

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

## **Safe Community**

### **1. Public Safety Software Update – *COMPLETED***

*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 Current system acquired in 2002 is outdated.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:** *Attorney executed in fall of 2017.*

**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:** *Project has been awarded to Haydon. Construction start date estimated for May 2018 or after.*

**Anticipated Council Interaction:** 1<sup>st</sup> quarter IGA with 2<sup>nd</sup> quarter ADOT 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:** *Permanent base adjustment information received by city clerk from League of Arizona Cities and Towns and distributed to manager's office and finance. City clerk will be preparing documents for council consideration in 3rd quarter using budget information from finance department.*

**Anticipated Council Interaction:** 1st 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 final reports for the ASU Project Cities courses will be forthcoming in February. In the meantime, city staff continues to convene the Chronic Homeless Committee and attend regional meetings/events.

**Anticipated Council Interaction:** 3<sup>rd</sup> 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:** Several members of council and City staff met with members of the BLM state and regional offices. Several options were identified for the renewal of current leases and the ability to conduct commercial use on our properties. Staff is currently investigating the fair market value rate of the land and providing a list of desirable activities to the BLM office.

**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:** The entrance to the landfill is currently being landscaped and new signage is forthcoming. The landfill sent the city as-built plans for the water main for review/modification. City comments are being incorporated into the final as-built plans.

**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:** Several additional grants have been received to assist in funding senior services. Gila River Indian Community grant (\$60,600 to fully fund transportation to and from the meal program and bring back limited transportation for grocery and medical

trips), Kroger Foods grant (\$5000 for the congregate meal/home delivered meal program) and LTAF (\$863 for transportation). Operations have been going smoothly.

**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:** The Community Development Corporation is working with city staff on a spring cleanup of the neighborhood south of Broadway, between Meridian and Delaware to 16th Ave.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter, 4<sup>th</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:** Finalizing the commercial broker professional services agreement (under legal review). Also finalizing phase three (final report) of hotel feasibility study for desired user (hotel development) as precursor to exploring possible partners.

**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:** Boundaries established, GIS platted, assessment complete, plan drafted, and currently under legal review. Anticipate 3<sup>rd</sup> quarter public comment/council action.

**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:** : Current Fiscal Year contract approved, CM Struble formally appointed to Board of Directors in September, contract renewal process for next FY to begin again spring 2018. Community Partnership Program meeting with GPEC to be scheduled spring 2018 (February – April).

**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:** The board has now been established and convened a retreat on November 30, 2017. The Mayor kicked off the retreat which served as a strategic planning session. A draft of a strategic action plan (1-3 year) will be discussed at their January meeting. The board highlighted three-four specific actions it can take in the next 18 months, including options for staffing.

**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:** [Staff making recommended changes to agreement.](#)

**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 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:** [Construction began January 8, 2018 and should be completed by mid-March 2018. Construction agreement executed in November 2017.](#)

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

**Department Assigned:** Public Works

#### **16.Street Preservation - Sierra Entrada/Phelps Subdivision - COMPLETED**

**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:** [Work completed on September 27th.](#)

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

**Department Assigned:** Public Works

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

**Strategic Label:** *Strong Infrastructure*

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

**Status:** [Completed in January 2018.](#)

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

**Department Assigned:** Public Works

#### **18.Overlay of Enchanted Acres Subdivision - COMPLETED**

**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:** [Completed in October 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:** Draft IGA has not been finalized yet, construction of project has been put on hold, but design will continue. Maricopa County Flood Control District is looking at possibly constructing the concrete box culvert separately before design of all flood structure work is complete.

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

**Department Assigned:** Public Works, City Attorney

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

**Strategic Label:** *Strong Infrastructure*

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

**Status:** Completed in December 2017.

**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:** Planned for spring 2018.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter, 3<sup>rd</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:** Planned for spring 2018.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter, 3<sup>rd</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:** Building Maintenance will complete this in house. They are and will continue to look at more efficient and reliable HVAC and lighting solutions for city facilities. PWD will assist AJ Water with the City Hall project.

**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:** 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 - *COMPLETED***

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

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

**Status:** [Mike Wever began employment in July 2017.](#)

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

**Department Assigned:** City Management, Human Resources

#### **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:** [Staff is working on the agreement with legal for Ford Municipal Lease.](#)

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

**Department Assigned:** Public Works

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

**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:** [Completed with council adoption of code changes on 9/19/17.](#)

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

**Department Assigned:** City Clerk

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

**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:** *Completed with council adoption of code changes on 9/19/17.*

**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 still researching options used by other municipalities.*

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

**Department Assigned:** City Clerk

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

**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:** *Completed.*

**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:** Staff presented the draft sign code revisions to the Planning and Zoning Commission on September 12th and 26th and presented the first draft of the Group Home revisions (1-6-10) on October 10. *Staff also presented a code amendment to allow porches in the front yard setback in November which was adopted by the Council in December. The remainder of the code will be completed through the P&Z Commission by the end of the FY.*

**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:** The City Attorney finished the changes to the facilities in the right-of-way in December and the zoning code provisions will be completed by the end of the FY.

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

**Department Assigned:** Development Services

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

*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:** This project is completed. City staff will review any changes to fees as a result of the newly adopted Subdivision Regulations as part of item # 35.

**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:** The city is obtaining voluntary participation in the 2015 ICC codes with all commercial projects.

**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:** Staff presented an outline of its approach to fees in the last quarter which was a compilation of what other cities currently charge for fees and are focusing on simplifying the fee structure as well as recommending fees based on our cost of service that include technology, staff, overhead, and vehicles.

**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 | Quality of Life**

**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:** Staff has drafted a Standard Operating Procedure (SOP) to assist in implementing the current code and is finalizing that document. Staff has created a comparative matrix between our code and the city of Mesa and the town of Queen Creek. The city recently added a third code compliance officer in early December of 2017. That person is learning the system and increasing the effectiveness of the code compliance program.

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

**Department Assigned:** Development Services

**37. Solid Waste and Recycling Ordinance – Health and Sanitation Code Update - *NEW***

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

**Description:** In the Fall of 2016, a graduate level class at the School of Sustainability at Arizona State University worked with city staff to analyze the city's current solid waste and recycling practices and conducted a peer city comparison with the Town of Queen Creek, City of Buckeye and the Town of Fountain Hills. The class prepared a white paper titled "Sustainability and Solid Waste in the City of Apache Junction." The three communities all require mandatory curbside solid waste and recycling collection. The ASU report recommends a series of actions. City staff also conducted a peer analysis of the city's nine peer comparator cities and seven of the nine cities require mandatory solid waste and recycling collection for residential properties. City staff presented the ASU white paper to the city council at a work session on June 5, 2017. While specific direction to staff was not sought or given, several council members noted that the city needs to move forward on the recommendations in the ASU white paper.

**Status:** City staff worked with several classes at ASU's School of Sustainability Project Cities program. The final reports will be completed by the end of February. A presentation of the findings and direction to staff will be sought in March/April of 2018.

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

**Department Assigned:** Public Works, Development Services, Management Services

**38. 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:** Current on-call contracts end 2/16/2018. Public Works has advertised for Statements of Qualification, review submittals, and make recommendations for the next round of on-call consultants to start 2/17/2018.

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

**Department Assigned:** Public Works

**39. 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

#### **40. 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:** [Awaiting amendment to state law by state legislature prior to proceeding.](#)

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

**Department Assigned:** City Clerk

#### **41. 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, SMCDF, AJWD, and Arizona Water Company, which are part of the review process but not city departments.

**Status:** Ongoing. The process primarily involves following the approach staff used for the new Fry's. Essentially, the process is meeting with applicant and their team early and often throughout the approval process and coordinating the internal and external partners such as Public Works, Building, Arizona Water, AJWCFD, SMCDF, and the SFMD. [More recently, this approach was used with MV Tags and Titles, Discount Tires and other commercial projects.](#)

**Anticipated Council Interaction:** As needed

**Department Assigned:** Development Services