

Fiscal Year 2019-2020 Work Plan

Quality of Life

1. Dog Park Design

Strategic Label: *Quality of Life/Community Investment*

Description: The parks & recreation Department was directed by city council to begin design/construction documents for the dog park, coordinate an IGA with Pinal County, and begin fundraising efforts.

Status: *The project is in the design phase.*

Anticipated Council Interaction: 2nd or 3rd quarter

Department Assigned: Parks & Recreation

2. The Citizen Brochure – Contract Award

Strategic Label: *Quality of Life*

Description: The parks & recreation department will be asking to renew our contract for the *Citizen* brochure that is published and distributed three times per year to residents, highlighting Parks & Recreation, Library, AJPD and other city programs.

Status: *Council consideration scheduled for the 08/06 council meeting.*

Anticipated Council Interaction: 1st quarter

Department Assigned: Parks & Recreation

3. Senior Services – MGC Bingo License

Strategic Label: *Quality of Life*

Description: Through popular demand, parks and recreation staff have researched re-implementing bingo at the senior center. Staff will seek Arizona Dept of Revenue required city council endorsement for the Senior Center Class A Bingo license. This license was formally held at the center and allowed seniors to play recreational, small-monetary bingo games.

Status: *Staff is in the design phase.*

Anticipated Council Interaction: 1st Quarter

Department Assigned: Parks & Recreation / City Attorney

4. 2020-2050 General Plan - Legendary Landscapes and Lifestyles

Strategic Label: *Quality of Life*

Description: The city is required by state law to adopt a General Plan every 10 years through an update or a whole new plan. For this plan, the city is making major revisions in some areas but also updating some chapters. New this time around is an Intergovernmental Cooperation Element and a water element as well as a Downtown AJ Element.

Status: *Staff has met with approximately 20 groups for input, conducted a survey with over 1,000 responses and held two public information sessions with a third one on June 20th. The Planning and Zoning Commission will start reviewing the plan in late July through September with the council beginning its review in November and December with adoption in January and the ballot measure in August of 2020.*

Anticipated Council Interaction: 3rd Quarter

Department Assigned: Development Services

5. Contract for Visitor Center Services

Strategic Label: *Quality of Life*

Description: The current professional services agreement with the Apache Junction Chamber of Commerce for visitor center services is a three-year agreement and is in effect until June 30, 2020. If council wishes to continue to support visitor center services for our residents and visitors, a new contract will need to be secured with a provider. The recent changes to the procurement code exempts this service from the formal procurement process but a contract will require council approval.

Status: Staff will begin analyzing service provider options for this type of service and determine the process to be used to secure a provider.

Anticipated Council Interaction: Late 2nd Quarter or early 3rd Quarter

Department Assigned: Economic Development

Community Investment

6. Public Art

Strategic Label: *Community Investment/ World Class Governance*

Description: Establish a Public Arts Commission

Status: Establishing a commission requires changes to existing codes including Volume 1 Chapter 2, Chapter 4, and Volume 2 Chapter 1. July 2019 Planning and Zoning Commission to review and make a recommendation. August 2019 a draft will be presented to the city council. September 2019, council consideration of Volume 1 Chapter 2 and Volume 2 Chapter 1. November 2019 council consideration of Volume 1 Chapter 4. A commission will be seated in November 2019.

Anticipated Council Interaction: 1st and 2nd quarters

Department Assigned: Development Services

7. City-Leased Bureau of Land Management Property - *ONGOING*

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

Description: The Bureau of Land Management recently renewed leases on Sheepdrive Trail (Multi-Use Trail System), Prospector Park, and the Rodeo Grounds. City Council has expressed interest in learning how the city could obtain patents or the right to purchase some of these lands in order to fully utilize these important recreational assets.

Status: Parks and recreation and Bureau of Land Management staff will work on next steps to begin appraisals of the land and to present/discuss with city council.

Anticipated Council Interaction: 2nd or 3rd quarter

Department Assigned: Parks and Recreation

8. Apache Trail Median Landscape Improvements

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

Description: In 2010, plans for beautification began at Idaho Rd. and Old West Highway: unfortunately, outside funding for these types of projects were no longer accessible and the project has been stalled. A more scaled back and manageable approach has been adopted to re-introduce native plants and trees to the median in a phased approach. Partnerships with various for-profit and non-profit agencies have been initiated to complete this project largely through donations, volunteers, and in-house manpower.

The AJCDC is planning the community's first Make a Difference Day event in October 2019 and is the entity responsible for holding and coordinating the finances for the median beautification project in conjunction with the Make a Difference Day event.

Status: Council was made aware of the project by city manager and fundraising/volunteer recruitment efforts have begun

Anticipated Council Interaction: updates as needed

Department Assigned: Parks and Recreation, Public Works, Management Services, Revenue Development

Strong Infrastructure

9. Financial Management Software (Munis) – ONGOING

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 20th. Staff is currently working on implementation and a go live date is now scheduled for July 1, 2020.

Anticipated Council Interaction: 4th quarter

Department Assigned: City Management and Finance

10. Reconstruction of Winchester Rd – 16th 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. Staff rejected bids then applied for and received \$696,761 in MAG closeout funds. Project has been rebid, awarded and Joint Project Agreement (JPA) approved by council in April 2019.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works

11. Reconstruction of Ironwood – Lost Dutchman to McKellips

Strategic Label: Strong Infrastructure

Description: Base reconstruction and asphalt paving.

Status: Staff is working on securing a contract.

Anticipated Council Interaction: 1st Quarter

Department Assigned: Public Works

12. Reconstruction of East Side of Main Drive – 1st Avenue to Broadway

Strategic Label: Strong Infrastructure

Description: Add curb to east side of Main. West side finished in FY19.

Status: CDBG funding was decreased by \$74,000. Staff will complete as planned and will need to secure funding from another source. Design is complete.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works

13. Reconstruction of West side of Grand Drive – Apache Trail to Broadway

Strategic Label: *Strong Infrastructure*

Description: Add curb and sidewalk to the west side of Grand Drive. East side finished in FY19.

Status: Design is complete.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works

14. Street Preservation of Old West Highway – Idaho to US60 - ONGOING

Strategic Label: *Strong Infrastructure*

Description: Slurry seal. 0.2% road tax funded project

Status: Project was moved from FY19 to allow for the reconstruction of Idaho from Lost Dutchman to McKellips.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works

15. Reconstruction of Southern – Delaware to Ironwood

Strategic Label: *Strong Infrastructure*

Description: Widening, bike lanes, curb, sidewalk and drainage

Status: Engineering is working on right-of-way.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works

16. Development Fee Ordinance Update and Infrastructure Improvement Plan Update

Strategic Label: *Strong Infrastructure*

Description: The city must update the Infrastructure Improvement Plan (IIP), Land Use Assumptions and Development Fee Report every five years by state law. Volume II, Chapter 7 is also being revised as part of this process. Chapter 7 of the Land Development Code is the mechanism to implement the IIP.

Status: There will be a public hearing August 6th regarding the adoption of the development fees and ordinance changes which are anticipated to go into effect on October 21st.

Anticipated Council Interaction: 1st Quarter

Department Assigned: Development Services

17. Superstition Shadows Park Fencing

Strategic Label: *Strong Infrastructure*

Description: Award of contract for replacement of deteriorating fencing at Superstition Shadows Park (skate park and interior pool fencing).

Status: Staff is researching options

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Parks and Recreation

World Class Governance

18. Request for Proposal for Solid Waste, Recycling & Disposal Services and Solid Waste and Recycling Ordinance

Strategic Label: *World Class Governance*

Description: Award of contract for a single hauler solid waste, recycling and disposal service in the city and an ordinance change to mandate trash service for all city residents.

Status: Staff will provide a presentation on the responses received to the request for proposals received at the August 6th council meeting and request direction to staff.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: Public Works and City Manager's Office

19. Parks and Recreation Fees Update

Strategic Label: *World Class Governance*

Description: The Parks and Recreation Commission has previously reviewed and considered commercial fees to be added to our fee structure (due to new city-owned properties). Staff is seeking city council direction to begin the 5-year market-study on all Parks and Recreation Fees and direction to incorporate a new commercial use tier in order to accommodate for-profit entities that currently cannot reserve parks and recreation facilities.

Status: With city council support, staff and the Parks and Recreation Commission will conduct a market study and bring changes for final council approval.

Anticipated Council Interaction: End of 3rd quarter

Department Assigned: Parks and Recreation

20. Zoning Ordinance Update (Miscellaneous amendments, Sign Regulations, Wireless Code & Group Home Regulations) – ONGOING

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.

Status: As staff was completing 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 was moved out until these other items are completed. The zoning code update should start its review by the Planning and Zoning Commission by October.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: Development Services

21. 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: Deputy city clerk is currently researching updated fees on liquor license initial and renewal fees based on the series of license and is writing a standard operating procedures manual for timely process of applications received.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: City Clerk

22. City Public Records Request Process Update

Strategic Label: *World Class Governance*

Description: Staff is reviewing forms, fees, and current public records request processes and will present recommendations for council to consider for applicable city code changes to provide for a new enhanced process and fee structure.

Status: Deputy city clerk is in the process of moving to electronic filing and fulfillment of public record requests if available and reviewing current fees for possible updates. State statute prohibits creating documents to fulfill the request, or charging fees when the request is fulfilled electronically.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: City Clerk

23. City Code Chapter 8: Business License Code Changes - *ONGOING*

Strategic Label: *World Class Governance*

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

Status: Deputy city clerk is working with the city attorney to review and address inconsistencies and needed revisions to Chapter 8 Business Licensing that have arisen during the implementation of the 2017 business license code changes.

Anticipated Council Interaction: 2nd Quarter

Department Assigned: City Clerk

24. 2020 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 an as needed basis.

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

Anticipated Council Interaction: 4th Quarter

Department Assigned: Human Resources

25. Website Remodel - ONGOING

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 research options of whether to issue a new request for proposal for web services or work with current provider for an overhaul of current website platform.

Anticipated Council Interaction: 4th Quarter

Department Assigned: Marketing and Communications and IT

26. Mygovonline - ONGOING

Strategic Label: World Class Governance

Description: Implementation of mygovonline software for planning and zoning, building, and code compliance processes to enhance customer experience.

Status: The project is in design stages.

Anticipated Council Interaction: 3rd Quarter

Department Assigned: Development Services