

Wednesday, December 20, 2017

Regular Meeting

The meeting was held in the Litchfield Park Branch Library and called to order at 7:00 PM by Mayor Tom Schoaf.

**I. Call to Order**

Attendee Name	Title	Status
Tim Blake	Council Member	Absent
Ann Donahue	Council Member	Absent
Paul Faith	Vice Mayor	Present
Peter Mahoney	Council Member	Present
Jeff Raible	Council Member	Present
John Romack	Council Member	Present
Tom Schoaf	Mayor	Present

**Staff present:** Sonny Culbreth, Interim City Manager; Terri Roth, City Clerk; Shelby Hennigan, Administrative Assistant; Brian Goodman, Director of Public Works; Woody Scoutten, City Engineer; Susan Goodwin, City Attorney.

**II. Pledge of Allegiance & Invocation**

Council Member Romack led the Pledge of Allegiance and Invocation.

**III. Mayor and Council Members Report on Current Events**

**Council Member Romack** reported the City Manager Search Sub-Committee has been working diligently. He outlined the process for Council and reported that the City received 55 applicants. The Sub-Committee interviewed five applicants via Skype, and ultimately recommended three of the applicants to City Council for interviews to be completed in January. All of the applicants will be coming in from small Arizona communities: Benson, Page, and Clifton. Council Member Romack stated that he is looking forward to meeting with the applicants and said that the City was blessed to have had so many qualified applicants interested in this position. He reported that it was not an easy task to narrow the field down to three candidates.

**Vice Mayor Faith** stated that he has also been involved in the City Manager search and it has been an interesting process. He attended the Litchfield Park employee luncheon and the Chamber Mixer hosted by the Wigwam. He stated that he thought the Litchfield Park Christmas In the Park Parade seemed to be one of the best attended and went very well. He also attended the Historical Society reception and reported the City has continued work on the City Center. At a recent meeting, they were shown some draft site layouts and expect to see more progress at the next meeting. He wished all a Merry Christmas and Happy Holidays.

**Mayor Schoaf** reported on last week's special meeting regarding the Zoning Code amendments. The proposed ordinance was not adopted and the City will be starting over in terms of creating one. He

stated the City will be looking at approaching this topic in two ways. The first is an amendment to the zoning code that would allow the City to regulate group homes, including sober living homes. The second is a business approach, which has been adopted by the City of Prescott, to regulate these types of businesses. Mayor Schoaf, Vice Mayor Faith, and the City Attorney will be meeting discuss the City's options before introducing it, in hopes of eliminating the issues encountered this time. He stated goal is to protect both the neighborhoods and the individuals who are using these facilities. Meetings will begin the week following Christmas.

He also reported on the progress of the City Manager Search and the City Center. For the latter, he stated he expects that the City will be ready to accept public input about the City Center some time in 2018.

**Council Member Mahoney** stated that he had the honor of introducing the new Litchfield Elementary School District Superintendent, Ms. Jodi Gunning. He reported that Ms. Gunning has been with LESD for 15 years. She began teaching in 2000 at Litchfield Elementary School. She has worked for the District in several other capacities since then, including as an Instructional Coach, a Principal, and the District's Community Resource Officer and Title One Director.

Ms. Gunning is a lifetime West Valley resident, having graduated from Tolleson High School. She thanked the Council for all of their support and values the partnership the District and City share. reinforced how grateful she and the District are about the recent milestone bond override and stated they are off to a great start this year.

#### **1. La Loma Homestead/Litchfield Park Historical Society Working Group**

Vice Mayor Faith introduced Ms. Judy Cook and Ms. Nancy Schafer to provide an update about La Loma Homestead on behalf of the Historical Society.

Ms. Cook reported the Historical Society has opened a Capital Campaign fund account. While it is at the same bank the Historical Society uses for their operations, there will be no co-mingling of contributions or expenses. Ms. Cook stated deposits so far include a \$5,000 donation from Ms. Melissa Thomas, and a check for \$50,000 from the Blackford Family is in the mail. These funds will be used to hire an architect, once one is selected by the Historical Society.

Ms. Cook also stated that the Litchfield Park Historical Board has been discussing rebranding. They have received a request for a new name that is not as long as the current name: Litchfield Park Historical Society and Museum. The Historical Society consulted with the Blackford Family, who expressed their wish to commemorate the legacy of Paul Litchfield. The Board has chosen Litchfield Heritage Center. Under the Litchfield Heritage Center will be other departments, including the historic house, museum, library and archives, and the Historical Society.

The final item she has to report on is everyone's favorite, snakes. The Board met with a nature conservatory, who recommended capturing and relocating the snakes. After consulting with City Staff, it was decided to make attempts to eradicate the snakes' food source. She stated they have been informed that there are coral snakes at La Loma as well, so it is very important that they address this problem and will continue to research options.

Ms. Schafer reported that to date, they have received two formal written proposals from BWS Architects and Orcutt-Winslow. The proposals will be distributed to the Committee for review. She stated that the Committee will meet again next week to review the proposals and they hope to select one of the two firms to move forward. If neither of the proposals meets the Committee's requirements, they will open the bid process a second time.

She reported that if the Committee makes a decision, they will present their suggestion to the Litchfield Park Historical Board for discussion and final approval. Ms. Schafer stated they anticipate having a final decision by the end of January.

#### **IV. City Manager's Report on Current Events**

Mr. Culbreth stated that Council Member Romack provided a great report on City Manager Search.

He reported work for the State of the City has begun and is planned for Saturday, January 20, 2018, in Souers Hall at the Church of Litchfield Park. He has worked on a list of topics and will be submitting the suggestions to the Mayor for review.

The Litchfield Road Park Pathway Project is close to half way finished. It is expected that construction will wrap up in 29 days. Asphalt has been laid for paving and sidewalks are being installed.

Planning for the 2020 Census has started. Mr. Culbreth stated he is working with Pam Maslowski, Mary Dickson, and MAG members, to identify new addresses within the City. Mr. Culbreth noted that at the last estimated census, the City's population was thought to be over 6,000 people.

Vice Mayor Faith asked if the Litchfield Road Park Pathway project was on schedule, as it appeared to be 2 ½ months of construction time. Mr. Culbreth confirmed that the project was on schedule.

#### **V. Response to Call to the Community**

There were no requests to speak at the November 15, 2017 regular meeting.

#### **VI. Call to the Community**

There were no requests to speak.

#### **VII. Presentations**

##### **A. Automatic Aid Consortium**

Deputy Chief Cole stated he was here to update the Council about the Automatic Aid Consortium and answer any questions the City might have. He stated it started in 1976 as a way for cities to work together to form a more efficient system of emergency response, despite jurisdictional boundaries.

He reported that the City of Goodyear has been involved since early December 1999. Goodyear, along with each member of the Consortium, has a seat on the Centralized Safety Council. There are currently 26 members, but that may change.

He stated that the Consortium provides members with services such as EMS and Fire Suppression, but also offers access to specialty services, in part, due to the participation of the Phoenix Fire. These services include things such as Foam 34, heavy rescue equipment, and other services that are very low frequency, but high cost. These are types of services that smaller jurisdictions do not need on a regular basis and would be cost prohibitive for them to amass and manage.

The Automatic Aid Consortium has amended its agreement structure, but the revisions are meant to improve the current system and provide for its longevity. One of the changes is to add a tiered voting structure. The first tier every jurisdiction will have a vote; Second tier the voting will go into effect when an issue comes up that is more contentious. Second tier votes will be determined by how busy each jurisdiction is. At present, Phoenix Fire is the busiest jurisdiction and will have 40% of the vote if it comes to a second tier vote. However, the agreement is written, so that Phoenix Fire cannot have more than a 40% vote, regardless of how much they grow.

Another issue addressed with this new agreement is the addition of new territory to jurisdictions. Going forward, an increase of 5 miles to a coverage area will require approval by the Safety Council to extend coverage to that area. This is in contrast to the past, in which jurisdictions would add new territory with no discussion on how it would affect the Automatic Aid System. Additionally, member jurisdictions would require Safety Council approval for a station to close.

Because the City of Goodyear is a member, Litchfield Park is covered by the Automatic Aid System and will not see a change in their current coverage. He confirmed the City of Avondale also ratified the new agreement.

Council Member Romack asked if Luke Air Force Base was included under the new agreement. Deputy Chief Cole responded that Luke Air Force Base is currently under discussion and is an interesting case, as they have never been a full member of the Consortium. Presently, they have been participating in the Automatic Aid System as a result of Luke Air Force Base's relationship with the City of Glendale. As cities continue to ratify the agreement, Luke Air Force Base's role will continue to develop. He noted that it is one of the few Air Force bases in the country that allow their fire department to respond off base.

Mayor Schoaf stated it was his understanding that part of what drove these changes was calls for assistance to areas that did not lie within municipal boundaries, and used the example that Phoenix Fire may be called to respond in areas that were not covered by the Consortium. He asked if this was true and if so, how the new agreement would address this issue. Deputy Chief Cole responded that historically, individual departments have had mutual aid agreements with private companies that serve county areas and will respond when needed. Part of what is being worked on is a rate schedule to cover costs of providing support to private companies when a Consortium member responds to a mutual aid covered area.

Mayor Schoaf asked how the tiered voting system will work. Specifically, at what point will second tier voting occur, and can it be used to make an affirmative decision, or just stop a vote. Deputy Chief Cole stated that while he believes there are certain conditions that must be met, he is not sure of the exact circumstances. He stated he would look into it further and report back to the City with the requested information.

Council Member Mahoney asked how often the Consortium will revisit the percentages of the second tier voting. Deputy Chief Cole stated analysis of call volumes is done on a regular basis, but he will need to confirm the exact cycle in which the percentages will be revised.

Deputy Chief Cole added that it is his opinion that this over haul of the Automatic Aid System is timely and needed, as the system hasn't been changed or updated since 1976. It will serve to make the system more efficient and ensure good business decisions are being made, so that the Consortium can continue to operate for the long term. It will also address the explosive growth the West Valley is experiencing.

Council Member Mahoney stated that when the City contracted with Rural Metro, there were questions about the decisions made by Rural Metro to call mutual aid. He asked if that was still an ongoing issue. Deputy Chief Cole stated when it comes to Rural Metro and other private companies, it is their decision whether to call for assistance. He does not have data for how long it takes for Rural Metro to request aid, or under what circumstances it occurs.

Mayor Schoaf stated that the Automated Aid System is a great system and a very unique model. He is not aware of another area in the United States that has this type of regional emergency service model and he believes it is the envy of other jurisdictions.

Deputy Chief Cole replied that the Automatic Aid System allows jurisdictions to share information very rapidly to everyone's benefit and it has created invaluable relationships.

Mayor Schoaf thanked him for his report.

## **B. Speak Up Proclamation**

Mayor Schoaf read the proclamation and declared the month of January 2018 as Speak Up, Stand Up, Save a Life Month.

Ms. Gina Godbehere was present to receive the proclamation and provided background on this program. As part of Leadership West, she stated that in 2016 they had a Chief of Police panel discussing missed warning signs. They were told that so often, when investigating tragedies in our communities, missed warning signs are discovered.

Their goal with this program is to change the mindset of youth; to let them know that it is okay to 'put the friend before the friendship' and reach out if someone you know needs help. They will be hosting a state wide conference for Arizona youth in January. This will be the event's second year and they have over 4,000 participants registered, including kids from LESD. She thanked the council for their support and leadership and she looks forward to working together to make a difference in our community.

## **VIII. Reports**

### **A. Public Safety Services Monthly Reports**

**1. Goodyear Fire (GYFD)**

Deputy Chief Cole stated he had found the answers to Council's questions about the Automated Aid System. He reported that the second tier vote can be invoked by any member after first tier voting on an issue. There are no stipulations as to what may be voted on. However, he reinforced, second tier voting can only occur after completion of a first tier vote, in which all jurisdictions have an equal voice.

In response to Council Member Mahoney's question of how often the Consortium would review the weighted votes, Deputy Chief Cole stated that the voting percentages would be recalculated every five years.

He reviewed his November report with Council and stated that the City's Development Service activities were much lower than normal due to Deputy Chief Ullman experiencing some significant health issues, but he is doing much better and is confident he will be able to get caught up quickly.

He reported that Surprise Council Member Jim Hayden passed away after battling serious illness. He had the honor of working with Council Member Hayden for many years and after retiring from a full career with the Air Force, Council Member Hayden became a fire fighter for the City of Glendale, where he served for over 20 years before retiring. Deputy Chief Cole said Council Member Hayden was very near and dear to all of those who worked with him. He thanked the Council for the privilege of speaking about and honoring Council Member Hayden. Mayor Schoaf expressed his condolences and thanked him for bringing this to the City's attention.

Mr. Culbreth reports he recently met with La Loma Health and stated the changes they have made are helping to significantly reduce the number of 9-1-1 phone calls from their facility and commended the Goodyear Fire Department for working with La Loma Health.

Mayor Schoaf thanked the Goodyear Fire Department as a whole for their service to Litchfield Park. Deputy Chief Cole stated it was a privilege to serve the City and thanked the Council for their time.

**2. Maricopa County Sheriff's Office (MCSO)**

Captain Palmer reviewed the November report.

Vice Mayor Faith stated he spoke to a resident who had received a call advising that he missed jury duty and must post a cash bond immediately to avoid arrest. Vice Mayor Faith asked if the City should be encouraging residents receiving scam calls to contact MCSO. Captain Palmer confirmed that scam phone calls should be reported. Although it may not result in an arrest in that particular case, information such as phone number, time or location, or even details from the call may assist with other cases. Additionally, these details will be saved in case they receive a break in the case later on. It also helps law enforcement to know if residents are experiencing these types of calls. Captain Palmer stated that law enforcement agencies would never call citizens demanding bonds or threatening arrest.

Council Member Raible stated that upon reviewing the MCSO report and the diversity of the calls, the focus seems to be on what is happening now. He asked if MCSO tracks the resolution of individual incidents and is there a way to know how many incidents are resolved verses unsolved.

Captain Palmer confirmed that the department does track the closure of incidents. He stated that a report would be coming out in January 2018. He explained that when an incident report is taken at the patrol level, it is reviewed by a Detective Sargent who will assign the case for follow up to either the patrol level if the victim and suspect have been identified, or a detective if further investigation is needed. From there the case may be closed by arrest, exceptionally cleared, deemed unfounded, or inactivated.

Council Member Raible asked if each case at some point is closed or inactivated. Captain Palmer confirmed that is correct. He stated that he did not want to mislead the Council about how many cases are resolved to satisfaction and reported that many cases are made inactive due to a lack of leads, but that all leads are exhausted. However, that information is still vital to have on record so that MCSO can track crime and the different methods criminals are utilizing in the community.

Mayor Schoaf asked if Captain Palmer would be submitting an annual report in January or February about the closure of Litchfield Park incidents. Captain Palmer stated the Community Outreach division is compiling a report for the County and he will work with them to provide a break down specific to the City.

Mayor Schoaf thanked Captain Palmer for his service and asked him to extend the City's appreciation to his patrol units.

## **B. Staff Monthly Reports**

### **1. Finance Department**

Mr. Ronquillo reported there are no extraordinary items to share in the November report. City revenues continue to do well and meet the anticipated goals.

Council Member Romack commented that he noticed there was nearly a half million dollar increase in the City's unrestricted funds. He stated it was very nice to see that amount growing. Mr. Ronquillo stated that the increase is a combination of expenditures being less than the amount budgeted and the revenue the City is bringing in.

The remainder of the reports is non-verbal and any questions regarding them should be directed to the Interim City Manager.

### **2. Code Enforcement**

### **3. Community & Recreation Services**

### **4. Crane Plume**

Council Member Raible provided an update on the Crane Plume. He stated that the Consultant indicated at last month's technical meeting that there was discussion about redirecting the clean-up efforts from the source area, to broaden the efforts of Plume clean-up. Council Member Raible had a subsequent meeting with EPA and the Consultants, at which he was able to clarify that there is no intention to move resources away from source clean-up to focus on other affected areas. Broader clean-up efforts will not be done at the expense of the primary source clean-up, which Council Member Raible stated was his concern.

## **5. City Engineer**

Vice Mayor Faith asked for an update on the status of Christian Brothers Auto and Burger King, specifically when we could expect construction to begin. He noted that the report shows building permits have been issued. Mr. Culbreth reported that there are three businesses going through the process of getting plans approved before they receive City approval to start digging. Mr. Culbreth said it was his understanding that while permits have been issued, final plans are still in the process of being reviewed by the City's Planning & Zoning Department.

Mr. Scoutten stated that the engineering plans for both businesses have been approved and permits issued. However, he has not received a confirmed start date for construction.

Vice Mayor Faith also inquired about the status of the residential development behind Fry's. He stated that Council had been advised at past meetings that the lots were almost sold out, however, the building reports seems to contradict this. He stated the report shows that only about half of the lots have been permitted, with Mattamy having 10 lots remaining and Richmond America having 50 lots remaining.

Mr. Scoutten confirmed that both projects are part of Sunset Terrace, but separate contractors. He stated he was not aware that either was sold out.

- 6. Building Safety**
- 7. Public Works**
- 8. Planning Services**
- 9. Magistrate Court**

## **C. Commission/Board Reports**

- 1. Design Review Board**
- 2. Planning & Zoning**

## **IX. Consent Agenda**

### **A. Approval of Minutes**

Vice Mayor Faith requested the November 8, 2017 minutes be removed from the consent agenda. Staff will make the corrections and place on the next regular meeting agenda for approval.

**B. Native American Arts Festival Equipment Rental**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	John Romack, Council Member
<b>SECONDER:</b>	Jeff Raible, Council Member
<b>AYES:</b>	Faith, Mahoney, Raible, Romack, Schoaf
<b>ABSENT:</b>	Tim Blake, Ann Donahue

**X. Business****A. Extension of Premise/Patio - The Litchfield Taproom**

Ms. Roth presented Staff's recommendation to approve recommending that the Arizona Department of Liquor Licenses & Control approve Peoria Artisan Brewery DBA the Litchfield Tap Room for a Premise/Patio Extension permit.

Council Member Raible asked for clarification of what the recommendation is for: approval to build the patio extension, or the ability to serve alcohol on the patio. Ms. Roth confirmed it is for the latter, as the business has already completed the patio extension.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul Faith, Vice Mayor
<b>SECONDER:</b>	John Romack, Council Member
<b>AYES:</b>	Faith, Mahoney, Raible, Romack, Schoaf
<b>ABSENT:</b>	Tim Blake, Ann Donahue

**B. Replat of Lots 1, 16 and 17 of Monument Point Business Park**

Mr. Scoutten provided a presentation regarding the replatting of three plots in Monument Point Business Park. He explained that with the current configuration, Caliber Collision's service bay would be exposed to Camelback Road. Under the proposed replat, the service bay will no longer be facing Camelback Road and Caliber Collision will be able to offer secured parking for vehicles in their possession. Mr. Scoutten reported Lot 1 will have two access points under the new replat, one from Camelback road, and the second via Lot 17. He stated that staff recommends the approval and added that a representative from the developer is present, if Council has any questions for him.

Council Member Romack asked for clarification of where the two access points for Lot 1 are located and inquired if an easement would be required to cross Lot 17. Mr. Scoutten responded that the easement has already been addressed in the agreement.

Vice Mayor Faith asked if there is a signal issue for the access point into Lot 1 from Camelback Road. Mr. Scoutten stated that the signal will have to be finished, as it is not currently set up for traffic from the south. Vice Mayor Faith asked who the signal belongs to and whether the City has any input on it being finished, as he is concerned about potential costs to the City. Mr. Scoutten replied the signal belongs to the County. He stated his recommendation would be to have the lot developer pay to finish the signal, but ultimately this is an instance in which the City will have to have the cooperation of the County. Mr. Scoutten stated he would not recommend issuing a construction permit until the signal is complete or in the process of being completed.

Council Member Raible stated that the lot on the County line to the north of Camelback is actively under development by a home builder.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeff Raible, Council Member
<b>SECONDER:</b>	Peter Mahoney, Council Member
<b>AYES:</b>	Faith, Mahoney, Raible, Romack, Schoaf
<b>ABSENT:</b>	Tim Blake, Ann Donahue

### C. City Hall Lobby Security Enhancements

Mr. Goodman provided Council with brief history regarding Administrative Order Number 2017-15: A 19 & 20 issued earlier this year, which requires court offices to have ballistics protection. He stated that this order extends to court offices that are not housed in a typical courthouse setting and also mandates that any court office windows be one-way, so that people cannot see into the office from the outside.

The City researched several options and, by utilizing the State Job Order Contract, obtained a proposal that is less than the \$25,000 budgeted for this project. In addition to adding a ballistic window with a speaker and pass through to the Magistrate Court window, the same ballistics window will be added to the window for the City Clerk's office to ensure that the entire lobby is secured in accordance with the Administrative Order. Mr. Goodman reported the proposal includes the installation of both ballistic windows, application of privacy film to the Magistrate Court window, and the installation of a Kevlar ballistic drywall coating to the east wall of the Magistrate Court office, which is the wall shared with the lobby. The ballistic drywall will provide added protection for the court staff. Mr. Goodman stated that these upgrades will help to keep the employees safe, and also ensure the City is in compliance with the new court guidelines.

Vice Mayor Faith asked if work will be done to the interior door of the lobby and the other lobby walls. Mr. Goodman responded that with the exception of the installation of the security window to the City Clerk's office, the rest of the work will focus on the wall shared by the lobby and the Magistrate Court office and the Magistrate Court window.

Reviewing the breakdown of the cost in the staff report, Vice Mayor Faith asked why only \$14,533.40 will be requested from Judicial Court Enhancement Funds, instead of the full cost. Mr. Goodman reported that it was his understanding that because part of the work will be done to the City Clerk's office, which is necessary to secure the lobby, they are not able to obtain the full cost of the upgrades in that way. That fund will only cover work done directly to the Magistrate Court office. The remaining balance reflects the cost of the ballistics window for the City Clerk's office.

In response to Vice Mayor Faith, Mr. Goodman stated he will look into options for upgrading to a stronger door in the lobby area as well.

Council Member Raible asked about the time frame that the City has to comply with this Order. It is his understanding that the City has three years to comply. With the City in the process of looking into a new City Center, and potentially relocating City offices in the next year or two, Council Member Raible asked if this was a decision Council could make once they have more information

about the City Center development. Mr. Goodwin replied that it is his understanding that the project was budgeted for this year, and he is not sure if this is a project that can be pushed back.

Vice Mayor Faith stated that while he understands the financial concerns with going forward with this project, it is being proposed to protect the City's employees. Mayor Schoaf stated that the City must protect its employees and this enhancement would be an upgrade to the City's security. Council Member Raible asked if the City had received any threats. Mr. Culbreth responded that there have not been any specific threats at this time.

<b>RESULT:</b>	<b>APPROVED [4 TO 1]</b>
<b>MOVER:</b>	John Romack, Council Member
<b>SECONDER:</b>	Paul Faith, Vice Mayor
<b>AYES:</b>	Paul Faith, Peter Mahoney, John Romack, Tom Schoaf
<b>NAYS:</b>	Jeff Raible
<b>ABSENT:</b>	Tim Blake, Ann Donahue

**XI. Executive Session**

**A. An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.**

No Executive Session was held.

**XII. Adjournment**

Council Member Raible **moved, seconded** by Council Member Romack to adjourn; **unanimous passage.**

The regular meeting was adjourned at 8:32 PM.

APPROVED:

**CITY OF LITCHFIELD PARK**

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Thomas L. Schoaf, Chair  
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**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Litchfield Park held on **Wednesday, December 20, 2017**. I further certify that the meeting was duly called and held and that a quorum was present.

\_\_\_\_\_  
Terri Roth, CMC, City Clerk