CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **November 20, 2017**

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 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, as well as assisting the City Manager.

The City Clerk sat on the interview panels for the HR Coordinator, the Administrative Assistant (to the City Manager) and the Finance Director positions.

As noted last month, Denise Tapia is the new Deputy City Clerk. She is a welcome addition to the Clerk's office and is working on various issues that come up in the daily course of business as well as learning much about the Clerk's office, including records organization.

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: **November 27, 2017**

TO: **William Stephens, City Manager**

FROM: **Kathe Williams, Accounting Specialist**

cc: **Benson City Council Members**

SUBJECT: **Finance Department Monthly Report for October 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.
- The 2nd year budget for the 5311 grant was completed; our funding was reduced due to not using full funding in years past.
- An updated SOP is in the works for Purchases Orders.
- We are working with Caselle to set up Caselle Online to make access to Caselle easier and to let all employees have limited access to Caselle without user licenses.

Upcoming:

- We are anticipating our annual financial audit sometime in January. Pat Walker will help with preparations.
- Benson Area Transit is working to tie into the Cochise Connection in or about March.

Finance department Statistics for September 2017:

Utility payments processed	2950
Other payments processed	384
Payroll checks issued	194
Accounts Payable checks issued	209
New Business License Applications taken	5
Total Customers enrolled on Xpress Bill Pay	1096
Total Customers signed up for Online Statements	416
Total Transit Ridership	1382

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 11/17/17

TO: Bill Stephens, City Manager

FROM: Keith Spangler, Fire Chief

SUBJECT: October 2017 Department Head Report

Operations

During the month of October, Benson Fire Department responded to 62 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 14. 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	2
Brush Fire	1
EMS	41
Rescue	0
Haz-Mat	0
Service Calls	0
Good Intent Calls	16
False Alarms	0
Miscellaneous Calls	1

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

Meetings and Trainings

Business and or training meeting was held on 10/11 and 10/18, 2017.

Vehicle Maintenance

Ladder is back from maintenance and it passed the pump test. We sent turnouts out for inspection and maintenance.

Miscellaneous

I attended the EMS meeting in Bisbee.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **November 2, 2017**

To: **William Stephens, City Manager**

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

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

October 11th, Kelli Jeter attended a Cochise County Library District meeting held at the District Library in Bisbee, Arizona.

October 18th, Kelli Jeter attended a Cochise County Citizens Liaison Meeting at Copper Queen Library in Bisbee, Arizona.

The weekend of October 21st/22nd, the area around the front doors were prepared for the mural the Friends of the Library are funding. This mural will be painted by local artist Doug Quarles.

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: 11/21/2017

TO: Mayor King & City Council

FROM: Paul Moncada, Chief of Police PM

CC:

SUBJECT: October Report

Attached is the October 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. The Police Department was awarded $16,000.00 for new In-Car Mobile Computers.

Nature of Call	Total Calls Received	% of Total
30 Day Impound Hearing	2	0.39
911 HANGUP	4	0.79
Misuse of 911	1	0.20
Open Line 911	2	0.39
Abandoned Vehicle	3	0.59
Administrative Complaint	2	0.39
Agency Assistance	18	3.54
Alarm	14	2.76
Robbery Alarm	2	0.39
Animal/Lost Animal	5	0.98
Animal Problem	19	3.74
Welfare of Animal	1	0.20
Assault	3	0.59
Attempt to Locate	5	0.98
Barking Dog	8	1.57
Burglary	1	0.20
Child Abuse or Neglect	1	0.20
Citizen Assist	12	2.36
Citizen Dispute	2	0.39
Civil	2	0.39
Civil Standby	1	0.20
Criminal Damage	3	0.59
Dead Body	2	0.39
Deliver Message	1	0.20
Disorderly Conduct	7	1.38
Disturbance	5	0.98
Domestic Trouble	11	2.17
Controlled Substance Problem	4	0.79
DUI Alcohol or Drugs	1	0.20
Emergency	1	0.20
EMS	8	1.57
Escort	1	0.20
Extra Patrol	6	1.18
Fight	1	0.20
Fingerprints	28	5.51
Fire	4	0.79
Fire	1	0.20
Vehicle Fire	1	0.20
Found Property	5	0.98
Fraud	2	0.39
Fraud Checks	1	0.20
Gas Leak/Odor	2	0.39
Harassment	3	0.59
Harrassment	3	0.59
Traffic Accident Hit and Run	4	0.79
Information Report	28	5.51
Juvenile Problem	8	1.57
Litter/Pollution/Public Healt	1	0.20
Lost Animal	1	0.20
Medical Emergency	2	0.39
Missing Person	1	0.20
Noise	1	0.20
Traffic Accident w/ Damage	2	0.39
Pedistrian Contact	1	0.20
Traffic Accident, w/ Injuries	1	0.20

Nature of Call	Total Calls Received	% of Total
Prowler	2	0.39
Reckless Driving	2	0.39
Return Propery	4	0.79
Runaway Juvenile	2	0.39
Shoplifting	5	0.98
Shots Fired	1	0.20
Animal snake	10	1.97
Suspicious Person/Circumstanc	43	8.46
Suspicious Vehicle	5	0.98
Theft	10	1.97
Theft	1	0.20
Threatening	6	1.18
Traff Acc N/I	2	0.39
Traffic Acc	5	0.98
Traffic Hazard	16	3.15
Traffic Violation	2	0.39
Traffic Stop	81	15.94
Trespassing	7	1.38
Unwanted Person	8	1.57
Utilities Callout	3	0.59
Vandalism	2	0.39
Viol Crt Order	6	1.18
Wanted Person	2	0.39
Warrant	1	0.20
Welfare Check	23	4.53
Total Calls:	508	

Report Includes:
All dates between `00:00:00 10/01/17` and `23:59:59 10/31/17`
All nature of incidents
All cities
All types
All priorities
All agencies matching `BNPD`

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Offense	CC	ACT	CLO	CAA	CRA	TWI	FDT	CAM	Other	Total
	41	15	0	0	0	0	0	0	0	56
8-201.13 Incorigle Juvenile	6	1	0	0	0	0	1	0	0	8
8-303C2 Runaway Juvenile	0	1	1	0	0	0	0	0	0	2
13-1502A1 Enter/remain unlwf	0	0	0	0	1	0	0	0	0	1
13-1506 Burglary-3rd degree	1	0	0	0	0	0	0	0	0	1
13-1602 Criminal damage	0	2	1	0	0	0	0	0	0	3
13-1602A1 Deface or damage p	2	0	0	0	0	0	0	0	0	2
13-1602+DV Criminal Damage	0	0	0	0	1	0	0	0	0	1
13-1603A1 Litter on pub or p	0	0	0	0	1	0	0	0	0	1
13-1202A Threatening/Intimid	4	2	0	0	0	0	0	0	0	6
13-1202A1 Phy inj/prop dam d	0	0	0	1	0	0	0	0	0	1
13-1203 Assault	1	1	0	0	0	0	0	0	0	2
13-1903A Agg rob oth wp misc	2	0	0	0	0	0	0	0	0	2
13-1802 Larceny/Theft	5	4	2	2	2	0	0	0	0	15
13-1805A1 lar/thf shplft-rem	0	0	0	1	0	0	0	0	0	1
13-2011A Fraudulent creatio	3	0	0	0	0	0	0	0	0	3
13-2904 Disorderly conduct	4	4	0	1	0	0	0	0	0	9
13-2904A6 Recklsly handl/dis	1	0	0	0	0	0	0	0	0	1
13-2917B1 disturb prvt/pub	4	0	0	0	0	0	0	1	0	5
13-2904+DV Disord Conduct +	0	0	0	1	0	0	0	0	0	1
13-2921B Harass against publ	3	0	0	0	0	0	0	0	0	3
13-3407A4 manu danger drug	0	0	1	3	0	0	0	0	0	4
13-3601 Domestic Violence	6	0	1	2	0	0	0	0	0	9
13-3623+DV Child abuse + Dom	1	0	0	0	0	0	0	0	0	1
13-4902A1 Criminal trespass	6	0	1	0	0	0	0	0	0	7
Animal control	26	11	7	0	0	0	0	0	0	44
Welfare Check	20	4	0	0	0	0	0	0	0	24
Missing Person	1	0	0	0	0	0	0	0	0	1
Found Property	3	1	1	0	0	0	0	0	0	5
Suspicious person	41	7	1	0	1	0	0	0	0	50
Suspicious vehicle	3	0	1	0	0	0	0	0	0	4
Information	22	6	1	0	0	0	0	0	0	29
Suspicious prowler	2	0	0	0	0	0	0	0	0	2
Alarm	13	2	0	0	0	0	0	0	0	15
Warrant Arrest	0	0	0	2	0	0	0	0	0	2
Citizen Dispute- non crimina	3	0	0	0	0	0	0	0	0	3
Assist other agency	9	7	1	0	0	0	0	0	1	18
Escorts/shuttle	1	0	0	0	0	0	0	0	0	1
Message delivery	1	0	0	0	0	0	0	0	0	1
Civil complaint	2	0	0	0	0	0	0	0	0	2
Civil standby/domstc viol	1	0	0	0	0	0	0	0	0	1
Civil - paper service	2	0	0	0	0	0	0	0	0	2
Death Investigation- Natural	0	1	0	0	0	0	0	0	0	1
Death Invest:Accidental	0	0	1	0	0	0	0	0	0	1
Public - other types	15	3	0	0	0	0	0	0	0	18
911 Hangup	2	1	0	0	0	0	0	0	0	3
Administrative Complaint	2	0	0	0	0	0	0	0	0	2
Attempt to Locate	4	1	0	0	0	0	0	0	0	5
Medical assistance	1	0	0	0	0	0	0	0	1	2
Emergency Unknown problem	1	0	0	0	0	0	0	0	0	1
Search Warrant	0	0	0	1	0	0	0	0	0	1
Vioation of Court order	2	1	1	0	2	0	0	0	0	6
28-645A3A Fail to Stop on Re	0	0	0	0	0	1	0	0	0	1
28-693 Reckless Driving	2	0	0	0	0	0	0	0	0	2
28-701 Speeding Violations	1	0	0	0	0	0	0	0	0	1

Offense	CC	ACT	CLO	CAA	CRA	TWI	FDT	CAM	Other	Total
28-1381A1 DUI;alch,drugs,tox	0	1	0	0	0	0	0	0	0	1
28-1381A2 DUI;0.08/more alch	0	1	0	0	0	0	0	0	0	1
28-1382 Extreme DUI BAC .15	0	1	0	0	0	0	0	0	0	1
28-1383 Aggravated DUI	0	0	0	1	0	0	0	0	0	1
28-1383A1 Agg DUI;DUI wh sus	0	1	0	0	0	0	0	0	0	1
28-4831 Unlwfl abandonment o	3	0	0	0	0	0	0	0	0	3
Pers injury accidents	1	0	0	0	0	0	0	0	0	1
Prop Damage: Miscellaneous	1	1	0	0	0	0	0	0	0	2
Other Traffic Incidents	79	18	1	0	0	6	0	0	0	104
Accident,no injury	5	1	0	0	0	0	0	0	0	6
Grand Totals	359	99	22	15	8	7	1	1	2	514
Percentages	69.8	19.3	4.3	2.9	1.6	1.4	0.2	0.2	0.4	100.0

Report Includes:
All dates between `00:00:00 10/01/17` and `23:59:59 10/31/17`
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___ October 2017____

Description	***Current Month***	***Year to Date***
Dogs Turned in:	18	116
Dogs Picked up:	15	128
Dogs Transferred to Rescues	0	4
Dogs Adopted:	18	123
Dogs Euthanized / Owner Requested:	0	6
Dogs Euthanized / Unadoptable (Aggressive, Sick,Bite History):	0	10
Dogs Returned to Owner:	11	92
Dog Complaints:	24	184
Dog Bites:	0	1
Dog Licenses Sold:	0	198
Cats Turned In:	3	62
Cats Picked up:	2	95
Cats Returned to Owner:	0	21
Cats Adopted:	3	125
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):***	2	38
Calls Responded to:	27	207
Compliance Notices (Warnings):	2	18
Citations Issued:	0	0
P.D.Assist	0	3
Dogs at the shelter (time of Report):		**6**
Cats at the shelter (time of Report):		**2**
Feral Cats Spay & Release		**75**
Dogs Transferred in from Other Shelters		0
	Live / Well Rate	**100%**
	Empty Kennels	**15**
	Empty Cat Kennels	**9**

1 - Snake
1 901 Cat

CITY OF BENSON
INTEROFFICE MEMORANDUM

DATE: **November 7, 2017**

TO: **MAYOR AND CITY COUNCIL**

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

SUBJECT: **Prosecutorial Statistics for October, 2017**

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

TRIALS:

Child Abuse	00
Criminal Traffic Trials:	03
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	06

PRETRIAL CONFERENCES:

Criminal Traffic Pretrial Conference Hearings:	42
General Crime Pretrial Conference Hearings:	27
Drug Related Pretrial Conference Hearings:	14
Domestic Violence Pretrial Conference Hearings:	22
D.U.I. Pretrial Conference Hearings:	02
Animal Control/Game and Fish Pretrial Conference Hearings:	01
Total Pretrials	108

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	52
PROSECUTORIAL TIME SPENT IN COURT	**30.50 HRS**
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT*	**105.00 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: **November 21, 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 still waiting for the results of this year's 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.
- Staff is in process of repairing the sand filter at the plant.

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.

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

CITY OF BENSON

INTEROFFICE MEMORANDUM

DATE: **November 18, 2017**

TO: **William Stephens, City Manager**

FROM: **Bob Nilson, Tourism Supervisor**

SUBJECT: **Tourism Report for October 2017**

• Our Visitor count for October 2017 was 537 as compared to 518 in October 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 624 Benson Engineer Certificate to date. We gave out 60 certificates since last month.

•. We did and interview for a radio show for the BBC Essex England on Saturday the 18th of November. The hosts have a morning show called “Breakfast with Ben and Sonia shortened makes Ben-Son. They wanted to know about Benson, AZ. The interview will be played in a few weeks.

•. We installed the second Map Sign on the property between the Cowboy Way and the old Benson Ice Cream Stop on November 16. We will be doing the next sign at the Chevron station on Ocotillo. The newspaper was there to do a story about the signs.

• Below is a count by state of requests for Benson information from the GO Arizona websites

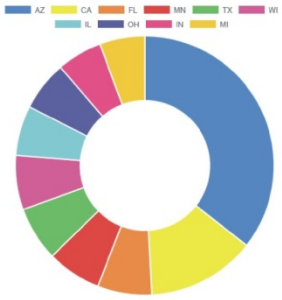
Benson

Travel Planner Report

October 2017

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.

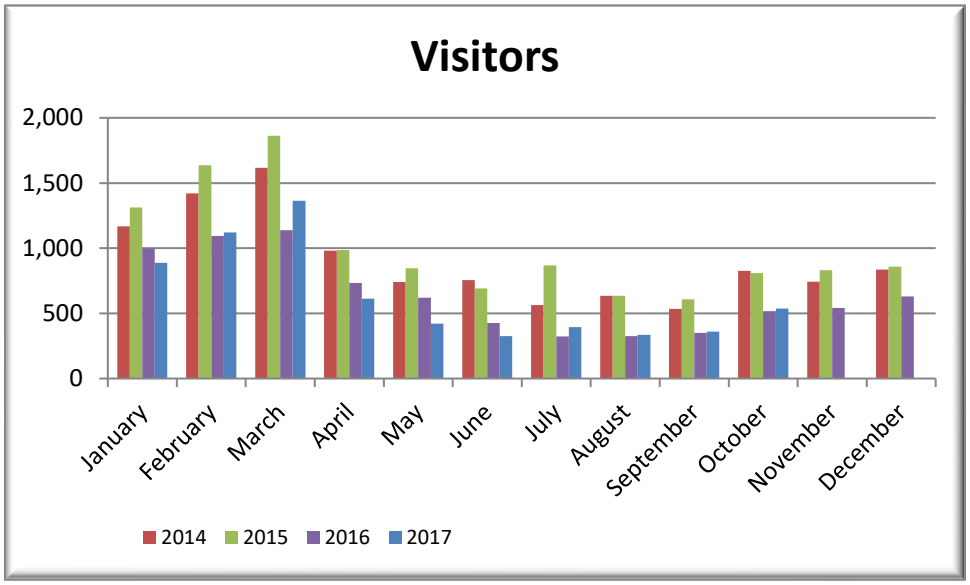
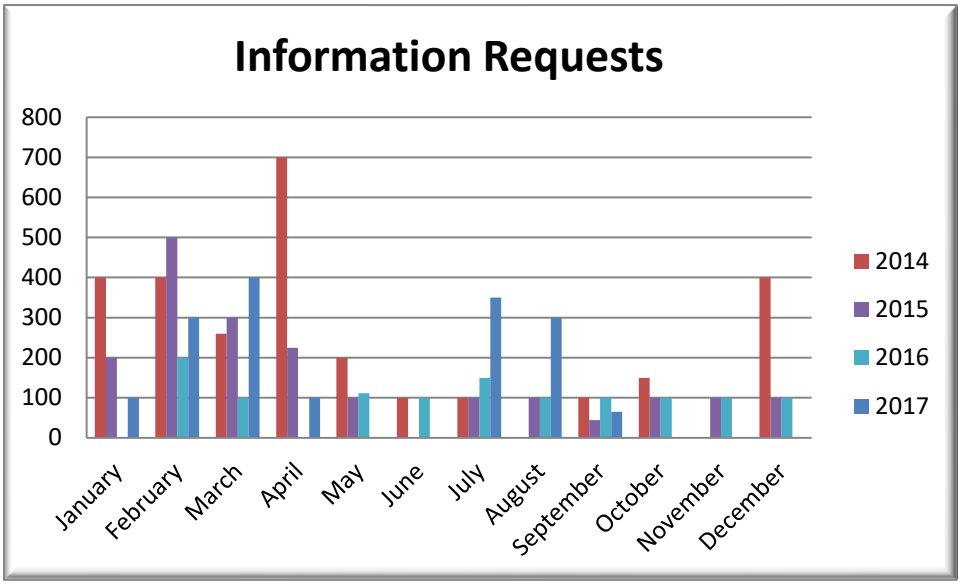
Lead Monthly Total: **322**



State	Requests
AZ	63
CA	24
FL	12
MN	12
TX	12
WI	12
IL	11
OH	11
IN	10
MI	10

• Below are our Visitor Counts for October of 2017

Visitor Center Headcount Comparisons October, 2017



Visitor Center Information Requests Comparisons by Graph October, 2017