

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 Current system acquired in 2002 is outdated.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: 1st Quarter

Department Assigned: Public Safety and IT

2. HWY 88 and Superstition Blvd Roundabout – NEAR COMPLETION

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: *Full closure of SR88 began on July 9 and it is anticipated to be closed until August 10. Engineering and AI Bravo meet with ADOT weekly.*

Anticipated Council Interaction: 1st quarter IGA with 2nd quarter ADOT presentation

Department Assigned: Public Works

Quality of Life

3. Permanent Base Adjustment Initiative – NEAR COMPLETION

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: *Proposition 423, Permanent Base Adjustment, will be on the August 28th ballot. Early ballots to be mailed August 1st. Publicity pamphlets completed and will be mailed on July 26th.*

Anticipated Council Interaction: 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter

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

4. Homelessness Efforts - *ONGOING*

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 city wishes to develop a more detailed strategy with the assistance of the Chronic Homeless Committee and the Empowerment Group that will better define the city's role in homelessness efforts. Committee recently awarded MAG Desert Peaks Award for efforts.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: Development Services

5. City-leased Bureau of Land Management Land - **ONGOING**

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: BLM is renewing the multi-use trail system lease for 5 years while working towards a patent. The Parks & Recreation Department is having the land surveyed and drawn up to properly assign land to the Prospector Park and Rodeo Grounds lease – once this is complete, an application for patent will be initiated and at this time a true land value assessment will take place so that the City can determine if they would prefer to continue as is or purchase the land. Review of events/programs was reviewed and additional uses were authorized associated with our events.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Parks and Recreation

6. Landfill Closure Deadlines in Operating Agreement and Planned Development Ordinance Amendment - **COMPLETED**

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: Chris Coyle made a presentation at the February 6th Council meeting and introduced his replacement. The next deadline is: January 1, 2022 (increased tonnage payments).

Anticipated Council Interaction: As needed

Department Assigned: Development Services

7. Senior Services Collaboration – **COMPLETED**

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: The senior center is fully funded this year for current needs (congregate meal, home-delivered meals, transportation to the center, transportation for medical/groceries, programming). In addition to the Individual Participant contributions, City of AJ, and Pinal Gila Council for Senior Citizen (AAA/Altec) contributions, the City was able to obtain \$74,463 in gifts/grants to fully fund the year. Programs that were brought back in 2018 were weekly grocery shopping trips and a medical/shopping trip reimbursement program for those without transportation. Additionally, large and small kitchen items were repaired, and replaced as necessary. First year in operation. Operations continue to run smoothly. Staff will continue to seek alternative sources of funding and resources.

Anticipated Council Interaction: As needed

Department Assigned: Parks and Recreation

Community Investment

8. Strong Sustainable Communities Program – **COMPLETED AND ONGOING**

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 completed a spring cleanup of the Sierra neighborhood south of Broadway Avenue, between Meridian and Delaware to 16th Ave on February 3rd. The city did not receive an ASU Sustainability intern this semester and will try again in the fall.

Anticipated Council Interaction: 2nd Quarter, 3rd Quarter, 4th Quarter

Department Assigned: Development Services

9. Public Private Partnerships (PPPs) - **ONGOING**

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: Core downtown properties formally back on the market as of June 2018. Two key parcel sales (Old West Marketplace & Filibertos) and staff continuing to shop other parcels. May want to bring the notion of city land acquisition back to council later fall FY 18/19. Downtown TAC will also be refining a core downtown conceptual plan to help better articulate to the development community “what the city wants to see downtown” which is very often a question we are asked.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Economic Development

10. Central Business District – **COMPLETED AND ONGOING**

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: Council approved May 1, 2018. One-year time clock before utilization.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Economic Development

11. Lost Dutchman Heights Zoning Bank - **ONGOING**

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 twice as to how the process works. There is no formal arrangement between ASLD and the Town of Marana. 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. A meeting with ASLD in person might move the discussion along.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: Development Services

12. Regional Economic Development – **COMPLETED**

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, and spring 2018 Community Partnership Program meeting held with GPEC on 3/15/18 with Mayor Serdy, Councilmember Evans and Councilmember Struble.

Anticipated Council Interaction: 4th Quarter

Department Assigned: Economic Development

13. Community Development Corporation – **COMPLETED AND ONGOING**

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 is now fully constituted and is working on implementing the strategic plan and the first project was the Sierra neighborhood cleanup. The board continues to recruit new board members and is meeting monthly. The board highlighted three-

four specific actions it can take in the next 18 months, including options for staffing. The CDC will take on the role of further developing the Strong Sustainable Communities program.

Anticipated Council Interaction: As needed

Department Assigned: Development Services

Strong Infrastructure

14. Financial Management Software - **ONGOING**

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: 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter

Department Assigned: City Management and Finance

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

Strategic Label: *Strong Infrastructure*

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

Status: [Work completed in March.](#)

Anticipated Council Interaction: 1st 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: 1st 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: 1st 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: 1st Quarter

Department Assigned: Public Works

19. Maricopa County Flood Control District – **ON HOLD**

Strategic Label: *Strong Infrastructure*

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

Status: [Project on hold.](#)

Anticipated Council Interaction: 1st Quarter, 2nd 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: 2nd Quarter

Department Assigned: Public Works

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

Strategic Label: *Strong Infrastructure*

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

Status: [Slurry completed in March.](#)

Anticipated Council Interaction: 2nd Quarter, 3rd Quarter

Department Assigned: Public Works

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

Strategic Label: *Strong Infrastructure*

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

Status: [Slurry completed in March.](#)

Anticipated Council Interaction: 2nd Quarter, 3rd Quarter

Department Assigned: Public Works

23. Energy Conservation Audit - **ONGOING**

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 by continuing 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: 3rd Quarter

Department Assigned: Public Works

24. Janitorial Services Multi-year Contract – **COMPLETED**

Strategic Label: *Strong Infrastructure*

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

Status: Council approved at the April 17th council meeting.

Anticipated Council Interaction: 3rd 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: 1st Quarter

Department Assigned: City Management, Human Resources

26. Lease to Purchase Fleet Option - **ONGOING**

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: Interest rates hiked and we were unable to resolve issues with the financial agreements. Fleet supervisor has started working on 10-year replacement plan for the city fleet to identify a consistent budget number that can be utilized for general fund as well as HURF for the foreseeable future. Allows Finance and City Manager's to plan without a large swing in budget requests and keeps the fleet updated and safe.

Anticipated Council Interaction: 1st 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: 1st 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: 1st Quarter

Department Assigned: City Clerk

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

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. Other tax and license priorities taking precedence.

Anticipated Council Interaction: 1st Quarter, 2nd Quarter, 3rd 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: 2nd Quarter

Department Assigned: Finance

31. Sign Regulations and Group Home Regulations – Zoning Ordinance Update – *NEAR COMPLETION*

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: The remainder of the code will be completed through the P&Z Commission by the end of the summer. The council adopted the staff and P&Z recommended rezoning of the East Ironwood Business Corridor Rezoning in April.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Development Services

32. Wireless Regulations - Code Update – NEAR COMPLETION

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 fall.

Anticipated Council Interaction: 2nd 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: 2nd Quarter

Department Assigned: Development Services

34. Building Codes – Code Update - ONGOING

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. This project is expected to be completed by December 2018.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Development Services

35. Building Permit Fees - Code Update - ONGOING

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. This project is expected to be completed by December 2018.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Development Services

36. Health and Sanitation Regulations – Code Update - ONGOING

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: The city recently added a third code compliance officer in early December of 2017. Code staff is meeting weekly and this project is expected to be completed by December 2018.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Development Services

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

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 were presented to the council in late April. Direction to staff to prepare a draft Request for Proposals was approved in May of 2018 to have the staff bring back an RFP by the end of 2018 or early 2019.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: Public Works, Development Services, Management Services

38. Engineering Statement of Qualifications - COMPLETED

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: Completed in February.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works

39. Mayoral and Council Candidate Election Packets - COMPLETED

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: Campaign packets will be available mid-April. Campaign committee packets already available.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: City Clerk

40. Public Safety Personnel Retirement Board - ONGOING

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: Staff to make changes post amendment to law.

Anticipated Council Interaction: 3rd Quarter and 4th Quarter

Department Assigned: City Clerk

41. Enhance Development Review Process - COMPLETED

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: Recent improvements include a how-to guide for preparing a site plan and a checklist for applicants submitting site plans for zoning review. The city can improve turn-around time for permits if the applications are complete when they are submitted. TNewly revised application forms are completed for re-zonings, CUPs, subdivisions, land splits, home occupations, lot combinations, and others. Council approved an intergovernmental agreement to implement My Government Online which is a suite of code compliance, planning and building permit software. Implementation of this software is expected to be completed by December 2018.

Anticipated Council Interaction: As needed

Department Assigned: Development Services