

# **Fiscal Year 2018-2019 City Council Work Plan**

## **Safe Community**

### **1. HWY 88 and Superstition Blvd Roundabout – *COMPLETED***

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

**Description:** Intergovernmental Agreement (IGA) with ADOT for installation and maintenance of roundabout at HWY 88 and Superstition Blvd was completed in 2017.

**Status:** Roundabout opened on August 20<sup>th</sup>.

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

**Department Assigned:** Public Works

## **Quality of Life**

### **2. Permanent Base Adjustment Initiative – *COMPLETED***

**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 passed by a 72%-28% margin on the August 28<sup>th</sup> election.

**Anticipated Council Interaction:** 1st Quarter

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

### **3. Homelessness Efforts – *ONGOING* (from FY 17-18)**

**Strategic Label:** *Quality of Life | Safe Community*

**Description:** The city convenes a monthly Chronic Homeless Committee (CHC). 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 conducts the annual federally mandated point in time count, hosts a health fair, ongoing Mayor's breakfasts, and completed an initial strategic planning session. The group received the Public Partnership Desert Peaks Award from MAG in June of 2018.

**Status:** Staff met with both CAG and Empowerment Systems and both have indicated they are interested in exploring programs such as Rapid re-housing, Eviction prevention, Utility Assistance, Navigation services, SOAR services, and inputting the homeless in the Homeless Management Information System which assists with accurate data collection and getting people into housing. CAHRA will receive additional funding from the state for eviction prevention to be focused on AJ and CG. They are going to be hiring a new person and city staff have offered the front conference room two days per week for confidential counselling.

**Anticipated Council Interaction:** As needed

**Department Assigned:** Development Services

#### 4. City-leased Bureau of Land Management Land – *ONGOING* (from FY 17-18)

*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. 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. Several meetings have taken place in the past year to advance expired leases and explore other types of land uses and potential costs. Direction to staff on next steps will need to take place.

**Status:** BLM staff have finalized the renewal of our Multi-Use Trail System Recreation & Public Purpose Lease for another 25 years and they are in the process of renewing our Prospector Park lease and Rodeo Park lease with the option to explore other uses and potential future purchase.

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

**Department Assigned:** Parks and Recreation

#### 5. Dog Park

*Strategic Label: Quality of Life / Community Investment*

**Description:** Two locations have been identified and master plans have been adopted in 2008; however, no funding source has been identified. Direct staff to research and identify funding sources as well as alternative concepts/locations to include market research on what other cities are providing.

**Status:** The City Council gave the above mentioned direction at their August 7th, 2018 council meeting. Since that time, staff has begun compiling research and has introduced the topic at the September 5th Parks & Recreation Commission meeting and will be continuing the data gathering and community input gathering over the next several months.

**Anticipated Council Interaction:** 1st Quarter

**Department Assigned:** Parks & Recreation

#### 6. Parks & Recreation Commercial Use Facility Fees

*Strategic Label: Quality of Life / Community Investment*

**Description:** With the development of Flatiron Park, which is a property on City-owned land, we have the opportunity to allow commercial uses (The MGC and City Complex Park is also on City land). Direction to staff is needed from Council on desires to change our policies/codes to allow for this type of use and to assess different types of fees, market city research, potential properties effected, etc.

**Status:** The Parks & Recreation Commission has made their recommendation for piloting commercial fees for the parks and recreation facilities which will be discussed at an upcoming council meeting.

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

**Department Assigned:** Parks & Recreation

## Community Investment

### 7. Downtown Development – **ONGOING** (from FY 17-18)

**Strategic Label:** *Community Investment*

**Description:** With active recruitment efforts underway to attract users to downtown, there is potential to bring forth economic development agreements that may be required to help close the gap to bring projects to fruition.

**Status:** Staff continues to reach out to downtown landowners on this. Staff is also exploring how to maximize the recently created Federal Opportunity Zone designation assigned to part of the “Y” area.

**Anticipated Council Interaction:** As needed

**Department Assigned:** Economic Development

### 8. Community Development Corporation – **ONGOING** (from FY 17-18)

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

**Description:** 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 3<sup>rd</sup>, 2018 and is planning another event in the fall. Along with city staff, the CDC will take on more of the activities of the Strong Sustainable Communities (SSC) initiative. The program is intended to spur neighborhood revitalization, pride of community and community investment.

**Status:** The board is actively recruiting new board members as several member's terms are up and may not return. The board is meeting monthly. The board participated in the recruitment of a new staff liaison/executive director, Fox Young.

**Anticipated Council Interaction:** Once per year – activity report

**Department Assigned:** Development Services

### 9. 2020 Census Communication & Outreach

**Strategic Label:** *Community Investment*

**Description:** City staff will work on communication, planning and coordination with residents in preparation for the 2020 Census.

**Status:** Staff is in the planning phase of creating a “complete count committee”.

**Anticipated Council Interaction:** As needed

**Department Assigned:** Marketing and Communications

### 10. Re-plastering Superstition Shadows Aquatic Center

**Strategic Label:** *Community Investment*

**Description:** The aquatic center is due for routine capital facility maintenance of the two pools at the aquatic center. Council has approved this project in the Fiscal Year 18-19 budget.

**Status:** The RFP for this work has been sent out and bids will be opened and reviewed 10/24/18 and a recommendation will be made to council.

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

**Department Assigned:** Parks & Recreation

## 11. Arizona State Land Sale – Brookfield Residential Arizona LLC’s Application

**Strategic Label:** *Community Investment*

**Description:** Brookfield Residential Arizona LLC submitted an application to purchase 8,500 acres of Arizona State Land in the City’s planning boundaries.

**Status:** This project will likely take a multi-year effort before a potential economic development agreement is possible.

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

**Department Assigned:** City Manager, City Attorney, Economic Development, Development Services, Public Works, Water District, Public Safety, and Sewer District.

## Strong Infrastructure

## 12. Financial Management Software – **AGREEMENT COMPLETED**

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

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

**Status:** Agreement approved by city council on August 20<sup>th</sup>. Project planning sessions kick-off mid-October.

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

**Department Assigned:** City Management and Finance

## 13. Reconstruction of Winchester Rd – 16<sup>th</sup> Avenue to Southern Ave.

**Strategic Label:** *Strong Infrastructure*

**Description:** Curb, 2 driving lanes and center turn lane, 2 bike lanes, sidewalk on both sides, and storm sewer (storm sewer will be connected when channel south of Southern Ave is completed).

**Status:** Bids came in \$550,000 over estimate. Applying to MAG for closeout money, will ask to rebid if we receive closeout funds.

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

**Department Assigned:** Public Works

## 14. Reconstruction of Delaware Drive – Apache Trail to Superstition

**Strategic Label:** *Strong Infrastructure*

**Description:** Curb, 2 driving lanes, 2 bike lanes, sidewalk on west side, and storm sewer

**Status:** Two neighborhood meetings held on September 4<sup>th</sup> with status update on multi-agency and multi-vendor project. Signage was installed for project information. Construction will begin on October 15<sup>th</sup> with an estimated completion in Spring of 2019.

**Anticipated Council Interaction:** 3rd Quarter

**Department Assigned:** Public Works, Marketing and Communications

**15. ~~Street Preservation of Ironwood – Lost Dutchman to McKellips~~ Reconstruction of Idaho – Lost Dutchman to McKellips**

**Strategic Label:** *Strong Infrastructure*

**Description:** Mill and overlay.

**Status:** Project priorities shifted and Ironwood Road project will be delayed until FY 2019-2020 so funding can be used for the new project since grant funding for bike and pedestrian improvements was received for Idaho Road.

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

**Department Assigned:** Public Works

**16. Reconstruction of Main Drive – 1<sup>st</sup> Avenue to Broadway Avenue**

**Strategic Label:** *Strong Infrastructure*

**Description:** CDBG grant to add sidewalk and curb.

**Status:** Grant awarded with expected start in Winter of 2018/2019.

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

**Department Assigned:** Public Works

**17. Street Preservation – Crack Seal**

**Strategic Label:** *Strong Infrastructure*

**Description:** Renaissance Pt, Az Grande, Ironwood Estates I & II, Cortez Ranch, and portions of Southern and Tomahawk.

**Status:** Work has begun. Anticipated completion end of October.

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

**Department Assigned:** Public Works

**18. Street Preservation of Apache Trail – Meridian to Idaho - *COMPLETED***

**Strategic Label:** *Strong Infrastructure*

**Description:** Crack seal, fog seal and striping. .2% road tax funded project.

**Status:** Completed.

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

**Department Assigned:** Public Works

**19. Street Preservation of Tomahawk – Old West Highway to Southern and Baseline to US60**

**Strategic Label:** *Strong Infrastructure*

**Description:** OWH to Southern – Slurry seal Baseline to US60 – mill and overlay interior lanes and slurry seal full width. .2% road tax funded project.

**Status:** Staff is working on agreement and anticipate work to begin in early 2019.

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

**Department Assigned:** Public Works

## **20. ~~Street Preservation of Old West Highway – Idaho to US60~~**

**Strategic Label:** *Strong Infrastructure*

**Description:** Slurry Seal. .2% road tax funded project.

**Status:** Project priorities shifted and Old West Highway project will be delayed until FY 2019-2020 so funding can be used for the Idaho Road project (see #15) since grant funding for bike and pedestrian improvements was received for Idaho Road.

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

**Department Assigned:** Public Works

## **21. Development Fee Ordinance Update and Infrastructure Improvement Plan Update**

**Strategic Label:** *Strong Infrastructure*

**Description:** The city must update the Infrastructure Improvement Plan (IIP) every five years by state law. Volume II, Chapter 7 may also need revisions as part of this process. Chapter 7 of the Land Development Code is the mechanism to implement the IIP.

**Status:** Staff to develop and issue a Request for Proposals and enter into a contract with a consultant for this task.

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

**Department Assigned:** Development Services

## **World Class Governance**

## **22. Liquor License Application Process and Related Fees – Code update – *ONGOING* (from FY 17-18)**

**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:** *Awaiting deputy city clerk position to be filled for assistance.*

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

**Department Assigned:** City Clerk

## **23. Zoning Ordinance Update (Sign Regulations & Group Home Regulations) – *ONGOING* (from FY 17-18)**

**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. Staff presented the draft sign code revisions to the Planning and Zoning Commission in September of 2017 and presented the first draft of the Group Home revisions (1-6-10) on October 10.

**Status:** Items 23 and 24 should be combined. As staff is attempting to complete the Property Maintenance Code update, the Building Permit Fee code update, the adoption of the 2018 ICC Building Codes, the adoption of the Active Transportation Plan, soliciting a consultant for the Development Fee updates, and starting the General Plan update, the zoning code and wireless code update is being moved out until after the first of the year.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter  
**Department Assigned:** Development Services

#### **24. Wireless Regulations - Code Update – NEAR COMPLETION (from FY 17-18)**

**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:** Items 23 and 24 should be combined. As staff is attempting to complete the Property Maintenance Code update, the Building Permit Fee code update, the adoption of the 2018 ICC Building Codes, the adoption of the Active Transportation Plan, soliciting a consultant for the Development Fee updates, and starting the General Plan update, the zoning code and wireless code update is being moved out until after the first of the year.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter  
**Department Assigned:** Development Services

#### **25. Building Codes – Code Update – ONGOING (from FY 17-18)**

**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. Staff is proceeding with a proposal to adopt the 2018 codes.

**Anticipated Council Interaction:** 2<sup>nd</sup> Quarter  
**Department Assigned:** Development Services

#### **26. Building Permit Fees - Code Update – ONGOING (from FY 17-18)**

**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 is 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:** 2<sup>nd</sup> Quarter  
**Department Assigned:** Development Services

#### **27. City Code Chapter 9: Health and Sanitation Regulations Update – ONGOING (from FY 17-18)**

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

**Description:** In February 2017 council directed staff to research potential enhancements to the city's property maintenance code, including items such as mandatory trash collection, that was adopted in 2006. Code staff has developed a standard operating procedure to assist in implementing current code.



**Status:** Staff has completed a draft which is under review by the city attorney and development services director with an expected review by the city council in November and December.

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

**Department Assigned:** Development Services

## **28. Solid Waste and Recycling Ordinance – Health and Sanitation Code Update – *ONGOING* (from FY 17-18)**

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

**Description:** The City 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. 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.

**Status:** Staff is working ASU Polytechnic Class on Solid Waste Management (Professor Al Brown) on a draft RFP and draft Ordinance for staff to review. Engineering students are reviewing recent RFPs in the Valley as well as existing solid waste management ordinances and will present the city with drafts in November.

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

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

## **29. Fleet Purchasing Options**

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

**Description:** Prepare a 10-year replacement plan for the city fleet and 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.

**Status:** Approximately 50% complete. Initial budget numbers show annual budget request will be approximately \$350,000 from General Fund and \$215,000 from HURF funds.

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

**Department Assigned:** Public Works

## **30. Pension Policy Statement**

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

**Description:** 2018 Legislative passing of HB2097 which requires every governing body of a plan under PSPRS to pass a Pension Funding Policy and publish it on it's website by July 1, 2019.

**Status:** Staff is researching requirements.

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

**Department Assigned:** Finance

## **31. 2019 Personnel Rules**

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

**Description:** Document that provides a uniform system of personnel administration for the City of Apache Junction. Staff seeks to update document on a biannual basis.



**Status:** Staff is reviewing current rules that may be updated.

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

**Department Assigned:** Human Resources

### 32. Council Chamber HD Conversion

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

**Description:** Update the council chamber's AV technology by transitioning to 16x9 HD signal an image format, improve vendor media integration and improve staff access and control.

**Status:** Purchasing is complete. Delivery of the 98" monitor is expected mid-October with installation anticipated in early November.

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

**Department Assigned:** Marketing and Communications and IT

### 33. Website Remodel

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

**Description:** Update the website to a completely mobile-first service. Though this doesn't necessitate a change of vendor, staff may entertain other third parties.

**Status:** Staff is researching vendors.

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

**Department Assigned:** Marketing and Communications and IT

### 34. City Code Chapter 14: Cable Television Revisions

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

**Description:** With the passage of video and cable services legislation, SB 1140, in the 2018 Arizona State Legislative Session, changes to the City Code are required by July 1, 2019. The new law forbids the city from requiring a service or other fee or tax, a local office, build-out of an institutional network, line extension, infrastructure timing, equipment and facilities.

**Status:** Staff is researching.

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

**Department Assigned:** City Attorney, City Manager, Public Works, Development Services, Marketing and Communications

### 35. City Council Electronic Agenda Packets - **COMPLETED**

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

**Description:** Transition city council to electronic agenda packets to eliminate voluminous paper packets and reduce staff time required for meeting preparation. Hardcopy agendas will still be made available to the public.

**Status:** Council and the city attorney have been equipped with iPads and are using electronic agenda packets.

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

**Department Assigned:** City Manager, City Clerk, and City Attorney.

### **36. City Boards and Commissions Meetings – Uniformity, Transparency and Process Improvements - *COMPLETED***

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

**Description:** Transition city council and city's boards and commissions to action meeting minutes since meeting videos are available for more in-depth detail, all governing bodies will hold meetings in the city council chambers, when possible, for audio/video recording and utilize Granicus/Legistar for meeting agendas and meeting minutes.

**Status:** Boards and commissions are meeting in the city council chambers where meetings are being recorded. Council and boards and commissions have transitioned to action meeting minutes.

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

**Department Assigned:** City Manager, City Clerk, Parks and Recreation, Library, Development Services, Water District.

### **37. Utility Vote in 2020**

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

**Description:** Staff will hold preliminary discussions and begin necessary preparation to bring forth the question of whether city residents wish for the city to get into the utility business on the fall 2020 election ballot.

**Status:** With the Prop 423 approval, the city is better equipped to get into the utility business for its residents should they want that. Whether this will be on the August 2020 ballot for voters to decide is pending council discussion and direction to staff.

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

**Department Assigned:** City Manager, City Attorney, City Clerk

### **38. Contract for Economic Development services with Greater Phoenix Economic Council - *COMPLETED***

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

**Description:** Request for contract approval to continue with GPEC for Economic Development services.

**Status:** Agreement was approved at the July 17<sup>th</sup> Council Meeting. CM Struble was appointed to the board.

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

**Department Assigned:** Economic Development

### **39. City Public Records Request Process Update**

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

**Description:** Staff will review forms, fees, and current public records request process and make recommendations for council consideration for applicable city code changes to provide for a new fee structure and enhanced process.

**Status:** Awaiting deputy city clerk position to be filled for assistance.

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

**Department Assigned:** City Clerk

### **40. City Code Chapter 8: Mobile Food Vendors Revisions – Food Trucks**

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

**Description:** With the passage of food truck legislation, HB 2371, in the 2018 Arizona State Legislative Session, changes to the City Code are required.

**Status:** Staff is working with the League and researching necessary changes.

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

**Department Assigned:** City Clerk

#### **41. City Code Chapter 8: Business License Code Changes**

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

**Description:** Staff will correct clerical inconsistencies and make needed revisions to Chapter 8 that have surfaced during implementation of the 2017 business license code changes.

**Status:** Awaiting deputy city clerk position to be filled for assistance.

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

**Department Assigned:** City Clerk