmental Agreement is between the City of Benson, hereinafter referred to as “City” and the Pomerene School District, hereinafter referred to as “District,” subject to the following terms and conditions:

I. Purpose

The purpose of this Agreement is to permit the parties to use each other’s buildings and grounds to provide to the public an organized program of recreation and athletic activities that contribute to the physical, mental and moral welfare of the citizens of the community.

II. Authorization

Cities and school districts are authorized to carry out all activities included in this Agreement, pursuant to A.R.S. §§ 9-276(A)(1), 9-494, 15-363 and 15-364, and to enter into intergovernmental agreements, pursuant to A.R.S. §§ 15-342.13 and 11-952.

III. Term

This Agreement will commence after it has been reviewed by counsel and executed by all parties and will end on the 30th day of June, 2019. Thereafter, it may be renewed for a one-year successive term.

IV. Responsibilities of Districts

The District agrees to:

1. Allow the City to use its facilities (e.g. gymnasiums, weight room, classrooms and athletic fields) for public parks/recreation and supervised activities, provided that the City’s use does not interfere with the operation or activities of the District.
2. Notify the City Manager or his designee in a timely manner if a proposed City use of facilities pursuant to this Agreement will interfere with the District’s activities or operations or a custodial or maintenance schedule.
3. Continue, at no cost to the City, maintenance and custodial services of facilities, at a level at least equal to that during the year immediately preceding the initiation of this Agreement.
4. Pay any reasonable utility charges attributed to the City’s use of District’s facilities pursuant to this Agreement. “Reasonable” shall mean that the utility cost to the District during the time in which additional utility costs are incurred shall not to exceed five (5%) of District’s utility usage for the same time period during the 2017-2018 school year.
5. Pay any utility charges attributable to the District’s use of City facilities in excess of what the City is agreeing to pay under this Agreement.
6. Issue all keys the City deems essential for City use. Notify the City immediately of any alleged misuse of district property by City key holders.
7. Provide to the City Manager a list of City facilities the District wishes to use, together with a proposed use schedule, in sufficient time to allow the City to review the proposed use and notify the District whether a conflict or other unavailability exists, and if so, whether there are alternate facilities available.

V. Responsibilities of City

The City agrees to:

1. Allow the District to use City athletic fields and the City's pool for District educational and recreational programs, so long as District's activities are all appropriately supervised by the District, and provided that the School District's use does not interfere with the operating activities of the City.
2. Notify the District Superintendent or his designee in a timely manner if a proposed District use of City facilities pursuant to this Agreement will interfere with the City's activities or operations or a custodial or maintenance schedule.
3. Use District facilities solely for recreational, educational and athletic activities, including training of the City's first responders; provide adequate adult supervision of any activities, and conduct all activities in a safe, responsible manner.
4. Pay any reasonable utility charges attributed to the District's use of City facilities pursuant to this Agreement. "Reasonable" shall mean that the utility cost to the City during the time in which additional utility costs are incurred shall not to exceed five (5%) of District's utility usage for the same time period during the prior calendar year.
5. Pay any utility charges attributable to the City's use of District facilities in excess of what the City is agreeing to pay under this Agreement.
6. Provide to the District Superintendent a list of the District facilities the City wishes to use for its recreational activities, together with a proposed use schedule, in sufficient time to allow the District to review the proposed use and notify the City whether a conflict or other unavailability exists,.
7. Keep a log of District keys issued. City agrees such keys shall not be copied or distributed beyond those named by the City as being entitled to the keys for City use. City agrees that should individuals who have been issued keys utilize District facilities for personal use or permit others to use the facilities for their personal use, City shall discipline those individuals and require such individuals to return the issued keys. "Personal use" shall be defined as any use other than City approved public parks/recreation activities.
8. Ensure that any use of the District facilities complies with District prohibitions against the possession or use of drugs, alcohol, tobacco products or weapons on school property. Weapons may be carried by law enforcement officers while enforcing state law on district property and others may secure permission from the District to carry or use weapons for specific limited purposes including, but not limited to, firearm safety courses, Junior Reserved Officer Training Corps (JROTC) classes or martial arts demonstrations.
9. Pursuant to A.R.S. § 15-341 (A) (24) (b), City shall guarantee that any individuals, groups, or organizations using District property or facilities for athletic activities under the terms of this Agreement shall comply with the concussion guidelines and protocols required by law.

VI. Responsibility / Liability Insurance

Each party agrees both to be responsible for its own operations and the acts and omissions of its officials, employees and agents and to maintain, throughout the Agreement term, sufficient liability insurance to cover its activities pursuant to this Agreement, but in no event less than one million dollars (\$1,000,000.00) per occurrence. Each party agrees to name the other party as an additional insured upon its liability policies. Upon request, parties will provide each other and any other party with proof of such liability insurance. Parties may comply with this provision by providing evidence of a "blanket policy" so long as coverage per individual occurrence does not fall below the listed amount.

VII. Administrative Contacts

The contact for each party for administration of this Agreement will be:

City of Benson:
Pomerene School District:

City Manager
Superintendent of Schools

VIII. Financing

Each party will be responsible for financing its own activities and responsibilities pursuant to this Agreement. Should any party establish fees for participation in an activity that it is providing as part of this Agreement, the fee shall be limited to the actual cost of providing the activity. Collection of the fee shall be the responsibility of the party providing the activity and fee proceeds shall be retained by and be exclusive to such party.

IX. Termination

This Agreement may be terminated by the governing board of either party upon thirty (30) days written notice to the other party.

X. Disposal of Property upon Termination

The parties do not anticipate any joint acquisition of property pursuant to this Agreement. Property acquired solely for the purposes of this Agreement shall be retained by the purchasing party upon termination of this Agreement.

XI. Preparation of Agreement – Disclosure

This Agreement was prepared with the assistance of the law firm of Udall Shumway, P.L.C., which acts as legal counsel on a general and continuing basis for the District participating in this Agreement.

XII. Records

All accounts, reports, files and other records relating to this Agreement shall be kept for five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other Party during that period.

XIII. Employee Worker Eligibility

By entering into the contract, each Party warrants compliance with A.R.S. § 41-4401, A.R.S § 23-214(A), the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Either Party may request verification of compliance from any contractor or subcontractor performing work under this contract. Each Party reserves the right to confirm compliance. Should either Party suspect or find that the other Party or any of its subcontractors are not in compliance, that Party may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the contract for default, and suspension and/or debarment of the contractor. All costs necessary for compliance are the responsibility of each Party.

XIV. Compliance with Nondiscrimination Laws

The Parties, their employees and their volunteers shall not discriminate against any employee, applicant for employment, student, parent, volunteer, community member, or contractor based upon race, color, national origin, sex, age, religion, disability, genetic code, political affiliation, or veteran's status.

XV. Worker's Compensation

An employee of either Party shall be deemed to be an "employee" of both public agencies while performing pursuant to this IGA, for purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any worker's compensation benefits which may accrue. Each Party shall post a notice pursuant to the provisions of A.R.S. § 23-906 in substantially the following form:

"All employees are hereby further notified that they may be required to work under the jurisdiction or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of workers' compensation."

XVI. Cancellation

The parties reserve the right to cancel this Agreement for conflicts of interest pursuant to A.R.S. §38-511, the applicable provisions of which are incorporated herein by reference.

XVII. Israel

In accordance with A.R.S. § 35-393.01, each party certifies that it is currently not engaged in, and for the duration of this Agreement agrees not to engage in, a boycott of Israel.

XVIII. Rights of Parties Only.

The terms of this Agreement are intended only to define the respective rights and obligations of the parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

XIX. Invalidity of Any Part of IGA

The parties agree that should any part of this IGA be held to be invalid or void, the remainder of the IGA shall remain in full force and effect with those offending portions omitted.

XX. Governing Law

This IGA shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing the intergovernmental agency agreements and mandatory contract provisions of state agencies required by statute or executive order.

XXI. Counterparts.

This IGA may be executed in multiple counterparts, each of which shall constitute an original and together shall constitute the IGA.

XXII. Authority of Parties.

The persons executing this IGA on behalf of the parties hereby represent and guarantee that they have been authorized to do so, on behalf of themselves and the entity they represent. Further representation is made that due diligence has occurred, and that all necessary internal procedures and processes, including compliance with the open meeting law where necessary, have been satisfied in order to legally bind the entity to the terms of this IGA.

XXIII. Entire Agreement

This document constitutes the entire agreement between the parties with respect to the subject matter hereof and shall supersede all previous proposals, both oral and written, negotiations, representation, commitments, writings, agreements and all other communications between parties. It may not be released, discharged, changed or modified except by an instrument in writing, formally executed.

[SIGNATURE PAGE FOLLOWS.]

City of Benson:

Pomerene School District:

Toney D. King, Sr., Mayor, City of Benson

Michael Sherman, Superintendent of Schools

Date

Date

Attest:

City Clerk

The undersigned legal representatives, have reviewed the intergovernmental agreement on behalf of the parties and find it to be within the scope of the powers authorized by the respective entities.

City's Attorney

District's Attorney

Date

Date

City of Benson City Council Communication

Regular Meeting

September 24, 2018



To: Mayor and Council

Agenda Item # 1c

From: Paul F. Moncada, Chief of Police

Subject:

Resolution 27-2018 of the Mayor and Council of the City of Benson, Arizona, authorizing execution of an Intergovernmental Agreement between the City of Tucson and the City of Benson for Partial Funding of Benson's participation in the Southern Arizona major Investigative Team

Discussion:

The Benson Police Department has been awarded \$3,500.00, from HIDTA for overtime to be used in drug investigations. There is no match for this grant, the City Attorney has reviewed the agreement and has approved it as to form.

Staff Recommendation:

Approval of Resolution 27-2018

CITY OF TUCSON

GRANT AGREEMENT INSTRUCTIONS

To help expedite your agency's receipt of grant funds, please review the grant agreement and then forward to the appropriate approval authority for execution.

Your agency is the GRANTEE for the purposes of this grant agreement. On the signature page, under the heading FOR GRANTEE, there are three (3) lines that must be completed.

- A. The first line is the signature of the individual authorized to make agreements for your governmental subdivision.
1. For County Offices, the Chairman of the County Board of Supervisors must sign the grant agreement. **If someone other than the Chairman is designated to sign agreements, please enclose a copy of the resolution authorizing this.** If the Board's rules require an attestation or certification of the signature by the Clerk of the Board, it may be typed in anywhere it is convenient on the signature page.
 2. For City Offices, the Mayor or the City Manager must sign the grant agreement. **If someone other than the Mayor or City Manager is designated to sign agreements, please enclose a copy of the resolution authorizing this.** If the Council rules require an attestation or certification of the signature by the Clerk, it may be typed in anywhere it is convenient on the signature page.
 3. A signed copy of the Board of Supervisors or City Council's approved agenda item or resolution listing this grant agreement must be attached to the signed agreement when it is returned to the Criminal Justice Commission.
 4. For State Agencies, the Director or Chief Executive Officer of the Agency must sign the grant agreement where indicated.
 5. For Non-Profit Agencies, the Executive Director or Chairman of the Board must sign the agreement where indicated.
- B. The line requesting the signature of the *Legal Counsel for GRANTEE* should be signed by the Deputy County Attorney or Assistant Attorney General who provides legal counsel to the governing body. This individual is approving the agreement as to form and attesting to the legal authority of the governing body to perform the agreement activities. State Agencies should check if this is required by their legal counsel.
- C. The final line under FOR GRANTEE refers to the Arizona Revised Statute that gives the governing body legal authority to perform the agreement activities. **(Indicate the appropriate Statutory or other legal authority to enter the Agreement (A.R.S., ordinance, or charter reference).**
- D. The authorized official is also required to sign the Confidential Funds certification in Exhibit B even if it is non-applicable.



**CITY OF TUCSON
HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)
PROGRAM
GRANT AGREEMENT CFDA NUMBER: 95.001**

AWARD NUMBER (FAIN): **G18SA0007A**

COT Grant Number **HT-18-2825**

This Grant Agreement is made this 1ST day of January 2018 by and between the CITY OF TUCSON hereinafter called "CITY" and **GOVERNING BODY**, through **Benson Police Department** hereinafter called "GRANTEE". The CITY enters into this Agreement pursuant to its authority under the provisions of A.R.S. § 11-951, et seq., and the City of Tucson's Resolution number 21460, having satisfied itself as to the qualification of GRANTEE.

NOW, THEREFORE, it is agreed between the parties as follows:

1. This Agreement will commence on **January 1, 2018** and terminate on **December 31, 2019**. This Agreement expires at the end of the award period unless prior written approval for an extension has been obtained from the CITY. A request for extension must be received by the CITY sixty (60) days prior to the end of the award period. The CITY may approve an extension that further the goals and objectives of the program and shall determine the length of any extension within Office of National Drug Control Policy (ONDCP) guidelines.
2. The GRANTEE agrees that grant funds will be used for the **Southern Arizona Major Investigative Team (SAMIT)**.
3. The CITY will monitor the performance of the GRANTEE against goals and performance standards outlined in the grant application. Sub-standard performance as determined by the CITY will constitute non-compliance with this Agreement. The GRANTEE shall operate in a manner consistent with and in compliance with the provisions and stipulations of the approved grant application and this Agreement. If the CITY finds non-compliance, the GRANTEE will receive a written notice that identifies the area of non-compliance, and the appropriate corrective action to be taken. If the GRANTEE does not respond within thirty calendar days to this notice, and does not provide sufficient information concerning the steps that are being taken to correct the problem, the CITY may suspend funding; permanently terminate this Agreement and/or revoke the grant; Any deviation or failure to comply with the purpose and/or conditions of this Agreement without prior written CITY approval may constitute sufficient reason for the CITY to terminate this Agreement; revoke the grant; require the return of all unspent funds, perform an audit of expended funds; and require the return of any previously spent funds which are deemed to have been spent in violation of the purpose or conditions of this grant.
4. This Agreement may be modified only by a written amendment signed by the parties. Any notice given pursuant to this Agreement shall be in writing and shall be considered to have been given when actually received by the following addressee or their agents or employees:

A. If to the City of Tucson:

**ATTN: Minnette Powell
Police Satellite Office (Finance)
Tucson Police Department
270 S. Stone Ave.
Tucson, Arizona 85701-1917**

B. If to the GRANTEE:

**City of Benson
P O Box 2223
Benson, AZ 85602
Attention: Vicki Vivian, City Manager**

5. The GRANTEE may make budget adjustments only after written notification with signature approval from Arizona HIDTA Director is provided to the CITY. A grant adjustment notice (GAN) will be issued to the GRANTEE notifying the GRANTEE of the approval. Adjustments or reprogramming of the grantee’s budget in an initiative or any reprogramming between initiative and/or agencies; in any amount, require the approval of the Board, the AZ HIDTA Director, and/or the ONDCP in accordance with HIDTA Program Policy and Budget Guidance.

APPROVED LINE ITEM PROGRAM BUDGET	
Personnel:	
Salaries	\$0.00
Fringe Benefits	\$0.00
Overtime	\$3,500.00
Travel	\$0.00
Facilities	\$0.00
Services	\$0.00
Operating Expenses:	
Supplies	\$0.00
Other	\$0.00
Equipment	\$0.00
TOTAL	\$3,500.00
See Attached Budget Detail Sheet	

6. The GRANTEE understands that financial reports are required for reimbursement of expenditures.
7. Every payment obligation of the CITY under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the CITY. No liability shall accrue to the CITY in the event this provision is exercised, and the CITY shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
8. The GRANTEE understands that prior to the expenditure of confidential funds; an authorized official of the GRANTEE shall sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in HIDTA Program Policy and Budget Guidance Para. 6.16.2

9. The GRANTEE certifies that it will comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 as codified in 2 CFR Part 3603 and HIDTA Program Policy & Budget Guidance - October 1, 2016.

Link: Electronic Code of Federal Regulations: <http://www.ecfr.gov>

10. The GRANTEE agrees to account for interest earned on Federal grant funds and shall remit interest earned in excess of the allowable amount as detailed in 2 CFR, Part 200, §200.305 Payment, and all unexpended grant funds to the CITY within 30 days after receipt of a written request from the CITY. The GRANTEE agrees to expend all encumbered funds within 90 days of expiration of this award.
11. The GRANTEE agrees to retain all books, account reports, files and other records, (paper and/or electronic) relating to this Agreement and the performance of this Agreement for no less than five (5) years from the last financial report submitted to the CITY. All such documents shall be subject to inspection and audit at reasonable times.
12. For the purpose of this grant, a capital expenditure is \$5,000 or above. If the GRANTEE'S policy defines a capital expenditure as less than \$5,000, the GRANTEE will use its own policy.

The GRANTEE shall maintain a tracking system, in accordance with HIDTA Program Policy & Budget Guidance – October 1, 2016, Section 8, to account for all HIDTA purchased equipment, vehicles, and other items valued at \$5000 or more per unit at the time of purchase. GRANTEE is encouraged to include lower cost, high-risk items, electronic devices and software, such as but not limited to digital cameras, palm pilots, and GPS devices in the tracking system.

The GRANTEE agrees to abide by Section 8, that those using HIDTA funds to purchase equipment must maintain a current inventory of HIDTA-purchased equipment and must provide that inventory to the HIDTA Director or an ONDCP employee, and/or the CITY upon request. A 100-percent physical inventory of HIDTA-purchased equipment must be conducted at least every two years.

13. The GRANTEE agrees to follow equipment disposition policies outlined in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 Subpart D- Post Federal Award Requirements, §§ 310-316- Property Standards when the equipment is no longer needed for the grant program. When no longer needed for the original program, the equipment may be used in other activities supported by the Office of National Drug Control Policy.

Link: *Electronic Code of Federal Regulations* <http://www.ecfr.gov>

The GRANTEE agrees that the purchasing agency shall comply with ONDCP HIDTA Program Policy & Budget Guidance – Oct 1, 2016 Section 8 in determining the end of the useful life and disposition of HIDTA purchased equipment. Purchasing agencies must retain documentation of the disposition and provide to the HIDTA Director and the CITY.

14. The GRANTEE agrees to keep time and attendance sheets signed by the employee and supervisory official having first hand knowledge of the work performed by the grant funded employees. The GRANTEE agrees to track overtime expenses in accordance with ONDCP HIDTA Program Policy & Budget Guidance – October 1, 2016.

15. The GRANTEE will comply with the audit requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200 Subpart F- Audit Requirements and provide the CITY with the audit report and any findings within 90 days of receipt of such finding. If the report contains no findings, the GRANTEE must provide notification that the audit was completed.

Link: *Electronic Code of Federal Regulations* <http://www.ecfr.gov>

16. The GRANTEE agrees that it will submit financial reports and supporting documentation to the CITY through the AZ HIDTA Finance Manager on forms/format provided by the CITY, documenting the activities supported by these grant funds. In the event reports are not received on or before the indicated date(s), funding will be suspended until such time as delinquent report(s) are received. These reports are submitted according to the following schedule:

Report Period	Month of:	Due Date:	Report Period	Month of:	Due Date:
January 1 - 31		February 25	July 1 - 31		August 25
February 1 - 29		March 25	August 1 - 31		September 25
March 1 - 30		April 25	September 1 - 30		October 25
October 1 - 31		November 25	April 1 - 30		May 25
November 1 - 30		December 25	May 1 - 31		June 25
December 1 - 31		January 25	June 1 - 30		July 25

More frequent reports may be required for GRANTEES who are considered high risk.

17. All goods and services purchased with grant funds must be received by the GRANTEE within 60 days of the expiration of this award.

18. The GRANTEE agrees to check the U.S. General Service Administration (GSA) Excluded Parties Listing Service as required by Executive Order 12549, as defined in 2 CFR 180 et. seq. for individuals, agencies, companies and corporations debarred or suspended from doing business with recipients receiving Federal funds. The GRANTEE agrees not to do business with any individual, agency, company or corporation listed in the Excluded Parties Listing Service.

Link: *Excluded Parties Listing System* <http://sam.gov>

19. No funds shall be used to supplant federal, state, county or local funds that would otherwise be made available for such purposes. Supplanting means the deliberate reduction of State or local funds because of the existence of Federal funds.

20. The GRANTEE assigns to the CITY any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services applied by third parties to the GRANTEE in exchange for grant funds provided under this Agreement.

21. The parties agree to use arbitration in the event of disputes in accordance with the provisions of A.R.S. § 12-1501 et seq.

22. The laws of the State of Arizona apply to questions arising under this Agreement and any litigation regarding this Agreement must be maintained in Arizona courts, except as provided in paragraph 25 of this Agreement pertaining to disputes, which are subject to arbitration.

23. The GRANTEE understands that grant funds will not be released until all required reports and reversion of funds from the prior year grant are submitted to the CITY.

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24. The GRANTEE (as "Indemnitor") agrees to indemnify, defend and hold harmless the CITY (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses, (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. If the GRANTEE is a State agency or entity, this paragraph does not apply.
25. Unless GRANTEE's contractor or subcontractor is a State agency or entity, GRANTEE shall cause its contractor(s) and subcontractors, if any to indemnify defend, save and hold harmless the City of Tucson, any jurisdictions or agency issuing any permits for any work arising out of this Agreement, and their respective directors, officers, officials, agents, and employees from and against any and all claims, actions, liabilities, damages, losses or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of GRANTEE'S contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Worker's Compensation Law or arising out of the failure of such contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligence or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Insurance requirements for any contractor used by GRANTEE are incorporated herein by this reference and attached to this Agreement as Exhibit "A".
26. If the GRANTEE is a governmental political subdivision, the GRANTEE will, to the extent possible and practical share criminal justice information with other authorized criminal justice agencies. The process control number (PCN) shall be used in accordance with A.R.S. § 41-1750 when sharing data with other criminal justice agencies as electronic data systems are developed or improved.
27. The GRANTEE agrees to comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 42 USC 3789(d); Title VI of the Civil Rights Act of 1964, as amended; Section 504, Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972 and the Department of Justice regulations 28 CFR Part 54; The Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, G and I; Department of Justice regulations on disability discrimination 28 CFR Part 35; all applicable state laws of A.R.S. § 41-1463; and Executive Orders 2009-09 and 2007-21. These laws prohibit discrimination on the basis of race, color, religion, sex and national origin including Limited English Proficiency (LEP) in the delivery of service. In the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the GRANTEE, the GRANTEE will forward a copy of the findings to the Office for Civil Rights, Office of Justice Programs and the CITY.

28. The GRANTEE agrees to formulate and keep on file an Equal Employment Opportunity Plan (EEO) (if grantee is required pursuant to 28 CFR 42.302). The GRANTEE certifies that they have forwarded to the Office for Civil Rights, Office of Justice Programs the EEO, or certifications that they have prepared and have on file an EEO, or that they are exempt from EEO requirements. Failure to comply may result in suspension of the receipt of grant funds. Copies of all submissions such as certifications to or correspondence with the Office for Civil Rights, Office of Justice Programs regarding this requirement must be provided to the CITY by the GRANTEE.
29. The GRANTEE certifies to comply with the Drug-Free Workplace Act of 1988, and implemented in 2 CFR Part 182.
30. The GRANTEE agrees to complete and keep on file, as appropriate, Immigration and Naturalization Form (I-9). This form is to be used by recipients to verify that persons are eligible to work in the United States. Additionally the GRANTEE ensures compliance with Executive Order 2005-30 federal immigration laws by state employers and contractors.
31. The GRANTEE agrees to notify the Arizona HIDTA Director and provide written notification to the CITY within ten (10) days in the event that the project official is replaced during the award period.
32. No rights or interest in this Agreement shall be assigned by GRANTEE without prior written approval of the CITY.
33. The GRANTEE agrees that no funds provided, or personnel employed under this Agreement shall be in any way or to any extent engaged in conduct of political activities in violation of U.S.C. Title 5, Part II, Chapter 15, Section 1502.
34. The GRANTEE certifies that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.
35. The Grantee certifies that no federal funds will be paid, by or on behalf of, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and for the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement. If any funds other than Federal funds are paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal award, grant loan, or cooperative agreement, the GRANTEE will complete and submit to the CITY Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions

36. This Agreement is subject to cancellation pursuant to the provision of A.R.S. § 38-511.
37. This Agreement may be cancelled at the CITY's discretion if not returned with authorized signatures to the CITY within 90 days of commencement of the award.
38. If any provision of this Agreement is held invalid the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall be in full force and effect.
39. Pursuant to resolution number 21460, adopted by Mayor and Council December 15, 2009, the Tucson Police Chief is authorized to enter into contracts and grant agreements for HIDTA operations.
40. In accordance with A.R.S. §41-4401, GRANTEE warrants compliance with E-Verify and all federal immigration laws and regulations relating to employees and warrants compliance with A.R.S. § 23-214A.

IN WITNESS WHEREOF, the parties have made and executed the Agreement the day and year first above written.

FOR GRANTEE:

Signature

Date

Printed Name and Title

Note: If applicable, the Agreement must be approved by the appropriate county supervisory board or municipal council and appropriate local counsel (i.e. county or city attorney). Furthermore, if applicable, resolutions and meeting minutes must be forwarded to the CITY with the signed Agreement.

Approved as to form and authority to enter into Agreement:



9/11/18

Legal counsel for GRANTEE

Date

Gary J. Cohen, Attorney for the City of Benson, AZ

Printed Name and Title

INDICATE STATUTORY OR OTHER LEGAL AUTHORITY TO ENTER AGREEMENT BELOW:

Benson City Code 2-6 acknowledges existence of a city

Appropriate A.R.S., ordinance, or charter reference *Attorney*

FOR CITY OF TUCSON:

Chris Magnus, Chief of Police
City of Tucson Police Department

Date

Principal Assistant City Attorney
City of Tucson Police Department
Approved as to form

Date



CITY OF TUCSON
GRANT AGREEMENT

**Insurance Requirements
Exhibit "A"**

Insurance Requirements for Governmental Parties to a Grant Agreement:

None.

Insurance Requirements for Any Contractors Used by a Party to the Grant Agreement:

(Note: this applies only to Contractors used by a governmental entity, not to the governmental entity itself.) The *insurance requirements* herein are minimum requirements and in no way limit the indemnity covenants contained in the Intergovernmental Agreement. The City of Tucson in no way warrants that the minimum limits contained herein are sufficient to protect the governmental entity or Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees or subcontractors, and Contractor and the governmental entity are free to purchase additional insurance.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Blanket Contractual Liability – Written and Oral \$1,000,000
- Fire Legal Liability \$50,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: ***"The City of Tucson, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor"***.

(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the Contractor with their own list of persons to be insured.)

- b. Policy shall contain a waiver of subrogation against the City of Tucson, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: ***"The City of Tucson, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor"***.

(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the Contractor with their own list of persons to be insured.)

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$500,000
Disease – Each Employee	\$500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the City of Tucson, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Tucson, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees *and the other governmental entity* shall be additional insureds to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by the Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of its Contract with the other governmental entity(ies) party to the Grant Agreement.

- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given the City of Tucson. Such notice shall be sent directly to the GRANTEE and shall be sent by certified mail, return receipt requested.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The City of Tucson in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the GRANTEE with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the GRANTEE. The City of Tucson's project/contract number and project description are to be noted on the certificate of insurance. The City of Tucson reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY OF TUCSON'S RISK MANAGEMENT SECTION.**

- F. **SUBCONTRACTORS:** Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the county or local government agency responsible separate certificates for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* must have prior approval from the City of Tucson, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a City of Tucson agency, board, commission, or university then none of the above shall apply.



CITY OF TUCSON
HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)
GRANT AGREEMENT

**Confidential Funds Certification
Exhibit "B"**

CONFIDENTIAL FUNDS CERTIFICATION

1) This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential funds as set forth in the effective edition of the Office of National Drug Control Policy Financial and Administrative Guide.

2) My agency **is/is not** authorized to disburse confidential funds.

Grant Number: **HT18-2825**

Date: _____

Signature: _____

Authorized Official

PROCEDURES

Each project agency authorized to disburse confidential funds must develop and follow internal procedures, which incorporate the following elements:

Deviations from these elements must receive prior approval of the ONDCP.

1. Imprest Fund. The funds authorized will be established in an imprest fund, which is controlled by a bonded cashier.

2. Advance of Funds: The supervisor of the unit to which the imprest funds is assigned must authorize all advances of funds for the P/I. Such authorization must specify the information to be received, the amount of expenditures, and assumed name of the informant.

3. Informant Files: Informant files are confidential files of the true names, assumed names, and signature of all informants to whom payments of confidential expenditures have been made. To the extent possible, pictures and/or fingerprints of the informant payee should also be maintained. Refer to Informant Files "Documentation" (2) for a list of required documents for the informant files.

4. Cash Receipts.

a. The cashier shall receive from the agent or officer authorized to make a confidential payment, receipt for cash advanced to him/her for such purposes.

b. The agent or officer shall receive from the informant payee a receipt for cash paid to him/her.

5. Receipts for Purchase of Information. An Informant Payee Receipt shall identify the exact amount paid to and received by the informant payee on the date executed. Cumulative or anticipatory receipts are not permitted. Once the receipt has been completed no alteration is allowed. The agent shall prepare an Informant Payee Receipt containing the following information:

- a. The jurisdiction initiating the payment.
- b. A description of the information/evidence received.
- c. The amount of payment, both in numeral and word form.
- d. The date on which the payment was made.
- e. The signature of the informant payee.
- f. The signature of the case agent or officer making payment.
- g. The signature of at least one other officer witnessing the payment.
- h. The signature of the first-line supervisor authorizing and certifying the payment.

6. Review and Certification. The signed Informant Payee Receipt with a memorandum detailing the information received shall be forwarded to the agent or officer in charge. The agent or officer in charge shall compare the signatures. He/she shall also evaluate the information received in relation to the expense incurred, and add his/her evaluation remarks to the report of the agent or officer who made the expenditure from the imprest funds. The certification will be witnessed by the agent or officer in charge on the basis of the report and Informant Payee's Receipt.

7. Reporting of Funds. Each project shall prepare a reconciliation report on the imprest funds on a quarterly basis. Information to be included in the reconciliation report will be the assumed name of the informant payee, the amount received, the nature of the information given, and to what extent this information contributed to the investigation. Recipients/subrecipients shall retain the reconciliation report in their files and shall be available for review unless the State agency requests that the report be submitted to them on a quarterly basis.

8. Record and Audit Provisions. Each project and member agency must maintain specific records of each confidential fund transaction. At a minimum, these records must consist of all documentation concerning the request for funds, processing (to include the review and approve/disapprove), modifications, closure or impact material, and receipts and/or other documentation necessary to justify and track all expenditures. Refer to Informant Files Documentation (2) for a list of documents, which should be in an informant's file. In projects where funds are used for confidential expenditures, it will be understood that all of the above records, except the true name of the informant, are subject to the record and audit provision of grantor agency legislation.

INFORMANT FILES

1. Security. A separate file should be established for each informant for accounting purposes. Informant files should be kept in a separate and secure storage facility, segregated from any other files, and under the exclusive control of the supervisor or an employee designated by him/her. The facility should be locked at all times when unattended. Access to these files should be limited to those employees who have a necessary legitimate need. An informant file should not leave the immediate area except for review by a management official or the handling agent, and should be returned prior to the close of business hours. Sign-out logs should be kept indicating the date, informant number, time in and out, and the signature of the person reviewing the file.

2. Documentation. Each file should include the following information:

- a. Informant Payment Record - kept on top of the file. This record provides a summary of informant payments.
- b. Informant Establishment Record - including complete identifying and location data, plus any other documents connected with the informant's establishment.
- c. Current photograph and fingerprint card (or FBI/State Criminal Identification Number).
- d. Agreement with cooperating individual.
- e. Receipt for P/I.
- f. Copies of all debriefing reports (except for the Headquarters case file).
- g. Copies of case initiation reports bearing on the utilization of the informant (except for the Headquarters case file).
- h. Copies of statements signed by the informant (unsigned copies will be placed in appropriate investigative files).
- i. Any administrative correspondence pertaining to the informant, including documentation of any representations made on his behalf or any other nonmonetary considerations furnished.
- j. Any deactivation report or declaration of any unsatisfactory informant.

INFORMANT MANAGEMENT AND UTILIZATION

All persons who will be utilized as informants should be established as such. The specific procedures required in establishing a person as an informant may vary from jurisdiction to jurisdiction but, at a minimum, should include the following:

1. Assignment of an informant code name to protect the informant's identity.

2. An informant code book controlled by the supervisor or his/her designee containing:
 - a. Informant's code number.
 - b. Type of information (i.e. informant, defendant/informant, restricted use/informant).
 - c. Informant's true name.
 - d. Name of establishing law enforcement officer.
 - e. Date the establishment is approved.
 - f. Date of deactivation.
3. Establish each informant file in accordance with Informant File Documentation (2).
4. For each informant in an active status, the agent should review the informant file on a quarterly basis to assure it contains all relevant and current information. Where a MATERIAL face that was earlier reported on the Establishment Record is no longer correct (e.g. a change in criminal status, means of locating him/her, etc.), a supplemental establishing report should be submitted with the correct entry.
5. All informants being established should be checked in all available criminal indices. If verified FBI number is available, request a copy of the criminal records from the FBI. Where a verified FBI number is not available, the informant should be fingerprinted with a copy sent to the FBI and appropriate State authorities for analysis. The informant may be utilized on a provisional basis while awaiting a response from the FBI.

PAYMENTS TO INFORMANTS

1. Any person who is to receive payments charged against PE/PI funds should be established as an informant. This includes a person who may otherwise be categorized as sources of information or informants under the control of another agency. The amount of payment should be commensurate with the value of services and/or information provided and should be based on the following factors:
 - a. The level of the targeted individual, organization or operation.
 - b. The amount of the actual or potential seizure.
 - c. The significance of the contribution made by the informant to the desired objectives.
2. There are various circumstances in which payments to informants may be made.
 - a. Payments for Information and/or Active Participation. When an informant assists in developing an investigation, either through supplying information or actively participating in it, he/she may be paid for his/her service either in a lump sum or in staggered payments. Payments for information leading to a seizure, with no defendants, should be held to a minimum.

b. Payment for Informant Protection. When an informant needs protection, law enforcement agencies may absorb the expenses of relocation. These expenses may include travel for the informant and his/her immediate family, movement and/or storage of household goods, and living expense at the new location for a specific period of time (not to exceed 6 months). Payments should not exceed the amounts authorized by law enforcement employees for these activities.

c. Payments to Informants of Another Agency. To use or pay another agency's informant, he/she should be established as an informant. These payments should not be a duplication of a payment from another agency; however, sharing a payment is acceptable.

3. Documentation of payments to informants is critical and should be accomplished on a Informant Payee Receipt. Payment should be made and witnessed by two law enforcement officers and authorized payment amounts should be established and reviewed by at least the first line supervisory level. In unusual circumstances, a non-officer employee or an officer of another law enforcement agency may serve as witness. In all instances, the original signed receipt must be submitted to the project director for review and record keeping.

ACCOUNTING AND CONTROL PROCEDURES

Special accounting and control procedures should govern the use and handling of confidential expenditures, as described below:

1. It is important that expenditures which conceptually should be charged to PE/PI/PS are so charged. It is only in this manner that these funds may be properly managed at all levels, and accurate forecasts of projected needs be made.
2. Each law enforcement entity should apportion its PE/PI/PS allowance throughout its jurisdiction and delegate authority to approve PE/PI/PS expenditures to those offices, as it deems appropriate.
3. Headquarters management should establish guidelines authorizing offices to spend up to a predetermined limit of their total allowance on any buy or investigation.
4. In exercising his/her authority to approve these expenditures, the supervisor should consider:
 - a. The significance of the investigation.
 - b. The need for this expenditure to further the investigation.
 - c. Anticipated expenditures in other investigations.

Funds for PE/PI/PS expenditures should be advanced to the officer for a specific purpose. If they are not expended for that purpose, they should be returned to the cashier. They should not be used for another purpose without first returning them and repeating the authorization and advance process based on the new purpose.

5. Funds for PE/PI/PS expenditure should be advanced to the officer on suitable receipt form. Informant Payee Receipt or a voucher for P/E should be completed to document funds used in the purchase of evidence or funds paid or advanced to an informant.
6. For security purposes there should be a 48-hour limit on the amount of time funds advanced for PE/PI/PS expenditure may be held outstanding. If it becomes apparent at any point within the 48-hour period that the expenditure will not materialize, the funds should be returned to the cashier as soon as possible. An extension of the 48-hour limit may be granted by the level of management that approved the advance. Factors to consider in granting such an extension are:
 - a. The amount of funds involved.
 - b. The degree of security under which the funds are being held.
 - c. How long an extension is required.
 - d. The significance of the expenditure.

Such extensions should be limited to 48 hours. Beyond this, the funds should be returned and readvanced, if necessary. Regardless of circumstances, within 48 hours of the advance, the cashier should be presented with either the unexpended funds, an executed Informant Payee Receipt or purchase of evidence or written notification by management that an extension has been granted.

7. P/S expenditures, when not endangering the safety of the officer or informant, need to be supported by canceled tickets, receipts, lease agreements, etc. If not available, the supervisor, or his immediate subordinate, must certify that the expenditures were necessary and justify why supporting documents were not obtained.

City of Benson City Council Communication



Regular Meeting

September 24, 2018

To: Mayor and Council

Consent Agenda Item # 1d

From: Seth Judd, Finance Director

Subject:

Invoices processed for the period from August 30, 2018 through September 13, 2018.

Discussion:

AZ Dept of Revenue	Sales Tax Remitted	11,603.28
Benson ACE Hardware	Repairs and Maintenance Supplies	2,432.82
Benson Lumber & Supply LLC	Repairs and Maintenance Supplies	4,433.60
Benson Volunteer Fire	Reimbursement for personnel / Wildfire Services	6,600.00
Caselle Inc.	System Training and Travel	7,841.39
City of Benson Sales Tax	Monthly Sales Tax	5,364.14
Diggins & Sons Poser Sweeping	Street Sweeping	1,900.00
ESG Corp	Monthly Charges & Funding	4,211.66
IWORQ	GIS Software	13,750.00
Merit Foods of Arizona	Food Supplies	1,649.79
Pat Walker Consulting	Budget Work	16,241.27
TCF Equipment	Golf Cart Financing	4,774.90

Attached is a list of large and/or unusual invoices processed by the Finance Department during the period from August 30, 2018 through September 13, 2018. The total of the invoices is \$80,802.85.

Staff Recommendation:

Approval of invoices processed for the period from August 30, 2018 through September 13, 2018.

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
09/18	09/07/2018	7509	5157	MARYLAND CHILD SUPPORT ACCOUNT	1020200	69.81	M
09/18	09/07/2018	7510	3649	ESG CORP	1020200	4,211.66	M
09/18	09/04/2018	52470	1157	AMERICAN INSPECTION & TEST INC	1020200	350.00	
09/18	09/04/2018	52471	1216	AMERIPRIDE SERVICES INC	1020200	118.56	
09/18	09/04/2018	52472	1228	ANDERSON'S OFFICE FURNITURE	1020200	130.44	
09/18	09/04/2018	52473	1327	ARIZONA DEPARTMENT OF REVENUE	1020200	11,603.28	
09/18	09/04/2018	52474	2160	BENSON VOLUNTEER FIRE DEPT INC	1020200	6,600.00	
09/18	09/04/2018	52475	7790	BRANDT, WILLIAM	1020200	200.00	
09/18	09/04/2018	52476	12135	Brian C Cluff	1020200	76.80	
09/18	09/04/2018	52477	2530	CASELLE INC	1020200	7,841.39	
09/18	09/04/2018	52478	2599	CENTURYLINK	1020200	394.77	
09/18	09/04/2018	52479	2739	CINTAS CORP. LOC. 445	1020200	73.77	
09/18	09/04/2018	52480	2749	CITY OF BENSON	1020200	1,800.00	
09/18	09/04/2018	52481	2750	CITY OF BENSON - UTILITIES	1020200	520.23	
09/18	09/04/2018	52482	3050	COMMUNITY FOOD PANTRY OF	1020200	130.00	
09/18	09/04/2018	52483	3119	COX COMMUNICATIONS	1020200	28.49	
09/18	09/04/2018	52484	11367	DAVID THOMPSON	1020200	2,469.59	
09/18	09/04/2018	52485	12134	David W Beutler	1020200	94.19	
09/18	09/04/2018	52486	3490	EAGLE PLUMBING	1020200	794.00	
09/18	09/04/2018	52487	3704	FARMER BROTHERS COFFEE	1020200	106.72	
09/18	09/04/2018	52488	3716	FERTIZONA - WILLCOX LLC	1020200	578.25	
09/18	09/04/2018	52489	3240	FOSTER, DARRELL	1020200	200.00	
09/18	09/04/2018	52490	3961	GCS IPMA-HR	1020200	60.00	
09/18	09/04/2018	52491	3975	GEOFFREY MCGOFFIN	1020200	200.00	
09/18	09/04/2018	52492	12160	Glenn Robertson MD PLLC	1020200	45.56	
09/18	09/04/2018	52493	4111	GREATAMERICA FINANCIAL SVCS.	1020200	243.77	
09/18	09/04/2018	52494	4293	HORIZON	1020200	653.62	
09/18	09/04/2018	52495	7895	JAMES HANSEN JR.	1020200	200.00	
09/18	09/04/2018	52496	4505	JERRY FINK	1020200	200.00	
09/18	09/04/2018	52497	12162	JOHNNY D KITCHENS	1020200	10.38	
09/18	09/04/2018	52498	6144	JOHNSON II, RAY	1020200	200.00	
09/18	09/04/2018	52499	4640	JONES-WILSON INSURANCE &	1020200	115.00	
09/18	09/04/2018	52500	5551	MALDONADO, ANICLETO D	1020200	200.00	
09/18	09/04/2018	52501	5190	MATTSON QUALITY PRODUCTS, INC	1020200	336.96	
09/18	09/04/2018	52502	5224	MERIT FOODS OF ARIZONA	1020200	1,649.79	
09/18	09/04/2018	52503	5295	MICROMARKETING, LLC	1020200	63.99	
09/18	09/04/2018	52504	4840	NAPIER, LARRY	1020200	200.00	
09/18	09/04/2018	52505	3151	OCCUPATIONAL HEALTH CENTERS	1020200	118.00	
09/18	09/04/2018	52506	5645	OFFICE DEPOT, INC	1020200	54.77	
09/18	09/04/2018	52507	5749	PAT WALKER CONSULTING LLC	1020200	16,241.27	
09/18	09/04/2018	52508	5823	PEPSI COLA OF SAFFORD	1020200	122.36	
09/18	09/04/2018	52509	5985	PPG ARCHITECTURAL FINISHES	1020200	874.23	
09/18	09/04/2018	52510	6075	PURCHASE POWER	1020200	500.00	
09/18	09/04/2018	52511	6180	RECORDED BOOKS, LLC	1020200	67.49	
09/18	09/04/2018	52512	4573	RODRIGUEZ, JOE	1020200	200.00	
09/18	09/04/2018	52513	8914	ROTHERMICH, JOE	1020200	200.00	
09/18	09/04/2018	52514	6550	SECRETARY OF STATE	1020200	43.00	
09/18	09/04/2018	52515	6701	SIMPLOT PARTNERS	1020200	931.83	
09/18	09/04/2018	52516	12161	Tara Finch	1020200	108.25	
09/18	09/04/2018	52517	7004	TCF EQUIPMENT FINANCE INC	1020200	4,774.90	
09/18	09/04/2018	52518	5786	TEAGUE, PATRICK	1020200	200.00	
09/18	09/04/2018	52519	5230	THE PENWORTHY COMPANY LLC	1020200	80.40	
09/18	09/04/2018	52520	8907	THELANDER, JAMES	1020200	200.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/18	09/04/2018	52521	7312	TRUJILLO, FRED	1020200	200.00
09/18	09/04/2018	52522	7315	TUCSON CALIBRATION SERVICES	1020200	680.00
09/18	09/04/2018	52523	7402	US FOODS	1020200	2,106.47
09/18	09/04/2018	52524	5211	VERIZON BUSINESS	1020200	148.42
09/18	09/06/2018	52525	2749	CITY OF BENSON	1020200	1,000.00
09/18	09/06/2018	52526	2750	CITY OF BENSON - UTILITIES	1020200	61.12
09/18	09/06/2018	52527	3119	COX COMMUNICATIONS	1020200	206.47
09/18	09/06/2018	52528	5426	PROLOGIC TECHNOLOGY GROUP LLC	1020200	4,200.00
09/18	09/06/2018	52529	7675	WAL-MART BUSINESS	1020200	1,703.40
09/18	09/07/2018	52530	1334	ARIZONA DEPARTMENT OF CORRECTIONS	1020200	740.00
09/18	09/07/2018	52531	1950	BENSON ACE HARDWARE	1020200	2,432.82
09/18	09/07/2018	52532	2071	BENSON LUMBER & SUPPLY LLC	1020200	4,433.60
09/18	09/07/2018	52533	2749	CITY OF BENSON	1020200	50.27
09/18	09/07/2018	52534	2750	CITY OF BENSON - UTILITIES	1020200	1,666.80
09/18	09/07/2018	52535	3410	DIGGINS & SONS POWER SWEEPING	1020200	1,900.00
09/18	09/07/2018	52536	3596	ELITE SALES & SERVICE	1020200	345.20
09/18	09/07/2018	52537	4126	GUARDIAN EMS	1020200	493.44
09/18	09/07/2018	52538	4094	H & E EQUIPMENT SERVICES	1020200	868.30
09/18	09/07/2018	52539	4939	IWORQ	1020200	13,750.00
09/18	09/07/2018	52540	12168	JEFF GOLDBERG	1020200	45.00
09/18	09/07/2018	52541	12167	KATINA M RUGAR	1020200	144.04
09/18	09/07/2018	52542	12166	MICHAEL D RAMIREZ	1020200	133.72
09/18	09/07/2018	52543	5927	PIONEER CREDIT RECOVERY INC	1020200	111.32
09/18	09/07/2018	52544	6063	PUBLIC SAFETY CENTER	1020200	542.92
09/18	09/07/2018	52545	2791	SUPPORT PAYMENT CLEARINGHOUSE	1020200	404.46
09/18	09/07/2018	52546	7536	USA BLUEBOOK	1020200	34.14
09/18	09/07/2018	52547	7667	VERIZON WIRELESS	1020200	280.07
09/18	09/07/2018	52548	12165	VICTORIA KARIM	1020200	52.10
09/18	09/07/2018	52549	7696	WATSON CHEVROLET	1020200	65.91
Grand Totals:						106,287.51

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-10100	1,000.00	.00	1,000.00
01-10110	1,800.00	.00	1,800.00
1020200	13.38	106,300.89-	106,287.51-
10-22265	585.59	.00	585.59
10-22292	4,211.66	.00	4,211.66
10-310-25	45.00	.00	45.00
10-41-310	178.00	.00	178.00
10-41-330	4,200.00	.00	4,200.00
10-41-410	21.92	.00	21.92
10-41-620	500.00	.00	500.00
10-41-640	146.58	.00	146.58
10-42-685	24.09	.00	24.09
10-43-702	13,750.00	.00	13,750.00
10-45-300	197.39	.00	197.39
10-45-320	10.04	.00	10.04
10-45-410	41.50	.00	41.50
10-45-415	66.31	.00	66.31
10-45-630	130.44	.00	130.44
10-45-640	69.71	.00	69.71

GL Account	Debit	Credit	Proof
10-45-670	151.85	.00	151.85
10-46-300	6,797.38	.00	6,797.38
10-46-415	346.38	.00	346.38
10-46-430	542.92	.00	542.92
10-46-432	97.34	.00	97.34
10-46-640	8.76	.00	8.76
10-46-650	493.44	.00	493.44
10-46-670	868.30	.00	868.30
10-49-410	172.87	.00	172.87
10-49-415	33.60	.00	33.60
10-49-430	138.37	.00	138.37
10-49-640	90.96	.00	90.96
10-49-696	211.88	.00	211.88
10-50-305	110.75	.00	110.75
10-50-410	16.61	.00	16.61
10-50-430	377.88	.00	377.88
10-50-640	2,591.06	.00	2,591.06
10-50-670	653.62	.00	653.62
10-56-110	16,241.27	.00	16,241.27
10-56-340	7,841.39	.00	7,841.39
10-56-590	11,603.28	.00	11,603.28
10-56-640	151.96	.00	151.96
10-57-412	341.71	.00	341.71
10-57-415	28.49	.00	28.49
10-57-640	17.46	.00	17.46
10-58-545	130.00	.00	130.00
10-60-640	4.92	.00	4.92
10-62-590	158.00	.00	158.00
10-65-410	16.61	.00	16.61
10-65-640	134.66	.00	134.66
14-40-640	105.11	.00	105.11
15-40-105	697.79	.00	697.79
15-40-119	931.83	.00	931.83
20-40-300	1,900.00	.00	1,900.00
20-40-305	157.75	.00	157.75
20-40-410	32.93	.00	32.93
20-40-415	5.28	.00	5.28
20-40-430	303.43	.00	303.43
20-40-640	153.01	.00	153.01
20-40-670	8.75	.00	8.75
50-12500	273.57	.00	273.57
50-22900	339.15	.00	339.15
50-40-300	680.00	.00	680.00
50-40-410	32.92	.00	32.92
50-40-415	5.26	.00	5.26
50-40-590	116.67	.00	116.67
50-40-640	708.40	.00	708.40
50-40-670	32.96	.00	32.96
51-12500	96.08	.00	96.08
51-22900	60.38	.00	60.38
51-40-410	41.69	.00	41.69
51-40-415	5.26	.00	5.26
51-40-590	116.67	.00	116.67
51-40-640	617.97	.00	617.97
51-40-670	32.95	.00	32.95
52-12500	2.92	.00	2.92
52-40-410	46.37	.00	46.37

GL Account	Debit	Credit	Proof
52-40-430	77.14	.00	77.14
52-40-590	116.66	.00	116.66
52-40-640	4,100.66	.00	4,100.66
53-12500	4.33	.00	4.33
55-40-410	1,197.11	.00	1,197.11
55-40-700	4,774.90	.00	4,774.90
55-50-305	471.50	.00	471.50
55-50-410	249.83	.00	249.83
55-50-470	42.69	.00	42.69
55-50-600	179.14	.00	179.14
55-50-670	26.03	.00	26.03
55-60-300	31.08	.00	31.08
55-60-310	4,194.08	13.38-	4,180.70
55-60-430	151.05	.00	151.05
55-60-440	118.56	.00	118.56
55-60-605	491.66	.00	491.66
56-40-300	2,111.00	.00	2,111.00
56-40-410	147.83	.00	147.83
56-40-640	358.59	.00	358.59
70-40-660	2,600.00	.00	2,600.00
Grand Totals:	<u>106,314.27</u>	<u>106,314.27-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"

Report Criteria:

Invoices with totals above \$0.00 included.
Only paid invoices included.

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
COMBINED CASH FUND					
01-10100 CASH ALLOCATED TO OTHER FUNDS					
COMBINED CASH FUND	CITY OF BENSON	090518	09/05/2018	PETTY CASH - LANTERN FESTIVAL 090818 2	1,000.00
Total 01-10100 CASH ALLOCATED TO OTHER FUNDS:					1,000.00
01-10110 PETTY CASH - ADMINISTRATION					
COMBINED CASH FUND	CITY OF BENSON	090418	09/04/2018	PETTY CASH - LANTERN FESTIVAL 090818	1,800.00
Total 01-10110 PETTY CASH - ADMINISTRATION:					1,800.00
Total COMBINED CASH FUND:					2,800.00
GENERAL FUND					
10-22265 GARNISHMENTS PAYABLE					
GENERAL FUND	MARYLAND CHILD SUPPORT A	L-083118	09/07/2018	#340002729	69.81
GENERAL FUND	PIONEER CREDIT RECOVERY I	083118	09/07/2018	GARNISHMENT	111.32
GENERAL FUND	SUPPORT PAYMENT CLEARIN	B-083118	09/07/2018	0001716217-00	140.77
GENERAL FUND	SUPPORT PAYMENT CLEARIN	L-083118	09/07/2018	000508942900	136.68
GENERAL FUND	SUPPORT PAYMENT CLEARIN	V-083118	09/07/2018	#000857303900	127.01
Total 10-22265 GARNISHMENTS PAYABLE:					585.59
10-22292 FSA PAYABLE					
GENERAL FUND	ESG CORP	083118	09/07/2018	MONTHLY FSA/H S A FUNDING	4,211.66
Total 10-22292 FSA PAYABLE:					4,211.66
10-310-25 PARK USER FEES					
GENERAL FUND	JEFF GOLDBERG	090418	09/04/2018	REFUND SOFTBALL FIELD RENTAL	45.00
Total 10-310-25 PARK USER FEES:					45.00
10-41-310 PROFESSIONAL SERVICES - HR					
GENERAL FUND	GCS IPMA-HR	083018	08/30/2018	HR REGISTRATION	60.00
GENERAL FUND	OCCUPATIONAL HEALTH CENT	159411712	08/22/2018	NEW EMPLOYEE DRUG TESTING - GRILLE	118.00
Total 10-41-310 PROFESSIONAL SERVICES - HR:					178.00
10-41-330 IT SERVICES					
GENERAL FUND	PROLOGIC TECHNOLOGY GRO	4861	08/31/2018	IT SERVICE - 9/18	4,200.00
Total 10-41-330 IT SERVICES:					4,200.00
10-41-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	08/20/2018	08/20/2018	UTILITIES	21.92
Total 10-41-410 UTILITIES:					21.92
10-41-620 POSTAGE & SHIPPING					
GENERAL FUND	PURCHASE POWER	08/08/2018	08/08/2018	POSTAGE	500.00

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 10-41-620 POSTAGE & SHIPPING:					500.00
10-41-640 OPERATING SUPPLIES					
GENERAL FUND	GREATAMERICA FINANCIAL SV	23229544	08/22/2018	COPIER LEASE	146.58
Total 10-41-640 OPERATING SUPPLIES:					146.58
10-42-685 LEAGUE OF CITIES BOOTH					
GENERAL FUND	BENSON ACE HARDWARE	083118	08/31/2018	LEAGUE BOOTH	24.09
Total 10-42-685 LEAGUE OF CITIES BOOTH:					24.09
10-43-702 PERMIT TRACKING DATABASE					
GENERAL FUND	IWORQ	10685	08/18/2018	SERVICE AGREEMENT FOR BLDG PERMIT	13,750.00
Total 10-43-702 PERMIT TRACKING DATABASE:					13,750.00
10-45-300 PROFESSIONAL SERVICES					
GENERAL FUND	CENTURYLINK	100872789	08/09/2018	PROFESSIONAL SERVICES	197.39
Total 10-45-300 PROFESSIONAL SERVICES:					197.39
10-45-320 HOLDING CELL SUPPLIES & MEALS					
GENERAL FUND	WAL-MART BUSINESS	081618	08/16/2018	PRISONER MEALS	10.04
Total 10-45-320 HOLDING CELL SUPPLIES & MEALS:					10.04
10-45-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	41.50
Total 10-45-410 UTILITIES:					41.50
10-45-415 TELECOMMUNICATIONS					
GENERAL FUND	VERIZON BUSINESS	05450094	08/25/2018	LONG DISTANCE SERVICE	66.31
Total 10-45-415 TELECOMMUNICATIONS:					66.31
10-45-630 COMPUTER SUPPLIES					
GENERAL FUND	ANDERSON'S OFFICE FURNITU	51703	08/10/2018	FURNITURE	130.44
Total 10-45-630 COMPUTER SUPPLIES:					130.44
10-45-640 OPERATING SUPPLIES					
GENERAL FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	32.86
GENERAL FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	36.85
Total 10-45-640 OPERATING SUPPLIES:					69.71
10-45-670 VEHICLE REPAIRS & MAINT					
GENERAL FUND	WAL-MART BUSINESS	081618	08/16/2018	PARTS	151.85
Total 10-45-670 VEHICLE REPAIRS & MAINT:					151.85
10-46-300 PROFESSIONAL SERVICES					
GENERAL FUND	BENSON VOLUNTEER FIRE DE	130	09/01/2018	MONTHLY PAYMENT	6,600.00
GENERAL FUND	CENTURYLINK	100872789	08/09/2018	PROFESSIONAL SERVICES	197.38

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 10-46-300 PROFESSIONAL SERVICES:					6,797.38
10-46-415 TELEPHONE					
GENERAL FUND	VERIZON BUSINESS	05450094	08/25/2018	LONG DISTANCE SERVICE	66.31
GENERAL FUND	VERIZON WIRELESS	9813320845	08/23/2018	AIR CARDS	280.07
Total 10-46-415 TELEPHONE:					346.38
10-46-430 EQUIP REPAIRS & MAINT					
GENERAL FUND	PUBLIC SAFETY CENTER	5818341	08/01/2018	BATTERIES	542.92
Total 10-46-430 EQUIP REPAIRS & MAINT:					542.92
10-46-432 STATION REPAIRS & MAINT					
GENERAL FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	97.34
Total 10-46-432 STATION REPAIRS & MAINT:					97.34
10-46-640 OPERATING SUPPLIES					
GENERAL FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	8.76
Total 10-46-640 OPERATING SUPPLIES:					8.76
10-46-650 EMS SUPPLIES					
GENERAL FUND	GUARDIAN EMS	5817858	07/31/2018	MEDICAL SUPPLIES	493.44
Total 10-46-650 EMS SUPPLIES:					493.44
10-46-670 VEHICLE REPAIRS & MAINT					
GENERAL FUND	H & E EQUIPMENT SERVICES	93967840	08/09/2018	ENGINE 71 - REPAIRS TO HEAD LIGHTS AN	868.30
Total 10-46-670 VEHICLE REPAIRS & MAINT:					868.30
10-49-410 UTILITIES					
GENERAL FUND	COX COMMUNICATIONS	081718	08/17/2018	MONTHLY INTERNET SERVICES	172.87
Total 10-49-410 UTILITIES:					172.87
10-49-415 TELEPHONE					
GENERAL FUND	COX COMMUNICATIONS	081718	08/17/2018	PHONE SERVICE	33.60
Total 10-49-415 TELEPHONE:					33.60
10-49-430 REPAIRS & MAINTENANCE					
GENERAL FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	PARTS	4.37
GENERAL FUND	EAGLE PLUMBING	1480	08/22/2018	REPAIRS TO PLUMBING - LIBRARY	134.00
Total 10-49-430 REPAIRS & MAINTENANCE:					138.37
10-49-640 OPERATING SUPPLIES					
GENERAL FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	SUPPLIES	90.96
Total 10-49-640 OPERATING SUPPLIES:					90.96
10-49-696 BOOKS					
GENERAL FUND	MICROMARKETING, LLC	733486	08/16/2018	BOOKS	63.99

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
GENERAL FUND	RECORDED BOOKS, LLC	75928341	08/23/2018	BOOKS ON CD	31.50
GENERAL FUND	RECORDED BOOKS, LLC	75935293	08/14/2018	BOOK ON CD	35.99
GENERAL FUND	THE PENWORTHY COMPANY L	0543215-IN	08/16/2018	BOOKS	80.40
Total 10-49-696 BOOKS:					211.88
10-50-305 CONTRACT LABOR - DOC					
GENERAL FUND	ARIZONA DEPARTMENT OF CO	C35119 20180	07/24/2018	DOC LABOR - 7/1-7/13/18	60.50
GENERAL FUND	ARIZONA DEPARTMENT OF CO	C35119 20180	08/03/2018	DOC LABOR - 7/14-7/27/18	50.25
Total 10-50-305 CONTRACT LABOR - DOC:					110.75
10-50-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	16.61
Total 10-50-410 UTILITIES:					16.61
10-50-430 REPAIRS & MAINTENANCE					
GENERAL FUND	BENSON ACE HARDWARE	083118	08/31/2018	PARTS	312.19
GENERAL FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	PARTS	65.69
Total 10-50-430 REPAIRS & MAINTENANCE:					377.88
10-50-640 OTHER OPERATING SUPPLIES					
GENERAL FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	492.16
GENERAL FUND	FERTIZONA - WILLCOX LLC	18025192	08/17/2018	TOP CHOICE/SEED - PARKS	578.25
GENERAL FUND	MATTSON QUALITY PRODUCT	08/21/2018	08/21/2018	SUPPILES	234.38
GENERAL FUND	PPG ARCHITECTURAL FINISHE	974304056139	08/22/2018	PAINT - STREETS	874.23
GENERAL FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	412.04
Total 10-50-640 OTHER OPERATING SUPPLIES:					2,591.06
10-50-670 VEHICLE REPAIRS & MAINT					
GENERAL FUND	HORIZON	2W200578	08/22/2018	Repairs & Maintenance	653.62
Total 10-50-670 VEHICLE REPAIRS & MAINT:					653.62
10-56-110 SALARIES AND WAGES					
GENERAL FUND	PAT WALKER CONSULTING LL	2018-0776	08/23/2018	FINANCIAL CONSULTING SERVICE FY 17/18	16,241.27
Total 10-56-110 SALARIES AND WAGES:					16,241.27
10-56-340 EDUCATION & TRAINING					
GENERAL FUND	CASELLE INC	89769	08/20/2018	ON SITE TRAINING	6,000.00
GENERAL FUND	CASELLE INC	89770	08/20/2018	ON SITE TRAINING	1,841.39
Total 10-56-340 EDUCATION & TRAINING:					7,841.39
10-56-590 DUES					
GENERAL FUND	ARIZONA DEPARTMENT OF RE	2019-103	07/25/2018	ADM & COLLECTION ASSESSMENT FEE	11,603.28
Total 10-56-590 DUES:					11,603.28
10-56-640 OTHER OPERATING SUPPLIES					
GENERAL FUND	GREATAMERICA FINANCIAL SV	23229544	08/22/2018	COPIER LEASE	97.19
GENERAL FUND	OFFICE DEPOT, INC	181797070001	08/10/2018	SUPPLIES	54.77

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 10-56-640 OTHER OPERATING SUPPLIES:					151.96
10-57-412 UTILITIES - COMM CENTER					
GENERAL FUND	CITY OF BENSON - UTILITIES	081718	08/17/2018	UTILITIES	341.71
Total 10-57-412 UTILITIES - COMM CENTER:					341.71
10-57-415 TELEPHONE - POOL					
GENERAL FUND	COX COMMUNICATIONS	082018	08/20/2018	TELEPHONE @ POOL	28.49
Total 10-57-415 TELEPHONE - POOL:					28.49
10-57-640 OPERATING SUPPLIES					
GENERAL FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	17.46
Total 10-57-640 OPERATING SUPPLIES:					17.46
10-58-545 FOOD PANTRY					
GENERAL FUND	COMMUNITY FOOD PANTRY O	126	09/01/2018	MONTHLY ASSISTANCE	130.00
Total 10-58-545 FOOD PANTRY:					130.00
10-60-640 OPERATING SUPPLIES					
GENERAL FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	4.92
Total 10-60-640 OPERATING SUPPLIES:					4.92
10-62-590 DUES & LICENSES					
GENERAL FUND	JONES-WILSON INSURANCE &	083118	08/31/2018	NOTARY RENEWAL - BOND - CLERK	50.00
GENERAL FUND	JONES-WILSON INSURANCE &	083118A	08/31/2018	NOTARY RENEWAL - E&O POLICY - CLERK	65.00
GENERAL FUND	SECRETARY OF STATE	083118	08/31/2018	NOTARY RENEWAL - CLERK	43.00
Total 10-62-590 DUES & LICENSES:					158.00
10-65-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	16.61
Total 10-65-410 UTILITIES:					16.61
10-65-640 OTHER OPERATING SUPPLIES					
GENERAL FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	128.12
GENERAL FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	6.54
Total 10-65-640 OTHER OPERATING SUPPLIES:					134.66
Total GENERAL FUND:					74,551.95
TRANSIT FUND					
14-40-640 OPERATING SUPPLIES					
TRANSIT FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	105.11
Total 14-40-640 OPERATING SUPPLIES:					105.11
Total TRANSIT FUND:					105.11

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
CAPITAL PROJECTS FUND					
15-40-105 CIP PW 17-1 SLUM & BLIGHT					
CAPITAL PROJECTS FUN	BENSON ACE HARDWARE	083118	08/31/2018	DEMOLITION SUPPLIES - COUNCIL CHAMBE	37.79
CAPITAL PROJECTS FUN	EAGLE PLUMBING	1456	08/03/2018	CIP PW 17-1 SERVICES TO DISCONNECT G	660.00
Total 15-40-105 CIP PW 17-1 SLUM & BLIGHT:					697.79
15-40-119 GOLF COURSE IMPROVEMENTS					
CAPITAL PROJECTS FUN	SIMPLIT PARTNERS	209034509	08/01/2018	RANGE PROJECT - SUPPLIES GOLF COURS	931.83
Total 15-40-119 GOLF COURSE IMPROVEMENTS:					931.83
Total CAPITAL PROJECTS FUND:					1,629.62
STREET FUND					
20-40-300 PROFESSIONAL SERVICES					
STREET FUND	DIGGINS & SONS POWER SWE	56206	08/31/2018	SWEEP STREETS - 8/18	1,900.00
Total 20-40-300 PROFESSIONAL SERVICES:					1,900.00
20-40-305 CONTRACT LABOR - DOC					
STREET FUND	ARIZONA DEPARTMENT OF CO	C35119 20180	07/24/2018	DOC LABOR - 7/1-7/13/18	78.00
STREET FUND	ARIZONA DEPARTMENT OF CO	C35119 20180	08/03/2018	DOC LABOR - 7/14-7/27/18	79.75
Total 20-40-305 CONTRACT LABOR - DOC:					157.75
20-40-410 UTILITIES					
STREET FUND	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	32.93
Total 20-40-410 UTILITIES:					32.93
20-40-415 TELEPHONE					
STREET FUND	VERIZON BUSINESS	05450094	08/25/2018	LONG DISTANCE SERVICE	5.28
Total 20-40-415 TELEPHONE:					5.28
20-40-430 REPAIRS & MAINTENANCE-EQUIP					
STREET FUND	BENSON ACE HARDWARE	083118	08/31/2018	PARTS	25.19
STREET FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	FIX WINDOW DAMAGED BY WEEDEATING	278.24
Total 20-40-430 REPAIRS & MAINTENANCE-EQUIP:					303.43
20-40-640 MATERIALS & SUPPLIES					
STREET FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	134.16
STREET FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	SUPPLIES	18.85
Total 20-40-640 MATERIALS & SUPPLIES:					153.01
20-40-670 VEHICLE MAINTENANCE & REPAIRS					
STREET FUND	BENSON ACE HARDWARE	083118	08/31/2018	PARTS	8.75
Total 20-40-670 VEHICLE MAINTENANCE & REPAIRS:					8.75
Total STREET FUND:					2,561.15

GAS FUND

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
50-12500 ACCOUNTS RECEIVABLE					
GAS FUND	Brian C Cluff	08/27/2018	08/27/2018	Refund Credit Balance	76.80
GAS FUND	David W Beutler	08/27/2018	08/27/2018	Refund Gas Deposit	69.19
GAS FUND	Glenn Robertson MD PLLC	08/23/2018	08/23/2018	Refund Deposit	28.56
GAS FUND	Tara Finch	08/29/2018	08/29/2018	Refund Gas	58.25
GAS FUND	VICTORIA KARIM	083118	08/31/2018	REFUND CREDIT BALANCE	40.77
Total 50-12500 ACCOUNTS RECEIVABLE:					273.57
50-22900 METER DEPOSITS - GAS					
GAS FUND	CITY OF BENSON	083018	08/30/2018	REFUND DEPOSIT 1428 W CEMETARY RD F	50.27
GAS FUND	CITY OF BENSON - UTILITIES	090418	09/04/2018	REFUND GAS DEPOSIT 1221 E FORREST LN	61.12
GAS FUND	KATINA M RUGAR	090518	09/05/2018	REFUND GAS DEPOSIT	94.04
GAS FUND	MICHAEL D RAMIREZ	083118	08/31/2018	REFUND GAS DEPOSIT	133.72
Total 50-22900 METER DEPOSITS - GAS:					339.15
50-40-300 PROFESSIONAL SERVICES					
GAS FUND	TUCSON CALIBRATION SERVIC	23083	08/24/2018	GAS MONITOR	680.00
Total 50-40-300 PROFESSIONAL SERVICES:					680.00
50-40-410 UTILITIES					
GAS FUND	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	32.92
Total 50-40-410 UTILITIES:					32.92
50-40-415 TELEPHONE					
GAS FUND	VERIZON BUSINESS	05450094	08/25/2018	LONG DISTANCE SERVICE	5.26
Total 50-40-415 TELEPHONE:					5.26
50-40-590 DUES & LICENSES					
GAS FUND	AMERICAN INSPECTION & TES	8517	08/27/2018	AERIAL LIFT INSPECTION	116.67
Total 50-40-590 DUES & LICENSES:					116.67
50-40-640 OPERATING SUPPLIES					
GAS FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	404.29
GAS FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	SUPPLIES	170.66
GAS FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	36.55
GAS FUND	WAL-MART BUSINESS	081618	08/16/2018	BATTERIES	96.90
Total 50-40-640 OPERATING SUPPLIES:					708.40
50-40-670 VEHICLE REPAIRS & MAINT					
GAS FUND	WATSON CHEVROLET	86044SCVW	08/16/2018	PARTS #2500	32.96
Total 50-40-670 VEHICLE REPAIRS & MAINT:					32.96
Total GAS FUND:					2,188.93
WATER FUND					
51-12500 ACCOUNTS RECEIVABLE					
WATER FUND	David W Beutler	08/27/2018	08/27/2018	Refund Water Deposit	25.00
WATER FUND	Glenn Robertson MD PLLC	08/23/2018	08/23/2018	Refund Deposit	17.00
WATER FUND	Tara Finch	08/29/2018	08/29/2018	Refund Water	50.00

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
WATER FUND	VICTORIA KARIM	083118	08/31/2018	REFUND CREDIT BALANCE	4.08
Total 51-12500 ACCOUNTS RECEIVABLE:					96.08
51-22900 METER DEPOSITS - WATER					
WATER FUND	JOHNNY D KITCHENS	083018	08/30/2018	REFUND WATER DEPOSIT	10.38
WATER FUND	KATINA M RUGAR	090518	09/05/2018	REFUND WATER DEPOSIT	50.00
Total 51-22900 METER DEPOSITS - WATER:					60.38
51-40-410 UTILITIES					
WATER FUND	CITY OF BENSON - UTILITIES	08/20/2018	08/20/2018	UTILITIES	8.77
WATER FUND	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	32.92
Total 51-40-410 UTILITIES:					41.69
51-40-415 TELEPHONE					
WATER FUND	VERIZON BUSINESS	05450094	08/25/2018	LONG DISTANCE SERVICE	5.26
Total 51-40-415 TELEPHONE:					5.26
51-40-590 DUES & LICENSES					
WATER FUND	AMERICAN INSPECTION & TES	8517	08/27/2018	AERIAL LIFT INSPECTION	116.67
Total 51-40-590 DUES & LICENSES:					116.67
51-40-640 OTHER OPERATING COSTS					
WATER FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	138.73
WATER FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	SUPPLIES	75.65
WATER FUND	ELITE SALES & SERVICE	213681	08/30/2018	TRIMMER	345.20
WATER FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	58.39
Total 51-40-640 OTHER OPERATING COSTS:					617.97
51-40-670 VEHICLE REPAIRS & MAINT					
WATER FUND	WATSON CHEVROLET	86044SCVW	08/16/2018	PARTS #2500	32.95
Total 51-40-670 VEHICLE REPAIRS & MAINT:					32.95
Total WATER FUND:					971.00
WASTEWATER FUND					
52-12500 ACCOUNTS RECEIVABLE					
WASTEWATER FUND	VICTORIA KARIM	083118	08/31/2018	REFUND CREDIT BALANCE	2.92
Total 52-12500 ACCOUNTS RECEIVABLE:					2.92
52-40-410 UTILITIES					
WASTEWATER FUND	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	46.37
Total 52-40-410 UTILITIES:					46.37
52-40-430 REPAIRS & MAINTENANCE					
WASTEWATER FUND	BENSON ACE HARDWARE	083118	08/31/2018	PARTS	77.14
Total 52-40-430 REPAIRS & MAINTENANCE:					77.14

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
52-40-590 DUES & LICENSES					
WASTEWATER FUND	AMERICAN INSPECTION & TES	8517	08/27/2018	AERIAL LIFT INSPECTION	116.66
Total 52-40-590 DUES & LICENSES:					116.66
52-40-640 OPERATING SUPPLIES					
WASTEWATER FUND	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	320.12
WASTEWATER FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	SUPPLIES	106.56
WASTEWATER FUND	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	SILICA SAND/PALLET CHARGE	3,471.57
WASTEWATER FUND	MATTSON QUALITY PRODUCT	30804	08/21/2018	SUPPLIES - WWTP	102.58
WASTEWATER FUND	USA BLUEBOOK	657754	08/17/2018	NITRITE TEST KIT #71229	34.14
WASTEWATER FUND	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	65.69
Total 52-40-640 OPERATING SUPPLIES:					4,100.66
Total WASTEWATER FUND:					4,343.75
SANITATION FUND					
53-12500 ACCOUNTS RECEIVABLE					
SANITATION FUND	VICTORIA KARIM	083118	08/31/2018	REFUND CREDIT BALANCE	4.33
Total 53-12500 ACCOUNTS RECEIVABLE:					4.33
Total SANITATION FUND:					4.33
SAN PEDRO GOLF COURSE					
55-40-410 UTILITIES					
SAN PEDRO GOLF COUR	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	1,197.11
Total 55-40-410 UTILITIES:					1,197.11
55-40-700 CAPITAL EXPENDITURES					
SAN PEDRO GOLF COUR	TCF EQUIPMENT FINANCE INC	5632324	08/12/2018	HAULER	4,774.90
Total 55-40-700 CAPITAL EXPENDITURES:					4,774.90
55-50-305 CONTRACT LABOR- DOC					
SAN PEDRO GOLF COUR	ARIZONA DEPARTMENT OF CO	C35119 20180	07/24/2018	DOC LABOR - 7/1-7/13/18	224.50
SAN PEDRO GOLF COUR	ARIZONA DEPARTMENT OF CO	C35119 20180	08/03/2018	DOC LABOR - 7/14-7/27/18	247.00
Total 55-50-305 CONTRACT LABOR- DOC:					471.50
55-50-410 UTILITIES					
SAN PEDRO GOLF COUR	CITY OF BENSON - UTILITIES	083118	08/31/2018	UTILITIES	249.83
Total 55-50-410 UTILITIES:					249.83
55-50-470 UNIFORMS					
SAN PEDRO GOLF COUR	CINTAS CORP. LOC. 445	4008901735	08/20/2018	UNIFORMS	29.78
SAN PEDRO GOLF COUR	CINTAS CORP. LOC. 445	4008901753	08/20/2018	UNIFORMS - GOLF COURSE	12.91
Total 55-50-470 UNIFORMS:					42.69
55-50-600 GOLF COURSE SUPPLIES					
SAN PEDRO GOLF COUR	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	85.43
SAN PEDRO GOLF COUR	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	31.65
SAN PEDRO GOLF COUR	BENSON ACE HARDWARE	083118	08/31/2018	SUPPLIES	35.33

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
SAN PEDRO GOLF COUR	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	26.73
Total 55-50-600 GOLF COURSE SUPPLIES:					179.14
55-50-670 REPAIRS & MAINT- EQUIPMENT					
SAN PEDRO GOLF COUR	BENSON ACE HARDWARE	083118	08/31/2018	PARTS	26.03
Total 55-50-670 REPAIRS & MAINT- EQUIPMENT:					26.03
55-60-300 PROFESSIONAL SERVICES					
SAN PEDRO GOLF COUR	CINTAS CORP. LOC. 445	4008901755	08/20/2018	TOWELS, APRONS, MATS, SUPPLIES	31.08
Total 55-60-300 PROFESSIONAL SERVICES:					31.08
55-60-310 FOOD COST					
SAN PEDRO GOLF COUR	FARMER BROTHERS COFFEE	5068275077	08/22/2018	FOOD	106.72
SAN PEDRO GOLF COUR	MERIT FOODS OF ARIZONA	356997C	08/15/2018	FOOD	773.54
SAN PEDRO GOLF COUR	MERIT FOODS OF ARIZONA	358385D	08/21/2018	FOOD	889.63
SAN PEDRO GOLF COUR	MERIT FOODS OF ARIZONA	72251	08/15/2018	FOOD	13.38
SAN PEDRO GOLF COUR	PEPSI COLA OF SAFFORD	235051	08/16/2018	DRINKS - ACCT#02198	122.36
SAN PEDRO GOLF COUR	US FOODS	4811877	08/13/2018	FOOD	880.52
SAN PEDRO GOLF COUR	US FOODS	4944227	08/20/2018	FOOD	866.91
SAN PEDRO GOLF COUR	WAL-MART BUSINESS	081618	08/16/2018	FOOD	554.40
Total 55-60-310 FOOD COST:					4,180.70
55-60-430 REPAIRS & MAINTENANCE					
SAN PEDRO GOLF COUR	BENSON LUMBER & SUPPLY LL	081318	08/13/2018	PARTS FOR AC REPAIRS KITCHEN	151.05
Total 55-60-430 REPAIRS & MAINTENANCE:					151.05
55-60-440 RENTALS					
SAN PEDRO GOLF COUR	AMERIPRIDE SERVICES INC	1700799946	08/15/2018	LINENS	59.28
SAN PEDRO GOLF COUR	AMERIPRIDE SERVICES INC	1700802050	08/22/2018	LINENS	59.28
Total 55-60-440 RENTALS:					118.56
55-60-605 RESTAURANT SUPPLIES					
SAN PEDRO GOLF COUR	US FOODS	4944228	08/20/2018	SUPPLIES	141.70
SAN PEDRO GOLF COUR	US FOODS	5560605	08/13/2018	SUPPLIES	217.34
SAN PEDRO GOLF COUR	WAL-MART BUSINESS	081618	08/16/2018	SUPPLIES	132.62
Total 55-60-605 RESTAURANT SUPPLIES:					491.66
Total SAN PEDRO GOLF COURSE:					11,914.25
AIRPORT					
56-40-300 PROFESSIONAL SERVICES					
AIRPORT	DAVID THOMPSON	22	09/01/2018	AIRPORT COORDINATOR	2,111.00
Total 56-40-300 PROFESSIONAL SERVICES:					2,111.00
56-40-410 UTILITIES					
AIRPORT	CITY OF BENSON - UTILITIES	081718	08/17/2018	UTILITIES	147.83
Total 56-40-410 UTILITIES:					147.83

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
56-40-640 SUPPLIES AIRPORT	DAVID THOMPSON	090418	09/04/2018	REIMBURSE AIRPORT CHARGES	358.59
Total 56-40-640 SUPPLIES:					358.59
Total AIRPORT:					2,617.42
FIREMEN'S PENSION FUND					
70-40-660 PENSION PAYMENTS					
FIREMEN'S PENSION FU	BRANDT, WILLIAM	36	09/01/2018	FIRE PENSION PAYMENT	200.00
FIREMEN'S PENSION FU	FOSTER, DARRELL	37	09/01/2018	Pension Payment	200.00
FIREMEN'S PENSION FU	GEOFFREY MCGOFFIN	130	09/15/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	JAMES HANSEN JR.	130	09/15/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	JERRY FINK	140	09/15/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	JOHNSON II, RAY	127	09/15/2018	FIREPENSION	200.00
FIREMEN'S PENSION FU	MALDONADO, ANICLETO D	69	09/15/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	NAPIER, LARRY	113	09/15/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	RODRIGUEZ, JOE	43	09/01/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	ROTHERMICH, JOE	130	09/15/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	TEAGUE, PATRICK	26	09/01/2018	FIRE PENSION PAYMENT	200.00
FIREMEN'S PENSION FU	THELANDER, JAMES	130	09/15/2018	FIREMEN'S PENSION	200.00
FIREMEN'S PENSION FU	TRUJILLO, FRED	9	09/15/2018	FIRE PENSION	200.00
Total 70-40-660 PENSION PAYMENTS:					2,600.00
Total FIREMEN'S PENSION FUND:					2,600.00
Grand Totals:					106,287.51

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

City of Benson City Council Communication



Regular Meeting

September 24, 2018

To: Mayor and Council

Agenda Item # 2

From: Dorthey Moncada, Senior Recreation Leader

Subject:

Recognition of assistance and support from Arizona G&T Cooperatives for the City's 4th of July festivities

Discussion:

The 4th of July festivities is hosted by the City, but could not happen without the assistance of many others.

This year was the 15th year that Arizona G&T Cooperatives donated the Audio/Visual (A/V) services for the Benson 4th of July Parade. The A/V team consists of James Bujarski and Jay Strickling, who start setting up at 5:30 a.m. and finish setup at 8:30 a.m. The equipment used is a sound podium and mixer, eight to ten speakers, three microphones, and related cable and stands. Once the parade is over, it takes at least two hours to take everything down and with storing the equipment, they work a full eight-hour day. Overall, each 4th of July setup requires between 20 and 22 man-hours of work.

Mr. Geoff Oldfather, Manger of Communications and Public Relations for Arizona G&T Cooperatives, has been providing emcee services for the parade for 8 years.

When the same setup has been used for commercial events; the commercial rate translates to a charge of between \$4,000 and \$5,000 per venue.

These employees volunteer their time on the holiday and are not compensated, nor has Arizona G&T Cooperatives ever billed the City. We would like to thank Mr. Oldfather, Mr. Bujarski and Mr. Stickling for their very valued support and service and present them with a plaque in recognition of all they do.

Staff Recommendation:

Presentation of plaque, no other action required

City of Benson City Council Communication



Regular Meeting

September 24, 2018

To: Mayor and Council

Agenda Item # 3

From: Vicki Vivian, Interim City Manager/City Clerk

Subject:

Discussion and possible action regarding Ordinance 593 of the Mayor and Council of the City of Benson, Arizona, amending prior inconsistent ordinances including 559, reducing to five (5) the number of members of the Planning & Zoning Commission

Discussion:

The original proposed ordinance was first discussed at the Council meeting on September 10. The Mayor asked to place an ordinance on the agenda to address the membership of the Planning & Zoning Commission as it has been noted that there has been difficulty in finding volunteers to serve on the Commission, which has led to problems when attempting to hold meetings due to not having a quorum of the Commission in attendance.

The original proposed ordinance was written in an effort to alleviate or at least minimize that issue. The ordinance addressed two issues; first it decreased the number of persons on the Commission from seven (7) to five (5) and second, it broadened the current requirement that members of the Commission reside within the City of Benson by expanding the residency requirement to let Commission members reside within a seven (7) mile radius of the City, so long as that residence was still in Cochise County.

The Council had several options in addressing the ordinance, including passing it as presented or amending it as chosen by the Council. After a Council discussion and input was received from the Planning & Zoning Chairman, as well as Michelle Johnson, the Planning Technician/GIS, there was a motion to approve the ordinance to reduce the Commission to 5 members with an amendment to not change the residency requirements. At that time, the City Attorney stated the Council could also direct Staff to amend the ordinance as stated in the motion and bring it back to Council for consideration. Council then directed Staff to do so. The proposed ordinance has been amended to reflect such and is now before Council for action.

Staff Recommendation:

Approval of Ordinance 593

ORDINANCE 593

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, AMENDING PRIOR INCONSISTENT ORDINANCES INCLUDING 559, REDUCING TO FIVE (5) THE NUMBER OF MEMBERS OF THE PLANNING & ZONING COMMISSION

BE IT ORDAINED by the Mayor and Council of the City of Benson, Arizona, as follows:

- Section 1:** The Planning & Zoning Commission of the City of Benson shall, moving forward, be comprised of five (5) members, all of whom shall be residents of the incorporated limits of the City of Benson.
- Section 2:** Planning & Zoning Commissioners who met the qualifications for appointment at the time of taking their oaths of office shall continue in office until their terms expire.
- Section 3:** Any provision of any Bylaw, City Ordinance or the like that is inconsistent with this ordinance – including but not limited to Ordinance 559 that was passed and adopted on or about September 26, 2011 – is hereby repealed to the extent of the inconsistency.
- Section 4:** The City Clerk is directed to publish the text of this Ordinance in the San Pedro Valley News Sun for two (2) consecutive weeks, and further to post a copy of this Ordinance in three (3) or more public places within the City.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 10th day of September, 2018.

TONEY D. KING, SR., Mayor

VICKI L. VIVIAN, CMC, City Clerk

MESCH CLARK ROTHSCHILD
By Gary J. Cohen
City's Attorney

Published in the San Pedro Valley News Sun for two (2) consecutive weeks with the date of first publication being on the ____ day of _____, 2018.

ORDINANCE 593

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, AMENDING PRIOR INCONSISTENT ORDINANCES INCLUDING 559, REDUCING TO FIVE (5) THE NUMBER OF MEMBERS OF THE PLANNING & ZONING COMMISSION, ~~AND EXPANDING THE RESIDENCY REQUIREMENT FOR THOSE MEMBERS TO ALLOW THEM TO RESIDE WITHIN THE INCORPORATED LIMITS OF THE CITY OF BENSON OR A SEVEN MILE RADIUS BEYOND SUCH, SO LONG AS SAID RESIDENCE IS ALSO WITHIN COCHISE COUNTY~~

BE IT ORDAINED by the Mayor and Council of the City of Benson, Arizona, as follows:

Section 1: The Planning & Zoning Commission of the City of Benson shall, moving forward, be comprised of five (5) members, all of whom shall ~~either~~ be ~~(a)~~ residents of the incorporated limits of the City of Benson, ~~or (b) reside within a seven (7) miles radius of the incorporated limits of the City of Benson, so long as said residence is also within Cochise County.~~

Section 2: ~~Notwithstanding Section 1 above,~~ Planning & Zoning Commissioners who met the qualifications for appointment at the time of taking their oaths of office shall continue in office until their terms expire.

Section 3: Any provision of any Bylaw, City Ordinance or the like that is inconsistent with this ordinance – including but not limited to Ordinance 559 that was passed and adopted on or about September 26, 2011 – is hereby repealed to the extent of the inconsistency.

Section 4: The City Clerk is directed to publish the text of this Ordinance in the San Pedro Valley News Sun for two (2) consecutive weeks, and further to post a copy of this Ordinance in three (3) or more public places within the City.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this ~~10~~24th day of September, 2018.

TONEY D. KING, SR., Mayor

VICKI L. VIVIAN, CMC, City Clerk

MESCH CLARK ROTHSCHILD
By Gary J. Cohen
City’s Attorney

Published in the San Pedro Valley News Sun for two (2) consecutive weeks with the date of first publication being on the ____ day of _____, 2018.

City of Benson City Council Communication



Regular Meeting

September 24, 2018

To: Mayor and Council

Agenda Item # 4

From: Seth Judd, Finance Director

Subject:

Review of City Finances with emphasis on April and May 2018 financial results, and the City's financial position at May 31, 2018

Discussion:

Staff will present the attached power point slide show to summarize the results of City operations and the City's financial position at May 31, 2018.

Staff Recommendation:

Information only



April & May 2018

MONTHLY FINANCIAL REPORT

Overview

- ▶ Compare monthly numbers for FY 17 and FY 18
- ▶ Highlight any major differences between the 2 fiscal years
- ▶ Focus for the presentation will be on May because it will show year to date information and include April
 - ▶ 92% of the fiscal year has passed
- ▶ Highlight revenues and expenses for the following funds:
 - ▶ General fund
 - ▶ Golf Course
 - ▶ Gas
 - ▶ Water
 - ▶ Wastewater
 - ▶ Sanitation

General Fund

► Table A - Revenue

General Fund Revenue - July 1-May 31, 2018						
Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
10-301-10	General Property Tax	209,844	292,188	323,409	31,221	90%
10-301-15	City Sales Tax	3,528,095	3,754,831	3,850,000	95,169	98%
10-301-17	Bed Tax Collected	65,995	70,603	70,000	(603)	101%
10-301-18	Consturction Sales Tax	-	-	-	-	0%
10-301-20	State Sales Tax	406,930	442,088	456,737	14,649	97%
10-301-25	Franchise Tax	150,749	211,007	165,000	(46,007)	128%
10-301-30	Auto Lieu Tax	209,506	217,685	270,007	52,323	81%
10-301-35	Business License	14,075	11,518	20,800	9,283	55%
10-301-45	State Revenue Sharing	548,177	552,930	603,131	50,201	92%
10-301-50	Interest Income	2,469	3,758	1,800	(1,958)	209%
10-301-55	Copies and Notary Fees	163	145	500	355	29%
10-301-65	Miscellaneous	26,070	26,032	10,000	(16,032)	260%
10-301-70	Sale of Fixed Assets	11,973	-	5,000	5,000	0%
10-301-71	Property Rentals	33,396	27,682	40,000	12,318	69%
10-303-10	Planning & Zoning Fees	1,127	190	75,000	74,810	0%
10-303-15	Building Permits & Fees	37,963	61,362	75,000	13,638	82%
10-303-16	Building Plan Review Fees	14,491	26,213	20,000	(6,213)	131%
10-303-17	Public Works Review Fees	8,449	11,748	150,000	138,252	8%
10-303-18	PW Recording/Misc Fees	-	-	600	600	0%
10-305-10	Forfeiture Revenue	-	-	1,000	1,000	0%
10-305-20	Report Income	650	390	750	360	52%
10-305-21	Fingerprint Revenue	970	805	1,200	395	67%
10-305-30	Dog License/Shelter Fees	4,097	3,558	5,000	1,442	71%
10-305-32	Animal Medical Donations	10,909	12,405	13,000	595	95%
10-305-33	Spay/Neuter Grants	-	-	5,000	5,000	0%
10-305-35	Shelter Fees from County	3,735	3,822	8,000	4,178	48%
10-305-37	Police Reimbursement SRO	6	-	-	-	0%
10-305-39	Stonegarden Grant	36,569	25,261	50,000	24,739	51%
10-305-41	GITEM Grant	39,663	9,879	65,000	55,121	15%
10-305-42	GOHS Grant for OT	-	-	2,000	2,000	0%
10-305-50	Rico Seizure Revenue	474	717	1,000	283	72%
10-305-71	Police Grant - HIDT	2,500	-	2,500	2,500	0%
10-305-80	Officer Saftey Equipment	756	313	1,000	687	31%
10-305-95	Other Income	38,880	11,527	70,349	58,822	16%
10-306-10	Firemen's Revenue	27,154	50,224	40,000	(10,224)	126%
10-306-20	Fire Dept. Donations	-	-	500	500	0%
10-307-10	Citations from Benson PD	174	811	36,250	35,439	2%
10-309-10	Library Fines	7,458	7,648	7,500	(148)	102%
10-309-20	Donations - Restricted	-	125	100	(25)	125%
10-310-10	Pool Fees	1,178	898	5,900	5,002	15%
10-310-20	Summer Program Fees	1,590	2,435	5,700	3,265	43%
10-310-25	Park User Fees	5,051	4,784	5,000	216	96%
10-310-50	Donations	-	-	1,000	1,000	0%
10-310-60	July 4 Revenues/Donations	5,689	6,525	15,000	8,475	44%
10-310-65	Tourism Sales	3,096	4,822	2,800	(2,022)	172%
10-310-95	Other Events	60	75	500	425	15%
10-310-98	Miscellaneous	100	-	500	500	0%
10-312-10	City Cemetery	1,050	1,350	1,000	(350)	135%
10-317-46	Bingo Revenue	475	549	1,000	451	55%
10-399-99	Carryforward Balance	-	-	1,458,035	1,458,035	0%
Revenue Totals		5,461,755	5,858,900	7,943,568	2,084,668	74%

General Fund Expenses

▶ Table B

General Fund Expenditures July 1-May 31, 2018					
Department	FY 17	FY 18	FY18 Budget	Remaining	% of Budget
Administration	373,339	456,438	512,001	55,563	89%
City Council	40,221	33,654	43,615	9,961	77%
Building Department	125,774	138,977	265,821	126,845	52%
Police	1,875,772	2,002,499	2,267,821	265,322	88%
Fire Department	365,354	420,751	537,333	116,582	78%
Magistrate	26,549	38,797	76,586	37,789	51%
Library	200,493	206,516	237,506	30,990	87%
Parks	250,478	232,848	305,006	72,158	76%
Historical Commission	-	84	-	(84)	0%
Cemetery	3	-	-	-	0%
Finance	174,547	131,210	204,991	73,781	64%
Recreation	62,564	92,910	170,529	77,619	54.5%
Community Enrichment	44,980	45,567	79,850	34,283	57%
Tourism	123,371	142,396	153,244	10,848	93%
City Attorney	206,396	197,604	324,495	126,891	61%
City Clerk	117,786	121,724	151,488	29,764	80%
Planning & Zoning	61,003	114,351	142,303	27,952	80%
Public Works	61,242	45,803	197,994	152,191	23%
Misc. Expenses		252,945	2,272,986	2,020,041	11%
Expenses Total	4,109,872	4,675,074	7,943,569	3,268,495	59%

Golf Course Revenue

► Table C

Golf Course Revenue - July 1 to May 31, 2018						
Account Code	Account Name	FY17	FY18	Budget	Remaining	% of Budget
55-300-05	Memberships	51,353	53,198	-	(53,198)	0%
55-300-10	Green & Cart Fees	302,991	296,444	483,500	187,056	61%
55-300-15	Merchandise Sales	24,944	18,282	35,000	16,718	52%
55-300-20	Practice Facility	12,299	13,460	20,000	6,540	67%
55-301-25	Food Sales	200,549	263,478	270,000	6,522	98%
55-301-30	Beer Sales	57,310	59,513	70,000	10,487	85%
55-301-35	Wine Sales	9,671	8,908	9,000	92	99%
55-301-40	Liquor Sales	22,231	24,316	20,000	(4,316)	122%
55-301-50	Banquet Revenue	24,245	17,187	18,000	813	95.5%
55-399-20	Teaching Revenue	36	-	1,000	1,000	0%
55-399-90	Contribution from General Fund	-	88,396	176,792	88,396	50%
55-399-95	Other Income	15	3,460	-	(3,460)	0%
Revenue Totals		705,644	846,643	1,103,292	256,649	77%

Golf Course Expenses

▶ Table D

Golf Course Expenditures - July 1 to May 31, 2018					
Department	FY 17	FY 18	Budget	Remaining	% of Budget
Golf Operations	303,369	295,944	381,741	85,797	78%
Golf Maintenance	286,778	329,568	375,591	46,023	88%
Food and Beverage	331,263	394,288	345,961	(48,327)	114%
Total Expenses	921,410	1,019,800	1,103,293	83,493	92%

Gas Fund

▶ Table E

Gas Fund Revenue & Expense - July 1 to May 31, 2018						
Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
50-300-10	Residential Gas Revenue	472,641	604,898	622,878	17,980	97%
50-300-15	Multi-User Gas Revenue	6,997	9,941	11,000	1,059	90%
50-300-20	Commercial Gas Revenue	187,454	237,756	253,424	15,668	94%
50-300-30	Utility Service Charge	12,905	14,940	16,500	1,560	91%
50-300-35	New Gas Hookups	1,119	3,416	7,700	4,284	44%
50-399-10	Penalty and Interest Fees	3,548	4,048	5,500	1,452	74%
50-399-99	Carry Forward Balance	-	-	121,813	121,813	0%
	Revenue Totals	684,663	874,998	1,038,815	163,817	84%
	Expenditure Totals	688,657	673,494	1,038,813	365,319	65%
	Net Position	(3,994)	201,504			

Water Fund

▶ Table F

Water Fund Revenue & Expense - July 1 to May 31, 2018						
Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
51-300-10	Residential Water Revenue	349,386	371,230	441,340	70,110	84%
51-300-20	Commercial Water Revenue	262,619	309,680	342,756	33,076	90%
51-300-30	New Water Hookups	2,948	9,020	10,000	980	90%
51-300-90	Contribution from General Fund	-	10,211	20,422	10,211	50%
51-399-40	Water Tank Rental	-	6,934	-	(6,934)	0%
51-399-45	Water Accomodation Fees	7,905	8,670	12,593	3,923	69%
51-399-95	Other Income	42	1,880	275	(1,605)	683.5%
51-399-99	Carry Forward Balance	-	-	55,057	55,057	0%
	Total Revenues	622,900	717,624	882,443	164,819	81%
	Total Expenses	604,426	658,807	882,443	223,636	75%
	Net Position	18,474	58,818			

Wastewater Fund

▶ Table G

Wastewater Fund Revenue & Expense - July 1 to May 31, 2018						
Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
52-300-10	Residential Wastewater Fees	395,710	428,035	487,446	59,411	88%
52-300-15	Multi-User Wastewater Fees	4,362	4,531	7,134	2,603	64%
52-300-20	Commercial Wastewater Fees	239,946	250,720	310,610	59,890	81%
52-300-30	New Wastewater Hookups	3,073	11,936	4,889	(7,047)	244%
52-300-70	Water Accomodation Fees	247	-	-	-	0%
52-399-40	Miscellaneous Revenue	2,500	-	4,080	4,080	0%
52-399-99	Carry Forward Balance	-	-	83,115	83,115	0%
	Total Revenues	645,837	695,221	897,274	202,053	77.5%
	Total Expenses	628,169	528,958	897,274	368,316	59%
	Net Position	17,668	166,263			

Sanitation Fund

▶ Table H

Sanitation Fund Revenue & Expenses - July 1 to May 31, 2018						
Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
53-300-10	Residential Sanitation Fees	308,331	298,700	385,000	86,300	78%
53-300-20	Multi-User Sanitation Fees	313,684	260,055	375,000	114,945	69%
53-300-30	Neighborhood Clean Up Program	-	-	10,000	10,000	0%
	Total Revenues	622,015	558,755	770,000	211,245	73%
	Total Expenses	501,356	490,718	770,000	279,282	64%
	Net Position	120,659	68,037			

Questions?

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: 07/23/2018
TO: Vicki Vivian, Interim City Manager
CC: Mayor and Council
FROM: Seth Judd, Finance Director
SUBJECT: May, 2018 Monthly Budget Report

We are pleased to present you the May 2018 monthly financial/budget report. As we discussed previously, the Council will be receiving this monthly report for the prior month to keep you up-to-date on the financial status of the City. The tables at the end of this report are for the period of July 1 through May 31, 2018 (FY18). The tables in this analysis compare FY18, July 1 through May 31, 2018 to July 1 through May 31, 2017 (FY17) and the FY 18 total adopted budget. The column labeled "Remaining" is the amount of the FY18 budget minus the FY18 YTD expenses to indicate how much of the revenues or expenditure budget is left, and the column labeled "% of Budget" indicates the percentage of FY18 YTD revenues or expenditures realized year-to-date as compared to the FY18 budget.

Eleven months (July 1 through May 31), or 92% of the fiscal year has passed. In a perfect world, revenues and expenditures would equal exactly 92% of the budget at this point. However, revenues and expenditures normally do not follow this pattern. For example, property taxes are received twice a year, in November and May so the percentages collected to date may be misleading in that revenue category. Also, on the expenditure side, if there is a capital purchase made in the first month of the fiscal year, it would show 100% expended even if only you were only 8.33% into the fiscal year (one month). The purpose of this report is to give the Mayor and Council the actual revenues and expenditures to date, but to also prepare an analysis to determine if there are any financial concerns at this point in the fiscal year.

Table A is the General Fund revenue. The table shows the City has collected \$5,858,900 year-to-date. Without the carryforward balance of \$1,458,035, the revenues collected YTD for FY18 are at 90% of budget for the year, or just under projected target. Table B is the General Fund expenditures, totaling \$4,675,074 which includes \$2,272,986 under "Misc. Expenses" which is transfers to other funds in the amount of \$826,332 and contingency reserves of \$1,446,664. With expenditures through December for the contributions from the general fund to other funds, the expenses are at 59%. However, there may be additional contributions from the general fund through May and all of the debt service payment will be made, but it is still anticipated that the City expenditures in the General Fund will be under the appropriated budget. This will

all be trued up for the June report to accurately reflect the FY18 expenditures in the General Fund.

Enterprise Funds

The purpose of setting up an Enterprise Fund is because they are intended to be like a business or self-supporting where revenues are generated to cover expenses. However, until this happens, as in the example of the Golf Course, the General Fund makes contributions to the Fund to make it balance.

Golf Course – Table C shows the Golf Course revenues as of May 31st. The revenue collections have improved by about \$53,000 over the previous year not counting the contribution from the General fund. In FY18, the membership fees have been combined with the Green and Cart Fees. Golf revenues are currently at 77% of the FY18 budget versus the target of 92%.

Table D shows the Golf Course expenditures at 92% of budget as of May 31st. The Golf Course net position (revenues minus expenses) as of May 31st is \$(261,554). In FY17 as of May, revenues were at \$705,644 and expenditures were at \$921,410, with a net position of \$(215,767). Contributions from the General Fund are budgeted for \$176,792 versus the \$261,554 so this will need to be monitored closely. You can see that the food and beverage has exceeded their budget by \$48,237 for the year. A lot of this deficit is due to overtime wages being paid.

Gas Fund – Table E shows the Gas fund revenues YTD. Without the carry forward balance, the gas fund is at 95% of their revenues for FY18 YTD versus the target of 92%.

Expenses are only at 65% YTD of the FY18 budget with the contingency line item. Without counting in the contingency budget, the FY18 YTD expenses are at 78% of FY18 budget, still way below the 92% target. The Gas fund net position as of May 31st, 2018 is \$201,504. In FY17 in May the revenues were at \$684,663 and the expenditures were at \$688,657 or a net position of \$(3,994).

Water Fund – Table F shows the water fund position as of May 31st. Without the carryforward balance included in the revenues, as of May FY18 the revenues are at 87% collected compared to budget versus our target of 92%.

Expenses as of May of FY18 are at 79% of budgeted expenditures without the contingency reserve. The net position for the water fund as of the end of April is a positive \$58,818. At this point last year the revenues were at \$622,900 and the expenditures were at \$604,426 or a net position of \$18,474.

Wastewater Fund – Table G shows the Wastewater fund position as of May 31, 2018. As of May 2018 the revenues are at \$695,221, which is 85% of the budget without the carryforward balance. This is below the target of 92%, but expenditures have also been

reduced in response. Expenditures are at \$528,958 or 62% of the budget less contingency through May, 2018. The net position of the Wastewater fund is a positive \$166,263 as of May 31, 2018. Last year in May revenues were at \$645,837 and expenditures were at \$628,169 or a net position of \$17,668.

Sanitation Fund – Table H is the Sanitation fund position as of May 31, 2018. As of May 2018, revenues are at \$558,755 or 73% of FY18 budget, which is below the target of 92%. Expenditures have been reduced in response. We are currently at \$490,718 or 68% of the budget without the contingency reserve. The net position as of May 31, 2018 is a positive \$68,037. Last year at this same time revenues were at \$622,015 and expenditures were at \$501,356 or a positive net position of \$120,659.

Table A**General Fund Revenue - July 1-May 31, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
10-301-10	General Property Tax	209,844	292,188	323,409	31,221	90%
10-301-15	City Sales Tax	3,528,095	3,754,831	3,850,000	95,169	98%
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10-301-65	Miscellaneous	26,070	26,032	10,000	(16,032)	260%
10-301-70	Sale of Fixed Assets	11,973	-	5,000	5,000	0%
10-301-71	Property Rentals	33,396	27,682	40,000	12,318	69%
10-303-10	Planning & Zoning Fees	1,127	190	75,000	74,810	0%
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10-303-18	PW Recording/Misc Fees		-	600	600	0%
10-305-10	Forfeiture Revenue		-	1,000	1,000	0%
10-305-20	Report Income	650	390	750	360	52%
10-305-21	Fingerprint Revenue	970	805	1,200	395	67%
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10-305-32	Animal Medical Donations	10,909	12,405	13,000	595	95%
10-305-33	Spay/Neuter Grants	-	-	5,000	5,000	0%
10-305-35	Shelter Fees from County	3,735	3,822	8,000	4,178	48%
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10-306-20	Fire Dept. Donations		-	500	500	0%
10-307-10	Citations from Benson PD	174	811	36,250	35,439	2%
10-309-10	Library Fines	7,458	7,648	7,500	(148)	102%
10-309-20	Donations - Restricted	-	125	100	(25)	125%
10-310-10	Pool Fees	1,178	898	5,900	5,002	15%
10-310-20	Summer Program Fees	1,590	2,435	5,700	3,265	43%
10-310-25	Park User Fees	5,051	4,784	5,000	216	96%
10-310-50	Donations		-	1,000	1,000	0%
10-310-60	July 4 Revenues/Donations	5,689	6,525	15,000	8,475	44%
10-310-65	Tourism Sales	3,096	4,822	2,800	(2,022)	172%
10-310-95	Other Events	60	75	500	425	15%
10-310-98	Miscellaneous	100	-	500	500	0%
10-312-10	City Cemetery	1,050	1,350	1,000	(350)	135%
10-317-46	Bingo Revenue	475	549	1,000	451	55%
10-399-99	Carryforward Balance	-	-	1,458,035	1,458,035	0%
Revenue Totals		5,461,755	5,858,900	7,943,568	2,084,668	74%

Table B**General Fund Expenditures July 1-May 31, 2018**

Department	FY 17	FY 18	FY18 Budget	Remaining	% of Budget
Administration	373,339	456,438	512,001	55,563	89%
City Council	40,221	33,654	43,615	9,961	77%
Building Department	125,774	138,977	265,821	126,845	52%
Police	1,875,772	2,002,499	2,267,821	265,322	88%
Fire Department	365,354	420,751	537,333	116,582	78%
Magistrate	26,549	38,797	76,586	37,789	51%
Library	200,493	206,516	237,506	30,990	87%
Parks	250,478	232,848	305,006	72,158	76%
Historical Commission	-	84	-	(84)	0%
Cemetery	3	-	-	-	0%
Finance	174,547	131,210	204,991	73,781	64%
Recreation	62,564	92,910	170,529	77,619	54.5%
Community Enrichment	44,980	45,567	79,850	34,283	57%
Tourism	123,371	142,396	153,244	10,848	93%
City Attorney	206,396	197,604	324,495	126,891	61%
City Clerk	117,786	121,724	151,488	29,764	80%
Planning & Zoning	61,003	114,351	142,303	27,952	80%
Public Works	61,242	45,803	197,994	152,191	23%
Misc. Expenses		252,945	2,272,986	2,020,041	11%
Expenses Total	4,109,872	4,675,074	7,943,569	3,268,495	59%

Table C**Golf Course Revenue - July 1 to May 31, 2018**

Account Code	Account Name	FY17	FY18	Budget	Remaining	% of Budget
55-300-05	Memberships	51,353	53,198	-	(53,198)	0%
55-300-10	Green & Cart Fees	302,991	296,444	483,500	187,056	61%
55-300-15	Merchandise Sales	24,944	18,282	35,000	16,718	52%
55-300-20	Practice Facility	12,299	13,460	20,000	6,540	67%
55-301-25	Food Sales	200,549	263,478	270,000	6,522	98%
55-301-30	Beer Sales	57,310	59,513	70,000	10,487	85%
55-301-35	Wine Sales	9,671	8,908	9,000	92	99%
55-301-40	Liquor Sales	22,231	24,316	20,000	(4,316)	122%
55-301-50	Banquet Revenue	24,245	17,187	18,000	813	95.5%
55-399-20	Teaching Revenue	36	-	1,000	1,000	0%
55-399-90	Contribution from General Fund	-	88,396	176,792	88,396	50%
55-399-95	Other Income	15	3,460	-	(3,460)	0%
	Revenue Totals	705,644	846,643	1,103,292	256,649	77%

Table D**Golf Course Expenditures - July 1 to May 31, 2018**

Department	FY 17	FY 18	Budget	Remaining	% of Budget
Golf Operations	303,369	295,944	381,741	85,797	78%
Golf Maintenance	286,778	329,568	375,591	46,023	88%
Food and Beverage	331,263	394,288	345,961	(48,327)	114%
Total Expenses	921,410	1,019,800	1,103,293	83,493	92%

Table E**Gas Fund Revenue & Expense - July 1 to May 31, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
50-300-10	Residential Gas Revenue	472,641	604,898	622,878	17,980	97%
50-300-15	Multi-User Gas Revenue	6,997	9,941	11,000	1,059	90%
50-300-20	Commercial Gas Revenue	187,454	237,756	253,424	15,668	94%
50-300-30	Utility Service Charge	12,905	14,940	16,500	1,560	91%
50-300-35	New Gas Hookups	1,119	3,416	7,700	4,284	44%
50-399-10	Penalty and Interest Fees	3,548	4,048	5,500	1,452	74%
50-399-99	Carry Forward Balance	-	-	121,813	121,813	0%
	Revenue Totals	684,663	874,998	1,038,815	163,817	84%
	Expenditure Totals	688,657	673,494	1,038,813	365,319	65%
	Net Position	(3,994)	201,504			

Table F**Water Fund Revenue & Expense - July 1 to May 31, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
51-300-10	Residential Water Revenue	349,386	371,230	441,340	70,110	84%
51-300-20	Commercial Water Revenue	262,619	309,680	342,756	33,076	90%
51-300-30	New Water Hookups	2,948	9,020	10,000	980	90%
51-300-90	Contribution from General Fund	-	10,211	20,422	10,211	50%
51-399-40	Water Tank Rental	-	6,934	-	(6,934)	0%
51-399-45	Water Accomodation Fees	7,905	8,670	12,593	3,923	69%
51-399-95	Other Income	42	1,880	275	(1,605)	683.5%
51-399-99	Carry Forward Balance	-	-	55,057	55,057	0%
	Total Revenues	622,900	717,624	882,443	164,819	81%
	Total Expenses	604,426	658,807	882,443	223,636	75%
	Net Position	18,474	58,818			

Table G**Wastewater Fund Revenue & Expense - July 1 to May 31, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
52-300-10	Residential Wastewater Fees	395,710	428,035	487,446	59,411	88%
52-300-15	Multi-User Wastewater Fees	4,362	4,531	7,134	2,603	64%
52-300-20	Commercial Wastewater Fees	239,946	250,720	310,610	59,890	81%
52-300-30	New Wastewater Hookups	3,073	11,936	4,889	(7,047)	244%
52-300-70	Water Accomodation Fees	247	-	-	-	0%
52-399-40	Miscellaneous Revenue	2,500	-	4,080	4,080	0%
52-399-99	Carry Forward Balance	-	-	83,115	83,115	0%
Total Revenues		645,837	695,221	897,274	202,053	77.5%
Total Expenses		628,169	528,958	897,274	368,316	59%
Net Position		17,668	166,263			

Table H**Sanitation Fund Revenue & Expenses - July 1 to May 31, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
53-300-10	Residential Sanitation Fees	308,331	298,700	385,000	86,300	78%
53-300-20	Multi-User Sanitation Fees	313,684	260,055	375,000	114,945	69%
53-300-30	Neighborhood Clean Up Program	-	-	10,000	10,000	0%
Total Revenues		622,015	558,755	770,000	211,245	73%
Total Expenses		501,356	490,718	770,000	279,282	64%
Net Position		120,659	68,037			

CITY OF BENSON
 COMBINED CASH INVESTMENT
 MAY 31, 2018

COMBINED CASH ACCOUNTS

01-10110	PETTY CASH - ADMINISTRATION	50.00
01-10120	PETTY CASH - POLICE	100.00
01-10125	PETTY CASH - RECREATION	160.00
01-10130	TOURISM CASH DRAWER	50.00
01-10150	RETURNED CHECK CLEARING	(157.56)
01-10170	CASH CLEARING - UTILITIES	(34,767.58)
01-10200	CASH IN BANK - PAYROLL	104,965.13
01-11110	CASH IN BANK - GENERAL	2,711,109.15
01-11115	XPRESS DEPOSIT ACCOUNT	330,559.25
		<hr/>
	TOTAL COMBINED CASH	3,112,068.39
01-10100	CASH ALLOCATED TO OTHER FUNDS	(3,112,068.39)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	4,458,309.46
13	ALLOCATION TO CFD FUND	140,000.00
14	ALLOCATION TO TRANSIT FUND	(98,155.51)
15	ALLOCATION TO CAPITAL PROJECTS FUND	(731,579.09)
20	ALLOCATION TO STREET FUND	(598,734.77)
46	ALLOCATION TO GRANTS FUND	(85,013.31)
48	ALLOCATION TO DEBT SERVICE FUND	237,357.79
50	ALLOCATION TO GAS FUND	2,014,036.66
51	ALLOCATION TO WATER FUND	(186,425.23)
52	ALLOCATION TO WASTEWATER FUND	(101,455.93)
53	ALLOCATION TO SANITATION FUND	384,135.12
55	ALLOCATION TO SAN PEDRO GOLF COURSE	(1,224,409.15)
56	ALLOCATION TO AIRPORT	(1,062,017.14)
70	ALLOCATION TO FIREMEN'S PENSION FUND	(33,980.51)
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	3,112,068.39
	ALLOCATION FROM COMBINED CASH FUND - 01-10100	(3,112,068.39)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

GENERAL FUND

ASSETS

10-10100	CASH - COMBINED FUND	4,458,309.46	
10-10301	LGIP INVESTMENT FUND #7	118,926.85	
10-10303	MONEY MARKET S&Y	57,296.14	
10-10309	HRA DISBURSEMENT ACCOUNT	11,886.66	
10-11140	RESTRICTED CASH- RICO CTY ACCT	22,098.40	
10-11150	RESTRICTED CASH-RICO CHECKING	1,423.28	
10-12500	ACCOUNTS RECEIVABLE	35,205.75	
10-14300	PREPAID EXPENSE	5,574.80	
10-14500	SSVEC PATRONAGE CAPITAL	80,809.85	
	TOTAL ASSETS		4,791,531.19

LIABILITIES AND EQUITY

LIABILITIES

10-20200	ACCOUNTS PAYABLE	(217,241.92)	
10-21500	ACCRUED SALARIES PAYABLE	66,110.15	
10-22210	FICA PAYABLE	19,988.71	
10-22220	FEDERAL WITHHOLDING PAYABLE	9,803.34	
10-22230	STATE WITHHOLDING PAYABLE	4,245.33	
10-22240	STATE UNEMPLOYMENT PAYABLE	7,256.71	
10-22250	RETIREMENT PAYABLE	18,948.80	
10-22255	POLICE DEPARTMENT RET PAYABLE	187,462.62	
10-22265	GARNISHMENTS PAYABLE	827.87	
10-22280	HEALTH INSURANCE PAYABLE	(114,750.60)	
10-22281	AFLAC	3,201.51	
10-22282	COLONIAL	68.96	
10-22285	DENTAL INSURANCE PAYABLE	2,144.60	
10-22287	VISION INSURANCE PAYABLE	170.30	
10-22290	LIFE INSURANCE PAYABLE	358.03	
10-22292	FSA PAYABLE	6,746.02	
10-22293	PRE-PAID LEGAL SERVICES	(468.17)	
10-22295	WORKERS COMP PAYABLE	(23,198.85)	
10-23040	PROPERTY TAX PAYABLE	35,205.73	
	TOTAL LIABILITIES		6,879.14

FUND EQUITY

10-28100	RESERVED FUND BALANCE	(135,362.24)	
	UNAPPROPRIATED FUND BALANCE:		
10-29800	FUND BALANCE - BEGINNING OF YR	3,736,187.66	
	REVENUE OVER EXPENDITURES - YTD	1,183,826.63	
	BALANCE - CURRENT DATE		4,920,014.29
	TOTAL FUND EQUITY		4,784,652.05

CITY OF BENSON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GENERAL REVENUE</u>					
10-301-10 GENERAL PROPERTY TAX	61,129.60	292,188.40	323,409.00	31,220.60	90.4
10-301-15 CITY SALES TAX	189,847.90	3,754,830.97	3,850,000.00	95,169.03	97.5
10-301-17 BED TAX COLLECTED	5,993.57	70,603.15	70,000.00	(603.15)	100.9
10-301-20 STATE SALES TAX	44,813.49	442,087.81	456,737.00	14,649.19	96.8
10-301-25 FRANCHISE TAX	6,136.83	211,006.95	165,000.00	(46,006.95)	127.9
10-301-30 AUTO LIEU TAX	23,995.26	217,684.50	270,007.00	52,322.50	80.6
10-301-35 BUSINESS LICENSE	5,450.00	11,517.50	20,800.00	9,282.50	55.4
10-301-45 STATE REVENUE SHARING	50,266.32	552,929.52	603,131.00	50,201.48	91.7
10-301-50 INTEREST INCOME	265.23	3,758.46	1,800.00	(1,958.46)	208.8
10-301-55 COPIES AND NOTARY FEES	4.75	144.85 ✓	500.00 ✓	355.15 ✓	29.0 ✓
10-301-65 MISCELLANEOUS	15.00	26,031.93 ✓	10,000.00 ✓	(16,031.93) ✓	260.3 ✓
10-301-70 SALE OF FIXED ASSETS	.00	.00	5,000.00 ✓	5,000.00 ✓	.0 ✓
10-301-71 PROPERTY RENTALS	600.00	27,681.53 ✓	40,000.00 ✓	12,318.47 ✓	69.2 ✓
TOTAL GENERAL REVENUE	388,517.95	5,610,465.57	5,816,384.00	205,918.43	96.5
<u>COMMUNITY DEVELOPMENT</u>					
10-303-10 PLANNING & ZONING FEES	.00	189.65 ✓	75,000.00 ✓	74,810.35 ✓	.3
10-303-15 BUILDING PERMITS & FEES	8,562.85	61,361.68 ✓	75,000.00 ✓	13,638.32 ✓	81.8 ✓
10-303-16 BUILDING PLAN REVIEW FEES	3,881.95	26,212.86 ✓	20,000.00 ✓	(6,212.86) ✓	131.1 ✓
10-303-17 PUBLIC WORKS REVIEW FEES	835.58	11,747.66 ✓	150,000.00 ✓	138,252.34 ✓	7.8 ✓
10-303-18 PW RECORDING/MISC FEES	.00	.00	600.00 ✓	600.00 ✓	.0 ✓
TOTAL COMMUNITY DEVELOPMENT	13,280.38	99,511.85	320,600.00	221,088.15	31.0
<u>POLICE REVENUE</u>					
10-305-10 FORFEITURE REV/CHECKPROOF VEH	.00	.00	1,000.00 ✓	1,000.00 ✓	.0 ✓
10-305-20 REPORT INCOME	109.00	390.00 ✓	750.00 ✓	360.00 ✓	52.0 ✓
10-305-21 FINGERPRINT REVENUE	70.00	805.00 ✓	1,200.00 ✓	395.00 ✓	67.1 ✓
10-305-30 DOG LICENSES/SHELTER FEES	235.00	3,558.10 ✓	5,000.00 ✓	1,441.90 ✓	71.2 ✓
10-305-32 ANIMAL MEDICAL DONATIONS	373.00	12,405.08 ✓	13,000.00 ✓	594.92 ✓	95.4 ✓
10-305-33 SPAY/NEUTER GRANTS	.00	.00 ✓	5,000.00 ✓	5,000.00 ✓	.0 ✓
10-305-35 SHELTER FEES FROM COUNTY	.00	3,821.90 ✓	8,000.00 ✓	4,178.10 ✓	47.8 ✓
10-305-39 STONEGARDEN GRANT	1,400.15	25,260.80 ✓	50,000.00 ✓	24,739.20 ✓	50.5 ✓
10-305-41 GITEM GRANT	.00	9,879.21 ✓	65,000.00 ✓	55,120.79 ✓	15.2 ✓
10-305-42 GOHS GRANT FOR OT	.00	.00 ✓	2,000.00 ✓	2,000.00 ✓	.0
10-305-50 RICO SEIZURE REVENUE	.00	716.69 ✓	1,000.00 ✓	283.31 ✓	71.7 ✓
10-305-71 POLICE GRANT - HIDT	.00	.00 ✓	2,500.00 ✓	2,500.00 ✓	.0 ✓
10-305-80 OFFICER SAFETY EQUIPMENT	7.60	312.81 ✓	1,000.00 ✓	687.19 ✓	31.3 ✓
10-305-95 OTHER INCOME	420.00	11,526.56 ✓	70,349.00 ✓	58,822.44 ✓	16.4 ✓
TOTAL POLICE REVENUE	2,614.75	68,676.15	225,799.00	157,122.85	30.4

CITY OF BENSON
BALANCE SHEET
MAY 31, 2018

GENERAL FUND

TOTAL LIABILITIES AND EQUITY

4,791,531.19

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FIREMEN'S REVENUE</u>					
10-306-10 FIREMEN'S REVENUE	.00	50,224.32 ✓	40,000.00 ✓	(10,224.32) ✓	125.6 ✓
10-306-20 FIRE DEPT DONATIONS	.00	.00 ✓	500.00 ✓	500.00 ✓	.0 ✓
TOTAL FIREMEN'S REVENUE	.00	50,224.32	40,500.00	(9,724.32)	124.0
<u>MAGISTRATE REVENUE</u>					
10-307-10 CITATIONS FROM BENSON PD	.00	811.49 ✓	36,250.00 ✓	35,438.51 ✓	2.2 ✓
TOTAL MAGISTRATE REVENUE	.00	811.49	36,250.00	35,438.51	2.2
<u>LIBRARY REVENUE</u>					
10-309-10 LIBRARY FINES	743.36	7,647.52 ✓	7,500.00 ✓	(147.52) ✓	102.0 ✓
10-309-20 DONATIONS - RESTRICTED	125.00	125.00 ✓	100.00 ✓	25.00 ✓	125.0 ✓
TOTAL LIBRARY REVENUE	868.36	7,772.52	7,600.00	(172.52)	102.3
<u>PARKS</u>					
10-310-10 POOL FEES	362.00	898.42 ✓	5,900.00 ✓	5,001.58 ✓	15.2 ✓
10-310-20 SUMMER PROGRAM FEES	2,135.00	2,435.00 ✓	5,700.00 ✓	3,265.00 ✓	42.7 ✓
10-310-25 PARK USER FEES	295.00	4,784.05 ✓	5,000.00 ✓	215.95 ✓	95.7 ✓
10-310-50 DONATIONS	.00	.00 ✓	1,000.00 ✓	1,000.00 ✓	.0 ✓
10-310-60 JULY 4 REVENUES/DONATIONS	3,055.00	6,525.00 ✓	15,000.00 ✓	8,475.00 ✓	43.5 ✓
10-310-65 TOURISM SALES	368.50	4,822.00 ✓	2,800.00 ✓	(2,022.00) ✓	172.2 ✓
10-310-95 OTHER EVENTS	.00	75.00 ✓	500.00 ✓	425.00 ✓	15.0 ✓
10-310-98 MISCELLANEOUS	.00	.00 ✓	500.00 ✓	500.00 ✓	.0 ✓
TOTAL PARKS	6,215.50	19,539.47	36,400.00	16,860.53	53.7
<u>CEMETERY REVENUE</u>					
10-312-10 CITY CEMETERY	.00	1,350.00 ✓	1,000.00 ✓	(350.00) ✓	135.0 ✓
TOTAL CEMETERY REVENUE	.00	1,350.00	1,000.00	(350.00)	135.0
<u>RECREATION REVENUE</u>					
10-317-46 BINGO REVENUE	54.17	549.03 ✓	1,000.00 ✓	450.97 ✓	54.9 ✓
TOTAL RECREATION REVENUE	54.17	549.03	1,000.00	450.97	54.9

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>MISCELLANEOUS REVENUE</u>					
10-399-99 CARRYFORWARD BALANCE	.00	.00	1,458,035.00 ✓	1,458,035.00 ✓	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	1,458,035.00	1,458,035.00	.0
 TOTAL FUND REVENUE	 411,551.11	 5,858,900.40 ✓	 7,943,568.00 ✓	 2,084,667.60 ✓	 73.8 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-41-110 SALARIES AND WAGES	7,333.00	134,419.79	184,214.00	49,794.21	73.0
10-41-210 PAYROLL TAXES	546.01	9,671.69	14,092.00	4,420.31	68.6
10-41-220 RETIREMENT BENEFITS	843.31	12,227.67	21,185.00	8,957.33	57.7
10-41-230 EMPLOYEE INSURANCE	847.99	4,126.70	14,550.00	10,423.30	28.4
10-41-300 PROFESSIONAL SERVICES	59.00	12,818.64	4,000.00	(8,818.64)	320.5
10-41-310 PROFESSIONAL SERVICES - HR	252.00	13,428.67	4,000.00	(9,428.67)	335.7
10-41-330 IT SERVICES	5,477.42	93,341.99	110,000.00	16,658.01	84.9
10-41-335 INTERGOVERNMENTAL RELATIONS	.00	5,304.80	5,500.00	195.20	96.5
10-41-340 EDUCATION & TRAINING	.00	50.00	1,200.00	1,150.00	4.2
10-41-410 UTILITIES	748.61	12,548.76	15,000.00	2,451.24	83.7
10-41-415 TELEPHONE	4,505.92	43,005.99	15,000.00	(28,005.99)	286.7
10-41-430 REPAIRS & MAINTENANCE	906.63	7,749.07	11,000.00	3,250.93	70.5
10-41-440 RENTALS	.00	781.92	2,000.00	1,218.08	39.1
10-41-470 UNIFORMS	.00	.00	500.00	500.00	.0
10-41-520 INSURANCE	.00	69,117.73	63,000.00	(6,117.73)	109.7
10-41-540 PUBLIC NOTICES, ADVERTISING	194.59	931.70	1,000.00	68.30	93.2
10-41-542 ADVERTISING - HR	25.76	827.90	3,500.00	2,672.10	23.7
10-41-580 TRAVEL	.00	1,089.68	4,000.00	2,910.32	27.2
10-41-590 DUES & LICENSES	20.00	9,980.00	10,000.00	20.00	99.8
10-41-610 OFFICE SUPPLIES	144.36	2,347.93	750.00	(1,597.93)	313.1
10-41-620 POSTAGE & SHIPPING	.00	3,134.55	3,000.00	(134.55)	104.5
10-41-630 COMPUTER SUPPLIES	.00	5,006.26	250.00	(4,756.26)	2002.5
10-41-635 IT SUPPLIES NETWORK	.00	1,805.50	4,000.00	2,194.50	45.1
10-41-640 OPERATING SUPPLIES	177.56	1,171.13	2,500.00	1,328.87	46.9
10-41-660 VEHICLE FUEL & OIL	73.61	720.92	2,500.00	1,779.08	28.8
10-41-670 VEHICLE REPAIR & MAINT	.00	4,699.36	2,500.00	(2,199.36)	188.0
10-41-705 PROPERTY PAYMENT	.00	6,130.00	12,760.00	6,630.00	48.0
TOTAL ADMINISTRATION	22,155.77	456,438.35 ✓	512,001.00 ✓	55,562.65 ✓	89.2 ✓
<u>CITY COUNCIL</u>					
10-42-110 SALARIES AND WAGES	1,600.00	19,000.00	19,200.00	200.00	99.0
10-42-210 PAYROLL TAXES	125.90	1,532.64	1,469.00	(63.64)	104.3
10-42-230 WORKMAN'S COMPENSATION	3.84	45.60	46.00	.40	99.1
10-42-580 TRAVEL	17.28	5,941.85	13,000.00	7,058.15	45.7
10-42-582 COUNCIL PHOTOS	53.99	53.99	500.00	446.01	10.8
10-42-591 EMPLOYEE COUNCIL	.00	739.95	900.00	160.05	82.2
10-42-592 YOUTH COUNCIL	135.05	135.05	.00	(135.05)	.0
10-42-630 COMPUTER SUPPLIES	.00	538.10	2,000.00	1,461.90	26.9
10-42-640 OPERATING SUPPLIES	.00	1,317.44	3,000.00	1,682.56	43.9
10-42-685 LEAGUE OF CITIES BOOTH	.00	4,349.61	3,500.00	(849.61)	124.3
TOTAL CITY COUNCIL	1,936.06	33,654.23 ✓	43,615.00 ✓	9,960.77 ✓	77.2 ✓

CITY OF BENSON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>BUILDING DEPARTMENT</u>					
10-43-110 SALARIES AND WAGES	7,320.45	46,463.65	102,240.00	55,776.35	45.5
10-43-130 OVERTIME WAGES	.00	33.30	.00	(33.30)	.0
10-43-210 PAYROLL TAXES	552.86	3,454.21	7,821.00	4,366.79	44.2
10-43-220 RETIREMENT BENEFITS	408.48	4,913.77	11,758.00	6,844.23	41.8
10-43-230 EMPLOYEE INSURANCE	132.93	9,648.95	27,302.00	17,653.05	35.3
10-43-300 PROFESSIONAL SERVICES	7,423.90	72,407.43	65,000.00	(7,407.43)	111.4
10-43-340 EDUCATION & TRAINING	.00	.00	3,000.00	3,000.00	.0
10-43-415 TELEPHONE	.00	.00	500.00	500.00	.0
10-43-430 REPAIRS & MAINTENANCE	.00	380.47	500.00	119.53	76.1
10-43-470 UNIFORMS	30.60	300.51	800.00	499.49	37.6
10-43-540 PUBLIC NOTICES, ADVERTISING	.00	79.70	250.00	170.30	31.9
10-43-590 DUES & LICENSES	.00	.00	400.00	400.00	.0
10-43-610 OFFICE SUPPLIES	.00	145.14	1,000.00	854.86	14.5
10-43-620 POSTAGE & SHIPPING	.00	.00	400.00	400.00	.0
10-43-630 COMPUTER SUPPLIES	.00	.00	2,800.00	2,800.00	.0
10-43-640 OPERATING SUPPLIES	.00	85.71	300.00	214.29	28.6
10-43-660 VEHICLE FUEL & OIL	.00	538.67	1,000.00	461.33	53.9
10-43-670 VEHICLE REPAIR & MAINT	.00	524.99	750.00	225.01	70.0
10-43-702 PERMIT TRACKING DATABASE	.00	.00	40,000.00	40,000.00	.0
TOTAL BUILDING DEPARTMENT	15,869.22	138,976.50	265,821.00	126,844.50	52.3

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
10-45-110 SALARIES AND WAGES	80,997.99	1,050,345.93	1,114,533.00	64,187.07	94.2
10-45-130 OVERTIME WAGES	5,655.94	95,401.05	85,000.00	(10,401.05)	112.2
10-45-131 OVERTIME WAGES STONE GARDEN	303.15	6,799.39	50,000.00	43,200.61	13.6
10-45-132 OVERTIME WAGES AUTO THEFT	.00	792.09	5,000.00	4,207.91	15.8
10-45-133 GOHS OVERTIME GRANT	.00	5,625.87	2,000.00	(3,625.87)	281.3
10-45-210 PAYROLL TAXES	6,185.09	78,836.33	95,589.00	16,752.67	82.5
10-45-220 RETIREMENT BENEFITS	21,693.24	284,011.46	350,155.00	66,143.54	81.1
10-45-230 EMPLOYEE INSURANCE	16,194.96	211,309.25	255,648.00	44,338.75	82.7
10-45-300 PROFESSIONAL SERVICES	791.98	22,741.93	35,000.00	12,258.07	65.0
10-45-320 HOLDING CELL SUPPLIES & MEALS	.00	216.27	300.00	83.73	72.1
10-45-340 EDUCATION & TRAINING	712.81	4,617.04	10,000.00	5,382.96	46.2
10-45-410 UTILITIES	1,190.07	13,691.59	12,000.00	(1,691.59)	114.1
10-45-415 TELECOMMUNICATIONS	1,326.20	25,212.34	25,000.00	(212.34)	100.9
10-45-430 BLDG & EQUIP REPAIRS & MAINT	183.70	6,225.66	4,500.00	(1,725.66)	138.4
10-45-440 RENTALS	.00	2,400.00	15,000.00	12,600.00	16.0
10-45-470 UNIFORMS	300.00	19,742.61	24,000.00	4,257.39	82.3
10-45-580 TRAVEL	20.48	635.15	2,000.00	1,364.85	31.8
10-45-590 DUES & LICENSES	40.00	2,112.44	2,000.00	(112.44)	105.6
10-45-593 ANIMAL CONTROL MEDICAL	.00	278.99	2,000.00	1,721.01	14.0
10-45-594 ANIMAL MEDICAL FROM DONATIONS	.00	10,407.21	10,000.00	(407.21)	104.1
10-45-595 SPAY & NEUTER FROM GRANTS	.00	180.00	2,500.00	2,320.00	7.2
10-45-598 GRANT MATCHES	.00	.00	6,000.00	6,000.00	.0
10-45-610 OFFICE SUPPLIES	15.22	3,012.86	2,500.00	(512.86)	120.5
10-45-630 COMPUTER SUPPLIES	.00	10,924.59	10,000.00	(924.59)	109.3
10-45-640 OPERATING SUPPLIES	1,180.88	16,186.56	18,000.00	1,813.44	89.9
10-45-660 FUEL & OIL	3,326.03	30,859.91	25,000.00	(5,859.91)	123.4
10-45-670 VEHICLE REPAIRS & MAINT	696.18	31,789.15	20,000.00	(11,789.15)	159.0
10-45-714 PD 13-03 UNMARKED PD VEHICLE	.00	.00	13,585.00	13,585.00	.0
10-45-716 PD 07-1 PATROL VEHICLE REPL	.00	57,401.92	37,111.00	(20,290.92)	154.7
10-45-717 PD 17-02 REPLACE PORTABLE COMM	.00	.00	10,000.00	10,000.00	.0
10-45-718 PD 18-01 REPLACE LONG GUNDS	.00	9,013.26	9,000.00	(13.26)	100.2
10-45-719 PD 18-02 SECURITY UPGRADE	.00	.00	10,000.00	10,000.00	.0
10-45-720 PD 18-03 ANIMAL SHELTER IMPROV	.00	1,728.00	4,400.00	2,672.00	39.3
TOTAL POLICE	140,813.92	2,002,498.85 ✓	2,267,821.00 ✓	265,322.15 ✓	88.3 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE DEPARTMENT</u>					
10-46-110 SALARIES AND WAGES	11,540.80	150,164.95	150,018.00	(146.95)	100.1
10-46-130 OVERTIME WAGES	59.10	2,970.89	.00	(2,970.89)	.0
10-46-210 PAYROLL TAXES	517.63	6,516.49	7,012.00	495.51	92.9
10-46-220 RETIREMENT BENEFITS	2,562.01	32,513.50	33,216.00	702.50	97.9
10-46-230 EMPLOYEE INSURANCE	874.69	21,075.33	19,687.00	(1,388.33)	107.1
10-46-300 PROFESSIONAL SERVICES	6,600.00	73,034.00	99,200.00	26,166.00	73.6
10-46-305 FIRE MARSHALL FEES	.00	.00	4,000.00	4,000.00	.0
10-46-310 FIREFIGHTER HEALTHCARE	.00	50.00	8,000.00	7,950.00	.6
10-46-340 EDUCATION & TRAINING W/ TRAVEL	2,641.19	6,695.22	10,000.00	3,304.78	67.0
10-46-410 UTILITIES	714.62	8,356.13	10,000.00	1,643.87	83.6
10-46-415 TELEPHONE	712.88	9,724.44	9,500.00	(224.44)	102.4
10-46-430 EQUIP REPAIRS & MAINT	1,491.05	21,641.39	14,000.00	(7,641.39)	154.6
10-46-431 TURNOUT MAINTENANCE	.00	2,095.18	5,000.00	2,904.82	41.9
10-46-432 STATION REPAIRS & MAINT	427.63	6,519.16	10,000.00	3,480.84	65.2
10-46-433 TURNOUT REPLACEMENTS	.00	19,597.49	15,000.00	(4,597.49)	130.7
10-46-440 RENTALS	.00	2,400.00	7,000.00	4,600.00	34.3
10-46-450 RECORDS MANAGEMENT	.00	.00	2,000.00	2,000.00	.0
10-46-470 UNIFORMS	.00	870.00	800.00	(70.00)	108.8
10-46-580 TRAVEL	.00	177.00	300.00	123.00	59.0
10-46-590 DUES & LICENSES	.00	175.00	2,000.00	1,825.00	8.8
10-46-596 COMMUNITY SERVICE PROJECTS	.00	5,149.76	3,000.00	(2,149.76)	171.7
10-46-598 GRANT MATCHES	.00	.00	50,000.00	50,000.00	.0
10-46-610 OFFICE SUPPLIES	.00	1,420.25	2,000.00	579.75	71.0
10-46-630 COMPUTER SUPPLIES	.00	.00	600.00	600.00	.0
10-46-640 OPERATING SUPPLIES	6,167.29	12,741.13	12,000.00	(741.13)	106.2
10-46-650 EMS SUPPLIES	238.71	6,332.29	7,000.00	667.71	90.5
10-46-660 FUEL & OIL	541.98	4,149.05	6,000.00	1,850.95	69.2
10-46-670 VEHICLE REPAIRS & MAINT	642.74	26,381.98	45,000.00	18,618.02	58.6
10-46-705 FD 07-02 FIRE HOSE & ACCESS	.00	.00	5,000.00	5,000.00	.0
TOTAL FIRE DEPARTMENT	35,732.32	420,750.63 ✓	537,333.00 ✓	116,582.37 ✓	78.3 ✓
<u>MAGISTRATE</u>					
10-47-110 SALARIES AND WAGES	2,916.67	35,000.04	35,700.00	699.96	98.0
10-47-210 PAYROLL TAXES	223.12	2,732.03	2,731.00	(1.03)	100.0
10-47-230 EMPLOYEE INSURANCE	6.42	77.03	104.00	26.97	74.1
10-47-300 PROFESSIONAL SERVICES	.00	.00	36,000.00	36,000.00	.0
10-47-340 EDUCATION & TRAINING	.00	937.83	1,001.00	63.17	93.7
10-47-440 FINES TO COUNTY	.00	.00	500.00	500.00	.0
10-47-580 DUES & LICENSES	.00	50.00	50.00	.00	100.0
10-47-593 STATE FEES PAID	.00	.00	500.00	500.00	.0
TOTAL MAGISTRATE	3,146.21	38,796.93 ✓	76,586.00 ✓	37,789.07 ✓	50.7 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-49-110 SALARIES AND WAGES	9,788.81	119,143.51	127,487.00	8,343.49	93.5
10-49-210 PAYROLL TAXES	713.16	9,068.44	9,753.00	684.56	93.0
10-49-220 RETIREMENT BENEFITS	1,125.70	13,650.63	14,661.00	1,010.37	93.1
10-49-230 EMPLOYEE INSURANCE	2,121.90	26,255.24	28,255.00	1,999.76	92.9
10-49-300 PROFESSIONAL SERVICES	.00	90.11	700.00	609.89	12.9
10-49-330 IT SERVICES	.00	.00	1,000.00	1,000.00	.0
10-49-410 UTILITIES	942.30	11,945.68	12,000.00	54.32	99.6
10-49-415 TELEPHONE	206.87	1,316.62	3,100.00	1,783.38	42.5
10-49-430 REPAIRS & MAINTENANCE	672.47	4,837.87	3,500.00	(1,337.87)	138.2
10-49-580 TRAVEL	.00	214.92	250.00	35.08	86.0
10-49-590 DUES & LICENSES	.00	285.00	300.00	15.00	95.0
10-49-630 COMPUTER SUPPLIES	.00	349.52	11,000.00	10,650.48	3.2
10-49-640 OPERATING SUPPLIES	361.19	2,977.01	5,500.00	2,522.99	54.1
10-49-696 BOOKS	6,085.95	16,381.80	20,000.00	3,618.20	81.9
TOTAL LIBRARY	22,018.35	206,516.35 ✓	237,506.00 ✓	30,989.65 ✓	87.0 ✓
<u>PARKS</u>					
10-50-110 SALARIES & WAGES	9,070.40	87,398.58	117,897.00	30,498.42	74.1
10-50-130 OVERTIME WAGES	66.72	3,147.67	5,100.00	1,952.33	61.7
10-50-210 PAYROLL TAXES	689.12	6,818.79	9,409.00	2,590.21	72.5
10-50-220 RETIREMENT BENEFITS	1,050.76	10,325.62	14,145.00	3,819.38	73.0
10-50-230 EMPLOYEE INSURANCE	2,582.57	27,730.22	28,905.00	1,174.78	95.9
10-50-300 PROFESSIONAL SERVICES	118.00	860.70	2,500.00	1,639.30	34.4
10-50-305 CONTRACT LABOR - DOC	194.25	1,970.75	4,000.00	2,029.25	49.3
10-50-340 EDUCATION & TRAINING	.00	291.00	1,000.00	709.00	29.1
10-50-410 UTILITIES	1,898.25	21,357.75	25,000.00	3,642.25	85.4
10-50-415 TELEPHONE	174.74	2,518.91	2,800.00	281.09	90.0
10-50-430 REPAIRS & MAINTENANCE	1,216.05	26,984.54	25,000.00	(1,984.54)	107.9
10-50-470 UNIFORMS	54.08	963.47	2,000.00	1,036.53	48.2
10-50-590 DUES & LICENSES	.00	40.00	500.00	460.00	8.0
10-50-610 OFFICE SUPPLIES	.00	64.08	250.00	185.92	25.6
10-50-630 COMPUTER SUPPLIES	.00	.00	1,500.00	1,500.00	.0
10-50-640 OTHER OPERATING SUPPLIES	2,640.96	26,685.81	35,000.00	8,314.19	76.3
10-50-660 VEHICLE FUEL & OIL	552.15	5,494.39	7,500.00	2,005.61	73.3
10-50-665 EQUIP REPAIRS & SERVICES	.00	.00	5,000.00	5,000.00	.0
10-50-670 VEHICLE REPAIRS & MAINT	.00	10,195.99	9,500.00	(695.99)	107.3
10-50-703 PR 17-2 UNION ST PARK CANOPY	.00	.00	8,000.00	8,000.00	.0
TOTAL PARKS	20,308.05	232,848.27 ✓	305,006.00 ✓	72,157.73 ✓	76.3 ✓
<u>HISTORICAL COMMISSION</u>					
10-54-300 PROFESSIONAL & TECHNICAL SERV	83.55	83.55 ✓	.00 (83.55) ✓	.0 ✓
TOTAL HISTORICAL COMMISSION	83.55	83.55	.00 (83.55)	.0

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCE</u>					
10-56-110 SALARIES AND WAGES	5,710.99	51,266.31	104,302.00	53,035.69	49.2
10-56-130 OVERTIME WAGES	.00	19.84	.00	(19.84)	.0
10-56-210 PAYROLL TAXES	385.13	3,781.20	7,979.00	4,197.80	47.4
10-56-220 RETIREMENT BENEFITS	656.79	5,925.82	11,995.00	6,069.18	49.4
10-56-230 EMPLOYEE INSURANCE	1,179.38	7,825.95	12,415.00	4,589.05	63.0
10-56-300 PROFESSIONAL SERVICES	725.60	25,578.42	27,000.00	1,421.58	94.7
10-56-340 EDUCATION & TRAINING	.00	3,621.99	2,500.00	(1,121.99)	144.9
10-56-350 BANK CHARGES	954.69	9,793.89	15,000.00	5,206.11	65.3
10-56-415 TELEPHONE	.00	763.20	600.00	(163.20)	127.2
10-56-430 REPAIRS & MAINTENANCE	137.41	2,188.16	1,500.00	(688.16)	145.9
10-56-540 PUBLIC NOTICES, ADVERTISING	.00	920.61	3,000.00	2,079.39	30.7
10-56-580 TRAVEL	.00	1,331.82	500.00	(831.82)	266.4
10-56-590 DUES	.00	10,337.75	10,000.00	(337.75)	103.4
10-56-610 OFFICE SUPPLIES	.00	1,703.95	1,200.00	(503.95)	142.0
10-56-630 COMPUTER SUPPLIES	.00	4,705.59	5,000.00	294.41	94.1
10-56-640 OTHER OPERATING SUPPLIES	127.12	1,445.76	2,000.00	554.24	72.3
TOTAL FINANCE	9,877.11	131,210.26 ✓	204,991.00 ✓	73,780.74 ✓	64.0 ✓
<u>RECREATION</u>					
10-57-110 SALARIES AND WAGES	4,927.90	51,773.48	100,742.00	48,968.52	51.4
10-57-130 OVERTIME WAGES	.00	1,464.17	.00	(1,464.17)	.0
10-57-210 PAYROLL TAXES	385.89	4,293.73	7,707.00	3,413.27	55.7
10-57-220 RETIREMENT BENEFITS	274.33	3,349.09	4,769.00	1,419.91	70.2
10-57-230 EMPLOYEE INSURANCE	78.74	991.07	8,656.00	7,664.93	11.5
10-57-300 PROFESSIONAL & TECHNICAL SERV	.00	329.55	700.00	370.45	47.1
10-57-310 SUMMER PROGRAMS	718.25	793.37	2,500.00	1,706.63	31.7
10-57-312 SUMMER EVENTS	703.94	1,517.05	2,000.00	482.95	75.9
10-57-340 EDUCATION AND TRAINING	900.00	900.00	1,500.00	600.00	60.0
10-57-410 UTILITIES - POOL	556.86	7,082.95	8,680.00	1,597.05	81.6
10-57-412 UTILITIES - COMM CENTER	570.87	7,032.97	13,007.00	5,974.03	54.1
10-57-415 TELEPHONE - POOL	59.55	317.64	510.00	192.36	62.3
10-57-417 TELEPHONE - COMM CENTER	186.99	2,550.83	1,878.00	(672.83)	135.8
10-57-430 REPAIRS & MAINTENANCE - POOL	525.26	765.26	5,210.00	4,444.74	14.7
10-57-432 REPAIRS & MAINT - COMM CENTER	32.00	2,747.70	3,500.00	752.30	78.5
10-57-470 UNIFORMS	541.02	541.02	600.00	58.98	90.2
10-57-590 DUES & LICENSES	.00	135.00	1,600.00	1,465.00	8.4
10-57-610 OFFICE SUPPLIES	109.65	426.46	520.00	93.54	82.0
10-57-630 COMPUTER SUPPLIES	153.39	1,615.84	1,500.00	(115.84)	107.7
10-57-640 OPERATING SUPPLIES	501.87	929.45	1,350.00	420.55	68.9
10-57-642 POOL SUPPLIES	1,354.71	1,717.35	1,200.00	(517.35)	143.1
10-57-660 VEHICLE FUEL & OIL	36.70	205.12	500.00	294.88	41.0
10-57-670 VEHICLE REPAIRS & MAINTENANCE	.00	972.90	1,400.00	427.10	69.5
10-57-680 BINGO QUALIFIED EXPENSE	17.93	458.36	500.00	41.64	91.7
TOTAL RECREATION	12,635.85	92,910.36 ✓	170,529.00 ✓	77,618.64 ✓	54.5 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY ENRICHMENT</u>					
10-58-520 CITY PROMOTIONS	301.93	2,501.93	2,500.00	(1.93)	100.1
10-58-526 CLEAN & BEAUTIFUL	.00	.00	3,500.00	3,500.00	.0
10-58-527 SAN PEDRO VALLEY ALLIANCE	3,700.00	3,700.00	3,000.00	(700.00)	123.3
10-58-530 HISTORICAL COMMISSION	.00	.00	1,000.00	1,000.00	.0
10-58-545 FOOD PANTRY	130.00	1,430.00	2,200.00	770.00	65.0
10-58-546 FOOD BANK	427.24	6,624.04	5,500.00	(1,124.04)	120.4
10-58-560 ECONOMIC DEVELOPMENT	.00	.00	20,000.00	20,000.00	.0
10-58-570 FOURTH OF JULY	.00	20,034.60	30,000.00	9,965.40	66.8
10-58-572 BUTTERFIELD RODEO	.00	4,650.00	4,650.00	.00	100.0
10-58-574 SHOP WITH A COP	.00	.00	500.00	500.00	.0
10-58-579 BUTTERFIELD STAGE DAYS	.00	1,528.22	2,500.00	971.78	61.1
10-58-582 HOLIDAY TREE & LIGHTING	.00	3,424.66	3,000.00	(424.66)	114.2
10-58-583 HOLIDAY LIGHT PARADE	.00	1,673.39	1,500.00	(173.39)	111.6
TOTAL COMMUNITY ENRICHMENT	4,559.17	45,566.84 ✓	79,850.00 ✓	34,283.16 ✓	57.1 ✓
<u>TOURISM DEPARTMENT</u>					
10-60-110 SALARIES AND WAGES	6,605.62	70,095.80	74,953.00	4,857.20	93.5
10-60-210 PAYROLL TAXES	485.58	5,272.13	5,734.00	461.87	92.0
10-60-220 RETIREMENT BENEFITS	741.52	7,999.45	8,620.00	620.55	92.8
10-60-230 EMPLOYEE INSURANCE	1,065.06	13,249.72	12,726.00	(523.72)	104.1
10-60-340 EDUCATION & TRAINING	.00	.00	900.00	900.00	.0
10-60-410 UTILITIES	193.86	2,914.40	2,500.00	(414.40)	116.6
10-60-415 TELEPHONE	739.98	4,810.98	2,000.00	(2,810.98)	240.6
10-60-430 REPAIRS & MAINTENANCE	764.58	2,803.40	8,000.00	5,196.60	35.0
10-60-540 PUBLIC NOTICES, ADVERTISING	.00	22,009.97	21,000.00	(1,009.97)	104.8
10-60-550 COUNTY TOURISM COUNCIL	.00	7,508.25	10,011.00	2,502.75	75.0
10-60-580 TRAVEL	.00	143.92	800.00	656.08	18.0
10-60-610 OFFICE SUPPLIES	.00	796.12	1,500.00	703.88	53.1
10-60-635 SOUVENIER INVENTORY	320.83	2,961.77	3,000.00	38.23	98.7
10-60-640 OPERATING SUPPLIES	74.78	1,829.76	1,500.00	(329.76)	122.0
TOTAL TOURISM DEPARTMENT	10,991.81	142,395.67 ✓	153,244.00 ✓	10,848.33 ✓	92.9 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CITY ATTORNEY</u>					
10-61-110 SALARIES AND WAGES	7,569.60	90,798.01	98,400.00	7,601.99	92.3
10-61-210 PAYROLL TAXES	558.32	6,816.58	7,528.00	711.42	90.6
10-61-220 RETIREMENT BENEFITS	870.50	10,441.73	11,316.00	874.27	92.3
10-61-230 EMPLOYEE INSURANCE	548.26	7,368.56	6,551.00	(817.56)	112.5
10-61-300 PROFESSIONAL SERVICES	743.08	81,788.99	120,000.00	38,211.01	68.2
10-61-316 OUTSIDE LEGAL FEES	.00	.00	80,000.00	80,000.00	.0
10-61-580 TRAVEL	8.36	110.33	300.00	189.67	36.8
10-61-610 OFFICE SUPPLIES	.00	280.14	250.00	(30.14)	112.1
10-61-640 OTHER OPERATING SUPPLIES	.00	.00	150.00	150.00	.0
TOTAL CITY ATTORNEY	10,298.12	197,604.34 ✓	324,495.00 ✓	126,890.66 ✓	60.9 ✓
<u>CITY CLERK</u>					
10-62-110 SALARIES AND WAGES	8,033.00	82,748.02	103,678.00	20,929.98	79.8
10-62-130 OVERTIME WAGES	.00	.00	200.00	200.00	.0
10-62-210 PAYROLL TAXES	595.37	6,265.44	7,931.00	1,665.56	79.0
10-62-220 RETIREMENT BENEFITS	923.78	9,515.94	11,923.00	2,407.06	79.8
10-62-230 EMPLOYEE INSURANCE	1,159.23	13,219.59	16,256.00	3,036.41	81.3
10-62-300 PROFESSIONAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-62-340 EDUCATION & TRAINING	272.50	1,132.36	3,500.00	2,367.64	32.4
10-62-415 TELEPHONE	.00	282.74	.00	(282.74)	.0
10-62-540 PUBLIC NOTICES, ADVERTISING	16.00	2,567.00	1,500.00	(1,067.00)	171.1
10-62-580 TRAVEL	.00	113.37	500.00	386.63	22.7
10-62-590 DUES & LICENSES	405.00	1,109.25	1,200.00	90.75	92.4
10-62-610 OFFICE SUPPLIES	.00	1,723.70	1,000.00	(723.70)	172.4
10-62-630 COMPUTER SUPPLIES	2,393.25	2,691.75	2,500.00	(191.75)	107.7
10-62-640 OTHER OPERATING SUPPLIES	.00	354.62	300.00	(54.62)	118.2
TOTAL CITY CLERK	13,798.13	121,723.78 ✓	151,488.00 ✓	29,764.22 ✓	80.4 ✓
<u>PLANNING & ZONING</u>					
10-64-110 SALARIES AND WAGES	3,446.94	38,508.67	70,419.00	31,910.33	54.7
10-64-130 OVERTIME WAGES	.00	268.41	.00	(268.41)	.0
10-64-210 PAYROLL TAXES	252.22	2,889.13	5,387.00	2,497.87	53.6
10-64-220 RETIREMENT BENEFITS	396.40	4,459.38	8,098.00	3,638.62	55.1
10-64-230 EMPLOYEE INSURANCE	532.87	7,111.14	17,899.00	10,787.86	39.7
10-64-300 PROFESSIONAL & TECHNICAL SERV	.00	58,087.89	30,000.00	(28,087.89)	193.6
10-64-340 EDUCATION & TRAINING	.00	.00	1,000.00	1,000.00	.0
10-64-430 REPAIRS & MAINTENANCE	86.34	124.91	.00	(124.91)	.0
10-64-540 PUBLIC NOTICES, ADVERTISING	.00	2,464.09	2,500.00	35.91	98.6
10-64-590 DUES & LICENSES	.00	325.00	250.00	(75.00)	130.0
10-64-630 COMPUTER SUPPLIES	.00	.00	5,500.00	5,500.00	.0
10-64-640 OTHER OPERATING SUPPLIES	20.00	112.02	1,250.00	1,137.98	9.0
TOTAL PLANNING & ZONING	4,734.77	114,350.64 ✓	142,303.00 ✓	27,952.36 ✓	80.4 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
10-65-110 SALARIES AND WAGES	2,551.60	25,745.70	53,295.00	27,549.30	48.3
10-65-210 PAYROLL TAXES	183.40	1,855.02	4,077.00	2,221.98	45.5
10-65-220 RETIREMENT BENEFITS	293.44	2,960.83	6,129.00	3,168.17	48.3
10-65-230 EMPLOYEE INSURANCE	346.81	4,250.79	10,043.00	5,792.21	42.3
10-65-300 PROFESSIONAL SERVICES	.00	325.00	100,000.00	99,675.00	.3
10-65-340 EDUCATION & TRAINING	.00	75.69	1,000.00	924.31	7.6
10-65-410 UTILITIES	16.61	2,005.56	6,600.00	4,594.44	30.4
10-65-415 TELEPHONE	10.51	2,623.15	4,400.00	1,776.85	59.6
10-65-430 REPAIRS & MAINTENANCE	14.86	534.90	2,400.00	1,865.10	22.3
10-65-440 RENTALS	.00	.00	1,000.00	1,000.00	.0
10-65-470 UNIFORMS	.00	.00	250.00	250.00	.0
10-65-540 PUBLIC NOTICES, ADVERTISING	.00	.00	250.00	250.00	.0
10-65-580 TRAVEL	.00	2.00	250.00	248.00	.8
10-65-590 DUES & LICENSES	.00	.00	300.00	300.00	.0
10-65-610 OFFICE SUPPLIES	.00	7.10	.00	(7.10)	.0
10-65-620 POSTAGE & SHIPPING	.00	.00	100.00	100.00	.0
10-65-630 COMPUTER SUPPLIES	.00	1,055.08	2,400.00	1,344.92	44.0
10-65-640 OTHER OPERATING SUPPLIES	72.57	922.39	2,500.00	1,577.61	36.9
10-65-650 CEMETERY	.00	.00	1,000.00	1,000.00	.0
10-65-660 VEHICLE FUEL & OIL	112.84	1,016.79	1,000.00	(16.79)	101.7
10-65-670 VEHICLE REPAIRS & MAINT	.00	2,422.97	1,000.00	(1,422.97)	242.3
TOTAL PUBLIC WORKS	3,602.64	45,802.97 ✓	197,994.00 ✓	152,191.03 ✓	23.1 ✓
<u>MISCELLANEOUS EXPENSES</u>					
10-79-680 CONTRIBUTION TO STREETS	.00	9,717.50	19,435.00	9,717.50	50.0
10-79-681 CONTRIBUTION TO FIRE PENSION	.00	11,900.00	23,800.00	11,900.00	50.0
10-79-682 CONTRIBUTION TO WATER FUND	.00	10,211.00	20,422.00	10,211.00	50.0
10-79-685 CONTRIBUTION TO AIRPORT	.00	67,650.00	135,300.00	67,650.00	50.0
10-79-687 CONTRIBUTION TO TRANSIT	.00	27,064.50	54,129.00	27,064.50	50.0
10-79-688 CONTRIBUTION TO GOLF COURSE	.00	88,396.00	176,792.00	88,396.00	50.0
10-79-690 CONTINGENCY	.00	.00	50,000.00	50,000.00	.0
10-79-691 CONTINGENCY RESERVE SET ASIDE	.00	.00	1,396,664.00	1,396,664.00	.0
10-79-695 CONTRIBUTION TO DEBT SERVICE	.00	38,006.25	396,444.00	358,437.75	9.6
TOTAL MISCELLANEOUS EXPENSES	.00	252,945.25 ✓	2,272,986.00 ✓	2,020,040.75 ✓	11.1 ✓
TOTAL FUND EXPENDITURES	332,561.05	4,675,073.77 ✓	7,943,569.00 ✓	3,268,495.23 ✓	58.9 ✓
NET REVENUE OVER EXPENDITURES	78,990.06	1,183,826.63 (1.00) (1,183,827.63)	11838

CITY OF BENSON
BALANCE SHEET
MAY 31, 2018

CFD FUND

ASSETS

13-10100	CASH - COMBINED FUND		<u>140,000.00</u>	
	TOTAL ASSETS			<u>140,000.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
13-29800	FUND BALANCE - BEGINNING OF YR	25,000.00		
	REVENUE OVER EXPENDITURES - YTD	<u>115,000.00</u>		
	BALANCE - CURRENT DATE		<u>140,000.00</u>	
	TOTAL FUND EQUITY			<u>140,000.00</u>
	TOTAL LIABILITIES AND EQUITY			<u>140,000.00</u>

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

		CFD FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SOURCE 300</u>						
13-300-10	REIMBURSEMENT INCOME	.00	115,000.00	.00	(115,000.00)	.0
	TOTAL SOURCE 300	.00	115,000.00	.00	(115,000.00)	.0
	TOTAL FUND REVENUE	.00	115,000.00	.00	(115,000.00)	.0
	NET REVENUE OVER EXPENDITURES	.00	115,000.00	.00	(115,000.00)	.0

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018
 TRANSIT FUND

ASSETS

14-10100	CASH - COMBINED FUND	(98,155.51)	
14-12500	ACCOUNTS RECEIVABLE	53,092.38	
	TOTAL ASSETS		(45,063.13)

LIABILITIES AND EQUITY

LIABILITIES

14-20200	ACCOUNTS PAYABLE	2,550.56	
14-21500	ACCRUED SALARIES PAYABLE	5,567.52	
	TOTAL LIABILITIES		8,118.08

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
14-29800	FUND BALANCE - BEGINNING OF YR	(87,613.91)	
	REVENUE OVER EXPENDITURES - YTD	34,432.70	
	BALANCE - CURRENT DATE	(53,181.21)	
	TOTAL FUND EQUITY		(53,181.21)
	TOTAL LIABILITIES AND EQUITY		(45,063.13)

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

TRANSIT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
14-300-10 FTA 5311- CAPITAL	.00	18,256.11	16,000.00	(2,256.11)	114.1
14-300-20 FTA 5311- OPERATING	.00	66,089.46	75,386.00	9,296.54	87.7
14-300-30 FTA 5311- ADMIN	.00	57,482.41	36,272.00	(21,210.41)	158.5
14-300-60 SEAGO AAA	.00	22,916.63	18,650.00	(4,266.63)	122.9
14-300-70 FARE REVENUE	476.43	5,354.93	8,000.00	2,645.07	66.9
14-300-80 CONTRIBUTION FROM GENERAL FUND	.00	27,064.50	54,129.00	27,064.50	50.0
14-300-90 RTAP	.00	.00	1,500.00	1,500.00	.0
TOTAL REVENUE	476.43	197,164.04	209,937.00	12,772.96	93.9
TOTAL FUND REVENUE	476.43	197,164.04	209,937.00	12,772.96	93.9

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

TRANSIT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
14-40-110 SALARIES AND WAGES	7,671.36	87,944.32	96,644.00	8,699.68	91.0
14-40-130 OVERTIME WAGES	.00	550.57	.00	(550.57)	.0
14-40-210 PAYROLL TAXES	588.03	6,983.28	7,393.00	409.72	94.5
14-40-220 RETIREMENT BENEFITS	814.64	9,787.81	9,331.00	(456.81)	104.9
14-40-230 EMPLOYEE INSURANCE	597.42	6,406.45	10,619.00	4,212.55	60.3
14-40-300 PROFESSIONAL SERVICES	.00	1,017.16	2,500.00	1,482.84	40.7
14-40-340 EDUCATION & TRAINING	.00	308.63	.00	(308.63)	.0
14-40-415 TELEPHONE	.00	1,754.52	2,500.00	745.48	70.2
14-40-520 INSURANCE- VEHICLES	.00	13,277.88	18,500.00	5,222.12	71.8
14-40-540 PUBLIC NOTICES & ADVERTISING	41.51	436.35	1,200.00	763.65	36.4
14-40-580 TRAVEL	.00	579.17	550.00	(29.17)	105.3
14-40-590 DUES & LICENSES	.00	.00	3,900.00	3,900.00	.0
14-40-610 OFFICE SUPPLIES	185.62	830.02	.00	(830.02)	.0
14-40-630 COMPUTER SUPPLIES	.00	1,804.63	.00	(1,804.63)	.0
14-40-640 OPPERATING SUPPLIES	.00	48.64	800.00	751.36	6.1
14-40-660 VEHICLE FUEL & OIL	2,057.81	16,685.41	20,000.00	3,314.59	83.4
14-40-670 VEHICLE MAINTENANCE & REPAIRS	.00	7,838.17	17,500.00	9,661.83	44.8
14-40-675 VEHICLE PREVENTIV MAINTENANCE	350.00	6,478.33	.00	(6,478.33)	.0
14-40-680 VEHICLE LICENSE	.00	.00	3,500.00	3,500.00	.0
14-40-709 TR 18-01 SURVEILLANCE CAMERAS	.00	.00	15,000.00	15,000.00	.0
TOTAL EXPENDITURES	12,306.39	162,731.34	209,937.00	47,205.66	77.5
TOTAL FUND EXPENDITURES	12,306.39	162,731.34	209,937.00	47,205.66	77.5
NET REVENUE OVER EXPENDITURES	(11,829.96)	34,432.70	.00	(34,432.70)	.0

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

CAPITAL PROJECTS FUND

<u>ASSETS</u>		
15-10100	CASH COMBINED FUND	(731,579.09)
	TOTAL ASSETS	(731,579.09)
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
15-20200	ACCOUNTS PAYABLE	1,425.00
	TOTAL LIABILITIES	1,425.00
<u>FUND EQUITY</u>		
	UNAPPROPRIATED FUND BALANCE:	
15-29800	RETAINED EARNINGS	(363,190.73)
	REVENUE OVER EXPENDITURES - YTD	(369,813.36)
	BALANCE - CURRENT DATE	(733,004.09)
	TOTAL FUND EQUITY	(733,004.09)
	TOTAL LIABILITIES AND EQUITY	(731,579.09)

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
15-300-20 CONSTRUCTION SALES TAX	15,235.35	97,522.51	400,000.00	302,477.49	24.4
15-300-24 HANGER FINANCING	.00	.00	1,150,000.00	1,150,000.00	.0
15-300-25 SERIES 2010 BOND PROCEEDS	.00	.00	1,075,000.00	1,075,000.00	.0
TOTAL REVENUES	15,235.35	97,522.51	2,625,000.00	2,527,477.49	3.7
TOTAL FUND REVENUE	15,235.35	97,522.51	2,625,000.00	2,527,477.49	3.7

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
15-40-030 CIP CM 08-1 WALMART PAYMENT	285,401.45	285,401.45	250,000.00	(35,401.45)	114.2
15-40-031 CIP PW 08-1 CITY HALL IMP	.00	2,375.00	.00	(2,375.00)	.0
15-40-058 CIP WA 10-3 5TH TO OCOTILLO	.00	.00	118,600.00	118,600.00	.0
15-40-059 CIP WW 10-1 OCOTILLO SEWER LIN	.00	50,847.84	216,400.00	165,552.16	23.5
15-40-060 CIP ST 10-3 STREET SIGNAGE UPG	.00	.00	25,000.00	25,000.00	.0
15-40-068 CITY HALL REPL BUILDING	.00	.00	200,000.00	200,000.00	.0
15-40-069 JAVALINE TO POST RANCH RD	.00	.00	50,000.00	50,000.00	.0
15-40-076 WATER TELEMETERS	.00	4,817.61	50,000.00	45,182.39	9.6
15-40-094 AIRPORT HANGERS	.00	.00	500,000.00	500,000.00	.0
15-40-105 CIP PW 17-1 SLUM & BLIGHT	.00	.00	100,000.00	100,000.00	.0
15-40-109 BENSON MOTEL ABATEMENT	8,328.49	10,863.49	.00	(10,863.49)	.0
15-40-111 QUIET RAIL CROSSING	.00	.00	450,000.00	450,000.00	.0
15-40-112 WW 10-3 SOFTWARE UPGRADE	.00	.00	100,000.00	100,000.00	.0
15-40-113 WW 17-01 UV SYSTEM	.00	.00	250,000.00	250,000.00	.0
15-40-114 WW 17-02 SOFTWARE UPGRADE	.00	.00	80,000.00	80,000.00	.0
15-40-115 GAS TELEMETERS	.00	12,783.82	50,000.00	37,216.18	25.6
15-40-116 OCOTILLO GAS LINE REPLACEMENT	.00	.00	60,000.00	60,000.00	.0
15-40-117 GAS DETECTION EQUIP	.00	.00	25,000.00	25,000.00	.0
15-40-257 CIP PW 07-8 PAVEMENT MGMT	.00	100,246.66	100,000.00	(246.66)	100.3
TOTAL EXPENDITURES	293,729.94	467,335.87	2,625,000.00	2,157,664.13	17.8
TOTAL FUND EXPENDITURES	293,729.94	467,335.87	2,625,000.00	2,157,664.13	17.8
NET REVENUE OVER EXPENDITURES	(278,494.59)	(369,813.36)	.00	369,813.36	.0

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

STREET FUND

ASSETS

20-10100	CASH - COMBINED FUND	(598,734.77)	
20-14500	SSVEC PATRONAGE CAPITAL	80,809.82	
	TOTAL ASSETS		(517,924.95)

LIABILITIES AND EQUITY

LIABILITIES

20-20200	ACCOUNTS PAYABLE	17,660.47	
20-21500	ACCRUED SALARIES PAYABLE	10,043.02	
	TOTAL LIABILITIES		27,703.49

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
20-29800	FUND BALANCE - BEGINNING OF YR	(562,329.20)	
	REVENUE OVER EXPENDITURES - YTD	16,700.76	
	BALANCE - CURRENT DATE	(545,628.44)	
	TOTAL FUND EQUITY		(545,628.44)
	TOTAL LIABILITIES AND EQUITY		(517,924.95)

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
20-300-10 GASOLINE TAX	39,801.04	380,672.96	385,564.00	4,891.04	98.7
20-300-15 ONE TIME GASOLINE TAX	.00	.00	14,409.00	14,409.00	.0
20-300-50 MISCELLANEOUS INCOME	.00	412.10	.00	(412.10)	.0
20-300-80 CONTRIBUTION FROM GENERAL FUND	.00	9,717.50	19,435.00	9,717.50	50.0
TOTAL REVENUE	39,801.04	390,802.56	419,408.00	28,605.44	93.2
TOTAL FUND REVENUE	39,801.04	390,802.56	419,408.00	28,605.44	93.2

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

STREET FUND

<u>EXPENDITURES</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
20-40-110 SALARIES AND WAGES	11,310.20	129,936.93	140,179.00	10,242.07	92.7
20-40-130 OVERTIME WAGES	.00	389.45	1,530.00	1,140.55	25.5
20-40-210 PAYROLL TAXES	822.46	9,655.56	10,841.00	1,185.44	89.1
20-40-220 RETIREMENT BENEFITS	1,240.00	14,927.09	16,297.00	1,369.91	91.6
20-40-230 EMPLOYEE INSURANCE	3,106.82	37,285.07	47,061.00	9,775.93	79.2
20-40-300 PROFESSIONAL SERVICES	3,112.52	38,342.84	45,000.00	6,657.16	85.2
20-40-305 CONTRACT LABOR - DOC	144.00	2,841.57	4,500.00	1,658.43	83.2
20-40-340 EDUCATION & TRAINING	.00	421.50	1,000.00	578.50	42.2
20-40-410 UTILITIES	7,189.29	71,600.35	80,000.00	8,399.65	89.5
20-40-415 TELEPHONE	129.71	1,304.50	1,000.00	(304.50)	130.5
20-40-430 REPAIRS & MAINTENANCE-EQUIP	173.20	4,191.06	6,000.00	1,808.94	69.9
20-40-435 REPAIRS & MAINTENANCE-STREETS	1,418.40	14,451.82	15,000.00	548.18	96.4
20-40-440 RENTALS	.00	.00	500.00	500.00	.0
20-40-470 UNIFORMS	110.96	1,390.36	1,500.00	109.64	92.7
20-40-520 INSURANCE	.00	13,277.88	12,000.00	(1,277.88)	110.7
20-40-640 MATERIALS & SUPPLIES	1,480.18	6,761.84	10,000.00	3,238.16	67.6
20-40-660 VEHICLE FUEL & OIL	936.13	7,722.37	10,000.00	2,277.63	77.2
20-40-670 VEHICLE MAINTENANCE & REPAIRS	891.09	19,601.61	10,000.00	(9,601.61)	196.0
20-40-680 EQUIPT REPAIRS & MAINT	.00	.00	7,000.00	7,000.00	.0
TOTAL EXPENDITURES	32,064.96	374,101.80	419,408.00	45,306.20	89.2
TOTAL FUND EXPENDITURES	32,064.96	374,101.80	419,408.00	45,306.20	89.2
NET REVENUE OVER EXPENDITURES	7,736.08	16,700.76	.00	(16,700.76)	.0

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

IMPACT FEE FUND

LIABILITIES AND EQUITY

LIABILITIES

25-25795	RESERVE FOR IMPROVEMENTS		650.00	
	TOTAL LIABILITIES			650.00

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:				
25-29800	RETAINED EARNINGS	(650.00)	
	REVENUE OVER EXPENDITURES - YTD			
	BALANCE - CURRENT DATE	(650.00)	
	TOTAL FUND EQUITY			(650.00)
	TOTAL LIABILITIES AND EQUITY			<u>.00</u>

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

GRANTS FUND

ASSETS

46-10100	CASH - COMBINED FUND	(85,013.31)	
	TOTAL ASSETS		(85,013.31)

LIABILITIES AND EQUITY

LIABILITIES

46-20200	ACCOUNTS PAYABLE	5.78	
	TOTAL LIABILITIES		5.78

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
46-29800	FUND BALANCE - BEGINNING OF YR	(41,984.76)	
	REVENUE OVER EXPENDITURES - YTD	(43,034.33)	
	BALANCE - CURRENT DATE	(85,019.09)	
	TOTAL FUND EQUITY		(85,019.09)
	TOTAL LIABILITIES AND EQUITY		(85,013.31)

CITY OF BENSON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
46-300-39 FIRE GRANTS	.00	.00	925,000.00	925,000.00	.0
46-300-94 UNCLASSIFIED AIRPORT GRANTS	.00	333,406.75	1,200,000.00	866,593.25	27.8
46-300-95 UNCLASSIFIED GRANTS	.00	.00	1,565,000.00	1,565,000.00	.0
46-300-96 WIFA SCADA AND ENERGY STUDY	.00	.00	60,000.00	60,000.00	.0
46-300-99 K9 STATUE DONATION	.00	.00	6,000.00	6,000.00	.0
TOTAL REVENUE	.00	333,406.75	3,756,000.00	3,422,593.25	8.9
<u>SOURCE 301</u>					
46-301-00 SCBA EQUIPMENT	.00	.00	500,000.00	500,000.00	.0
46-301-01 SAFER GRANT FIRE	.00	.00	280,677.00	280,677.00	.0
46-301-02 APACHE PARK IMPROV	.00	.00	400,000.00	400,000.00	.0
TOTAL SOURCE 301	.00	.00	1,180,677.00	1,180,677.00	.0
<u>SOURCE 380</u>					
46-380-10 CDBG PARK GRANTS	.00	.00	250,000.00	250,000.00	.0
TOTAL SOURCE 380	.00	.00	250,000.00	250,000.00	.0
TOTAL FUND REVENUE	.00	333,406.75	5,186,677.00	4,853,270.25	6.4

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GRANTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
46-41-712 HISTORIC PRESERVATION GRANT	.00	4,000.00	.00	(4,000.00)	.0
46-41-730 FIRE GRANTS	.00	.00	925,000.00	925,000.00	.0
46-41-794 UNCLASSIFIED AIRPORT GRANTS	.00	349,658.82	1,200,000.00	850,341.18	29.1
46-41-795 UNCLASSIFIED GRANTS	.00	15,950.62	1,490,000.00	1,474,049.38	1.1
46-41-796 WIFA SCADA AND ENERGY STUDY	.00	.00	60,000.00	60,000.00	.0
46-41-797 STATE AIRPORT GRANTS	.00	144.91	.00	(144.91)	.0
46-41-800 K9 STATUE DONATION	.00	.00	6,000.00	6,000.00	.0
46-41-801 SAFER GRANT FIRE	.00	.00	280,677.00	280,677.00	.0
46-41-802 SCBA EQUIPMENT	.00	.00	500,000.00	500,000.00	.0
46-41-803 APACHE PARK IMPROV	.00	.00	400,000.00	400,000.00	.0
46-41-804 UAS INFRASTRUCTURE DEV	.00	.00	50,000.00	50,000.00	.0
46-41-805 UNION ST PARK CANOPY	.00	.00	25,000.00	25,000.00	.0
TOTAL EXPENDITURES	.00	369,754.35	4,936,677.00	4,566,922.65	7.5
<u>DEPARTMENT 60</u>					
46-60-100 UNION PACIFIC GRANTS	.00	3,680.41	.00	(3,680.41)	.0
TOTAL DEPARTMENT 60	.00	3,680.41	.00	(3,680.41)	.0
<u>DEPARTMENT 80</u>					
46-80-100 CDBG PARKS	6.32	3,006.32	250,000.00	246,993.68	1.2
TOTAL DEPARTMENT 80	6.32	3,006.32	250,000.00	246,993.68	1.2
TOTAL FUND EXPENDITURES	6.32	376,441.08	5,186,677.00	4,810,235.92	7.3
NET REVENUE OVER EXPENDITURES	(6.32)	(43,034.33)	.00	43,034.33	.0

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

DEBT SERVICE FUND

<u>ASSETS</u>			
48-10100	CASH COMBINED FUND		237,357.79
48-10102	BOND INVESTMENT FUND		1,077,734.07
48-10103	BOND CASH		40,805.74
			<u>1,355,897.60</u>
TOTAL ASSETS			
			<u>1,355,897.60</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
48-29800	RETAINED EARNINGS	1,671,087.72	
	REVENUE OVER EXPENDITURES - YTD	(315,190.12)	
			<u>1,355,897.60</u>
	BALANCE - CURRENT DATE		<u>1,355,897.60</u>
	TOTAL FUND EQUITY		<u>1,355,897.60</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,355,897.60</u>

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

DEBT SERVICE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>REVENUES</u>						
48-300-20	INTEREST INCOME	.00	2,441.13	.00	(2,441.13)	.0
48-300-40	TRANSFER OF PAYMENTS FROM GF	.00	.00	396,444.00	396,444.00	.0
	TOTAL REVENUES	<u>.00</u>	<u>2,441.13</u>	<u>396,444.00</u>	<u>394,002.87</u>	<u>.6</u>
	TOTAL FUND REVENUE	<u>.00</u>	<u>2,441.13</u>	<u>396,444.00</u>	<u>394,002.87</u>	<u>.6</u>

CITY OF BENSON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
48-40-200 SERIES 2010 BOND DEBT SERVICE	.00	317,631.25	396,444.00	78,812.75	80.1
TOTAL EXPENDITURES	.00	317,631.25	396,444.00	78,812.75	80.1
TOTAL FUND EXPENDITURES	.00	317,631.25	396,444.00	78,812.75	80.1
NET REVENUE OVER EXPENDITURES	.00	(315,190.12)	.00	315,190.12	.0

CITY OF BENSON
BALANCE SHEET
MAY 31, 2018

GAS FUND

ASSETS

50-10100	CASH - COMBINED FUND	2,014,036.66	
50-12500	ACCOUNTS RECEIVABLE	22,937.94	
50-12900	ALLOWANCE FOR BAD DEBT	(5,000.00)	
50-16300	GAS - LINES	1,111,392.09	
50-16400	GAS - EQUIPMENT	104,490.04	
50-16990	ACCUMULATED DEPRECIATION	(738,967.29)	
50-17000	DEFERRED OUTFLOWS OF RESOURCES	33,512.00	
	TOTAL ASSETS		2,542,401.44

LIABILITIES AND EQUITY

LIABILITIES

50-20200	ACCOUNTS PAYABLE	31,487.92	
50-21500	ACCRUED SALARIES PAYABLE	14,115.72	
50-22900	METER DEPOSITS - GAS	40,378.36	
50-23100	ACCRUED VACATION PAYABLE	13,995.02	
50-24500	SALES TAX PAYABLE	15,960.92	
50-25220	SECURITY DEPOSIT PAYABLE	4,790.00	
	TOTAL LIABILITIES		120,727.94

FUND EQUITY

50-26000	NET PENSION LIABILITY	360,934.00	
50-26500	DEFERRED INFLOWS OF RESOURCES	92,710.00	
50-27000	PRIOR PERIOD ADJUSTMENT	(289,913.08)	
	UNAPPROPRIATED FUND BALANCE:		
50-29800	RETAINED EARNINGS	2,056,438.80	
	REVENUE OVER EXPENDITURES - YTD	201,503.78	
	BALANCE - CURRENT DATE	2,257,942.58	
	TOTAL FUND EQUITY		2,421,673.50
	TOTAL LIABILITIES AND EQUITY		2,542,401.44

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

GAS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
50-300-10 RESIDENTIAL GAS REVENUE	33,699.17	604,897.77 ✓	622,878.00 ✓	17,980.23 ✓	97.1 ✓
50-300-15 MULTI-USER GAS REVENUE	777.20	9,940.62 ✓	11,000.00 ✓	1,059.38 ✓	90.4 ✓
50-300-20 COMMERCIAL GAS REVENUE	14,149.09	237,755.69 ✓	253,424.00 ✓	15,668.31 ✓	93.8 ✓
50-300-30 UTILITY SERVICE CHARGES	1,500.00	14,940.00 ✓	16,500.00 ✓	1,560.00 ✓	90.6 ✓
50-300-35 NEW GAS HOOKUPS	(40.44)	3,415.79 ✓	7,700.00 ✓	4,284.21 ✓	44.4 ✓
TOTAL REVENUE	50,085.02	870,949.87	911,502.00	40,552.13	95.6
<u>SOURCE 399</u>					
50-399-10 PENALTY AND INTEREST FEES	412.61	4,048.32 ✓	5,500.00 ✓	1,451.68 ✓	73.6 ✓
50-399-99 CARRY FORWARD BALANCE	.00	.00	121,813.00 ✓	121,813.00 ✓	.0
TOTAL SOURCE 399	412.61	4,048.32	127,313.00	123,264.68	3.2
TOTAL FUND REVENUE	50,497.63	874,998.19 ✓	1,038,815.00 ✓	163,816.81 ✓	84.2 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

GAS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
50-40-110 SALARIES AND WAGES	16,624.63	179,101.27	183,729.00	4,627.73	97.5
50-40-130 OVERTIME WAGES	418.28	7,825.70	10,200.00	2,374.30	76.7
50-40-210 PAYROLL TAXES	1,200.06	13,458.96	14,836.00	1,377.04	90.7
50-40-220 RETIREMENT BENEFITS	1,957.31	21,492.47	22,302.00	809.53	96.4
50-40-230 EMPLOYEE INSURANCE	4,063.89	47,217.32	47,848.00	630.68	98.7
50-40-300 PROFESSIONAL SERVICES	59.17	3,885.42	25,000.00	21,114.58	15.5
50-40-340 EDUCATION & TRAINING	.00	1,001.24	5,000.00	3,998.76	20.0
50-40-351 BANK CHARGES	421.48	3,765.88	3,500.00	(265.88)	107.6
50-40-410 UTILITIES	282.24	3,636.33	2,000.00	(1,636.33)	181.8
50-40-415 TELEPHONE	129.70	1,442.86	1,500.00	57.14	96.2
50-40-430 REPAIRS & MAINTENANCE	25.89	4,214.38	5,000.00	785.62	84.3
50-40-440 RENTALS	242.07	4,565.96	5,000.00	434.04	91.3
50-40-470 UNIFORMS	116.72	1,380.49	2,000.00	619.51	69.0
50-40-520 INSURANCE	.00	55,324.50	50,000.00	(5,324.50)	110.7
50-40-540 PUBLIC NOTICES, ADVERTISING	.00	284.04	700.00	415.96	40.6
50-40-590 DUES & LICENSES	.00	3,741.32	3,500.00	(241.32)	106.9
50-40-602 NATURAL GAS PURCHASED	9,130.85	226,889.33	375,000.00	148,110.67	60.5
50-40-610 OFFICE SUPPLIES	.00	40.99	.00	(40.99)	.0
50-40-620 PRINTING & POSTAGE	430.22	3,782.07	4,500.00	717.93	84.1
50-40-630 COMPUTER SUPPLIES	.00	2,949.10	7,500.00	4,550.90	39.3
50-40-635 GAS OUTAGE SUPPLIES	.00	.00	250.00	250.00	.0
50-40-640 OPERATING SUPPLIES	3,823.89	28,949.10	30,000.00	1,050.90	96.5
50-40-660 VEHICLE FUEL & OIL	1,066.19	8,526.26	10,000.00	1,473.74	85.3
50-40-670 VEHICLE REPAIRS & MAINT	674.58	8,144.81	10,000.00	1,855.19	81.5
50-40-690 CONTINGENCY	.00	.00	168,948.00	168,948.00	.0
50-40-701 CIP GS 07-5 TRUCK	.00	10,950.00	25,000.00	14,050.00	43.8
50-40-702 CIP TELEMETERS	9,202.23	29,659.35	.00	(29,659.35)	.0
50-40-708 GS 07-3 BENSON REGULATOR SYS	.00	.00	20,000.00	20,000.00	.0
50-40-709 GS 08-01 BREATHING APPARTUS	.00	.00	4,000.00	4,000.00	.0
TOTAL EXPENDITURES	49,869.40	672,229.15	1,037,313.00	365,083.85	64.8
<u>MISCELLANEOUS EXPENSES</u>					
50-79-840 BAD DEBT WRITE OFF	.00	1,265.26	1,500.00	234.74	84.4
TOTAL MISCELLANEOUS EXPENSES	.00	1,265.26	1,500.00	234.74	84.4
TOTAL FUND EXPENDITURES	49,869.40	673,494.41 ✓	1,038,813.00 ✓	365,318.59 ✓	64.8
NET REVENUE OVER EXPENDITURES	628.23	201,503.78	2.00 (201,501.78)	10075	

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

WATER FUND

ASSETS

51-10100	CASH - COMBINED FUND	(186,425.23)	
51-12500	ACCOUNTS RECEIVABLE	24,337.48	
51-12900	ALLOWANCE FOR BAD DEBT	(5,972.46)	
51-14500	SSVEC PATRONAGE CAPITAL	96,971.79	
51-16100	LAND	55,771.00	
51-16300	WATER - LINES	4,587,286.74	
51-16400	WATER - EQUIPMENT	317,546.40	
51-16990	ACCUMULATED DEPRECIATION	(2,765,009.44)	
51-17000	DEFERRED OUTFLOWS OF RESOURCES	52,267.00	
	TOTAL ASSETS		<u>2,176,773.28</u>

LIABILITIES AND EQUITY

LIABILITIES

51-20200	ACCOUNTS PAYABLE	33,132.56	
51-21500	ACCRUED SALARIES PAYABLE	19,610.99	
51-22900	METER DEPOSITS - WATER	16,617.00	
51-23100	ACCRUED VACATION PAYABLE	27,383.03	
	TOTAL LIABILITIES		96,743.58

FUND EQUITY

51-26000	NET PENSION LIABILITY	562,920.00	
51-26500	DEFERRED INFLOWS OF RESOURCES	144,592.00	
51-27000	PRIOR PERIOD ADJUSTMENT	(557,080.00)	
51-27100	CONTRIBUTED CAPITAL	2,149,059.01	
	UNAPPROPRIATED FUND BALANCE:		
51-29800	RETAINED EARNINGS	(278,279.03)	
	REVENUE OVER EXPENDITURES - YTD	58,817.72	
	BALANCE - CURRENT DATE	(219,461.31)	
	TOTAL FUND EQUITY		<u>2,080,029.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,176,773.28</u>

CITY OF BENSON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
51-300-10 RESIDENTIAL WATER REVENUE	37,987.70	371,229.92 ✓	441,340.00 ✓	70,110.08 ✓	84.1 ✓
51-300-20 COMMERCIAL WATER REVENUE	27,483.89	309,680.27 ✓	342,756.00 ✓	33,075.73 ✓	90.4 ✓
51-300-30 NEW WATER HOOKUPS	1,124.08	9,019.70 ✓	10,000.00 ✓	980.30 ✓	90.2 ✓
51-300-90 CONTRIBUTION FROM GENERAL FUND	.00	10,211.00 ✓	20,422.00 ✓	10,211.00 ✓	50.0 ✓
TOTAL REVENUE	66,595.67	700,140.89	814,518.00	114,377.11	86.0
<u>MISCELLANEOUS REVENUE</u>					
51-399-40 WATER TANK RENTAL	.00	6,933.75 ✓	.00 ✓ (6,933.75) ✓	.0
51-399-45 WATER ACCOMODATION FEES	845.00	8,670.00 ✓	12,593.00 ✓	3,923.00 ✓	68.9 ✓
51-399-95 OTHER INCOME	1,879.60	1,879.60 ✓	275.00 ✓ (1,604.60) ✓	683.5 ✓
51-399-99 CARRY FOWARD BALANCE	.00	.00 ✓	55,057.00 ✓	55,057.00 ✓	.0 ✓
TOTAL MISCELLANEOUS REVENUE	2,724.60	17,483.35	67,925.00	50,441.65	25.7
TOTAL FUND REVENUE	69,320.27	717,624.24 ✓	882,443.00 ✓	164,818.76 ✓	81.3 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

WATER FUND

EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-40-110 SALARIES AND WAGES	20,878.85	255,985.86	309,117.00	53,131.14	82.8
51-40-130 OVERTIME WAGES	1,483.31	19,321.97	10,710.00	(8,611.97)	180.4
51-40-210 PAYROLL TAXES	1,609.38	20,134.91	24,467.00	4,332.09	82.3
51-40-220 RETIREMENT BENEFITS	2,499.84	31,586.62	36,780.00	5,193.38	85.9
51-40-230 EMPLOYEE INSURANCE	4,349.06	55,950.87	76,486.00	20,535.13	73.2
51-40-300 PROFESSIONAL SERVICES	.00	1,565.21	20,000.00	18,434.79	7.8
51-40-301 CHEMICAL ANALYSIS	185.00	2,560.00	3,000.00	440.00	85.3
51-40-340 EDUCATION & TRAINING	.00	1,560.93	4,000.00	2,439.07	39.0
51-40-350 BANK CHARGES	421.48	3,765.87	3,000.00	(765.87)	125.5
51-40-410 UTILITIES	14,410.79	118,041.22	110,000.00	(8,041.22)	107.3
51-40-415 TELEPHONE	129.70	1,863.52	1,500.00	(363.52)	124.2
51-40-430 REPAIRS & MAINTENANCE	25.89	40,165.65	20,000.00	(20,165.65)	200.8
51-40-440 RENTALS	.00	513.53	1,500.00	986.47	34.2
51-40-470 UNIFORMS	209.50	1,482.43	1,800.00	317.57	82.4
51-40-520 INSURANCE	.00	11,064.90	10,000.00	(1,064.90)	110.7
51-40-540 PUBLIC NOTICES, ADVERTISING	.00	643.71	1,000.00	356.29	64.4
51-40-590 DUES & LICENSES	150.00	7,503.91	15,000.00	7,496.09	50.0
51-40-610 OFFICE SUPPLIES	.00	40.98	.00	(40.98)	.0
51-40-620 PRINTING & POSTAGE	371.29	3,723.12	5,000.00	1,276.88	74.5
51-40-630 COMPUTER SUPPLIES	.00	2,949.10	5,200.00	2,250.90	56.7
51-40-640 OTHER OPERATING COSTS	7,555.57	28,832.24	40,000.00	11,167.76	72.1
51-40-660 FUEL & OIL	883.88	7,335.91	10,000.00	2,664.09	73.4
51-40-665 EQUIPMENT REPAIRS & MAINT	.00	.00	5,000.00	5,000.00	.0
51-40-670 VEHICLE REPAIRS & MAINT	896.46	13,562.26	10,000.00	(3,562.26)	135.6
51-40-690 CONTINGENCY	.00	.00	47,383.00	47,383.00	.0
51-40-700 CIP CAPITAL PROJECTS	.00	34.30	.00	(34.30)	.0
51-40-701 CIP WA 07-9 TRUCK	.00	10,950.01	25,000.00	14,049.99	43.8
51-40-702 TELEMETERS	3,129.14	16,863.18	.00	(16,863.18)	.0
51-40-707 CIP WA 08-1 SUE JUAN REPAIRS	.00	.00	10,000.00	10,000.00	.0
51-40-709 CIP WA 10-5 HILL CREST ST WAT	.00	.00	25,000.00	25,000.00	.0
51-40-710 CIP WA 15-1 302 PUMP REPLACE	.00	.00	50,000.00	50,000.00	.0
51-40-840 BAD DEBT WRITE OFF	.00	804.31	1,500.00	695.69	53.6
TOTAL EXPENDITURES	59,189.14	658,806.52	882,443.00	223,636.48	74.7
TOTAL FUND EXPENDITURES	59,189.14	658,806.52 ✓	882,443.00 ✓	223,636.48 ✓	74.7 ✓
NET REVENUE OVER EXPENDITURES	10,131.13	58,817.72	.00	(58,817.72)	.0

CITY OF BENSON
BALANCE SHEET
MAY 31, 2018

WASTEWATER FUND

<u>ASSETS</u>			
52-10100	CASH - COMBINED FUND	(101,455.93)
52-12500	ACCOUNTS RECEIVABLE		26,238.34
52-12900	ALLOWANCE FOR BAD DEBT	(2,067.39)
52-14500	SSVEC PATRONAGE CAPITAL		64,644.99
52-16100	LAND		354,791.56
52-16200	WASTEWATER - PLANT		2,126,418.88
52-16250	NEW WASTEWATER PLANT		6,904,722.24
52-16300	WASTEWATER - LINES		1,048,884.58
52-16400	WASTEWATER - EQUIPMENT		353,746.26
52-16990	ACCUMULATED DEPRECIATION	(4,654,672.24)
52-17000	DEFERRED OUTFLOWS OF RESOURCES		35,866.00
			<u>6,157,117.29</u>
TOTAL ASSETS			
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
52-20200	ACCOUNTS PAYABLE		39,556.02
52-21500	ACCRUED SALARIES PAYABLE		13,872.61
52-23100	ACCRUED VACATION PAYABLE		18,277.77
			<u>71,706.40</u>
TOTAL LIABILITIES			
<u>FUND EQUITY</u>			
52-26000	NET PENSION LIABILITY		386,277.00
52-26500	DEFERRED INFLOWS OF RESOURCES		99,219.00
52-27000	PRIOR PERIOD ADJUSTMENT	(365,064.00)
52-27100	CONTRIBUTED CAPITAL		1,455,233.00
UNAPPROPRIATED FUND BALANCE:			
52-29800	RETAINED EARNINGS	4,343,482.83	
	REVENUE OVER EXPENDITURES - YTD	166,263.06	
			<u>4,509,745.89</u>
BALANCE - CURRENT DATE			
TOTAL FUND EQUITY			<u>6,085,410.89</u>
TOTAL LIABILITIES AND EQUITY			<u>6,157,117.29</u>

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
52-300-10 RESIDENTIAL WASTEWATER FEES	40,234.53	428,034.85 ✓	487,446.00 ✓	59,411.15 ✓	87.8 ✓
52-300-15 MULTI-USER WASTEWATER FEES	309.54	4,530.57 ✓	7,134.00 ✓	2,603.43 ✓	63.5 ✓
52-300-20 COMMERCIAL WASTEWATER FEES	23,540.20	250,719.74 ✓	310,610.00 ✓	59,890.26 ✓	80.7 ✓
52-300-30 NEW WASTEWATER HOOKUPS	1,480.60	11,936.20 ✓	4,889.00 ✓	7,047.20 ✓	244.1 ✓
TOTAL REVENUE	65,564.87	695,221.36	810,079.00	114,857.64	85.8
<u>MISCELLANEOUS REVENUE</u>					
52-399-40 MISCELLANEOUS REVENUE	.00	.00 ✓	4,080.00 ✓	4,080.00 ✓	.0 ✓
52-399-99 CARRY FORWARD BALANCE	.00	.00 ✓	83,115.00 ✓	83,115.00 ✓	.0 ✓
TOTAL MISCELLANEOUS REVENUE	.00	.00	87,195.00	87,195.00	.0
TOTAL FUND REVENUE	65,564.87	695,221.36 ✓	897,274.00 ✓	202,052.64 ✓	77.5

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

WASTEWATER FUND

<u>EXPENDITURES</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
52-40-110 SALARIES AND WAGES	17,059.01	153,674.23	228,336.00	74,661.77	67.3
52-40-130 OVERTIME WAGES	281.43	7,181.93	15,300.00	8,118.07	46.9
52-40-210 PAYROLL TAXES	1,234.22	11,849.78	18,638.00	6,788.22	63.6
52-40-220 RETIREMENT BENEFITS	1,946.55	18,448.72	28,018.00	9,569.28	65.9
52-40-230 EMPLOYEE INSURANCE	3,943.22	35,875.53	53,301.00	17,425.47	67.3
52-40-300 PROFESSIONAL SERVICES	680.00	6,084.58	30,000.00	23,915.42	20.3
52-40-301 CHEMICAL ANALYSES	307.00	8,497.00	11,000.00	2,503.00	77.3
52-40-330 IT SERVICES	.00	.00	5,000.00	5,000.00	.0
52-40-340 EDUCATION & TRAINING	240.82	3,482.29	7,500.00	4,017.71	46.4
52-40-350 BANK CHARGES	699.62	4,044.00	5,000.00	956.00	80.9
52-40-410 UTILITIES	6,893.19	66,719.87	65,000.00	(1,719.87)	102.7
52-40-415 TELEPHONE	354.33	3,763.50	4,000.00	236.50	94.1
52-40-430 REPAIRS & MAINTENANCE	2,375.48	75,574.20	150,000.00	74,425.80	50.4
52-40-440 RENTALS	1,607.67	2,862.39	5,000.00	2,137.61	57.3
52-40-470 UNIFORMS	144.36	1,123.47	1,500.00	376.53	74.9
52-40-520 INSURANCE	.00	33,194.70	30,000.00	(3,194.70)	110.7
52-40-540 PUBLIC NOTICES, ADVERTISING	.00	100.29	250.00	149.71	40.1
52-40-590 DUES & LICENSES	350.00	9,251.75	25,000.00	15,748.25	37.0
52-40-610 OFFICE SUPPLIES	.00	59.98	.00	(59.98)	.0
52-40-620 PRINTING & POSTAGE	371.29	3,723.09	5,000.00	1,276.91	74.5
52-40-630 COMPUTER SUPPLIES	.00	2,949.10	7,500.00	4,550.90	39.3
52-40-640 OPERATING SUPPLIES	4,859.98	43,305.34	35,000.00	(8,305.34)	123.7
52-40-660 FUEL & OIL	684.32	8,166.26	7,500.00	(666.26)	108.9
52-40-666 EQUIP REPAIRS & MAINT	.00	.00	5,000.00	5,000.00	.0
52-40-670 VEHICLE REPAIRS & MAINT	1,302.17	16,880.78	10,000.00	(6,880.78)	168.8
52-40-690 CONTINGENCY	.00	.00	47,931.00	47,931.00	.0
52-40-701 LAWSUIT	.00	4,166.66	.00	(4,166.66)	.0
52-40-702 CIP 07-4 TRUCK PURCHASE	.00	6,783.33	25,000.00	18,216.67	27.1
52-40-708 CIP WW 08-1 JET ROUTER	.00	.00	70,000.00	70,000.00	.0
52-40-840 BAD DEBT WRITE OFF	.00	1,195.53	1,500.00	304.47	79.7
TOTAL EXPENDITURES	45,334.66	528,958.30	897,274.00	368,315.70	59.0
TOTAL FUND EXPENDITURES	45,334.66	528,958.30 ✓	897,274.00 ✓	368,315.70 ✓	59.0 ✓
NET REVENUE OVER EXPENDITURES	20,230.21	166,263.06	.00	(166,263.06)	.0

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

SANITATION FUND

<u>ASSETS</u>			
53-10100	CASH - COMBINED FUND	384,135.12	
53-12500	ACCOUNTS RECEIVABLE	19,681.76	
53-12900	ALLOWANCE FOR BAD DEBT	(4,134.78)	
53-16100	LAND	82,500.00	
53-17000	DEFERRED OUTFLOWS OF RESOURCES	3,283.00	
	TOTAL ASSETS		<u>485,465.10</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
53-20200	ACCOUNTS PAYABLE	45,964.11	
	TOTAL LIABILITIES		45,964.11
<u>FUND EQUITY</u>			
53-26000	NET PENSION LIABILITY	35,358.00	
53-26500	DEFERRED INFLOWS OF RESOURCES	9,082.00	
53-27000	PRIOR PERIOD ADJUSTMENT	(36,448.00)	
53-27100	CONTRIBUTED CAPITAL	40,000.00	
	UNAPPROPRIATED FUND BALANCE:		
53-29800	RETAINED EARNINGS	323,471.50	
	REVENUE OVER EXPENDITURES - YTD	68,037.49	
	BALANCE - CURRENT DATE	391,508.99	
	TOTAL FUND EQUITY		<u>439,500.99</u>
	TOTAL LIABILITIES AND EQUITY		<u>485,465.10</u>

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

SANITATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
53-300-10 RESIDENTIAL SANITATION FEES	27,888.51	298,699.94 ✓	385,000.00 ✓	86,300.06 ✓	77.6 ✓
53-300-20 COMMERCIAL SANITATION FEES	24,099.21	260,055.40 ✓	375,000.00 ✓	114,944.60 ✓	69.4 ✓
53-300-30 NEIGHBORHOOD CLEAN UP PROGRAM	.00	.00 ✓	10,000.00 ✓	10,000.00 ✓	.0 ✓
TOTAL REVENUE	51,987.72	558,755.34 ✓	770,000.00 ✓	211,244.66 ✓	72.6 ✓
TOTAL FUND REVENUE	51,987.72	558,755.34	770,000.00	211,244.66	72.6

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

SANITATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
53-40-110 SALARIES AND WAGES	1,118.09	16,357.20	18,467.00	2,109.80	88.6
53-40-130 OVERTIME WAGES	.00	20.24	.00	(20.24)	.0
53-40-210 PAYROLL TAXES	77.24	1,182.88	1,413.00	230.12	83.7
53-40-220 RETIREMENT BENEFITS	128.50	1,880.50	2,124.00	243.50	88.5
53-40-230 HEALTH INSURANCE BENEFITS	248.20	4,160.68	4,480.00	319.32	92.9
53-40-300 PROFESSIONAL SERVICES	.00	100.00	.00	(100.00)	.0
53-40-350 BANK CHARGES	143.32	3,487.68	3,500.00	12.32	99.7
53-40-540 PUBLIC NOTICES, ADVERTISING	.00	.00	200.00	200.00	.0
53-40-620 POSTAGE & PRINTING	371.29	3,723.10	4,000.00	276.90	93.1
53-40-640 OPERATING SUPPLIES	35.45	35.45	.00	(35.45)	.0
53-40-665 COUNTY SOLID WASTE	.00	164,704.32	214,500.00	49,795.68	76.8
53-40-667 RESIDENTIAL SERVICE CONTRACT	17,374.46	173,753.46	226,000.00	52,246.54	76.9
53-40-668 COMMERCIAL SERVICE CONTRACT	12,077.98	120,236.24	213,000.00	92,761.76	56.5
53-40-675 NEIGHBORHOOD CLEAN UP PROGRAM	.00	.00	30,000.00	30,000.00	.0
53-40-690 CONTINGENCY	.00	.00	50,816.00	50,816.00	.0
53-40-840 BAD DEBT WRITE OFF	.00	1,074.10	1,500.00	425.90	71.6
TOTAL EXPENDITURES	31,574.53	490,717.85	770,000.00	279,282.15	63.7
TOTAL FUND EXPENDITURES	31,574.53	490,717.85 ✓	770,000.00 ✓	279,282.15 ✓	63.7 ✓
NET REVENUE OVER EXPENDITURES	20,413.19	68,037.49	.00	(68,037.49)	.0

CITY OF BENSON
BALANCE SHEET
MAY 31, 2018

SAN PEDRO GOLF COURSE

<u>ASSETS</u>		
55-10100	CASH - COMBINED FUND	(1,224,409.15)
55-10400	DEPOSIT IN TRANSIT	4,720.37
55-10500	CASH IN DRAWER	300.00
55-12500	ACCOUNTS RECEIVABLE	30,177.82
55-12700	ACCTS RECIEVABLE- CREDIT CARDS	7,596.80
55-13700	FOOD INVENTORY	6,662.58
55-16100	GOLF COURSE PROPERTY	7,091,915.00
55-16200	IRRIGATION SYSTEM	616,000.00
55-16300	BUILDINGS	932,392.00
55-16400	MAINTENANCE EQUIPMENT	107,570.00
55-16500	RESTAURANT EQUIPMENT	40,859.00
55-16700	GOLF OPERATIONS EQUIPMENT	364,854.12
55-16990	ACCUMULATED DEPRECIATION	(834,717.18)
55-17000	DEFERRED OUTFLOWS OF RESOURCES	48,645.00
		7,192,566.36
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
55-20200	ACCOUNTS PAYABLE	37,159.47
55-21100	GIFT CERTIFICATES OUTSTANDING	7,259.46
55-21200	DEPOSITS	16,791.17
55-21500	ACCRUED SALARIES PAYABLE	20,027.52
55-23100	ACCRUED VACATION PAYABLE	12,698.79
55-24500	SALES TAX PAYABLE	3,606.45
55-25100	GOLF CART LEASE PURCHASE	131,874.69
		229,417.55
<u>FUND EQUITY</u>		
55-26000	NET PENSION LIABILITY	523,915.00
55-26500	DEFERRED INFLOWS OF RESOURCES	134,573.00
55-27000	PRIOR PERIOD ADJUSTMENT	(583,157.00)
UNAPPROPRIATED FUND BALANCE:		
55-29800	RETAINED EARNINGS	7,060,975.53
	REVENUE OVER EXPENDITURES - YTD	(173,157.72)
		6,887,817.81
	TOTAL FUND EQUITY	6,963,148.81
	TOTAL LIABILITIES AND EQUITY	7,192,566.36

CITY OF BENSON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

SAN PEDRO GOLF COURSE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>GOLF OPERATIONS REVENUE</u>					
55-300-05 MEMBERSHIPS	1,870.40	53,198.42 ✓	.00 ✓	53,198.42 ✓	.0
55-300-10 GREEN & CART FEES	28,862.04	296,443.92 ✓	483,500.00 ✓	187,056.08 ✓	61.3 ✓
55-300-15 MERCHANDISE SALES	5,773.79	18,282.47 ✓	35,000.00 ✓	16,717.53 ✓	52.2 ✓
55-300-20 PRACTICE FACILITY	1,128.13	13,460.03 ✓	20,000.00 ✓	6,539.97 ✓	67.3 ✓
TOTAL GOLF OPERATIONS REVENUE	37,634.36	381,384.84	538,500.00	157,115.16	70.8
<u>FOOD AND BEVERAGE REVENUE</u>					
55-301-25 FOOD SALES	28,354.93	263,477.68 ✓	270,000.00 ✓	6,522.32 ✓	97.6 ✓
55-301-30 BEER SALES	6,286.79	59,513.09 ✓	70,000.00 ✓	10,486.91 ✓	85.0 ✓
55-301-35 WINE SALES	661.97	8,907.93 ✓	9,000.00 ✓	92.07 ✓	99.0 ✓
55-301-40 LIQUOR SALES	1,980.66	24,315.68 ✓	20,000.00 ✓	4,315.68 ✓	121.6 ✓
55-301-50 BANQUET REVENUE	5,739.86	17,187.42 ✓	18,000.00 ✓	812.58 ✓	95.5 ✓
TOTAL FOOD AND BEVERAGE REVENUE	43,024.21	373,401.80	387,000.00	13,598.20	96.5
<u>MISCELLANEOUS REVENUE</u>					
55-399-20 TEACHING REVENUE	.00	.00 ✓	1,000.00 ✓	1,000.00 ✓	.0 ✓
55-399-90 CONTRIBUTION FROM GENERAL FUND	.00	88,396.00 ✓	176,792.00 ✓	88,396.00 ✓	50.0 ✓
55-399-95 OTHER INCOME	650.00	3,460.00 ✓	.00 ✓	3,460.00 ✓	.0 ✓
TOTAL MISCELLANEOUS REVENUE	650.00	91,856.00	177,792.00	85,936.00	51.7
TOTAL FUND REVENUE	81,308.57	846,642.64 ✓	1,103,292.00 ✓	256,649.36 ✓	76.7 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

SAN PEDRO GOLF COURSE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GOLF OPERATIONS</u>					
55-40-110 SALARIES AND WAGES	11,270.15	138,037.73	172,603.00	34,565.27	80.0
55-40-130 OVERTIME WAGES	1,158.98	3,614.28	.00	(3,614.28)	.0
55-40-210 PAYROLL TAXES	941.38	10,883.52	13,204.00	2,320.48	82.4
55-40-220 RETIREMENT BENEFITS	930.96	12,044.54	14,982.00	2,937.46	80.4
55-40-230 EMPLOYEE INSURANCE	1,594.25	25,761.05	26,752.00	990.95	96.3
55-40-300 PROFESSIONAL SERVICES	67.00	1,154.62	7,300.00	6,145.38	15.8
55-40-310 INVENTORY- PRO SHOP	.00	9,753.03	18,000.00	8,246.97	54.2
55-40-350 BANK CHARGES	907.04	7,215.49	7,000.00	(215.49)	103.1
55-40-360 CASH SHORT	(3.87)	(14.38)	.00	14.38	.0
55-40-410 UTILITIES	2,531.85	25,350.18	23,000.00	(2,350.18)	110.2
55-40-415 TELEPHONE	253.51	7,066.23	4,000.00	(3,066.23)	176.7
55-40-430 REPAIRS & MAINT - BUILDING	10.95	981.08	2,500.00	1,518.92	39.2
55-40-440 RENTALS	.00	12.06	500.00	487.94	2.4
55-40-520 INSURANCE	.00	8,851.32	12,000.00	3,148.68	73.8
55-40-540 ADVERTISING	(112.00)	191.74	10,000.00	9,808.26	1.9
55-40-580 TRAVEL	.00	112.51	300.00	187.49	37.5
55-40-590 DUES & LICENSES	.00	509.00	600.00	91.00	84.8
55-40-600 OPERATING SUPPLIES	.00	369.88	1,000.00	630.12	37.0
55-40-610 OFFICE SUPPLIES	116.30	325.53	600.00	274.47	54.3
55-40-620 PRINTING & POSTAGE	.00	46.23	100.00	53.77	46.2
55-40-645 RANGE OPERATING SUPPLIES	.00	1,443.57	2,000.00	556.43	72.2
55-40-660 FUEL & OIL- GOLF CARTS	.00	4,026.94	7,000.00	2,973.06	57.5
55-40-670 REPAIRS & MAINT- GOLF CARTS	.00	8.76	1,000.00	991.24	.9
55-40-700 CAPITAL EXPENDITURES	4,774.90	38,199.20	57,300.00	19,100.80	66.7
TOTAL GOLF OPERATIONS	24,441.40	295,944.11 ✓	381,741.00 ✓	85,796.89 ✓	77.5 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

SAN PEDRO GOLF COURSE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAINTENANCE</u>					
55-50-110 SALARIES AND WAGES	9,669.98	111,956.07	131,148.00	19,191.93	85.4
55-50-130 OVERTIME WAGES	229.50	5,160.77	10,200.00	5,039.23	50.6
55-50-210 PAYROLL TAXES	741.82	8,981.34	10,813.00	1,831.66	83.1
55-50-220 RETIREMENT BENEFITS	1,091.37	13,342.33	16,255.00	2,912.67	82.1
55-50-230 EMPLOYEE INSURANCE	1,839.65	26,233.03	37,805.00	11,571.97	69.4
55-50-300 PROFESSIONAL SERVICES	208.00	3,770.09	1,500.00	(2,270.09)	251.3
55-50-305 CONTRACT LABOR- DOC	850.25	6,862.50	8,000.00	1,137.50	85.8
55-50-410 UTILITIES	3,887.55	39,311.51	37,000.00	(2,311.51)	106.3
55-50-415 TELEPHONE	49.89	985.96	100.00	(885.96)	986.0
55-50-430 REPAIRS & MAINT- IRRIGATION	.00	4,204.97	3,000.00	(1,204.97)	140.2
55-50-440 RENTALS	.00	322.59	500.00	177.41	64.5
55-50-470 UNIFORMS	72.15	666.47	500.00	(166.47)	133.3
55-50-580 TRAVEL	.00	112.51	250.00	137.49	45.0
55-50-590 DUES & LICENSES	450.00	450.00	250.00	(200.00)	180.0
55-50-600 GOLF COURSE SUPPLIES	442.08	3,816.54	3,500.00	(316.54)	109.0
55-50-602 FERTILIZERS	.00	7,538.25	8,000.00	461.75	94.2
55-50-604 CHEMICALS	.00	4,624.16	8,000.00	3,375.84	57.8
55-50-606 LANDSCAPING	.00	38.25	500.00	461.75	7.7
55-50-608 SAND & GRAVEL	.00	4,237.28	7,000.00	2,762.72	60.5
55-50-609 SEED	.00	24,457.18	29,000.00	4,542.82	84.3
55-50-610 OFFICE SUPPLIES	.00	166.87	100.00	(66.87)	166.9
55-50-640 OTHER OPERATING COSTS	235.65	800.02	200.00	(600.02)	400.0
55-50-660 FUEL & OIL	.00	11,369.72	19,000.00	7,630.28	59.8
55-50-670 REPAIRS & MAINT- EQUIPMENT	752.25	30,834.90	19,000.00	(11,834.90)	162.3
55-50-711 GC 17-01 CHEMICAL APPLICATOR	585.60	6,441.60	7,990.00	1,548.40	80.6
55-50-712 GC 17-02 UTILITY MAINT VEHICLE	585.60	6,441.60	7,990.00	1,548.40	80.6
55-50-713 GC 17-03 FAIRWAY UNIT MOWER	585.59	6,441.49	7,990.00	1,548.51	80.6
TOTAL MAINTENANCE	22,276.93	329,568.00 ✓	375,591.00 ✓	46,023.00 ✓	87.8 ✓

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

SAN PEDRO GOLF COURSE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FOOD AND BEVERAGE</u>					
55-60-110 SALARIES AND WAGES	14,702.80	150,558.49	132,855.00	(17,703.49)	113.3
55-60-130 OVERTIME WAGES	3,033.99	20,554.19	11,220.00	(9,334.19)	183.2
55-60-210 PAYROLL TAXES	1,664.89	16,852.85	11,022.00	(5,830.85)	152.9
55-60-220 RETIREMENT BENEFITS	1,849.52	14,008.32	12,909.00	(1,099.32)	108.5
55-60-230 EMPLOYEE INSURANCE	6,236.60	38,957.11	21,700.00	(17,257.11)	179.5
55-60-300 PROFESSIONAL SERVICES	605.27	5,226.40	4,000.00	(1,226.40)	130.7
55-60-310 FOOD COST	4,731.81	91,221.79	100,000.00	8,778.21	91.2
55-60-315 BEER COSTS	2,082.55	21,210.50	21,000.00	(210.50)	101.0
55-60-316 WINE COSTS	106.68	4,405.12	2,400.00	(2,005.12)	183.6
55-60-320 LIQUOR COSTS	56.97	4,340.92	5,000.00	659.08	86.8
55-60-350 BANK CHARGES	949.39	6,542.21	3,000.00	(3,542.21)	218.1
55-60-360 CASH SHORT	(3.03)	(42.48)	.00	42.48	.0
55-60-420 DIRECT TV	207.48	2,246.53	2,100.00	(146.53)	107.0
55-60-430 REPAIRS & MAINTENANCE	139.17	2,395.82	6,000.00	3,604.18	39.9
55-60-440 RENTALS	256.07	3,346.35	4,500.00	1,153.65	74.4
55-60-470 UNIFORMS	.00	51.38	500.00	448.62	10.3
55-60-540 ADVERTISING	407.52	1,599.21	500.00	(1,099.21)	319.8
55-60-560 FEES & LICENSES	.00	150.00	200.00	50.00	75.0
55-60-580 TRAVEL	.00	112.05	500.00	387.95	22.4
55-60-590 DUES & LICENSES	.00	680.32	300.00	(380.32)	226.8
55-60-600 SUPPLIES & EXPENSES	50.70	310.44	500.00	189.56	62.1
55-60-603 KITCHEN SUPPLIES	1,260.31	5,035.48	3,000.00	(2,035.48)	167.9
55-60-605 RESTAURANT SUPPLIES	162.06	4,132.76	2,500.00	(1,632.76)	165.3
55-60-610 OFFICE SUPPLIES	.00	392.49	200.00	(192.49)	196.3
55-60-620 PRINTING & POSTAGE	.00	.00	55.00	55.00	.0
TOTAL FOOD AND BEVERAGE	38,500.75	394,288.25 ✓	345,961.00 ✓	(48,327.25) ✓	114.0 ✓
TOTAL FUND EXPENDITURES	85,219.08	1,019,800.36 ✓	1,103,293.00 ✓	83,492.64 ✓	92.4 ✓
NET REVENUE OVER EXPENDITURES	(3,910.51)	(173,157.72)	(1.00)	173,156.72	(17315)

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

AIRPORT

ASSETS

56-10100	CASH - COMBINED FUND	(1,062,017.14)	
56-16100	AIRPORT LAND	159,604.00	
56-16110	CONST IN PROGRESS - AIRPORT	10,618,153.52	
56-16115	CAP FIRE PROTECTION	520,198.84	
56-16400	AIRPORT EQUIPMENT	26,030.52	
56-16990	ACCUMULATED DEPRECIATION	(3,008,868.46)	
	TOTAL ASSETS		<u>7,253,101.28</u>

LIABILITIES AND EQUITY

LIABILITIES

56-20200	ACCOUNTS PAYABLE	4,506.18	
	TOTAL LIABILITIES		4,506.18

FUND EQUITY

56-27100	CONTRIBUTED CAPITAL	5,482,825.50	
	UNAPPROPRIATED FUND BALANCE:		
56-29800	FUND BALANCE - BEGINNING OF YR	1,782,606.92	
	REVENUE OVER EXPENDITURES - YTD	(16,837.32)	
	BALANCE - CURRENT DATE	1,765,769.60	
	TOTAL FUND EQUITY		<u>7,248,595.10</u>
	TOTAL LIABILITIES AND EQUITY		<u>7,253,101.28</u>

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

AIRPORT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
56-300-21 CONTRIBUTION GENERAL FUND	.00	67,650.00	135,300.00	67,650.00	50.0
TOTAL REVENUE	.00	67,650.00	135,300.00	67,650.00	50.0
<u>SOURCE 301</u>					
56-301-60 BUSINESS REVENUE	.00	745.85	15,000.00	14,254.15	5.0
56-301-65 LAND LEASE PAYMENTS	.00	7,702.47	.00	(7,702.47)	.0
56-301-66 TIE DOWN REVENUE	.00	495.00	.00	(495.00)	.0
56-301-67 FLOWAGE REVENUE	.00	2,051.90	.00	(2,051.90)	.0
TOTAL SOURCE 301	.00	10,995.22	15,000.00	4,004.78	73.3
TOTAL FUND REVENUE	.00	78,645.22	150,300.00	71,654.78	52.3

CITY OF BENSON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2018

AIRPORT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
56-40-300 PROFESSIONAL SERVICES	2,653.43	22,344.02	30,000.00	7,655.98	74.5
56-40-410 UTILITIES	1,130.85	11,170.61	15,000.00	3,829.39	74.5
56-40-415 TELEPHONE	137.04	2,402.25	800.00	(1,602.25)	300.3
56-40-430 REPAIRS & MAINTENANCE	35.00	31,508.64	35,000.00	3,491.36	90.0
56-40-445 PROPERTY RENTALS	.00	1,700.00	.00	(1,700.00)	.0
56-40-520 INSURANCE	.00	19,903.84	25,000.00	5,096.16	79.6
56-40-640 SUPPLIES	.00	6,453.18	4,500.00	(1,953.18)	143.4
56-40-690 CONTINGENCY	.00	.00	10,000.00	10,000.00	.0
56-40-795 GRANT MATCH	.00	.00	30,000.00	30,000.00	.0
TOTAL EXPENDITURES	3,956.32	95,482.54	150,300.00	54,817.46	63.5
TOTAL FUND EXPENDITURES	3,956.32	95,482.54	150,300.00	54,817.46	63.5
NET REVENUE OVER EXPENDITURES	(3,956.32)	(16,837.32)	.00	16,837.32	.0

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

WASTEWATER PLANT CONSTRUCTION

<u>ASSETS</u>			
57-10200	CASH IN BANK-NATIONAL BANK	(384,519.80)
57-10210	CASH - SAVING		384,519.80
			384,519.80
	TOTAL ASSETS		.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
57-27100	RETAINED EARNINGS		592,800.00
57-27200	CONTRIBUTED CAPITAL WW FUND		1,277,846.16
	UNAPPROPRIATED FUND BALANCE:		
57-29800	FUND BALANCE - BEGINNING OF YR	(1,870,646.16)
	REVENUE OVER EXPENDITURES - YTD		
			(1,870,646.16)
	BALANCE - CURRENT DATE	(1,870,646.16)
	TOTAL FUND EQUITY		.00
	TOTAL LIABILITIES AND EQUITY		.00

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

FIREMEN'S PENSION FUND

ASSETS

70-10100	CASH - COMBINED FUND	(33,980.51)	
70-10301	LGIP INVESTMENT FUND #7		69,545.63	
70-11100	MONEY MARKET-S&Y INVESTMENT AC		525,287.40	
70-12000	ACCRUED INTEREST		517.00	
				<u>561,369.52</u>
	TOTAL ASSETS			<u>561,369.52</u>

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:			
70-29800	FUND BALANCE - BEGINNING OF YR		570,189.61	
	REVENUE OVER EXPENDITURES - YTD	(8,820.09)	
	BALANCE - CURRENT DATE			<u>561,369.52</u>
	TOTAL FUND EQUITY			<u>561,369.52</u>
	TOTAL LIABILITIES AND EQUITY			<u>561,369.52</u>

CITY OF BENSON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

FIREMEN'S PENSION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUE</u>					
70-300-10 CONTRIBUTIONS FROM STATE FUND	.00	4,618.30	6,000.00	1,381.70	77.0
70-300-15 CONTRIBUTION FROM FIRE, INC	.00	2,058.87	1,200.00	(858.87)	171.6
70-300-20 CONTRIBUTION FROM GENERAL FUND	.00	11,900.00	23,800.00	11,900.00	50.0
70-300-40 OTHER INCOME	148.40	202.74	5,000.00	4,797.26	4.1
TOTAL REVENUE	148.40	18,779.91	36,000.00	17,220.09	52.2
TOTAL FUND REVENUE	148.40	18,779.91	36,000.00	17,220.09	52.2

CITY OF BENSON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2018

FIREMEN'S PENSION FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>EXPENDITURES</u>					
70-40-660 PENSION PAYMENTS	2,600.00	27,600.00	36,000.00	8,400.00	76.7
TOTAL EXPENDITURES	<u>2,600.00</u>	<u>27,600.00</u>	<u>36,000.00</u>	<u>8,400.00</u>	<u>76.7</u>
TOTAL FUND EXPENDITURES	<u>2,600.00</u>	<u>27,600.00</u>	<u>36,000.00</u>	<u>8,400.00</u>	<u>76.7</u>
NET REVENUE OVER EXPENDITURES	<u>(2,451.60)</u>	<u>(8,820.09)</u>	<u>.00</u>	<u>8,820.09</u>	<u>.0</u>

CITY OF BENSON
 BALANCE SHEET
 MAY 31, 2018

GENERAL FIXED ASSETS GROUP

<u>ASSETS</u>			
91-16000	LAND		551,650.94
91-16200	BUILDINGS		2,730,646.13
91-16300	EQUIPMENT - OFFICE		145,359.75
91-16400	EQUIPMENT - HAND TOOLS		1,379,027.97
91-16500	EQUIPMENT - VEHICLES		51,393.00
91-16550	BUILDING DEPT		84,837.10
91-16600	EQUIPMENT - MISCELLANEOUS		1,303,670.52
91-16700	EQUIPMENT		1,107,892.15
91-16800	LIBRARY EQUIPMENT		51,450.83
91-16950	EQUIPMENT - SENIOR CENTER		431,668.00
91-16975	STREETS		4,331,407.31
91-16980	TRANSIT		407,720.00
91-16990	ACCUMULATED DEPRECIATION	(5,874,230.45)
	TOTAL ASSETS		<u><u>6,702,493.25</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
91-29800	INVESTMENT IN FIXED ASSETS	6,702,493.25	
	REVENUE OVER EXPENDITURES - YTD		
	BALANCE - CURRENT DATE		<u>6,702,493.25</u>
	TOTAL FUND EQUITY		<u>6,702,493.25</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>6,702,493.25</u></u>

CITY OF BENSON
BALANCE SHEET
MAY 31, 2018

GENERAL LONG-TERM DEBT GROUP

<u>ASSETS</u>			
95-18200	AMOUNT TO BE PROVIDED	4,517,703.63	
	TOTAL ASSETS		<u>4,517,703.63</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
95-25500	COMPENSATED ABSENCES	172,858.96	
95-25735	NOTE PAYABLE-LAND	70,000.00	
95-25750	LEASE PAYABLE - POLICE CARS	109,844.67	
95-25800	BOND	2,005,000.00	
95-25850	BOND	2,160,000.00	
	TOTAL LIABILITIES		<u>4,517,703.63</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,517,703.63</u>

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: 07/23/2018
TO: Vicki Vivian, Interim City Manager
CC: Mayor and Council
FROM: Seth Judd, Finance Director
SUBJECT: April, 2018 Monthly Budget Report

We are pleased to present you the April, 2018 monthly financial/budget report. As we discussed previously, the Council will be receiving this monthly report for the prior month to keep you up-to-date on the financial status of the City. The tables at the end of this report are for the period of July 1 through April 30, 2018 (FY18). The tables in this analysis compare FY18, July 1 through April 30, 2018 to July 1 through April 30, 2017 (FY17) and the FY 18 total adopted budget. The column labeled "Remaining" is the amount of the FY18 budget minus the FY18 YTD expenses to indicate how much of the revenues or expenditure budget is left, and the column labeled "% of Budget" indicates the percentage of FY18 YTD revenues or expenditures realized year-to-date as compared to the FY18 budget.

Ten months (July 1 through April 30), or 83% of the fiscal year has passed. In a perfect world, revenues and expenditures would equal exactly 83% of the budget at this point. However, revenues and expenditures normally do not follow this pattern. For example, property taxes are received twice a year, in November and May so the percentages collected to date may be misleading in that revenue category. Also, on the expenditure side, if there is a capital purchase made in the first month of the fiscal year, it would show 100% expended even if only you were only 8.33% into the fiscal year (one month). The purpose of this report is to give the Mayor and Council the actual revenues and expenditures but to date, but to also prepare an analysis to determine if there are any financial concerns at this point in the fiscal year.

Table A is the General Fund revenue. The table shows the City has collected \$5,447,349 year-to-date. Without the carryforward balance of \$1,458,035, the revenues collected YTD for FY18 are at 84% of budget for the year, or right on projected target. Table B is the General Fund expenditures, totaling \$4,334,390 which includes \$2,272,986 under "Misc. Expenses" which is transfers to other funds in the amount of \$826,332 and contingency reserves of \$1,446,664. With expenditures through December for the contributions from the general fund to other funds, the expenses are at 54%. However, there may be additional contributions from the general fund through April and all of the debt service payment will be made, but it is still anticipated that the City expenditures in the General Fund will be under the appropriated budget.

Enterprise Funds

The purpose of setting up an Enterprise Fund is because they are intended to be like a business or self-supporting where revenues are generated to cover expenses. However, until this happens, as in the example of the Golf Course, the General Fund makes contributions to the Fund.

Golf Course – Table C shows the Golf Course revenues as of April 30th. The revenue collections have improved slightly over April of the previous year not counting the contribution from the General fund. In FY18, the membership fees have been combined with the Green and Cart Fees. Golf revenues are currently at 69% of the FY18 budget versus the target of 83%.

Table D shows the Golf Course expenditures at 85% of budget as of April 30th. The Golf Course net position (revenues minus expenses) as of April 30th is \$(257,643). In FY17 as of April, revenues were at \$628,883 and expenditures were at \$936,033, with a net position of \$(307,150). Contributions from the General Fund are budgeted for \$176,792 versus the \$257,643 so this will need to be monitored closely.

Gas Fund – Table E shows the Gas fund revenues YTD. Without the carry forward balance, the gas fund is at 90% of their revenues for FY18 YTD versus the target of 83%.

Expenses are only at 60% YTD of the FY18 budget with the contingency line item. Without counting in the contingency budget, the FY18 YTD expenses are at 72% of FY18 budget, still way below the 83% target. The Gas fund net position as of April 30th 2018 is \$200,876. In FY17 in April the revenues were at \$646,471 and the expenditures were at \$638,051 or a net position of \$8,420.

Water Fund – Table F shows the water fund position as of April 30th. Without the carryforward balance included in the revenues, as of April FY18 the revenues are at 78% collected compared to budget which is slightly less than our target of 83%.

Expenses as of April of FY18 are at 72% of budgeted expenditures without the contingency reserve. The net position for the water fund as of the end of April is a positive \$48,867. At this point last year the revenues were at \$563,408 and the expenditures were at \$568,159 or a negative net position of \$4,751.

Wastewater Fund – Table G shows the Wastewater fund position as of April 30, 2018. As of April 2018 the revenues are at \$629,656, which is 77% of the budget without the carryforward balance. This is slightly below the target of 83%, but expenditures have also been reduced in response. Expenditures are at \$483,624 or 57% of the budget less contingency through April, 2018. The net position of the Wastewater fund is a positive \$146,033 as of April 30, 2018. Last year in April revenues were at \$589,653 and expenditures were at \$605,397 or a negative net position of \$15,744.

Sanitation Fund – Table H is the Sanitation fund position as of April 30, 2018. As of April 2018, revenues are at \$506,768 or 66% of FY18 budget, which is slightly below the target of 83%. Expenditures have been reduced in response. We are currently at \$459,143 or 64% of the budget without the contingency reserve. The net position as of April 30, 2018 is a positive \$47,624. Last year at this same time revenues were at \$571,572 and expenditures were at \$452,275 or a positive net position of \$119,297.

Table A**General Fund Revenue - July 1-April 30, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
10-301-10	General Property Tax	178,527	231,059	323,409	92,350	71%
10-301-15	City Sales Tax	3,143,382	3,564,983	3,850,000	285,017	93%
10-301-17	Bed Tax Collected	55,854	64,610	70,000	5,390	92%
10-301-18	Consturction Sales Tax	-	-	-	-	0%
10-301-20	State Sales Tax	365,590	397,274	456,737	59,463	87%
10-301-25	Franchise Tax	134,366	204,870	165,000	(39,870)	124%
10-301-30	Auto Lieu Tax	189,489	193,689	270,007	76,318	72%
10-301-35	Business License	6,925	6,068	20,800	14,733	29%
10-301-45	State Revenue Sharing	498,343	502,663	603,131	100,468	83%
10-301-50	Interest Income	2,339	3,493	1,800	(1,693)	194%
10-301-55	Copies and Notary Fees	162	140	500	360	28%
10-301-65	Miscellaneous	38,133	26,017	10,000	(16,017)	260%
10-301-70	Sale of Fixed Assets	11,973	-	5,000	5,000	0%
10-301-71	Property Rentals	33,121	27,082	40,000	12,918	68%
10-303-10	Planning & Zoning Fees	1,127	190	75,000	74,810	0%
10-303-15	Building Permits & Fees	32,634	52,799	75,000	22,201	70%
10-303-16	Building Plan Review Fees	14,236	22,331	20,000	(2,331)	112%
10-303-17	Public Works Review Fees	6,028	10,912	150,000	139,088	7%
10-303-18	PW Recording/Misc Fees	-	-	600	600	0%
10-305-10	Forfeiture Revenue	-	-	1,000	1,000	0%
10-305-20	Report Income	650	281	750	469	37%
10-305-21	Fingerprint Revenue	970	735	1,200	465	61%
10-305-30	Dog License/Shelter Fees	3,877	3,323	5,000	1,677	66%
10-305-32	Animal Medical Donations	9,667	12,032	13,000	968	93%
10-305-33	Spay/Neuter Grants	-	-	5,000	5,000	0%
10-305-35	Shelter Fees from County	3,444	3,822	8,000	4,178	48%
10-305-37	Police Reimbursement SRO	6	-	-	-	0%
10-305-39	Stonegarden Grant	16,507	23,861	50,000	26,139	48%
10-305-41	GITEM Grant	39,663	9,879	65,000	55,121	15%
10-305-42	GOHS Grant for OT	-	-	2,000	2,000	0%
10-305-50	Rico Seizure Revenue	474	717	1,000	283	72%
10-305-71	Police Grant - HIDT	2,500	-	2,500	2,500	0%
10-305-80	Officer Saftey Equipment	686	305	1,000	695	31%
10-305-95	Other Income	23,892	11,107	70,349	59,242	16%
10-306-10	Firemen's Revenue	42,238	50,224	40,000	(10,224)	126%
10-306-20	Fire Dept. Donations	-	-	500	500	0%
10-307-10	Citations from Benson PD	174	811	36,250	35,439	2%
10-309-10	Library Fines	6,920	6,904	7,500	596	92%
10-309-20	Donations - Restricted	-	-	100	100	0%
10-310-10	Pool Fees	472	536	5,900	5,364	9%
10-310-20	Summer Program Fees	355	300	5,700	5,400	5%
10-310-25	Park User Fees	4,796	4,489	5,000	511	90%
10-310-50	Donations	-	-	1,000	1,000	0%
10-310-60	July 4 Revenues/Donations	5,294	3,470	15,000	11,530	23%
10-310-65	Tourism Sales	2,914	4,454	2,800	(1,654)	159%
10-310-95	Other Events	60	75	500	425	15%
10-310-98	Miscellaneous	100	-	500	500	0%
10-312-10	City Cemetery	1,050	1,350	1,000	(350)	135%
10-317-46	Bingo Revenue	435	495	1,000	505	49%
10-399-99	Carryforward Balance	-	-	1,458,035	1,458,035	0%
Revenue Totals		4,879,371	5,447,349	7,943,568	2,496,219	69%

Table B**General Fund Expenditures July 1-April 2018**

Department	FY 17	FY 18	FY18 Budget	Remaining	% of Budget
Administration	354,943	434,283	512,001	77,718	85%
City Council	38,445	31,718	43,615	11,897	73%
Building Department	114,085	123,107	265,821	142,714	46%
Police	1,736,349	1,856,363	2,267,821	411,458	82%
Fire Department	328,889	385,018	537,333	152,315	72%
Magistrate	24,235	35,651	76,586	40,935	47%
Library	185,675	184,498	237,506	53,008	78%
Parks	228,061	209,739	305,006	95,267	69%
Cemetery	3	-	-	-	0%
Finance	168,851	121,333	204,991	83,658	59%
Recreation	54,446	80,275	170,529	90,254	47%
Community Enrichment	44,800	41,008	79,850	38,842	51%
Tourism	114,981	131,404	153,244	21,840	86%
City Attorney	185,843	187,306	324,495	137,189	58%
City Clerk	111,303	107,926	151,488	43,562	71%
Planning & Zoning	56,149	109,616	142,303	32,687	77%
Public Works	55,358	42,200	197,994	155,794	21%
Misc. Expenses	-	252,945	2,272,986	2,020,041	11%
Expenses Total	3,802,415	4,334,390	7,943,569	3,609,179	55%

Table C**Golf Course Revenue - July 1 to April 30, 2018**

Account Code	Account Name	FY17	FY18	Budget	Remaining	% of Budget
55-300-05	Memberships	50,842	51,328	-	(51,328)	51328%
55-300-10	Green & Cart Fees	277,157	267,582	483,500	215,918	55%
55-300-15	Merchandise Sales	17,263	12,509	35,000	22,491	36%
55-300-20	Practice Facility	11,169	12,332	20,000	7,668	62%
55-301-25	Food Sales	176,271	235,123	270,000	34,877	87%
55-301-30	Beer Sales	51,256	53,226	70,000	16,774	76%
55-301-35	Wine Sales	8,552	8,246	9,000	754	92%
55-301-40	Liquor Sales	20,130	22,335	20,000	(2,335)	112%
55-301-50	Banquet Revenue	16,192	11,448	18,000	6,552	64%
55-399-20	Teaching Revenue	36	-	1,000	1,000	0%
55-399-90	Contribution from General Fund	-	88,396	176,792	88,396	50%
55-399-95	Other Income	15	2,810	-	(2,810)	2810%
	Revenue Totals	628,883	765,334	1,103,292	337,958	69%

Table D**Golf Course Expenditures - July 1 to April 30, 2018**

Department	FY 17	FY 18	Budget	Remaining	% of Budget
Golf Operations	273,300	271,503	381,741	110,238	71%
Golf Maintenance	372,302	307,291	375,591	68,300	82%
Food and Beverage	290,431	355,788	345,961	(9,827)	103%
Total Expenses	936,033	934,581	1,103,293	168,712	85%

Table E**Gas Fund Revenue & Expense - July 1 to April 30, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
50-300-10	Residential Gas Revenue	446,718	571,199	622,878	51,679	92%
50-300-15	Multi-User Gas Revenue	6,430	9,163	11,000	1,837	83%
50-300-20	Commercial Gas Revenue	177,067	223,607	253,424	29,817	88%
50-300-30	Utility Service Charge	11,915	13,440	16,500	3,060	81%
50-300-35	New Gas Hookups	1,119	3,456	7,700	4,244	45%
50-399-10	Penalty and Interest Fees	3,222	3,636	5,500	1,864	66%
50-399-99	Carry Forward Balance	-	-	121,813	121,813	0%
	Revenue Totals	646,471	824,501	1,038,815	214,314	79%
	Expenditure Totals	638,051	623,625	1,038,813	415,188	60%

Table F**Water Fund Revenue & Expense - July 1 to April 30, 2018**

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
51-300-10	Residential Water Revenue	315,595	333,242	441,340	108,098	0.75506915
51-300-20	Commercial Water Revenue	238,392	282,196	342,756	60,560	82%
51-300-30	New Water Hookups	2,214	7,896	10,000	2,104	79%
51-300-90	Contribution from General Fund	-	10,211	20,422	10,211	50%
51-399-40	Water Tank Rental	-	6,934	-	(6,934)	6934%
51-399-45	Water Accomodation Fees	7,165	7,825	12,593	4,768	62%
51-399-95	Other Income	42	-	275	275	0%
51-399-99	Carry Forward Balance	-	-	55,057	55,057	0%
	Total Revenues	563,408	648,304	882,443	234,139	73%
	Total Expenses	568,159	599,617	882,443	282,826	68%

Table G

Wastewater Fund Revenue & Expense - July 1 to April 30, 2018

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
52-300-10	Residential Wastewater Fees	361,085	387,800	487,446	99,646	80%
52-300-15	Multi-User Wastewater Fees	3,967	4,221	7,134	2,913	59%
52-300-20	Commercial Wastewater Fees	218,782	227,180	310,610	83,430	73%
52-300-30	New Wastewater Hookups	3,073	10,456	4,889	(5,567)	214%
52-300-70	Water Accomodation Fees	247	-	-	-	0%
52-399-40	Miscellaneous Revenue	2,500	-	4,080	4,080	0%
52-399-99	Carry Forward Balance	-	-	83,115	83,115	0%
	Total Revenues	589,653	629,656	897,274	267,618	70%
	Total Expenses	605,397	483,624	897,274	413,650	54%

Table H

Sanitation Fund Revenue & Expenses - July 1 to April 30, 2018

Account Code	Account Name	FY17	FY18	FY18 Budget	Remaining	% of Budget
53-300-10	Residential Wastewater Fees	280,922	270,811	385,000	114,189	70%
53-300-20	Multi-User Wastewater Fees	290,650	235,956	375,000	139,044	63%
53-300-30	Neighborhood Clean Up Program	-	-	10,000	10,000	0%
	Total Revenues	571,572	506,768	770,000	263,232	66%
	Total Expenses	452,275	459,143	770,000	310,857	60%

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: August 20, 2018
TO: Vicki Vivian, Interim City Manager
FROM: Seth Judd, Finance Director
cc: Benson City Council Members
SUBJECT: Finance Department Monthly Report for July 2018

Past and Current department Projects:

- We had onsite training with Caselle and learned how to more efficiently use our accounting software.
- Our Fire Pension money was transferred from an investment account with Stifel to a higher yielding account with Local Government Investment Pool
- We will begin closing out the end of the year and preparing for the audit
- We will be finishing up with the first part of our policies and procedures manual
- We are working on cross-training employees to be able to cover positions if someone is out of the office

Upcoming:

- We have scheduled the audit for October 16th-18th
- We will be adding items to Xpress Billpay and checking equipment to be able to take payments at the Lantern Festival on September 8th
- We are continuing to improve the processes and procedures of the finance department.

Finance department Statistics for July 2018:

➤ Utility payments processed	2982
➤ Other payments processed	487
➤ Payroll checks issued	262
➤ Accounts Payable checks issued	250
➤ New Business License Applications taken	4
➤ Total Customers enrolled on Xpress Bill Pay	1320
➤ Total Customers signed up for Online Statements	492

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: September 13, 2018
TO: Vicki Vivian, Interim City Manager
FROM: Seth Judd, Finance Director
cc: Benson City Council Members
SUBJECT: Finance Department Monthly Report for September 2018

Past and Current department Projects:

- All the members of our department worked hard on the Lantern Festival to help make it a success and everyone attended the event.
- We have been working on implementing our training from Caselle into our everyday routines
- We have updated the way our benefit checks are ran to make them more accurate and efficient.
- 2 employees have been cross trained to run payroll and 1 has been cross trained to run accounts payable checks should the need arise
- We are working on cross-training employees to be able to cover positions if someone is out of the office

Upcoming:

- We have scheduled the audit for October 16th-18th
- We will be starting with electronic work orders at the beginning of October
- We are continuing to improve the processes and procedures of the finance department.

Finance department Statistics for August 2018:

- | | |
|---|------|
| ➤ Utility payments processed | 2214 |
| ➤ Other payments processed | 616 |
| ➤ Payroll checks issued | 274 |
| ➤ Accounts Payable checks issued | 249 |
| ➤ New Business License Applications taken | 7 |
| ➤ Total Customers enrolled on Xpress Bill Pay | 1343 |
| ➤ Total Customers signed up for Online Statements | 502 |

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: 9/17/18
TO: Vicki Vivian, Interim City Manager
FROM: Keith Spangler, Fire Chief
SUBJECT: Aug. 2018 Department Head Report

Operations

During the month of August, Benson Fire Department responded to 83 calls. The average number of Firefighters responding to the calls for the month was 02. The lowest number was 01 and the highest number was 05. The average response time from page to on scene was 06 minutes. The average time from page to en-route was 02 minutes and the average time from en-route to on scene was 03 minutes. The break down of calls is listed below.

<u>Type</u>	<u>Number</u>
Structure Fire	0
Vehicle Fire	2
Brush Fire	1
EMS	58
Rescue	0
Haz-Mat	1
Service Calls	0
Good Intent Calls	19
False Alarms	0
Miscellaneous Calls	2

Benson Fire Department had no mutual aide calls

Meetings and Trainings

Training Meeting were held on Aug. 8, 2018 and Aug. 15, 2018.

Vehicle Maintenance

Engine 711 had it's annual inspection done in Phoenix.

Miscellaneous

Five of our Firefighters attended Fire School in Mesa.

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: August 20, 2018
TO: Vicki Vivian, Interim City Manager/ City Clerk
FROM: Lori McGoffin, HR Coordinator
SUBJECT: July Monthly Report

Employee Relations:

- Helped employees with insurance questions, policies and procedures
- SafePersonnel – 100% of the employees have completed the blood borne pathogens/ defensive driving.
- Completed Department of Corrections recertification training for the working with inmate program.

Employment:

- Hired a new part-time tourism clerk – Maggie Montijo
- Hired 1 new on call transit driver – Teresa Irwin
- Hired 1 new part-time transit driver – Derek Hoopes

Goals:

- Update and create SOPs for the HR Office
- Researching and working on updating the Employee handbook
- Per Interim City Manager looking into Employee of the quarter awards program or something similar
- Working with Transit on to clean up the Alcohol and Drug policy for that Department
- Looking into some ways to improve moral for the City Employees

Keeping busy with learning, I am always looking for suggestions and ideas. Please feel free to let me know if you have any. If you read all this report, I will have a surprise in my office just come in and say, “read it”.

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: September 17, 2018
TO: Vicki Vivian, Interim City Manager/ City Clerk
FROM: Lori McGoffin, HR Coordinator
SUBJECT: August Monthly Report

Employee Relations:

- Helped employees with insurance questions, policies and procedures
- Helped with the Lantern Festival
- Attended an Arizona State Retirement Meeting in Sierra Vista

Employment:

- Hired 2 employee out at the Golf Course. Hostess: Hannah Rogers and Server: Salomie Lewis
- In process of hiring Animal Control part-time
- In process of hiring a Communication Specialist for Police Department
- Hired a Building Inspector – John Forrey , starting September 18, 2017

Goals:

- Update and create SOPs for the HR Office
- Researching and working on updating the Employee handbook
- Per Interim City Manager looking into Employee of the quarter awards program or something similar
- Working with Transit on to clean up the Alcohol and Drug policy for that Department
- Planning a winter event to thank employees for their hard work

Keeping busy with learning, I am always looking for suggestions and ideas. Please feel free to let me know if you have any. If you read all this report, I will have a surprise in my office just come in and say, “read it”.

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: September 10, 2018
TO: Vicki Vivian, Interim City Manager
FROM: Kelli Jeter, Library Branch Manager
SUBJECT: End of the month report for August 2018

Kay Tucker and I attended D.O.C. training on August 1st.

I attended the Cochise County Cities Libraries meeting in Bisbee on August 8th. The meeting was held at Cochise County Library District.

I was also able to view/participate in several webinars in the month of August:

- Adult books on the horizon by Booklist
- Western States Governor conference
- Removing barriers to access by Sirsi/Dynix
- Let's talk YA by Booklist
- Successfully implementing volunteer program changes

Sept 17, 2018

P&Z Commission action: The Commission will be reduced to 5 members. With the one application received, there will be a full board. P&Z Bylaws have already been amended to reflect this change and will be presented to Council after the reduced membership becomes effective.

P&Z Commission activities: Two meetings held in September; both concentrated on updating the sign code.

Project Update:

- Plane Barns/Mosier airport hanger building permit was picked up
- BUSD submitted classroom expansion plans have been returned for comment

Potential Project/Inquiries: Received inquiry letter about an electric vehicle charging station at WalMart; no plans received.

Next Gen 911 address updates for Cochise County on schedule to be completed by the end of the year. Last meeting focused on how to identify addresses with multiple entry points (Apartments, MH parks, etc.) There may be a request for fieldwork if the consultant cannot identify the main/widest point of entry.

Cochise County Census 2020 Complete Count Committee has met once. Will be looking for 2-4 people to volunteer with publicizing the importance (and the legal requirement) of participating. Volunteers do NOT need to be city residents.

Total Building Permit Issued in to date: 8 as of 9/17/2018 with a construction value of \$40,738

Residential Total: 6

Total New Residential Dwelling Units: 0

SFR: 0

Multi-Family DU: 0

Manufactured Homes: 0

Commercial Total: 2

New Commercial Structures: 0

Infrastructure Permits Issued Month to Date: 0

Permit Comments:

Permit software training has been ongoing and is expected to be beta tested by the end of the Sept/early Oct.

Total Inspection Stops Performed Month to Date: 8

Courtesy Fire (includes inspections and re-inspections): 11

Courtesy Gas (includes inspections and re-inspections): 0

Courtesy New Business (includes inspections and re-inspections): 0

Violation/Complaint Inspections (includes inspections and re-inspections): 0

Historic Commission: Grant cycle closes end of Sept. Waiting to receive completed MPDF from architect for submission to SHPO.

Board of Adjustment: Still need 4 members

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: 09/17/2018

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police

CC:

SUBJECT: August Report

Attached is the August report of Police Department calls for service, calls by type, Animal Control Stats, and incidents by description. Two dispatchers have turned in their letters of resignation, one to pursue her career in nursing, the second has accepted a position with Border Patrol. We have been accepting applications to fill these two vacancies and hope to hire soon.

Paul Moncada
Chief of Police

**Benson
Police Department**



ENFORCEMENT ACTIVITY

Dates 8/1/2018 to 8/31/2018

Contacts or Stops (Total # of Traffic Stops)	Total:	153
Seat Belt (28-907 to 28-909B)	Total:	
Child Restraint (28-907 and 28-907A)	Total:	
Criminal Traffic (Code 9665,9694,9056,9624)	Total:	
Civil Speed	Total:	10
Criminal Speed	Total:	
Aggressive Driving	Total:	
Other Citations	Total:	18
Misdemeanor DUI	Total:	
Extreme DUI	Total:	
Aggravated DUI	Total:	
Under 21 DUI	Total:	
Minor Consumption Title 4	Total:	
DUI Drug	Total:	
30 Day Impound	Total:	6

09/17/18
13:38

Benson Police Department
Total CAD Calls Received, by Nature of Call

4046
Page: 1

Nature of Call	Total Calls Received	% of Total
911 HANGUP	13	2.21
Open Line 911	2	0.34
Abandoned Vehicle	1	0.17
Injury Accide/ HWY Public Roa	1	0.17
Non Injury Acc/Hwy Public Roa	3	0.51
Non Injury Acc Private Prop	6	1.02
Administrative Detail	1	0.17
Medical Alarm	1	0.17
Alarm	12	2.04
Barking Dog	1	0.17
Dog Bite	1	0.17
Cruelty to Animals	2	0.34
Found Animal	3	0.51
Animal Problem	9	1.53
Stray Animal	2	0.34
Assault	4	0.68
Assist Cochise County Sheriff	13	2.21
Assist Dept. Public Safety	6	1.02
Assist Other	9	1.53
Attempt to Locate	4	0.68
Fire	2	0.34
Medical Emergency	1	0.17
Traffic Accident w/ Damage	1	0.17
Property Damage, Non Vandalis	1	0.17
Return Propery	1	0.17
Suspicious Person/Circumstanc	1	0.17
Traffic Acc	5	0.85
Traffic Hazard	1	0.17
Unsecure Premise	1	0.17
Unwanted Person	8	1.36
Welfare Check	1	0.17
Brush Fire Threatening	4	0.68
Control Burn	9	1.53
Illegal Burning	1	0.17
Check Welfare	16	2.73
Civil Complaint	1	0.17
Close Patrol Citizen Initiate	1	0.17
Criminal Damage	4	0.68
Unattended Death	2	0.34
Disabled Vehicle	2	0.34
Disorderly Conduct	12	2.04
Citizen Dispute	4	0.68
Neighbor Dispute	2	0.34
Disturbance	11	1.87
Domestic Violence	4	0.68
Reckless Driving	5	0.85
Driving on Suspended license	1	0.17
Controlled Substance Problem	6	1.02
Endangerment	1	0.17
Escort	1	0.17
Fingerprints	36	6.13
Follow Up	1	0.17
Found Property	1	0.17
Fraud	4	0.68
Gun Shot	1	0.17

09/17/18
13:38

Benson Police Department
Total CAD Calls Received, by Nature of Call

4046
Page: 2

Nature of Call	Total Calls Received	% of Total
Harassing Phone calls	1	0.17
Harassment	2	0.34
Traffic Accident Hit and Run	1	0.17
House Check	2	0.34
Information Report	45	7.67
Juvenile Problem	10	1.70
Runaway Juvenile	2	0.34
Keep the Peace	4	0.68
Medical Emergency	12	2.04
Missing Juvenile	3	0.51
Missing Person	1	0.17
Motorist Assistance	1	0.17
Noise Complaint	4	0.68
Pedestrian Contact	2	0.34
Prowler	1	0.17
Police Public Assist	4	0.68
Shoplifting	2	0.34
Smoke in the Area	1	0.17
Snake Removal	12	2.04
Attempted Suicide	2	0.34
Suspicious Circumstance	27	4.60
Suspicious person	5	0.85
Theft	6	1.02
Stolen Vehicle	1	0.17
Threatening / Intimidating	7	1.19
Traffic Hazard	4	0.68
Traffic Stop	155	26.41
Criminal Trespass	4	0.68
Trespassing Enforcement Reque	7	1.19
Unsecured Bus/res/veh	1	0.17
Utilities Callout	6	1.02
Vehicle Fire	1	0.17
Violation of Court Order	2	0.34
Wanted Person	2	0.34

Total Calls:	587	

Report Includes:
All dates between `00:00:00 08/01/18` and `23:59:59 08/31/18`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

*** End of Report /tmp/rptiwWfot-rpcdtccr.r1_1 ***

09/17/18
13:37

Benson Police Department
Law Incident Summary Report, by Responsible Officer

4046
Page: 2

Offense	CC	ACT	TWI	CLO	CAA	CRA	TWV	EJN	Other	Total
Grand Totals	385	153	19	18	7	4	1	1	6	594
Percentages	64.8	25.8	3.2	3.0	1.2	0.7	0.2	0.2	1.0	100.0

- Report Includes:
All dates between `00:00:00 08/01/18` and `23:59:59 08/31/18`
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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Benson Animal Control

Monthly Report

Month in Report August 2018

<i>Description</i>	<i>Current Month</i>	<i>Year to Date</i>
Dogs Turned in:	3	34
Dogs Picked up:	6	85
Dogs Transferred to Rescues	0	9
Dogs Adopted:	4	56
Dogs Euthanized / Owner Requested:	0	1
Dogs Euthanized / Unadoptable (Aggressive, Sick, Bite History):	0	1
Dogs Returned to Owner:	0	72
Dog Complaints:	10	144
Dog Bites:	0	9
Dog Licenses Sold:	5	175
Cats Turned In:	2	16
Cats Picked up:	0	13
Cats Returned to Owner:	0	0
Cats Adopted:	4	29
Cats transferred to Rescues	0	0
Cats Euthanized / Owner Requested	0	0
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	0
Cat Bites:	0	0
Removals (Snake, Skunk, birds, etc):***	4	34
Calls Responded to:	12	182
Compliance Notices (Warnings):	0	10
Citations Issued:	0	0
P.D. Assist	0	0
Dogs at the shelter (time of Report):		13
Cats at the shelter (time of Report):		2
Feral Cats Spay & Release		0
Dogs Transferred in from Other Shelters	0	5

Live / Well Rate	100%
Empty Kennels	9
Empty Cat Kennels	10

3-Rattlesnake
1-Bat

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: September 12, 2018
TO: MAYOR AND CITY COUNCIL
FROM: Ann P. Roberts, City Prosecutor
CC: Vicki Vivian, Interim City Manager
SUBJECT: Prosecutorial Statistics for August, 2018

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

TRIALS:

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

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	32
General Crime Pretrial Conference Hearings:	27
Drug Related Pretrial Conference Hearings:	08
Domestic Violence Pretrial Conference Hearings:	12
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	<u>02</u>
Total Pretrials	86

HEARINGS:

Restitution/OSC and Sentencing Hearings:	04
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	01
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	<u>00</u>
Total Hearings	05

Total Case Matters Closed this Month 31

PROSECUTORIAL TIME SPENT IN COURT 19.50 HRS
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT* 68.00 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**

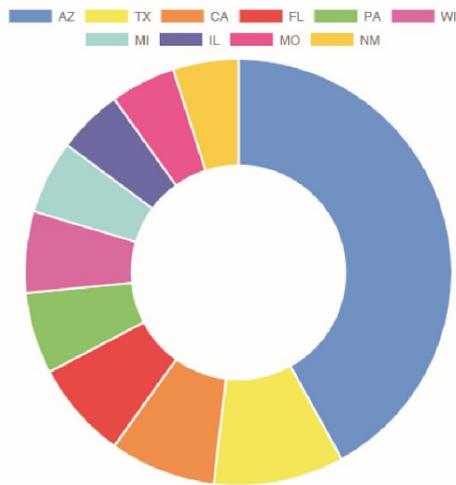
DATE: September 18, 2018
TO: Vicki Vivian, Interim City Manager
FROM: Bob Nilson, Tourism Supervisor
SUBJECT: Tourism Report for August 2018

- Our Visitor count for August 2018 was 330 as compared to 336 in July of 2017, down 6 from last year.
- We now have given out 1,684 Benson Engineer Certificate to date. We gave out 114 certificates since last report.
- We took the Batmobile to league of Cities in Scottsdale. It was well received and we gave out lots of bats and pizza cutters. It seemed to go well.
- Below is a count by state of requests for Benson information from the GO Arizona Website for July 2018

Benson
Travel Planner Report
August 2018

This is the monthly report of the names, emails and addresses of people (travel researchers) requesting travel information. These people are activity researching travel to your destination.

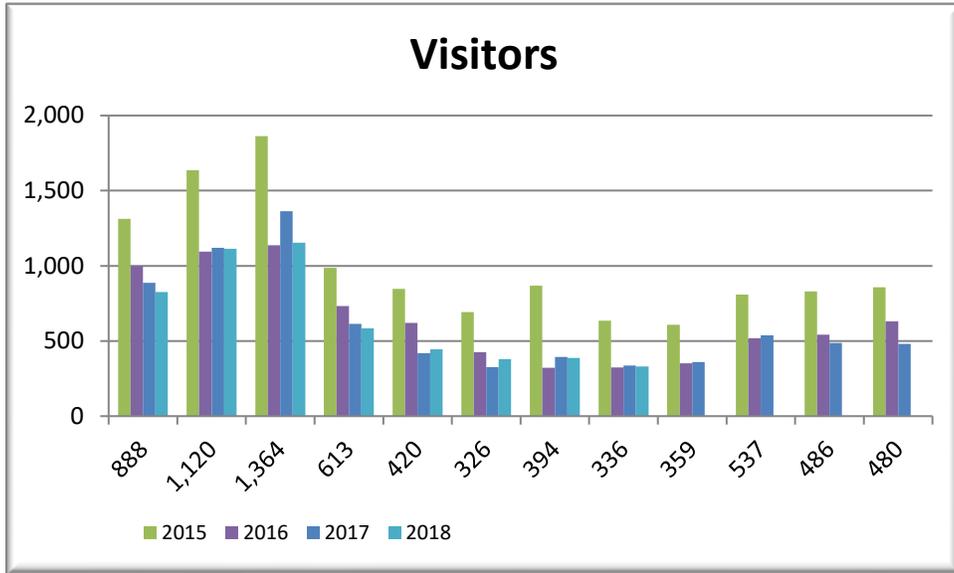
Lead Monthly Total: 285



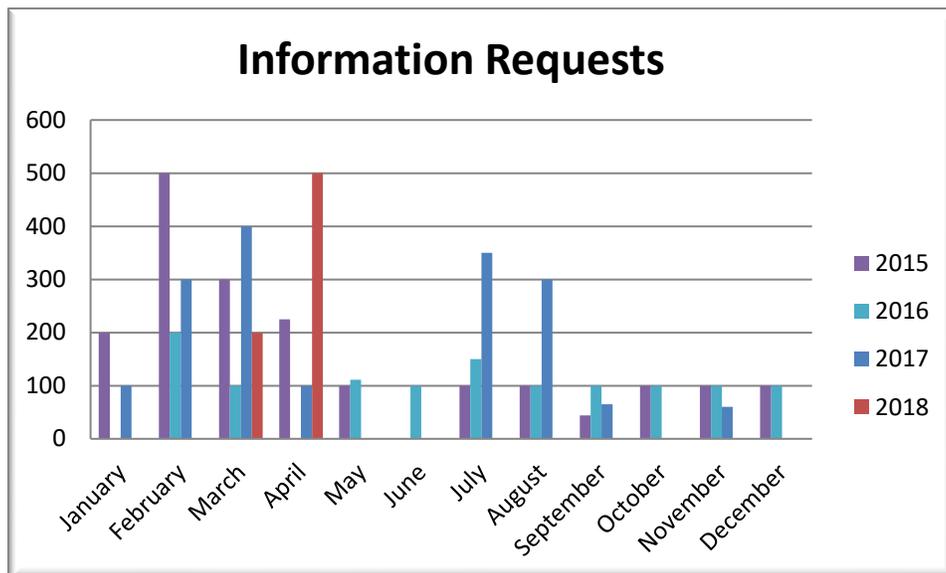
State	Requests
AZ	68
TX	16
CA	13
FL	12
PA	10
WI	10
MI	9
IL	8
MO	8
NM	8

- Below are our Visitor Counts for August of 2018

**Visitor Center Headcount
Comparisons August, 2018**



Visitor Center Information Requests Comparisons by Graph August, 2018



CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: September 17, 2018
TO: Vicki Vivian, Interim City Manager
FROM: Kathe Williams, Transit Specialist
cc: Benson City Council Members
SUBJECT: Transit Monthly Report for August 2018

Past and Current department Projects:

- We hired part-time driver, Derek Hoopes.
- Susan Vaughn retired from being an On-Call Driver.
- We continue updating the Passenger Guide with the Flex Route information as well as minor updates to Title VI and ADA policies. We are waiting for feedback from ADOT.
- Bus 7003 was damaged when a car ran a stop sign. The bus is currently in the shop. We are waiting on the insurance adjuster to let us know if the bus is totaled or if we are going to have it repaired.

Upcoming:

- The Cochise Connection will cease running to Benson October 4, 2018.
- Greyhound starts running to Sierra Vista September 12, 2018.
- ADOT 5311 Implementation Workshop is September 6-7, 2018.
- The 5311 Triannual Review should be sometime in January 2019.

Transit Statistics for August 2018:

- Ridership 984
- First time SEAGO/AAA riders 4