

# **Fiscal Year 2017-2018 City Council Work Plan**

## **Safe Community**

### **1. Public Safety Software Update - NEW**

**Strategic Label:** *Safe Community | Strong Infrastructure | World Class Governance*

**Description:** Replacement software for RMS (Records Management), FBR (Field Based Reporting), and CAD (Computer Aided Dispatch). Current system acquired in 2002 is outdated. RMS, FBR, and CAD are necessary to fulfill legally mandated records retention and reporting. In addition CAD creates organization in the 911 center during emergencies.

**Status:** Contract to be reviewed by city attorney prior to proceeding to city council for consideration.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Public Safety and IT

### **2. HWY 88 and Superstition Blvd Roundabout - NEW**

**Strategic Label:** *Safe Community | Strong Infrastructure*

**Description:** Intergovernmental Agreement (IGA) with ADOT for installation and maintenance of roundabout at HWY 88 and Superstition Blvd.

**Status:** Staff is working with ADOT on IGA for landscape and maintenance. Construction anticipated from Jan 2018 – Aug 2018.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter IGA and 2<sup>nd</sup> Quarter ADOT project presentation

**Department Assigned:** Public Works

## **Quality of Life**

### **3. Permanent Base Adjustment Initiative - NEW**

**Strategic Label:** *Quality of Life | Safe Community | Community Investment | Strong Infrastructure | World Class Governance*

**Description:** Provide council and residents with education and informative materials in preparation of bringing the permanent base adjustment to a vote to replace the home rule budget model.

**Status:** Work Session discussion held with city council in May. Staff will work on crafting education materials and marketing plan. Direction to staff required. Staff will seek additional meetings with League staff and research on other communities who have been successful in permanent base adjustment for guidance. Staff will conduct analysis for devise of futuristic operating numbers. Preparation of notices and documents required for proposed permanent base adjustment election to include related campaign committee documents. Election will be held in August 2018.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter, 4<sup>th</sup> Quarter

**Department Assigned:** City Management, Marketing and Communications, Finance and City Clerk (all departments)

#### 4. Homelessness Efforts - **NEW**

*Strategic Label: Quality of Life | Safe Community*

**Description:** The city convenes a monthly Chronic Homeless Committee. This committee is made up of local organizations and city departments who have a vested interest in the homeless situation. The committee was created in 2016 and has since 1) conducted the federally mandated point in time count, 2) hosted a health fair, 3) completed a strategic planning session, and 4) identified strategies to address the situation.

**Status:** The committee is now reviewing these strategies and will implement the solutions recommended by the committee. Strategies include outreach, collaboration, housing, policy, basic needs, and employment. Policy related strategies and recommendations will be brought before the city council for consideration.

**Anticipated Council Interaction:** 2nd Quarter

**Department Assigned:** Development Services

#### 5. City-leased Bureau of Land Management Land - **NEW**

*Strategic Label: Quality of Life | Community Investment | Strong Infrastructure*

**Description:** The city has benefited greatly from the recreation and public purpose leases that the city maintains with BLM. At the most recent council retreat, city councilmembers were desirous of information on the limitations on what can be done on these properties along with potential future options for courses of action to optimize usage.

**Status:** Staff is working on information requested to share at a future Work Session

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Parks and Recreation

#### 6. Landfill Closure Deadlines in Operating Agreement and Planned Development Ordinance Amendment

*Strategic Label: Quality of Life | Strong Infrastructure*

**Description:** Staff and city management negotiated a new Operating Agreement in 2016 which was finalized by the city attorney and Republic Services legal counsel and adopted in December of 2016 along with the Planned Development Ordinance amendment.

**Status:** Ongoing. City staff has created a dashboard document for monitoring the deadlines that were created in both the operating agreement and the Planned Development Ordinance amendment.

**Anticipated Council Interaction:** As needed

**Department Assigned:** Development Services

#### 7. Senior Services Collaboration - **NEW**

*Strategic Label: Quality of Life | World Class Governance | Community Investment*

**Description:** As a result of the city's 20+ year partner, East Valley Adult Resources, leaving the City in November 2016, the city is working to continue providing critical senior meals/transportation/program services in the community. Parks and Recreation Department has researched market cities, assessed operations, reached out to potential providers, and worked with the Area Agency on Ageing to determine options for the city moving forward.

**Status:** Services and staff to subcontract meals/transportation and coordinate all of the programs/services should be in place for FY 17-18 after bids are received week of May 17<sup>th</sup>.

**Anticipated Council Interaction:** As needed

**Department Assigned:** Parks and Recreation

## Community Investment

### 8. Strong Sustainable Communities Program - **NEW**

**Strategic Label:** *Community Investment / Quality of Life / World Class Governance / Strong Infrastructure*

**Description:** The SSC was created in 2014 as a result of identified indicators of deterioration in our neighborhoods affecting economic development. The program is intended to spur neighborhood revitalization, pride of community and community investment. The initiative has, to date, identified two neighborhoods for the program. The following has been done in these neighborhoods 1) neighborhood meetings, 2) resident surveys, 3) installation of infrastructure, 4) neighborhood clean-ups, and 5) promotion of community programs and services. The city has enlisted aid from ASU interns to create and identify neighborhood based projects to help bring community, ownership and pride to the neighborhoods.

**Status:** These ideas will be presented to the city council for comment.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Development Services

### 9. Public Private Partnerships (PPPs)

**Strategic Label:** *Community Investment*

**Description:** In light of TIF tool no longer being available, may consider other creative concepts to attract private investment which may include public-private partnerships

**Status:** Researching options, opportunities for education about PPPs to help craft/formulate recommendation on if/how to advance

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Economic Development

### 10. Central Business District

**Strategic Label:** *Community Investment*

**Description:** Assessing how to better utilize economic development tools to foster development within the city that may include GPLET that would require updating the Central Business District and Redevelopment Area boundaries

**Status:** Currently researching boundaries for areas, analysis of qualification for designation

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Economic Development

### 11. Lost Dutchman Heights Zoning Bank - **NEW**

**Strategic Label:** *Community Investment*

**Description:** In the summer of 2016, the ASLD staff spoke at several public forums and conferences about a planning and zoning process that would rezone state lands to the highest and best use in advance of development so the state can achieve a higher price for the land. This process is known as a “zoning bank.” This process has been presented for possible use in other communities including the city of Apache Junction. The Arizona State Land Department is using the zoning bank with the Town of Marana and the City of Scottsdale.

**Status:** Staff has reached out to the Town of Marana Staff as to how the process works. Staff is in regular contact with ASLD staff however city staff has not heard from the ASLD on the timing for moving forward with the process.

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter

**Department Assigned:** Development Services

## 12. Regional Economic Development

**Strategic Label:** *Community Investment*

**Description:** Contracting with Greater Phoenix Economic Council for economic development services

**Status:** Ongoing, renew for new Fiscal Year

**Anticipated Council Interaction:** 4<sup>th</sup> Quarter

**Department Assigned:** Economic Development

## 13. Community Development Corporation

**Strategic Label:** *Community Investment*

**Description:** The city-supported Community Development Corporation (CDC) has not blossomed under the current operating format where the Friends of Apache Junction Board served as the CDC board. City revenue development staff is seizing opportunity and recognition by the Friends board that a separate board is needed to advance CDC toward a meaningful role in community redevelopment.

**Status:** Ongoing. The CDC Board has been reformed by having the Friends of Apache Junction Board vote to eliminate their role in the CDC. The new board was recruited based on the mission of the organization. CM Evans sits on the board ex-officio. Upcoming meetings will include a tour of the city, reviewing GIS maps, and presentations by various key city staff members.

**Anticipated Council Interaction:** As needed

**Department Assigned:** Development Services

## Strong Infrastructure

## 14. Financial Management Software - **NEW**

**Strategic Label:** *Strong Infrastructure | World Class Governance*

**Description:** New financial management software system to replace outdated system. Additional phases to include replacing standalone software in departments for centralized and integrated ERP system.

**Status:** Funding is included in proposed FY 17-18 budget. Staff has found a state contract with Tyler Technologies to acquire their Munis product. Staff is awaiting draft agreement from Munis which will then go through city attorney review prior to Work Session.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** City Management and Finance

**15.Reconstruction of Broadway Avenue – Old West Highway to Tomahawk Rd. - *NEW***

*Strategic Label: Strong Infrastructure*

**Description:** Road reconstruction of Broadway Avenue from Old West Highway to Tomahawk Rd.

**Status:** Funding is included in proposed FY 17-18 budget. Staff to consider entering into a Joint Cooperative Contract.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Public Works

**16.Street Preservation - Sierra Entrada/Phelps Subdivision - *NEW***

*Strategic Label: Strong Infrastructure*

**Description:** Slurry seal streets which includes raising survey monuments, crack sealing, fog sealing select streets, providing traffic control, re-striping street lines, re-painting of pavement markings/symbols and re-installation of pavement markers.

**Status:** Funding is included in proposed FY 17-18 budget. Staff has drafted cooperative agreement that will be brought to Work Session.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Public Works

**17.Overlay of Broadway Avenue – Tomahawk Rd to Goldfield Rd - *NEW***

*Strategic Label: Strong Infrastructure*

**Description:** Overlay project that includes installing a 1.5 inch ultra-thin bonded asphalt concrete to select streets.

**Status:** Funding is included in proposed FY 17-18 budget.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Public Works

**18.Overlay of Enchanted Acres Subdivision - *NEW***

*Strategic Label: Strong Infrastructure*

**Description:** Overlay project that includes installing a 1.5 inch ultra-thin bonded asphalt concrete wearing course overlay to select streets.

**Status:** Funding is included in proposed FY 17-18 budget. Staff has drafted a cooperative agreement that will be brought to city council work session in June 2017/July 2017.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Public Works

**19.Maricopa County Flood Control District - *NEW***

*Strategic Label: Strong Infrastructure*

**Description:** Installation of a Box Culvert on Baseline Ave between Ironwood Dr. and Idaho Rd

**Status:** Funding is included in proposed FY 17-18 budget. Staff is currently working on an Intergovernmental Agreement with Maricopa County Flood Control District.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Public Works

## **20. Reconstruction of Baseline Avenue – Ironwood Rd. to Winchester Rd. - *NEW***

**Strategic Label:** *Strong Infrastructure*

**Description:** second phase road reconstruction of Baseline Rd. from Ironwood Rd. to Winchester Rd.

**Status:** Funding is included in proposed FY 17-18 budget. Staff is waiting final construction of Maricopa County Flood Control District Project along Baseline Ave to include the installation of a box culvert before proceeding with the reconstruction of the road.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Public Works

## **21. Broadway Avenue Road Maintenance – Meridian Rd. to HWY 88 - *NEW***

**Strategic Label:** *Strong Infrastructure*

**Description:** Slurry Seal Broadway Ave to include striping and utility adjustments

**Status:** Funding is included in proposed FY 17-18 budget.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Public Works

## **22. Southern Avenue Road Maintenance – Winchester Rd. to Cortez - *NEW***

**Strategic Label:** *Strong Infrastructure*

**Description:** Slurry Seal Southern Ave from Winchester to Cortez to include striping and utility adjustments

**Status:** Funding is included in proposed FY 17-18 budget.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Public Works

## **23. Energy Conservation Audit - *NEW***

**Strategic Label:** *Strong Infrastructure*

**Description:** Detailed audit to look for savings in various areas that would include the city's municipal buildings, street lighting, and park facilities.

**Status:** Funding is included in proposed FY 17-18 budget.

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter

**Department Assigned:** Public Works

## 24. Janitorial Services Multi-year Contract

**Strategic Label:** *Strong Infrastructure*

**Description:** Enter into multi-year contract for janitorial services at city facilities

**Status:** Funding is included in proposed FY 17-18 budget. Staff is working on draft RFP that will be released within the next 6-9 months.

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter

**Department Assigned:** Public Works

## World Class Governance

## 25. Public Works Director Recruitment - **NEW**

**Strategic Label:** *World Class Governance*

**Description:** Hire a highly qualified, motivated public works director to see the city into the future.

**Status:** Staff continues to work with the consultant on the recruitment process.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Development Services

## 26. Lease to Purchase Fleet Option - **NEW**

**Strategic Label:** *World Class Governance*

**Description:** Consideration of transitioning to lease to purchase fleet alternative to address older city vehicles and lack of resources required for the upkeep of the aging fleet. Include replacement of 18 vehicles in year one, with additional vehicles for each year after, until optimal levels are realized in year five. Includes police vehicles.

**Status:** Funding is included in proposed FY 17-18 budget. Staff is working on the draft agreement between the city and Enterprise

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** Public Works

## 27. Tax Licenses/Business Licenses – Code update - **NEW**

**Strategic Label:** *World Class Governance*

**Description:** As directed by council on May 2, 2017, amendments to Apache Junction City Code as required to bring city code into compliance with changes in state law regarding city collection of sales tax and issuance of tax licenses; restoration of pre-July 2007 manner of licensing businesses, establish a means of meeting the needs of zoning and building codes, law enforcement and public safety; customize requirements to meet local needs where possible and update text to reflect current law, best practices and restore access to licensing information needed by city departments

**Status:** Staff is working on amendments.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** City Clerk



## **28. City Transaction Privilege (sales tax) License Fees – Code update - **NEW****

**Strategic Label:** *World Class Governance*

**Description:** As directed by council on May 2, 2017, amendments to Section 320 of the city tax code in order to make it compatible with changes in state law and reflect the intent of council with regard to the city transaction privilege (sales tax) license fees.

**Status:** Staff is working on amendments.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter

**Department Assigned:** City Clerk

## **29. Liquor License Application Process and Related Fees – Code update - **NEW****

**Strategic Label:** *World Class Governance*

**Description:** As directed by council on May 2, 2017, amendments to Apache Junction City Code regarding a possible local liquor license application process and related fees.

**Status:** Staff is working on amendments.

**Anticipated Council Interaction:** 1<sup>st</sup> Quarter and 2<sup>nd</sup> Quarter

**Department Assigned:** City Clerk

## **30. Investment and Debt Management Policies**

**Strategic Label:** *World Class Governance*

**Description:** The city's auditor has advised that the city adopt Investment and Debt Management Policies. Doing such will assist city staff in the management of their fiduciary duties.

**Status:** Staff is developing a draft policy.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Finance

## **31. Sign Regulations and Group Home Regulations – Zoning Ordinance Update - **NEW****

**Strategic Label:** *World Class Governance*

**Description:** Modifications to Volume II, Chapter 1, Zoning Ordinance are being recommended to comply with recent court rulings on sign regulations and group home regulations. Other changes are being recommended as a result of working with the new code (adopted in May of 2014) and recognizing minor modifications need to be addressed.

**Status:** City staff received direction to staff on January 17, 2017 to begin the process of amending the zoning code through the P&Z Commission.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Development Services

## **32. Wireless Regulations - Code Update - **NEW****

**Strategic Label:** *World Class Governance*



**Description:** Modifications to Volume II, Chapter 8, Communications are being recommended to comply with preemptions by the FCC on wireless communications. The Wireless regulations have not been reviewed in 20 years.

**Status:** City staff received direction to staff on January 17, 2017 to begin the process of amending the wireless communication regulations through the P&Z Commission.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Development Services

### **33. Subdivision Regulations – Code Consolidation and Update - *NEW***

*Strategic Label: World Class Governance*

**Description:** Project is necessitated by the revisions by the City Engineer to Volume II, Chapter 10 Engineering Standards which will combine the subdivision regulation into one chapter. The Subdivision Ordinance and Lot Split Ordinance has not been reviewed in at least 23 years.

**Status:** City staff received direction to staff on January 17, 2017 to begin the process of amending the zoning code through the Council.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Development Services

### **34. Building Codes – Code Update - *NEW***

*Strategic Label: World Class Governance*

**Description:** The city's building codes have not been updated since 2006 and many cities have updated to the 2012 version and the city staff is recommending adopting the 2015 edition.

**Status:** City staff received direction to staff on January 17, 2017 to begin the process of amending the subdivision regulations through the P&Z Commission.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Development Services

### **35. Building Permit Fees - Code Update - *NEW***

*Strategic Label: World Class Governance*

**Description:** The city fee schedule for various building permits has not been updated since 2006, the last time the building code was amended and adopted.

**Status:** City staff received direction to staff on January 17, 2017 to begin the process of amending the fees through the council.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Development Services

### **36. Health and Sanitation Regulations – Code Update - *NEW***

*Strategic Label: World Class Governance*

**Description:** The city adopted a property maintenance code in 2006 after five years of discussion and debate. The city's current code is measurably weaker than the city of Mesa's property maintenance code in several areas. The property maintenance code has been in existence for a decade and recommended to be revisited to ensure that community livability goals are being met.

**Status:** Update the property maintenance standards in Chapter 9: Health and Sanitation of the municipal code which has not been revised in nearly 11 years. City staff received direction to staff on January 17, 2017 to begin the process of amending the Health and Sanitation regulations for consideration by council. Staff is reviewing codes from adjacent municipalities, their educational materials and their processes and has sent code compliance staff to training through Central Arizona College.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Development Services

### **37. Engineering Statement of Qualifications - *NEW***

*Strategic Label: World Class Governance*

**Description:** Consideration of 6 Service Areas for the Engineering division to include: General Civil Engineering; Water and Wastewater; Environmental & Archaeological; Architecture, Planning & Landscape Design; General Survey Services and Geotechnical

**Status:** Staff to draft statement of qualifications by 1st quarter of fiscal year and advertisement.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter

**Department Assigned:** Public Works

### **38. Mayoral and Council Candidate Elections - *NEW***

*Strategic Label: World Class Governance*

**Description:** Preparation of notices and documents required for mayoral and council candidates to include related campaign committee documents. Elections will be held in August 2018 and, if necessary, November 2018.

**Status:**

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter

**Department Assigned:** City Clerk

### **39. Public Safety Personnel Retirement Board - *NEW***

*Strategic Label: World Class Governance*

**Description:** Revisions to the city's board and commission process to reflect changes at the state level regarding local public safety personnel retirement boards. While not yet enacted in state law, a 2016 report on the public safety retirement system recommended that some local boards be consolidated into a larger board. The City of Apache Junction was among the cities and towns included in this recommendation.

**Status:**

**Anticipated Council Interaction:** 3<sup>rd</sup> Quarter and 4<sup>th</sup> Quarter

**Department Assigned:** City Clerk

### **40. Enhance Development Review Process - *NEW***

*Strategic Label: World Class Governance*

**Description:** The city's development review process has been established since the early 2000's. Possible improvements will be evaluated by the staff and customers to determine what modifications or tools could be employed to assist customers in working their way through the process. The process of coordination with outside entities is key including the Fire District, SMCFD, AJWD, and Arizona Water Company, which are part of the review process but not city departments.

**Status:** Ongoing. Staff has made incremental improvements to the process by promoting the use of electronic plan submittal and by improving coordination amongst outside agencies. As part of the zoning code update, the PDR process will be reformed to include clarifications on development review for commercial, multi-family residential and industrial projects.

**Anticipated Council Interaction:** As needed

**Department Assigned:** Development Services