CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 10/20/15

TO: William Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: September 2015 Department Head Report

Operations

During the month of September, Benson Fire Department responded to 82 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 5. The average response time from page to on scene was 8 minutes. The average time from page to en route was 2 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	2
EMS	60
Rescue	0
Haz-Mat	3
Service Calls	0
Good Intent Calls	17
False Alarms	0
Miscellaneous Calls	0

No Mutual Aide calls this month.

Meetings and Trainings

No meetings were scheduled this month due to Fire School

Vehicle Maintenance

Routine vehicle maintenance.

Miscellanous

Attended the Cochise County Emergency Medical Service Council and the Cochise County Fire Association in St. David.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 26, 2015**

TO: **William Stephens, City Manager**

FROM: **Dustin DeSpain, Finance Director**

cc: **Benson City Council Members**

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

Current Department Projects:

- Continually working on reporting compliance with the new HealthCare Reforms
- Working on Risk Pool Insurance Safety Training
- Preparing Preliminary Audit Documents for Auditing Firm.
- We are working on changes to our tax code regarding rental tax, business licensing and fees. We plan to bring this change to Council. .
- We have been working on our Transit Grant Budget and Filing.
- We continue in our Joint efforts with City Clerk's office to monitor and provide Human Resource support.
- We are working on quotes for new buses for Transit and working to streamline our transit department
- We continue to monitor the budget, as we are no longer on furloughs.

Upcoming:

- Coordinating Human Resource activities with Vicki, as we have no HR Coordinator
- Completing Training and Audit adjustments for Transit Compliance
- Volunteer Fire Department Retirement Funds
- Moving Transit to Finance Department/ Drivers will Report to Finance Director
- CFD Policy and Procedures

Finance Department Statistics for September, 2015

Utility payments processed	2652
Other payments processed	360
Payroll checks issued	180
Accounts Payable checks issued	212
New Business License Applications taken	5
Customers enrolled on Xpress Bill Pay	753
Customers signed up for Online Statements	431

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 6, 2015**

To: **William Stephens, City Manager**

FROM: **Peggy Scott, Library Director**

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

During the month of September we had issues with homeless in the parking lot and received a number of complaints and concerns from the patrons and people in the surrounding area. After close to a week they found other living arrangements and removed most of their belongings from the property.

The children's story-time program started up on September 30th. There was a very nice turn out after being off for the summer. This is a program that highly anticipated by parents and children alike.

September 9th Kelli Jeter participated in a webinar titled "how to get the most out of your library budget" sponsored by Sirsi. Setting priorities – what is essential – being honest with the public concerning budget cuts – pay attention to requests at the circulation desk and economic trends were some of the subjects addressed.

Attachment: Monthly statistics

Benson Public Library

Statistical Report
September-15

	Sep-15	Sep-14	YTD-2015	YTD-2014	
Total Circulation	5,768	5,765	17,470	17,523	monthly circulation of material
Patrons	4,537	4,628	13,725	13,375	patrons entering the library
New Registration	70	79	214	220	new patron cards
Total Registration	8,003	7,509	8,003	7,509	total # of patrons in database
Programs	1	2	7	4	#of programs provided by library
Pr. Attend	17	30	79	125	total attendance for programs
Ref. Questions	480	551	1,425	1,536	ref questions answered by staff
Volunteers	0	0	11	7	new volunteers this month
Volunteer hours	5.75	23.75	45.75	155.25	total of monthly volunteer hours
Book Count					
Titles added	124	160	545	412	new titles added to database
Titles deleted	373	169	912	1,176	titles removed from collection
Collection Total	33,565	33,955	33,565	33,955	total material in database
Overdues:					
Titles overdue	613	641	1,468	1,824	number of overdue items
Contacts	144	192	369	519	number of patrons contacted
Titles returned	368	361	1,208	1,064	# of overdue items returned
Internet Users	1,024	1,016			# of people signed up for p.c.'s

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 10/15/2015

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: September Report

Attached is the September recap of Police Department calls for service, calls by type, and incidents by description. The report is in the new format, Spillman Technologies provides a lot of different reporting options at this time the two attached are the ones that provide council with the information that they are used to getting from the police department. At the time of this report the police department's manpower level in patrol has changed with the re- hire of Robert Tulk who had an immediate impact on work shifts, in the communications section we are losing two dispatchers . The Police Department is currently advertising for police officers and is performing background checks, on two officer applicants and reviewing dispatcher applications. The police department was notified that we have been awarded the grant for the new Live Scan Fingerprint Station, you will remember this has a 10% match, which should be around $3,000.00.

Nature of Call	Total Calls Received	% of Total
911 HANGUP	8	1.71
Misuse of 911	6	1.28
Agency Assistance	15	3.21
Alarm	15	3.21
Animal Problem	19	4.07
Welfare of Animal	3	0.64
Assault	3	0.64
Attempted Suicide	1	0.21
Attempt to Locate	4	0.86
Barking Dog	4	0.86
Burglary	2	0.43
Wreckless burning	1	0.21
Child Abuse or Neglect	1	0.21
Citizen Assist	21	4.50
Citizen Dispute	4	0.86
Civil	1	0.21
Civil Standby	4	0.86
Criminal Damage	2	0.43
Deliver Message	1	0.21
Disorderly Conduct	1	0.21
Disturbance	10	2.14
Domestic Trouble	10	2.14
Controlled Substance Problem	4	0.86
Drunk Subject	1	0.21
DUI Alcohol or Drugs	1	0.21
EMS	2	0.43
Endangerment	1	0.21
Extra Patrol	1	0.21
Fight	1	0.21
Fingerprints	36	7.71
Found Property	2	0.43
Fraud	5	1.07
Gas Leak/Odor	2	0.43
Harassment	5	1.07
Harrassment	1	0.21
Information Report	37	7.92
Juvenile Problem	3	0.64
Lost Property	2	0.43
Medical Emergency	6	1.28
Missing Person	1	0.21
Traffic Accident w/ Damage	2	0.43
Prowler	1	0.21
Rape	1	0.21
Reckless Driving	4	0.86
Shoplifting	1	0.21
Shots Fired	1	0.21
Animal snake	7	1.50
Suspicious Person/Circumstanc	23	4.93
Testing system	2	0.43
Theft	11	2.36
Threatening	6	1.28
Traff Acc N/I	2	0.43
Traffic Acc	4	0.86
Traffic Hazard	6	1.28
Traffic Violation	42	8.99

Nature of Call	Total Calls Received	% of Total
Traffic Stop	71	15.20
Trespassing	13	2.78
Unwanted Person	1	0.21
Utilities Callout	2	0.43
Vandalism	1	0.21
Vehicle release	1	0.21
Viol Crt Order	1	0.21
Warrant	5	1.07
Welfare Check	12	2.57
Total Calls:	467	

Report Includes:
All dates between `00:00:00 09/01/15` and `23:59:59 09/30/15`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

*** End of Report /tmp/rptV5h2mc-rpcdtccr.rl_1 ***

Offense	CC	ACT	CLO	CAA	CAM	CRA	TOA	ADF	Other	Total
	39	12	0	0	0	0	0	0	0	51
NOT A VAILID CODE!!!!!!!!!	0	0	1	0	0	0	0	0	0	1
8-201.13 Incorigle Juvenile	2	1	0	0	0	0	0	0	0	3
8-303C1 Incorrigible Juvenil	0	1	0	0	0	0	0	0	0	1
13-810 Failure to pay fine	0	0	0	1	0	0	0	0	0	1
13-1506 Burglary-3rd degree	0	1	0	0	0	0	0	0	0	1
13-1602 Criminal damage	1	1	0	0	0	0	0	1	0	3
13-1602A1 Deface or damage p	1	0	1	0	0	0	0	0	0	2
13-1702 Reckless Burning-Str	1	0	0	0	0	0	0	0	0	1
13-1802A1 Theft-Deprive of P	0	0	0	0	0	1	0	0	0	1
13-1814A4 Theft of Means of	0	1	0	0	0	0	0	0	0	1
13-1201 Endangerment	0	1	0	0	0	0	0	0	0	1
13-1202A Threatening/Intimid	5	1	0	0	0	0	0	0	0	6
13-1203 Assault	1	2	0	1	0	0	0	0	0	4
13-1203 +DV Assault/Domestic	0	0	0	1	0	0	0	0	0	1
13-1802 Larceny/Theft	5	3	1	0	1	1	0	0	0	11
13-1805 lar/thf Shoplifting	0	0	1	0	0	0	0	0	0	1
13-1805A1 lar/thf shplft-rem	0	2	0	0	0	0	0	0	0	2
13-1805A5 theft Shplft-conce	0	1	0	0	0	0	0	0	0	1
Title 4 Liquor Offenses	0	1	0	0	0	0	0	0	0	1
4-244 Illg sale/purch/serv/c	0	1	0	0	0	0	0	0	0	1
13-2011A Fraudulent creatio	0	2	2	0	0	0	0	0	0	4
13-2311A Fraudulent schemes	0	0	1	0	0	0	0	0	0	1
13-2411C7 Impers Ofcr Sxl as	0	1	0	0	0	0	0	0	0	1
13-2810 Interfere with judic	0	0	0	1	0	0	0	0	0	1
13-2904 Disorderly conduct	0	0	1	0	0	0	0	0	0	1
13-2904A1 Fightng, Disruptv	0	0	1	0	0	0	0	0	0	1
13-2904A6 Recklsly handl/dis	0	1	0	0	0	0	0	0	0	1
13-2917B1 disturb prvt/pub	4	6	0	0	0	0	0	0	0	10
13-2921B Harass against publ	4	1	0	0	0	0	0	0	0	5
13-3405A1 Possess or use mar	0	0	1	0	0	0	0	0	0	1
13-3406 Poss,use,sell,manuf	0	0	0	0	0	1	0	0	0	1
13-3415A Poss or use drug pa	0	1	0	0	0	0	0	0	0	1
13-3407A2 Poss for sa dan dr	0	0	0	1	1	0	0	0	0	2
13-3407A4 manu danger drug	0	2	1	0	1	0	0	0	0	4
13-3601 Domestic Violence	3	5	0	1	0	0	0	0	0	9
13-3623 Child or Vulnerable	0	0	0	0	0	0	1	0	0	1
13-3623+DV Child abuse + Dom	0	0	0	0	0	0	1	0	0	1
13-4902A1 Criminal trespass	7	5	0	1	0	0	0	0	0	13
Animal control	20	10	3	0	0	0	0	0	0	33
Welfare Check	11	1	0	0	0	0	0	0	0	12
Found Property	1	0	1	0	0	0	0	0	0	2
Suspicious person	15	9	0	0	0	0	0	0	0	24
Information	12	21	1	0	1	0	0	0	2	37
Suspicious prowler	0	1	0	0	0	0	0	0	0	1
Alarm	9	6	0	0	0	0	0	0	0	15
Warrant Arrest	0	0	1	0	0	0	0	0	0	1
Citizen Dispute- non crimina	1	4	0	0	0	0	0	0	0	5
Assist other agency	6	9	0	0	0	0	0	0	0	15
Message delivery	1	0	0	0	0	0	0	0	0	1
Civil complaint	1	0	0	0	0	0	0	0	0	1
Civil standby/domstc viol	3	1	0	0	0	0	0	0	0	4
Death Invest:Suicide	1	0	0	0	0	0	0	0	0	1
Public - other types	17	5	0	0	0	0	0	0	0	22
911 Hangup	6	2	0	0	0	0	0	0	0	8

Offense	CC	ACT	CLO	CAA	CAM	CRA	TOA	ADF	Other	Total
Attempt to Locate	2	2	0	0	0	0	0	0	0	4
Medical assistance	1	4	0	0	0	0	0	0	1	6
Lost Property	2	0	0	0	0	0	0	0	0	2
Search Warrant	0	0	1	4	0	0	0	0	0	5
Vioation of Court order	0	1	0	0	0	0	0	0	0	1
28-693 Reckless Driving	2	2	0	0	0	0	0	0	0	4
28-701A Flr Ctrl Spd/Nt Rsn/	0	0	3	0	0	0	0	0	0	3
Prop Damage: Miscellaneous	1	0	1	0	0	0	0	0	0	2
Other Traffic Incidents	64	54	0	1	0	0	0	0	1	120
Accident,no injury	2	0	1	0	0	0	0	0	0	3
Accident with injury	0	0	1	0	0	0	0	0	0	1
Grand Totals	251	185	24	12	4	3	2	1	4	486
Percentages	51.6	38.1	4.9	2.5	0.8	0.6	0.4	0.2	0.8	100.0

Report Includes:
All dates between `00:00:00 09/01/15` and `23:59:59 09/30/15`
All agencies matching `BNPD`
All officers
All dispositions
All natures
All locations
All cities
All clearance codes
All observed offenses
All reported offenses
All offense codes

*** End of Report /tmp/rpt33YLFs-rplwods.r1_1 ***

Benson Animal Control

Monthly Report

Month in Report___September 2015_____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	5	22
Dogs Picked up:	8	49
Dogs Adopted:	10	73
Dogs Euthanized / Owner Requested:	0	4
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	5
Dogs Returned to Owner:	5	28
Dog Complaints:	15	145
Dog Bites:	0	8
Dog Licenses Sold:	9	275
Cats Turned In:	9	56
Cats Picked up:	1	12
Cats Returned to Owner:	0	0
Cats Adopted:	15	53
Cats Euthanized / Owner Requested	0	4
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	8
Cat Bites:	0	0
Removals (Snake,Skunk, birds, etc):***	0	10
Calls Responded to:	15	142
Compliance Notices (Warnings):	0	3
Citations Issued:	0	3
P.D.Assist	0	0
Dogs at the shelter (time of Report):	**26**	**225**
Cats at the shelter (time of Report):	**12**	**112**

Removals:***

Donations:
400 lbs dog/cat food, kitty litter

Total number of kennels at shelter: Dogs-22, Cats-13, 1 Feral Cat Kennel

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 6, 2015**

TO: **MAYOR AND CITY COUNCIL**

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

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

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:	01
Domestic Violence Trials:	01
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	04

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	53
General Crime Pretrial Conference Hearings:	13
Drug Related Pretrial Conference Hearings:	10
Domestic Violence Pretrial Conference Hearings:	05
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	02
Total Pretrials	88

HEARINGS:

Restitution/OSC and Sentencing Hearings:	01
Probation Revocation Hearings:	00
Bond Forfeiture Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/Status	00
Change of Plea Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	00
Total Hearings	01
Total Case Matters Closed this Month	40
PROSECUTORIAL TIME SPENT IN COURT	**17.50 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: **October 21, 2015**

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

FROM: **Laura Parkin, Recreation Coordinator**

SUBJECT: **Monthly Report – August 18, 2015 through October 21, 2015**

Summer Programs:

- We are working on next year's Summer Program.

Pool:

- We are working on next year's aquatic schedule.

Lions Park:

- See attached for rentals and revenue.

Community Center:

- See attached for rentals and revenue.

Completed Tasks:

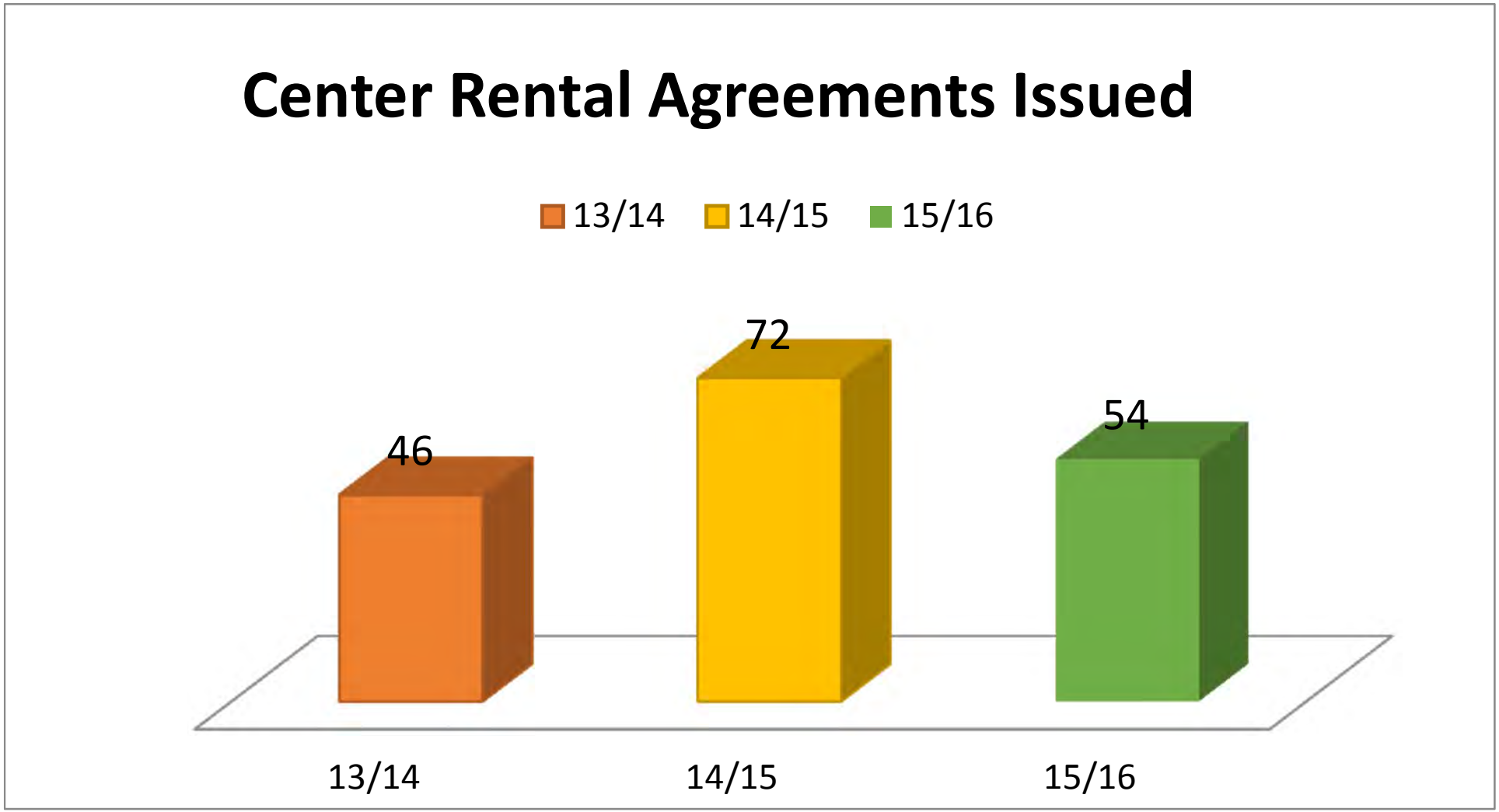
- We continue to take Ramada Reservations and Center Rental Reservations.
- Deposited Revenues.
- Attended Department Head Meetings.
- Preformed regular pool maintenance.
- Changed the filters in the heating units.
- Completed weekly janitorial duties at the Community Center.
- Completed weekly/monthly safety checks at the Community Center and Pool.
- Communicated with the appropriate City Departments regarding questions from community members through social media.
- Posted Council Meetings to the City Facebook page.
- Notified the Police Department of Park Reservations and Events.
- Awarded assistance from the National Park Service for our Parks, Trails and Open Spaces Master Plan.
- Processed and issued nine Special Event Permit Applications.
- Coordinated Butterfield Stage Days and Rodeo, to include advertising.

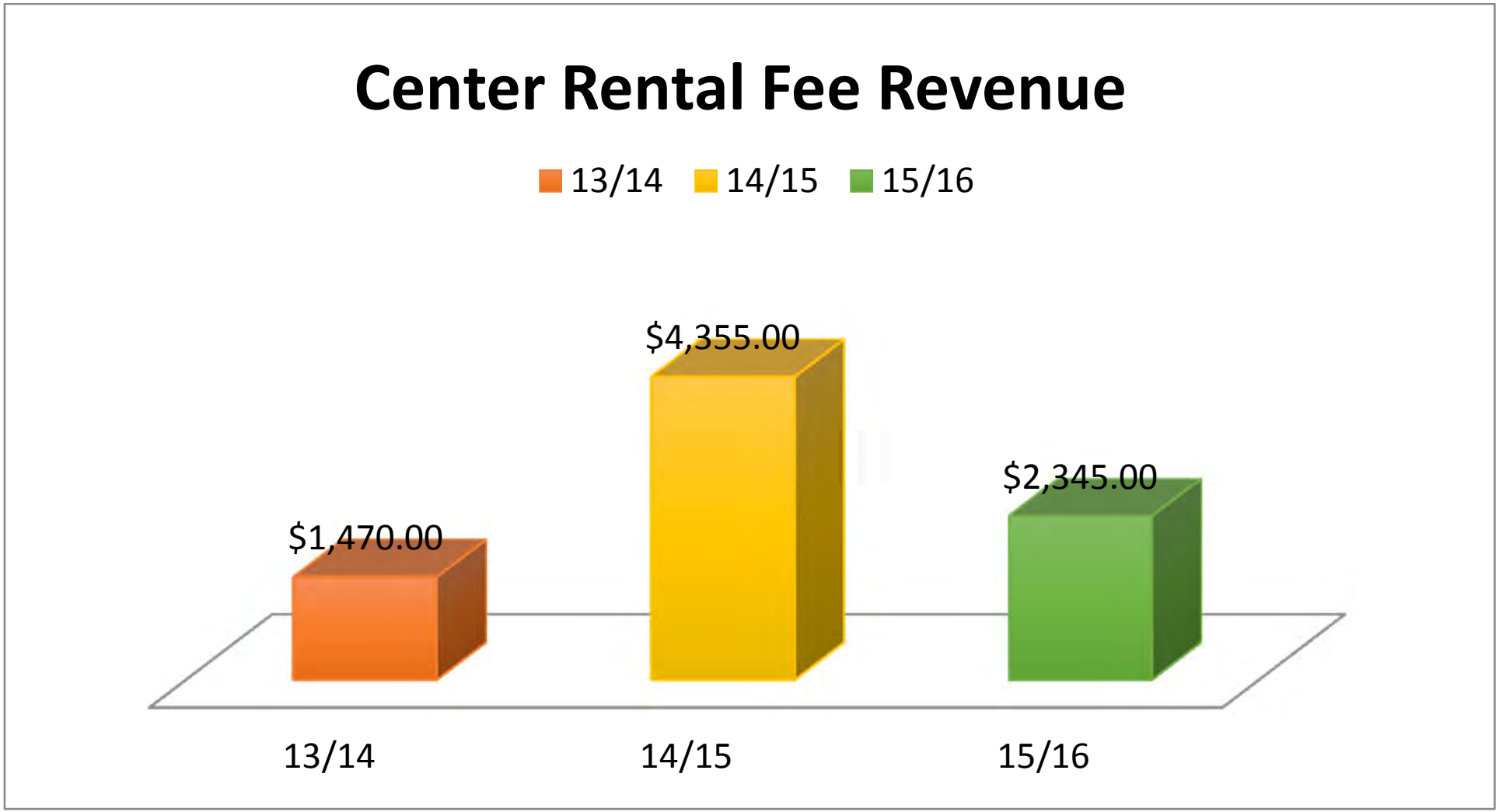
Status of Ongoing Projects:

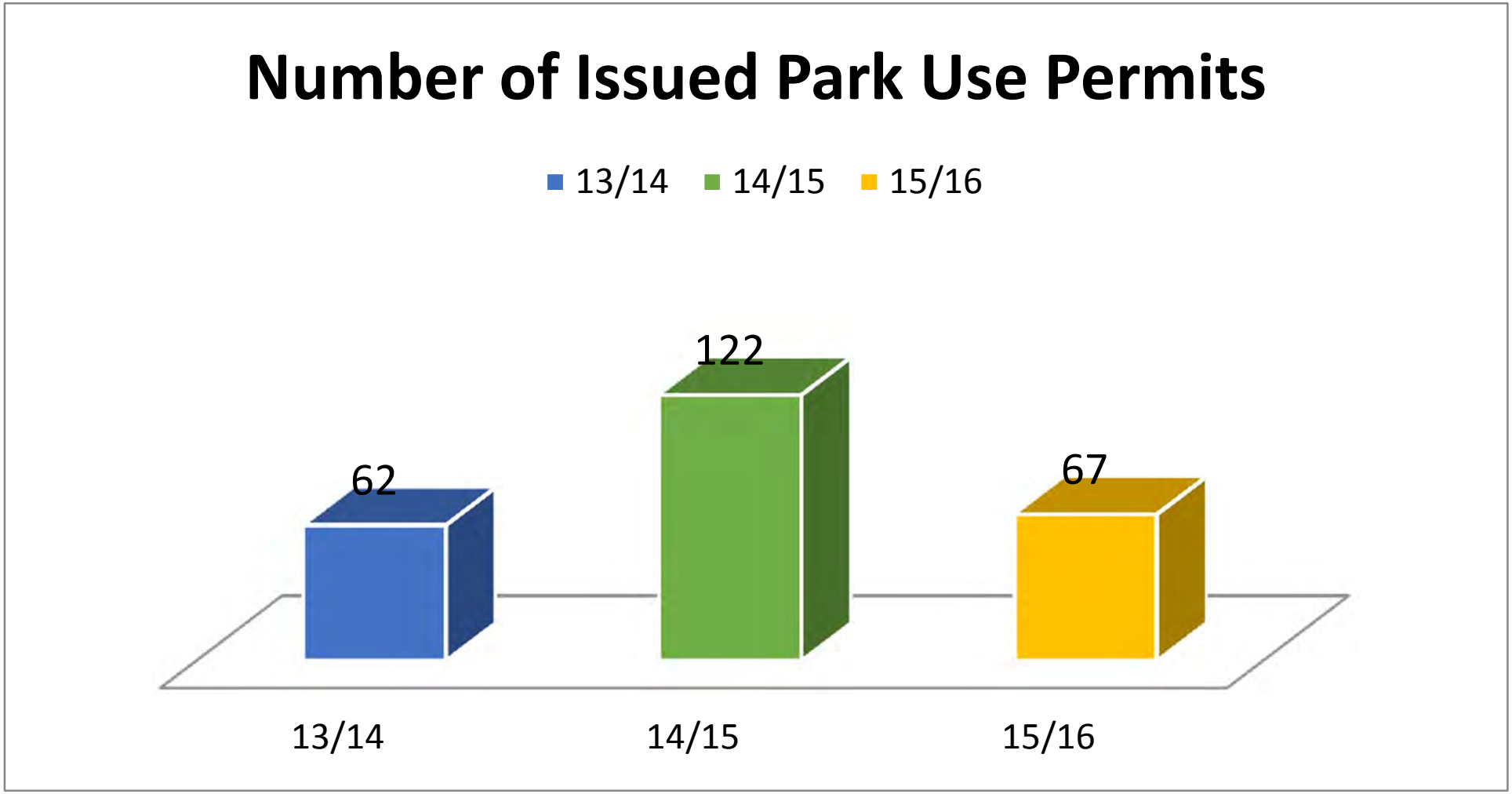
- Due to the desperate need for lights on the Sand Lot and an additional Softball/Baseball Fields, we have been working on the feasibility of a Ball field Project; to include working with member of the community for possible funding,

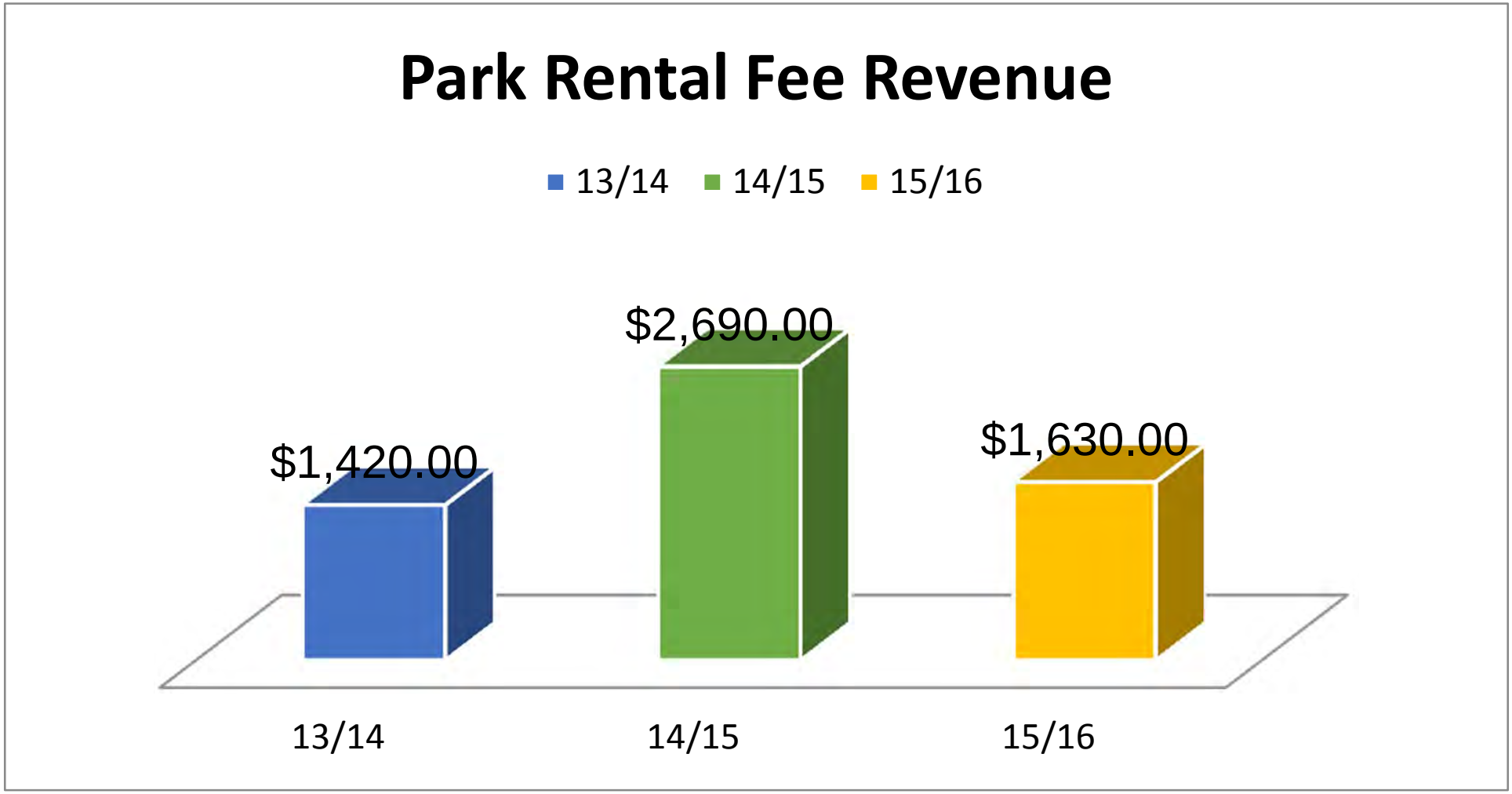
looking for available grants, cost analysis and communicating with the appropriate City Departments.

- I have begun modifying our existing park master plan based on the 2013 Parks and Recreation Survey Results. Once we complete changes, we will meet with Mr. Stephens and Mr. Hamilton prior to moving forward.
- I am working toward completion of departmental updates to our SOPs.
- I am working on departmental Emergency Action Plans.
- I am working to find local High School Students to create and implement a Skin Cancer Prevention and Awareness Program. Once I have implemented this program for a year, I will be able to apply for a grant to purchase a shade structure for the Union Street Playground Equipment.
- I have emailed each of the Department Heads a link to their sections of the new City website, I am waiting for feedback from them for changes, suggestions, etc. so we can go live with it.
- I am looking at the feasibility of hosting a Cycling Event in Benson.
- I need to apply for the skate park grant.
- I need to complete my Emergency Response Certification Classes.
- I need to re review the changes to Chapter 11 of the City Code and send them to the attorney.
- I am re reviewing the draft of the Special Event Chapter of the City Code to send to the attorney.
- I am working on the Sun Corridor Trail project.
- I am working with an intern on the Parks, Trails, and Open Spaces Master Plan.
- I am working to complete a volunteer background check policy and procedure for City volunteers who work directly with children.
- We are working on the Light Parade. Dorthey is building a float.
- We are working with the National Park Service on phase one of the Parks, Trails and Open Spaces Master Plan.


Center Rental Agreements Issued
13/14
14/15
15/16
46
72
54
13/14
14/15
15/16


Center Rental Fee Revenue
13/14
14/15
15/16
$1,470.00
$4,355.00
$2,345.00
13/14
14/15
15/16


Number of Issued Park Use Permits
13/14
14/15
15/16
62
122
67
13/14
14/15
15/16


Park Rental Fee Revenue
13/14
14/15
15/16
$1,420.00
$2,690.00
$1,630.00
13/14
14/15
15/16

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 16, 2015**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for August 2015**

• Our Visitor count for September 2015 was 608 as compared to 534 in September of 2014, up 74 from last year.

• Again Greyhound ticket sales are up in September with 30 ticket transactions.

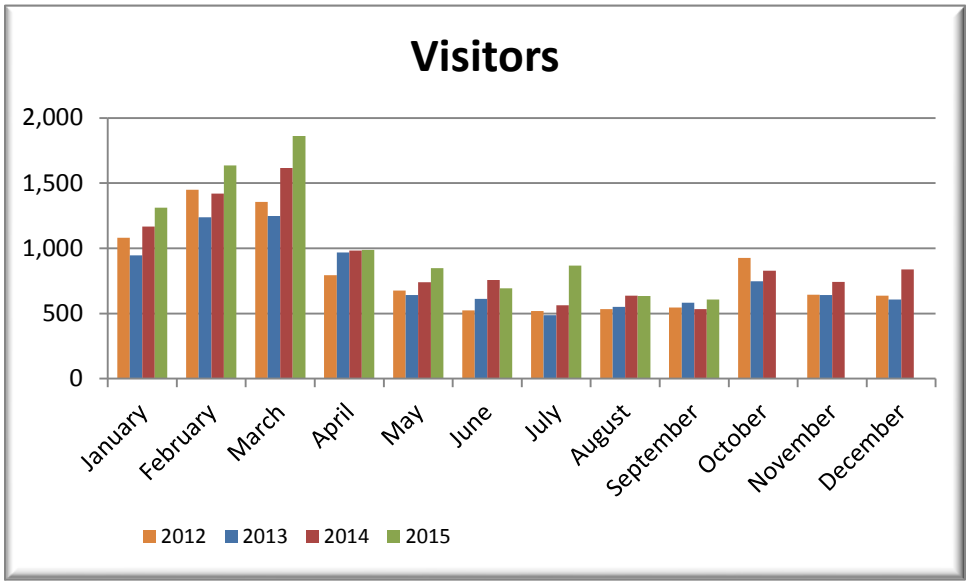
• Al Carruthers from the City is working on getting the assembly structure built for our Union Pacific model railroad grant.

• We are still waiting to hear if we will receive the UADA Broadband planning grant**.**

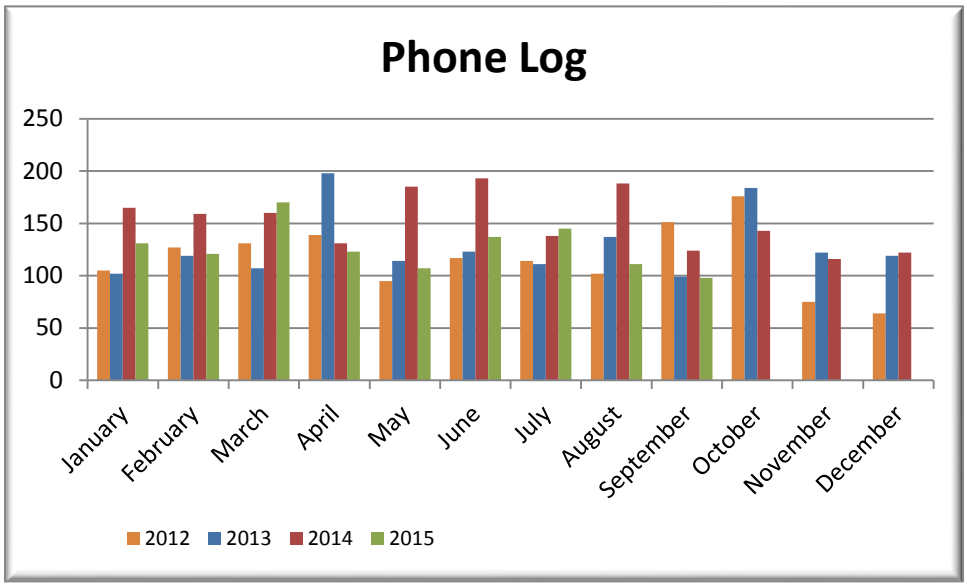
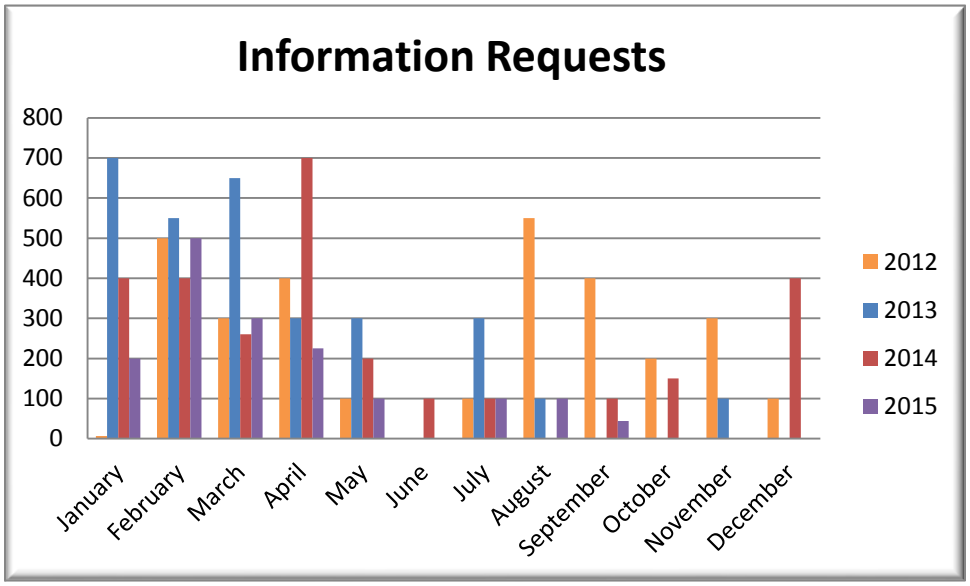
• Stronghold Sign Company has our three map signs almost complete. We will need to decide where to install them.

• Below are our Visitor Counts for September of 2015

Visitor Center Headcount Comparisons September, 2015



Visitor Center Phone calls
Comparisons by Graph September, 2015



Visitor Center Information Requests Comparisons by Graph September, 2015