
City of Litchfield Park

A Year of



2014 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 2014 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 2014 Annual Report is entitled "A Year of Planning Ahead." The title reflects a year of processing six Major General Plan Amendments, which have the potential of shaping the future of our community; planning improvements for Scout Park and Scout Lodge, after acquiring the property in 2014; and, continuing the planning and construction improvements to the historic Rancho La Loma Homestead.

After nearly 10 months of analysis and public input, the Litchfield Park City Council approved five (5) Major General Plan Amendments, three (3) Zoning Amendments and five (5) Development Agreements. The GPAs were:

- ◆ Northwest corner of Litchfield Road and Village Parkway - 28 acres - allowed a residential development of 167 units by Cachet Homes.
- ◆ Northwest corner of Litchfield Road and Wigwam Boulevard - 15 acres - allowed mixed uses of commercial and multi-family residential requiring a minimum of 75,000 square feet of retail development.
- ◆ Portions of the Wigwam Gold/Patriot (Blue) Golf Courses - 7.5 acres - accommodated "lock-off" resort units to increase the number of available hotel rooms, while being owned by others.
- ◆ Northwest corner of Litchfield Road and Camelback Road - 65 acres - increased the portion of property designated as commercial and added "Agritourism" as an addition to the Mixed Uses allowed on the remaining portion of the property.
- ◆ Northeast corner of Litchfield Road and Camelback Road - 53 acres - changed land use designation from Commercial to Low Density Residential to allow a residential development of 121 units by K Hovnanian Homes; remaining commercially zoned 25 acres planned for a Fry's Marketplace.

In February, 2013, a Scout Park survey was mailed to all households in the City requesting suggestions to develop a planning process for adding amenities to Scout Park. The survey identified the following as the most requested features for the park: shade structures with picnic tables, playground equipment, walking trail, multi-use athletic fields, basketball court and a baseball field. In 2014, the City hired Jim Coffman, a professional park planner and landscape architect to lead the Recreation and Public Grounds Commission in its efforts to develop a plan to present to City Council for consideration in 2015. It is expected that the recommended plan will include phases for development of the park, so as to meet budget constraints.

Rancho La Loma Homestead represents the history of Litchfield Park and its preservation is vital to the efforts to honor our founding father, Paul Litchfield. In 2014, we received nearly \$40,000 in donations which allowed the City to remove and replace low retaining walls, install exposed aggregate pathways over original irrigation canals, and extend the 10-foot wide asphalt driveway. We look forward to further improvements at this historic property in 2015, as the development made possible by the GPA enhances the grounds surrounding the Homestead.

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 2014 Annual Report.

Thank you for the opportunity to share our 2014 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 Director
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 Director

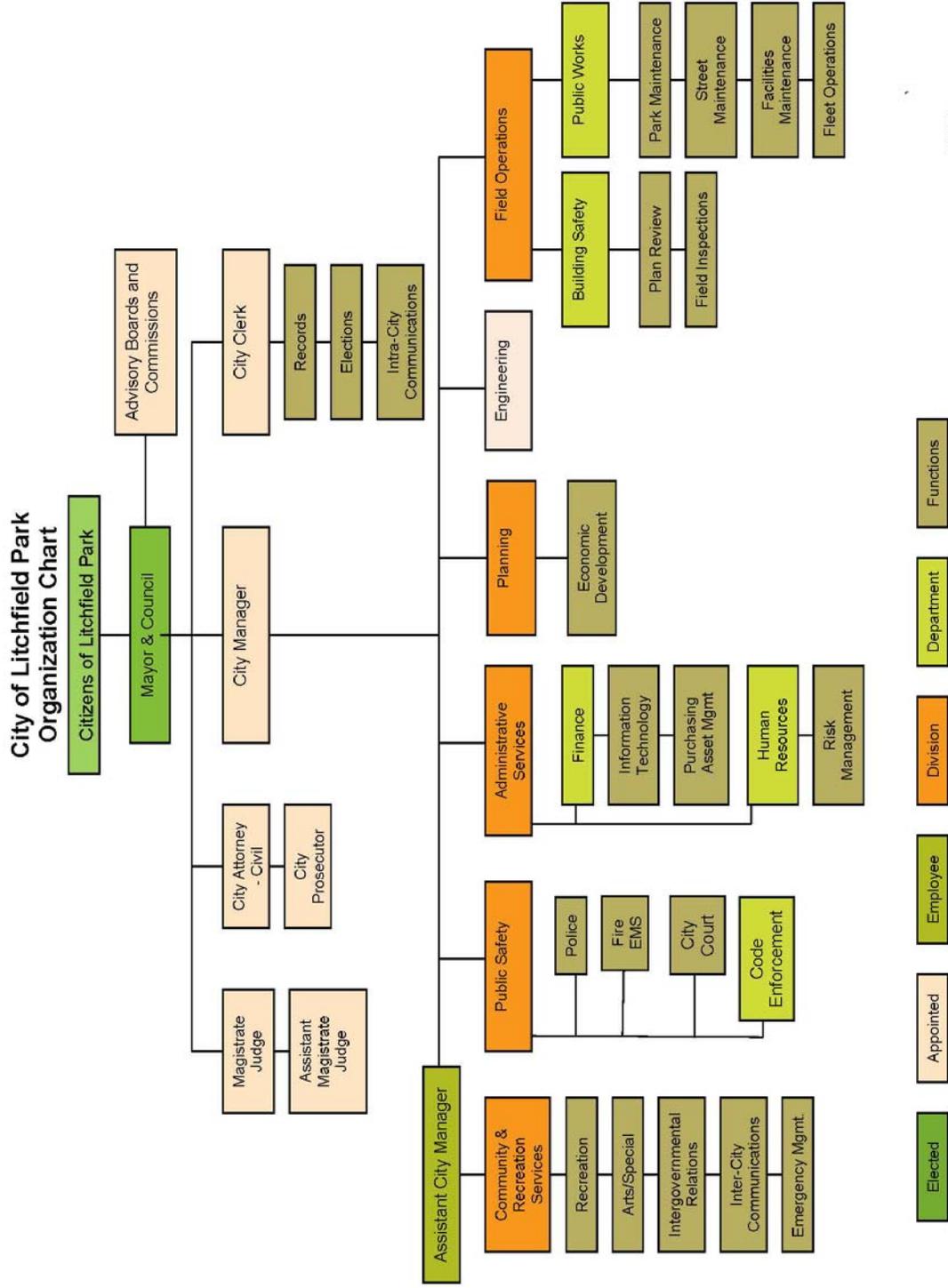
Contracted Staff

JASON SANKS, 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
- ◆ Mary Dickson
- ◆ David Ledyard
- ◆ Richard Meese
- ◆ Frank Ross
- ◆ Edward White
- ◆ Vernon Williams

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. at City Hall. Sub-committees 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

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

- ◆ Andrea Phillips
- ◆ Mike Hirth
- ◆ Glen O'Keefe

Tree Board Sub-Committee

The Tree Board was created to study the problems and determine the needs of the City in connection with street trees and park trees. In addition, they periodically review and update a Litchfield Park Community Forest Plan.

The Committee meets on an as-needed basis at City Hall.

Members

- ◆ JoAnn Dun
- ◆ Christoph Gerz
- ◆ David Schwake
- ◆ Rob Antoniak

City of Litchfield Park

Boards and Commissions

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 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
- ◆ Mary Dickson, P&Z Representative
- ◆ John Romack, City Council Representative
- ◆ Donn Wooldridge

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 has been my pleasure to serve the City of Litchfield Park as the Assistant City Manager for the past 10 years. 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. As the Assistant City Manager, I also serve as the Community and Recreation Services Director and the City's Emergency Management Coordinator. As Director of Community and Recreation Services, I oversee our Recreation Programs, special events and a variety of other services offered to our citizens.

One of the most enjoyable and rewarding aspects of my work is working with our residents and acting as a liaison for our community to other neighboring communities. In September of 2014, I began to work with our City Manager to make a transition in my life and in my service to our city. After 27 years, I am planning to retire from my full-time service to our community beginning June 30, 2015. I have been working with our City Manager and our Community and Recreation Services Staff to make this transition as smooth and efficient as possible. Our plan is to reassign many of the duties and responsibilities I currently have to other Staff members. We are also working on a plan that will allow me the opportunity to continue to serve our community in a reduced capacity in a part-time assignment. The year of 2015 should be a year of growth and change for our community. I look forward to continuing 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 and 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
- MAG Air Quality Control Committee
- Emergency Management
- Tourism Support Committee (Southwest Valley Chamber of Commerce)

Sonny Culbreth
Assistant City Manager
Director of Community and Recreation Services

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

City of Litchfield Park

City Clerk

Elections

Since incorporation in 1987, the City elections for Mayor and Council were held in March and May of even-numbered years. The State Legislature mandated that our local elections must be held at the same time as the state and federal elections - in August and November of even-numbered years - beginning in 2014. The term for these elections is "consolidated elections." The City Code was changed to comply with that law, and the terms of the current Mayor and Council were lengthened by six months to cover any gap in service. The City Clerk's Department saw the City through its first consolidated election for Mayor and City Council. The first swearing-in ceremony under the new schedule is January 2015.

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 are printed and maintained.

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. Agenda documents are converted to PDF in order to send them to Council for their iPads, and can be uploaded to the Laserfiche system for storage and research. This has been a time-saving and useful tool for scanning agendas. The following were handled in 2014:

New file folders and labels were prepared for all the "workable" files in the vault. The workable files are those that are not permanent or dead files. We continue to utilize the conex metal container on the back lot for some of the permanent storage required by the State, and this has helped immensely with maneuverability within the vault. We continue to provide the Municipal Court with a portion of the conex for the time being.

Permits, Services & Fingerprint Cards

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.

Documents Processed

The department handles numerous types of documents through various stages, including creation, distribution, recordation, filing, legal advertising, or posting.

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 source for residents and Staff alike.

Intergov

In February, the Deputy City Clerk resigned to accept a position in another city. She had previously handled Intergov and other duties for the Mayor. Intergov duties have since been transferred from this department to the Economic Development Director. The City Clerk's Office still handles 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 Valley Mayors, the Luke West Valley Council, the Commission on Technology, the MAG Economic Development Committee and Regional Council, and the League Executive Committee.

Special Issues / Special Projects

The department assisted with the six Major General Plan Amendments that were submitted in February. There were extra meetings held by the City for both the public and the Staff in order to competently and judiciously make decisions. In addition to the meetings, extensive backup materials were assembled and distributed, public comments and emails were received and recorded, and minutes were prepared for each meeting.

During this same time, the Deputy City Clerk position remained unfilled. We hired a new Assistant City Clerk, and an employee from the Public Works/Building Department transferred to the Clerk's Office.

2014 BY THE NUMBERS

data from Jan. 1-Dec. 31, 2014

Agendas	35
Sets of Minutes	35
Quorum Notices	65
Proclamations	21
Ordinances	6
Resolutions	24
Press Releases	8
Notarizations	57

Yard Sale Permits	76
Handbill Distribution Registrations	1
Fingerprint Cards Processed through DPS	1

New State Liquor Licenses Processed	0
Special Event Liquor Licenses Issued	6

Cubic feet of records purged and reported to the State	58
Construction drawings purged	2,496
Documents recorded w/Maricopa County	8
Pages scanned	6,767

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.

STAFF

Sonny Culbreth Director
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
Carolyn Muth..... Preschool Assistant

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



Recreation Services

Recreation Services encompasses all Recreation Center Operations, Preschool, Tennis, Pickleball, Aquatics, Youth Sports, Adult Exercise Programs, Park Rentals and Summer Day Camp.

Recreation Center

The Recreation Center facilities consists of an Aquatics Center with a six lane lap pool, a 19' X 11' spa and a circular play pool. It also features a basketball court with six back boards with 8' and 10' rims and two newly resurfaced Tennis Courts and striped for Pickleball play. Kiwanis of Litchfield donated a state-of-the-art water fountain with a drink bottle filler. The Recreation Center welcome and registration area, bathrooms and showers, an exercise gym and preschool/all purpose room completes our facility.

In 2014, the activity at the Recreation Center remained strong, even though the pool was closed for seven months. Youth Sports, Tennis, Preschool, Park Rentals and other recreation activities kept our Staff busy. In addition to fielding over 100 phone calls per day, the Office Staff processed in excess of \$587,000 in revenues. Looking forward, we will be switching to a new class registration process that will enable us to better serve our customers and our community.

Community and Recreation Services
sculbreth@litchfield-park.org
623-935-5033

City of Litchfield Park

Community and Recreation Services

Aquatics

The 2014 Aquatics Season was a splashing success in reaching out and working with the community through a variety of programs and activities. April Pool Days opened the season with fun family games and promotions to get the community excited about summer programs. May was an active facility rental month with over 800 participants from schools, sport teams, churches, and families as they utilized the pool for their celebrations. In addition, the pool worked in conjunction with the Kiwanis for the annual Sprint in the Park Triathlon and Youth Sports for their volunteer coach and family barbeque and swim. June and July brought more partnerships with organizations such as the Maricopa County Attorney General's Office in the Safe Kids Summer Campaign reaching 8,000 children, the Arizona Department of Health Services educating patrons and Staff about waterborne illnesses, and Guinness World Records in the World's Largest Swimming Lesson taking place in 22 countries and reaching over 35,000 participants. The season ended in August, Drowning Prevention Month, where the Coalition Against Drowning educated the community on ways to continue preventing drowning.

Making a Splash

The Swim Team had another fun and exciting season. Instructors were complimented on their instruction in another active swim lesson season. Personalized swim instruction and accommodating to skill and scheduling needs increased participation



in private swimming lessons and revenue by approximately 50%. Further, Family Nights were a spectacular demonstration of the creativity of the Aquatics Staff and community support. By recognizing current community trends, themed Family Nights engaged participants of all ages. A Frozen Summer included a visit from Santa, The Battle at Castle Chlor and Farewell Festival included daring theatrical performances and activities. Family Nights can be viewed on YouTube made possible by an Aquatics Staff member.

Aquatics "Planning Ahead"

The 2015 season is accompanied by the restructuring of swim lesson programs to make better use of the pool and to effectively accommodate the needs of participants. This includes two new classes; Water Exploration and Puffers. Additionally, we hope to obtain community sponsorships for Family Nights to generate more awareness.



Wellness Programs and Healthy Litchfield Park

The Let's Exercise and Balance & Stretch classes continue to engage citizens in healthy lifestyles with the majority of participants being Octogenarians. Their increased quality of life keeps participants in the program; one individual has been participating for the past 20 years. A popular Healthy Litchfield Park event was Yoga in the Park in conjunction with Bikram Yoga. There was also a Fall Prevention Class presented by Barrow's Outreach Program. Other events planned are a dog walk, bike ride, and an archery class.

Aquatics Manager
mliotta@litchfield-park.org
623-935-9040

City of Litchfield Park

Community and Recreation Services

Youth & Sports Programs

Improving communication was a major point of emphasis for the Youth & Sports Programs in 2014. We always strive to provide excellent communication with our customers using a variety of tools including emails, websites, brochures, flyers, and personal conversations. This past year, we incorporated the social media sites of Facebook and Instagram. In addition, we worked to improve our email announcements to improve readability and readership. Finally, we continued to provide and develop our youth sports newsletter, *The Youth Sports Voice*, which is provided three times per school year to our youth sports participants and their families.

On October 29, 2014, Litchfield Park Youth Sports created a Facebook (FB) page and joined the 1.35 billion Facebook users worldwide to communicate with the public about our youth sports programs. We have used this social media outlet to communicate registration dates, post photos of our programs, promote our leagues, and highlight our participants. In addition, we have coordinated with our Special Events Staff to share Facebook posts related to their events. To date, we have a total of 165 page likes and our page posts have reached over 4,500 people. Currently, this FB page has been set up so that only city employees may post to the page. The general public is allowed to comment on the posts, but is not able to post directly to our page. Please feel free to visit our Facebook page at www.facebook.com/litchfieldparkyouthsports. In addition to creating a Facebook page, we also created an Instagram account. Instagram is a photo based social media website. This is one more way for our youth sports programs to highlight our participants. Currently, we have included approximately 50 photos from our 2014 Fall Sports Season. To visit our site, go to www.instagram.com/lpyouthsports.



Youth & Sports Participation Totals

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Youth Basketball	1022	1024	1054	1051	1019
Soccer	342	282	293	360	360365
Tee Ball	80	141	150	120	120135
Flag Football	93	100	127	138	138138
Summer Camps	363	374	313	158	256

4151 – The total number of volunteer hours accrued by the Youth & Sports Program Volunteers in 2014.

Our Staff has always utilized email as a way to communicate with our participant base. Since 2009, we have used our registration software, *CLASS*, to send mass emails to our customers. However, this software limited our ability to provide high quality and visually appealing information. In 2014, we changed our email process. We now use *Microsoft Outlook* to create and send more attractive emails that include photos and enhanced formatting options. Our use of *Outlook* has allowed us to also create weekly game reminders to our participants. We now send game reminders that include maps and game schedules, along with any other pertinent information, for that specific weekend. Overall, these enhanced emails have received positive feedback from our customers.

We continue to provide our seasonal sports newsletter, the *Youth Sports Voice (YSV)*. This newsletter is provided each sports season and provides a litany of information about our leagues such as game day calendars, picture vendor contacts, youth sports news articles, and much more. This is the second year of the YSV, and it will soon be grow from a single page (front & back) to a two -page tabloid newsletter. Again, our participant feedback regarding this seasonal communication tool has been very positive.

Youth Sports
ffuhrmann@litchfield-park.org
623-935-9040

City of Litchfield Park

Community and Recreation Services

Our Summer Camp Program received a boost in registration in 2014 thanks to a marketing promotion that provided a free family pass to our Recreation Center for any child that registered for three or more weeks of camp. This program received almost 100 more registrations than the year prior. Additionally, we hired Mark Carter to provide weekly science presentations to our campers. Mr. Carter's demonstrations were enthusiastic and highly entertaining. We are looking forward to building upon 2014's growth and creating an even more entertaining 2015 Summer Camp.

Planning Ahead

In 2014, the Youth & Sports Programs worked to create two partnerships to provide additional programming with no cost associated to the city. The first is a multi-city partnership with the cities of Avondale, Buckeye, and Goodyear to provide free flag rugby clinics to children ages 6 to 13. Each city



will provide one free clinic starting in January 2015. USA Rugby is providing the instructors and equipment. The second partnership we established is with Challenger Sports to provide a youth soccer camp in June of 2015. Challenger will accept all registrations and provide all instructors and equipment. The City of Litchfield Park will receive \$10 per registrant for the camp. We continue to partner with Right Touch Basketball (RTB) to offer youth basketball skills classes that are taught at our Recreation Center. RTB provides the equipment and instructors and the city provides the facility and registration capabilities.

Community Services

Like Recreation, Community Services includes 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, Litchfield Park's Government Access Channel 11, the *CityLine* resident newsletter, 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. In February, we held our first Citizens Emergency Response Team (CERT) class. Ten Litchfield Park residents graduated along with 10 students from Goodyear. The Goodyear Emergency and Community Education Department instructed the class that was held at the Litchfield Park Branch Library. In November, we partnered with the Burn Foundation and Goodyear Fire to offer free smoke detectors to a large portion of our community.

Block Watch

Three new neighborhoods were added in 2014, bringing our total to 25 neighborhoods that participate in the Block Watch Program. These watch groups become the best line of defense against crime in their neighborhoods. Looking forward, our goal is to increase participation by 20%, bringing our count to 30 neighborhoods in 2015.

Recycling

Recycling remained constant. We currently recycle 17% of our waste. The extra roll-out containers and

City of Litchfield Park

Community and Recreation Services

the larger variety of items that can be recycled improved our program. Looking ahead, we have started a Green Team Program to generate recycling at our special events. With Public Works Department's assistance, we coordinate a hazardous waste disposal program with the City of Goodyear. We also teamed with Nationwide Insurance to offer a "Shred-a-thon."

Senior Citizen Program

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

Appropriations

The 2014 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.

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 2014 attracting thousands of residents and visitors to the downtown area. Arts in the Park Concerts, Christmas in the Park, the Native American Fine Art Festival (NAAF) and the Spring Art and Culinary Festival continued to be award-winning signature events. The NAAF received the highest award of "The Outstanding Event of the Year" for events having an attendance less than 20,000. This award was given at the Arizona Talent in Event Concepts Annual Awards Banquet held in August. The NAAF Children's Craft Area received the same award as "Best Kids Element" in a special event. The Wigwam continues to partner with the City to form a great community partnership. Looking ahead, our Staff is working on video campaigns and the use of social media to promote our events and to attract more sponsorships.

Community Partners and Grants

Sponsorships are vital to our programs several of our faithful community partners continue to show their support. APS, the Wigwam, Liberty Utilities, Waste Management, Sun Health, *Arizona Republic*, the Kiwanis Club of Litchfield, Hilger's Pediatric and Orthodontic Dentistry, Litchfield Park Rotary, and W.C. Scoutten continue to be major community partners. We applied for and received two \$10,000 grants: one from the Arizona State Tourism Department, Prop. 302 funds and one from The National Endowment for the Arts. We also were successful in securing \$20,000 in Prop. 302 funds, to help support the Patriot All-America Golf Tournament held at the Wigwam in December. Social media became a big part of our continued promotions and communications surrounding our events. Looking forward, we will continue to develop our social media networking avenues and seek sponsorships and grants to continue to provide quality, affordable family enjoyment to our citizens and to all who choose to attend these wonderful events.



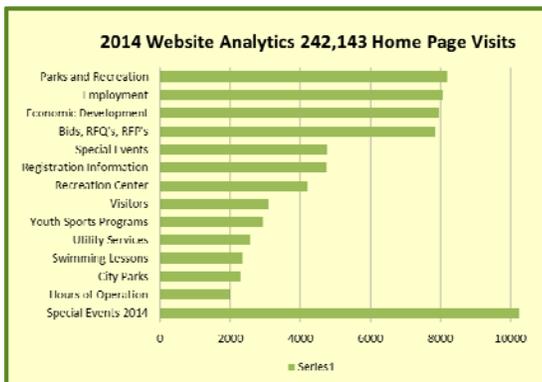
Special Events
sculbreth@litchfield-park.org
623-935-9040

City of Litchfield Park

Communications

The City effectively communicates with Litchfield Park citizens and visitors to deliver useful information using a variety of media assets that streamline communication including the City's website, social networking, Rich Site Summary (RSS) feeds, a Government Access Channel, and the *CityLine* newsletter.

litchfield-park.org: The City's website, with over 2,000 active pages, has an effective design that includes a strategic layout with a well-planned color scheme and simple navigation. Civic Plus's Content Management System (CMS) design is an application that allows City employees to manage the website, publish, edit, organize, and modify content. The City's news and announcements and main event calendar items are published to Facebook and Twitter friends and followers using a RSS feed. Email and text update notifications are delivered to 30+ subscriber groups. The free subscription service offers all website visitors the opportunity to subscribe to one or several subscriber groups and receive City email notifications and/or text messages.



Social Networking



Facebook: Created in 2011, the City's Facebook account has 602 "friends." Since Facebook users can share announcements, there are multiple advantages to the City to maintain an active Facebook account. Posts keep residents informed of upcoming meetings, news, announcements and events, reaches a wider target customer audience, and builds the City's Facebook subscriber city-

customer-business relationship.

Twitter: The City's Twitter account, created in 2009, has 644 followers. Tweets are published using the RSS feed that eliminates the need for City Staff manual updates. Using Twitter to communicate strengthens the City's connection with its citizens, boosts the City's visibility on search engines and drives traffic to the City's website.

Government Access Channel Litchfield 11: Cox Communications provides a venue for the City to cablecast city news and announcements and approved digitized programming into the 85340 Cox Communications viewership. The 24/7 programming includes a variety of public programming, a live Pentagon feed, a community announcement presentation, and public domain movies and sitcoms.

CityLine: With a purpose of delivering useful information to Litchfield Park residents, the 12-page full-color quarterly newsletter is mailed to residents' homes. Over 500 subscribers opt in to receive the electronic format; 2,354 are mailed. During 2014, "Shop the Park" features were added to the established news columns that include a message from the Mayor, holiday hours of operations, frequently requested phone numbers, city news and announcements, special events, messages from the Litchfield Elementary School District and Litchfield Park Historical Society, Waste Management, and the Goodyear Fire Department. The 2014 ad sponsorships include the Wigwam, Liberty Utilities, and Waste Management.

Looking Ahead

In 2015, the City will continue to promote civic engagement using existing media tools and assets. Strategic marketing strategies will increase social media and website traffic. The objectives include a focus on using social media and email marketing campaigns to expand the City's social media network to include LinkedIn. The *CityLine* will continue to secure ad sponsorships to offset the printing and circulation costs.

Communications
 cweaver@litchfield-park.org
 623-935-9040

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.

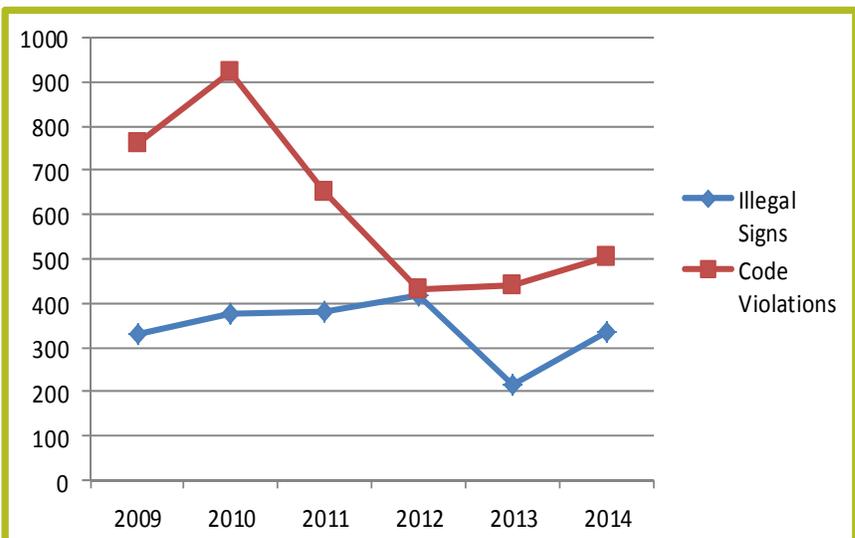


2014 BY THE NUMBERS

Signs Removed	333
Inoperable Vehicles	26
Green Pools	35
Trailers, RV's, Boats	76
Property Maintenance	186
Carport Debris	11
Graffiti	38
Illegal Parking	21
Vandalism	2
Animals at Large/Noise	21
Walls/Fencing	18
Trash Containers	31
Business Issues	38

Total in 2014 836

Total in 2013 657



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

City of Litchfield Park

Building Safety

The Building Safety Department continues to work with both Family Development and AV Homes regarding the on-going build out of Phase II in "The Village." In addition, several custom homes are being built or have just completed in "The Estates" community, along with custom remodel work throughout the City. Both Frank Development and Newmark Homes are currently in the final stages of their residential projects and will be leaving our community for work elsewhere.

The Hacienda Del Rey project, assisted living

group home villas, continues construction. The project fronts on Las Cruces Drive, behind Albertsons. When complete, the site will contain nine (9) detached care facilities, each offering personal and direct care services. The downtown business center has completed a new shell modification, as well as frontage improvements along Wigwam Boulevard., and now awaits a commercial tenant. Last, but not least, Reds, as part of the Wigwam Resort, is currently being remodeled along with a new entry design off of Old Litchfield Road. When completed, the restaurant will offer a fun and expanded dining experience.

Hacienda Del Rey



New Facade-Downtown Business Center



QUICK FACTS

Building Permits Issued 2014

<u>ISSUED</u>	<u>TYPE</u>	<u>VALUE</u>
41	New Homes	\$17,939,000
25	Pool	\$1,244,000
17	Solar	\$480,600
99	Other	\$2,649,602

Total 182

Building Safety Adopted Budget \$157,240.00
Permit & Plan Review Revenue \$236,842.00

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

City of Litchfield Park

Public Works

2014 BY THE NUMBERS

Adopted Expenditures

Maintenance Budget \$ 2,517,843
 Streets Budget \$ 100,000

Estimated Expenditures

Maintenance Expenditures \$ 2,218,220
 Streets Expenditure \$ 81,250

Public Works Permit Revenue \$ 13,651

Once again the City was hit with two powerful storm systems in the month of August. This past year's storms caused more flood damage due to the 3-4 inch rain total we received in a one-hour period. The result of this large amount, in such a short period, flooded streets, overfilled the lake, and caused flooding to the new pedestrian underpass as well as erosion to its embankments.

Since then, steps have been taken to prevent any erosion to the embankments, which in turn clogged the drains and prevented proper draining of the underpass. We are hopeful the weather in August of 2015 will be a little kinder to our City than the past two years.

In the coming year, Public Works will be assisting in some capital improvement projects to the Village of Litchfield Park located just west of Litchfield Road. The first project will be adding several drywells to the parks and greenbelts. The engineers contracted with our City have found that the number of drywells originally installed are under capacity to percolate

back into the ground within the accepted time frame. Also in the Village, Public Works will assist in spreading new decomposed granite throughout all the City owned rights-of-way.

In the coming year, please take friends and family out to visit some of the City's parks and open spaces to "Discover the Park".

August 2014 Storm Damage



QUICK FACTS

Miles of rights-of-way to maintain	35
Acres of turf area to maintain	51
Number of flowers to plant & maintain	926
Number of trees to maintain	7,078
Palm	1,897
Orange	782
Other	4,347
Tons of landscape debris disposed	837
Number of backflow preventers tested	126
Number of full-time crew members	17
Number of full-time office Staff	2

Field Operations
cransom@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 along with each department to craft essential estimates for the annual budget, helping the City to maintain its fiscal strength.



In 2014, the Finance Department managed the processing of approximately \$8.7 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 2014, the Department processed a total of 658 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.

2014 BY THE NUMBERS

Budget

Total Department Approved Budget	\$327,851
Total Approved Budget for City	\$10,000,789

Revenue

Business License Fee Revenue	\$24,965
Sales Tax Audit Revenue	\$1,598,252
Total Department Revenue	\$4,143,173
Total Actual Revenue for City	\$7,369,172

Expenditures

Total Department Expenditures	\$313,069
Total Payments for Goods & Services	\$6,854,787
Total Capital Expenditures	\$1,844,192
Total Actual Expenditures for City	\$8,698,980

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 14th 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	1,606 checks
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Total Number of Business Licenses Issued

New	98
Renewed	560
Total	658

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.

2014 BY THE NUMBERS

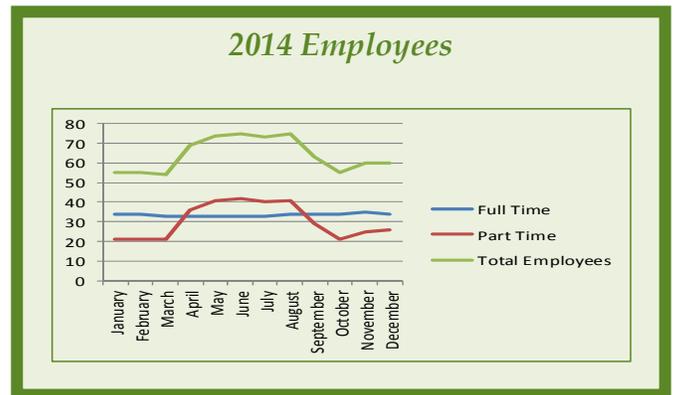
- 246 employment applications received in 2014
- 26 new employees hired
- 21 employees rehired
- 34 were for seasonal employment only
- \$2,129,586.69 gross payroll in the calendar year, up from \$1,938,322.54 in 2013
- 1,672 payroll checks were issued in 2014

2014 Accomplishments

- ◆ Major revisions to the City's Personnel Policy Manual were approved by the City Council and distributed to employees during 2014.
- ◆ Completed a compensation survey for all year-round positions. Suggested revisions to the pay schedule of several employee positions. The City remains in the lower end of the pay range

for local municipalities.

- ◆ The City's Safety Committee became very active this year reviewing safety policies and procedures. They will continue to meet quarterly.
- ◆ Contracted with SafePersonnel for web-based safety training for all employees.
- ◆ Began using a new HR module that interfaces with the City's payroll and finance software. We will no longer be double-entering employees. The old program is being phased out and will no longer be in use in mid-2015.



- ◆ Continued the scanning of payroll and HR files with the objective of becoming a paperless department.
- ◆ Completed a very successful online Surplus Property Sale using PublicSurplus.com.
- ◆ Successfully reduced the City's medical premiums by 19% at the December 2014 renewal. The City was invited to join the Arizona Metropolitan Trust. This will be re-evaluated after the Trust's Board makes policy changes in February 2015 to see if it is cost effective.
- ◆ Continued to provide a leadership role at the State level as Past President of the Board for the International Public Management Association for Human Resources, Arizona Chapter. Was able to attend the Western Region Conference in San Francisco this past May as the Chapters' representative. Have remained active in the Arizona Human Resources Directors' Association, and the 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.

Planning

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.

General Plan Amendments, Rezoning Requests and Development Agreements

2014 has been a busy and exciting year for the Planning Department. On February 28, 2014, six Major General Plan Amendment applications (GPAs) were submitted to the City. One application was withdrawn in May; however, by the end of the year, five GPAs, three associated rezoning requests and five development agreements were brought before the Planning and Zoning Commission and City Council for action. Also, a new Zoning District was created to accommodate Agritourism type uses. Following are short summaries of the Council approvals.

Northwest Corner of Village Parkway and Litchfield Road:

A General Plan Map amendment, rezoning, and three development agreements were approved that will allow the development of a residential 167-unit patio home/condominium project, while

securing a location for underpass connections, and the replacement of the Red Golf Course Maintenance Facility, Half-way House, and putting green if necessary.



Northwest Corner of Village Parkway and Litchfield Road:

A General Plan Map amendment was approved for the 15-acre parcel at this intersection, as well as a General Plan Text amendment to guide future development. Among other requirements, the text stipulates that at least 75,000 square feet of commercial space be included in any future development.

Portions of Wigwam Gold/Patriot (Blue) Golf Courses:

A General Plan Amendment was approved that changes the General Plan Land Use Designation for 7.5 acres of Golf Course designated land to Resort to possibly accommodate resort rentable units with "lock-off" rooms in order to increase the number of available units that could be rented by the Wigwam. A rezoning application was not submitted, but will be required for this project to move forward.



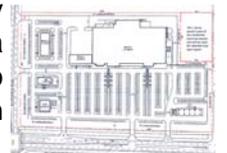
Northwest Corner of Litchfield and Camelback Roads:

A Major General Plan Amendment was approved that amends the Land Use Map by increasing the portion of property on the La Loma Campus designated as Commercial and adding Agritourism as an addition to the Mixed Uses allowed on the remaining portion of the property. The rezoning requests accompanying the GPA were continued at the applicant's request.

Northeast Corner of Litchfield and Camelback Roads:

A Major General Plan Land Use Map Amendment, along with two Development Agreements and one rezoning amendment were approved for this site, consisting of approximately 78 acres. The approvals will allow a single-family residential development on 53 acres of the property

and guide the development of a commercial center proposed to contain a Fry's Marketplace, on the remaining 25 acres.



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

City of Litchfield Park

Planning/Economic Development

Economic Development

The purpose of the Economic Development program is to support and recruit Litchfield Park businesses and increase sales tax for the City. In terms of time and resources, 1) about half was spent on Shop the Park, 2) a quarter on Business Recruitment and 3) a quarter on the General Plan Amendment. The program is staffed by one person working about half-time.

Shop the Park

This marketing program was started one year ago with a newsletter reaching about 700 people each month. Nine newsletters were published in 2014 featuring articles about 10 locally owned businesses and ads for most City businesses. City staff visited most businesses in the City, over 200 visits. City staff also distributed marketing material at nine community events, festivals, and concerts. A drawing for gift cards from local businesses was used at most of these events to gather emails for distribution of the newsletter. Our distribution list to date stands at about 830. No printing costs are involved in the newsletter because they are sent out by email. About 4,000 people were presented with information about shopping in the City at these community events. Retail sales in 2014 in the City (minus construction) are up 18% over the same period last year. About \$18,000 in staff and expenses are used for this program. Those costs will go down as the one-time start-up costs are avoided in the future.

Business Recruitment

Activities for 2014 included 1) completion of the Retail Demand Study by Rick Hill, 2) attendance at the national retail conference in Las Vegas, and 3) working with potential retailers such as the Olive Mill and Fry's. With much of the available vacant commercial property under consideration with general plan amendments, recruitment was limited.

Rick Hill's study was completed in April to provide the market research and supporting data necessary to make zoning and planning decisions regarding five undeveloped sites in the City. The study also gave the City market research to help recruit new businesses. With this research in hand, the International Conference of Shopping Centers Global Retail Real Estate Convention on May 18-20th was attended. This conference was attended by over 30,000 people, many of those representing retail developers and potential retail businesses. Rick Hill assisted in meeting potential retail partners. Meetings were held with five different developers and Fry's.

General Plan Amendment

Issues related to economic development were supported throughout the general plan amendment process.

2014 BY THE NUMBERS

Planning

Applications/Permits/Amendments	No. Reviewed
Design Review	50
Minor Design Review	36
Variance	1
Use Permits	2
General Plan Amendments	6
Rezoning Requests	3
Development Agreements	5
Code Amendments	1
Sign Permits	27

Economic Development

Newsletters published	9
Businesses Featured in Newsletters	10
Business Visits	200
People Presented with LP Shopping Info	4,000
Money spent for Shop the Park Program	\$18,000
Increase in Retail Sales for 2014	18%

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

City of Litchfield Park

Engineering

In October 2014, W.C. Scoutten, Inc. was merged with EPS Group, Inc., a civil engineering company based in Mesa. All personnel transitioned to EPS and are providing the same services to WCS clients as before, with additional depth of personnel and services provided by EPS as a 90 person firm. Also, all clients have transitioned to EPS. Thus, all of the former engineers and other staff of W.C. Scoutten, Inc. will continue to provide contract municipal engineering and planning services to the City of Litchfield Park from our Goodyear office under the EPS Group banner. As Public Agency Consultants, we currently serve as contract Municipal Engineer for the Cities of Litchfield Park, and Willcox, and the Town of Wickenburg. In addition, we provide

engineering plan review, traffic engineering and general engineering services for the Cities of Buckeye, Chandler, and Tolleson. 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

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. We prepared and obtained the requisite environmental clearances and \$100,000 was obtained for the project. The one-year Warranty Period ran through December 4, 2014. However, punch list items were addressed as they became known, and as of January 21, 2015, all work was completed and accepted.



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 and \$213,911 funding of project costs have been approved by MAG. The City's share will be \$103,929 for a total project cost of \$382,840. 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 funding for the systemic project. ADOT has completed a field video inventory of all city signage ADOT is scheduling a training session with the City Staff for operation of the system. ADOT plans to bid the signs in February 2015

City of Litchfield Park

Engineering

Community Pool Deck Resurfacing: Community Pool Deck Resurfacing was performed in April 2013. In early 2014, the new surface was delaminating in some areas. Investigations were performed and it was determined to be an adherence issue due to a combination of the age of the base concrete condition and installation. Several local communities were contacted and this seems to be an issue at most municipal pool facilities. They are all seeking a permanent repair short of replacing all the base concrete. In March 2014, the contractor repaired the areas. In December 2014, the delamination had occurred again. Staff will be visiting Scottsdale pool facility in January 2015, to evaluate a different repair system

Villages Phase IIB: Construction was substantially completed in 2013. A final inspection was accomplished and pavement issues were identified. As a result of various negotiations, the Developer has provided \$81,823.00 to the City for a slurry seal application on the roads in question. This work will be performed in 2015, after most of the homes are constructed, in order to avoid construction traffic on the new surface.

Villages Phase IIA: The Developer requested the City accept the roadways in accordance with the original approval in that they met the threshold of constructed homes. Extensive inspections were made by Staff and follow through for punch list items needing repair. There are still a few outstanding issues, and upon satisfactory completion, the roads can be accepted.

2014 High Density Mineral Bond Project: This project was awarded in February 2014 and completed in March 2014. Various Streets throughout the City were treated with this rejuvenation material.

FY 2014-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 December 2014, and the Mill & Overlay project was completed in June, 2014.

FY 2013 Mill, Overlay and Drainage Project: This

project was completed in 2013; however, during the warranty period, certain deficiencies were noted. The contractor repaired items and micro-sealed all project streets. Work was completed in December 2014.

Tierra Verde Lake Wall: Pacific Aquascape was engaged as the design/builder, and together with the City, EPS and the HOA, developed construction plans and lake draining procedures and timing. Although the HOA was in basic agreement with the design, they did not agree with the issue of responsibility for the wall replacement. This issue is still unresolved and the project is on hold. Weekly measurements of the wall displacement have been made since September 11, 2014, and reveal an increased movement of approximately 1-11/16 inches as of January 14, 2015.

Aleppo Park and Little Park Drainage and Dysart Road: Contract Documents for the installation of drywells and related work were prepared for bids. The contract was awarded on November 19, 2014. Construction began in January 2015.

10 Year Maintenance Project: Updating the status of the roads based on pavement condition. Also, coordinating with Liberty Utilities' five-year CIP to avoid their construction in newly paved roads.

Bird Lane Traffic Calming Study: A study is underway to determine if roundabouts are feasible for this area.

Flooded Areas Investigation: As a result of the unprecedented severe storms in September, 2014, EPS is investigating the major flooded areas to determine if drainage systems could be installed or improved. Some areas will be alleviated by the Aleppo and Little Parks projects. The study is ongoing.

Stone Purchase and Placement Improvements: Contract documents were prepared for the project and bids received in December 2014. Action recommended to the Council to reject the one bid received and rebid the project.

Scout Park: Landscape Architect was hired to prepare alternate layouts for review by the

City of Litchfield Park

Engineering

Recreation and Public Grounds Commission. Presentations were made to the RPG and we are awaiting comments.

Street Sweeper: A grant application was prepared and submitted for CMAQ funding provided by FHWA for a PM-10 Certified Street Sweeper. Funding was approved in the amount of \$225,516.00. The total cost of the sweeper is \$256,963.41; therefore, the City's share is \$31,447.00.

Village Parkway/Arbor Lane Stop Signs: Design and installation of all-way stop completed per the recommendations of the traffic study that addressed an intersection driver's line-of-site issue.

City Hall Stucco and Paint Project: Prepared Contract Documents and managed the bidding, construction and closeout of the improvements to the exterior of City Hall.

Tennis Court Resurfacing: Researched various methods and materials, and met with contractors to determine the most effective approach to resurface the courts. Prepared Contract Documents, and managed construction and contract requirements.

Traffic Engineering: Provided traffic engineering for various streets including signage for parking on Neolin Ave and Hidden Terrace Lane.

Planning Activities

Historic Preservation: We had prepared a Recommendation of Preliminary Eligibility for the Rancho La Loma Homestead, which has been submitted to the State Historic Preservation Office for evaluation. They recommended the entire site be registered, even though the City asked that only the buildings be registered. This could restrict some uses of the property. We are awaiting a response

from the State. Once the designation is established, the property will become eligible for various funding options for rehabilitation.

Development and Utility Plan Reviews

Liberty Utilities: Replacement of water lines and sewer lining in the Bird Lane, Redondo Drive and Palo Verde Drive areas. Construction Inspection services were also provided.

La Loma Temporary Access Drive: Plan review and construction inspection for temporary access drive onto Litchfield Road north of Camelback Road.

Hacienda del Rey: Plan review and construction inspection.

Major General Plan Amendments: EPS assisted City Staff with the evaluation and approval of the engineering aspects for five major general plan amendments during 2014. Evaluations focused on the traffic, drainage, water and wastewater elements of the projects as well as access, street improvements, and general development requirements.

Subdivision Code Update: At the request of the City Manager, the City Engineer has prepared a draft update of the land subdivision portion of the city code (Chapter 14). The intent of the update is to provide more specific development standards and procedural requirements for processing land subdivisions within the City. The draft update is currently being reviewed by City Staff.

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).

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

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

2014 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	3	75	8	5	91	162	66
FEBRUARY	11	50	2	0	63	162	68
MARCH	6	11	13	2	32	160	67
APRIL	3	51	3	2	59	161	63
MAY	0	27	4	0	31	159	64
JUNE	0	37	2	1	40	161	67
JULY	8	89	17	0	114	159	67
AUGUST	1	94	2	0	97	156	67
SEPTEMBER	4	61	5	0	70	154	68
OCTOBER	7	42	7	8	64	155	68
NOVEMBER	2	36	0	2	40	154	68
DECEMBER	11	22	1	3	37	155	67
TOTALS	56	595	64	23	738	155	67

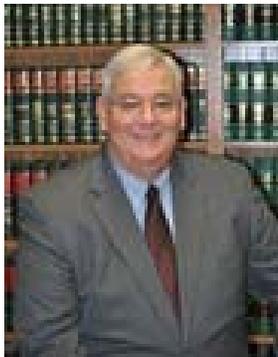
The outstanding warrants are running totals from the past to present.

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, and Faith, 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 E. Ronan, Trish Stuhan, William P. Sullivan, Larry K. Udall and Michael A. Curtis.

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 the Town of Payson as Interim Town Attorney and other municipalities as special counsel for specific issues such as zoning code updates, open meeting law investigations, personnel investigations, police advisor, 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. Members of the Firm often are speakers at legal seminars, and this year, Susan D. Goodwin serves as president of the Arizona City Attorneys Association.



Completed Tasks in 2014

Legal Opinions and Developments in the Law

Prepared written legal opinions related to legal issues facing the City, including public records requests, open meeting law, zoning and takings issues, health insurance, prayers at council meetings, public intoxication, conflicts of interest, and campaign finance law.

Legislation

Provided memoranda regarding significant legislation affecting the City, including amendments to the Municipal Regulatory Bill of Rights, fireworks regulation statutes, and initiative, referendum and recall petitions statutes.

Ordinances

Prepared ordinances requested by the City, including amendments to the City Code related to food trucks, procurement code, and utility customer payment of fees.

Contracts

Prepared, reviewed or revised contracts throughout the year, including franchises with public utilities,

license agreements for cable television, software contracts, and mutual aid compacts.

Personnel

Worked with Human Resources Director to address personnel issues, including personnel investigations, disciplinary actions, and amendments to personnel policies.

Planning and Zoning

Worked with City Staff to address numerous planning and zoning issues including the Zoning Code update, the agritourism zoning code amendment, and the five major general plan amendment applications and associated zoning cases and development agreements.

Real Property

Assisted with the acquisition of Scout Park, Scout Lodge and pathways and prepared leases of City property.

Litigation

Pursued transaction privilege tax collection enforcement.

City of Litchfield Park

Law Enforcement

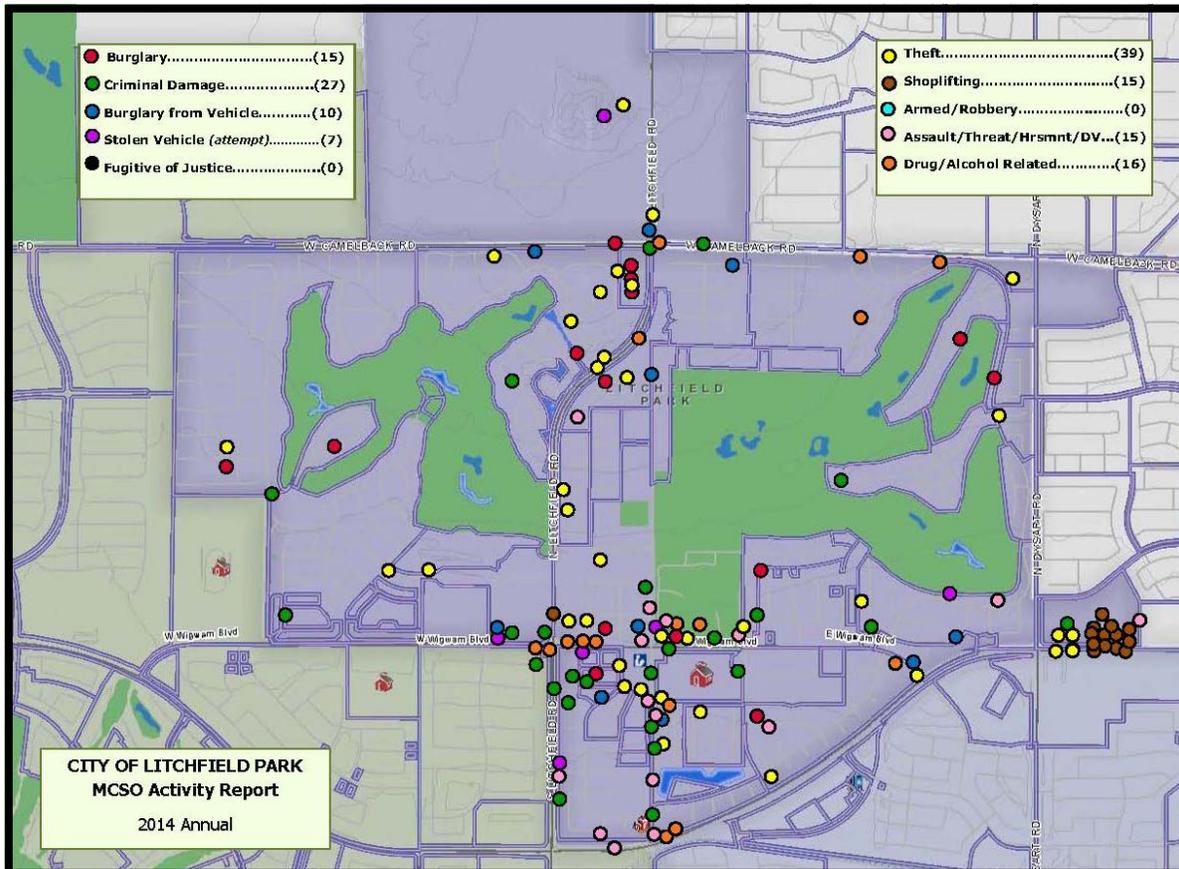
Through an Intergovernmental Agreement (IGA) with the Maricopa County Sheriff's Office (MCSO), law enforcement/public safety services are provided to the City of Litchfield Park by MCSO. In accordance with the Agreement, and in addition to the provision of basic police law enforcement services, MCSO 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 2014 charge for said services

was \$539,711. The current contract, which is through June 30, 2015, 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.

2014 BY THE NUMBERS

Emergency Services								
Month	EMS	Other Unknown	Hazardous Conditions	Other Type of Incidents	Good Intent	False Alarms/ False Calls	All Fires	Total Monthly Calls
JAN	38	11	1	1	1	1	0	52
FEB	34	7	0	0	1	2	1	45
MAR	36	3	0	0	4	2	0	45
APR	46	5	0	0	5	2	0	58
MAY	26	0	0	0	4	2	0	32
JUN	28	1	0	0	4	0	0	33
JUL	31	5	1	0	5	1	2	45
AUG	27	1	0	0	3	3	2	36
SEP	28	1	0	0	3	4	1	37
OCT	36	0	1	0	5	2	1	45
NOV	40	3	1	0	5	4	0	53
DEC	28	1	0	0	5	0	0	34
TOTALS	398	38	4	1	45	23	7	515

