



# 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 2015 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 2015 Annual Report is entitled "Acquiring the Future." The title reflects a year of the city purchase of nearly 17 acres in the city center acreage and the ground breaking of significant commercial and residential developments following a year of review of six General Plan Amendments. The approved developments provide opportunities for new housing and shopping areas for our community, and an increased tax base.

Following months of negotiations with the Nevada-based company Dragon and Crane, the City reached an agreement to purchase approximately 17 acres of vacant property within the designated "City Center" or downtown area. Essentially, the acquired property is located to the north of City Hall, east of Litchfield Road, west of Old Litchfield Road and south of Fairway Drive. The purchase was completed in July, 2015 for nearly \$2.8 million. The acquisition of this acreage is an important step in providing an opportunity for the City to influence and promote the full development of the City Center in a manner which best benefits our community.

Requests for Interest (RFI) and Requests for Proposals (RFP) will be issued in early 2016 to find a development team with the vision, experience, financial strength and capacity of transforming the City Center acreage into a significant, tangible and measurable social, cultural and sales-tax-generating development. The City Center planning will not be completed within a short timeframe. As with the General Plan Amendment process, the City will seek input from residents, adjoining City Center property owners and existing commercial entities within the community. Input will be gathered by a variety of resources, including, but not limited to, public meetings and web surveys. This should be an exciting process for our entire community, as we set the foundation for the development of a very significant parcel of land in our City Center.

A new 25-acre commercial development is presently under construction at the northeast corner of Litchfield Road/Camelback Road, which will be anchored by a 120,000 square foot Fry's Marketplace. Prospective tenants for the standalone pads within the development include an Ace Hardware store, an urgent care facility, coffee shop, Jack-in-the-Box and a family restaurant. This commercial development has the potential to provide significant sales tax revenue to our community.

"Cachet at the Wigwam" residential development is a gated community at Litchfield Road/Village Parkway, immediately south of Wigwam's Heritage (Red) Golf Course, and is presently under construction. It will feature three product types including single family, townhomes and condominium villas, with a total of 167 units. Mattamy Homes plans to break ground for its "Sunset Terrace" gated 121 single family home residential development in late 2016. It is located north of the "Litchfield Marketplace" commercial development at Litchfield Road/Missouri Avenue. Both of these developments offer an opportunity for existing residents to purchase new homes within Litchfield Park and new housing for those wishing to live in our community.

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 2015 Annual Report.

Thank you for the opportunity to share our 2015 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](mailto: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, Council Member  
PETER E. MAHONEY, Council Member  
JEFF RAIBLE, Council Member  
JOHN ROMACK, Council Member  
PAUL R. STUCKY, Council Member

### *City Staff*

DARRYL H. CROSSMAN, City Manager  
SONNY CULBRETH, Assistant City Manager /  
Community & Recreation Services Director  
PAMELA MASLOWSKI, Planning Services Director  
CHUCK RANSOM, Building Official /  
Director of Field Operations  
CARLA REECE, City Clerk  
CRAIG RING, City Magistrate  
BENJAMIN RONQUILLO, Finance Director  
JAMES RUMPELTES, Economic Development Director  
CAROLYN SELLMAYER, Human Resources Director  
LYNN WEBB, Code Enforcement Officer

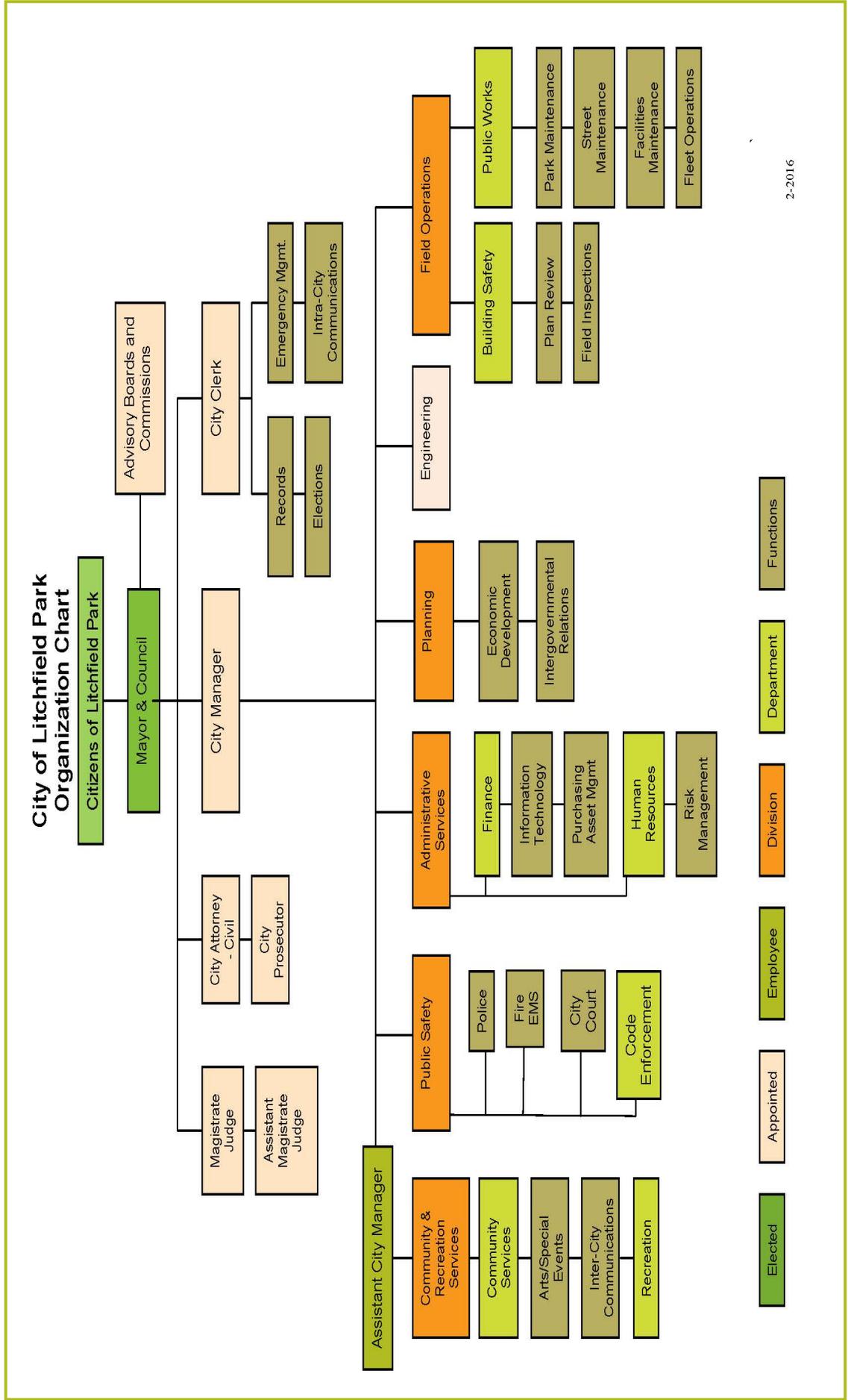
### *Contracted Staff*

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 Department

### *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](http://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**

- ♦ Frank Ross, Chair
- ♦ David Ledyard, Vice Chair
- ♦ Mary Dickson
- ♦ Richard Meese
- ♦ Charles "Red" Scott, Jr.
- ♦ 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
- ♦ Susan Fix
- ♦ Christoph Gerz
- ♦ Mike Hirth
- ♦ 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
- ♦ Susan Fix

### *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.

The 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
- ◆ Vernon Williams, 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**

- ◆ Todd Kinney, President
- ◆ Michael Yates, Vice President
- ◆ John Wenzlau, Secretary
- ◆ Michael Faith, Treasurer
- ◆ Vacant



# 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 11 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 overseeing 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 City to other neighboring communities. In September 2015, 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 was planning to retire from my full-time service and to transition into a part-time position June 30, 2015. Due to some unexpected staff changes in the Recreation Department, I was asked to delay my retirement plans. I agreed and I continue to work in my original capacity in service to the City. At this time, I have no immediate plans for retirement.

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
- West Valley Human Services Committee
- Maricopa County Homeless Awareness Committee
- Proposition 302 Grant Coordinator
- West Valley Recycling Partnership
- MAG Air Quality Control Committee
- Tourism Support Committee (Southwest Valley Chamber of Commerce)

Staff Advisor to Recreation and Public Grounds Commission

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

The function of the City Clerk Department is to facilitate legislative business for the City Council. This covers meeting schedules, agendas, minutes, elections, Campaign Finance and Annual Financial reporting, Lobbyist Reports, coordination of Board and Commission appointments, records management, City Hall telephone and front-office reception.

In June 2015, the Department reorganized following the retirement of City Clerk, Mary Rose Evans. A new City Clerk and Deputy Clerk were appointed from existing staff, creating a full-time vacancy for an Administrative Assistant. Ms. Evans graciously offered her services on a temporary, part-time basis to fill that gap and now works 3 days a week in the front office at City Hall. In summary, the entire team contributed to a very productive year.

### City Council Agendas & Minutes

City Council agendas and minutes are now created electronically with new agenda management software implemented in August of this year. This enables a more seamless process for collation and publication of the Council agenda packets and increases public accessibility to minutes and agendas. The entire archive of agendas and minutes is in the process of being uploaded to the new agenda portal.

### Boards and Commissions

The City Clerk Department coordinates the City Council appointment process for the following Boards and Commissions: Design Review Board, Board of Adjustment, Industrial Development Authority Board, Planning & Zoning Commission, and the Recreation & Public Grounds Commission.

### Code Books

The City Code and Zoning Code books are updated as ordinances are adopted. Through a contract with Code Publishing Company, the website is immediately updated as the ordinances become effective.

### Elections

As Chief Election Official, the City Clerk is responsible for coordination of all City Elections. With each and every election, the regimented and detailed process of preparing for the elections is initiated months prior to the election itself.

In November of 2015, a Franchise Election process for APS and Southwest Gas was launched for a Special Election to be held March 8, 2016.

### 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.

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.

### 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.

### Contacts

Handling first point of contact telephone inquiries and in-person walk-ins continues to be an integral responsibility of the City Clerk Department.

### Emergency Management

In addition, the Emergency Management functions were assigned to the City Clerk in July 2015. In 2015, the Maricopa County Multi-jurisdictional Hazard Mitigation Plan (MCMJHMP) was updated by the department. The city website has also been updated to provide the public with access to more

emergency preparedness materials and information sources from FEMA and other recognized preparedness officials.

### 2015 BY THE NUMBERS

Agendas .....	32
Sets of Minutes .....	32
Quorum Notices .....	26
Proclamations .....	24
Ordinances .....	5
Resolutions .....	25
Press Releases .....	3
Public Records	
Requests .....	81
Notarizations .....	74

Yard Sale Permits .....	86
Handbill Distribution Registrations .....	4
Do NOT Distribute Requests .....	45

New State Liquor Licenses Processed .....	3
Special Event Liquor Licenses Issued .....	6

Pages Scanned to Electronic Archive .....	7,143
Documents recorded w/Maricopa County .....	9

City Clerk  
 creece@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.

### Acquiring the Future

As we move into 2016, we are committed to finding new and more efficient ways to connect with our community and our customers. Improved ways of registering for classes and the use of social media are two of the ways we plan to capture more of the available recreation and special event market. We continue to research opportunities for grants and for local community funding to enhance our



programming and our events. New public art and improved facilities at the Recreation Center continue to be high on our list of accomplishments for the coming year.

### Recreation Services

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

### Recreation Center

The Recreation Center facilities consist 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 backboards with 8' and 10' rims and two tennis courts that are also striped for Pickleball play. The Recreation Center welcome-and-registration lobby, bathrooms and showers, an exercise gym and preschool/all purpose room completes our facility. In May, the Preschool room received three sets of custom-made doors that provided a more modern look and much more functional doors. The Recreation Department Staff underwent a few changes with two longtime staff members leaving. Aquatics Coordinator Mary Liotta retired in March, and Youth and Sports Coordinator Franz Fuhrmann left for employment elsewhere.

## STAFF

Sonny Culbreth ..... Director  
 Tricia Kramer ..... Special Events Coordinator  
 Franz Fuhrmann ..... Youth Sports Coordinator( January-May)  
 Patrick McCoy ..... Youth Sports Assistant (January-May)  
 ..... Youth Sports Coordinator (June to present)  
 Scott Foley ..... Recreation Program Assistant (September-present)  
 Mary Liotta ..... Aquatics Coordinator (January-May)  
 Amara Edgley ..... Aquatics Coordinator (June to present)  
 Chris Weaver ..... Office Manager & Communications  
 Seye White ..... Preschool Lead Teacher  
 Carolyn Muth ..... Preschool Assistant (January-May)  
 Frances Beard ..... Preschool Assistant (August-December)

Community and Recreation Services  
[sculbreth@litchfield-park.org](mailto:sculbreth@litchfield-park.org)  
 623-935-9040

# City of Litchfield Park

## Community and Recreation Services

The previous Assistant Youth and Sports Coordinator assumed the Coordinator's job, and we added a new Employee to our staff to fill the role of Assistant Sports Programmer. The Aquatics Coordinator position was filled by a veteran Aquatics staff member of 10 years.

During 2015, 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 \$434,940 in program revenues and \$198,538 in special event revenues. In April of 2015, we migrated from CLASS to a new Active Network product, Active Net. Active Net is a web-based recreation registration customer relationship management software that has increased customer online registrations. As of December 31, 2015, the office has successfully driven 41% of customer registrations through the online registration website, an increase of 36% from the CLASS online registration website.

### *Aquatics*

The 2015 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 1600 participants from schools, organizations, and families as they utilized the pool for their celebrations. In addition, the pool worked in conjunction with Kiwanis for the annual Sprint in the Park Triathlon and Youth Sports for their volunteer coach and family barbeque and swim. In June, families participated in the World's Largest Swimming Lesson taking place in 480 locations and reaching over 38,000 participants worldwide. June and July were characterized by filled to capacity swim lessons, the 4<sup>th</sup> of July Splash Bash, and more pool parties. The season ended in August, with full rosters for August swimming lessons, and many requests for private lessons. Families, churches, and Boy Scout troops used the pool for their August celebrations.

### *Making a Splash*

The swim team had another successful and fun season with close to 300 swimmers. In another active swim lesson season, instructors were complimented on their fun, encouraging, and thorough instructing methods. Personalized swim instruction and accommodation to skill and scheduling needs increased participation in private swimming lessons and filled up the new Elite Lesson program. Additionally, the Puffers and Water Exploration classes became lucrative additions to the Learn to Swim Program.



**Aquatics Manager**  
**623-935-9040**

# City of Litchfield Park

## Community and Recreation Services

Family Nights were a remarkable demonstration of the creativity and talents of the aquatics staff and community support. By recognizing current community trends, themed Family Nights engaged participants of all ages. The Glass Flipper included little princes and princesses searching for Flipperella's lost Flipper, Neverland Splash had daring adventures following the leader to defeat the pirates, and Aqua Invaders took guests out of this world to Planet CL13 with glowing games and alien fun!

### *Aquatics "Planning Ahead"*

The 2016 season is accompanied by building on programming improvements from last year. This includes the restructuring of swim lesson programs to make better use of the pool and better accommodate the needs of participants effectively. There will be more classes offered in the evening to expand PM lesson programs. Additionally, there will be additional group lessons and programming offered in April, August, and September. New decking, along with and a new public art project, will welcome our 2016 customers.

### *Wellness Programs and Healthy Litchfield Park*

This year we joined forces with Sun Health Center for Health and Wellbeing to offer a variety of wellness education programs and healthy family activities. We added a new staff member to assist with youth sports and to expand the Healthy Litchfield Park program. Assistant Youth Sports Coordinator Scott Foley secured the use of the



### *Youth & Sports Participation Totals*

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Youth Basketball	1024	1054	1051	1019	965
Soccer	282	293	360	365	335
Tee Ball	141	150	120	135	131
Flag Football	100	127	138	138	138
Summer Camps	374	313	158	256	238

*37245 – The total number of volunteer hours accrued by the Youth & Sports Program Volunteers in 2015.*

Litchfield Park Library for the third Monday of each month, where education programs were offered from 9:30 a.m. to 11:00 a.m. The Saturday immediately following the third Monday was set aside for a Healthy Litchfield Park Family Activity. We offered Pickleball classes, a group bike ride and a community walk. Other activities, including a Healthy Activity Expo, are planned for the future.

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.

### *Youth & Sports Programs*

Improving communication continued to be an objective for the Youth & Sports programs during 2015. We provide excellent communication to our



**Youth Sports**  
[pmccoy@litchfield-park.org](mailto:pmccoy@litchfield-park.org)  
 623-935-9040

# City of Litchfield Park

## Community and Recreation Services

customers by using a variety of verbal, digital and printed tools including emails, websites, brochures, flyers, and personal conversations.

We continue to use Facebook and other social media networks to communicate registration dates, post photos of our programs, promote our leagues, and highlight our participants. The general public is allowed to comment on the posts, but is not able to post. Please feel free to visit our Facebook page at [www.facebook.com/litchfieldparkyouthsports](http://www.facebook.com/litchfieldparkyouthsports).

The department uses email as a means to communicate with our participants/customers. *Microsoft Outlook* is used to send the weekly game schedule reminders. Active Net, the City's online registration website, is used to send emails to all previous and current customers to inform them of registration deadlines, upcoming programs, and other pertinent information regarding Youth Sports.

We are always aspiring to improve our sports programs. After receiving feedback from coaches and parents, we decided to allow running plays for the first time during the 2015 Fall Junior Flag Football league. The new rule change, allowing running plays, enabled coaches to teach the players an important defensive aspect of the game. Parent and coaching surveys indicated that this change was a big success.

### *Planning Ahead*

Youth & Sports will continue to offer additional programming through partnerships with no cost associated to the City. Challenger Sports continues to provide a youth soccer camp every June. During 2016, the soccer camps will be increased to two sessions. Once again, Challenger will accept all registrations and provide all instructors and equipment. The City of Litchfield Park will receive \$10 per participant for the camp. Right Touch Training and Development (RTTD) will continue to offer youth basketball skills classes that are taught at our Recreation Center. Opening registration for the camps online has increased enrollment. RTTD provides the equipment and instructors and the City

provides the facility and registration options to register in the lobby, over the phone or online.

### *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.

### *Block Watch*

Two new neighborhoods were added in 2015, bringing our total to 27 neighborhoods that participate in the 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. Looking ahead, we have started a Green Team program to bring more recycling to 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*

# City of Litchfield Park

## Community and Recreation Services

Approximately 40 Litchfield Park residents are registered with our Litchfield Park Seniors' group and enjoy monthly programs throughout the year. The greatest challenge and the one thing that I believe keeps this group from growing, is the need for a regular place to meet. This group currently meets at restaurants and other places that offer social activities.

### *Appropriations*

The 2015 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 15 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 2015, attracting thousands of residents and visitors to the downtown area. Arts in the Park Concerts, Christmas in the Park, the Native American Fine Arts Festival and the Spring Art and Culinary Festival continued to be award-winning signature events. The Native American Fine Arts Festival received the highest award of "The Outstanding Cultural Event" of the year. Event staff and committee volunteers received this award at the Annual Arizona Parks and Recreation Awards Ceremony in Tucson. The Native American Fine Arts Children's Arts and Crafts Area was recognized as the "Best Kids Element" in a special event given by the Arizona Talent in Event Concepts organization during their annual awards luncheon at The Wigwam in September.



### *Community Partners and Grants*

Sponsorships are vital to our programs. Faithful community partners that continue to show their support are: APS, The Wigwam, Liberty Utilities, Waste Management, Sun Health La Loma, *Arizona Republic*, Kiwanis Club of Litchfield, Hilgers Pediatric Dentistry and Orthodontics, Litchfield Park Rotary, and EPS Group. We applied for and received two major grants in support of our special events from the Arizona State Tourism Department ( Prop. 302 funds). The Native American Fine Arts Festival received \$12,500 and the Art and Culinary Festival received \$2,500. As the host City, we were also 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. As we move toward the future, 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  
tkramer@litchfield-park.org  
623-935-9040

# City of Litchfield Park

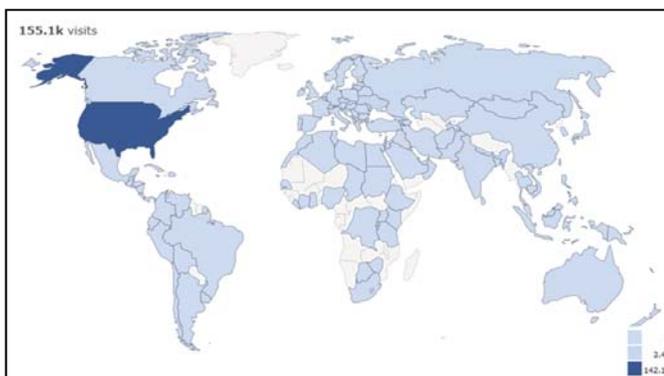
## Communications

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.

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 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 an RSS feed. Email and text update notifications are delivered to 40+ 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.



**2015 Webpage Visits by Country**



### Social Networking



#### Facebook

Created in 2011, the City's Facebook account has 1,593 "friends" representing a 2015 increase of 62%. Facebook users can share announcements so there are multiple advantages to the City to maintain an active Facebook account. Posts keep residents informed of upcoming meetings, news and 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 848 followers representing an increase of 24%. 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, live Pentagon and Arizona Legislature feeds, 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 delivered carrier saturation route to resident homes. Over 450 subscribers opt in to receive the electronic format; 2,535 are mailed. The newsletter features include a message from the Mayor, holiday hours of operations, frequently requested phone numbers, City news and announcements, special events, "Shop the Park," messages from the Litchfield Elementary School District, Litchfield Park Historical Society, Waste Management, and the Goodyear Fire Department. The 2015 ad sponsorships include the Wigwam, Liberty Utilities, and Waste Management.

**Communications**  
[cweaver@litchfield-park.org](mailto: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.

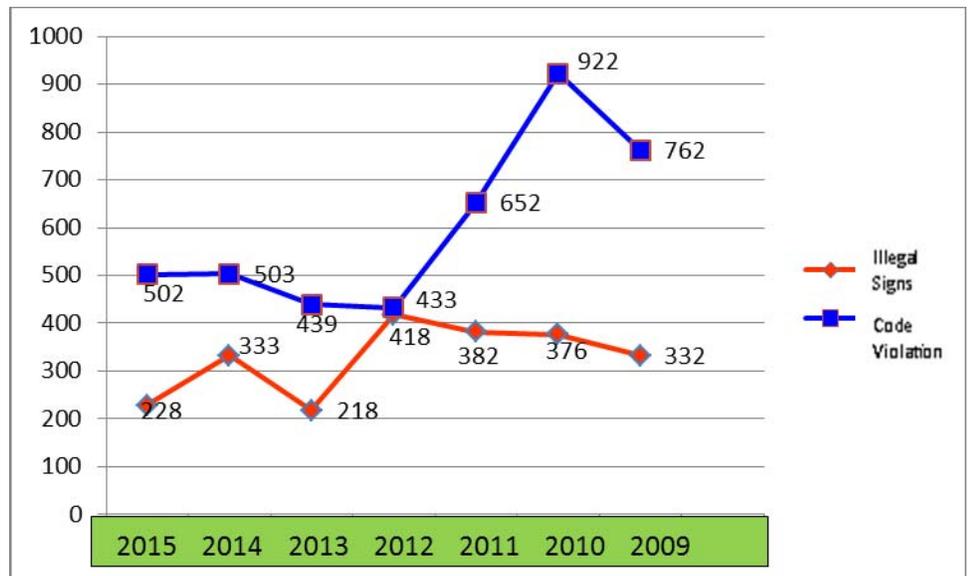


## 2015 BY THE NUMBERS

Signs Removed	228
Inoperable Vehicles	23
Green Pools	29
Trailers, RVs, Boats	81
Property Maintenance	200
Carport Debris	11
Graffiti	3
Illegal Parking	12
Vandalism	1
Animals at Large/Noise	40
Walls/fencing	15
Trash containers	63
Business issues	24

**Total in 2015 730**

**Total in 2014 787**



**Code Enforcement**  
[lwebb@litchfield-park.org](mailto:lwebb@litchfield-park.org)  
 623-889-6215

# City of Litchfield Park

## Building Safety

It has been a busy and exciting year for the Building Safety Department. New major building project start-ups such as “Cachet at the Wigwam” and “Litchfield Marketplace” are leading the way for future City growth. The new “Cachet at the Wigwam,” when complete, will feature a combination of single-family detached homes (“cottage home” style), triplex townhouses (“patio home” style), and four-plex condominiums (“villas” style). At the center of this southwest-designed community will be a

recreation center and model complex.

Not to be outdone, “Litchfield Marketplace” will offer the City a variety of new retail, including a Fry’s Marketplace as the anchor store. This ,strategically, will offer the citizens of our community large retail centers at opposite sides of the City’s core. With acquisition of yet more City land, the Building Safety Department is anxiously awaiting even more built out as growth continues in 2016 and beyond.

### Cachet at the Wigwam



### Litchfield Marketplace



### QUICK FACTS

#### Building Permits Issued 2015

<u>ISSUED</u>	<u>TYPE</u>	<u>VALUE</u>
49	New Homes	\$155,296,546
3	Commercial	\$129,014,000
45	Pool	\$1,335,000
34	Solar	\$947,800
133	Other	\$3,955,146

**Total 264**

**Building Safety Adopted Budget \$159,309**  
**Permit & Plan Review Revenue \$505,756**

**Building Safety**  
[jrae@litchfield-park.org](mailto:jrae@litchfield-park.org)  
**623-935-1066**

# City of Litchfield Park

## Public Works

### 2015 BY THE NUMBERS

#### Adopted Expenditures

Maintenance Budget \$ 2,589,462  
 Streets Budget \$ 102,350

#### Estimated Expenditures

Maintenance Expenditures \$ 1,114,678  
 Streets Expenditure \$ 31,738

Public Works Permit Revenue \$ 122,427

2015 was an exciting year for the City and its residents. In the fall, the City of Litchfield Park acquired 16.7 acres of vacant land behind City Hall between Honeysuckle St. and Fairway Dr. We all look forward to seeing the future development of this area which will not only enhance neighboring homes, but be an inviting place for the residents of Litchfield Park, guests of the Wigwam Resort and surrounding communities to come and enjoy. Until that time comes, however, it will be up to the City Public Works Department to commence cleanup of that area. Once this has been accomplished, our crews will continue to be responsible for keeping that property maintained.

Another major acquisition was a new Elgin Broom Bear street sweeper, in which 90% of the cost was funded by a state grant.

For most of 2015, the Public Works crew really stepped up to the plate to cover three staff

vacancies for a time period of over 10 months. Around the Christmas holidays we filled two of those vacancies, with one more position to be filled hopefully this spring.

#### Land Acquisition



#### 1996 Illustrative Plan for the City Center



#### QUICK FACTS

Miles of rights-of-way to maintain	35
Acres of turf area to maintain	51
Number of flowers to plant & maintain	138
Number of trees to maintain	6,993
Palm	1,897
Orange	754
Other	4,342
Tons of landscape debris disposed	762
Number of backflow preventers tested	127
Number of full-time crew members	17
Number of full-time office Staff	2

Field Operations  
[cransom@litchfield-park.org](mailto: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 2015, the Finance Department processed approximately \$11.1 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 2015, the Department processed a total of 613 business license applications. Additional projects that receive a considerable amount of time each year include the annual audit, budget process, City Council and Management reporting, and federal and state reporting. The Finance Team also manages the City's computer network and technology infrastructure.

### QUICK FACTS

#### Accounts Payable Transactions

Total Payments for Goods & Services	\$5.6 million
Total Checks Issued	1,533

#### Business License Transactions

New Licenses	161
Renewals	452
Total	613

**Total Number of Finance Department Employees:** 2.5

### 2015 BY THE NUMBERS

#### Budget

Total Department Approved Budget	\$349,814
Total Approved Budget for City	\$13,529,298

#### Revenue

Business License Fee Revenue	\$23,195
Sales Tax Audit Revenue	\$1,391,915
Total Department Revenue	\$4,258,512
Total Actual Revenue for City	\$8,142,691

#### Expenditures

Total Department Expenditures	\$338,952
Total Capital Expenditures	\$4,366,449
Total Citywide Expenditures	\$11,149,083

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.

Finance  
[bronquillo@litchfield-park.org](mailto: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.

### 2015 BY THE NUMBERS

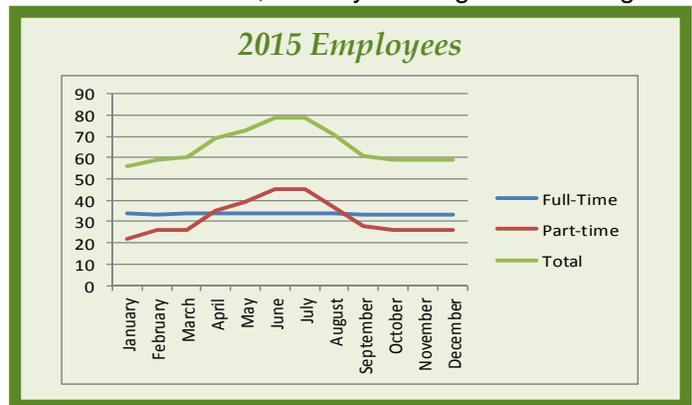
- 269 employment applications received in 2015
- 34 new employees hired
- 13 employees rehired
- 40 were for seasonal employment only
- \$2,315,995.73 gross payroll in the calendar year, up from \$2,129,586.69 in 2014
- 1,759 payroll checks were issued in 2015

### 2015 Accomplishments

- ◆ Successfully reduced the City's medical premiums for the second year in a row without affecting the employees' benefits. Cost was reduced by 7% for the 2016 benefit year.
- ◆ Arranged for Rx cards for employees through Envision, the City's Health Reimbursement Account (HRA) administrator. Prescriptions are

included in the deductible as part of the City's health insurance policy. The HRA reimburses the employees 90% of all deductible expenses. Several employees had high prescription costs and were unable to pay the cost upfront and wait for a reimbursement. The cards pay 90% at the pharmacy, eliminating the need to request and wait for a reimbursement.

- ◆ The HR Department has continued to move forward going digital. Through the City's payroll system, we began providing online direct deposit vouchers. This has been a cost savings to the City as we no longer print, distribute or mail vouchers. Also, employees have a history of their vouchers online, so they no longer are asking for



copies of their vouchers for the last few months.

- ◆ Employee files continue to be scanned. As of January 1, 2016, new employees will no longer have a paper HR file; their paperwork will be completely digital.
- ◆ Electronic applications were also introduced in 2015, along with electronic on-boarding for new employees. Over 90% of the applications received this year were electronic.
- ◆ Contracted with a company for online employee evaluations. This will be rolled out to all employees in early 2016.
- ◆ Stepped down after serving eight years on the Board of the International Public Management Association for Human Resources, Arizona Chapter. During that time served as a Board member, Secretary, President Elect, President, and Past President. Remain active in the association.

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

# City of Litchfield Park

## Planning/Economic Development/ Intergovernmental Relations

### Planning

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

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.

2015 was another exciting and busy year for the Planning Department. Plans were processed to facilitate three new developments for the City: Litchfield Marketplace, Cachet at the Wigwam and Sunset Terrace. In addition, with the City's purchase of an additional 17 acres in the City's downtown core, Staff has begun working on updating design guidelines and formulating a new zoning district overlay for the City's downtown center to help guide the development of this very vital and important area of the City.

### Litchfield Marketplace

In 2015, applications were processed for final site, architectural, and landscape plans, as well as signage and preliminary and final plats for development of this commercial center, located at the northeast corner of Litchfield and Camelback Roads. The Center, consisting of approximately 25 acres, will be anchored by a 120,000+ square foot Fry's Marketplace store, and will also feature additional inline shops, a fueling center, and several standalone pad sites. Plans were also processed for the prospective tenants for the standalone pads, including an Ace Hardware store, an urgent care facility, a coffee shop, and a Jack in the Box drive-through restaurant.



Construction began in 2015, and the Center is expected to open in fall of 2016.

### Cachet at the Wigwam

Cachet Homes received approvals for their final site, architectural and landscape plans, as well as the

preliminary and final plats for this residential development to be located at the northwest corner of Litchfield Road & Village Parkway. The gated community will feature three product types including single family, townhomes and condominium villas, with a total of 167 units.

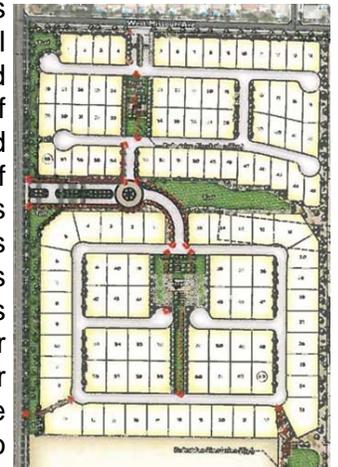


The center of the community will feature a lush pool area with a spa, ramadas, and a BBQ area, along with an exercise room.

Cachet broke ground in July 2015, and expects to open for presales in spring of 2016.

### Sunset Terrace

In 2015, Mattamy Homes replaced K. Hovnanian as the homebuilder for this 53-acre residential development to be located at the southeast corner of Litchfield Road and Missouri Avenue. Staff met with Mattamy Homes a number of times this year to discuss development standards and processed their preliminary plat for approval by Council. The project is expected to include 121 single-family homes. Mattamy anticipates submitting additional plans for approval throughout the next year and breaking ground in late 2016.



Planning  
[pmaslowski@litchfield-park.org](mailto:pmaslowski@litchfield-park.org)  
 623-935-5033

# City of Litchfield Park

## Planning/Economic Development/ Intergovernmental Relations

### *Economic Development/Intergovernmental Relations*

The purpose of the Economic Development program is to support and recruit Litchfield Park businesses and increase sales tax for the City. The same staff person also deals with Intergovernmental Relations for the City. In terms of time and resources, 1) about one quarter was spent on Shop the Park, 2) a quarter on Business Recruitment, 3) a quarter on planning for the development of the City Center, and 4) a quarter on Intergovernmental Relations. The program is staffed by one person working about half-time.

#### **Shop the Park**

This marketing program was started two years ago. Nine newsletters were published in 2015 featuring articles 8 locally-owned businesses (and one franchise) and ads for most City businesses. City staff visited most businesses in the City, over 200 visits. City staff also distributed marketing material at five community events, festivals, and concerts. A drawing for gift cards from local businesses and a prize wheel was used at most of these events to gather emails for distribution of the newsletter. Our distribution list to date stands at about 1,200. 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 2015 in the City (minus construction) are up 8.8% over the same period last year.

#### **Business Retention & Recruitment/Marketing**

Activities for 2015 included working with potential retailers such as the Olive Mill and Fry's. Meetings and a tour were also arranged with a potential buyer of the Tierra Verde Center, a retail complex in the downtown. Collateral for the marketing of Litchfield Park is being composed in conjunction with the Rec Department. Time was also spent with Sun Health in developing a master plan for their La Loma property. Six new "store front" businesses opened or relocated to the City during 2015. They were all visited and featured in marketing material.

#### **City Center Planning**

Defining the planning and development process for the City started once the City purchased the 16.7 acres in the downtown area. Visits were made with the

downtown development staff from Gilbert and Chandler to learn from their success. A Request for Information was drafted to solicit submittals from development and planning firms for the downtown area.

#### **Intergovernmental Relations**

The weekly League of Arizona Cities and Towns legislative briefings were attended during the session. Meetings were held with the City's legislative delegation and Governor's Office. Letters and positions on behalf of the City and Mayor were written on a number of bills.

### **2015 BY THE NUMBERS**

#### *Planning*

<b>Applications/Permits/Amendments</b>	<b># Reviewed</b>
Design Review	49
Minor Design Review	61
Variance	5
Use Permits	3
General Plan Amendments	2
Rezoning Requests	2
Preliminary Plat	4
Final Plat	2
Lot Split	2
Code Amendments	3
Sign Permits	27

#### *Economic Development*

Newsletters published	9
Businesses Featured in Newsletters	8
Business Visits	Over 100
People Presented with LP Shopping Info	4,000
Money spent for Shop the Park Program	\$18,000
Increase in Retail Sales for 2014	8.8%
New or Relocated Businesses in the City	6

#### *Staff*

Pamela Maslowski ..... Director of Planning Services  
 Jason Sanks ..... Planning Consultant  
 James Rumpeltes ..... Director of Economic Development

**Economic Development**  
[jrumpeltes@litchfield-park.org](mailto:jrumpeltes@litchfield-park.org)  
 623-935-5033

# City of Litchfield Park

## Engineering

The EPS Group, Inc. (EPS) provides contract engineering and planning services to the City of Litchfield Park from our Goodyear office. Our services include project management, transportation design, traffic engineering, municipal park design, infrastructure plan review, development plan review, construction administration, and inspection. EPS also provides assistance in negotiations on behalf of the City for

Intergovernmental Agreements and Development Agreements for private development. Other services for the City include current and long-range planning, geographical information systems, and computer aided design.

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

### *Engineering Activities*

#### Aleppo Park/Little Park/Dysart Road Drainage

Drywells were installed at Aleppo and Little Parks and on Dysart Road near the south Villa Nueva intersection to address drainage issues. Installation was completed in March 2015.

#### Tierra Verde Lake Wall

The retaining wall along the south side of the lake is failing in several areas and the City plans to replace the wall. The project includes fill material, reshaping the slope of the bank and adding a sidewalk for use by the public to enjoy the lake. The bank of the lake will be stabilized using concrete facing and apron for erosion protection. A fence will be included in the project along the adjacent private residences to prevent trespassing while still providing views of the lake and access to the bank. The proposed improvements were approved by the City Council in November 2015. The construction is scheduled to begin in late March 2016 and will take approximately four months to complete. As a part of the construction, the lake will be drained to allow construction equipment access to the site.

#### Traffic Sign Replacement Project

This project received federal grant funding in 2012. The first phase included an inventory and condition assessment for every traffic and street name sign in the City. Based on that work, it was found that all signs needed to be replaced due to their age and condition, which did not meet the standards for reflectivity. The federal grant included this replacement and new signs meeting all standards are in the process of being ordered. The new signs will be installed in 2016 by City forces.

#### 10-year Pavement Maintenance Program

A major update to the City's 10-year program was completed in 2015 and included a review of the conditions assessment and programming of all streets in the City for preservation treatment. In addition, several new treatments were identified for use and will be evaluated for their effectiveness in future projects.

#### 2015 Pavement Preservation Projects

The 2015 program included crack sealing, high density mineral bond, micro sealing, and milling and paving of certain streets in the City. The streets and their treatments were based on the City's 10-year pavement maintenance program. Approximately 2.6 miles received crack sealing, 5.3 miles received the high density mineral bond (HDMB) treatment, 0.9 miles received the micro seal treatment and 0.7 miles were milled and paved.

#### 2016 Pavement Preservation – Milling and Paving

This project will mill and pave Acacia Circle, South Acacia Circle and North Acacia Circle, approximately 0.6 miles. The project was advertised for bids in December 2015 and awarded by the City Council in January. Work is scheduled to begin in March 2016.

#### 2015 Stone Purchase

Contract documents were prepared and bids were received to provide to the City a supply of decomposed granite for landscaping purposes. Only one bid was received and was higher than estimated. The bid was rejected and the project was rebid in February 2015. Three bids were received and the contract was awarded. Delivery was completed.

# City of Litchfield Park

## Engineering

### Old Litchfield Road Multi-Use Pathway

An application for the multi-use pathway along the west side of Old Litchfield Road between Fairway Drive and Bird Lane received federal funding for use in 2016/2017. Since there are federal funds in the project, ADOT will provide the management design review and construction administration for the project. An Intergovernmental Agreement (IGA) was executed with ADOT and the design will begin in March 2016. Construction is planned for 2017.

### Two-Acre Park

The City Council approved the development of a two-acre park located at Village Parkway and Camelback Road in the northwest area of the City. The park will be graded, seeded with grass; an irrigation system installed, and have concrete pathways and a parking lot. Depending on the cost, other amenities may include playground equipment, a ramada, a drinking fountain, and additional landscaping with trees, shrubs, and mulch. The design was completed in February 2016. The construction is scheduled to begin in April and be complete in June 2016.

### Perimeter Wall Phase IV

The Perimeter Wall Phase IV project is located on the south side of Camelback Road from Litchfield Road east to Camelback Park. The project will replace the existing perimeter wall with a new wall nine to ten feet high as measured from the right-of-way side. The new wall will have the same appearance as the previous perimeter walls constructed on Indian School Road and Litchfield Road. Staff conducted an open house public meeting in late January 2016 to provide an opportunity for affected property owners to meet with Staff and discuss the proposed improvements and possible impacts to their backyards. Subsequently, Staff is meeting individually with each property owner to coordinate the relocation or removal of landscaping and improvements that will need to be completed prior to construction. The design will be completed in March 2016 with construction scheduled between April and September 2016.

### Downtown Traffic Circle Rehabilitation

The existing traffic circle located at Wigwam Boulevard and Old Litchfield Road is deteriorating with cracks in the concrete curbs and valley gutters and shifting of the pavers in the existing crosswalks. The City plans to reconstruct the traffic circle to provide safe walking surfaces for pedestrians and other non-motorized users. The options being evaluated include textured concrete for the crosswalks, cement concrete pavement, and new ADA-compliant ramps at all crossings. The existing center island will remain in place as is. If approved, this project would be designed and constructed in 2016.

### Litchfield Road Sidewalk – Bird Lane to Camelback Road

This project will construct new curb, gutter and sidewalk on the east side of Litchfield Road to provide access to the new Litchfield Marketplace and other developments north of the Camelback Road intersection. The feasibility of these improvements will be evaluated in 2016.

### Scout Park Master Plan

The final master plan was approved by the Council in April 2015.

### *Development Activities*

#### Subdivision Code Update

The intent of this update is to provide more specific development standards and procedural requirements for processing land development projects in the City. EPS continues to draft new code language.

#### Litchfield Marketplace

This new commercial center being developed by Evergreen at the northeast corner of Litchfield Road and Camelback Road will include a new Fry's Marketplace store, an Ace Hardware store and three additional pads, one of which will become a Jack in the Box restaurant. Fry's will also have a fueling center on the site. EPS worked with City Staff and the developer throughout the preliminary and final design stages and ultimately approved the engineering plans. Construction is well underway

# City of Litchfield Park

## Engineering

with completion expected in late summer or early fall.

### Cachet Homes

Known as Cachet at the Wigwam, this 167-unit gated residential project at the northwest corner of Litchfield Road and Village Parkway will include single family homes and condominiums for sale. The project began construction in June 2015 and will have model homes open for sales in Spring 2016. EPS reviewed all preliminary and final design plans and approved the engineering construction plans.

### Sunset Terrace – Mattamy Homes

This residential project is the result of the 2014 Major General Plan Amendment and subsequent rezoning of approximately 53 acres at the southeast corner of Litchfield Road and Missouri Avenue. Mattamy Homes is planning to build 121 single family homes in two subdivisions; one with 70-foot wide lots and one with 90-foot wide lots. Also gated, Sunset Terrace will have a main entrance from Litchfield Road and a secondary entrance from Missouri Avenue. Both streets will be widened and improved by Mattamy. A pedestrian connection will be provided between the residential project and the Fry's Marketplace project to the south. EPS is in the process of reviewing the engineering plans and final plat for approval. Construction is anticipated to begin in early Summer 2016.

### Villages at Litchfield Park Phase 2A Drainage Revision

During a 2015 storm event, the storm water Basin No. 8 located at Village Parkway and Luna Place overflowed and storm water entered private

property on the south side of the basin. It was determined that the outlet of the basin was not constructed to the approved design. The developer was required to investigate the problem, design a solution and construct alterations to allow the basin to outlet to the south as originally intended. The drainage analysis and new design were approved in late 2015 and construction was completed in February 2016. Once this correction is approved by the City, the public infrastructure constructed by the developer for all of Phase 2A can be accepted.

### LDS Church on Esperanza

Right-of-way acquisition for the west half of Esperanza Drive was completed in 2015.

### Sun Health Campus, Phase 1 Sewer

Plans for the installation of a new sewer line to serve the entire Sun Health existing and proposed campus development were finalized in 2015. This project, which is beginning construction in February 2016, will allow existing sewer flows from Sun Health to be removed from an existing sewer in Litchfield Road and re-routed to an existing sewer at Camelback Road and Village Parkway. Removing the Sun Health flows from the Litchfield Road sewer will create capacity in the line for the new Sunset Terrace residential development, as well as allow complete development of the Sun Health campus.

## *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, and a part-time Court Clerk, Danielle Balliet. 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 the 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

## 2015 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	25	2	0	30	154	68
FEBRUARY	4	22	9	0	35	152	65
MARCH	2	32	4	0	38	152	65
APRIL	1	24	2	1	28	153	65
MAY	1	25	1	3	30	150	65
JUNE	5	23	6	9	43	151	65
JULY	0	28	0	2	30	150	65
AUGUST	1	33	1	28	63	148	63
SEPTEMBER	0	28	4	18	50	150	65
OCTOBER	1	17	2	16	36	148	65
NOVEMBER	8	14	4	11	37	150	65
DECEMBER	9	40	1	5	55	146	66
<b>TOTALS</b>	<b>35</b>	<b>311</b>	<b>36</b>	<b>93</b>	<b>475</b>	<b>146</b>	<b>66</b>

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

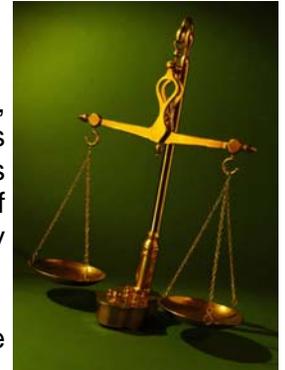
# City of Litchfield Park

## 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*

From 1990 through 2015, the law firm of Curtis, Goodwin, Sullivan, Udall & Schwab, PLC, or its predecessor firm served as the City Attorney's Office for Litchfield Park. This year, Susan D. Goodwin, the lead attorney for delivering and coordinating legal services for the City, and the other members of her municipal team have joined the law firm of Gust Rosenfeld, P.L.C. (the "Firm"). Susan Goodwin, Trish Stuhan and Phyllis Smiley will continue to provide legal services to the City as they have done in the past.



In addition to Litchfield Park, the Firm represents as city or town attorney the municipalities of Wickenburg, Youngtown, Clifton, Miami, Dewey-Humboldt, Oro Valley, Chino Valley, Quartzsite, Parker, Avondale, Tolleson, Fountain Hills and Buckeye. The Firm serves as special counsel to many other Arizona municipalities in the areas of zoning code updates, personnel investigations, development agreements, construction issues, sales tax collection, water matters, election matters, streetlight improvement districts, real estate transactions, and bond and municipal finance.

### *Completed Tasks in 2015*

#### **Legal Opinions and Developments in the Law**

Prepared written legal opinions related to legal issues affecting the City, including campaign finance law litigation, employment verification requirements, open meeting law, US Supreme Court decision regarding sign codes, FLSA opinion regarding new test for independent contractors, use of public resources to influence an election and approval/denial of telecommunications use permits.

**Ordinances** Prepared ordinances requested by the City, including amendments to the City Code related to utility customer payment of fees, plan review and inspection fees, outdoor vendor displays.

**Contracts** Prepared, reviewed or revised contracts throughout the year, including franchises with Arizona Public Service and Southwest Gas, cable license with CenturyLink Cable, contracts for design/construction of Tierra Verde Lake wall, intergovernmental agreement with Glendale for administration of annexed strip, termination of development agreement for City Hall, intergovernmental agreements with ADOT,

telecommunications site leases, and solid waste/refuse collection request for proposals and contract.

**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, development of Cachet Homes residential subdivision, development of Fry's Marketplace, development of Mattamy Homes residential subdivision and update Code Compliance forms and processes.

**Real Property** Assisted with the acquisition of downtown property, prepared lease of historic church, Acacia Drive dedication and Esperanza Street dedication.

**Litigation** Pursued transaction privilege tax collection enforcement actions and failure to obtain business license.

# City of Litchfield Park

## Law Enforcement

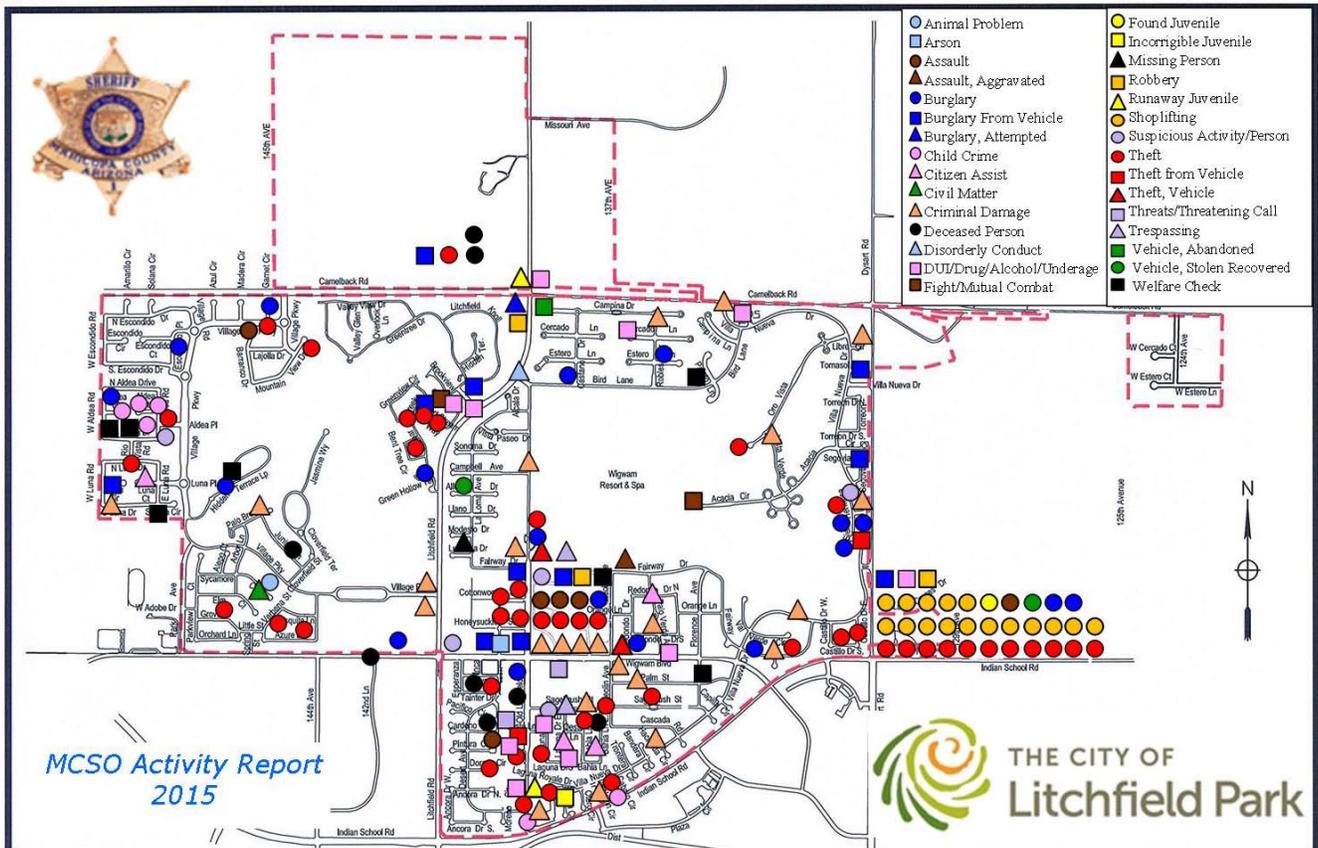
Through an Intergovernmental Agreement (IGA) with the Maricopa County Sheriff's Office (MCSO), law enforcement/public safety services are provided to the City of Litchfield Park by MCSO. In accordance with the Agreement, and in addition to the provision of basic police law enforcement services, MCSO 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. Calendar year 2015 charge for said

services was \$639,975. 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 Department 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 following divisions: Administrative, Operations, Logistics, Fire Prevention, Emergency Management, and Community Risk Reduction. The Operations Division responds out of 6 fire stations, with 4 fire engines, 1 ladder truck, 1 battalion chief, and 1 brush truck strategically located throughout the City.

Mission: The Goodyear Fire Department is committed to improving the quality of life in our community. We serve by providing exceptional care, mitigation of emergencies, prevention, education and community outreach. We take care of people.

### 2015 BY THE NUMBERS

Emergency Services									
Month	EMS	Other Unknown	Hazardous Conditions	Other Type of Incidents	Good Intent	False Alarms/ False Calls	Calls for Service	All Fires	Total Monthly Calls
JAN	43	0	0	0	2	0	0	0	45
FEB	33	2	0	0	3	0	0	0	38
MAR	42	0	0	0	4	4	0	0	50
APR	36	2	1	0	3	0	0	0	42
MAY	39	0	0	0	2	2	5	0	48
JUN	27	2	1	0	5	1	0	1	37
JUL	43	3	0	0	6	2	0	0	54
AUG	45	6	0	0	3	2	0	1	57
SEP	37	0	0	0	3	0	1	1	42
OCT	29	0	0	0	5	3	2	0	39
NOV	44	0	0	0	1	3	0	0	48
DEC	52	0	0	0	7	1	2	0	62
<b>TOTALS</b>	470	15	2	0	44	18	10	3	562

