“Rebranding After 25 Years”

CELEBRATING 25 YEARS

THE CITY OF
Litchfield Park
DISCOVER THE PARK

2012 Annual Report

City of Litchfield Park

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City of Litchfield Park
City Manager

Foreword

On behalf of the Staff, it is my privilege to present to you the City of Litchfield Park's 2012 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 2012 Annual Report is entitled "Rebranding After 25 Years." The title reflects two milestones for the City; that being a rebranding effort to spur economic growth and the 25th Anniversary Celebration of the City's incorporation in 1987.

At the 2012 Town Hall Meeting, Mayor Schoaf identified rebranding initiatives such as:

Improve economic development web pages;
Update the City's 1966 logo;
Create a new tagline; and,
Create a user-friendly website with interactive tools.

Rebranding can assist and re-energize a city in many ways, including, but not limited to: promote economic growth, retain and expand businesses, update the identity of the city, broaden the tax base, communicate the values and characteristics of the city.

By the fall of 2012, all of the above initiatives were accomplished. The Litchfield Park website added an Economic Development page, which includes information on vacant commercial parcels and contact information.

The 1966 City logo was outdated and was in need of being refreshed. Actually, the 1966 logo was developed by a private developer for the purpose of promoting sales of residential parcels. The logo became the City's logo in 1987. After researching professional firms to assist the City in our desire to update our logo, Fisher Phx was contracted to develop a new logo for the City, with the instructions to respect the history and traditions of Litchfield Park. Fisher Phx is recognized as one of the leading graphic design firms in Arizona and boasts a client roster including Fortune 500 companies. Fisher Phx clients include: Arizona Diamondbacks, Phoenix Suns, Arizona Rattlers, Phoenix Zoo, APS and the Wigwam. The new logo symbolizes the spirit and culture of the City, and embodies the palm and orange tree colors and textures into a joyous motion.

I challenged Staff to develop a tagline for the City, one which would be simple and promote our many assets. I had suggested that the tagline include *"_____the Park*." After a good think-tank session of suggestions, Assistant City Manager Sonny Culbreth proposed *"Discover the Park."* We immediately knew that his suggestion was a winner. When we asked our graphic design firm consultant, Fisher Phx, to comment on the proposed tagline, the firm called it a "homerun."

Our website was overhauled with the objectives to provide a fresh, clean design, with a social networking focus, and be user friendly, and interactive. The "in-house" services of Chris Weaver (Recreation Center Office Manager/Media Communications Coordinator) and Carolyn Sellmeyer (Human Resources Administrator) are prime examples of the talent we have on our Staff. The results met and exceeded our expectations and objectives. We frequently receive positive comments from our residents, as well as Staffs from other towns and cities, regarding the high quality and user-friendliness of our website. The importance

of our website cannot be overstated, as it receives over 400 hits per day. Nearly 2/3 of the hits are from new visitors. The effectiveness of our Litchfield Park website is further explained later in the Annual Report under the Community and Recreation Services Section.

The City kicked off a three-day 25th Anniversary Celebration beginning with an inaugural Tin Man Awards Dinner on Friday, November 9th at the Wigwam. The Tin Man Awards recognized eight of the top community service leaders with a "heart" for Litchfield Park. The program was created by The Rotary Club of Litchfield Park and the Wigwam. The sellout crowd enjoyed a great evening of entertainment and reconnecting with friends. On Saturday, a Community Celebration was held at Staggs Park. The event was coordinated by the Recreation and Public Grounds Commission. The day's events included: rededication of the gazebo at Memorial Park, community parade, Crackerjack Jazz Band, community games and activities, lunch provided by the Litchfield Park Kiwanis, opening of a time capsule from the City's 15th Anniversary, and honoring past and present Mayors, City Council Members, City Managers and employees with 25 years of service. The celebration concluded on Sunday, Veterans Day, with a Salute to Veterans concert. The 25th Anniversary weekend was a great celebration of our quaint community and represented the small-town atmosphere, which we all cherish.

In 2012, we once again were challenged in the management and maintenance of the high level of city programs and services in a downturned economy. I am very proud of our Staff and their willingness to meet such economic challenges head-on and still maintain the quality of programs and 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 2012 Annual Report.

Thank you for the opportunity to share our 2012 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 J. 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 SELLMEYER, Human Resources Administrator
CRAIG RING, City Magistrate

Contracted Staff

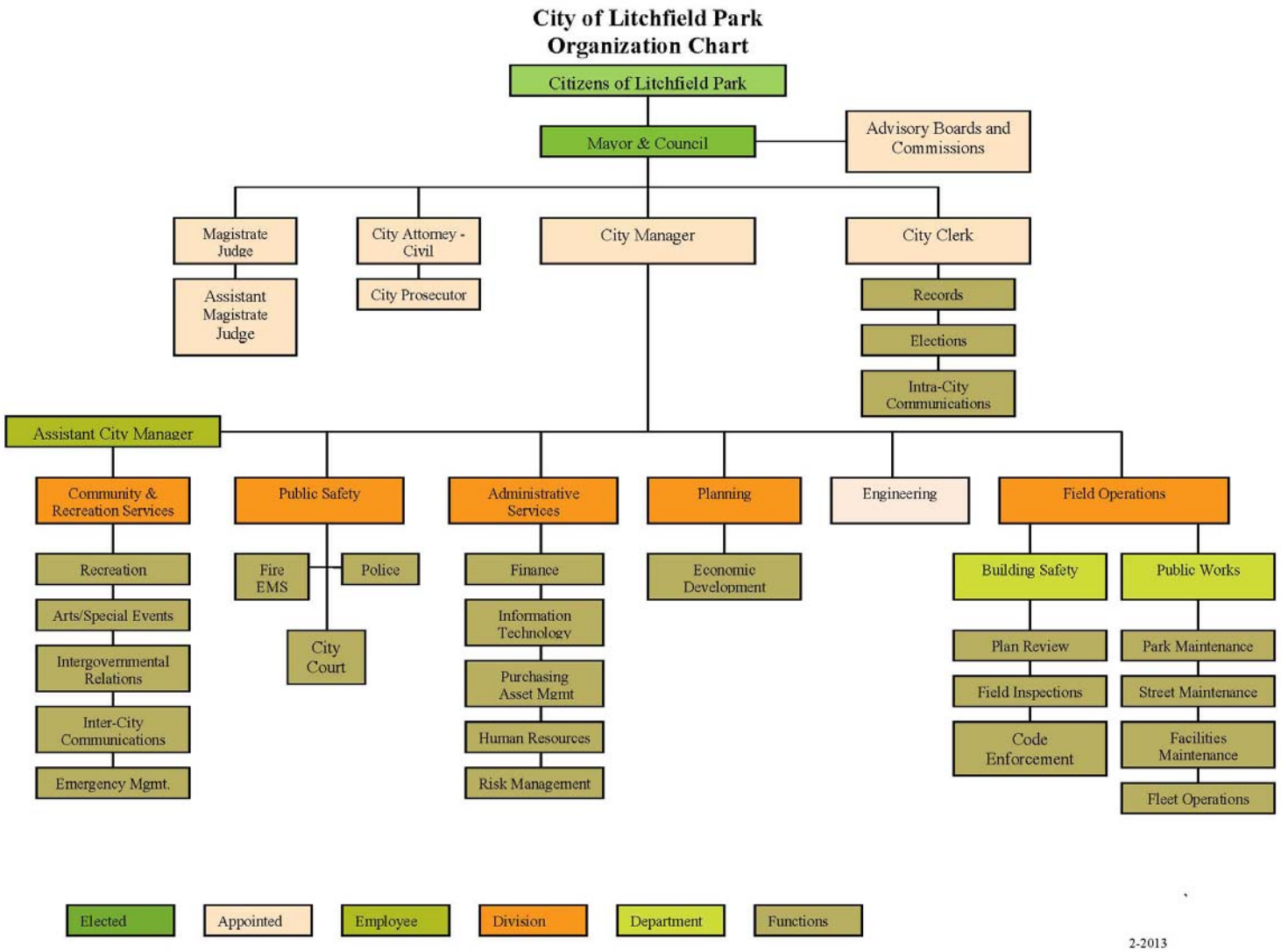
MIKE CARTSONIS, City Planner
SUSAN GOODWIN, City Attorney
DAVID LEDYARD, City Prosecutor
WOODY SCOUTTEN, P.E., City Engineer
FIRE CHIEF MARK GAILLARD, Goodyear Fire Department
CAPTAIN RANDY BRICE, Maricopa County Sheriff's Office

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 (P&Z) 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

- Jeff Raible, Chair
- Brenda Searle-Sung, Vice Chair
- Mary Dickson
- John Nelson
- Frank Ross
- Edward White
- Vernon Williams

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

Members

- JoAnn Dun, Chair
- Andrea Phillips, Vice Chair
- Kyle Addington
- Rob Antoniak
- Christoph Gerz
- Mike Hirth
- David Schwake

Design Review Board/Board of Adjustment/ Board of Appeals

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

City of Litchfield Park
Boards and Commissions

Thursday of each month at 7:00 p.m. Both boards meet at City Hall.

The Board of Appeals hears and makes decisions regarding orders, decisions or determinations made by the City Building Official relative to the application and interpretation of the Building Code.

Board meets on an as-needed basis.

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
- Mary Dickson (Board of Appeals, Alternate)

Beautification Sub-Committee

The Beautification Sub-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

- JoAnn Dun, Chair
- Ron Antoniak
- Christoph Gerz
- David Schwake

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

Assistant City Manager

It is my pleasure to serve the City of Litchfield Park as the Assistant City Manager. 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 such as the Neighborhood Block Watch Program and Emergency Management. I also have the privilege of representing the City on a variety of city, county and regional boards, committees, and commissions.

One of the most enjoyable and rewarding projects I worked on this year was the 25th Anniversary Celebration of our City's Incorporation. The Director of Field Operations and I spent several months working with the newly formed Recreation and Public Grounds Commission and a group of community volunteers to plan and coordinate a full weekend of community activities. The celebration, held in November, reflected the charm and heart of Litchfield Park. One of the most enjoyable and rewarding aspects of my community service is working with City Staff and residents. I look forward to 2013 and the opportunity to continue to work closely with our City Manager and Staff as we see some much anticipated city projects move forward to completion.

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

- The Maricopa County Population Technical Advisory Committee
- The President's 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
- APS Peak Solutions Coordinator
- Proposition 302 Grant 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 of Commerce)
- Energy Efficiency and Conservation Block Grant (EECBG), Planning Coordinator

CELEBRATING 25 YEARS

THE CITY OF Litchfield Park

DISCOVER THE PARK

City of Litchfield Park

City Clerk

Elections

The City Clerk's Department handled the process for the regularly-scheduled Council elections, which were scheduled for March and May, 2012. Four candidates filed to run for three Council seats. This was the first time the Mayor's seat was not on the ballot. since the mayoral term was changed from two years to four years. All seats were filled during the Primary Election in March, and the Councilmembers were sworn in at the June Council Meeting. The department also handled Post Election ID Verification transmittals to the Maricopa County Elections Department for the November presidential election.

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, and has been a cost-saving process because fewer Code books have to be printed and maintained.

Contacts

Handling phone and personal contacts continues to be an integral part of the department. In the interest of streamlining, we no longer track the number of contacts.

Intergov

The Deputy City Clerk continued to handle Intergov and other duties for the Mayor. She attended meetings outside the office, in addition to the time 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.

Special Projects

The department assisted with two special projects in 2012. First was the rebranding of the City (adoption of a new logo, tag line, and related items). Second was the City's 25th Anniversary of Incorporation celebration.

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 efforts to ensure that all door-to-door solicitors and handbill distributors are properly registered.

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 2012:

3,310	Pages scanned
7,973	Pages filed
11	Cubic feet of records purged and reported to the State (per regulations)
168	Documents indexed
4	Documents recorded with Maricopa County

We completed the process of scanning all the Council agenda packets generated from the time of incorporation in 1987 to the present, plus several other folders of documents. This was a sizable task entailing over 40,000 pages. Having the packets scanned and putting the information on our Laserfiche system allowed us to remove dozens of binders from the City Hall vault, which had been double-stacked on shelves. The information is now searchable on our computers and the paper copies are filed in storage boxes in a storage container on the City Hall lot.

2012 BY THE NUMBERS

data from Jan. 1-Dec. 31, 2012

Agendas	34
Sets of Minutes	34
Quorum Notices	64
Proclamations	11
Ordinances	7
Resolutions	13
Press Releases	5
Notarizations	40
Yard Sale Permits	387
Handbill Distribution Permits	2
New State Liquor Licenses processed	2
Special Event Liquor Licenses issued	16
Temporary Extension of Premises	1
Bingo Licenses	

City of Litchfield Park

Community and 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 Block 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 18 community events including concerts, festivals, and many award-winning activities. These special events draw thousands of visitors to our beautiful community each year.

STAFF

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

The economic challenges that extended into 2012 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 $50,120 reduction in the subsidy provided to the Recreation Department from the General Fund. The *CityLine* newsletter, printed quarterly, successfully sold ads to cover most of the printing costs. All contract services were re-bid in order to assure the lowest and best prices were achieved. The Recreation Department Activity Guide was reduced to one issue, with the issue being electronically distributed. The Recreation Center reduced regular operating hours and closed on most holidays. The swimming pool remained closed for seven months. The City and Swim Neptune Swim Club entered into a pool rental agreement in September, 2012.

With all the cost-saving measures put into place, the Recreation Center Staff was able to lessen the impact to our customers by partnering with the local YMCA for our residents and customers to swim at the "Y" with a special swim pass. More than 6,000 customers are currently entered into the "Class" registration 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. A new revenue stream is being tested by renting the pool for the winter to Swim Neptune, a youth Club swim team.

City of Litchfield Park

Community and Recreation Services

Special Events attracted thousands of residents and visitors to the downtown area. Christmas in the Park, the Native American Art Festival and the Spring Art and Culinary Festival continued to be award-winning signature events and the Wigwam continued to host Arts in the Park Concerts and to partner with the City to form a great community partnership.

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 participate in the neighborhood watch program in Litchfield Park**.** These neighborhood watch groups become the best line of defense against crime in their neighborhoods. **Recycling** remained constant. We recycle 17% 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 other West Valley cities and ADEQ to provide an E-Waste event at Estrella Mountain Community College. Our Public Works Department helped to coordinate a hazardous waste disposal program with the City of Goodyear.

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 Utilities and Waste Management. The Recreation Department **Activity Guide** began an annual electronic distribution in the spring of 2012. The guide is emailed to the Recreation Center customers reaching an estimated 6,347 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, was redesigned in 2012. It continues to be the most effective way the City communicates with internal and external customers, with 388 Twitter followers and 146 Facebook friends. The website publishes information on departments, city and resident services, demographics, special events, meetings, agendas, minutes and useful information for residents and visitors.

2012 BY THE NUMBERS

Electronic Subscriptions

City Line	393
E-Community Alert	448
Activity Guide	439
Sport program Registration	308

E-Gov Sign Up

Agendas and Minutes	303
Bids, RFP, & RFQ	863
Code Changes	134
Employment Opportunities	1,119
News & Announcements	506
Public Notices	307

QUICK FACTS

Waste Management recycles enough paper to recycle 41 million trees a year.

Paper products make up about 40% of our trash. Recycling has positive impacts:

- Steel can be recycled repeatedly without the loss of quality or strength.
- A recycled aluminum can is part of a new can in six weeks.
- More than 63% of all cardboard boxes are recycled and used to make new containers.

City of Litchfield Park

Community and Recreation Services

The graphs below provide a quick snapshot of the effectiveness of the City's website:

"Visits and Pageviews" - In 2012 the City had 146,133 visits to the website (approximately 400 per day) and 342,263 page views. Each visitor averaged 2.34 page views.

"Visits by New and Returning" - 66.13% of the visitors were visiting the website for the first time, while 33.87% were returning visitors.

"Geo Map Overlay" - Visitors to our website were primarily from the United States, but we also saw several from Canada, Europe and India.

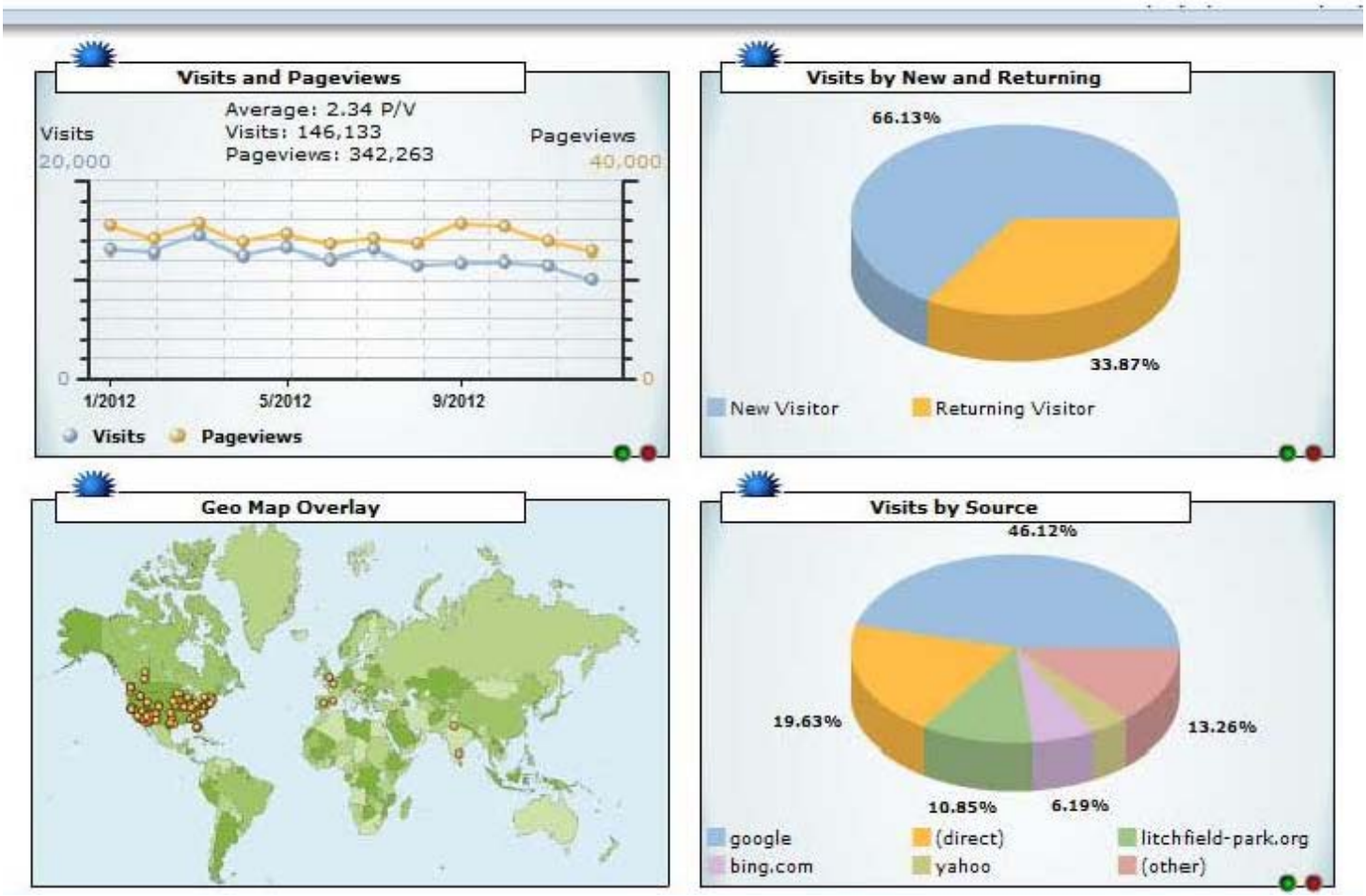
"Visits by Source" - Our top referral sources were search engines such as Google (#1), Yahoo, and Bing; however, a large number also came from "Direct' visitors who entered the website by typing the URL directly into their browser. Another 13.26% of the visitors were referred by other websites, newsletters and search engines not otherwise listed.

Senior Citizen Program

Approximately 40 Litchfield Park residents are registered with our Litchfield Park Seniors' group, and 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 2012 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 12 organizations.



City of Litchfield Park
Community and Recreation Services

Recreation Services

Recreation Services is expanded over two areas of service:

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

2. The **Youth Sports** and the Summer Day Camp Program.

Recreation Center

The activity at the Recreation Center remained strong, although the pool was closed for seven months. The Office Staff processed in excess of $628,000 in revenues. The Preschool Program experienced a decrease in enrollment for the 2011 -2012 school year, but a 20% increase in enrollment for the 2012-2013 year. Tennis continues to have 10 to 12 youth in each class, with numbers rising to 12 to 15 in the summer classes. Pickleball was introduced to our programs during 2012 and has become very popular.

Healthy Litchfield Park hosted numerous events with "Moves to Music" being a favorite. Family Fun at the Pool included April Pool's Day, the Sprint in the Park Triathlon and "Roll out the Red Carpet-Hollywood Style".

The Recreation Center received $2,270 in donations towards the aquatics programs. The emphasis for the 2012 summer was to promote educating people about the value of learning to swim. We participated in the world's largest simultaneous swim lesson that broke the Guinness Book of Records with 24,873 participants from 15 worldwide countries. The pool received a grant from the Drowning Prevention Coalition of Arizona, with 50 participants, ages three to adult, participating in the event. The Maricopa County Attorney's Office (MCAO) Safe Kids Summer event, designed to teach water safety, was hosted at the facility. The Learn to Swim Program, Lagartos swim team and the water aerobic classes offered exercise, education and fun. Community pool rentals increased in 2012. Swim Neptune Swim Club began renting the pool in August, 2012 and will continue through March, 2013.

Youth & Sports Programs

The city's youth and sports programs continue to be widely popular. We continue to offer three seasons of youth basketball and one season each of youth soccer, flag football and tee ball. There were no age division changes to our youth sports programs in 2012. The only major change to programs in 2012 was improvements to uniforms at the start of the fall sports seasons. Participation in youth sports programs increased 5% from 2011. In 2012, the youth sports programs participation grew with the largest in flag football, up 27% from 2011; tee ball 6%; youth soccer 4%; and, basketball 3%. Personal customer service continues to be a strength; from our Office Staff to our Site Supervisors, we strive to pay attention to the small details that provide a family friendly and enjoyable experience to customers.

We continuously strive to generate a net income. During 2012, youth sport program registration fees were increased for basketball, flag football and tee ball. The fee increases ranged from 6% to 25% and were implemented to offset increased uniform and staffing expenses. The largest expenses incurred for youth sports programs are the officials ($9,312) and youth basketball facilities ($10,116). We continue to provide third-party sports classes including ice skating and basketball skill classes. These courses create a 100% revenue for the

Youth & Sports Participation Totals

	2009	2010	2011	2012
Youth Basketball	926	1022	1024	1054
Soccer	301	342	282	293
Tee-Ball	80	80	141	150
Flag Football	110	93	100	127
Summer Camps	431	363	374	313

In 2012, 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 and Recreation Services

Recreation Department because the third party is responsible for the instructional expenses including equipment, location and staffing.

The 2012 Camp Summer Days Program had a 5.3% decrease in participation. Mini Camp participation decreased 43%. Staff will evaluate our Mini Camp Program prior to the 2013 season. A possible cause for the participant reduction may be due to the increase of area competition. During the 2012 camp season, a transportation IGA was formed between the City and the Litchfield Elementary School District.

Special Events

Litchfield Park is well known for the variety and quality of our special events. Litchfield Park residents, and thousands of visitors from throughout the valley, have enjoyed the many art and cultural events offered in 2012. The Arts in the Park Concert series attracted crowds between 500 and 900 for each concert. We continue to schedule the top entertainment in the valley. APS and the Wigwam continue to be strong partners for the concerts as they provide the printing, setting and stage. The annual Kiwanis/Litchfield Park Winter Trout Derby provided fun for young and old, and attracted more than 600 anglers. Christmas in the Park and our 25th Anniversary celebration were heavily supported by our many community partners. Our events continue to set the example for excellence among special events in the West Valley.

Community Sponsorships

Sponsorships are always challenging, but several of our faithful community partners continue to show their support. APS, the Wigwam, Liberty Utilities, Waste Management, Sun Health, Arizona Republic, the Kiwanis of Litchfield, Hilgers Pediatric and Orthodontic Dentistry, and Dunn Orthodontics continued to be major community partners. 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 continues to perform the duties of Special Events Coordinator aided by Tricia Kramer, who has been a very welcomed and capable addition to our Staff. Tricia serves as the Administrative Assistant for Community Services and Special Events.

Litchfield Park has a great reputation of providing award winning special events.

We build memories through our special events.

"Signature Events"

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

Celebrating 25 Years!

City of Litchfield Park

Building Safety - Code Enforcement

Building Safety

The Building Safety Department, in compliance with the City's IGA, has adopted fire code regulations consistent with the City of Goodyear. Following joint regulation of the Wigwam major renovation, our department, along with the City of Goodyear's fire service, again through a coordinated effort, is providing code regulation enforcement for yet another large commercial construction project: Litchfield Elementary School.

In addition, Family Development has now joined Toll Brothers and Shea Homes in the build out of Phase II of "The Village at Litchfield Park." Also, Frank Development has returned to complete construction of Parcel 10 (townhomes) in the Village.

Last, but not least, our department is working on the adoption of the 2012 International Codes, along with applicable City Code amendments. In order to provide a timely transition into these new code regulations, we are also updating our current website information, current permit forms/ pamphlets, as well as our current City Safety Bulletins and Field Inspection data.

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 any 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.

2012 BY THE NUMBERS

Inoperable Vehicles	22
Green Pools	12
Trailers, RV's, Boats	78
Property Maintenance	199
Carport Debris	13
Graffiti	2
Illegal Parking	19
Vandalism	2
Signs Removed	418
Animals at Large/Noise	47
Total in 2012	***812***
Total in 2011	***1,034***

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

QUICK FACTS

Building Permits Issued 2012

ISSUED	TYPE	VALUE
81	New Homes	$23,010,000
22	Pool	636,900
37	Solar	642,288
120	Other	6,494,928
260	**Total Issued**	

Permit & Plan Review Revenue $421,245

City of Litchfield Park

Public Works

2012 BY THE NUMBERS

Adopted Expenditures		***Estimated Expenditures***	
Maintenance Budget	$ 2,382,987	Maintenance Expenditures	$ 2,129,795
Streets Budget	$ 99,600	Streets Expenditure	$ 66,406

Public Works Permit Revenue $ 3,650

This year, the City has seen a revitalization of sorts to its neighborhood parks. Over the past year, Public Works has managed to maintain the level of services consistent with years past, while still being able to enhance the City with a few eye-pleasing projects.

Rights-of-Way leading from the center heading south on Old Litchfield Road, along with renovations to Staggs Park, have helped keep that "old town feel" alive.

With the addition of maintenance responsibilities of Scout Park, Scout Lodge, and the buffer area leading down to the current underpass of Litchfield Road, Public Works will be leading the way in keeping our parks and open space a treasure for all to enjoy.

QUICK FACTS

Miles of rights-of-way to maintain	35
Acres of turf area to maintain	51
Number of flowers to plant & maintain	1,110
Number of trees to maintain	7,143
Palm	1,897
Orange	844
Other	4,402
Tons of landscape debris disposed	746
Number of backflow preventers tested	126
Number of full time crew members	16
Number of full time office staff	2

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

Please take an opportunity to visit and enjoy our City's wonderful parks and open spaces and "Discover the Park".

2012 Public Works Project—Scout Park

City of Litchfield Park

Finance

The Finance Department is dedicated to providing professional services to the City, Management, and City Council through its finance, accounting, budget, technology, accounts payable, licensing, and reporting functions. The Department plays a crucial role in the management, tracking, and reporting of citywide finances, striving to provide the most accurate and up-to-date information to help the City make prudent fiscal decisions. From year to year, the Finance Team works along with each department to craft essential estimates for the annual budget, helping the City to maintain its fiscal strength.

In 2012, the Finance Department managed the processing of approximately $6 million in payments for goods, services, and capital projects. In the management of the City Business Licensing function, the Finance Team provides a place for all business owners to get answers to questions about conducting business in Litchfield Park. During 2012, the Department processed a total of 679 business license applications. Additional Finance Team projects that receive a considerable amount of time each year include the annual audit, annual budget process, City Council and Management 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	1,667 checks

Total Number of Business Licenses Issued

New	169
Renewed	510
Total	679

Total Number of Finance Department Employees: 3

2012 BY THE NUMBERS

Budget

Total Department Approved Budget	$439,995
Total Approved Budget for City	$7,616,265

Revenue

Business License Fee Revenue	$26,575
Sales Tax Audit Revenue	$30,756
Total Department Revenue	$57,331
Total Actual Revenue for City	$6,774,186

Expenditures

Total Department Expenditures	$401,318
Total Payments for Goods & Services	$5,780,969
Total Actual Expenditures for City	$6,074,840

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 of Litchfield Park.

For the 12th 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.

2012 BY THE NUMBERS

- 200 employment applications received in 2012
- 22 new employees hired
- 15 employees rehired
- 34 were for seasonal employment only
- $1,928,069.21 gross payroll in the calendar year, up from $1,830,693.47 for 2011
- 1,664 payroll checks were issued in 2012

2012 Accomplishments

- Continued the scanning of all payroll files. We have applied with the Secretary of State to allow us to scan all Human Resources related files, making the Department totally paperless.
- Provided employees averaging 30 hours or more per week with a 2011 Benefit Statement. The purpose was to show employees the cost of their benefits over and above their annual earnings.
- Began the process to move the City's benefits from an April through March plan to the calendar year, January through December. Medical was changed for this benefit year; the remainder will be changed soon.

2012 Employees

- Completed the redesign of the City's website. The new webpage was introduced to the public in August. Also introduced a City Staff blog on the webpage. Work continues on the Community Connection module which will allow limited public input, and an employee intranet.
- Reviewed the City's liability insurance and looked at other carriers to determine the best provider for the City. In the end, after careful consideration, we remained with the Arizona Municipal Risk Retention Pool.
- Looking at more current methods of auctioning off the City's surplus property. Used EBay for one sale, but investigating other web-based services specializing in government surplus property.
- Arranged for CVS to come to City Hall to administer the flu shot to interested employees and their families.
- Continue to provide a leadership role at the State level as President Elect of the Board for the International Public Management Association for Human Resources, Arizona Chapter. Was selected by the Board to attend Leadership Training in Chicago last August. Have remained active in the Arizona Human Resources Directors' Association.

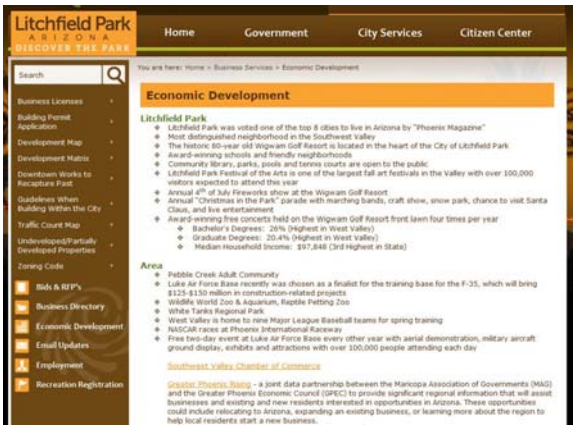
City of Litchfield Park

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

Like most cities, economic development is very important to Litchfield Park. It is imperative that the City help guide that development as much as possible to ensure the sustainability of the City and to maintain the City's character. Toward that end, a number of steps were taken to encourage economic development within Litchfield Park. A new City logo was created and incorporated into an updated City web page as part of a rebranding process. Staff held discussions with, and provided information to, a number of prospective developers and worked with existing commercial/retail centers to help bring new businesses into the City. In 2012, a new homebuilder went through the process to begin building new homes in the Village at Litchfield Park, and a number of new businesses have opened in the City, including: Charros Flowers, Cowtown Skateboards, Essential Properties, Flip N Furniture, Glamor Nails & Spa, Ground Control, Henry's Barber Shop, Parkside Creamery, and Women's Fitness with Daisy.

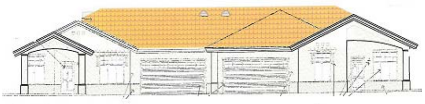


Projects

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:

La Loma Campus

Sun Health representatives contacted the City and received approvals for an expansion of the La Loma Campus. The project included remodeling the existing care center to add a new public rehabilitation center, café, and assisted living apartments; and the addition of a new two-unit casita near the existing casitas on the property.



New House Plans for the Village at Litchfield Park

A new home builder, will be joining Toll Brothers and Shea Homes in offering new homes for sale in the Village at Litchfield Park, Phase 2, subdivision. Family Development, a California-based home builder, purchased a number of lots in the subdivision and will be offering three single-level house plans, with a choice of three different design themes. The homes will range in size from 3,220 to 4,070 square feet, and the plans are to market them in the $450,000 to $550,000 price range.

Litchfield Villas

The developer of the Litchfield Villas townhomes, located along Village Parkway, contacted the City about starting up construction once again, after approximately four years of inactivity. Due to some differences in how the townhomes were being built, starting construction again required a revision to the zoning ordinance. After following the required process, the amendment was approved. It will be good to see building activity in that area once again.

City of Litchfield Park

Planning

Solar Activity

The City encourages the use of solar as an alternative energy source and, in 2011, solar panel installation requirements were added to the Zoning Code. This year, the City has seen an increase in the number of design review applications for solar projects. Shea Homes partnered with a solar company to add solar panels to the new homes they sell, with the cost included with the price of the homes. Staff worked with Shea and the solar company in streamlining the approval process for this project.

Zoning Code Amendments

Revising the City's Zoning Code to address current issues continues to be a major focus for the Department. Ordinances addressing a master plan requirement for commercial development, and the removal of residential uses from commercial zoning were processed. Amendments regarding design review requirements, signs, and accessory structures are still under review.

2012 BY THE NUMBERS

Applications/Permits/Amendments	No. Reviewed
Design Review	43
Minor Design Review	36
Variance	2
Use Permits	3
Final Plat	1
Land Use Amend/Rezone	2
Code Amendments	4
Sign Permits	14
Temporary Sign Permits	20

City of Litchfield Park

Engineering

W.C. Scoutten, Inc. provides contract municipal engineering and planning services to the City of Litchfield Park. W.C. Scoutten, Inc. began operations in September of 1994 and has focused exclusively on Municipal Engineering and Planning activities for public agencies. As Public Agency Consultants, we currently serve as contract Municipal Engineer for the Cities of Litchfield Park and Willcox, and the Towns of Buckeye, Wickenburg and Youngtown. In addition, we provide engineering plan review, traffic engineering and general engineering services for the Cities of Avondale, Eloy, and Tolleson. Our staff also provides Municipal Planning services to the Cities of Litchfield Park and Willcox, and the Towns of Buckeye and Wickenburg. Our current staff consists of 9 licensed engineers and 23 total individuals. Our services include traffic, water/wastewater, infrastructure plan review, roadway design, project management, construction administration and inspection. Our services also include negotiations on behalf of our clients for Intergovernmental Agreements and Developer Agreements. We also offer current and long-range planning, GIS, CAD, ID and CFD administration and off-site inspection services. All services are provided under the supervision of Woodrow C. Scoutten, P.E.

Our firm has assisted the City in a variety of ways throughout this past year, inclusive of the following services:

Engineering

- Pedestrian Grade Separation at Wigwam Boulevard and Litchfield Road: All final approvals were obtained and bids were received. Bids were more than the construction estimate and therefore additional Federal Funds were sought and obtained in the amount of $883,167. Together with the local match funding the total construction cost is $3,075,589. Over $435,000 in federal funds have been reimbursed. The project has been authorized for $3.075 million in federal funds and an updated JPA has been approved by the Council and ADOT. A value engineering proposal was received from the Contractor for a full closure of Litchfield Road at Wigwam Boulevard for two months. This would significantly enhance the safety considerations for pedestrian and vehicular traffic by physically separating the construction work and reducing the overall schedule by three months. This was approved by the Cities of Litchfield Park and Goodyear, and ADOT. The construction has begun with completion scheduled for August 2013.

- Request for MAG CMAQ Pedestrian Corridor Grant: An application for a pedestrian sidewalk along the west side of Old Litchfield Road from Bird Lane to Fairway was submitted to the MAG Bike and Pedestrian Committee in Fall 2012. The project has been considered a viable project by MAG; however, final funding approval has to be approved by MAG TRC and final grant numbers of funding will be available in early 2013.

- Request for Federal Highway Safety Improvement Program (HSIP) Grant: An HSIP grant was submitted to the MAG Safety Committee in Spring of 2012 for citywide roadway sign panel inventory and subsequent sign panel replacement. The IGA between ADOT and the City of Litchfield Park was approved for $205,000 of 100 percent funding for the systemic project.

- 10-year Pavement Management Program: The program was fully updated and serves as the guide to pavement maintenance for the next ten years.

- Energy Efficiency Block Grant HVAC Upgrades: The project comprised the upgrading of the Heating, Ventilation and Air Conditioning Equipment on the City Hall building and on the

Recreation Center, funded by the American Recovery and Reinvestment Act of 2009 (ARRA) through the Arizona Department of Commerce (ADOC), now the Governor's Office of Energy Policy (GOEP). Bids were received, and the project was awarded and completed to replace the HVAC units on the City Hall and one unit at the Recreation Center with upgraded, high-efficiency units. The City Hall ductwork was replaced and four new units are used in four different zones to maximize the comfort and efficiency in City Hall.

- City of Litchfield Park and City of Avondale Annexation/Deannexation: Legal Descriptions and Exhibits were prepared for the annexation/ deannexation of various commercial and residential properties in conjunction with the Wigwam Creek South annexation.
- Community Pool Deck Resurfacing: Prepared Contract Documents for bids for the Community Pool Deck Resurfacing project.
- Villages Phase II: Construction has been substantially completed. A final inspection has been accomplished and pavement issues are being addressed prior to final approval.
- 2013 Crack Seal Project: This project was bid in December, 2012 for award in January, 2013. Various streets throughout the City will be crack sealed.
- FY 2013-CIP Pavement Maintenance Projects: Bid documents were started for micro-seal and mill and overlay based on the updated 10-Year Pavement Management Program.

Planning Activities

- Maricopa County Zoning Ordinance and General Plan: Staff reviews pending amendments to the Maricopa County Zoning Ordinance and General Plan that may impact the City. If appropriate, a response is prepared and forwarded to the City for signature and transmittal to the County.
- City Zoning Code: Staff has been assisting City Staff in evaluating and preparing amendments to the City Zoning Code. We are working with the Design Review Board to strengthen the authority of the Board and to create Site Design and Architectural Design standards. We are also currently drafting a new Sign Code and are reviewing the Accessory Building Code.
- On-Going Assistance: Staff provides assistance to City Staff in interpreting and managing City development requirements.
- Development and Utility Plan Reviews: Staff completed reviews on submittal of eight development and/or utility plans during 2012, including Millennium High School, Fairway Drive Sewer Replacement (Liberty Utilities Co.), Villas at Litchfield Park, Wigwam Creek Center (McDonalds), LDS Church site improvements and Pedestrian Underpass project which included traffic control plan, road closure plans, utility trenching plans, and over 20 material submittals for review.

Special Projects/Studies: Our office has continued to provide a special consultant (Clear Creek Associates) to represent the City's interest relative to the regional ground water contamination issue.

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. 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; overseeing jury selection; providing instructions to jurors; listening to arguments; analyzing admitted evidence; appling applicable laws, statutes and other legal instructions; and controling 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; making final decision/ruling on proceedings, motions and appeals; and rendering a verdict or receiving and pronouncing 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 release's 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; 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.

City of Litchfield Park
Magistrate Court

2012 BY THE NUMBERS

CASES FILED

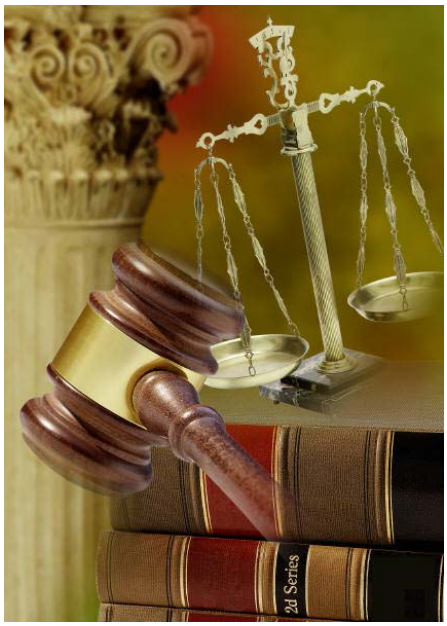
	CRIMINAL TRAFFIC (DUIs/SUSPENDED LICENSE, ETC.)	CIVIL TRAFFIC	CRIMINAL MISDEMEANOR	CITY CODES PARKING	CITY CODES NON-PARKING	TOTAL CASES FILED		TRAFFIC WARRANTS OUTSTANDING	CRIMINAL WARRANTS OUTSTANDING
JANUARY	5	36	12	2	0	55		167	67
FEBRUARY	9	27	2	4	0	42		167	68
MARCH	3	49	11	2	0	65		166	67
APRIL	7	36	0	2	0	45		164	70
MAY	7	35	13	3	0	58		164	69
JUNE	5	39	14	0	0	58		162	70
JULY	3	81	5	0	0	89		164	71
AUGUST	9	37	0	0	0	46		162	70
SEPTEMBER	13	39	1	3	0	56		164	70
OCTOBER	4	63	5	3	0	75		169	69
NOVEMBER	7	42	2	1	0	52		162	67
DECEMBER	2	41	1	0	1	45		163	65
TOTALS	74	525	66	20	1	686			

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, 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 serve as the City Attorney's Office. 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, Phyllis L. N. Smiley, Patricia Ronan, Trish Stuhan, William P. Sullivan and Larry K. Udall.

In addition to Litchfield Park, the Firm represents the Towns of Gilbert, Wickenburg, Youngtown, Clifton, Miami and Dewey-Humboldt as general counsel. The Firm represents other municipalities as special counsel for specific issues such as zoning code updates, personnel investigations, development agreements, construction issues, sales tax collection, water matters, election matters, streetlight improvement districts, and real estate transactions. The Firm also represents several water and electric utility clients.

Completed Tasks In 2012

Legal Opinions and Developments in the Law Prepared written legal opinions related to legal issues facing the City, including political signs, the Medical Marijuana Act, group homes, exhaustion of administrative remedies, solid waste collection issues, Proposition 207 exemption for public purposes, finance options for purchase of real property, Americans with Disability accessibility standards for public swimming pools, invocations at Council meetings, and outdoor festival issues.

Legislation Provided memoranda regarding significant legislation affecting the City, including the Medical Marijuana Act, the Municipal Regulation Act (SB1598), address confidentiality program requirements, Genetic Information Non-Discrimination Act, and new notary rules.

Ordinances Prepared ordinances requested by the City, including amendments to the City Code related to adoption of new Fire Code and consolidated elections.

Contracts Prepared, reviewed or revised contracts throughout the year, including an intergovernmental agreement with the City of Avondale regarding deannexation/annexation of property for the benefit of both cities and an intergovernmental agreement with Maricopa County Sheriff's Office for public safety services.

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

Planning and Zoning Worked with City Planner to address numerous planning and zoning issues, including the Zoning Code update, solar panels and master development plans.

Code Enforcement Addressed issues related to defective street construction, sign code violation and nuisance abatement procedures.

Real Property Prepared Articles of Incorporation and Bylaws for Friends of Rancho La Loma Homestead, assisted with the acquisition of Scout Park, Scout Lodge and pathways, prepared documents for the exchange of real property with the school district.

Transaction Privilege Tax Matters Worked with Finance Director on collection of delinquent taxes owed to the City.

Litigation Represented the City's position in the Suncor bankruptcy proceedings.

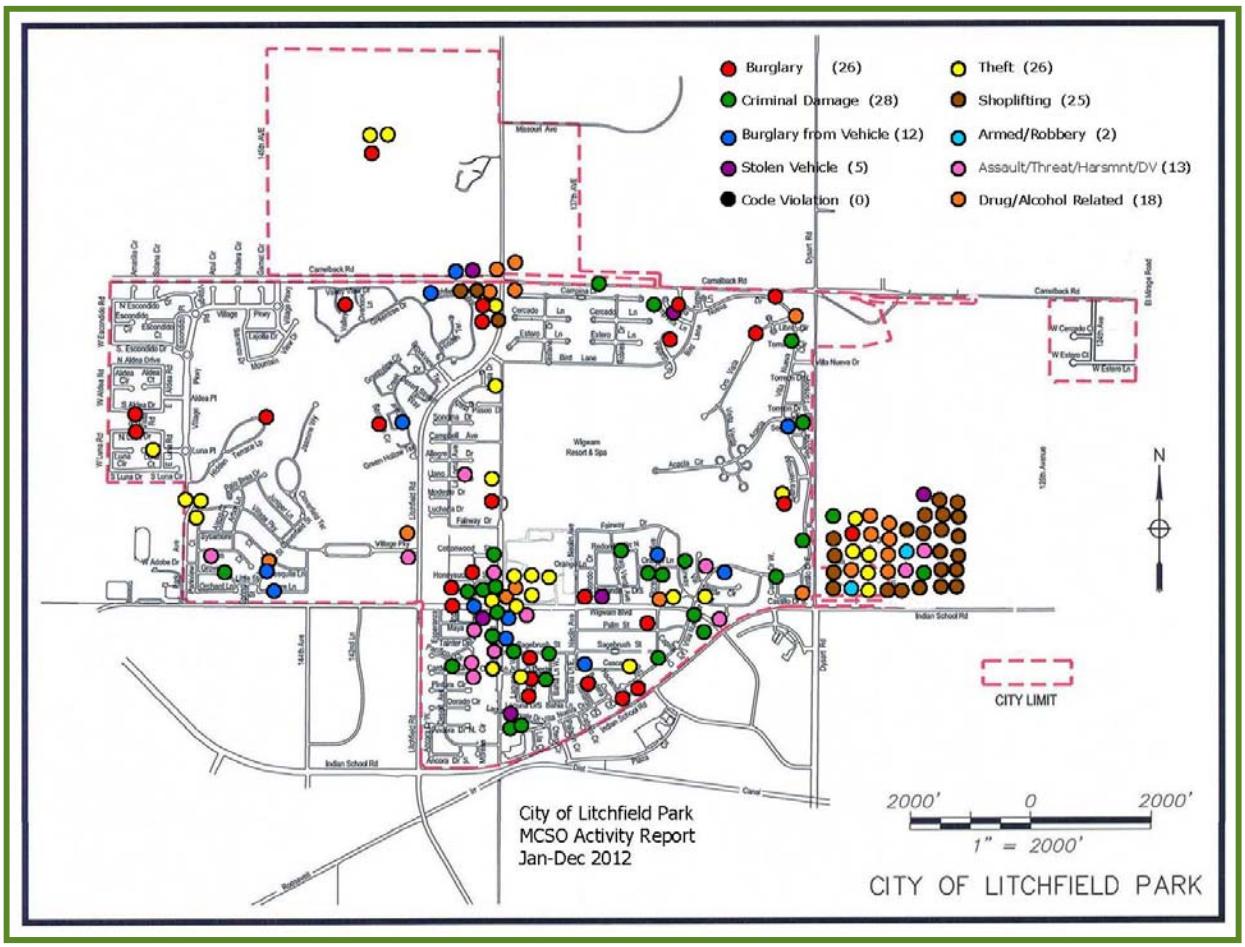
City of Litchfield Park

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 2012 charge for said services was $505,024. The current contract, which is through June 30, 2013, 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 purchases 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.

2012 BY THE NUMBERS

	Emergency Services									Fire Prevention Services			
Month	EMS	Other Unknown	Hazardous Conditions	Other Type of Incidents	Good Intent	False Alarm/ False Calls	All Fires	Total Monthly Calls		Plan Re-view	Construction Permits	Construction Inspections	Occupancy Inspections
JAN	37	2	1	0	0	2	0	42		5	7	27	0
FEB	23	7	0	0	5	0	0	35		2	3	11	9
MAR	36	10	1	0	4	3	1	55		0	3	31	5
APR	29	3	0	0	3	4	0	39		4	18	33	12
MAY	34	3	0	0	3	3	1	44		0	7	16	6
JUN	28	4	1	0	3	2	0	38		2	2	11	12
JUL	20	2	0	0	2	2	1	27		4	15	16	6
AUG	34	1	0	0	0	0	0	35		7	17	21	13
SEP	32	3	0	0	3	0	0	38		0	1	17	25
OCT	39	3	0	0	5	5	1	53		4	2	5	18
NOV	28	8	0	0	3	2	1	42		3	6	7	1
DEC	43	8	0	0	4	1	3	59		2	2	4	0
TOTALS	383	54	3	0	35	24	8	507		33	83	199	107