CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 1/13/15

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: December 2014 Department Head Report

Operations

During the month of December, Benson Fire Department responded to 89 calls. The average number of Firefighters responding to the calls for the month was 3. The lowest number was 1 and the highest number was 15. The average response time from page to on scene was 8 minutes. The average time from page to en route was 5 minutes and the average time from en route to on scene was 4 minutes. The break down of calls is listed below.

Type	Number
Structure Fire	0
Vehicle Fire	0
Brush Fire	3
EMS	72
Rescue	2
Haz-Mat	7
Service Calls	0
Good Intent Calls	5
False Alarms	0
Miscellaneous Calls	0

Meetings and Trainings

Business/Training meeting was held on December 10th, 2014.

Vehicle Maintenance

Engine 711 was pump tested.

Miscellaneous

Ground Ladder testing and Aerial tested and inspected

2014 Statistics:

Alarm Response 999 Calls

Type of Alarm:	Number	Percentage of Annual Calls
Structure	08	0.8%
Vehicle Fire	07	0.7%
Brush Fire	29	2.9%
EMS	628	62.9%
Rescue	12	1.2%
Haz-Mat	34	3.4%
Service Calls	1	0.1%
Good Intent	273	27.3%
False Alarm	0	0.0%
Miscellaneous	7	0.7%

Mutual Aid

Total	Received	Given
22	02	20

Yearly Response Time Average

Paged to Enroute	0.05 Minutes
Enroute to on Scene	0.03 Minutes
Paged to on Scene	0.09 Minutes
Time on Scene	0.17 Minutes

The Membership at the end of December 2014 is 27.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 16, 2015**

TO: **William Stephens, City Manager**

FROM: **Megan Moreno, Finance Director**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for December, 2014**

Current Department Projects:

- We are working on a project to identify taxpayers subject to our local rental tax. Our goal is to increase compliance with the tax and to educate the community on the requirements surrounding this tax.
- We are working on a change to our tax code regarding rental tax. We plan to bring this change to Council in February.
- Finance met with our investment banking firm to discuss the ins and outs of establishing a Community Facilities District (CFD) for Whetstone Ranch. Mark Reader will give a presentation to council on January 31st. I am in the process of contacting other municipalities that have gone through the CFD process to gather information and gain perspective.
- I am working part-time- Mondays and Fridays in the office. I intend to resign my position as soon as a replacement is hired. The job posting closed on December 5th and 5 applications were received.
- We are still waiting on our final audited financial statements from the auditors. I should have a draft on January 19th.

Upcoming:

- Preparation for FY16 Budget will begin in January. A council retreat has been scheduled for January 31st. Budget spreadsheets will be distributed January 23rd.
-

Finance Department Statistics for December, 2014

Utility payments processed	3,171
Other payments processed	355
Payroll checks issued	196
Accounts Payable checks issued	215
New Business License Applications taken	8
Customers enrolled on Xpress Bill Pay	607
Customers signed up for Online Statements	232

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 5, 2015**
To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

SUBJECT: **End of the month report for December 2014**

December started out with work being accomplished on the parking lot. The lot was swept, patched and striped.

I.T. was here for several days working on staff and public computers. Several issues were taken care of; i.e. replacing print computer, identifying problems that were worth fixing and those that were not.

On the 19th a patron cut his hand on the railing in front of the library. We provided a Band-Aid, which the patron felt was sufficient care. This was discussed with Darrell Foster and possible actions to prevent this in the future.

Over the Christmas weekend soda was dropped in the night depository and ruined an estimated $90 worth of books. Other items needed to be cleaned but were able to be salvaged. This is the second incident in the past 2 months. We contacted the police to make an incident report in case this becomes an ongoing occurrence.

Library staff would like to thank Mayor and Council for the extra days off during the holidays.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
December-14

	Dec-14	Dec-13	YTD-2014	YTD-2013	
Total Circulation	6,057	5,825	34,916	38,779	monthly circulation of material
Patrons	4,414	4,602	26,657	32,770	patrons entering the library
New Registration	51	53	426	420	new patron cards
Total Registration	7,642	7,075	7,642	7,075	total # of patrons in database
Programs	4	8	24	40	#of programs provided by library
Pr. Attend	72	98	457	365	total attendance for programs
Ref. Questions	474	398	3,056	4,011	ref questions answered by staff
Volunteers	0	0	8	3	new volunteers this month
Volunteer hours	20.75	16.75	232.25	272.75	total of monthly volunteer hours
Book Count					
Titles added	182	119	897	1,131	new titles added to database
Titles deleted	464	620	1,833	2,083	titles removed from collection
Collection Total	33,783	36,169	33,783	36,169	total material in database
Overdues:					
Titles overdue	544	587	3,216	3,255	number of overdue items
Contacts	82	98	732	804	number of patrons contacted
Titles returned	374	360	2,188	2,517	# of overdue items returned
Internet Users	1,002	1,127			# of people signed up for p.c.'s

YEAR TO DATE PERMIT 2014

PERMIT REPORT FOR MONTH OF: JAN-DEC

RESIDENTIAL	**NUMBER OF PERMITS**	**VALUATION**		
1 NEW HOMES:	0	1	$0.00	
2 ADDN/REPAIRS:	21	2	$66,165.00	
3 REROOFING:	9	3	$69,971.00	
4 GARAGE/CARPORT:	1	4	$500.00	
5 ACCESSORY BLDG:	6	5	$25,402.00	
6 MISC; GAS, ELEC, SEWER:	62	6	$251,963.00	
6.5 MULTI FAMILY	0	6.5	$0.00	
7 ZONING/INSPECTION	0	7	$0.00	
		RESIDENTIAL TOTAL:		**$414,001.00**

COMMERCIAL				
7 NEW BUILDING	0	7	$0.00	
8 ADDITION/REPAIRS:	4	8	$52,000.00	
9 REROOF:	3	9	$13,800.00	
10 MISC; GAS, ELEC, SEWER:	37	10	$142,780.00	
11 RV PARKS:	0	11	$0.00	
12 ZONING	0	12	$0.00	
13 PUBLIC WORKS	0	13	$0.00	
		COMMERCIAL TOTAL:		**$208,580.00**

		CONSTRUCTION TOTAL:	**$622,581.00**
PARK MODELS:	3		**$102,040.00**
MANUFACTURED HOMES:	3		**$119,000.00**
TOTAL PAYMENTS:	149	**YTD TOTAL:**	**$843,621.00**
DEMOLITION:	0		
RESIDENTIAL:	1		$0.00
COMMERCIAL:	0		$0.00

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 01/15/2015

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: December Report

Attached is the December recap of Police Department calls for service, calls by type, and incidents by description. This will be the last Departmental Report in this format, On January 1, 2015; the police department changed Records Management Software to Spillman Technologies which we share with Cochise County, Bisbee Police Department, Willcox Police Department, Huachuca City Police Department, Tombstone Marshal's Office, and Douglas Police Department. Sierra Vista Police Department is also on Spillman but as a standalone system. I believe that by being connected to the other police departments in the county we can all share information about subjects we deal with and crimes that are occurring in our respective jurisdictions in hopes that we can assist each other in our crime fighting efforts.

Incidents - By Description

Report Date: 12/01/2014- 12/31/2014

		CASE STATUS				
Description	***#Incidents***	***#Active(A)***	***#Cleared(B/C)***	***#Cleared Juv(J)***	***#Unfounded(U)***	***#Other***
ACCIDENT W/OUT INJURY	7	0	7	0	0	0
ASSAULT/DV	1	0	1	0	0	0
BURGLARY	3	0	2	0	1	0
CRIMINAL DAMAGE	7	1	5	1	0	0
DEAD BODY	1	0	1	0	0	0
DISORDERLY CONDUCT	1	0	1	0	0	0
DOG AT LARGE	1	0	1	0	0	0
DOMESTIC VIOLENCE	4	0	4	0	0	0
DRIVING ON SUSPENDED LIC	4	0	4	0	0	0
DRUGS	4	0	4	0	0	0
DUI/DRUGS	1	0	1	0	0	0
FOUND PROPERTY/ETC/RETURN	2	0	2	0	0	0
FRAUD	3	1	2	0	0	0
HIT AND RUN/NO INJURY	1	0	1	0	0	0
RAPE	1	1	0	0	0	0
SHOPLIFTING	5	1	4	0	0	0
VIOLATION OF COURT ORDER	2	0	2	0	0	0
WARRANT	1	0	1	0	0	0
TOTAL	49	4	43	1	1	0

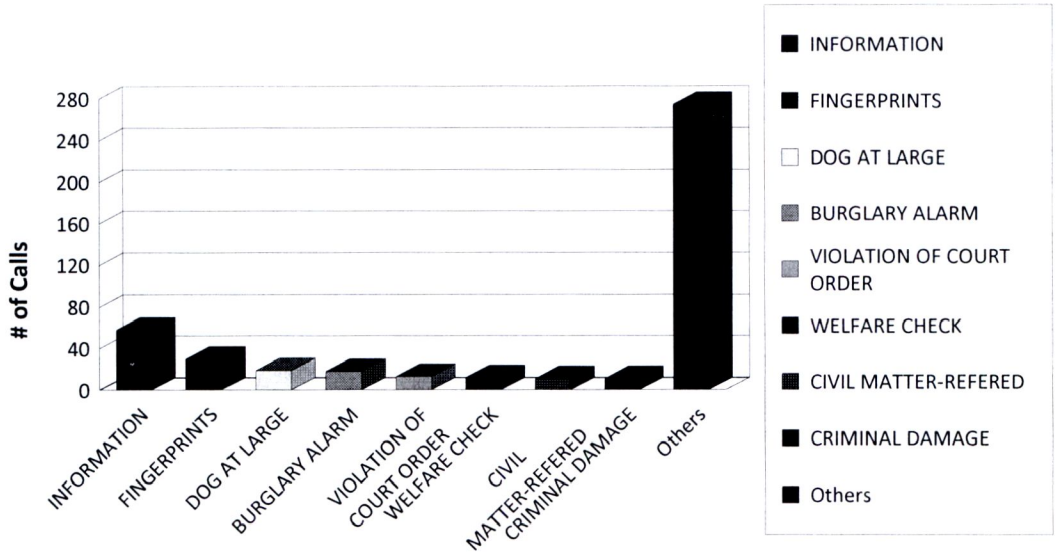
RANGE USED

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

Calls Statistics by Type Summary

12/1/2014 - 12/31/2014
00:00:00 - 10:43:21

Agency - BPD



	12/2014	Total
30 DAY IMPOUND HEARING	2	2
911 HANG UP	7	7
ABANDONDED/DISABLED VEH	9	9
ACCIDENT W/NO-INJURY/OFC	1	1
ACCIDENT W/OUT INJURY	7	7
ACCIDENT/NO INJURY PP	3	3
ACCIDENT/UNKNOWN INJ	2	2
AGENCY ASSIST	4	4
ASSAULT	3	3
ATTEMPT TO LOCATE	9	9
BARKING DOGS	7	7
BRUSH FIRE	1	1
BUILDING SEARCH	1	1
BURGLARY	3	3
BURGLARY ALARM	18	18
CIVIL MATTER-REFERED	11	11
CIVIL MATTER-STAND BY	7	7
CODE WATCH PATROL	7	7
CRIMINAL DAMAGE	11	11

	12/2014	Total
CUSTODIAL INTERFERENCE	2	2
DEAD BODY	2	2
DEBRIS	4	4
DISORDERLY CONDUCT	2	2
DISTURBANCE	5	5
DOG AT LARGE	19	19
DOMESTIC VIOLENCE	3	3
DRIVING ON SUSPENDED LIC	4	4
DRUGS	5	5
DRUNK DRIVER	2	2
DRUNK SUBJECT	1	1
DUI/DRUGS	1	1
EMS ASSIGNMENT	2	2
ESCORT/PARADE	2	2
FAILURE TO COMPLY	1	1
FINGERPRINTS	30	30
FINGERPRINTS COURT ORDER	1	1
FIRE	1	1
FIRE ALARM	1	1
FIREWORKS	2	2
FOUND PROPERTY/ETC/RETUI	6	6
FRAUD	9	9
GAS ASSISTANCE	1	1
GAS LEAK/ODOR	1	1
HARRASSMENT	5	5
HIT AND RUN/NO INJURY	2	2
INCORRIGIBLE JUVENILE	3	3
INFORMATION	58	58
INSANE PERSON	1	1
JUVENILES/CURFEW	1	1
LANDLORD/TENANT DISPTE	2	2
LOST PROPERTY	2	2
MEDIC ASSIST	2	2
MISSING JUVENILE	2	2

	12/2014	Total
MISSING PERSON	3	3
NOISE COMPLAINT	6	6
OTHER ANIMAL CONTROL	11	11
PUBLIC ASSISTANCE	10	10
PUBLIC RELATIONS	1	1
RECKLESS DRIVER	4	4
REPOSSESSION	1	1
SHOPLIFTING	6	6
SUICIDE THREAT	1	1
SUSPICIOUS ACTIVITY	10	10
SUSPICIOUS PERSON	8	8
SUSPICIOUS VEHICLE	4	4
THEFT	4	4
THREAT	3	3
TRAFFIC OFFENSE	5	5
TRAVELORS ASSISTANCE	1	1
TRESPASSING	11	11
UDA	1	1
UNWANTED SUBJECT	11	11
UTILITIES CALLOUT	7	7
VEHICLE BLOCKING	2	2
VEHICLE RELEASE	2	2
VERBAL DV	5	5
VICTIM NOTIFICATION	1	1
VIOLATION OF COURT ORDER	13	13
WARRANT	5	5
WELFARE CHECK	12	12
Total	446	446

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 12, 2015**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for December, 2014**

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

TRIALS:

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

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	01
General Crime Pretrial Conference Hearings:	01
Drug Related Pretrial Conference Hearings:	00
Domestic Violence Pretrial Conference Hearings:	00
D.U.I. Pretrial Conference Hearings:	10
Animal Control/Game and Fish Pretrial Conference Hearings:	00
Total Pretrials	12

HEARINGS:

Restitution/OSC and Sentencing Hearings:	02
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/Status	03
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	05
Total Case Matters Closed this Month	24
PROSECUTORIAL TIME SPENT IN COURT	**10.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**32.00 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: **January 16, 2015**

TO: **William Stephens, City Manager**

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

SUBJECT: **December 2014 Department Head Report for Public Works**

1. Gas Department.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission and PHMSA.
- Check chart boxes weekly and performed monthly calibrations on gas detection equipment.
- Continue to perform meter inspections and upgrade gas meters.

2. Water Department.

- Continued daily monitoring and maintenance on wells/tanks sites including painting and meter / valve maintenance.
- General maintenance and repairs on meters and hydrants.
- Monthly water sampling of the water as required by ADEQ.
- Continue upgrading water meters.

3. Wastewater Department.

- Continued maintenance and repair at the treatment plant.
- Staff continues the “vault and haul” activity and the Whetstone Ranch Water Reclamation Facility.
- Daily and monthly monitoring samples as required by ADEQ permits.
- Wastewater Department continues the scheduled sewer main and manhole maintenance including spraying for roaches and cleaning.

4. Streets Department:

Street department continues to regularly maintain the streets by filling the potholes, weed control, sign maintenance, tree trimming and maintain curbing.

Inmate labor continues along various locations picking up trash; weed control and filling potholes Monday thru Thursday.

5. Parks Department:

Parks Department continues maintenance of fields and parks. Continued efforts to remove the weeds generated from this monsoon season.

City of Benson
Public Works Department

2014 Gas Dept. O&M	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**Total**
New Service	0	0	0	1	1	0	0	0	0	0	1	0	3
Meter Inspections	0	0	0	0	0	0	0	0	0	0	0	0	0
Remove/Repair equipment	2	3	1	3	5	5	8	1	0	0	3	4	35
Monthly Operation/Maintain	6	6	5	7	6	6	6	6	6	12	3	5	74
Gas Odor/Leak survey	5	6	2	8	0	2	1	2	10	20	10	7	73
Install Protection Poles	0	0	0	2	0	4	1	1	0	0	0	0	8
3rd Party Hit	0	1	0	0	0	0	0	0	0	0	0	0	1
Meter Upgrades	4	8	17	11	5	0	14	1	1	0	0	1	62
High Usage	1	1	0	0	0	0	0	0	0	0	0	0	2
No Gas / zero usage	0	0	1	0	0	0	1	1	1	1	1	1	7
Bluestakes	47	66	48	48	46	49	58	33	46	45	25	26	537
Gas Units Sold	192,240	122,153	77,924	62,757	51,917	32,672	31,176	34,655	28,168	36,035	48,983	106,846	825,526
(100) cubic feet per unit													
2014 Water Dept.O&M													
New Service	0	0	1	0	1	0	0	0	0	0	1	0	3
Leaks	4	4	0	2	2	3	5	3	2	1	1	1	28
Instal/Remove Hydrant Meter	0	0	0	1	0	1	3	3	4	1	0	0	13
No water / pressure	0	1	1	0	2	2	1	0	0	0	0	0	7
Repair/replace equipment	2	1	2	1	2	2	0	1	0	2	1	3	17
Meter Upgrades	4	0	0	0	3	1	2	0	1	0	0	1	12
High usage / re-read	0	0	0	0	3	0	0	0	0	0	2	0	5
Bluestakes	47	66	48	48	46	49	58	33	46	45	25	26	537
Water Units Sold	22,368	18,330	19,320	23,815	32,939	30,601	30,414	30,837	22,165	25,459	19,542	18,022	293,812
(748 gallons per unit)													
2014 Sewer Dept.O&M													
New service	0	0	0	0	1	0	0	1	1	0	0	0	3
Sewer Backup	4	4	1	1	1	1	1	3	0	2	1	4	23
Spray for pests/odor	0	0	1	0	0	1	0	1	0	0	0	1	4
Clean sewer mains	2	0	0	0	0	0	0	0	1	0	0	0	3
Raise / repair manhole	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance / Repairs	0	2	0	0	2	0	0	0	0	1	0	0	5
Bluestakes	47	66	48	48	46	49	58	33	46	45	25	26	537
Gallons Treated	13,033	11,269	12,289	11,262	11,263	10,497	11,829	12,026	12,028	11,683	11,735	12,714	141,628
(million gallons)													

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 15, 2015**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for December 2014**

• Our Visitor count for December 2014 was 837 as compared to 608 in December of 2013, up 221 from last year. This is the best count since 2010

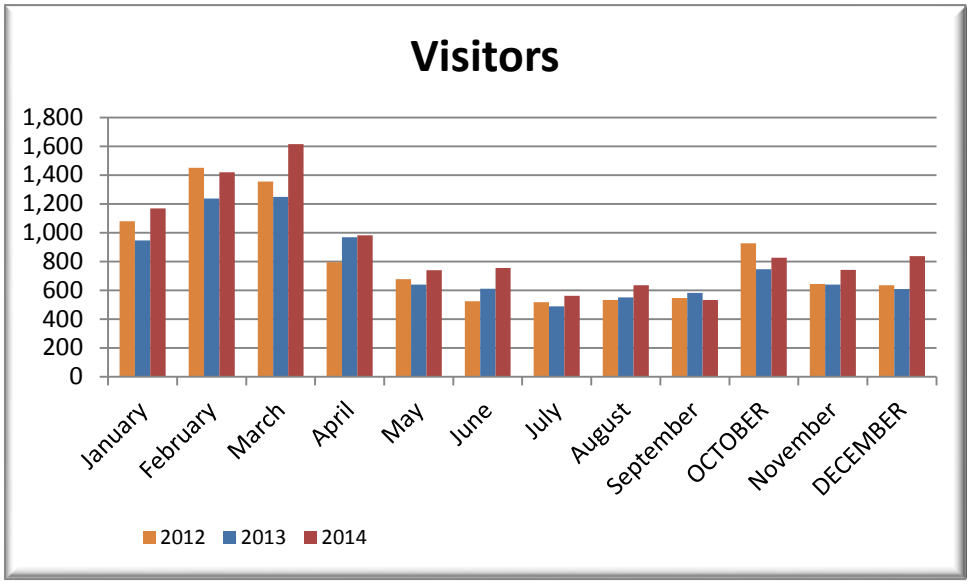
• We helped with parks and recreation on the Parade of lights. There was still a good turn out even though it rained.

• We have had an extremely busy holiday season with Greyhound travel. Lots of people have been traveling during the holidays. When we have furloughs and only one person scheduled to work, it is sometimes difficult to cover the Gift Shop, selling Greyhound Tickets and answering tourist information questions. We do keep the Visitor Center open during all holidays except Christmas Day, New Year's Day and Fourth of July.

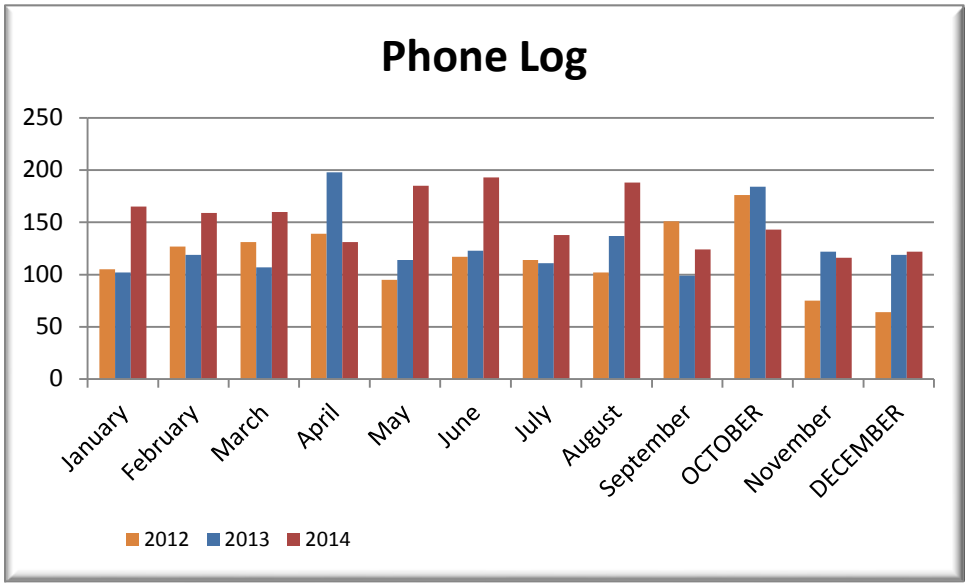
• We now have WI FI back in our Visitor Center. A lot of Winter Visitors stop in Benson just to use the WI FI.

• Below are our Visitor Counts for December of 2014

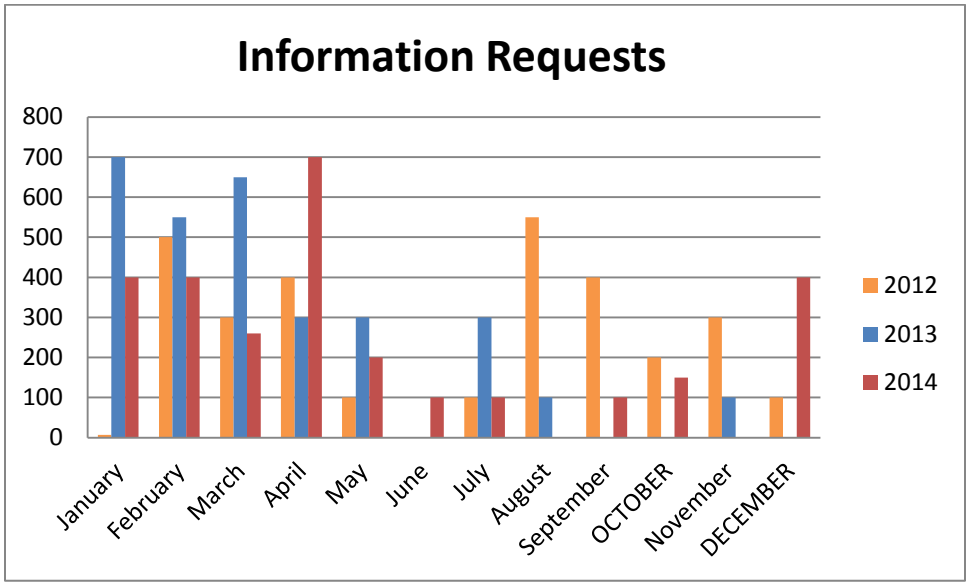
Visitor Center Headcount Comparisons December, 2014



Visitor Center Phone calls Comparisons by Graph December, 2014



Visitor Center Information Requests Comparisons by Graph December, 2014



CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **January 15, 2015**

TO: **William Stephens, City Manager**

FROM: **Vicki Vivian, CMC, City Clerk** VV

SUBJECT: **Monthly Department Report**

The organization of records in the Clerk's office continues to move forward, scanning and indexing all current and previous Council action in the form of Ordinances, Resolutions, Contracts, Deeds & Easements and Declared Public Documents.

The City Council will hold a retreat on January 31, 2015 at the Community Center beginning at 9:00 a.m. Lunch will be provided for the participants. The topics of this retreat will be the budget and Community Facilities Districts (CFDs). An outside speaker will be addressing CFDs with some of the information the Council would need should any developers wish to pursue a CFD. Please mark your calendars for this meeting.

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