CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 16, 2017**

TO: **William Stephens, City Manager**

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

SUBJECT: **Monthly Department Report**

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

With the recent vacancy in the HR Coordinator position, the Clerk's office has been assisting with Human Resource functions.

The vacated Deputy City Clerk position has been filled. I am happy to welcome Denise Tapia to the Clerk's office. Ms. Tapia will begin her employ on October 30 and I'm sure will be a welcome addition to the City.

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.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 17, 2017**

TO: **William Stephens, City Manager**

FROM: **Kathe Williams, Accounting Specialist**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for September 2017**

Past and Current department Projects:

- We are coordinating with Pat Walker to update monthly financials and present quarterly financials at an upcoming council meeting.
- We implemented the utility rate changes to gas, sewer and water.
- After multiple audits and reviews, transit policies and recordkeeping are being up dated to meet grant requirements.

Upcoming:

- Interviews for an on-call driver and a part-time driver are happening in October with expectations of hiring the 1st week of November.
- The 2nd year budget for the 5311 grant is due mid-October.
- The finance office will be closed November 7th for training.
- We are anticipating our annual financial audit sometime in November. Pat Walker will help with preparations.

Finance department Statistics for September 2017:

Utility payments processed	2123
Other payments processed	321
Payroll checks issued	208
Accounts Payable checks issued	219
New Business License Applications taken	7
Total Customers enrolled on Xpress Bill Pay	1084
Total Customers signed up for Online Statements	626

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 10/13/17

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: September 2017 Department Head Report

Operations

During the month of September, Benson Fire Department responded to 47 calls. The average number of Firefighters responding to the calls for the month was 2. The lowest number was 1 and the highest number was 10. The average response time from page to on scene was 6 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	1
Vehicle Fire	1
Brush Fire	1
EMS	30
Rescue	0
Haz-Mat	3
Service Calls	0
Good Intent Calls	11
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department did not respond to any Mutual Aide calls.

Meetings and Trainings

Business and or training meeting was held on 9/13 and 9/20, 2017.

Vehicle Maintenance

Eng. 711 came back from maintenance. Ladder 71 went in for annual maintenance and testing. Replaced tires on Brush 711 and Rescue 71.

Miscellaneous

I attended the Fire Chief's Association meeting in Sunsites, AZ.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 3, 2017**

To: **William Stephens, City Manager**

FROM: **Kelli Jeter, Library Branch Manager**

SUBJECT: **End of the month report for September 2017**

September 15th Kelli Jeter viewed Baker & Taylor – Ken Burns - The Vietnam War webinar.

September 19th Kay Tucker and Kelli Jeter attended Department of Corrections Training.

September 24th the front door was painted by Friends of the Benson Library.

September 27th volunteer Pat Doolan started the annual children's program "Reading Together". This is a program for 2 to 6 year olds and their parents. Reading Together will run through May 2018 on Wednesday mornings at the library. She also started her visits to Headstart on Thursday, September 28th to represent the library and read to the children there. This will also run through May 2018.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 10/16/2017

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police

CC:

SUBJECT: September Report

Attached is the September recap of Police Department calls for service, calls by type, Animal Control activity 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. The Police Department is currently accepting applications for Police Officer, we hope to fill the one vacant funded position before the end of the year.

Nature of Call	Total Calls Received	% of Total
30 Day Impound Hearing	2	0.36
911 HANGUP	9	1.62
Open Line 911	2	0.36
Administrative Complaint	2	0.36
Agency Assistance	22	3.95
Alarm	12	2.15
Robbery Alarm	1	0.18
Animal/Lost Animal	1	0.18
Animal Problem	18	3.23
Welfare of Animal	1	0.18
Cruelty to Animals	1	0.18
Assault	4	0.72
Attempted Suicide	1	0.18
Attempt to Locate	8	1.44
Non-sufficient Funds Check	1	0.18
Barking Dog	6	1.08
Burglary	2	0.36
Citizen Assist	14	2.51
Citizen Dispute	1	0.18
Civil	7	1.26
Civil Standby	5	0.90
Courtesy Transportation	1	0.18
Criminal Mischief	1	0.18
Criminal Damage	5	0.90
Custodial Interference	1	0.18
Dead Body	1	0.18
Deceased Animal	1	0.18
Deliver Message	1	0.18
Disorderly Conduct	7	1.26
Disturbance	2	0.36
Domestic Trouble	9	1.62
Driving on Suspended license	1	0.18
Controlled Substance Problem	4	0.72
Drunk Subject	1	0.18
DUI Alcohol or Drugs	2	0.36
EMS	13	2.33
Endangerment	1	0.18
Extra Patrol	7	1.26
Fight	1	0.18
Fingerprints	20	3.59
Fire	2	0.36
Vehicle Fire	1	0.18
Fireworks	1	0.18
Follow Up	2	0.36
Found Property	6	1.08
Fraud	4	0.72
Gas Leak/Odor	4	0.72
Harassment	2	0.36
Harrassment	1	0.18
Traffic Accident Hit and Run	1	0.18
Information Report	44	7.90
Juvenile Problem	1	0.18
Lost Animal	2	0.36
Medical Emergency	1	0.18
Noise	1	0.18

Nature of Call	Total Calls Received	% of Total
Overdose	2	0.36
Parking Problem	1	0.18
Traffic Accident w/ Damage	1	0.18
Pedistrian Contact	2	0.36
Phone Scam	3	0.54
Traffic Accident, w/ Injuries	2	0.36
Prowler	1	0.18
Reckless Driving	7	1.26
Return Propery	2	0.36
Sex Offense	3	0.54
Shoplifting	1	0.18
Animal snake	7	1.26
Suspicious Person/Circumstanc	36	6.46
Suspicious person	2	0.36
Suspicious Vehicle	2	0.36
Testing system	5	0.90
Theft	19	3.41
Threatening	4	0.72
Traff Acc N/I	4	0.72
Traffic Acc	1	0.18
Traffic Hazard	11	1.97
Traffic Violation	2	0.36
Traffic Stop	107	19.21
Trespassing	10	1.80
Umlawful Entry	1	0.18
Unsecure Premise	2	0.36
Unwanted Person	5	0.90
Utilities Callout	1	0.18
Vehicle Theft	2	0.36
Vehicle release	2	0.36
VIN Number Inspection	2	0.36
Viol Crt Order	3	0.54
Wanted Person	1	0.18
Warrant	3	0.54
Welfare Check	28	5.03
Total Calls:	557	

Report Includes:
All dates between `00:00:00 09/01/17` and `23:59:59 09/30/17`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

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Offense	CC	ACT	CLO	CEX	CRA	TWI	CAA	TCI	Other	Total
	13	10	0	0	0	0	0	0	0	23
8-201.13 Incorigle Juvenile	1	0	0	0	0	0	0	0	0	1
10-1-4 Illegal Fireworks	1	0	0	0	0	0	0	0	0	1
13-1419 Unlawful Sexual Cond	1	0	0	0	0	0	0	0	0	1
13-1602 Criminal damage	0	1	1	0	0	0	0	0	0	2
13-1202A Threatening/Intimid	1	0	0	0	0	0	0	0	0	1
13-1203 Assault	1	0	0	0	0	0	0	0	0	1
13-1802 Larceny/Theft	3	3	1	0	0	0	0	0	0	7
13-1807 Issuing a bad check	0	0	0	0	0	0	0	0	1	1
13-2011A Fraudulent creatio	1	0	0	0	0	0	0	0	0	1
13-2310 Fraudulent schemes	2	0	0	0	0	0	0	0	0	2
13-2904 Disorderly conduct	2	1	0	0	0	0	1	0	0	4
13-2921B Harass against publ	1	0	0	0	0	0	0	0	0	1
13-3407A4 manu danger drug	0	0	1	0	1	0	0	0	0	2
13-3601 Domestic Violence	2	0	0	0	0	0	0	0	0	2
13-4902A1 Criminal trespass	6	0	1	0	0	0	0	0	0	7
Animal control	6	8	0	0	0	0	0	0	0	14
Welfare Check	5	0	0	0	0	0	0	0	0	5
Found Property	2	2	0	0	0	0	0	0	0	4
Suspicious person	19	2	0	0	0	0	0	0	0	21
Information	11	6	0	0	0	0	0	0	0	17
Alarm	3	1	0	0	0	0	0	0	0	4
Citizen Dispute- non crimina	1	0	0	0	0	0	0	0	0	1
Assist other agency	6	2	0	0	0	0	0	0	0	8
Message delivery	0	1	0	0	0	0	0	0	0	1
Civil complaint	4	1	0	0	0	0	0	0	0	5
Civil standby/domstc viol	1	0	0	0	0	0	0	0	0	1
Public - other types	2	3	0	0	0	0	0	0	0	5
911 Hangup	2	2	0	0	0	0	0	0	0	4
Administrative Complaint	1	0	0	0	0	0	0	0	0	1
Attempt to Locate	1	1	0	0	0	0	0	0	0	2
Medical assistance	2	1	0	0	0	0	0	0	0	3
Vioation of Court order	1	0	1	0	0	0	0	0	0	2
28-693 Reckless Driving	4	1	0	0	0	0	0	0	0	5
Pers injury accidents	0	1	0	0	0	0	0	0	0	1
Other Traffic Incidents	44	9	0	3	1	1	0	1	0	59
Grand Totals	150	56	5	3	2	1	1	1	1	220
Percentages	68.2	25.5	2.3	1.4	0.9	0.5	0.5	0.5	0.5	100.0

Report Includes:
All dates between `00:00:00 09/01/17` and `23:59:59 09/30/17`
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___ September 2017____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	19	98
Dogs Picked up:	8	113
Dogs Transferred to Rescues	0	4
Dogs Adopted:	24	105
Dogs Euthanized / Owner Requested:	0	6
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	10
Dogs Returned to Owner:	8	81
Dog Complaints:	23	160
Dog Bites:	0	1
Dog Licenses Sold:	0	198
Cats Turned In:	6	59
Cats Picked up:	29	93
Cats Returned to Owner:	0	21
Cats Adopted:	35	122
Cats transferred to Rescues	0	5
Cats Euthanized / Owner Requested	0	4
Cats Euthanized / Unadoptable (Feral, Sick, Injured):	0	1
Cat Bites:	0	2
Removals (Snake,Skunk, birds, etc):***	5	36
Calls Responded to:	31	180
Compliance Notices (Warnings):	4	16
Citations Issued:	0	0
P.D.Assist	0	3
Dogs at the shelter (time of Report):	**8**	**18**
Cats at the shelter (time of Report):	**2**	**3**
Feral Cats Spay & Release	**35**	**75**
Dogs Transferred in from Other Shelters		0

Live / Well Rate	**100%**
Empty Kennels	**12**
Empty Cat Kennels	**10**

2 - 901 Javelinas
2 - Rabbits 901
1 Rattle Snake

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: October 16, 2017

TO: MAYOR AND CITY COUNCIL

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

SUBJECT: Prosecutorial Statistics for September, 2017

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	00
General Crime Trials:	04
Drug Related Trials:	00
Domestic Violence Trials:	02
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	00
Total Trials	06

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	67
General Crime Pretrial Conference Hearings:	26
Drug Related Pretrial Conference Hearings:	21
Domestic Violence Pretrial Conference Hearings:	16
D.U.I. Pretrial Conference Hearings:	05
Animal Control/Game and Fish Pretrial Conference Hearings:	02
Total Pretrials	137

HEARINGS:

Restitution/OSC and Sentencing Hearings:	02
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	00
Total Hearings	03
Total Case Matters Closed this Month	38
PROSECUTORIAL TIME SPENT IN COURT	**24.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**85.00 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 18, 2017

TO: William Stephens, City Manager

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

SUBJECT: Department 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.
- Perform meter inspections and perform maintenance as needed.
- Staff completed the required annual U S Department of Transportation PHMSA Gas Distribution System Audit, we are now waiting for the results of this years audit.

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 quality as required by ADEQ.
- Conducts minimal maintenance of the City swimming pool.

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.

Streets department has acquired a newer fleet vehicle to replace an older vehicle.

5. Parks Department:

Parks Department continues maintenance of fields and parks.

Parks have inmate labor maintaining parks, and minimal maintenance at the Community Center and Visitors Center.

Parks department have also received a newer vehicle to its fleet.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **October 18, 2017**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for September 2017**

• Our Visitor count for September 2017 was 359 as compared to 351 in September of 2016, up 8 from last year.

• We continue getting more visitors coming in to drive our train at the Visitor Center. We now have given out 564 Benson Engineer Certificate to date. We gave out 63 certificates since last month.

• We replaced the bad door handles on the east door and front door and had them re-keyed to match all the locks.

• We now have a private property agreement to place the Map Signs on private property. We will be putting the second sign on the property between the Cowboy Way and the old Benson Ice Cream Stop. We are working on getting it blue staked.

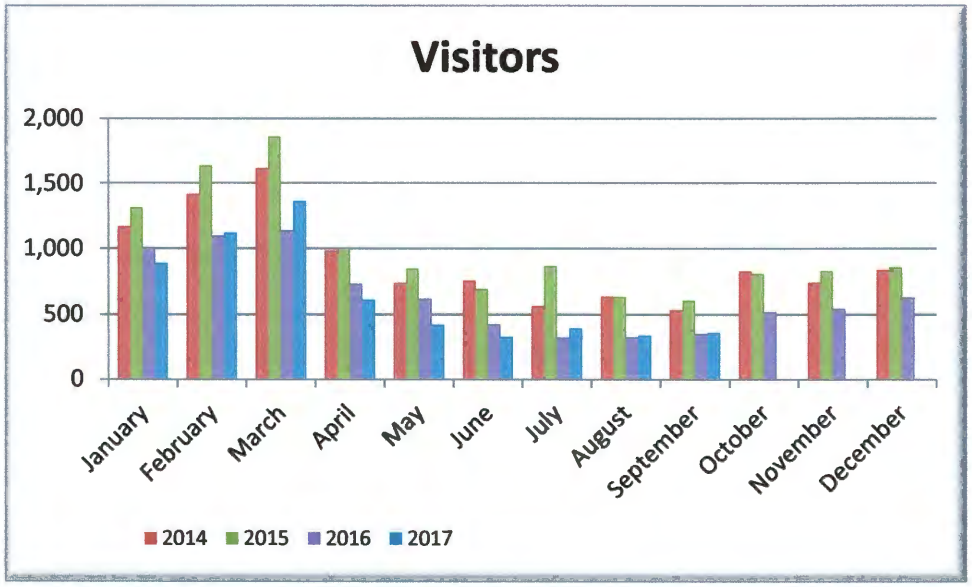
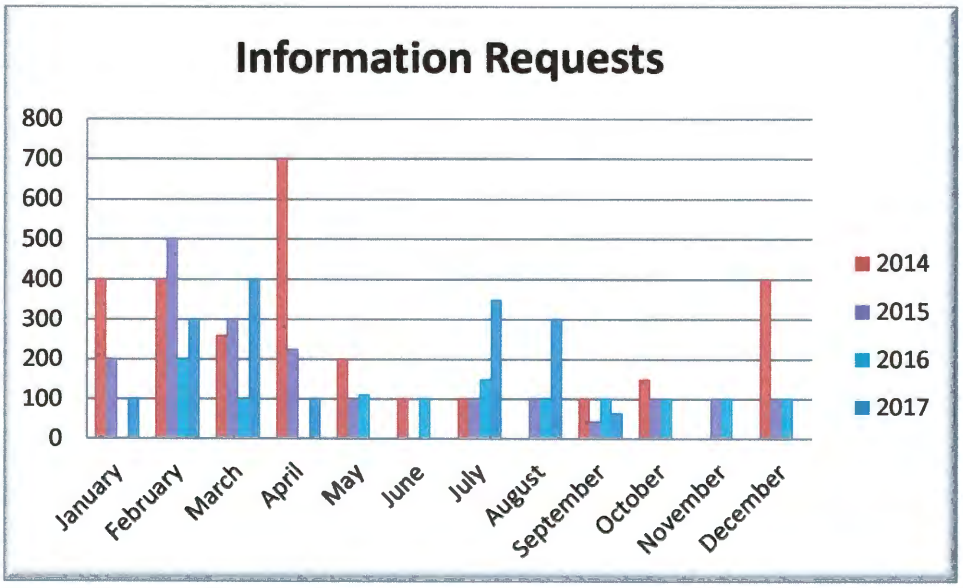
• We are finished with our FY-2017-2018 advertising placement. See below:

Benson Advertising Plan FY 2017-2018

Arizona State Visitors Guide 1/6 page 4 color		$ 2,029.50
Arizona Official RV Guide 1 Full Page 4 color		$ 750.00
RV West Magazine	1/12 page	$ 490.00
Certified Fern's Map		$ 1,340.00
Certified Distribution Contract		$ 5,944.08
Benson Map OVG	50,000 2 side 4 color 8.5x11 maps	$ 2,200.00
Experience AZ 2 Page spread		$ 1,507.50
Go AZ on line Advertising		$ 1,895.00
ROX Media Group	50,000 Brochures	$ 895.00
Discover Cochise Wick		$ 540.00
Web host for life with https 3 year hosting (out of Computer Budget line)		$ 347.61
		$ 17,043.69

• Below are our Visitor Counts for September of 2017

Visitor Center Headcount Comparisons September, 2017



Visitor Center Information Requests Comparisons by Graph September, 2017