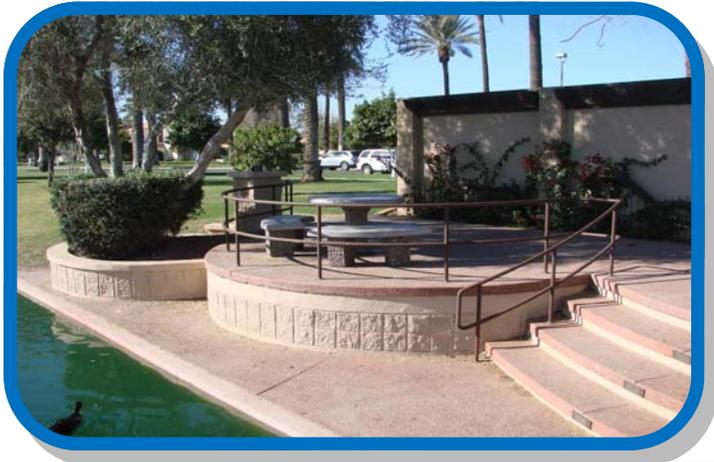


City of Litchfield Park 2011 Annual Report



“A Fresh Look”

City of Litchfield Park

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City of Litchfield Park

Darryl H. Crossman, City Manager



Foreword

It is my privilege to present to you the City of Litchfield Park's 2011 Annual Report. The Annual Report offers our Staff the opportunity to provide insight into their respective departments, and is presented to reflect the priorities and goals set by the Mayor and Council.

The 2011 Annual Report is entitled "A Fresh Look." The title reflects the numerous freshening projects in 2011, which enhanced the already attractiveness of Litchfield Park. Both the private sector and the City invested in its infrastructure in 2011. The Wigwam completed its nearly \$7 million facelift of the historical resort in January, 2011 which included a new pool, new restaurant, new bar, new entrance and lobby...all respecting the history of the resort. The purchase of The Wigwam by JDM Partners has raised the resort to a new level, and we can expect continued improvements and partnering with the City to enhance this valuable asset in the community. The Maricopa County Library District, with financial assistance of the Litchfield Park Library Association, renovated the F.B. Litchfield Memorial Library with \$161,000 of improvements. The renovations included: paint, carpet, Customer Service desk, computer upgrades, children's tables/seating, and a children's playbox. At Tierra Verde Lake, we constructed a new accessible picnic/fishing area for the disabled. The City was selected for a Sprite Spark Parks Award of \$35,000 for the renovation of the Recreation Center Basketball Court. The grant was used for a new court surface, improved lighting, new rims and backboards. With assistance from the Kiwanis of Litchfield, new bleachers were added to the basketball court. In memory of the passing of Paul Litchfield's granddaughter Julia Sweeney, who was an active member of our City and a proponent of the restoration of La Loma Homestead, the City constructed a Memorial Garden in her name, in front of the Denny home. The long-range plan is to restore the La Loma Homestead to its historical grandeur, which Paul Litchfield and his family enjoyed for many years. Another improvement in 2011 was the removing, relocating and rebuilding of the Public Works yard to its permanent location behind the existing Rural/Metro Fire Station on City property. The new yard affords the Public Works Department a designated area for its operations and will improve the functionality of the Department.

In 2011, we once again were challenged in the management and maintenance of the high level of City services in a downturn economy. I am very proud of our Staff and their willingness to meet such economic challenges head-on and still maintain the quality of services to our fine community. I believe you will find that the Report reflects our Staff's success in rising to face said challenges. We are cognizant of the fact that the economy continues to be in a state of uncertainty, but I pledge to you that we will continue to manage our revenue and expenses so as to maximize the efficiency of our services and minimize any negative impact upon our residents.

I especially would like to recognize and thank Mayor Schoaf and the Members of Council, as their guidance and support are the backbone of the success reflected in the City of Litchfield Park 2011 Annual Report.

Thank you for the opportunity to share our 2011 Annual Report with you. I hope you find it to be informative and thought provoking. If you have any suggestions or comments regarding the content of the Report, please feel free to contact me.

Darryl H. Crossman
City Manager

City of Litchfield Park

City Council and Staff

Elected Officials

THOMAS L. SCHOAF, Mayor
PAUL FAITH, Vice Mayor
TIM BLAKE, Councilmember
DIANE LANDIS, Councilmember
PETER MAHONEY, Councilmember
JOHN ROMACK, Councilmember
PAUL STUCKY, Councilmember

City Staff

DARRYL H. CROSSMAN, City Manager
SONNY CULBRETH, Assistant City Manager /
Community & Recreation Services Director
MARY ROSE EVANS, City Clerk
PAMELA MASLOWSKI, Planning Services Coordinator
CHUCK RANSOM, Building Official /
Director of Field Operations
BENJAMIN RONQUILLO, Finance Director
CAROLYN SELLMAYER, Human Resources Administrator
CRAIG RING, City Magistrate

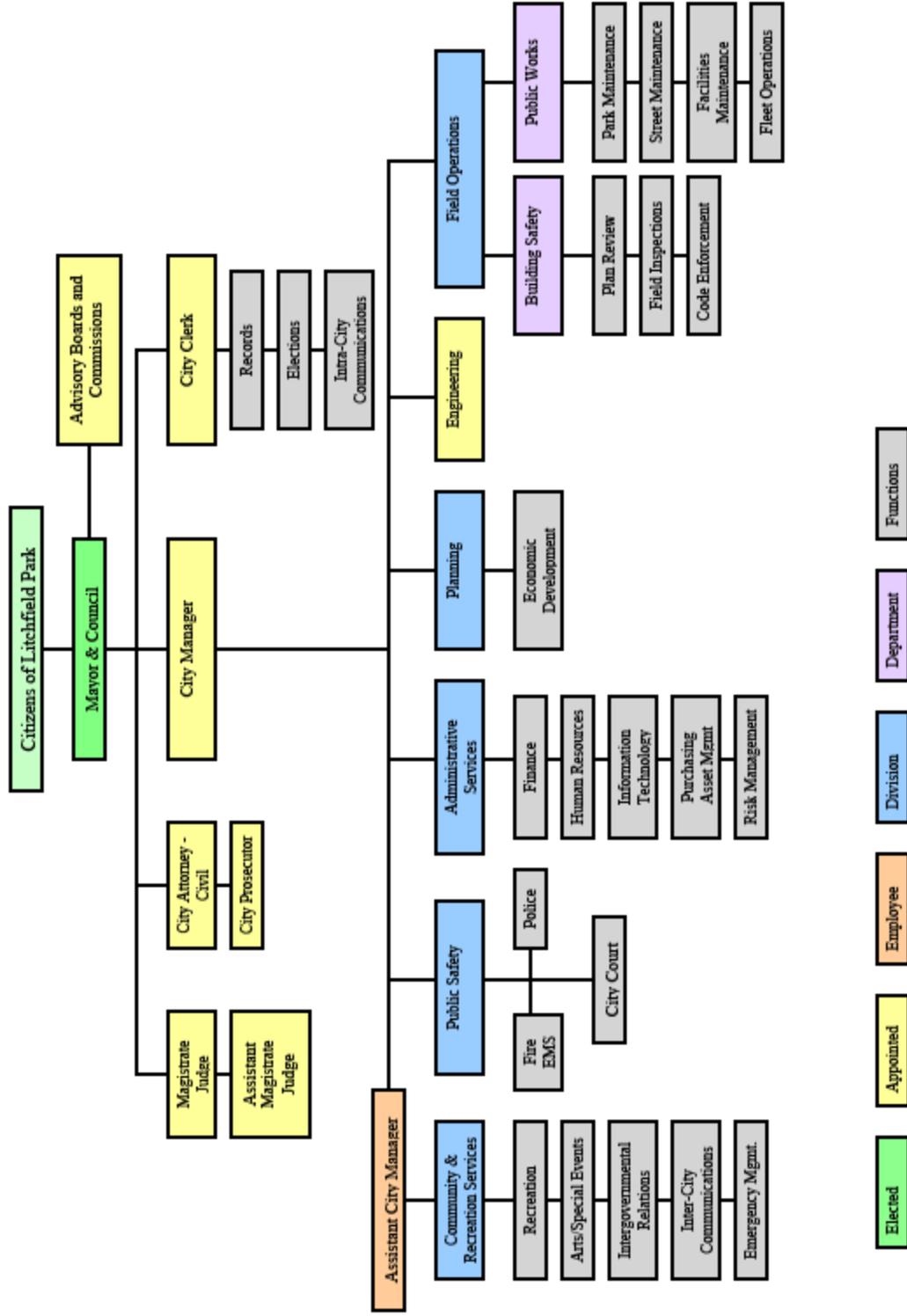
Contracted Staff

MIKE CARTSONIS, City Planner
SUSAN GOODWIN, City Attorney
DAVID LEDYARD, City Prosecutor
WOODY SCOUTTEN, P.E., City Engineer
FIRE CHIEF MARK GAILLARD, Goodyear Fire Department
CAPTAIN RANDY BRICE, Maricopa County Sheriff's Office

Department Phone Numbers

Administration/Clerk/City Manager	623-935-5033
Building Department	623-935-1066
Community & Recreation Services	623-935-9040
Court	623-935-7091
Finance	623-935-4364
Human Resources	623-935-4364
Planning.....	623-935-5033
Public Works	623-935-4356

City of Litchfield Park Organization Chart



City of Litchfield Park

Boards and Commissions

The City's Boards and Commissions provide a vital service to the City Council and Community. These volunteers are appointed by the City Council. They are subject to the Open Meeting Law, the same as the City Council. Board and Commission agendas, actions, and minutes are available on the City's Web page, www.litchfield-park.org.

Planning and Zoning Commission

The Planning and Zoning Commission was created to provide analysis and recommendations to the City Council of the General Plan, proposed development, rezoning and ordinance amendments. The Commission reviews all aspects of proposed and future developments, including, but not limited to, present and projected growth of the City, site planning, and the relationship of the development to the surrounding environment and the community.

The Commission meets on the second Tuesday of each month at 7:00 p.m. at the library.

Members

- ◆ Richard Vasiloff, Chair
- ◆ J. Woodfin (Woody) Thomas, Vice Chair
- ◆ Mary Dickson
- ◆ Jeff Raible
- ◆ Frank Ross
- ◆ Brenda Searle-Sung
- ◆ Edward White

Recreation and Public Grounds Commission

The Cityscape Commission and Recreation, Arts and Parks Commission were combined to form the Recreation and Public Grounds Commission.

The purpose of the Recreation and Public Grounds Commission is to inventory the opportunities for improving the appearance of public grounds and review practices of utility companies for installation of underground utilities in order to improve community appearance and safety.

The commission recommends programs for placement of street trees in public rights-of-way, and recommends recreation programs, public art and public grounds maintenance and improvements in the City.

The Commission meets the first Thursday of each month at 7:00 p.m. Subcommittees of the Commission serve as the Tree Board and Beautification Committee.

Members

- ◆ Rocky Cocchiola, Chair
- ◆ JoAnn Dun, Vice Chair
- ◆ Kyle Addington
- ◆ Robin Inskeep
- ◆ Kevin Lyons
- ◆ Andi Phillips
- ◆ David Schwake
- ◆ Lisa Wolfe

Design Review Board/Board of Adjustment

The Design Review Board (DRB) reviews all aspects of a proposed development or existing land use, which contemplates significant

change, expansion or deviation from design criteria set forth in the City's Codes. Such review shall include, but is not limited to, site planning and the relationship of the development to the surrounding environment and the community. The development, construction, remodel, or substantial alteration of the exterior of any proposed or existing building shall require approval of the Design Review Board.

The purpose of the Board of Adjustment (BOA) is to determine when exceptional or extraordinary conditions exist that cause an unnecessary hardship, not created by the applicant or property owner. The Board must interpret the meaning and spirit of the zoning ordinance as enacted by the governing body. It does not have the authority to make law or change zoning law. The Board also hears appeals from administrative decisions based on the Zoning Code.

The Board of Adjustment meets on an as-needed basis. The Design Review Board meets on the first Thursday of each month at 7:00 p.m. Both meet at City Hall.

Members

- ◆ Susan Charnetsky, DRB Chair, BOA Vice Chair
- ◆ David Ledyard, BOA Chair, DRB Vice Chair
- ◆ John Romack, City Council Representative
- ◆ Brenda Searle-Sung, P&Z Representative
- ◆ Donn Wooldridge

Beautification Committee

The Beautification Committee was formed in order to recognize homeowners who have enhanced the beauty of Litchfield Park by either planting flowers, shrubs, trees or other landscape improvements, or by making significant architectural modifications or building improvements to existing structures.

The Committee meets the third Tuesday of the last month of the quarter at 6:00 p.m. at City Hall

Members

- ◆ Robin Inskeep, Chair
- ◆ Kyle Addington, Vice Chair
- ◆ Andi Phillips
- ◆ David Schwake
- ◆ Lisa Wolfe

Industrial Development Authority Board

This Board will oversee bonding for the La Loma/Sun Health Continuum of Care Center. The Industrial Development Authority (IDA) Board meets on an as-needed basis.

Members

- ◆ John Manobianco, President
- ◆ Todd Kinney, Vice President
- ◆ Robert Slagle, Secretary
- ◆ Michael Yates, Treasurer
- ◆ John Wenzlau

City of Litchfield Park

Sonny Culbreth, Assistant City Manager

As the Assistant City Manager, it is a pleasure to serve the City of Litchfield Park in this capacity. In addition to serving as the Community and Recreation Services Director, my primary responsibilities as Assistant City Manager are to assist the City Manager by serving in his absence at various meetings or in any capacity as assigned. I directly oversee the operations of the Community and Recreation Services Department, and I coordinate all aspects of numerous services to our community. I coordinate the City's Block Watch program and I serve as the City's Emergency Management Coordinator. I represent the City on a variety of city, county and regional boards, committees, and commissions.

I worked with staff to coordinate three very beneficial projects during 2011: APS Peak Solutions, an energy-saving partnership with APS that brought the City a check for \$2,600 from APS as a result of energy saved through the program; the Energy Efficiency and Conservation Block Grant, a \$72,000 Federal Energy grant that has placed an energy-efficient hot water heater in the Recreation Center, changed out fifteen windows in City Hall with energy-efficient windows and is in the process of replacing the HVAC units on City Hall and one at the Recreation Center. The third project was the Sprite Spark Parks grant that contributed \$35,000 from Coca-Cola® to renovate and improve the Recreation Center basketball court. The success of each of these grants required a large contribution and team work from City staff and members of the community. In all, the grants totaled over \$100,000.

The most enjoyable and rewarding parts of my responsibilities are the opportunities I have to work closely with our citizens. I look forward to continuing to assist the City Manager in carrying out my responsibilities, as he guides our City into a very challenging 2012.

I am directly responsible and represent the City on the following boards, committees or commissions.

- ◆ The Maricopa County Population Technical Advisory Committee
- ◆ The Presidents Advisory Board for Estrella Mountain Community College
- ◆ Municipal Representative on the Litchfield Elementary School Site Council
- ◆ West Valley Human Services Committee
- ◆ Maricopa County Homeless Awareness Committee
- ◆ Sustainable Cities Network, (ASU School of Sustainability)
- ◆ Energy Efficiency and Conservation Block Grant (EECBG) Planning Coordinator
- ◆ West Valley Recycling Partnership
- ◆ South West Valley Transportation Committee
- ◆ MAG Regional Transit Advisory Group
- ◆ MAG Air Quality Control Committee
- ◆ Luke West Valley Recreation Committee (as part of the Luke West Valley Council)
- ◆ Business Retention and Tourism Support (Southwest Valley Chamber)
- ◆ Business Retention Internship Program, EMCC
- ◆ Co-chair Goodyear/Litchfield Park Citizen's Academy



City of Litchfield Park

City Clerk

Elections

The City Clerk's Department began the process for the regularly-scheduled Mayor/Council elections, which are scheduled for March and May, 2012. Four candidates filed to run for three Council seats. The elections will be held by all-mail ballot.

Code Books

The City Code and Zoning Code books were updated as ordinances were adopted. Through a contract with Code Publishing Company, the website is immediately updated as the ordinances become effective. This service has proven to be immensely convenient for both Staff and the public.



Records Management

There are various aspects to records management. Some documents must be permanently retained, others must be purged on a regular basis, and some must be recorded with the Maricopa County Recorder's Office. The following were handled in 2011:

3,031	Pages scanned
20,686	Pages filed
5	Cubic feet of records purged and reported to the State (per regulations)
208	Documents indexed
16	Documents recorded with Maricopa County

We began the process of scanning all the Council agenda packets generated from the time of incorporation in 1987 to the present. This is a sizable task entailing over 50,000 pages. Having the packets scanned and saved in our Laserfiche system will allow us to more easily search for documents, and removing dozens of binders from the vault shelves will free up much-needed space. The paper copies will eventually be placed in a storage bin behind City Hall.

Documents Processed

The department handles numerous types of documents through various stages, whether it's creation, distribution, recordation, codification, filing, or posting.

Permits & Services

The City Clerk's Department issues a variety of permits and handles registration for several activities that take place in the City. We continued our follow-up efforts regarding complaints about door-to-door solicitors and handbill distributors. It is always best if the resident notifies City Hall immediately upon receiving handbills or encountering a solicitor, so follow-up can be conducted with the solicitor/distributor and, at times, with MCSO.

BY THE NUMBERS

data from Jan. 1-Dec. 31, 2011

Agendas	30
Sets of Minutes and Council Action Reports to Web	30
Quorum Notices	63
Proclamations	11
Ordinances	16
Resolutions	13
Press Releases	8
Notarizations	52

Yard Sale Permits	97
Handbill Distribution Permits	22

State Liquor Licenses processed	0
Special Event Liquor Licenses issued	9

Contacts

Handling phone and personal contacts continues to be an integral part of the department. In 2011 we handled a total of 14,342 contacts.

Intergov

The Deputy City Clerk continued to handle Intergov and other duties for the Mayor. She attended 57 meetings outside the office, and spent 167 hours outside City Hall for various functions. Those meetings were in addition to the hours spent in-house on phone calls, arrangements for meetings and events, and follow-ups. Contact information and meeting schedules are maintained for the West Valley Mayors & Managers, the Southwest Mayors, the Luke-West Valley Council, and the Small Communities Coalition.

City of Litchfield Park

Community & Recreation Services

Our Mission

...to enhance the quality of life in the Litchfield Park Community by providing recreation, art and leisure activity in a safe and healthy environment and to further provide a variety of wellness activities to assist our residents in gaining and maintaining a healthy lifestyle.

Community Services

Community Services enhances the quality of life for Litchfield Park citizens by providing communication resources and access to various human services such as health and wellness education, neighborhood watch programs, and senior citizen social programs.

Recreation

Recreation encompasses the Recreation Center and all related activities, including youth and adult exercise and sports programs, aquatics programs, tennis programs, day camps, first aid, CPR, adult exercise classes and preschool programs.

Special Events

We provided enjoyment for our citizens through a variety of art and entertainment programs and events. The department offered more than 17 events, including concerts, festivals, and many award-winning activities. These special events draw thousands of visitors to our beautiful community each year.

The economic downturn that extended into 2011 caused all Litchfield Park City Departments to continue to reevaluate their operation budgets and to make significant spending reductions. The Community and Recreation Services Department already operates on a very conservative budget, but additional cost-saving measures were taken that resulted in a \$97,400 reduction in the subsidy provided to the Recreation Department from the General Fund. The Recreation Center Swimming Pool increased its closing months from six months in 2010 to seven months in 2011. The *CityLine* newsletter printed quarterly successfully sold ads to cover most of the printing costs. All



contract services were re-bid so as to assure the lowest and best prices were achieved. The Recreation Department Activity Guide was reduced to two issues, with both issues being electronically distributed. The Recreation Center reduced regular operating hours and closed on most holidays.

With all the cost-saving measures put into place, the Recreation Center Staff was able to lessen the impact to our customers by making special arrangements with the local YMCA for our residents and customers to swim at the "Y" at the same price they were offered at the Recreation Center. One very significant change has been the operation of the new, on-line registration and reporting system known as "Class." More than 6,000 customers are currently entered into the system, and the program is receiving positive response. We are able to communicate with all customers on an as-needed basis. This has greatly increased our advertising capabilities.

Special Events attracted thousands of residents and visitors to the downtown area. Christmas in the Park was recognized as "the 2011 Outstanding Community Event" in Arizona by Arizona Parks and Recreation. The Native American Art Festival and the Art and Culinary Festival continues to be signature events. The Wigwam continued to host Arts in the Park Concerts and to partner with us to form a great Community Partnership.



STAFF

Sonny Culbreth..... Director
Tricia Kramer..... Administrative Assistant
Franz Fuhrmann..... Youth & Adult Sports
Patrick McCoy..... Youth Sports Assistant
Mary Liotta..... Aquatics
Chris Weaver..... Office & Communications
Shelly Kohanes..... Office Assistant
Seye White..... Preschool Lead Teacher

City of Litchfield Park

Community & Recreation Services

Community Services

Community Services include programs or services that are performed or offered for the benefit of our citizens, and are intended to increase the quality of life for our residents. These programs and services include Block Watch, Recycling, Community Communications, Senior Citizen Programs, a variety of wellness information programs and City Appropriations to non-profit organizations. **Block Watch:** Eighteen neighborhoods operate a neighborhood watch program in Litchfield Park. These neighborhood watch groups become the best line of defense against crime in their neighborhoods. We have seen an increase in property crime and the Block Watch is a good deterrent. **Recycling** continues to increase. We recycle 17.6% of our waste. The roll-out containers and the larger variety of items that can be recycled has improved our program. The City teamed with Albertsons to host a plastic bag recycling event on national Recycling Day in November.

QUICK FACTS

Recycling is the process of taking something used and turning it into something new again.

Waste Management has provided waste and recycling services to the City since 2008.

Residential monthly fees of \$24.51 are billed quarterly.

Services include:

- ♦ Waste service two times per week
- ♦ Recycling service one time per week
- ♦ Bulk curbside pick-up one time per month

Communications

Communication is one of the most important services we offer to our citizens and we do so by using a variety of media assets. Our **CityLine** is an award-winning publication that is direct mailed to every household in Litchfield Park. The quarterly publication provides our citizens with information on topics of community interest, announcements and upcoming events. The current issues are supported by community partner advertisements from, The Wigwam, Liberty Water, Waste Management, and Friends of the Rec. The Recreation Department **Activity Guide** began a semi-annual electronic distribution in the fall of 2010. The guide is emailed to the Recreation Center customers reaching an estimated 1,800 households. **Channel 11** is a one-stop video source for useful Litchfield Park community information. The programming includes public domain television programs, community events, documentaries, Maricopa County programs, educational programming, and public information shows. Residents can view favorites such as *I Love Lucy*, *The Dick Van Dyke Show*, *Lassie* and many of the public domain black and white holiday classics. *Litchfield Park 11* is broadcast to all Cox Communication subscribers in the 85340 ZIP code.

The **City website**, www.litchfield-park.org, is the most effective way the City

BY THE NUMBERS

data from Jan 1 – Dec 31, 2011

Electronic Subscriptions

CityLine	352
E-Community Alert	398
Activity Guide	404
Sport program Registration.....	277

E-Gov Sign Up

Agendas and Minutes	283
Bids, RFPs & RFQs	798
Code Changes.....	119
Employment Opportunities.....	912
News & Announcements.....	453
Public Notices.....	286

communicates with internal and external customers. The website publishes information on departments, City and resident services, demographics, special events, meetings, agendas, minutes and useful information for residents and visitors.

Senior Citizen Program

Approximately 60 Litchfield Park residents are registered with our Litchfield Park Seniors' group, and 30 to 40 enjoy monthly programs throughout the year. The biggest challenge for the Seniors is finding a place to meet each month. The group enjoys a variety of social activities.

Appropriations

The 2011 budget set aside \$15,000 of the estimated General Fund to help support non-profit organizations that can define a public purpose, which benefits the residents of Litchfield Park. The \$15,000 was distributed among 16 organizations

City of Litchfield Park

Community & Recreation Services

Recreation Services

Recreation Services can be divided into two areas of service:

I. The **Recreation Center**—home of the Registration Office, Preschool Program, Tennis Program, Aquatics and other exercise programs and activities.

II. The **Youth and Adult Sports** and the Summer Day Camp Program.

Recreation Center

I. The activity at the Recreation Center remained strong even though the pool was closed for six months. The office staff processed over \$500,000 in revenues. The Preschool program carried a full enrollment of 60 children for the 2010-2011 school year but has experienced a 25% reduction in enrollment for the 2011-2012 year. The trend was experienced in programs throughout the West Valley. Our teachers continue to provide a well-rounded curriculum. Tennis continues to have 8 to 10 youth in each class with numbers rising to 12 to 15 in the summer classes.

Aquatics

Litchfield Park hosted many water activities starting the season with the opening April pools Day celebration and ending with the End of Season Water Safety Day. The 4th Annual Sprint in the Park Triathlon continued to grow and hundreds of children and adults had the opportunity to develop and improve their swimming skills through the five-month season by registering in the many group and private lessons offered. We participated in the World's Largest Swim Lesson helping to set a world record. In addition to many private, school and family party rentals, the Staff held three well attended Family Fun Nights ; themes included "Curse of Lifeguard Cove"; "Hot Tub Homicide"; and "Storybook Splash." Over 300 Litchfield Lagartos Swim Team members had a busy season packed with team-building activities, weekend meets and plenty of days in the water. The facility received some small deck improvements along with new paint on the interior walls. Additional shading is scheduled to be installed for the opening of the 2012 season.

Youth & Sports Programs

II. Surrounding cities and communities openly admit that Litchfield Park's Youth and Sports programs are the best in the West Valley. The strength of our staff lies in the personal care given to every program and to every participant. Each year, we offer three seasons of youth basketball and one season each of youth soccer, flag football and tee ball. In 2011, we were happy to add a second age division to our already popular tee ball program.

Overall, 2011 youth sports had a slight increase in participation from 2010. One of the reasons for our success is due to our willingness to listen to customer feedback that we review and utilize to keep our programs efficient and popular. One such issue is our continued youth basketball uniform system that allows repeat players to use their jersey for more than one season, thus cutting down on the cost of registration from season to season for our participants. We continue to adjust our expenses so as to not exceed our revenues. However, our largest expenses continue to be the rental of facilities for our youth basketball and summer camp programs and referee fees for youth basketball. In 2011, our programs spent over \$14,500 in facility fees to the Litchfield Elementary School District and approximately \$11,200 in referee fees.

There were several youth programs continued in 2011 that were taught by subcontractors where the City's expenses were offset by the revenue taken in. These programs included: **SoccerTots** (youth soccer development program), **Right Touch Basketball** (youth basketball development program) and **Ice Skating**.



Our 2011 summer youth camps experienced an enrollment higher than 2010. The 2012 summer camp program will experience slight changes due to alterations in transportation policy changes by the Agua Fria Union High School District. Our staff is working hard to minimize excessive expenses due to these changes. We are looking forward to another successful summer!

<u>Youth & Sports Participation Totals</u>			
	<u>2009</u>	<u>2010</u>	<u>2011</u>
Youth Basketball	926	1022	1024
Soccer	301	342	282
T-Ball	80	80	141
Flag Football	110	93	100
Summer Camps	431	363	374

In 2011, Litchfield Park proudly recognized over 170 youth sports coaches and numerous summer camp volunteers, who logged approximately 4,131 volunteer man hours.

City of Litchfield Park

Community & Recreation Services

Special Events

Litchfield Park is well known for the variety and quality of our special events. Litchfield Park residents and visitors from throughout the valley have enjoyed the more than 17 art and cultural events offered in 2011. The Arts in the Park Concert series attracted crowds of between 300 and 700 for each concert. As part of our cost-saving measures, we were able to negotiate a lower cost for some of the entertainment. We continue to schedule the top entertainment in the valley. The Wigwam continues to be a strong partner for the concerts, as they provide the setting and stage. Our events continue to set the example for excellence among special events in the West Valley. The annual Kiwanis/Litchfield Park Winter Trout Derby provided fun for young and old, attracting more than 600 anglers.



Community Sponsorships

Sponsorship continued to be extremely challenging for 2011. APS, The Wigwam, Liberty Water, Waste Management, Sun Health, Arizona Republic, and the Kiwanis of Litchfield continued to be major community partners. Hilgers Pediatric and Orthodontic Dentistry joined our list of major sponsors in 2011. Our goal continues to be to provide quality, affordable family enjoyment to our citizens, and to all who choose to attend these wonderful events. The Director assumed the full duties of Special Events Coordinator until a part-time Administrative Assistant was hired in March of 2011. Tricia Kramer has been a very welcome addition to our staff. She is serving as the Administrative Assistant for Community Services and Special Events.

Litchfield Park has a great reputation of providing outstanding special events.

We don't just put on events; we build memories!

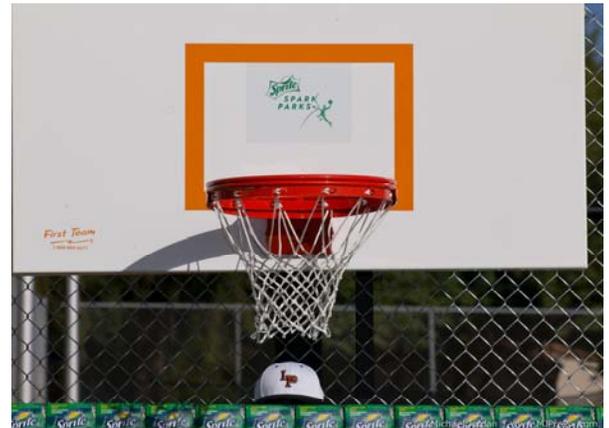
"Signature Events"

• Arts in the Park Live • Christmas in the Park • Litchfield Park Art and Culinary Festival

• Native American Arts Festival



The Recreation Center basketball court was remodeled through a "Sprite Spark Parks" grant. The Litchfield Park community, and communities all across Arizona, helped to land the grant by showing their support of the project on Facebook.



City of Litchfield Park

Building Safety – Code Enforcement

Building Safety

The Building Safety Department has been involved in an on-going effort to provide proper review and inspection services during the first phase of The Wigwam resort's renovation project. At the same time, our department is working hand in hand with the City of Goodyear Fire Service to ensure both a coordinated effort and consistent enforcement of building/fire code regulations, during this first joint commercial construction project.

In addition, Shea Homes now has joined Toll Brothers Construction to aid in the completion of The Village at Litchfield Park, Phase II build-out. As part of this effort, the Building Safety Department has plan reviewed a new series of home designs for both contractors that hopefully will bring a marketing spark to our City's economic recovery.

QUICK FACTS		
PERMITS ISSUED 2011		
ISSUED	TYPE	VALUE
42	NEW HOMES	+\$10,225,100.00
22	POOL	+\$473,564.00
13	SOLAR	+\$274,151.00
PERMIT & PLAN REVIEW REVENUE		+\$155,635.00

Last, but not least, our department continues the combined effort with the Department of Public Works in the resurrection of the Rancho La Loma Estate. Every effort has been made to provide a start and direction to restoring our City's historic treasure.

Code Enforcement

Code Enforcement's responsibility is to enforce Municipal Codes for the purpose of enhancing the appearance of our community.

This allows comfortable and reasonable use and enjoyment of property by all persons and residents, the preservation and maintenance of property values, reduction in crime, protection of the rights of the residents and instills pride in our Community.

BY THE NUMBERS	
INOPERABLE VEHICLES	29
GREEN POOL	40
TRAILERS, RV'S, BOATS	115
PROPERTY MAINTENANCE	433
CARPORT DEBRIS	30
GRAFFITI	92
ILLEGAL PARKING	24
VANDALISM	4
SIGNS REMOVED	362
ANIMALS AT LARGE/NOISE	58
TOTALS IN 2011	1,034
TOTAL IN 2010	1,298

2011 proved to be difficult due to many foreclosed homes, along with other types of violations documented. However, the number of homes in foreclosure since the beginning of the economic crash is less than expected. It is anticipated to be reduced even further in 2012. With this reduction, you can expect time spent investigating those homes for current owner information will decrease, along with time spent bringing those homes into compliance.

Code Enforcement is, and will continue to be, active in pursuing every complaint and violation logged.



City of Litchfield Park

Public Works

BY THE NUMBERS

ADOPTED EXPENDITURES

MAINTENANCE BUDGET \$ 2,267,913
STREETS BUDGET \$ 77,000

ESTIMATED EXPENDITURES

MAINTENANCE EXPENDITURES \$ 2,165,857
STREETS EXPENDITURE \$ 74,300

PUBLIC WORKS PERMIT REVENUE \$ 2,766

As with surrounding municipalities, Litchfield Park's Public Works Department has continued the tightrope walk between keeping up services to our residents while conservatively managing our budget.

Over the past year, Public Works has managed to keep the level of services consistent with years past, while still being able to enhance the City with a few eye-pleasing projects.

Next time you are out for a walk with family, friends, or neighbors, take time to walk by and enjoy the new handicap accessible picnic area at the lake behind the pump house. Also, please enjoy the revitalized basketball courts at the Recreation Center.

Another fine project that was completed without skipping a beat to community services was removing, relocating, and rebuilding the Public Works yard to its permanent location behind the Rural Metro Fire station.

Many residents may have already driven by and have not noticed that it is there, which was our intent...to blend in nicely with the surrounding area.

2011 PUBLIC WORKS PROJECTS

SPRITE SPARKS PARK



TIERRA VERDE LAKE ADA IMPROVEMENTS



"ALL ROADS TO THE FUTURE MUST BRIDGE A COMMUNITY TO ITS PAST."

QUICK FACTS

MILES OF RIGHTS-OF-WAY TO MAINTAIN	34
ACRES OF TURF AREA TO MAINTAIN	43
NUMBER OF FLOWERS TO PLANT & MAINTAIN	1,200
NUMBER OF TREES TO MAINTAIN	7,131
PALM	1,897
ORANGE	864
OTHER	4,370
TONS OF LANDSCAPE DEBRIS DISPOSED	582
# OF BACKFLOW PREVENTERS TESTED	123
# OF FULL TIME CREW MEMBERS	16
# OF FULL TIME OFFICE STAFF	2

City of Litchfield Park

Finance

The Finance Department is dedicated to providing professional services to the City and its Management & Staff through its accounting, budget, finance, accounts payable, and licensing functions. In the current economic environment, the City has been challenged to reduce expenses, while striving to maintain the highest quality of services to its internal and external customers. The Department plays a crucial role in the tracking, management, and reporting of citywide finances, striving to provide the



most accurate and up-to-date information to help all departments with their decision making. From year to year, the Finance Team works along with each department to craft essential estimates for the annual budget, helping the City to remain fiscally balanced.

In 2011, the Finance Department managed the processing of approximately \$6.3 million in payments for goods & services and capital purchases. The Department also manages the City Business Licensing process, providing a place for all business owners to get answers to questions about doing business in Litchfield Park. Additional projects that received a considerable amount of Staff time during 2011 included the annual audit, annual budget process, Council and Staff reporting, federal and state reporting, and ongoing analysis of the financial and economic factors impacting the City.

QUICK FACTS

Total Number of Checks Issued

Accounts Payable 1,673 checks

Total Number of Business Licenses Issued

New	134
Renewed	593
Total	727

BY THE NUMBERS – CALENDAR YEAR 2011

Budget

Total Department Approved Budget	\$425,358
Total Approved Budget for City	\$7,462,319

Revenue

Business License Fee Revenue	\$25,655
Sales Tax Audit Revenue	\$301,147
Total Department Revenue	\$326,802
Total Actual Revenue for City	\$6,482,752

Expenditures

Total Department Expenditures	\$428,107
Total Payments for Goods & Services	\$4,916,390
Total Actual Expenditures for City	\$6,385,910

The annual budget preparation and approval process encompasses a four to six month period beginning each winter. The Finance Team works hand in hand with City and departmental leaders in the important task of budget review and analysis. This analysis helps the City to effectively address changes in the local and national economies. The fiscal teamwork exhibited across all departments exemplifies the importance staff places on providing the best and most cost-effective services to the citizens and community of Litchfield Park.

For the 11th consecutive year, the Finance Department has earned the Certificate of



Achievement for Excellence in Financial Reporting from the Government Finance Officer's Association. This Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment

represents a significant accomplishment by a government and its management. The Finance Department works diligently throughout each year in an effort to achieve the highest standards in government accounting and financial reporting.

City of Litchfield Park

Human Resources

The Human Resources Department provides for or facilitates:

- ◆ fair and impartial employment services;
- ◆ legislative compliance;
- ◆ counseling and employee problem facilitation;
- ◆ personnel policy development, guidance and administration;
- ◆ management of the compensation and classification program;
- ◆ bi-weekly payroll and related reports and disbursements; and,
- ◆ Employee Appreciation Committee.

The Department also:

- ◆ maintains the master employee records;
- ◆ is responsible for the reporting and analysis of applicant and employee information;
- ◆ updates and maintains records in payroll/personnel system;
- ◆ manages employee benefits;
- ◆ provides recruitment services; and,
- ◆ provides learning and development opportunities for the City's employees.

In addition, the Department is also responsible for:

- ◆ the City's liability and worker's compensation insurance, and
- ◆ assisting in the maintenance and operation of the City's Website.

2011 BY THE NUMBERS

- ◆ 562 employment applications received in 2011
- ◆ 16 new employees hired
- ◆ 28 employees rehired
- ◆ 36 were for seasonal employment only
- ◆ \$1,830,693.47 gross payroll in the calendar year down from \$1,896,189.32 for 2011
- ◆ 1,539 payroll checks were issued in 2011
- ◆ 98 W-2's issued for 2011

2011 Accomplishments

With the successful scanning of the employees timesheets and paystubs, we began scanning employees personal payroll files, including W-4's, A-4's, and deductions in pay requests.

Provided employees averaging 30 hours or more per week with a 2010 Benefit Statement. The purpose was to show employees the cost of their benefits over and above their annual earning.

Looked at various options to help control medical

insurance costs for the City and employees. Was able to offer employees a second health care option, with a different Third-Party Administrator (TPA). The cost to the City was reduced with this TPA.

Began the process to redesign the City's website. This will include a new look along with several new modules, including intranet for employees. The redesign will be completed in 2012.

Began sending out Legislative Updates via the E-Notify.

Updated the Economic Development page on the City's website.

Arranged for a Facilities Safety Audit by the City's liability insurance carrier. After a tour of all the City's facilities, they made some minor

suggestions to improve the safety of the employees and citizens. All suggestions for improvements were completed.

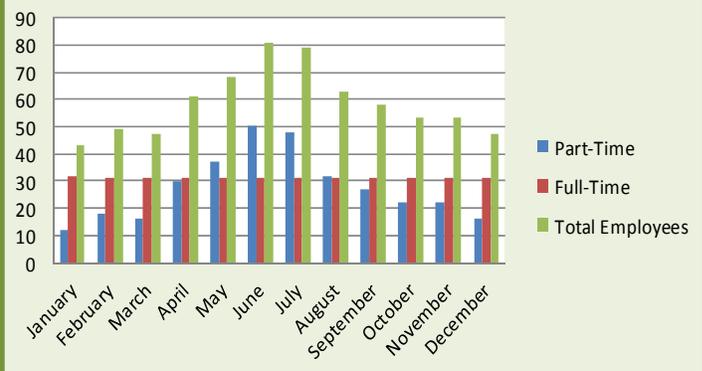
Arranged for a Roth IRA option through the City's 457 provider, International City Manager Association – Retirement Corporation. Provided training for employees interested in the Roth IRA.

Continue to provide a leadership role at the State level as Secretary of the Board for the International Public Management Association for Human Resources, Arizona Chapter. Was selected by the Board to attend the Western Region IPMA-HR Conference in Portland Oregon. Have also remained active in the Arizona Human Resources Directors Association.

QUICK FACTS

2011 Employees of the Quarter
1st Quarter—Franz Fuhrmann
2nd Quarter—Carolyn Schenk
3rd Quarter—Brian Goodman
4th Quarter—Chuck Ransom

2011 Employees



City of Litchfield Park

Planning

The planning function of the City is to articulate the community vision and to pursue its fulfillment through the following specific actions and programs that follow.

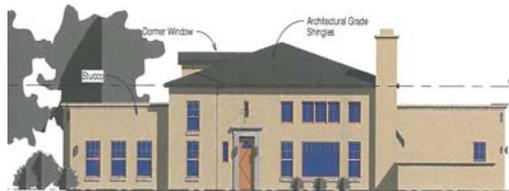
Economic Development

This year, efforts were stepped up to encourage economic development by adding an economic development section to the City's web page. The section includes area demographics; a City map highlighting the City's partially developed residential areas, retail centers, and vacant properties; and information regarding each of those properties, such as size, zoning, and contact information. We are happy to report that the web page is generating interest. Both the City and property contacts have received calls based on the information included on the web site.

Projects

Implementation of the City's vision has many aspects, from reviewing new development proposals to sustaining and enhancing the quality of the community's appearance. New projects and changes to existing properties are reviewed and evaluated by Staff for possible approval. Following are some of the projects that required the Planning Department's attention:

Villas at Litchfield Park Assisted Living Facility



The owner of a vacant parcel located on Las Cruces Drive, behind the Wigwam Creek Center at the northeast corner

of Dysart and Indian School Roads, submitted a request to modify some of the zoning requirements that cover the property to allow an assisted living facility. The development plan proposed nine separate home-like structures surrounding an open space interior. Each building would include ten bedrooms, a kitchen and shared living space. The zoning amendment was processed and approved by the City Council, and the site and design plans were generally approved by the City's Design Review Board. The developer is phasing the project and expects to complete Phase 1 by September 2012.

New House Plans for Toll Brothers and Shea Homes

Both Toll Brothers and Shea Homes submitted new house plans for their residential developments in the Village at Litchfield Park Phase 2 Subdivision. The plans reflected what both homebuilders felt their customers were seeking, and the Design Review Board approved the plans with some modifications.

Going Green with Solar

The Planning Department was happy to see a number of applications submitted for design review approval of solar panel installations. The City encourages the use of solar as an alternative energy source. However, there is concern about the appearance of these installations. In light of that, an ordinance was prepared and approved by City Council this year setting forth reasonable design guidelines for these installations. In 2011, the Planning Department processed 17 design review applications for solar panel installations.



General Plan Minor Amendment

A major update to the City's General Plan was approved in 2010, and this year a minor amendment to the plan was processed. The amendment included a correction to the land use map and the addition of verbiage to encourage common elements and complimentary design for the development of the northeast and northwest corners of Wigwam Boulevard and Indian School Road.

Zoning Code Amendments

Revising the City's Zoning Code to address current issues was again a major focus for the Department. Ordinances addressing medical marijuana, accessory structures, use permits, zoning matrix revision, and solar panel requirements were processed and approved by Council, while a revision to the City's sign code is still under review.

BY THE NUMBERS

Applications/Permits/Amendments	No. Reviewed
Design Review	41
Minor Design Review	42
Variance	3
Use Permits	2
Final Plat	1
Code Amendments	6
General Plan Amendment	1
Sign Permits	9
Temporary Sign Permits	15

City of Litchfield Park

Engineering

W. C. Scoutten, Inc., provides contract municipal engineering and planning services to the City of Litchfield Park. Our firm has assisted the City in a variety of ways throughout this past year, inclusive of these services:

Engineering

- ◆ Pedestrian Grade Separation at Wigwam Boulevard and Litchfield Road: The clearances for environmental, rights-of-way and utilities have been completed. Additional design on the safety fences has also been completed and structural calculations updated. Over \$428,000 in federal funds has been reimbursed and an additional \$298,880 in federal funds has been approved. The construction phase has been authorized for \$1.98 million in federal funds, an updated JPA has been approved by the Council, and ADOT and the local match has been paid. Utility agreements have approved by the Council and the utility relocations that have to be completed prior to the project starting are now complete. The final bid packet is with ADOT awaiting the bid date.



- ◆ 10-year Road Maintenance Program: Staff prepared plans and specifications for the 2011 Pavement Maintenance Project, on Litchfield Road, from Wigwam Blvd to Camelback Road, and on Old Litchfield Road, from Oeste Lane to Wigwam Blvd. Council awarded the project for mill & overlay, micro seal, striping and signage and the project was completed in 2011.
- ◆ Pathway Under Litchfield Road from Scout Park: Exhibits were prepared to identify the properties over which the pedestrian/golf cart pathway traverses and connects on the west side of Litchfield Road.
- ◆ Scout Park: Staff prepared legal descriptions and exhibits for properties and rights-of-way in the Scout Park area.
- ◆ Energy Efficiency Block Grant Replacement Windows: Specifications were prepared and contractors were solicited to submit costs to replace fifteen windows in City Hall. Work on installing the windows was completed in September.

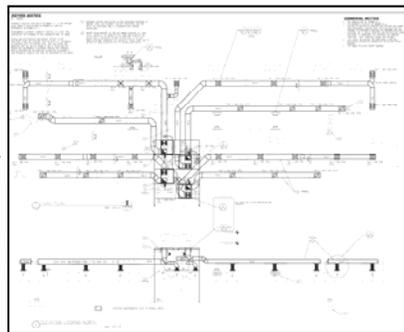
- ◆ Energy Efficiency Block Grant HVAC Upgrades: Staff prepared specifications, mechanical and structural plans to replace the large HVAC unit at City Hall and one unit at the Recreation Center with upgraded, high-efficiency units. The City Hall ductwork is being completely replaced and four new units will be used in four different zones to maximize the comfort and efficiency in City Hall. Work should be completed by the end of April 2012.

- ◆ Traffic Calming Policy: The policy provides a procedure by which residents can request traffic data for a particular street to determine if traffic calming devices are warranted. Staff offered a Council Workshop presentation on Neighborhood Traffic Management Policies. Staff researched and reported on the availability of portable photo radar units from other cities and towns; possible increased enforcement by Maricopa County Sheriff's Office and the cost of portable speed monitoring equipment.

- ◆ Villages Phase II: Construction has been substantially completed. A final inspection was accomplished and a punch list created for final completion. Pavement issues are being addressed prior to final approval.

- ◆ Pavement Cut Ordinance: Staff researched provisions from other communities and prepared a draft of the requirements for a Pavement Cut Ordinance. Working with the City staff and the City Attorney, a final ordinance was presented to and adopted by the City Council.

- ◆ Library and Recreation Center Parking Lots: Staff investigated the condition of the parking lots and provided findings to the City for possible repairs and rehabilitation.



- ◆ 2011 Crack Seal Project: Staff prepared plans and specifications for this project started in May and completed later that month. Streets crack sealed were: the north side of Wigwam

City of Litchfield Park

Engineering

Bldv from Litchfield Road to Old Litchfield Road, including the roundabout; Florence Ave between Wigwam Blvd and Cascada Road; and Cascada Rd from Neolin Ave to Villa Nueva Drive.

- ◆ New Public Works Facility: Staff prepared plans and specifications for a concrete driveway at the new public works facility. This project was advertised for bids in September 15, 2011. Work is complete.
- ◆ CIP Pavement Maintenance Project: Staff prepared the FY 2011-2012 CIP Pavement Maintenance Project which was submitted for review.
- ◆ Litchfield Road Median Refuge and Multi-Use Path: Staff prepared and submitted a request for Federal Transportation Enhancement (TEA) funds to design and construct a multi-use path on the east side of Litchfield Road from Bird Lane north for 300 feet. This path will connect to a new refuge area in the median of Litchfield Road and which will further connect to the multi-use path currently located on the west side of the road. This facility will provide a safe means for pedestrians, ADA and other users to cross the road and access the commercial center on the southwest corner of Litchfield and Camelback Roads. Action by the TEA committees at MAG and ADOT is expected by September 2012.
- ◆ Highway Safety Improvement Program (HSIP): MAG, through the Transportation Safety Committee and the Regional Council approved \$205,000 in Federal HSIP funds to design and implement a Sign Management System, upgraded signs and sign panels. Funds are programmed in federal fiscal years



Development and Utility Plan Reviews

Staff completed development and/or utility plan reviews during 2011 including Wigwam Creek Center, Monument Point Business Park, Litchfield Elementary School, Villas at Litchfield Park and three projects supporting the Pedestrian Underpass project utility relocations.

Planning Activities

- ◆ Maricopa County Zoning Ordinance: Staff has reviewed pending amendments to the Maricopa County Zoning Ordinance that may impact the City. As appropriate, a response has been prepared and forwarded to the County.
- ◆ City Zoning Code: Zoning Code amendments regarding Design Review, Architectural Design and Site design were initiated with the Design Review Board. An update to the City's Sign Code has been prepared and reviewed by the Planning and Zoning Advisory Commission and is now in the Public Hearing process.
- ◆ General Plan Amendments: Several Minor General Plan Amendments that address corrections to the Land Use Map and Community Character have been processed and adopted.
- ◆ Ongoing Assistance: Staff provides assistance to City staff in interpreting and managing City development requirements.

Special Projects/Studies

- ◆ Staff has continued with a special consultant (Clear Creek Associates) to represent the City's interest relative to the regional ground water contamination issue.
- ◆ Staff provided a school zone traffic study resulting in signing and striping modifications around the elementary school zone and is working with the City of Goodyear on a parking and drop-off analysis at the Millennium High School.

General Engineering

- Design Reviews
- Rights-of-Way Permit Reviews
- Traffic Control Reviews
- Inspection Services
- Traffic Studies and Reviews
- Monthly Engineering Report to Council

City of Litchfield Park

Magistrate Court

Craig V. Ring is the City's Presiding Magistrate Judge and Nancy L Khiel is the Assistant Judge, filling in for Judge Ring when he is unable to fulfill the duties of the Magistrate Judge. Both are contracted employees and were first contracted by the City Council in 2005 following a Request for Qualifications. In addition to the Judge and Assistant Judge, the Magistrate Court has a full-time Court Clerk, Sherry Schantz, and a part-time Assistant Court Clerk, Alyce "Darlene" Stearns. Court is in session each Wednesday afternoon and is held in the Goodyear City Court.

The Magistrate Judge is responsible for:

- ◆ supervising the operation of the Litchfield Park Magistrate Court and assuring compliance with all applicable state statutes and Rules of Procedures, the Canons of Judicial Ethics and the rules of the Supreme Court;
- ◆ presiding over legal proceedings and cases tried in the Litchfield Park Magistrate Court, including jury and non-jury trials, petitions for orders of protection, injunctions prohibiting harassment, violations of City ordinances, and civil traffic cases;
- ◆ analyzing legal documents and supporting documentation for each case/type of legal proceeding; oversees jury selection; provides instructions to jurors; listens to arguments; analyzes admitted evidence; applies applicable laws, statutes and other legal instructions; and controls verbal communications between parties;
- ◆ analyzing arguments, and rules on other legal proceedings and petitions such as search warrant petitions, probation violation hearings and motions for new trials;
- ◆ making decisions throughout each proceeding/case including whether to continue case, whether defendant is mentally incompetent, and whether all activities and documents have followed constitutional, procedural and ethical rules; makes final decision/ruling on proceedings, motions and appeals; and renders a verdict or receives and pronounces the jury's verdict; all based upon evidences,

arguments, constitutional rights, procedures and rules of law;

- ◆ conducting sentencings; explaining verdicts, procedures, and sentences; calculating fines, fees and restitution; selecting payment due dates; selecting confinement dates and determining whether to permit work releases and selecting probationary terms;
- ◆ conducting initial appearance proceedings; explaining charges and defendants' right to counsel; reading charges, waivers and other documentation; determining if probable cause exists to support the charge; appointing counsel for indigent defendants; determining public defender fees; selecting next court date; completing forms and orders; and ensuring court date is set;
- ◆ determining conditions of release for charged defendants; reviewing in-custody defendants and determining whether to modify release conditions; and issuing arrest warrants or modifying/revoking bond or release conditions when a defendant has violated conditions of release;
- ◆ reviewing all case/proceeding-related communications, orders, motions, letters and reports received by the court; ensuring all parties receive copies and are afforded the opportunity to respond; reviewing original documents; and ensuring they are filed in accordance with constitutional, procedural and ethical rules;
- ◆ conducting guilty and no contest plea proceedings and sentencing; discussing settlement negotiations;
- ◆ managing the financial matters of the court, including cash receipts, reconciliations and transfers of funds;
- ◆ monitoring court orders related to fines and fees, treatment programs, probation, community work service and incarceration; and
- ◆ preparing and submitting necessary legal forms, records and paperwork required to document each decision and each step/phase of the legal proceedings/cases.

BY THE NUMBERS

CASES FILED JANUARY 2011 TO DECEMBER 2011

	CRIMINAL TRAF- FIC (DUI'S/SUSPENDED LICENSE, ETC.)	CIVIL TRAFFIC	CRIMINAL MISDEMEAN- OR	CITY CODES PARK- ING	CITY CODES NON- PARKING	TOTAL CASES FILED	TRAFFIC WARRANTS OUTSTAND- ING	CRIMINAL WARRANTS OUTSTAND- ING
JANUARY	21	52	8	5	0	86	180	59
FEBRUARY	8	52	11	1	0	72	176	58
MARCH	10	62	21	2	0	95	172	60
APRIL	16	44	9	15	0	84	171	59
MAY	15	36	4	12	1	68	171	58
JUNE	13	47	8	14	0	82	170	60
JULY	14	28	9	4	0	55	169	61
AUGUST	20	38	7	12	0	77	171	62
SEPTEMBER	6	40	31	9	0	86	170	62
OCTOBER	18	58	8	0	0	84	171	62
NOVEMBER	1	17	9	1	0	28	172	63
DECEMBER	5	11	1	0	0	17	167	66
TOTALS	147	485	126	75	1	834		

The outstanding warrants are running totals from the past to present.

City of Litchfield Park

City Prosecutor

The City Prosecutor is appointed by the City Council. Following a Request for Proposals, the City Council awarded Faith, Ledyard, Nickel and Shelsky, PLC, a contract as the City's Prosecuting Attorney, with David E. Ledyard as the attorney primarily responsible for providing the required services. Mr. Ledyard's areas of practice include government, commercial law, personal injury, bankruptcy, litigation, criminal law, and probate. His legal background is highlighted below.

- ◆ Juris Doctor Degree granted May 1979 by University of Arizona, College of Law
- ◆ Master of Arts Degree granted December 1975 by University of Arizona, School of Journalism
- ◆ Bachelor of Science Degree granted May 1974, by Northern Arizona University in History; College of Arts and Sciences
- ◆ Admitted to State Bar of Arizona on October 13, 1979
- ◆ Admitted to Practice before the US District Court for the District of Arizona on November 9, 1979
- ◆ Admitted to Practice before the United States Court of Appeals for the Ninth Circuit on April 2, 1981
- ◆ Admitted to Practice before the United States Supreme Court on June 20, 1983



The City Prosecutor's services are utilized on an "as-needed" basis, and the City does not guarantee any minimum compensation. The position is responsible for:

- ◆ Prosecuting violations of City codes and State law including, but not limited to, arraignments; pretrial conferences; motions; jury and non-jury trials; evidentiary hearings; sentence reviews; revocation of probation hearings; special hearings; oral arguments; sentencings; orders to show cause; appeal proceedings and special actions; as well as appeals to higher courts.

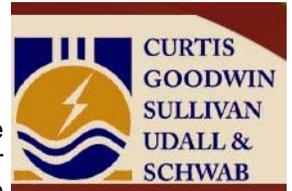
City of Litchfield Park

City Attorney

The mission of the City Attorney's Office is to provide the highest quality legal services to assist the City Council, appointed officials and staff in conducting City business. The City Attorney's Office provides support to the City by rendering legal advice and opinions, preparing and reviewing City agendas, contracts, ordinances, resolutions and other documents, attending meetings of the City Council, meeting regularly with City staff, and representing the City before administrative bodies.

BACKGROUND

The law firm of Curtis, Goodwin, Sullivan, Udall & Schwab, PLC., (the "Firm") is proud to have served as the City Attorney's Office since 1990. Susan D. Goodwin is the lead attorney for delivering and coordinating legal services for the City. Other attorneys of the Firm who provide legal services to Litchfield Park are: Kelly Y. Schwab, Anja K. Wendel, Phyllis L. N. Smiley, Michelle Swann, William P. Sullivan, Larry K. Udall and Mellissa A. Parham, all of whom have many years of municipal law expertise.



COMPLETED TASKS IN 2011

Legal Opinions and Developments in the Law.

Prepared written legal opinions related to legal issues facing the City, including formation of a 501(c)(3) corporation, formation of streetlight improvement districts, trademark issues, public records, and Limited English Proficiency plans.

Legislation.

Provided memoranda regarding significant legislation affecting the City, including the Medical Marijuana Act, consumer fireworks, federal, state and local public benefits, fire sprinkler requirements, posting financial information on the website, alternative contribution rates for the Arizona State Retirement System, municipal regulation procedures and requirements, website notices for adoption of a new or increased fee or tax, political signs in the public rights-of-way, and voice and video recordings of children.

Ordinances. Prepared ordinances requested by the City, including amendments to the City Code related to consumer fireworks, voice and video recordings of children, Council vacancies, the Recreation and Public Grounds Commission, criminal penalties for prostitution and trespass, medical marijuana, political signs, regulation of lot splits, and regulation of solar panels.

Contracts. Prepared, reviewed or revised contracts throughout the year, including utility franchises. Prepared Consent to Assignment of cable television license.

Reviewed application for CenturyLink cable television license.

Personnel. Worked with Human Resources Administrator to address personnel issues as they arise, including preparation and review of amendments to Personnel Policies, personnel investigations, and federal law matters.

Planning and Zoning. Worked with City Planner to address numerous planning and zoning issues, including the Zoning Code update, the Downtown Specific Plan, and the Villas at Litchfield Park. Prepared ordinances related to medical marijuana and regulation of solar panels.

Code Enforcement. Addressed issues related to nuisance abatement and air conditioning units on roofs.

Real Property. Completed the conveyance of Rancho La Loma Homestead to the City.

Transaction Privilege Tax Matters. Worked with Finance Director on collection of delinquent taxes owed to the City. Prepared summary of effect of Model City Tax Code amendments.

Utilities. Represented the City's positions in the Liberty Water Company rate increase application. Addressed issues related to utility prior rights and utility facility relocation.



City of Litchfield Park

Law Enforcement

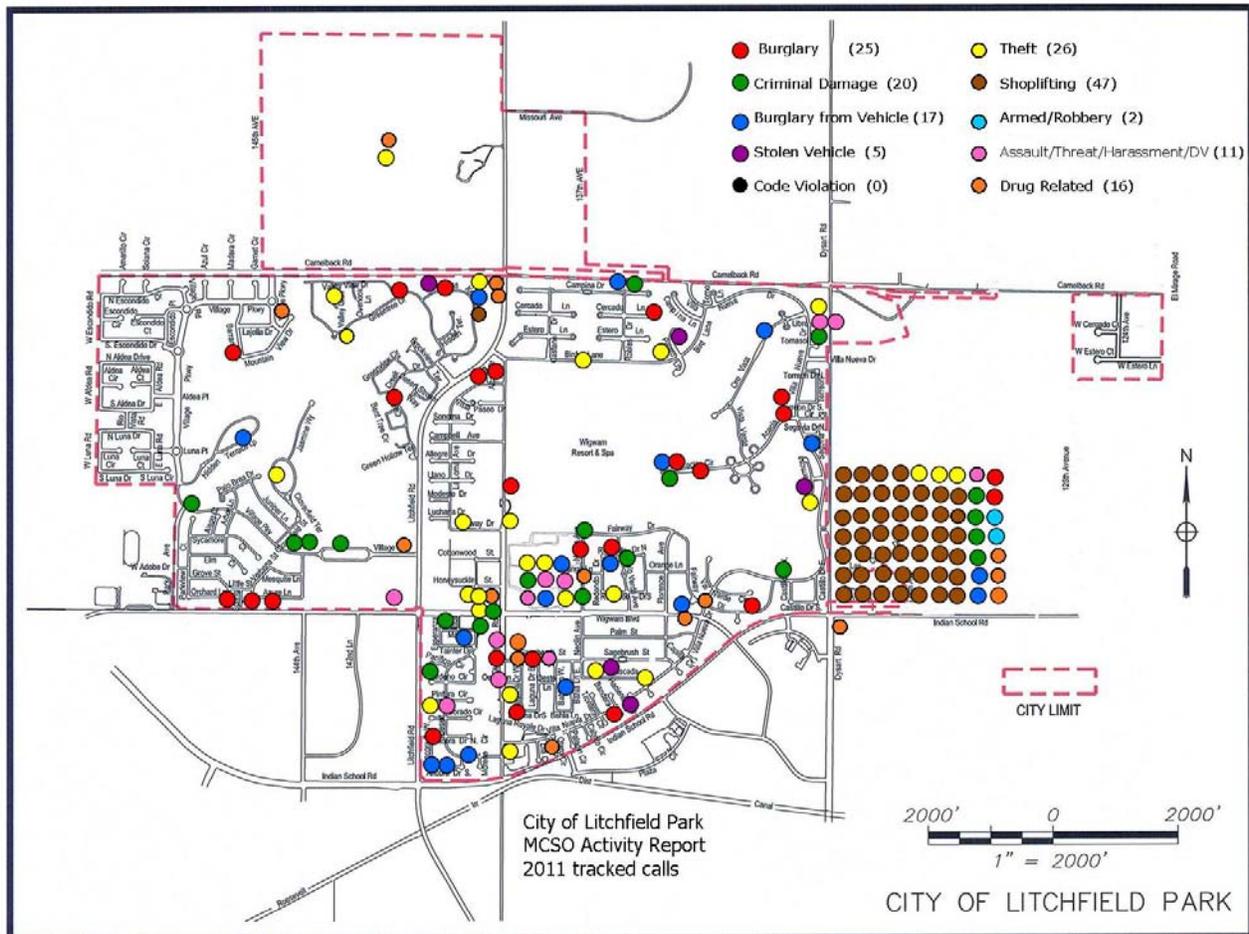
Through an Intergovernmental Agreement (IGA) with the Maricopa County Sheriff's Office (MCSO), law enforcement/public safety services are provided to the City of Litchfield Park by MCSO. In accordance with the Agreement, and in addition to the provision of basic police law enforcement services, MCSO also provides additional public safety services including: City Code violation enforcement; animal control issues; notification to City Staff of such occurrences as flooding/weather-related problems; malfunctioning streetlights; missing storm gates and other conditions that may pose a risk management or safety threat; and community crime prevention and awareness programs (e.g., Block Watch).

Pursuant to the IGA, MCSO staffing for Litchfield Park includes: one deputy for 24-hour coverage; a captain; a lieutenant; sergeants; detectives; dispatch services; transportation deputy; and, clerical personnel. Fiscal year 2011 charge for said services is \$512,028. The

current contract, which is through June 30, 2012, allows for cost adjustments each fiscal year.



The Litchfield Park Posse — comprised of nearly 20 public service volunteers — offers support to MCSO and the City of Litchfield Park throughout the year. Utilizing a used patrol vehicle purchased by the City in 2005, the Posse provides an important community service, which includes patrolling of the City, traffic control to special events, and assistance to MCSO deputies when needed. The Posse purchased their own uniforms and some equipment. The City provides funds for radios and vehicle maintenance. The Posse is a very important and appreciated service to the City of Litchfield Park and its citizens.



City of Litchfield Park

Fire/Emergency Services

On July 1, 2010, the City of Goodyear began providing fire protection and emergency medical services to the citizens of Litchfield Park. The City of Litchfield Park has the desire to provide its citizens municipal fire protection in a cost-effective manner and saw an opportunity to achieve this through an intergovernmental agreement with the City of Goodyear. The intergovernmental agreement provides cost-effective municipal fire protection and emergency medical service and participation in the automatic aid system to the citizens within the incorporated areas of Litchfield Park. This ensures customers the highest level of care available, at all times, and allows participating agencies to better use resources.



The Goodyear Fire is an all-hazard emergency department that responds to fire, medical, and hazardous materials incidents. There are 112 employees in the fire department who make up the administrative services; operations; logistics; fire, building and life safety; and emergency management divisions. The operations division responds out of 6 fire stations, with 4 fire engines, 1 ladder truck, and 1 brush truck strategically located throughout the City. The mission of the Goodyear Fire Department is to preserve lives and property in the community by providing services directed at the prevention and control of fires, accidents, and other emergencies, while maintaining the highest standard of professionalism, efficiency and effectiveness.

BY THE NUMBERS

Month	EMS	Emergency Services							Total Monthly Calls	Fire Prevention Services			
		Other Unknown	Hazardous Conditions	Other Type of Incidents	Good Intent	False Alarm/False Calls	All Fires	Plan Review		Construction Permits	Construction Inspections	Occupancy Inspections	
JAN	36	3	1	0	2	0	0	1	43	3	6	21	0
FEB	25	0	0	5	2	0	0	0	32	3	2	3	0
MAR	27	3	0	0	3	2	0	0	35	3	2	18	0
APR	36	1	0	0	3	1	1	1	42	0	0	9	0
MAY	38	2	0	0	0	1	1	1	42	0	1	10	0
JUN	36	1	0	0	2	0	0	0	39	3	2	11	0
JUL	36	4	0	0	1	0	0	0	41	2	3	12	0
AUG	38	2	0	0	2	0	0	0	42	2	8	8	0
SEP	31	4	0	0	3	0	0	0	38	1	3	11	0
OCT	37	4	0	0	2	0	0	1	44	1	1	16	0
NOV	36	2	1	0	1	1	0	0	41	0	3	13	0
DEC	36	4	1	0	4	2	3	3	50	0	1	10	3
Total	412	30	3	5	25	7	7	7	489	18	32	142	3

