

City Council
Work Study Session Meeting
Agenda

Litchfield Park Community Room
101 W. Wigwam Blvd.
Litchfield Park, AZ 85340

Wednesday, September 16, 2026

6:00 PM

Members of the Litchfield Park City Council will attend either in person, by telephone, or video conference call.
Physical access to the meeting room will be available 30 minutes prior to the meeting.

I. Call to Order

- A. The agenda and packet are available at: www.litchfieldpark.gov
- B. A video recording of the meeting can be seen [here](#) the next business day.

II. Pledge of Allegiance

III. Business

A. Public Grounds Operations

INFORMATION ONLY

Presenter: *Kevin Hamilton, Public Grounds Superintendent*

Discussion related to the current Public Grounds operations.

B. Bandstand Lease Amendment

INFORMATION ONLY

Presenter: *Matthew Williams, City Manager*

Discussion regarding the main points of the amendment to the lease with Agua Fria School District for the restoration of the bandstand.

IV. 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.

V. Adjournment

Thomas L. Schoaf, Mayor

Affidavit of Posting

I, Terri Roth, MMC, City Clerk. do hereby certify that I caused to be posted a true and correct copy of this agenda for the City Council meeting of Wednesday, September 16, 2026, in the following place in the City of Litchfield Park:

- 1. City Hall, outside bulletin board
- 2. City Website

Terri Roth, MMC, City Clerk

Persons with special accessibility needs should contact City Hall, (623) 935-5033, at least 48 hours prior to the meeting.



City Council COMMUNICATION

Business Item III.A
Public Grounds Operations

To: Mayor Thomas L. Schoaf and Members of the City Council
From: Kevin Hamilton, Public Grounds Superintendent
Through: Matthew Williams, City Manager
Meeting Date: 9/16/2026
Presenter: Kevin Hamilton, Public Grounds Superintendent

RECOMMENDED MOTION:

N/A

BACKGROUND/DISCUSSION:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

ATTACHMENTS:

1. CityofLitchfieldPark Simplified Level of Service
2. LitchfieldParkRightTurfRightPlace RPG Council Briefing



Public Grounds Levels of Service

A simple guide to service level expectations—
and what it takes to deliver it

COUNCIL WORK STUDY | SEPTEMBER 2026

A shared
service
promise

Level of service is a clear service promise

It defines the condition, frequency and response residents can reasonably expect at each public site.

01

PLACE

Which parks, medians and corridors?

02

FREQUENCY

How often is routine work scheduled?

03

RESPONSE

How quickly are issues addressed?

04

CAPACITY

What labor, equipment and funding are required?

LOS does not grade employees. It sets the standard the organization is asked to deliver.

Three tiers match service to each site's purpose

1

PREMIUM

Showcase condition

TYPICAL AREAS

Civic core • major entries • signature spaces

Proactive detail work and fastest routine response

2

ENHANCED

Well maintained

TYPICAL AREAS

Active parks • major streetscapes • high-use areas

Reliable scheduled cycles and timely response

3

STANDARD

Functional and clean

TYPICAL AREAS

Passive edges • secondary ROW • drainage areas

Safety, litter and basic appearance on lower-frequency cycles

The visible difference is frequency and response time

A few standards make the tiers easy to understand and inspect.

SERVICE STANDARD	PREMIUM	ENHANCED	STANDARD
Growing-season mowing	Every 5–7 days	Every 7–10 days	Every 14–21 days
Weed response	0–3 days	Within 7 days	Monthly / complaint-driven
Irrigation inspection	Weekly	Every two weeks	Monthly where irrigated
Routine service request	Target: 3 days	Target: 5–7 days	Target: 10–14 days

Safety hazards and urgent leaks remain priority work at every tier.

Service expectations convert into labor with one formula

ASSET QUANTITY

×

SERVICE FREQUENCY

×

CREW HOURS

=

ANNUAL
LABOR HOURS

Example: 10 turf acres × 36 services × 1.2 crew hours
= 432 annual labor hours

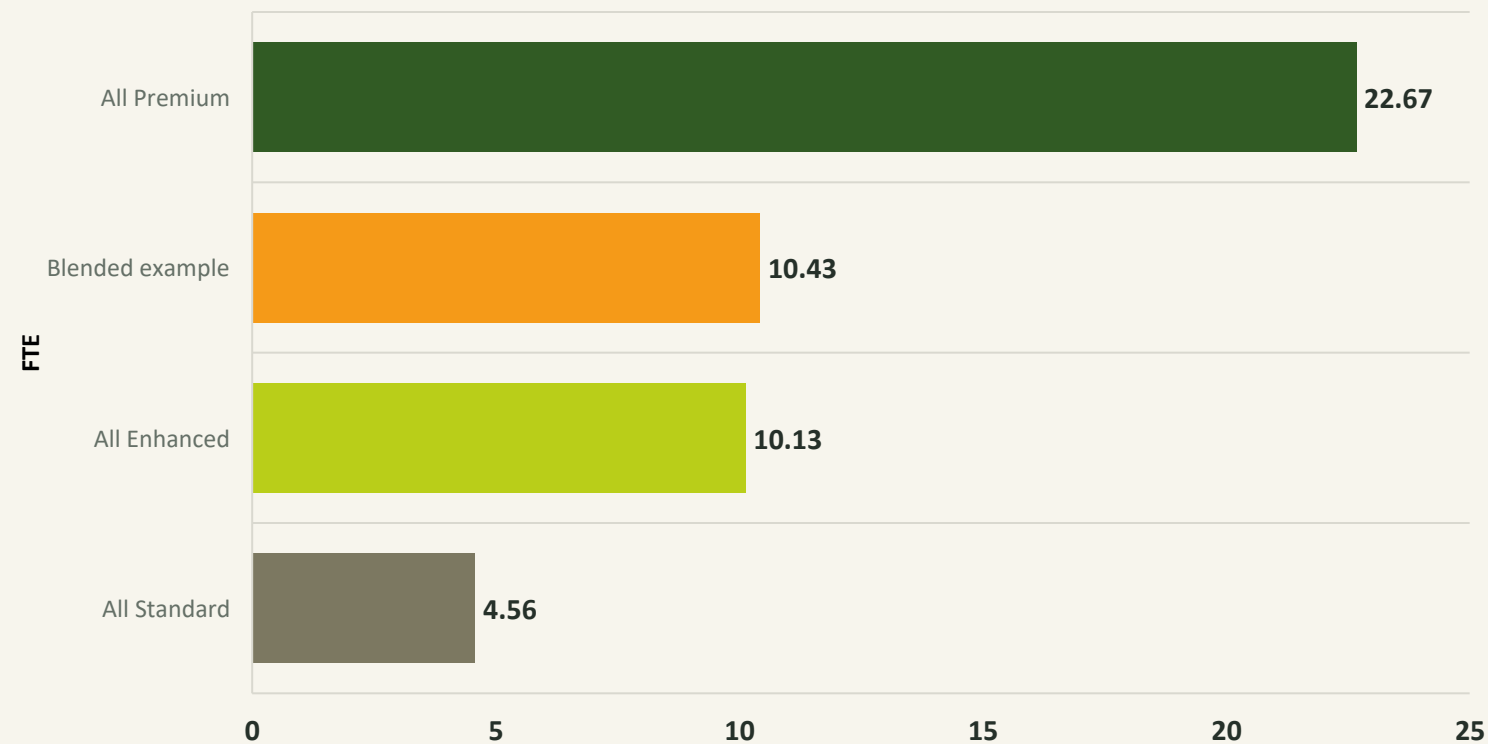
ANNUAL LABOR HOURS ÷ 1,560 = BASE FTE

1,560 net field hours = 2,080 paid hours × 75% productive factor

Then account for storms, events, heat impacts, supervision and administrative time.

The same assets can require very different capacity

Illustrative FTE including a 22% reserve and supervision factor



PLANNING EXAMPLE

This is not a current staffing request.

Final numbers require verified GIS inventory, time studies, vacancies, contractor hours and actual backlog.

The policy choice comes first; the staffing gap follows the verified workload.

A blended model protects the places people use most

LEVEL 1 PREMIUM City Hall • Library • Litchfield Square • major entries	Showcase condition
LEVEL 2 ENHANCED Active parks • neighborhood parks • major streetscapes	Well maintained
LEVEL 3 STANDARD Passive edges • secondary ROW • drainage • undeveloped parcels	Functional and clean

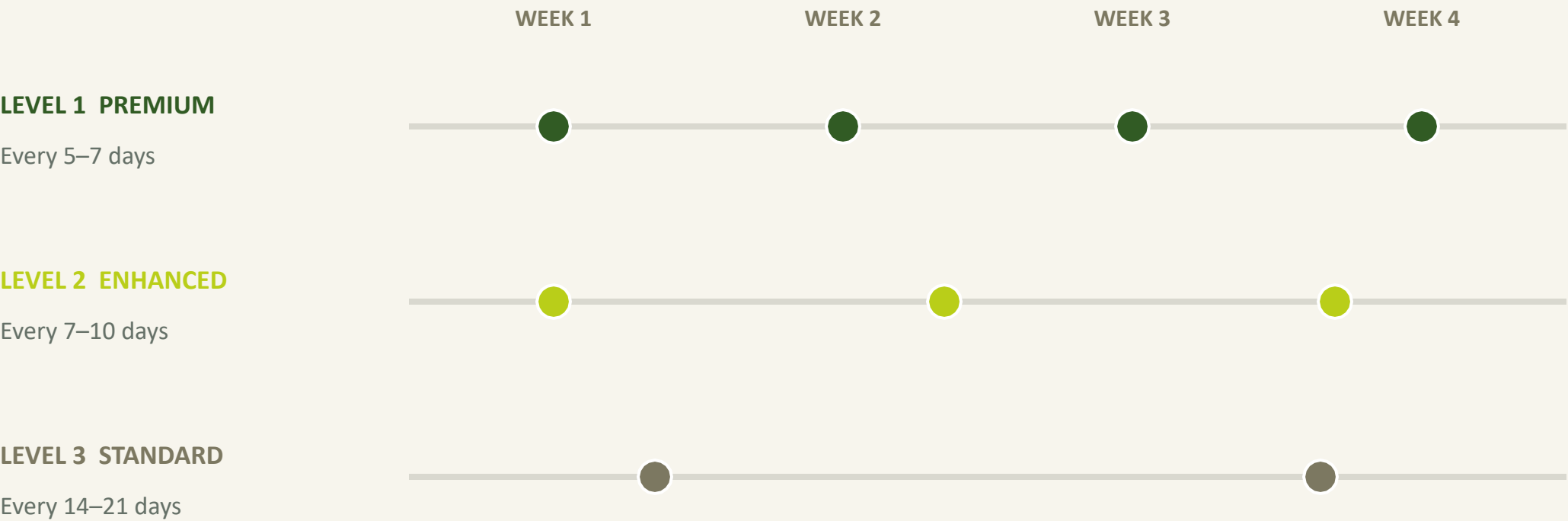
ASSIGN EACH SITE BY

- 1 Function and public use
- 2 Visibility and community character
- 3 Safety and accessibility
- 4 Irrigation and asset complexity
- 5 Event and seasonal obligations

One citywide standard would either over-service some areas or under-service the places with the greatest public value.

A 30-day route is the base—not the same visit rate everywhere

Routine work repeats at the adopted tier while urgent safety and irrigation work is prioritized as it occurs.



Illustrative mowing rhythm; other activities follow their own adopted frequencies.

A small scorecard shows whether the promise is being kept

CONDITION	Does the site look like its adopted tier? Grounds Condition Index • turf quality • weed-free rate
SCHEDULE	Was planned work completed on time? Completed visits • irrigation audits • palm/tree inspections
RESPONSE	Were urgent and routine issues handled within target? Initial response • completion time • repeat issues
CAPACITY	Is workload growing faster than available resources? Backlog hours • route productivity • storm/event reserve used

Report trends by tier so a Standard site is not judged against a Premium promise.

Set the service promise now; verify the resource decision next

Intent for operation staff

- 1 Adopt a blended, site-specific LOS framework
- 2 Direct staff to map every maintained asset by tier
- 3 Begin route, time and backlog measurement

Data Points for measure

- 1 Verified staffing gap or available capacity
- 2 In-house and contracted-service options
- 3 Work order portal service review

Recommended policy direction

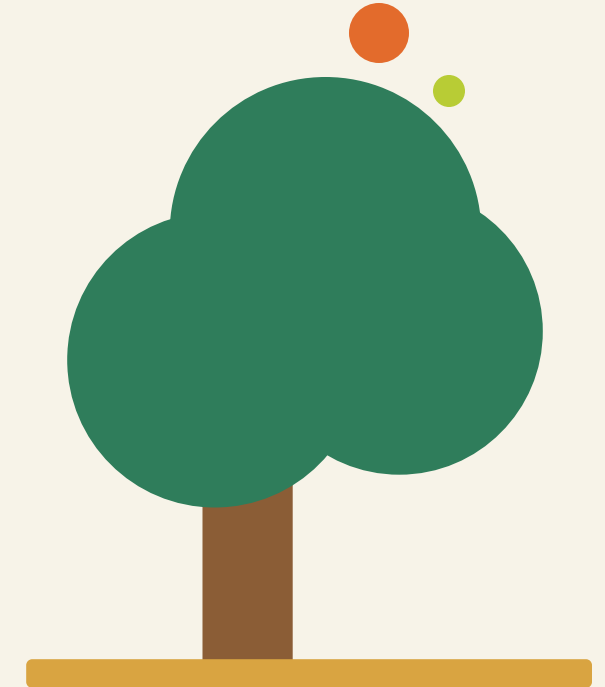
**Match service to function, visibility, use and safety.
Fund the verified workload.**

RIGHT TURF. RIGHT PLACE. KEEP THE TREES.

A tree-first framework for targeted turf conversion, shade protection and resilient public landscapes

Prepared for City Council and the Recreation & Public Grounds Commission

September 2026



A focused conversion program can save water while preserving community character

1

Keep turf where it serves people

Retain healthy turf in recreation, play, event and other programmed areas.

2

Convert low-value turf

Prioritize medians, narrow strips, difficult irrigation zones and non-programmable areas.

3

Protect and expand shade

Inventory every tree, rebuild irrigation by root zone and add canopy where appropriate.

RECOMMENDED DIRECTION

Endorse the framework and authorize staff to develop a measured pilot with site-specific costs and baselines.

Xeriscape and sustainable landscape management

Xeriscape

Landscape design that conserves water through climate-appropriate plants and efficient irrigation.

It combines purposeful turf, soil care, mulch and ongoing maintenance. Trees, shade and seasonal color remain part of the landscape.

Sustainable landscape management (SLM)

Long-term care that maintains healthy, attractive public spaces while reducing resource use and total upkeep costs.

Staff protect trees and soil, match tasks to plant needs, reduce waste and track water use and labor.

Xeriscape is one design approach within sustainable landscape management.

Litchfield Park can target the highest-cost turf without abandoning green public spaces

≈ 36

acres of municipal turf

Current departmental planning estimate

The goal is not a citywide removal target. It is a site-by-site decision about public value, water demand and maintainability.

Storm recovery

Recent tree and irrigation damage creates an opportunity to rebuild more resiliently.

Irrigation constraints

Aging systems and pressure issues make some turf areas difficult to sustain.

Service priorities

Crews should spend limited time on places that deliver visible public benefit.

Keep winter rye focused on recreational and programmable areas; evaluate ornamental turf separately.

The choice is not grass versus rock—it is shade and living cover versus exposed ground

Avoid: bare conversion

Removing turf without shade or planting can increase glare and surface exposure.



Build: shaded desert landscape

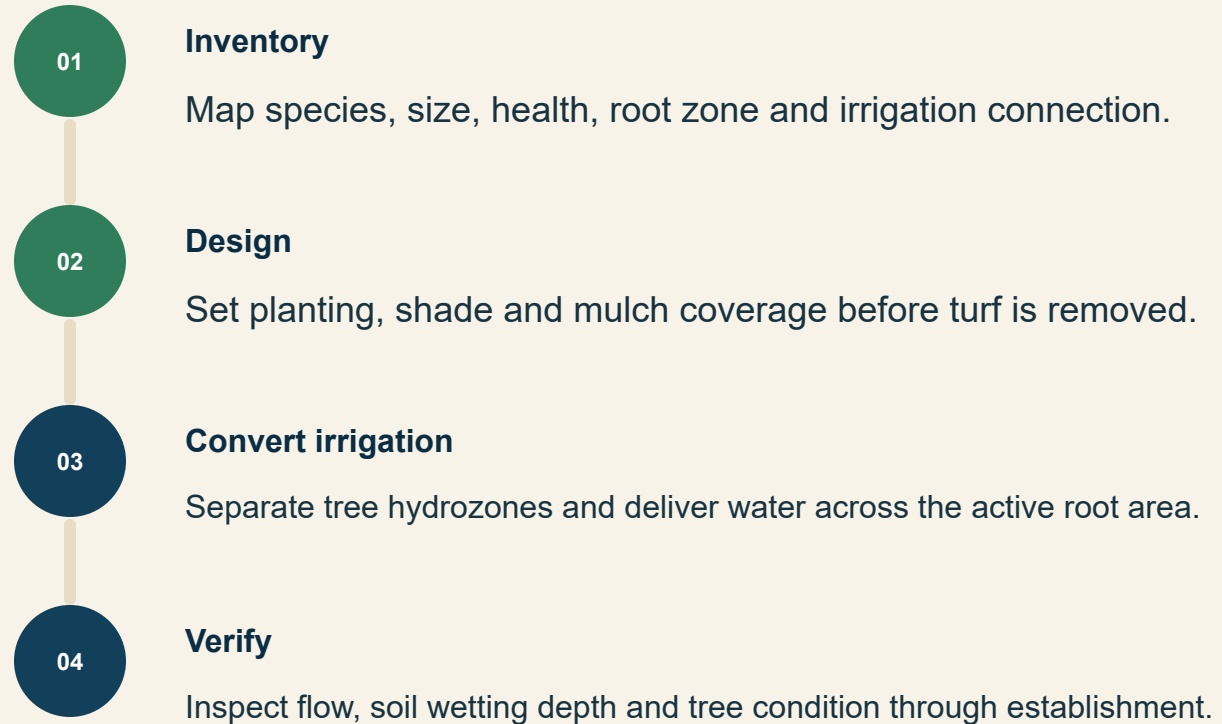
Trees, shrubs and groundcovers preserve comfort while reducing irrigated turf.



DESIGN STANDARD

No turf conversion should proceed without a shade, plant coverage and irrigation plan.

Every conversion starts with a tree protection plan



Turf removal succeeds only when tree and plant irrigation is rebuilt as a system

TREE ZONE

Deep, wide wetting pattern

Bubblers or multi-port emitters distributed within the root area



SHRUB ZONE

Matched plant demand

Pressure-regulated drip with accessible flush points



TURF ZONE

Only where retained

Efficient sprinkler coverage; separate schedule from trees



COMMISSIONING CHECK

Confirm pressure, flow, coverage, controller programming and soil wetting depth before acceptance.

Use a durable core palette, then reserve higher-water canopy trees for select sites

CORE DESERT CANOPY

Mulga

Compact evergreen form; strong fit for constrained sites

Desert ironwood

Native character and long-lived canopy

Cascalote

Seasonal color; useful where thorns and litter can be managed

Desert willow

Flowering canopy for wider, well-drained locations

SELECT-SITE CANOPY + UNDERSTORY

Chinese elm / Arizona ash

Use selectively where space, irrigation and maintenance justify them

Red yucca / desert spoon

Median-ready structure and seasonal interest

Brittlebush / desert marigold

Low profiles, color and pollinator value

Trailing acacia / low groundcovers

Living cover to reduce exposed granite and glare

Final selections remain subject to sight-distance, utility, root-space, thorn, litter, nursery availability and irrigation review.

Retain turf for people; convert turf that functions mainly as decoration

KEEP + IMPROVE

- Athletic and active recreation areas
- Event lawns and programmable gathering spaces
- Play areas where turf supports use and comfort
- Signature green spaces with strong community value

Manage turf as a recreation asset

CONVERT + REPLANT

- Medians and narrow roadside strips
- Isolated turf with repeated irrigation failures
- Slopes, corners and fragments that are difficult to mow
- Storm-damaged areas suited to resilient redesign

Replace it with shade + living cover

Turf conversion and maintenance reduction

Replacing selected turf with planted xeriscape reduces recurring turf work.

General benchmark: SNWA residential landscape study (2005)

Maintenance measure	Turf-dominant	Xeriscape-dominant	Reduction
Labor hours per month	8.17	5.95	≈27%
Direct spending per year ¹	\$680	\$474	≈30%

Work that decreases

Mowing, edging, turf fertilizer, overseeding and clipping disposal on the converted area.

Work that continues

Weed control, tree care, plant establishment, drip inspections and repairs.

¹ Historical dollars. Study compared yards with ≥60% turf or xeriscape (216 responses). These are benchmarks, not City forecasts. Budget for conversion and establishment. Released crew hours can support other work without reducing payroll.

RECOMMENDED ACTION

Advance a tree-first turf conversion pilot

1

ENDORSE

targeted turf conversion and selective winter overseeding

2

DIRECT

staff to identify pilot sites and establish baselines

3

REQUIRE

tree protection, shade, irrigation and plant coverage standards

4

RETURN

with site concepts, costs, funding options and measurable targets

Outcome: lower-value turf is reduced while shade, trees, recreation and Litchfield Park's landscape identity are protected.



**CITY COUNCIL
COMMUNICATION**

**Business Item III.B
Bandstand Lease Amendment**

To: Mayor Thomas L. Schoaf and Members of the City Council
From: Matthew Williams, City Manager
Meeting Date: 9/16/2026
Presenter: Matthew Williams, City Manager

RECOMMENDED MOTION:
N/A

BACKGROUND/DISCUSSION:

Staff will provide a presentation to cover the main points of the amendment to the lease with Agua Fria school district to address the restoration and lease of the hilltop bandstand and area. This item is also included on the regular agenda for approval.

STAFF RECOMMENDATION:

Staff recommends approval of the lease amendment during the regular business meeting.

FINANCIAL IMPACT:

This amendment if approved will save the City the cost of restoring the hilltop bandstand and bandstand area. The amount of shared revenues such as bandstand rental fees will help fund grounds maintenance for the hilltop area.

ATTACHMENTS:



City Council COMMUNICATION

Executive Session Item IV.A
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on any item on this agenda
pursuant to A.R.S. § 38-
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