

City of Litchfield Park

“Making Connections”



2013 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 2013 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 2013 Annual Report is entitled "*Making Connections*." The title reflects three milestones for the City; that being the construction of the long awaited underpass at Litchfield Road/Wigwam Boulevard, the hiring of Litchfield Park's first Economic Development Director and the publication of *Images of America – Litchfield Park* by Celeste S. Crouch, Litchfield Park Historian.

The underpass was constructed through a partnership with ADOT and cost approximately \$2.6 million to build. The first application for funding to the Maricopa Association of Governments (MAG) was made in 2000. MAG provided more than 90% of the total funding for the project.

The underpass offers a safe east/west alternative for pedestrians from nearby neighborhoods and schools in both Litchfield Park and Goodyear to cross Litchfield Road. The underpass accommodates pedestrians, bicyclists and golf carts. A skylight in the median of Litchfield Road provides natural lighting to the underpass in addition to the artificial lighting that is present. Public artwork is included in the design, including tile mosaics, stamped concrete, decorative masonry pilasters, and an artistically sandblasted historical motif on the retaining walls. The public art incorporates elements into the design, which celebrate the community of Litchfield Park, honoring both our heritage and our future.

An additional benefit is the connectivity of the vacant commercial properties on the east and west sides of Litchfield Road. As the City Center builds out on both sides of Litchfield Road, it is our expectation that the underpass will be an integral part of the future development and be a positive factor for the connectivity of the prime parcels.

In order to focus on the needs of our existing businesses, be proactive in creating a strategy to attract new businesses, and to address the development of vacant commercially zoned parcels, Litchfield Park hired its first Economic Development Director, Jim Rumpeltes, in a part-time capacity. Mr. Rumpeltes comes to Litchfield Park with a wealth of experience in municipal government. We are looking forward to a concerted effort to engage/connect City Hall with our local businesses, which will be a win-win for both parties. Twenty-two percent (22%) of our revenue stream is generated by sales tax; therefore, it is imperative that the City provide assistance to our businesses so that they not only succeed, but thrive. We believe that an Economic Development Director can be helpful in such an objective.

A milestone was reached in 2013 when the book *Images of America – Litchfield Park*, which honors the proud history of our community, was published. The Images of America series celebrates the history of neighborhoods, towns and cities across the country. Using archival photographs, each book presents the distinctive stories from the past that shape the character of the community today. The Litchfield Park book captures over 50 years of the City's history beginning with the first settlers of the area and contains more than 200 images. Author Celeste S. Crouch, founder of the Litchfield Park Historical Society, started the book in 2006. Arcadia Publishing partnered with Celeste to help preserve our local heritage, make history available to everyone, and generally provide the important connection or bridge from our past to modern day life in the city we all love, Litchfield Park.

I especially would like to recognize and thank Mayor Thomas Schoaf and the Members of Council, as their guidance and support are the backbone of the success reflected in the City of Litchfield Park 2013 Annual Report.

Thank you for the opportunity to share our 2013 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 Manager
dcrossman@litchfield-park.org
623-935-5033

City of Litchfield Park

City Council and Staff

Elected Officials

THOMAS L. SCHOAF, Mayor
PAUL J. FAITH, Vice Mayor
TIM BLAKE, Councilmember
DIANE H. LANDIS, Councilmember
PETER E. MAHONEY, Councilmember
JOHN ROMACK, Councilmember
PAUL R. 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
CRAIG RING, City Magistrate
Benjamin Ronquillo, Finance Director
James Rumpeltes, Economic Development Director
CAROLYN SELLMAYER, Human Resources Administrator

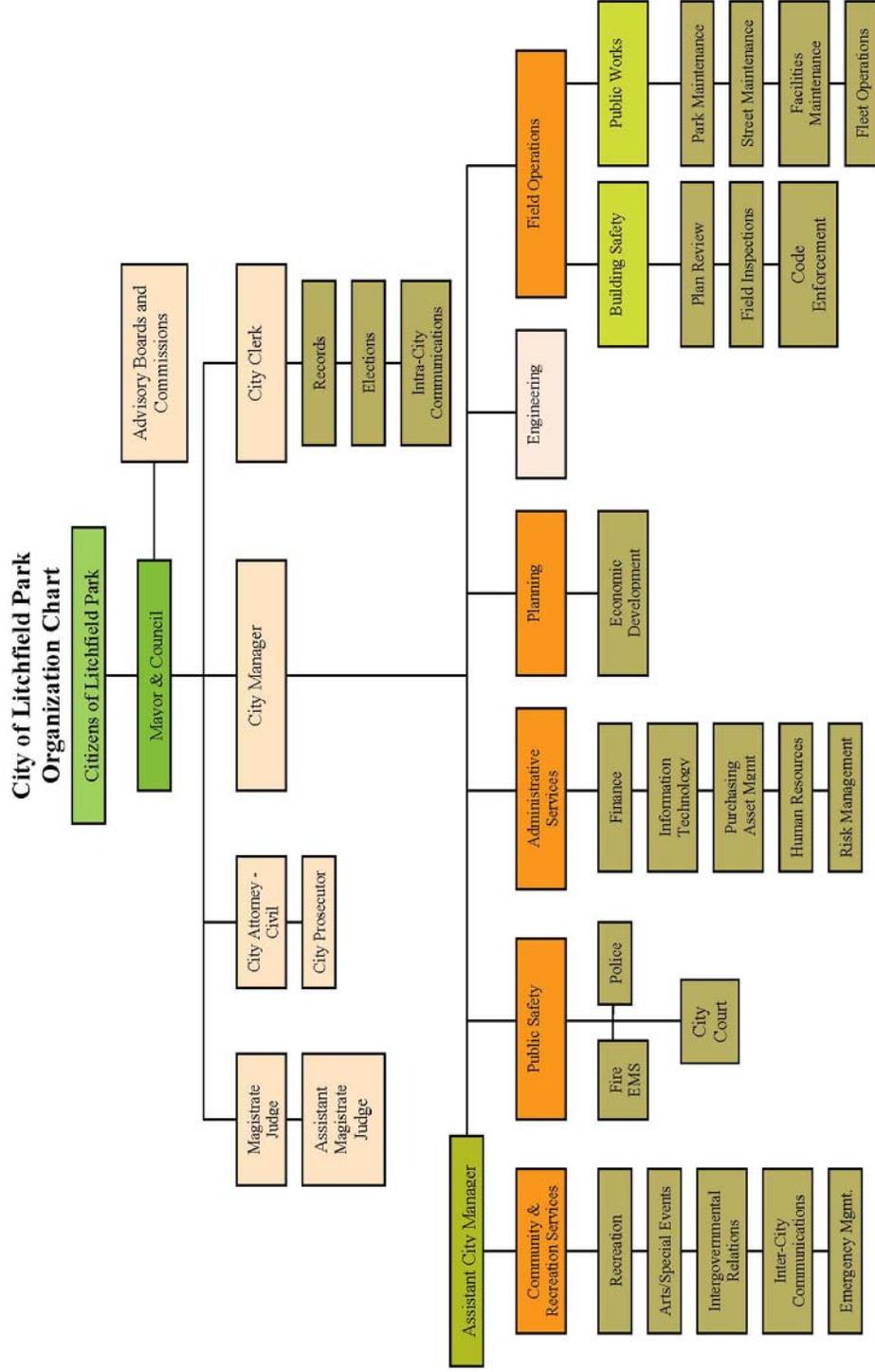
Contracted Staff

MIKE CARTSONIS, City Planner
SUSAN GOODWIN, City Attorney
DAVID LEDYARD, City Prosecutor
FIRE CHIEF PAUL LUZZI, Goodyear Fire Department
WOODY SCOUTTEN, P.E., City Engineer
CAPTAIN DAN WHELAN, 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
Economic Development	623-935-5033
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 website, 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 (RPG).

The purpose of the RPG 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. in City Hall. Subcommittees of the Commission serve as the Tree Board and Beautification Committee.

Members

- ◆ JoAnn Dun, Chair
- ◆ Andrea Phillips, Vice Chair
- ◆ Rob Antoniak
- ◆ Christoph Gerz
- ◆ Mike Hirth
- ◆ Glen O'Keefe
- ◆ 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 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 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 at City Hall.

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, which includes a variety of special events and services to our community. I also serve as the City's Emergency Management Coordinator.

One of the most enjoyable and rewarding aspects of my work is making connections between City employees and residents. Our residents shape our community and our employees are our greatest resources in making the connections with our citizens. We anticipate 2014 to be an exciting year with several large projects. I look forward to the opportunity to continue to work closely with our City Manager and Staff as we guide our community into a new year.

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
- ◆ Emergency Management
- ◆ Tourism Support Committee (Southwest Valley Chamber of Commerce)



CITY OF
Litchfield Park
DISCOVER THE PARK

Assistant City Manager
sculbreth@litchfield-park.org
623-935-5033

City of Litchfield Park

City Clerk

Elections

Mary Rose Evans, City Clerk, and her department are gearing up for a required change to the City's election schedule. Since incorporation in 1987, the City elections for Mayor and Council were held in March and May. State statutes now require that all regular elections be held in August and November of even-numbered years. The Department worked with the City Attorney to update the City Code to comply with the new law, and part of the change was to lengthen the terms of the current Mayor and Council by six months. The swearing-in ceremony will take place in the January following elections.

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 in-person contacts continues to be an integral responsibility of the department, and a quick-reference binder of information has been compiled and is continually updated as new information is received. The binder has served as an invaluable resource for residents and Staff alike.

Intergov

The Deputy City Clerk began the year by handling Intergov and other duties for the Mayor. The City has changed its focus from major Intergov activities; although, the department continues to handle arrangements for meetings and events for the Mayor and City Council. Contact information and meeting schedules are maintained for the West Valley Mayors & Managers, the Southwest Mayors, the Luke-West Valley Council, the Commission on Technology, the MAG Economic Development Committee and Regional Council, and the League Executive Committee.

Special Projects

The department assisted with two special events in 2013. First was the retirement party for Supervisor Max Wilson, and the second was the Ribbon Cutting event for the Litchfield Road Pedestrian Underpass. The department worked through extended leave periods for the City Clerk and Deputy City Clerk, which fell concurrently. It was left to others to learn new procedures and maintain continuity of processes, and they performed seamlessly.

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 digital recording process set up with Maricopa County has been a time-saving device and a great convenience. We were able to continue the process of having a vendor scan documents for importing into the City's Laserfiche system. The Administrative Assistant who handled our records management for the last several years retired in 2013, and the Deputy City Clerk assumed that responsibility. The following were handled in 2013:

- 25 Cubic feet of records purged and reported to the State (per regulations)
- 8 Documents recorded with Maricopa County

We worked on organizing the vault and reserving the space for documents and items that are accessed on a regular basis. That goal has been accomplished, and we were able to purchase heavy-duty shelving for the Conex metal container on the back lot. It is devoted to records storage, including a portion provided to the Municipal Court.

2012 BY THE NUMBERS

data from Jan. 1-Dec. 31, 2013

Agendas	34
Sets of Minutes	34
Quorum Notices	57
Proclamations	14
Ordinances	13
Resolutions	13
Press Releases	4
Notarizations	67

Yard Sale Permits	59
Handbill Distribution Registrations	4

New State Liquor Licenses Processed	5
Special Event Liquor Licenses Issued	8

City Clerk
mrose@litchfield-park.org
623-935-5033

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 and Recreation Services plays a large part in making connections with our citizens and with our neighboring communities.

The Recreation programs are considered to be the best in the West Valley, and our community services contribute greatly to the quality of life our citizens enjoy. The special events held throughout the year are not only award-winning events, but they are being recognized as a part of the fabric of our community.

Challenges

The challenges our department faced this year were not new challenges. The slow recovering economy once again challenged us to do more with less. We reduced our budgets but never sacrificed our commitment to offering quality programs. We have a staff that is committed to excellence and we are always looking for new and better ways to make connections with our customers.



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 \$587,000 in revenues. The Preschool Program held a steady average of 50 children per month and the tennis program operated at near capacity. Pickleball was introduced to our programs in 2012 and has continued in popularity.

Aquatics

The 2013 Aquatics season was a splashing success with an emphasis on learn to swim programs and family fun. Over 1,300 participants experienced learn to swim and swim team programs. The Aquatics Staff helped bring attention to the need to learn to swim as they organized participation in a Guinness Book of World Record Breaking Largest Swim Lesson where 32,450 participated world wide.

STAFF

Sonny CulbrethDirector
 Tricia Kramer..... Administrative Assistant
 Franz Fuhrmann.....Youth 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

Community and Recreation Services Director
 sculbreth@litchfield-park.org
 623-935-9033

City of Litchfield Park

Community and Recreation Services

The staff also hosted two “Safe Kids” Summer events presented by the Maricopa County Attorney’s Office.

Family Fun Nights

The Family Fun Nights sponsored by Hilger’s Pediatric and Orthodontic Dentistry were sensational. The events included Safari Night with the Wild Life World Zoo; the Super Hero Night attended by the Avengers, and A Night in the Tropics featuring Hawaiian dancers and tropical fun. The 4th of July *Splash Bash* event, sponsored by Dunn Orthodontics, featured Uncle Sam and Lady Liberty along with plenty of family games and cold watermelon.



Wellness Classes

Other classes offered by our Aquatics Coordinator reach out to our aging citizens who need special low impact exercise classes. The majority of the participants are city residents and these programs offer them extended quality of life. The City renewed the contract for pool use by Swim Neptune for the 2013–2014 season. This is an agreement that has worked out well for the Recreation Center.

Youth & Sports Programs

The year 2013 was the ‘year of change’ for our youth sports programs. Many of these changes were a direct result of the connection between our participants and their feedback about our already successful programs. One change / connection we made in 2013 was in the creation of the *Youth Sports Voice*, a seasonal information newsletter distributed three times per school year. The newsletter provides our participants with important information about the youth sports season in which their child actively participates.

Another important connection our programs made in 2013 was to create more family friendly game scheduling through the use of multiple venues or game fields. The inclusion of Scout Park for Flag Football allowed us to create two fields as opposed to the single game field we have used in the past. In addition, our Tee Ball program used the Litchfield Elementary School baseball fields; again allowing us to use two fields instead of using only the one field at Staggs Park. These changes allowed us to reduce late afternoon game times and it is partly due to the connections we have created with our customers through the use of program surveys.

Making connections is extremely important to our youth sports programs and we do this by listening to our customers. An example of this is witnessed in our Tee Ball program. Last year, we provided 3/4 length sleeve baseball shirts for uniforms and our customers voiced their displeasure with the longer sleeved uniforms. In 2013, we ordered short sleeve uniforms and our Staff was met with positive comments all season long.



Another example of listening to our clientele was visible in our 2013 Spring Youth Soccer program. Traditionally, our Under-6 & Under-8 age divisions required the volunteer coaches to officiate their own games. We listened to the coaches’ feedback regarding this policy, and in 2013 we hired additional Sports Staff to officiate these games. This administrative decision was hugely popular with our coaches as well as our participants’ parents. Throughout the season, our Sports Staff was

City of Litchfield Park

Community and Recreation Services

praised on a number of occasions for improving the program, which ultimately provides a positive experience and greater connection to our program for our participants. We would like to report that all of the changes in 2013 were met with positive feedback from our clients, but the reality is that our decision to raise prices for youth sports, as well as our youth summer camp, was not popular with our customers.

Although we raised the price on our youth sports, our participation actually increased by a total of 45 customers. This was not the case with our summer camp participation. Our Camp Summer Days program lost approximately 36% of its customer base, which we attribute to increased fees. In 2013, our Mini Camp program for children 4 and 5 years of age was eliminated. We attempted to revitalize the program through a number of changes to encourage participation; however, participant totals hovered just below our minimum class size requirement in 2012 prompting us to remove the program from our recreation activities in 2013. We are currently working on a plan to attract more campers back to our program for this summer.

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Youth Basketball	926	1022	1024	1054	1051
Soccer	301	342	282	293	360
Tee Ball	80	80	141	150	120
Flag Football	110	93	100	127	138
Summer Camps	431	363	374	313	158*

In 2013, Litchfield Park proudly recognized over 190 youth sports coaches and numerous summer camp volunteers who logged approximately 4,242 volunteer hours.

** Mini Camp Program Eliminated in 2013 due to lack of participation.*

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, Healthy Litchfield Park programs, and Special Events. City appropriations to non-profit organizations also are distributed through the Community Services Department.

Healthy Litchfield Park Programs

Numerous events were offered to our community including “Trike the Park Parade” for young riders and their families; a “Family Bike Ride” attracting riders of all ages; and, a “Moving and Grooving” street dance for the teenage crowd. Community hikes participants enjoyed hiking along the White Tanks Water Fall and Goat Camp trails. With the assistance of Goodyear Fire, we hosted a Continuous Chest Compression Class that was attended by 35 residents. A Citizens Emergency Response Team (CERT) program is scheduled for February, 2014.

Block Watch

Four new neighborhoods were added in 2013, bringing our total to 22 neighborhoods in our Block Watch Program. These watch groups become the best line of defense against crime in their neighborhoods.

Recycling

Recycling remained constant. We currently recycle 17% of our waste. The extra roll-out containers and the larger variety of items that can be recycled 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. We also teamed with Nationwide Insurance to offer a prescription drug drop-off program.

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.

City of Litchfield Park

Community and Recreation Services

Appropriations

The 2013 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 11 organizations.

Special Events

Special events are part of the economic engine for Litchfield Park. Our Staff presented or helped to facilitate over 20 special events in 2013 attracting thousands of residents and visitors to the downtown area. Arts in the Park Concerts, Christmas in the Park, the Native American Art Festival and the Spring Art and Culinary Festival continued to be award-winning signature events. Our special Community 25th Anniversary Celebration held in November of 2012 was recognized by The Arizona Parks and Recreation Association as the “Best Community Special Event in Arizona for 2012.” The Wigwam continues to partner with the City to form a great community partnership. Our Staff is working to produce a video add campaign to promote our events and to attract more sponsorships.

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 within 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 7,072 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. The website publishes information on departments, city and residential services, demographics, special events, meetings, agendas, minutes and useful information for residents and visitors alike. The City also participates in social media networking with 484 Twitter followers and 292 Facebook friends.

2013 BY THE NUMBERS

Electronic Subscriptions

CityLine	397
E-Community Alert	463
Activity Guide	447
Sport Program Registration.....	314

E-Gov Sign Up

Agendas and Minutes	324
Bids, RFP, & RFQ	814
Code Changes.....	155
Employment Opportunities..	1,107
News & Announcements.....	509
Public Notices.....	307

City of Litchfield Park

Community and Recreation Services

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, Hilger's Pediatric and Orthodontic Dentistry, Dunn Orthodontics, Litchfield Park Rotary, and W.C. Scoutten continue to be major community partners. We applied for and received a \$10,000 grant from the Arizona State Tourism Department, Prop. 302 funds. We also were successful in securing \$25,000 to help support the Patriot All-America Golf Tournament held at the Wigwam in December. Our goal continues to be to provide quality, affordable family enjoyment to our citizens, and to all who choose to attend these wonderful events.

Litchfield Park has a great reputation of providing award winning special events and outstanding community programs!

Building Memories...Making Connections



CELEBRATING 25 YEARS



**THE CITY OF
Litchfield Park**
DISCOVER THE PARK

SILVER SPONSORS:



Liberty Utilities



aps



**WIGWAM
ARIZONA**



**HILGER'S
ORTHODONTICS**



**HILGER'S
PEDIATRIC DENTISTRY**



KIWANIS INTERNATIONAL FOUNDATION
HELPING THE CHILDREN OF THE WORLD



**WM
WASTE MANAGEMENT**



Dunn Orthodontics

CELEBRATING SPONSOR:



**ROTARY
INTERNATIONAL**

City of Litchfield Park Code Enforcement

The Code Enforcement Officer is a part-time position. Lynn Webb fills that position and the goal of Code Enforcement is voluntary compliance.

Code Enforcement's responsibility is to ensure compliance with City Municipal Codes (City and Zoning) for the purpose of enhancing the appearance of our community.

The Code Enforcement Department's goal is to protect the public's health, safety and welfare, while ensuring our citizens' rights to a clean, enjoyable neighborhood.

Primary duties include providing information about City Municipal Codes for property

maintenance, zoning and signage, and encouraging voluntary compliance. 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.

Proactive field inspections and response to citizen complaints lead to enforcement through established procedures when voluntary compliance does not occur.

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

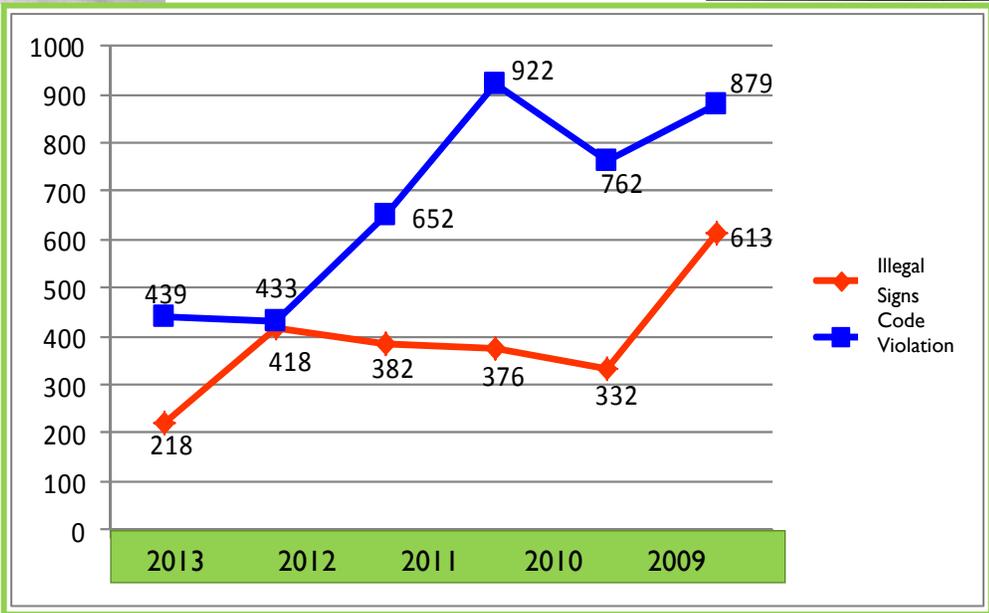


2013 BY THE NUMBERS

Signs Removed	218
Inoperable Vehicles	14
Green Pools	25
Trailers, RV's, Boats	84
Property Maintenance	180
Carport Debris	6
Graffiti	8
Illegal Parking	23
Vandalism	0
Animals at Large/Noise	31
Walls/Fencing	13
Trash Containers	22
Business Issues	33

Total in 2013 657

Total in 2012 851



Code Enforcement
lwebb@litchfield-park.org
 623-889-6215

City of Litchfield Park

Building Safety

John Rae, the City's Building Inspector, continues to work hand in hand with the City of Goodyear's Fire service on both residential and commercial projects. With the completion of the Litchfield Elementary School, the focus has shifted to the continued build out of the Village at Litchfield Park.

Custom builders have now joined with Family Development, Frank Development, and Shea Homes during the economic upturn of residential construction.

In combination with new home starts in the Village, two additional single family homes being built by Newmark Homes have started along Wigwam Boulevard.

In addition, commercial tenant improvement projects have added a micro-brewery and a future deli to our downtown business center.

Also, the Building Safety Department has aided in major City improvement projects such as the newly completed pedestrian underpass, Scout Park, as well as future renovation projects for the City's downtown business center.

Litchfield Elementary School
Under Construction
2013



QUICK FACTS

Building Permits Issued 2013

<u>ISSUED</u>	<u>TYPE</u>	<u>VALUE</u>
60	New Homes	\$22,529,000
19	Pool	\$560,000.00
13	Solar	\$232,410.00
144	Other	\$14,352,125.00
Total 236		

Building Safety Adopted Budget \$163,961.00
Permit & Plan Review Revenue \$264,663.00

Last, but not least, our department is in final preparation stage in compiling the 2012 International Code amendments for presentation and adoption later this year.

With the adoption of the new 2012 International Codes, our Department is creating new innovative procedures in site building inspections for both residential and commercial projects. This would include on-site use of iPad equipment and on-site printouts of required building corrections and revisions.

Building Safety
jrae@litchfield-park.org
623-935-1066

City of Litchfield Park

Finance

The Finance Department, led by Finance Director Benjamin Ronquillo, 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 with each department to craft essential estimates for the annual budget, helping the City to maintain its fiscal strength.



In 2013, the Finance Department managed the processing of approximately \$6.7 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 2013, the Department processed a total of 812 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.

2013 BY THE NUMBERS

Budget

Total Department Approved Budget	\$376,033
Total Approved Budget for City	\$8,460,896

Revenue

Business License Fee Revenue	\$32,425
Sales Tax Audit Revenue	\$63,304
Total Department Revenue	\$95,729
Total Actual Revenue for City	\$7,369,172

Expenditures

Total Department Expenditures	\$358,616
Total Payments for Goods & Services	\$6,046,961
Total Actual Expenditures for City	\$6,796,267

The annual budget preparation and approval process encompasses a 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 13th 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.

QUICK FACTS

Total Number of Checks Issued

Accounts Payable	1,688 checks
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Total Number of Business Licenses Issued

New	212
Renewed	600
Total	812

Total Number of Finance Department Employees: 3

Finance
bronquillo@litchfield-park.org
 623-935-4364

City of Litchfield Park

Human Resources

Carolyn Sellmeyer leads the Human Resources Department. The 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.

2013 BY THE NUMBERS

- 234 employment applications received in 2012
- 28 new employees hired
- 17 employees rehired
- 31 were for seasonal employment only
- \$1,830,693.47 gross payroll
- 1,597 payroll checks were issued in 2013
- 106 W-2's issued for 2012

2013 Accomplishments

- ◆ Human Resources became a department separate from Finance, but remains under Administrative Services.
- ◆ The State approved our department's application to be paperless. New software was purchased to ensure the scanning and storage of the files would be clear and secure.

- ◆ The Personnel Policy Manual was reviewed this year. Major revisions will be presented to the City Council for adoption after the New Year.
- ◆ The new Employee Intranet was introduced this year. Employees can now find information concerning their benefits (Benefit Plan Summaries, how to use the benefit, and contact information), along with the current Personnel Policy Manual, frequently used forms, and HR news and announcements.



- ◆ Reviewed and streamlined the application process for open jobs. The application is now fillable online, and can be submitted by email or fax, in addition to mailing or bringing it to City Hall. Also reviewed the process once a conditional job offer has been made. This should mean new employees can be on the job in a much more timely manner.
- ◆ Used an online auction site, publicsurplus.com, for this year's surplus property sale. This was the most successful sale the City has ever conducted.
- ◆ Arranged a flu shot clinic in City Hall for interested employees and their families.
- ◆ Continued to provide a leadership role at the State level as President of the Board for the International Public Management Association for Human Resources, Arizona Chapter. Was selected by the Board to attend Leadership Training in Nashville last August. Have remained active in the Arizona Human Resources Directors' Association, and attended meetings of the newly formed West Valley HR Directors Group.

Human Resources
 csellmeyer@litchfield-park.org
 623-935-4364

City of Litchfield Park

Planning/Economic Development

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.

Implementation of the City's vision has many aspects, from enhancing and maintaining the quality of life and community appearance to sustaining the City's economic viability, now and in the future.

Economic Development

The City hired Jim Rumpeltes as an Economic Development Director in November this year. His responsibilities include bringing in new businesses, as well as working with existing businesses to encourage their continued operations in the City.

Following are a number of programs he has been working on:

Shop the Park

The Shop the Park program is a new campaign developed to support Litchfield Park's economy by encouraging and supporting local and regional businesses by strengthening connections to, and markets for, local goods and services. Purchasing local helps grow other local businesses as well as the local tax base.



There are two main parts to the program. The first part is the collection of emails, our connection to people who could or already shop in Litchfield Park. City Staff is collecting emails at City events like the State of the City, Concerts on the Wigwam Lawn, and Arts and Culinary Festival. At the Arts and Culinary Festival, bags were distributed with coupons, flyers and promotional items from Litchfield Park businesses.

The second part to the program is a monthly email blast that will be sent to those who have signed up. The blast will promote and inform recipients about businesses in Litchfield Park, their discounts, specials and promotions. The first blast will be sent the last part of March. There are about 40 retail businesses in the city. Most have had at least one personal visit from City Staff regarding the program.

Retail Demand Study

A study has been done to determine the potential for retail businesses within the City. J. Richard Hill and Company was retained to do the work. Rick has extensive experience in commercial real estate, specializing in the analysis of retail markets. Most of the remaining undeveloped property in the City is zoned for commercial use. The study will help to determine whether that designation is appropriate. The results of the study will be presented at the April City Council meeting.

Recruitment of New Business

To recruit new businesses, marketing information about the City is being updated and, when appropriate, will be posted on the City's website. This information is valuable to proactively attract new business, especially those that fit with the tradition and special nature of the City.

A national conference is held every year for retail recruitment. Contacts and plans are being made to make attendance at that event fruitful.

Planning Projects

New projects, changes to existing properties, and General Plan and Zoning Code amendments are reviewed and evaluated by Planning Staff, including Pamela Maslowski, Planning Coordinator. Following are some of the projects that required the Planning Department's attention:



Farmers Market and Brew Pub

The Planning Department facilitated the Use Permit processes necessary for the very popular Farmers Market to continue its operations on the grounds of the Wigwam Resort and for the Peoria Artisan Brewery/Litchfield Tap Room to open as a new brew pub in the City's Downtown Center.



City of Litchfield Park

Planning/Economic Development

Residential Projects

Solar Panel installations and exterior building additions/remodels were popular with residents this year as evidenced by the number of design review applications processed by the Planning Department. Also, six new single-family home design plans were submitted and processed this year. Four of these new homes are planned for the two gated sections in the Village at Litchfield Park subdivision, with the other two slated for vacant lots in the subdivision located at the southwest corner of Wigwam Boulevard and Florence Ave.

Zoning Code Amendments

During the last few years, the Planning Department has been working with Larry Harmer, a Planning Consultant from W.C. Scoutten, Inc., to update the City's Zoning Code. This year, an amendment to the Accessory Structure requirements, an amendment to

the Design Review Board section, and new Design Guidelines were processed through both the Planning and Zoning Commission and City Council for approval. Amendments to the Sign Code section, as well as a general update to the other sections, are still under review with hopes to present them to the City Council during the next year.

General Plan Amendment



Staff has been informed of the possibility of a number of Major General Plan Amendment Applications that will probably be submitted during the 2014 calendar year. In anticipation of those applications, Jason Sanks, of Sanks & Associates, has been hired as a Planning Consultant to assist the City in analyzing and processing these applications.

2013 BY THE NUMBERS

Applications/Permits/Amendments	No. Reviewed
Design Review	53
Minor Design Review	50
Variance	1
Use Permits	2
Final Plat	1
Code Amendments	5
Sign Permits	6
Temporary Sign Permits	26

Planning
pmaslowski@litchfield-park.org
 623-935-5033

Economic Development
jrumpeltes@litchfield-park.org
 623-935-5033

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 Activities

Pedestrian Underpass at Wigwam Boulevard and Litchfield Road: Bids were received in September 2012, and were more than the construction estimate. Therefore, additional Federal Funds were sought and obtained in the amount of \$883,167. Together, with the local match funding, the total construction cost authorized was \$3,075,589. Over \$435,000 in federal funds have been reimbursed to ADOT by the City. A value engineering proposal was received from the Contractor and implemented for a full closure of Litchfield Road at Wigwam Boulevard for two months. This significantly enhanced the safety considerations for pedestrian and vehicular traffic by physically separating the construction work and reducing the overall schedule by three months. Construction began in January 2013 and the underpass was opened in November 2013. During the course of construction it was determined that additional funding was available. WCS prepared and obtained the requisite environmental clearances and \$100,000 was



obtained for the project.

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, \$213,911 funding of construction monies have been approved by MAG TRC. The City can now begin the ADOT process to gain all environmental, historical, archeological and utility clearances along with preparation of plans to ADOT standards, specifications and for eventual construction obligation within the near future (Anticipated 2015/2016).

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

City of Litchfield Park

Engineering

funding for the systemic project. ADOT is in progress to obtain field video inventory of all City signage beginning in December 2013 with anticipated completion and basic inventory system in place by December of 2014.

Incidental Citywide Neighborhood Traffic Mitigation: The City Engineer's office, in cooperation with City Management, work cooperatively to address traffic concerns by residents and school parents. The City is currently working with Litchfield Park Elementary School to improve parent pick up and drop off of school children at Litchfield Elementary School as well as looking for additional ways to improve traffic congestion conditions on adjacent roadways around the school. Other areas such as Village Parkway, Aleppo Park, Honeysuckle and Old Litchfield Road within the City are also being addressed to help improve the interface between pedestrians and vehicles within those areas.

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: Bids for the Community Pool Deck Resurfacing were received and the project was completed in April 2013.

Villages Phase II: Construction was substantially completed. A final inspection was accomplished and pavement issues were identified. As a result of various negotiations, the Developer will provide \$81,823.00 to the City for a slurry seal application on the roads in question.

2013 Crack Seal Project: This project was awarded in January 2013 and completed in February 2013. Various streets throughout the

City were crack sealed.

FY 2013-CIP Pavement Maintenance Projects: Contract Documents were completed and bids received for micro-seal and mill and overlay based on the updated 10-Year Pavement Management Program. The micro seal project was completed in May 2013 and the Mill and Overlay and drainage project was completed in October 2013.

Tierra Verde Lake Wall: Investigation into the options for the repair or replacement of the wall were undertaken and a geotechnical study was completed. Options and costs were developed and reviewed by the City and the HOA. A Design/Build option was chosen as the most cost effective method and has been advertised for the receipt of a Statement of Qualifications from Design/Build Teams which are due on February 14, 2014.

Perimeter Wall Rejuvenation: Bid documents were prepared for various types of repairs to the wall in multiple locations. The project was completed in June, 2013.

La Loma Roofing Replacement: Bid documents were prepared for roof replacement on several buildings at the La Loma campus. Work was completed in June 2013.

Aleppo Park and Little Park Drainage: Prepared a drainage report and estimate of probable construction costs for the installation of dry wells.

2014 Pavement Maintenance Project: Bid documents were prepared for mill and overlay of various streets, including Palm Street, as well as miscellaneous street repairs. Received bids in October 2013 and awarded in November 2013.

Existing Pedestrian Underpass North under Litchfield Rd: Site investigation and preparation of a drainage and pavement study.

General Engineering

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

City of Litchfield Park

Engineering

Planning Activities

Maricopa County Zoning Ordinance and General Plan: Conducted Staff review of proposed 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. Amendments were completed and adopted for the Design Review Ordinance and new sections were adopted for Site Plans and Architectural Standards for residential (single family and multi-family), commercial and industrial development. An update to the Accessory Building section was also adopted. Amendments to the Residential, Commercial and Industrial codes have been completed and will be packaged with the General Provisions amendments, currently underway. The Planning and Zoning Advisory Commission is currently addressing the Sign Code and will revisit the Lighting Code shortly. These two updates will be processed independent of the remaining package.

On-Going Assistance: Staff provides assistance to City Staff in interpreting and

managing City development requirements. This includes input in the retail analysis currently underway.

Historic Preservation: We have prepared a Recommendation of Preliminary Eligibility for the Rancho La Loma Homestead, which has been submitted to the State Historic Preservation Office for evaluation. We are waiting for their recommendation before moving forward with a National Register of Historic Places designation application. Once the designation is established, the property will become eligible for various funding options for rehabilitation.

Development and Utility Plan Reviews: Staff completed reviews of three development and/or utility plans during 2013 including LDS Church site improvements which included grading/drainage and landscape. The Litchfield Elementary School Site Phase 3 and Pedestrian Underpass project, which included Traffic Control Plans, material submittals and shop drawings were also reviewed.

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 (the Crane Plume).



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; applying applicable laws, statutes and other legal instructions; and controlling 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 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; 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.

Magistrate Court
623-935-7091

City of Litchfield Park Magistrate Court

2013 BY THE NUMBERS CASES FILED

	CRIMINAL TRAFFIC (DUIS/SUSPENDED LICENSE, ETC.)	CIVIL TRAFFIC	CRIMINAL MISDEMEANOR	CITY CODES	TOTAL CASES FILED	TRAFFIC WARRANTS OUTSTANDING	CRIMINAL WARRANTS OUTSTANDING
JANUARY	9	110	2	1	122	168	66
FEBRUARY	4	61	2	0	67	166	67
MARCH	6	49	3	2	60	164	66
APRIL	5	56	0	8	69	159	65
MAY	3	100	0	6	109	157	66
JUNE	8	43	2	1	54	159	65
JULY	4	73	2	1	80	161	67
AUGUST	5	60	3	0	68	164	70
SEPTEMBER	6	47	1	8	62	162	68
OCTOBER	2	45	4	8	59	162	67
NOVEMBER	4	52	8	1	65	162	67
DECEMBER	2	46	1	4	53	163	67
TOTALS	58	742	28	40	868	163	67

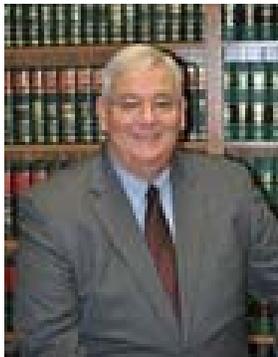
The outstanding warrants are running totals from the past to present.

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, 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; sentencing; orders to show cause; appeal proceedings and special actions, as well as appeals to higher courts.

City of Litchfield Park

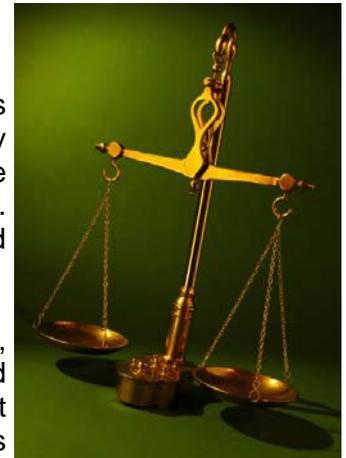
City Attorney

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 E. Ronan, Trish Stuhan, William P. Sullivan, Larry K. Udall and Michael A. Curtis. The firm has represented the City since 1990.

In addition to Litchfield Park, the Firm represents the Towns of Wickenburg, Youngtown, Clifton, Miami, Dewey-Humboldt, Oro Valley, Chino Valley and Quartzsite as general counsel. The Firm continues to represent the Town of Gilbert as special counsel during its transition to in-house 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 2013

Legal Opinions and Developments in the Law

Prepared written legal opinions related to legal issues facing the City, including Council Gifts Policy, Prayers at Council meetings, Holiday Displays and Establishment Clause, and Attorney General opinions regarding public records.

Legislation Provided memoranda regarding significant legislation affecting the City, including major amendments to the Municipal Regulation Act (SB1598).

Ordinances Prepared ordinances requested by the City, including amendments to the City Code related to cable television regulation, utilities without franchises, parks regulation, solid waste collection, special events, pedicabs, noise, consolidated elections, pavement cuts, and court administrative fees.

Contracts Prepared, reviewed or revised contracts throughout the year, including CenturyLink cable license, intergovernmental agreement with Maricopa

County regarding traffic signal, public defender, Parking Use Agreement, Scout Lodge Use Agreement, and Parking Lot Lease.

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

Planning and Zoning Worked with City Planner to address numerous planning and zoning issues including the Zoning Code update.

Real Property Assisted with the acquisition of Scout Park, Scout Lodge and pathways, prepared documents for the exchange of real property with the school district.

Litigation Represented the City's position in the SunCor bankruptcy proceedings and negotiated successful settlement of claim by Toll Brothers. Monitored and advised the City regarding the Rural Metro Bankruptcy.

City of Litchfield Park

Law Enforcement

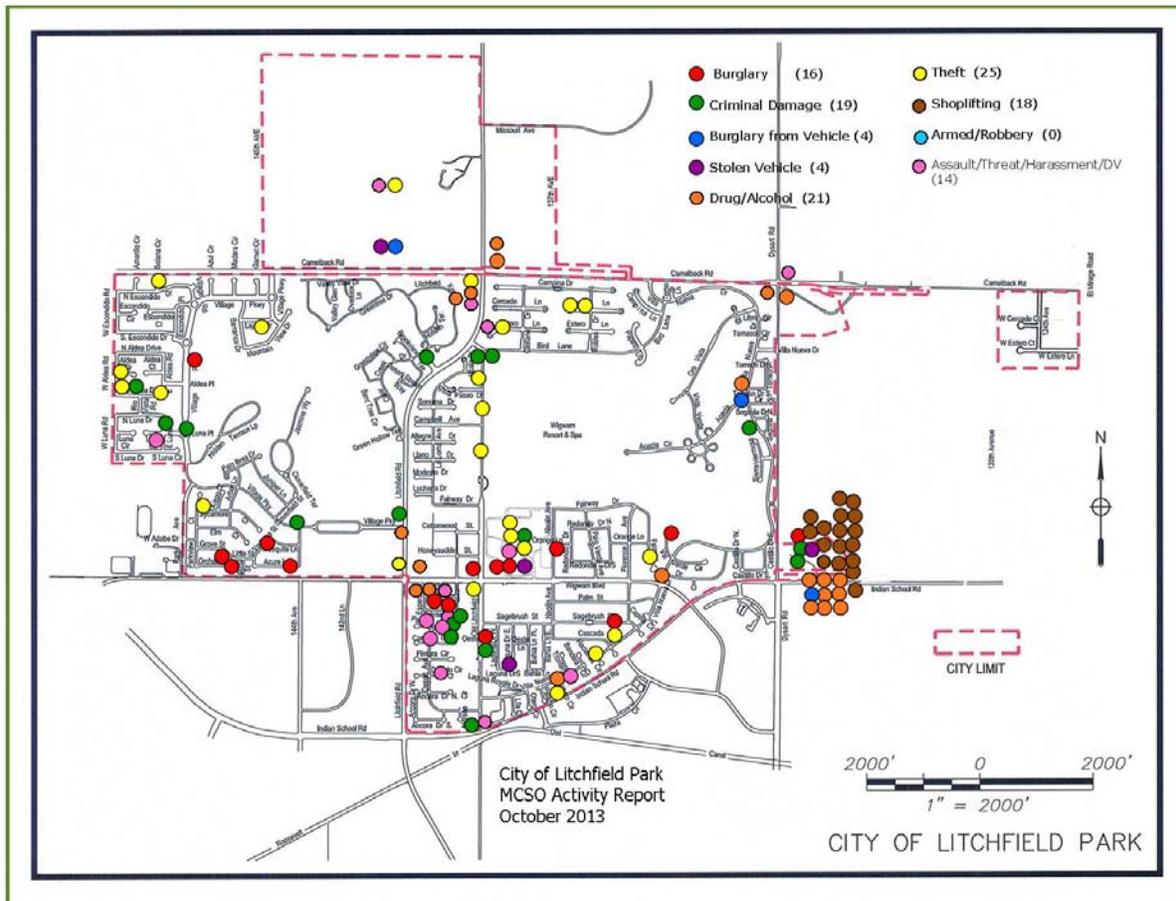
Through an Intergovernmental Agreement (IGA) with the Maricopa County Sheriff's Office (MCSO), law enforcement/public safety services are provided to the City of Litchfield Park by MCSO. In accordance with the Agreement, and in addition to the provision of basic police law enforcement services, MCSO 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 2013 charge for said services

was \$532,241. 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.

2013 BY THE NUMBERS

Month	Emergency Services										Fire Prevention Services				
	EMS	Other Unknown	Hazardous Conditions	Other Type of Incidents	Good Intent	False Alarms/False Calls	All Fires	Total Monthly Calls	Plan Review	Construction Permits	Construction Inspections	Occupancy Inspections			
JAN	38	11	1	1	1	1	0	52	0	8	18	0			
FEB	34	7	0	0	1	2	1	45	0	4	5	0			
MAR	36	3	0	0	4	2	0	45	7	6	3	0			
APR	46	5	0	0	5	2	0	58	6	4	10	0			
MAY	26	0	0	0	4	2	0	32	8	9	11	0			
JUN	28	1	0	0	4	0	0	33	2	7	15	8			
JUL	31	5	1	0	5	1	2	45	7	6	3	8			
AUG	27	1	0	0	3	3	2	36	2	4	14	22			
SEP	28	1	0	0	3	4	1	37	0	7	11	25			
OCT	36	0	1	0	5	2	1	45	0	0	18	10			
NOV	40	3	1	0	5	4	0	53	7	1	10	10			
DEC	28	1	0	0	5	0	0	34	0	9	10	2			
TOTALS	398	38	4	1	45	23	7	515	39	65	128	85			